

Sands Secondary School



"HOME OF THE SCORPIONS"

STUDENT HANDBOOK & AGENDA 2023-24

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~ The Office ~

OFFICE STAFF

Ms. T. Edworthy	Administrative Assistant
Ms. S. Denman	Accounting Clerk
Ms. J. Marieiro	Student Information Systems Admin
Ms. K. Hopkins	Receptionist

OFFICE HOURS

8:00 am – 3:30 pm Monday to Friday

- The school is closed on weekends and holidays unless a teacher-sponsored activity or a community event is taking place.
- The school has voicemail available during non-office hours for parents/guardians to leave messages about student absences.
- Absences can also be emailed to sands@deltaschools.ca

~ School Timetable and Block Order ~

Regular Bell Schedule (M, T, Th, F)

	BEGIN	ENDS
Warning Bell	8:23	
Period 1	8:30	9:40 (70)
Flex Time	9:45	10:20 (35)
Period 2	10:25	11:35 (70)
Lunch	11:35	12:20 (45)
Warning Bell	12:15	
Period 3	12:20	1:30 (70)
Period 4	1:35	2:45 (70)

Late Start Wednesday Bell Schedule

Collaborative/Prep Time	8:30	9:25
Warning Bell	9:22	
Period 1	9:30	10:35
Period 2	10:40	11:45
Lunch	11:45	12:30
Warning Bell	12:23	
Period 3	12:30	1:35
Period 4	1:40	2:45

Early Dismissal Bell Schedule

Warning Bell	8:23	
Period 1	8:30	9:30
Period 2	9:35	10:35
Nutrition Break and Transition	10:35	10:55
Period 3	10:55	11:55
Period 4	12:00	1:00

Block Rotation

Day 1	Day 2
A	B
B	A
C	D
D	C

Linear courses will occur in the current block rotation every other day.

~ Flex Time Expectations ~

Flex time is a period of instructional time built into the Sands daily schedule between first and second periods on Monday, Tuesday, Thursday and Friday. Students choose how to use their instructional time to take control of their learning.

What expectations are there for students?

- Flex time is class/instructional time. Students must be in a learning space.
- Students must arrive at their flex class by the bell and remain in the class for the full period.
- Students must bring all materials needed to work for the entire block.
- Students may only attend classes of their current semester teachers.
- Students may be required to attend a specific class for flex at a teacher's request.
- Students must be working on individual or group school work during flex.
- Students must sign up for a Flex class using Student Connect.

~ Announcements & Website ~

- Announcements occur daily during Flex most days and are posted on the TV monitors and online
- Check the school website regularly for a variety of up-to-date information.
- Information is also shared through the Sands Secondary App.

~ MyEd BC ~

MyEd BC is an online program that will allow parents/guardians to review Student schedules, Attendance, Report card marks and comments.

<https://myeducation.gov.bc.ca>

Students Logging into MyEd:

Login ID is your MyEd Pupil Number (printed on your student ID card)

- If you have forgotten your password, use the "I forgot my password" link (email will be sent to your Delta Learns Account)

Parents Logging into MyEd:

Login ID is the email provided to the school.

- If you have forgotten your password, use the "I forgot my password" link (email will be sent to your login email account)

Contact the school office if you are stilling having any login issues.

~ Parent & Student Connect ~

Parent Connect is an online program that will allow parent/guardians to review:

- History of marks/transcripts for all previous years final marks
- Update medical and emergency contact information
- Check Student Fees

How to sign into Parent Connect:

What you need to sign into Parent Connect:

- <https://cimsweb.deltasd.bc.ca>
- Sign in using your email address or your child's PEN (Provincial Education Number);
- Postal code that is on file at the school. Please notify the school if you move.

Once you have signed on successfully – we strongly recommend you change your password right away.

Student Connect (a link can be found on the school website)

- Same as Parent Connect, without the “change” capability.
- Used for next year course selections during course planning
- Students use their 5-digit student I.D. number as the username.
- Default Password: mmddyymm (student's birthdate) or @Delta Learns password. Important Note: Student sign-on is the same for both @Delta Learns and Student Connect – if you change your password in @Delta Learns it will automatically be uploaded into Student Connect every morning at 6:00am.

~ Protocol for Parent Concerns ~

If parents have concerns about general school procedures or issues stemming from their child's classroom, there is a procedure for raising those concerns.

