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# **1 WELCOME TO ST. ANDREW'S REGIONAL HIGH SCHOOL**

## **1.1 MESSAGE FROM THE PRINCIPAL**

Welcome to St. Andrew's Regional High School. We offer an education that forms the whole person and challenges all students to be the best version of themselves. Alongside the pursuit of academic excellence, we want our students to grow in faith, to be responsible citizens and explore critically and creatively all areas of wonder and knowledge. Academically, students and staff of St. Andrew's recognize that to achieve success in an ever-developing global context, acquiring the core competencies is imperative to developing 21<sup>st</sup> century skills. These will be the skills that prepare our students for today's world, across all careers.

Our school handbook outlines our policies and procedures. We would ask that you read through this document and discuss it as a family. If you have any questions, please do not hesitate to contact me.

Thank you for being a part of the Family of St. Andrew's Regional High School.

With Gratitude,

Mr. Glen Palahicky

## **1.2 MISSION STATEMENT**

St. Andrew's Regional High School strives to develop Catholic-Christian values in students by openly stating and celebrating our belief in the values taught by Jesus. Our commitment to excellence in education of the whole person guides our decision-making. Our goal is to provide each student with opportunities to gain the knowledge, skills, and values necessary to respond to personal challenges with faith, hope, and love.

## **1.3 PHILOSOPHY**

The educational efforts (spiritual, physical, intellectual, cultural, emotional, and social) of St. Andrew's Regional High School aim to prepare students to become faithful Christian witnesses to a lifestyle of sincere commitment to God, Church, family, neighbor, and self. The motto of St. Andrew's is TO BUILD IN LOVE. We strive to form a community based on wholehearted caring and mutual respect. Personal growth takes place in the context of relationships in a community. The basis of these relationships is effective communication. The Word of God, made flesh in Jesus Christ, invites us to become bearers of the Word to one another. Within this Christian atmosphere and Catholic character, we stimulate pupils to exercise their intelligence in achieving clarity and inventiveness. In following the curriculum of studies outlined by the British Columbia Ministry of Education, including courses in Religious Studies, the school integrates the different aspects of human knowledge in the light of the Gospel message in order to give students an awareness of God, our universe, and ourselves. This, combined with an extracurricular program in athletics, fine arts, and community involvement, enables us to educate whole people to live fuller lives.



## **1.4 GOAL AND OBJECTIVES**

The goal of St. Andrew's Regional High School is to form well-educated and well-adjusted persons committed to the tenets of the Christian way of life. The objectives of St. Andrew's Regional High School are:

- To provide an integrated religious education program;
- To follow the provincial curriculum for academic subjects from Grade 8 to Grade 12;
- To provide athletic, social, community service, and recreational experiences integrated with the general education program;
- To foster the active involvement and shared responsibility of parishes, Local School Council, staff, parents/guardians, and students in promoting the mutual well-being of all members of our school community; and
- To involve the school in the life of the parish communities it serves.

Administration, faculty, and all other support staff in the school are committed to providing a professional environment where all students and parents/guardians are treated fairly, objectively, and with respect.

## **1.5 LEGAL SCHOOL AUTHORITY**

St. Andrew's Regional High School has a formal place in the educational system of British Columbia. It is a Catholic school that operates by the authority of the Catholic Independent Schools Diocese of Victoria (C.I.S.D.V.). In turn, the government of British Columbia recognizes C.I.S.D.V. as the Catholic body that functions under the auspices of the Independent Schools Support Act. In its relations with the Ministry of Education, the Inspector of Independent Schools, an office within the Ministry, represents C.I.S.D.V..

## **2 ADMISSION**

### **2.1 GENERAL REQUIREMENTS**

Students wishing to apply to St. Andrew's Regional High School must demonstrate a commitment to their academic studies, a strong level of motivation, and good citizenship.

### **2.2 NEW STUDENTS**

New applicants must provide the following documents:

1. Island Catholic Schools Application Form
2. \$50.00 non-refundable application fee
3. Photocopy of student's most recent report card
4. Principal's Recommendation Form
5. Copy of Baptismal Certificate (if Catholic)
6. Copy of Birth Certificate
7. Parish Supporter Form (if applicable)
8. Family Statement of Commitment
9. Documentation regarding legal residency (if applicable)
10. Copies of any academic, speech, psychological, or psychiatric assessments; and



11. Recent photo of the student.

Upon completion and submission of the above, the student and parent will be invited to attend an interview with the school administration.

### **2.3 INTERNATIONAL STUDENTS**

St. Andrew's Regional High School accepts international students. The procedures above apply with the understanding that the regulations of Immigration Canada be followed. Each international student should be socially independent with an adequate fluency in spoken English. When applying to a specific grade level, international students must have completed the British Columbia equivalent of the prior grade with a minimum of a C+ average.

Upon acceptance of the international student, and prior to the issuance of the acceptance letter, the fees for the entire school year must be paid in full. B.C. Medical Fees may be included as part of the tuition fee schedule.

In keeping with the mandate of the St. Andrew's Regional High School's Homestay Program, it is required that all students live in the home of, and under the direct supervision of, at least one responsible adult to whom the administration and faculty will report school progress.

Specific guidelines for expectations of international students are available from the office of International Education.

### **2.4 TUITION FEES**

St. Andrew's Regional High School is an independent school that is funded to 50% of the per-pupil operating cost of local districts, through grants from the provincial government. Tuition and other fees fund the remaining 50% of the per-pupil cost. The school receives no funding for capital expenses. A current tuition fee schedule is available from the school office.

### **2.5 FINANCIAL ASSISTANCE**

Inquiries concerning assistance may be made through the principal's office.

