



# WESTSIDE Christian School

---

## Parent-Student Handbook

---

5375 University Boulevard  
Vancouver, B.C. V6T 1K3

**Telephone:** (604) 224-3030  
**Website:** [www.westsidechristian.ca](http://www.westsidechristian.ca)  
**E-mail:** [office@westsidechristian.ca](mailto:office@westsidechristian.ca)

Operated by the **Association of Families for Christian Education**

Member of SCSBC (Society of Christian Schools in BC) and

ACSI (Association of Christian Schools International)

September 2010

## **Message from the Executive Committee**

At Westside Christian School, we view the role of educating children as a cooperative effort involving parent, child and school working side-by-side to meet the many and diverse academic and learning style needs as well as to encourage the God-given giftings of each child. In our multi-age learning format students discover how they can use these giftings in loving God and serving others. We have established a program and educational environment to meet the needs of each student, emotionally, spiritually, and academically.

It is our goal to raise up children who will serve and glorify God throughout their lives, beginning with these early years of their education.

We trust that this manual honors God and His Word and will encourage parents in the exciting vital task to which you have been called.

### **1. Mission Statement**

Recognizing that each child is unique, has God-given abilities and gifts, and has a purpose ordained by God, our mission, alongside parents, is to provide a unique Christian education that imparts to each child that training, instruction and experience which together forms a well of knowledge, wisdom and ability that in turn produces a heartfelt love of God, a love of neighbour and recognition of God's lordship over everything; and that when drawn upon will result in morally upright behaviour and action for the betterment of the world and thereby a realization of each child's full potential in Christ.

## **2. Statement of Faith**

The basis of Westside Christian School is the Word of God, the Bible, which we hold in its entirety to be the inspired, only infallible, authoritative, inerrant Word of God. We hold the following truths to be fundamental and self-evident teaching from the Word of God:

God is eternally existent in three persons – Father, Son and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).

The universe and all things were created by God in the beginning and were made good and perfect (*Genesis 1:31*).

God created man in His own image (*Genesis 1:26,27*).

Christ is God (*John 10:33*), was born of a virgin (*Isaiah 7:14, Matthew 1:23, Luke 1:35*), lived a sinless life (*Hebrews 4:15, 7:26*), performed miracles (*John 2:11*), died a vicarious and atoning death (*1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9*), rose from the dead, a physical, personal resurrection (*Luke 24:36-43; John 11:25, Acts 2:29-33*), ascended to the right hand of the Father (*Mark 16:19; Ephesians 1:19-23*), and will personally return in power and glory to judge the living and the dead (*Acts 1:11, 10:42; 1 Corinthians 15:52; 1 Thessalonians 4:16*).

All of humanity is dead in sin and in need of salvation through the regenerating power of the Holy Spirit. Humanity is saved from sin and condemnation by grace alone on the single ground of faith in the Lord Jesus Christ (*John 3:16-21, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5*).

There is a resurrection of both the saved and the lost; those that are saved to eternal life, and those that are lost to eternal damnation (*John 5:24, 28-29*).

The Christian, through the indwelling of the Holy Spirit, is empowered to live a godly life evidenced by: a) the fruit of the Spirit (*Acts 1:8, 2, 4:31; Romans 8:13-16; Galatians 5:22*); b) the gifts of the Spirit (*Romans 12:4-8; 1 Corinthians 7:7, 12:4-7*); and c) the unity of all believers (*1 Corinthians 12:12, 13; Hebrews 10:25; Ephesians 2:14-16; Galatians 3:26-28*). [See *Ephesians 4: 11-13*]

### **3. Biblical Mandate For Education**

Convicted, compelled and empowered by His love, we, who He has called, resolve in His power to train up these children to:

- love the Lord with all their heart, strength, mind and neighbour as self
- acknowledge Christ's Lordship over all
- realize and utilize their abilities and gifting in glorifying God and serving man
- rest in his grace and live in his sufficiency
- be an influence in their community/world (not be influenced by their community/world)

### **4. Westside Christian School**

In obedience to God's mandate for parents to take responsibility for their child(ren)'s education, WCS began in 2002. Based on a Biblical view of life, education, the family, and the child, Westside Christian was established as a non-denominational school offering comprehensive instruction and Biblical training.