If the concerns originate in the classroom, the first and most important person to communicate those issues with is your child's teacher with a phone call, email, or my making an appointment to meet with the teacher. If in this discussion you continue to have unresolved concerns, then it is appropriate to be in contact with your child's counsellor.

If your concern is not addressed to your satisfaction after the counsellor has intervened, then please come directly to the administrator of your child's grade. If there is still an outstanding concern, contact the Principal.

We are always willing to speak with parents/guardians to explain how and why particular decisions have been made and to listen openly to suggestions that might make our school community a better place. We will do our best to work alongside you to solve problems.

We want Sands Secondary to be a community that supports children's learning and nurtures the hearts of children and families. To maintain a positive working relationship, please follow the protocol as outlined above when difficulties arise. Sharing difficulties in more round about ways (eg. Classroom e-mail lists, social media sites that are public forums or have open pages, or playground discussions, etc.) in isolation of school staff does not support a positive school community and in fact leads to misinformation and hard feelings.

It is imperative that we remain respectful in our interactions and solve problems in a way that benefits everyone. Our students are watching our examples.

Ways to help set your child(ren) up for success in the school year.

- Set high expectations for your child(ren) and encourage them to not accept minimum effort or indifference to quality work.
- Contact teachers directly when you have a question or concern regarding your child(ren) progress.
- Ensure good attendance.
- Provide a quiet place in your home for study.
- Insist that your child(ren) accept responsibility for their learning and their conduct.
- Model the importance of life-long learning.
- Encourage a strong work ethic and promote good time management skills.
- Encourage your child(ren) to maintain healthy eating and sleep habits.

~ Attendance and Punctuality ~

- Students are expected to attend all classes on time.
- Absences are only excused if a phone call or note is received from a parent or guardian.
- A parent/guardian is asked to call the school at 604-594-3474 to excuse an absence. If calling after hours, please leave student's name, grade, reason and possible length of the absence.
- A persistent pattern of lateness and absence will be dealt with through parental contact and referral to administration.
- Leaving Early – Students who must leave school during the day are expected to sign out at the office with written permission or telephone contact by a parent/guardian.
- Parents will be contacted by email daily in the event that their child was marked absent and unexcused.

ACCIDENTS, ILLNESS, AND EXTENDED ILLNESS

- Students should come directly to the office if they are feeling ill or injured.
- If the illness appears serious, the school will make every effort to contact parents.
- If parents cannot be contacted, the school will attempt to contact the Emergency contacts listed in our contact information. If no one can be contacted, then administration will act *in loco parentis* to secure necessary medical attention.
- Students who are feeling ill will be sent home with permission of a parent or guardian.
- Every consideration will be made for students who are absent as a result of a compassionate leave.

VACATION DURING SCHOOL TIME

- At Sands Secondary, we are not in a position to grant or deny permission for any student to miss school for an extended holiday. However, we do not endorse students missing school time for vacation. These should be arranged during regular school vacation time.
- There is no substitution for the learning completed during class time. Learning missed due to extended absence often results in a decreased academic achievement.
- Please note, teachers are not required to provide assignments for students before or after their vacation. Individual teachers have the discretion to decide what assignments or assessments, if any, a student may make up. Arrangements must be made directly with the student's individual teacher.

~ Academic Integrity ~

- Sands values honesty, therefore, any form of plagiarism or cheating (academic dishonesty) is considered serious misconduct.
- Plagiarism is the copying or reproduction of any work without the proper recognition of the original authors.
- Cheating includes having someone else do an assignment for you, submitting the same assignment more than once, deviously getting answers to a test, and consciously assisting another student to attain marks through misrepresentation.
- The use of Artificial Intelligence online software, like ChatGPT, is prohibited and does not help to reflect a student's critical thinking and writing skills.

THESE BEHAVIOURS COMPROMISE THE ACADEMIC INTEGRITY OF OUR SCHOOL AND A STUDENT'S GOOD REPUTATION.

After consultation with an administrator, a student may receive an appropriate consequence for academic dishonesty.

- The incident will be recorded by the teacher and communicated to the parent/guardian and administration.
- In consultation with the administration a variety of consequences may be assigned. This includes, but is not limited to, a letter being placed into a student's file and suspension.

