



**STUDENT HANDBOOK  
KINDERGARTEN TO GRADE 12**



**SURREY CHRISTIAN SCHOOL**  
EDUCATING FOR WHOLENESS

## **Mission**

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

## **Vision**

Becoming fully alive in God’s story!

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## GENERAL INFORMATION

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. Attached to our school’s constitution is a document called [\*Our World Belongs to God\*](#) which summarizes our faith and worldview.

This handbook is a collection of practices and policies that have been developed to enable the school to run efficiently and effectively in pursuing our 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 whom we desire to be and become as a school community.

## Office Phone Numbers

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

## Bell Schedule

	START TIME	END TIME
<b>Fleetwood Campus</b>		
Doors open	8:35 am (9:05 on Friday)	
Morning session 1	8:45 am (9:15 on Friday)	10:45 am
Recess	10:45 am	11:03 am
Morning session 2	11:03 am	12:35 pm
Lunch	12:35 pm	1:15 pm
Afternoon session	1:15 pm	2:50 pm

<b>Cloverdale Campus</b>		
Doors open	8:35 am (9:15 on Friday)	
Morning session 1	8:45 am (9:25 on Friday)	10:45 am
Recess	10:45 am	11:03 am
Morning session 2 (K-Gr.2)	11:03 am	12:20 am
Morning session 2 (Gr.3-7)	11:03 pm	12:35 pm
Lunch (K-Gr.2)	12:20 pm	1:00 pm
Lunch (Gr.3-7)	12:35 pm	1:15 pm
Afternoon session (K-Gr.2)	1:00 pm	2:50 pm
Afternoon session (Gr.3-7)	1:15 pm	2:50 pm

<b>Secondary Campus (Monday and Thursday)</b>		
Period 1	8:35 am	9:55 am
Crew	10:00 am	10:25 am
Period 2	10:30 am	11:45 am
Lunch	11:45 am	12:20 pm
Period 3	12:25 pm	1:40 pm
Period 4	1:45 pm	2:57 pm

<b>Secondary Campus (Tuesday and Wednesday)</b>		
Period 1	8:35 am	11:25 am
Lunch	11:25 am	12:00 pm
Period 2	12:05 pm	2:57 pm

<b>Secondary Campus (Friday)</b>		
Period 1	9:15 am	10:20 am
Chapel	10:25 am	11:05 am

Period 2	11:10 am	12:10 pm
Lunch	12:10 pm	12:45 pm
Period 3	12:50 pm	1:50 pm
Period 4	1:55 pm	2:57 pm

### Absenteeism/Late Arrivals

The school requests that parents and guardians inform the teacher and the office of all school day appointments (i.e. dentist, doctor). If the student needs to be picked up during the school day, he/she must be signed out at the campus office. Please inform the school by phone or email ([absent@surreychristian.com](mailto:absent@surreychristian.com)) before 9:00 am on the day of the absence, stating the reason for the absence.

### School Closure

In the rare event that school is to be closed because of unsafe weather conditions or a power outage, please check your **text messages, email, the school website or social media**. Announcements will also be made on **CKNW (AM980) and Global BC**. The administration aims to make the decision by 6:30 am. \*Note: It is not advised to Google “snow day Surrey Christian School” as that may bring up outdated and inaccurate posts from previous years.

### 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.

### Telephones

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

### Learning Commons

Our campus Learning Commons (formerly known as libraries) are open to all students and exist to provide quality literature and resources. Please see campus-specific section for hours of operation and specific information for each library.

### 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.

### 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 complete a [Medical Condition/Medication Authorization Form](#). If your child has a life-threatening allergy that requires an Epi-pen, please complete an [Anaphylaxis-Emergency Plan](#).

## 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.

## Spirit Wear / Gym Uniform

School t-shirts and shorts are available for purchase on our website under "Shop". Grades 4 to 10 are required to wear the gym uniform to Physical & Health Education (PHE) classes as well as any external athletic meets. Please ensure that the student's gym strip is clearly marked with his or her name.

## Lost and found

It is recommended to mark all personal items such as coats, hats, mittens, runners, backpacks and lunch bags. When found, lost items will be placed in the "lost and found" box. Unclaimed items will be given to charity during Christmas break, spring break and at the end of the year.

## Tuition Policy

The purpose of our tuition policy is to define fair policies and guidelines to which the administration can adhere while managing the finances of the society. These policies are firm and only written appeal to the board will be considered for exception.

