



École Panorama Ridge Secondary

Student Handbook 2023-2024

Mr. M. Sweeney
Principal

Mr. S. Evans
Vice Principal
(A-Gil)

Ms. J. Bifulchi
Vice Principal
(Gim-N)

Ms. K. Shier
Vice Principal
(O-Z)

13220 - 64 Avenue Surrey, B.C., V3W 1X9
Phone: (604) 595-8890 Email: panoramaridge@surreyschools.ca

Learn to Live; Live to Learn



Panorama Ridge Secondary School

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

Nous voudrions reconnaître les territoires traditionnels non cédés des Katzie, Semiahmoo et Kwantlen, et les autres Premières Nations Salish du littoral sur lesquels nous travaillons, jouons et apprenons.

Mission Statement

Our mission at École Panorama Ridge Secondary is for all students to reach their potential.

Vision

Our vision at École Panorama Ridge Secondary is to provide a safe, diverse, and collaborative community which nurtures student's growth as lifelong learners, future leaders, and respectful, global citizens by providing opportunities for intellectual, artistic, technological, and athletic expression.

Motto

LIVE TO LEARN; LEARN TO LIVE

School Colours

Navy, Silver, White

School Logo

Thunder



Learn to Live; Live to Learn



Panorama Ridge Code of Conduct

RESPECT YOURSELF & OTHERS

RESPECT THE ENVIRONMENT

RESPECT LEARNING

STATEMENT OF PURPOSE

The purpose of the Student Code of Conduct is to provide a safe, caring, orderly and positive learning environment. This policy applies to any student who is on school property, who is in attendance at school or at any school sponsored activity or whose conduct at any time or any place interferes with, or obstructs, the safety or the welfare of students, staff or others in the school community.

It must be remembered that the behaviours cited in the Code of Conduct are examples only and not an all-inclusive list. There are rising expectations for behaviour as students mature through successive grades and consequences for infractions will take into account the student's age, maturity and individual needs, as well as the severity and frequency of actions. Consequences for unacceptable conduct, whenever possible and appropriate, will focus on being restorative rather than punitive in nature. Reasonable steps will be taken to prevent retaliation against a student who has reported a breach of the Code of Conduct; however, this must also be balanced with the school's responsibility to advise or notify other parties of serious breaches when safety mandates it. The goal of this code of conduct is to encourage thoughtful and reflective citizenship.

EACH STUDENT IS EXPECTED TO:

1. Become knowledgeable about and assume responsibility for conducting himself or herself within this Code of Conduct.
2. Develop positive attitudes and behavior.
3. Participate to the best of their ability in the school programs.
4. Attend school on a regular basis as demonstrated.
5. Respect the feelings of others.

Learn to Live; Live to Learn



6. Respect the property of others.
7. Safe and caring school environments are free from acts of violence, discrimination and disruptions to the learning environment.
8. any form in and around the school.
9. Safe and caring school environments do not tolerate the presence of:
10. Use technology appropriately.

Acceptable Behaviour:

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

* Inappropriate clothing or computer gaming includes anything that depicts violence, weapons, drugs and alcohol, racism or discrimination, or any other offensive content. No hats/hoodies are permitted at Panorama Ridge.

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

The complete Student Code of Conduct can be found at:

<https://media.surreyschools.ca/media/Default/fgg/9235/PR%20Student%20Code%20of%20Conduct.pdf>



Attendance Matters

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

1. It is a student's responsibility to attend classes regularly except where illness prevents it, or where other unavoidable causes make attendance impractical. Where possible appointments should be scheduled outside of class time.
2. Students who are going to be absent are requested to have a parent contact the school by email or phone (604-595-8890) after 8 A.M. on the day of absence, or to bring a note from home to the office the next morning. Sometimes teachers will specifically request a separate note, especially when assignments are due or tests are to be written. Excused absences do not excuse students from assessments, tests, presentations or assignments.
3. Should students need to miss a class for a field trip, it is their responsibility to communicate with/gain permission from all their teachers.
4. Daily attendance is monitored by subject teachers. Truancy or irregular attendance can result in, and are not limited to:
 - a) losing original activity, assignment, and assessment opportunities
 - b) having to make up the time missed
 - c) being placed on attendance contract
 - d) in-school suspension
 - e) being asked to withdraw from school
5. Vacations during the school year – as extended absences seriously affect the teaching, learning and evaluation process, we strongly discourage parents from taking students on vacations during the school term. However, when this is absolutely necessary, we request that students and their parents discuss the matter well in advance with the teachers concerned. Students must complete a "Student Long-Term Absence Form" from the office at least one week before leaving for any absence longer than five consecutive school days. Students must understand that there are logical consequences of missing important schoolwork.
6. Please be aware that extended absences beyond 25 school days may result in de-registration.