The following will further constitute cheating or plagiarism:

- Copying and pasting text from on-line media or web site;
- Transcribing text or simply modifying text from any printed material, such as books, magazines, encyclopedias or newspapers;
- Replacing a few select words using a thesaurus does not constitute original work;
- Using photographs, video or audio without permission or acknowledgement;
- Using another student's work, even with a few changes in the wording, and claiming it as one's own, even with permission. This is known as *collusion* and is not acceptable;
- Acquiring work from commercial sources is academically unethical;

- Translation from one language to another is not using one's own words;
- Using work that was written for another class or another purpose without getting permission from both teachers;
- Allowing another student to copy your work;
- Taking credit for a group assignment to which you have not contributed anything;
- Looking at another student's test to view his/her answers;
- Talking to another student during a test/quiz;
- Use of a cell phone or other electronic device during a test/quiz.

HOMEWORK AND HOME STUDY

There are five essential tasks students can and should be doing for homework:

1. Complete daily assignments.
2. Prepare for upcoming tests/quizzes.
3. Work on long term assignments
4. Review learning discussed from previous classes
5. Read to improve reading skills.

~ School Code of Conduct ~

Statement of Purpose

- At Sands Secondary School, we accept the responsibility of educating students about the behaviours that will contribute to a safe, caring and orderly environment for learning and working. As students develop through this important time in their lives, they must learn to responsibly exercise their own rights and freedoms as well as respect the rights of others and the larger group to which they belong.
- The Code of Conduct applies to students while they are in attendance at school or participating in school-sponsored activities. Students are also responsible for out-of-school behaviours that impact the safe, caring and orderly conduct of the school. Electronic communications that impact the school and students are behaviours that the school may address.

At Sands it is expected that **students will**:

- Conduct themselves in a respectful manner when going to and from school, within school, on school grounds, during extended school activities and on school buses
- Apply themselves to the best of their ability in all aspects of their education
- Attend school and classes regularly and punctually
- Be respectful of the thoughts, feelings and heritage of others
- Respect the rights and property of others including photographs and videos of others; do not take or post photos or videos of other students without their permission
- Dress in a manner which is appropriate for a learning environment and not offensive in any manner
- Contribute positively to a safe learning environment
- Report any incidents of threats, racism, bullying, harassment, violence or intimidation to a responsible adult

UNACCEPTABLE BEHAVIOURS

In general, behaviours that are illegal and unacceptable in the wider society are also unacceptable at school. This includes but is not limited to the following:

- Failure to follow the direction of any staff member
- Interfering with the learning of others
- Inappropriate or abusive language
- Any effort to cause harm or discriminate against another person based on, but not limited to: race, religion, gender, physical or intellectual disability, marital or family status, sexual orientation or age
- Interfering with the emotional or physical well-being of others
- Creating an unsafe situation
- Threatening, bullying, harassing and intimidating including by electronic means
- Physical violence and/or threats of physical violence
- Revenge or retribution against a student who has reported incidents
- Smoking or using smoking related devices on school property
- Possession, use or distribution of alcohol and illegal or restricted substances
- Theft or damage to school property or the property of others
- Gang-related behaviours
- Possession of weapons or dangerous articles including pepper spray, laser pointers, firecrackers, knives and guns.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOUR

Consequences for unacceptable behaviour are intended to be thoughtful, consistent and fair under the circumstances with consideration for a student's maturity and intellectual, social and emotional capacity. As well, the

severity and frequency of the misbehavior will be considered. Where appropriate, the consequence will provide a means for restitution and restorative actions and will involve the offender in determining a corrective plan of action.

Consequences for unacceptable behaviour may include:

- Teacher-assigned consequences
- Detention
- Office referral
- Community Service
- Restitution
- Suspension
- Parent meetings
- Referral to counsellors
- Reminder of expected behaviours
- Behaviour contract
- Loss of privilege (e.g. attendance at school activities)

SUSPENSION

- Students violating the school's code of conduct, rules or policies may be suspended from school;
- The type and length of suspension varies depending on the violation and circumstances;
- Students may be suspended for one to five days and, in extraordinary cases, suspended to the Assistant Superintendent of Delta;
- In all cases, the school will notify parents and request a meeting with all parties;
- Repeat violations may lead to a withdrawal from Sands.
- Immediate suspension will likely result for any of the following:
 - **Intimidation, threatening and bullying;**
 - Any threats to harm or injure students or staff whether written, spoken or via the internet and any high risk behaviour such as possession of weapons will be investigated by trained staff;
 - Any investigation may include questioning of students in order to determine levels of risk;
 - Parents of students directly involved will be notified;
 - Parents and students are strongly encouraged to share any information they have about threat-making behaviour to a member of the staff.
 - **Assault, fighting or violence;**
 - Any activity that threatens the safety of students or staff will result in immediate suspension;
 - Any student who participates, promotes, encourages or attends a fight will be considered to have threatened school safety.

