

Our Mission Statement

The mission statement is a description of the school's unique purpose and the specific function it performs.

Through the partnership of students, parents, community, and staff our school will enable all learners to develop individually, within a positive and safe environment, attitudes, skills, and knowledge necessary to become responsible, caring and contributing citizens prepared to meet life's challenges.

Our Beliefs

Every effective organization is guided by its values, convictions and unique character. In Sardis Secondary we are committed to the following beliefs:

All people have equal worth.

Positive self-esteem promotes personal growth.

People learn differently.

People are unique and worthy of respect.

All people are citizens of an inter-dependent global community.

All people can learn.

7 KEY Attributes

RESPECT
INTEGRITY
EMPATHY
ACCOUNTABILITY
PERSEVERANCE
ACHIEVEMENT
PASSION

Student Planner

2017-18



Sardis Secondary School

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www.sardissecondary.ca

Mr. Dan Heisler
Principal

Ms. Lynnet Schramm
Vice Principal

Mr. Grant Kushniryk
Vice Principal

This handbook belongs to

Name _____

SCHOOL ORGANIZATION

Sardis Secondary is a school rich in the tradition of pursuing excellence. We believe that students must take the responsibility to be the very best citizens and students they can be. We have one rule that is pervasive and that is we all show respect to one another at all times. Our code of personal conduct is built on the premise that we all have the right to learn in an environment of mutual respect and this requires that we show a high level of personal discipline.

We also encourage you to get involved in extra-curricular activities at Sardis. Join a club, join a team, be a Falcon Fan, dress up on a theme day, attend a prom or dance. Participate, get involved and be part of the Sardis Spirit. Remember **"We Invite Your Success."**

D. Heisler
Principal

L.Schramm
Vice Principal

G. Kushniryk
Vice Principal

TEACHING STAFF

D. Balsillie	Mathematics
P. Bernard	Science
K. Biegel	Music
P. Blaak	Languages
D. Bortolussi	Humanities
M. Braun	Construction / Media
S. Calver	Physical Ed. / Science
M. Casey	Science / Health & Fitness
R. Chadsey	Humanities
B. Chirico	Mathematics
S. Chirico	Mathematics
J. Clayton	LA/ LS
T. Dahlman	Mathematics
C. Dalton	Languages / Dance
D. Dos Santos	Woodwork / Drafting
L. Ego	Science / Leadership
A. Fitzsimmons	Physical Ed.
D. Frost	Cook Training
G. Gaudette	Resource
B. Geary	Humanities / Physical Ed.
D. Geck	Psychology
R. Goodman	Automotive
A. Gosse	Foods/ English/ Planning
K. Graves	Physical Ed. / Humanities
J. Grenier	Physical Ed. / Yearbook / Hockey
A. Guy	Fine Arts / Law / Humanities
L. Hawkenson	Languages
J. Hagerman	LA/ Resource
P. Irani	Humanities
C. Klassen	ESL / International Students
J. Kovanchak	LA / Math/ Science

B. Kuhn	Business Ed. / Geography
T. Lewis	Counsellor
R. Logan	Mathematics
T. MacIsaac	Science
L. MacPherson	Humanities
J. Massie	Science
J. McDowell	English / Alternate
C. Mitchell	Apprenticeship
M. Moore	Science / Math/ Physical Ed.
J. Murtha	Computers/Planning
C. Nesbitt	Languages
S. Nickel	Aboriginal Support / LA
R. Nightingale	English
D. Petek	English
D. Purych	Metal
K. Rahnborn	Foods and Nutrition/ Textiles
D. Servatius	Social Studies / Physical Ed.
J. Seywerd	Library / Planning
D. Shepherd	Resource / LA
J. Sutcliffe	Math / Health Services
R. Tagle	Physical Ed. / Social Studies
T. Toth	Science
P. Tremblay	Fine Arts
L. Vanwinkle	LA
K. Warawa	French, English, Planning
J. Warkentin-Scott	Language
D. Watt	Business / Planning
C. Welch	Humanities
K. Werner	Music/ Social Studies
S. White	Resource/ Leadership
S. Whitlam	LA/ LS/ Humanities
G. Wieler	Social Studies
J. Wieler	English
S. Wiens	Fine Arts
K. Wilnechenko	Science / Math
L. Zenzen	Science

SUPPORT STAFF

S. Bogstie	Business Manager
S. Hewitt	Secretary
J. Krawchuk	Secretary
J. Major	Secretary
G. McCarty	Secretary
S. McNally	Secretary
C. Wedel	Career Advisor
R. Harold	Child and Youth Care Worker
T. Bye	Library Assistant
J. Harrison	Cook
E. Blaschek	Chef Assistant/ Supervision Assistant
C. Sperling	Chef Assistant

