
2022-2023 STUDENT HANDBOOK



Sardis Secondary Student Handbook

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OUR MISSION STATEMENT

“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

- 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.
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SARDIS SECONDARY 7 KEY ATTRIBUTES





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.

"We Invite Your Success."

ADMINISTRATION

L. Schramm	J. Dartnell	L. Ego	C. Lightle
Principal	Vice Principal	Vice Principal	Vice Principal

TEACHING STAFF

L. Archer.	Social Studies
J. Armstrong	English
D. Balsillie	Mathematics
K. Biegel	Music / CLE
P. Blaak	Languages
M. Braun	Construction / Media
S. Calver	Science / PE
B. Chirico	Mathematics
J. Clayton	Counsellor
J. Craig	English / Social Studies
T. Dahlman	Mathematics
K. Diaz	English /Alt
J. Douglas.	Languages
A. Fawcett	Counsellor
A. Fitzsimmons	Physical Ed.
D. Frost	Cook Training
K. Gambell	Languages
K. Nicol	Resource
H. Lightle	Humanities / PE
D. Geck	Psychology
R. Goodman	Automotive
K. Graves	Physical Ed. / Hum.
J. Grenier	Hockey Academy / Yearbook

A. Guy	Drama / Law / Hum.
B. Hagerman	Science
J. Hagerman	LA / Resource
L. Hawkenson	Languages
K. Heibner	Science / Math / Animation
D. Hetland	Science
D. Hewitt	Science
C. Hipwell	Drafting / Powertech
C. Klassen	ESL / Intern. Students
B. Kuhn	Bus. Ed. / Geography
M. Lewis	Science / Leadership
R. Logan	Mathematics
T. MacIsaac	Science
J. Massie	Science / Agriculture
Q. Mattie	Woodwork
M. Moore	Science / Math / PE
J. Murtha	Computers
A. Neid	Science / PE
C. Nesbitt	Languages
K. Neufeld	Mathematics
R. Nightingale	English
D. Petek	English
N. Piegsa	Foods
D. Purych	Metal
K. Rahnborn	Foods / Textiles
E. Reitsma	Counselling
S. Sache	Languages / Leadership
R. Sagert	Fine Arts
D. Servatius	Social Studies / PE
D. Shepherd	Counselling
K. Sigaty	Philosophy / Hum / Languages
R. Tagle	PE / Social Studies
T. Toth	Science / Agriculture
L. Van Winkle	LA
J. Warkentin-Scott	Languages
D. Watt	Business / Planning
C. Wedel	Librarian
C. Welch	English / Philosophy
K. Werner	Music / Social Studies
G. Wieler	Social Studies
S. Wiens	Fine Arts
K. Wilnechenko	Science / Math
L. Zenzen	Science / Foods



SUPPORT STAFF

S. Bogstie	Business Manager
L. Radford	Secretary
S. Hewitt	Secretary
J. Krawc. huk	Secretary
S. McInally	Secretary
L. Christenson	Career Advisor
	Child and Youth Care Worker
K. McMahon	Child and Youth Care Worker
E. Guiaya	Cook
E. Blaschek	Chef Assistant
B. Piegsa	Chef Assistant
B. Olsen	Aboriginal Education Assistant
V. Becker	Education Assistant
L. Broadbent	Education Assistant
L. Crabb	Education Assistant
V. Culpepper	Education Assistant
D. Emery	Education Assistant
J. Gadsby	Education Assistant
L. Green	Education Assistant
R. Hooker	Education Assistant
M. Hryciw	Education Assistant
S. Luff	Education Assistant
C. Madden	Education Assistant
E. Martin	Education Assistant
T. Munro	Education Assistant
B. Murphy	Education Assistant
D. Percher	Education Assistant
V. Robinson	Education Assistant
W. Sahlmann	Education Assistant
I. Salim.	Education Assistant
J. Scott	Education Assistant
K. Soth	Education Assistant
L. Todd	Education Assistant
S. Vandop	Education Assistant
C. Wagner	Education Assistant
C. Woods	Education Assistant
L. Zhou	Education Assistant
S. Kinnear	Supervision Assistant
S. Allen	Supervision Assistant
A. Backus	Supervision Assistant
B. Brossart	Custodian
B. Morris	Custodian
N. Epp	Custodian
N. Stingl	Custodian





