



GUILDFORD PARK SECONDARY SCHOOL
Everyone Matters

HANDBOOK 2020-2021

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GENERAL INFORMATION

ANNOUNCEMENTS

Announcements are made each day at the start of second block. As a matter of courtesy, please listen quietly. The announcements will also be displayed on the Sabres Broadcast on our television monitors located throughout the school and are available as notifications on the G PSabres APP.

ASSEMBLIES

Gatherings require all students to conduct themselves in an orderly manner, and to extend the utmost courtesy to other students, staff, or visitors who may wish to address the audience. We have a reputation as a polite, thoughtful, and enthusiastic audience. Let's maintain that good reputation.

ATHLETICS

Guildford Park has established a record of good sportsmanship and competitive spirit with its athletic program. This can be attributed to the high level of commitment and sportsmanship that we require from all of the athletes who represent our school.

Our teams compete in league play against Surrey schools at the Grade 8 and Junior levels and other schools from different Districts at the senior level. League champions then compete in a Fraser Valley Championship and the top finishers in the Fraser Valley move on to the Provincial Championships.

Fall Sports

Junior Boys Soccer
Senior Boys Soccer
Senior Boys Volleyball
Junior Boys Volleyball
Senior Girls Volleyball
Junior Girls Volleyball
Grade 8 Girls Volleyball
Grade 8 Boys Volleyball
Cross Country Running

Winter Sports

Wrestling
Senior Boys Basketball
Senior Girls Basketball
Junior Boys Basketball
Junior Girls Basketball
Grade 9 Boys Basketball
Grade 8 Girls Basketball
Grade 8 Boys Basketball
Ice Hockey (Girls and Boys)

Spring Sports

Badminton
Track and Field
Girls Soccer (Jr. & Sr.)
Ultimate
Rugby (Girls and Boys)
Ball Hockey

Athletic Intramurals

The intramural program at Guildford Park has been very successful. Intramural games are played at lunch time and are open to the entire student body. Sports offered are Indoor Soccer, Basketball, Ultimate, Floor Hockey, Handball and Dodge Ball. Each sport is organized into leagues complete with teams, scheduling and playoffs. Students may sign up individually or with a friend, and they will be placed on a team and play on scheduled days.

Cafeteria

Students are encouraged to eat lunches in the cafeteria. The Guildford Park Cafeteria service is available to students and provides a variety in food selection. We expect that all students conduct themselves in a manner that keeps the lunchroom a place where students can relax and enjoy their lunch in a safe, clean and orderly environment.

CANCELLATION OF SCHOOL INFORMATION

Sometimes extreme weather conditions or other unusual circumstances can cause class cancellations at a school, or district-wide on short notice. In the event of class cancellations, the Surrey School District will post information on its website at www.surreyschools.ca and the GP Sabres APP as well as providing updates to local radio stations.

Weather, power, road and safety conditions can change substantially within a few hours, therefore assessments and decisions must be made as close to school opening as possible for the information to be reliable. However, the district will do its best to communicate the status of schools by 7:00 a.m., when possible.

Even if all schools are open, many schools can face conditions and circumstances unique to a specific neighbourhood. **Therefore, the district encourages and respects the importance of parental decision-making regarding accessing a school, based on parents' own location and individual circumstances, their route to school and overall attention to safety.**

CLUBS

Anime Club	Games Club	Green Team Club
Art Club	Garden Club	Journalism Club
Beading Club	Dance Club	Sabre Council
Culture Club	Grad Council	Science Club
Fitness Club	GP United Club	Student Council

Students interested in starting a club can do so by getting a group together, finding a sponsor teacher and getting the approval of the Administration. If travelling is involved, students would be required to provide their own transportation.

DRESS CODE

Rationale

We, as a school community, are committed to providing students with learning environments that are safe, responsive, and inclusive.

We, as a school community, recognize that decisions about dress reflect individual expression of identity, socio-cultural norms, and economic factors and are intensely personal.