A. Smith	Aboriginal Education Assistant
E. Solomon	Aboriginal Education Assistant
R. Benoit	Education Assistant
V. Becker	Education Assistant
L. Broadbent	Education Assistant
D. Emery	Education Assistant
P. Hamel	Education Assistant
M. Hryciw	Education Assistant
G. Janzen	Education Assistant
L. Kilgour	Education Assistant
T. Lessard	Education Assistant
C. Madden	Education Assistant
F. Marchuk	Education Assistant
B. Nilsen	Education Assistant
D. Percher	Education Assistant
P. Richmond	Education Assistant
W. Sahlmann	Education Assistant
D. Weber	Education Assistant
S. Allen	Supervision Assistant
A. Backus	Supervision Assistant
P. Grandbois	Supervision Assistant
D. McCready	Supervision Assistant
B. Brossart	Custodian
D. Dahl	Custodian
N. Epp	Custodian
F. Gaulin	Custodian
M. Mihaly	Custodian



STUDENT CONDUCT AND EXPECTATIONS

Through a series of conversations, surveys, student forums, which involved students, parents and staff, the SSS community identified 7 key attributes which we believe are key to the success of all members of our school community. We expect that all members of the Sardis School Community will strive to develop these 7 foundational attributes, and be mindful of them as they engage in their day to day work: **Respect, Integrity, Empathy, Accountability, Perseverance, Achievement, Passion** will be promoted, encouraged and modeled.

We hold high expectations for student conduct at Sardis Secondary School. As described in the BC Human Rights Code, we believe students and staff have the right to an environment free from harassment or discrimination based on race, colour, ethnicity, religion, gender identity, sexual orientation, physical or mental disability.

Breaches of the code of conduct will be addressed on an individual basis and consequences can include a requirement to make restitution, other restorative measures and suspensions. Students will be provided with supportive measures to help them change their behaviour where this is deemed appropriate. In cases of breaches of significant safety issues such as the Drug and Alcohol policy or incidents of violence, students may be reassigned to another school.

A. I have the right to:

Live and work in an atmosphere of mutual respect and courtesy.

Therefore, I have the responsibility to:

Show respect to students, parents, teachers, administrators, and my school.

Some suggestions to implement this:

- Avoid participation in activities that create negative disturbances; treat others in a friendly and considerate manner
- Allow others to work without distraction
- Treat other people as you would like to be treated
- Always be prepared to show good manners by saying excuse me, please, thank you and you are welcome
- Practice "Random Acts of Kindness"

B. I have the right to:

Be safe and secure from threatening and abusive behavior on the part of others.

Therefore, I have the responsibility to:

Involve myself in positive conflict resolution.

Some suggestions to implement this:

- Avoid encouraging violent behavior, do not be a spectator of conflict.
- Help solve conflict by talking out problems with others
- Avoid using belligerent or provocative behavior to others
- Do not use physical confrontation as a method of resolving conflict
- Never pass rumors about others
- Be prepared to be a witness against violence
- Be a solution not part of the problem.

C. I have the right to:

Live and learn in an atmosphere free of pollutants such as foul language, harassment and discrimination.

Therefore, I have the responsibility to:

Conduct myself in a manner worthy of respect of others.

Some suggestions to implement this:

- Avoid using profanity especially at school
- Recognize that all people are unique and worthy of respect
- Recognize that sexual harassment is unacceptable conduct
- Help others when possible
- Dress appropriately for the working environment

D. I have the right to:

Live in an environment where building walls, coverings, lockers, windows, washrooms, shrubs, lawns are free from vandalism and litter.

Therefore, I have the responsibility to:

Recognize that vandalism of school facilities is a crime against the people of this school and it will be treated as such.

Some suggestions to implement this:

- Counsel students who choose to abuse the rights and privileges of others and report these abuses to staff, etc.
- Utilize materials, equipment and furniture in a respectful way
- Properly place all litter in garbage containers. Let's keep Sardis Secondary as a positive example for the community

E. I have the right to:

Learn in an orderly environment free from unnecessary interruptions or delays.

Therefore I have the responsibility to:

Come to class on time and attend all classes. Be prepared with appropriate learning tools, including books, pens, notebooks, PE Strip etc. Work to the best of my ability and exhibit a positive attitude towards learning.

Some suggestions to implement this:

- Recognize that attending school has the same responsibilities as the "work place"
- Use organizer book to plan for, homework, daily learning activities, and athletic involvement
- Purchase the appropriate supplies at the beginning of school year and have backup supplies
- Make sure all assignments are completed on time and to the best of your ability
- Have your PE clothing at every class and come with a good attitude prepared to participate
- Organize your time to not leave assignments until the deadline
- Practice good listening skills
- Remember you are a member of a team and what you do or do not do influences the effectiveness of the team

F. I have the right to:

Work in an environment free of drugs, alcohol and smoke.

Therefore, I have the responsibility to:

Avoid any contact with drugs and alcohol. Understand that school property is a smoke free environment.

Suggestions to implement this:

- Stay clear of anyone in possession of or using drugs or alcohol
- Refer people using or in possession of drugs or alcohol to counsellor or administration
- Report to the appropriate authorities (administration and/or police) any person selling drugs
- Seek counselling to quit smoking
- Be respectful of other people by not smoking on or around school property

G. I have the right to:

Privacy and security of personal space.

