



**GUILDFORD PARK SECONDARY SCHOOL**  
*Everyone Matters*

**STUDENT HANDBOOK 2024-2025**

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**Mrs. M. Player**

**VICE-PRINCIPALS**

**Ms. S. Bensley**  
A-F

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**Website:** [www.gpsabres.ca](http://www.gpsabres.ca)

**APP:** **GP Sabres**

 **(formerly known as Twitter):** **@GPSabres1**

*We respectfully acknowledge that we work, play, and learn on the traditional, unceded, and shared territories of Coast Salish peoples: The Katzie, the Kwantlen, and the Semiahmoo First Nations.*

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**Don't forget to go to the App Store and download the school app to your mobile devices!**



## ANNOUNCEMENTS

Announcements are made each day at the start of second block. The Announcement Club is student-run. As a matter of courtesy, please listen respectfully and quietly. The daily announcements will be posted on the GP Sabres APP as well.

## ASSEMBLIES

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 the audience. We have a reputation as a polite, thoughtful, and enthusiastic audience. Let's maintain that good reputation.

## ATHLETICS

Guildford Park has established a record of good sportsmanship and competitive spirit with its athletic program. This can be attributed to the high level of commitment and sportsmanship that we require from all of the athletes who represent our school.

Our teams compete in league play against Surrey schools at the Grade 8 and Junior levels and other schools from different Districts at the senior level. League champions then compete in a South Fraser Championship and the top finishers in the South Fraser Championship move on to the Provincial Championships.

### Fall Sports

Junior Boys Soccer  
Senior Boys Soccer  
Senior Boys Volleyball  
Junior Boys Volleyball  
Senior Girls Volleyball  
Junior Girls Volleyball  
Grade 8 Girls Volleyball  
Grade 8 Boys Volleyball

### Winter Sports

Wrestling  
Senior Boys Basketball  
Senior Girls Basketball  
Junior Boys Basketball  
Junior Girls Basketball  
Grade 9 Boys Basketball  
Grade 8 Girls Basketball  
Grade 8 Boys Basketball

### Spring Sports

Badminton  
Track and Field  
Girls Soccer (Jr. & Sr.)  
Ultimate

## ATHLETIC INTRAMURALS

The intramural program at Guildford Park has been very successful. Intramural games are played at lunch time and are open to the entire student body. Sports offered are Indoor Soccer, Basketball, Ultimate, Floor Hockey, Handball and Dodge Ball. Each sport is organized into leagues complete with teams, scheduling and playoffs. Students may sign up individually or with a friend, and they will be placed on a team and play on scheduled days.

## CAFETERIA

Students are encouraged to eat lunches in the cafeteria. The Guildford Park Cafeteria service is available to students and provides a variety in food selection. We expect that all students conduct themselves in a manner that keeps the lunchroom a place where students can relax and enjoy their lunch in a safe, clean, and orderly environment. Cafeteria accepts debit and cash. We also offer a lunch program for students. If you would like this support, please contact your alpha counsellor.

## CANCELLATION OF SCHOOL

Sometimes extreme weather conditions or other unusual circumstances can cause school closures on short notice. In the event of a school closure and class cancellations, the Surrey School District will post information on social media and on the website: [www.surreyschools.ca](http://www.surreyschools.ca) and we will post on the GP Sabres APP. Local radio stations also provide updates.

Weather, power, road, and safety conditions can change substantially within a few hours; therefore, assessments and decisions must be made as close to school opening as possible for the information to be reliable. However, the district will do its best to communicate the status of schools by 7:00 a.m., when possible. Please check the school app.

Even if all schools are open, many schools can face conditions and circumstances unique to a specific neighborhood. **Therefore, the district encourages and respects the importance of parental decision-making regarding accessing a school, based on parents' own location and individual circumstances, their route to school, and overall attention to safety.**

## CLUBS

Anime Club	Dungeons & Dragons Club	Alshaya
Art Club	Weightlifting Club	REACH
Auto Club	Gaming Club	Sabre Council
Board Games Club	Garden Club	MSA
Book Club	GSA	TEAM
Cozy Club	Debate Club	Drama/Theatre Club
Chess Club	Green Team	The Newspaper Club
Announcement Club	Badminton Club	Poetry Club
	SCOM	Auto Club

If students are interested in starting a new club, they must find a sponsor teacher, fill out the Club Registration Form, and then get approval from the Administration. The Club Registration Form can be obtained at the main office.

## DRESS CODE

### Rationale

We, as a school community, are committed to providing students with learning environments that are safe, responsive, and inclusive.

We, as a school community, recognize that decisions about dress reflect individual expression of identity, socio-cultural norms, and economic factors and are intensely personal.

### Policy

Students may attend school and school-related functions in dress of their choice under the conditions that their choices demonstrate integrity and respect for themselves and others and that their choices:

1. Conform to established health and safety requirements for the intended activity.
2. Do not promote or depict images, language or content related to drugs, alcohol, sex, violence, racism, or discrimination.
3. Hats, hoodies, and other headwear can be worn in classes at the discretion of the teacher. In the main hallways, for safety reasons, students must not wear headwear that obstructs our ability to identify them on camera.

## EXTRA-CURRICULAR FUNCTIONS

When you attend any school function, even when away from the school, you are expected to demonstrate responsible behavior. School rules and expectations apply to these events, and it is your responsibility to adhere to them. If you have an unexcused absence on day of an extra-curricular function, you will not be permitted to participate or attend the function. You will be refunded the money if a ticket has been purchased for the event provided notice was given prior to the events.

