

# Frank Hurt Secondary

## Student Handbook 2023-2024



**Mr. B. Tait**  
Principal

**Ms. Z. El-Nashar**  
Vice-Principal  
(A-Gh)

**Mr. H. Sorkhou**  
Vice-Principal  
(Gi-N)

**Ms. D. Alvaro**  
Vice-Principal  
(O-Z)

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# Frank Hurt Secondary School

*We would like to acknowledge that the lands on which we work, play, and learn, are on the shared traditional territory of the Katzie, Kwantlen, Semiahmoo and other Coast Salish Peoples.*

## Mission Statement

Our mission at Frank Hurt Secondary is for all students to reach their full potential.

## Vision

At Frank Hurt Secondary we are committed to being a diverse, inclusive community of visionary learners which fosters respect and passion for lifelong learning.

## Motto

Once a Hornet, always a Hornet!

## School Colours

Black, yellow, white

## School Logo

Hornets

## School App

FH Sting (download from any app store)



# Frank Hurt Code of Conduct

## RESPECT YOURSELF & OTHERS

## RESPECT YOUR COMMUNITY AND THE ENVIRONMENT

## RESPECT LEARNING AND EFFORT

### STATEMENT OF PURPOSE

This Code of Conduct is designed to provide guidelines for appropriate student behavior while under the jurisdiction of the school, while at any school-sponsored function or where engaging in any activity that will have an impact on a Safe, Caring and Orderly School environment. Students have a responsibility to respect the rights and dignity of others and to become actively involved in their own academic learning and social growth. **Behaviour expectations** include acceptable and unacceptable behavior while at school, attending school related activities (both on and off school grounds) or in any other circumstances where engaging in the activity will have an impact on the school environment. There will be rising expectations of behaviour as students mature. It is important to note that the acceptable and unacceptable behaviours that follow are not all-inclusive lists.

### ***Acceptable Behaviour:***

Respect Yourself & Others	Respect Your Community and the Environment	Respect Learning
Conduct yourself in a kind and accepting manner	Use garbage, recycling, and organics bins appropriately	Listen to and consider the ideas of others
Follow the direction of school staff when a reasonable request is made	Use all equipment with care	Do not disturb classes or disrupt the learning of others
Respect the personal dignity and space of others	Report vandalism	Attend all classes
Use polite language	Take care of your school	Be on time
Dress appropriately*	Use computers appropriately	Engage in academic honesty
Refrain from using intoxicants including drugs and alcohol		Report unsafe situations

\* Inappropriate clothing or computer gaming includes anything that depicts violence, weapons, drugs and alcohol, racism or discrimination, or any other offensive content.

**Unacceptable Behaviour:** Students must understand that serious breaches of the Code of Conduct will lead to serious consequences. Incidents that negatively impact the safety and well-being of oneself or of others will neither be ignored nor treated lightly.

## Attendance Matters

There is a clear relationship between regular attendance and school achievement. Our attendance policies and procedures encourage you to attend regularly and ensure that students are accountable to both teachers and parents for absences.

1. It is a student's responsibility to attend classes regularly except where illness prevents it, or where other unavoidable causes make attendance impractical. Whenever possible, appointments should be scheduled outside of class time.
2. Students who are going to be absent are requested to have a parent phone the school (604-590-1311) after 8 A.M. on the day of the absence, or to bring a note from home to the office the next morning. Sometimes teachers will specifically request a note, especially when assignments are due or tests are to be written. Whenever students bring a note, it must be taken first to the office where the secretary will record and initial it. The note will then be returned to the student to show to teachers.
3. Should students need to miss a class for a field trip, it is their responsibility to ask permission from all their teachers.
4. Daily attendance is monitored by subject teachers. Truancy or irregular attendance can result in:
  - a) losing original activity, assignment, and assessment opportunities
  - b) having to make up the time missed
  - c) being placed on attendance contract
  - d) other appropriate action
5. Vacations during the school year – as extended absences seriously affect the teaching, learning and evaluation process, we strongly discourage parents from taking students on vacations during the school term. However, when this is absolutely necessary, we request that students and their parents discuss the matter well in advance with the teachers concerned. Students must also pick up and complete a "Student Long-Term Absence Form" from the office at least one week before leaving. Students must understand that there are logical consequences of missing important school work.

6. Please be aware that extended unexcused absences can result in de-registration. If you anticipate an extended absence, please complete an Extended Absences form (available in the office).
7. The School Act is very specific that students are expected to be at school and in class on time. It is the student's responsibility to ensure that they are punctual.
8. Late to school/class - students who arrive late to school during first period should proceed directly to class. Students who have been excused by a parent/guardian for being late must sign in at the office and pick up a late slip before proceeding to class.
9. Leaving early - in some cases, it is necessary for students to leave school before the end of the school day. Students wishing to leave school early must sign out at the office. We expect students signing out to provide the office with the parent/guardian's written permission for early dismissal. In cases where written permission is not provided, the office staff will phone home to obtain verbal permission from the parent/guardian. If students do not sign out at the office, they will be considered truant/absent.

## Student Expectations

### **Each Student Is Expected to . . .**

#### **Develop positive attitudes and behaviours by:**

- Allowing others to work without distraction or undue noise.
- Moving around hallways and grounds without causing harm to others.
- Caring for school property and equipment.
- Using language free from profanity.
- Dressing in clean, appropriate clothing.
- Ensuring that litter is placed in proper containers.

#### **Participate to the best of their ability in the school's program by:**

- Working to achieve the objectives set forth for each class.
- Being neat and thorough in completing assignments.
- Bringing appropriate equipment, materials, and clothing to class.
- Asking for assistance when material is not understood.
- Completing any assignments missed due to absence.

#### **Attend school on a regular basis as demonstrated by:**

- Attending each class regularly.
- Being absent only for an appropriate reason.
- Being on time for each class.
- Bringing a note to the office or having a parent telephone the school for each

absence.

- Realizing that absence without sufficient reason will have consequences.

**Respect the feelings of others by:**

- Being courteous in work and action to others.
- Using appropriate language.
- Treating others as equals, regardless of colour, race, religion, or ability.