SARDIS SECONDARY 2022-2023 BELL SCHEDULE



REGULAR BELL SCHEDULE	
TIME	PERIOD
8:20	Warning Bell
8:25 – 9:49	Period 1 - (84)
9:49 – 9:54	Change
9:54 – 11:16	Period 2 - (82)
11:16 – 11:56	Lunch – (40)
11:51	Warning Bell
11:56 – 1:18	Period 3 - (82)
1:18 – 1:23	Change
1:23 – 2:45	Period 4 - (82)

FLEX & EXTENDED DAY BELL SCHEDULE	
TIME	PERIOD
8:20	Warning Bell
8:25 – 9:30	Period 1 - (65)
9:30 – 9:35	Change
9:35 – 10:40	FLEX - (65)
10:40 – 10:45	Change
10:45 – 11:50	Period 2 - (65)
11:50 – 12:30	Lunch – (40)
12:25	Warning Bell
12:30 – 1:35	Period 3 - (65)
1:35 – 1:40	Change
1:40 – 2:45	Period 4 - (65)

Student Referrals

	Counselor
A – G	Mr. Shepherd
H – O	Ms. Fawcett
P – Z	Mrs. Clayton/Reitsma
+International	

	Vice - Principal
A – G	Mr. Dartnell
H – O	Ms. Ego
P – Z	Ms. Lightle
+International	



Aboriginal Students (TBA)

Career Advisor
Ms. Christenson

Work Experience
Ms. Ellert

Community Youth Support Worker

International Students
Ms. Klassen

Learning Assistance
Ms. Van Winkle

Resource Teachers
Ms. Nicol and Ms. Lewis



STUDENT EXPECTATIONS AND POLICIES

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.

1. I have the right to live and work in an atmosphere of mutual respect and courtesy so *I have the responsibility to show respect to students, parents, teachers, administrators, and my school.*
2. I have the right to be safe and secure from threatening and abusive behavior on the part of others so *I have the responsibility to involve myself in positive conflict resolution.*
3. I have the right to live and learn in an atmosphere free of pollutants such as foul language, harassment and discrimination so *I have the responsibility to conduct myself in a manner worthy of respect of others.*
4. I have the right to live in an environment where building walls, coverings, lockers, windows, washrooms, shrubs, lawns are free from vandalism and litter so *I have the responsibility to recognize that vandalism of school facilities is a crime against the people of this school and will be treated as such.*
5. I have the right to learn in an orderly environment free from unnecessary interruptions or delays so *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.*

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6. I have the right to work in an environment free of drugs, alcohol and smoke so *I have the responsibility to avoid any contact with drugs and alcohol. Understand that school property is a smoke free environment.*
 7. I have the right to privacy and security of personal space so *I have the responsibility to respect the property and privacy of others.*

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.

Students in violation of the Drug and Alcohol policy may be referred to the Chilliwack School District Behavior Committee with the recommendation for transfer to another school/education setting within the school district. R.C.M.P. will be contacted if warranted.

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.

Students in violation of the Weapons policy will be referred to the Chilliwack School District Behavior Committee with the recommendation for transfer to another school/education setting within the school district. R.C.M.P. will be contacted if warranted.

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 consequences for violence is immediate suspension and the possibility of losing the opportunity to attend Sardis Secondary School. 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 their 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 also includes any type of vaporizer (vape) 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, suspension, 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, 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. 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 or videos 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

Clothing should be suitable for a school learning environment and demonstrate a respect for the school community and the B.C. Human Rights Code. The dress code includes the following but is not limited to these guidelines:

- Clothing and footwear should be comfortable and appropriate for students to participate safely in all school activities
- Clothing that promotes direct or indirect messages or graphics referring to alcohol, drugs, gang culture, sex, weapons, violence, or profanity will not be permitted
- Clothing may not encourage sexism, racism, homophobia, or discrimination regarding gender identity, sexual preference, race, religion, or origin
- Clothing fabric must cover private areas and not be transparent
- For safety and identification purposes, clothing must not be worn in a manner that restricts or shields a person's identity. Students are permitted to wear hoodies if they do not cover their head.

Any person not adhering to the dress code, will be advised personally and discretely, then given an opportunity to meet the school dress code.

CAR PARKING AND DRIVING SAFETY

The following guidelines have been established for the purpose of having an orderly and safe parking process at Sardis Secondary School:

1. Students may park their vehicles only in the unnumbered stalls, as numbered stalls are reserved for



staff, and areas along the bus loop are reserved for visitors. Student parking along the back of the school, including the shop area, is prohibited.

