

PARENT/STUDENT HANDBOOK



SURREY CHRISTIAN SCHOOL

EDUCATING FOR WHOLENESS

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Mission

Educating for wholeness by engaging God's world in the servant way of Jesus.

Vision

Becoming fully alive in God's story!

1 Welcome

Welcome to Surrey Christian School. Our mission statement is “Educating for wholeness by engaging God’s world in the servant way of Jesus.” We strive to ensure that everything we do in some way moves us toward fulfilling that mission statement. This handbook is a collection of practices and policies that have been developed to enable the school to run efficiently and effectively in pursuing that same mission statement. It will, from year to year, change slightly as we learn and become aware of better ways to pursue our mission. We hope you find it clear, helpful and consistent with who we desire to be and become as a school community.

2 General Information

2.1 Office Hours

The campus offices are open from 8:00 am until 4:00 pm

Fleetwood Campus: 604-581-7073
Cloverdale Campus: 604-576-6313
Secondary Campus: 604-581-1033
Administration Office: 604-498-3233

2.2 Bell Schedule

CAMPUS		START TIME	END TIME
Fleetwood Campus	Doors Open (primary)	8:35 am	
	Doors Open (intermediate)	8:15 am	
	Morning session 1 (M-Th)	8:45 am	10:45 am
	Morning session 1 (F)	9:15 am	10:45 am
	Recess	10:45 am	11:03 am
	Morning session 2	11:03 am	12:35 am
	Lunch	12:35 pm	1:17 pm
	Afternoon session	1:17 pm	2:50 pm
Cloverdale Campus	Doors open	8:25 am	
	First bell	8:35 am	
	Morning session 1 (M-Th)	8:45 am	10:45 am
	Morning session 1 (F)	9:25 am	10:45 am
	Recess	10:45 am	11:03 am
	Morning session 2	11:03 am	12:35 am
	Lunch	12:35 pm	1:17 pm
	Afternoon session	1:17 pm	2:50 pm
Secondary Campus (M-Th)	Afternoon session	12:55 pm	2:50 pm
	First bell	8:30 am	
	Period 1	8:35 am	10:00 am
	Period 2	10:09 am	11:29 am
	Lunch	11:29 am	12:06 pm
	Period 3	12:10 pm	1:30 pm
	Period 4	1:37 pm	2:57 pm

Secondary Campus (Friday)	First bell	9:10 am	
	Period 1	9:15 am	10:26 am
	Period 2	10:34 am	11:45 am
	Lunch	11:45 am	12:21 pm
	Period 3	12:26 pm	1:37 pm
	Period 4	1:46 pm	2:57 pm

2.3 School Closure

In the rare event that school is to be closed because of unsafe weather conditions or a power outage, an all staff email will be sent, announcements will be made on CKNW (AM980) and Global BC and an announcement will be posted on our website. The administration aims to make the decision by 6:30 am.

2.4 Visitors

Anyone visiting the school must have permission from administration and must also sign in at the office on the day of the visit. Visitors must wear a “Visitors” tag for identification.

3 Communication

3.1 Email the Teacher

If you wish to contact your child’s teacher via email, use the first initial of the teacher’s first name and then type the last name; for example; Jane Smith jsmith@surreychristian.com

3.2 General Contact with Staff

Our partnership with parents is essential as it applies to the growth and development of students. Please feel free to share your encouragement and concerns with staff members.

3.3 Website

www.surreychristian.com

The school website is a wonderful tool for internal as well as external use. This important platform is used to promote our mission and vision to current and inquiring parents. Parents are encouraged to visit the website regularly to keep up to date with what’s happening at the school.

3.4 The Connect Weekly Memo

The Connect Weekly Memo is published and emailed every Wednesday to give parents and supporters a snapshot into what’s happening inside and outside the classroom. Please take time to read it.

4 Parental Involvement & Events

4.1 New Parent Orientation

All new parents are expected to attend a new parent seminar which will inform them of the purpose and nature of our school. Attendance at one of these sessions is mandatory.

4.2 Back to School Barbecue

This is a free event and a wonderful opportunity to meet new families and get re-connected to the school community. All families are encouraged to attend.

4.3 Open House

Open Houses are held several times during the school year to give new parents and interested persons an opportunity to observe the school in progress. Current parents are encouraged to share these dates with friends, neighbours, co-workers and family members who may be interested in Christian education for their child.

4.4 Grandparent's Day

Grandparents will have the opportunity to visit the school on a special day in the spring. Watch for notices in the Connect.

4.5 Parent/Teacher Conferences

These conferences are mandatory at the Fleetwood and Cloverdale Campuses, and are strongly encouraged at the Secondary Campus. Conferences are scheduled two times per year. At the elementary campuses there will be parent/teacher conference in October/November and a student-led conference in March/April.

Our partnership with parents is key to the overall well-being of our students. We encourage you to contact teachers about concerns and accomplishments of your child.

4.6 Be Involved

We encourage you to:

- Be interested in taking note of all the work that is brought home by your children.
- Be actively involved in working with the school in the many avenues provided.
- Be well-informed and read all notices sent home. Remember to pray for your children, teachers, and entire school community.

4.7 Volunteer Program

Parents/guardians of each family are requested to volunteer a minimum of 10 hours per family. Contributions of service will be a rewarding experience, model important values to children, as well as help the educational process.

4.8 Complaint Procedures

Should a complaint arise concerning your child, please contact the teacher involved first. If things cannot be resolved with the teacher, you may contact the principal. Should the need arise the matter may be forwarded to the Superintendent.

5 Students

5.1 Absences and Late Arrivals

The school requests that parents inform the teacher and office of all absences and school day appointments such as dentist or doctor. Please contact the individual campus offices, or email absent@surreychristian.com with the name of the student and details of their absence. If the student needs to be picked up during the school day, he/she must be signed out at the campus office.

5.2 Gym Uniform

School t-shirts and shorts are available for purchase online or at the Administration Office. Grades 4 to 10 are required to wear the strip to Physical Education classes as well as any external athletic meets. Please ensure that the student's gym strip is clearly marked with his or her name.

5.3 Netbooks

Every student in grade 7-12 requires a netbook for classroom use. You will receive an email in June with a link to the netbook order form. They can be purchased through the school for \$500 (the school subsidizes the remainder of the cost). For more information on the laptop provided by the school please contact the IT office at 604-581-1033. Do note that a 3-year non-accidental warranty, 4 GB Ram and Windows 10 Pro are included.