**Respect the property of others by:**

- Not taking the property of others without permission.
- Not damaging or hiding the property of others.
- Not defacing lockers, textbooks, etc.

**Participate in appropriate decision-making processes by:**

- Being involved with the Student or Grad Council and their Committees.
- Communicating with the Student Council, teachers, and administrators to express opinions.
- Joining other councils and clubs of interest.

**Use procedures of due process when necessary by:**

- Discussing a problem with a teacher or counsellor.
- Appealing to the Vice Principal.
- Appealing to the Principal.

**Become knowledgeable about, and assume responsibility for, conducting themselves within the Code of Conduct.**

## Student Rights

**Each Student Has The Right To:**

- receive responsible and competent instruction.
- receive a clear statement, in advance, in writing, of what is expected of students in each course.
- select courses best suited to personal needs (based on consultation with parents and staff).
- be represented in a properly constituted student government body.
- form clubs.
- be free of discrimination based on race, religion, sex, nationality, economic status

or political belief.

- have access to a fair hearing for grievances.

## **Student Responsibilities**

Each Student Has The Responsibility To:

- accept the consequences of his/her own actions.
- strive to give the best effort in his/her studies and participate in class activities to the best of his/her ability.
- show consideration for the feelings of others.
- respect the rights and property of other students and staff.
- bring to the attention of staff or administration conditions potentially harmful to the students in the school.
- do their best to keep lockers, classrooms, cafeteria, and the school clean

### **Facts About Frank Hurt That You Should Know**

#### **Alcohol/Drugs**

Students found to be under the influence of – or in possession of – alcohol, illegal drugs or drug paraphernalia will face a suspension from school. Students who are in the company of others under the influence or in possession of alcohol or drugs can also expect consequences. This code of conduct applies for all school-related activities regardless of the time or location.

#### **Animals**

No pets should be brought to school as per district policy.

#### **Announcements**

P.A. announcements are made once during the day, at the beginning of second block.

#### **Assemblies**

Assemblies will take place on a periodic basis during the school year. Students are well aware that large gatherings require all students to conduct themselves in an orderly manner and to extend the utmost courtesy to other students, staff, or visitors who may

wish to address their audience. Frank Hurt students have a reputation as a polite, thoughtful, and enthusiastic audience.

### **Attendance**

Regular school attendance is a major factor contributing to student success in school. Poor attendance is disruptive to the educational process, not only for the absent students who fall behind in their assigned work, but also for other students whose progress may be slowed by those who have fallen behind, and for teachers whose effectiveness may be hampered by trying to assist students who are behind. A student's absenteeism is considered excessive when it causes the student's performance to fall below a satisfactory level. Examples of unsatisfactory performance are low test results, missed tests, homework and other assignments not completed. It is always the responsibility of the student to complete any class work missed. Parents, students, and staff must work together to ensure regular student attendance in order to improve student success. **Students who are absent are requested to have a parent phone the school before 8:30 am on the day of an absence. Irregular attendance may result in suspension or withdrawal from school.**

### **Truancy**

Truancy is an absence from class or school without valid reasons. If a student is found to be truant, parents will be contacted and the student may be required to make up the time missed.

### **Bullying/Intimidation**

Bullying or intimidation will not be tolerated at Frank Hurt Secondary. All students who engage in this behavior will be dealt with immediately and will be deprived of the opportunity to attend school. Students should report this behavior to the office or a teacher.

### **Cafeteria**

Cafeteria service is available to students and provides a variety of food choices. It is expected that all students behave in a manner that will maintain the cafeteria as a place where students can relax and enjoy lunch. Leaving tables clean and throwing garbage away is expected from all students.



## **Cell Phones, Digital Devices, iPods, etc.**

Teachers may, at their discretion, allow the use of digital devices in the classroom for educational purposes. Teachers will instruct students regarding the appropriate and responsible use of electronic devices in their classroom. Students are not permitted to use any digital devices during classroom exams and provincial exams. Students are not permitted to use a cell phone or a digital camera to take a picture in a classroom.

Teachers may confiscate these devices if students do not abide by these requirements or the classroom teacher's rules regarding the use of digital devices. The school accepts no responsibility for these items if they are lost or stolen. These types of items are commonly and easily stolen from students and the school does not have the time and resources to investigate the thefts.

## **Cheating/Plagiarism**

Cheating occurs when a student deliberately uses another person's work (written, electronic, or visual) and presents it as his/her own with the intent to deceive. Cheating also occurs when a person allows his/her work to be used in this way. Plagiarism involves using other people's words, works and/or ideas without proper acknowledgement.

Both cheating and plagiarism are dishonest, unethical and violate the value of learning and the integrity of our school community. Any form of cheating or plagiarism, including assisting others to cheat or plagiarize, will not be tolerated. Examples of cheating and plagiarism include:

- Using ideas or words from books, magazines, song lyrics, the internet or other resources without giving credit to the source.
- Submitting someone else's work as your own.
- Using unauthorized notes, books or other materials during an exam.
- Taking exams for others.
- Obtaining and/or providing unauthorized information prior to or during an examination -- verbally, visually, or through unauthorized use of books, notes and other materials.
- Altering or changing answers after the exam has been submitted.
- Altering or changing grades after the grades have been awarded.
- Borrowing and/or copying homework.
- Use of internet translators to complete assignments, unless authorized by a

teacher.

- Submitting work completed for another course without the approval of the teacher.
- Any other attempt to improve grades using means that have not been, or would not be, approved by your teacher.

## **Clothing**

- At Frank Hurt Secondary, it is important to have an atmosphere that is both respectful and non-discriminatory for all community members. To that end, clothing is expected to adhere to the established health and safety requirements for the intended activity in which students are involved.
- Student attire should not be discriminatory or offensive in any way. Racist, sexist, homophobic, transphobic, biphobic, abilist, ageist, and/or disparaging expressions about poverty are not acceptable.
- Unacceptable attire further includes:
  - designs/advertising promoting drugs and/or alcohol
  - gang or gang-like symbols, accessories and/or clothing
  - sexually explicit or suggestive designs, language or/or images
  - profanity, violence and/or threatening language (including “jokes”)
  - derogatory, discriminatory, and/or hate speech, images and/or designs
  - inappropriate school and/or work attire; protective clothing may be required in certain courses (i.e. aprons, coverall, eyewear, etc.)