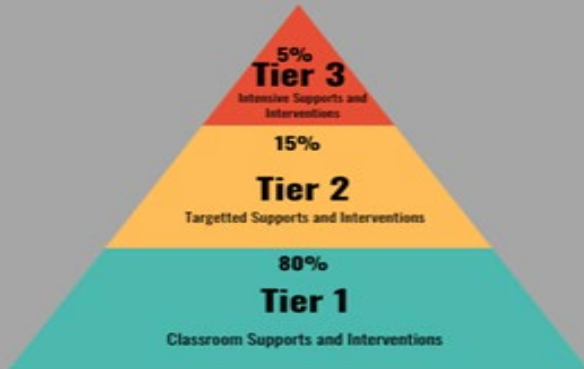


7. The School Act is very specific that students are expected to be at school and in class on time. It is the student's responsibility to ensure that they are punctual.
8. Late to school/class - students who arrive late to school during first period should proceed directly to class. Students who have been excused by a parent/guardian for being late must sign in at the office and pick up a late slip before proceeding to class.
9. Leaving early - in some cases, it is necessary for students to leave school before the end of the school day. Students needing to leave early must provide a note to their teacher to confirm they are excused early. Parents should email or call the school to advise of the early dismissal as well. We expect students signing out to provide the office with the parent/guardian's written permission for early dismissal. In cases where written permission is not provided, a parent/guardian will need to provide verbal permission before the student is permitted to leave. If students do not sign out at the office, they will be considered truant.



PR
ATTENDANCE

ATTENDANCE MATTERS



RESPONSE TO INTERVENTION (RTI) IS A TIERED FRAMEWORK TO SUPPORT STUDENTS BEFORE THEY FALL BEHIND.



Meaningful Contact is when the school and home meet, talk on the phone, or email back and forth about a student's plan for success.



ACCESS MULTICULTURAL WORKERS IF STUDENTS OR PARENTS NEED TRANSLATION

604 543 3060

PLEASE REFER TO THE PR STUDENT SUPPORT DOCUMENT AND INFORM COUNSELLORS, CASE MANAGERS, YCW, AND/OR INDIGENOUS GRADUATION ADVOCATE WHEN NECESSARY.

RESPONSE TO INTERVENTION

A GUIDE TO PR ATTENDANCE

TIER 3 INTERVENTION

5% - 10% OF STUDENTS

Students who do not respond to tier 1 and tier 2 interventions are referred to tier 3 for more intensive and individualized interventions.

POSSIBLE INTERVENTIONS:

- INTEGRATED CASE MANAGEMENT (ICM)
- CHECK & CONNECT
- PLACEMENT REVIEW
- DISTRICT COLLABORATION REQUEST

TIER 2 INTERVENTION

ADMINISTRATIVE LEVEL
15% OF STUDENTS

Students unresponsive to tier 1 interventions are referred to administration for targeted, more intensive, individualized interventions and supports.

1. MEET WITH STUDENT
2. MEANINGFUL CONTACT WITH HOME
3. SCHOOL BASED INTERVENTION

SCHOOL BASED INTERVENTIONS:

- 60 MINUTE SCHOOL
- ATTENDANCE CONTRACT
- IN SCHOOL SUSPENSION
- COMMUNITY SERVICE
- REFER TO COUNSELLOR
- SBT REFERRAL

TIER 1 INTERVENTIONS

CLASSROOM LEVEL
80% OF STUDENTS

Tier 1 is a school-wide approach for teaching staff to provide the first level of interventions for students with attendance concerns.

1. MEET WITH STUDENT
2. MEANINGFUL CONTACT WITH HOME
3. CLASSROOM BASED INTERVENTION

CLASSROOM INTERVENTIONS:

- IN CLASS DETENTION
- REVIEW EXPECTATIONS
- PRIVILEGE LOSS
- DEVELOP ACTION PLAN
- ALTERNATE ASSIGNMENT

TO REFER FROM TIER 1 TO 2 USE THE PR REFERRAL FORM



Academic Integrity

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

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

Examples of cheating and plagiarism include:

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

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





Calendars

The 2023-2024 District Calendar is as follows:

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

The school calendar can be accessed here:

<https://www.surreyschools.ca/panoramaridge/page/9259/school-calendar>



Bell Schedules

Regular Bell Schedule

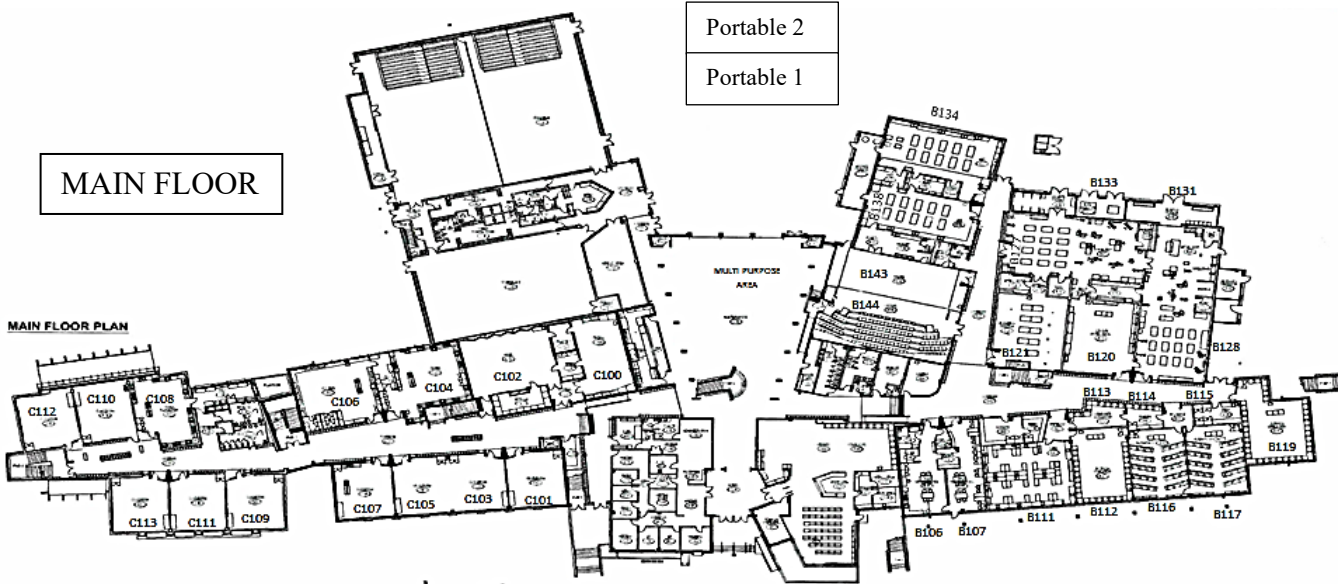
8:25			Welcome Bell	
8:30	-	9:51		Block 1
9:51	-	9:56		Break
9:56	-	11:19		Block 2
11:19	-	12:04		Lunch
11:59			Welcome Bell	
12:04	-	1:25		Block 3
1:25	-	1:30		Break
1:30	-	2:51		Block 4

Collaboration Day (Wednesday) Bell Schedule

9:15			Welcome Bell	
9:20	-	10:28		Block 1
10:28	-	10:33		Break
10:33	-	11:43		Block 2
11:43	-	12:28		Lunch
12:23			Welcome Bell	
12:28	-	1:37		Block 3
1:37	-	1:42		Break
1:42	-	2:51		Block 4

School Map

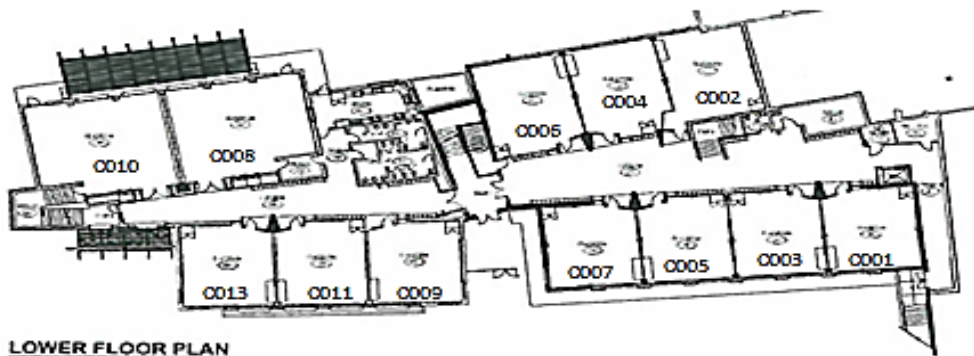
MAIN FLOOR



SECOND FLOOR



LOWER FLOOR



Emergency Response Guidelines

A critical incident can be defined as an intolerable situation, an unstable condition, or a sudden change that disrupts the normal operation of an individual, group, organization, or community, and demands immediate attention and resolution. The following guideline outlines the types of responses to various incidents.

Please note: The following guidelines are situation dependent.

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



Message from Board Chair and Superintendent

MESSAGES FROM BOARD CHAIR AND SUPERINTENDENT

Welcome to Surrey Schools – the largest, and I believe, best school district in B.C!