Policy

Students may attend school and school-related functions in dress of their choice under the conditions that their choices demonstrate integrity and respect for themselves and others and that their choices:

1. Conform to established health and safety requirements for the intended activity
2. Do not promote or depict images, language or content related to drugs, alcohol, sex, violence, racism, or discrimination
3. Do not include hats, hoodies, toques, or any non-religious headwear

Consistency

We, as a school community, are charged with the responsibility of ensuring that our students, staff, parents and visitors adhere to this code. To that end, we will ensure:

1. Signage is posted outlining our policy and it is reflected in our school agenda
2. Infractions are addressed consistently and respectfully

EXTRA-CURRICULAR FUNCTIONS

When you attend any school function, even when away from the school, you are expected to demonstrate responsible behavior. School rules and expectations apply to these events, and it is your responsibility to adhere to them. If you are absent on the day of an extra-curricular function, you will not be permitted to participate or attend the function. You will be refunded the money if a ticket has been purchased for the event provided notice was given prior to the event.

EMERGENCY PROCEDURES – School Safety Alert System

Fire	Earthquake	Safety Alert
<ul style="list-style-type: none"> At the sound of alarm exit the building following the route outlined on the Emergency Exit Routes Map. Teachers will lead students out of building. Be sure to close all doors and windows behind you. Gather students on Gravel Field Send a runner to secretaries with attendance All students on study should report to the Library Teacher on the gravel field. <p>A bell will ring to indicate it is safe to re-enter the building.</p>	<ul style="list-style-type: none"> When earthquake starts, students should take cover under desks and stay away from windows and bookcases. Wait for shaking to stop – check yourself and others for injuries. Decision to evacuate should not be automatic – there may be more danger outside than inside. <p>If evacuation is determined safe then:</p> <ul style="list-style-type: none"> Be prepared to exit using an alternate route as exit might be blocked. Gather students at designated meeting area. Stay away from buildings, overhead power lines, trees, or other hazards that may fall while outside. Send a runner to secretaries with attendance <p>Do not re-enter building until instructed that it is safe to do so.</p>	<p>HOLD AND SECURE (announced over PA)</p> <ul style="list-style-type: none"> Gather students into closest classroom including passing students and staff in hallway. Students should seek cover, staying away from doors, windows and outside walls. Lock door; turn out lights, no talking <p>Note: During lock down there should be no cell phone use.</p> <ul style="list-style-type: none"> No one is admitted – RCMP will identify themselves and Admin has keys. Wait for ALL CLEAR to be announced or direction from RCMP. Evacuate and gather at designated area. If outside building, remain outside the building and gather at MJ Shannon SHELTER IN PLACE (announced over PA) Keep students in classroom. Admin will lock doors if necessary. Wait for ALL CLEAR

FEE SCHEDULE 2020-2021

The school will provide the basic materials and resources necessary for students to meet the learning outcomes for each course. Students will need to continue to provide their own basic supplies and equipment for their own personal use.

BASIC STUDENT FEE

Student Fee (Agendas (\$5), APP Download, Locks (\$3), Student Activities (\$7) and Athletics (\$5). \$20.00

Optional Enhancements and Extracurricular Activities

Graduation Ceremony (Grade 12 students only)	\$45.00
Yearbook	\$40.00
Art Sketchbook	\$10.00
First Aid Certificate	\$5.00
Accounting 11	\$20.00
Food Safe Workbook & Certificate (Cafeteria 11/12)	\$20.00
Deposit for Graphing Calculator (Fully refundable upon return)	\$100.00
Athletics (One-time fee per school year)	\$60.00

Field Trips – Unless otherwise specified, participation on field trips is optional and there will be a charge.

Guildford Park and Surrey School District maintain that no student should be excluded from an educational activity due to financial hardship or an inability to pay a fee. If you are unable to pay a fee, please confidentially contact your child's Vice-Principal or Counsellor.

For more information on fees and enhancements please go to the surrey school district website at www.surreyschools.ca and click on "About Us" and then "Policies and Regulations." More information can be found in policy #9802/#9802.1

Please sign up for an account on surreyschools.schoolcashonline.com to pay fees online from your cell phone or computer. When fees are due, you will receive an e-mail notification.

GRADUATION REQUIREMENTS 2020-2021

To graduate, students must earn a minimum of 80 credits over Grades 10, 11 and 12-- 48 credits must come from required courses (see below) and 28 credits from elective courses.

In addition, students must complete 4 credits for Graduation Transitions 12: Career Life Connections.