### 1. Tuition Collection

- a. New families shall pay their first month's tuition as a non-refundable deposit upon acceptance.
- b. In order to receive a 1.5% discount, tuition shall be paid in full by August 1.
- c. Monthly payments may be made only provided that a signed pre-authorized debit form and void cheque is on file.
- d. 10-12 equal monthly payments will be processed through pre-authorized debit on the 1<sup>st</sup> of the month. In event that the pre-authorized debit is rejected by the family's financial institution, a \$50 late fee will be charged.
- e. For those parents wishing to pay in twelve equal payments, the first payment of the twelve-month cycle will be due July 1 and the final on June 1.
- f. For those parents wishing to pay in ten equal payments, the first payment of the ten-month cycle will be due August 1 and the final on May 1.
- g. Written notice that a child will not re-enroll for the following school year must be received by February 15 of the current school year. If notice is received after February 15 parents will be charged the equivalent of 1-month of next year's tuition.
- h. During the school year 1-month notice is required for withdrawal, or parents must pay 10% of their annual tuition in lieu of notice. Notice is effective one month following month end.
- i. In the event that a student is expelled from school due to disciplinary action, parents who paid their tuition in full will be reimbursed the portion of tuition for the remainder of the school year. If parents pay monthly, they will not be debited any further tuition fees from their bank account.

### 2. Tuition Fees



- a. Families who have children attending another K-12 Christian School where they are paying tuition will receive a 20% discount on the tuition fees for Surrey Christian School.
  - b. Students enrolled in 5 or more courses are considered full time for tuition purposes.
3. Tuition Arrears
- a. Accounts 30 days in arrears will be contacted.
  - b. Accounts 90 days in arrears may result in the loss of the privilege of attending Surrey Christian School and an interest rate of prime plus 5% will be levied on the balance of tuition arrears.
  - c. Whenever any portion of the previous year's tuition remains unpaid, a family cannot be enrolled in the new school year until payment in full is made on past due amounts. Notice of non-re-enrolment will be given as early as possible prior to the end of the current school year to give parents adequate time to make either make full payment or alternative school arrangements.

### **Learning Support Services**

Surrey Christian School's Learning 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.

We believe that each child is unique and created by God in His image. 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 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. Learning Support Services at SCS exists to help us fulfill this mission for students with exceptionalities and includes Special Education and Learning Assistance.

### **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.

### **English Language Learning (ELL)**

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

## GOVERNANCE

### The Board of Directors

The board of the Surrey Christian School Society consists of 7 to 12 persons elected by the Society. It in turn elects officers who serve as chair, treasurer, and secretary. Directors serve a 3-year term and are encouraged to serve an additional 3-year term for a total of 6 years. The board acts as the guardian of the mission of the school society. 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 the superintendent who then hires senior administrative staff
- Devise ways to obtain needed funds
- Advance the cause of Christian education
- Safeguard the assets of the school

### Society Meetings

Our School is operated by the Surrey Christian School Society. Membership in the Society is reserved for individuals 18 years or older who are committed to furthering the purpose, basis and principles of the Society as set out in its [Constitution and Bylaws](#) and is necessary to vote at any formal society meetings including the Annual General Meeting in the fall and the Spring Meeting. The Board of Directors encourages all parents who are active participants in a Christian church to be members of the Society.

Membership dues are paid on a five-year renewal date. Members joining part way through a five-year period pay a pro-rated portion of the five-year membership fee (\$10 per year or \$50 for a full five-year membership). Those seeking membership in the Society should be members of a Christian church and may be required to submit a pastor's letter of reference attesting to their commitment to the Christian faith. To apply for society membership, go to our website at

<https://shop.surreychristian.com/fees/membership-application-renewal-form/>.

Your application will be forwarded to the board for approval.

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. The Spring Meeting is held before the end of June with the main purpose being to elect new directors and present the budget for the subsequent school year as information.

## COMMUNICATION

### 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](mailto:jsmith@surreychristian.com).

## Campus Memo and Connect Newsletter

A campus specific memo is emailed to parents every Thursday to keep you up to date on upcoming events and things you need to know; while the cross-campus *Connect Newsletter* is published and emailed monthly to the whole SCS community offering a snapshot into what's happening inside and outside the classroom.

