

Our Mission Statement

The mission is a description of the school's unique purpose and the specific function it performs.

Through the partnership of students, parents, community, and staff our school will enable all learners to develop individually, within a positive and safe environment, attitudes, skills, and knowledge necessary to become responsible, caring and contributing citizens prepared to meet life's challenges.

Our Beliefs

Every effective organization is guided by its values, convictions and unique character. In Sardis Secondary we are committed to the following beliefs:

- * **All people have equal worth.**
- * **Positive self-esteem promotes personal growth.**
- * **People learn differently.**
- * **People are unique and worthy of respect.**
- * **All people are citizens of an inter-dependent global community.**
- * **All people can learn.**

Student Planner

2010 - 2011



Sardis Secondary School

45460 Stevenson Road
Sardis, B. C.
V2R 2Z6
604-858-9424
FAX # 604-858-2195
www.sardissecondary.ca

Mr. B. Long
Principal

Mr. B. Sekhon
Vice Principal

Mr. N. Zhu
Vice Principal

This handbook belongs to

Name _____

SCHOOL ORGANIZATION

Sardis Secondary is a school rich in the tradition of pursuing excellence. We believe that students must take the responsibility to be the very best citizens and students they can be. We have one rule that is pervasive and that is we all show respect to one another at all times. Our code of personal conduct is built on the premise that we all have the right to learn in an environment of mutual respect and this requires that we show a high level of personal discipline.

We expect you to use this Student Planner to keep track of homework assignments, due dates, tests, appointments and special events. Carry it with you to each class, take it home for reference and bring it back to school each day. Your teachers will support you in using this book by asking you to use it in every class. Use this organizer to ensure you have the most successful year possible.

Finally, we also encourage you to get involved in extra-curricular activities at Sardis. Join a club, join a team, be a Falcon Fan, dress up on dress-up day, attend a prom or dance. Participate, get involved and be part of the Sardis Spirit. Remember **"We Invite Your Success."**

B. Long
Principal

B. Sekhon
Vice Principal

N. Zhu
Vice Principal

TEACHING STAFF

J. Adams-Loupret	Counsellor
D. Balsillie	Mathematics
G. Barber	Drafting/Animation/Planning
P. Bernard	Science
K. Biegel	Music
P. Blaak	Languages
D. Bortolussi	Humanities
M. Braun	Construction/Media
T. Brix	Humanities
M. Casey	Science/Health & Fitness
R. Chadsey	Humanities
B. Chirico	Mathematics
J. Clayton	Mathematics
T. Dahlman	Mathematics/Science
A. Eastman	LA/Dance
I. Eaves	LA
L. Ego	Mathematics
J. Elliott	PE/Humanities
A. Fitzsimmons	PE/Family Management
R. Fitzsimmons	PE
D. Frost	Cook Training
B. Gagnon	Music

TEACHING STAFF (continued)

G. Gaudette	Special Ed.
B. Geary	Humanities
D. Geck	Psychology/Textiles
V. Gladish	Counsellor
A. Guy	Fine Arts/Law
L. Hawkenson	Language
K. Heise	Physical Education
P. Irani	Humanities/LA
C. Klassen	ESL
G. Krause	Physical Ed./Planning
G. Kushniryk	Science
R. Lamb	Construction
T. MacIsaac	Science
J. Massie	Science
J. McDowell	Humanities
C. Mitchell	Apprenticeship
H. Mitchell	Special Ed.
M. Moore	Science/Mathematics
J. Murtha	Computer Tech/Planning
M. Mussell	Counsellor
R. Nightingale	Humanities/Health & Fitness
D. O'Brien	Math/Science
C. Petek	Humanities/Counselling
D. Petek	English
C. Pitz	Language
L. Price	Alternate/Social Studies
D. Purych	Metal
K. Rahnborn	Cook Training
E. Reitsma	LA
R. Ross	Business/Planning
D. Servatius	Socials
J. Seywerd	Library/Planning
J. Sutcliffe	Math/Social Studies
R. Tagle	PE/Social Studies
G. Taylor	Social Studies
T. Toth	Science
P. Tremblay	Fine Arts
D. Van Stolk	Foods
L. Vanwinkle	LA
C. Van Dyke	English/Dance/French/Foods
J. Warkentin-Scott	Language/Planning
D. Watt	Business Tech
S. Wiens	Fine Arts
C. Williams	Auto Mechanics/Social Studies
K. Wilnechenko	Science/Math
L. Zenzen	Science

