



PARENT/STUDENT HANDBOOK



SURREY CHRISTIAN SCHOOL

EDUCATING FOR WHOLENESS

TABLE OF CONTENTS

1	MISSION	6
2	GENERAL INFORMATION	7
3	OFFICE HOURS	7
4	COMMUNICATION	7
4.1	Email the Teacher	7
4.2	Our Website	7
4.3	General Contact with Staff	8
4.4	Society Meetings	8
4.5	Visitors	8
4.6	International Program	8
4.7	School Closure	8
4.8	Absenteeism / Late Arrivals	8
4.9	Medical Attention.....	9
4.10	Telephones	9
4.11	Library	9
4.12	Extra-Curricular Activities.....	9
4.13	Learning Assistance.....	9
4.14	ESL	10
4.15	Bell Schedule – Please note that every Friday is a late start at 9:15 am.	10
4.16	Dress Code	10
4.17	Gym Uniform	11
5	SAFETY AND SECURITY	11
5.1	Fire Drills	11
5.2	Earthquake Drills.....	11
5.3	Lockdown Drills	11
5.4	Personal Information Privacy	11

5.5	Student Insurance	12
5.6	Field trips and School Outings	12
5.7	Transportation of Students by Volunteers	12
5.8	Bus Transportation.....	12
6	ELEMENTARY CAMPUS	13
6.1	School Day.....	13
6.2	School Supplies	13
6.3	Library	13
7	SCHOOL RULES	13
7.1	Dress Code	13
7.2	Footwear	14
7.3	Extra Clothing.....	14
7.4	Lost and found	14
7.5	Snack	14
7.6	Lunch Hour Procedure	14
7.7	Hot Lunch Program.....	14
7.8	Safety	14
8	PROGRAMS	15
8.1	Counselling	15
8.2	Exploratory Trips	15
8.3	School Programs.....	15
8.4	Sports.....	15
9	STUDENT EVALUATION	16
9.1	Kindergarten to Grade 3	16
9.2	Grade 4 to 7	16
9.3	Parent - Teacher Interview.....	16
9.4	Complaint Procedures	17

10 PARENTAL INVOLVEMENT.....	17
10.1 New Parent Orientation.....	17
10.2 Back to School Barbecue (September)	17
10.3 Open House	17
10.4 Grandparent's Day.....	17
10.5 Volunteer Program	17
10.6 Parenting.....	17
11 HEALTH.....	18
11.1 Health Nurse	18
11.2 Dental Hygiene.....	18
11.3 Communicable Diseases and Isolation.....	18
11.4 Head Lice Policy	18
11.5 Communicable Disease Policy	19
11.6 Nutrition.....	19
12 SECONDARY CAMPUS.....	20
12.1 Library	20
12.2 Registration for Course Selections	21
12.3 Student Leadership.....	21
12.4 Athletics.....	21
13 COUNSELLING	23
13.1 Personal Counselling	23
13.2 Academic and Career Counselling	23
13.3 Individual Help.....	23
13.4 French Immersion Students.....	23
13.5 Student Evaluation	23
14 STUDENT SERVICES	25
14.1 Homeroom Groups and Assemblies/Chapels.....	25

14.2	Extra-Curricular Activities.....	25
14.3	Scholarships and Academic Awards	25
15	LIVING IN COMMUNITY.....	26
15.1	Student Responsibilities.....	26
15.2	A Restorative Framework	26
15.3	Beyond the Restorative Framework.....	27
15.4	Procedural Options	30
15.5	Student Conduct	31

1 Mission

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

Vision

Becoming fully alive in God's story!

Motto

**Forming
Engaging
Serving
Together**

Tagline

Educating for wholeness

2 General Information

Welcome to Surrey Christian School. Our school is a community in which Christian love and concern are woven into the task of learning; a community in which learning complements the Christian home and church; a community in which time and talent are regarded as given by God to be used in His service. A Christian school is not perfect. The power of sin has its effects within the walls of a Christian school too. But a Christian school truly can be a community, because it is rooted in the knowledge that Christ is the Lord of creation and life.

