

Name: \_\_\_\_\_



**CEDARS CHRISTIAN SCHOOL PRESENTS**  
**TRANSFORMERS**  
Rom 12:1,2  
**FIRST YOU THEN YOUR WORLD**

**2009-2010**

**Student and Parent Handbook**

**Cedars Christian School**

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Prince George, BC Canada V2K1A2  
250-564-0707

[www.cedars.bc.ca](http://www.cedars.bc.ca) office@cedars.bc.ca

Sr. Principal: Mrs. V. Kibble  
High School Principal: Mr. G. Goertzen  
HS Vice Principal: Mr. W. Price

**This Agenda Book Belongs To:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Student No. \_\_\_\_\_  
Phone: \_\_\_\_\_  
Homerom: \_\_\_\_\_  
Email: \_\_\_\_\_

# 1. To Cedars' Students and Parents,

September 8, 2009

Greetings to Students,

Welcome back for another year of education at Cedars Christian School. We are pleased to offer you a unique program with many opportunities. Our vision for Christian education stems from our desire to develop your unique potential, to help you learn how to internalize spiritual values and to lead you towards a life of service, obedience, stewardship, fellowship and discipleship to God. Our theme for 2009-2010 is *Transformers: First You/Then Your World*.

Rom 12:2 Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is-- his good, pleasing and perfect will.  
(NIV)

True transformation occurs by the renewing of your mind through the power of Jesus Christ. Then, that transformation shapes your world and all the people in your world. We will explore these ideas throughout the year. Randy Carter is coming in October to speak on our theme and we will be having some exciting chapels together. Will you be a transformer this year in your relationships at Cedars Christian School?

The *effort* you put into your homework and studying greatly determines your grades on your report cards and provincial tests and exams. The *enthusiasm* you put into student council activities determines the success of these exciting programs. The *attitude and hard work* you put into athletics determines your success and your ability to achieve your goals. Your *responsiveness* when you make mistakes (which you inevitably will) determines your ability to learn and grow as you go through school. *YOU* are the biggest factor in determining your success at school.

You can grow in your relationship with God this year if you make the effort. It is our goal at Cedars that you would *be inspired* to serve others joyfully, *be motivated* to obey God willingly, and *be led* to give generously. May God bless each of you as you give yourself to service, obedience, stewardship, discipleship and fellowship each day at Cedars.

Sincerely,

Mrs. V. Kibble, Mr. G. Goertzen, Mr. W. Price  
The Administration Team

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**TRANSFORMERS**  
Rom 12:1,2  
FIRST YOU THEN YOUR WORLD

## 2. History and Purpose

In September 2009 Cedars will begin its thirty second year of operation! The fact that Cedars has over 30 years of history is a testimony to God's faithfulness, as well as to the visionary leadership of its founding members, and to the many committed people who have built it into the thriving school that it is today. Their persistence and dedication was driven by the belief that all of life, including education, must fall under the lordship of Christ.

Cedars began in 1977 with 77 students in grades 1 to 7, in rented facilities on the present site. Subsequently the school was purchased, adjacent property was added, and the facilities were expanded on several occasions. Cedars Christian School presently enrolls about 430 students from Kindergarten to Grade 12 on this site. Approximately 100 students are registered as home school students.

From its inception, Cedars has been truly interdenominational. The school presently draws students from over 20 Christian churches.

## Vision Statement

Parents, under the Lordship and by the authority of God, have established Cedars Christian School to provide a Christ-centered, child oriented environment which will nurture a child academically, spiritually, socially, emotionally, aesthetically and physically.

All instruction, recognized by the BC Ministry of Education, is taught by BC certified teachers and supported by an active parent society, to incorporate a Christian perspective in every aspect of daily education. Both staff and parents unite to help the child to:

- Develop their unique potential
- Internalize spiritual values
- Live a life of service, fellowship, stewardship, discipleship and obedience to God.

## 3. Goals for Cedars Christian School

The purpose of Cedars Christian School is to assist parents in their role of educating their children inside a Biblical worldview. Our vision is to develop the unique potential of every student, to help students internalize spiritual values and to teach our children how to live lives of service, obedience, stewardship, fellowship and discipleship to God.

### Academic Development

We want our students to acquire a body of knowledge in Biblical studies, communications, social sciences, physical and biological sciences, mathematics and the arts in order to help them understand the structure of God's world and human society.

Our students will develop a comprehensive set of skills that will enable them to communicate accurately with language, to understand and solve mathematical problems, to comprehend information and ideas presented through words, numbers and symbols, to express themselves creatively in art, music and drama and to be able to observe, analyze, synthesize, evaluate and draw conclusions.

They will develop a strong sense of history, which will help them to better understand the social institutions and traditions shaping our society.

Our students will acquire a set of Christian values and principles, which they can apply to the questions and issues, which they will face in life.

## **Physical Development**

There are two main concerns in defining the physical aspect of a student's life as it relates to school. First, we would like to see our students develop physical strength, skills and gracefulness. They must be physically fit to do the work that God calls them to. And second, our students should develop effective patterns of self care. Their patterns of exercise, dress and nutrition reflect their attitudes about themselves. Their bodies are not their own but belong to Jesus Christ and are to be used in His service.

## **Emotional Development**

We want to see our students develop a healthy sense of self worth as image-bearers of God. They should be proud of themselves, their families, their background, their school, and their church and have the confidence to pursue high goals in academics, physical development and in their vocational choices. They must have the ability to accept responsibility, both for their mistakes and for their accomplishments. We want them to accept others and be sensitive to the needs of the people around them. CCS is a place that encourages students to have fun, to know and experience joy in life, and to effectively deal with life's disappointments.

## **Social Development**

Our students are encouraged to develop manners appropriate to the variety of situations in which they find themselves. They are guided to develop the strength to handle peer pressure with confidence and to stand up for their neighbors throughout the world. They should also be able to accept authority and be responsible when they are in positions of authority themselves. We want our graduates to be able to find their place in the church, community and family, recognizing the legitimacy of these and other social institutions.

## **Resource Development**

The resources of time, money, energy and abilities are gifts of God and fulfill their purpose only when they are used to honor Christ. The ability to set goals and priorities is related to the use of resources. In setting goals, we want students to be wary of the self-indulgent materialism of our time.

## **Spiritual Goals**

We want our students to develop habits of regular spiritual discipline, both personally and in community, thus developing a hunger to know God, becoming Christ-like in all aspects of life, and being open to God's leading.

## **Spiritual Development**

At CCS, spiritual development is based on the commitment unifying all aspects of one's life. A student may achieve academic excellence, but if that excellence is not attained within the context of a commitment to Christ, it is ultimately meaningless. We do not see a division between spiritual and physical or secular aspects of life. All aspects of life are spiritual in the sense that they are all directed either to serving the one true God or some false imitation of God.

A relationship with Jesus Christ provides the ultimate answers to the basic questions of who and what we are, what is the meaning of life, what are the sources of sin and salvation. The answers to these questions must form the basis for everything we do at CCS and we pray that this will be the basis on which our students live their lives. The answers provided to these questions are what make CCS and its students uniquely Christian.

# **4. Campus Life**

One of the greatest advantages Cedars offers the prospective student is campus life. Campus life is geared towards encouraging healthy, meaningful friendships, towards facilitating learning, towards creating school spirit, and towards focusing on a healthy relationship with God.

## **Friendships**

Alumni of Cedars frequently state that they formed more meaningful friendships with students while at Cedars than in any of the other schools they attended either before or after Cedars. They also say that they formed more meaningful friendships with teachers at Cedars than elsewhere.

## **Athletics**

Many students also value the opportunity to play on Cedars' sports teams. The Cedars Eagles have helped to put Cedars on the map in Prince George. We have been provincial champions in girls' basketball and boys' volleyball. Any visit to the school foyer will reveal an assortment of trophies various teams have brought home in recent years. Many meaningful friendships are also formed while on these school teams.

The focus of the sports program has been on volleyball, basketball, track and field (elementary), and soccer. Students compete in the local school district athletic league, and perform remarkably well considering the size of the school in relation to competing schools. Cedars Christian School is a member of BC School Sports and competes at the "A" level of provincial competition.

# **5. School Store**

The school store is open from time to time, selling a variety of hot and cold food items. The store also sells other miscellaneous items. Profits made from sales in this store provide funds for a number of student related activities. Our school store follows the guidelines for healthy food set out by the Ministry of Education.

# **6. Learning and Working Environment**

## **Healthy Atmosphere**

Respect is at the heart of relationships at Cedars. The atmosphere of the school consciously encourages learning. Cedars attempts to provide a friendly, relaxed, yet regulated atmosphere for study and for encouraging personal development in Christian living. A minimum of carefully selected regulations encourage studying, respect for others, and personal responsibility.

## **Respect for Students**

Students must treat each other with great respect in and out of class. This respect establishes a learning/working environment that allows each student to develop his or her God-given potential. Politeness and consideration to others is expected of all students.

Romantic relationships should not attract attention (no displaying of affection) nor interfere with the task of learning. They should also reflect Biblical guidelines for such relationships.

## **Respect for Teachers**

Students are expected to respect the learning/teaching environment for the sake of teachers as well. This respect is demonstrated by cooperation and by politeness. In addition, students are asked not to wear hats in class and chapels (a long-standing symbol of respect), not to bring food to class, and not to make their gum chewing visible. Water bottles (containing only water) are permitted in class.

## **Books and Binders**

Books, binders, and other property should be respected by not covering them with offensive or inappropriate material.

## Classroom Attire

Students at Cedars Christian should dress appropriately for school and school-sponsored functions, with emphasis on neatness, cleanliness, and modesty that is fitting for a Christian school and what it stands for. It is the purpose of the school to encourage students to develop the ability to make decisions and assume responsibility for their appearance. The cooperation of all parents, teachers, and students will mean having a minimum of rules. We depend on the parents to (fully) supervise the appearance of their sons or daughters. Although not every home will agree with others, we believe that every home has the responsibility before God to support the common Christian values in dress if children are to live in community with each other. A brief inspection before they leave for school will avoid the necessity of having to phone parents to bring a change of clothes to school.

In any dress code there will inevitably be disagreements in interpretation. The intent is to create a look appropriate for Christian learning, and it will ultimately be the responsibility of the principals and teachers to judge the acceptability of the clothing worn by students.