Students must earn a minimum of 80 **required** credits from:

Language Arts 10
Language Arts 11
Language Arts 12
Social Studies 10
Social Studies 11 or 12
Science 10
Science 11 or 12
Mathematics 10
Mathematics 11 or 12
Physical and Health Education 10
Arts Education and/or Applied Design, Skills, and Technologies 10, 11 or 12
Career Life Education 10
Graduation Transitions 12: Career Life Connections
7 Grade 11 or 12 courses



Two Mandatory Graduation Program Assessment/Exams. Students graduating in BC are required to write the following before graduation:

- 1: Numeracy Assessment
- 2: Literacy Assessment

***Career Education Program**

Career Education is a Ministry authorized requirement for graduation. The program is not a stand-alone course; however it can be partially completed in Career Education 10. The remainder of Graduation Transitions 12 Career Life Connections must be completed by students throughout grades 10, 11 and 12 and has three components:

1. **Community Involvement** - 30 hours of work and/or volunteer experience
2. **Personal Health** – A Healthy Living Plan and 150 minutes per week of physical activity in grades 11 & 12.
3. **Career & Life** – Explores career options and requires students to identify and communicate achievements that reflect the development of the attributes of a British Columbia graduate.

INSURANCE: Medical, Dental, School Accidents

Did you know . . . the Surrey School District does not insure expenses for student injuries that happen on school grounds or during school activities? Also, the Medical Services Plan (MSP) is limited and does not cover some charges. Injury-related costs not covered by MSP or group insurance plans may include dental treatment, eyewear, rental of crutches or wheelchairs, splints and casts, physiotherapy and private tutors. Please review the District Information Sheet on *Accidents Happen ... what every parent should know* at www.surreyschools.ca/parent/accident-insurance.html. **For information on inexpensive accident insurance visit www.iapkidsplus.com.**

INTERNET ACCESS

Guildford Park is a wireless access school. As such, the internet use is intended to further a student's educational experience. Students accessing the Internet from the School must conduct themselves in a responsible, decent and polite manner.

Violations of Internet use may lead to a loss of this privilege or further disciplinary consequences.

Parental written consent is required for your child's use of Internet-based tools by British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA).

To explain and document their learning, students may be using any number of internet-based tools such as: *FreshGrade, Surreyschools.ca, Twitter, Prezi, Microsoft Teams, EdMoto, Explain Everything Educreations, Kidblog, Edublog, Weebly, WordPress, Flickr, Skype, Google Hangout, or similarly related sites/apps.* Please contact your child's teacher for more information on these sites/apps.

It is important to be aware that the majority of the Internet-based tools noted above are online services hosted outside of British Columbia and possibly Canada. While stored outside the country, information in your child's accounts may be subject to the laws of foreign jurisdictions, including, in the United States, the USA Patriot Act.



LANGUAGE CHALLENGE EXAMS

Students can receive course credit for a language other than French or Spanish by writing a challenge exam, typically offered in January. Please see your counsellor for details if you speak another language.

LEARNING SUPPORT

Students experiencing learning difficulties and needing additional help to be successful in school may be referred to the Learning Support Team. Enrollment is limited and placement is based on need. In the program, the students receive extra help in their courses as well as learning organizational and study skills.

LIBRARY

Hours of Operation:

Mondays and Fridays 8:00 AM – 3:30 PM

Tuesdays, Wednesdays, and Thursdays 8:00 AM – 4:15 PM

After School Tutoring Program:

Tuesdays, Wednesdays and Thursdays 2:30 PM – 4:15 PM

Students and staff are welcome to use the Library at lunch or afterschool for research, studying, and for recreational reading. A wide range of print and non-print resources are available, including computers for student use.

LOCKS AND LOCKERS

Lockers **will not** be available to Students during the 2020-2021 school year due to COVID-19 sanitary protocols.



LOST AND FOUND

Our Lost and Found is located outside the general office area. Any questions you have should be directed to the Secretarial or Safe Schools staff. Anything found should be brought to the office.

MEDICAL ASSISTANCE

Students who become ill are to check in to the office. The office will attempt to contact parents or have the student rest in the medical room. Students cannot be released unless a parent or guardian is contacted. The school does not provide medication to students.

PARENT ADVISORY COUNCIL (PAC)

The Parents' Advisory Council meets monthly as per the school calendar and is open to any parents of students in the school. The Mission of the Guildford Park Advisory Council is to foster communication between all parents, students, and the community with the goal of improving education for all students.

PARKING

Student parking at Guildford Park is free and students are allowed to park in any unmarked sites in the southwest or southeast lot only. At the beginning of the year all students need to register their vehicle at the school office.