## **3 ACADEMIC PROGRAM**

### **3.1 PERFORMANCE EXPECTATIONS**

Students should spend time every school evening reviewing the work of the day and preparing for the lessons of the next day. Top quality academic performance demands that students do independent supplementary reading. Senior students need to develop the habit of regular study from the beginning of the year. They are expected to take personal responsibility for their own success without supervision. Maintaining minimum grades in provincially examinable and academic courses is required. Students who are unable to maintain a minimum grade of at least 50% by the end of the course may not be permitted to write the provincial assessments or school-based final for that course. Before this action is taken, the following must occur:



1. The teacher must contact the parents/guardians to inform them in writing that the student is not achieving the minimum grade and the steps that have been taken to rectify the situation;
2. The teacher and the student must discuss the concerns regarding the low mark and develop a plan of action that will facilitate the student achieving the minimum grade; and
3. The teacher and principal must meet with the student to determine a course of action. A student seeking to improve a grade after a course has been completed needs to consult with the school counsellor to explore options and alternatives.

### 3.2 GRADES 8 & 9 PROGRAMS

Grade 8 and Grade 9 students take the following full year courses: English Language Arts, French or Spanish, Mathematics, Physical Education, Religion, Science, and Social Studies.

Grade 8 students also take a combination of Fine Arts and Applied Skills courses. Grade 9 elective options are half-year courses. Students take one option in Fine Arts (Art, Drama, and Guitar) and one option from Applied Skills (Digital Photography/Editing, Information Technology, and Business Education).

### 3.3 GRADUATION PROGRAM (GRADES 10, 11, & 12)

The B.C. Certificate of Graduation, or Dogwood Diploma, is awarded to students who successfully complete the provincial graduation requirements. To graduate, students require at least 80 credits total.

Of these 80 credits:

- 52 credits are required from the following:
  - Physical and Health Education 10 4 credits
  - Science 10 4 credits
  - Science 11 or 12 4 credits
  - Social Studies 10 4 credits
  - Social Studies 11 or 12 4 credits
  - Math 10 4 credits
  - Math 11 or 12 course 4 credits
  - Language Arts 10 4 credits
  - Language Arts 11 4 credits
  - Language Arts 12 course 4 credits
  - Arts Education 10, 11, or 12 and/or an Applied Design, Skills, and Technologies 10, 11, or 12 4 credits total
  - Career-Life Education 4 credits
  - Career-Life Connections 4 credits
- 28 credits must be elective course credits.
- At least 16 credits must be at the Grade 12 level, including a required Language Arts 12 course.

In addition, students must complete three Provincial Graduation Assessments in literacy and in numeracy (*note 3.10*).

### 3.4 ADVANCED PLACEMENT PROGRAM

The Advanced Placement (AP) Program challenges highly motivated students by exposing them to post-



secondary course content and encourages the development of skills needed for academic excellence beyond high school. St. Andrew's Regional High School offers two AP courses in Grade 12:

- AP Language and Composition; and
- AP Calculus

### **3.5 RELIGIOUS EDUCATION PROGRAM**

Religious Studies classes at St. Andrew's Regional High School are compulsory for students of all faiths. All students are expected, regardless of their faith perspective, to participate respectfully in religious celebrations. The knowledge, skills, and attitudes cultivated are those that will serve them well for life.

The objectives of the religious education program at each grade level are invitational; the course content does not indoctrinate, rather it offers students an opportunity to explore how Catholic Christians are called to respond to issues facing all people. The curriculum is developmental. Students in Grade 8 explore the basic beliefs of those baptized in the Catholic faith. Grade 9 students focus on the call to all Christians to be involved in issues of justice for all people. Students in Grade 10 examine how, as Catholics, we can assist in the shaping of our culture. In Grade 11, students study major world religions. The Grade 12 students study courses dealing with ethics and morality, social teachings of the Catholic church or science and religion.

In addition to school celebrations and course work, the atmosphere of St. Andrew's Regional High School is based on respect for each individual.

### **3.6 CREDIT COURSES OFFERED OUTSIDE THE REGULAR DAILY SCHEDULE**

Courses are offered in Grade 8 to Grade 12 in drama and music that are schedule outside the regular 8:30-3:05 hours. These courses, once selected become a part of the students' regular daily school timetable/schedule.

In Drama, students develop practical skills, techniques, and approaches leading to staging a performance. Students explore movement, speech, improvisation, acting, directing, technical theatre, design, and theatre studies. Drama courses include theatre performance and theatre production.

The Music department offers large and small instrumental and vocal ensembles and allows students to collaborate and perform. There will be several performances throughout the year, through which students will have the opportunity to learn performance etiquette while developing their experience in music. Music courses include concert choir, jazz band, and concert band.

### **3.7 OTHER METHODS OF OBTAINING CREDITS**

St. Andrew's Regional High School offers students six additional methods of obtaining credit. Please see the attached link for more specific information. The school counsellor is available to assist students in applying the Ministry of Education information.

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/earning-credit-through-equivalency-challenge-external-credentials-post-secondary-credit-and-independent-directed-studies>





The additional methods of obtaining credits are:

1. External Credits: Students are able to earn credits for Grade 10, 11, and/or 12 for courses taken outside of the B.C. school curriculum and can count for credit toward elective credits or towards the Graduation Program. Organizations must:
  - be governed by a provincial, national, or international body;
  - have certified instructors; and
  - be non-discriminatory and offer the said credentials available to students throughout B.C..
2. Course Challenge: Students may demonstrate knowledge acquired through undocumented learning. Students may challenge a course either through recommendations from previous teachers or from evidence of prior learning outside of a classroom setting. Collected work samples or hands-on demonstrations, interviews, oral presentations, or written exams may be utilized as examples of assessment.
3. Equivalency: All students may be offered a chance to apply to have their prior learning documentation reviewed as evidence of course completion.
4. Post-Secondary Dual Credit: Students may earn dual credit for Grade 12 level credits toward high school graduation through specified post-secondary institutions.
5. Independent Directed Studies: Student learning can be recognized, in a Ministry-developed or Board Authorized course that a student may not have completed, in order to encourage schools to allow students to pursue further studies of interest. This may be done through the study of one or more outcomes in-depth, or broadly through a variety of outcomes in a single course.
6. Distributed Learning: Students are either at home or connected to teachers from another education facility and at a distance from the teacher. It is advisable that students taking distributed or online learning should consult the school in regard to timetabling and other options. Note that this is not home-education (homeschooling). Courses can be accessed through various sites in B.C. including ASCEND (<https://ascendonline.ca/>)

### **3.8 COURSE SELECTION/WITHDRAWAL**

Students and parents/guardians should give careful consideration to course selection base on the students' ability, interest, and future plans. Post-secondary institutions have specific entrance requirements that students should investigate before making course selections. Senior students should be completely familiar with provincial graduation requirements.