3 Office Hours

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

Elementary Campus: 604 581-7073

Secondary Campus: 604 581-1033

Administration Office: 604-498-3233

4 Communication

4.1 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

4.2 Our Website

www.surreychristian.com

The school website is a wonderful tool that is used for internal as well as external use. This very important platform is used to promote our mission and vision to all who are here or want to attend. Some of the items you will find on our website.

- School year calendar
- Athletics
- *Avenues* magazine
- Upcoming events

The Connect Weekly Memo is published and emailed every Wednesday to give you a snapshot into what's happening inside and outside the classroom.

4.3 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.

4.4 Society Meetings

Our School is operated by the Surrey Christian School Society. Please note the procedures to follow for membership as stated in our Bylaws and Constitution. Parents are encouraged to become members.

The Annual General Meeting is held in the fall, and we encourage all parents to attend. Details will be communicated through the school newsletter. The purpose of this meeting is to keep the membership aware of school matters, and to approve the financial statements from the previous year.

4.5 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.

4.6 International Program

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.

All international students at SCS who do not live with their parents must live with an English-speaking family that the school approves. Any change of residence must be approved by the school before it takes place. We can also assist the students with homestay placement.

4.7 School Closure

In the rare event that school is to be closed because of unsafe weather conditions or a power outage, announcements will be made on CKNW (AM980) and Global BC. Starting at 7:00 am you may also check the school website.

4.8 Absenteeism / Late Arrivals

The school requests that you please inform the teacher and office of all school day appointments, (i.e. dentist, doctor). If your child needs to be picked up during the school day, he/she must be signed out at the campus office.

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.

4.9 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 to the hospital. Accidents and emergencies are referred to the office and first aid personnel.

If your child requires medication to be administered during the school day, please stop by the office to complete an authorization form. If your child has a life-threatening allergy that requires an Epi-pen please request from the school office an anaphylaxis form to have signed by your doctor.

4.10 Telephones

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

4.11 Library

Our campus libraries exist to provide quality literature, resources, magazines, CD's, DVD's and videos. The libraries are open to all students. Please see campus specific section for hours of operation and specific information for each library.

4.12 Extra-Curricular Activities

Students are encouraged to get involved in a variety of non-academic activities. Sports, music, drama and service projects are all important experiences for students. Please refer to your campus specific section for further information.

4.13 Learning Assistance

The Learning Assistance program is designed for students who need more support with academic skills on an individual or small group basis. Support teachers work with classroom teachers to determine the level of extra support a student needs, and support will be provided within the classroom when possible. When it is more conducive to the learning task, a student may work in another setting outside of the classroom. At the secondary campus Learning Assistance usually replaces a language or an elective. In grade 10-12 this course is called Learning Strategies and students will receive credits towards graduation.

4.14 ESL

Students needing English as a second Language support are referred to our ESL teachers and will receive ESL support.

4.15 Bell Schedule – Please note that every Friday is a late start at 9:15 am.

CAMPUS	START TIME	END TIME
<i>Elementary Campus</i>		
Doors Open	8:35 am	8:45am
Morning session	8:45 am (Mon-Thurs) 9:15 am (Fridays)	10:45am
Recess	10:45 am	11:03am
Morning session continues	11:03 am	12:35 am
Lunch	12:35 pm	1:17 pm
Afternoon session	1:17 pm	2:50 pm
<i>Secondary Campus: Monday - Thursday</i>		
First Bell	8:30 am	
First Period	8:35 am	10:00 am
Break	10:00 am	10:05 am
Period 2	10:09 am	11:29 am
Lunch	11:29 am	12:06 am
Period 3	12:10 pm	1:30 pm
Period 4	1:37 pm	2:57 pm
<i>Fridays</i>		
First Bell	9:10 am	
First Period	9:15 am	10:26 am
Break	10:26 am	10:31 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

4.16 Dress Code

Dress should be appropriate for the school activities. If a student is wearing clothing judged to be offensive or inappropriate, s/he will be asked to find something else to wear for the day. Please see your campus specific section for further details.

4.17 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 meets. Please ensure that the student's gym strip is clearly marked with his or her name.