5.4 International Department

An international student coordinator is available to assist international students and families in communicating with the school staff, getting connected to the school community, adjusting to cultural changes, enrollment procedures, visa processing, and other documentation processes. Students who use the SCS homestay placement program will live with an English-speaking family that the school approves.

5.5 Education Support Services

We believe that each child is unique, created by God in His image and together with parents we as educators are called to nurture children toward the full life that God had in mind for all people from the very beginning. We see that full life most fully realized in the life of Jesus. We want children to follow in His footsteps, learning to live and serve the way that Christ did. That process of following begins when the child is born.

Our school believes that when we partner with parents in this process, together we can teach our students that they are scholars, athletes, artists, caretakers of the creation and servant leaders in this beautiful but broken world. God calls us to be his hands and feet in the world, bringing it back to its original created intention. We want children to be fully alive in God's story.

Surrey Christian School aims to provide a quality education to all students. Educational Support Services at SCS exists to help us fulfill this mission for students with exceptionalities.

Educational Support Services at SCS include:

- 1) Special Education
- 2) Learning Assistance

3) Enrichment

Vision for K-12 ESS

Surrey Christian School's Education Support Services is committed to empowering students to reach their potential as unique learners who bear the image of Christ. Through purposeful inclusion we encourage students to develop their gifts, become self-advocates, and gain independence as valued members of their communities.

5.6 Counselling

Counselling services are provided for students who are seeking to deal effectively with challenging life situations. Students at the elementary campuses require a referral from a teacher or administrator and parents must sign a consent form. Students at the Secondary Campus have direct access to the counsellor or they may be referred by a teacher or administrator.

5.7 Telephones

Upon permission students may use the phone provided by the school office.

5.8 English Language Learning (ELL)

Students needing English language support are referred to our ELL Director and will receive ELL support.

6 Student Health

6.1 Medical Attention

Students who feel ill while at school should report to their teacher. A staff member will contact parents should they need to be sent home or if they require medical attention. Accidents and emergencies are referred to the office and first aid personnel.

If a child has a life-threatening allergy that requires an Epi-pen parents must request from the school office an anaphylaxis form to have signed by their doctor. Epi-pens are stored in the school office for emergencies.

6.2 Health Nurse

The school nurse provides the school-age child with a liaison between the school, home, and medical team for physical health problems. Consultation for students, teachers and parents on health matters, health supervision, and screening for vision and hearing is offered in selected grades.

6.3 Head Lice

Your first clue in detecting head lice is a more frequent itching of the scalp.

What are head lice?

Head lice are tingly, wingless, greyish insects that live and breed in human hair. They lay their eggs, called nits, on hair shafts behind the ears and on the crown and back of the head. You'll notice these as small greyish white specks close to the scalp. Nits cannot be washed away like dirt or dandruff. Head lice can only survive for about half a day off the human host and cannot live on household pets.

How do head lice spread?

Head lice are very contagious and are spread through head to head contact, and the sharing of personal items such as combs, brushes, scarves, hats, headphones, sleeping bags and stuffed animals. To minimize the risk of repeated outbreak, remind your child not to borrow these items.

How to detect lice?

Your first clue in detecting head lice is a more frequent itching of the scalp. To check for an infestation, carefully examine hair around the back of the neck and behind the ears. Since head lice shy away from light, you may have to look for their grayish-white, oval nits (eggs).

How to treat head lice?

Head lice can be treated with a special medication, called a pediculate. This is most commonly found in shampoo or cream rinse applications available from your pharmacist. It is important to use a treatment that destroys the nits (eggs) as well as the lice, as nits hatch in seven days and re-infest the scalp. Removal of the dead head lice and nits is essential after the shampoo treatment. A nit comb may be used to help.

6.4 Nutrition

Parents are encouraged to choose healthy foods for snacks and lunches. Please minimize foods high in sugar. Some suggestions: carrots, celery sticks, raisins, peeled or prepared fruit, other raw vegetables, crackers and cheese etc.

6.5 Communicable Diseases

Communicable disease is a serious concern in the community. Parents are required to inform the school when their child has a communicable disease. They may be asked to submit information to appropriate consultants, including the Communicable Disease Review Panel and the local Health Unit.

Disease	Incubation	Stay home from school
Acute cold	12-72 hours	at least 3 days
Chicken Pox	2-3 weeks	at least 7 days
Diphtheria	2-5 days	variable
Impetigo	2-5 days	until crusts are off
Influenza	1-2 days	variable
Lice	Nits – hatch & mature 8-10 days	Until treated with shampoo and nits are removed.
Measles (German)	14-21 days	at least 7 days
Measles (Red)	10-14 days	at least 7 days
Mumps	12-16 days	at least 7 days
Pink eye	3-5 days	variable
Rheumatic Fever	3-24 weeks	following strep throat
Ringworm	10-14 days	not if being treated
Scarlet fever	2-7 days	at least 7 days
Whooping cough	7-10 days	at least 21 days
Hepatitis	10-40 days	with doctor's okay

7 Living in Community

7.1 Student Responsibilities

As a Christian school, we long that the Spirit of the Lord will prevail in our hallways, sports fields, staffroom, and classrooms. Our teachers have been called to walk with students through nods, nudges, and encouragements; to walk through the discouragements and to urge students to live out a faithful response to our Maker. We long for students to take responsibility for their actions, come to an understanding of how their actions have affected others, and provide a space and place to repair the harm that has been caused. Effective discipline is to guide people back into restored relationship with God and community. Rules and guidelines exist to help remind the various groupings that make up SCS (staff, students, administration, and parents) that they each make up merely one part of the community, and must always take 'others' into consideration.

7.2 A Restorative Framework

The fundamental hypothesis of restorative practices is that students are more cooperative, productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them, rather than to them or for them. The aim of restorative practices at SCS is to build and strengthen community and to manage conflict and tensions by repairing harm and restoring relationships.

A commitment to allow "all things of school" to be viewed through a restorative lens will move us closer to a "whole" way of living and affect the restorative milieu of our greater community. What does wholeness have to do with restorative practices? The word "wholeness" comes out of the Judeo-Christian tradition of shalom. Shalom means much more than peace and is better defined as "a condition of 'all rightness', of things being what they should be." Building and strengthening relationships is about wholeness, repairing harm is about wholeness, equipping our students, parents and staff to ask questions that get away from the 'blame game' is about wholeness, doing things *with* people is about wholeness, learning to listen is about wholeness. Restorative practices are a bridge to allow us to be whole, to be in right relationship, to go back and/or to move forward to how life was intended to be.