## 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.

## Our Website

[www.surreychristian.com](http://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. Some of the items you will find on our website include:

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

## STUDENT ASSESSMENT

Our assessment practices allow students opportunities to self reflect, self assess, and engage with others through feedback to develop proficiency in their core and curricular competencies. Our teachers are empowered to design learning in a way that invites students into the Kingdom Story, to engage in real work that meets a real need for real people. Our assessment practices seek to invite them into this Story as well and name them as loved and known image bearers of God.

A proficiency scale has been developed for assessing proficiency on the Curricular Competencies. This scale is growth oriented and has four categories with some descriptors provided:

### Emerging

I need continual support  
I am just starting  
I am still figuring out what I have to do  
I am hesitant to participate or try  
I am not confident enough because I do not understand yet  
I appear very uncertain on how to move forward

### Developing

I am still learning and growing in understanding  
I am starting to get it; I think I know how to move forward  
I am not always consistent enough yet to share what I know  
I sometimes need support

### **Proficient**

I am creative and original  
I consistently share what I know  
I met all requirements  
I make minimal errors  
I am independent

### **Extending**

I have more complex ideas  
I am going above the expectation  
I confidently share what I know  
I go beyond all requirements with depth and insight

At the elementary grade levels students receive two learning reports, one in December and one in June. Learning is also communicated at two learning conferences, at a Celebration of Learning in early Spring, and through an ongoing sharing of learning/reflecting through the platform Seesaw.

At the secondary grade levels students receive a learning report at the end of each semester. Learning is also communicated at learning conferences throughout the year, through Celebrations of Learning, and through an ongoing sharing of learning/reflecting through the platform MyBlueprint.

## **LIVING IN COMMUNITY**

### **Community Standards for Parents, Guardians, Caregivers, Volunteers and Visitors**

#### **Purpose**

The Surrey Christian School community is built on core values that aim to empower individuals to engage God's world in the servant way of Jesus. We value the participation of parents, guardians, caregivers, visitors and volunteers in the life of our school. This Community Standards document is designed to guide interactions between the parties listed above and Surrey Christian School staff, parents, students and the wider community. These interactions include when such individuals are present at the school or engaged in school-sponsored activities, meetings and functions within and outside of school hours.

These community standards commit each parent, guardian, caregiver, volunteer and visitor to support a welcoming, inclusive and safe environment that will promote positive relationships.

#### **1. Interactions with Staff**

Parents, guardians, caregivers, volunteers and visitors will:

- Respect the authority of staff and refrain from undermining their reputation.
- Be respectful of the time constraints of staff and their responsibility to focus on students (along with other aspects of their job), while communicating with them during school hours.
- Refrain from using intemperate or confrontational language or speaking negatively in public about staff members or school policy.
- Refrain from publicly posting criticisms of staff or school policies on social media

- Refrain from communicating repeatedly to the same staff member on a topic that has already been addressed.
- Avoid soliciting support from others for ideas that undermine the reputation and healthy functioning of school leadership, digitally or in person
- Allow reasonable time for staff to respond to communication.
- Make an appointment before showing up at school to speak with a staff member.

Parents will:

- Raise a concern about their child’s teacher or a classroom situation with the relevant classroom teacher or staff member(s) first; if the matter is not resolved, then with the relevant assistant principal or principal; if still not resolved, then with the superintendent. When doing so, parents will observe the rules of engagement set out in this document.
- Allow staff members a reasonable amount of time to investigate, gather evidence, and consider the perspectives of other parties before a decision is made on a particular issue.
- Contact a staff member on their work email address, which is checked regularly on school days, or by calling the school office and leaving a message. Parents will refrain from communicating with staff via their personal social media accounts, personal mobile phones or by visiting a staff member at their home.

## **2. Interaction with Students**

Parents, guardians, caregivers, volunteers and visitors will not:

- Initiate one-to-one online communication with SCS students who are not their child.
- Confront a student directly and accuse them of an offense. Concerns about other students should always be raised with relevant staff.
- Post critical comments online or speak negatively about SCS students publicly.
- Encourage a child to exclude, criticize, or become physical with other students.
- Upload to social media or distribute in print any photos or videos of SCS students who are not their own children.
- Forward the contact information of other SCS parents without their consent.

## **3. Conduct on Campus**

Parents, guardians, caregivers, volunteers and visitors are to:

- Follow reasonable directions of staff while on campus and respect learning activities in progress.
- Respect class time, refrain from distracting or disrupting lessons, and only enter a classroom with an invitation from the teacher.
- Demonstrate integrity in their behaviour and treat others with dignity and respect.
- Supervise children in their care while on school property outside of school hours.

