



**3270B-60TH AVENUE NE
SALMON ARM, BC
V1E 2A9**

**PHONE: (250) 804-0656
FAX: (250) 804-0640**

HANDBOOK

Table of Contents

Contents

1.0 Philosophy	6
2.0 General Objectives	6
2.1 Creating a Safe and Caring School Community.....	6
3.0 General Information.....	7
3.1 Location.....	7
3.2 School History	7
3.3 Governance	8
3.4 Organization.....	8
3.5 School Authority.....	8
3.6 School Board	9
3.7 Administration	9
4.0 Admission Policies and Registration Procedures	9
4.1 Re-admission.....	9
4.2 New Admission.....	10
4.3 Application Process	10
4.4 Personal Information Privacy (PIPA) Policy	11
4.5 Student Records	12
5.0 Financial Information	12
5.1 Registration Fee	12
5.2 Tuition Fee.....	12
5.3 Other Fees	13
5.4 Financial Concerns.....	13
5.5 Bills	13

5.6 Donations	13
6.0 Attendance.....	14
6.1 Regular Attendance.....	14
6.2 Valid Excuses	14
6.3 Absences	14
6.4 Discretionary Absence Policy	15
6.5 Leaving the School Grounds	15
6.6 School Hours and Supervision.....	15
6.7 Staff Meetings	15
6.8 Locked Campus	16
7.0 Grading.....	16
7.1 FreshGrade	16
7.2 Brainbooks	16
7.3 Homework.....	17
7.4 Performances	17
8.0 Standard of Conduct	18
8.1 Self-Discipline Policy.....	18
8.2 Minor Offences	18
8.3 Major Offences.....	18
8.4 Steps in the Discipline Process	19
8.5 Selecting and Applying Responses	20
8.6 Grievance Appeal Procedure.....	21
8.7 School Property	22
9.0 General Guidelines for Students and Parents	22
9.1 Student Visitors	22
9.2 Keeping the School Neat and Clean	22

9.3 Footwear	22
9.4 Lost and Found.....	22
9.5 Library	23
9.6 Bible.....	23
9.7 Lunch Hour	23
9.8 Peanut Policy.....	24
9.9 Health Habits.....	24
9.10 Computer Policy	24
9.11 Medications.....	25
9.12 Field Trips	25
9.13 Search & Seizure Policy	26
9.14 Smoking Policy	26
9.15 Emergency Response Drills	26
9.16 Earthquakes and Other Disasters.....	26
9.17 Possession of Weapons/Explosives.....	27
9.18 Other Things to Avoid	27
9.19 Electronic Devices	27
9.20 Cell Phone Policy	27
9.21 Communicate With the Teacher	28
9.22 Home & School Association	28
9.23 Maximizing Your Child’s School Experience.....	28
10.0 Child Abuse Policy	29
11.0 Sexual Harassment Policy.....	29
11.1 Definition of Sexual Harassment.....	30
11.2 Responding to Student Sexual Harassment.....	30
Complaints	30

12.0 Dress Standards..... 31

 12.1 Dress Code31

 12.2 General Appearance.....35

13.0 Volunteer/Transportation Policies 35

 13.1 Volunteers..... 35

 13.2 Vehicle Insurance/Drivers 35

 13.3 Booster Seat Policy.....36

14.0 Amendments to the Handbook.....36

1.0 Philosophy

The ultimate purpose of the Shuswap Seventh-day Adventist School (SAS) is to 'make man whole'.

Mankind was created in the image of God, perfect in all his being. Mankind, however, chose to go against the purpose for his life.

The school is operated, therefore, to help the student meet the full spiritual, social, intellectual and physical potential God originally planned for him/her.

Our ideal is for each child to have the joy of service in this world and be prepared for a life of higher joy and wider service in the world to come.

2.0 General Objectives

The general objectives of the school are:

- To recognize God as the source of knowledge and wisdom
- To develop thinkers and not mere reflectors of others' thoughts
- To provide an environment conducive to Christian living and conduct
- To encourage habits of accuracy, wise choices and sound judgment in thinking and doing
- To give an intellectual and practical training that will make each student resourceful, confident and qualified to meet the realities of life

2.1 Creating a Safe and Caring School Community

The safety and wellbeing of children in Adventist schools is of paramount consideration. Children deserve to be protected from abuse, neglect, bullying, harm or threat of harm.

Therefore, all Seventh-day Adventist Church, BC Conference schools will ensure that children attending these schools will experience a learning environment that enables every child to feel safe, accepted, and respected.

