



Student Handbook 2014-2015 Home of the Timberwolves

Mr. R. Breen

Principal

Mr. R. Killawee, Mr. B. Ranu, Mr. B. Tait

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School District No. 36 Surrey
www.surreyschools.ca

This planner belongs to:

Name: _____

Address: _____

City/Town: _____ **Province/State:** _____

Postal Code/ZIP: _____ **Phone:** _____

Student Number: _____ **Homerom:** _____

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PRINCIPAL'S MESSAGE

Welcome back returning Kwantlen Park students, a special welcome to students new to Kwantlen Park. I want to take the bulk of my message to remind you of the school's expectations for you and what we know to be the keys to success at school.

At KP, we have only three rules, they encompass everything we stand for at KP and if you follow them, you will have an excellent year. Our rules are:

Respect Yourself and Others,
Respect Learning, and
Respect our Environment

As a school we expect all students to learn at a high rate. We provide sufficient time and support for all of you to demonstrate your learning. We are focusing our learning this year in two areas.

First we are working to use clear intentional teaching and lots of formative assessment to ensure each student knows exactly what is expected of them and what they can do to improve their work

Second we are focusing on student personal responsibility. We expect each student to be responsible for their learning. This means that they use class time effectively by staying alert and focused in class. Then, at the end of each class, a notation is made to use their school agenda for homework/home study. All students should do a minimum of 30 minutes of homework/home study before every school day. The secret to learning is that there is no secret at all. Learning requires personal organization, effort, commitment and diligence. These are characteristics that define most KP students.

Our school is currently taking a look at our policy re: test absence and late or incomplete student work. We will not have infinite patience with this. Part of our mandate is to prepare you for life after school. In life there are deadlines and you must meet them. Our teachers will work with you and provide you opportunities to catch up, but these will not be forever and you always ultimately be responsible for catching up with your learning. More of this will be spoken to at the September assemblies.

The second part of our personal responsibility goal is to focus on attendance and being late. Learning starts right at the bell. Five minutes is sufficient time to get from one class to another. If the distance between two classes is too long, take two sets of books to the morning or afternoon class and go straight from one period to the other. Being late affects everyone's learning, be RESPECTFUL, be in class, ready to learn, on time. Educationally you cannot afford to miss even a single class. The only reason I want to learn that you missed a class is that you were really sick, or had medical or other appointments that could not be scheduled outside school time. Focus on being here, ready to learn, each and every day!

So, work hard, get involved and have fun. I am really looking forward to working with the staff and students at Kwantlen Park for the 2014-15 school year.

Mr. R. Breen,
Principal

The Surrey Board of Education



Back row (from left): Shawn Wilson (chairperson), Reni Masi, Terry Allen. Front row (from left): Charlene Dobie, Pam Glass, Laurae McNally, Laurie Larsen (vice-chairperson).

A message from the chairperson of the Surrey Board of Education:

Welcome to Surrey Schools for the 2014-15 school year.

Surrey is an exciting and growing school district. We are the largest school district in British Columbia and this year we expect more than 70,000 students to be enrolled here. Our student numbers have grown by more than 4.5 per cent in five years. Such popularity and growth inevitably puts pressure on the schools and services we provide.

The Surrey Board of Education continues its efforts to meet our growth challenges. In the last few years, with parent and student support, our board has successfully lobbied the B.C. government, resulting in several new school buildings opening in the last school year. Students and staff moved into the brand new Goldstone Park and Katzie elementary schools this past spring. Also, a new, larger Sunnyside Elementary opened its doors last year.

There has been expansion at the secondary level too. In April, new additions opened at Panorama Ridge and Fraser Heights, providing space for 300 and 200 more students, respectively, as well as Neighbourhood Learning Centres. However, as we continue to grow, we continue to press for more school spaces.

Growth pains aside, our students continue to perform well and improve in many performance measures within the district and against provincial averages. In one of the key measures—high school six-year completion rates (graduating within six years of entering high school)—the most recent report shows our students at an all-time high and continuing to out-perform the provincial average.

We've seen great success in several other areas over the last five years, as well, including increases in the percentage of honours graduates and a doubling in the number of scholarships and awards received by Surrey Schools students.

Our district is successful and we will continue working hard to build the best possible environment for our students to flourish.

Shawn Wilson
Chairperson, Surrey Board of Education



KWANTLEN PARK SECONDARY MISSION STATEMENT

École Kwantlen Park Secondary School is committed to nurturing a community dedicated to citizenship and learning.

Beliefs and Values:

- a. Students are responsible for their own actions and decisions.
- b. Positive self-esteem enhances students' learning and cooperation.
- c. All students have inherent abilities that can be developed and expressed.
- d. Parent and community participation is critical for student success. Parental involvement is sought through:
 - parent-teacher conferences;
 - four formal report cards and two interim report cards;
 - Parent Advisory Council meetings;
 - Monthly publications of our newsletter;
 - Regular phone communication.

SCHOOL PROGRAM

- a. Kwantlen Park is a semestered school. Students will be enrolled in 4 courses per semester.
- b. *School day*
Each day of the week has four periods beginning at 8:19 a.m. Dismissal is at 2:34 p.m. On early dismissal days school starts at 8:19 a.m. and dismissal is at 1:28 p.m. The building is normally open to students by 7:45 a.m.
- c. *School Closures*
Sometimes extreme weather conditions or other unusual circumstances can cause class cancelations at a school, or district-wide on short notice. In the event of class cancelations, Surrey Schools will post information on its website at www.surreyschools.ca and provide updates to the following radio stations:
 - CKNW (980 AM or www.cknw.com)
 - News 1130 (1130 AM or www.news1130.com)
 - CBC Radio (690 AM or www.cbc.ca/bc)
 - Red-FM (93.1 FM)
 - Radio India (1600 AM)
 - CHMB (1320 AM)



Kwantlen Park Secondary Bell Schedule

Monday to Friday	Start Time	Instructional Minutes	End Time
Period 1	8:25 AM	80	9:45 AM
Period Change	9:45 AM	5	9:50 AM
Period 2	9:50 AM	78	11:08 AM
Lunch	11:08 AM	45	11:53 AM
Period 3	11:53 AM	78	1:11 PM
Period Change	1:11 PM	5	1:16 PM
Period 4	1:16 PM	78	2:34 PM
		314 Minutes	

Periods shuffle based on the specific rotation.

First Rotation

Day 1 1 2 3 4

Day 2 2 1 4 3

Second Rotation

Day 1 3 4 1 2

Day 2 4 3 2 1

Please see the agenda calendar pages for information on the Days.
The day schedule is also listed on the TVs and the main digital board in front of the office.

EMERGENCY PROCEDURES

Students are expected to respond to the alarm promptly and follow all instructions provided by staff. A copy of emergency procedures is available in each classroom.

Earthquake

If an earthquake occurs, all students should take cover under desks or tables, face away from windows, assume the crash position on their knees, keep their heads down, clasp their hands on the back of their neck or cover their head with a book or jacket, and count aloud to 60. Students should then evacuate the school just as they would for a fire drill. If a student is in the halls or a place where there is no cover, they should move to an interior wall, cover their head and kneel down with their back to the wall.