2. Students must leave their vehicle and the parking lot immediately upon arriving at school.

Students are not to loiter in their vehicle or the parking lot at any time before, during, or after the school day. This includes the designated lunch break.

3. 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. Registration stickers will be issued on a first come, first served basis.
4. Students are expected to drive safely and follow all rules, including the speed limits (10 km/h), as posted in and around the school.

Students who do not drive safely, park inappropriately, or loiter in their vehicles 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 and respect to make supervision pleasant for students or staff.

OFF CAMPUS PRIVILEGES

All students of Sardis Secondary are expected to be good citizens when interacting with our residential and commercial neighbors. Any students not representing Sardis Secondary in a positive light, may have their off-campus privileges revoked.



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

Mr. Shepherd

H-O

Ms. Fawcett

P-Z + Int.

Mrs. Clayton/Mrs. Reitsma

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 and C121) 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 (D103)

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. Ms. Christenson 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 2023 will be permitted to participate in the 2023 commencement Ceremony. Students must be aware that dropping courses can impact graduation requirements and therefore exclude commencement participation.

An eligibility list for Commencement 2023 will be established on April 20, 2023 (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 2023 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**, which are available via the Parent Portal on MyEducation BC (<https://www.myeducation.gov.bc.ca/aspen/logon.do>). 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



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
0-49	F	0	0.00
	I	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 an extra-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 Absence - Prior Arrangement**)
- 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 completed **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 is normally 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 to a make-up session that will occur outside of instructional time. Attendance is compulsory and, if absent, the student will move to "Stage Two" of the process and make-up two sessions (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 district).**
- Contact home.
- Send a letter home.
- Send an email to teachers.

STAGE TWO

Further truanancies 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 truanancies with the student
- **Assign two make-up sessions. Attendance is compulsory and if absent, the student will move to Stage Three of the process and attend more make-up sessions (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 district).**
- Contact home.
- Meet with parents/guardians and student where parents and student are informed that further truanancies 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 truanancies checked, confirmed, and documented by the classroom teacher. The student is then referred to a vice principal. The vice principal will:

- Discuss the truanancies with the student.
- **Assign two make-up sessions. Attendance is compulsory, if absent, the students course schedule may be altered.**

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- Contact home.
 - **Meet with parents/guardians and student in a formal discipline meeting with the principal and vice principal. The next truancy may 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 Resource Team where the student's educational program will be reviewed to see if there is a better placement in another program in the 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 make-up session, 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
- 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.
- Specialized sports academies

REGISTER ONLINE TO PAY at:

<https://www.studentquickpay.com/sd33/>

Grade 12's with outstanding school fees could result in 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 - 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. unlocked, in the change rooms. 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.**

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

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.



SKATEBOARDS AND SCOOTERS 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 – Will occur on **September 6th**. 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. Students in grades 9 – 12 will need their ID cards for off campus privileges.

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 (TBD START DATE)

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 (TBD START DATE)

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 (TBD START DATE)

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.

GENERAL PROFICIENCY - A 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.

MAJOR AWARDS - See the Sardis Secondary website: <https://sss.sd33.bc.ca/major-award-information> for more information.

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.

EMERGENCY PROCEDURES

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.

CAREER LIFE CONNECTIONS

All grade 12 students must complete Career Life Connections (CLC) in order to graduate. A final mark will be given for CLC.

Students are expected to complete several assignments that will demonstrate their self-awareness, ability to work with others, collaboration and communication, career knowledge and career awareness.

Students will be given a rubric for how their final mark will be earned. An exit interview will be completed as the final activity for CLC.

Career Life Connections is due January 26, 2023

GRADUATION REQUIREMENTS FOR STUDENTS ENTERING GRADE 12 IN SEPTEMBER, 2022

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)
- A Social Studies 11 or 12 (4 credits)
- Science 10 (4 credits)
- A Science 11 or 12 (4 credits)
- A Mathematics 10 (4 credits)
- A Mathematics 11 or 12 (4 credits)
- Physical Education 10 (4 credits)
- A Fine Arts or Applied Skills 10, 11 or 12 (4 credits)
- CLE 10 (4 credits)
- CLC 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 3 Provincial Assessments:

- A Numeracy Assessment 10
- A Literacy Assessment 10 and a Literacy Assessment 12
- French Immersion Students: FRAL 12 Provincial Exam (June)

Ministry Websites:

Graduation Home:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/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.