Students who are not respecting our school’s dress code policy will be spoken with by teachers and/or have their Vice Principal speak with them about appropriate attire. If necessary, further action will be taken.

## **Course Load**

Frank Hurt is on a ten-month, two-semester school year. Each subject taken will have five classes per week.

- Students in grades 8, 9, 10 and 11 are required to be enrolled in 8 courses.
- Students in Grade 12 may elect to take a study period and therefore may have 7 or 8 courses in their final year.

## **Student Council Functions**

When Frank Hurt students attend a school function off the school premises, the same responsible behaviour and practices are expected of students as at Frank Hurt school dances. The standard of the school is measured by the behaviour of each student at the function. Students who act in a responsible manner bring honour to themselves and to our school.

### **Elevator**

An elevator is available for students who have an injury or impairment that prevents them from using the stairs. Students who need to use the elevator must give a refundable \$10.00 deposit for the use of an elevator key.

### **Field Trips**

Students are responsible for work missed while on field trips. Participation in field trips will be cancelled if the privilege is abused. School rules and regulations will be in place during all field trips.

### **Emergency Drills / Alarms (Fire, Earthquake, Lockdown, Hold & Secure)**

When the fire alarm sounds, students are to quietly stand and then proceed to the nearest exit as directed by the teacher. There must be **no running or talking**. Students must quietly follow their teacher and the last student out of the classroom should close the door. Classes should get well clear of the building in their designated site on the grass field – and remain as a class. When the “All Clear” is sounded, classes are to return to their rooms. **Students should never underestimate the importance of any of our emergency drills and practices.**

### **Gymnasium**

The school gymnasiums are primarily P.E. teaching areas. Students not in a P.E. class should stay away from the gym while P.E. classes are in session. No student should be engaged in activities in either the gym or weight room unless under the direct supervision of a teacher. Schedules outlining the use of the gym before school, during lunch and after school will be published during the year.

## Home Economics and Technology Rooms

The Home Economics and Technology rooms contain specialized and sophisticated equipment. Students enrolled in these courses are expected to follow all safety regulations as outlined by their teachers. Students are not to use these facilities unless they are under the direct supervision of a teacher.

## Library

The library plays a central and important role in the development of concepts and learning skills at Frank Hurt. In addition to offering a wide range of resources for curriculum support, students will also find an impressive collection of fiction, graphic novels, manga, and other non-fiction materials. The Surrey School District subscribes to on line resource databases (magazines, journal articles, online encyclopedias and reference sources) for both school and home use. The website is: [www.sd36.bc.ca/destiny/online\\_resources/](http://www.sd36.bc.ca/destiny/online_resources/). For “Home Access”, use LOGIN ID: SD36-BC with the Home Access Password: SD36. If accessed from school computers, no login/password is needed.

## Lockers

**During the first week of school lockers are issued to students by their homeroom teacher. Each locker has a registered school lock that must be used – personal locks are not allowed.** Students cannot switch lockers. Students should keep all their school materials in their locker when the items are not in use. To avoid loss of textbooks and personal belongings, students should not tell other students their locker combination. For health reasons, no food matter is to be left in lockers overnight.

Lockers are the property of the Surrey School District and may be subject to search by the administration. The annual locker and lock charge is part of the student activity fee and is non-refundable. Locks must remain on lockers until the end of the school year.

Change room lockers can be used for PE class periods only, and for these lockers, personal locks must be used. These lockers are available on a first-come, first-served basis. The school cannot be held responsible for any loss or theft of articles stored in a locker.

## Lost and Found

Students finding articles which do not belong to them should turn them into the office. All inquiries for lost items should be made at the office. Students are responsible for the care and safety of all their personal belongings. The school cannot accept responsibility for lost or stolen articles. However, all thefts should be reported to a Vice Principal immediately.

## Medical Room

The medical room is in the main office area. Any student who becomes ill during the school day should come to the office with a note from his/her teacher.

## Parking

Senior students may park in the school parking lot at the west end of the school. Students driving irresponsibly or recklessly may lose parking lot privileges. **Students are not to remain in their cars during the lunch hour or during their study block.** It is the student's responsibility to understand the following regulations. Failure to respect any of the following regulations may result in the towing of a student's vehicle and/or the loss of parking privileges.

- Student parking is not allowed in the visitor parking spaces at the front of school.
- **Safe driving habits are to be always practiced.**
- The maximum speed limit on all school driveways and parking lots is 10km/hr.
- All school driveways have been designated by the Fire Department as "Fire Lanes." Parking is not allowed in these lanes.
- Vehicles parked illegally will be towed/impounded at the expense of the owner.
- The school is not responsible for any vandalism or damage incurred to any vehicle while on school property.
- Students must not park in the handicapped parking stalls unless they display a valid handicapped parking decal.
- If school rules are not followed, car in question will not be permitted on school property.

## Personal Property at Owner's Risk (Valuables)

The Surrey School District will not accept responsibility for loss, damage or theft of any article, including clothing, school supplies, cell phones, equipment, vehicles or cash not owned by the school district. Personal property (e.g. skateboards, jewelry, cash, etc.)

brought to school or left on school district premises are at the owner's risk.

### **Selling Merchandise at School**

Selling anything at school is not allowed. Students caught selling merchandise (electronics, clothing, etc.) will result in a consequence from a Vice Principal and parents will be notified.

### **Smoking/Vaping**

**Frank Hurt Secondary is a smoke free school. Smoking/vaping is NOT permitted on school property. Violation of this school policy will result in a consequence from a Vice Principal and a letter sent home.**

### **Study Blocks**

Study blocks are only allowed for Grade 12 students. These students are expected to use this study time wisely. Students on a study block should be in the library or the cafeteria. Students are not to be in the hallways, the hive or outside the building during class time. Students should make constructive use of their time.

### **Study Habits**

Home Study – Regular study is essential for success at the secondary school level. Students should develop the regular habit of doing at least one hour of study a night, five nights a week.