5 Safety and Security

5.1 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.

5.2 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.

5.3 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.

5.4 Personal Information Privacy

Safeguarding personal information of 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.

5.5 Student Insurance

The school does not provide extended health coverage for injuries. Parents are encouraged to maintain their own extended health coverage in order to minimize their costs.

5.6 Field trips 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 without the need to return a permission form. In the planning stages of medium to high risk field trips, parents will receive information letters as well as permission slips. For low risk field trips the consent signed on the registration forms each year are sufficient.

5.7 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 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.

5.8 Bus Transportation

The Combined Christian Schools Transportation Committee 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.

6 Elementary Campus

6.1 School Day

See 4.14 for Bell Schedule.

6.2 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 at the middle campus 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.

6.3 Library

The school 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. Library programs at elementary campus include: Writing Club, Red Cedar Book Club, Reading Link Challenge, Reading Bingo.

Elementary Library is Open Monday thru Friday, 8:30am – 3:45pm

7 School Rules

7.1 Dress Code

The expectations for dress are as follows:

- Students are expected to wear clean, neat, modest clothing with appropriate logos or designs
- Caps and hats are not to be worn in the school building

7.2 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.

7.3 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.

7.4 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.

7.5 Snack

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

7.6 Lunch Hour Procedure

Lunches will be eaten in the classroom under the supervision of the teacher. Please consider providing healthy foods and re-usable containers. Each classroom is encouraged to compost all leftovers and peels. 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.

7.7 Hot Lunch Program

Hot lunch purchases are available once a month from October through May. Orders and payments are made online. Parents will receive notification about when to register and order for the hot lunch program.

7.8 Safety

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 Programs

8.1 Counselling

A school counselor works collaboratively with the teachers. The counselor will be available for initial consultation purposes for parents and students as well as ongoing support.

8.2 Exploratory Trips

The grade 4-7 students go on specific exploratory trips

Grade 4	Swimming lessons	4 afternoon sessions
Grade 5	Victoria	1 day trip
Grade 6	Timberline	1 day Horse Ranch
Grade 6/7	Band Camp	1 night
Grade 7	Thetis Island	2 nights

8.3 School Programs

Students and teachers prepare special programs for our community such as Christmas and Spring music productions. All parents and students are encouraged to attend.

8.4 Sports

Intramurals

Intramurals take place during school hours. Students in grades 4 – 7 may sign up to participate for specific intramural activities.

Extramural

Grade 6 and 7 students are eligible to play sports against teams from other schools. The aim of middle school athletics 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 Student Evaluation

9.1 Kindergarten to Grade 3

Specific skills will be evaluated on the following scale:

Exceeding expectations, meeting expectations, approaching expectations, and not yet meeting expectations.

Report cards are issued three times per year for grades 1-3; December, March and June.

Kindergarten students receive a report twice a year; February and June.

9.2 Grade 4 to 7

Report cards are issued three times per year in December, March and June. Letter grades are used to designate competency in subject matter.

A	Excellent	86% - 100%
B	Good	73% - 85%
C+	Acceptable	67% - 72%
C	Satisfactory	60% - 66%
C-	Minimally acceptable	50% - 59%
IP	Work in Progress	
F	Unsatisfactory	Improvement needed

9.3 Parent - Teacher Interview

These Conferences are mandatory. Conferences are scheduled two times per year. 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.

9.4 Complaint Procedures

Should a complaint arise concerning your child, please contact the teacher involved first. Follow-through, should it be necessary, requires contacting the Principal. Should the need arise the matter could be forwarded to the Superintendent, and failing that the School Board.

10 Parental Involvement

10.1 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.

10.2 Back to School Barbecue (September)

This is a free event and a wonderful opportunity to meet other parents and get connected to the school community if you are new to Surrey Christian School.

10.3 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.

10.4 Grandparent's Day

Grandparents will have the opportunity to visit the school on a special day in the spring. Students enjoy this time with their grandparents and also share them with other students who may not have any grandparents present on this special day.