Support Staff

S. Allen	Secretary
M. Auguste	Career Advisor
N. Barker	Education Assistant
J. Beveridge	Secretary
S. Bogstie	Business Manager
L. Broadbent-Wilmsmeier	Education Assistant
R. Cummings	Education Assistant
D. Dahl	Custodian
L. Deputan	Secretary
D. Duerksen	Library Assistant
R. Duncan	Education Assistant
D. Emery	Education Assistant
N. Epp	Custodian
F. Gaulin	Custodian
J. Harrison	Education Assistant
K. Hetland	Education Assistant
J. Howsam	Education Assistant
M. Hryciw	Education Assistant
L. Jardin	Education Assistant
L. Kilgour	Education Assistant
L. LaPorte	Education Assistant
G. Larochelle	Education Assistant
T. Lessard	Education Assistant
K. Lowe	Education Assistant
D. Lunner	Secretary
M. MacDuff	Education Assistant
V. Martens	Custodian
S. McInally	Secretary
S. Neufeldt	Education Assistant
P. Richmond	Education Assistant
C. Sperling	Education Assistant
M. Striker	Education Assistant
M. Taekema	Computer Tech.
P. Vander Helm	Education Assistant

STUDENT CONDUCT AND EXPECTATIONS

We have high expectations for your conduct and we want you to work towards these high expectations. **Remember teachers have the right to teach and students have the right to learn.**

CODE OF CONDUCT

A. I have the right to:

Live and work in an atmosphere of mutual respect and courtesy.

Therefore I have the responsibility to:

To show respect to students, parents, teachers, administrators, and my school.

Some suggestions to implement this:

- Avoid participation in activities that create negative disturbances; treat others in a friendly and considerate manner.
- Allow others to work without distraction
- Treat other people as you would like to be treated
- Always be prepared to show good manners by saying excuse me, please, thank you and you are welcome
- Practice "Random Acts of Kindness"

B. I have the right to:

Be safe and secure from threatening and abusive behavior on the part of others.

Therefore I have the responsibility to:

To involve myself in positive conflict resolution.

Some suggestions to implement this:

- Avoid encouraging violent behavior, do not be a spectator of conflict. Help solve conflict by talking out problems with others.
- Avoid using belligerent or provocative behavior to others.
- Do not use physical confrontation as a method of resolving conflict.
- Never pass rumors about others.
- Be prepared to be a witness against violence.

Be a solution not part of the problem.

C. I have the right to:

Live and learn in an atmosphere free of pollutants such as foul language, harassment and discrimination.

Therefore I have the responsibility to:

Conduct myself in a manner worthy of respect of others.

Some suggestions to implement this:

- Avoid using profanity especially at school
- Recognize that all people are unique and worthy of respect
- Recognize that sexual harassment is unacceptable conduct
- Help others when possible
- Dress appropriately for the working environment
- Keep surrounding neighbourhood free of litter.

D. I have the right to:

Live in an environment where building walls, coverings, lockers, windows, washrooms, shrubs, lawns are free from vandalism and litter.

Therefore I have the responsibility to:

Recognize that vandalism of school facilities is a crime against the people of this school and it will be treated as such.

Suggestions to implement this:

- Counsel students who choose to abuse the rights and privileges of others and report these abuses to student council, staff, etc.
- Utilize materials, equipment and furniture in a respectful way.
- Properly place all litter in garbage containers. Let's keep Sardis Secondary as a positive example for the community.

E. I have the right to:

Learn in an orderly environment free from unnecessary interruptions or delays.

Therefore I have the responsibility to:

Come to class on time and attend all classes. Be prepared with appropriate learning tools, including books, pens, notebooks, etc. Work to the best of my ability and exhibit a positive attitude towards learning.

Suggestions to implement this:

- Recognize that attending school has the same responsibilities as the "work place"
- Use organizer book to plan for, homework, daily learning activities, athletic involvement
- Purchase the appropriate supplies at the beginning of school year and have backup supplies.
- Make sure all assignments are completed on time and to the best of your ability
- Organize your time to not leave assignments until the deadline
- Practice good listening skills
- Remember you are a member of a team and what you do or do not do influences the effectiveness of the team.

F. I have the right to:

Work in an environment free of drugs, alcohol and smoke.

Therefore I have the responsibility to:

Avoid any contact with drugs and alcohol. Understand that school property is a smoke free environment.

Suggestions to implement this:

- Stay clear of anyone in possession of or using drugs or alcohol
- Refer people using or in possession of drugs or alcohol to counsellor or administration
- Report to the appropriate authorities (administration and/or police) any person selling drugs.
- Seek counselling to quit smoking
- Be respectful of other people by not smoking on or around school property.

G. I have the right to:

Have the right to privacy and security of personal space.

Therefore I have the responsibility to:

To respect the property and privacy of others.

Some suggestions to implement this:

- Do not take or be involved with other people's property unless you have their permission
- Do not be in possession of others' goods. The purchasing of stolen equipment or property is as serious as stealing it!

DRUGS AND ALCOHOL

At Sardis Secondary we are committed to a safe school. Students must not be under the influence or in possession of drugs, drug paraphernalia or alcohol at school or during any school related event.

The consequence for not adhering to the above rule is that the student will lose the opportunity to attend Sardis Secondary School. The student will be transferred to another education setting within the district and all school fees will be non-refundable.

The RCMP will be contacted if warranted.

