



NORTH SURREY
S e c o n d a r y S c h o o l

**NORTH SURREY
SPARTANS
PARENT / STUDENT
HANDBOOK**

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2024-2025 District Calendar

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

September '24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



Bell Schedule 2024 – 2025

North Surrey Secondary

Monday, Tuesday, Thursday & Friday	Start Time	Minutes	End Time
Period 1	8:30 AM	80	9:50 AM
Period Change Time	9:50 AM	5	9:55 AM
Period 2	9:55 AM	85	11:20 AM
Lunch Intermission	11:20 AM	45	12:05 PM
Period 3	12:05 PM	80	1:25 PM
Period Change Time	1:25 PM	5	1:30 PM
Period 4	1:30 PM	83	2:53 PM

Wednesday	Start Time	Minutes	End Time
Period 1	9:20 AM	70	10:30 AM
Period Change Time	10:30 AM	5	10:35 AM
Period 2	10:35 AM	70	11:45 AM
Lunch Intermission	11:45 AM	45	12:30 PM
Period 3	12:30 PM	70	1:40 PM
Period Change Time	1:40 PM	5	1:45 PM
Period 4	1:45 PM	68	2:53 PM

Early Dismissal	Start Time	Minutes	End Time
Period 1	8:30 AM	70	9:40 AM
Period Change Time	9:40 AM	5	9:45 AM
Period 2	9:45 AM	70	10:55 AM
Lunch Intermission	10:55 AM	45	11:40 AM
Period 3	11:40 AM	65	12:45 PM
Period Change Time	12:45 PM	5	12:50 PM
Period 4	12:50 PM	67	1:57 PM

Special Events	Start Time	Minutes	End Time
Period 1	8:30 AM	65	9:35 AM
Period Change Time	9:35 AM	5	9:40 AM
Period 2	9:40 AM	70	10:50 AM
Lunch Intermission	10:50 AM	45	11:35 AM
Period 2	11:35 AM	70	12:45 PM
Period Change Time	12:45 PM	5	12:50 PM
Period 3	12:50 PM	60	1:50 PM
Period Change Time	1:50 PM	5	1:55 PM
Period 4	1:55 PM	58	2:53 PM

ATTENDANCE

Regular attendance and punctuality are vital for success at North Surrey for the following reasons:

1. **Your child's learning:** Teachers carefully plan lesson sequences to optimize student learning. Missing classes negatively affects students' ability to learn which is detrimental to achievement. The first minutes of class are often the most important because they create the context for the entire lesson. Students who miss the beginning of class may find themselves struggling to catch up for the entire block.
2. **Respect:** Showing up and being on time is a sign of respect for teachers and classmates.
3. **Habits for life:** Showing up and being on time are keystone habits that affect everything a person does. Students who do not attend regularly or frequently arrive late are less likely to submit assignments on time or at all. Attendance and punctuality in school send the message that school is important.

We understand there are times and unavoidable reasons for being absent, arriving late, or leaving early. We are asking for your help in minimizing such occurrences. We appreciate anything you can do to help your child attend their classes in full. Specifically, we ask you please:

1. **Contact** the school if your child will be missing any or all of their classes
 - ✓ Please provide: **Student Number, Student name** (first and last), and **Reason for absence** (*illness, appointment, parent excused*)
 - Phone/Voicemail any day or time 604-581-4433, *Press "1"
 - E-mail any day or time to NorthSurreyAbsentee@SurreySchools.ca
 - ✓ If student is arriving late or leaving early, please remind them to check in/out at office
2. **Check** your child's attendance on MyEdBC regularly (see page 15 for instructions).
3. If you receive an automatic phone call informing you of your child's unexcused absence, check in with your child, check MyEd BC, and/or email the teacher for more information.
4. **Implement** a reasonable bedtime and keep devices out of your child's bedroom to help them sleep.
5. **Connect** with your child's Vice-Principal or Counsellor with any concerns. We're here to support you.

Our hope is that together we can support all students in regular attendance and punctuality leading to their long-term success. The phones are quite busy in the mornings, so if the office staff do not answer the phone, please leave a voicemail or send an email.

VACATION / EXTENDED ABSENCE

If your child is going to be away from school for *5 days or more*, please have them pick up an Extended Vacation Absence Notification Form from the office or it can be printed at home by finding on our school website under 'Parents/Forms' or here [Vacation Form](#).