Fire

When the fire alarm sounds, students are to proceed to the nearest exit as directed by the teacher, and evacuate the school. The last student in line should close the door. Students must stay with their class. Classes should get well clear of the building and attendance will be taken. If a student is not in class when the fire alarm sounds, they should exit the school using the closest exit, stay well clear of the school, and report to their class on the back field. If the fire alarm rings during non-instruction time (e.g. lunch), students should exit the school and report to the teacher of the last class they attended, on the back field.

False Fire Alarms

- A false fire alarm is a criminal offence. Under Section 437 of the Criminal Code of Canada, anyone who wilfully, 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.
- Any 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. Student should use the fire alarm pull stations in schools only if they see a fire in the building.

School Safety Alert System

In the event of a school lockdown/lockout, students are to report to the nearest classroom, or library, and remain there until further instruction.

School Safety Alert System

Surrey Schools has developed a School Safety Alert System to help keep students, staff and volunteers safe during a real or perceived threat. School administrators are authorized to activate a safety alert, and drills take place at schools regularly to ensure familiarity and compliance with safety protocols. Each "code" requires specific actions.

LOCKDOWN is used for situations where there is a dangerous intruder on the school grounds or in the building.

LOCKOUT is used for situations where there is concern about a dangerous individual identified in the immediate vicinity who might enter the school grounds or in the building..

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. It signals an "all clear".

GENERAL INFORMATION

TEXTBOOKS

There is no rental fee charged for use of textbooks. If a textbook is lost, a replacement can be obtained from the teacher. Students will be required to pay for lost textbooks. Refunds will be given if lost textbooks are found and returned to the office.

ANNOUNCEMENTS

Check the electronic sign board in the Main Entrance! There are P.A. announcements as well as video announcements displayed on the video monitors. Please check the monitors for important messages.

SCHOOL SUPPLIES

Standard supplies that students need include the following:

- 1 1/2 inch three ring binders
- lined loose-leaf paper
- pens (blue and red)
- pencils
- colored pencils
- ruler
- small scissors
- glue stick
- pocket dictionary
- black fine liner pen
- calculator

LOCKERS: CONDITIONS OF USE

1. Students are responsible for the locker 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. The locker is to be kept clean and food removed on a regular basis.
5. Students are responsible for cleaning and removing all material from their locker at the end of the school year or when they leave the school.
6. No illegal substances, weapons or other prohibited or offensive material may be placed in school lockers.
7. 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.
8. Permission to use the locker may be terminated when a student does not comply with the conditions of use or school policies or rules.

COVER YOUR LOSSES!

The Surrey School District will not accept responsibility for loss, damage or theft of any student-owned property, including, but not limited to clothing, school supplies, equipment, electronics (eg. Cell phones, ipods, cameras, iPads, notebook, tablet and laptop computers), 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.

Every year a few students have lost items of value. To prevent this, the following suggestions are made:

- a. Use a lock provided by the school.
- b. Keep your locker combination secret.
- c. Lock your bicycle to the bicycle stand.
- d. Please do not bring anything of significant value to school, *i.e.* *iPods, Personal Play Station, Cell Phones.*
- e. Purchase a separate lock for your PE locker.

**Adapted from Surrey School District Board Policy 5809

INTERNET ACCESS / TECHNOLOGY USE POLICY

At Kwantlen Park Secondary School we believe that students benefit from using computer technology for school purposes. The benefits to educators and students from the Internet far exceed any disadvantages of access. However, students and parents must familiarize themselves with the Surrey School District Technology Access and Use Policy.

Technology Access and Use

Staff and students using technology resources are expected to do so in a responsible, ethical manner consistent with the school district's policy. Misuse of district technology resources will lead to suspension of user's privileges and may lead to disciplinary action and possible legal action. District Regulation 5780.1 states that: "district technology services shall not be used for illegal, obscene or inappropriate purposes, or in support of such activities." Inappropriate use of technology services includes, but is not limited to:

- Transmission of materials in violation of Canadian law
- Transmission, storage, or duplication of pornographic material
- Transmission or posting of threatening, abusive or obscene material
- Participation in pyramid or chain mail
- Harassment of others
- Attempts at unauthorized access to data, servers, or external services
- Attempts to vandalize district or external systems, including attempts to destroy data of another user, via virus or other means
- Use of another user's account or resources
- Use of abusive, profane, obscene, or other inappropriate language
- Re-posting personal mail without permission of the author
- Sharing of passwords with others
- Distributing or using another person's technology resources
- Revealing another person's personal address, phone number, picture, or other data without personal or parental consent, as appropriate
- Use of district technology for purposes not related to the individual's position in the district.

Communication Devices

Communication devices (e.g. cellular phones, pagers, headphones, iPods, etc.) must be used during class time only with teacher permission. Personal electronics are never permitted in exam situations. Some examples of inappropriate use of technology are:

- talking or text messaging during class
- taking photos of students/teachers without knowledge or consent

Teachers may confiscate any inappropriately used electronic devices.

Kwantlen Park Secondary General Fees 2014/15

Parents and students are advised of the following general fees and workbook pricing for the 2013/14 school year. The school will provide the essential 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 such as paper, writing tools, calculators, notebooks, gym attire and musical instruments. Workbooks may be provided to students on loan or they may be purchased outright.

Some courses such as textiles and woodwork provide students with the option of using different or better quality materials which they may bring from home or purchase from the school at cost. Some courses offer optional certifications or external examinations for which there are charges. If you wish to discuss the implications that these charges may have on your son or daughter, please contact your child's Vice Principal @ 604-588-6934.

Schedule of Fees/Pricing

Student Activity (includes Agenda, Student Council & Extra Curricular Activities) Payable in September Gr 8 - 11			\$20.00
Grad Fee – Gr 12 – Payable in September (total \$55)			\$35.00
Yearbook – Will be \$50.00 after Winter Break			\$45.00
Grad Gown (refundable deposit-payable in January)			\$50.00
Inter-A – Group Field Experience			\$10.00
Inter-A – Supplies (optional)			\$30.00
Athletic Fee			
Major Sport	Basketball		\$60.00
Mid Sport	Soccer	Volleyball	\$40.00
Minor Sport	Cross Country	Aquatics	\$20.00
*Maximum Athletic Fees - \$100.00 per year			

Spanish (optional workbook) Grades 9-11	\$20.00
Accounting (optional workbook) Grades 11-12	\$22.00
French 11/12 (optional workbook)	\$ 10.00
Graphing Calculator (refundable deposit for Pre-Calc. 11-12)	\$50.00
PE 11/12 – Optional charge for Field Trips	\$50.00
Superfit 11/12 - Optional Charge for Field Trips	\$50.00

ACADEMIC INFORMATION REPORTING PROCEDURES



Formal reports to parents are issued four times during the school year. In addition to these formal reports, teachers may issue Interim Reports at any time. Kwantlen Park Secondary uses the following prescribed provincial grading system:

Term Reports	Percent %	G.P.A. (Grade Point Average)	Final Reports
A = Excellent	86 - 100	A = 4.0	A = Excellent
B = Very Good	73 - 85	B = 3.0	B = Very Good
C+ = Good	67 - 72	C+ = 2.5	C+ = Good
C = Satisfactory	60 - 66	C = 2.0	C = Satisfactory
F = Fail	0 - 49	F = 0	F = Fail

- I** = In progress or incomplete. The student is not demonstrating minimally acceptable performance.
- W** = Withdrawal
- SG** = Standing Granted - Although completion of normal requirements is not possible, a sufficient level of performance has been attained to warrant, consistent with the best interests of the student, the granting of standing for the course.
- TS** = Transfer Standing -Credit granted for a course taken elsewhere.
- W** = Withdrawal

PROMOTION POLICY

All students will be provided with every opportunity to be successful at Kwantlen Park. Grade placement will be made on an individual basis following consideration of:

- multiple measures of achievement
- readiness and age
- prospects for successfully meeting requirements of the next level

There will be consultation between teachers, administration, parents and students.