WEAPONS

Weapons are defined as any instrument which can be used to injure, harm, or intimidate another person. Weapons of any kind are prohibited on school premises and students who are found with knives, pellet guns, replicas of guns or other dangerous objects on their person, in back packs, purses, or in their lockers or vehicles will be subject to disciplinary action. Carrying a concealed weapon is contrary to the Criminal Code of Canada.

The consequence of a weapons offence is that the student will lose the opportunity to attend Sardis Secondary School.

VIOLENCE

Sardis staff and students work hard at maintaining a safe school. Violence can be verbal/written (intimidation, harassment, threats) or physical (pushing, shoving, punching, etc.). Violence is not part of our culture.

The consequence for violence is immediate suspension and the possibility of losing the opportunity to attend Sardis Secondary School.

The R.C.M.P. will be contacted if warranted.

SMOKING

We believe that smoking is an unhealthy act and we will do whatever we can to discourage students from smoking. In accordance with School District policy, smoking is not permitted in the school buildings, on school grounds nor around the perimeter of the property (Stevenson, Fern, Reid, Wiltshire).

If a student is caught smoking in a prohibited area he/she will be required to complete a period of community service after school or further consequences.

COMPUTER AND INTERNET USE

Students must make appropriate use of computers. Inappropriate use could mean withdrawal from the computer course, loss of computer privileges in the school, suspension, and possible R.C.M.P. involvement. Harassment on social networking sites, personal e-mail, and text messaging is strictly prohibited. Such actions will lead to disciplinary action.

CELL PHONES

Cell phone use in class time is prohibited. Teachers have the right to confiscate cell phones from students who use them in class. You can not make calls, receive calls, play games, text message or use camera features.

This means that ***all students must turn their cell phones off during instructional time.*** This includes in classrooms, the hallway and washrooms, assemblies, presentations, Guiding Learning blocks, Homestudy blocks, and exams. Students are permitted to use cell phones before and after school and at lunch but must turn them off prior to entering into the classroom.

CONSEQUENCES

1st Occurrence: Classroom teacher confiscates the cell phone for the remainder of the class and stores it in a secure location. Returns the cell phone to the student at the end of the class.

2nd Occurrence: Classroom teacher confiscates the cell phone for the remainder of the day, stores it in a secure location and notifies the parent. Returns the cell phone to the student at the end of the day.

3rd Occurrence: Classroom teacher confiscates the cell phone, stores it in a secure location and contacts the student's parent. The teacher informs the parent that he/she can come in and pick up the cell phone from the appropriate vice principal.

4th Occurrence: Student is referred to the appropriate vice principal for disciplinary action.

PERSONAL ELECTRONIC DEVICES

The classroom is a place to focus on teaching and learning. In most cases, the use of personal electronic devices create distractions to this process and can be a safety concern in such areas as the gym, shops, labs, and the teaching kitchen.

Individual classroom teachers will determine classroom policy regarding the use of electronic devices such as CD and DVD players, handheld computer games, MP3 players, IPODS, Blackberries and other similar technologies.

It is expected that the above policy will outline clear expectations and consequences when not adhered to.

It should be stressed that the school is not responsible for lost or stolen items and students should be encouraged to leave them at home.

PLAGIARISM AND CHEATING

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Sardis Secondary School. Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes:

- taking someone else's assignment or portion of an assignment and submitting

it as your own

- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as your own
- submitting purchased papers as your own
- submitting papers from the Internet written by someone else as your own
- supporting plagiarism by providing your work to others, whether you believe it will be copied or not
- copying, faxing, e-mailing, or in any way duplicating assignments that are turned in wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not

Cheating includes:

- using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
- giving or receiving answers during tests or quizzes. It is your responsibility to secure your papers, so other students will not have the opportunity to copy from you or the temptation to do so
- taking credit for group work when you have not contributed an equal or appropriate share toward the final result
- accessing a test or quiz for the purpose of determining the questions in advance of its administration

All incidents of plagiarism or cheating will be dealt with in a serious manner.

STUDENT DRESS CODE

Students should dress sensibly in clothing that is appropriate to the school or work setting. The dress code includes the following but is not limited to these guidelines:

- no bandanas may be worn or displayed in any way
- no bare feet
- no bare midriffs (bellybuttons)
- no exposed underwear or bras
- no very tight or revealing clothing
- no short shorts or short skirts
- no articles of clothing bearing vulgar, discriminatory or derogatory messages or images
- no articles of clothing bearing drug or alcohol related messages or images

Students will be asked to refrain from wearing such clothing and will be required to change into more appropriate attire.

CAR PARKING AND DRIVING SAFETY

Students may park their cars only in the student parking lot and parking along the back of the school is prohibited. Some areas are reserved for staff and visitors. All vehicles using school parking facilities must be registered at the office and display a registration sticker. ***Students who are parked illegally or not***

registered will be towed at the owner's expense. There is limited parking and, as a result, a limited number of parking permits will be issued for free for the first two weeks of each semester, and thereafter, they will be sold for \$5.00. Parking permits will be issued on a first come, first served basis.

