

Abbotsford Christian
School
Secondary Handbook



2009-2010

Principal's Note

Dear Students and Parents,

ACSS is a community of believers made up of students, staff, parents and friends. Each one of these members plays a role. As a staff, we are dedicated to providing an excellent education from a Christian world and life view so that students can understand their place in God's world and make a difference in it. Students rely on the staff for this leadership and guidance. Staff members rely on the fellowship, support and accountability of students and parents in their role. All members of the community follow an established set of guidelines that promote a spiritually and academically wholesome environment. The guidelines of this community are contained in this handbook, set in place with the lens of our mission and core beliefs. In order to be a positive member of this community, please be familiar with the content.

May God richly bless you this year as together we strive to explore God's world in service to the King.

Julius Siebenga

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Our Mission

Abbotsford Christian School, operated by the Abbotsford Christian School Society members, seeks to serve Christian families by providing a secure learning environment in which God's children can continue to explore, experience and evaluate all life under God.

We aim to nurture students in the discovery and development of their abilities and unique gifts so that they are enabled to be faithful, discerning, obedient and creative servants of God and of neighbour, and stewards of His creation.

Our Core Beliefs

1. **TRUTH**
-Learning, living and teaching in obedience to God's truth; discerning, engaging and influencing culture with the hope of Christ's redemption.
2. **RESPECT**
-Regarding each person as an image bearer of Christ, in love, integrity and openness.
3. **EXCELLENCE**
-Encouraging creativity and a pursuit of excellence in every aspect of life.
4. **SERVICE**
-Fostering servanthood and leadership development, modeling the compassion of Christ in all we do.
5. **STEWARDSHIP**
-Actively pursuing and teaching stewardship of time, resources and abilities.
6. **CELEBRATION**
-Celebrating creation, the life we have in Jesus Christ, and the life we share in our community.

Life Style Statement

Scripture calls us to live godly lives if we are to be counted as Christ followers. Our mission statement (in part) describes our task as follows: "We aim to nurture students...to be faithful, discerning, obedient servants of God and neighbour." We are called to be salt and light to the world and often we do this most effectively by modeling godliness. Who we are outside of school is a reflection of who we are inside of school. This applies to staff, students and the rest of the school community. As members of the Christian school community, we are called to turn from unrighteous behaviour as described by Paul in his letter to the Galatians (Gal. 5: 16-26) and instead work at being "imitators of God".

We believe that living a Christian life is something that is done in community (again reflected in our mission statement) and that our maturing in the faith is not an individual pursuit between us and God, but a communal activity in which we support, exhort, and hold each other accountable for our actions. Accountability works best within the context of meaningful relationship and not in punitive action. The apostle Paul exhorts us to live by the spirit and not to become weary of doing good (Gal. 6:9). This then, is the call that leads us within the Christian school community.

Generally speaking, supervision and/or legislation of students outside of school is not within the school's scope; however in the context of the above, we do desire to work with parents (proactively and retro-actively) in holding our students accountable to live consistent Christian lives at all times. In turn we can thus speak boldly about experiencing, exploring and evaluating all life under God.

Organization and Governance

ACCREDITATION AND MEMBERSHIP

SCSBC – Society of Christian Schools BC
CSC – Canadian Christian Schools
CSI – Christian Schools International
FISA – Federation of Independent Schools Association

ABBOTSFORD CHRISTIAN SCHOOL SOCIETY AND BOARD

The Abbotsford Christian School Society is the governing body for the school. It is made up of families and friends of the school that understand and support Christian education. The society elects a Board to set direction and vision for the school, hires and oversees the Executive Director and the staff, and supports the mission, vision and core beliefs of the school. The executive director is expected to act on behalf of the board.

FACULTY AND STAFF

Admin

Executive Director (Interim) – Julius Siebenga
Principal – Julius Siebenga
Vice Principal – Rob Bakker
Vice Principal – Jack Boersma
Vice Principal – Jeff Kiers

Admin Support

Administrative Assistant – Joanne Poortinga
Receptionists – Elly Spier, Diane Bangma

Departments / Teachers (*indicates dept. head)

Art – Jake Stelpstra*
Bible – Scott Visser*, Trevor Barkman, Alison Lammers, Brad Lemon, Amber Lestage, Bill Workman
Drama – Jeff Kiers*
English – Trent De Jong*, Trevor Barkman, Sandra Barthel, Alison Lammers, Brad Lemon, Dani Rebain,
French – Irene Buytendorp*, Erin Gotzke, Brad Lemon
Home Economics (Foods) – Martin VanderSchans*
Home Economics (Textiles) – Dani Rebain*
Math – Ed Van Woerden*, Mike Reizebos, Mark Sanders,
Music – Bill Workman*
Physical Education – Jack Boersma*, Alison Lammers, Scott Visser
Planning – Bill Workman*
Science – Rob Bakker*, Gaylene Cardow, Clarence Janzen, Mike Reizebos, Mark Sanders, Pamela Van Dop
Social Studies – Patrick Naayer*, Trevor Barkman, Alison Lammers, Brad Lemon
Technical Education (Mechanics) – Gary Verbeek*
Technical Education (Woods) – Keith Stewart*
Yearbook – Keith Stewart*