When issues arise that are harmful and have a negative impact, they will be addressed in a restorative manner at SCS. These issues will be appropriately addressed by all of the relevant parties impacted by the harm; the parents, the staff, the administration and/or the students. The restorative response for when harm has been done will include affective statements, affective questions, small impromptu conference, circle or a formal conference. The people impacted by the harm will have input on what needs to happen to make things right.

The restorative questions used are as follows:

To respond to challenging behavior:

What happened?

What were you thinking of at the time?

What have you thought about since?

Who has been affected by what you have done? In what way?

What do you think that you need to do to make things right?

To help those harmed by others' actions:

What did you think when you realized what had happened?

What impact has this incident had on you and others?

What has been the hardest thing for you?

What do you think needs to happen to make things right?

7.3 Beyond the Restorative Framework

There may be times when our students choose not to acknowledge responsibility for their actions. For situations like these, it is important to have a process in place to repair the harm done to the community. The process gives the authority to the administration or teacher to make decisions without the input of those involved in the situation. The intent will again be to search for ways to repair the harm, but the course of action is determined by an authority at SCS. Visit section 10 for details on expected secondary campus student conduct and steps the school may follow when students choose not to acknowledge responsibility for their actions.

8 Safety and Security

8.1 General Guidelines

Skateboards, scooters, roller blades, heelys or electronic devices should not be used during school hours. Knives, firecrackers or matches may not be brought to school. For your own safety students must use sidewalks and crosswalks on entering the school and its property.

8.2 Fire Drills

Fire drills are scheduled at regular intervals as required by the Ministry of Education. It is essential that when the first signal is given, everyone abides by the instruction given and promptly clears the building by the prescribed routes as quickly as possible.

8.3 Earthquake Drills

Earthquake drills are held several times a year. Students are instructed to take cover and count to 60 after which they are to evacuate the building in the same manner as a fire drill.

8.4 Lockdown Drills

Lockdown drills are also held during the school year. Students are instructed to gather away from the windows and doors, get down low and keep quiet. For safety reasons, students are asked to give their cell phones to the teacher. Making calls will draw concerned loved ones to the school placing them in danger and inhibiting the emergency response.

8.5 Personal Information Privacy

Safeguarding personal information of staff, parents and students is a fundamental concern of Surrey Christian School. The school is committed to meeting or exceeding the Privacy Standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation. Should you have any questions or concerns, or desire a copy of the school's Personal Information Privacy Policy, please contact the Administration Office.

8.6 Field Work and School Outings

Parents are required to sign a Consent and Assumption of Risk Form at the time of acceptance to SCS, and annually during the re-enrollment process. This allows students to participate in low risk day trips where the potential known risks of the activity fall within those listed on the form. In

the planning stages of medium to high risk field work, or where the potential known risks of the activity are not included in the generic Consent and Assumption of Risk Form, parents will receive information letters and must sign permission slips either hard copy or via MySchool.

SCS uses the Youthsafe Outdoors guidelines and consent form templates for all medium to high risk trips.

8.7 Bus Transportation

The Combined Christian Schools Transportation Association (CCSTA) provides bussing for all students. It is the student's responsibility to be courteous and respectful to the bus driver, and to obey the driver and the rules while riding the bus.

8.8 Transportation of Students by Volunteers

The Ministry advises that the school set their own standards to ensure the safety of children being transported. Accordingly, the following guidelines are established as minimal measures to be taken by staff who are involved in arranging for the transportation for students in privately owned vehicles whether driven by a volunteer, student or teacher.

Our School ensures the following:

- The driver is known to school personnel, has a valid BC driver's license and appears competent to drive.
- The vehicle has a current license plate/insurance.
- There is a functional seatbelt for each passenger assigned to the vehicle and instructs the driver to ensure that they be used.
- That proper seating is used (i.e. booster/car seats) are used from PreK – grade 4 (age of 9 or student is 4'9" in height)
- That the vehicle appears to be safe for transporting pupils.

The teacher and administration will ensure a list of the drivers and automobiles and its passengers are recorded for each trip. The Society carries an excess liability insurance policy which extends the vehicle owner coverage (volunteer parent, teachers, etc...) while driving for a school sponsored activity to \$10,000,000.

9 Fleetwood and Cloverdale Campuses

9.1 School Supplies

All pencils, rulers, erasers, notebooks and paper are supplied by the school. Any books and materials lost or damaged must be replaced by the student. Information regarding any additional supplies required will be communicated through a notice. As much as possible, activity fees for field trips and exploratory are included in the tuition for grade 4-7 students.

9.2 Dress Code

Students are expected to wear clean, neat, modest clothing with appropriate logos or designs.

9.3 Footwear

PreK-3 students must remove outdoor footwear upon entering the school. An extra pair of running shoes is required for indoor use only (non-marking soles). Boots are recommended for outdoor footwear during wet weather conditions.

9.4 Extra Clothing

Students in PreK–3 are encouraged to keep an extra set of clothing in their lockers. Please ensure all pieces of clothing are labeled.

9.5 Lost and Found

It is recommended to mark all personal items such as coats, hats, mitts, and runners. Lunch bags also need to be marked with student's name. When found, lost items will be placed in the "lost and found" box. Unclaimed items will be given to charity during the major school holidays.

9.6 Snack

Students will be given up to 15 minutes to have a snack during the morning session.

9.7 Lunch Hour Procedure

At the Fleetwood Campus K-3 classes have a "no nuts" and "no juice" policy as well as a "pack it in, pack it out" understanding for all recyclable lunch items. There is a "nut aware" policy at grade 4-7 level, meaning, if there is a student in the class with nut allergies, classmates will not bring food containing nuts to school.

9.8 Hot Lunch Program

Hot lunch purchases are available throughout the year. Orders and payments are made online. Parents will receive notification about when to register and order for the hot lunch program

9.9 Sports

Grade 6 and 7 students are eligible to play extramural sports against teams from other schools. The aim is to include as many students as possible in Grades 6 & 7. There are also cross country and track & field opportunities for students in Grades 4-7.

9.10 Student Evaluation

Report cards are issued three times per year; December, March and June, with the exception of kindergarten students at Fleetwood Campus who receive a report twice a year in February and June.

