

## **POLICIES AND PROCEDURES**

### **Student Fees**

At the beginning of the school year all students are expected to pay a student activity fee of \$25.00 which finances student activities and provides you with this planner. Certain elective courses, especially those which involve project activities may require you to pay additional fees for enhanced projects or experiences. A \$50.00 grad fee covers commencement ceremony expenses. A fee schedule is provided for families each May and at the start of each school year through the newsletter.

### **Textbooks**

It is your responsibility to care for textbooks issued to you in class. You should ensure that your name and your teacher's name are in your textbooks. Any lost or damaged textbooks must be paid for. It is your responsibility to see that you hand back all textbooks to your teachers in the same condition in which you received them. Please extend a courtesy to the students that follow you by maintaining your textbooks in good condition.

### **Internet Agreement Policy**

At Semiahmoo Secondary School we believe that the benefits to educators and students from the Internet in the form of information resources far exceed any disadvantages of access. However, we respect the family's right to decide whether or not their child should have access. Access will be allowed only to those students who have completed the Media Release and Technology Access consent form.

### **Telephones**

There is a telephone by the main office counter for general student use.

### **Valuables**

Students are warned not to bring large sums of money or valuables to school.

During P.E. class, items such as cell phones and jewelry should be **locked** in lockers and not left in pockets, purses, or bags in the changing room. Please ensure that you bring a personal lock for use in the gymnasium changing rooms.

**Students are responsible for the care and safety of all their personal belongings.**

**The school does not accept responsibility for lost or stolen articles.**

## **Lost and Found**

Articles found in and around the school should be turned in at the main office where the owner may claim a lost item by identifying it. There are also “Lost and Found” bins outside the Career Education office.

## **Parking**

Students driving cars to school must park in designated student areas only. Any vehicles blocking fire access areas will be towed. Any vehicle parked in a restricted area will be subject to towing at the owner’s expense.

## **Withdrawal from School**

Students planning to withdraw from school should pick up a withdrawal form from the office. Before leaving, they must clean out their locker, return textbooks, library materials, etc., and resolve any outstanding obligations. The completed withdrawal form must be completed and returned to the office.

## **Vacations during School Time**

The school is not in a position to grant or deny permission to any students to miss school for an extended holiday period. That decision is the responsibility of parents. However, our experience demonstrates that extended absences may 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, we request that families discuss the matter in advance with the school administration. Students and families must understand that they are responsible for completion of missing assignments.

**\*Extended leave forms are available at the office.**

## **CODE OF STUDENT EXPECTATIONS AND GUIDELINES**

Semiahmoo Secondary has established a code of student conduct based upon the following:

- 1. A positive attitude.**
- 2. Respect for the dignity of others, their rights and property.**
- 3. Regular school attendance.**
- 4. Safety for all.**

This Code of Conduct **applies to students going to and from school, while at school, at a school function, or on any school site or in any other circumstances**

**where engaging in the activity will have an impact on the school environment.**

We are committed to an orderly and positive school climate at Semiahmoo Secondary. We believe that such a climate is the base upon which effective teaching and learning occurs. Our Code of Conduct describes student behavior expectations and consequences for misbehavior, and is the framework for building the productive climate of our school.

### **BEHAVIOUR EXPECTATIONS:**

- Attend school regularly (every class, everyday).
- 🎬 Be on time for school and classes.
- 🎬 Apply themselves seriously to their work.
- 🎬 Follow general school rules and procedures.
- 🎬 Follow specific classroom rules and procedures.
- 🎬 Be courteous to each other and staff.
- 🎬 Treat school property and equipment with respect.
- 🎬 Be respectful of school neighbours and school visitors.
- 🎬 Accept reasonable consequences for misbehaviour.
- 🎬 Conduct themselves in a manner which does not compromise the safety or well being of others.
- 🎬 Respect the ethnic, cultural and linguistic heritage of others.

### **FREE FROM ACTS OF:**

- 🎬 Bullying (including cyber-bullying)
- 🎬 Harassment, threat, intimidation and marginalization
- 🎬 Violence in the any form
- 🎬 Abuse in an form (verbal, physical, sexual)
- 🎬 Intolerance and discrimination in any form, i.e. based on an individual or group's race, colour, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, sex, sexual orientation, or age.
- 🎬 Retribution against a person who has reported incidents

### **Attendance**

The school will closely check attendance.

If a student is absent, parents are requested to:

Telephone the school on the morning of the absence.

Send a signed note with the student stating the date and reason for the absence when the student returns to school. The absence will be changed to excused once the note is received by the office

The automatic callout system will telephone all homes of students who have missed one or more classes of school during the day. Parents are expected to discuss the matter with their child and to contact the school with any concerns. Please ensure the office has your current phone number.