Examples of this code include:

- facial or body piercing are not permitted, i.e. lips, eyebrows, nose rings, studs
- printed slogans or tattoos that refer to alcohol, drugs, offensive music groups, or that bear offensive messages or phrases that are not in line with Christian standards are not permitted
- clothing which exaggerates one's sexuality is not permitted, (i.e. short skirts, short shorts, short shirts, low cut necklines, exposed waistlines, open backs, spaghetti straps, visible underwear, exposed cleavage, etc.) Your skirt or shorts are too short if you put your arms straight down your side and your fingers go past the edge of your skirt or shorts.
- un-hemmed cut-offs and ripped clothing are unacceptable
- hats are not permitted in classes, chapels, or assemblies
- limit of one ear-ring for boys in high school
- hair must be well groomed and neatly trimmed
- students are to keep their hair out of their eyes (use a pony tail if you choose to have long hair - boys and girls)
- appropriate footwear must be worn in school (this can be a safety issue)
- t-shirts or hats which advertise for beer, secular rock bands and inappropriate slogans are not allowed
- phrases that are not in line with Christian standards
- do not wear shorts in winter - if we have a fire drill or a real fire, you will not be dressed for spending the necessary time outside in the cold

## Uniforms

In PE, all students are expected to wear proper PE attire. This would include shorts, sweat pants, t-shirt or sweat shirt, and non-marking shoes. Uniforms will be worn by school teams and choir in order to present a sharp image to the community. Students are encouraged to purchase other official school clothing items as well, for the sake of a positive school spirit, as they become available.

## Lockers



1. Cedars Christian High provides school lockers for all students during the school year. You agree to keep only your personal belongings in your locker. You also agree not to keep anyone else's belonging in your locker. You **must** use a high quality, 3 number, DUDLEY combination lock. We have allowed different kinds of locks in the past but it has become problematic to open other kinds of locks when they malfunction. This year you are required to **ONLY HAVE A DUDLEY LOCK**. You must take care of your locker - do not scratch the painted surface inside or out.
2. We have a zero-tolerance school lockers policy at Cedars. You cannot keep any of the following in your locker:
  - drugs
  - alcohol
  - stolen property
  - anything that could be used as a weapon

- anything deemed by the school or police to be a danger to students
- anything that is illegal to possess
- offensive or ungodly posters, pictures or slogans.

You are permitted to keep prescription drugs in your locker if your doctor has prescribed those drugs for your personal use.

- 3. Even though students put a lock on their school locker, they should not have an expectation of privacy for their locker. Lockers are the property of Cedars. Cedars has the right to open, search and inspect your school locker without notice to you. If the administration has reasonable grounds to believe that you have anything listed above in section 2 in your school locker, they have the right to search your locker with or without your presence.
4. If Cedars searches your locker and a staff member finds anything listed (above) in section 2 in your locker, Cedars may seize those items and use them as evidence against you for school discipline. Cedars may give those seized items to the Royal Canadian Mounted Police (RCMP) for possible criminal investigations and charges.

### **Off Campus**

Students are expected to display an attitude of respect when they are off-campus and in any way associated with Cedars. This applies to such times as field trips, athletic trips and lunchtime trips off campus. All other school expectations apply as well. Our goal is to have people say, when we leave their place (whether that be a gas station, museum, historical site, or school), "That was the nicest bunch of kids we've ever had in here." People say this when our students are polite, say please and thank you, look people in the eye when they speak to them, don't break things or rough-house in common areas and obey when asked to do something.

### **Off Campus Permission**

If a student is checking out of the school for any reason, they need to be escorted by parents off-campus, or provide a written note or phone call from parents to the school to provide permission to leave. The office has no other way to verify that a child is actually leaving the school for legitimate reasons, or if a child will be adequately supervised when off grounds. Students will not be given permission to leave the school grounds during class time without the appropriate permission from parents.

### **Parkhill Center/ Overpass**

Some of our students enjoy walking to Parkhill Center to buy lunch. Students are required to use the crosswalk properly when crossing North Nechako Road. At Parkhill Center, students are to be highly respectful in each business that they visit, and are to purchase their food and leave promptly. Parkhill is not to be a place for our students to loiter. Also, students are not to loiter around the Hwy. 97 overpass located close to Parkhill Center. We have an excellent relationship with each of the businesses at Parkhill Center - let's do our best to keep it that way by providing excellent student behavior.

### **The River**

Students are to stay away from the river at all times. No student should be within a hundred feet of the river at any time during the day. This would also include break times and lunch time. Students are not permitted to go past the fence on the field. Students are not permitted in the woods/gully on the new property - south of Preston Road (bordering the Pacific Western Brewery). If you see **any** students going near the river, please report this to the office immediately.

### **Tobacco, Alcohol, Drugs**

Cedars does not permit the use of tobacco products, alcoholic beverages or non-prescribed drugs on campus or on any school related functions. These policies also relate to any activities, such as off campus lunch times and breaks, when students are in any way associated with Cedars.

## Media

Cedars attempts to provide students with Christian media experiences. Any music played at Cedars must be consistent with the Christian nature of the school. Walkmans, portable CD players, and MP3 Players, may not be used on school property because it is too hard to supervise their use and because they can cause students to withdraw themselves from healthy social interaction. Students who use a player at school will have the player taken away and returned when the student and their parent(s) come to pick it up. Students may not listen to music during class time on their laptops. The High School Foyer Stereo may be used at lunch with Christian music. Christian music or classical music may be played for the enjoyment of all students. (Staff supervised)

## Honesty

Honesty must be reflected in several ways. Cheating is clearly out of place. This includes obtaining answers from other people for assignments and tests that are specifically intended to be done individually, and bringing written information to a test where answers are to be produced from memory. It also includes plagiarism, which includes any form of passing off other people's work as your own. Be sure to give credit where it is due. Truthfulness is equally important.

## Plagiarism

How Can Students Avoid Plagiarism?

To avoid plagiarism, you must give credit whenever you use:

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings - any pieces of information - that are not common knowledge;
- quotations of another person's actual spoken or written words;
- paraphrase of another person's spoken or written words; or
- when quoting 3 or more words from any source, quotation marks must be used, and the quote acknowledged.

Be very careful when using the internet for research on reports, essays and creative writing. It is very easy to pass off someone else's work as your own when you use the internet. Make a commitment to always write your own work and never use "copy / paste" to complete your assignments. Take notes, use point form, and write complete sentences on your own for all your assignments. Remember that it is just as easy for your teacher to Google for an essay as it is for you to do so. The chances of you getting caught using an essay from the 'net are extremely high - *do your own work!*

## Student Study Block Policy

1. It is expected that students will attempt to maximize their learning while here at Cedars. Students are not allowed to have a spare unless there are special circumstances.
2. Students have to apply for a spare through the Administration. A student will be considered for a spare if they have a heavy academic load (three academic courses in that semester) and have shown strong work habits and good classroom behaviour in the past. A study block is a course and you must be registered in the course. A teacher will be in charge of students on a Study Block Course.
3. Students are expected to work quietly in the Library or another assigned place. Also, the student is not to disturb or attract the attention of other students who are in session.
4. The student is expected to attend all assemblies and chapels. These are times when important announcements and shared community experiences happen.
5. A parental note of permission will be required at the beginning of the semester if a student will be spending their "study block" off campus.

## 7. Homework

Homework is a continuation of the educational process - an extension of the school. Under normal circumstances, students can expect to receive little homework until grade three and four. If you find your child has a lot of homework or spends too much time on it, contact his/her teacher to discuss the circumstances. At Junior and Senior High, students are expected to do more homework (roughly 1/2 hour/day/subject) depending on the assignments given.

## 8. Discipline Process

### High School Discipline

At Cedars, discipline is part of the process of Christian discipleship. It is part of Cedars' task to teach towards certain attitudes and behaviors. Preventative discipline consists of wise and clear expectations laid out by parents and teachers as to acceptable behaviour within the school. It is our hope that all students will respond favorably to these expectations. For the few non-responsive students there is a due process that leads to removal from the school.

The following key points are considered in the process of discipline at Cedars. Discipline of children at Cedars Christian School:

- is inseparable from the process of Christian discipleship
- always includes the commitment of involved families;
- follows a consistent, stated process, understood and adhered to by students, families, school staff and the school board;
- is sensitive to individual family situations;
- is based on respect for the dignity of the child as a creation of God.

Discipline must be considered as a process consisting of the following stages:

- a) **Preventive** discipline, which consists of wise and clear expectations, laid out by parents and teachers as to acceptable behaviour within the school.
- b) **Active** discipline involves the teacher as he/she attempts to resolve a disciplinary situation with the student. Consequences may be imposed, such as community service by the teacher. Documentation and advising the parent may take place.
- c) **Collaborative** discipline begins if the teacher is unable to resolve the matter. The matter is referred to the vice-principal and/or the principal. The administrator then has the following sanctions available to her/him:
  - i) counseling regarding Code of Conduct violation
    - circumstances, consequence and outcome are recorded and parents informed
  - ii) counseling regarding Code of Conduct violation
    - circumstances, consequence and outcome are recorded
    - letter to parents regarding violation and expectations for child's return to school
    - letter to be signed by parent and returned to school prior to student's return to class
  - iii) parent is informed of Code of Conduct violation by phone
    - child is removed from the school
    - following a meeting between the parent, student and vice-principal, the vice-principal will establish a plan for corrective action including such consequences as:
      - loss of in-school privileges
      - in-school suspension which may require parental supervision
      - temporary suspension from school, (1 - 15 days)
      - extra work assignments

- recommendation for expulsion (from the vice-principal to the board).

## Types of Discipline

The school reserves the right to use any of the following types of discipline at any time.