Students are expected to drive safely and follow all rules, including the speed limits, as posted in and around the school. **Students who do not drive safely, or park inappropriately may lose the privilege of driving to Sardis Secondary.**

PEDESTRIAN TRAFFIC

Pedestrian students must exercise courtesy toward vehicles stopped or moving so as to maintain safety. Crosswalks must be used where designated.

SUPERVISION

Staff have full authority of the administration at all times whether on formal duty or not. School rules apply at all school sponsored activities as they do during the day. We will need the cooperation of everyone if we expect to keep formal supervision to a minimum.

We count on student courtesy, good manners, and respect for property to make supervision pleasant for those students or staff who will be asked to perform such tasks.

STUDENT SUPPORT SERVICES

COUNSELLORS

You may make an appointment with a counsellor by seeing him or her before school, at noon, or after school, or by leaving an appointment request form in the counselling area.

Counsellors can help you and your parents in the following ways:

1. Orientation to the school.
2. Individual counselling of a social or personal nature.
3. Guidance in course selection and timetables.
4. Information for educational planning.
5. A liaison between students, teachers, and parents.
6. Referral to community and professional services.

Counsellors - assigned according to student's last name.

A	- G	Mrs. Mussell
H	- N	Mr. Gladish
O	- Z	Mrs. Adams-Loupret

Aboriginal Support Teacher - Mrs. Eaves

TEACHER ADVISORY GROUPS (TAG)

Students from all grades will have a teacher advisor. Where possible, these students will stay together with this advisor throughout their years in the school. Attendance at TAG is mandatory.

SCHOOL BASED TEAM (SBT)

The School Based Team, which includes Learning Assistance Teachers, Teachers, Counsellors and Administrators meets once a week to discuss students who may be having learning challenges at Sardis. At these meetings they recommend strategies to ensure student success. Sometimes an outcome of the SBT meeting is the scheduling of a Case Conference, which is a meeting with the student, parent, Student Services personnel and Teachers. The purpose of the Case Conference is to communicate the level of performance, what is going well and what is not, and developing a plan of action for success. Referrals to the SBT can be made through any member of the team.

LEARNING ASSISTANCE

The Learning Assistance Centre (Rooms C112 and B110) is available for students who need specific academic support. Teachers and peer tutors are available for one-on-one assistance for students. Referral to learning assistance can be made through the school based team.

CAREER CENTRE

The Career Centre is a valuable source of information for all students. Post-secondary, occupational, scholarship/bursary, and job/work experience opportunity information is available. Mrs. Auguste will help you find what you need.

COMMENCEMENT PARTICIPATION REQUIREMENTS

Only students enrolled in a Graduation Program or School Leaving Certificate Program completed in June 2010 will be permitted to participate in the 2010 Commencement ceremony. Students must be aware that dropping courses can impact graduation requirements and therefore exclude commencement participation.

The final list for Commencement 2010 will be established after Term 3. Students must be in a position to pass all their courses to meet graduation requirements to participate in the 2010 commencement ceremony. ***Prior to participating in grad activities all outstanding accounts must be paid in full.***

STUDENT EVALUATION

Your performance in a course is reported (informally) to you by your teacher and formally to your parents by telephone, interviews, and **four report cards each year**. Find out at the start of the course how you will be evaluated and you won't be surprised later.

Teachers use the following percentages (shown in the chart below) as a guideline for assigning marks.

NOTE: At the end of a course, letter grades A, B, C+, C and C- will be used. An 'I' (Incomplete) mark will be used when a student has not met the expectations of the course. The 'I' will provide a time for students to upgrade their work to meet desired expectations. Failure to complete 'I' within prescribed period of time will result in a Failure ('F') in the course.

HONOUR ROLL

To qualify for the Honor Roll you must achieve:

"A" Honours: 3.5 - 4.0 average

"B" Honours: 3.0 - 3.499 average

- all courses are considered.

PERCENTAGE SCALE AND GRADE POINT (G.P.)

Percent	Letter Grade	Grade Point	Grade Point Average
86 - 100%	A	4	3.5 - 4.0
73 - 85%	B	3	3.0 - 3.499
67 - 72%	C+	2.5	2.5 - 2.99
60 - 66%	C	2	2.0 - 2.49
50 - 59%	C-	1	1.5 - 1.99
	I	0	0.00
0 - 49%	F	0	0.00

PASSPORT TO EDUCATIONS

- Students in approximately the top 30% of their grade (academically and socially) will be eligible to receive a passport stamp
- For Grade 10 and 11 stamps (each worth \$250.00), student does not have to graduate to earn stamp.
- For Grade 12 stamps (worth \$500.00), student must graduate to earn stamp
- If a student attends an accredited, designated post-secondary institution in British Columbia, the passport awards can be applied directly to the student's tuition fees by the student giving the Passport to Education booklet to the institution upon registration.

ATTENDANCE

The policy at Sardis Secondary School is to assist students in maintaining regular attendance in order to provide the maximum opportunity for learning.