- a. In most instances if a required subject is failed it must be repeated (i.e. English, Mathematics, Physical Education, Social Studies, and Science.)
- b. The student may be recommended for summer school to obtain final credit for a subject or subjects, which have been failed, but only on the recommendation of the teacher.

HONOUR ROLL

For every report card an honour roll is computed. The honour roll is presented in a school display and in parent newsletters. To be included in the honour roll a student must obtain a Grade Point Average of at least a 3.0 (B) based on the average of all subjects (minimum of 3

courses). To be eligible a student must obtain at least a 3.0 GPA during each reporting period.

WORK HABITS RUBRIC

G	S	N
Consistently focussed	Routinely focussed	Often distracted
Self-disciplined	Generally self-disciplined	Poor work ethic
Able to work independently and /or cooperatively	May require some guidance	Frequently needs reminding
Organized, punctual and prepared	Works to maintain organization	Unorganized
Consistently completes homework	Punctual and prepared	Pattern of being late and/or unprepared
Contacts the school and/or a friend for material when absent. Is prepared and up to date upon return to classes	Homework is completed on a regular basis. Catches up from absences	Homework completion is inconsistent. Does not take responsibility to complete work
Active listener	Working towards active listening	Passive listener and frequently inattentive
Models good classroom behaviour	Usually models appropriate behaviour	Often expresses inappropriate behaviour
Respectful of all individuals	Respectful of all individuals	Pattern of disrespect
Effective and efficient use of time	Working towards effective and efficient use of time	Frequently disengaged and unproductive
Constantly aware of surroundings and potential hazards	Constantly aware of surroundings and potential hazards	Does not show constant awareness of surroundings and potential hazards
Adheres to strict use of safety equipment and procedures	Appropriate use of safety equipment and procedures	Needs reminders of safety procedures
Follows procedures regarding preparation, instructions and clean up.	Follows procedures regarding preparation, instructions and clean up.	Ineffectively follows procedures regarding preparation, instructions and clean up.
Always uses equipment carefully and appropriately	Always uses equipment carefully and appropriately	Does not always use equipment carefully and appropriately

SUPER "G"

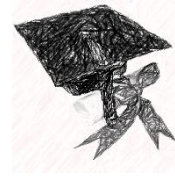
The "Super G" shall be given to students who earn a "G" in all courses in which they are registered for each reporting period. All "Super G" students will be given a certificate of recognition to celebrate their achievement. This happens once each semester.

AWARDS

In its effort to encourage excellence in many areas, Kwantlen Park wishes to recognize outstanding performances through the annual presentations of awards. Outstanding performances are recognized in the areas of Scholarship, Athletics, Citizenship and Service.

- a. **Scholastic Awards**
Presented annually to those students who qualify for the honour roll three times during the year. In order to achieve honour roll standing, a student will have a final grade point average of 3.0 or better. An "F" makes students ineligible for the honour roll.
- b. **Special Achievement Awards**
Presented by various departments to those students whose achievements have been outstanding in particular subject areas.
- c. **Service Awards**
Presented annually to those students who have made a major service contribution to the school. School service log sheets are available in the career center.
- d. **Athletic Awards**
Presented annually to the outstanding male and female athlete in each grade, and to the most outstanding performers on each of the school teams.
- e. **Major Awards**
Outstanding Academic Student – presented to the top academic student in each grade. Grades 8-11 the calculation of the student's top percentage in English, Socials, Math, and Science. Grade 12's are calculated on their top four course including English, Math, and Sciences.
Outstanding Athletes – presented to the top male and female athletes in the school.
Citizenship Award – presented annually to the student who demonstrates exemplary citizenship and whose service contribution to the school has been particularly outstanding.
Overall Top Student Award – presented to one student in each grade who has shown excellence in service, academics and athletics.

GRADUATION REQUIREMENTS



Become familiar with requirements for graduation as they will influence your program planning decisions over the next few years.

Overview (Starting in Grade 10)

- A Minimum of 80 credits in Grades 10 – 12
- Equivalent to 20 4-credit courses, *****Note: Currently, all courses offered are 4 credits*****

Grade 10 Requirements

Language Arts 10 (English 10)	4 credits
Social Studies 10	4 credits
Science 10	4 credits
A Math 10	4 credits
Physical Education 10	4 credits
Planning 10	4 credits
2 Elective Courses	8 credits

Grade 11 & 12 Requirements

Language Arts 11	4 credits
<i>(English or Communications)</i>	
Social Studies 11	4 credits
<i>(or Canadian Civics 11 or B.C. First Nations Studies 12)</i>	
Language Arts 12	4 credits
<i>(English or Communications)</i>	
A Science 11	4 credits
A Mathematics 11	4 credits
Grad Transitions	4 credits
6 Elective Courses	24 credits

Minimum Required Total 80 Credits

(A minimum of 4 of these courses must be at the Grade 12 level and 1 course must be a Fine Art or Applied Skill)

NOTE: Admission to post secondary education will require specific courses in your grad program. Please confirm with the specific institution that you meet their entrance requirements.

Study Blocks

Students must submit an application for a study block in June and the first week of September. Please review the study block criteria on the applications available in the counseling office. Study blocks are for studying. All students with study blocks may study in the Library, Den or off school campus. **Students are not to wander the halls, socialize or disrupt classes during their study blocks.**

COMMENCEMENT CRITERIA

Students who have met the graduation criteria, but are four credits short will be able to “walk the stage” at commencement. Students who are more than four credits short and do not meet the criteria will not be participating in commencement or attending the Grad Dinner and Dance but will be permitted to attend as an approved guest of a graduating student.

Graduation Information from Ministry of Education

<http://www.bced.gov.bc.ca/graduation/docs/bc-dogwood-planner13-14-Eng.pdf>

An annual document published in January for students in Grade 12. The BC Dogwood Planner is a companion document of the Grad Planner

http://www.bced.gov.bc.ca/graduation/grad_certificate.htm

This document works in addressing the top questions from students in their graduation year.

SCHOLARSHIPS

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 center in the district are eligible. The application deadline for the Partners36 scholarship program is on or before April 15 of the current school year. Completed applications should be submitted to the scholarship contact in your school.

Application forms and details about the Partners36 scholarship program are available online. Visit www.surreyschools.ca and type “scholarships” into the search engine.