### **Truancy**

Truancy is defined as an “absence from school without valid reason”. **Students absent from class without permission are truant.** If students cannot find their class, if they feel ill, or if they plan to leave early, **they should report directly to the office.**

### **Semiahmoo Secondary Dress Regulations**

Staff and students at Semiahmoo Secondary believe that maintaining a respectful and safe school environment is important to the school’s academic achievement and culture. Clothing must be appropriate to a working and learning environment. The Semiahmoo students understand that the school’s dress code is not meant to stifle freedom of expression, but to foster a supportive and respectful learning community in which each student’s self-esteem is reflected in their behavior, growth and achievement. Students must wear clean and tasteful clothing and refrain from wearing inappropriate attire. This includes attire containing drug and alcohol logos, sexually suggestive designs or profanity, midriffs and any revealing clothing.

Students wearing inappropriate attire will be asked to either cover up, to change, or to go home to select a different outfit.

### **Early Dismissal for the Day**

In some cases it becomes necessary for students to leave school before the end of the school day. Students wishing to leave school early must provide the office with parent/guardian’s written permission for early dismissal and, if approval is given, must sign out at the office. In cases where written permission is not provided, the office staff will contact parents or guardians for verification.

**Note: Students who leave the school without signing out are considered truant.**

### **Lates**

The School Act states that students are expected to be at school and in class on time. It is the students’ responsibility to ensure that they are punctual.

## **Fire Alarms/Drills**

When the fire alarm bell sounds, students are to quietly stand in the aisles and proceed to the nearest exits as directed by the teacher. The last student in line should close doors. At the assembly area, the teacher will take attendance. When the “all clear” is sounded, classes will return to their rooms. Emergency drills are practiced at the beginning of each semester.

## **Dance Policy**

Students who wish to attend a Semiahmoo sponsored dance must observe the following school policies:

1. Student I.D. card will be required at the door.
2. Students involved with alcohol or drugs before or during the dance will be dealt with as follows:

🎬 Parents will be telephoned immediately and requested to come and take their student home.

🎬 The student will be suspended.

🎬 Students may lose the opportunity to attend future dances for the rest of the year. Grade 12 students may also lose the opportunity to attend the Grad Dinner/Dance.

3. If a student leaves the dance, he or she will not be allowed to re-enter.
4. A student under suspension will not be admitted.
5. Students will be subject to inspection of their purse and/or backpack. All jackets are to be removed and checked in.

## **SERIOUS OFFENCES**

Serious breaches of responsibility will lead to serious consequences. Suspension from school and other possible actions can be expected for:

1. Repeated interference with the teaching and learning process.
2. Violation of smoking, fire, or safety regulations.
3. Damage to or theft of school or private property.
4. Willful disobedience to a teacher.
5. Physical or verbal abuse or assault.
6. Use of drugs or alcohol.
7. Possession of weapons or replicas.
8. Chronic truancy.
9. Failure to apply oneself to one's studies.

### **Discrimination/Racism/Sexism**

Any expressions of discrimination or racism will be swiftly and appropriately dealt with. This may involve suspension from school.

### **Vandalism and Property Damage**

Students who destroy or vandalize school property or the property of others will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary. If a student should happen to damage something by accident, he or she should report it to a teacher or the office immediately.

### **Drugs and Alcohol**

Involvement with either drugs or alcohol is a serious offence that leads to suspension from school. Students found supplying drugs or alcohol to others will be suspended by the School Board and may also be referred to police.

### **Smoking**

Smoking on school and other-district property is prohibited.

There is a direct relationship between attendance and academic success in school. Students absent from class are responsible for obtaining and completing missed assignments.

### **Unsafe Behaviours**

In order to meet District-wide requirements and to comply with the Safe & Caring Schools Policy 9410, Regulations 9410.1 and Disciplinary Guide 9410.2, the Safe and Caring Schools Department provides the following list of core inclusions:

Safe and 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.

### **Theft**

When a student takes or removes the property of the school or of other persons at school without permission, it is considered theft. Students will be referred to the school administration for disciplinary action and may also be referred to police.

## Visitors

All visitors are required to report to the office upon arrival. Visitors with a legitimate educational purpose will be welcomed; others will be directed to leave the school property. A visitor who does not first report to the office will be considered an intruder. Visitors must sign in at the office and will be expected to wear a visitor ID badge during their visit. Visitors are asked to sign out at the office prior to leaving the school. Students are not to bring visitors to the School for any purpose. Semiahmoo Secondary is a closed campus to ensure the safety of all.

## Electronic Devices Policy

Most students at Semiahmoo now carry cell phones and other electronic devices. It is our expectation that students use them respectfully.

Cell phones and other electronic devices may only be used during instructional time if directed by the teacher, otherwise they should be turned off and out of sight.

School computers and other electronic devices are only to be used for school/education related activities. They are not permitting for social networking, gaming, illegal, obscene or inappropriate purposes. Inappropriate use includes, but is not limited to, attempts to vandalize, gain unauthorized access to data or another person's account or resources, and sharing of data without personal or parental consent as appropriate.

Recording of visual images is not permissible at school unless permission has been received by the classroom teacher with respect to a classroom project.

Students are to be aware that they may be subject to discipline (or, if applicable, confiscation of personal property) for misuse of any technology, if it negatively impacts the school environment.