Research shows a strong correlation between poor attendance and lower academic achievement. Our stance on student attendance is simple: "Attendance in class is expected, and is the shared responsibility of the student, the parent, the staff and the administration." We find it difficult to assist a student who does not attend regularly.

ATTENDANCE PROCEDURES

- It is expected that students will attend every class of every school day. Teachers will take roll call in each class and keep a record of absences and tardiness.
- Make-up work will be required for all absences. Absences by a student must either result in extra time put forth by the students to make up the work missed. It is the **student's responsibility** to check with the

teacher and to complete the required make-up work.

- It is the responsibility of the student to provide parental/guardian verification of absence within a day of the absence. **A telephone call in advance is strongly recommended.**
- **If a student has to leave school prior to the end of the day, he/she is to check out at the Office or Counselling Centre after checking with his/her teacher for homework.** The student must bring a written request from home stating the reason and signed by parent or guardian. If the student does not have a note, personnel in the office will attempt to contact the parents or guardians before the student is released from school.
- Students who are absent from their scheduled classes on the day of a co-curricular activity (i.e. athletics, etc.) shall not be allowed to participate in that activity. Exceptions will be made for verified doctor or dental appointments or where prior approval is obtained through the administration.

All absences in accordance with District and School Policy require an excuse from a parent or guardian. Absences will be classified as **Excused**, **Unexcused** or **Truant**.

AN EXCUSED ABSENCE

The following are the **ONLY** reasons for an excused absence:

- Personal illness
- Health appointments that cannot be made outside the regular school day
- Recognized religious holidays
- Emergency family situations
- Planned absences which have been approved in advance by the school or meet prior arrangement criteria (**see Absences Prior Arrangements**)
- Scheduled court appearances that are previously verified by a Vice Principal
- School related activities that are approved by a teacher, coach, club sponsor, counsellor, or administrator.

ABSENCE - PRIOR ARRANGEMENT

Sardis Secondary School ***strongly discourages*** students from taking vacations during the school year. Students who miss classes lose essential instruction and place increased demands on their teachers and classmates.

During the planning for an absence, parents and students should understand that teachers cannot possibly, in all cases, pre-teach the lessons, nor provide make-up assignments to cover all the material that will be missed. Since a student needs to attend a full course to earn full credit, it is reasonable to expect that extended absences will usually result in a lower grade. However, occasions arise where absences are necessary. When this is the case, the school will make every reasonable attempt to reduce the negative impact to the student's educational program. Our intent is to maintain a high academic standing. In order that students and parents may not be misled and suffer possible disappointment, it must be clearly understood that:

- A letter of request outlining the reason for the absence, expected duration,

- and departure date must be written to the school.
- A **'Prior Arrangement Form'** will be issued from the office to be presented by the student to the teachers.
- Teachers will state in writing on the **Prior Arrangement Form** student expectation and consequences that could result from the extended absence and any alternatives that would help to minimize the potential harm to the student's final grade. The responsibility for completion of all make-up work rests with the student.
- Final clearance must be completed in the office by returning the fully compiled **Prior Arrangement Form** to the office.
- Prior arrangement releases will not be considered unless **at least ten day lead time** is given.

AN UNEXCUSED ABSENCE

Is an absence that occurs without a valid parental or school consent and normally to be treated as a truancy.

TRUANCY

A truancy is when the student:

- Leaves school without signing out at the office.
- Is absent from school without prior permission of parents.
- Leaves a class without permission.
- Becomes ill and goes home or stays in the restroom instead of reporting to the office.
- Obtains a permission slip to go to a certain place and does not report there.
- Comes to school but does not attend class.
- Fails to attend a scheduled assembly.
- Falsifies a parental notification.
- Goes home for lunch, becomes ill and remains there without a parent call.
- Is absent without the knowledge and consent of a parent, or absent from school after arriving on campus, without the knowledge and consent of the school.
- Leaves a class for more than the permitted time allotted by the teacher.

PROCESS FOR DEALING WITH TRUANCIES

Truancy will be cause for disciplinary action, suspension or expulsion. The following process will be followed:

Stage One
Truancy(ies) checked, confirmed, and documented by the classroom teacher. The student is then referred to one of the vice principals. The vice principal will:

- discuss the truancy with the student
- **assign the student one Saturday School. Attendance is compulsory and, if absent, the student will move to "Stage Two" of the process and make-up two Saturday Schools (if absent from any of these days, the student will be asked to withdraw from Sardis Secondary).**
- contact home
- send a letter home
- send an email to teachers

Stage Two
Further truanancies checked, confirmed, and documented by the classroom teacher. The student is then referred to one of the vice principals who in turn will:

- discuss the truanancies with the student
- **assign two sessions of Saturday School. Attendance is compulsory and if absent, the student will move to Stage Three of the process and make-up three Saturday Schools (if absent from any of these days, the student will be asked to withdraw from Sardis Secondary).**
- contact home
- meet with parents/guardians and student where parents and student are informed that further truanancies will result in a formal discipline meeting with the principal and vice principal
- send a letter home
- send an email to teachers