We're happy your family has chosen to live in Surrey or White Rock and attend one of our schools. Our district is diverse and welcoming, attracting hundreds of new families annually. This is something we take great pride in, but as our district grows, we face challenges with respect to school capacity. While we have opened several new schools and additions in recent years, the rapidly rising population continues to outpace available space. The Surrey Board of Education will continue to advocate for our students and staff so we can build new schools and purchase land to ensure our students have access to engaging learning environments.



Laurie Larsen
Chair, Surrey Board of Education

Despite these challenges, we continue to reap recognition nationally and provincially. We're so proud that for the 7th year, our district was named one of BC's Top Employers, and also selected as one of Canada's Greenest Employers! And we continue to celebrate all of the amazing students and staff in our district.

On behalf of the Surrey Board of Education, we wish you all the best for the school year.

Welcome to the 2023-24 school year!

Surrey Schools continues to be a leader in education, reflected in the respect garnered by our forward-thinking and innovative staff, and the incredible successes of our students every day.


There are so many things to be proud of in our district. One of our greatest accomplishments in the past year has been the establishment of our Racial Equity Department. A year ago, our board of education committed to move forward on key initiatives focused on equity and anti-racism. Since then, the new department was formed, with knowledgeable staff supporting its goals and outlining a five-year plan to strategically address racial equity.



Mark Pearmain
Superintendent & CEO, Surrey Schools





It is a significant undertaking, and an important starting point to create a safer and more welcoming environment for all our students, staff and families. Change will not happen overnight, but we continue to be focused on learning, growth and continuous improvement. I look forward to what's to come in 2023-24.

On behalf of senior administration, have a great school year!



Surrey Schools
LEADERSHIP IN LEARNING

Surrey School District
14033 92 Avenue,
Surrey, B.C. V3V 0B7

-  www.surreyschools.ca
-  [SurreySchools](https://www.facebook.com/SurreySchools)
-  [@Surrey_Schools](https://twitter.com/Surrey_Schools)
-  604-596-7733

Information from the Surrey School District

ONLINE RESOURCES FOR PARENTS & STUDENTS

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

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

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

 SURREY SCHOOLS APP Download the Surrey Schools app in the iOS or Google Play store to get the latest info and alerts from your school & the district.	 MAILING LIST For newsletters and other important announcements, ensure your family's current email address is on file at school.	 SOCIAL MEDIA The district is active on Twitter, Facebook, Instagram & LinkedIn. Check with your school to see if it has official social media accounts to follow.
--	---	--



We respectfully acknowledge that Surrey Schools reside on the traditional, unceded, and shared territories of Coast Salish peoples: The Katzie, the Kwantlen and the Semiahmoo First Nations: the stewards of this land since time immemorial. We highlight this history knowing that relationships and partnerships based on respect with the Indigenous peoples of this land is important for truth and reconciliation.

STAY HEALTHY, WASH YOUR HANDS

Avoid touching your eyes, nose and mouth with unwashed hands.

When to Wash Your Hands:

- Before and after eating
- After using the washroom
- Before and after caring for someone at home who is sick
- After blowing your nose, coughing, or sneezing
- After handling shared objects
- After handling animal waste
- After handling pet food or pet treats
- After being outside
- After cleaning or handling garbage

How to Wash Your Hands?

Wash your hands often with warm water and soap for at least 20 seconds. If warm water and soap are not available, use an alcohol-based hand sanitizer.



TAKING CARE OF YOUR MENTAL HEALTH

Mental health is not always easy to understand. Sometimes it's confusing and hard to talk about. Many youth experience mental health concerns—it's more common than you think. Talking about it with a caring person helps. Just like any other health concern, it is important to know some signs and symptoms:

- Mood changes like sudden sadness, extreme anger or rapid changes in feelings.
- Intense feelings like extreme excitement, fear, worry or sadness.
- Behaviour changes such as acting out-of-control or being out-of-touch with reality.
- Difficulty concentrating or staying focused on tasks at hand.
- Unexplained weight gain or weight loss.
- Frequent headaches, stomach aches, heavy breathing and tiredness.
- Self-harm through self-inflicted injury (can be minor or major injuries).
- Substance use problem—alcohol, illegal substances or misuse of prescription medications.

CRISIS SUPPORTS:

Emergency Mental Health Crisis: 911

Kids Help Line: 1-800-668-6868 or text CONNECT to 686868

Fraser Health Crisis Line:
604-951-8855

Suicide Prevention Crisis Line:
1-800-784-2433

RESOURCES:

Kelty Mental Health:
KeltyMentalHealth.ca

Foundry BC: FoundryBC.ca

Fraser Health:
FraserHealth.ca

BC Child & Youth Mental Health Services:
www.bit.ly/2QgzJzE

Surrey Schools:
surreyschools.ca/mentalhealth



STUDENT THREAT ASSESSMENT PROTOCOL: FAIR NOTICE

What behaviours initiate a student threat assessment?