Cars that block fire access or park in handicapped sites will be towed at the owner's expense. Students who do not drive safely around the school property or who do not follow staff directions will lose the privilege of bringing a car to school. **As a courtesy to our neighbours, students are requested not to park on the streets around the school. There is ample parking on school property.**



SCHOLARSHIP OPPORTUNITIES

Guildford Park Scholarships and Bursaries

We are pleased that with the tremendous community support given to us every year, Guildford Park Secondary is able to offer a number of scholarships and bursaries to our graduates.

Most of the scholarships require a commitment by the recipient to pursue further study at college, university, or other post-secondary institutions. The scholarships are paid out when the school or donor is notified that the student has registered at a post-secondary institution.

The initial scholarship meeting takes place in the fall.

District Scholarships and Awards

The Provincial District Scholarship and Awards Program is designed to acknowledge excellence in fields other than academic by assisting students to further their education in the vocational, technical, and fine arts areas.

Candidates must have achieved an average letter grade over the Grade 12 year of at least C+, have completed graduation requirements, and have attained at least a pass in their final standing in English 12 or Communications 12. Students should also have a concentration of courses in a specialty field such as Business Education, Technology Education, Fine Arts or Home Economics. More information is available at the fall meeting, and from our school counsellors.

Partners36 Scholarship Program

This program is made possible through the generous contributions of individuals, corporations and community service organizations that view scholarships as an investment in the future of our graduates. Students attending a Surrey School District secondary school or learning centre are eligible. These applications will be available in the Spring. Completed applications should be submitted to the scholarship contact in your school. Application forms and details about the Partners36 Scholarship Program are available online at:

www.surreyschools.ca/scholarships

Provincial Scholarships and Awards

Grade 12 students entering post-secondary institutions may also be eligible for scholarships, bursaries and awards made available through the provincial government. Information about provincial scholarships is available on the Ministry of Education website: www.bced.gov.bc.ca/awards.

OTHER SCHOLARSHIPS

There are many other opportunities to access financial assistance for post-secondary education. The Surrey School District website provides web links to some at: www.surreyschools.ca/scholarships. *Students should also consult with the Scholarship Committee Head for additional opportunities and information. Students can also regularly check the scholarship Twitter page at twitter.com/GPScholarship for ongoing scholarship postings.*

Obtaining copies of a Transcript

Current and former students of GP may request their transcript through the Student Transcripts Service website www.studenttranscripts.gov.bc.ca

You will require your Personal Education Number (PEN), which is located on your report card or can be obtained by contacting GP.

As a current student, you get for **free (within six months of Graduation)**

- Up to 25 transcripts sent to post-secondary institutions on your behalf
- One transcript sent to a third party (e.g. employer)
- One graduation certificate from your school (once you have met graduation requirements)

Any additional transcripts or certificates cost \$10 each.

For former students, ordering transcripts and certificates are \$10 each.

STUDY BLOCKS (GRADE 12)

Grade 8-11 students must take a full load of 8 courses. Only those Grade 12 students with a heavy academic course load may apply to have a study block. In order to avoid disturbing classes that are in session, students who have a study block must go to the cafeteria or library to study, or sign out at the office if leaving the school grounds. Students are not to be in the halls or at their lockers.

STUDENT RECOGNITION

Students at Guildford Park are recognized for their achievements in a variety of ways throughout the year and in June.

Athletic Awards

The following awards are presented for participation and excellence on athletic teams based upon points accumulated from each sport. A student may accumulate up to 10 points for each team they play on:

Bronze Medal	- 25 points
Silver Medal	- 50 points
Gold Medal	- 75 points
100 Point Club Plaque	- 100 + points

Individual Team Awards are presented at the Athletic Banquet each year and Outstanding Male & Female Athlete Awards are presented at each grade level.

Reporting to Parents

Guildford Park has four formal reporting periods, two in each semester with Communicating Student Learning Week during week six of each semester. We will be issuing report cards online through the **MyEducation BC** Student and Parent Portal during the school year. Parent-Teacher Conferences will take place in the days following the distribution of first and third formal report cards.

Reporting Procedures

A	= excellent	(86-100%)
B	= very good	(73- 85%)
C+	= good	(67- 72%)
C	= satisfactory	(60- 66%)
C-	= minimally acceptable	(50- 59%)
I	= Incomplete	(0- 49%)

Student Social Responsibility/Work Habits

G = good
S = satisfactory
N = needs improvement

Symbols indicated the level of performance as it relates to the following:

Work Completion, Respectful Participation, Initiative, On-Task Behaviour and Self-Motivation

RESOURCES FOR SURREY STUDENTS

The Surrey School District website provides great resources for students on a variety of topics. Find your school website, get help with your homework, research your career options, look up scholarship opportunities and more. There are many links to some of the most requested student information, including:

Summer School Registration

Homework assistance:

Online databases
Online tutoring
Virtual Reference Desk
and others...