9.11 Learning Commons

The school learning commons (library), an integral part of the educational program, is an extension of the classroom. The librarians are committed to encourage a love for reading as well as provide opportunities for students to develop and practice research and information-finding skills with discernment.

10 Secondary Campus

10.1 School Supplies

The following general school supplies are required:

- Netbook (see section 5.3)
- Binders and loose-leaf paper of your choice
- Pens and pencils
- Scientific Calculator (your child may wish to speak with the math teacher before purchasing one)
- Lock for your locker
- NIV Study Bible (can be purchased from the school: hardcover \$50 or soft cover \$30)

10.2 Homeroom Groups and Assemblies/Chapels

Each student is assigned to a homeroom consisting of approximately 15 students from across all secondary grade levels and a staff member. Homerooms meet on Monday mornings for devotions, as well as twice a month opposite from the chapels and assemblies. Our goal is to get to know one another and support each other in personal, spiritual, and academic growth. We may have discussions, planning sessions, eat and/or play together, or participate in service projects and activities, all working towards building and strengthening community.

Assemblies/chapels are held bi-weekly for the purpose of communal worship and spiritual nurture, as well as for educational experiences and the promotion of positive school spirit. Participants include students, teachers and outside groups.

10.3 Student Evaluation

Student assessment and communication of student learning will be updated as the new curriculum is implemented.

10.4 Parent/Student/Teacher Conferences

These conferences are held once in the fall and once in the spring.

10.5 Academic and Career Counselling

The Guidance Counsellor is available to assist students with developing their educational and career plans. Information on graduation requirements, scholarships, and admission criteria for post-secondary education is available by appointment. Students and parents are encouraged to take advantage of this service.

10.6 Individual Help

Teachers are available to provide individual help with students who are experiencing difficulty. Students should initiate contact for assistance as soon as difficulties occur. Do not wait until the day before a major test.

10.7 Learning Commons (Library)

Physical Resources

Our school library manages all library and textbooks for the secondary campus. In it you will find fiction, graphic novels, magazines, CDs, DVDs, and great books for research in every subject area. But it's not just a place to get stuff, it's a place to make stuff—video and audio recording equipment, including headphones, are available. Doors are open from 8:15 am – 4 pm Monday through Thursday, but closes at 3 pm on Fridays. Check the front display for new books.

Digital Resources

Our library is both a physical and a digital space—with human resources. The library staff is always eager to help students develop their research skills, navigate databases, or locate audio and e-books. Students should bring their own netbooks or laptops to the library, though four computer stations are available for searching the catalog and printing. Spare netbooks and chargers are available for students whose computers are being repaired by the IT department.

What can we do?

Come to the library to study, make a project, or relax with a book. Students can make a poster, essay, podcast, video, or presentation—with librarians on hand to help. We have one private study room with a white board that can be reserved for small groups. Classes use the space for instruction, research and presentations—with access to our sound system, projector, mobile white board, and impromptu stage.

Student Accounts

Students may borrow most resources for three weeks and are encouraged to return them promptly. Overdue notices and hold notifications are sent by email, and it's the student's responsibility to supply a current email address. Patrons can manage their own accounts by logging in to the library website or app where all books can be renewed without fines. A replacement cost will be charged for lost or damaged items. All library business must be cleared up at the end of each semester.

Sharing Space

Students are welcome to quietly spend spare blocks in the library, but must give priority to classes who are meeting in the space. In order to maintain a clean and pleasant atmosphere, there is no food or drink allowed in the library, but the café has seating right outside the door. Students are welcome to listen to music with headphones so others are not disturbed.

10.8 Extra-Curricular Activities

The Secondary Campus has many opportunities for students to get involved in a variety of non-academic activities: sports teams (both intramural and extramural), drama, service projects, student council, and the Fine Art Festival are all important experiences for secondary school students. As a school, we recognize the benefits of these kinds of events, but also realize that what goes on in the classroom is the primary task of the student. The following guidelines are used to monitor extracurricular involvement.

- A student must be in good academic standing.
- A student must show self-motivation in having assignments finished and in on time.
- A student must show to be trustworthy and mindful that his/her actions affect other people and the entire school.

If you have a concern about a student's academic performance who is involved in an extra-curricular activity please speak to the athletic director or teacher in charge.

10.9 Registration for Course Selection

Grade 10 and 11 students and their parents are invited to an **evening orientation meeting** in the early spring. At this event information is presented regarding graduation requirements, course descriptions, and requirements for post-secondary education. Attending this meeting will ensure that students select the courses which will help them meet their long-term educational and career goals.

There is an online **course calendar with course descriptions** for grade 8-12 courses. The course calendar contains information to help you make good decisions in planning your schedule.

There are times when the selection or schedule of courses offered at Surrey Christian School does not meet the needs of an individual student. With the assistance of the Guidance Counsellor, students may register for an online **correspondence course** through distance education or a distributed learning school. Correspondence online courses require students to be independent and self-disciplined. See www.learnnowbc.ca for options.

Students are required to enroll in eight courses – a full academic schedule. Spares may be granted in the following circumstances:

- 1) heavy academic load in grade 12 (5 or more academic classes)
- 2) an online course is being taken
- 3) a course is being taken outside the regular timetable.

At the grade 11 or 12 level students may use a scheduled block for a Teacher's Assistant (TA) for which they will be evaluated and receive credit on their transcript. Other options for grade 12 students are possible (e.g. volunteer or service project, credit for external courses, work experience) but must be arranged through the Guidance Counsellor. Applications for TA positions are available in May. Students with exceptional circumstances may appeal to the Student Support Team with a written request to change their course schedules.

10.10 Scholarships and Academic Awards

At the end of their grade twelve year, students may apply a variety of scholarships in recognition of achievements in service, leadership, academics and athletics. Some of the scholarships available include:

Westland Insurance Aware
The Millennial Christian Teacher-Education Award
Field and Marten Associates Bursary
Calvary Christian Church Integrity Award
Martin Kastelein Notary Public Award
The Artona Award
The Westerhuis Encouragement Award
The Peter Fassbender MLA Surrey (Fleetwood) Riding Award
The Surrey Christian School Scholarship Fund
The Luke VanHarmelen Award

10.11 Athletics

Falcon Athletics plays an important role in the life of the students, staff and greater community at Surrey Christian School. The school is a member of B.C. School Sports, the Surrey Christian School Athletic Association, the Surrey Secondary School Athletic Association, as well as the

Christian Secondary School Athletic Association. These associations give us the opportunity to play at every level of high school sport in the province.