**Study does not mean doing assigned work; study means review and preview.** All work done during the school day should be reviewed that evening. This means that no student is being honest if he/she arrives home without his/her books and says "I don't have any homework". Nor is it possible to get this home study done at school. All students should take books home every day starting in September.

Some suggestions on how to develop good study habits:

- Provide a good study environment at home – table, chair, light, materials, minimum noise, and time.
- Students should try to remove as many distractions as they can from their study environment. A distraction is anything that takes attention away from studying.

When studying, students might consider using the following methods:

- Set goals for how much they want to accomplish during each study session. Students should give themselves an idea of how long they think an assignment will take.
- When starting an assignment, students should tell themselves what they already know about it, and then try to figure out what they want to learn.
- When finished an assignment, students should go over what they have just learned, as if they were telling another person.
- Students need to figure out what kinds of studying they do best alone and what they can do well with other people.
- Students must find out when they are most awake and alert, and then use that time for studying.
- Students should try to study for 40-60 minutes, take a break, and then start again. After studying well, students should reward themselves during the break by doing something that they enjoy.

### **Telephones**

There is a phone outside the student window of the office for student use.

### **10-10 Rule**

The first and last ten minutes of each class are crucial instruction times. Therefore, teachers at Frank Hurt will not permit students to leave class during the first and last ten minutes of each class.

### **Textbooks**

There is no rental fee charged for the use of textbooks. If a textbook is lost, the student will be required to pay for the textbook at the price listed by the Ministry of Education. Refunds will be given if lost textbooks are found and returned to the classroom teacher. Classroom teachers are responsible for the distribution and collection of textbooks and the billing of students who may lose a textbook. Textbook bills must be paid at the office throughout the school year. It is the student's responsibility to see that they return all textbooks to their teachers in the same condition in which they receive them.

## **Valedictorian**

The valedictorian is the person who will give the valedictory address at the Commencement Ceremony. Any interested candidates may apply. The valedictorian typically demonstrates the following:

- High academic success
- Outstanding leadership qualities
- Exceptional citizenship within the school and community
- Strong public speaking skills
- Strong involvement in extra-curricular endeavors

Students wishing to be considered for selection must submit a typed composition (maximum 500 words) discussing:

- Why they are the most deserving candidate for Valedictorian
- What they see as their role as Valedictorian
- What theme/issues/topics they will discuss in their Valedictorian speech
- How their journey at Frank Hurt has influenced them  
(their experiences with fellow classmates, their memories, life lessons...)

Short-listed candidates will meet with the Selection Committee. This will be an opportunity for candidates to introduce themselves, demonstrate their suitability as Valedictorian, and to present a shortened version of some of the themes and/or topics they will address in their speech. This meeting should be considered a “mini-Valedictorian” address (approximately 5-10 minutes; during this time, committee members may ask the candidates some questions). The committee will then choose the most suitable candidate to be the class valedictorian.

## **Vandalism/Property Damage**

Students who intentionally or negligently destroy, damage, lose or convert school property or the property of other students or staff will be required to pay for the loss or damage and may be suspended. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately. If a student sees or knows of another person vandalizing school property, they are advised to contact the school, [www.psst-bc.ca](http://www.psst-bc.ca) or Crime Stoppers at 669-TIPS. Tips reported are handled in a safe and confidential way. Crime Stoppers may offer a cash reward of up to \$2000.00.



## Valuables

The school is not responsible for lost items although it does operate a lost and found. Any articles of value must be locked securely in a locker. Valuables should not be taken into the PE change rooms.

## Leave Valuables at home!!

## Violence

In a school the size of Frank Hurt, it is necessary to recognize that violence (pushing, shoving, fighting, etc.) is completely out of place. Besides, violence is not a solution, only a problem. Violence, or promotion of, is not tolerated.

## Visitors

All visitors are required to report to the office upon arrival at Frank Hurt to receive authorization for their presence. Visitors who come with an important purpose are always welcome in our school. People who arrive with no particular purpose in mind, however, are asked to leave. **Do not invite people to visit you at Frank Hurt during school time.** By the same token, Frank Hurt students are not permitted to visit other schools unless expressly invited by that school's Administration.

## Washrooms

Washrooms are meant to serve the needs of students. These areas should not be used for purposes other than those for which they are intended. All students must have their teacher's permission to go to the washroom during class time. Smoking/vaping in the washroom is a serious offense. Please keep the washrooms clean and refrain from any vandalism to the washrooms.

## Weapons

A weapon is defined as any instrument designed to inflict injury or intimidate another person, or any instrument that is used in this manner. The possession and/or use of weapons on or near school property represents a serious threat to the safety and security of all students and staff.

Any use or possession of a weapon will result in a severe consequence, ranging from school disciplinary action to charges being laid depending on the circumstances of the incident. Consultation with the RCMP will occur in these matters.

Please note that “toy guns” and “replicas” are by their very nature intimidating and therefore will not be allowed on school premises. Intimidation with a toy gun or replica of a real gun will be treated as a serious matter.

### **Withdrawal from School**

Students planning to withdraw from school are asked to see one of the Counsellors or Vice-Principals. Before leaving, students must clean out their locker, return all textbooks, library materials, etc., and pay any outstanding debts. A withdrawal form is available for students who will be attending another school.

### **Grade 12 Dinner Dance**

Student attendance at the grad dinner dance is a privilege. Senior students who have a history of discipline problems and/or truancy problems may be denied the privilege to attend the grad dinner dance.

### **Protecting Surrey Schools Together (PSST)**

You can contact the PSST office by going to [www.psst-bc.ca](http://www.psst-bc.ca) to report an anonymous tip about anything that you may feel is concerning regarding yourself, anybody around you, or the community you live in.



## Technology Use and Policy

Students who wish to have access to technology resources in the school must complete with their parent/guardian the **District Technology Access and Use Agreement** form. Students using technology resources are expected to do so responsibly and ethically.

Students are reminded that any activity that involves the use of school technology falls under the jurisdiction of the school and that all communication is subject to monitoring and is not considered being private. Therefore, students who use school computers must conduct themselves appropriately.