#### **a) Comprehensive Education**

Besides "reading, writing, and arithmetic" students will:

- explore the wonders of the world God has created in Science
- examine man's response to God's gift of life, time and space in the Social Sciences
- marvel at how they were created to move in Physical Education
- wow at the beauty He created in Art
- listen for God's breath in Bible

Through the subjects students will see all of life from a Biblical perspective; appreciating what God has provided and challenging the false views of life which are so prevalent in the world today.

#### **b) The Family and Role of the Parents**

The family, consisting of one man and one woman, committed before God and state in a loving, lifelong marriage, together with their child(ren), comprise the ideal environment for the nurturing, training and upbringing of children. While recognizing that this ideal is often not achieved in our society, this institution is, nevertheless, foundational to a strong and united society and as such is to be fostered,

strengthened, protected and encouraged. We also affirm the right of all parents and their children, regardless of circumstance, to be supported, loved and respected.

The school is an extension of and agent for the parents, to assist the parents in the training and upbringing of the child. Parental input and involvement is essential to the successful education of each child.

As an adjunct to the family, the school must extend the same spiritual, emotional and physical safety to the children entrusted to its care that parents aim to achieve in their own home. In this context, parents are at all times entitled to expect, and the school must at all times reflect, organizational integrity and accountability.

### **c) The Child**

Each child is God's unique creation, having been wonderfully made from conception, endowed by God with gifts and abilities, for a purpose and called ordained by God. Recognized as such, children are a precious gift of God to their parents (Psalm 139). Teachers at Westside realize the necessity of recognizing each child's abilities and challenges as well as consistently presenting Christ as the only answer to the child's greatest problem-sin. It is our prayer that each would realize his/her full potential in surrendering self to Christ (Jeremiah 9:23-24; Matthew 19:14).

### **d) A Christian Education**

The Westside Christian School curriculum not only meets, as a minimum, all the requirements of the BC Ministry of Education guidelines for Kindergarten through Grade Twelve, but also has as its foundation the Christian Faith (see Statement of Faith). This is not accomplished by simply having Bible dealt with as a separate subject, although to be sure, sound Christian doctrine will be taught. Rather, Biblical truth is foundational to the entire curriculum resulting in students who not only develop academic excellence, but who view all of life from a Biblical perspective.

### **e) Multiage Classes**

In a traditional public school, children are grouped and taught alongside same aged peers. At times, this can lead to children developing a narrow and elitist concept of "peer". Younger children may be looked down upon while older children may be looked up at in fear. Anyone outside the grade is not part of the "in crowd". This is unhealthy and inconsistent with the multiage and cooperative approach that is found within the family structure.

By design, we have chosen to model our school after the family by extending the multiage makeup of the family to the classroom. In order to achieve the greatest

benefits from the multiage model Westside Christian is organized with small class size and flexible groupings. This has many advantages including the following:

- (a) Children develop a much broader understanding of “peer”;
- (b) Children learn to co-operate and work together with a wide range of abilities;
- (c) Children learn to accept, respect, accommodate and learn from each other’s differences;
- (d) Since the class is made up of many different ages and hence many different stages of learning, education must be directed to the level of the individual, rather than to the average, at best, or lowest common denominator, at worst, in a more traditional classroom;
- (e) Children are able to make continuous progress at their own pace rather than having to wait for promotion to the next grade in order to move forward into more difficult curriculum.

#### **f) Student Learning Plans**

In order to ascertain a child’s true learning potential, an accurate understanding of the child’s present level of educational attainment is essential. This is accomplished by developing a Student Learning Plan (SLP) for each child. This permits strengths to be identified and fostered, and potential weaknesses to be addressed. In so far as resources allow, the curriculum is then tailored to the individual child’s unique learning style and abilities. While maintaining grade appropriate minimum standards, a child will no longer be held back by the pace of the entire class.

#### **f) United by Christ’s Love**

All Board members and staff are here to serve Christ and His people. They are committed Christians who agree with the care values of the school and reflect by word and deed, the love of Christ and honour of God. Obedience to god’s Word is foundational to direction formulated and decisions made.