Staff Support

Academic, Personal and Career Counseling – Brenda Bakker
Apprenticeship Coordinator – Gary Verbeek
Athletic Director – Vince Van Dyk
Counseling and Apprenticeship Assistant – Diane Bangma
Director of Community Life – Pamela Van Dop
Educational Assistants – Rachel Guest, Anders Lunde, Jackie Stewart, Cindy Thiessen, Terril Veeneman, Sue Wisselink, Jennifer Wittrup
English Language Learning Support – Amber Lestage
English Language Learning Teachers – Brad Lemon, Amber Lestage
Learning Assistance Coordinator – Gaylene Cardow
Librarians – Sena de Jager, Ginny Meinen
Multi-Cultural Students Coordinator – Karla Luymes
Maintenance Supervisor – Mike O’Leary
Network Administrator – Rick Summers
Special Education Coordinator – Alice Steggerda
Special Education Receptionist – Melody Hirsch

Extra-Curricular

Auction Staff Rep– Trent De Jong

Auto Club – Gary Verbeek

Catering – Martin VanderSchans

Chapel Coordinator – Pamela Van Dop

Coaching – Jack Boersma, Trevor Barkman, Alison Lammers, Keith Stewart, Ed Van Woerden, Scott Visser

Debate/ Model U.N. Team – Patrick Naayer

Drama Production – Jeff Kiers

Drama Support – Dani Rebain,

Grad Advisors – Brenda Bakker, Irene Buytendorp

Jazz Band – Bill Workman

Photo Club –

Praise Band – Pamela Van Dop

SALT (Student Leadership) – Brenda Bakker, Patrick Naayer

FACULTY AND STAFF DIRECTORY

Teacher	Responsibilities	Email	Extension
Bakker, Brenda	Academic & Personal Counselor	bbakker@abbotsfordchristian.com	3235
Bakker, Robbert	BI 12, AP BI, Vice Principal, Science Dept. Head	rbakker@abbotsfordchristian.com	3154
Barkman, Trevor	HUM 9, SS 10,	tbarkman@abbotsfordchristian.com	3243
Barthel, Sandra	EN 10	sdejong@abbotsfordchristian.com	2104
Boersma, Jack	PE 10, PE 11/12, Vice Principal, Phys Ed Dept. Head	jboersma@abbotsfordchristian.com	3134
Buytendorp, Irene	FR 10, FR 11, FR 12, French Dept. Head	ibuytendorp@abbotsfordchristian.com	3119
Cardow, Gaylene	SC 10, Learning Assistance Coordinator	gcardow@abbotsfordchristian.com	3006
De Jong, Trent	EN 12, ENG LIT, AP LIT, English Dept Head	tdejong@abbotsfordchristian.com	3124
Gotzke, Erin	FR 10, 11	egotzke@abbotsfordchristian.com	3261
Janzen, Clarence	SC 10, CH 11, CH 12	cjanzen@abbotsfordchristian.com	3113
Kiers, Jeff	DRG 9/10, TPA 11/12, TPR 11/12, Vice Principal, Fine Arts Dept Head	jkiers@abbotsfordchristian.com	3156
Lammers, Alison	HUM 9, PE 9, PE 10	alammers@abbotsfordchristian.com	3132
Lemon, Brad	FR 9, HUM 9, FR 10, ELL	blemon@abbotsfordchristian.com	3224
Lestage, Amber	BIB 12, ELL Support	alestage@abbotsfordchristian.com	3166
Luymes, Karla	Multi-Cultural Coordinator (system wide)	kluymes@abbotsfordchristian.com	4121
Naayer, Patrick	SS 11, CCN 12, HI 12, Social Studies Dept. Head	pnaayer@abbotsfordchristian.com	3239
Rebain, Dani	TEX 9/10, TEX 11/12, EN 11, AP EN 11	drebain@abbotsfordchristian.com	3122
Riezebos, Mike	SC 9, MA 10, BI 11	mriezebos@abbotsfordchristian.com	3233
Sanders, Mark	MA 11, PH 12, MA 12, CALC 12	msanders@abbotsfordchristian.com	3013
Siebenga, Julius	Principal	jsiebenga@abbotsfordchristian.com	3150
Steggerda, Alice	Special Education Coordinator	asteggerda@abbotsfordchristian.com	3206
Stelpstra, Jake	ART 9, ART 10, ART 11, ART 12, AP ART, Art Dept. Head	jstelpstra@abbotsfordchristian.com	3227
Stewart, Keith	TE 9/10, CJ 11/12, YYB 10/11/12, ACCT 11/12	kstewart@abbotsfordchristian.com	3010
Van Dop, Pamela	SC 9, PH 11, Chapel Coordinator, Community Life	pamvandop@abbotsfordchristian.com	3135
Van Woerden, Ed	MA 9, MA 10, EMA 10/11, AMA 11,	evanwoerden@abbotsfordchristian.com	3222
VanderSchans, Martin	FDS 9/10, FDS 11/12, Cafeteria, Home Ec Dept. Head	mvaarderschans@abbotsfordchristian.com	3137
Verbeek, Gary	TEG 9, TEC 10, AT 11/12, ACEIT 12, Apprenticeship Coordinator, Tech Ed Dept. Head	gverbeek@abbotsfordchristian.com	3016
Visser, Scott	PE 9, PE 10, BIB 11,	svisser@abbotsfordchristian.com	3241
Workman, Bill	BA 9, CHOIR 9-12. PL/BIB 10, BA 10 – 12,	bworkman@abbotsfordchristian.com	3120