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

Duty to report

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

What is a threat?

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

What is a Threat Assessment Team?

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

What is the purpose of a student threat assessment?

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

What happens in a student threat assessment?

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

KEEP SCHOOL COMMUNITIES SAFE

PARTNERS36 SCHOLARSHIP PROGRAM

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

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

Application forms and details about the Partners36 scholarship program are available at www.surreyschools.ca under the 'Students' tab, where you can also find information about numerous other scholarships.

PROVINCIAL SCHOLARSHIPS AND AWARDS

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

OTHER OPPORTUNITIES

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



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

SURREY COMMUNITY COLLEGE

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

- ✓ Our graduates are working in their field of study
- ✓ Our tuition rates are comparable to other private post-secondary institutions
- ✓ Graduate career ready
- ✓ Arranged practicums
- ✓ Experienced instructors

Learn more at www.surreyschools.ca (under Programs > Adult Education)

WEATHER-RELATED CLOSURES, CLASS CANCELLATIONS AND DELAYED SCHOOL OPENINGS

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

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



HOW ARE DECISIONS MADE?

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

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



WHEN WILL I KNOW?

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



HOW WILL I BE INFORMED?

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



@Surrey_Schools



www.SurreySchools.ca



SurreySchools



Metro Vancouver Media



SMOKE-FREE SCHOOLS: IT'S THE LAW

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

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

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

FALSE FIRE ALARMS

- A false fire alarm is a criminal offence. Under section 437 of the Criminal Code of Canada, anyone who willfully, without reasonable cause, circulates or causes to be made an alarm of fire is guilty of an indictable offence.
- Anyone caught pulling a false alarm will be charged with public mischief and initiating a false fire alarm.
- A fine will be issued to the student and his/her family.
- A 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, emergency or those who are in need of medical assistance. Putting the lives of others in jeopardy is not acceptable. Students should use the fire alarm pull stations in schools only if they see a fire in the building.



The ABCs of Panorama Ridge Secondary

ANNOUNCEMENTS & STUDENT INFORMATION

Announcements will be displayed throughout the day on TV monitors located in the hallways. These announcements will give information on activities in the school. Daily P.A. announcements will also notify students of special events and opportunities.

ATTENDANCE

Please see pages 4-5 for information on attendance.

BICYCLES

Students who bring bicycles to the school should use a secure u-lock to attach bikes to the provided school bike racks.

CHEATING/PLAGIARISM

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

Please see page 6 for information on academic integrity.

COLLABORATION DAYS

Panorama Ridge is a Professional Learning Community. Schools involved in being a PLC extend the regular school day by a few minutes and then once a week teachers meet to discuss how to improve student learning and achievement. As a result, every Wednesday, school will start at 9:20.

COMPUTER / INTERNET USE

Misuse of technology will lead to suspension of user's privileges and may lead to disciplinary and possible legal action. District technology services shall not be tampered with or used for illegal, obscene or inappropriate purposes, or in support of such activities. Inappropriate use of technology includes, but is not limited to:

- Transmission of illegal materials including storage or duplication of pornographic material
- Transmission or posting of threatening, abusive or obscene material



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

COURSE SELECTION

Students select courses for the following year in February and March. In March, they are given an opportunity to review their choices and make changes if needed. Based upon student course requests, timetables will be created and issued in late August.

After timetables have been issued, course change requests will only be considered for educationally valid reasons.

CROSSWALKS

To ensure student safety, students are to use the marked crosswalks when arriving to and departing from school property, including, but not exclusive to, the crosswalk at the major intersection of 64th avenue and 132nd street.

DIRECT DISOBEDIENCE

Students are not to be wilfully disobedient to a teacher or any other employee carrying out responsibilities approved by the School District.

DRUGS AND ALCOHOL

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

ELECTRONIC DEVICES (Cellular Phones, Cameras, Laptops, Tablets, AirPods, etc.)

Electronic Devices must be turned off and put away during instructional time unless your teacher invites you to use them. Although BYOD (bring your own device) is becoming more common in our school, it is not mandatory for students to have a cell phone or tablet at school – school devices are signed out to student when needed. Disruptions caused by electronic devices may result in the devices being confiscated



and/or other discipline. Permission in advance must be obtained from all participants before audio and/or video recording any conversations, meeting, etc. Any photos or video recording must have prior authorization by school administration. Recording or taking pictures of anyone or any event without authorization will result in suspension and/or other consequences.

The school accepts no responsibility for electronic items if they are lost or stolen. These include such things as cell phones, AirPods, tablets, laptops, watches etc. These types of items are commonly and easily stolen from students. If you choose to bring these types of items to school and they are lost, stolen or damaged, they are solely a student's personal responsibility.