Frank Hurt Secondary provides internet access (WiFi) and Surrey School District E-mail accounts for authorized users. School internet access is a privilege, not a right. School internet users must understand and agree to the **District School Internet/Mail Use Policy** and have appropriate signatures on their Internet Registration Form. Only these students can access the internet through school computers including library computers. School accounts shall be used only by the authorized owner of the account. Account holders are responsible for all activity within their account. Students are therefore reminded to log off after each computer session.

Violations of District School Acceptable Use Guidelines are serious transgressions of school rules. Consequences may include cancellation of internet use privileges, exclusion from certain courses, and suspension from school. Violations of Canadian law may be referred to the police. Users will be held legally and financially responsible for their actions.

Technology vandalism will not be tolerated. In addition to any malicious damage to school or private property, vandalism also includes, but is not limited to: attempts to harm or destroy data of another user, the internet, or other networks or agencies connected to any part of the internet; use of programs that harass users or infiltrate a computer system and/or damage the software components. Furthermore, without specific permission for each occasion, the school network cannot be used for personal E-mail, chat lines, games, downloading or installing of executable program files.

Inappropriate use of the internet includes, but is not limited to:

- Transmission of illegal materials including storage or duplication of pornographic material.

- Transmission or posting of threatening, abusive or obscene material.
- Harassment of others.
- Use of abusive, vulgar, profane, obscene or other inappropriate language.
- Attempts to vandalize or gain unauthorized access to data, servers or external services.
- Use of another's account or resources.
- Sharing of passwords with others.
- Revealing another person's personal address, phone number, picture, or other data without personal or parental consent, as appropriate.

# Academic Integrity

Cheating occurs when a person deliberately uses another person's work (written, electronic or visual) and presents it as their own with the intent to deceive. Cheating also occurs when a person allows their work to be used in this way.

Plagiarism involves using other people's words, works and/or ideas without proper acknowledgement.

Both cheating and plagiarism are dishonest, unethical and violate the value of learning and the integrity of our school community. Any form of cheating or plagiarism, including assisting others to cheat or plagiarize, will not be tolerated.

Examples of cheating and plagiarism include:

- Borrowing, sharing and/or copying assignments.
- Submitting someone else's work as your own.
- Using ideas or words from books, magazines, song lyrics, internet or other resources without giving credit to the source.
- Using unauthorized notes, books or other materials during a test.
- Obtaining and/or providing unauthorized information prior to or during a test -  
- verbally, visually or through unauthorized use of books, notes and other materials.
- Use of internet translators to complete assignments, unless authorized by a teacher.

We are confident that our Frank Hurt students will demonstrate integrity and personal responsibility for their learning at all times.

# Calendars

The 2023-2024 District Calendar is as follows:

September 5, 2023	Schools Open
September 25, 2023	Non-instructional Day
October 2, 2023	National Day for Truth & Reconciliation (STAT)
October 9, 2023	Thanksgiving Day
October 20, 2023	Non-instructional Day
November 10, 2023	Non-instructional Day
November 13, 2023	Remembrance Day (STAT)
December 25 – January 5, 2024	Winter Break
January 8, 2024	Schools reopen after Winter Break
February 19, 2024	Family Day
February 23, 2024	Non-instructional Day
March 18 – March 22, 2024	Spring Break
March 25 - March 28, 2024	School Closure Days
March 29, 2024	Good Friday
April 1, 2024	Easter Monday
May 3, 2024	Non-instructional Day
May 20, 2024	Victoria Day
May 27, 2024	Non-instructional Day
June 28, 2024	Administrative Day/Schools Close

The school calendar can be accessed here:

<https://www.surreyschools.ca/frankhurt/page/8379/school-calendar>

# Bell Schedules

## Regular Bell Schedule

8:24			Welcome Bell	
8:29	-	9:40		Period 1
9:40	-	10:15		Flex
10:15	-	10:20		Break
10:20	-	11:30		Period 2
11:30	-	12:10		Lunch
12:10			Welcome Bell	
12:15	-	1:25		Period 3
1:25	-	1:30		Break
1:30	-	2:40		Period 4

## Early Dismissal Bell Schedule

8:24			Welcome Bell	
8:29	-	9:35		Period 1
9:35	-	9:40		Break
9:40	-	10:45		Period 2
10:45	-	11:25		Lunch
11:25			Welcome Bell	
11:30	-	12:35		Period 3
12:35	-	12:40		Break
12:40	-	1:40		Period 4

# Information from the Surrey School District

## ONLINE RESOURCES FOR PARENTS & STUDENTS

Head to the district's main website at [www.surreyschools.ca](http://www.surreyschools.ca) for a wide range of information and resources, including:

- The latest district news
- School calendars
- Newsletters and information brochures
- Curriculum information
- Specialty program information
- Student registration
- District policies and regulation
- Online payments
- Student support services
- Search tools for educational programs and community services
- Summer learning opportunities
- Microsoft Office 365 information and support
- Graduation, transcript & scholarship information
- Career education

Your school also has a website where you can find information specific to your school. Here are some other helpful resources to stay up-to-date:



### SCHOOL APP

Download your school's app on the iOS or Android store to get the latest information and alerts from your school.



### MAILING LIST

For newsletters and other important announcements, ensure your family's current email address is on file at school.



### SOCIAL MEDIA

The district is active on Twitter, Facebook, Instagram & LinkedIn. Check with your school to see if it has official social media accounts to follow.



## DID YOU KNOW...

Surrey Schools spends proportionately more of its budget on teachers and instruction and less on administration than the provincial average?

	TEACHERS	INSTRUCTION	ADMINISTRATION
<b>SURREY SCHOOLS BUDGET</b>	<b>46%</b>	<b>86%</b>	<b>3%</b>
<b>PROVINCIAL AVERAGE</b>	43%	83%	4%





## SCHOOL SAFETY ALERT SYSTEM

Surrey Schools has a school safety alert system that helps keep students, staff and volunteers safe during an actual or potential threat to safety.