Sometimes, it may be advisable for a student to withdraw from a course. Permission to do so may be granted by administration after consultation and discussion with teachers and parents/guardians. Generally, course changes should not occur after the Add/Drop deadline. Dropping a course after this deadline may result in a fail or a withdrawn on the student's transcript.

### **3.9 RETURN OF CLASS TESTS**

Class tests written during the course of the year are returned to students for a period of 24-48 hours for



review and corrections. The subject teacher may then ask that the tests be returned.

### **3.10 FINAL EXAMINATIONS**

All Grade 8 and Grade 9 students write final exams in June. Grades 10 to 12 students will write final exams at the end of their courses, in January or June. Advanced Placement exams are written in May.

Graduation assessments are changing to align with the new curriculum and international trends for large-scale assessments. As part of the updated graduation requirements, students in the BC Graduation Program will have to complete two Provincial assessments; focusing on the demonstration and application of numeracy and literacy. The Graduation Literacy Assessments are still under development and will be introduced in the 2019/2020 school year (Language Arts 12 exams will continue until the new assessments are implemented at which point provincial exams will be phased out). The Graduation Numeracy Assessment was introduced in the 2017/2018 school year. Students will write the assessment during the graduation years (Grades 10-12) starting June 2018.

- Results will be reported using a four category proficiency scale and will appear on a students' transcript as a number, representing one of the four categories.
- Students will have two opportunities to rewrite during their graduation years should they wish to increase their proficiency. Their best outcome will be recorded on their final transcript.
- Universities may be interested in a student's assessment results, as part of the application process.

### **3.11 REPORT CARDS**

St. Andrew's Regional High School operates on a semester and linear (full year) system in all academic subjects. Students receive interim reports on their work in progress in the middle of each school term. Formal report cards are accessible in November, February, April, and June. Parents/Guardians will have the opportunity to attend parent-teacher interviews to discuss their children's progress in November and March. Parents/Guardians are strongly urged to attend these formal interviews with their child. In addition, parents/guardians should feel free to contact teachers through the school office or by email to discuss matters of concern at any time during the year. Students at risk of failing a course may be referred to the School-Based Team.

## **4 STUDENT PROGRAMS AND SERVICES**

### **4.1 TEACHER ADVISORY GROUP (TAG) / FOCUS BLOCKS**

Homeroom groupings of students include members from each grade level under the direction of a teacher-advisor. The TAG is the primary social unit of the school's organization. Once assigned to a TAG, students and teachers remain with it for the duration of their stay at St. Andrew's. The TAG teacher gets to know the students, becoming their advocate and helper. Students within each TAG may also be of assistance to each other, whether in a social or academic way. TAGs form the basis of intramural competition and provide the framework for community involvement, fundraising, and activities that engender school spirit. TAGs meet two mornings a week and these meetings are very important contact times for all members of the group. Attendance at TAG is mandatory for all students.

The British Columbia curriculum focuses on individualized and personalized learning, student-centered teaching, and flexibility within the learning environment. With this in mind, St. Andrew's implemented Focus Blocks into our schedule. These blocks allow students and staff to work together



for the benefit of student learning and development, reflecting the main focuses of the new curriculum. Students will be supported to ensure they make effective use of their time. Focus Blocks occur Monday, Tuesday, Thursday and Friday as 50 minute mandatory blocks. Students' primary responsibility in Focus Blocks is to receive support from teachers in subject areas of greatest need, complete assignments, project work, group work, and missed tests.

#### **4.2 MASSES AND RETREATS**

St. Andrew's Regional High School celebrates one mass or devotion each month at Sacred Heart Parish with the school chaplain and an associate school chaplain. Each year, students will participate in a grade specific school retreat where they will have the opportunity to get to know their fellow classmates and have time to reflect.

#### **4.3 LIBRARY**

Students are responsible for all books signed out under their signature and will reimburse the library for any loss or damage to library materials under their care. The library provides study space for quiet individual and group study. There is access to audio-visual resources and databases of information that are supportive of the curriculum. A teacher-librarian or clerk staff is available for assistance.

#### **4.4 STUDY BLOCK**

Grade 12 students may opt to take a study block within their course load. Study block is a privilege available when the student is taking a full academic course load in Grade 12 consisting of English Language Arts 12, Math 11 or 12, and two other academic Grade 12 courses. The study periods are designated blocks where supervised instructional support is offered. Students may work on class assignments, projects, or independent study. Regular attendance is mandatory.

#### **4.5 INFORMATION TECHNOLOGY AND SOCIAL MEDIA**

Internet access offers vast, diverse, and unique resources to both students and teachers which must be used in a responsible manner. Since many students have access to the Internet at home, parent support is required to monitor the development of responsible student use.

This policy provides guidance for student use of social media, which should be broadly understood for purposes of this policy to include blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others. Students should be aware of the effect their actions may have on their image, as well as the school's image. The information that students post, publish or contribute leaves a digital footprint for all to see for a long time. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile environment.

Please refer to Island Catholic Schools Policy and Regulations Manual, Policy 617 – Social Media.

#### **4.6 EXTRACURRICULAR ATHLETICS**

Students are encouraged to take part in intramural and extramural team sports. However, any student may be removed from a team if the student fails to maintain average grades or does not meet the



behavioural standards listed under Student Code of Conduct. All students playing for sports teams at St. Andrew's have an obligation to meet the required commitments to practices and games and to display good sportsmanship. A student will not be permitted to participate in any athletic event scheduled on the day of a school absence. The athletic director coordinates the Extracurricular Athletics Program.