Adventist schools will continuously develop strategies to make students feel valued, respected, and connected within the school community. This will include the protection of the students' physical safety, social connectedness, inclusiveness, as well as protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression, while remaining consistent with the Seventh-day Adventist faith-values, cultural perspective and philosophical values.

3.0 General Information

3.1 Location

The school is located at 3270B-60th Ave. NE, Salmon Arm, BC

3.2 School History

The antecedent of the Shuswap Seventh-day Adventist School was a private home school program conducted by a member of the Salmon Arm Seventh-day Adventist Church. The home school, opened in the Tappen-Carlin area, closed when the teacher moved away.

In 1987, the Salmon Arm Seventh-day Adventist Church established the present school in modified children's Sabbath School classrooms. This school was financially supported by the church, operated by an elected school board, and recognized as a BC Conference school. The following year, the BC Ministry of Education, Independent School Branch, recognized the school as an official Independent School, a member of the BC Conference school system.

To accommodate a growing enrollment, in 1991-92, an additional 2,000 square feet of space was added to the school complex. This provided more classroom space, as well as office, library, and kitchen facilities. Enrollment grew to 32 students, served by two fulltime teachers who were assisted by volunteers.

In 1999, due to unfavorable circumstances beyond its control, the Board of Trustees temporarily closed the school. In 2005, the school reopened in response to revived interest, parents' prayers, church support, and God's blessing. Additional facility expansion provided a modern computer room.

3.3 Governance

Shuswap Seventh-day Adventist School operates in harmony with the educational policies of the Independent School Act of British Columbia, the British Columbia Conference of Seventh-day Adventists and the Educational Code of the Seventh-day Adventist Church in Canada (SDACC).

3.4 Organization

Shuswap Seventh-day Adventist School is a K-9 Independent School operated by the Salmon Arm Seventh-day Adventist Church under the direction of the BC Conference of Seventh-day Adventist Office of Education which is the School Authority.

3.5 School Authority

The British Columbia Conference as the School Authority also has policies that apply to our school.

3.6 School Board

The School Board is composed of elected members of the Salmon Arm Seventh-day Adventist Church. The School Board is responsible for the operations of the school within the guidelines and policies adopted by the British Columbia Independent Ministry of Education and by the Educational Code of the Seventh-day Adventist Church in Canada.

3.7 Administration

The principal, along with the faculty and staff, are responsible for the day-to-day operations of the school.

4.0 Admission Policies and Registration Procedures

SAS is operated as a ministry to the families of the Seventh-day Adventist Church. It also welcomes other families who wish to support the values and written/verbal policies established by this school. Families who wish their child(ren) to participate in its religious, social and academic activities are welcome to apply. SAS admits students of any gender, nationality, religious affiliation, or ethnicity. All new students are accepted on probation until the end of the first grading period (approximately 3 months).

During this time, the School Board, on the recommendation from the teacher and principal, may revoke the approval for enrollment.

4.1 Re-admission

Currently enrolled students will be re-admitted annually upon completion of registration information, including a signed Statement of Agreement and subject to:

Behavioral/scholastic approval by both the teacher and principal, and financial clearance.

4.2 New Admission

A student may enter SAS as a kindergarten student if he/she is five years of age by December 31 of the current school year. First grade students must be six by December 31 of the current school year. However, beginning school at an early age is not encouraged. Parents are strongly urged to recognize the advantages of starting their children in school only when they have reached a satisfactory level of maturity.

Students will be admitted upon:

- Completion of registration forms and a signed Statement of Agreement, indicating full compliance with school policies
- Verification of status in Canada
- Placement and assessment by prospective teacher and principal
- Receipt of scholastic records from previous schools
- Availability of classroom space
- Financial arrangements approved by the Finance Committee

The Admissions Committee reserves the right to deny re-admission or admission to any student whose academic or behavioral needs cannot be met by SAS. Before being admitted, new students known to have special needs must bring with them a formal assessment. This will allow the school to determine whether or not the school has the staff/resources to meet the learning and/or behavioral needs.

4.3 Application Process

The Admissions Committee will refer students to the School Board for acceptance when application and financial forms are

completed; and when, if possible, an interview with the Admissions Committee has taken place. Parents will be notified of the action taken by the School Board.

4.4 Personal Information Privacy (PIPA) Policy

SAS is committed to meeting or exceeding the privacy standards established by the BC Personal Information Act (PIPA). Safeguarding your confidentiality and protecting your personal information is of primary importance.