## **Staff**

Principal:	Mr. Hugh Mawby
Administrative Assistant:	Miss. Sochand Atef
Primary Teacher:	Miss. Jodie Wong
Kindergarte Teacher:	Miss. Megan Heise
Intermediate Teacher:	Mrs. Emily Scale
Upper Intermediate Teachers:	Mrs. Jeanine Wasik
Art Teacher:	Mrs. Aloha Johnson
Music Teacher:	Mrs. Kathy Na
Business Administrator:	Mrs. Karen Boldt
Bookkeeper:	Ms. Zulin Ho

## **School Hours**

Classroom hours are from 8:30 a.m. to 3:10 p.m. for Grades 1 through 9, including full day Kindergarten students. Half day Kindergarten hours are from 8:30 a.m. to 11:15 a.m. All students should arrive at 8:20 a.m. and must be picked up at the dismissal time of 3:10 p.m. Please note there is no supervision available prior to 8:20am. **It is important that students arrive at 8:20 a.m. in order to be ready to start classes at 8:30.a.m.**

## **After-School Supervision Policy**

Parents are expected to pick up their children by **3:10pm**. Recognizing there are times when situations will sometimes delay parents, outdoor supervision will be available until **3:30pm**. Westside Christian School will not be held liable outside of these times.

If someone other than a parent will be picking up your children, parents must provide the school with a signed consent for this other person.

## **Chapel**

Once a week our full student body come together to worship and praise God with word and song. Parents may attend chapel with their children. Please speak directly with your child's teacher for more information.

## **Parent Communication**

Open communication between parents and staff is essential, particularly as it applies to the growth and development of our children. Parents are encouraged to share joys and concerns with staff members at appropriate times. The school will communicate with parents through various means. These include:

- Parent/Teacher meetings
- School Website
- Notices home
- Phone contact
- Newsletters
- E-mail

It is the responsibility of the parent in times of student absences to ensure that they have not missed any notices home.

If you wish to be contacted at times by e-mail, please ensure the School has your current e-mail address.

## **Reporting to Parents**

Formal and interim reports are scheduled as shown in the yearly calendar distributed to student families. In addition, several parent/teacher meetings are scheduled during the year to discuss assessment results, Student Learning Plans, and progress updates.

## **Student Assessment**

Evaluation of work is based on daily classroom and homework assignments, participation in discussions, projects, tests and exams. Student effort will also be noted. Parents are encouraged to make appointments to discuss progress with the teachers.

- **Grades K-3:** The aim of reporting at the primary level is to inform parents of specific learning goals for their child. Both the home and the School work together to monitor and encourage students as they progress toward these goals throughout the year. The method of reporting combines anecdotal comments with evaluative marks. A checklist will use the following key:

<b>E- Excellent</b>	<i>Exceeds expectations</i>
<b>G- Good</b>	
<b>S- Satisfactory</b>	<i>Reaches expectations</i>
<b>N- Needs Improvement</b>	

- **Grades 4-9:** The following grade symbols are used to indicate achievement:

<b>A</b>	90-100%	<i>Outstanding/Excellent</i>	“
<b>A-</b>	86-89%	“	
<b>B+</b>	80-85%	<i>Very Good</i>	
<b>B</b>	76-79%	“	
<b>B-</b>	73-75%	“	
<b>C+</b>	67-72%	<i>Good</i>	
<b>C</b>	60-66%	<i>Satisfactory</i>	
<b>C-</b>	56-59%	<i>Minimally Satisfactory</i>	
<b>D</b>	50-55%	<i>Course work unsatisfactory</i>	
<b>F</b>	Fail	<i>Below 50% at end of school year</i>	
<b>I</b>	<i>Incomplete work or assignments</i>		

### **School Attendance**

Parents must call the School directly or send a dated and signed note with another family member to alert the School of a child's absence due to illness or other circumstances. If the teacher does not receive notice of the child's absence before class begins in the morning, the School will call the parents. If there is no answer at home, the teacher will call the child's emergency contact number.

Students wishing to leave school early must have the parent speak to the teacher in advance or bring written notice from the parent. Students will only be released to custodial parents or other adults known by the School to have been approved in advance by the parents.

## **Absences**

A note describing the reason for the absence is required and should be handed in to the child's teacher no later than one day after the absence has occurred.