- (i) Verbal Warning
- (ii) Detentions
  - Lunch- time detentions are given for misbehavior and for two or more lates.
  - Lunch- time detentions are served twice a week on Mondays and Wednesdays. Skipping a detention will be considered the same as skipping a class. Detentions take priority over extracurricular activities and appointments.
- (iii) Discipline Notice
  - Will be written for all behavioural infractions. For all discipline notices, parents will receive a copy of the letter. Sometimes a phone call home will be needed as well. The teacher and vice-principal will also retain a copy of the notice.
  - A student can receive a maximum of four discipline notices, after which time s/he will 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, the principal/vice-principal/designate will meet with the student and parents/guardians.
- (iv) Disciplinary Contract
  - In an appropriate circumstance, a teacher may initiate a disciplinary contract and forward a copy to the office. Parents will be informed and asked to read, sign, and return the contract to the office. All disciplinary contracts will be retained in that student's file.
- (v) Suspension
  - Is imposed when a student has committed a serious infraction as per school rules and regulations
  - The student may not attend class, may not participate in extra-curricular activities, and may not be on school property during school hours. Students may only come to the school (i.e. after school hours) with the prior permission of the administration to pick up homework.
  - The school must contact parent/guardian by phone or letter as soon as possible. If the parent cannot be contacted, the student will be placed on an "in-school" suspension until the parent/guardian is contacted. In an "in-school" suspension, the student will be asked to work in a school office, probably alone, for the given day. The student will be given different scheduled breaks from the regular school schedule and will not be permitted to speak with friends during their 'in school' suspension.
  - A written notice will be issued clearly stating the reason for the suspension as well as the details of the suspension (i.e. date and time of contact with parents/guardian, date and time of meeting, and when the student is to return to classes).
  - Prior to re-admission, the principal/vice-principal/designate will meet with the student and the parent/guardian.
  - Students returning to school from a suspension may be subject to being placed on probation.
  - When appropriate, an "in-school" suspension may be given.
  - Students are responsible for all assignments, projects, quizzes, tests, etc., and will receive credit for the completed work. The student may ask a friend to deliver homework, check the teacher's assignments on the Internet, and must adhere to all "due dates".
- (vi) Disciplinary Probation
  - Is imposed for appropriate circumstances.
  - At this time, the student is generally one step away from being recommended for an expulsion.
  - May be connected to a suspension, or repeated misbehaviour.
  - If a student repeats the same violation or commits another serious infraction while on probation, s/he will be subject to suspension or expulsion.
  - Is given by the vice-principal.
  - Types of Disciplinary Probation

- a) Two Discipline Notices in Sixty Days- if a student receives two discipline notices within sixty calendar days, s/he will be recommended to be expelled.
- b) One Discipline Notice - if a student receives one discipline notice in the remainder of the school year, s/he will be recommended to be expelled.

Note: depending on the seriousness of the infraction, a student may be placed on probation for the particular school year, and/or the remainder of the student's time at Cedars (i.e. more than one year)

(vii) New Student Probation

- All new students to the school are on probation for one term.
- 2 Discipline Notices in the first term and the probation will be extended for the rest of the semester.
- 3 Discipline Notices in the first semester and the administration will recommend an expulsion.

(viii) Expulsion

- In appropriate circumstances, a student may be expelled.
- If expulsion is being considered, the following procedures will take place, following investigation and documentation.
  - a. If the administration has a situation that may warrant expulsion, they will contact the chairperson of the board.
  - b. At the next available time, the administration and the board will meet to discuss the considered expulsion.
  - c. Time will be given for the student and/or parents to discuss the situation and the considered expulsion with the board.
  - d. The board, with consultation from the administration, will make the final decision on the considered expulsion.

(ix) Miscellaneous

- Appropriate discipline may depend on prior incidents.

**Further Note**

Parents are reminded that Cedars Christian School is a parent-run, Christian community. This means that we resolve to solve conflict situations together, implementing principles from Matthew 18 as much as possible (i.e. - go to the person or persons involved directly, **FIRST**, when solving a problem).

Matt 18:15-17

*"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. (NIV)*

We politely request that you do not contact newspapers or media, or other public institutions **before** due process has occurred completely at the school level to solve a problem together. We know that there are times when the proper authorities should be contacted, but we believe due process should always occur in the proper **order**.

**Student Conduct**

- (i) Homework Assignments
  - Teachers keep records of missed assignments and incomplete homework. The first time this occurs in a semester, a student receives a warning. The second time that homework is incomplete, the student may be required to have a homework detention at the discretion of the teacher. Parents will be informed by the teacher if homework is not being done on a regular basis.
- (ii) Attendance and Late Arrivals

**High School Block A Late Policy (first class of the day)**

- School begins at 8:30 AM. If you are late for school you must report to the school office to receive a late slip. This late slip must be given to the teacher of the class you enter.

- It is expected that students arrive on time for all classes. When students do not arrive on time for class, not only do they miss information for their course, they are disruptive to the learning environment when they enter the room.
- A student will only be excused for being late in Block A when they produce a note from a professional organization (i.e. Dentist, doctor.....)
- **A student will be allowed five unexcused lates for block A, per semester, without a consequence** (a note or phone call from a parent is still "unexcused").
- **When a student is late, unexcused, for the sixth time for Block A class in a semester, he/she will receive a detention for the sixth late and every subsequent late in that semester.**
- When a student is late, unexcused, for the ninth time for Block A class in a semester, they will receive a **Discipline Notice** and will be assigned after-school community service on two occasions. Parents will be notified.
- If students are late on the 10<sup>th</sup> occasion, she/he will receive a **one day school suspension**.
- If a student is late more than **10 times for block A in a semester, students will be put on probation and an expulsion could be recommended.**
- There will be days when we expect students to be late (large overnight snowfall, sudden drop in the temperature etc....). On these types of days, when deemed by the school, any student late for Block A will be excused.

#### High School Blocks B to D Late Policy

- If you are late for class (unexcused), the first time you will receive a warning, the second time and every time after that during the semester you will serve a lunch time detention.
- If a student receives four lates in a semester she/he will receive a discipline notice and will be assigned after - school community service on two occasions. Parents will be notified.
- If a student receives five lates in a semester she/he will be suspended for one day, and will receive a discipline notice.
- If a student receives six or more lates she/he will be put on probation and may be recommended for expulsion.

#### Other Late Policy Regulations

- Your parents should phone the school before 9:00 AM of the day of the absence, giving the reason for the absence. We do have a 24-hour answering service where you may leave a message. For absences that are known beforehand, your parents should call the school well before the absence. You are responsible to contact each of your teachers before these planned absences so that they can outline for you the required make up work or other consequences. Regular attendance is essential for success in school. Students will find that the missed class work can never be fully made up.
- Students will miss classes due to illness, medical appointments, family reasons or extracurricular activities. Should you or your parents decide to keep you home from school for any amount of time, for reasons other than illness, teachers can provide alternate assignments. These assignments will be similar, but not identical, to the curriculum taught in class during their absence. However, the practice of extended trips during the school year is discouraged. Students who miss classes for vacation related reasons cannot expect help or tutoring during or after class. If a test is missed because of sickness or a prearranged absence, it should be taken within two days of your return to school, at the teacher's discretion. Arrangements for this and taking the test must be done outside of class time. Final exams are an integral part of the final mark for most courses and they must be written at the time scheduled. Summer activities should not be planned until the conclusion of the examination period in June.
- If a student takes ill during the course of the day he/she must inform the teacher of the class he/she is leaving and report to the office. The office staff will contact your parents requesting that they pick you up or make arrangements for you to leave for home. Students attending appointments during school time will be granted early dismissal when they produce a note from parents stating reasons for missing class.

- A student can only miss a maximum of 15 classes for each course, excused or unexcused absences. After that, the course may be forfeited and would need to be re-taken in summer school or in a future semester. Some exceptions do apply at the discretion of the administration, and in some cases, the discretion of the Education Committee (ie - diagnosed chronic illness or surgery). Parents will be required to submit a formal letter of rationale if their child is absent for 15 days or more per semester.
  - If a student is more than 14 minutes late for a class, he/she will be deemed truant (skipping class) and will be suspended from school for one day.
  - (iii) Skipping Class
  - Skipping a class (truancy) is a serious offence. Students will serve a minimum One Day Suspension for this offence.
- (iv) Harassment/Bullying
- Harassment refers to behaviors, gestures, comments, or displayed materials of a sexual, racial, gender-based, religious or personal nature that create an intimidating, hostile, or offensive educational learning environment. The issue of sexual harassment, more particularly, refers to any unwelcome conduct of a sexual nature that detrimentally affects the learning environment or leads to adverse consequences for the person being harassed. Bullying is a pattern of repeated aggressive behaviour with negative intent, directed from one student to another where there is a power imbalance. Examples of bullying may include: physical aggression, inflicting bodily harm, threatening with a weapon, gossiping, spreading rumors, maliciously excluding, mocking, name calling, defacing clothing, teasing about appearance, verbal threats, intimidation and taking possessions. Claiming that an action was unintentional is no excuse, either legally or in our school setting. Harassment is discriminatory and disrupts the environment of mutual respect, cooperation and trust, which is crucial for ensuring a healthy and productive school community. All students and school employees are expected to conduct themselves with respect for the dignity of others. Reporting: If a student has concerns about the nature of any physical contact by an adult employed by the school, fellow student, or by a member of the public, the student should immediately report this to the principal, vice principal, or school counselor. Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment. Depending on the circumstances, consequences range from suspensions to expulsion.
  - Self-questioning: If you ever wonder whether your behaviour or comments are appropriate, consider these questions:
    - How would you feel if the behaviour was directed towards you, a family member, or a close friend?
    - What would someone you respect think if they witnessed your behaviour?
- (v) Cheating and Plagiarism:
- Plagiarism is the act of appropriating the literary composition of another author, or excerpts, ideas, or passages there-from, and passing the material off as one's own creation. Plagiarism is the false presentation of someone else's writing as one's own. We are called to be honest and to be people of integrity. Producing work that is not your own and/or not giving appropriate credit (i.e. citing) is a serious offence.
- Consequences are meant for all classes in which cheating and plagiarism occurs.
  - For all grades, cheating on tests and assignments will result in a zero and a Discipline Notice.
- Plagiarism
- Grades 7 & 8
- First offence--redo for credit, and a phone call home.
  - Second offence--receive '0', redo for no credit, Discipline Notice.
- Grades 9 & 10
- First offence--receive '0', redo for no credit, and Discipline Notice.
  - Second offence--receive '0', redo for no credit, Discipline Notice, with the possibility of a suspension.
- Grades 11 & 12
- First offence--receive '0', Discipline Notice, 1-5 Day Suspension.