This form needs to be filled by parent/guardian and all of the student's teachers. Once all signatures have been completed, please hand in to the office for Principal's authorization.

Forms should be completed at least a week prior to absence.



District & School Course Fees 2024-25

Parents and students are advised of the following optional fees and workbook pricing for the 2024-2025 school year. 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 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. Students can expect a cost for participation on sports teams which is dependent on the number of games or tournaments played, the travel involved, fees for referees, and fees to the provincial bodies that organize these events. Every attempt is made to keep costs to a minimum.

If you wish to discuss any of these fees, please contact the school at 604 581-4433 in early September. Please also refer to our website for any additional school information.

No student will be excluded because of inability to pay. If this applies to you, please contact your child's counsellor (Ms. Kirkpatrick: A – E, Mr. Orso: F – K + International Students, Ms. Vairo: L – R, Ms. Spencer: S – Z), Vice-Principal (Ms. Christensen: A-K, Mr. Khaira: L-Z), or the Principal (Mr. Stipp) for a confidential conversation to ensure your child is able to participate fully.

General

Student Fee	\$25
Commencement Fee	\$60
Grad Dinner Dance	TBA
Dry Grad	TBA
Yearbook – to Dec. 31 st	\$65
Yearbook – Jan. 1 st to June 30 th	\$70

Music Optional

Instrument Rental	\$90 (yearly fee)
(for students who do not own an instrument)	
Band 8 (Uniform Rental + tie purchase)	\$45
Band 9 – 12 (Uniform Rental)	\$25
Choir 8-12 (Uniform Rental)	\$20
Method Books 8-10	\$15

Math (for workbooks) Optional

Mathematics 8 or 9	\$21	Pre-Calculus 11	\$16
Workplace Mathematics 10	\$29	Foundations of Math 11	\$18
Workplace Mathematics 11	\$29	Pre-Calculus 12	\$29
		Foundations of Math 12	\$29

Athletics

Aquatics, Track, Cross-Country	\$50	Badminton	\$85
Grade 8 / JR Volleyball	\$80	Ultimate	\$85
Sr Volleyball	\$175	Ball Hockey	\$150
Soccer	\$75	Ice Hockey	\$175
Cheer	\$75	Gr. 8 Girls Basketball	\$100
Jr. Girls Basketball	\$125	Sr. Girls Basketball	\$175
Gr. 8 Boys Basketball	\$175	Gr.9 Boys Basketball	\$200
Jr. Boys Basketball	\$200	Sr. Boys Basketball	\$225

SCHOOL CASH ONLINE

We are happy to offer School Cash Online, which provides you with the convenience of paying online for school items such as school fees, trips, club/athletic fees and spirit wear. We want to save you time when paying for school expenses and School Cash Online is the way to pay without the need for cash or cheques!

To Register Online:

Step 1: Visit our school website at: <https://surreyschools.schoolcashonline.com/>

Step 2: Register by selecting the "Register" and follow the steps.

Step 3: After you receive the confirmation email, select the "click here" option, login in and add each of your children to your household account.

Once you have registered your child, you will be able to see when they have a new item posted online for purchase. You also have the option to be notified whenever your child has a new school expense due, so you do not have to worry about missing a deadline.



SCHOOL FEES ONLINE PAYMENT

School District #36 (Surrey) preferred method of payment for school fees is our *School Cash OnLine* System. This system is safe and efficient and reduces the need to send your student to school with cash or cheques. **North Surrey Secondary accepts *School Cash OnLine* payments OR payments in the office.**

Parents Register Online:

Step 1: Create Your Profile

Go to: <https://surreyschools.schoolcashonline.com>

Click on "Get Started Today" (For security reasons your password requires 8 characters including one uppercase letter, one lowercase letter and a number)

Step 2: Confirm Your Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and *School Cash OnLine* account. The confirmation link will open the *School Cash OnLine* site prompting you to sign into your account. Use your email address and password just created with your account.

Step 3: Find Student (this step will connect your children to your account)

- a) Enter the School Board Name
- b) Enter the School Name
- c) Enter your child's Name & Birth Date (Student number is not required)
- d) Select Continue
- e) On the next page confirm that you are related to the child in the Agree box and select Continue
- f) Your child has been added to your account

Step 4: View Items or Add Another Student

- a) Add Another Student - 5 children can be added to one parent account
- b) View Items For Students - A listing of available items for purchase will be displayed

Payments may be made by

Credit Card – Pay with Visa or MasterCard by entering your credit card number, CVV number, card expiry date and billing information

eCheck – An electronic version of a paper cheque used to make payments online. A chequing or saving account is required

myWallet – an online wallet that can be loaded to hold funds and pay for your child's fees. Can be used to pay current fees or school fees at a later date.