## **4. School Discipline**

- The school expects students to comply with its rules and expectations and not engage in behaviour which is harmful to others or is contrary to the ethos and philosophy of the school. Parents are expected to support the SCS Discipline Policy as found in the Student Handbook and not undermine its authority.
- Parents should reserve judgment of matters reported by their children until they have heard the full context from the perspective of a staff member who has investigated and considered the matter as a whole.
- In the case of disciplinary matters, SCS will be the arbiter of what is a just response and will not engage in protracted debate about the appropriateness of disciplinary consequences. SCS will inform parents of disciplinary matters which may result in probation, suspension or expulsion and will address these in accordance with our Discipline Policy. Although parents will be consulted, the school will make the final decision in these matters.

## **5. Failure to Observe This Community Standards Document**

If parents, guardians, caregivers, volunteers and visitors fail to observe these community standards after being cautioned about a breach, SCS leadership/board may (but not limited to):

- Limit access to a teacher or other staff member.
- Rescind membership from the Surrey Christian School Society.
- Limit access to SCS premises or events.
- Withdraw the enrollment of their child.

Our school community is strengthened, and unity fostered when all members work together to adhere to these standards. We are grateful for the supportive SCS parent community. It is our honour to partner with you as we all seek to educate our children in a God-glorifying manner.

## **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.

## **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 behaviour 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 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 behaviour:**

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?

## **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 [Beyond the Restorative Framework](#) at the end of this document for details on expected student conduct and steps the school may follow when students choose not to acknowledge responsibility for their actions.

## **PARENTAL INVOLVEMENT**

### **New Parent Orientation**

All new parents are expected to attend a new parent orientation in May or September which will provide lots of helpful information about the history, purpose and nature of our school. Attendance at one of these sessions is mandatory.

### **Annual Back to School Event**

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

### **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.

### **Grandparent's Day**

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

### **Volunteer Program**

Parents/Guardians of each family are encouraged to volunteer a minimum of 10 hours per family. 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 that can be done at home such as phoning, baking, washing tablecloths or volunteering at evening events. We believe parental involvement is essential to being engaged in your children's education. We want you involved because you love your kids and your kids' school. We are stepping out in faith believing that parents want what is best for SCS and are willing to participate in creating and sustaining what is best by volunteering.

### **We Encourage Parents To:**

- Be interested in taking note of all the work that is brought home or posted on Seesaw (grades K-7) 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 whether by hard copy or email.
- Remember to pray for your children, teachers, and entire school community.

### **Parent Concerns**

Should a parent have a concern, 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.



## **SAFETY AND SECURITY**

### **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.

### **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. Students in Grades K-7 are required to have a comfort kit brought to school by mid-September. See Back-to-School information package for more information.

### **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.

### **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, concerns or desire a copy of the school's Personal Information Privacy Policy, please contact the Administration Office.

### **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.

### **Field Work and School Outings**

Students may participate in field work (formerly known as field trips) during the school year. Parents are required to sign a Consent and Assumption of Risk Form at the time of acceptance to SCS. 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 work, parents will receive information letters as well as permission slips at least 24 hours in advance. For low-risk field work the consent signed at the time of acceptance is sufficient.

### **Transportation of Students by Volunteers**

The Ministry advises that schools set their own standards to ensure the safety of children being transported. As much as possible students will be transported by school bus. Parents who volunteer to drive students other than their own child are required to complete a form including their commitment to operate the vehicle in a safe manner, abide by all applicable laws etc.

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.
- 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.

## **Bus Transportation**

The Combined Christian Schools Transportation Committee provides bussing for all students. Please visit our website for all the school bus guidelines and information at <https://surreychristian.com/admissions/transportation/>.

## **HEALTH**

### **Public Health Nurse**

The public health nurse provides the school with consent forms for immunizations which get distributed to parents by the office. Screening for vision and hearing is offered in selected grades.

### **Nutrition**

Parents are encouraged to choose healthy foods for snacks and lunches, and water rather than juice boxes. Please minimize foods high in sugar. Some suggestions: carrots, celery sticks, raisins, peeled or prepared fruit, other raw vegetables, crackers and cheese etc. Please mark lunch bags with student's name.

There are times where a classroom or campus is nut free. Please respect this as one way to support others in our community.