In the case of a planned absence (eg. an extended holiday), parents are required to provide the child's teacher with a minimum of one week advanced notice requesting schoolwork. It is up to the discretion of that teacher as to whether or not they will require the student to take work with them during their absence.

## **School Uniforms**

Dress Uniform: To be worn on Fridays and for special events, including field trips unless otherwise stated by the principal or teacher. Dress uniform includes the following:

Boys:

- K-3: Grey dress pants, short sleeve Oxford shirt, grey socks, tartan tie and vest.
- 4-9: Grey dress pants, long or short sleeve Oxford shirt, tartan tie and vest, grey socks.

Girls:

- K-4: Tartan tunic, short sleeve Oxford shirt, crossover tie, cardigan, navy knee socks or navy tights
- 4-9: Tartan kilt, short sleeve Oxford shirt, or short / long sleeve oxford outblouse, tartan or crossover tie, vest and navy knee socks or tights.

Everyday Uniform: To be worn Monday through Thursday as an alternative option to the dress uniform unless otherwise stated by the principal or teacher. Everyday uniform includes the following:

Boys:

- K-9: Navy pants with navy socks, white golf shirt,  
OR Navy shorts with white or navy socks, white golf shirt.

Girls:

- K-9: Navy pants with navy socks, white golf shirt  
OR Navy skort with white or navy socks, white golf shirt.

Athletic Uniform: To be worn for physical education classes unless otherwise stated by the principal or teacher. Athletic uniform includes the following:

Boys and girls: Navy shorts, white or grey T-shirt, athletic socks and sports shoes.

Navy sweat pants are optional.

Accessories: Earrings are to be modest in size and color. Hair accessories are to be uniform pieces or black or navy elastics.

Please find included in the acceptance package details regarding contact information and order forms. You will need to make an appointment with our supplier for a uniform fitting.

### **Shoes**

Black or navy shoes, max. 2 ½ inch heel, are to be worn with the dress uniform during special events. Black or navy runners *are* acceptable, but should be without embellishments.

All shoes are acceptable with the casual uniforms (this includes rubber boots during wet weather).

Slippers or indoor shoes with non-marking soles are to be worn inside.

### **Wet Weather**

During breaks children are to play outdoors. The School has a large outside covered play area, but it is best to be prepared for inclement weather. Children should have a pair of rubber boots, a raincoat with hood or umbrella and rain pants to walk to the gym.

It is suggested that an additional set of clothes remain at the school for each student. Parents will be called in the event that a student finds himself/herself too wet or muddy to be in class and without a change of clothes.

## **Lunchtime**

**12.10pm** The kindergarten students leave.

Children are required to sit and eat their lunches for a period of at least 10 minutes before going off to play. Children are to play within sight of a playground supervisor and should inform him/her of behaviour including bullying or property damage.

## **Lunch Supervision**

All parents volunteering for lunch duty supervision will be on duty with at least one other adult.

It is the responsibility of the parent scheduled for lunch supervision to fulfill their scheduled duty or to find an appropriate substitute to fulfill their duty for them.

It is essential that volunteer parents on duty understand the importance of keeping a close watch on the children. Please do not use this time to visit with other adults.

## **Personal Electronics**

Please do not bring personal electronics to school. This includes personal laptop computers, mp3 players, ipods, CD players, and personal video game players.

## **Visitors**

Westside Christian School is a closed campus. Anyone visiting the School must have prior permission and sign in at the office at the time of the visit.

## **Drop Off and Pickup**

As traffic volume has increased in the parking lot, we ask for parent co-operation when dropping off and picking up students. Cones designate the end of the parking lot. Parents should drive slowly and carefully up to the coned area when dropping off or picking up. If you are coming into the school use the parking stalls marked on the pavement.

## **School Closure**

In case of school closure due to inclement weather or emergency, follow these procedures:

1. You will receive a phone call from the school's Emergency Response Team.
2. Listen to CKNW 980 AM Phone: (604) 331-2711 or check the website: [www.cknw.ca](http://www.cknw.ca)
3. Please check your email for a message from the school regarding the closure.

## **Emergency Procedures**

The school will conduct evacuation drills at least 3 times in each of the fall and spring terms for fire and once in each of the fall and spring terms for earthquake.