10.5 Volunteer Program

Parents/Guardians of each family are requested to volunteer a minimum of 20 hours per family (Single parent families - 10 hours). Your contribution of service will be a rewarding experience, model important values to your children, as well as help the educational process. We recognize that it may be difficult for some parents/guardians to volunteer during school hours, but there are many opportunities for at-home involvement such as phoning, helping teachers prepare class materials, or volunteering at evening events.

10.6 Parenting

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.

11 Health

11.1 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.

11.2 Dental Hygiene

All Kindergarten students are given dental screenings and a notice is sent home to the parents.

11.3 Communicable Diseases and Isolation

<i>Disease</i>	<i>Incubation</i>	<i>Exclude from School</i>
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

11.4 Head Lice Policy

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.

11.5 Communicable Disease Policy

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.

11.6 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...

12 Secondary Campus

Secondary Campus		
<i>First Bell</i>	<i>8:35am</i>	
<i>First period</i>	<i>8:40 am</i>	<i>10:00 am</i>
<i>Break</i>	<i>10:00 am</i>	<i>10:09 pm</i>
<i>Second Period</i>	<i>10:13 am</i>	<i>11:28 am</i>
<i>Lunch</i>	<i>11:28 am</i>	<i>12:09 pm</i>
<i>Third Period</i>	<i>12:13 pm</i>	<i>1:28 pm</i>
<i>Break</i>	<i>1:28 pm</i>	<i>1:37 pm</i>
<i>Fourth Period</i>	<i>1:41 pm</i>	<i>2:56 pm</i>

12.1 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 ebooks. 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.

12.2 Registration for Course Selections

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.

12.3 Student Leadership

The leadership class is designed to provide students with opportunities to learn leadership skills and competencies through both classroom and experiential environments. Students will work collaboratively by engaging their school in areas such as homeroom, restorative practices, planning school events and working with various school committees. They will also engage our local community in numerous ways such as helping with an inner city breakfast program, volunteering with the City of Surrey and having local leaders come and speak to us. This course is designed for grade 11/12 students and must be applied for.

12.4 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.***

There is a \$50 annual flat fee for participating in the athletics program which includes team gear etc. Grade 8-10 students pay an additional \$50 for major sports (volleyball, basketball, soccer) and \$30 for minor sports (anything other than volleyball, basketball or soccer). Grade 11-12 students pay \$75 for major sports and \$40 for minor sports.

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.

13 Counselling

13.1 Personal Counselling

This is a service provided for students who are seeking to deal effectively with challenging life situations. There are many reasons for a student to meet with a school counselor. Adolescence marks a time of intense change in many areas: physically, intellectually, socially, emotionally, and spiritually. At this age students are developing their own identity, negotiating relationships, making plans for their future, and becoming more independent. These are exciting times but can be overwhelming and challenging, particularly when certain aspects of their lives, for various reasons, are strained. At times, students may look for assistance from the school counselor when dealing with these difficulties that may relate to school, home, church, or friends. The counselor is available as a resource, source for support and encouragement, and an advocate for the student.

13.2 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.

13.3 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.

13.4 French Immersion Students

If a student comes to Surrey Christian School from a French Immersion school, the French department will try to assess the course level that student should be placed in by reviewing the student's previous work and projects that the student brings in to show us. The student may be asked to write the exam of the previous year for further assessment.

13.5 Student Evaluation

It is important for you and your teacher to know how well you are doing in your classroom work. Evaluation of your work is based on daily classroom and homework assignments,

participation in discussion and other class activities, projects, tests and exams. Feel free to discuss your progress with your teacher any time. The effort you put into your work is recorded by a number that corresponds with the following comments:

Responsible Learner (4-Always, 3-Usually, 2-Sometimes, 1-Rarely)

Traits may include:

- Completes assignments on time
- Uses class time well
- Organizes class materials, information and resources well

Engaged Learner (4-Always, 3-Usually, 2-Sometimes, 1-Rarely)

Traits may include:

- Demonstrates curiosity and interest in learning
- Approaches tasks with a positive attitude
- Asks for help when needed
- Perseveres when responding to challenges
- Strives to understand, to make connections and to apply learning