#### **4.7 CLUBS**

St. Andrew's supports several clubs that advocate a wide range of social, human justice, and student interest issues. Students are supervised by teachers and staff and are encouraged to pursue their interests while helping and learning about their local, national, and international communities. Some of these clubs include VOICE (Volunteer Outreach in Catholic Education), Peer Ministry, Green Team, Circuit school newspaper, and Conversational Partners. Some activities supported by St. Andrew's clubs include the Terry Fox Run, Hoops for Heart, and World Food Day.

#### **4.8 FIELD TRIPS**

Students are required to have a General Release and Waiver Form signed by a parent/guardian at the beginning of the school year. Prior to participation in each school related fieldtrip, the teacher will send home a notice specifying the activity, transportation, supervision, and additional fees required. Parents/Guardians will be asked to sign and return this Informed Consent Form. Fieldtrips involving additional risk may require a High Risk Release and Waiver Form to be signed.

#### **4.9 SCHOOL DANCES**

School dances are social events held to engage interaction within the entire student body. Dances are sponsored by the Student Council and voluntarily supervised by teachers, parents/guardians, and administration. A Saanich police officer will be on-site during school dances.

The following are expectations for school dances:

- Appropriate dress is modest casual or semi-formal attire;
- Use or suspected use of alcohol or illicit drugs is prohibited. Smoking on school property is not permitted;
- Students must respect and comply with all supervisors, including parents/guardians;
- Students must be respectful of each other and school property;
- Once students have been admitted to the dance, they may not leave and gain re-entry;
- If a student has been absent due to illness on the day of the dance, that student will not be permitted to attend the dance;
- Students are permitted to invite guests to the dance. Sign-up on the Guest List, in the school office, is required two days prior to the dance. Guests must be attending high school and are vetted by administration. Students are responsible for the behaviour of their guests, and if the guest behaves inappropriately, the student and guest may be asked to leave the dance;
- Administration reserves the right to refuse any student or guest from attending a dance.

#### **4.10 LOCKERS AND LOCKS**

All students are assigned lockers that must be kept neat and clean. Combination locks are supplied to students with the September Information Package. Students are urged to keep their combination numbers



confidential. Students are not allowed to move from assigned lockers without the explicit permission of administration. Students are responsible for any damage to their assigned locker and will be billed for any repairs. Lockers remain the property of the school and may be searched by an administrator at any time.

Students are responsible for objects that are lost or stolen if they are not stored appropriately. The school does not accept responsibility in such cases. This is particularly true with electronic devices and cell phones that are prime targets of theft. While not forbidden, the school strongly encourages students not to bring such valuables or large sums of money to school. For that reason, students must make sure that personal belongings and books are kept safely locked. Money or other valuables can be turned into the school office for short-term safekeeping.

#### **4.11 STUDENT ID CARDS / BC TRANSIT U-PASS**

Student ID cards are distributed after the school photo day scheduled for September. These photo ID cards provide proof of student status. The same school photo is used for the BC Transit U-Pass. The U-Pass program offers students unlimited access to BC Transit services within the Victoria transit region for the 12 months ending August of each year at an extremely reduced cost. The cost of the pass is included in the family payment schedule.

#### **4.12 TEXTBOOKS**

The school provides textbooks. If a student loses or damages a textbook, the school requires replacement or payment of repair costs. An invoice will be issued at the end of the course or school year.

#### **4.13 SUPPLIES**

A school supply list is available from the school office and available on the school website, [www.standrewshigh.ca](http://www.standrewshigh.ca).

#### **4.14 PERSONAL ELECTRONIC DEVICES**

Electronic devices must not interfere with a productive learning environment. Only if permission was given by the teacher to use electronics for a specific learning outcome or outcomes, **the student code of conduct requires during instructional time that all students will:**

- **keep their electronic devices turned “off and away”, and**
- **store their devices in a handbag, backpack, locker, or receptacle provided by the school.**

IF ELECTRONICS INTERFERE DURING CLASS TIME:

**Step 1. After the 1st unauthorized use of an electronic device**, the classroom teacher will contact the student’s home with a reminder for parent(s)/guardian(s) of the school’s electronics policy, and a request that the parent(s)/guardian(s) discuss with their child the educational importance of keeping their device ‘off and away’.

**Step 2. After the 2nd unauthorized use of an electronic device**, the classroom teacher will confiscate the device, contact home, and the student will collect it from the teacher or the office at the end of the



day.

**Step 3. After the 3rd unauthorized use of an electronic device**, the classroom teacher will confiscate the device and it will be held in the office. The student and their parent(s)/guardian(s) will be asked to contact an administrator to work out a solution for the continued misuse. The conditions of the return of the electronic device will be determined at this meeting.

**UNAUTHORIZED USE is simply ANY use of ANY electronic device without FIRST obtaining permission.** At St. Andrew's Regional High School we care about you and we want you to reach your full potential.

Administration will document each infraction referral from the teacher. Infractions are accumulated within each school semester and do not carry over to the next semester.

#### **4.15 VEHICLES**

All student vehicles must be registered at the school office. Students are to park in the lower area of the church parking lot. Students are forbidden to park in the parking spaces directly adjacent to the school. Any vehicles not registered at the office or found in prohibited parking spaces will risk being towed at the owner's expense.

The speed limit is 10 km/h at all times in the parking area including its approach and exit routes. Students may not act as drivers to transport other students for any school event or during school hours. Students involved in dangerous driving and antagonizing behaviour, in the parking lot or surrounding areas, may lose the privilege of using the parking lot. The student's vehicle will be towed if found in the parking lot after the loss of parking privileges.

#### **4.16 VISITOR PARKING**

There are a limited number of visitor parking spots in front of the school building. Additional parking is available in the Sacred Heart Parish parking lot up on the hill behind the school.