Support Staff	Responsibilities	Email	Extension
Bangma, Diane	Admin Assistant to the Academic & Post Secondary Department	dbangma@abbotsfordchristian.com	3035
de Jager, Sena	Librarian	sdejager@abbotsfordchristian.com	3123
Guest, Rachel	Educational Assistant	rquest@abbotsfordchristian.com	3267
Hirsch, Melody	Secretary to the Special Education Department	mhirsch@abbotsfordchristian.com	3106
Lunde, Anders	Educational Assistant	alunde@abbotsfordchristian.com	3265
Meinen, Ginny	Librarian	gmeinen@abbotsfordchristian.com	3023
O'Leary, Mike	Maintenance Supervisor (system wide)	moleary@abbotsfordchristian.com	4109
Poortinga, Joanne	Administrative Assistant	secondary@abbotsfordchristian.com	3152
Spier, Elly	Educational Secretary	secoffice@abbotsfordchristian.com	3260
Stewart, Jackie	Educational Assistant, Athletic Director	jstewart@abbotsfordchristian.com	3263
Summers, Rick	Network Administrator (system wide)	rsummers@abbotsfordchristian.com	4115
Thiessen, Cindy	Educational Assistant	cthiessen@abbotsfordchristian.com	3259
Veeneman, Terril	Educational Assistant	tveeneman@abbotsfordchristian.com	3257
Wisselink, Sue	Educational Assistant	swisselink@abbotsfordchristian.com	3264
Wittrup, Jennifer	Educational Assistant	jwittrup@abbotsfordchristian.com	3258

General Information

ABSENCE AND ATTENDANCE PROCEDURES

Regular attendance is required of all students. It is important that students take every opportunity to be in class every day and to get as much as possible from each learning activity prepared for them.

ACSS is concerned with the student's attendance because learning to be present, to be prompt, and to be dependable is an important part of life. There are numerous benefits associated with good attendance: better grades, favorable recommendations for colleges and employers, and an indication of the student's dependability as a young adult. Consider that the student's full-time job in the year ahead is coming to school, studying hard, and making the most of the opportunity God has given him/her.

Although some absence is unavoidable, the student must be aware that prolonged and/or frequent absence usually has a negative effect upon the student work and progress in the class and therefore may contribute to failing the course. Thus, regular and punctual attendance is expected at all times. Attendance is taken each period. Students who are absent are responsible for the work missed.

Absence

An absence occurs any time a student misses more than half of an individual class for any reason. School sponsored activities that take students off campus or out of their normally scheduled class is not a considered an absence. Students missing less than half the class will be marked late (see late policy in student discipline section). In the event of an absence, it is the student's responsibility to find out what information was covered, obtain any notes or class work required, and complete any assignments given. It is the student's responsibility to find out what was done in class during an absence and complete any work that was assigned.

Lateness

Being on time and being prepared for class is important. The intention of the late policy (see late policy under student discipline) is to help improve the responsibility of students who are chronically late to class. However, the school understands that occasionally there are circumstances that prevent a student from arriving to class on time.

Leaving Campus

In light of their commitment to a partnership with the home and the school, parents accept accountability of all students at all times. As students get older, we believe students they have earned the right to be allowed to leave the campus in an unsupervised manner. If students are allowed to leave campus there are still expectations to which they are held.

Students in grades 9 and 10 must stay on school property. Exceptions may be made with prior parent permission.

Students in grades 11 and 12 are allowed off campus with the following provisions:

- Permission has been granted by parents through appropriate procedure as set up in the front office.
- Students may only leave campus during a scheduled study hall as well as lunch and break.
- Students must sign out if leaving campus.
- Sign-outs during spares (for students in grades 11 and 12) are only allowed if a signed parental permission form has been handed in. Students who have spares first block, do not need to sign out. Students who fail to sign in/out at the office may lose sign-out privileges for one week.
- Students who do not have signing-out privileges must quietly work in an assigned Study Hall.
- Students do not have to sign-out for lunches or breaks.
- Students who have the privilege to sign-out must either work in the school quietly or leave the campus. Students are not permitted to be in their vehicles during the school day unless they are arriving or leaving the campus.
- Students who abuse the privilege to sign-in/out or use their time inefficiently or inappropriately in the school building may have this privilege suspended or eliminated by the administration and may be required to participate in an assigned Study Hall.

Maximum Amount of Absences

Each student may be absent (for any reason) from school a maximum of fourteen days per course for each semester without loss of credit. Unused absences may not be transferred to another semester or course. Students who exceed the maximum amount of absences in one semester for reasons that are beyond their

control, may appeal in writing to administration for a waiver of the policy. When a student has been absent eight times, a letter will be sent to alert the students and his/her parents. Should a fourteenth absence occur, a letter will be sent informing the parents that any additional absence will result in loss of credit for the course.