SAS will collect personal information that may include student identification information, birth certificate, baptismal certificate, immunization information, legal guardianship, court orders if applicable, student behavioral and academic records, health insurance number and parent's occupation, religion, work numbers, home address, and any similar information needed for registration. This information is required in order to register your child at the school and will assist the school in making an informed decision for your child's appropriate placement in the school. The school may prepare a family phone list to be distributed to school staff and parents, for the purpose of contacting you in emergency and non-emergency school related issues.

SAS acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision and instruction of your child(ren) at this school. The school will securely store electronic and hard copy parent and student personal information.

A copy of the Personal Information Privacy Act and the School Policies regarding PIPA is located in the school office and is accessible for you to review upon request.

4.5 Student Records

The school board has adopted the policy Student Records Requirements and Best Practice Guidelines for Independent Schools, Ministry of Education, June 2012. All student records will be handled according to this policy.

5.0 Financial Information

5.1 Registration Fee

A non-refundable registration fee of \$100.00 is payable at the time of registration. A discount will apply if the Registration Fee is paid by May 1; the fee charged will be \$75.00. The Registration Fee will include the basic student accident insurance coverage which is valid 24 hours per day during the school year while the student is registered with SAS.

At registration, all parents must complete the medical information form provided in the registration packets.

5.2 Tuition Fee

Tuition is payable to Shuswap Seventh-day Adventist School. It is due at registration time in September and by the first of every month from October to June. At registration time the treasurer will request post-dated checks for the whole year.

Tuition Fees:

1. Grades 1-9 \$170/month
2. Kindergarten \$85/month

The first 2 children in a family are charged the full tuition rate. Tuition for the third child is 50% of the tuition rate. Additional

children will not be charged. If a student attends only part of a month, the entire month's tuition still applies for that month.

There is a 10% discount for accounts paid in full by September 15th and a 5% discount for accounts paid in full by January 15th.

5.3 Other Fees

Extracurricular activities such as swimming, skating, skiing, field trips, etc. may have their own separate participation fee.

5.4 Financial Concerns

Those who may anticipate difficulty in meeting tuition payments are requested to contact the School Board treasurer or the school principal.

5.5 Bills

The School Board treasurer will send home a statement each month. Please pay school bills and fees promptly.

5.6 Donations

Any monetary gift made to Shuswap Seventh-day Adventist School should be made through the Salmon Arm Seventh-day Adventist Church. An official receipt may then be issued for income tax purposes.

6.0 Attendance

6.1 Regular Attendance

Regular, punctual attendance is essential to successful class work. Before students are kept out of school for reasons other than those listed below, proper arrangements should be made with the school. School attendance includes special activities that are part of the school program such as ski days, sports days, etc.

6.2 Valid Excuses

Valid excuses for non-attendance may include the following:

- Illness
- Medical appointments
- Emergency (accident, weather)
- Bereavement

When there is an absence, PLEASE notify the school by 8:30 a.m. the day of the absence.

6.3 Absences

Teachers record daily attendance including absences, tardiness, and early dismissal in school registers, which are a legal document required by the Province of BC and the Seventh-day Adventist Church (BC Conference).

A written excuse is required from a parent or guardian for each case of absence immediately following the student's absence. An unverified absence/tardy will be recorded as unexcused. If a student has too many unexcused absences, the school can lose part of that student's government funding.

It is the student's responsibility to talk to the teacher regarding any missed work. It is at the discretion of the teacher to allow the student to make up missed schoolwork, including tests.

6.4 Discretionary Absence Policy

Periodically throughout the school year, a student is unable to attend classes due to family commitments (vacations, weddings, etc.). Some of these extraordinary absences fall outside of the excusable absence category defined by the British Columbia Ministry of Education and thus are recorded as unexcused.

6.5 Leaving the School Grounds

Except for school activities, no pupil shall be permitted to leave the school grounds during the school day unless permission is received from his/her parent or guardian and the teacher.

6.6 School Hours and Supervision

Shuswap Adventist School takes the responsibility for supervision seriously. A teacher will be at the school 30 minutes before school starts. Students are to come directly into the school and be in one of the supervised classrooms. After school, the students are to leave only with people that are on the list approved by their parents. Parents need to notify the school if there are any changes that need to be made to the list. Please ensure your child is picked up promptly after school.