Therefore, I have the responsibility to:

To respect the property and privacy of others.

Some suggestions to implement this:

- Do not take or be involved with other people's property unless you have their permission
- Do not be in possession of others' goods. The purchasing of stolen equipment or property is as serious as stealing it!

DRUGS AND ALCOHOL

At Sardis Secondary we are committed to a safe school. Students must not be under the influence or in possession of drugs, drug paraphernalia or alcohol at school or during any school related event. Students who are involved in or present at incidents involving substance use will be considered in violation of the Drug and Alcohol policy and are therefore subject to the same consequences.

The consequence for not adhering to the above rule is that the student will lose the opportunity to attend Sardis Secondary School. The student will be transferred to another education setting within the district and all school fees will be non-refundable. The R.C.M.P. may be contacted.

WEAPONS

Weapons are defined as any instrument which can be used to injure, harm, or intimidate another person. Weapons of any kind are prohibited on school premises and students who are found with knives, pellet guns, replicas of guns or other dangerous objects on their person, in back packs, purses, or in their lockers or vehicles will be subject to disciplinary action. Carrying a concealed weapon is contrary to the Criminal Code of Canada.

The consequence of a weapons offence is that the student will lose the opportunity to attend Sardis Secondary School.

VIOLENCE

Sardis staff and students work hard at maintaining a safe school. Violence can be verbal/written (intimidation, harassment, threats) or physical (pushing, shoving, punching, etc.). Violence is not part of our culture.

The consequence for violence is immediate suspension and the possibility of losing the opportunity to attend Sardis Secondary School.

The R.C.M.P. will be contacted if warranted.

SMOKING

The use of tobacco, including smoking, chewing tobacco, vaporizers and e-cigarettes, is an unhealthy act and we will do whatever we can to discourage students from the use of tobacco. In accordance with School District policy, smoking and the use of tobacco products is not permitted in the school buildings, on school grounds nor around the perimeter of the property (Stevenson, Fern, Reid, and Wiltshire). **This includes e-cigarettes and chewing tobacco.** This includes any type of vaporizer whether it includes tobacco or not.

If a student is caught smoking in a prohibited area he/she will be required to complete a period of community service or further consequences.

COMPUTER AND INTERNET USE

Students must make appropriate use of computers. Inappropriate use could mean withdrawal from the computer course, loss of computer privileges in the school, suspension, and possible R.C.M.P. involvement. Harassment on social networking sites, personal e-mail, and text messaging is strictly prohibited. Such actions will lead to disciplinary action. This rule also applies to students' use of any personal devices such as smartphones, tablets or laptops.

PERSONAL ELECTRONIC DEVICES

The classroom is a place to focus on teaching and learning. Irresponsible use of personal electronic devices creates distractions to this process and may be a safety concern in such areas as the gym, shops, labs, and the teaching kitchen. Personal electronic devices include, but are not limited to cellular phones, iPods, MP3 players, tablets, and laptops.

The following expectations outline Sardis Secondary School's policy on personal electronic devices:

That students refrain from using their personal electronic devices during class time but Individual classroom teachers will determine their classroom policy and clearly outline it to their students.

Teachers reserve the right to confiscate these items and place them in a secure location for as long as is deemed appropriate, and refer the student to the appropriate administrator if necessary.

It should be stressed that Sardis Secondary School and its staff are not responsible for lost or stolen items and students should exercise due vigilance when bringing these items to the school.

Students will refrain from taking pictures of other individuals without their expressed permission or consent.

The individual classroom teacher's policy will outline clear expectations and consequences.

PLAGIARISM AND CHEATING

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Sardis Secondary School. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes:

- taking someone else's assignment or portion of an assignment and submitting it as your own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as your own
- submitting purchased papers as your own
- submitting papers from the Internet written by someone else as your own
- supporting plagiarism by providing your work to others, whether you believe it will be copied or not
- copying, faxing, e-mailing, or in any way duplicating assignments that are turned in wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not

Cheating includes:

- using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
- giving or receiving answers during tests or quizzes. It is your responsibility to secure your papers, so other students will not have the opportunity to copy from you or the temptation to do so

- taking credit for group work when you have not contributed an equal or appropriate share toward the final result
- accessing a test or quiz for the purpose of determining the questions in advance of its administration

All incidents of plagiarism or cheating will be dealt with in a serious manner.

STUDENT DRESS CODE

Students should dress sensibly in clothing that is appropriate to the school or work setting. The dress code includes the following but is not limited to these guidelines:

- No gang related paraphernalia may be displayed
- No bare feet
- No bare midriffs (bellybuttons)
- No exposed underwear or bras
- No very tight or revealing clothing
- No short shorts or short skirts
- No articles of clothing bearing vulgar, discriminatory, derogatory or sexist messages or images
- No articles of clothing bearing drug or alcohol related messages or images

Students will be asked to refrain from wearing such clothing and will be required to change into more appropriate attire. Students may be required to go home to change or wear SSS clothing supplied by teacher / office.