### INSURANCE: Medical, Dental, School Accidents

**Did you know . . .** the Surrey School District does not ensure expenses for student injuries that happen on school grounds or during school activities? Also, the Medical Services Plan (MSP) is limited and does not cover some charges. Injury-related costs not covered by MSP or group insurance plans may include dental treatment, eyewear, rental of crutches or wheelchairs, splints and casts, physiotherapy and private tutors. Please review the District Information Sheet on *Accidents Happen ... what every parent should know* at [www.surreyschools.ca/parent/accident-insurance.html](http://www.surreyschools.ca/parent/accident-insurance.html). **For information on inexpensive accident insurance visit [www.iapkidsplus.com](http://www.iapkidsplus.com).**

## EMERGENCY PROCEDURES – School Safety Alert System



### EMERGENCY RESPONSE GUIDELINES

Please note: The following guidelines are situation dependent.

Threat Inside Building Dangerous intruder on school grounds or in the building	Threat Outside Building Dangerous individual identified in the immediate vicinity who might enter the school grounds or building	Situation Resolved	Fire, Bomb Threat, Gas Leak for bomb threats and gas leaks, consult with Area Supt. or Safe Schools prior to evacuating	Earthquake, Explosion	Extreme Weather, Poor Air Quality, Missing Child, Animal
 <b>LOCKDOWN</b>	 <b>HOLD &amp; SECURE</b>	 <b>ALL CLEAR</b>	 <b>EVACUATE</b>	 <b>DROPCOVERHOLDON</b>	 <b>SHELTER IN PLACE</b>
<p><b>INSIDE BUILDING</b></p> <ul style="list-style-type: none"> <li>Direct students in hallways into classrooms or closest secured room</li> <li>Lock/block classroom doors</li> <li>Cover all exterior/interior doors and windows</li> <li>Lights off (if possible)</li> <li>Drop to floor along a wall, away from doors, out of sight</li> <li>Assist students with special needs</li> <li>Ensure students are quiet</li> <li>Remind students of cell phone use expectations</li> <li><b>Ignore bell/fire alarm and remain in Lockdown until ALL CLEAR is given by authorities, P/VP or Designate</b></li> <li>Take attendance before directing students back to their regular classrooms</li> </ul> <p><b>OUTSIDE BUILDING</b></p> <ul style="list-style-type: none"> <li><b>Do not enter building</b></li> <li>Students outside go directly to designated off-site or Safe Assembly Area until <b>ALL CLEAR</b> is given by authorities, P/VP or Designate</li> </ul>	<p><b>INSIDE BUILDING</b></p> <ul style="list-style-type: none"> <li><b>Designate to lock exterior main doors</b></li> <li><b>Designate to move students in common areas to safe location</b></li> <li>Lock exterior classroom doors</li> <li>Close interior classroom doors</li> <li>Cover exterior windows</li> <li>Take attendance</li> <li>Inform office of absent students</li> <li>Ensure students are quiet</li> <li>Remind students of cell phone use expectations</li> <li>Monitor hallway/washroom access</li> <li>Resume classroom activity until released by <b>Principal</b></li> </ul> <p><b>OUTSIDE BUILDING</b></p> <ul style="list-style-type: none"> <li>Direct students/staff into building or as directed by RCMP, P/VP or Designate</li> </ul>	<ul style="list-style-type: none"> <li>RCMP informs Principal that the school is safe.</li> <li>Principal announces "All Clear"</li> <li>Normal school operations resume</li> </ul>	<ul style="list-style-type: none"> <li>Students to exit calmly – no talking, pushing, running or cell phone use</li> <li>Report to <b>Safe/Off-Site Assembly Area</b></li> <li>Remind students of cell phone use expectations</li> <li>Assist students with special needs</li> <li>Take attendance sheet</li> <li>Lights off, close door</li> <li>Take attendance – no one to leave</li> <li>Remain in place until advised by <b>Principal</b> or "<b>ALL CLEAR</b>" announced</li> <li>Unassigned teachers/staff to meet <b>Designate in Safe or Off-Site Assembly area</b></li> </ul>	<ul style="list-style-type: none"> <li>Tell students:                             <ul style="list-style-type: none"> <li><b>"Drop-Cover-Hold On"</b></li> </ul> </li> <li>Assist students with special needs</li> <li>After shaking stops count to 60 out loud before getting up</li> <li>Is room safe?                             <ul style="list-style-type: none"> <li>Follow <b>EVACUATION</b> procedures if unsafe</li> </ul> </li> <li>Follow instructions after "<b>ALL CLEAR</b>" announced</li> </ul>	<p><b>INSIDE BUILDING</b></p> <ul style="list-style-type: none"> <li>Close classroom doors and windows</li> <li>Follow directions of <b>Designate</b></li> <li>Remind students of cell phone expectations</li> </ul> <p><b>OUTSIDE BUILDING</b></p> <ul style="list-style-type: none"> <li>Direct everyone into the building</li> </ul>

### SCHOOL FEES AND OPTIONAL ENHANCEMENTS TO PROGRAMS - 2024-2025

The school will provide the basic materials and resources necessary for students to meet the learning outcomes for each course. Students will need to continue to provide their own basic supplies and equipment for their own personal use.

#### BASIC STUDENT FEE

Basic Student Fee: Student Activity Fee **\$25.00**

#### Optional Enhancements and Extracurricular Activities

Graduation Ceremony	\$45.00 (Grade 12 students only)
Yearbook	\$15.00
Art Sketchbook	\$10.00
First Aid Certificate	\$5.00
Food Safe Workbook & Certificate	\$23.00
Deposit for Graphing Calculator (Fully refundable upon return)	\$100.00
Athletics (one-time fee per school year) (Additional fees vary depending on team cost)	\$60.00

Guildford Park and Surrey School District maintain that no student should be excluded from an educational activity due to financial hardship or an inability to pay a fee. If you are unable to pay a fee, please confidentially contact your child's vice-principal or counsellor.