### **A Quick Guide to Common Childhood Diseases**

Click [here](#) to view a quick guide to common childhood diseases

## **FLEETWOOD & CLOVERDALE CAMPUSES**

### **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. As much as possible, activity fees for field work and other learning experiences are included in the tuition for all students. If additional expenses are required, particularly for our Grade 4-7 students, a notice will be sent home.

### **Dress Code**

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

### **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.

### **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.

### **Snack**

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

### **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.

### **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

### **Learning Commons**

The school Learning Commons (formerly known as libraries), an integral part of the educational program, is an extension of the classroom. The Learning Commons facilitators 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. Learning Commons programs at the elementary campuses may include Writing Club, Red Cedar Book Club, Reading Link Challenge, and Reading Bingo.

## Sports

Grade 6 and 7 students are eligible to play extramural sports against teams from other schools. The aim of intermediate 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.

## 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 their own safety, all members of the school community must use sidewalks and crosswalks on entering the school and its property.

## School Counsellor and Child & Youth Care Worker

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

The Child & Youth Care Worker's role includes assessing student behaviour; planning and implementing activities that promote social and personal development; personal and family guidance; and functioning as a resource person for teachers and other school staff.

## Learning Conferences

Learning conferences are scheduled two times per year. Our partnership with parents is key to the overall well-being of our students. Teachers are encouraged to contact parents about concerns and accomplishments of their students.

# SECONDARY CAMPUS

## Learning Commons

### Physical Resources

Our campus learning commons (library) manages all learning commons and textbooks for the Secondary Campus. Students 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 – 4:00 pm Monday through Thursday. It closes at 3:00 pm on Fridays. Check the front display for new books.

### Digital Resources

Our learning commons is both a physical and a digital space—with human resources. The 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 Learning Commons, though some 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 Learning Commons 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 Learning Commons website or app where all books can be renewed without fines. A replacement cost will be charged for lost or damaged items. All Learning Commons business must be cleared up at the end of each semester.

### Sharing Space

Students are welcome to quietly spend spare blocks in the Learning Commons 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.

### 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 handbook with course descriptions** for Grade 8-12 courses. The course handbook 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 academic 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](http://www.learnnowbc.ca) for options.

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

- heavy academic load in Grade 12 (5 or more academic classes)
- an online course is being taken
- 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 academic 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.

## 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 Crew, 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.

## 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 an annual fee for participating in the athletics program which includes team gear etc. Grade 8-12 students pay an additional fee for major sports (volleyball, basketball, soccer) and for minor sports (anything other than volleyball, basketball or soccer).

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.

## Counselling

### 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.

### 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.

### *Scholarships and Academic Awards*

At the end of their Grade 12 year, students may apply for scholarships via Surrey Christian School in recognition of achievements in service, leadership, academics and athletics. Click on the following links to learn more about the scholarships awarded.

[The Westland Insurance Award](#)

[The Millennial Christian Teacher-Education Award](#)

[Field and Marten Associates Bursary](#)

[Calvary Christian Church Integrity Award](#)

[The Kane, Shannon, Weiler LLP Award](#)

[The Encouragement Award](#)

[The Surrey Christian School Scholarship Fund](#) (Service, Scholar, Leadership, Encouragement and Environmental Studies)

[The Luke VanHarmelen Award](#)

## Individual Help

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

## 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 could be placed in. The student may be asked to write the exam of the previous year for further assessment.

## Crew and Assemblies/Chapels

Each student is assigned to a Crew consisting of approximately 14-17 students and a staff member. 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.

## 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.

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

An inability to meet these standards before or during an activity may result in an interruption from the extracurricular activity.

## 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:

- 1) Verbal warning
- 2) Detention



- a) Lunch hour detentions are given for misbehaviour, 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.
- 3) Discipline Notice
- a) Will be written for all academic and behavioural 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.
- 4) Disciplinary Contract
- a) 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.
- 5) Suspension
- a) Suspension 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 or 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 schoolwork 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 8:30 am and after 3:00 pm. A student must adhere to all due dates.
- 6) 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 misbehaviour.
  - 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)
- 7) 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.
- 8) Miscellaneous
- a) Appropriate discipline may depend on prior incidents.
  - b) The principal/assistant principal has the authority to search lockers.
  - c) If 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.

## Procedural Options

- 1) 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.
- 2) 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' behaviour 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 behaviour, 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 behaviour. 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 clearly state 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.

## 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.

### Homework Assignments

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.