School administrators are authorized to activate a safety alert and drills take place at schools regularly to ensure everyone knows the safety rules and how to follow them. The alert system uses specific terms and actions for various situations:

- **Lockdown** is used in situations where there is a safety risk inside the building.
- **Hold & Secure** is used where there is a safety risk outside the building.
- **Shelter in Place** is used where there are concerns about issues such as extreme weather, poor air quality or a wild animal on school grounds.
- **All Clear** is announced over the school's PA system when there is no longer a threat to the safety of students, staff and volunteers.

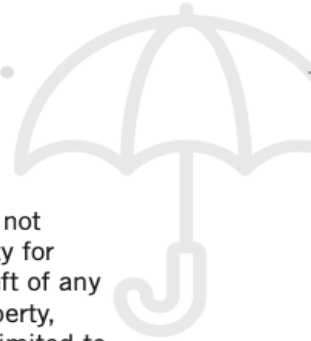


### ACCIDENTS HAPPEN

Surrey Schools does not insure expenses for student injuries that happen on school grounds or during school activities. The Medical Services Plan (MSP) limits amounts paid and does not cover some charges. Injury-related costs (not covered or limited under MSP and group insurance plans) may include eyeglasses, dental treatment, ambulance transportation, rental of crutches or wheelchairs, splints and casts, physiotherapy and private tutors. Inexpensive student accident insurance is available. Please review the Parent Information Sheet *Accidents Happen... what every parent should know* in the Parents section under Accident Insurance at [www.surreyschools.ca](http://www.surreyschools.ca).

### COVER YOUR LOSSES

Surrey Schools will not accept responsibility for loss, damage or theft of any student-owned property, including, but not limited to clothing, schools supplies, equipment, electronics (e.g. tablets, phones, laptops), vehicles or cash. Items brought to, or left on school district premises are at the student's risk. It is the responsibility of the student or parent to arrange insurance to cover any loss or damage to personal property brought to school.



## STUDENT THREAT ASSESSMENT PROTOCOL: FAIR NOTICE

### ***What behaviours initiate a student threat assessment?***

A student threat assessment will be initiated when behaviours include, but are not limited to, serious violence or violence with intent to harm or kill, verbal/written threats to harm/kill others, Internet website/social media threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire-setting.

### ***Duty to report***

To keep school communities safe and caring, staff, parents, students and community members must report all threat-related behaviours.

### ***What is a threat?***

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture. Threats must be taken seriously, investigated and responded to.

### ***What is a Threat Assessment Team?***

Each school has a multi-disciplinary Threat Assessment Team. The team may include principal, vice-principal, district resource counsellor, school counsellor and police.

### ***What is the purpose of a student threat assessment?***

- to ensure the safety of students, staff, parents and others;
- to ensure a full understanding of the context of the threat; to understand factors contributing to the threat-maker's behaviour;
- to be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat-maker; and
- to promote the emotional and physical safety of all.

### ***What happens in a student threat assessment?***

All threat-making behaviour by a student shall be reported to the principal who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the threat-maker, parents and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

## SMOKE-FREE SCHOOLS: IT'S THE LAW

In the interest of the health of students, staff and all others who use or visit schools and school district facilities, and in accordance with B.C. law, *it is illegal to use tobacco products, e-cigarettes (vape) or marijuana on school property.*

The ban is in effect at all times, both during and outside of regular classroom hours, and all school district facilities are included. The law applies to everyone: students, staff, parents and the general public—including groups that rent school facilities outside of school hours.

District policies regarding marijuana (cannabis) are consistent with provincial and federal laws and similar in approach to tobacco or alcohol. Possession/use of marijuana and cannabis accessories is illegal for anyone under 19 years of age, and the products are prohibited in any form on school district property.

## FALSE FIRE ALARMS

- **A false fire alarm is a criminal offence.** Under section 437 of the Criminal Code of Canada, anyone who willfully, without reasonable cause, circulates or causes to be made an alarm of fire is guilty of an indictable offence.
- **Anyone caught pulling a false alarm will be charged** with public mischief and initiating a false fire alarm.
- **A fine will be issued** to the student and his/her family.
- **The student caught pulling a false alarm will be suspended** until they and their family meet with school and fire officials to fulfill any obligations associated with the false fire alarm.

Every time firefighters respond to a false fire alarm they are not available to help others in the city who may be experiencing a fire or those who are in need of medical assistance. Putting the lives of others in jeopardy is not acceptable. Students should use the fire alarm pull stations in schools only if they see a fire in the building.

## PARTNERS36 SCHOLARSHIP PROGRAM

Surrey Schools is pleased to offer a number of scholarship and bursary opportunities to its graduates through the Partners36 scholarship program. This program is made possible through the generous contributions of individuals, corporations and community service organizations that view scholarships as an investment in the future of our graduates. Surrey Schools is very grateful for their support.

Students attending a secondary school or learning centre in the district are eligible to apply. The application deadline for the Partners36 scholarship program is in mid-April of the current school year. Completed applications should be submitted to the scholarship contact in your school.

All application forms and details about the Partners36 scholarship program are available online. Visit [www.surreyschools.ca](http://www.surreyschools.ca) and find more information about scholarships under the 'Students' tab.

### PROVINCIAL SCHOLARSHIPS AND AWARDS

Grade 12 students completing secondary school may be eligible for scholarships and awards from the Ministry of Education. These include the *BC Achievement Scholarship*, *District/Authority Scholarship*, *BC Excellence Scholarship* and *Pathway to Teacher Education Scholarship*. Monies may be used to assist in tuition for attendance at designated post-secondary institutions.

### OTHER OPPORTUNITIES

There are many other opportunities to access financial assistance for post-secondary education. Students should consult with school career counsellors for additional opportunities and information.



Information about provincial scholarships and awards is available on the Ministry of Education website: [www.bced.gov.bc.ca/awards](http://www.bced.gov.bc.ca/awards).

## SURREY COMMUNITY COLLEGE

Surrey Community College is operated by the Surrey School District, the largest school district in BC, which employs Education Assistants, Applied Behaviour Analysis Support Workers and Building Service Workers regularly.