- Second offence-receive '0', Discipline Notice, Suspended until meeting with the administration, teacher, parents and student. The student may forfeit course credit.
- (vi) Dress
- Dress should be appropriate for the school activities at hand. If a student is wearing clothing judged to be offensive or inappropriate, he/she will be issued a discipline notice and asked to find something else to wear for the day. A repeated occurrence will be treated more severely. Footwear must be worn at all times.
- (vii) Visitors
- All visitors, including former students, must identify themselves at the office and may visit the school at the discretion of the administration. Normally, students should ask permission of the administration the day before a visit. Visitors may only visit the school at lunch break. Students from public school, including former students from Cedars, on professional development days, will not be permitted to visit Cedars. The administration reserves the right to deny visitors on campus at any time.
- (viii) Vandalism
- God calls us to be good stewards of the things we have. The Cedars Christian School building and property are some of those things. Families have built this school. It belongs to all of us. Students are required to take care of our school.
  - Vandalism is the willful destruction or defacement of things (in this case the school and its property).
  - The school will take a zero tolerance stance on vandalism.
  - In addition to a punishment, when students are involved in vandalism, they will have to pay the cost of repairs or replacement arising from their actions.
- (ix) School Property (Halls)
- Please use the halls only for walking, not running. Practice consideration in the halls.
  - Students' belongings (jackets, bags, books...) are to be kept in their lockers.
- (x) Leaving the Campus
- Students in grades 7 are not permitted off the school property during break and lunch break. Students in grades 8 - 12 must have off-grounds permission and are expected to respect neighbouring property, traffic and not to litter when they leave the school property.
- (xi) Smoking
- The Cedars Christian School supporting community is committed to encouraging a smoke-free lifestyle for students and staff. Therefore, smoking is not permitted during school hours or at any school related function. Any student caught smoking or in the possession of cigarettes will be required to pay a \$20 donation to the BC Lung Association or the BC Cancer Agency for the first offence, pay a \$40 donation for the second offence, serve a one day suspension for the third offence, and a three day suspension for the fourth offence. Each occurrence will also include a discipline notice as well as a call home.
- (xii) Suspensions and Expulsions
- Theft may result in a suspension of up to one week. A second offence may result in a three-week suspension and probationary status.
  - Students under the influence of, or in the possession of alcohol or drugs while under the school's supervision will be immediately suspended and could be recommended for expulsion.
  - Fighting will result in a suspension of up to one week. A second offence may result in a three-week suspension and probationary status.
  - Students bringing weapons or replicas of weapons to school or having weapons at school may be suspended for up to three weeks and may receive probationary status for one calendar year. Where required the school will notify the police. Students who are aware that weapons are at school should notify the staff immediately to ensure the safety of the students and staff.
  - Re-admission into a new school year after an expulsion will be at the board's discretion.
- (xiii) Breaking and Entering
- Criminal charges will be brought against anyone who is caught breaking and entering into the school building whether part of a prank or an act of theft.
- (xiv) Internet/Network Violations
- Each student using the network must adhere to the school's guidelines.

- No student should be using a school computer without consent from a teacher.
  - No student should be using the internet without consent from a teacher.
  - Chat lines and MSN messenger are prohibited.
  - Students must use the computers as directed by their teacher.
  - Students must not change settings, open up programs or break into the network.
  - Violations of these guidelines will automatically result in losing the privilege of using the school's Internet and Network Services.
  - Depending on the violation, further disciplinary action may be taken.
- (xv) Fire
- Students found with matches or lighters will serve a one day suspension and be required to write a paper on the topic.
  - Students lighting fires of any size (includes lighting a match or lighter) will be suspended for up to one week and may meet with the Fire Department Education Officer along with their parents. A second occurrence will result in a recommended expulsion.
- (xvi) Books
- If a student loses or damages a textbook, the school requires replacement or payment of repair costs.
- (xvii) Lockers
- No stickers
  - All pictures and sayings that are placed in the locker, must adhere to the school's standards
  - When using tape, double-side it, so that it is easy to remove in June
- (xviii) School Functions
- All of the school rules, and punishments associated with those rules, will apply to all school functions, including school sponsored extracurricular activities, and/or those activities not held on school property.
  - Students desiring to bring guests must complete a GUEST PASS REQUEST FORM, and receive approval from the event sponsor and/or the principal or the vice-principal.
- (xix) Student Parking
- It is expected that the students only park in the designated area.
  - Students are to park their vehicles in the gravel lot and are to back them up to the fence.
  - Students are to drive their vehicles in a safe and responsible manner on and off school property.
  - Students are not permitted to drive into the paved school parking lot.
  - If a student does not follow the school rules, s/he will be given one warning. Parents will be notified of the warning.
  - On a second vehicle/parking offence, the student will lose vehicle/parking privileges at the school for a period of time. The student will receive a Discipline Notice.
- (xx) Laptop Computers
- Laptop computers are only to be used in class with the permission of the teacher. Laptops may not be used for listening to music at school or during class. Movies are not permitted on laptops during school hours.
  - Student laptops are not to be connected to the Cedars Network.
- (xxi) Cell Phones
- Students will not be permitted to have in their possession a cell phone during class time. Students who are seen with a cell phone during class time will have the phone confiscated and retained until a parent comes in person to collect the phone. Students with cell phones at school must store the phone in a locked locker during class time. Students will receive a discipline notice and detention on the first offense, and a one day suspension or equivalent community service for the second and subsequent offenses.
- (xx) Miscellaneous
- In cases in which specific school rules do not apply, but behaviour runs counter to the spirit of our institution, discretion will be used by the administration for appropriate consequences.

## 9. Code of Conduct

### General Expectations:

At Cedars, a student is expected to:

1. Perform to the best of his/her ability in all parts of the school program.
2. Attend school regularly and punctually (listen for the bells)
3. Take responsibility for completion of all work missed during absences.
4. Bring a note from parents to the school after every absence.
5. Be cooperative and considerate in day-to-day relationships with others.
6. Be honest.
7. Refrain from activities, which may be dangerous (fighting, throwing snowballs, playing with knives, etc.)
8. Respect the property of others and take responsibility for any damage he/she may cause.
9. Cooperate with and show respect to teachers, students and other adults.
10. Be courteous and well mannered, cheerful and in service to others.
11. Abstain from tobacco products, alcoholic beverages and non-prescribed drugs.

### Specific Rules:

#### In and Around the School:

Students are to refrain from:

1. Marking or damaging school property. (Students are expected to pay for lost or damaged school property.)
2. Wearing hats in class and chapels.
3. Bringing items, which may cause injury (matches, knives, sticks, etc.).
4. Wearing scanty clothing or clothing with obscene, suggestive or offensive words, pictures or slogans, which are not considered appropriate.
5. Using blasphemy or crude language.
6. Showing lack of respect to adults or fellow students through actions, words, gestures, tone of voice.
7. Wearing makeup (**applies to males only**)

#### Hallways, Washrooms and Entryways:

1. Students are to walk quietly through the hallways.
2. Students are not to tamper with fire extinguishers, thermostats or lights.
3. Students are not to loiter in hallways, washroom, and entryways.
4. Outdoor shoes/boots are to be removed in the boot room. (Elementary)
5. Indoor shoes are to be either gym runners or other appropriate footwear.

#### Classrooms:

1. Students are not to touch or remove materials in or on the teacher's desk or another student's desk without permission.
2. Students are to comply with the individual rules and expectations specific to each classroom teacher.
3. Students are not to be in any classroom but their own unless they are directed to be there.
4. Students are responsible for keeping desks, shelves and lockers tidy.
5. Unregistered students are not to enter the classroom without prior permission. Only those students who are considering registering may visit classrooms. Former students may visit at lunch or after school.

#### Library and Computer Lab:

1. Appropriate classroom rules apply in the library and the computer lab.
2. Candy, food and drink is not allowed in the library or the computer lab.
3. Noise and talking is to be suitable to the task at hand.
4. Students are not to handle audio/visual or other electronic equipment without the permission and supervision of a staff member.
5. No students are to be watching TV or using computers in the library before or after school, unless supervised by a teacher.

#### Gymnasium:

1. Students are not to play in the gym unless under the direction and supervision of a teacher.
2. Equipment rooms are out of bounds to students unless they are under the direction and supervision of a teacher.
3. Eating is not allowed in the gym unless supervised.
4. Good audience/spectator behaviour is expected during assemblies, performances or sports events. Cheering is appropriate at sports events; booing, whistling, stamping feet, etc., are not appropriate.
5. Students are expected to wear non-marking shoes only!

#### Playgrounds:

1. Students must play only in approved areas.
2. Throwing snowballs, stones, dirt, sticks, etc., is prohibited.
3. Fighting is prohibited.
4. Students are not to leave the school grounds unless they have permission from a teacher.
5. Bicycles are to be parked at the bicycle stands upon arrival at school; riding on the playgrounds is not permitted.
6. Students riding bicycles to school must enter and leave the school grounds via the North Nechako Road entrance. No riding bikes through the parking lot. Cedars requires students to wear a helmet when riding to and from school.
7. Litter is to be placed in garbage containers.
8. Students are to use all playground equipment in a safe manner.
9. Skateboards are not allowed at school. However, at the discretion of the principal or sponsor teacher, a supervised skateboarding day may be organized. The Board has indicated that proper protective gear must be worn.

#### Lunch:

Students are expected to eat in designated areas and to exercise regular mealtime manners and courtesy. Garbage is to be thrown out and recyclables are to be put in specific containers.

#### In-Days/Out-Days:

Students should come to school with appropriate clothing for the weather and are expected to spend non-class time outside unless an in-day is declared (elementary). In-days are declared when the weather is -20 C or a severe wind chill warning.

#### Field Trip Form and Policy:

All classroom rules will apply on all outings. A teacher will be responsible for carrying a first-aid kit (supplied by office) on all outings. The Teacher will also be issued a class list complete with care card numbers and emergency phone numbers for each of their students. The office requires that the teacher report on the appropriate form, at least one day before the field trip, a list of drivers so that they can check for current car insurance.

#### 1. Permission Slips:

- a) All teachers must use the Cedars Field Trip Permission and Waiver form each time they go on a school outing. All Permission Forms must be signed and returned by parents before the outing **NO VERBAL PERMISSION GRANTED. (fax and email is acceptable)**
- b) For major overnight trips, the principal and teacher should first have board approval which is done through education committee recommendations.
- c) Permission slips should be sent to parents/guardians with particulars of activities. These must be returned, with the guardian's signature before the outing.

#### 2. Billeting: Is discouraged.

#### 3. Financing:

Extensive Trips (for which funds are raised):

- a) All financing should be estimated at least two months prior to the time in which the field trip is to take place.
- b) All fund raising should be raised by two weeks prior to the trip.

- c) Expenses incurred during fund raising may be refunded totally or partially with discretion.
- d) A general ledger account will be set up through the Bookkeeper in the office.
- e) Moneys remaining at the end of the trip shall be reimbursed to the individual student accounts.

4. Long Distance Trips:

- a) Fees charged to the student:
  - i ) are to include coverage of activities as well as a traveling charge.
  - ii ) are to be predetermined and fees collected BEFORE attendance on the trip

Parents are to be notified if the students will be eating out and therefore require money for a meal.

5. Short Trips: Ski, Day Trips, etc.

- a) The policy of Cedars Christian School is to ask for volunteer transportation. (Subject to Motor Vehicle Act changes).
- b) Ski trips moneys are to be collected by the teachers (dispersed upon request of volunteer drivers.)