School hours are as follows:

Monday – Thursday	8:40 am - 3: 30 pm
Friday	8:40 am - 12:15 pm

6.7 Staff Meetings

Staff meetings are held on the last Tuesday of every month. Please note that students will be dismissed at 2:00 pm on those days.

6.8 Locked Campus

The school door is locked during the school day. Teachers or approved adults are required to answer the doorbell. Students are not allowed to open the door for anyone.

7.0 Grading

The school follows the grading policy recommended by the BC Ministry of Education. Three reports of individual student progress are issued during the academic year. Parent-Teacher conferences will be held during the 1st term and at the end of 2nd term if needed. Parents are expected to attend Parent-Teacher conferences. They are also expected to sign and return report card envelopes immediately.

7.1 FreshGrade

The teachers utilize FreshGrade, which is a digital portfolio and assessment platform that makes learning visible for parents. Teachers will periodically send pictures, videos, completed assignments, and self-evaluation rubrics of the students to parents' email addresses.

Parents are encouraged to watch their child(ren)'s educational growth, stay connected, and partner in their child(ren)'s education by making FreshGrade a part of their child(ren)'s education plan.

FreshGrade parents are required to respect the privacy of other students by not posting anything they receive via FreshGrade that may contain other students on ANY social media site, email, etc.

7.2 Brainbooks

The teachers design and print specialized agenda books called Brainbooks that are specific to our school. These Brainbooks are

to be used on a consistent basis as it is a tool to support a student's success in school. Brainbooks include important calendar events, messages from the teacher, homework assignments, test schedules, spelling words, memory verses, and a check-off for the parent to initial or sign to verify that their child has done their homework and that important messages have been read. Brainbooks are a great way for parents to see for themselves what their child is doing in school and to communicate with their child's teacher.

7.3 Homework

Homework may be assigned by teachers in order to ensure the learning outcomes are met. Parents play a crucial role in the development of their child(ren)'s homework and study skills. Through supervision, encouragement, interest and direct modeling parents can help to ensure long-term academic success.

Good home learning habits include:

- A regular schedule of reading/learning activities
- A quiet place set aside for study, with a proper surface and seating for written work
- Ensuring availability of necessary materials and resources
- Providing sufficient and appropriate lighting

Students are expected to complete all assignments. Incomplete homework requires a note from a parent or guardian explaining why the work was not done and explaining when the work will be completed. If a student is away from school, he or she is expected to complete all missed work (homework, test, etc) promptly or as arranged with the teacher.

7.4 Performances

Performances are part of our school curriculum and, as such, attendance is mandatory.

8.0 Standard of Conduct

8.1 Self-Discipline Policy

One of the most valuable skills in this life and for eternity is that of self-discipline. Those who have learned to manage themselves are able to make good choices.

It is the goal of Shuswap Adventist School to provide an environment and experience through which students may improve their abilities to exercise self-discipline. Those who do so effectively will rarely need to be disciplined by others.

When it becomes necessary for staff members to apply external discipline, they will work within the philosophy and guidelines of the school, which is redemptive discipline.

8.2 Minor Offences

May include, but are not limited to the following:

- Horse play
- Talking out of turn
- Disturbing others
- Uncompleted work
- Meddling with or accidentally damaging property
- Chewing gum
- Unauthorized use of electronic devices during school hours
- Failure to fulfill instructions

8.3 Major Offences

May include, but are not limited to the following:

- Displaying ideas or behaviors that undermine the Christian ideals of the school
- Damaging or stealing school or personal property (including theft in or out of school)

- Sexual harassment
- Fighting
- Hurtful or inappropriate teasing
- Physical or verbal abuse
- Intimidating a staff member or student
- Showing open opposition to or defiance of a staff member
- Exhibiting conduct which is illegal
- Possession of tobacco in any form, alcohol, or illegal drugs
- Dishonesty, willful deception or cheating on tests, class work, or any phase of the school program
- Leaving the school premises without the prior approval of the administration
- Using profane language or gestures
- Indulging in a sexually suggestive manner
- Possessing or displaying obscene literature, pictures or objects
- Wearing, displaying, or having in one's possession anything which promotes a negative influence
- Making destructive negative comments about the school program

8.4 Steps in the Discipline Process

1. Student - Teacher
2. Student- Teacher- Principal
3. Student - Teacher - Parent - Principal
4. Discipline Committee

Discipline Committee will convene expeditiously and decisions will be shared with the parties involved.