## Notes:

1. **Basic student fee** includes App (\$5), Locks (\$3), Student Activity (\$10), and Athletics/Intramurals (\$7) for a total of \$25.00.
2. Students pay a one-time **athletic fee** of [\$60] per school year and the student can play as many sports as they like. Coaches will notify students when this fee is due. Additional fees vary depending on team cost (number of tournaments, etc.)
3. For more information on fees and enhancements please go to the Surrey School District website at [www.surreyschools.ca](http://www.surreyschools.ca) and click on "About Us" and then "Policies and Regulations." More information and clarification can be found in policy #9802 and #9802.1.

## GRADUATION REQUIREMENTS 2024-2025

To graduate, students must earn a minimum of 80 credits over Grades 10, 11 and 12-- 48 credits must come from required courses (see below) and 28 credits from elective courses. (16 credits must be grade 12 level)

In addition, students must complete 4 credits for Career Life Connections 12.

At least one Indigenous-focused course 10, 11 or 12.

Students must earn a minimum of 80 **required** credits from:

Language Arts 10  
Language Arts 11  
Language Arts 12 or English First Peoples 12  
Social Studies 10  
Social Studies 11 or 12 or BC First Peoples 12  
Science 10  
Science 11 or 12  
Mathematics 10  
Mathematics 11 or 12  
Physical and Health Education 10  
Arts Education and/or Applied Design, Skills, and Technologies 10, 11 or 12  
Career Life Education 10  
Career Life Connections 12  
7 Grade 11 or 12 courses (Minimum 4 credits must be grade 12 level)



**Three Mandatory Graduation Program Assessment/Exams. Students graduating in BC are required to write the following before graduation:**

- 1: Numeracy Assessment 10
- 2: Literacy Assessment 10
- 3: Literacy Assessment 12

## Career Education Program

Career Education is a Ministry authorized requirement for graduation. The program is not a stand-alone course; however, it can be partially completed in Career Education 10. The remainder of Career Life Connections 12 must be completed by students throughout grades 10, 11 and 12 and has three components:

1. **Community Involvement - 30 hours** of work and/or volunteer experience.
2. **Personal Health** – A Healthy Living Plan and 150 minutes per week of physical activity in grades 11 & 12.
3. **Career & Life** – Explores career options and requires students to identify and communicate achievements that reflect the development of the attributes of a British Columbia graduate.

## INTERNET ACCESS

Guildford Park is a wireless internet access for all students. Internet use is intended to further a student's educational experience while at school. Students who use the Wi-Fi must respect school rules with respect to the Code of Conduct and behave in a kind and responsible way. **Violations of Internet use may lead to a loss of this privilege or further disciplinary consequences.**



**Parental written consent is required for your child's use of Internet-based tools by British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA).**

It is important to be aware that the majority of the Internet-based tools are online services hosted outside of British Columbia and possibly Canada. While stored outside the country, information in your child's accounts may be subject to the laws of foreign jurisdictions, including, in the United States, the USA Patriot Act.



### PERSONAL DEVICES

#### **\*NEW\*** District Policy for cellphones, tablets, laptops, and smartwatches

Personal Digital Devices are defined as any personal electronic device that can be used to communicate or to access the internet, such as a **cell phone, tablet, laptop, or smartwatch**. These devices are important tools which can be used to enhance learning and prepare children for the world in which they will work and live. Personal digital devices provide support for children who rely on these tools to access learning through services such as translation, adaptations for Individual Education Plans, medical support, health needs, or to provide equity of access to resources. The **classroom teacher is responsible for the learning environment in the classroom, for guiding children to use personal digital devices appropriately, and for determining when personal digital devices should be used.**

The safe and responsible use of personal digital devices is expected by all Surrey School District students, employees, volunteers, parents, guardians, and community members who are on school district property or interacting with students or staff. This includes the following:

- Those using personal digital devices need to abide by the school code of conduct as well as all Provincial and Federal laws and the British Columbia Human Rights Code. This includes not using personal digital devices to engage or participate in bullying or harassment, discrimination, or defamation of character.
- At both elementary and secondary schools, personal digital devices can be used during class time to enhance learning at the direction of the classroom teacher. These devices should be used in a way that is respectful of other's learning and does not distract others in terms of light, sound, or by other means.
- Personal Digital Devices should not be used during lock down procedures or drills. The use of personal digital devices during this time may impact the emergency safety response.
- Surrey School District staff and students should not be recorded, visually or audibly, for any reason without their prior consent.
- The Surrey School District is not responsible for lost, missing, or damaged personal digital devices that students choose to bring to school.

### LANGUAGE CHALLENGE EXAMS

Students can receive course credit for a language other than French or Spanish by writing a challenge exam, typically offered in January. Please see your counsellor for details if you speak another language.

### LEARNING SUPPORT

Students experiencing learning difficulties and needing additional help to be successful in school may be referred to the Learning Support Team. Enrollment is limited and placement is based on need. In this program, students receive extra help in their courses as well as support with organizational and study skills.

### LIBRARY

Open daily

### AFTER SCHOOL TUTORING PROGRAM

Tuesdays, Wednesdays, and Thursdays 2:45 PM – 4:15 PM

Students and staff are welcome to use the library at lunch or afterschool for research, studying, and for recreational reading. A wide range of print and non-print resources are available, including computers for student use.