6. Transportation for all School Related Activities. (including car pooling):

- a) The School's policy includes liability clauses covering parents and children in any private vehicle designated by the school: note -- all private vehicles have insurance, it is recommended that such private vehicles carry \$1,000,000.00 liability (photocopy to be filed in the office).
- b) The law states that each child travelling in a vehicle must wear a seat belt. Doubling up is not legal. Planned trips must have each student placed in a seat belt or the trip be postponed or cancelled with an alternative activity implemented until an arrangement for the "belted placement" of the extra students can be made.
- c) Students must remain in designated vehicles, teacher to finalize head count before departure.
- d) All vehicles should be in sound mechanical state.
- e) Recommended that parents (responsible - no record) drive.
- f) Parent drivers are volunteers and thus must have undergone a criminal record check before driving for school trips.
- g) Booster seats are required for all children under the age of 9 or 4'9" and smaller.

7. Pupil/Adult ratio on all trips:

There shall be a recommended ratio of students to adults on all outing:

- a) In Grades K - 6 the ratio minimum for supervision is to be 1 adult to 6 students.
- b) In Grades 7 - 10 the ratio minimum for supervision is to be 1 adult to 10 students or regular teacher/student class ratios.
- c) In a vehicle there will be a maximum of 6 students if there is only one adult. For seven or more students, another adult needs to be present.
- d) This includes overnight trips which shall be limited to Grades 5 - 12, with special permission to be granted in advance by the board via the education committee for Grades K - 4.

8. Responsibilities on Outings:

The teacher is to be the co-ordinator for the group in accordance with policies set down by the school board.

- a) The teacher in charge should know of total group movement, including a total head-count before dispersal in transportation vehicles as well as having reasonable knowledge of the students returning to their home (wait until the front door closes before you leave).
- b) A photocopy of insurance to be given to office prior to the trip.
- c) Students are not permitted to watch television or movies in hotel rooms after 11pm.

## 9. Chaperone Responsibilities

Chaperones play an important role at our school functions and trips. They are responsible for the safety and well being of our students, in addition to their role as monitors of appropriate behaviour.

At times chaperones are at risk of not being given adequate instruction, guidance and support. The purpose of this policy is to address this need and to recognize the important contribution that chaperones make to our school and our students.

A chaperone will be given a minimum of the following information before they commit to chaperone an event:

1. a description of the event
2. the expected number of students that will be attending the event
3. the hours the chaperone will commit to be present and act as chaperone
4. the responsibilities of a chaperone at the event
5. the expected number of other chaperones

Chaperones will be advised that they are expected to promptly report any unusual incident or behaviour, using their best judgment, to exercise authority to stop or prevent any inappropriate behaviour involving any student.

The following is advice that will help with all chaperoning situations:

- Students don't always think clearly and responsibly, help them.
- Don't ignore inappropriate behaviour from **any** child.
- Try not to compound the situation by over-reacting.
- Respect students and their privacy, but enforce all rules.
- You are every student's parent while chaperoning.
- Rules and schedules may need to be adjusted... BE FLEXIBLE.
- If you are unsure of how to handle a situation, ASK!

### Chaperone and General Guidelines

1. School rules are in effect at all times, especially dress code and language.
2. If you **have to** smoke, DO NOT SMOKE in front of students.
3. Students must not watch television or movies in their hotel room after 11pm. Chaperones should tell the front desk that movie rentals are not permitted in rooms with Cedars Christian School parents or students.
4. Movies on trips must be G rated or PG rated only (14A and R movies are not permitted)
5. Alcohol consumption is not allowed (students, staff and chaperones)
6. It is expected that you will be respectful to the Teacher in Charge. Never undermine the authority of the teacher. If you disagree with them, please keep it to yourself, until a more appropriate time. Never be unkind in front of the students, teachers or other chaperones.
7. Chaperones are expected to be at all functions at all times. Exceptions to this will be made at the discretion of the Teacher in Charge. (eg: Chaperones may need to go to a store to get supplies, or pick up food, or run an errand ...)
8. If a student becomes ill, a chaperone must stay in close proximity to the student, in case medical attention is needed.
9. Chaperones should set a good example with regard to conduct, language, appropriate dress, etc...
10. Bullying and harassment of students by other students will not be tolerated. Students should never be forced to do something against their will.
11. Please "ask" students to comply with your requests, do not yell or make unrealistic demands. You will meet with more favourable results when you are kind.
12. Please make a point to remind students to have everything they need for their event.
13. At the respective events, make sure that you position yourself in such a way that you can have an eye on students at all times.
14. During "free time" or breaks are the times when students need the most supervision.

15. Students should always be together in a group or have a partner. Students are never to be alone or left alone.
16. Students are to be calm, quiet and respectful when in public places. Hold the students to that standard.
17. You should know where all your assigned students are at all times.

#### Bus/Vehicle Transportation

1. Only Cedars Christian School students can ride on the bus or vehicle.
2. Chaperones are expected to arrive 15-20 minutes before departure time. Find the Teacher in Charge to receive your instructions or attendance list.
3. Once students have boarded the bus, take attendance and report any absences to the Teacher in Charge.
4. Once a student is assigned to vehicle or bus, they are NOT allowed to switch vehicles.
5. Attendance needs to be taken each and every time that students get on and off the bus. This also includes restroom stops and lunch breaks.
6. It is the job of the Chaperones to ensure safety of the students and help maintain order on the bus. The Teacher in Charge, the driver or the bus driver will determine the level of noise and activity that is acceptable on the bus. In a vehicle, students should be respectful of the vehicle, calm, quiet and not distracting to the driver.
7. Anytime a bus pulls over for a break, relate to your students how much time they have before the bus departs. Chaperones need to be watchful of students as they move on and off the bus.
8. Movies on the bus/vehicle should be rated G or PG (no R or 14A rated movies). If the movie is graphically violent, vulgar or sexually explicit or sexually suggestive, remove it at once, and select another one.

#### Overnight Trips

1. Make sure that your students are in their room at curfew.
2. Make sure that your students are awake on time.
3. Make sure that your students understand the daily itinerary.
4. Students must not watch television or movies in their hotel room after 11pm. Chaperones should tell the front desk that movie rentals are not permitted in rooms with Cedars Christian School parents or students.
5. Movies on trips must be G rated or PG rated only (14A and R movies are not permitted)
6. Make sure that your students attend meals and daily functions on time.
7. Make sure that your students have everything that they need for day.
8. No students or chaperones should leave the hotel for unauthorized excursions.
9. You may search students' rooms at any time with or without the students' permission.
10. Check the students' luggage before the trip (make sure they brought everything that they need, did not forget a bag etc..).
11. Check hotel rooms for any damage or things left behind during your stay and at check out.
12. Check with assigned students from time to time to see how they are doing.
13. "Lights out" and "room in" times are to be strictly enforced and monitored by the assigned chaperone.
14. The "no co-ed visitation" rule to rooms or floors is to be strictly enforced. If a chaperone is in the room, co-ed visitation is allowed.
15. Chaperones are on call 24 hours a day.

## 10. Detentions (in high school)

The Detention Room, which is in effect Monday and Wednesday at lunch for 30 minutes, may be used as follows:

1. For unexcused late
2. For disciplinary purposes at the discretion of each teacher.

If a student is late for a detention (1-10 minutes), he/she will complete serving the late detention and receive one more. If a student skips a detention or is 11 or more minutes late for a detention, he/she could receive a Discipline Notice and a one-day suspension.

Detention Room Guidelines:

- Detention Room will start at 11:30.
- You must sit quietly for 30 minutes, and/or read acceptable material. (Novel, review school work)
- You may not bring food, drinks, walkmans, CD players, etc.
- You will not be permitted to sleep, put your head down or speak, or do written homework.
- If the supervising teacher deems you to be breaking these rules, you may be assigned another detention, or be asked to see the vice-principal.

## 11. Appeals Procedure

At Cedars, we want to follow the guidelines of Matthew 18:15-20. If a parent has a concern regarding their child please follow the procedure below:

- 1) Talk to the teacher.
- 2) If you still feel the situation has not been solved, talk to the principal.
- 3) After following Step 1 and Step 2, you still feel your concerns have not been fairly dealt with; you may contact the Board, attention to the Education Committee representative. A convenient time will be arranged for the parent to receive a hearing by the board.
- 4) The Board's ruling after the appeal is final.

If a parent wants to appeal a decision, a letter to the principal and or school board is required. The parent should be informed of any appeal or review procedure in accordance with school policy. Some form of appeal, e.g., to the principal, principal's or board's discipline or appeal committee, or authority/school board, should be provided for in school policy, depending on the severity of the discipline.

There should be an assurance of no retribution for pursuing an appeal or review.

Authorities and board members will follow the following guidelines to avoid bias or the appearance of bias:

Don't prejudge the evidence of the particular circumstances of the student's case, or give the appearance (e.g., in public statements) of having done so, even if you have strong convictions on such matters.

When selecting persons to hear a case or an appeal of a decision, we will try to avoid those who have a close, out-of-school relationship, family ties or adversarial relationship with the student or student's family, or a staff member who is closely involved in the incident.

If a person (e.g., principal, staff member or committee member) has made a previous decision, or has been a member of a committee that has made a previous decision, that now is under appeal, such a person should only participate in the appeal for the purpose of

providing testimony. Such a person should not participate in decision-making at appeal levels.

An appeal-hearing committee should not hear or receive evidence that will not be shared with the other party in the dispute. Do not receive evidence or representations from administrators or staff in the absence of the person appealing, and avoid the appearance of doing so.

## 12. Academic Information

### In General

The educational experience available at Cedars Christian High School is hard to beat. At Cedars Christian High School, students can enjoy the variety of moving from class to class for each subject. They can also enjoy the variety of teachers they get. At the same time, however, students get to know one group of students very well as they move together from room to room for a number of core subjects. The small school also results in teachers getting to know the entire high school student body.

### Education Objectives

At Cedars, students are equipped with the knowledge, skills, and insights for responsible citizenship in BC. More importantly, they are equipped for responsible citizenship in the Kingdom of Christ.

It is our hope and desire that students will increase their understanding of the way in which God created our world. At Cedars, students learn that they are significant people as children of the Lord, and they can have a special place in the world. They learn that to be really happy and joyful as Christians means living in the relationship that God has given us in Christ and in working this out in their God-given tasks. They are also challenged to find ways to develop a transforming influence in our society, and develop a Christian culture and life-style according to the norms of God's Word.

Students are challenged to become responsible disciples of Jesus Christ. This means they will have to develop skills, knowledge, and insights to live the full Christian life, through all occasions, as church members, citizens, family members, neighbors, friends, workers, and consumers. Although they receive these challenges throughout their school years, high school students are getting ready to take on adult roles. As a result, they will be encouraged to take these challenges particularly seriously.

## 13. Academic Policies

### Academic Expectations

Cedars Christian School has high expectations for students. That does not mean that only academically gifted students can do well at Cedars. It does mean, however, that all students are expected to apply themselves to their studies at school and in homework assignments.