Provincial scholarships and awards

Grade 12 students completing secondary school may be eligible for scholarships and awards from the Ministry of Education. These include Dogwood District/Authority Scholarship Program, Grade 12 Graduation Program Examinations Scholarship Program. Monies can be used to assist in tuition for attendance at designated post-secondary institutions. Information about provincial scholarships and awards is available on the Ministry of Education website www.bced.gov.bc.ca/awards

TRANSCRIPTS

What is a transcript?

A transcript is the official document that indicates:

- ◆ successful completion of Grade 11 and Grade 12 courses;
- ◆ course achievement levels (with the exception of I, F & W);
- ◆ program participation (e.g. Career Preparation);
- ◆ whether a student has completed graduation requirements; and
- ◆ honours Standing, if the student has a Grade Point Average (GPA) greater than 3.0 (a better than B average).

When are transcripts sent to students?

The Ministry of Education sends transcripts to all Grade 12 students at the end of July, regardless of graduation status. Schools also receive an official printed copy. Electronic copies are sent to post-secondary institutions if requested by the student.

Transcript responsibilities of the Surrey School District

Even though the ministry provides a transcript service, school districts are the official holders of student records. Copies of ministry-produced transcripts must be maintained by the school district for 55 years after a student graduates (or normally would have graduated) as a part of the students' Permanent Record. Schools or the district may issue transcripts upon request, and are authorized to correct errors or omissions.

Obtaining copies of a transcript or permanent record card

- ◆ Students who are still in Grade 12 may obtain copies of their transcript from their school.
- ◆ Former students who graduated/attended in the last five years can obtain copies from the last school they attended or were registered at.
- ◆ Former students who graduated/attended more than five years ago should contact the Surrey Schools' Records Centre at 604-595-5314.

The service fee is \$10 for the first official copy and \$5 for subsequent copies. Tax is included in the fee.

All requests must include the student's full legal name (maiden name if applicable), birth date, the last school registered at, authorization and current contact information. All copies are officially certified and sealed.

STUDENT RESPONSIBILITIES

Kwantlen Park Secondary School Code of Conduct 2014-2015

Kwantlen Park Secondary School's Code of Conduct is designed to provide guidelines for appropriate student behaviour while under the jurisdiction of the school, while at any school-sponsored function or where engaging in the activity will have 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.

Conduct Expectations

Expectations for students at Kwantlen Park Secondary are based upon three expectations. We, at Kwantlen Park Secondary, follow the code:

- **Respect Yourself & Others**
- **Respect the Environment**
- **Respect Learning**

Acceptable conduct is demonstrated by:

Respecting oneself, others and the school's facility and grounds

- Engaging in responsible behaviour in all learning and school activities (*attend classes regularly, be seated in your seat by the second bell, be prepared for class, complete all assignments, and use good manners and good common sense*)
- Modeling respectful and responsible behaviour to their peers and younger students, in the community and while acting as school ambassadors
- Conducting oneself in a manner which in no way compromises the safety or well being of others

Safe & Caring School Environments:

Are Free From Acts Of

- bullying, cyber-bullying, harassment, threat, intimidation
- violence in any form
- abuse in any form
- discrimination in any form
- theft
- vandalism
- retribution against a person who has reported incidents

Do Not Tolerate the Presence Of

- Intoxicating or banned substances (including drugs/alcohol)
- Weapons or replica weapons and explosives

- Intruders or trespassers (All visitors to the school must first report to the office)
- Tobacco or tobacco related products (e-cigarettes, vapourizers, etc.)

Or Misuse Of

Cyberspace/Cell Phones/Electronic Devices/Computers - students are to be aware that they may be subject to discipline (or, if applicable, confiscation of personal property) for misuse of technology if it negatively impacts on the school environment

Forms of unacceptable conduct cited above are only some examples and not an all-inclusive list.

Consequences

Consequences will be applied to unacceptable conduct in accordance with Surrey School District Safe & Caring Schools Reg. 9410.2 Disciplinary Guide found in the student agenda. Progressive discipline methods based on the severity and the frequency of the behaviour and age of the student, will be implemented to alter the inappropriate and/or unsafe behaviour.

See pages 34-39 for District Progressive Discipline Policy

Notification

As circumstances warrant, administrators have a responsibility to advise other parties following an incident:

- Parents/guardians of the student offender(s)
- Parents/guardians of the student victim(s)
- Surrey School Board officials will be contacted as required by School District Policy, (i.e. Level I, II and III suspensions)
- Police and other agencies as required by law
- School staff and school community as deemed appropriate by the school administration and/or District administration

Kwantlen Park Secondary School 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, effective October 17, 2007
B.C. Human Rights Code, as depicted in School District No. 36 (Surrey) Anti-Discrimination & Human Rights Policy No. 10900 and Regulation No. 10900.1
 B.C. Ministry of Education: *Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007)*, both found at <http://www.bced.gov.bc.ca/sco/>
 Surrey School District Safe & Caring Schools Policy 9410, Reg. 9410.1 and Disciplinary Guide 9410.2, found on the District website at <http://www.sd36.bc.ca/Board/Policies/>

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/MSN 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 counselor, school counselor 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 treat;
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.

Can I refuse to participate in a threat assessment process?

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the threat maker or parent/guardian, the threat assessment process will continue in order to promote a safe and caring learning environment.

PROTECTING SURREY SCHOOLS TOGETHER (PSST)

PSST is a website hosted by Surrey Schools 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 students.

Visit the PSST website at www.psst-bc.ca



Tobacco-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, changes to BC's Tobacco Control Act, effective Sept 2, 2007, make it illegal to use tobacco on school property. This includes smoking, using tobacco, including chewing tobacco, using e-cigarettes and/or vaporizers and holding lighted tobacco.

Ban in effect at all times: The law makes tobacco use on school property illegal both during and outside of regular classroom hours. The law applies to everyone: Students, staff, parents and the general public (including groups that rent school facilities outside of school hours) are affected.

All school district facilities are included in the ban: Tobacco use is not permitted on any part of a property that is owned, leased or operated by a school board, or any property that is used for the purpose of delivering educational programs.

All district employees are responsible for ensuring the law and board policy are followed – in the best interest of everyone's health.

CONSEQUENCES FOR MISBEHAVIOUR

The Progressive Discipline Policy on pages 34-39 serves as a guideline to help determine consequences for student misbehaviour.

An after school detention assigned by the Principal or Vice Principals will occur on Tuesday or Thursday after school starting at 3:00 pm in room D203. Failure to attend the assigned detention or a repeat of the offence may result in a suspension. After school detentions will be 90 minutes in length. They will be supervised by Kwantlen Park Staff. Students are expected to bring homework or review material in order to support their academic success.

ATTENDANCE

Regular school attendance is a major factor contributing to student success in school. We expect that students enrolled at Kwantlen Park Secondary will attend school regularly and arrive to class on time. Parents are asked to contact the school to report all student absences. Irregular attendance may result in dismissal.