5. Appeal to the School Board

The student's parent or guardian may make a written appeal to the School Board. Any appeal of

the Discipline Committee decision must be made within one week of the Discipline Committee's action. This will be the final step for an appeal.

6. Dismissal by School Board

The student's name will be presented to the School Board for dismissal. The student and parents will be informed that this step is about to be taken. This is the final stage in the Discipline Process and the decision reached will be noted in the School Board minutes.

NOTE: Any major offence could begin at step 3. Suspension, which requires action by the principal, automatically places the incident at step three. Suspension may be for a maximum of two weeks. A student is welcome to talk to the teacher and principal at any stage of the discipline process.

8.5 Selecting and Applying Responses

Staff is aware that consequences must fit with the age of the student, his/her social development, and the situation. Staff apply "rising expectations" as students enter higher grades. In addition, staff will consider whether the incident was a repeat or copy of earlier incidents. Staff apply rising consequences if a student repeats a previously addressed behaviour. Natural consequences go hand in hand with teaching acceptable behaviour and working to assist the child who bullied to replace negative behaviours with positive.

The school's first response always is to teach. Responses may include, but are not limited to:

- Referral to a school chaplain
- Reflection sheet/discussion
- Written or verbal apologies – if appropriate for the situation
- Relevant learning task – eg. writing in response to a posed scenario

- Parent conferences
- Loss of privileges
- Loss of access
- Being placed under specific supervision
- Restorative justice
- Involvement of the Discipline Committee
- Involvement of a Peace Officer
- In-school loss of time
- In-school suspension
- Out-of-school suspension
- Referral to a community program or services
- Transfer to another school
- Expulsion (the principal does not have the authority to expel a student, this must be an action of the School Board)

The teachers have received training for the Ministry of Education's ERASE PROGRAM (Expect Respect and A Safe Education).

8.6 Grievance Appeal Procedure

When a parent or guardian has a concern with a school issue, the parent or guardian will go through the proper channels as follows:

1. Contact the teacher and discuss the concerns.
2. If unresolved, contact the principal.
3. If unresolved still, contact the School Board Chairperson.
4. If unresolved as yet, contact the Superintendent of Education for the B.C. Conference.

An appeal must be commenced within thirty (30) days of the date the student or parent was informed of the decision being appealed from, unless the student or parent initiating the appeal can demonstrate that there are reasonable grounds to extend this time limit.

8.7 School Property

Students are fully responsible for the careful use of school property. Costs for damages to school furniture, the building or school-owned books must be promptly paid by the parent(s)/guardian(s) of the child causing the undue damage.

9.0 General Guidelines for Students and Parents

9.1 Student Visitors

Pupils wishing to bring a student visitor to school must obtain permission from the teacher no later than the day before.

9.2 Keeping the School Neat and Clean

It is the responsibility of the student to cooperate in keeping the school neat and clean. This includes all areas of the school or church facilities and grounds.

9.3 Footwear

Each student must have a change of footwear to use inside the building. Inside shoes are to be used exclusively inside the school. Athletic shoes are recommended to double for inside and gym/PE classes.

9.4 Lost and Found

The school does not accept responsibility for lost, stolen, or damaged items. Best practice is that money or items of value should not be brought to school. Any personal belongings kept at

school are the responsibility of the student and should be secured in the student's locker.

Nametags, especially for the primary grades, are recommended to be put on student's clothes in order to identify lost articles. Articles in the 'lost and found' will periodically be donated to charity or disposed of.

9.5 Library

The library contains books for reference and pleasure reading. Books in the Reference section may not be removed from the school. Only properly checked out books are to leave the school. Students failing to return books or returning them in a damaged condition will be held liable for the replacement cost of the book(s).

9.6 Bible

Prayer in the classroom is held at the beginning of each school day. A systematic study of the Bible is followed as a part of the required curriculum. Students are expected to have a reverent and respectful attitude toward all the religious activities of the school.

9.7 Lunch Hour

Students are expected to eat lunch at the school. Students living close to the school will be given standing permission to return to their homes for lunch upon receipt of a written request from their parents or guardians.

Lunch will be 55 minutes long with approximately 20 minutes to eat, after which the students go outside for the remaining time. Recess is out of doors except during inclement or extremely cold weather. If there is need for a student to stay indoors, he/she must bring a note from his/her parent/guardian.

9.8 Peanut Policy

Students may not bring peanuts or items that say ‘contains peanuts’ to school or on any school event. If the item says that it ‘may contain peanuts’ then it is acceptable to bring.