CAR PARKING AND DRIVING SAFETY

Students may park their cars only in the student parking lot as some areas are reserved for staff and visitors. Student parking along the back of the school, including the shop area is prohibited. Students must not loiter in the parking lot during class time. All vehicles using school parking facilities must be registered at the office and display a registration sticker. ***Students who are parked illegally or not registered will be towed at the owner's expense. There is limited parking and, as a result, a limited number of parking permits will be issued for free for the first two weeks of each semester, and thereafter, they will be sold for \$5.00. Parking permits will be issued on a first come, first served basis.***

Students are expected to drive safely and follow all rules, including the speed limits, as posted in and around the school. ***Students who do not drive safely, or park inappropriately may lose the privilege of driving to Sardis Secondary.***

PEDESTRIAN TRAFFIC

Pedestrian students must exercise courtesy toward vehicles stopped or moving so as to maintain safety. Crosswalks must be used where designated.

SUPERVISION

Staff have full authority of the administration at all times whether on formal duty or not. School rules apply at all school sponsored activities as they do during the day. We will need the cooperation of everyone if we expect to keep formal supervision to a minimum.

We count on student courtesy, good manners, and respect to make supervision pleasant for those students or staff who will be asked to perform such tasks

STUDENT SUPPORT SERVICES

COUNSELLORS

You may make an appointment with a counsellor directly through your counsellor's email address listed on the school website under staff.

Counsellors can help you and your parents in the following ways:

- Orientation to the school.
- Individual counselling of a social or personal nature.
- Guidance in course selection and timetables.
- Information for educational planning.
- A liaison between students, teachers, and parents.
- Referral to community and professional services.

Counsellors - assigned according to student's last name.

A—G	TBA
H—N	Mrs. Lewis
O—Z	TBA

Aboriginal Support Teacher - Mr. Nickel

HOMEROOM

Students from all grades will have a homeroom teacher. Where possible, these students will stay together with this teacher throughout their years in the school. Attendance at homeroom is mandatory.

SCHOOL BASED TEAM (SBT)

The School Based Team, which includes Learning Assistance Teachers, Teachers, Counsellors and Administrators, meets once a week to discuss students who may be having learning challenges at Sardis. At these meetings they recommend strategies to ensure student success. Sometimes an outcome of the SBT meeting is the scheduling of a Case Conference, which is a meeting with the student, parent, Student Services personnel and Teachers. The purpose of the Case Conference is to communicate the level of performance, what is going well and what is not, and developing a plan of action for success. Referrals to the SBT can be made through any member of the team.

LEARNING ASSISTANCE

The Learning Assistance Centre (Room C127) is available for students who need specific academic support. Teachers and peer tutors are available for one-on-one assistance for students. Referral to learning assistance can be made through the School Based Team.

CAREER CENTRE

The Career Centre is a valuable source of information for all students. Post-secondary, occupational, scholarship/bursary, and job/work experience opportunity information is available. Mr. Wedel will help you find what you need.

COMMENCEMENT PARTICIPATION REQUIREMENTS

Only students enrolled in a Graduation Program or School Leaving Certificate Program completed by June 2018 will be permitted to participate in the 2018 commencement ceremony. Students must be aware that dropping courses can impact graduation requirements and therefore exclude commencement participation.

The final list for Commencement 2018 will be established on April 13, 2018 (end of term 3). Students must be in a position to pass all of their courses to meet graduation

requirements in order to participate in the 2018 commencement ceremony. ***Prior to participating in grad activities, all outstanding accounts must be paid in full.***

STUDENT EVALUATION

Your performance in a course is reported (informally) to you by your teacher and formally to your parents by telephone, interviews, emails and ***four report cards each year***. Find out at the start of the course how you will be evaluated and you won't be surprised later.

Teachers use the following percentages (shown in the chart below) as a guideline for assigning marks.

NOTE: At the end of a course, letter grades A, B, C+, C, C- and F will be used. An 'I' (Incomplete) mark will be used when a student has not met the expectations at reporting time and the teacher will provide requirements for students to upgrade their work to meet desired expectations. Failure to complete 'I' requirements within prescribed period of time will result in the "I" being replaced with a failing mark.

HONOUR ROLL

To qualify for the Honor Roll you must achieve:

"A" Honours: 3.5 - 4.0 average

"B" Honours: 3.0 - 3.49 average

- all courses are considered.

PERCENTAGE AND GRADE POINT AVERAGE (G.P.A.) SCALE

Percent	Letter Grade	Grade Point	Grade Point Average
86 - 100%	A	4	3.5 - 4.0
73 - 85%	B	3	3.0 - 3.49
67 - 72%	C+	2.5	2.5 - 2.99
60 - 66%	C	2	2.0 - 2.49
50 - 59%	C-	1	1.5 - 1.99
	I	0	0.00
0 - 49%	F	0	0.00

ATTENDANCE

The policy at Sardis Secondary School is to assist students in maintaining regular attendance in order to provide the maximum opportunity for learning.