Respectful Learner (4-Always, 3-Usually, 2-Sometimes, 1-Rarely)

Traits may include:

- Respectful and encouraging of other students, their work and ideas
- Works well with others, sharing resources and work load
- Actively participates in all class and group activities
- Takes responsibility for and manages own behavior

The marks you obtain for academic achievement are recorded by percentage. The scale is:

A	(100 – 86)	B	(85-73)	C+	(72-67)
C	(66 – 60)	C-	(59-50)	D	(failure)

Effort and achievement marks are formally reported to you with comments on a report card three times a year. An interim report will be available on MySchool prior to the parent/teacher conferences in term 1 and 2. Compulsory subjects in which an achievement mark of less than 50% is earned must be repeated during summer school by students in grades 8-10.

Please note that final marks given may not always be the result of averaging. Also, a teacher will often designate certain assignments or tests (final exams) such that failure to do them would result in failure for the course. We remind you that work and tests missed because of unexcused absences will result in no credit being given for the work.

Final exams 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 period in June.

Failing a subject during the school year requires attending summer school through your local public school district. However, should you fail a Bible course; you will be required to repeat the course the following year.

14 Student Services

14.1 Homeroom Groups and Assemblies/Chapels

Each student is assigned to a homeroom consisting of approximately 14-15 students 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.

14.2 Extra-Curricular Activities

Surrey Christian School has many opportunities for students to get involved in a variety of non-academic activities: sports (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.

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

Failure to meet these standards before or during an activity may result in suspension from the extracurricular activity.

14.3 Scholarships and Academic Awards

At the end of their grade twelve year, students may apply for the following scholarships via Surrey Christian School in recognition of achievements in service, leadership, academics and athletics:

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

15 Living in Community

15.1 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.

15.2 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?

15.3 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.

The staff at the school may use the following steps:

I. Verbal Warning

II. Detention

- a) Lunch hour detentions are given for misbehavior, coming late to class two times, and for two incomplete homework assignments.
- b) 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

- a) Will be written 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 as well as a phone call home.
- b) A student can receive a maximum of four discipline notices, after which time s/he will be suspended for the remainder of the day on which the offence occurs as well as the following day. Parents/Guardians will be contacted before a student is sent home. Prior to re-admission, the principal/assistant principal/designate will meet with the student and parents/guardians.

IV. Disciplinary Contract

In an appropriate circumstance, a teacher may initiate a disciplinary contract and forward a copy to the office. 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. Suspension

- a) Is 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) Suspension is defined as the removal of a student from the campus.
- e) While suspended, 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.
- f) The school must contact parent/guardian by phone or letter as soon as possible. If the parent cannot be contacted, the student will be placed on an 'in-school' suspension until the parent/guardian is contacted. For an "in-school" suspension, the student will be asked to work in the office for the given day. S/he will be given different scheduled breaks from the regular school schedule.
- g) A written notice will be issued clearly stating the reason for the suspension as well as the details of the suspension (i.e. Date and time of contact with parents/guardian, date and time of meeting, and when the student is to return to classes).
- h) A suspension may be imposed for one or more school days for each separate infraction.
- i) The Principal or designee has the final authority regarding a decision to suspend.
- j) During the period of suspension, it is the responsibility of the parents/guardian to provide the appropriate supervision for the student.
- k) Prior to re-admission, the principal/assistant principal will meet with the student and the parent/guardian.
- l) Students returning to school from a suspension may be subject to being placed on probation.
- m) When appropriate, an "in-school" suspension may be given. An "in-school" suspension refers to the student doing school work for the entire school day in the office. The student's work will be supervised and appropriate breaks will be given.
- n) 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 assignment's on

MySchool, or arrange to see a teacher before 8:30am and after 3:00pm. A student must adhere to all “due dates”.