The speed limit is 10 km/h at all times in the parking area including its approach and exit routes.

#### **4.17 BICYCLES AND SKATEBOARDS**

Students may ride their bikes or skateboards to school. It is expected that the appropriate safety helmets will be worn. Bikes are to be locked and stored under the covered area at the back of the school. Skateboards should be stored in the students' lockers. Students bring their bikes or skateboards at their own risk. The school does not accept any responsibility for lost or damaged equipment. Skateboarding on school property is forbidden at all times.

## **5 AWARDS AND CEREMONIES**





### **5.1 PRINCIPAL'S HONOUR ROLL – *This portion is under review***

### **5.2 AWARDS**

Academic, Athletic, and Fine Arts awards are given out to students for high achievements at award ceremonies held in June. Throughout the year, students' successes will be acknowledged at weekly assemblies.

### **5.3 SCHOLARSHIPS AND BURSARIES**

Scholarship and Bursary Application Packages, with all scholarships being offered and criteria listed, are available to students from the school office in May. Deadline for all applications will be posted each year.

### **5.4 GRADUATION**

The Graduation Mass, Commissioning Ceremony, Graduation Dinner/Dance, and After-Grad Party are sponsored by the school and are scheduled at the prerogative and discretion of the school administration. Any damage or vandalism sustained to the school, as a result of graduation pranks, will be billed to the Graduation Account, and may result in criminal charges against the perpetrators.

## **6 ATTENDANCE**

### **6.1 GENERAL REQUIREMENTS**

Regular attendance by students in all of their classes enhances their performance and contributes substantially to their rate of progress. While at school, students have a right to an education; they also have a responsibility to attend classes regularly and be punctual throughout the school year. Parents/Guardians are requested to inform the school when a student is absent or late by calling the school directly, or by sending a note or an email to the school office.

In accordance with Island Catholic Schools policy, parents/guardians of students absent without excuse may be required to reimburse the school if the provincial funding for the student is reduced as a result of high absenteeism.

A student who is absent may not participate in dances or extracurricular activities on the day of the absence.

### **6.2 ABSENCES**

Each absence will be considered excused or unexcused. An excused absence may be due to a personal illness, serious illness in the family, death in the family, or medical/dental appointments. Vacations are not generally excused days in the calculation of total days attended. It is important that these days be kept to a minimum. The school must be informed of all absences.

If a student is marked absent after morning attendance is taken, and the school has not received notification, a phone call is made to parents/guardians to confirm that their child is safe at home.

### **6.3 EXCESSIVE / EXTENDED ABSENCES**

Students who miss:



- 5 classes: Teacher will notify the administration; absences will be documented;
- 10 classes: Administration and parents/guardians will be contacted; student will meet with the school counsellor; and
- 15 classes: Administration and parents/guardians will be notified; student will be required to sign an Attendance Contract. If the student violates the Contract with another absence, the student will be suspended indefinitely, and the principal will be informed.

Extended absences for such reasons as family trips or other family matters not related to illness or bereavement, are not encouraged. If parents/guardians plan such an absence, the administration should be notified. Students are responsible for all work missed and may not expect that teachers do additional planning to accommodate their schedule. Parents/Guardians should understand that students may miss major tests/exams, or that an absence may make it very difficult for the student to pass the school year.

#### **6.4 LATE ARRIVAL/EARLY DEPARTURE**

Students who arrive late to school, must sign-in at the school office and receive an Attendance Slip. Administration will be notified if a student is persistently late for class. Students who need to depart from school before dismissal, must sign-out at the school office. Parents/Guardians will inform the school of late arrivals or early departures when possible. A log book is kept in the office.

#### **6.5 MISSED SCHOOL WORK**

Students and/or parents/guardians are responsible to check with teachers regarding work that is missed. Parents/Guardians should contact the teacher directly if a student will be away for an extended period of time so that arrangements can be made for school work. Students are responsible to promptly make up any missed work.

### **7 SUPERVISION OF STUDENTS**

#### **7.1 GENERAL INFORMATION**

Supervision of students by administration and faculty is available from 8:15 am through to 3:20 pm, Monday to Friday. An exception is on Wednesdays with early dismissal, supervision ends at 2:05 pm.

#### **7.2 DROP-OFF ZONE**

There are two dedicated lanes in the crescent area in front of the main building. The right lane is for drive-through only (no stopping for pick-up/drop-off). The left lane is designated as the drop-off zone. There is no parking or long-term stopping in the drop-off zone. Driver must remain in the car when stopped on this lane.

It is absolutely not permitted at any time for any vehicle to be stopped in the yellow crossing area near the gym as this causes traffic to back up into the curb lane of McKenzie Avenue and creates a potential traffic hazard.

The speed limit is 10 km/h at all times in the front school lot and its approach and exit routes.

#### **7.3 LEAVING SCHOOL PROPERTY**

Students in Grades 8 and 9 are not allowed to leave the school property during school hours, including





the lunch break. If parents/guardians do wish their children to leave the grounds on a specific occasion, they must notify the school office in writing, by email, or with a phone call.

#### **7.4 VISITORS**

In general, all visitors must identify themselves at the school office. If a student wishes to bring a visitor into class, the explicit permission of each teacher involved is required one-day in advance. The Visitor Request Form is available in the office. Visitors must remain with their host.

#### **7.5 PARENT INVOLVEMENT PROGRAM (PIP)**

St. Andrew's Regional High School's motto is "*To Build in Love*". In order to build an engaged school community, the PIP requires each family to undertake 10 hours of service to the school community each year. Service opportunities are wide ranging and are aimed to help the school community as a whole. Some examples, but not limited to, are Hot Lunch, Sports Activities, Fine Arts Presentations, After Grad Events, Parent Support Group Events, Back to School Events, Open House, Parent Education, etc. Complete guidelines are available on the school website <https://www.standrewshigh.ca/volunteers.php>

In order that the safety of students is ensured and that the best interests of the school are served, volunteers must:

1. Complete a Volunteer Application Form;
2. Review the Responsible Ministry and Safe Environment (RMSE) Policy;
3. Complete the Covenant of Care Agreement;
4. Complete the on-line application for a Criminal Record Review
5. Attend a RMSE training and orientation in the school; and
6. Await approval from our Responsible Ministry Office

Volunteer drivers providing transportation to and from school events must provide additional documentation before transporting students:

1. Provide copy proving driver \$2,000,000 Liability Insurance;
2. Provide copy of Valid Driver's License; and
3. Provide a copy of a clear Driver Abstract.