Research shows a strong correlation between poor attendance and lower academic achievement. Our stance on student attendance is simple: "Attendance in class is expected, and is the shared responsibility of the student, the parent, the staff and the administration." We find it difficult to assist a student who does not attend regularly.

ATTENDANCE PROCEDURES

- It is expected that students will attend every class of every school day. Teachers will take roll call in each class and keep a record of absences and tardiness.
- Absences by a student will result in extra time put forth by the students to make up the work missed. It is the ***student's responsibility*** to check with the teacher and to complete the required work that was missed.
- Within a day of the absence, it is the responsibility of the student to provide the

school with a parental/guardian verification of the absence. ***A telephone call in advance is strongly recommended.***

- ***If a student has to leave school prior to the end of the day, he/she is to check out at the office or counselling centre after checking with his/her teacher for homework.*** The student must bring a written request from home stating the reason and signed by parent or guardian. If the student does not have a note, personnel in the office will attempt to contact the parents or guardians before the student is released from school.
- Students who are absent from their scheduled classes on the day of a co-curricular activity (i.e. athletics, etc.) shall not be allowed to participate in that activity. Exceptions will be made for verified doctor or dental appointments or where prior approval is obtained through the administration.

All absences in accordance with District and School Policy require an excuse from a parent or guardian. Absences will be classified as Excused or Unexcused.

AN EXCUSED ABSENCE

The following are the *ONLY* reasons for an excused absence:

- Personal illness
- Health appointments that cannot be made outside the regular school day
- Recognized religious holidays
- Emergency family situations
- Planned absences which have been approved in advance by the school or meet prior arrangement criteria (**see Absences Prior Arrangements**)
- Scheduled court appearances that are previously verified by a Vice Principal
- School related activities that are approved by a teacher, coach, club sponsor, counsellor, or administrator.

ABSENCE - PRIOR ARRANGEMENT

Sardis Secondary School ***strongly discourages*** students from taking vacations during the school year, especially during exam week. Students who miss classes lose essential instruction and place increased demands on their teachers and classmates. **Scheduled semester exams (both provincial and school based) must be written during their scheduled time. Students who are away during the assessment and reporting week must write in the following exam session (January and June).**

During the planning for an absence, parents and students should understand that teachers cannot possibly, in all cases, pre-teach the lessons, nor provide make-up assignments to cover all the material that will be missed. Since a student needs to attend a full course to earn full credit, it is reasonable to expect that extended absences will usually result in a lower grade. However, occasions arise where absences are necessary. When this is the case, the school will make every reasonable attempt to reduce the negative impact to the student's educational program. Our intent is to maintain a high academic standing. In order that students and parents may not be misled and suffer possible disappointment, it must be clearly understood that:

- A letter of request outlining the reason for the absence, expected duration, and departure date must be written to the school.
- A '***Prior Arrangement Form***' will be issued from the office to be presented by the student to the teachers.
- Teachers will state in writing on the ***Prior Arrangement Form*** student expectation and consequences that could result from the extended absence and any alternatives that would help to minimize the potential harm to the student's final grade. The responsibility for the completion of all make-up work rests with the student.

- Final clearance must be completed in the office by returning the fully compiled **Prior Arrangement Form** to the office.
- Prior arrangement releases will not be considered unless **at least ten day lead time** is given.

AN UNEXCUSED ABSENCE

An unexcused absence is an absence that occurs without valid parental or school consent and normally to be treated as a truancy.

TRUANCY

A truancy is when the student:

- Leaves school without signing out at the office.
- Is absent from school without prior permission of parents.
- Leaves a class without permission.
- Becomes ill and goes home or stays in the restroom instead of reporting to the office.
- Obtains a permission slip to go to a certain place and does not report there.
- Comes to school but does not attend class.
- Fails to attend a scheduled assembly.
- Falsifies a parental notification.
- Goes home for lunch and remains there without a parent call.
- Is absent without the knowledge and consent of a parent, or absent from school after arriving on campus, without the knowledge and consent of the school.
- Leaves a class for more than the permitted time allotted by the teacher.

PROCESS FOR DEALING WITH TRUANCIES

Truancy will be cause for disciplinary action, suspension or expulsion. The following process will be followed:

Stage One

Truancy (ies) checked, confirmed, and documented by the classroom teacher. The student is then referred to a vice principal. The vice principal will:

- Discuss the truancy with the student
- **Assign the student one Saturday School. Attendance is compulsory and, if absent, the student will move to "Stage Two" of the process and make-up two Saturday Schools (if absent from any of these days, the student's educational program will be reviewed to see if there is a better placement in another program in the school district).**
- Contact home
- Send a letter home
- Send an email to teachers

Stage Two

Further truancies checked, confirmed, and documented by the classroom teacher. The student is then referred to one of the vice principals who in turn will:

- Discuss the truancies with the student
- **Assign two sessions of Saturday School. Attendance is compulsory and if absent, the student will move to Stage Three of the process and make-up more Saturday Schools (if absent from any of these days, the student's educational program will be reviewed to see if there is a better placement in another program in the school district).**
- Contact home
- Meet with parents/guardians and student where parents and student are informed that further truancies will result in a formal discipline meeting with the principal and vice principal
- Send a letter home
- Send an email to teachers

Stage Three

Further truancies checked, confirmed, and documented by the classroom teacher. The student is then referred to a vice principal. The vice principal will:

- Discuss the truancies with the student
- **Assign two sessions of Saturday School. Attendance is compulsory, if absent, the student will be asked to withdraw from Sardis Secondary.**
- Contact home
- Meet with parents/guardians and student in a formal discipline meeting with the principal and vice principal. The next truancy will result in the student withdrawing from Sardis Secondary.
- Send an email to teachers

Stage Four

Further truancies checked, confirmed, and documented by the classroom teacher. The student is then referred to a vice principal. The vice principal will:

- **Discuss the truancies with the student.**
- **The student will be referred to the district transition team where the student's educational program will be reviewed to see if there is a better placement in another program in the school district.**

ATTENDANCE REVIEW

When it appears that a student is voluntarily missing classes or has been missing too many classes and is being excused by a parent/guardian, the classroom teacher will refer the student to the administration for an attendance review.

LATES

It is expected that students will be in class on time. Students who are late disrupt the teacher's lesson and negatively impact students' learning. Students who arrive late are to go directly to their class to have attendance taken and the late recorded.

The following process and steps will be followed in dealing with lates.

Step 1. 1-5 lates. The teacher will handle the situation individually with the student. Teachers will initiate, no later than third tardy, disciplinary action and make contact with parents.

Step 2. 6th unexcused late (or sooner at the discretion of the teacher). The teacher will report the student to a vice principal and provide detailed information concerning previous attempts on their part to correct the situation. Students will be assigned a Saturday School, the parents will be contacted and a disciplinary letter will be sent home.

Step 3. If lates continue the teacher will report the student to the vice principal who will determine further disciplinary action.

STUDENT FEES

In order to provide certain school services and activities, a basic yearly Student Association fee is charged. This money is allocated to school services and activities. If there is a credit, it will remain on the students account to be used for an alternate activity or purchase. A request for refunds of credits must be made in writing to sss_finance@sd33.bc.ca

Schools **may** charge fees for the following:

- Calculators (other than graphing calculators)
- Student activity
- Extra-curricular activities
- Lockers rental
- Deposits for textbooks and workbooks (The return of the deposit would be subject to the textbook being returned in a condition suitable for reuse)
- Parking
- Graduation activities and yearbook (both are optional)
- Graduation commencement

- A Field trip expense where the trip is an enrichment activity and student attendance is not mandatory. Field trip fees are non-refundable unless it is a medical or emergent circumstance
- Materials of a different or better quality for school projects if the student wishes to improve the quality of their project.

REGISTER ONLINE TO PAY at <https://www.studentquickpay.com/sd33/>

Grade 12= Failure to pay outstanding school fees may result in a student not being allowed to participate in school sponsored activities and / or the delay in receiving a school yearbook. Refunds due will be applied to outstanding school accounts (if applicable).

COURSE FEES

Students taking a particular course may be assessed a fee for the cost of consumable materials.

HELPFUL HINTS

Classes - plan your day so you do not have to go to your locker before each class. Be on time and **be seated before the bell rings**. Bring all necessary materials (textbooks, pencil, ruler, etc.)

P.E. Change Room - DO NOT leave purses, money, phones, etc., in the change rooms and lock-up clothes and books in the lockers provided (**Students must provide their own locks**). Locks must be removed at the end of each PE class, so the next PE class may use the lockers. Locks that are not removed will be cut off. This area is out-of-bounds during class hours unless taking P.E. at the time. **The school is not responsible for lost or stolen articles including phones.**

Food and Drinks in Gym - we attempt to keep the gym floor clean so it is safe for use by P.E. classes and athletics. Please do not eat or drink in the gymnasium.

Lost and Found - mark all your belongings with your full name for easy return if lost. All of your possessions should be kept locked in your locker. Items of real value should be left at home. It is best not to bring anything of value to school. Lost and found for P.E. equipment is in the P.E. office.

Telephone – An office phone is available to students for emergent situations. 'Telephones must not be used during instructional time.' **Only if there is an emergency and with a teacher's permission may a student use a telephone during class time.**

Telephone Messages - the school cannot accept responsibility for relaying telephone messages to students except in cases of emergency. Students should advise parents, friends and employers of this policy. **The office will only take messages for students from parents.**

Vending Machines - students may not use the vending machines during class time. If this occurs the products will be confiscated. Refunds only issued during break times.