### Attendance and Late Arrivals

- 1) 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 each term, the student will receive a discipline notice, phone call home and serve an afterschool 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.

- 2) 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 afterschool detention.
- 3) 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.
- 4) 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.
- 5) If a student takes ill during 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.

### [Skipping Class](#)

We place a high value on being in class. Students will serve an afterschool 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.

### [Harassment \(bullying\)](#)

Harassment refers to behaviours, 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 with 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 behaviour or comments are appropriate, consider these questions:

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

### 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.

- 1) Grade 8 – redo for credit, and a phone call home
- 2) Grade 9 – redo for credit, and a phone call home
  - a) 2<sup>nd</sup> Offence – receive '0' and discipline notice
  - b) 3<sup>rd</sup> Offence – receive '0' discipline notice and one day in-school suspension
- 3) Grade 10 – receive '0', redo for maximum 50% credit
  - a) 2<sup>nd</sup> Offence – receive '0' and discipline notice
  - b) 3<sup>rd</sup> Offence – receive '0' discipline notice, one day in school suspension.
- 4) Grade 11 and 12 – receive '0', discipline notice
  - a) 2<sup>nd</sup> Offense – receive '0' discipline notice, one day in – school suspension
  - b) 3<sup>rd</sup> Offense – receive '0' discipline notice, suspended

### Dress Code

- 1) At SCS, we expect all staff and students to dress in a way that is appropriate for school activities, and with the understanding that our individual choice of dress contributes 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 appropriately at school.
  - a) Staff and students need to consider the words and graphics on their clothing when dressing for school. For example, drug/alcohol, sexually explicit/suggestive designs, profanity, and discriminating and/or offensive language are not appropriate.
  - b) Clothing for all students should cover the chest and bottom.
- 2) 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.

## Visitors

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.

## Vandalism

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.

## School Property (Halls)

Halls are only for walking, not running, skateboarding or rollerblading. Practice consideration in the halls.

## Leaving the Campus

- 1) Students in Grades 8 and 9 are not permitted off the school property during break and lunch break. All students are expected to respect neighbouring property and traffic.
- 2) Upon review, off property privileges may be granted to Grade 9 students with parent permission.

## Smoking and Vaping

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 caught smoking or vaping may be required to pay a \$20 donation to the BC Lung Association or the BC Cancer Agency for the first offence, 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.

## Theft

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

## Drugs and Alcohol

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.

## Fighting

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

## Weapons

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.

## Breaking and Entering

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

## Internet/Network Violations

- 1) Each student using the network must agree to the following statements:
  - a) I understand the school's values and I will uphold these values as I communicate with others by means of the school's computers.
  - b) 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.
  - c) 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.
  - d) 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.
  - e) 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.
  - f) I will use appropriate language in all communications. I will not use abusive, threatening or obscene language.
  - g) I will not access, store or print pornographic, racist, or other offensive materials.
  - h) I will accept responsibility for all accesses under my password.
  - i) I will not use the school's computers and access to the internet for personal gain, or to purchase goods and services.
  - j) 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.
  - k) 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.
  - l) 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.
  - m) I will care for my personal computer and ensure that it is ready for classroom use daily.
- 2) Violations of these guidelines will automatically result in losing the privilege of using the school's internet and network services.
- 3) Depending on the violation, further disciplinary action may be taken.
- 4) Any conflict (in-person or online) that occurs between SCS students outside of school hours or at non-SCS sponsored activities are primarily the responsibility of the families to resolve. SCS will seek ways to support families where appropriate and will respond to the impacts of any such conflicts at SCS as they arise.

## Fire

- 1) 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.

- 2) Students in possession of firecrackers/fireworks at school will be suspended for one day.

### Books

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

### Phones/Personal Devices

- 1) 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.
  - a) 1<sup>st</sup> time = 3:00 pm that day
  - b) 2<sup>nd</sup> time = 3:00 pm the next day
  - c) 3<sup>rd</sup> time = 1 week

### School Functions

- 1) 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.
- 2) Students desiring to bring guests must complete a GUEST PASS REQUEST FORM and receive approval from the event sponsor and/or the assistant principal.

### Miscellaneous

- 1) 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.
- 2) Where required, the school will notify the police.

## CLOSING

Thank you for taking the time to read through this handbook. We hope it provides information that will help you to navigate your time at Surrey Christian School as students and parents. Our door is always open should you have questions or concerns.