9.9 Health Habits

Good nutrition has a major impact on children’s physical development. Parents can boost children’s learning power by providing nutritious meals. Breakfast is a must.

Microwaves to heat lunch items are available in the grade 1-4 and 5-9 classrooms; however, students are asked to bring nothing that takes more than a minute or two to heat. In order to be consistent with the health principles promoted at SAS, students are not to eat or snack between meals (a doctor’s note is required if a medical condition requires eating between meals), and to refrain from bringing to school caffeinated beverages, and food and drinks with excessive amounts of sugar. We believe that a vegetarian diet has many health advantages, so students are also encouraged to bring vegetarian options to school. These health principles apply, as well, to off-campus functions that are school sponsored.

9.10 Computer Policy

Shuswap Adventist School is pleased to offer students access to a computer network. Students are responsible for appropriate behavior on the school’s computer network, just as they are in a classroom or on the playground. The use of the network is a privilege, not a right, and may be revoked if abused. For a more complete description of policy refer to the Computer Use Agreement included in the registration package.

9.11 Medications

No staff member may dispense medication to any student, including over-the-counter medications, unless the following requirements are met.

1. Any student who is required to take, during the regular school day, medication prescribed by a physician may be assisted by a staff member if the school receives:
 - a. A written statement from such physicians detailing the time schedules, amount, and method by which such medication is to be taken and
 - b. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.
2. Such medication must be delivered to the school in the original container bearing the pharmacy label. This label must contain the name and place of business of the seller, the serial number, and the date of such prescription, the name of the person for whom such drug is prescribed, the name of such member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by such member of the medical profession.

9.12 Field Trips

Field trips are interesting days spent visiting resources in the community. They are planned and designed as an integral part of the course of study. Parents who have proper clearance may be encouraged to join us on field trips to enjoy the activity and/or help provide extra supervision. Any trip away from the school campus requires that we have written permission from the parent/guardian. Verbal permission in person or over the telephone does not meet

our legal requirements. Students are expected to return permission slips and money to school before the scheduled day to prevent the disappointment of being left behind at school because of a forgotten paper on the day of the trip.

9.13 Search & Seizure Policy

School lockers and desks are the property of the school and as such may be searched and inappropriate items seized at any time by the principal or a teacher. Students may choose to provide their own combination lock on the condition that the access code is provided to the principal. Lockers and desks should be kept tidy and clean at all times.

9.14 Smoking Policy

As required by the Tobacco and Vapour Products Control Act (2017) of British Columbia, SAS and grounds must be kept free of tobacco and vapour products by all persons at all times.

9.15 Emergency Response Drills

Regular fire, earthquake, and security drills are held each year in order to train students how to respond in a real emergency situation. All parents, volunteers, and visitors are expected to evacuate the buildings with the students and staff when necessary.

9.16 Earthquakes and Other Disasters

In the event of a serious earthquake, flood or other disaster, students will remain at the school until local authorities have given an all clear. Parents may pick up their students at their own risk.

9.17 Possession of Weapons/Explosives

Possession of weapons, potentially dangerous items that might be used as a weapon, or items explosive in nature is strictly prohibited. This includes dangerous chemicals, fireworks, hunting knives and pocket knives. War toys, military action figures, martial arts paraphernalia and trendy toys or games where fighting and conflict is the central theme of play are also prohibited.

9.18 Other Things to Avoid

- Use or possession of magazines, books or collectors cards which do not uphold Christian values should not be at school.
- Music, whether performed or listened to, which does not uphold Christian values should be avoided.
- Toys should not be brought from home for use at school either in the classroom or on the playground.

9.19 Electronic Devices

Electronic devices (including, but not limited to, laptops, iPods, iPads, MP3 players, tablets and gaming devices) are not to be brought to school or on any school functions.

9.20 Cell Phone Policy

Cell phones are permitted at school for communication use by students AFTER SCHOOL only. Cell phones are not to be used during school hours, including lunchtime or recess. Cell phones are to be stored in the electronic drop box during the school day. Should a student need to contact a parent, they are to request permission from their teacher to call on the school telephone. Please do not call your student on the cell phone during the school day; call the school office. Please note: Students taking cell phones to school do so at their own risk.

Shuswap Adventist School is not responsible for lost, stolen or damaged cell phones. Should a student be found using a cell phone during school hours, it will be confiscated and a parent will need to come to the school to claim it.