*If you have any questions during the registration process or while paying for items, please select the **SUPPORT** option in the top right hand area of the screen.*

School Cash OnLine support is also available 24 hours a day, 7 days a week at 1-866-961-1803

CLUBS & TEAMS

All extra-curricular teams and clubs play an integral part of our school community. We encourage all students to participate in our clubs and sports teams throughout the school year.

For more information on our clubs and sports team please visit the Clubs and Athletics webpage at [Clubs, Sports & Extra-Curricular \(surreyschools.ca\)](http://surreyschools.ca).

Have an idea for a new club or team? Check in at the office for a Club form or connect with any of the teachers to get started!



**FIRST
PEOPLES**

PRINCIPLES OF LEARNING

Learning ultimately supports the well-being of the self, the family, the community, the land, the spirits, and the ancestors.

Learning is holistic, reflexive, reflective, experiential, and relational (focused on connectedness, on reciprocal relationships, and a sense of place).

Learning involves recognizing the consequences of one's actions.

Learning involves generational roles and responsibilities.

Learning recognizes the role of indigenous knowledge.

Learning is embedded in memory, history, and story.

Learning involves patience and time.

Learning requires exploration of one's identity.

Learning involves recognizing that some knowledge is sacred and only shared with permission and/or in certain situations.



For First Peoples
classroom resources
visit: www.fnesc.ca



CODE OF CONDUCT

All students and staff at North Surrey have the right to work within a school which is safe, caring and orderly. All students and staff at have the right to a school which is free of:

- harassment and discrimination (this includes verbal abuse, bullying, sexual harassment and/or racism);
- bullying, cyber-bullying, harassment, threat and intimidation, violence in any form;
- recrimination when reporting Code of Conduct violations and safety concerns
- verbal, physical or sexual abuse/exploitation;
- discrimination in any form including racial and gender discrimination;
- theft and vandalism; and/or
- violence and intimidation, drugs, alcohol, vaping, weapons or replica weapons (including fireworks, and water or toy guns)

To support these aims North Surrey Secondary has established a 'Code of Conduct' in keeping with the Surrey School District's Safe and Caring Schools Policy.* Please note that not every circumstance or possible circumstance is listed.

Respect Yourself and Others Respect the Environment Respect Learning

Violations of North Surrey's Code of Conduct will be addressed by pre-planned, fair progressive discipline which is intended to be preventative and restorative and taking into account student individuality, maturity and development. These may include some or all of the following:

- Teacher/Student conferences
- Parent contact by teachers
- Classroom consequences
- Referral to counsellor
- Community service
- Mediation
- Restorative Justice
- Referral to Vice-Principal
- Detentions
- Removal of school privileges
- Suspension

Rights	Responsibilities
Respect for Yourself and Others	<ul style="list-style-type: none"> To respect individual differences including culture and gender To be kind to others and refrain from hurtful or intimidating language or behaviour To encourage others in respectful behaviour To report harmful and dangerous behaviours To dress in a manner that does not promote violence, weapons, drugs, alcohol or that is sexually inappropriate To immediately follow the directions of staff To solve problems and conflicts in peaceful ways To not condone any form of violence, bullying, harassment, intimidation by being a bystander To not take photos of students or staff without permission To not electronically post or send any harmful or damaging information about a student or staff member
Respect for the Environment	<ul style="list-style-type: none"> To always take care of your own garbage To use garbage and recycling cans To not damage or take the property of others To use all equipment with care To report vandalism
Respect for Learning	<ul style="list-style-type: none"> To attend all classes To be on time for every class To come prepared with all materials, including gym strip To complete all assigned work in a timely manner To be actively and positively engaged in all classes To seek help when needed To always practice academic honesty To follow the rules laid out by each teacher in each classroom

**Reference: Safe and Caring Schools [Policy 9410](#) and Regulations [9410.1](#) and [9410.2](#)*

SURREY SCHOOLS CELLPHONE AND PERSONAL DIGITAL DEVICES POLICY

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.
- At elementary schools, it is expected that personal digital devices are to be put away during non-class time such as recess and lunch. Exceptions to this are for students who need digital devices for medical or health reasons, translation, accessibility, or other student-specific reasons.
- 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.