The Athletic Program operates as an extension of the school's educational curriculum, and the diversity of sports offered strives to guide students through experiences which will help them learn the basic objectives of being disciplined Christian athletes. Participants are stimulated to respect authority, pursue excellence, commit to practice schedules in preparation for competition, react responsibly to themselves and others in times of competition, to improve their skills and their overall self-worth and above all, represent Christ. The Athletic Program is also designed to facilitate school spirit and to provide an enjoyable outlet for the students.

Students must be in good academic standing to participate on an athletic team.

Athletics costs will be communicated at the start of each year and reminders will go out each season.

Parents are encouraged to volunteer as coaches if they have the skills and experience, or as a team parent who monitors and oversees the running of the team outside of the training and games. Parents are also encouraged to volunteer to help run home tournaments and to drive to and from events when required.

Fall Sports (September through November):

Boys and Girls Volleyball (league and tournaments)

Boys Soccer (league and tournaments)

Winter Sports (December through March):

Ski and Snowboard Team if enough interest (league races and championship)

Boys and Girls Basketball (league plus tournaments)

Boys and Girls Senior Badminton (league plus tournaments)

Spring Sports (March to June):

Boys and Girls Track and field (meets and championships)

Girls Soccer (league and tournaments)

Junior and Senior Golf (league and championship)

Mountain Biking (races)

Exhibition Ball Hockey (not sanctioned)

Ultimate Frisbee

N.B Sports will only be offered where there is a teacher sponsor / community coach and enough athletes committed to participate.

There is also a service component to the athletic program. This is overseen by the Recreational Leadership team.

Injuries: Although the staff at Surrey Christian School takes all necessary precautions, students participating in school sports and extracurricular activities are at risk to incur bodily injury. The school does not provide extended health coverage for these injuries. Parents are encouraged to maintain their own extended health coverage in order to minimize their costs.

10.12 Beyond the Restorative Framework

There may be times when our students choose not to acknowledge responsibility for their actions. For situations like these, it is important to have a process in place to repair the harm done to the community. The process gives the authority to the administration or teacher to make decisions without the input of those involved in the situation. The intent will again be to search for ways to repair the harm, but the course of action is determined by an authority at SCS.

The staff at the school may use the following steps:

I. Verbal Warning

II. Detention

- a) Lunch hour detentions may be given for misbehavior, coming late to class two times, and for two incomplete homework assignments.
- b) After school detentions may be given for misbehavior; skipping class, assembly, or Home Room, or for anything else that may require time to be made up by a student. Generally, detentions are served as directed by the teacher on the day that they are received, from 3:05 to 4:15 pm. Skipping a detention will be considered skipping a class. Detentions take priority over after school jobs, extracurricular activities and appointments.

III. Discipline Notice

Will be written (digitally in MySchool) for all academic and behavioral infractions as per the rules and regulations of the SCS community. For all discipline notices, parents will receive a copy of the letter via email as well as a phone call home. An accumulation of discipline notices will result in a meeting with parents/guardians about how to proceed (ie – increased accountabilities and increased support).

IV. Disciplinary Contract

In an appropriate circumstance, a teacher or administrator may initiate a disciplinary contract with a student. Parents and students will be asked to read, sign, and return the contract to the office. All disciplinary contracts will be retained in that student's file.

V. Suspensions

- a) Can be imposed when a student has committed an infraction as per school rules and regulations.
- b) The school reserves the right to suspend a student pending an investigation or hearing with respect to an infraction where it is in the best interest of the school to do so. The school is responsible to provide a safe and secure learning environment.
- c) Before a suspension occurs, a student will have an opportunity to speak to the Principal/Assistant Principal about the incident.
- d) Suspensions can either be served in school or out of school. An Out-of-School suspension occurs when a student is removed from the campus. An In-School suspension occurs when a student spends the day in the office.
- e) For Out-of-School suspensions, a student is prohibited from being on the school premises. The student may not attend class, may not participate in extra-curricular activities, and may not be on school property during school hours. Students may only come to the school (i.e. after school hours) with the

permission of the principal/assistant principal to pick up homework. For an In-School suspension, the student will be asked to work in the office for the day. S/he will be given different scheduled breaks from the regular school schedule.

- f) A suspension may be imposed for one or more school days for each separate infraction.
- g) During the period of suspension, it is the responsibility of the parents/guardian to provide the appropriate supervision for the student.
- h) Prior to re-admission, the principal/assistant principal will meet with the student and the parent/guardian.
- i) Students returning to school from a suspension may be subject to being placed on probation.
- j) While suspended, a student is responsible for all assignments, projects, quizzes, tests, etc., and will receive credit for the completed work. A student may ask a friend to deliver homework, check the teacher's assignments on MySchool and/or OneNote, or arrange to see a teacher before 8:30am and after 3:00pm. A student must adhere to all "due dates".

VI. Probation

- a. Occurs when a student has exhausted other disciplinary procedures, is in need of higher accountabilities, and/or when the status of the student is in question.
- b. May be connected to a suspension, or repeated misbehavior.
- c. If a student repeats the same violation or commits another serious infraction while on probation, s/he will be subject to suspension or expulsion.
- d. Types of Probation
 - i. Two in Sixty – if a student receives two discipline notices within sixty calendar days, s/he will be choosing to leave the school.
 - ii. One in Thirty – If a student receives one discipline notice within thirty calendar days, s/he will be choosing to leave the school.
 - iii. One Discipline Notice – if a student receives one discipline notice in the remainder of the school year, s/he will be choosing to leave the school. Depending on the seriousness of the infraction, a student may be placed on probation for the particular school year, and/or the remainder of the student's time at SCS (i.e. more than one year).
 - iv. Specified Probation – Established when there is a specific need or accountability that is deemed appropriate by the school, student, and parent/guardian. This probation could be tied to specific or general behavior(s), and could be in place for any time period.

VII. Parting Ways with Students

- a) In appropriate circumstances, the principal in consultation with assistant principals can remove a student from the school.
- b) Before a student is removed from the school, a student will have an opportunity to speak to the principal/assistant principal about the incident(s).
- c) Before a decision is made to expel a student, the student and the parents/guardians will be informed about the matter. They are entitled to know the case against the student and should be given an opportunity to respond to all information which might influence the decision prior to the decision being made.
- d) While waiting for a decision to be made, the student may be suspended indefinitely.
- e) Decisions will be made as soon as practical.
- f) Students and/or parents/guardians may appeal a decision for expulsion. Please refer to the Appeal Policy for further details.
- g) Re-admission of a student into a new school year after an expulsion will be at the principal's discretion.