Volunteer packages with detailed information and forms are available in the school office.

## **8 DRESS CODE**

### **8.1 UNIFORM EXPECTATIONS**

St. Andrew's Regional High School has a student dress code consisting of a prescribed uniform. The uniform distinguishes our students as members of our Catholic school community. Commitment to the dress code requires self-discipline and is an outward sign of support for the spirit and values of St. Andrew's. Having a uniform dress code allows students to focus their attention on academic achievement and personal growth.

Students are expected to arrive and leave school in uniform and to remain in uniform during the school hours, including lunch breaks. The uniform is to be worn appropriately at all times, that is, men's styled



dress shirts are tucked-in and ties are knotted at the top button of the dress shirt. Sweaters are not to be tied around the waist, and pants/kilts are not to be worn on the hips (no low-riders).

It is the responsibility of each student to present a well-groomed appearance. Hair is to be kept clean and tidy; hair dyed an unnatural color and extreme hairstyles are not permitted. Facial hair is to be kept neat and trimmed. Excessive piercings are not allowed; tongue and lip piercings are not permitted. Jewelry is to be minimal and not be a distraction. Students may not have visible tattoos. Make-up is to be discreet. Decisions regarding what is appropriate to wear are made at the discretion of the administration.

If a student is unable to wear any part of the prescribed uniform, parents/guardians must contact the school office. Any component of the uniform that is unacceptable must be replaced as soon as possible to adhere to the prescribed uniform. If in doubt as to whether a uniform piece meets the school dress code, please check with the office before purchasing the new item. In all cases of alternative uniform items, please contact the administration.

The prescribed uniform, including the sweater, is required throughout the year for all masses, assemblies, and school related ceremonies. Administration may make exceptions to the uniform code during hot weather.

## **8.2 PRESCRIBED UNIFORM**

### **BOYS:**

- Tie: St. Andrew's school tie
- Shirt: Plain white collared dress shirt (long or short sleeve)
- Dress Pants: Medium-gray dress pants
- Socks: Plain black, navy, or dark-gray
- Shoes: Black shoes (black laces required on lace-up shoes)
- Sweater: School-crested navy V-neck pullover or sweater vest (optional)
- St. Andrew's Hoodie

### **GIRLS:**

- Shirt: Plain white collared dress shirt (long or short sleeve) (ladies' shirts without shirrtails may be worn untucked)
- Kilt: Gordon-plaid kilt (**to the knee**)
- Dress Pants: Medium-gray dress pants
- Knee-High Socks or Tights: Plain black, navy, or gray
- Shoes: Black shoes (heels not higher than 5 cm; black laces required on lace-up shoes)
- Sweater: School-crested navy V-neck pullover or sweater vest (optional)
- St. Andrew's Hoodie

Note: Undershirts and all undergarments are to be tucked in and not visible.



### 8.3 OPTIONAL SUMMER UNIFORM

The summer uniform may be worn from September until the end of October, and then from after Spring Break until the end of June.

#### BOYS AND GIRLS:

- Navy knee-length walking shorts
- Navy school-crested polo shirt

### 8.4 GYM UNIFORM

Physical Education (PE) gym uniform is mandatory. On a Civvies Day, the prescribed PE uniform is optional.

#### BOYS AND GIRLS:

- St. Andrew's T-shirt
- Navy athletic shorts
- Indoor running shoes
- Cleats (for field)
- School-crested hooded/crew neck sweatshirt
- SARHS sweat pants.

### 8.5 CIVVIES DAY

The school designates a number of days each year as Civvies Days when students do not have to wear the uniform. It is expected that students will dress appropriately for a high school setting. Attire that is deemed inappropriate by administration will have to be changed immediately. If the Civvies Day is a fundraiser and the student wears civvies but does not donate to the cause, the student will receive a Uniform Infraction unless the donation is received by the next school day.

### 8.6 UNIFORM INFRACTIONS

Students who do not adhere to the school's uniform code will receive a uniform infraction. Repeated non-compliance with uniform expectations will result in escalating consequences. All instances of non-compliance with the *Dress Code* throughout the school will be treated as matters of student conduct, which is separate and distinct from students' grades and reports of their achievement in courses.

- Infraction #1: Teacher addresses behaviour; asks student to correct the problem;
- Infraction #2: Student meets with administration; parents/guardians are contacted;
- Infraction #3: Student is issued a warning of suspension from school; parents/guardians will be informed; and
- Infraction #4: Student will receive a one-day in-school suspension; parents/guardians will be notified.

Administration will document each infraction. Infractions are accumulated within a school semester and do not carry over to the next semester.



## **9 STUDENT CODE OF CONDUCT**

### **9.1 RIGHTS AND RESPONSIBILITIES**

St. Andrew's Regional High School's code of conduct is based on the principle that the learning process and an individual's behaviour are personal responsibilities that cannot be transferred to parents/guardians, peers, teachers, or the environment. As reflected in the philosophy and mission statements of the diocese, students and staff are expected to treat one another with consideration and respect for their differences, and to show regard for the dignity of each person in the school.

Students will be provided with a safe and protected environment that enables learners to develop their individual potential. Students are expected to co-operate fully in the learning process and to respect other students' rights to growth and personal development. As representatives of the school, students are also expected to follow the school's behavioural policy when on fieldtrips and at school related events.