### LOCKS AND LOCKERS

#### **LOCKERS – CONDITIONS OF USE**

Lockers are assigned to students for use during the school year on the following conditions:

1. Students are responsible for the locker which is assigned to them, and it is not to be used by any other person.
2. Only approved locks may be used on student lockers, and the combination of the lock must be registered at the office.



3. The locker may only be used for the storage of books, school supplies and equipment, outerwear, school sports equipment and lunches.
4. No other material is permitted except with the written authority of the principal or vice principal.
5. The locker is to be kept clean and food removed on a regular basis.
6. Students are responsible for cleaning and removing all material from their locker at the end of the year or when they leave the school.
7. No illegal substances, weapons or other prohibited or offensive material may be placed in school lockers.
8. School officials and/or designates may search student lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school policies and rules.
9. Permission to use the locker may be terminated when a student does not comply with the conditions of use or school policies and rules.
10. It is the responsibility of all members of the school community to keep our schools safe. If any student has reason to believe that any locker contains anything which would threaten the safety of other students, staff or any other person, that student is expected to immediately report the information to a teacher or administrator. The name of the student making the report will be kept confidential.

### **LOST AND FOUND**

Our Lost and Found is located outside the general office area. Any questions you have should be directed to the Secretarial or Safe Schools staff. Anything found should be brought to the office. All unclaimed items will be donated to charities at the end of the school year.

### **MEDICAL ASSISTANCE**

Students who become ill are to check in to the office. The office will attempt to contact home or have the student rest in the medical room until parent pick up. Students cannot be released unless a parent or guardian is contacted. The school does not provide medication to students. If students are feeling sick or unwell, they are asked to stay home. Students are to stay home until they feel well enough to return to regular activities and no longer have a fever.

### **PARENT ADVISORY COUNCIL (PAC)**

The Parents' Advisory Council meets monthly as per the school calendar and is open to any parents of students in the school. The mission of the Guildford Park Advisory Council is to foster communication between all parents, students, and the community with the goal of improving education for all students. We encourage all parents to participate in PAC meetings. The PAC president for 2024 -2025 is Shauna Milne.

### **PARKING**

Student parking at Guildford Park is free and students are allowed to park in any unmarked sites in the southwest or southeast lot only. Students are not permitted to park in the lot near the Community Building- that is for staff only. At the beginning of the year all students need to register their vehicle at the school office.

Cars that block fire access or park in handicapped sites will be towed at the owner's expense. Students who do not drive safely around the school property or who do not follow staff directions will lose the privilege of bringing a car to school. **As a courtesy to our neighbors, students are requested not to park on the streets around the school.**

### **SCHOLARSHIP OPPORTUNITIES**

#### **Guildford Park Scholarships and Bursaries**

We are pleased that with the tremendous community support given to us every year, Guildford Park Secondary is able to offer a number of scholarships and bursaries to our graduates.

Most of the scholarships require a commitment by the recipient to pursue further study at college, university, or other post-secondary institutions. The scholarships are paid out when the school or donor is notified that the student has registered at a post-secondary institution.

The initial scholarship meeting takes place in the fall.

#### **District Scholarships and Awards**

The Provincial District Scholarship and Awards Program is designed to acknowledge excellence in fields other than academic, by assisting students to further their education in the vocational, technical, and fine arts areas.

Candidates must have achieved an average letter grade over the Grade 12 year of at least C+, have completed graduation requirements, and have attained at least a pass in their final standing in English 12 or Communications 12. Students should also



have a concentration of courses in a specialty field such as Business Education, Technology Education, Fine Arts or Home Economics. More information is available at the fall meeting, and from our school counsellors.

### **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. Students attending a Surrey School District Secondary School or Learning Centre are eligible. These applications will be available in the Spring. Completed applications should be submitted to the scholarship contact in your school. Application forms and details about the Partners36 Scholarship Program are available online at: [www.surreyschools.ca/scholarships](http://www.surreyschools.ca/scholarships)

### **Provincial Scholarships and Awards**

Grade 12 students entering post-secondary institutions may also be eligible for scholarships, bursaries and awards made available through the provincial government. Information about provincial scholarships is available on the Ministry of Education website: [www.bced.gov.bc.ca/awards](http://www.bced.gov.bc.ca/awards).

### **OTHER SCHOLARSHIPS**

There are many other opportunities to access financial assistance for post-secondary education. The Surrey School District website provides web links to some at: [www.surreyschools.ca/scholarships](http://www.surreyschools.ca/scholarships). *Students should also consult with the Scholarship Committee Head for additional opportunities and information. Students can also regularly check the scholarship Twitter page at [twitter.com/GPScholarship](https://twitter.com/GPScholarship) for ongoing scholarship postings.*

### **Obtaining copies of a TRANSCRIPTS**

Current and former students of GP may request their transcript through the Student Transcripts Service website [www.studenttranscripts.gov.bc.ca](http://www.studenttranscripts.gov.bc.ca)

You will require your Personal Education Number (PEN), which is located on your report card or can be obtained by contacting GP.

As a current student, you get for **free (within six months of Graduation)**

- Up to 25 transcripts sent to post-secondary institutions on your behalf.
- One transcript sent to a third party (e.g., employer)
- One graduation certificate from your school (once you have met graduation requirements)

Any additional transcripts or certificates cost \$10 each.

For former students, ordering transcripts and certificates are \$10 each.