District Programs:

Career education
Continuing education
Surrey Connect/online learning

Post-secondary planning:

Education planner
Financial aid
Post-secondary institutions in B.C.
Scholarship opportunities

Graduation:

B.C. Graduation Program
Graduation portfolio information
Provincial exam support/ information
Career information

STUDENT SERVICES

Counsellors

Ms. Hacker Last Names A to De
Ms. Carlsen Last Names Df to Li
Ms. Bartlett Last Names Lj to Q
Ms. Adams Last Names R to Z

Counselling services are available for all students. Students may discuss their educational, vocational or personal concerns with a trained counsellor. Students having difficulty planning their programs, making a vocational choice, acquiring adequate study habits or resolving many of the other problems that might influence their work can receive assistance. Appointments can be made at the School Office by filling out a Request for Counselling Appointment slip.

Course Decisions

Students may seek assistance from the Counselling Office when deciding which program they wish to enter, and how various courses relate to different occupations and/or post-secondary institutions.

Career Counselling

Counsellors can assist the student to explore vocational interests, abilities and aptitudes, as well as to examine vocational opportunities. Through discussion, students are able to obtain a better understanding of themselves and their suitability for various types of programs and occupations.

Personal Counselling

Students can see a counselor at any time for personal reasons.

Outside Agency Referrals

The counselling office works in close cooperation with other community organizations. Information about other agencies such as Child and Youth Mental Health, Human Resources, Family Services, etc., is available and referrals are made to offices more specifically equipped to assist student.

Parental Concerns

Parents are invited to make contact with the school to discuss any problems related to the progress of the student. The counsellor confers with the parents, if the need arises, by telephone or interview. Parents should feel free to contact the counsellor regarding problems their child may be having.

TEXTBOOKS

Students are responsible to return all textbooks to their teachers in the same condition in which they received them. Please extend courtesy to the students that follow you by keeping your textbooks in good condition. **You should ensure that your name and teacher name are in your textbook in case you lose it! Students will be charged the replacement cost for lost or damaged books.**

VALUABLES

The school cannot accept responsibility for lost or stolen articles. Students are warned not to bring large sums of money or valuables to school and are responsible for the care and safety of all their personal belongings. Students assume all responsibility for valuables left in the P.E. change rooms or lockers. Do not leave valuables in the PE lockers or change rooms.

KEEPING OUR SCHOOLS SAFE: District Code of Conduct

The Surrey School District is committed to providing safe and caring environments in which all learners can achieve academic excellence, personal growth and responsible citizenship. Safe and caring school environments are free of acts of:

- Bullying, harassment, threat and intimidation,
- Violence in any form,
- Verbal, physical or sexual abuse/exploitation,
- Discrimination
- Theft and vandalism.

Safe and caring schools do not tolerate the presence of:

- Intoxicating substances,
- Weapons and explosives and
- Intruders or trespassers.

It is expected that students will:

- Neither take part in, nor condone (provoke, encourage or make a spectacle of) any form of violence.
- Seek to prevent violence and potentially violent situations.
- Not use, possess or display any weapon, replica weapon or toy weapon on any school property or at any event that is organized or sponsored by a school.
- Not use, possess or sell any intoxicating or controlled substances.
- Demonstrate, when using electronic resources, appropriate on-line conduct.
- Show respect for the property of others by refraining from theft, vandalism, graffiti and other inappropriate behaviors.
- Abstain from smoking on school and other District property.
- Use respectful language.
- Practice academic honesty and personal.

The effective management of student discipline is a necessity to establish safe and caring environments that foster student learning needs. Prevention and intervention strategies applied at the school level and supported at the district level are essential to the foundation of a safe learning environment.

Responsibility for an effective discipline program is shared among many partners including the district, schools, students, parents/guardians, community groups, social agencies and the RCMP. The Board promotes understanding and acceptance of the interactive roles required to achieve safe and caring schools.