FIELDTRIPS

Student fieldtrips at École Panorama Ridge are a privilege - not a right - to attend. Teachers and school administration will be conducting reference checks for all students who plan on participating on school fieldtrips. Students may not attend a school fieldtrip if they have a history of discipline incidents, truancy and/or poor academic standing.

FIGHTING/ASSAULT

Physical violence is disruptive, prolonging problems rather than solving them and is not tolerated by the school. Students involved in fighting may be suspended and the RCMP may be involved.

FIRE ALARMS / DRILLS

When the fire alarm sounds, students are to stand quietly in the aisles and proceed to the nearest exit and assembly area as directed by the teacher. There is to be no running. Doors should be closed by the last student in line. At the assembly area, the teacher will take attendance. When the "All Clear" is sounded, classes will return to their rooms. Any student causing a false fire alarm will be suspended to the School Board and may also be referred to legal authorities.

Students should use the fire alarm pull stations in schools only if they see a fire in the building.



False Fire Alarms

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 and will not be tolerated.

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



FIRECRACKERS / FIREWORKS

The use, possession or sale of firecrackers and/or fireworks is not permitted on school property. Students found with firecrackers and/or fireworks will be suspended.

GRADUATION

Grade 12 students who do not have their graduation requirements in order and a minimum of 76 credits by the start of 2nd semester, may not be able to participate in graduation activities. Students who do not have enough graduation credits by June can take summer learning classes or continue their studies in the fall through SAIL or Adult Education the following year.

GRADUATION DINNER DANCE

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

GYMNASIUM AREAS

The school gymnasium is to be considered primarily as a Physical Education teaching area. Students are requested not to be in the gymnasium areas while classes are in session.

Schedules outlining the use of the gym before school, at noon, and after school will be published during the course of the year.



HARASSMENT AND SEXUAL HARASSMENT

Harassment of any kind is unacceptable at all times. Harassment includes, but is not limited to, teasing, bullying, threatening or maligning others. Sexual harassment is when a student makes another student the target of unwanted and unwelcome sexual behaviour which interferes with his/her life, i.e., sexual comments, touching, pinching, grabbing, etc. Such actions, whether occurring directly at school or by a communication medium (CYBER-BULLYING) via telephone, internet, etc. will be taken very seriously and those engaged in such activities will be subject to appropriate consequences which may include community resources such as the RCMP.

Students may be disciplined for misconduct that occurs "off- campus". When there is a nexus between off-school student conduct and a threat to the safety and/or welfare of students, there may be sufficient basis to impose discipline. Such off- school activities include (but are not limited to) internet use, telephone use and traveling to and from school.

LOCKERS - CONDITIONS OF USE

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

1. Students are responsible for the locker which is assigned to them and it is not to be used by any other person.
2. Only school issued locks may be used on student lockers.
3. The locker may only be used for the storage of books, school supplies and equipment, outerwear, school sports equipment and lunches.
4. No other material is permitted except with the written authority of the principal or vice principal.
5. The locker is to be kept clean and food is to be removed on a regular basis.
6. Students are responsible for cleaning and removing all material from their locker at the end of the year or when they leave the school.
7. No illegal substances, weapons or other prohibited or offensive material may be placed in school lockers.
8. School officials and/or designates may search student lockers at any time and without prior notice in order to ensure compliance with the conditions of use and



other school policies and rules. Searches by school officials may include the use of dog units to detect the presence of narcotics or other prohibited materials.

9. Permission to use the locker may be terminated when a student does not comply with the conditions of use or school policies or rules.
10. It is the responsibility of all members of the school community to keep our schools safe. If any student has reason to believe that any locker contains anything which would threaten the safety of other students, staff or any other person, that student is expected to immediately report the information to a teacher or administrator. The name of the student making such a report will be kept confidential.

LITTER

Ecology is a personal and group concern. If we look after our school and grounds, we will have pleasant and healthy surroundings in which to spend our time. Students are expected to their part in keeping books, lockers, classrooms, hallways and school grounds clean and presentable. Anyone found littering could be placed on clean-up duties.

PARKING LOT

Senior students may park in the designated student lot. However, students must have a parking decal in order to park on school property. Parking decals can be obtained at the office. Any vehicle not displaying a decal may be towed away at the owner's expense. Students driving irresponsibly or recklessly may lose parking lot privileges. Students are not permitted in their cars during instructional time or lunch hour. Students must obey all traffic laws on or off school property. Choosing not to do so may result in students losing their parking privileges and may be subject to RCMP involvement.

PERSONAL PROPERTY - AT OWNER'S RISK (VALUABLES)

The School/School District will not accept responsibility for loss, damage, or theft of any article, including clothing, school supplies, equipment, vehicles, or cash not owned by the School District. Personal property (e.g., electronics, skateboards, jewellery, cash, etc.) brought to or left on School District premises are at the owner's risk. Students are responsible for the care and safety of all their personal belongings.