- ✓ Our graduates are working in their field of study
- ✓ Our tuition rates are comparable to other private post-secondary institutions

Surrey Community College offers five programs:

- Education Assistant Diploma
- Applied Behaviour Analysis Support Worker Certificate
- Hairdressing Certificate
- Building Service Worker Certificate
- Career Centre Assistant Certificate

Learn more at [www.surreyschools.ca](http://www.surreyschools.ca) (under 'Adult Education')

## WEATHER-RELATED CLOSURES, CLASS CANCELLATIONS AND DELAYED SCHOOL OPENINGS

In the event of inclement weather, we want to remind families, students and staff about where to find information and how we make decisions to cancel classes, delay school openings or alter bus service due to weather.

All schools in the Surrey School District will remain OPEN if at all possible, except under extreme circumstances.



### HOW ARE DECISIONS MADE?

The Surrey School District covers a large geographic area, so conditions at individual school sites may vary. A variety of factors are considered before a decision is made, including:

- Road, sidewalk, school and parking lot conditions;
- Issues such as power outages and other emergent matters.



### WHEN WILL I KNOW?

A decision to close or delay opening schools districtwide will be made by 7 a.m. *at the latest*, based on the best information available at that time.



### HOW WILL I BE INFORMED?

Except under extreme circumstances, no announcement will be made that schools are open. Only cancellations, closures or delayed school openings will be announced. We will communicate this information as soon as it's available through the district website, social media accounts and news outlets.



@Surrey\_Schools



[www.SurreySchools.ca](http://www.SurreySchools.ca)



SurreySchools



Metro Vancouver Media



# School Activities/Services

## ATHLETICS

Frank Hurt has an active Athletics Program that enjoys a great deal of involvement by both students and teachers. Both individual and team sports are included in the program. All students are encouraged to try out for school teams. Information regarding try-outs and practice times will be made available throughout the year.

## INTRAMURALS

Activities are organized for students at lunchtime in the gymnasium. All students are encouraged to become involved in recreational volleyball, basketball, handball, badminton, soccer, dodgeball, etc. Information will be made available during announcements, on the TV monitors, as well as on daily morning announcements.

## CLUBS

Various clubs are available for students to join. There is also an opportunity for students to request that a new club be formed. Club information can be found on the school website as well as through teacher club sponsors.

## COUNSELLING

Frank Hurt's counsellors are interested in meeting you and can assist you in educational planning, discussing your career interests and providing counselling concerning personal issues. Counsellors are available by appointment or on an emergency basis. Students should either speak directly to their counsellor (before or after school, during lunch or in-between classes), send a message on TEAMS, or complete a Request for Counselling Appointment form to make an appointment. All counsellors hold Master's degrees in Counselling Psychology and have extensive training in a variety of areas.

Mr. Haynes: Last names A – D

Mr. Rerie: Last names E – K

Ms. Janssen: Last names L – R

Ms. Pawelchak: Last names S – Z

## Mediation

Counsellors coordinate a mediation program to help deal with disagreements, arguments, or misunderstandings. Mediation is a safe place for individuals in conflict to talk and to listen to one another and to create agreements to end the conflict. We are committed to the process of people working out their conflicts in a constructive way.

## CAREER DEVELOPMENT FACILITATORS

The school's career development facilitators coordinate a number of activities and opportunities such as:

- . information on careers and jobs
- . career exploration assistance and awareness
- . work experience placements
- . job shadowing
- . apprenticeship programs
- . career preparation programs
- . post-secondary presentations and tours
- . post-secondary visitations
- . scholarships
- . co-operative education programs
- . partnership programs

Appointments can be made directly with the Career Education Department. Information on careers and post-secondary options is available in the Careers offices as well as on their Instagram page: [frankhurtcareercentre102](#)

## LIBRARY

The school library plays a central and important role in the development of concepts and learning skills at Frank Hurt. The library allows for the borrowing of books and resources of various genres. In addition, our librarian works with classes in the computer lab area on skill building and projects/assignments.

# Reporting

As specified by the Learning Update Order, Boards of Education must provide all students and parents/guardians with at least 5 reports during the school year - 4 Learning Updates (2 Informal Learning Updates and 2 Written Learning Updates) and 1 Summary of Learning that describe student learning in relation to the Learning Standards of the curriculum.

The Required Areas of Study Order (8-9) or Graduation Program Order (grades 10-12), outlines which Areas of Learning must be instructed on, and thus reported on throughout the school year for given grade. Boards of Education can devise reporting practices that best reflect their local communities, outlines the frequency of reporting

for each learning area, aligns with the Policy, and ensures every student receives a comprehensive educational program.

## **Learning Updates**

Learning Updates provide meaningful and timely information to students and parents/guardians about student learning in relation to the Learning Standards of the Provincial Curriculum. They are intended to be formative in nature.

During the school year, parents/guardians must be provided with at least 4 Learning Updates (2 Informal Learning Updates and 2 Written Learning Updates). Districts, schools, and teachers determine how they will informally communicate with students and parents/guardians. Informal Learning Updates may include, but are not limited to telephone calls, conferences, e-mails, and other means.

The 2 Written Learning Updates must meet the content requirements below.

### **Grades 8-9**

For grades 8-9, the Written Learning Updates provided during the school year must include:

- communication of learning in each Area of Learning currently being studied in relation to the Learning Standards, using the Provincial Proficiency Scale;
- Descriptive Feedback on areas of significant growth and opportunities for further development;
- information about student attendance; and
- student-generated content including Student Self-Reflection of the Core Competencies and Student Goal Setting.

### **Grades 10-12**

For grades 10-12, the Written Learning Updates provided during the school year must include:

- communication of learning in each learning area currently being studied in relation to the Learning Standards, using letter grades and percentages;
- Descriptive Feedback on areas of significant growth and opportunities for further development;
- information about student attendance; and



- student-generated content including Student Self-reflection of the Core Competencies and Student Goal Setting.

## **Summary of Learning**

As specified by the Learning Update Order, at the end of the school year Boards of Education must provide 1 written Summary of Learning to parents/guardians. The Summary of Learning will use clear and accessible language to provide information about student learning in relation to the Learning Standards of the Provincial Curriculum.