### **STUDY BLOCK (GRADE 12)**

Grade 8-11 students must take a full load of 8 courses. In grade 12, students may apply to have a study block. To avoid disturbing classes that are in session, students who have a study block must go to the cafeteria or library to study; or sign out at the office if leaving the school grounds. Students are not to be wandering in the halls or at their lockers. Students who have 90+ graduation credits and an extra heavy academic course load may be granted permission to take one study per semester. An additional study requires counsellor and admin approval.

### **STUDENT RECOGNITION & AWARDS**

Students at Guildford Park are recognized for their achievements in a variety of ways throughout the year and in June.

#### **Honor Roll**

Honor roll at GP is assigned to students in grades 10 - 12 at the end of each semester. Students who earn Honor Roll standing will receive an email notification and an attached certificate from the principal.

- Honor Roll Distinction = GPA 3.75 – 4.0
- Honor Roll = GPA 3.0 – 3.74

### School Wide Awards

- **The Excellence Awards**

Goes to the top achieving student in each class as determined by the classroom teacher.

- **The Carpe Diem Awards**

Goes to the student who persevered through challenges and seized every day. When things got tough, this person stepped up and used grit to get the job done.

- **The Sabre Awards**

Goes to the student who consistently served others and treated everyone with genuine kindness.

### Athletic Awards

The following awards are presented for participation and excellence on athletic teams based upon points accumulated from each sport. A student may accumulate up to 10 points for each team they play on:

Bronze Medal	25 Points
Silver Medal	50 Points
Gold Medal	75 Points
100 Point Club Plaque	100+ Points

Individual Team Awards are presented at the Athletic Banquet each year and Outstanding Male & Female Athlete Awards are presented at each grade level.

### REPORTING TO PARENTS

Guildford Park has four formal reporting periods, two in each semester with Communicating Student Learning Week during week six of each semester. We will be issuing report cards online through the **MyEducationBC** Student and Parent Portal during the school year. Parent-Teacher Conferences will take place in the days following the distribution of first and third formal report cards. Please refer to the school calendar on our website for specific dates. In addition, students will complete a Self-Assessment of the Core Competencies and engage in Goal Setting three times a year.

### Letter grades and percentages

If your child is in Grades 10-12, they will receive percentages and letter grades. Students currently require percentages and letter grades for the transition to post-secondary education.


### Provincial Guidelines for Letter Grades

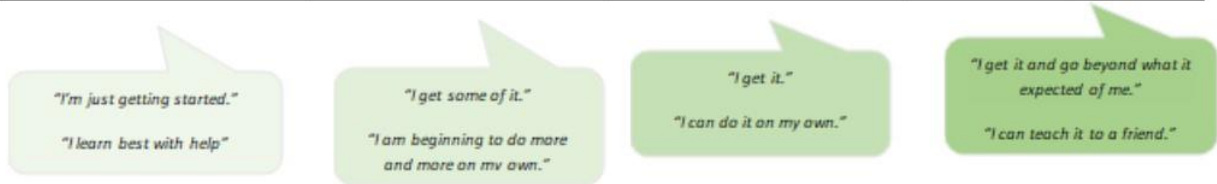
A	= Excellent	(86-100%)
B	= Very good	(73- 85%)
C+	= Good	(67- 72%)
C	= Satisfactory	(60- 66%)
C-	= Minimally acceptable	(50- 59%)
IE	=Insufficient Evidence of learning	(0- 49%)

F = (Failed) The student has not demonstrated the minimally acceptable performance in relation to the learning outcomes for the course.

### THE PROVINCIAL PROFICIENCY SCALE: Grades K-9

If your child is in Grades K-9, you won't see letter grades on their report card. Instead, you will see information on where your child is on the Provincial Proficiency Scale. The scale uses the terms "Emerging", "Developing", "Proficient", and "Extending" to describe student learning. The scale maintains high standards for student learning and highlights skill development and progress over time.

PROFICIENCY LEVEL 			
Emerging	Developing	Proficient	Extending
The student is beginning to demonstrate basic knowledge in relation to the learning standards.	The student demonstrated some knowledge in relation to learning standards.	The student demonstrated good knowledge in relation to the learning standards.	The student demonstrated knowledge beyond the learning standards.
Works with ongoing support	Works with some support	Works independently	Works independent and can support the learning of others



### RESOURCES FOR SURREY STUDENTS

The Surrey School District website provides great resources for students on a variety of topics. Find your school website for the links to get help with your homework, research your career options, look up scholarship opportunities and many more links to some of the most requested student information, for example:

#### Summer School Registration

#### Homework Assistance:

Online Databases  
 Online Tutoring  
 Virtual Reference Desk  
 and others...

#### District Programs:

Career Education  
 Continuing Education  
 Surrey Connect/Online Learning

#### Post-Secondary Planning:

Education Planner  
 Financial Aid  
 Post-Secondary Institutions in B.C.  
 Scholarship Opportunities

#### Graduation:

B.C. Graduation Program                      Provincial Exam Support/ Information  
 Graduation Portfolio Information            Career Information

## STUDENT SERVICES/ COUNSELLING

<u>Counsellors</u>	<u>Alpha breakdown</u>
Jenn Hacker	A to C
Carrie Carlsen	D to K
Rahul Minhas	L to Re (September 2024- January 29, 2025)
Tiffany Bartlett	L to Re (starting February 2025)
Cindy Adams	Rf to Z

Counselling services are available for all students. Students may discuss their educational, vocational, or personal concerns with a trained counsellor. Students having difficulty planning their programs, choosing a career pathway, acquiring adequate study habits, or resolving many other personal or social difficulties can receive confidential assistance. Appointments can be made at the school office by filling out a Request for Counselling Appointment slip.