### **9.2 ACADEMIC HONESTY**

Academic honesty is an integral lesson in a student's educational journey, providing a strong foundation for life in the community. Students learn to do their best work with many available resources. Academic dishonesty results in a student with an unfair advantage in assignments, tests, and exams. Examples of academic dishonesty include collusion, use of electronic devices during tests/exams, and plagiarism.

Plagiarism is the offering of another person's words or ideas as one's own. This may be done by copying materials directly from any source, by paraphrasing without acknowledging the original source, or by the mere rearranging of words and phrases from the original. To avoid the question of plagiarism, the student must accurately and appropriately cite all sources that are supported by bibliographic references at the end of the assignment. If plagiarism is suspected, the onus is on the student to produce working notes and provide all sources used for the assignment to demonstrate the work has not been plagiarized. Based on the information provided by the student, the teacher will determine whether plagiarism has taken place. If so, the administration will be consulted.

### **9.3 BULLY PREVENTION**

Members of the school community must treat each other with respect and courtesy and conduct themselves in a manner that promotes a safe, caring, orderly, and positive school climate free from bullying, intolerance, and violence (Island Catholic Schools Policy and Regulations Manual, Policy #510).

The Ministry of Education's ERASE Bullying Program describes bullying as a pattern of unwelcome or aggressive behaviour, often with the goal of making others uncomfortable, scared, or hurt. Such actions may be aimed at individuals or groups. It is almost always used as a way of having control or power over a target, and is often based on another person's appearance, culture, race, religion, ethnicity, sexual orientation, or gender identity. The purpose and/or net effect of such behaviour results in the creation of a hostile or genuinely uncomfortable and unwelcome environment for the victim.



At St. Andrew's Regional High School, no form of bullying is tolerated. Types of bullying may include physical, verbal, non-verbal, social, emotional, cyber, extortion, and exclusion. Bullying may involve students or occur between staff and student. It is the responsibility of both the school and students to recognize, report, and take an active stand against bullying acts. Students can report any incident of bullying to any school staff member. Discussions regarding bullying prevention are held at the classroom and school levels.

Each incident of misbehaviour will be reviewed by the administration, and the consequence will be determined by considering the following: age and maturity of individuals involved, the degree of harm done, incidents of past or continuing pattern(s) of (mis)behaviour, relationship between parties involved, and the context in which the incident(s) occur. A conference with parents/guardians will be scheduled (Island Catholic Schools Policy and Regulations Manual, Policy #510, Section 2.4).

#### **9.4 SMOKING/VAPING/DRUGS/ALCOHOL/WEAPONS**

The possession and/or use of cigarettes, e-cigarettes, alcohol, and illicit drugs by students on school property or during school related activities are prohibited. St. Andrew's Regional High School also forbids violence, intimidation, and possession of weapons. A weapon may be any object used to injure or intimidate another person. Any of these violations will result in an automatic five-day suspension from school and all related activities; parents/guardians will be informed.

In addition, a student caught distributing drugs on school premises or at school related functions will be reported to the police and suspended immediately with a recommendation for expulsion. Refer to Island Catholic Schools Policy and Regulations Manual, Policy 506 and 507.

#### **9.5 VANDALISM**

The student's parents/guardians will reimburse the costs of vandalism or other deliberate damage to the school.

#### **9.6 SAFE INTERNET USAGE**

Island Catholic Schools is committed to an environment of respectful relationships. To that end, students recognize that all internet usage will comply with their school's Code of Conduct. Students cannot engage in negative internet use (plagiarizing, harassment, hurtful or duplicitous acts, etc.). In short, students who, for any purpose, undermine either the letter or the spirit of Island Catholic Schools' Internet Acceptable Use Policy 613 will be referred to school administration.

#### **9.7 DISCIPLINARY ACTIONS**

The goal of discipline at St. Andrew's is to change inappropriate behaviour and to develop awareness, good judgment, self-control, and respect. Students are given a limited number of opportunities to make acceptable choices. Teachers will implement a set of consequences to help students realize that changes are necessary in their chosen reaction to classroom expectations. When there are indications that continued poor behaviour or work habits are limiting the student's progress, the principal and parents/guardians will be informed. Students may be required to sign a Behavioural Contract. No predetermined number of chances will exist before moving to the next level of discipline. Instead, the



nature of the unacceptable behaviour, student's attitude, and overall behavioural record will be taken into consideration at the time. Suspension or expulsion may be the first line of disciplinary action based on the discretion of the administration. Each breach of the code of conduct will also be documented.

With suspensions, administration has the authority to withdraw a student's privilege, for a specific period of time, of attending a class, school, or riding the bus for failure to comply with the rules. Suspensions are assigned at the discretion of administration (Island Catholic Schools Policy and Regulations Manual, Policy #506). There are two types of suspensions:

1. **IN-SCHOOL SUSPENSION:** The suspended student reports to the school office, in full uniform, with all books and materials for all courses at the beginning of the school day. The student remains in a designated room until school dismissal for the day. The student remains alone through the entire day, including breaks and lunch hour. A homework request will be distributed to all teachers. While on suspension, the student may not attend any other school functions.
2. **HOME SUSPENSION:** The suspended student is prohibited from attending school or being on school property unless accompanied by a parent. While on suspension, the student may not attend any school functions. A homework request will be distributed to all teachers. It is the student's responsibility to complete all work missed while on suspension. It is the parents'/guardians' responsibility to make appropriate arrangements for the supervision of their child while on home suspension. Inability to arrange supervision for a child will not be grounds to have the suspension served at school.

Expulsions may occur when the student's misbehaviour or history of misbehaviour is serious. The principal may suspend the student indefinitely and refer the matter to the Local School Council along with a recommendation for expulsion (Island Catholic Schools Policy and Regulations Manual, Policy 506). The student remains suspended pending the decision for expulsion.