Stage Three
Further truanancies checked, confirmed, and documented by the classroom teacher. The student is then referred to one of the vice principals. The vice principal will:

- discuss the truanancies with the student
- **assign two sessions of Saturday School. Attendance is compulsory and if absent, the student will be asked to withdraw from Sardis Secondary.**
- contact home
- meet with parents/guardians and student in a formal discipline meeting with the principal and vice principal. The next truancy will result in the student withdrawing from Sardis Secondary.
- send an email to teachers

Stage Four
Further truanancies checked, confirmed, and documented by the classroom teacher. The student is then referred to one of the vice principals. The vice principal will:

- **discuss the truanancies with the student and the student will be asked to withdraw from Sardis Secondary.**

ATTENDANCE REVIEW

When it appears that a student is voluntarily missing classes or has been missing too many classes and is being excused by a parent/guardian, the classroom teacher will refer the student to the administration for an attendance review.

LATES

It is expected that students will be in class on time. Students who are late disrupt the teacher's lesson and negatively impacts student's learning.

Students who arrive late are to go directly to their class to have attendance taken and the late recorded.

The following process and steps will be followed in dealing with lates.

Step 1. 1-5 lates. The teacher will handle the situation individually with the student. Teachers will initiate, no later than third tardy disciplinary action and make contact with parents.

Step 2. 6th unexcused late. The teacher will report the student to a vice principal and provide detailed information concerning previous attempts on their part to correct the situation. Students will be assigned a Saturday School, the parents will be contacted and a disciplinary letter will be sent home.

Step 3. If lates continue the teacher will report the student to the vice principal who will determine further disciplinary action.

STUDENT FEES

In order to provide certain school services and activities, a basic yearly Student Association fee is charged. This money is allocated to school services and activities.

Schools may charge fees for the following:

- Calculators (other than graphing calculators)
- Student planner or agenda book
- Student activity fee
- Fees for extra-curricular activities
- Fees for lockers
- Deposits for textbooks and workbooks (The return of the deposit would be subject to the textbook being returned in a condition suitable for reuse)
- Parking fees
- Graduation fees
- Yearbook fees
- A Field trip expense where the trip is an enrichment activity and student attendance is not mandatory.
- Field trip fees are non-refundable unless it is a medical or emergent circumstance
- Materials of a different or better quality for school projects if the student wishes to improve the quality of their project.

Failure to pay fees by due dates may result in a student not being allowed to participate in school sponsored activities and **students will not receive a yearbook**. Any refunds due will be applied to outstanding school accounts (if applicable).

COURSE FEES

Students taking a particular course may be assessed a fee for the cost of consumable materials.

HELPFUL HINTS

Classes - plan your day so you do not have to go to your locker before each class. Be on time and **be seated before the bell rings**. Bring all necessary materials (textbooks, pencil, ruler, etc.)

P.E. Change Room - **DO NOT** leave purses, money, etc., in the change rooms and

lock-up clothes and books in the lockers provided (**Students must provide their own locks**). Locks must be removed at the end of each PE class, so the next PE class may use the lockers. Locks that are not removed will be cut off. This area is out-of-bounds during class hours unless taking P.E. at the time. **Students are responsible for lost or stolen articles.**

Lunches - lunches may be purchased in the cafeteria from a variety of cold and hot selections. **Do not leave litter where you have eaten - please use the garbage containers.**

Food and Drinks in Gym - we attempt to keep the gym floor clean and therefore safe for use by P.E. classes and athletics. Please do not eat or drink in the gymnasium.

Lost and Found - mark all your belongings with your full name for easy return if lost. All of your possessions should be kept locked in your locker. Items of real value should be left at home. It is best not to bring anything of value to school. Lost and found for P.E. equipment is in the P.E. office.

Telephone - two pay phones, are provided for student use. They are located by the Falcon's Nest and outside the gym. **Office phones are not available to students. 'Telephones must not be used during instructional time.'** Only if there is an emergency and with a teacher's written permission may a student use a telephone during class time.

Telephone Messages - the school cannot accept responsibility for relaying telephone messages to students except in cases of emergency. Students should advise parents, friends and employers of this policy. **The office will only take messages for students from parents.**

Vending Machines - students may not use the vending machines during classtime. If this occurs the products will be confiscated.

Lockers - While the locker to which the student is assigned remains the property of the school, the student is expected to maintain the locker in a **neat and tidy** condition and to keep it locked at all times. Do not change lockers and do not give out your combination to other students. **Damaged locks or locker problems should be reported to the office immediately.**

Textbooks - Books will be issued by course teachers and become the responsibility of the student. All books should have the student's name and teacher's name in them. Students who lose or damage books will be charged accordingly.

Bicycles should be securely locked in the bicycle racks in front of the school.

Skateboards and roller blades may not be used inside the school. If the "wheels touch the floor" they will be confiscated.