### Course Decisions

Students may seek assistance from the Counselling Office when deciding which program they wish to enter, and how various courses relate to different occupations and/or post-secondary institutions.

### Career Counselling

Counsellors can assist the student to explore vocational interests, abilities, and aptitudes, as well as to examine vocational opportunities. Through discussion, students are able to obtain a better understanding of themselves and their suitability for various types of programs and occupations.

### Personal Counselling

Students can see a counselor at any time for personal reasons.

### Outside Agency Referrals

The counselling office works in close cooperation with other community organizations. Information about other agencies such as Child and Youth Mental Health, Human Resources, Family Services, etc., is available and referrals are made to offices more specifically equipped to assist students.

### Parental Concerns

Parents are invited to make contact with the school to discuss any problems related to the progress of the student. The counsellor confers with the parents, if the need arises, by telephone or interview. Parents should feel free to contact the counsellor regarding problems their child may be having.

## TEXTBOOKS

Students are responsible to return all textbooks to their teachers in the same condition in which they received them. Please extend courtesy to the students that follow you by keeping your textbooks in good condition. **You should ensure that your name and teacher name are in your textbook in case you lose it! Students will be charged the replacement cost for lost or damaged books.**

## VALUABLES

**The school cannot accept responsibility for lost or stolen articles.** Students are warned not to bring large sums of money or valuables to school and are responsible for the care and safety of all their personal belongings. Students assume all responsibility for valuables left in the P.E. change rooms or lockers. Do not leave valuables in the PE lockers or change rooms.

### Personal Devices

If it is necessary for a student to have such devices while at school, **the expectation is that the devices should be turned off, and, put away during class time** unless otherwise directed by a teacher.

**The school cannot be held responsible for lost or stolen personal items brought to school – please be responsible with your electronic devices and accessories.**

## ACADEMIC INTEGRITY

Guildford Park has high expectations for the integrity of our students and their work. All student work must be original, sources must be cited appropriately, and credit given to the author(s) of the original work. Student work that is not cited appropriately may be determined to be plagiarized.

*Plagiarism* is commonly referred to as the passing off of another person's work as one's own, whether deliberate or accidental. Accidental plagiarism is usually the result of poor citation, referencing, poor preparation, or a misunderstanding of plagiarism. Deliberate plagiarism is an attempt to claim another person's work as one's own.

Plagiarism risks your reputation as a student at Guildford Park Secondary. There are number of ways that you can avoid plagiarism. Be sure to consult your teacher or the teacher-librarian so that you can avoid plagiarism.

*Cheating* can include:

- Presenting other peoples' work as your own.
- Plagiarism.
- Using A.I. apps.
- Copying of another student's work.
- Allowing your work to be used by another student.

## LOITERING

Students are required to respect our neighbors by not loitering on or around any of our neighbors' property. There is to be no loitering on the roads, sidewalks, or lanes around the school.

## SKATEBOARDS

For safety purposes, skateboards are not to be used on school property. If you ride one to school, please carry it to your locker and leave it there until you leave at the end of the day.

## ATTENDANCE

A close reporting of attendance is an important feature of this school. Your cooperation is necessary in keeping records accurate, and this will prevent you from running into problems. You should be aware of the following:

1. It is your responsibility to attend classes regularly except where illness prevents it, or where other unavoidable causes make attendance impractical. **Wherever possible, medical, dental, and other appointments should be scheduled outside of class time.**
2. It is your responsibility to provide explanations for your absences. Students who are going to be absent are requested to have a parent/guardian phone the school (604-588-7601) before 9:00 a.m. on the day of absence. **NOTE: Students are responsible for making up missed work upon returning to school.**
3. Should you have to miss a class for a field trip, your teacher has a right to know in advance. This is only common courtesy. It is your responsibility to ask permission in advance to attend a field trip.
4. If you need to leave school before the end of the school day, you are expected to sign out at the office. We require a parent phone call or the parent's or guardian's written permission for early dismissal. If you leave school without permission from the office, you are considered truant.
5. Truancy or irregular attendance may result in disciplinary consequences, such as,
  - having to make up missed time
  - serving a detention
  - being placed on an attendance card
  - suspension from school
6. **Holidays during the school year** - As extended absences seriously affect the teaching and learning process, we strongly discourage parents from taking students on holidays during the school year. However, when this is absolutely necessary, we request that students pick up and fill out an Extended Absence Form from the office and discuss the matter well in advance with their teachers. **Students must understand that they face the logical consequences of missing time in school. With extended absences, students miss important learning experiences and therefore may be unable to demonstrate sufficient understanding of the course content.**

## VISITORS

All visitors must report to the office. Visitors include people who have scheduled meetings with school staff and or for other pre-arranged educational purposes. Friends or students from other schools should not visit Guildford Park Secondary before, during, or after school, or at lunch. Please do not invite people to meet you at the school. Meet them away from school grounds.

## VISITING OTHER SCHOOLS

No students are to be on or around the property of other schools unless under the direct supervision of a teacher, or unless permission has been obtained prior to going to the school. Students who disrupt the normal operations of another school will be responsible for their actions, to the administration of Guildford Park Secondary.

## KEEPING OUR SCHOOLS SAFE: THE DISTRICT CODE OF CONDUCT

The Surrey School District is committed to providing safe and caring environments in which all learners can achieve academic excellence, personal growth, and responsible citizenship. Safe and caring school environments are free of acts of:

- Bullying, harassment, threat, and intimidation,
- Violence in any form,
- Verbal, physical, or sexual abuse/exploitation,
- Discrimination,
- Theft and vandalism.