Lunches - lunches may be purchased in the cafeteria from a variety of cold and hot selections. **Do not leave litter where you have eaten - please use the garbage containers**

Lockers - While the locker to which the student is assigned remains the property of the school, the student is expected to maintain the locker in a **neat and tidy** condition and to keep it locked at all times. Do not change lockers and do not give out your combination to other students. **Damaged locks or locker problems should be reported to the office immediately.** Students in Grade 10 and 11 usually share lockers.

Textbooks - Books will be issued by course teachers and become the responsibility of the student. Students who lose or damage books will be charged accordingly.

Bicycles should be securely locked in the bicycle racks in front of the school. Bicycles may not be used in the school.

Skateboards and roller blades may not be used inside the school. If the "wheels touch the floor", they will be confiscated.

Bus Students - the bus driver is in complete charge of the bus. Students must abide by School Board regulations in order to retain their bus riding privileges. Information regarding bus routes and times is available by phoning the district bus office at 604-792-1255.

School Photos - On the first day of school, student photos are taken free of charge. **All students are required to have their photo taken.** Prints are used for office files, the yearbook, student I.D. cards and bus passes. Packages may be purchased separately by students and their parents. Please note that this is official school identification and students must be dressed appropriately (i.e. no hat, sun glasses, etc.).

I.D. Cards - upon payment of the student fees, students are issued I.D. cards. Cards are required for purchase of tickets for school sponsored activities and must be presented on request. ID cards are also scanned for textbook sign out.

Visitors - Sardis Secondary school is a closed campus. All visitors to the school during regular school hours are required to report to the office. Students are not allowed to bring guests to the school during the school day. Students from other schools are not allowed to visit Sardis Secondary during the school day.

Daily Announcements - each day a set of announcements are made available to students via subject teacher's email. Messages are also displayed from monitors located throughout the school. Announcements to be presented by students should be signed by a sponsor teacher and submitted to the office by 3:15 p.m. the day previous.

Change of Address, telephone number, email address, emergency contact, etc. - if you change one of these items during the year report the change to the office as soon as possible.

Teachers on Call - Our school is fortunate in having capable people to help us whenever our regular teachers are ill, or attending conferences. A Teacher on Call is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being as polite, helpful and considerate, as you would be to your regular teacher.

SCHOOL ACTIVITIES

STUDENT LEADERSHIP

The Student Leadership class at Sardis Secondary School is the sponsoring body of extracurricular student activities for Sardis students. The Student Leadership class welcomes suggestions from all students to improve the quality of school life.

The purpose of Student Leadership is to:

- provide an opportunity for students to participate in the administration and direction of student affairs;
- Foster student participation and leadership in clubs and/or other activities;
- create a positive environment.

INTRAMURALS

Intramurals are offered during lunch time all year and give all students an opportunity to participate in games and events. Activities offered in the past include: volleyball, soccer, floor hockey, indoor soccer, handball, strongman competition, and many other interesting activities. Bring your suggestions to the Physical Education Office.

ATHLETICS

For those students who are interested, a wide-ranging program of inter-school sports is available. The following sports will be offered: Soccer, Volleyball, Field Hockey, Swimming, Basketball, Rugby, Cross Country, Track and Field, Tennis, Field Lacrosse, Ice Hockey, Football, and Golf.

Athletes should note that there will be an annual fee per sport to facilitate travel expenses, uniform maintenance and athletic banquet. Please see student fee schedule for costs.

CLUBS AND ACTIVITIES - GET INVOLVED!

Clubs and activities have operated during the past years, and will continue, depending on student participation and staff sponsorship. Other clubs could be added if a sufficient number of students have a common interest, and a teacher-sponsor is available.

AWARDS SYSTEM

Awards recognize students who have met the challenge to attain a degree of excellence. This positive attitude is worthy of recognition.

SCHOLARSHIP, CITIZENSHIP AND SERVICE AWARDS

Each year at the Awards Ceremony students are recognized for the following:

Academic - students who have achieved 'A' honors and a perfect 4.0 GPA, throughout the year. Students who drop courses after four weeks of class will not be eligible for this award.

Citizenship - students who have been nominated by their teachers as exemplary citizens.

Service - students who have been nominated by their teachers as providing exemplary service to the school.

A **General Proficiency** trophy is awarded to the Grade 12 student who best combines academic ability with service, athletics, fine arts, and/or industrial arts.

Other awards are made available by different departments throughout the school.

SCHOLARSHIPS AND BURSARIES

Although scholarships, bursaries and loans directly affect Grade 12 graduating students, younger students should begin early in their high school years to prepare for these awards. Conscientious attention to attitudes, and work habits will pay off.

Considerable financial awards are given out each year. Those students receiving internal or external scholarships or bursaries are recognized at the Awards Ceremony in June.

LIBRARY

The School Library is located across from the office block. It is open from 7:30 a.m. to 3:30 p.m. daily.

The library is available for classes and/or individual students who wish to do research or borrow books. Courteous, quiet behavior is expected at all times, so this facility can be used to the best advantage for all students of our school.

Books, on loan for two weeks, may be taken out at any time during the day. Books on overnight loan may be taken out after school dismissal time.

There are no library fines but students are responsible for paying for damaged or lost library materials.