### Recommendations

Recommendations are when a student receives 86% or higher in a course and a G or E for work habits. The teacher can be given the option to the student of not writing the final exam due to the fact they have excelled in the course. Recommendations or not allowed in the following courses:

- English
- Math
- Science
- Social Studies

### Student Evaluation

Expectations are established through evaluation and feedback. Feedback occurs on an ongoing basis in the form of verbal or written comments, and in a more formal way at report card times. Our goal is to have 'no surprises'. However, this means that parents must be diligent in reading, signing and sending back classroom grade reports so that the teachers know you have been informed about your child's progress. Please make a consistent effort to stay informed about your child's progress.

Report cards are issued four times a year. They communicate to students and parents how students are progressing in three dimensions in each of their courses: comprehension, performance, and attitude.

#### **Student Evaluation Definitions**

Comprehension refers to simply remembering and understanding information presented in a course. It is typically measured by testing, but it may also be assessed through noting comments made in class, discussions, and in the level of understanding evidenced in various assignments.

Performance refers to the quality and quantity of work produced. Cedars has high expectations for the quality of these student products. Written final products must generally be submitted in typed form, using acceptable formats, and proofread for grammar, spelling, etc. Academic letter grades are an aggregate of these first two areas.

Attitude refers to the extent to which students display an appropriate work ethic on their own initiative. It is generally measured by how many times the teacher must remind students to display the appropriate behaviours. Achievement in this area is recorded separately on the report card.

## LETTER GRADES AND DEFINITIONS (BC Wide - consistent with BCeSIS)

A	(86-100%)	Excellent or Outstanding Performance in relation to learning outcomes.
B	(73-85%)	Very Good Performance in relation to learning outcomes.
C+	(67-72%)	Good Performance in relation to learning outcomes.
C	(60-66%)	Satisfactory Performance in relation to learning outcomes.
C-	(50-59%)	Minimally Acceptable Performance in relation to learning outcomes.
I		No demonstration of minimally acceptable performance in relation to learning outcomes in this reporting period.
F		No demonstration of minimally acceptable performance in relation to the learning outcomes for the course.
W		Student has withdrawn from the course.
SG		Standing Granted. Acceptable level of performance though normal requirements not completed.
TS		Transfer Granted. Standing is granted based on records from an institution other than a school.
RM		Requirements Met (for use with Graduation Transitions only)

## WORK HABITS

EXCELLENT (E)	<b>Responsibility:</b> demonstrates an industrious work ethic, ready to work and learn. <b>Cooperation:</b> a class leader exemplified by a high degree of positive and meaningful participation initiated by the student. <b>Independence:</b> a keen and enthusiastic learner actively seeking out personal growth and learning opportunities.
GOOD (G)	<b>Responsibility:</b> all assignments turned in, ready to work and learn. <b>Cooperation:</b> works well with other students and teachers, participates in class in a meaningful way. <b>Independence:</b> a self-directed learner, takes appropriate initiative and responsibility for learning.
SATISFACTORY (S)	<b>Responsibility:</b> most assignments turned in, usually ready to work and learn. <b>Cooperation:</b> usually works well with other students and teacher(s). <b>Independence:</b> often requires direction.
NEEDS IMPROVEMENT (N)	<b>Responsibility:</b> most assignments missing, frequently not ready to work and learn. <b>Cooperation:</b> does not work well with other students or teacher(s). <b>Independence:</b> needs one-on-one attention most of the time.

## GRADUATION REQUIREMENTS (New in 2004)

- 80 Credits over Grades 10, 11 and 12, total of 48 including:
  - Language Arts 10 (4 credits)\*
  - Language Arts 11 (4 credits)\*
  - Language Arts 12 (4 credits)\*
  - Social Studies 10 (4 credits)
  - Social Studies 11, Civic Studies 11 or B.C. First Nations Studies 12 (4 credits)
  - Math 10 (4 credits)\*
  - Math 11 or 12 (4 credits)\*
  - Science 10 (4 credits)
  - Science 11 or 12 (4 credits)\*
  - Planning 10 (4 credits)
  - Physical Education 10 (4 credits)
  - Fine Arts and/or Applied Skills 10, 11 or 12 (4 credits)\*
- \*one course from a number of options

### Students must also complete:

- Four Graduation Transition assessment credits, and a minimum of 28 elective credits.
- An unlimited number of credits from Board or Independent School (BAA)
- Authority, authorized or post-secondary electives may count toward graduation.
- A minimum of 16 credits from either Ministry or Board Authority authorized or post-secondary courses are required at the Grade 12 level
- Five Graduation Program exams: a Language Arts 10, a Science 10, a Math 10, a Social Studies 11 or 12, and a Language Arts 12.

## Exemption from Second Language Learning - Policy

### Exemption from Grades 5-8 French:

Cedars Christian School follows the Ministry of Education policy which states that all students must take a second language as part of the required curriculum in grades 5 to 8. Students may, however, be exempted from the second language requirements.

**An exemption may apply to a student who is:**

- Identified as a student with special needs or receiving English as a Second Language service, and
- Unable to demonstrate his or her learning in relation to the expected learning outcomes in a course or subject and grade for which an educational program guide has been prescribed by the minister.

BC Education - Core French 5 to 12 - Introduction - Integration of Cross-Curricular Interests  
[www.bced.gov.bc.ca/irp/cfrench512/elp.htm](http://www.bced.gov.bc.ca/irp/cfrench512/elp.htm)

Last modified: February 2002

*Students at Cedars Christian School are generally required to take French up to and including French 9.*

### Exemption from Grade 9 French:

*Because French 9 is not a Ministry of Education required course, students may be exempt from French 9 if:*

- Student has not taken French in previous grades (due to homeschooling or other reasons)
- Identified as a student with special needs or receiving English as a Second Language service, or
- French 9 exemption is recommended by the French 8 teacher (often due to difficulties with the French 8 program), and/or
- French 9 exemption is requested by student and his/her parents based on a legitimate concern or need. If there is a conflict between the French 8 teacher's recommendation and the student/parent's wishes, the following procedure should be followed:
  - Parent is to write a letter, addressed to the Academic Counsellor and High School Principal, outlining the reasons why a French 9 exemption is requested.
  - Parent is to ensure that an alternate plan is in place during the regularly scheduled French 9 block.
    - If the student is a Support Block candidate, student may be enrolled in a support block during this time, if the class is not full. [Support Block candidate: Student demonstrates need for additional support, and course load taken warrants time in the school day for a support block.]
    - If not a Support Block candidate, student should enrol in another course offered in this block.
- French 9 exemption is requested by student and his/her parents to pursue further training in a specific field of interest. For example, a motivated, independent student who wishes to take a correspondence course in a subject not offered at Cedars.
  - The family is responsible for ordering the correspondence course, paying any required deposit or fees, and ensuring that it is in place prior to the French 9 class starting. If not, student must go to the French class until the correspondence course is received.

Further information about Students with Special Needs and Second-Language study can be found at:

<http://www.bced.gov.bc.ca/irp/cfrench512/ssnsls.htm>

This site also includes teaching strategies and adaptations which might be used to assist students with special needs in the Core French language-learning classroom.

## 14. Honour Rolls and Awards (Grade 7 - 12)

In order to encourage and recognize academic achievement and a strong work ethic, we have established the following categories. Each of these categories is used for individual terms only. This allows for students to work hard each term making a category. **Students are encouraged to ask their teachers what constitutes a "G" for effort in their class.** Find out how your teachers keep score, then score. You cannot make a the honour roll or principal's list without getting all Gs in your classes so take your behaviour in class seriously. Some 88% average students don't make the honor roll because of their behaviour in class.

### Principal's List

- Take at least three courses each semester
- Work habits must be all "G"
- Average of all courses is 86% or better
- No individual course grade below 70%
- Satisfactory attendance

### Academic Honor Roll

- Take at least three courses each semester
- Work habits must be all "G"
- Average of all courses is 80% or better
- No individual course grade below 70%
- Satisfactory attendance

### Academic Honorable Mention

- Work habits all "G"
- Average of all classes 70 - 79.9%
- No individual course below 65%
- Satisfactory attendance

### Athletic Awards

- Sports Program / Athletic Director
- Athletes of the Year - given to a superb athlete (generally one male, one female at the sports' award night) who also contributes to their community, shows diligence in academics, and spiritual leadership and maturity

### Special Activity Awards

- Awards given at recommendation of staff for such activities as drama, worship teams, student council, peer tutoring, etc.

# Staff and Student Nominated Awards

Awards are an important part of recognizing people for excellent contributions to our school community. We give the student body and the staff an opportunity to nominate students for three awards. There is one award in each category for junior high (grades 7-9) and one award in each category for senior high (grades 10-12). Please look at the categories and the criteria, and think about whom may be the best candidate for these awards as the year goes on. You do not have to nominate someone for each category. Do your best to think of the most worthy candidate. Awards will be presented at the year end chapel. Hand in your forms to the vice principal before June 1.

## a) Leadership - positive role modeling at school

*Leadership can involve: working on student council; helping with special events; organizing school-wide activities; giving special input for school chapels; and/or, modeling integrity and commitment in their walk as a Christian.*

## b) Citizenship - exemplary behaviour and attitude

*Citizenship can involve: having a good attitude and behaviour when those around them do not; being helpful to those in need around the school (both students and staff); going above the norm in being positive in attitude and action; and/or, caring for the school in general and people in particular.*

## c) Service - gives cheerfully of time and energy to Cedars and the Community

*Service can involve: doing something with sacrifice to help someone in need; organizing a special event which serves the community or the broader community; seeing a need and meeting it without being asked; looking out for others before looking after self; and/or playing a particular role on a mission trip or service trip or church/camp work which exemplifies a servant heart.*

Staff will approve a finalist in Junior and Senior High, in each category.

## My Student/Staff Nominated Awards

(Tear out and submit this form to the vice principal before June 15)

	Junior High (7-9)	Senior High (10 - 12)
Leadership	_____	_____
	_____	_____
Reason:	_____	_____
	_____	_____
	_____	_____
	_____	_____
Citizenship	_____	_____
	_____	_____
Reason:	_____	_____
	_____	_____
	_____	_____
	_____	_____
Service	_____	_____
	_____	_____
Reason:	_____	_____
	_____	_____
	_____	_____
	_____	_____

## 15. Graduation

Graduation is usually the first Friday in June (high school is ½ a day in session on that day). Grade 12 students will not know until the end of summer whether they have passed certain government exams. Consequently, all students who have a reasonable chance of meeting the minimum graduation requirements (as of May 1<sup>st</sup>) will be permitted to participate on stage in the graduation ceremonies held in May or June. Students in grade 12 who will not graduate with their class are not permitted to participate in the valedictory ceremony on stage. Students in grade 12 who will not graduate are still permitted to participate in the banquet and their after-grad activities. Portfolio is a 4 credit course and all aspects of this curriculum must be completed before a student can graduate.