9.21 Communicate With the Teacher

Keep in touch with your child's teacher and the progress your child is making. Ask the teacher for extra help or make suggestions when you detect a weakness in your child's learning. Please do not wait for meetings at the reporting periods. Your concerns are important and shall be addressed as they occur.

9.22 Home & School Association

All parents are members of the Home & School Association and are expected to take an active part in volunteering in its activities.

9.23 Maximizing Your Child's School Experience

- Control the TV, computer, Internet, cell phone, video games, electronic devices or other distracting activities.
- Schedule a set time period and a regular place for study.
- Ensure that your child(ren) has an adequate, nutritious breakfast and lunch every day.
- Check your child(ren)'s Brainbook daily.
- Keep in touch with your child(ren)'s progress at school, encouraging them to do their best.
- Visit the school and become acquainted with your child(ren)'s teachers.
- Attend all Parent-Teacher Conferences.
- Support the Home & School Association. Your participation will further the purpose of the Association: to support the home and the school in their endeavor to

provide a Christian education.

- Uphold the standards of the school in conduct, dress and ideals. Refrain from making critical and destructive comments about the school, its programs and its teachers. (We welcome constructive criticism.)
- Arrange appointments with teachers for after school or before school hours, not during class or recess time.
- Participate! Parents are welcome and encouraged to participate by attending school functions such as Sports Days, Week of Prayer Meetings, Outreach Days, Ski Days, Skating, and Swimming. Be sure to consult your school calendar, school newsletter and special bulletins for dates (or changes in scheduling) of such events.

10.0 Child Abuse Policy

Child abuse is a serious offense. It is morally and legally wrong. Its impact can last a lifetime. Any school employee who has reason to believe that a child has been or is likely to be physically harmed, sexually abused, sexually exploited by a parent or person, or needs protection in the circumstances described in Section 12(1)(d) to (k) of the Child, Family and Community Services Act, is legally responsible, under Section 14 of that act to report promptly to a child social worker. In British Columbia a child is anyone under the age of 19.

Knowing this, Shuswap Adventist School will follow protocols outlined in the booklet “Supporting Our Students: A Guide for Independent School Personnel Responding to Child Abuse” when responding to child abuse and/or neglect situations.

11.0 Sexual Harassment Policy

Shuswap Adventist School is committed to providing a school environment free from sexual harassment for all students and teachers. Incidents of harassment should be reported in

accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination. Sexual harassment of any student by another student or any employee, or other person under the supervision of the school is unlawful and is prohibited.

11.1 Definition of Sexual Harassment

Sexual harassment is any unwanted, unwelcome or offensive behavior of a sexual nature that interferes with one's education or right to participate in school activities. Examples of sexual harassment include:

- Sexual advances
- Sexual touching
- Touching one's own clothes or body in a sexual way
- Sexual jokes, stories, drawings, or gestures
- Spreading sexual rumors
- Embarrassing whistles
- Insulting remarks about sexual orientation
- Sexually insulting remarks about race, gender, ability or class
- Leering, staring, sexual flirtation, propositioning
- Demeaning nicknames
- Stalking
- Sexually suggestive names written on walls, desks, etc.
- Pressure for sexual activity or dates
- Graphic verbal comments about an individual's body

11.2 Responding to Student Sexual Harassment

Complaints

Complaints of sexual harassment will be investigated promptly and confidentially. The following principles will guide the

school in appropriately responding to a sexual harassment complaint.

1. The complaint will be taken seriously. It will be investigated privately and notes will be kept.
2. The investigation and response will be age appropriate.
3. Discipline will fit the behavior and age of the offender.
4. Progressive discipline will be used unless the first offense is of a serious nature.
5. Educating students regarding sexual harassment is the cornerstone of prevention and protection.
6. Provincial guidelines will be followed in all cases of sexual harassment involving school staff.
7. If, however, investigation determines that a false complaint has been made, appropriate action will be taken against the complainant.

After an investigation and response, the complainant will be informed that appropriate corrective action has been taken and the victim will be encouraged to report any further events. A written record shall be kept of all investigations.

12.0 Dress Standards

Shuswap Adventist School has implemented the following dress standards code for all students.

12.1 Dress Code

THERE MUST NOT BE ANY WRITING ON ANY OF THE SHIRTS, SWEATERS, OR FLEECEES (including brand names).

Formal

The formal dress will be required for all formal occasions

such as school pictures, designated assemblies, concerts, and field trips off the school property as deemed appropriate by the school administration.

