
2026-2027

STUDENT

HANDBOOK



Sardis Secondary
Student Handbook

45460 Stevenson Road
Chilliwack, BC V2R 2Z6
Phone: 604-858-9424
Fax: 604-858-2195

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 interdependent global community.
- All people can learn.

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 pervasive rule: we all always show respect to one another.

Our code of personal conduct is built on the premise that we all have the right to learn in an environment of mutual respect, which requires us to show a high level of personal discipline.

We also encourage you to get involved in extracurricular 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

Sharon Bernard	Jeff Dartnell	Carla Walsh	Jens Nissen
Principal	A-G Vice Principal	H-O + Int'l Vice Principal	P-Z Vice Principal

COUNSELLORS

Trish Lewis	Austina Fawcett Chris Olafson	Elaine Reitsma	Jenna Clayton
A - E	F - K International	L - R	S - Z

TEACHING & SUPPORT STAFF

A full list of staff members and their contact information is available on our website (<https://sss.sd33.bc.ca/staff/all>).

STUDENT LOG IN INFORMATION

SCHOOL COMPUTERS/EMAIL/MICROSOFT (TEAMS, WORD, POWERPOINT, ETC)

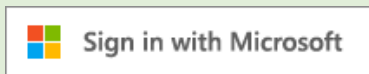
1. Use the Office 365 link on our website or go to:
<https://login.microsoftonline.com/>
2. Your Username and Password are the same to log in to the school computer, for Outlook (email), Teams, OneDrive, and any other Microsoft program.
3. **Username:** *studentnumber@sd33online.ca*
Password: _____
(The homeroom teacher will provide on the first day of school)

WIFI

- **Settings > Wifi > Select SD33-Student**
- **Username:** *Student#*
Password: _____
(same as computers)
- **Android users:**
 - Phase 2 Authentication, select MSCHAPV2
 - For CA Certificate "Use System Certificates"
 - Online certificate status > Do not validate
 - Domain > wifi.sd33.bc.ca

MYFLEX

1. Use the link to the MyFlex from our website or go to:
<https://ca.myflexlearning.com/login>
***Be sure you are on the Canadian MyFlex website**
2. Click on this button:



LOCKERS

1. Go to: <https://sss.sd33.bc.ca/lockers> or scan the QR code to choose your own locker and read the instructions.



2. **Username:** *student#*

Password: FirststInitialLastInitialStudent#

(ex: JS1213456), you will then be prompted to reset your password.

MOODLE

1. Use the link to Moodle from our website or go to: <https://lms.sd33.bc.ca/login/index.php>
2. Click on this button:



Microsoft 365

MYBLUEPRINT – UNIVERSITY & CAREER INVESTIGATING, RESUME & COVER LETTER

1. Use the link to MyBlueprint and proceed to step 4, or go to: www.myblueprint.ca
2. Select 'Log In' in the top right corner
3. Select 'School Account Log In' near the bottom of the page
4. Select 'SD33 Chilliwack' from the drop-down menu
5. Select 'Log In with Student Account'

MYEDUCATION BC

- 1. Use the MyEd link on our website or go to:**
<https://www.myeducation.gov.bc.ca/aspen/logon.do>
- 2.** The first time you log in must be on a laptop or desktop. After that, you may log in on your phone. The best view is on a computer or tablet.
- 3. Login ID:** Student#
- 3. Password:** Sss\$2026 (new students only, otherwise use your previous password)
- 4.** The first time you log in, you will be required to change the current password.
 - **Current Password:** Sss\$2026
 - **New Password:** Create and enter twice
 - Rules for the password you create:
 - Minimum 8 characters:
 - At least one UPPERCASE letter
 - At least one lowercase letter
 - At least one number
 - At least one symbol (ex. %, \$, !, @)




STUDENT EXPECTATIONS & 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 may include restitution, other restorative measures, and suspensions.

Students will be provided with supportive measures to help them change their behaviour when 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 behaviour 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 from others.*
4. I have the right to live in an environment where building walls, coverings, lockers, windows, washrooms, shrubs, and 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.*
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.*

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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 & 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 Behaviour 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 backpacks, 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 Behaviour 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 of violence are 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 using them. In accordance with School District policy, smoking and the use of tobacco products are not permitted in school buildings, on school grounds, or around the property perimeter (Stevenson, Fern, Reid, and Wiltshire). **This includes e-cigarettes and chewing tobacco.** This also includes any vaporizer (vape), whether or not it contains tobacco.

If a student is caught with a vape in their hands or is vaping, the vape will be confiscated and not returned, and the student will be given a suspension from school. Multiple infractions may result in a referral to the DBC (District Behaviour Committee).