VI. Probation

- a. Is imposed for appropriate circumstances.
- b. When a student has exhausted other disciplinary procedures, and/or when the status of the student is in question.
- c. May be connected to a lengthy suspension, or repeated misbehavior.
- d. If a student repeats the same violation or commits another serious infraction while on probation, s/he will be subject to suspension or expulsion.
- e. Is given by the principal/assistant principal
- f. Types of Probation
 - i. Two Discipline Notices in Sixty Days – if a student receives two discipline notices within sixty calendar days, s/he will be expelled.
 - ii. One Discipline Notice – if a student receives one discipline notice in the remainder of the school year, s/he will be expelled. 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)

VII. Expulsion

- a) In appropriate circumstances, the principal/designee in consultation with assistant principals can expel a student.
- b) Before an expulsion occurs, a student will have an opportunity to speak to the principal/assistant principal about the incident.
- 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 will be suspended indefinitely.
- e) A decision will be made as soon as practical.
- f) The Principal or designee will communicate the decision verbally and in writing.
- g) Students and/or parents/guardians may appeal a decision for expulsion. Please refer to the Appeal Policy for further details.

- h) 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.
- 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.

15.4 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 board.

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, although the Board may upon application extend that time). The notice of appeal should be delivered in writing to the Board Chairperson of the school.
- c) The Appeal Committee will consist of the Board Chairperson, two other Board members, one faculty, and one parent from the community.

- d) The appeal process will include both receipt of written submissions by parents and the administration, as well as an opportunity for an oral presentation.
- e) 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.
- f) 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.
- g) A decision will be provided to the student and parents as soon as practical.
- h) As per SCS, the decision of the Appeal Committee is final. However, a student and parent may appeal to the Society of Christian Schools of BC Ombudsperson to help with mediation.

15.5 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) 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, you must come to school with 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) 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 or other consequences. Regular attendance is essential for success in school. Students will find that the missed class work can never be fully made up.
- 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 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 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

a) Dress should be appropriate for the school activities at hand. If a student is wearing clothing judged to be offensive or inappropriate, s/he will be asked to find something else to wear for the day. Shoes must be worn at all times. Inappropriate attire includes drug and alcohol designs, sexually explicit or suggestive designs, profanity, and threatening language, derogatory and discriminating language. Clothing must cover underwear, cleavage, bottoms, midribs (front and back), upper thigh to finger tips and shoulders.

Procedure:

1. A conversation should begin the process about the statement that the clothing is making and the potential impact on other students/staff.
2. Student will be asked to change clothing or will be given appropriate clothing.
3. If a student has been warned, and the staff person needs to address the student again, the staff person will give the student a dress code concern slip that must be taken to the office by the student. The staff person will follow up the incident with the office. Failure to get to the office will result in a one day in-school suspension.
4. Resistance to staff person, during any aspect of the process, will automatically result in student being referred to the office.
5. Repeated incidents will lead to a suspension, and a meeting with parents/guardians.

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*

- a) Surrey Christian School supporting community is committed to encouraging a smoke-free lifestyle for students and staff. Therefore, smoking is not permitted during school hours or at any school related function. Any student caught smoking or in the possession of cigarettes will be required to pay a \$20 donation to the BC Lung Association or the BC Cancer Agency for the first offence, pay a \$40 donation for the second offence, serve a one day suspension for the third offence, and a three day suspension for the fourth offence. Each occurrence will also include a discipline notice as well as a phone call home.

XII. *Theft*

- a) Theft may result in a suspension of up to one week. A second offence may result in a three-week suspension and probationary status.

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 for up to three weeks and will receive a probationary status for one calendar year. A second offence will automatically result in expulsion, whether that offence is in the same school year or not. Possession of drugs for the purpose of trafficking may result in expulsion from school.

XIV. *Fighting*

- a) Fighting will result in a suspension of up to one week. A second offence may result in a three-week suspension and probationary status.

XV. *Weapons*

- a) Students bringing weapons, or any imitation thereof, to school may be suspended for up to three weeks, expelled, 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.
Note: Students in possession of firecrackers/fireworks at school will be suspended for one day.

XIX. Books

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

XX. Cell Phones/iPods/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. 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 will bring the device to the office where it will be stored for safe keeping.
1st time = 3pm that day
2nd time = 3pm the next day
3rd time = 1 week

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 behavior 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.