- a. **Absences**
Parents/Guardians are asked to contact the school to report all student absences. If students are only going to be away for part of the day, a parental note is required upon returning to the school.
- b. **Truancy**
Truancy is defined as “absence from class or school without a valid reason”. A student who is found to be truant will be given a 90 Minute School detention and may be suspended from school.
- c. **Tardiness**
Students are expected to be at school and in class on time. It is the student’s responsibility to be punctual for all classes. A parental note (which will be retained for future reference) is required for all lates.
- d. **Early Dismissal For the Day**
Students who must leave school early must sign-out at the office. We expect students signing out to provide the office with a parent/guardian’s written permission for early dismissal. In cases where written permission is not provided, the office staff will contact parents to obtain verbal permission from the parent/guardian. **NEVER LEAVE THE SCHOOL PREMISES DURING CLASS TIME WITHOUT FIRST NOTIFYING THE OFFICE. TO DO SO IS TRUANCY.**

INTELLECTUAL HONESTY

Both plagiarism and cheating are fundamentally dishonest and unethical and violate the value of learning and the integrity of the community of learners at Kwantlen Park Secondary School. Students at Kwantlen Park are responsible for having the knowledge and skills to avoid plagiarizing or cheating while completing work. The responsibilities of the student include:

- providing documentary evidence that they have completed each step of the research process
- using appropriate procedures for citing and documenting resources
- demonstrating understanding and application of the ethical basis for providing appropriate documentation of sources of information

PLAGIARISM

"The unacknowledged use of another person's work (written, electronic, or visual and the presentation of that work, in whole or in part as one's own) or assisting in the act of plagiarism by allowing one's work to be used in this fashion."

Cheating is:

"The deliberate use of another person's work (written, electronic, or visual), and the presentation of that work in whole or in part, as one's own with an intent to deceive, or assisting in the act of plagiarism by allowing one's work to be used in this fashion."

Both plagiarism and cheating are considered to be serious breaches of conduct at Kwantlen Park Secondary School. As such, they will be treated as discipline issues with serious consequences.

INTRUDERS

All visitors are required to report to the office. Visitors with an important purpose are always welcome in our school. Intruders who arrive with no particular purpose in mind, however, are not welcome and are asked to leave. Do not invite people to visit you here. Meet them away from the school. Being an intruder at another school may result in suspension. Sec 177 is an act created to give administration the authority to direct intruders off school district property.

SKATEBOARDS

In the interest of safety, please leave skateboards at home. Skateboarding is not permitted on school grounds.

DRESS REGULATIONS

Staff and students at Kwantlen Park believe maintaining a respectful, business-like atmosphere is important to academic achievement and citizenship. Clothing is expected to be appropriate to a working and learning environment.

The students at Kwantlen Park understand that the school's dress code is not meant to stifle freedom of expression, but to foster a supportive, respectful learning community in which each student's self-esteem is reflected in their behaviour, growth, and achievement. Students must wear clean, tasteful clothing and refrain from wearing inappropriate attire including drug and alcohol logos, sexually suggestive designs, profanity, weapons or violent images. Clothing must cover underwear, cleavage, bottoms and midriffs. Dress should not be distracting or offensive. Students wearing inappropriate dress will be asked to cover up, change, or go home to change.

Kwantlen Park is a HATS OFF school.

LITTER

It is everyone's responsibility to keep the building, grounds, and the community free of litter. Garbage containers will be provided for you. If you purchase items from food outlets in the neighborhood, please

dispose of wrappers etc. in our school garbage containers. It is important to respect our neighbors' property by keeping it litter-free.

Please remember to re-cycle!

SCHOOL FUNCTIONS

When you attend a school function, even when it is away from the school, you are expected to demonstrate the responsible behavior that is characteristic of a mature young adult and adhere to the school code of conduct. School functions include all activities sponsored by the school.

SCHOOL DANCES

Students who wish to attend a Kwantlen Park sponsored dance must observe the following school protocols:

1. School dances are for Kwantlen Park students only. No guests.
2. Student I.D. card will be required at the door.
3. Students involved with alcohol or drugs before or during the dance will be dealt with as follows:
 - a) Parents will be telephoned immediately and requested to pick up the offending student.
 - b) The student will be suspended from school.
 - c) The RCMP may be notified.
 - d) The privilege to attend other school functions may be denied.
4. If a student leaves the dance, he/she will not be allowed to re-enter.
5. A student under suspension will not be admitted.
6. Students' jackets, purses and/or backpacks will be inspected and checked into a secure coat-check.

ASSEMBLIES

Assemblies require everyone to conduct themselves in an orderly manner, and extend the utmost courtesy to students, staff, and visitors speaking at the assemblies. Classes are called to the venue and escorted by their teachers. Students sit with their teacher and class during the assembly.

HALLWAY TRAFFIC

Students in the hallways during class time can be expected to justify their absence from class. ***Student agendas signed by the teacher must be used as hall passes!***

During non-instructional time, students should not gather in large groups in the middle of the hallways. This creates a traffic flow problem. As you will learn later in life, as a driver, please pull over if you encounter any problems.

VACATIONS DURING SCHOOL TIME

The school is not in a position to grant or deny permission to any student to miss school for an extended holiday period. That decision is the responsibility of parents.

Extended absences seriously affect the teaching, learning, and evaluation process. We strongly discourage parents from taking students on holidays during the school term. However, when this is absolutely necessary, parents should discuss the matter in advance with the school administration and the subject teacher(s). The primary responsibility of teachers is to the students attending classes. In most cases, it is difficult for teachers to provide meaningful work for students on vacation. Please plan accordingly.

BEFORE YOU PLAN YOUR TRIP

When planning an extended absence for vacation please contact the school *before finalizing* your trip. This allows you to discuss dates and the impact of the absence for your child. Please consider the following:

1. School District policy states that schools may hold a student's space in a classroom for **up to 25 consecutive school days**. Students who are absent for more than 25 consecutive school days risk losing their space if it is required for new students. The school may deregister your child if the space is required for a new student.
2. Your child's academic progress *may be affected by a lengthy absence*.
3. Scheduling the trip to overlap with a school holiday, e.g. Spring Break, would lessen the number of school days your child will miss.
4. Upon return from your trip support programs such as LST, Early Success, or Soar To Success may not be available, and your child may have to wait for an available space to return to the program.
5. Upon your return your child may need you to spend extra time each day with him/her to help catch up.
6. The school will not provide ongoing homework for your child during your absence. The school will make suggestions regarding your child's educational opportunities and activities during your absence.

RESOURCES

COUNSELLING SERVICES

Students are assigned to their counsellors by the first letter of their legal surname.

Ms. H. Paul	A – D
Ms. J. Ivey	E - L
Ms. C. Black	M - R
Ms. N. Arends	S - Z

Counselling Services at Kwantlen Park are designed as a personal service for students and also as an advisory service and resource for staff and parents. The counsellors will assist students in planning their programs, coordinating post-secondary education, and resolving personal issues with friends, school, family and self.

Counsellors are available to students, staff, and parents on an appointment or emergency drop in basis. Appointments can be made in the appointment book in the Counselling Centre. Students are expected to follow the Counselling Centre's protocol when making appointments.

In addition to personal, educational, and career counseling, the counsellors will provide appropriate referrals to school, district and community services.

Kwantlen Park counsellors have Masters Degrees in Counselling and, therefore, follow the legal and ethical guidelines set out by The British Columbia School Counsellors Association (BCSCA), a Professional Specialist Association that is encouraged and supported by the B.C. Teachers' Federation.