COMPUTER & INTERNET USE

Students must make appropriate use of computers. Inappropriate use could result in withdrawal from the computer course, loss of computer privileges at school, suspension, and possible involvement with the R.C.M.P. 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 for teaching and learning. Irresponsible use of personal electronic devices creates distractions to this process and may be a safety concern in areas such 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: students are to refrain from using their personal electronic devices during class time. Students will silence their devices and store them in their bags, lockers, or a designated space provided by the teacher.

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

If a student is unable to use their electronic device appropriately, they may forfeit the right to bring it to school.

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

Headphones or earbuds must not be worn or visible during instructional time, including assemblies, unless the teacher has allowed them.



If students are caught using their personal electronic devices in the hallway during instructional time, their devices will be confiscated.

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

School District 33 assumes no responsibility for the loss, destruction, or theft of any personal items brought to school, stored at school or used in any school-related activity by a student (bikes, technology devices, musical instruments, etc.).

PLAGIARISM & 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 processes necessary 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's progress toward their 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 seriously. Among other consequences, plagiarism or cheating may result in loss of credit for the assignment or test.

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 heads.**

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

CAR PARKING & DRIVING SAFETY

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

- 
- Students must park in the 'Student Parking' designated areas within the school parking lot. Student parking along the back of the school, including the shop area, is prohibited.
 - Students must leave their vehicle and the parking lot immediately upon arriving at school.

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

- All vehicles using school parking facilities must be registered at the office and display a registration sticker.
- Students who park illegally or are not registered will be towed at the owner's expense. Registration stickers will be issued on a first-come, first-served basis.
- 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 parking their car at Sardis Secondary.

PEDESTRIAN TRAFFIC

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

SUPERVISION

Staff always have full authority from the administration, whether on formal duty or not. School rules apply at all school-sponsored activities as they do during the day. We will need everyone's cooperation 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 who do not represent Sardis Secondary in a positive light may have their off-campus privileges revoked.

Grade 9 students do not have off-campus privileges until Term 2.



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 are assigned according to students' last names:

A-E

F-K + Int'l

L-R

S-Z

Trish Lewis

Austina Fawcett / Chris Olafson

Elaine Reitsma

Jenna Clayton

LEARNING ASSISTANCE

The Learning Assistance Centre (Room C121 and C123) is available for students who need specific academic support. Teachers and peer tutors are available to provide one-on-one assistance to students. Referral to learning assistance can be made through the School-Based Team.

CAREER CENTRE (B214)

The Career Centre is a valuable source of information for all students. Post-secondary, occupational, scholarship/bursary, and job/work experience information is available.

COMMENCEMENT PARTICIPATION REQUIREMENTS

Only students enrolled in a Graduation Program or a School Leaving Certificate Program who complete by June 2027 will be permitted to participate in the 2027 commencement Ceremony. Students must be aware that dropping courses can impact graduation requirements and, therefore, exclude commencement participation.

An eligibility list for Commencement 2027 will be established on April 16, 2027 (at the end of Term 3). Students must pass all their courses to meet graduation requirements and participate in the 2027 Commencement Ceremony.



Students must ensure that all outstanding fees are paid in full before participating in any grad activities.

STUDENT EVALUATION

Your performance in a course is reported to you by your teacher (informally) and to your parents (formally) by telephone, interviews, emails, and *learning updates throughout the year*, which are available via the Parent Portal on MyEducation BC (<https://www.myeducation.gov.bc.ca/aspden/logon.do>). Find out at the start of the course how you will be evaluated, and you won't be surprised later.

Formal Learning Updates / Summaries are issued at the end of each term:

Term 1 Ends November 13th, 2026

Term 2 Ends January 29th, 2027

Term 3 Ends April 16th, 2027

Term 4 Ends June 22nd, 2027

COURSE WITHDRAWALS

The final date to withdraw from a course is one week after the semester starts. These dates are:

Semester 1 – September 16th, 2026


Semester 2 – February 5th, 2027

Gr. 9 teachers will use proficiency scales to report on student progress. For further information about proficiency scales, see: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/student-reporting-for-families>

If a Gr. 9 student has not met the prescribed learning outcomes for a course at the end of the semester, a mark of 'F' will be assigned.

Gr. 10-12 teachers will use the following percentages (shown in the chart below) as a guideline for assigning marks.