All accidents where a student is injured during a school-sponsored activity will be reported to the principal. Parents or emergency contacts will be notified immediately. All accidents will be investigated.

All staff will be trained in first aid and school-specific emergency procedures.

Specific safety issues and guidelines pertaining to the school building and grounds will be communicated to the parents through written notices home, through parent/teacher contact and explained directly to the students in the classroom. These guidelines will be up-dated periodically and notification given as above.

## **Parental Participation**

Parent participation is a cornerstone of our educational philosophy. Westside Christian School encourages parents to volunteer in the classroom, provide student supervision and take part in field trips. As well, parents can help with special events, office tasks and other kinds of indirect support. At times, there will be opportunities to help with promoting the school and with fundraising activities. If you have particular abilities that may be of use to the School or you can help out in some way, **we depend on the contributions of parent volunteers for the success of the School**. Please contact either the Principal or a teacher to get started.

## **Transportation and Field Trips**

Students are expected to behave on Field Trips and other school-sponsored activities as if they were at the school. The complete dress uniform must be worn for these events unless otherwise stated by the principal or teacher.

Volunteers are under the direction of the supervising teacher while on field trips. Only approved volunteer drivers will be permitted to drive students on school-sponsored activities.

## **Section II**

### **Bullying-Harassment**

#### **Background**

Westside Christian School will not tolerate bullying/harassment whether physical or verbal. Christ makes it clear that when we hate someone in our heart it is like murdering them. We will not accept any hurtful, dangerous, intolerant actions or statements which demonstrate unloving, disrespectful, alienating or belittling attitudes. (This includes all forms of communication including e-mail, fax or note writing.)

Harassment is a distortion of how God intended us to live in relationships emotionally, physically, spiritually and socially. Our task is to nurture students toward that which God intended for human flourishing as total human beings. All harassment, regardless of its source, has a negative impact on the learning environment. We take harassment very seriously.

Harassment can be a single incident or a series of incidents; it may be in spoken or written form. The unwelcome comment or conduct does not have to be directed at a specific person for harassment to occur. Comments or conduct that tend to ridicule or disparage a group may give rise to an offensive environment and this to harassment.

#### **Discipline**

At Westside Christian discipline is aimed at discipleship. Challenge and discipline resulting from misbehaviour will take place in a way that causes the child to examine his/her own heart and see the glorious forgiveness in Christ's awesome sacrifice.

Careless, thoughtless, foolish misbehaviour is different from that which is malicious or rebellious.

The two great commandments to “Love the Lord your God” and “ Love your neighbour as yourself” cover a multitude of rules and the misbehaviours we observe are a contravening of one or the other of these commands. Thus the challenge, “Are you loving (God) (your neighbour) when you \_\_\_\_\_?” is the most common challenge presented to children in a Christian school.

At times when misbehaviour isn’t so much “careless, foolish, thoughtless” but instead is deliberately malicious or rebellious, it will be dealt with a much more serious way. Defiance, vandalism, bullying, possession of illegal or threatening substances would be examples of serious misbehaviours.

Serious misbehaviour or repeated misbehaviours that students are unwilling/unable to change or resolve may lead to a meeting involving the student, his or her parents, the teacher and the Principal/Delegate. In the most serious or persistent situations, the consequences may be a one day, three day, or one week suspension. In an extreme case, persistent behaviour problems or assaultive/illegal actions may result in expulsion from the School.

### **Appeals**

Should a student be suspended or otherwise prevented from participating in school activities, parents may appeal the decision in writing to the Principal. The Principal will notify the Board who will appoint a committee of members not closely involved with the incident. The parents will be notified of a hearing and be asked to present their appeal. The decision of the committee will be given in writing with reasons for the decision. This decision will be binding. **Parents who wish to appeal should contact the Principal immediately for more detailed direction.**

### **Section III**

#### **Final Remarks**

The Board and staff of Westside Christian School hope this year is enjoyable and successful for all students and their families. We are all partners and pioneers in God’s work as we build a place of excellence for Christian education on the west side of Vancouver. Please do not hesitate to call the school for further information and to tell other families about Westside Christian School. God bless you!