*Reference: Safe and Caring Schools Policy 9410 and Regulations 9410.1 and 9410.2
www.surreyschools.ca/Board/Policies/section9000.ht*

GUILDFORD PARK CODE OF CONDUCT

GENERAL STATEMENT

Our common purpose at Guildford Park is to acquire knowledge, develop skills, develop positive attitudes toward learning, be responsible citizens and respect the rights and property of others.

To this end, students are expected to demonstrate the attributes of a responsible young adult by adhering to the following expectations while under the jurisdiction of the school, travelling to and from school, at school, or while at any school sponsored function whenever and wherever held.

I HAVE THE RIGHT:	I HAVE THE RESPONSIBILITY:
<p>To be safe and to be respected for who I am regardless of:</p> <ul style="list-style-type: none"> ➤ Opinions ➤ Gender ➤ Gender identity ➤ Sexual Orientation ➤ Cultural, religious or ethnic origins 	<ul style="list-style-type: none"> • to be courteous in word and action to others and to not use intimidating or hurtful language or actions • to use appropriate language • to respect the ethnic, cultural and linguistic heritage of others • to respect all differences including gender identity • to treat others as you would like to be treated • to not take the property of others without permission • to not damage the property of the school or peers • to not deface lockers, textbooks or other property • to use good judgment when faced with difficult decisions • to use the supports available whenever an issue arises • to solve problems with the help of the adults in the building • to use the internet to not post harmful information about students or staff • to dress in appropriate clothing – <ul style="list-style-type: none"> ➤ Do not promote or depict images, language or content related to drugs, alcohol, sex, violence, racism or discrimination ➤ Do not include hats, hoodies, toques or any non-religious headwear ➤ Conform to established health & safety requirements for the intended activity
<p>To learn:</p> <ul style="list-style-type: none"> • Free of obvious distractions • In a safe environment 	<ul style="list-style-type: none"> • to follow the rules of the school and the teachers • to attend each class regularly • to be on time for each class • to come prepared to learn with all materials • to have a parent/guardian contact the school when absent • to allow others to work without distraction or excessive noise • to problem –solve not escalate • to not wear hats or hoodies so that intruders are easily identified
<p>To a school, community and environment that is:</p> <ul style="list-style-type: none"> ➤ Healthy ➤ Safe ➤ Positive ➤ Clean 	<ul style="list-style-type: none"> • to care for school property and equipment • to reduce, re-use and recycle • to use all disposal containers for garbage, recyclables and compost • to report all vandalism and unsafe behavior • to not smoke on school property—tobacco, e-cigarettes or vaporizers

Violations of the Guildford Park Code of Conduct will be addressed by pre-planned, fair, progressive discipline which is intended to be preventative and restorative and which takes into account individuality, maturity and development. These may include some or all of the following:

Teacher/student conferences
 Parental contact by teachers
 Classroom consequences
 Detentions
 Referral to counsellor
 Mediation

Restorative Justice
 Referral to Vice-Principal
 Removal of school privileges/suspension

Academic Integrity

Guildford Park has high expectations for the integrity of our students and their work. All student work must be original and sources must be cited appropriately and credit given to the author(s) of the original work. Student work that is not cited appropriately may be determined to be plagiarized.

Plagiarism is commonly referred to as the passing off of another person's work as one's own, whether deliberate or accidental. Accidental plagiarism is usually the result of poor citation or referencing or poor preparation or a misunderstanding of plagiarism. Deliberate plagiarism is an attempt to claim another person's work as one's own.

Plagiarism risks your reputation as a student at Guildford Park Secondary. There are a number of ways that you can avoid plagiarism. Be sure to consult your teacher or the teacher-librarian so that you can avoid plagiarism.

Cheating includes

- Presenting others work as your own
- Copying from another students work
- Plagiarism
- Allowing your work to be used by another student

Attendance

A close reporting of attendance is an important feature of this school. Your cooperation is necessary in keeping records accurate, and this will prevent you from running into problems. You should be aware of the following:

1. It is your responsibility to attend classes regularly except where illness prevents it, or where other unavoidable causes make attendance impractical. **Wherever possible, medical, dental and other appointments should be scheduled outside of class time.**
2. It is your responsibility to provide explanations for your absences. Students who are going to be absent are requested to have a parent phone the school (604-588-7601) before 9:00 a.m. on the day of absence. **NOTE: Students are responsible for making up missed work upon returning to school.**
3. Should you have to miss a class for a field trip, your teacher has a right to know in advance. This is only common courtesy. It is your responsibility to ask permission in advance to attend a field trip.
4. If you need to leave school before the end of the school day, you are expected to sign out at the office. We expect you to provide the office with the parent's or guardian's written permission for early dismissal. If you leave school without permission from the office, you are considered truant.
5. Truancy or irregular attendance may result in:
 - having to make up the time that is missed
 - being placed on attendance probation
 - suspension from school
 - exploring alternate education possibilities
6. **Holidays during the school year** - As extended absences seriously affect the teaching and learning process, we strongly discourage parents from taking students on holidays during the school year. However, when this is absolutely necessary, we request that students and their parents inform the office, pick up an Extended Absence Form from the office and discuss the matter well in advance with their teachers. **Students must understand that they face the fair and logical consequences of missing important schoolwork. Extended absences may result in students missing prescribed learning outcomes and receiving a lower grade, or even failing the course.**

Personal Devices

We acknowledge that many, if not most, of our students own at least one form of electronic device. We also acknowledge that for **SAFETY** reasons, parents feel strongly about their son/daughter having their cell phones with them at school.

PLEASE NOTE: If it is necessary for a student to have such devices while at school, **the expectation is that the devices should be turned off, and put away during class time** unless otherwise directed by a teacher. If a communication device goes off at school, the student will be asked to turn it off and/or give it to their teacher for the duration of the class. If a repeated infraction of this occurs, the device may be confiscated and returned to the parent/guardian.

The school cannot be held responsible for lost or stolen cell phones/iPods brought to school – please be responsible with your electronic devices!

Loitering

Students are required to respect our neighbours by not loitering on or around any of our neighbours' property. There is to be no loitering on the roads, sidewalks or lanes around the school.

Skateboards

For safety purposes, skateboards are not to be used on school property. If you ride one to school, please carry it to your locker and leave it there until you leave at the end of the day.

Visitors

Visitors who have a legitimate educational purpose are welcome in our school. All visitors must report to the office. **Guildford Park Secondary has a no-visitor policy in effect from 7 am to 3:30 pm every day.** Friends or students from other schools should not visit Guildford Park Secondary before, during, or after school, or at lunch. **Do not invite people to meet you at the school. Meet them away from school grounds.**

Visiting Other Schools

No students are to be on or around the property of other schools unless under the direct supervision of a teacher, or unless permission has been obtained prior to going to the school. Students who disrupt the normal operations of another school will be responsible for their actions, to the administration of Guildford Park Secondary.

References:

The Code of Conduct has been structured to align with, and adhere to the standards outlined in:

- The School Act 85 (1.1); 168 (2) (s.1); Provincial Standards Ministerial Order 276/07 (m276/07), effective October 17, 2007.
- BC Human Rights Code, as depicted in Surrey Schools Anti-Discrimination and Human Rights Policy No.10900; and Regulation No. 10900.1
- BC Ministry of Education: Safe, Caring and Orderly Schools, A Guide (November 2008) and Developing and Reviewing Code of Conduct: A Companion (August 2007), both found at <http://www.bced.gov.bc.ca/sco/>
- Surrey Schools – Safe and Caring School Handbook – policies, procedures and guidelines for schools found on <http://www.surreyschools.ca>
- Ministerial Order No.M 208: (a) a reference to each of the prohibited grounds of discrimination set out in section 7 (*discriminatory publication*) and section 8 (*discrimination in accommodation, service and facility*) of the *Human Rights Code*, RSBC 1996, c. 210;

STUDENT THREAT ASSESSMENT PROTOCOL: Fair Notice

What behaviour initiates a student threat assessment?

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

Duty to report

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

What is a threat?

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

What is a Threat Assessment Team?

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

What is the purpose of a student threat assessment?

The purposes of a student threat assessment are:

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



What happens in a student threat assessment?

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

Can I refuse to participate in a threat assessment process?

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the threat maker or parent / guardian, the threat assessment process will continue in order to promote a safe and caring learning environment.

PROTECTING SURREY SCHOOLS TOGETHER (PSST)

www.psst-bc.ca

PSST is a website hosted by the Surrey School District with support from the Surrey RCMP and Surrey Crime Prevention. The website provides:

- ◆ a respected, trusted and confidential resource for students to share or obtain information about issues that concern them,
- ◆ an interactive forum for district students to discuss and share experiences,
- ◆ an opportunity for young writers to practice and post stories publicly,
- ◆ an avenue to promote student pride in their school and education and,
- ◆ a tool to communicate topical information to student