For additional help with personal counseling issues or questions, please refer to <http://www.mindcheck.ca/>

YOUTH CARE WORKERS, SPECIAL EDUCATION ASSISTANTS, COMMUNITY RESOURCE WORKERS

These professionals offer academic and social support and offer many resources for students and their families. These staff members work collaboratively with teachers, counseling staff and administration.

PARENTAL INTERVIEWS

Parents are encouraged to make contact with the school at any time regarding their child's progress. Conferences or meetings may be arranged through parent, teacher or counsellor (see calendar for pre-scheduled times). Staff can be contacted by calling the office and leaving a voicemail message.

LEARNING SUPPORT PROGRAM

Some students require additional support in order to be successful in school. These students receive a variety of services depending upon their need. A teacher or a counsellor may refer a student for support. All students are welcome to attend the after school "**Homework Club**" if they need help completing their homework. For further information about the support available, please speak with your counsellor.

LIBRARY / LEARNING COMMONS

The Learning Commons, with all its books and audio-visual material, plays a central and important role in the development of concepts and learning skills at Kwantlen Park. Library regulations are carefully explained by the teacher/librarian and should be followed with care. Your student card is used to sign out material from the library.

CAREER EDUCATION

Calendars, brochures and pamphlets are available in the Career Centre to assist students with career and post-secondary education information.

TELEPHONE

The school telephones are business telephones that are in constant demand. Pay phones are available for student use during non-instructional time. There is a free student phone located across from the main office.

OFFICE AREA

The general office area contains the offices of the Principal, the Vice-Principals and the working areas of our office clerks. The medical room is located in the office. Please direct inquiries to the office clerk at the front window.

MEDICAL ROOM/STUDENT ILLNESS

A student who feels ill while at school is asked to report to the office. The office staff will ensure that parents are contacted in cases where a student needs to be sent home or to the hospital. Accidents and emergencies should be referred to the office immediately.

LOST AND FOUND

Our "Lost and Found" is located under the stairs in the Den. Any valuable items will be kept in the office. Any questions you may have should be directed to the office clerk at the office window.

GYM / THEATRE / CLASSROOMS / WEIGHT ROOM

Students may only use school facilities when a teacher is present to supervise the students.

FIELD TRIPS

Field Trips offer educational experiences that enrich and enhance activities in the classroom. If a scheduled field trip requires a student to miss other classes, it is the ***student's responsibility*** to obtain the permission of all the subject teachers whose classes will be missed. Field trips are a privilege to attend not a right, student participation on any field trip will depend on behaviour, attendance and academic history. Students must abide by all school rules while on field trips.

To prepare for School and Provincial Exams there will be no field trips granted 2 weeks prior to the end of semester one and two.

CLUBS

Various clubs are available for students to join. Kwantlen Park students will be able to participate in a variety of clubs depending on the interest shown by the students and the availability of teacher sponsors. Throughout the year there will be announcements to inform students of the clubs that are starting up and of the activities that each will pursue.

Students are encouraged to get involved. Students will be able to select from a variety of clubs including:

Global Awareness, Games Club, Book Club, Cooking Club, Student Council, Buddy Youth Program, English Creative Writing Club, Chess Nuts Club, Math Club, Entrepreneurship and Junior Achievement Canada Club, Robotics, Physics and Technology Club, Spelling Bee Club, Glee Club.

ATHLETICS

Kwantlen Park has a comprehensive athletic program involving many students and staff. Both individual and team sports are included in the program. The following is a list of potential school teams for the coming year:

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
<i>Soccer (Boys)</i>	<i>Basketball</i>	<i>Soccer (Girls)</i>
<i>Volleyball</i>	<i>Hockey</i>	<i>Rugby</i>
<i>Cross Country</i>	<i>Badminton</i>	<i>Track & Field</i>
<i>Aquatics</i>	<i>Curling</i>	<i>Ultimate</i>
	<i>Wrestling</i>	

All students are encouraged to try out for the school teams. Information regarding try-outs and practice times will be provided throughout the year.

STUDENT ATHLETE CODE OF CONDUCT

Our school Code of Conduct and Rules are applicable to members of our athletic teams at all times. In accepting the terms of team membership, players are expected to obey all reasonable directions of the coach or sponsor teacher. Players will exemplify the true spirit of fair play towards all officials, opponents, spectators and team mates.

STUDENT COUNCIL

The Student Council is a group of representatives of the student body. All students are welcome to participate in Student Council activities.

Committees will be organized by Student Council to help with Dances, Clubs, etc. Students seeking to participate in Student Council activities or initiatives, are expected to be respectful, responsible and cooperative.

The major purposes of the council are as follows:

- a. To promote school spirit
- b. To inform the school community of student concerns.
- c. To plan and organize student activities
- d. To encourage student citizenship
- e. To liaise with school administration.

CAFETERIA

Food is available in the morning and at lunchtime in the cafeteria. Students may NOT purchase food from the cafeteria during class time. If you plan to eat in the cafeteria, please be tidy and place your garbage in the trash receptacles.

SCHOOL/DISTRICT PROGRAMS

Kwantlen Park has the following programs to assist in meeting the individual needs of students. Some programs are district programs which are sponsored by the Surrey School District and which draw students from all over the district.

CONNECTIONS PROGRAM

The Kwantlen Park Secondary Connections Program is an academically oriented program designed specifically to reintegrate students into the regular school setting. This program is for 13 – 15 year old students who have previously experienced difficulties functioning in a regular school program.

Students who achieve satisfactory academic and behavioural standards in this program re-enter the regular school program.

ENGLISH LANGUAGE LEARNER

The major objective of the E.L.L. Program is to help each student function within their peer group and school. The goals are to develop the student's understanding of English vocabulary, structure, and Canadian customs. Each student is assessed when entering and before leaving the E.L.L. class. Regular conferences between the E.L.L. teacher, students, parents, and academic teachers are held.

FRENCH IMMERSION

The overall goal of the French Immersion Program is to make it possible for parents to have a choice of either official Canadian language as the language of instruction for their children. The more immediate goal is to provide students who enter the Immersion Program with instrumental bilingualism by the time they graduate from grade 12. The content of an immersion course parallels the content of the regular course in that subject, except for Francais where, as might be expected, the level of French Language instruction is much higher than in regular French courses. Evaluation in each of the courses will be similar to that of the regular programs, with additional emphasis on language acquisition. Written work counts for approximately 60% of the final grade and oral work for approximately 40%.

INTEGRATED ACADEMIC PROGRAM (INTER-A)

Inter-A is a cross graded (grades 7 – 12), continuous program that features peer tutors and cooperative groups skills. Students are guided to use cooperation, inquiry, organization and reasoning skills to conduct research in a variety of discipline areas (Fine Arts, Sciences, Humanities, Cooperative Education, Business Education) using an integrated approach. Students are able to complete senior coursework with emphasis on work experience and cooperative education.

LEARNING SUPPORT TEAM

The Learning Support Team offers educational support for those students experiencing learning difficulties in one or more subjects. The goal is to correct specific problems and to support and help maintain the student in his/her regular classes. Educational support will be carried out within the student's regular classes whenever possible.