### **Grades 8-9**

For grades 8-9, the Summary of Learning must include:

- a summary of student learning in all learning areas studied during the school year using the Provincial Proficiency Scale;
- summary Descriptive Feedback on areas of significant growth and opportunities for further development;
- information about student attendance; and
- student-generated content including Student Self-Assessment of the Core Competencies and Student Goal Setting.

### **Grades 10-12**

For grades 10-12, the Summary of Learning must include:

- a summary of student learning in all learning areas studied during the school year using letter grades and percentages;
- summary Descriptive Feedback on areas of significant growth and opportunities for further development;
- information about student attendance;
- student-generated content including Student Self-Reflection of the Core Competencies and Student Goal Setting; and
- a graduation status update indicating student progress in relation to graduation program requirements.

## **Graduation Status Update**

The graduation status update provides parents/guardians, and students the information they need to ensure graduation requirements are met.

The graduation status update must include:

- the graduation requirements as outlined in the [Graduation Program Order](#);
- indication of a student's progress toward meeting those requirements;
- a student's completion of any Provincial assessments; and
- what graduation program students are on.

For students who are working on a School Completion Certificate (Evergreen) their graduation status update needs to indicate that the student is working towards a British Columbia School Completion Certificate (Evergreen Certificate) and listing the courses and programs in which the student is participating.

### **Insufficient Evidence of Learning**

As defined in the Provincial Letter Grades Order, the "IE" reporting symbol will be used to inform parents/guardians when students, for a variety of reasons, have provided insufficient evidence of learning in relation to the Learning Standards of the Provincial Curriculum. The "IE" symbol is temporary and indicates that further information is required before students can be evaluated. The "IE" symbol can be used in grades 8-12.

When an "IE" reporting symbol has been assigned teachers must identify:

- the problem or problems preventing the student from providing sufficient evidence of learning;
- a plan of action to help the student provide sufficient evidence of learning; and
- a timeline for converting the "IE" to another indicator or letter grade.

An "IE" (Insufficient Evidence of Learning) must be converted to another indicator or letter grade:

- when letter grades or indicators are recorded in the permanent student record,
- before submission to the ministry for inclusion on the student's transcript of grades,
- before a student's records are transferred to another school unless there is agreement between the principals of the 2 schools to defer the conversion of the "IE" letter grade; and
- in any event, within 12 months of being assigned.

## **Inclusive Education**

This Policy applies to all students, including Students with Disabilities and Diverse Abilities, English Language Learners, and French Language Learners. All students, including those who may also have individual learning goals identified in a document such as an Individual Education Plan (IEP) or an Annual Instruction Plan (AIP), will receive communications of their learning in the same format, and on the same schedule as their peers.

Where a student with a disability or diverse ability is following the Learning Standards the provincial curriculum or a local program, regular reporting procedures are used to communicate student learning. There will be rare occasions where students with significant cognitive disabilities and diverse abilities are assessed and evaluated only on individualized learning goals as outlined in their Individual Education Plan (IEP), and not the Learning Standards of the curriculum for the course or grade they are enrolled. In these instances, written Learning Updates and the Summary of Learning do not need to include a scale indicator or letter grade and percentage. Written feedback is required that clearly explains the student's progress made towards their individualized learning goals and areas for further growth. If a scale indicator or a letter grade and percentage are used on Written Learning Updates and the Summary of Learning, it must be noted that the student is being evaluated in relation to their individualized learning goals as outlined in their IEP and not the Learning Standards of the curriculum for the course or grade for which they are enrolled.

Where an English language learner, or a French language learner in a Francophone program, is following the Learning Standards of the provincial curriculum or a local program, regular reporting procedures are used to communicate student learning. Where the student's language proficiency is impeding a student from demonstrating their learning in relation to the Learning Standards of the curriculum, the written Learning Update and Summary of Learning must contain descriptive feedback describing what the student can do, areas for further growth, and ways of supporting their learning. A scale indicator or letter grade and percentage are not required until such a time as the student's language abilities allow them to demonstrate their learning in relation to the Learning Standards of the curriculum. If a scale indicator or a letter grade and percentage are used on Written Learning Updates and the Summary of Learning, it must be noted that the student is being assessed in relation to the student's goals for language proficiency, and not the Learning Standards of the curriculum.

## ONLINE REPORT CARDS

Student report cards can be found on the MyEdBC online portal. Parents and students can sign up for an account

To view instructions on how to log in, please click [HERE](#)

To access the MyEdBC site to log in, please click [HERE](#)

**Students:** Click [here](#) if you are a student requesting to reset your password.

**Parents/Guardians:** Click [here](#) if you are parent/guardian requesting a new Portal Account.

## Scholarships

Throughout the school year, various scholarships become available through outside organizations that require specific school support. These opportunities will be advertised when possible. Some scholarships that require the applicant to have school support include:

- BC Excellence Scholarships
- Loran Awards
- National Scholarship Program
- Schulich Leader Scholarships
- Various Financial Need Awards

In addition, contributions from businesses, community organizations, our elementary feeder schools, the Parent Advisory Council and others are received by Frank Hurt and made available in the form of scholarships to support graduating students. The criteria for the various scholarships vary, but in general, include involvement in school or school-supported activities, grades, character, involvement in the community, athletics or other specific requirements determined by the donor.

Students may be disqualified from receiving an award for incidents of poor citizenship, cheating/plagiarism, or other actions that reflect negatively on their character or on them as a student of Frank Hurt.

## **SPECIFIC SCHOLARSHIPS PROVINCIAL SCHOLARSHIPS PROGRAM**

This program provides the following scholarships:

- BC Achievement Scholarship (Value \$1250 - No application required)
- District/Authority Scholarship (Value \$1250 - Awarded through Frank Hurt)
- BC Excellence Scholarship (Value \$5000 - School nomination required)
- Pathway to Teacher Education Scholarship (Value \$5000 - Direct application)

As due dates for scholarship applications vary, it is important to given attention to the specifics of any application that is of interest, and to apply in a timely manner.

More detailed information on scholarships and transcripts can be found on the school website – Careers page:

<https://frankhurtcareercentre.weebly.com/>

## **Questions?**

Phone: (604) 590-1311

Email: [frankhurt@surreyschools.ca](mailto:frankhurt@surreyschools.ca)