NOTE: At the end of a Gr. 10-12 course, letter grades A, B, C+, C, C- and F will be used. An 'IE' (Insufficient Evidence) mark will be used when a student has not provided enough evidence to assess student learning at the met reporting time, and the teacher will provide requirements for students to upgrade their work to meet desired expectations. Failure to complete 'IE'



requirements within the prescribed period of time will result in the 'IE' being replaced with a failing mark.

To qualify for the Honor Roll, you must achieve:

"A" Honours: 3.5 - 4.0 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
	IE	0	0.00

ATTENDANCE

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

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.

SCHOOL MESSENGER

Please use School Messenger to report your child's absence. The portal is user-friendly and allows you to report a student's absence in several ways:

- School Messenger app
- [School Messenger website](#)
- Toll-free at 1-833-698-6567

For more information, see our [Attendance](#) webpage.



ATTENDANCE PROCEDURES


- It is expected that students will attend every class on every school day. Teachers will take roll calls in each class and record absences and tardiness via MyEd.
- Absences by a student will result in extra time put forth by the student to make up for the work that was missed. **It is the student's responsibility to check with the teacher and to complete the required work that was missed.**
- Absences should be reported to the school office via the School Messenger portal using the app, website, or by phone. These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.
- If a student must leave school before the end of the day, parents should inform the office, and the student should check out at the office after checking with their teacher for homework.
- 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 for those with prior approval from the administration.
- Students with chronic absenteeism will meet with their admin and parents, if needed, and will be assigned an 'Attendance Card' for a period of time.

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**.

EXCUSED ABSENCES

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 planning for an absence, parents and students should understand that teachers cannot, in all cases, pre-teach lessons or provide make-up assignments to cover all 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, there are occasions when absences are necessary. When this is the case, the school will make every reasonable attempt to reduce the negative impact on the student's educational program. We intend to maintain a high academic standing. So 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.
- An '*Extended Absence*' form will be issued from the office to be presented by the students to the teachers.
- Teachers will state in writing on the Extended Absence Form student expectations 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 completing all make-up work rests with the student.
- Final clearance must be completed in the office by returning the fully completed *Extended Absence Form* to the office.
- It is strongly encouraged that students complete this form **at least 10 days** before the leave commences



AN UNEXCUSED ABSENCE

An unexcused absence is one that occurs without valid parental or school consent and is typically treated as truancy.

TRUANCY

A truancy is when the student:

- Leaves school without signing out at the office.
- Is absent from school without the parent's prior permission.
- 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's 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

If a student is truant from class, the classroom teacher will:


- Discuss the truancy with the student and email/phone parents about the truancy
- If truancy occurs again, the student is referred to the Vice-Principal for a follow-up conversation. At this point, a "make-up" session can be scheduled at lunch or after school. Parents will also be contacted at this point.
- If truanancies continue, the Vice-Principal will have parents in for a meeting, an attendance contract could be signed, further make-up sessions assigned, etc.

ATTENDANCE PROCEDURE

When it appears that a student is voluntarily missing classes or has missed five (5) or more blocks in a single course in a single month, the teacher will have a documented Attendance Conversation with the parent/guardian and student.

LATES

Students are expected to be in class on time. Students who are



late disrupt the teacher's lesson and negatively impact students' learning. Students who arrive late must get a 'Late Slip' before going to class. This slip must be handed to their teacher when they get to class. Students who are chronically late will be referred to their administrator for follow-up and additional consequences.

STUDENT FEES

To provide certain school services and activities, a basic annual Student Association fee is charged. This money is allocated to school services and activities. If there is a credit, it will remain on the student's account for use toward an alternative activity or purchase. A request for refunds of credits must be made in writing to sss-finance@sd33.bc.ca

Grade 12s with outstanding school fees may be denied participation in school-sponsored activities and/or have their yearbook delayed. Refunds due will be applied to outstanding school accounts (if applicable).

Schools may charge fees for the following:

- Calculators
- Student activity
- Extra-curricular activities
- Deposits for textbooks and workbooks (The return of the deposit is subject to the textbook being returned in a condition suitable for reuse)
- Parking
- Commencement, graduation activities and yearbooks are optional
- 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 different or better quality for school projects if the student wishes to improve the quality of their project.
- Specialized sports academies

STUDENT QUICKPAY

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



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 **seated before the bell rings**. Bring all necessary materials (textbooks, pencils, rulers, etc.).