HOMEWORK CLUB

Homework Club is held every Monday through Thursday after school. All students are welcome to attend. This is an excellent time for students to receive extra academic support from teachers to become more successful, organized, and complete assignments. Homework Club is held in Room D202, from 2:45 – 4:00 pm. Students are encouraged to drop in throughout the year.

MATH TUTORIAL INFORMATION

Open Tuesday to Friday, Room D208, 3-4pm

Tuesday	Wednesday	Thursday	Friday
Tutorial to be used by students who would like to: <ul style="list-style-type: none">• clarify concepts• work on current homework• review for chapter tests or quizzes			Tutorial to be used by students who need to: <ul style="list-style-type: none">• write missed tests or quizzes• complete late work

Please bring all of your supplies to math tutorials eg. pencil, calculator, eraser, and textbook. Desk dividers will be used while you are in Friday's math tutorial. Electronic devices such as Ipods, MP3 players or cellular telephones are prohibited. Remember that the math tutorial seating capacity is 30 people, so please plan ahead.

PEER TUTORING PROGRAM

KP offers a credit elective course in Peer Tutoring. This program is designed to provide capable students with an opportunity to be involved in assisting others in developing organizational and interpersonal skills, and in consolidating their own learned skills. Tutors will work under the supervision of the Learning Assistance Teacher. Training sessions to prepare students are conducted by the teacher in the beginning of the school year before students are assigned tutor placement.

Skills developed are:

- an understanding of others;
- patience (through counselling and modeling);
- communication skills (practice in clarity, clarification skills and perception checks);
- acceptance and giving of constructive criticism; and
- recognition and tolerance of individual differences.

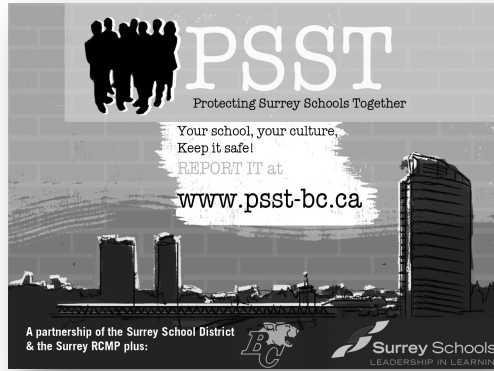
SURREY TEEN RESOURCE LIST

Aids Vancouver	604-687-2437
Alcohol & Drug Line (24 hour)	604-660-9382
B.C. Transit (info line)	604-521-0400
Crisis Pregnancy Centre	604-596-3611
Crisis & Suicide Line	604-951-8855
Dial a Dietician	604-732-9191
Eating Disorders Program	604-592-3706
Healthiest Babies Possible	604-583-1017
Kids Helpline	1-800-668-6868
Legal Aid	604-631-0566
Ministry of Children & Families	604-501-3237
Multilingual Youth Info Line	604-572-4060
Nobody's Perfect Parenting Program	604-583-3852
Planned Parenthood	604-731-4252
Positively Pregnant Prenatal Classes	604-587-7900
Rape Crisis Line (24 hour)	604-255-6344
Reconnect Youth	604-538-5060
STD Clinic	604-587-7900
STD Provincial Clinic	604-660-6161
South Asian Line	604-596-4357
Teen Clinic	604-585-5999
Youth Against Violence Line	1-800-680-4264
Youth Gang Line	604-775-4264
Provincial Pride Line	1-800-566-1170

YOUTH CENTRES

Cloverdale	604-502-6420
Guildford	604-502-6061
Newton	604-501-5533
North Surrey	604-502-6370
South Surrey	604-502-6240

Protecting Surrey Schools Together (PSST)



PSST is a website hosted by Surrey Schools 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 practise and post stories publicly;
- ◆ an avenue to promote student pride in their school and education; and
- ◆ a tool to communicate topical information to students.

Visit the PSST website at www.psst-bc.ca.

Resources for students

The Surrey Schools website provides great resources for students on a variety of topics. There are many links to some of the most requested student information, including:

- **Summer school registration**
- **Homework assistance:**
 - Online databases
 - eBooks
 - Video streaming
- **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
 - Career information

Visit the Surrey Schools website at www.surreyschools.ca

DISTRICT PROGRESSIVE DISCIPLINE POLICY
***This policy serves as a guideline to help determine consequences for student misbehavior**

INFRACTION	TERM	DEFINITION	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE	5 TH OFFENCE
Truancy	Semester System	Absence from class(es) without reason or permission. Leaving Campus without checking out. Cumulative each semester	Student meets with teacher, completes make-up time and assignment(s). Expectations are reviewed. Parents are contacted.	Teacher submits an office referral after confirming truancy. Student meets with A.O. and may be assigned an in-school suspension and may be on an attendance contract. Expectations are reviewed. Parents are contacted.	Teacher Submits an office referral after confirming truancy. Student meets with A.O. and may be assigned an in-school suspension and may be on an attendance contract. Expectations are reviewed. Parents are contacted.	Teacher submits an office referral after confirming truancy. In or out-of-school suspension of 1-3 days. Administrative Officer meets with parents and student. Final written warning.	Over 16 - may be withdrawn from classes for the remainder of the semester. Under 16 - educational program to be delivered for the duration of the semester. is reviewed.
Tardiness		Late for class or school	Teacher to address behaviour and student to make up time and work.	Parent notification. Student to make up time with teacher.	Office referral ASD or community service	Parent conference to review educational program. Counselor involvement	
SUBJECT TO INTERPRETATION BASED ON CIRCUMSTANCES/SEVERITY/REASONS							

****SUBJECT TO INTERPRETATION BASED ON SEVERITY**
 - Parents will be notified of all suspensions in writing
 - ASD = 1.5 hours after school detention

INFRACTION	DEFINITION	1 st OFFENCE	2 nd OFFENCE	3 rd OFFENCE	4 th OFFENCE
Lack of compliance to staff. Defiance of school authority (insubordination/willful disobedience.) Cumulative each year	Failure to act as instructed by any staff member. Including volunteers, aides, substitutes, secretaries, custodians, food service workers, bus drivers, etc.	1 ASD. Parent notification. Refer to counselor. Possible under-5 days in or out-of-school suspension.	2 ASD. Parent notification. Refer to counselor. Possible under-5 days in or out-of-school suspension.	Under-5 days or possible over-5 days suspension. Parent conference. Letter home.	Over-5 days suspension to the district committee.
Misconduct/Disruptive behaviour	Inappropriate behaviour including disruptive and/or a breach of the code of conduct. Conduct that interferes with the educational process.	1 ASD. Parent notification	2 ASD. Parent conference	Under-5 days in or out-of-school suspension. Possible change of program.	If continues see willful disobedience.
**IF CONTINUES SEE WILLFUL DISOBEDIENCE					
Cheating/Forgery	The conscious effort to improve grades by using notes, looking at another student's paper, etc. Fraudulently writing the name of another person to appear as if the other person had signed, or falsifying times, dates, grades, addresses, or other data. Cumulative each year.	Verbal or written warning and additional discipline at administrative officer's discretion. Parent notification. Teacher may give 0 or alternate assignment.	Possible suspension from class and loss of credit. Parent conference. Possible referral to District Counselor.		
Use of tobacco and related products (including vaporizers and e-cigarettes) by any student on School District c No. 36 property	Includes using tobacco at any time on school grounds or at school functions. Cumulative each year.	1 ASD. Parent notification. May be assigned to community service.	Possible suspension up to 3 days. Possible substance abuse education package. Parent notification.	Out-of-school suspension. Substance abuse education program.	Out-of-school suspension. Parent conference.
Theft/Extortion	Taking or being in possession of school or other's property without owner's permission. Obtaining money or property by violence or threat of violence. Forcing or attempting to force another to do something against his/her will by threat of force. Cumulative each year.	ASD or under-5 days in or out-of-school suspension based on severity. Compensation. Parent notification and possible RCMP.	Under-5 days in or out-of-school suspension. Parent conference. Compensation. Refer to District Counselor. RCMP notification.	Over-5 days suspension to the district committee. Notify parents and RCMP. Compensation.	