Misuse of district technology services will lead to suspension of user privileges and possible disciplinary or legal action.

If students are using their cell phones and other electronic devices in an inappropriate manner, teachers may hold them for a specified period of time. Parents will be contacted if necessary.

Bullying is defined as a form of aggression with the following three characteristics: **intentional; power imbalance between aggressor and victim, and; repetitive in nature and occurs over time.**

Intoxicating or banned substances, weapons (or replicas of weapons) and

explosives, intruders or trespassers.

Students at Semiahmoo will not engage in or introduce the elements listed above on the school campus.

### **Fighting**

Any students involved in the promotion a fight, involvement in the act of fighting, being a spectator of a fight, and/or filming a fight will be suspended.

### **Weapons or Replicas**

A weapon is defined as any instrument designed to inflict injury or to intimidate another person, or any instrument that is used in this manner. The possession and/or use of weapons on or near school property represents a serious threat to the safety and security of students and staff and will result in serious consequences. In most cases, the school liaison officer and/or RCMP will be involved. Please note that toy guns and replicas are not allowed on school premises. Use of a toy gun or replica of a real gun will be treated as a serious matter.

### **Firecrackers/Fireworks**

Firecrackers and or fireworks are not permitted in or around the school building. Firecrackers and/or fireworks are illegal and may be referred to the School Liaison Officer.

### **Laser Pointers**

Laser pointers have been deemed to be potential weapons by the Surrey School District. Under no circumstances are laser pointers to be brought to school by students. Students found with laser pointers will face disciplinary action.

### **Skateboards**

Students who bring skateboards to school do so at their own risk. Students are not permitted to bring their skateboards to classes. Skateboarding is not permitted on school property. Students who fail to adhere to these guidelines will not be permitted to bring their skateboards to school for the remainder of the school year.



## INTELLECTUAL HONESTY POLICY

This statement is intended to help staff and students:

- understand the concept of intellectual dishonesty.
- understand the implications of intellectually dishonest actions.
- set guidelines for intellectual dishonesty and consequences for dishonesty.
- create a positive learning atmosphere at Semiahmoo Secondary.

Intellectual dishonesty may be defined as the presenting of the work of another as one's own, or allowing others to present the work of others as their own.

Examples include:

- cheating on exams.
- taking exams for others.
- plagiarizing (using other people's words and ideas without proper acknowledgement).
- borrowing homework.
- copying assignments.

Even when it is not deliberate, intellectual dishonesty is serious and has serious consequences. Policies of many universities and colleges, such as Simon Fraser University and Kwantlen University College, list plagiarism, as well as cheating on exams, aiding others in cheating, the use of essays and paragraphs prepared by other people, and the impersonation of other students at examinations as examples of intellectual dishonesty. Their policies state that those committing any of the above acts are dealt with seriously. Expulsion from the institution is one of several consequences.

Students from grades 8 to 12 should know and understand the school's policies about intellectual dishonesty. They should learn, with the help of their teachers, to give credit for and acknowledge the work, including words, pictures, charts, maps, diagrams, and ideas of others when they are doing research papers, essays, laboratory reports or any other projects in any of their subjects. This policy should be reviewed with students each semester.

Plagiarism is using the work of others as if it were your own. It means offering as your own work, the words, ideas, arguments, data, calculations, designs, or productions of another without giving credit to the originator.

In all courses students are expected to do their own work. Others may be consulted for advice and ideas, but such ideas and advice must be acknowledged. Plagiarism involves copying the writing of a published author or authors, as well

as copying from friends, peers, and parents.

Plagiarism applies to all written work and to software, Internet sources, videos, films, photographs, design projects, technical projects, performances and artwork. If in doubt, you should ask your teacher.

### **Other Forms of Intellectual Dishonesty:**

- 🎬 Submitting as your own, any work that you and another student have written together is intellectual dishonesty unless the teacher has approved in advance.
- 🎬 Cheating on tests or examinations includes copying another student's work.
- 🎬 Having information in any form during an exam that has not been approved by the teacher is cheating.
- 🎬 It is cheating if you alter work after it has been marked.
- 🎬 It is cheating if you knowingly allow someone else to copy your work during a test or examination.
- 🎬 Submitting work completed for another course without the approval of the teacher is dishonest.
- 🎬 Preparing any work for another student to submit as his or her own or giving another student any of your work to submit as his or her own is another form of cheating.

### **Consequences:**

Cheating and plagiarism are fundamentally dishonest and unethical and violate the value of learning and the integrity of the community of learners in our school. Students found guilty of intellectual dishonesty will be dealt with in a serious manner.

**Students will not receive credit or a mark for work falsely submitted or falsely obtained in an exam or test.**

### **Notification:**

School administration will advise parties as follows:

- 🎬 Parent/guardian of student exhibiting major behavior problem—every instance.
- 🎬 Parent/guardian of student victim—every instance.
- 🎬 School Board officials will be contacted as required by School District Policy (i.e. Level 1, 11 and 111 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.