### Safe and caring schools do not tolerate the presence of:

- Intoxicating substances,
- Weapons and explosives and
- Intruders or trespassers.

### It is expected that students will:

- Neither take part in, nor condone (provoke, encourage, or make a spectacle of) any form of violence.
- Seek to prevent violence and potentially violent situations.
- Not use, possess, or display any weapon, replica weapon or toy weapon on any school property or at any event that is organized or sponsored by a school.
- Not use, possess, or sell any intoxicating or controlled substances.
- Demonstrate, when using electronic resources, appropriate on-line conduct.
- Show respect for the property of others by refraining from theft, vandalism, graffiti, and other inappropriate behaviors.
- Abstain from smoking on school and other District property.
- Use respectful language.
- Practice academic honesty and personal.

The effective management of student discipline is a necessity to establish safe and caring environments that foster student learning needs. Prevention and intervention strategies applied at the school level and supported at the district level are essential to the foundation of a safe learning environment.

Responsibility for an effective discipline program is shared among many partners including the district, schools, students, parents/guardians, community groups, social agencies and the RCMP. The Board promotes understanding and acceptance of the interactive roles required to achieve safe and caring schools.

*Reference: Safe and Caring Schools Policy 9410 and Regulations 9410.1 and 9410.2*

[www.surreyschools.ca/Board/Policies/section9000.ht](http://www.surreyschools.ca/Board/Policies/section9000.ht)

## GUILDFORD PARK SECONDARY'S CODE OF CONDUCT

### GENERAL STATEMENT

At Guildford Park Secondary, we want students to acquire knowledge, develop skills and positive attitudes toward learning, practice social responsibility, strengthen their interpersonal skills, and respect the rights and property of others.

To this end, students are expected to demonstrate the attributes of responsible citizens by adhering to the following expectations. These expectations are in effect while under the jurisdiction of the school. This includes travelling to and from school, while at school, and/or at any school sponsored event.

I HAVE THE RIGHT:	I HAVE THE RESPONSIBILITY:
<p>To be safe and to be respected for who I am regardless of:</p> <ul style="list-style-type: none"> <li>➤ Opinions</li> <li>➤ Gender</li> <li>➤ Gender identity</li> <li>➤ Sexual Orientation</li> <li>➤ Cultural, religious, or ethnic origins</li> </ul>	<ul style="list-style-type: none"> <li>➤ to be courteous in word and action to others and to not use intimidating or hurtful language or actions</li> <li>➤ to use appropriate language</li> <li>➤ to respect the ethnic, cultural, and linguistic heritage of others</li> <li>➤ to respect all differences including gender identity</li> <li>➤ to treat others as you would like to be treated</li> <li>➤ to not take the property of others without permission</li> <li>➤ to not damage the property of the school or peers</li> <li>➤ to not deface lockers, textbooks, or other property</li> <li>➤ to use good judgment when faced with difficult decisions</li> <li>➤ to use the supports available whenever an issue arises</li> <li>➤ to solve problems with the help of the adults in the building</li> <li>➤ to use the internet to not post harmful information about students or staff</li> <li>➤ to dress in appropriate clothing that does not promote or depict images, language, or content related to drugs, alcohol, sex, violence, racism, or discrimination. It must also conform to established health &amp; safety requirements for the intended activity.</li> </ul>
<p>To learn:</p> <ul style="list-style-type: none"> <li>➤ Free of obvious distractions</li> <li>➤ In a safe environment</li> </ul>	<ul style="list-style-type: none"> <li>➤ to follow the rules of the school and the teachers</li> <li>➤ to attend each class regularly</li> <li>➤ to be on time for each class</li> <li>➤ to come prepared to learn with all materials</li> <li>➤ to have a parent/guardian contact the school when absent</li> <li>➤ to allow others to work without distraction or excessive noise</li> <li>➤ to problem-solve not escalate</li> <li>➤ to not wear hats or hoodies so that intruders are easily identified</li> </ul>
<p>To a school, community and environment that is:</p> <ul style="list-style-type: none"> <li>➤ Healthy</li> <li>➤ Safe</li> <li>➤ Positive</li> <li>➤ Clean</li> </ul>	<ul style="list-style-type: none"> <li>➤ to care for school property and equipment</li> <li>➤ to reduce, re-use and recycle</li> <li>➤ to use all disposal containers for garbage, recyclables, and compost</li> <li>➤ to report all vandalism and unsafe behavior</li> <li>➤ to not smoke on school property—tobacco, e-cigarettes, or vaporizers</li> </ul>

Violations of the Guildford Park Code of Conduct will be addressed by pre-planned, fair, progressive discipline which is intended to be preventative and restorative; and which takes into account individuality, maturity and development. These may include some or all the following:

- Teacher/student conferences
- Parental contact by teachers
- Classroom consequences
- Detentions
- Referral to counsellor
- Community Service

- Mediation
- Restorative Justice
- Referral to Vice-Principal/Principal
- Removal of School privileges/suspensions
- Assignments related to the behavior