## **9.8 APPEAL PROCESS**

Parents/Guardians have the right to appeal a student's suspension or expulsion that may significantly affect the education, health, or safety of the student. An appeal must be lodged, within 7 days of receiving the decision of suspension or expulsion, with the Island Catholic Schools Board of Directors. The Board of Directors will notify the parents/guardians, in writing, of their decision. The parent has the right to make a further appeal, within 7 days of receiving the decision of the Board of Directors, to the Ombudsman for Catholic Schools on Vancouver Island (Island Catholic Schools Policy and Regulations Manual, Policy #507, Section 2.5).

# **10 COMMUNICATION**

## **10.1 FORMS OF COMMUNICATION**

There are several ways for parents/guardians and students to be informed about St. Andrew's events and activities:

- Website [www.standrewshigh.ca](http://www.standrewshigh.ca)
- Calendar
- Newsletters
- TAG announcements





- Group emails
- BrightArrow automated notification
- Assemblies
- Local School Council Meetings
- Parent Auxiliary Meetings
- Student Council
- Student/Parent Handbook

### **10.2 LOCAL SCHOOL COUNCIL (LSC)**

The Local School Council assumes authority at the local level for those areas of management and operation delegated by the Board of Directors and in accordance with the Constitution and by-laws of the Catholic Independent Schools, Diocese of Victoria (C.I.S.D.V.), and the policies and regulations of the Catholic Independent Schools. The LSC plays an active role in developing local policies relating to the functioning of the school, developing plans with members of the school community to meet current and future needs of the school, promoting communications with all members of the local school community, and to support the role of the principal. Dates for LSC meetings are listed in the school calendar and the newsletters. Interested parents/guardians are invited to attend.

### **10.3 PARENT SUPPORT GROUP (PSG)**

The Parent Support Group is a parent/guardian organized and managed group, functioning under the direction of the Local School Council. The purpose of the PSG is to assist the principal and LSC in meeting the financial, social, and educational needs of the school. Parents/Guardians provide the leadership needed for activities with fundraising and community building. The PSG conducts fundraising to aid in the provision of additional educational, recreational, and cultural developments for the students of the school. There are two subcommittees of the PSG: music and athletics. All parents/guardians are encouraged to participate in the PSG or its subcommittees. Meetings are held once a month. Dates for the meetings are listed in the school calendar and the newsletters.

### **10.4 STUDENT COUNCIL**

Students elect a representative council whose primary purposes are to coordinate student social functions and to voice the majority opinion of the student body according to social directions and in regard to social justice concerns. The council is governed by a constitution and is under the supervision of a teacher. Council positions are available for all grade levels.

### **10.5 GRIEVANCES**

According to the Island Catholic Schools Policy and Regulations Manual, Policy #610 & #611, when there is a concern about a school staff member, the following steps must be taken:

1. The student/parents/guardians must first approach the staff member and attempt to reach understanding and resolution. If resolution cannot be achieved, the complainants may, within 7 days, refer their concerns in writing to the principal;
2. The principal will consider all relevant information and involve all available resources, including the superintendent if necessary, in order to come to an understanding satisfactory to all concerned. If resolution cannot be achieved, the complainants may, within 7 days, refer their concerns in writing to the Local School Council;
3. The Local School Council will consider all previous information and relevant documentation. The LSC will provide resolution and notify both parties of their right to appeal this decision,



within 7 days of receiving the Local School Council's decision, to the Catholic Independent Schools Board of Directors; and

4. The Board of Directors will notify both parties in writing of their decision, and of the complainant's right to appeal, within 7 days of receiving the decision of the Board of Directors, to the Ombudsman appointed for the Catholic Independent Schools on Vancouver Island.

### **10.6 REPORTING CHILD ABUSE**

Every person in B.C. who has reasonable grounds to believe that a child is in need of protection, is legally obligated under the Child, Family, and Community Service Act to report the circumstances immediately to the Ministry of Children and Family Development. No action may be taken against a person who reports suspected neglect or abuse in good faith, unless the report is malicious or without reasonable grounds. Any school personnel suspecting child abuse, having reported to the Ministry, will immediately advise the principal that a report has been made. The investigation of a report of suspected child abuse is the joint responsibility of the Ministry of Children and Family Development and the police. In all cases, the principal is required to allow the investigating social worker and police officers to interview the child in school.

### **10.7 STUDENT LIVING ARRANGEMENTS**

In keeping with the mandate of St. Andrew's Regional High School to act on behalf of the parents/guardians of our students, it is required that all students live in the home of and under the direct supervision of at least one responsible adult, acceptable to administration, to whom the administration and faculty will report academic and behavioral progress.

## **11 EMERGENCY INFORMATION**

### **11.1 HEALTH ISSUES**

Parents/Guardians must ensure that the school is made aware of any serious medical conditions or disabilities relating to students. Students with contagious diseases should not attend school. A Medical Information Form must be completed at the start of each school year. A medical alert list will be prepared for the school office.

### **11.2 INJURIES**

In case of an accident involving a student, the following procedures apply:

1. The administration is informed immediately;
2. Parents/Guardians are contacted;
3. Depending on the seriousness of the situation, the student may be transported to the nearest hospital;
4. If the student does not require immediate medical attention, he or she will be made comfortable in the medical room until the parent/guardian arrives; and
5. A detailed Accident Report will be completed and distributed to the student's file and the ICS office.





### **11.3 ILLNESSES**

If a student becomes ill while at school, parents/guardians will be contacted to pick-up their child. Parents/Guardians will be required to sign-out the student at the school office. Students will not be sent home alone if they are unwell.

### **11.4 INCLEMENT WEATHER AND EMERGENCIES**

The school will communicate instructions for student pick-up and school closures on the school web site, [www.standrewshigh.ca](http://www.standrewshigh.ca), Bright Arrow automated notification services and on, if possible, the following radio stations:

- 91.3 THE ZONE FM
- 98.5 THE OCEAN FM
- 100.3 THE Q FM
- 103.1 KISS FM

In the event of an emergency; earthquake, lockdown, hold and secure, site relocation, parents are asked not to telephone the school in order to keep the phone lines open for emergency use.