VIII. *Miscellaneous*

- a) Appropriate discipline may depend on prior incidents.
- b) The principal/assistant principal has the authority to search lockers and bags.
- c) In the event that more than one student is involved in a discipline situation, each student shall be dealt with individually.
- d) The school has the authority to investigate infractions and determine consequences for students who refuse to comply with the school policies and regulations.

10.13 Procedural Options

I. *Conflict Resolution Procedure*

- a) Step 1 – Any student or parent that has an issue needs to approach the individual involved to seek a resolution.
- b) Step 2 – If the issue is unable to be resolved, the student or parent should contact the principal/assistant principal. The principal/assistant principal will attempt to help the student or parent work through the issue.
- c) Step 3 – If necessary, the principal/assistant principal will provide support for mediation between the parties involved.

- d) Step 4 – If the student or parent is still not satisfied, they may contact the superintendent.

II. **Appeals**

- a) If other students or parents feel that a suspension and/or expulsion has been handled incorrectly, and they have discussed this matter in person with the school personnel involved, yet the matter remains unresolved, an appeal can be made in writing to the Board. Appeals will only be heard at the discretion of the Board.
- b) An appeal must be brought within a reasonable time (i.e. within two weeks).
- c) The appeal process will include both receipt of written submissions by parents and the administration, as well as an opportunity for an oral presentation.
- d) The student and parents will be given one hour to present their position. The parents shall submit, in writing, to the Appeal Committee, the reasons why they feel that their son or daughter should not be suspended/expelled from the school. The submission must deal with the students' behavior in terms of the regulations/policy that he/she has broken. Any other information regarding the family's profile may be presented in the oral appeal.
- e) The administration will be given one hour to present its position. The principal or designee shall submit in writing to the Appeal Committee the notice and sequence of events, in terms of the student's behavior, that led to the student's expulsion. The principal's submission shall make direct reference to the school's regulations pertaining to the student's behavior. The submission lists the facts of the case and shall also contain the step by step contact of the school with the parents. The submission must state clearly the reasons why the administration believes the suspension/expulsion is justified.

10.14 **Student Conduct**

A list of behaviours that harm a community can be long, and the guidelines listed below will not attempt to capture all of them. These guidelines outline our hope for living together in community at SCS.

I. **Homework Assignments**

- a) Teachers keep records of missed assignments and incomplete homework. The first time this occurs in a term, a student receives a warning. The second time that homework is incomplete; the student is required to have a lunch detention. For three or more missed homework assignments, a student will receive an after school detention and discipline notice.

II. ***Attendance and Late Arrivals***

- a) Morning Lates: School begins at 8:35 AM. If a student is late for school s/he must report to the school office to receive a late slip, even if the whole bus is late. This late slip must be given to your teacher when entering the class. If a student has a legitimate reason for being late, such as a doctor or dentist appointment, there must be a signed note. This note is required for accurate maintenance of provincial funding records. Failure to provide this information may result in additional tuition charges if the student misses too many school days. After five unexcused morning lates in a given term, the student will receive a discipline notice, phone call home and serve an after school detention. After seven unexcused lates in a given term, the student will meet with the assistant principal and parents/guardians. Further repeated lates may result in a probationary status.
- b) Late to Class: If a student is late for class, the first time s/he will receive a warning, the second time s/he will serve a noon-hour detention, issued by the teacher. The third time a student is late, s/he will serve an after school detention.
- c) Parents/Guardians should phone the school before 9:00 AM on the day of the absence, giving the reason for the absence. We do have a 24-hour answering service where you may leave a message. For absences that are known beforehand, parents should call the school well before the absence. Students are responsible to contact each teacher before these planned absences so that they can outline the required make up work.
- d) Students will miss classes due to illness, medical appointments, family reasons or extracurricular activities. However, should a parent decide to keep a student home from school for any amount of time, for reasons other than illness, the day will be considered a no credit day, which could affect the provincial grant and also could result in a "0" for any test or assignments due that day. Exceptions to this should be discussed with the principal. The practice of trips during the school year is discouraged. Students who miss classes for vacation related reasons cannot expect help or tutoring during or after class. If a test is missed because of sickness or a prearranged absence, it must be taken with two days of your return to school, at the teacher's discretion. Arrangements for this and taking the test must be done outside of class time. Final exams and assessments are an integral part of the final mark for most courses and they must be written at the time scheduled. Summer activities should not be planned until the conclusion of the examination and assessment period in June.
- e) If a student takes ill during the course of the day he/she must inform the teacher of the class s/he is leaving and report to the office. The office staff will inform parents requesting that they pick up the student or make arrangements to leave for home. Students are not allowed to be in the health room without the permission of the office staff. Students attending appointments during school time will be granted early dismissal when they produce a note from parents stating reasons for missing class. Note: Absences from school for any reasons other than medical do not qualify for

government funding requirements. Consequently, these absences may be the cause for extra tuition billing at the year-end.

III. ***Skipping Class***

- a) We place a high value on being in class. Students will serve an after school detention for the first skipped class. If there is a second offence, a conference with the parents may be required before the student returns to school.

IV. ***Harassment (bullying)***

- a) Harassment refers to behaviors, gestures, comments, or displayed materials of a sexual, racial, gender-based, religious or personal nature that create an intimidating, hostile, or offensive educational learning environment. The issue of sexual harassment, more particularly, refers to any unwelcome conduct of a sexual nature that detrimentally affects the learning environment or leads to adverse consequences for the person being harassed. Claiming that an action was unintentional is no excuse, either legally or in our school setting. Harassment is discriminatory and disrupts the environment of mutual respect, cooperation and trust, which is crucial for ensuring a healthy and productive school community. All students and school employees are expected to conduct themselves with respect for the dignity of others. In accordance to the harassment reporting policy, if a student has concerns about the nature of any (physical) contact (or conduct) by an adult employed by the school, fellow student, or by a member of the public, the student should immediately report this to the principal, assistant principal, or school counselor. Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment. Formal disciplinary action may include, but are not limited to suspension or expulsion. A record of offences will be kept. SELF-QUESTIONING: If you ever wonder whether your behavior or comments are appropriate, consider these questions:

1. How would you feel if the behavior were directed at you, a family member, or a close friend?
2. What would someone you respect think if they witnessed your behavior?