The valedictorian will be chosen by grade 12 students with final approval given by the administration. Students at the top 10 or 20% of their class academically are short-listed for the valedictorian decision. The valedictorian should represent **their class and the school** in their speech given at the graduation ceremony in June. This means that students who are living out the vision of Cedars Christian School in terms of service, stewardship, obedience, fellowship and discipleship (see vision statement) are preferred candidates. In very special circumstances, two students have been chosen.

Graduation Committee Responsibilities:

1. Organize the graduation day photographer (usually from 12 to 3pm).
2. Organize the decoration of Westwood Church (this is our preferred location for grad banquets and by far the best place to use technology and live programming - you need to have a very good reason to choose a different venue).
3. Choose a caterer (Tina Schlamp - is our preferred caterer - you need to have a very good reason to choose a different caterer).
4. Arrange for the After Grad Party (all night - Friday night only, no exceptions)
5. Arrange for clean up.

## 16. Distance Education

When not enough students request a certain course to justify teaching it in a given year, Cedars may cover the costs of taking such courses through the local distance education branch. Some of these courses are just correspondence courses, while others can be obtained through the Internet. An independent study room has been equipped for this purpose. Cedars will only pay for courses after their completion so only self-disciplined students should register for these courses. Some form of Christian perspective is generally provided by Cedars' teachers for distance education courses.

## 17. Course Challenge and Equivalency Policy

The Ministry of Education's policy supporting students to earn credits for other learning in the 2004 Graduation Program is called Earning credit through Equivalency, Challenge, External Credentials, and Independent Directed Studies. Christian Schools supports and abides by the policies described.

[www.bced.gov.bc.ca/policy/policies/earning\\_credit\\_through.htm](http://www.bced.gov.bc.ca/policy/policies/earning_credit_through.htm).

Equivalency:

Equivalency is granted for courses or experience which:

- Match approximately 80% of the prescribed learning outcomes of a Ministry Authorized/Authority Authorized course
- The student provides documentation that the learning outcomes of the course have been successfully completed
- Have been taken at another institution or in an education jurisdiction outside the regular British Columbia school system
- Students who can show how they completed extensive community learning equivalent to the school's Grade 10, 11 or 12 courses can request an equivalency review.

Challenge:

Prior to engaging in a challenge process, the school reviews any documentation or prior learning that a student presents in order to determine if credit can be awarded through equivalency.

When the course does not have a required examination, a student must

- Demonstrate that he or she has met the learning outcomes of the course; and
- Obtain at least a C- (50%) grade/score in the challenge course assessment.

Where the course has a required examination, a student must

- Meet all the course learning outcomes
- Write the provincial examination
- Obtain a final mark in the course of at least a C- (50% minimum) based on the combination of school mark (based on challenge) and examination mark.

The school does not charge a fee for a challenge process.

**Independently directed studies:**

To participate in Independent Directed Studies, students must demonstrate the ability to work independently. Working with a teacher, students must develop a plan IDS Plan that includes

- A process for ongoing facilitation and assessment
- Criteria for determining successful completion of the IDS
- A credit value

Students can receive independent credits for courses they have not enrolled in. Partial credit can be reported if the student has developed a plan with the school for completing specific outcomes.

**External credentials:**

External credentials are Ministry-Authorized and are eligible to meet graduation requirements. Students that reach the standard of a Grade 10, 11, or 12 external credential prior to entering Grade 10 can have this learning recognized for credit. The date on which documentation was reported/received is used as the course completion date.

Frequently a Music (Royal Conservatory) external credential is earned for successfully completing a set of learning activities developed outside the Ministry, for learning is not equivalent to Ministry - Developed curriculum.

## 18. High School Program (Grades 7 - 12)

The junior high years are the time when students consolidate their learning to date, begin to explore areas of personal interest and aptitude, and lay a foundation for their graduation years. Subjects are taught from a Christian perspective, using a variety of resources, including government recommended texts. Foundation Skills Assessment (government FSA standardized exam) tests are administered in grade 7 and results are made available for parents.

Several Board Authority Authorized courses (locally developed) are offered each year, based on availability of resources and student interest.

## 19. Co-Curricular Costs & Student Accounts

Each High School student is assigned a Student Account where all student co-curricular costs are recorded. It is recommended for parents to try to keep \$100 in the account at all times. Student accounts are not permitted to be in arrears and are not to be used as "credit accounts." At the end of the school year, any money left in a Student Account carries forward to the next year. Graduating students pass their student account balance on to a younger sibling or receive the money in June if they are the last child in the school.

Many programs at the High School cost money. To that end, we try and fund raise a significant amount and credit each student account with the profit. Administration tries to coordinate as much as possible the viability and timing of each fund raiser. Chocolate bar sales, which start in September, are an excellent fundraiser for students as they realize each student ½ the money per case sold. Parents can also purchase Gift Cards for Save On Foods at the office; 6% of the total amount purchased is credited to their child's Student Account.

Below is an approximate list of major costs over the course of the year. Please note, that the following are estimated costs that will be charged to the student accounts:

- Registration for Sports Teams -
  - Senior Teams \$50;
  - Junior Teams \$40;
  - Grade 8 Teams \$30.
- Senior volleyball - Travel & Accommodation expenses: Approximately \$500
- Senior basketball - Travel & Accommodation expenses: Approximately \$500
- Golf - Tournament Fees, Travel & Accommodations expenses: : Approximately \$400
- Outdoor Education -\$35; Bowron Lakes Camping/Canoeing Trip; Approx. \$160-\$200
- PE 12 - Approximately \$200
- Yearbook - \$45
- SALTS trip - Approximately \$650
- Graduation - \$200
- Ski Trip - \$50, plus transportation costs depending on location
- Library Fines & lost books or textbooks

All co-curricular fees must be **PRE-PAID**. Students will not be allowed to participate in any activity until these fees have been paid in full. These fees can be paid at the office (by cash, cheque, debit or credit card) or directly to the teacher or teacher sponsor (in the case of sports teams). The amount will then be deposited into their student account. The corresponding amounts will then be transferred out of their student account to cover corresponding expenses for the event, class or department.

## 20. Course Descriptions Unique to Cedars

In this section you will find an overview of all course areas.

### Christian Perspective Courses

Christian Perspective courses at Cedars focus on Biblical knowledge and its application to a student's life and thought. The Bible curriculum is presented in a meaningful, relevant, and interdenominational way. However, no apologies are made for presenting the clear-cut truths and claims of the Bible. Most aspects of Career and Personal Planning (CAPP) are also part of the Christian Perspectives courses. As part of this curriculum, students will set career and personal goals consistent with the teachings of the Bible.

### Fine Arts (FA) / Applied Skills (AS)

Each year, students from grades 7 - 12 are expected to take a minimum of 2 credits of FA and 2 credits of AS.

During the junior high years, Cedars attempts to provide as broad an education as possible. This allows students to explore and develop a wide range of God given interests and abilities. These provide the basis for future educational and career choices as well as giving students the opportunity of success in non-academic matter.

A variety of courses are offered in any one year, depending on student interest and teacher availability. They also vary in course length from year to year. One course credit represents about 30 hours of instruction.

A few courses have been designed in such a way as to incorporate both the requirements of fine arts and applied skills.

## 21. School Services

### CERT (Cedars Emergency Response Team)

As a Christian community, we realize that we belong to Jesus and that His grace and peace will sustain us in all circumstances. However, we do not always understand how God works, and accidents and tragic events do occur. In order to help students cope with a death or an accident, the Society has a team of individuals in place to deal with the practical aspects of the situation and to provide support for the staff and students.

### Child Safety

Cedars' staff is directed to respond promptly to issues of child safety and protection. All staff follow the guidelines from the Ministry of Education document: - *Supporting our Students: A Guide for Independent School Personnel Responding to Child Abuse*.

### Newsletters

The Cedars Shake newsletter is sent out to each family. The newsletter is the official source of information for the school and includes up-to-date information on events, plans, activities, needs, and student work. The Cedars Shake is sent home with your children or can be faxed home regularly upon request.

### School Calendar

The calendar is approved by the Board and published prior to the beginning of the school year. It is accompanied by various significant dates throughout the school term. In the event that dates are changed, notification will be sent home via the school newsletter. At the beginning of the year a calendar will be published which is to be inserted in the newsletter.

## Cedars Parent Auxiliary Council (PAC)

PAC is a committee which is open to any CCS parent. It consists of a group of dedicated individuals who have made it their priority to enhance the educational climate of the school through volunteering in a variety of capacities as well as holding fundraisers. Some events PAC oversees are the hot lunch program, milk program and concession for the Elementary Sports Day. The funds raised are used by PAC to purchase items not provided for by the general budget of CCS of which will benefit CCS and its students.

### Gymnasium Rentals

From time to time people inquire about renting the gym for various activities. For bookings or more information, contact the school secretary. Please note that school functions supersede all other gym usage.

## 2009/2010 School Calendar

Teacher's Summer Course	August 20-28, 2009	
August 31 - September 4	Staff At School	
School Starts	September 8, 2009	(All 1/2 Day)
Welcome Back BBQ - Open House	September 11, 2009	
SALTS / YWAM - Grade 11 and 12 Off Site	September 20-26, 2009	
Pro- D - PLC @ PG	October 8, 9, 2009	(All No School)
Thanksgiving Day	October 12, 2009	(All No School)
HS Term 1 Ends	November 6, 2009	
Remembrance Day	November 11, 2009	(All No School)
HS Reports Term 1 Distributed	November 13, 2009	
HS Parent Teacher Interviews	November 16, 2009	(2-5pm/6-8pm-HS½ Day)
Elem Report Writing	November 16, 2009	(Elem No School)
Elem Report Cards Term 1 Distributed	November 27, 2009	
Elem Report Card Parent Interviews	November 30, 2009	(Elem No School)
Christmas Concert	December 11, 2009	(tentative)
Christmas Vacation	December 18 - January 3, 2010	
First Day Back from Christmas	Monday, January 4, 2010	
End of HS Semester 1 (term 2)	January 22, 2010	
HS Final Exams	January 25-29, 2010	
High School Sem Turnaround Day	January 28, 2010	(HS No School)
High School Ski Day	January 29, 2010	
HS Semester 2 Starts	February 1, 2010	
HS Semester 1 Reports Distributed	February 5, 2010	
Elem Report Writing	February 22, 2010	(Elem No School)
Elementary Report Card Term 2 Distributed	March 5, 2010	
Spring Break	March 8-19, 2010	(All No School)
Good Friday	April 2, 2010	(All No School)
Easter Monday	April 5, 2010	(All No School)
HS Term 3 Ends	April 14, 2010	
HS Term 3 Report Cards Distributed	April 23, 2010	
Spring Northern Pro-D	April 15, 16 in Terrace 2010	(All No School - Tentative)
HS Parent Teacher Interviews	April 26, 2010	(2-5pm/6-7pm-HS½ Day)
Grandparents Day	May 20	
Victoria Day	Monday May 24, 2010	(All No School)
HS Graduation	Friday, June 4, 2010	(HS ½ Day)
Elem Report Writing	June 4, 2010	(Elem No School)
Elem Sports Day	June 11, 2010	
Last Day of School for HS Students (Final Exams)	Friday, June 18, 2010	(Awards Chapel)
Last Day of School for Elementary Students	Wednesday, June 23, 2010	(Elem 1/2 Day)
T3 Elem Reports go Home and Year End BBQ	Wednesday, June 23, 2010	
HS Final Exams	Monday June 21- Tuesday June 29	
Admin Days	June 24, 25, 28, 29 2010	
Staff Closing Breakfast	June 30 - 8:30am	