Notification

A parent should phone the school (604-850-5342) or email at secoffice@abbotsfordchristian.com before 9:00 a.m. if a student is absent. The secretary will call those who do not contact the school.

School Hours

Classes begin at 8:15 a.m. and end at 2:50 p.m. With the exception of Thursdays, which have a late start time of 9:00 a.m.

ANNOUNCEMENTS & BULLETINS

Morning announcements will be read each day to keep students informed. The daily announcements are read and made available to the class during the second period of the day. Students who do not hear the announcements are still expected to know what is in the announcements. Announcements will be posted each day in the front lobby.

A specific high school bulletin (mainly for parents) is mailed home regularly.

CANTEEN

The canteen is intended for high school student use during lunch. The canteen is located in the Multi Purpose Room. A weekly menu of inexpensive lunch items will be provided.

CHANGE OF ADDRESS

Please notify the front office as soon as possible regarding any change in a student's address, telephone number, email address, doctor or dentist. This information is imperative for our emergency, health, and financial records. If information is sensitive, it is incumbent on parents to provide the school of the nature of its sensitivity.

CHAPELS

Chapels are an opportunity to worship, celebrate, and build community amongst our students and staff. As such, all students are required to attend chapels, homeroom and group electives and group time as scheduled. Prompt attendance is expected and required. Failure to comply will result in disciplinary action (see skipping section of handbook).

COMPUTER/INTERNET/TECHNOLOGY USE

The use of technology at ACSS is a privilege extended to students to enhance learning and exchange information. Abuse of this privilege may result in disciplinary action.

Students must comply with the following statements:

- The school's values will be upheld in communication with others by means of the school's computers, including personal "wallpaper."
- There will be no attempt to use someone else's password, or gain unauthorized access to resources on the internet. "Hacking" into private files, or tampering with software and/or hardware that belongs to the school or another person is prohibitive behaviour.
- No student shall attempt to circumvent content filtering to gain access to restricted sites.
- If students gain access to a site that is offensive, racist or pornographic in nature the student will close the connection immediately and inform their teacher immediately so safe guards may be put into place.
- Software, programs or internet content that are copyrighted must be respected. Anything that is not owned by the student cannot be copied, plagiarized or transferred without their permission.
- Composing or transmitting anything that may disrupt the working of the computers is prohibited. Students must follow all the precautions to prevent viruses from being introduced on to the school's computers.
- Passwords will not be shared and students may only log on as themselves.
- Full responsibility lies with each student for their account.
- Appropriate language in all communications is expected. There will be no use of abusive, threatening or obscene language.

- Accessing, storing or printing pornographic, racist, or other offensive materials is prohibited.
- School's computers and access to the internet are not to be used for personal gain, or to purchase goods and services.
- The giving out of personal information on-line, such as phone numbers, address, credit card information or any financial information is prohibited.
- Students are expected to courteously quit applications and log off promptly and appropriately.
- Students must regularly delete unnecessary files, and will not store games and other large files on the school's hard drives.
- The school will monitor the use of the internet, email and computer activity and has the right to delete files in any account.

By replying YES to the acceptance policy at logon of any school computer you are accepting the terms of this policy.

If a personal computer device (lap top) is brought for use at school, all the above rules will still apply.

This policy is subject to change at any time. Items not specifically listed in this policy may still lead to disciplinary action and students are expected to use best judgment in these events.

CONFLICT RESOLUTION PROCEDURES

During the course of the year, misunderstandings or problems between teachers, students and/or parents can arise. This is often the result of lack of communication between those involved. ACSS' policy for dealing with these situations and complaints is consistent with the teachings found in scripture (Matthew 18, and Ephesians 4):

- All questions, problems, or complaints should be discussed with the teacher first before anyone else is involved.
- If these discussions do not lead to satisfactory resolution, it should then be brought to the appropriate administrator.
- If resolution cannot be achieved at the administration level, it should then be presented to the Executive Director of the entire system.
- Finally, when all of the above steps have been taken without resolution, the problem will be submitted to the School Board through written appeal. It will then be placed on the agenda of the School Board at its regularly scheduled meeting.

DRIVING/PARKING PRIVILEGES

Driving to and parking at school is a privilege for students. Student driving practices must comply with the stipulations of the Government of BC. Vehicles that are parked on school property must be registered at the office. Students who abuse this privilege may have it taken away. As a courtesy to our neighbours, students must park in the parking lot. Students are not permitted to be in their vehicles during the school day unless they are arriving or leaving the campus.

Students are not to drive other students in personal vehicles for school sponsored events unless special permission from parents and staff personnel has been received prior to the event. The following are guidelines for students driving for school sponsored activities:

- When students have to be transported to a school activity normally the school bus or van will be used.
- When it is not possible to use the school bus/van, a parent or teacher will be asked to drive.
- Only when it is absolutely necessary, will students be permitted to drive to school-sponsored activities.