INFRACTION	DEFINITION	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
Harassment/Racism	Derogatory comments including those of a sexual or racial nature that are intended to do harm to those of the same or opposite sex or different racial backgrounds. Any other act intended to substantially harm the physical or mental health of the person threatened.	Under-5 days in or out-of-school suspension. Refer to counselor. Parent notification.	Under-5 days in or out-of-school suspension or over-5 days suspension. Letter home. Possible RCMP notification. Possible referral to District Counselor.		
Intimidation/Threats	Derogatory comments, which imply violence or threats causing offended to be fearful for his/her safety.	Under-5 days, long-term in or out-of-school suspension. Parent conference. Letter home. Possible referral to District Counselor. Possible RCMP notification.	Over-5 days suspension to the district committee.		
Theft of Examination or other educational materials.	Materials removed by theft for the purpose of inappropriately improving grades.	5-day suspension. Failure of course.	Failure of course. Over-5 days suspension to the district committee.		
Criminal acts as defined by the law	Federal criminal code or other Federal statutes where the health, safety and security of the school or its students or staff is compromised.	- RCMP notification - School consequence to be determined depending upon offence			

INFRACTION	DEFINITION	1 st OFFENCE	2 nd OFFENCE	3 rd OFFENCE	4 th OFFENCE
Found to be using, possessing or under the influence of drugs and/or alcohol on school grounds and/or at school activities	Includes sharing of drugs/alcohol although not necessarily using or in possession when "apprehended" by school officials	Minimum five-day out-of-school suspension. Parent conference. Substance abuse counseling. RCMP notification. Refer to District Counselor	Five-day out-of-school or over-5 days suspension. Parent conference. Substance abuse counseling. Refer to District Counselor. Notify RCMP.	Over-5 suspension to the district committee.	
Conscious association with others who use or possess drugs or alcohol on school premises or at school activities.	Where a student is aware and present with others who are using or possessing drugs or alcohol on school premises or at school activities but not actively using, transporting, concealing, or misleading authorities.	Under-5 days suspension. Parent conference.	Five-day suspension. Substance abuse counseling.	Over-5 suspension to the district committee.	
Sale of illegal drugs. Sale of contraband.	Conducting sales or transactions of controlled substances on school property or at school functions. Cumulative during student's enrollment at school.	Under-5 day out-of-school or possible over-5 suspension to the district committee. Parent and RCMP notification. Letter home.	Over-5 suspension to the district committee. Parent and RCMP notification. Letter home.		
Obstruction/interference with or intimidation of school authorities.	Interfering with the discharge of the official duties of the official duties of district personnel by intimidation, force, violence, or passive resistance; failure to give name or the correct name.	ASD or under-5 days in or out-of-school suspension.	Out-of-school suspension or over-5 suspension to the district committee.		

****SUBJECT TO INTERPRETATION BASED ON SEVERITY**

- Parents will be notified of all suspensions in writing
- ASD= 1.5 hours after school detention

INFRACTION	DEFINITION	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
Fighting	All physical altercation between two or more persons including verbal abuse, intimidation, threats or harassment.	Under-5 days in or out-of-school suspension. Parent notification. Anger management counseling. Possible RCMP notification.	Under-5 days in or out-of-school suspension. Parent conference. Possible over-5 suspension to the district committee. Possible RCMP notification.	Over-5 suspension to the district committee.	
**SUBJECT TO INTERPRETATION BASED ON CIRCUMSTANCES/SEVERITY/REASONS					
Assault	A violent physical or verbal attack on another person(s). An act that threatens or causes physical harm to a person(s).	Under-5 days out-of-school suspension. Parent conference. Possible RCMP notification. Possible over-5 suspension to the district committee.	Over-5 suspension to the district committee. RCMP notification.		
**SUBJECT TO INTERPRETATION BASED ON SEVERITY OF THE SITUATION					
Vulgar or Abusive Language or Gestures	Use of vulgarity or cursing toward or in reference to a teacher, adult or other student. This may appear either verbally, in writing, gestures or on clothing. Cumulative each year.	ASD, Parent notification or in-school suspension or under-5 days suspension.	Under-5 days in or out-of-school suspension. Parent conference	Possible over-5 suspension to the district committee. Parent conference.	
**VERBAL ABUSE TOWARD STAFF MEMBER MAY RESULT IN SUSPENSION/PARENT CONFERENCE					

****SUBJECT TO INTERPRETATION BASED ON SEVERITY**

- Parents will be notified of all suspensions in writing
- ASD= 1.5 hours after school detention

INFRACCTION	DEFINITION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
Possession of a Weapon or Explosives	Knowingly receiving, retaining, possessing or concealing (on person, clothing or property of locker/vehicle) a weapon or explosive. On school property or at school sponsored activities.	Under-5 day in or out-of-school suspension. Possible over-5 days suspension to the district committee.	Over-5 days suspension to the district committee. Refer to the Weapons and Violence Policy.		
Inappropriate use of Internet to procure or send explosives or weapons	Sending or receiving information to prepare explosives or to make bombs on the Internet or from other information sources.	Over-5 days suspension to the district. Refer to the Weapons and Violence Policy and the Internet Access and Use Policy.			
Reckless Driving	Including reckless driving on school grounds and adjacent streets. Exceeding 15kph on school grounds. "Burning off" tires as well as other negligent driving practices. Cumulative each year.	Suspension of driving privileges. Parent notification. Under-5 days suspension.	Suspension of driving privileges for remainder of the year. Parent and RCMP notification. Under-5 days or long-term suspension.	Parent and RCMP notification. Over-5 days suspension to the district committee.	
Property Damage, Vandalism and Littering, False Fire Alarm, Arson	Destruction or defacing school or personal property. Leaving garbage on school grounds. Cumulative each year.	1 ASD. Compensation. Parent and RCMP notified. Possible in-school suspension. Possible Under-5 days or long-term suspension.	2 ASD or under-5 days in or out-of-school suspension. Possible long-term suspension. Compensation. Parent conference. Letter home. Refer to District Counselor. RCMP notification.		

****PENALTY DEPENDENT ON SEVERITY OF DAMAGES**

****SUBJECT TO INTERPRETATION BASED ON SEVERITY**

- Parents will be notified of all suspensions in writing
- ASD= 1.5 hours after school detention