Student's Full Name:	_____	Grade:	_____
Student's Email Address:	_____		
	PRINT NEATLY PLEASE		
Parent's Email Address:	_____		
	PRINT NEATLY PLEASE		

## Parent/Student/School Commitment Form 09-10

(This form must be completed and returned to the HS Vice-Principal for Grades 7-12 the first week of school and for Grades 4-6 return to each classroom teacher the first week of school)

As a Christian community, Cedars is committed to an integration of Biblical Christianity with all aspects of life. This means an integration which is relevant to one's personal life, to classroom disciplines, to co-curricular activities, to relationships, to media, to wise choices and to social experience in general.

THE SCHOOL is committed to:

- providing an education based on the Bible and BC Ministry of Education Curriculum
- teaching students to use their mind, body and speech with excellence
- helping students make wise choices for careers and further education
- developing the unique potential of every student
- teaching students how to internalize spiritual values
- providing a Christian community of service, stewardship, obedience, fellowship and discipleship
- encouraging students in their faith and understanding of the Bible
- promoting confidence in God, the Bible, and a healthy self-worth

CEDARS' STUDENTS, whether on or off school grounds, are responsible to:

- refrain from any practice which the Bible condemns
- live according to Biblical standards
- use your resources (time, energy, money, etc.) wisely
- do your best for God, self, others, family
- strive for excellence in all areas of your life
- respect others and the school
- obey the rules and regulations as set out in this handbook.

## Signature Area

(Please make sure you have done what this contract states, before you sign)

**I have read the list above and this handbook in its entirety and I agree to accept the responsibilities, consequences and privileges of being a responsive student at Cedars Christian School.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I have read this handbook in its entirety and am confident my child has read it completely as well. I will adhere to and support wholeheartedly the policies in this handbook.**

Parent/Guardian Signature: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

## Locker Information 09-10

(This form must be completed and returned to the HS Vice-Principal the first week of school)

Student's Name: \_\_\_\_\_ Parent's Names: \_\_\_\_\_ Parent Email: \_\_\_\_\_

Locker No: \_\_\_\_\_ Combination No: \_\_\_\_\_ Student Email: \_\_\_\_\_

1. Cedars Christian High provides school lockers for all students during the school year. You agree to keep only your personal belongings in the locker. You also agree not to keep anyone else's belonging in your locker. You **must** use a lock.
2. We have a zero-tolerance school lockers policy at Cedars. You cannot keep any of the following in your locker:  
***drugs, alcohol, stolen property, anything that could be used as a weapon, anything deemed by the school or police to be a danger to students, anything that is illegal to possess, offensive or ungodly posters, pictures or slogans.***  
However, you are permitted to keep prescription drugs in your locker if your doctor has prescribed those drugs for your personal use.
3. Even though students put a lock on their school locker, they should not have an expectation of privacy for their locker. Lockers are property of Cedars. Cedars has the right to open, search and inspect your school locker without notice to you, if Cedars has reasonable grounds to believe that you have anything listed above in section 2 in your school locker.
4. If Cedars searches your locker and a teacher finds anything listed above in section 2 in your locker, Cedars may seize those items and use them as evidence against you for school discipline. Cedars may give those seized items to the Royal Canadian Mounted Police (RCMP) for possible criminal investigations and charges.
5. Dudley Locks Only Please!



## Off-Grounds Permission 09-10

Dear Parents of Grade 8 - 12 Students,

This waiver indicates that your son/daughter(s) will be permitted to be off school grounds, providing that this meets with parental/guardian approval. As some students are licensed to drive, please indicate in the space provided below whether or not the student may leave in a private vehicle, as a passenger or driver.

In signing and returning this page, your teenager will be free to leave the school grounds during the lunch break or a study block. In other words, this letter serves as a cover note for the entire year. Please return this page as soon as possible.

Students off school grounds will be expected to follow the guidelines and expectations indicated in this student/parent handbook. Failing to do so would remove their privilege to leave the school grounds. Please realize that staff will not be responsible for those students who wish to exercise this privilege.

Thank you,

Mrs. V. Kibble,  
Senior Principal

Mr. G. Goertzen,  
High School Principal

Mr. W. Price,  
High School Vice-Principal

(Student's Name) \_\_\_\_\_ has permission to:

1. Walk/Cycle off campus \_\_\_\_\_ Yes \_\_\_\_\_ No, except by special permission
2. Drive off campus at noon. \_\_\_\_\_ Yes \_\_\_\_\_ No, except by special permission
3. Drive off campus during Study Block. \_\_\_\_\_ Yes \_\_\_\_\_ No, except by special permission
4. Ride off campus in car with student driver. \_\_\_\_\_ Yes \_\_\_\_\_ No, except by special permission

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

*Wearing a bicycle helmet is the LAW. If you are caught not wearing one, on or off campus, you will receive a discipline notice! Protect your head!*

*Cedars Christian School*  
**Acceptable Use Policy for Computer Network  
Services**

***Rights and Privileges***

***Students will be:***

- Trained to use computer system technology in a competent and responsible manner.
- Granted access to information on the Internet to provide insight, acquire knowledge, and provide opportunities to learn through web-based experiences.
- Allowed access to and experiences with desktop publishing suites and other educational software that instructs students to communicate effectively in our digital world.
- Allowed to access the library catalogue and various network share folders to exchange information.
- Granted access to a number of network resources (computers, printers, scanners, etc.) This is a privilege, not a right. Access will be made available only to those who comply with the policies outlined in this AUP. The school reserves the right to restrict the scope of access granted to individual or classes of users to network resources. Users that are identified as a risk to the security of the network may have his/her access to the network restricted.
- Allowed to bring and use their own laptop computers at the school to assist them in academic work, but may not connect physically or wirelessly to the school network or Internet without permission and direct supervision by a staff member.

***Responsibilities***

- Student access to the school network and Internet is at all times by permission and under the supervision of a teacher or an administrator. The Internet is to be used only when permission is granted by the classroom instructor. "Surfing" is not an option for students.
- Although Internet browsing for students is content-filtered and students will be under direct supervision, the nature of the Internet does not allow for a completely protected experience. Filtering is in place to help students and staff avoid viewing objectionable material (obscene, sexually oriented, violent, etc.) and prohibited sites (chat rooms, etc.) on the Internet. However, students are ultimately responsible for reporting inappropriate sites to the supervising staff member. This staff member will then pass this on to the network administrator for filtering consideration.
- Parents will be required to give permission to students to access content filtered Internet under the supervision of a staff member. User accounts will be inactive until such permissions are given.
- The Internet is a valuable resource to both students and staff in endeavor of learning. Images, tutorials, videos, sounds, and text found on the web can enrich understanding. The availability of this information is not without challenges, however, as misinformation and inappropriate information abounds on the web as well. Diligent study and carefully referencing is necessary whenever the Internet is involved in the acquisition of knowledge.
- Students are responsible for respecting copyright laws on images and other digital information. Unauthorized use of someone else's intellectual material is plagiarism.
- Students will be given a 100 page print quota at the beginning of the year. If additional pages are required by a student, they may submit a request to the network administrator. Printing at Cedars is monitored to practice good stewardship of paper resources in the school. Printing restrictions may be imposed if a student's printing history reveals misuse or irresponsibility.

### *Students are prohibited from:*

- Accessing media (music, video, images, etc.) that is inconsistent with a Christian world view.
- Visiting chat rooms or “sharing” sites which communicate information outside the network.
- Accessing web-based email without the direct supervision and consent of a staff member.
- Downloading and running programs on network computers.
- Participating in peer-to-peer networks or setting up unauthorized wireless or hard wired networks.
- Non-educational desktop or online games.
- Changing settings or alter the network environment without prior consent of the network administrator.
- Engaging in malicious hacking to gain unauthorized access to network resources that are not intended for their viewing or use.
- Sharing network passwords and accessing the school network with another user name and password unless directed to do so by a supervising staff member.
- Accessing, damaging, or destroying the files of another user without consent.
- Using portable storage devices (CD/DVDs, USB keys, etc.) - except under the direct supervision of a staff member.
- Publishing information that is inaccurate, offensive, threatening, or abusive.

# Acceptable Use Policy (AUP) Consent Form

Students who wish to have access to Cedars' Network resources are required to complete this form with the appropriate signatures and return it to their A-Block (or classroom) teacher or network administrator.

Date: \_\_\_\_\_

Username: \_\_\_\_\_

Student Name [PRINT NEATLY PLEASE] \_\_\_\_\_

Date Account Activated \_\_\_\_\_

Student # \_\_\_\_\_ Grad Year \_\_\_\_\_

Email Address: \_\_\_\_\_

By signing this form you acknowledge that you:

- Understand and will abide by the rules and regulations of the Cedars Christian School Acceptable Use Policy for Computer Network Resources as detailed in the student handbook.
- Realize that if the rules are violated, your network access will be revoked and other disciplinary action may be taken if necessary. Breaches in our network security will be taken very seriously in regards to disciplinary action and consequences. Be aware that some breaches of network security are deemed as 'illegal' by the Criminal Code of Canada and could involve the RCMP.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Parent Consent:

I have read the Cedars Christian School Acceptable Use Policy for Computer Network Resources. I realize that Cedars Christian School filters the content of the Internet, but that when using the Internet, a student might choose to read or view material that I consider controversial, offensive, or immoral.

Cedars Christian School has my permission to give Internet access to my son/daughter. I understand that should my son/daughter breach the guidelines as described in the Acceptable Use Policy, network access will be denied and disciplinary action may be taken.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