The following conditions must be met:

- the student must have a valid driver's license and follow the graduated license requirements
- the vehicle used must have at least \$2,000,000 liability insurance

NOTE: The school's liability policy comes into effect when the parent's liability insurance is used up.

- the student must drive in convoy with the rest of the group
- the student must have written and signed parental permission

GRADUATION

ACSS makes every attempt to provide a memorable grad year and graduation for grade 12 students. Many students and parents have poured many resources into the school and its community and deserved to be honoured and recognized.

Students are not permitted to prank and/or violate the school property or employees regardless of the intent to be clever and/or destructive. Failure to comply with this may result in a suspension and/or expulsion as deemed appropriate by the administration, or possible financial commitments toward activity days, reversed. Grad celebrations focused on 'service' that build and encourage community are strongly encouraged.

There are 4 events throughout the school year that are meant to honour and/or provide a relaxing / fun atmosphere to encourage community for graduating students. A committee of students and teacher advisors, as well as two committees of parents are set up early in the year to provide leadership and guidance for the events. The following is a summary of the four events:

1.) Student Grad Activity Day

- A day (or half day) planned by students generally held in the first semester the includes bringing the class of students together for some sort of social gathering (i.e. beach, bonfire, dance etc)
- Paid for and sponsored by the school (within the limits of what the school sets for them).
- Proper supervision is expected
- Planned and implemented by the student and teacher advisor committee.

2.) Parent Grad Activity Day

- A day (or half day) planned by parents, generally held on the last day of scheduled classes. The day includes bringing the class of students together for some sort of social gathering (i.e. beach, bonfire, dance etc)
- Paid for and sponsored by the parents (within the limits of what the school sets for them).
- Proper supervision is expected
- Planned and implemented by the parent committee.

3.) Banquet and Cruise

- An evening planned by parents to honour students. The evening includes a dinner, entertainment of some sort and a boat cruise. The dinner is generally for graduates and a possible escort/date as well as the graduate's parents, and the cruise is specifically for graduates and their possible escort/date.
- Paid for and sponsored by students / parents.
- Proper supervision is expected.
- Planned and implemented by the parent committee.

4.) Graduation Commencement

- A dignified evening planned by the school to honour the graduates. The evening generally happens on the last Thursday of the school year.
- Graduates participate who have successfully completed their course of study (details laid out under general academic information).
- Paid for and sponsored by school.

LIBRARY

The library is open for reading, research and study most of the school day. Magazines and books are available for borrowing or browsing and computers are available for library searches, word processing and internet use. Students are expected to follow the "Computer and Internet Usage Agreement" when in the library. To respect other students who wish to study, students are expected to work quietly and not disturb others. The library is not the place to socialize with friends or to eat snacks. Other places in the school are provided for these activities. Most materials are loaned for two weeks. Reference books and the most current issue of magazines may not be signed out. Students are responsible for the materials they use. Fines are charged for materials not returned on time (25 cents per school day) and replacement costs charged for lost or damaged materials.

LOCKERS

Lockers are the property of the school and are provided for student books and personal belongings. Students are responsible for the lockers and locks assigned to them at the beginning of each year. **The school is not responsible for missing money or lost articles.** Students are advised to keep their lockers locked and not share the locker or use a locker not assigned to them. Lockers are subject to search at any time by assigned faculty and/or administrators. Inappropriate pictures or posters are not to be posted and will be removed.

LOST AND FOUND

The school is not responsible for any items lost or missing at school. All personal items should be labeled so they can be returned to the owner. A lost and found area will be displayed periodically throughout the year. Unlabeled and unclaimed items will be turned in to a charitable organization for distribution at appropriate times.

NON-TRADITIONAL STUDENT FAMILY SITUATIONS

Policies and routines at ACSS are predicated on the assumption of parent-school cooperation and shared parent-school authority. Therefore, particular policies are in effect for those who have altered ties with parent/guardian authority, or students whose particular home relationships vary from usual parent-child relationships. Students must reside with a parent or guardian, or in a home approved by the parent or guardian. If there are changes to parental rights / guardianship, the school needs to be legally notified. The school retains the right to deny continued enrollment to students whose living arrangements are, in the judgment of the school, detrimental to the ACS community.

If a student becomes married, becomes a parent, or becomes a parent-to-be, he/she would face new roles and responsibilities. A part of these new responsibilities is to follow school policy and inform school personnel of the changed situation. The school will strongly encourage competent counseling.

PARENT/TEACHER CONFERENCES

After the first term report cards go out, parent/teacher conferences are scheduled. These conferences are intended for parents and teachers to continue in their jobs of partnering together in educating students. The school contacts families in advance of the conferences to help facilitate the meeting. These conferences are not mandatory, but are highly recommended.

PARTICIPATION IN AFTER SCHOOL EXTRA-CURRICULAR ACTIVITIES

Only students who have been in attendance starting before 11:00am, and going through the remainder of the day, may attend or take part in any extra-curricular activities after school. This includes sporting activities, rehearsals, class parties, banquets, etc. Any exceptions must be pre-arranged with the administration.