P.E. CHANGE ROOM: Do not leave personal belongings (purses, money, phones, etc.) unsecured in the change rooms or gym. Students are expected to store their clothing, books, and valuables in the lockers provided and must supply their own locks. Locks must be removed at the end of each P.E. class. Any locks left on lockers will be cut off and removed. The change room area is off-limits during class hours unless students attend a scheduled P.E. class. **The school is not responsible for lost, stolen, or damaged personal property, including cell phones and other electronic devices.**


FOOD AND DRINKS IN THE GYM: WE ATTEMPT TO KEEP THE GYM FLOOR CLEAN TO ENSURE it is safe for use by P.E. classes and athletics. **Food and drink are not allowed in the gym area.**

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 emergencies. Telephones must not be used during instructional times. If there is an emergency, students may use a telephone with a teacher's permission 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 from parents for students.**

LUNCHES: Lunches may be purchased in the cafeteria. Food deliveries must be picked up from the office during the lunch hour or after school and will not be handed out during instructional time or during transition times. **Do not leave litter where you have eaten - use the garbage containers.**



TEXTBOOKS: Books will be issued by the course teachers and will be the student's responsibility. 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.

E-BIKES/E-SCOOTERS: They must always be stored outside the building, securely locked in the bicycle racks.

BUS STUDENTS: The bus driver is in complete charge of the bus. Students must abide by School Board regulations to retain bus riding privileges. Information regarding bus routes and times is available by phoning the transportation department at 604-792-1255.

SCHOOL PHOTOS: Will occur 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 hats, sunglasses, etc.).

I.D. CARDS: Upon payment of the student fees, students are issued I.D. cards. Cards are required to purchase tickets for school-sponsored activities and must be presented upon request. ID cards are also scanned for textbook sign-out. Students in grades 9-12 will need their ID cards to use 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, student announcements are emailed to teachers and are read over the PA at the end of 1st period. 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.



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. The office staff may require certain documentation.

REPLACEMENT STAFF: Our school is fortunate to have capable people to help us whenever our regular teachers/EAs are ill, away on school-based activities, attending conferences, etc. Teacher on Call (TTOC's) or Casual (On-Call) EA's are important visitors 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 at lunchtime year-round and allow all students 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 students interested, a wide-ranging inter-school sports program is available. The following sports will be offered: Soccer, Volleyball, Field Hockey, Swimming, Basketball, Rugby, Cross Country, Track and Field, Curling, Field Lacrosse, Ice Hockey, Football, Wrestling, Golf, etc.

Athletes should note that there will be an annual per-sport fee



to cover travel expenses, uniform maintenance, and the athletic banquet. Please see the student fee schedule for costs.

CLUBS AND ACTIVITIES

Clubs and activities have been operating in past years and will continue to do so, depending on student participation and staff sponsorship. Other clubs could be added if enough students have a common interest, and a teacher-sponsor is available. Check the SSS website (Student Section) for a list of clubs/activities occurring at the school.

AWARDS

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

SCHOLARSHIP, CITIZENSHIP & SERVICE AWARDS:

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

ACADEMIC: Gr. 10-12 students who have achieved 'Straight As' 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 nominated by their teachers as exemplary citizens.

SERVICE: Students nominated by their teachers for providing exemplary service to the school.


FALCON AWARD: 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 offered by various 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 and bursaries directly affect Grade 12 graduating students, younger students should begin early in



high school to prepare for these awards. Conscientious attention to attitudes and work habits will pay off.

Considerable financial awards are given 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 8:00 a.m. to 3:30 p.m. daily.

The library is available to classes and individual students who wish to conduct research or borrow books. Courteous, quiet behaviour is always expected so that this facility can be used to the best advantage by all students at 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.

Students are responsible for paying for damaged or lost library materials.

The following services are available to students: Study and Audio Carrels, Computers, 12,000+ books, and the Internet.

PARENT ADVISORY COMMITTEE (PAC)

Sardis Secondary is fortunate to have an active PAC. All Parents are welcome to join this group and help improve the school for students. Parents play an important part in school decision-making and in providing leadership in special activities. Meeting dates are listed on the school calendar (typically the 3rd Monday of the month).


EMERGENCY PROCEDURES

FIRE AND EARTHQUAKE DRILLS

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

FALSE FIRE ALARM

A student who triggers a fire alarm without just cause will be



suspended from school. Under the Criminal Code, the courts can impose a fine of \$500.00, six months in jail, or both for tampering with fire equipment.

IN AN EMERGENCY, ALL STUDENTS SHOULD:

- Follow the instructions of the teacher and, unless otherwise instructed, use the nearest, safe exit. In the event of an earthquake, take cover during any tremor.
- Close all doors and windows in the room.
- Walk - **DO NOT RUN.**
- Be prepared to be rerouted if certain exits are closed and report to the subject teacher outside the building.
- Absolute silence is needed for safety.
- Students who leave the 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

LOCKDOWN 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 the location.