V. ***Cheating & Plagiarism***

The act of passing off as one's own (i.e. the writings or ideas of another). We are called to be honest and people of integrity. Producing work that is not your own and/or not giving appropriate credit (i.e. Citing) is a serious offence. Consequences are meant for all classes in which cheating and plagiarism occurs. For all grades, cheating on tests and assignments will result in a zero and a discipline notice.

Plagiarism

- a) Grade 8 – redo for credit, and a phone call home
- b) Grade 9 – redo for credit, and a phone call home
 - 2nd Offence – receive ‘0’ and Discipline Notice
 - 3rd Offence – receive ‘0’ Discipline Notice and One Day In-School suspension
- c) Grade 10 – receive ‘0’, redo for maximum 50% credit
 - 2nd Offence – receive ‘0’ and Discipline Notice
 - 3rd Offence – receive ‘0’ Discipline Notice, One Day in School Suspension.
- d) Grade 11 and 12 – receive ‘0’, discipline Notice
 - 2nd Offense – receive ‘0’ Discipline Notice, One Day In – School Suspension
 - 3rd Offense – receive ‘0’ Discipline Notice, suspended

VI. Dress Code

- a) At SCS, our hope is that all staff and students dress in a way that is appropriate for school activities, and with the understanding that our individual choice of dress should contribute towards the flourishing of each person in our community. Since the word “appropriate” can be subjective, the following are some guidelines to help inform how to dress respectfully at SCS.
 1. Staff and students should consider the words and graphics on their clothing when dressing for school. For example, drug/alcohol, sexually explicit/suggestive designs, profanity, and discriminating language do not contribute to the well-being of our community.
 2. Similarly, students and staff should recognize that clothing which is too revealing does not nurture an environment of mutual respect that a community needs in order to thrive. For example, clothing for both guys and girls needs to at least cover the chest, bottom, and midriff both front and back.

If a student or staff member is wearing something inappropriate, they will be engaged in a conversation and expected to reconsider their choice. Everyone plays a role in building our community through how they choose to dress.

VII. Visitors

- a) All visitors, including former students, must identify themselves at the office and require the permission of the principal/assistant principal. Visitors will be given a “visitor’s pass” and must remain with his/her host

throughout the visit. Notice should be given at least one day before the visitor comes to the school.

VIII. *Vandalism*

- a) In addition to a punishment when students are involved in vandalism, they will have to pay the cost of repairs or replacement arising from their actions.

IX. *School Property (Halls)*

- a) Halls are only for walking, not running, skateboarding or roller-blading. Practice consideration in the halls.

X. *Leaving the Campus*

- a) Students in grades 8 and 9 are not permitted off the school property during break and lunch break. All students are expected to respect neighboring property and traffic.
- b) Upon review, off property privileges may be granted to Grade 9 students in the spring.

XI. *Smoking and Vaping*

- a) The SCS community is committed to encouraging a smoke-free lifestyle for students and staff. Therefore, smoking and vaping is not permitted during school hours or at any school related function, on or off campus. Any student choosing to smoke or vape on or off campus will receive a phone call home and a discipline notice for a first offence. Repeated offenses will result in higher accountabilities.

XII. *Theft*

- a) The safety of our students' and staff's personal property is integral to the well-being of our school community. As such, anyone who is found to be stealing will be required to repay the theft. Due to the nature of that harm that has been caused, the students' place in the community could be jeopardized.

XIII. *Drugs and Alcohol*

- a) Students under the influence of, or in the possession of alcohol or drugs while under the school's supervision, including all transportation, will be suspended on the first offence and will receive a probationary status for one calendar year. A second offence that occurs during the probationary period will automatically result in expulsion. Possession of drugs for the purpose of trafficking may result in being removed from the school.

XIV. *Fighting*

- a) Fighting may result in a suspension of up to one week. A second offence will result in probationary status and could lead to removal from the school.

XV. Weapons

- a) Students bringing weapons, or any imitation thereof, to school may be suspended, removed from school, and/or may receive probationary status for one calendar year. Students who are aware that weapons are at school should notify the staff immediately to ensure the safety of the students and staff.

XVI. Breaking and Entering

- a) Criminal charges will be brought against students who break and enter into the school building whether part of a prank or as an act of theft.

XVII. Internet/Network Violations

- a) Each student using the network must agree to the following statements:
 - i) I understand the school's values and I will uphold these values as I communicate with others by means of the school's computers.
 - ii) I will not attempt to log on with someone else's password, or gain unauthorized access to resources on the internet. I will refrain from hacking into private files, or tampering with software or hardware that belongs to the school or another person.
 - iii) I will respect software or programs that are copyrighted; I will respect the ownership of others and will not copy or transfer anything without their permission.
 - iv) I will not compose or transmit anything that may disrupt the working of the computers. I will follow all the precautions to prevent viruses from being introduced onto the school's computers.
 - v) I will not share my password, nor log on for someone else. I will not print for those who have used their print page quota.
 - vi) I will use appropriate language in all communications. I will not use abusive, threatening or obscene language.
 - vii) I will not access, store or print pornographic, racist, or other offensive materials.
 - viii) I will accept responsibility for all accesses under my password.
 - ix) I will not use the school's computers and access to the internet for personal gain, or to purchase goods and services.
 - x) I will not give out personal information online, such as phone numbers, address, credit card information or any financial information. I will agree not to meet anyone offline.
 - xi) I agree to be courteous by quitting applications and logging off promptly. If I am doing non-school work, I will promptly give up the computer to someone who needs access to do school work. I will regularly delete unnecessary files, and will not store games and other large files on the school's hard drives.
 - xii) I understand that the school will monitor my use of the internet and has the right to delete files in my account. I understand that

using the school's computers is a privilege, which may be taken away from me if I break any of the above guidelines. Breach of rules may result in further discipline.

xiii) I will care for my personal computer and ensure that it is ready for classroom use daily.

- b) Violations of these guidelines will automatically result in losing the privilege of using the school's internet and network services.
- c) Depending on the violation, further disciplinary action may be taken.

XVIII. Fire

- a) Students lighting fires of any size will be suspended for up to one week and must meet with the Surrey Fire Department Education Officer. A second occurrence will result in expulsion.
- b) Students in possession of firecrackers/fireworks at school may be suspended.