PERSONAL PROPERTY

ACSS does not carry insurance on students' personal property. Therefore, safekeeping of personal items at school is the responsibility of the student. The school will not replace lost items. In the event of a lost lock, students must purchase a new lock from the office at a cost of \$7.00. Personal belongings left on the ground around lockers will be taken to the lost and found.

SCHOOL CLOSURE PROCEDURE

In the event that the school needs to be closed unexpectedly, the school will post an update on its website, post a message on its telephone answering machine, and inform media outlets (radio and TV) no later than 6:15am of the school day. Tune into STAR FM (98.3), COUNTRY FM (107.1), KWPZ FM (106.5), and Global TV, for updates.

SOCIAL ACTIVITIES

All social activities sponsored/controlled/governed by the school will be subject to the school guidelines and expectations laid out in the handbook. Social activities are considered extra-curricular, and students may not be permitted to participate if he/she is not fulfilling requirements necessary to participate.

School Dances

The school, in conjunction with SALT, sponsors dances each year. The following rules are enforced at all school dances:

- All school rules apply. Special arrangements or decisions might be made for specific dances and will be properly communicated prior to the event through the proper channels. For formal dances, female student dress code is altered to include backless, strapless dresses that are appropriate (refer to student dress section of handbook).
- If the dance is held at an alternate location, it will be treated as if it were the school campus, and the same expectations will apply.
- The school is responsible for students who come to the dance, however if the student leaves the dance (at any time), the student is no longer under the supervision/responsibility of the school, and thus becomes the responsibility of the parent/guardian.

STUDENT EXTRA-CURRICULAR ACTIVITIES

Sports Teams

The following sports programs / teams are offered at the school: boys and girls basketball, boys and girls volleyball, boys and girls track and field, boys and girls cross country, and boys and girls golf.

Music

Students have the opportunity to participate in Praise Band and/or Jazz Band as extra-curricular activities.

Clubs

Auto Club, Photography Club, Math Contests, The Prayer Thing, Theater Production, Debate, Model UN, Praise Band.

STUDENT LEADERSHIP

SALT (Student Action Leadership Team)

SALT is an extra-curricular organization whose goal is to promote Christian unity in the school. SALT is made up of committed students who are called by Christ to serve their school. Students who desire to serve on SALT must apply and be chosen each year. During the year SALT sponsors a variety of activities such as dances and coffee houses. Students might be asked to pay the price of admission. These events are not compulsory although students do benefit by getting to meet others outside of the classroom environment. SALT also sponsors spirit days (dress up days) during the school year. Support is given to two overseas foster children and to individual students who go on educational trips and mission projects.

VISITORS

No guests or visitors, except those on school business or pre-arranged student visits, will be permitted on campus during the hours of 8:15a.m.-2:50 p.m. All visitors must report to the office for authorization to be on campus. We encourage students to bring prospective students to school. If a student wishes to bring a guest to class, the visit must be cleared through the office at least one day prior to the anticipated date. This is intended as a benefit for potential students and is not intended for social purposes. Exceptions may be made for out-of-town guests or visiting relatives.

Note: The campus is closed to student visitors on days when local schools are not in session.

Student Discipline

A DISCIPLINE FRAMEWORK

At ACS we commit to live faithfully with our Lord both personally and communally. Part of that commitment is to work side by side in a harmonious community. Some behaviours do not enhance community such as disruptive behaviour, lack of respect for others and dishonesty.

A good learning situation exists best in an atmosphere of mutual cooperation and respect between staff and student body. Staff will continue to work toward a discipline system that is consistent, that shows love and concern for students, and is fair yet firm. “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control. Against such things there is no law.” Galatians 5:22, 23
Students are encouraged and expected to make good use of the talents and abilities the Lord has given them. They need to show respect for fellow students, relating to each other with love, integrity and openness. The following are examples of the types of discipline that the school reserves the right to use:

Classroom Discipline Record

A teacher may record classroom disturbances and irritations throughout a term and/or semester. In most cases a student should be made aware that an incident is being recorded. After several such incidents, the record will be forwarded to the Administration for information or further disciplinary action as deemed necessary.

Detention

A detention will occur before school, after school, and at lunch. Most detentions are supervised by the teacher who assigns them.

- Lunch detentions are given for misbehaviour, incomplete homework assignments, and coming late to class. Most lunch detentions will include an expectation of completing a task (either applicable homework, service task or written response).
- Detentions are served as directed by the teacher or administrator, generally taking place from 3:00-3:45 p.m. or at 7:00-8:00 a.m. on Friday morning. Detentions necessitate a phone call home and the completion of a discipline notice. Time spent in detention will be used to perform service tasks and/or writing a discipline essay as determined by the teacher/administrator. Skipping a detention will be considered the equivalent of skipping a class. Detentions take priority over after school jobs, extracurricular activities and appointments. Exceptions should be pre-arranged by the teacher or administration.