## References:

***The Code of Conduct has been structured to align with, and adhere to the standards outlined in:***

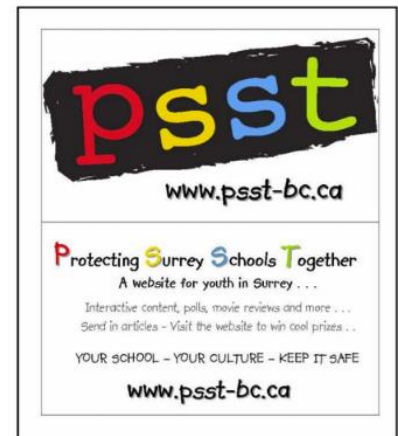
- The School Act 85 (1.1); 168 (2) (s.1); Provincial Standards Ministerial Order 276/07 (m276/07), effective October 17, 2007.
- BC Human Rights Code, as depicted in Surrey Schools Anti-Discrimination and Human Rights Policy No.10900; and Regulation No. 10900.1
- BC Ministry of Education: Safe, Caring and Orderly Schools, A Guide (November 2008) and Developing and Reviewing Code of Conduct: A Companion (August 2007), both found at <http://www.bced.gov.bc.ca/sco/>
- Surrey Schools – Safe and Caring School Handbook – policies, procedures and guidelines for schools found on <http://www.surreyschools.ca>
- Ministerial Order No.M 208: (a) a reference to each of the prohibited grounds of discrimination set out in section 7 (*discriminatory publication*) and section 8 (*discrimination in accommodation, service and facility*) of the *Human Rights Code*, RSBC 1996, c. 210;

## PROTECTING SURREY SCHOOLS TOGETHER (PSST)

[www.psst-bc.ca](http://www.psst-bc.ca)

PSST is a website hosted by the Surrey School District with support from the Surrey RCMP and Surrey Crime Prevention. The website provides:

- ◆ a respected, trusted, and confidential resource for students to share or obtain information about issues that concern them,
- ◆ an interactive forum for district students to discuss and share experiences,
- ◆ an opportunity for young writers to practice and post stories publicly,
- ◆ an avenue to promote student pride in their school and education and,
- ◆ a tool to communicate topical information to student.







# Guildford Park Secondary

## Block Schedule 2024-2025

\*Friday Schedule Rotation\*

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	*FRIDAY*
<b>Block A</b> 8:20 – 9:40 (80 mins)	<b>Block C</b> 8:20 – 9:40 (80 mins)	<b>Block B</b> 8:20 – 9:40 (80 mins)	<b>Block D</b> 8:20 – 9:40 (80 mins)	<b>ROTATE</b> 8:20 – 9:40 (80 mins)
ANNOUNCEMENTS	ANNOUNCEMENTS	ANNOUNCEMENTS	ANNOUNCEMENTS	ANNOUNCEMENTS
<b>Block B</b> 9:45 – 11:05 (80 mins)	<b>Block D</b> 9:45 – 11:05 (80 mins)	<b>Block A</b> 9:45 – 11:05 (80 mins)	<b>Block C</b> 9:45 – 11:05 (80 mins)	<b>ROTATE</b> 9:45 – 11:05 (80 mins)
LUNCH 11:05–11:45	LUNCH 11:05–11:45	LUNCH 11:05–11:45	LUNCH 11:05–11:45	LUNCH 11:05–11:45
<b>Block C</b> 11:50 – 1:10 (80 mins)	<b>Block A</b> 11:50 – 1:10 (80 mins)	<b>Block D</b> 11:50 – 1:10 (80 mins)	<b>Block B</b> 11:50 – 1:10 (80 mins)	<b>ROTATE</b> 11:50 – 1:10 (80 mins)
<b>Block D</b> 1:15 – 2:33 (78 mins)	<b>Block B</b> 1:15 – 2:33 (78 mins)	<b>Block C</b> 1:15 – 2:33 (78 mins)	<b>Block A</b> 1:15 – 2:33 (78 mins)	<b>ROTATE</b> 1:15 – 2:33 (78 mins)

Sept	6	ABCD
	13	CDAB
	20	BADC
	27	No Classes
Oct	4	DCBA
	11	ABCD
	18	CDAB
	25	No Classes
Nov	1	BADC
	8	No Classes
	15	DCBA
	22	ABCD
	29	CDAB
Dec	6	BADC
	13	DCBA
	20	ABCD
	27	Winter Break
Jan	3	Winter Break
	10	CDAB
	17	BADC
	24	DCBA
	31	ABCD
Feb	7	CDAB
	14	BADC
	21	No Classes
	28	DCBA
Mar	7	ABCD
	14	CDAB
	21	Spring Break
	28	School Closure
Apr	4	BADC
	11	DCBA
	18	No Classes
	25	ABCD
May	2	No Classes
	9	CDAB
	16	BADC
	23	DCBA
	30	ABCD
Jun	6	DDCC
	13	CDAB
	20	BADC
	27	School Closed

\*Warning Bell at 8:15 AM

Legend	
	Schools open/reopen
	Non-instructional day (no classes)
	Schools closed

Sept. 2, 2024	Labour Day
Sept. 3, 2024	Schools open
Sept. 27, 2024	Non-instructional day
Sept. 30, 2024	National Day for Truth & Reconciliation
Oct. 14, 2024	Thanksgiving Day
Oct. 25, 2024	Non-instructional day
Nov. 8, 2024	Non-instructional day
Nov. 11, 2024	Remembrance Day
Dec. 23 - Jan. 3, 2025	Winter break
Jan. 6, 2025	Schools re-open after winter break
Feb. 17, 2025	Family Day
Feb. 21, 2025	Non-instructional day
Mar. 17 - Mar. 21, 2025	Spring break
Mar. 24 - Mar. 28, 2025	School closure days
March 31, 2025	Schools re-open after spring break
April 18, 2025	Good Friday
April 21, 2025	Easter Monday
May 2, 2025	Non-instructional day
May 19, 2025	Victoria Day
May 26, 2025	Non-instructional day
June 27, 2025	Administrative day/schools close