Formal Dress - Boys

- Navy or black dress pants
 - no cargo pants
 - must not be oversized or low hanging
- White, long sleeve, button up, collared dress shirt
 - must be tucked in
- Tie, navy
- Plain black belt
- Navy or black dress socks
- Navy or black dress shoes

Formal Dress - Girls

- Navy or black knee length or longer skirt
 - must be no more than 1 inch above the knee when kneeling
 - no denim
- White, blouse
 - plain
 - modest neckline
- Navy or black tights or socks
- Navy or black dress shoes

General School Wear

The students may choose from the following items for general school wear. Outerwear and/or accessories (eg. backpacks, pencil cases, etc.) should not contain obscene or offensive logos, alcoholic beverages, sexually suggestive topics, secular music group, video games icons, inappropriate heroes (including TV or movie characters) or other offensive subjects.

General School Wear – Boys

- Dress or Cargo Pants
 - must not be oversized or low hanging
 - NO denim, sweat pant material
 - navy, black, or khaki
- Collared Shirts
 - polo (does not need to be tucked in)
 - button up (must be tucked in)
 - solid colors
 - white or any blue
- Socks
 - navy, black, or white socks
- Shoes
 - must not have any movie, TV, music characters on them (see above)
 - should be appropriate for school wear and should not be outlandish in color or style

General School Wear – Girls

- Dress or Cargo Pants
 - navy, black, or khaki
 - NO denim, sweat pant material
 - leggings are only appropriate under skirts
- Skirts
 - knee length or longer skirt (must be no more than 1 inch above the knee when kneeling)
 - no denim
 - navy, black, or khaki
- Shirts (**polo, blouse, or dressy tops**)
 - NO sleeveless or revealing tops
 - NO plain t-shirts
 - Any camisoles must be school colors
 - solid colors
 - white or any blue
- Socks
 - Navy, black, or white tights or socks
- Shoes
 - must not have any movie, TV, music characters on them

(see above)

-shoes should be appropriate for school wear and should not be outlandish in color or style

Sweaters/Fleeces

The students may wear a sweater or fleece inside the classroom provided it does not have any monograms/writing on it. They must be plain and may be any of the following colors: white or any blue.

PE Clothes

- Shorts
 - Navy, black or khaki
 - need to be at the knee
- Pants
 - Navy, black or khaki gym pants
- Shirts
 - white or any blue
 - plain t-shirt
 - NO tank tops

Casual Days

Occasionally, the school administration allows for casual days. The day will be announced by the school administration in a letter home or in the student's agenda book. Please ensure your child's clothes are appropriate for school. They should not be ripped, frayed, etc. and the pictures and words should be appropriate. The clothes should not contain obscene or offensive logos, alcoholic beverages, sexually suggestive topics, secular music group, video games icons, inappropriate heroes (including TV or movie characters) or other offensive subjects. Failure to follow the approved guidelines will result in the student having to call home to arrange a change of clothing.

12.2 General Appearance

Neatness should be noticeable in the clothing worn as well as in the grooming. Health should be cherished as one of the most prized possessions. Students should be well groomed at all times, avoiding extremes in clothing and hairstyles.

The wearing of jewelry to school or on school functions is not allowed. Bracelets or necklaces that are worn because of a medical condition (Medic-Alert) are the only exception.

Make-up, including nail polish, should be natural in color and not distracting. All students are expected to have their hair styled in a way that is not extreme or peculiar or which will attract undue attention to the wearer.

13.0 Volunteer/Transportation Policies

13.1 Volunteers

All regular volunteers must have a Criminal Record Check on file and sign a “Statutory Declaration for Occasional Volunteers”. An occasional volunteer may sign a “Statutory Declaration for Occasional Volunteers”.

13.2 Vehicle Insurance/Drivers

Any drivers of vehicles that will be transporting students for school related functions must have:

- a minimum of \$2 million liability insurance coverage on vehicle being used
- Driver’s abstract
- Criminal Record Check

The school must have a copy of these items for the school files.

13.3 Booster Seat Policy

All drivers are responsible to comply with all child restraint requirements. The law in the Province of BC requires that children must ride in a booster seat until they are a minimum of 4 feet, 9 inches (145 cm) tall, or a minimum of 9 years old.

14.0 Amendments to the Handbook

Amendments to the handbook may be found necessary during the course of the school year. Upon approval by the School Board and after formal notification of the patrons of the school, these amendments will be considered to be as binding as if printed in this handbook.

Revised: January 2017