Discipline Notice

A discipline notice will be written for academic and significant behavioural infractions of the guidelines stated in the student handbook. For all discipline notices, parents will receive a copy of the letter as well as a phone call home. A student can receive a maximum of four discipline notices (or a combination of discipline notices, incident reports, and/or recorded classroom discipline incidents), after which time s/he may be suspended for the remainder of the day on which the offence occurs as well as the following day. Parents/guardians will be contacted before a student is sent home. Prior to re-admission, administration will meet with the student and parents/guardians. After the sixth discipline notice (or a combination of discipline notices, incident reports, and/or recorded classroom discipline incidents), the student may be suspended or expelled at the discretion of the administration.

Office Referral

If a student is involved in a discipline incident in a classroom and the teacher is unable to deal with the situation immediately, the student may be sent to the front office to speak to an administrator or instructed to wait in the office for teacher follow-up. The teacher will record the details of the incident on an 'Office Referral Form' indicating the teacher's desire for the administration to deal with the student(s) or for the details to be used as information only. The result may be further disciplinary action as deemed necessary by the administration and/or the teacher involved.

Incident Report

An incident report is similar to a discipline notice. It is not the 'form' to be filled in, but is instead an open letter to the parents/guardians which explains an incident or a series of incidents that have led to a disciplinary action, signed by the administration and requiring the signature of a parent/guardian. Results of an incident report may be detention, suspension, or expulsion depending on the severity of the incident as determined by the administration.

Suspension

For serious or repeated infractions students may be assigned an in-school or out-of-school suspension, while investigation of the offense and the determination of consequences is carried out. During an in-school suspension, students are isolated from regular classes, breaks, and any student activities for the duration of the suspension. A student may not be on the school property at any time or participate in any extra curricular activities for the duration of an out-of-school suspension. A suspension may include the requirement that a student spends time volunteering for a non-profit organization and/or produce a special writing assignment as is deemed appropriate by the administration.

- In any school suspension, a student is expected to obtain any missed homework. It is the student's responsibility to ensure that any homework, assignments, and/or tests are completed in due time. In the case of a suspension, parents will be contacted by phone or letter as soon as possible. Prior to re-admission, the administration will meet with the student and/or parents/guardians.

Expulsion

If appropriate, the administration may expel a student. Pending a final decision of expulsion, a student may be suspended indefinitely. Parents/Guardians have the right to appeal an expulsion to the school Board. An expelled student may apply for re-admission at the beginning of the next school year. Entry will be granted at the discretion of the administration.

Miscellaneous

A student may be put on probation at the commencement of a new school year for incidents of a previous year. Parents will be notified well in advance. In the event that more than one student is involved in a discipline situation, each student shall be dealt with individually

Behavior Contract

A student, who consistently displays behavior or attitudes in opposition to the standards and expectations set forth by ACSS, could be placed on a Behaviour Contract. The following conditions will define the procedure:

- Students will be placed on a Behaviour Contract at the discretion of the school administration after careful evaluation of their situation. This will involve prayer, communication/consultation with teachers, parents, others involved, and will lead to a consensus.
- The probation period will last as long as administration deems appropriate.
- The Behaviour Contract will be a written contract signed by the administrator, the student(s), and the parent(s) involved. The Behaviour Contract will describe the behavior problem/issue and the conditions for improvement. It will also describe the consequences if the student does not comply.
- A Behaviour Contract may specify additional student expectations such as suspension/expulsion from extra-curricular activities.

ALCOHOL, DRUGS AND TOBACCO

The school views student use of illegal drugs or alcohol as a serious offence and such incidents will be dealt with accordingly. Possible disciplinary consequences include suspension or expulsion. The ACSS campus has been designated a smoke and drug free zone. We ask that all parents and visitors respect this. The Bible tells us that we must obey the law. Therefore, the use of tobacco by those under 19, alcohol by those under 19, and illegal drugs by those of any age at any time is wrong. Students at ACSS are being trained to take their place in society as obedient followers of God. Therefore, the use of illegal substances by our students at any time is inconsistent with our mission.

ELECTRONIC DEVICES

Students are permitted to have electronic devices (cell phones, Ipods, CD Players, MP3 players, cameras etc.) at school but are advised to store them in their locker or vehicle during the school day. **Electronic Devices may not be visible or used at school during the school day, with the exception of cell phones which may be used outside the school building as necessary.** A first offense will have the electronic device confiscated and turned in to the office for the remainder of the day and may include contact with parents. Repeat offences will require a confiscation of up to one week, further disciplinary action, and the privilege of having an electronic device at school may be revoked. In some cases, a parent may be required to retrieve the electronic device from the office or an administrator. If urgent, parents are encouraged to leave messages for their children at the front office by calling the school at (604) 850-5342.

HARASSMENT

It is our goal at ACSS to create and nurture a harassment-free environment. We expect the students and staff to treat everyone with respect and dignity. Harassment includes, but is not limited, to the following:

- Any unwanted conduct or comments; written or verbal, of a sexual, racial, or derogatory nature. This includes electronic communication (texting, blogging, emailing etc.)
- Visual drawings, posters, cartoons, or photos that are derogatory in nature
- Any unwanted physical advances, touching, blocking, or inappropriate bumping and grazing
- Any resolution that includes physical violence, provoked or otherwise.
- Retaliation for having reported such incidents

Harassment can often make a high school experience difficult. Reporting the incident allows the problem to be dealt with. Discipline action for harassment may include suspension or expulsion.