SCHOOL SPONSORED ACTIVITIES

Students participating in school-sponsored activities such as track meets, field trips, work experience, etc., will be considered as having an excused absence for any class missed



due to the activity. However, they are still responsible for any missed work in these classes. Students will not have to bring a note from their parent/guardian to be allowed to make up the missed work, as long as the teacher permission form has been signed by all of the student's teachers.

SKATEBOARDS

Skateboarding is not permitted on school grounds or in any of the parking areas due to the risk of injury.

SMOKING

All School District #36 (Surrey) buildings and grounds are smoke free environments for all students, staff and visitors. Smoking **(including vapes/e-cigarettes and chewing tobacco)** is not permitted during class time, in the school building, on the school grounds, or in the parking lot.

STUDENT ILLNESS/SIGNING OUT

A student who feels ill while at school should report to the office. The office staff will make sure that parents are contacted in cases where a student should be sent home or to the hospital. The school will not provide medication to students. Accidents and emergencies should be reported to the office immediately.

Students who wish to leave the school must sign out at the office. Students may either bring a note or contact a parent while in the office.

TEXTBOOKS

There is no rental fee charged for use of textbooks. If a textbook is lost or seriously damaged, a student will be required to pay for the textbook at the price listed by the Ministry of Education. Refunds will be given if lost textbooks are found and returned to the classroom teacher. Classroom teachers are responsible for the distribution and collection of textbooks and the billing of students who may lose a textbook. Textbook bills must be paid at the office throughout the school year.

THEFT

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



TRUANCY (SKIPPING/CUTTING CLASS)

Truancy is defined as “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 be dismissed early, they should report directly to the Office. Students are expected to attend all classes and truancy or “skipping school” will not be tolerated.

VANDALISM / PROPERTY DAMAGE

Students who intentionally or negligently destroy, damage, lose or convert school property or the property of other students or staff will be required to pay for the loss or damage and may be suspended. If a student should damage something by accident, he/she should report it to a teacher or the office immediately.

If you see or know of another person vandalizing school property, please contact the school or Crimestoppers at 669-TIPS. Tips reported are handled in a safe and confidential manner. Crimestoppers may offer a cash reward of up to \$2000.00.

VISITORS (INTRUDERS)

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. Students should not ask teachers for permission to have a friend/relative visit their class. This will not be permitted.

Do not invite people to visit you at school. Students are not to be on or around the property of other schools during non- instructional time. (Instructional time is 30 minutes before the school day begins and 30 minutes after the school day formally ends.) Only pre-approved visits with legitimate educational purposes are permitted.

WEAPONS

A weapon is defined as any instrument designed to inflict injury or to intimidate another person, or any instrument that is used (or could be used) in this manner. This includes any knives. The possession and/or use of weapons on or near school property present a serious threat to the safety and security of students and staff and will be dealt with appropriately. Appropriate action taken may result in a consequence that will range from school disciplinary action to charges being laid depending on the circumstances of the case. Consultation with the police is often taken in these matters. Please note that “toy



guns” and “replicas” are by their very nature intimidating and therefore are not allowed on school premises. Intimidation with a toy gun or replica of a real gun will be treated as a serious matter since the intimidation and fear is very real in most circumstances. Laser Pointers are considered weapons and may not be brought to school. School District policy requires that any weapons confiscated must be turned over to the RCMP for destruction.

School District policy requires schools to contact the RCMP when any serious incident (fighting, weapons, etc.) occurs. The RCMP will investigate any such occurrences.

IF YOU SEE OR KNOW OF ANOTHER PERSON WITH A WEAPON OR KNOW OF VIOLENCE THAT HAS OCCURED OR IS ABOUT TO OCCUR OR A PERSON WHO NEEDS HELP PLEASE CONTACT THE SCHOOL AT 604-595-8890 OR **YOUTH AGAINST VIOLENCE LINE 1-800-680-4264** OR www.psst-bc.ca (Protecting Surrey Schools Together – an anonymous, online reporting form). THESE CONTACTS ARE A CONFIDENTIAL WAY TO REPORT TIPS ABOUT ANY FORM OF CRIMINAL ACTIVITY.





School Activities/Services

ATHLETICS

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

Intramurals

Activities are organized for students at lunchtime in the gymnasium. All students are encouraged to become involved in recreational volleyball, indoor track meets, soccer, floor hockey, etc. Information will be made available during announcements, on the TV monitors, as well as on the Intramural bulletin board.