In addition, the following services are available to students:

- Study and Audio Carrels, Computers, 12,000+ books, and Internet.

PARENT ADVISORY COMMITTEE (PAC)

Sardis Secondary is fortunate to have an active PAC. All Parents are welcome to join this group and play a role in improving the school for students. Parents play an important part in school decision making and providing leadership in special activities. Meeting dates are listed on the school calendar.

FIRE AND EARTHQUAKE DRILLS

Students should be familiar with the exits from the rooms in which they receive instruction. Fire drills and earthquake drills should be considered serious and conducted without talking. The fire alarm system and fire extinguishers are for protection of property and lives. ***Tampering with this equipment is a criminal offense.***

FALSE FIRE ALARM

A student guilty of triggering a fire alarm, without just cause, will be suspended from school. Under the Criminal Code a fine of \$500.00, six months in jail or both can be given by the courts for tampering with fire equipment

When an emergency occurs all students should:

- Follow the instructions of the teacher and unless otherwise told, use the nearest, safe exit. In the case of an earthquake this will involve taking cover during any tremor.
- Close all doors and windows in the room.
- Walk - **DO NOT RUN.**
- Be prepared to be re-routed if certain exits are closed and report to the subject teacher outside the building.
- Absolute silence is needed for safety.
- Students out of a room must immediately leave the building.
- Students are to meet on the track until — three short sounds of the school bell indicate you may re-enter.

Everyone Must Leave the Building

LOCK DOWN PROCEDURE

If there is a suspicious/dangerous/threatening person on school grounds, in or near the school, notify the office immediately. Give a clear explanation of the threat, a description of the individual, the time and location.

If an incident occurs during class time, students are to remain in their classroom and follow the lockdown procedures as outlined by your classroom teacher. If the incident occurs prior to school, at break, at lunch, or after school, during an assembly, or at any other non-class time, staff and students must meet in their homeroom.

If an evacuation of the building is necessary, please follow the fire drill procedures.

GRADUATION TRANSITION

Graduation Transition Standards required by all students include: 30 hours of community volunteer or work experience, 100 hours of physical activity in Grade 10, 11 and 12 and completion of a graduation transition plan and exit interview. Students will be required to set up an account at www.myBlueprint.ca to complete the portfolio due February 8, 2018.

GRADUATION TRANSITION STANDARDS		
100 hours of Physical Activity in Grade 10, 11, 12	Community based Volunteer or Work Experience	Graduation Transition Plan
<p>PHYSICAL ACTIVITY: Students complete a minimum of 100 hours of physical activity in Grade 10, 11, and 12 towards developing a healthy personal lifestyle.</p> <p>WORK EXPERIENCE: Students log their community based volunteer or work experience demonstrating employability skills or community involvement and responsibility.</p> <p>GRADUATION TRANSITION PLAN: Through grades 10-12 students develop and modify their plans for after graduation. They explore and plan for options in their education and career choices. Students will have an exit interview in which they will discuss their Transition Plan and how it relates to their skills and attributes.</p> <p>*PLEASE NOTE: Students who do not complete their grad transitions will not graduate.</p>		

**GRADUATION REQUIREMENTS FOR STUDENTS ENTERING
GRADE 12 IN SEPTEMBER, 2017**

Credit Requirements Grade 10 - 12

80 credits ... total required for graduation (equivalent to 20, 4-credit courses from grade 10, 11 and 12)

52 credits are Required Courses, including:

- Language Arts 10 (4 credits)
- Language Arts 11 (4 credits)
- Language Arts 12 (4 credits)
- Social Studies 10 (4 credits)
- Social Studies 11, Civics 11 or BC First Nations Studies 12 (4 credits)
- Science 10 (4 credits)
- Science 11 or 12 (4 credits)
- Mathematics 10 (4 credits)
- Mathematics 11 or 12 (4 credits)
- Physical Education 10 (4 credits)
- Fine Arts or Applied Skills 10, 11 or 12 (4 credits)
- Planning 10 (4 credits)
- Grad transitions 12 (4 credits)

28 credits are Elective Courses

- Minimum of 12 credits at the Grade 12 level in addition to Language Arts 12
- All Ministry-Authorized and Board/Authority-Authorized courses count

EXAMS

Students are required to write 2 Graduation Program Exam:

- A Grade 12 Language Arts exam - either for English 12 or Communications 12 (40% of final grade)
- A numeracy assessment.

Ministry Websites:

Graduation Home: <http://www.bced.gov.bc.ca/graduation/>
Provincial Exam Specs: <http://www.bced.gov.bc.ca/exams/specs/welcome.htm>
Student Secure website: <http://www.bced.gov.bc.ca/exams>

Cross Grade exams are written by all students in academic courses. These formal exams are worth a portion of the final grade in that course. Like the Provincial exams, the **cross grade exams must be successfully completed before credit for the course can be attained**. These exams **must** be written at the scheduled times during the assessment and reporting week. Students are to be available during the assessment and reporting week.