If a lockdown occurs during class time, students are to remain in their classroom and follow the lockdown procedures as outlined by their classroom teacher.

If the incident occurs before school, during break, at lunch, after school, during an assembly, or at any other non-class time, staff and students must go directly to the nearest classroom. Students will then follow the instructions of the school staff.

If a lockdown occurs when a teacher is not in the classroom, the designated student will close the door and secure the room and students. Teachers should ensure their doors are locked when they leave the classroom.

If an evacuation of the building is necessary, please follow the fire drill procedures and report to your Blk 1 reporting station.



CAREER EDUCATION

All students must complete Career Life Education and Career Life Connections to graduate. A final mark will be given for both.

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.

FOCUS

FOCUS occurs every Wednesday between **8:30 and 9:32 am**. FOCUS is a required enrichment block where students can receive extra support in one of their classes.

FOCUS blocks will also be used to hold assemblies, such as Remembrance Day, Orange Shirt Day and grade-based assemblies. On these days, the FOCUS block will occur after Blk #1.

Gr. 10-12 students will be registering for a 2-credit FOCUS course in the first week of school. There will be a variety of courses to choose from. More information will be provided to the students in their homeroom.

GRADUATION REQUIREMENTS FOR STUDENTS ENTERING GRADE 12

Credit Requirements Grade 10 - 12

80 credits ... total required for graduation (equivalent to 20, 4-credit courses from grades 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)

** Students must complete at least one Indigenous-based course in Gr. 10-12.

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.

To view the Fair Notice online, please visit
<https://www.sd33.bc.ca/fair-notice>

Fair Notice



Common programs and integrated services shall provide information to those who receive or are affected by their services. This is referred to as **Fair Notice** that such a multi-agency program/initiative exists. The Chilliwack School District is committed to providing a safe and inclusive environment for all staff, clients, students and community members, and as such, is a member of the Chilliwack Community Violence Threat Risk Assessment (VTRA or ARTO) Protocol.

WHAT IS A VIOLENCE THREAT RISK ASSESSMENT (VTRA) PROTOCOL?

The protocol is designed to enhance communication between all partners. It is incumbent upon the partners to share necessary and appropriate information that may initiate or facilitate the Assessment of Risk to Others (ARTO) process. It is a trauma-informed and equity-inclusion guided practice that utilizes and Assessment of Risk to Others (ARTO) process to:

- To ensure the safety of all individuals,
- Begin to understand the factors that contribute to the Individual of Concern's (IOC's) threatening or high-risk behaviour,
- View the Individual of Concern (IOC) as in need of intervention and support rather than discipline.
- Be proactive in developing an intervention plan that addresses the emotional and physical safety of the Individual of Concern (IOC). It may include disciplinary action but will include appropriate supports to aid in the Individual of Concern (IOC) in developing and using more appropriate strategies,
- Promotes the emotional and physical safety of all.

It is NOT a Disciplinary tool or response.

WHAT IS A THREAT?

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

DUTY TO REPORT?

Often when we hear in the media about a violent incident, we learn that the Individual of Concern had made threats in advance of acting violently. To keep our communities safe, staff community members, students, and parents all need to act responsibly and report all threat-related behaviours and high-risk activities. This report can be made to any community partner of the Chilliwack VTRA/ARTO Protocol.

When a report of a threat is received by any member of this protocol, and upon screening it is determined the threshold for the "Categories of Action" is met, the Chilliwack VTRA/ARTO Protocol will be activated.

"Categories for Action" may include, but are not limited to:

- Serious violence or violence with intent to kill,
- Violence with intent to do serious bodily harm,
- Verbal/written threats to kill others ("clear, direct and plausible"),
- Verbal/written threats to do serious bodily harm ("clear, direct and plausible"),
- Social Media/Technology generated threats to harm/kill others,
- Possession of weapons (including replicas),
- Bomb threats (making and/or detonating explosive devices),
- Fire setting,
- Sexual intimidation or assault,
- Ongoing pervasive and targeted bullying and/or harassment,
- Gang related intimidation and violence,
- Hate incidents motivated by factors including, but not limited to, race, culture, religion, and/or sexual and gender diversity,
- Suicidal ideation or attempts as related to "Fluidity" or "Conspiracy to Two or More".

CAN I REFUSE TO PARTICIPATE?

It is important for all parties to engage in the process. If for some reason there is a reluctance to participate in the process, by either the Individual of Concern or parent/guardian, the threat assessment will continue in order to ensure and restore a safe and inclusive environment for all.