Bus Students - the bus driver is in complete charge of the bus. Students must abide by School Board regulations in order to retain their bus riding privileges. Information regarding bus routes and times is available by phoning the district bus office at 604-792-1255.

School Photos - during the first month of school, student photos are taken free of charge. **All students are required to have their photo taken.** Prints are used for office files, the yearbook, student I.D. cards and Grade 10 bus passes. Packages may be purchased separately by students and their parents. Please note that this is official school identification and students must be dressed appropriately (ie no hat, sun glasses, etc).

I.D. Cards - upon payment of the student fees, students are issued I.D. cards. Cards are required for purchase of tickets for school sponsored activities and must be presented on request.

Visitors - all visitors to the school during regular school hours are required to report to the office. Students wishing to bring a guest to the school for the day must sign their guest in at the office with an administrator. This must be done 1 day in advance of the visit.

Falcon News - each day a set of announcements are made available to students via subject teacher's email. Messages are also displayed from monitors located throughout the school. Announcements to be presented by students should be signed by a sponsor teacher and submitted to the office by 3:15 p.m. the day previous.

Change of Address, telephone number, email address, emergency contact, etc. - if you change one of these items during the year report the change to the office as soon as possible.

Teachers on Call - Our school is fortunate in having capable people to help us whenever our regular teachers are ill, or attending conferences. A Teacher on Call is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being as polite, helpful and considerate, as you would be to your regular teacher.

SCHOOL ACTIVITIES

STUDENT LEADERSHIP

The Student Leadership class at Sardis Secondary School is the sponsoring body of extracurricular student activities and for Sardis students. The Student Leadership class welcomes suggestions from all students to improve the quality of school life.

The purpose of Student Leadership is to:

- provide an opportunity for students to participate in the administration and direction of student affairs;
- foster student participation and leadership in clubs and/or other activities;
- create a positive environment.

INTRAMURALS

Intramurals are offered during noon hour all year and give all students an opportunity to participate in games and events. Activities offered in the past include: volleyball, soccer, floor hockey, indoor soccer, strongman competition, indoor and outdoor track meets and many other interesting activities. Bring your suggestions to the Athletic Leadership students.

ATHLETICS

For those students who are interested, a wide-ranging program of inter-school sports is available. The following sports will be offered: Soccer, Volleyball, Field Hockey, Swimming, Basketball, Rugby, Cross Country, Track and Field, wrestling, and Golf.

Athletes should note that there will be an annual fee of \$100.00 per sport to facilitate travel expenses, uniform maintenance and athletic banquet.

CLUBS AND ACTIVITIES - GET INVOLVED!

Clubs and activities have operated during the past years, and will continue, depending on student participation and staff sponsorship. Other clubs could be added if a sufficient number of students have a common interest, and a teacher-sponsor is available.

AWARDS SYSTEM

Awards recognize students who have persevered in meeting the challenge to attain a degree of excellence. This positive attitude is worthy of recognition.

SCHOLARSHIP, CITIZENSHIP AND SERVICE AWARDS

Each year at the Awards Ceremony students are recognized for the following:

Academic - students who have achieved 'A' honours and a perfect 4.0 GPA, throughout the year.

Citizenship - students who have been nominated by their teachers as Exemplary citizens.

Service - students who have been nominated by their teachers as providing Exemplary Service to the school.

A **General Proficiency** trophy is awarded to the Grade 12 student who best combines academic ability with service, athletics, Fine Arts or Industrial Arts.

In addition to the above, many awards are made by different departments throughout the school.

SCHOLARSHIPS AND BURSARIES

Although scholarships, bursaries and loans directly affect Grade 12 graduating students, younger students should begin early in their high school years to prepare for these awards. Conscientious attention to attitudes, and work habits will pay off.

Considerable financial awards are given out each year. Those students receiving internal or external scholarships or bursaries are recognized at the Awards Ceremony in June.

LIBRARY

The School Library is located across from the office block. It is open from 7:30 a.m. to 3:30 p.m. daily.

The library is available for classes and/or individual students who wish to do research or borrow books. Courteous, quiet behaviour is expected at all times, so this facility can be used to the best advantage for all students of our school.

Books, on loan for two weeks, may be taken out at any time during the day. Books on overnight loan may be taken out after school dismissal time. There are no library fines but students are responsible for paying for damaged or lost library materials.

In addition, the following services are available to students:

Study and Audio Carrels	Computers
Cassette Recorders	Electronic Encyclopedia
12,000 books	Internet

PARENT ADVISORY COMMITTEE (PAC)

Sardis Secondary is fortunate to have an active PAC. All Parents are welcome to join this group and play a role in improving the school for students. Parents play an important part in school decisions making and providing leadership in special activities. Meeting dates are noted on the school calendar.

SCHOOL PLANNING COUNCIL (SPC)

The SPC consists of three parents, one or two students and the Principal. The purpose of the SPC is to develop an annual school improvement plan.