Students should report all incidents of harassment to the Administration, a teacher, or the school counselor. This may be done verbally, by filling in a form at the front office, or by sending an email to an appropriate administrator.

LATE POLICY

All students who arrive late to any class must report to the office to obtain a late slip (which needs to be given to the classroom teacher). Each student may receive two lates per term, for which there will be no penalty imposed on the student. Three lates to any class during a term will result in a written warning. The fourth and fifth lates will require a noon hour detention and may require the student to perform menial tasks, as determined by the administration. A sixth late in one term will include a phone call home in addition to a detention. An eighth late will result in a discipline notice, and a 7:00 a.m. detention on the last day of the week (generally Friday) at which time the student is expected to complete a discipline essay before returning to class. Late arrival or skipping of the morning detention may result in a suspension, conference with parents/guardians, and a behaviour/discipline contract. If lates continue, stiffer consequences may be assigned (i.e. suspension), according to administrative approval. If students are late to class because of an excused absence or if a teacher or the office has issued them an excused pass, they will not be marked late. Students are expected to be in their seats, prepared for class by the time the class is scheduled to start; otherwise they may be marked late. Students that miss more than half the class will also be considered absent for that period.

PLAGIARISM OR ACADEMIC CHEATING

Cheating/plagiarism is the act of claiming another's work or ideas as one's own. This includes, but is not limited to copying homework or tests, downloading or copying information from the internet, texting information during a test, and similar dishonest acts. For such behaviour, a student (as well as the student who gave his/her work to be copied) will have the incident recorded on his/her discipline record, receive a discipline notice, a phone call home and may be required to have a detention and write a discipline essay. The student will be required to redo the test or assignment at the discretion of the teacher, or complete a new assessment. A second offense in any class may result in the student being removed from that course, a discipline notice, a phone call home and a detention. Further action may be taken as deemed appropriate by the administration.

PUBLIC DISPLAYS OF AFFECTION

Showing love and care for others is encouraged at ACSS. However, those who are "in love" need to restrain their intimacy. The ACSS facility and grounds are a public place and most intimate postures involving couples are out of place in public.

SKIPPING CLASS

Skipping class is a serious offence. For a first skip, a student will be required to make up the missed time in detention. The student may be required to perform a service task and/or write a discipline essay as determined by administration. The incident may result in a discipline notice and phone call home, depending on the situation. A second skip may result in a double detention and a discipline notice and may require a conference with the parents. Further skipping will be dealt with more severely at the discretion of the administration. This policy applies to the entire year.

STUDENT DRESS

A purpose of the school is to encourage the student to develop the ability to make decisions and to assume responsibilities while dressing and grooming in good taste and in accordance with God's commands. Since we commit to live faithfully with our Lord personally and communally we expect this to reflect in the way the student dresses.

Dress is generally a matter for parent and student discretion. The following are guidelines are to follow:

All students may not wear clothing, or have a visible tattoo, with inappropriate or offensive slogans, messages, signs, or symbols. Hats and sunglasses are not to be worn in class. Pants with many holes, pants with holes in inappropriate places, or worn low reveal undergarments are inappropriate and should not be worn. Head coverings are not allowed in class. Footwear must be safe and acceptable to the learning environment. For certain occasions, (PE classes, field trips, musical programs, etc.), more casual or more formal clothing might be appropriate. This code applies to school functions as well as to each school day.

Female students may wear skirts, blouses, dresses, shorts, and jeans or pants with appropriate tops. Female students cannot wear off-the-shoulder shirts exposing under garments, or shirts that are inappropriately high or low. Shorts, dresses, or skirts should be modest in length and tightness and when in question shall reach the end of the finger tips when arms are down.

Male students may wear sports shirts/t-shirts, sweaters/sweatshirts, and pants/shorts that are properly secured at the waist and that do not expose undergarments. Shorts should be modest in length and tightness.

Where differences of opinion exist, the administration has the responsibility to use its judgment. Students who violate these policies will be dealt with appropriately, depending on severity, attitude, and prior issues. Students could be being asked to change immediately, put clothes on provided by the school, or be asked to leave campus resulting in suspension.

THEFT

Theft of personal property in and around the school campus is contrary to biblical principles and is a violation of civil law. Theft will be dealt with by the administration in an appropriate manner, which may include suspension, expulsion, and/or police involvement.

WEAPONS

Students who possess or claim to possess, use, threaten to use, or display a weapon while at school, or at a school event shall be subject to discipline up to and including expulsion and involvement of civil authorities. Possession includes, but is not limited to, having a weapon on school property or at a school-sponsored event. This includes:

- On the student's person or property (backpack, clothing, purse, etc.)
- In a space assigned to the student (locker, desk, table, closet, etc.)
- In a hidden place available to the student

Weapons include, but are not limited to:

- firearms,
- an air gun, BB or any gun designed to discharge a projectile, sling shot or similar devices,
- any knife,
- a stun gun,
- any explosive device including fireworks,
- any martial arts weapons such as stars, nun chucks, etc,
- pepper spray and mace,
- facsimiles of any weapon listed above.