STUDENT PARKING



Student parking is available at North Surrey Secondary and requires students to register their vehicles at the office.

Please complete the Student Parking Registration Form available on the [North Surrey Secondary website](#). Forms can also be picked up from the office at the student window.

Please review the information and regulations carefully. Parents/Guardians and students should discuss and understand together the information on the form.

MYEDUCATION BC (MyEdBC) PARENT & STUDENT PORTAL ACCESS



If you/your child is new to North Surrey, once the office has processed new students for the school year, you will receive an email to the email provided from the Student Verification Form (parents) or your Surrey Schools email account (students). In that email you will receive a temporary password for logging into MyEd BC.

If you/your child is returning to North Surrey, MyEdBC access stays the same year after year, until graduation. If you have trouble logging in, please reference the information on the North Surrey Secondary website under "[MyEdBC – Parent Portal](#)".

On the [MyEdBC](#) page on the North Surrey Secondary website there are links to the multiple pages within MyEdBC that will assist in navigating how to access Attendance records, Learning Updates (previously called Report Cards), class Schedule, and Resetting your password.

Should the 'Reset my password' link not work, please email the school at NorthSurrey@SurreySchools.ca and provide your child's name and student number. Please be aware this may take approximately 24 hours (not including weekends and holidays) to have reset.

LET'S KEEP OUR SCHOOL COMMUNITY SAFE THIS COLD AND FLU SEASON



**CLEAN HANDS
OFTEN**



**COVER COUGHS
AND SNEEZES**



**STAY HOME
WHEN ILL**



**GET YOUR
RECOMMENDED
VACCINATIONS**

Vaccinations remain the best defence against COVID-19 and influenza.

Stay home if you are not feeling well or are experiencing symptoms including fever and/or chills, recent onset of coughing, or diarrhea.

The general guidelines are:

- **For fever:** stay home until you do not have a fever and feel well enough to return to your regular activities.
- **For undiagnosed vomiting and diarrhea:** Stay home until there has been 24 hours since your last episode.

Staff, students or visitors can attend school if their symptoms are consistent with a previously diagnosed health condition (e.g., seasonal allergies) or symptoms have improved enough to where you feel well enough to return to regular activities, and any fever has resolved without the use of fever-reducing medication (e.g. acetaminophen, ibuprofen).

If a staff member, student or visitor develops symptoms of illness while at school and is unable to participate in regular activities, they should go home until their symptoms have improved.



The decision to wear a mask or face covering is a personal choice for everyone. This choice will be supported and treated with respect in all our schools. Disposable masks will continue to be available at our sites for those who wish to use them.

If you are unsure or concerned about your symptoms, please connect with your health care provider or call 8-1-1.



CONNECT WITH US!

There are many ways to stay connected with North Surrey Secondary

Please contact the office by phone at 604-581-4433 Monday to Friday from 8:00 am to 3:00 pm, or you can email NorthSurrey@SurreySchools.ca. For attendance related communications please email NorthSurreyAbsentee@SurreySchools.ca.

If you are looking to connect with a staff member directly, North Surrey's [Staff Directory](#) is available on the school's website with emails for all staff. The best way to connect with a teacher is to email them directly with your contact information so they can get back to you as soon as possible. Please be aware the office cannot connect you to a teacher's room during class time.

Our Parent Newsletter is emailed home every other week during the school year. Past and current newsletters can be found on our website in the [Spartan Scroll](#) section.

Website: www.surreyschools.ca/schools/northsurrey

Twitter: [@NorthSurreySec](https://twitter.com/NorthSurreySec)

Instagram: [@NorthSurreySpartans](https://www.instagram.com/NorthSurreySpartans)

(Athletics: [@NSSSpartansAthletics](https://www.instagram.com/NSSSpartansAthletics))

(Career Center: [@NorthSurreyCareerCentre](https://www.instagram.com/NorthSurreyCareerCentre))

(Dance: [@NorthSurreyDance](https://www.instagram.com/NorthSurreyDance))

School App: <http://nsspartans.appazur.com>



North Surrey Spartans App

3 ways to install...



Search the App Store (Apple) or Google Play (Android) and install the free app "NSSpartans".



Go to this web page:
<https://nsspartans.appazur.com>

If you don't wish to use an iOS or Android device, this page is also where you may sign up for email or SMS text notifications.

Or use your phone's camera to follow this QR Code.