FIRE AND EARTHQUAKE DRILLS

Students should be familiar with the exits from the rooms in which they receive instruction. Fire drills and earthquake drills should be considered serious and conducted without talking. The fire alarm system and fire extinguishers are for protection of property and lives. ***Tampering with this equipment is a criminal offense.***

FALSE FIRE ALARM

A student guilty of triggering a fire alarm, without just cause, will be suspended from school. Under the Criminal Code a fine of \$500.00, six months in jail or both can be given by the courts for tampering with fire equipment.

When an emergency occurs all students should:

- Follow the instructions of the teacher and unless otherwise told, use the nearest and most convenient exit. In the case of an earthquake this will involve taking cover during any tremor.
- Close all doors and windows in the room.
- Walk - **DO NOT RUN.**
- Be prepared to be re-routed if certain exits are closed and report to the subject teacher outside the building.

- Absolute silence is needed for safety.
- Students out of a room must immediately leave the building.
- Students are to meet on the track until — three short sounds of the school bell — is given to re-enter.

Everyone Must Leave The Building

LOCK DOWN PROCEDURE

If there is a suspicious/dangerous/threatening person on school grounds, in or near the school notify the office immediately. Give a clear explanation of the threat, a description of the individual and the time and location.

If the incident occurs prior to school, at break, at lunch, or after school, during an assembly, or at any other non-class time, staff and students must meet in their TAG.

If an evacuation of the building is necessary, please follow the fire drill procedures.

GRADUATION TRANSITION

Graduation Transition Standards required by all students include: 30 hours of community volunteer or work experience, 100 hours of physical activity in Grade 10, 11 and 12 and completion of a graduation transition plan and exit interview.

GRADUATION TRANSITION STANDARDS		
100 hours of Physical Activity in Grade 10, 11, 12	Community based Volunteer or Work Experience	Graduation Transition Plan
PHYSICAL ACTIVITY: Students complete a minimum of 100 hours of physical activity in Grade 10, 11, and 12 towards developing a healthy personal lifestyle.		
WORK EXPERIENCE: Students log their community based volunteer or work experience demonstrating employability skills or community involvement and responsibility.		
GRADUATION TRANSITION PLAN: Through grades 10-12 students develop and modify their plans for after graduation. They explore and plan for options in their education and career choices. Students will have an interview in which they will discuss their Transition Plan and how it relates to their skills and attributes.		
*PLEASE NOTE: Students who do not complete their grad transitions will not graduate.		

GRADUATION REQUIREMENTS FOR STUDENTS ENTERING GRADE 12 IN SEPTEMBER, 2009

Credit Requirements Grade 10 - 12

80 credits ... total required for graduation (equivalent to 20, 4-credit courses from grade 10, 11 and 12)

48 credits are Required Courses, including:

- Language Arts 10 (4 credits)
- Language Arts 11 (4 credits)
- Language Arts 12 (4 credits)
- Social Studies 10 (4 credits)
- Social Studies 11, Canadian Civics 11 or BC First Nations Studies 12 (4 credits)
- Science 10 (4 credits)
- Science 11 or 12 (4 credits)
- Mathematics 10 (4 credits)
- Mathematics 11 or 12 (4 credits)
- Physical Education 10 (4 credits)
- Fine Arts or Applied Skills 10, 11 or 12 (4 credits)
- Planning 10 (4 credits)

4 credits for the required Graduation Transition Standards

- 150 minutes per week Physical Activity
- 30 hours Work Experience
- Graduation Transition Plan

28 credits are Elective Courses

- Minimum of 12 credits at the Grade 12 level in addition to Language Arts 12
- All Ministry-Authorized and Board/Authority-Authorized courses count

EXAMS

Students are required to write 5 Graduation Program Exams:

- Grade 10 Language Arts (20% of final grade)
- Grade 10 Science (20% of final grade)
- Grade 10 Mathematics (20% of final grade)
- Grade 11 Social Studies - either Socials 11, 12, Civics 11 or First Nations 12 (20% of final grade)
- A Grade 12 Language Arts exam - either for English 12 or Communications 12 (40% of final grade)

Except for the Language Arts 12 graduation exams, all other Grade 12 provincial exams are optional.

You can take a Grade 12 course that has a provincial exam and decide not to take the exam. You need to be sure of post-secondary admission requirements and meet with a counsellor before deciding whether or not to take an exam. If you don't write the exam, 100 per cent of your final mark will come from classroom evaluation by the teacher.

Writing Grade 12 exams gives you the opportunity to win provincial scholarships.

Cross Grade exams are written by all students in academic courses. These formal exams are worth a portion of the final grade in that course. Like the Provincial exams, the **cross grade exams must be successfully completed before credit for the course can be attained.** These exams **must** be written at the scheduled times. Students are to be available during exam week for extra classes as needed for course work as well as exams.

Ministry Websites:

Graduation Home: <http://www.bced.gov.bc.ca/graduation/>
Provincial Exam Specs: <http://www.bced.gov.bc.ca/exams/specs/welcome.htm>

Notes.....