XIX. Books

- a) If a student loses or damages a textbook, the school requires replacement or payment of repair costs.

XX. Cell Phones/Personal Devices/Games

- a) Students are permitted to bring technological devices to school under certain guidelines. They may be used before school, during breaks, during lunch, and after school only, but not during class time unless under special circumstances outlined by the teacher. If a student's device appears in the classroom, or if it makes a sound, the staff person may take it. Once taken, the staff person may bring the device to the office where it will be stored for safe keeping.

XXI. School Functions

- a) All school rules and consequences associated with those rules, will apply to all school functions, including school sponsored extracurricular activities, and/or those activities not held on school property.
- b) Students desiring to bring guests must complete a Guest Pass Request Form, and receive approval from the event sponsor and/or the Assistant Principal.

XXII. Miscellaneous

- a) In cases in which specific school rules do not apply, but behaviour runs counter to what is acceptable, a student may be asked to meet with the Principal or Assistant Principal.
- b) Where required, the school will notify the police.

11 Governance Structure

11.1 Society

Our School is operated by the Surrey Christian School Society. Please familiarize yourself with our [Bylaws and Constitution](#). Contact the Administration Office to apply for society membership.

The Annual General Meeting is held in the fall, and we encourage all parents to attend. Details will be communicated via email and/or the Connect.

11.2 School Board

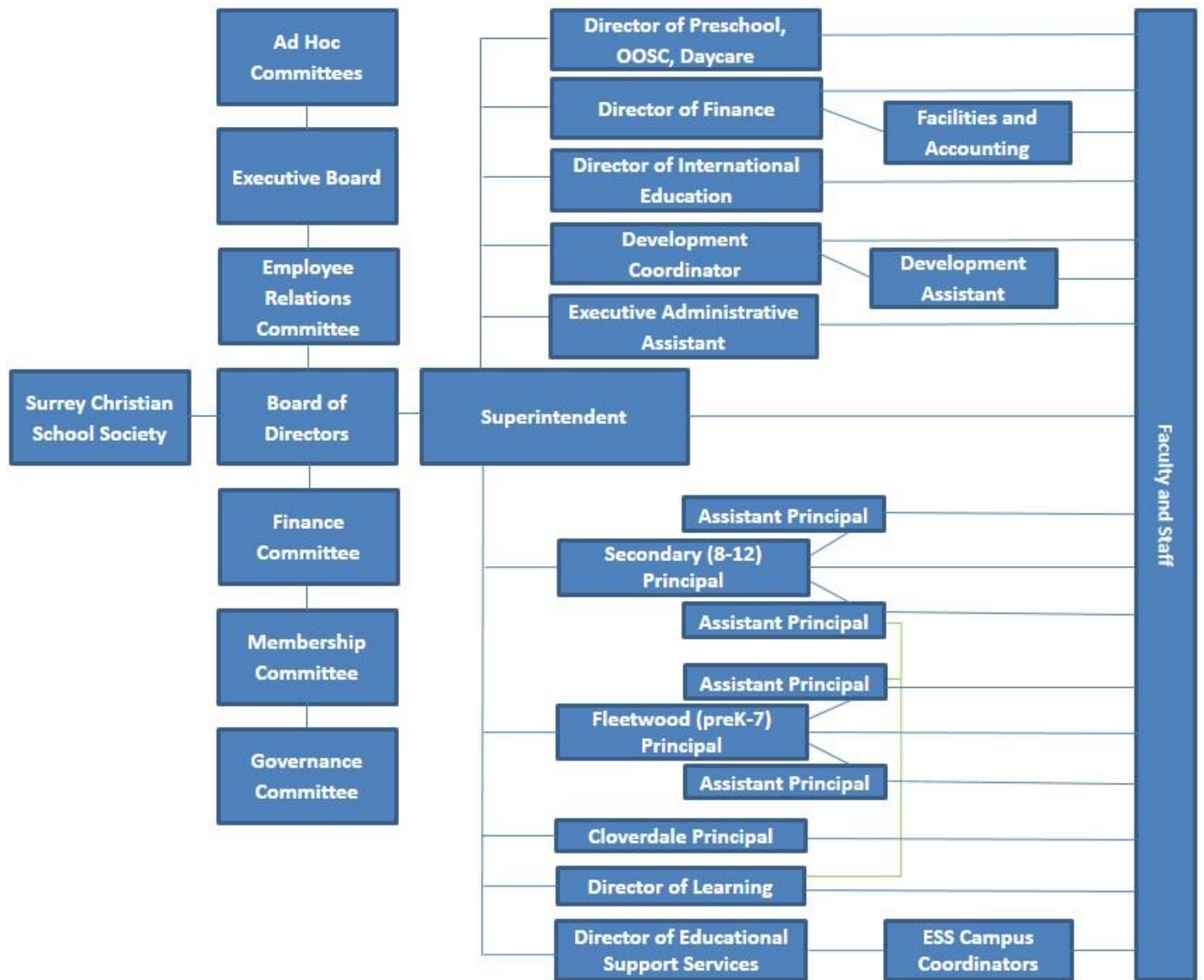
The board of the Surrey Christian School Society consists of 10 to 12 persons elected by the Society. It in turn elects officers who serve as chair, vice-chair, secretary and various other standing committee functions. The board acts as the guardian of the mission of the school society. The term of office is three years. Nominations may be made by Society members who are in good standing in the Society. The board's duties include the following:

- Determine school policies
- Appoint senior administrative staff
- Devise ways to obtain needed funds
- Advance the cause of Christian education
- Safeguard the assets of the school

To meet our board members [click here](#).

11.3 Governance Organizational Chart

See below.



12 Administrative Leadership Teams

12.1 Senior Leadership Team (SLT)

The Senior Leadership Team is made up of the Superintendent, Campus Principals, Director of Learning, Director of Education Support Services and Director of Finance. This group meets bi-weekly.

12.2 Educational Admin Team (EAT)

The Educational Admin Team consists of the Superintendent, Campus Principals and Vice Principals, Director of Learning, Director of Education Support Services. Meets 3x per year, responsible to oversee the implementation of the educational component of the strategic plan.

12.3 Learning Leaders

This group is led by the Director of Learning and consists of 2 learning leader representatives from each campus. They oversee and plan professional development and curriculum implementation.