CLUBS

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

COUNSELLING

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

Mediation

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



CAREER DEVELOPMENT FACILITATORS

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

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

Appointments can be made directly with the Career Education Department. Information on careers and post-secondary options is available in the Careers offices as well as on their Instagram page: <https://www.instagram.com/panoridgecareers/>

LIBRARY

The school library plays a central and important role in the development of concepts and learning skills at Panorama Ridge. The library allows for the borrowing of books and resources of various genres. In addition, our librarian works with classes in the computer lab area on skill building and projects/assignments. The homework club also runs out of the library. Library hours are from 8:15 am to 3:30 pm.





Reporting

Official, formal reports are provided to parents at the end of every semester. Interim reports are provided halfway through the course. Interim Reports are more anecdotal in nature and signify the need for improvement or that a positive achievement has been attained. Interim reports may take a variety of forms including student self-assessments with teacher assessments, Freshgrade reports, or Schoology reports. In addition to these reports, teachers will also send out supplementary reports when necessary.

École Panorama Ridge Secondary adheres to the requirements for formal and informal reporting based on ministerial orders and regulations authorized under the School Act. For further information please check the Ministry of Educations website at: www.bced.gov.bc.ca

Final marks for students in grade 10 - 12 are posted as percentages. For students in grades 8-9, they are posted as proficiencies.

The Provincial Proficiency Scale	EMERGING	DEVELOPING	PROFICIENT	EXTENDING
	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning

Letter Grade	Percentage Range	Definition
A	86 - 100	The student demonstrates excellent or outstanding learning in relation to the Learning Standards of the curriculum.
B	73 – 85	The student demonstrates very good learning in relation to the learning standards of the curriculum.
C+	67 – 72	The student demonstrates good learning in relation to the learning standards of the curriculum.
C	60 – 66	The student demonstrates satisfactory learning in relation to the expected Learning Standards of the curriculum.
C-	50 – 59	The student demonstrates minimally acceptable learning in relation to the Learning Standards of the curriculum.
F	0 – 49	The student has not demonstrated minimally acceptable learning in relation to the Learning Standards of the curriculum.
SG	N/A	Standing Granted: Although completion of normal requirements is not possible, sufficient evidence of learning has been demonstrated to warrant, consistent with the best interests of the student, the granting of standing for the area of learning and grade. Standing Granted may be used in cases of serious illness, hospitalization, late entry or early leaving, but may only be granted by an adjudication process authorized by the principal, vice principal or director of instruction in charge of the school.
TS	N/A	Transfer Standing: May be granted by the principal, vice-principal, or director of instruction in charge of a school on the basis of an examination of records from an institution other than a school as defined in the School Act. Alternatively, the principal, vice-principal, or director of instruction in charge of a school may assign a proficiency scale indicator or letter grade and percentage on the basis of an examination of those records.
IE	N/A	The student, for a variety of reasons, has not provided sufficient evidence of learning in relation to the Learning Standards of the Provincial Curriculum.

The G.P.A. is calculated by averaging students' scores.



S.G. = Standing Granted: The Principal may grant standing in a course in special circumstances if a sufficient level of performance has been attained.

WORK HABITS

Teachers at Panorama Ridge will be using the following criteria, unless otherwise specified, to report on work habits:

Attendance

- . On time and brings materials to class

Being On-Task

- . Attentive and self-motivated
- . Uses class time efficiently

Participation

- . Volunteer's answers
- . Involved in discussions and group activities
- . Asks questions in or out of class
- . Completes homework; takes responsibility for missed work

Attitude and Behaviour

- . Open-minded and respectful of the learning environment
- . Listens when others are talking
- . Never distracts others
- . Helps others

ONLINE REPORT CARDS

Student report cards can be found on the MyEdBC online portal.

Parents can click here for MyEdBC support:

<https://www.surreyschools.ca/Departments/ESIS/parentsandstudents/Documents/Family Portal User Instructions V01-2 20170208.pdf>

Students can click here for MyEdBC support:

<https://www.surreyschools.ca/Departments/ESIS/parentsandstudents/Documents/Student Portal User Instructions V01-1 20161219.pdf>

Students can click here for MyEdBC password support:

<https://www.surreyschools.ca/Departments/ESIS/parentsandstudents/Documents/Student%20-%20I%20Forgot%20My%20Password%20to%20MyEdBC%20V01-0 20201026.pdf>



Scholarships

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

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

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

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

SPECIFIC SCHOLARSHIPS PROVINCIAL SCHOLARSHIPS PROGRAM

This program provides the following scholarships:

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

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

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

<https://www.surreyschools.ca/schools/panoramaridge/Departments/Career/Pages/default.aspx>



Questions?

Phone: (604)595-8890

Email: panoramaridge@surreyschools.ca



RESPECT YOURSELF & OTHERS
RESPECT THE ENVIRONMENT
RESPECT LEARNING