- Active observation of a fight **may** also lead to suspension.
- **Possession of drugs or alcohol;**
 - Possession, use and supplying of restricted drugs and/or alcohol is illegal and will not be tolerated on school property or at school-sponsored events or activities;
 - Students having, using or supplying drugs or alcohol at school will be suspended;
 - Students knowingly in the company of others using or having illegal substances also face suspension.
- **Possession of any weapon, firecrackers, or fireworks;**
 - Delta School Board policy prohibits the possession of any weapon including: pepper spray, knives, guns, laser pointers or any objects that are intended to be used as weapons.
 - Possession of fireworks/firecrackers at school is prohibited.
- **Vandalism and Property Damage**
 - Students who destroy or vandalize school property or the property of others will face disciplinary action and be required to pay for the losses or damage;
 - The School Act says that students and their parents are liable for any School Board property that is damaged either with intent or through negligence.
- **Harassment**
 - Students who create an unpleasant or hostile situation with uninvited and unwelcome verbal or physical conduct may face suspension. This includes gender, racial, or sexual harassment.

NOTIFICATION

It is understood that communication is essential between home and school. As well, notice will be given to the parents and students within each school of the range of responses that schools may apply to breaches of the Code of Conduct including threat-making behaviours. Therefore, for breaches of the Code of Conduct, notification may occur as follows:

- Parents of student in breach of the Code of Conduct
- Parents of student victim(s)
- School and District personnel – where appropriate
- Police and/or other agencies – where deemed appropriate or where required by law
- All parents of the school community – when deemed important to reassure members of the school community that school and district officials are aware of a serious situation or incident and are taking appropriate action to address it

- When the breach of the Code of Conduct is criminal in nature, police will be consulted prior to public notification.

SELF/PEER - SOCIAL MEDIA POLICY

Student safety and the development of social responsibility is a priority in the Delta School District. It is important to have standards and guidelines in place to help young people navigate their way through a media-rich technological world that is seeing an increasing amount of inappropriate and even illegal media usage. The Delta School District is committed to reducing and repairing harm, and to ensuring school safety.

Possession, creation, and/or distribution of pornography (self/peer media exploitation) is strictly prohibited and will be treated as a serious matter and potentially could result in a series of escalating consequences that may include suspension and/or withdrawal from the Delta School District. Possession, creation and/or distribution of child pornography may also result in criminal charges. In all cases, young people need to be educated and supported.

In order to further protect the well-being of our students, social media devices may be subject to search and seizure any time there is reasonable grounds to believe that the device has been used to access, information listed above.

Due to privacy reasons, students are to not take pictures or videos while in school, unless they have permission from a teacher for a school project. Phones and devices are not permitted to be used while in bathrooms or change rooms.

STUDENT THREATS TO SAFETY - FAIR NOTICE

The safety of our students is a top priority for all of us in the Delta School District. When a threat or violent incident occurs it is taken very seriously and a student threat assessment is started.

As partners in educating our youth, everyone in the community has a duty to report all threat-related behaviours. These threats include expressing an intent of harm to themselves, another person or property, or acting out violently against them. Whether the threat is spoken, drawn, made with gestures or on social media, they must all be taken seriously. We will investigate and respond to all harmful threats to our students.

~ Athletic Code of Conduct ~

The actions of a student-athlete are a reflection of themselves, their team, their school, and their community. However, student-athletes must remember that their participation in school sport is a privilege, not a right. Therefore:

1. Adherence to school policies with respect to attendance, behaviour, and scholastic achievement is a requirement of team membership.
2. Each team member is expected to maintain **ACADEMIC** and **EFFORT STANDARDS** consistent with his/her ability. Regular class attendance is mandatory. If a student is unable to attend class the day of a league, exhibition, or zone playoff game in whole or in part may not be able to play in the game.

An athlete unable to meet the ACADEMIC and EFFORT STANDARDS may receive a suspension for a game, week, or season of play from the Athletic Department, or school.

3. Student-athletes will:
 1. Treat Everyone with Respect
 - a. Including team-mates, coaches, opponents, event organizers, spectators, and officials.
 - b. Respect and accept, with dignity, the decisions of officials.
 - c. Be generous in winning and graceful in losing.
 2. Exercise Self-Control at all times
 - a. Remember that there is no place in sport for drugs or alcohol.
 - b. Refrain from the use of foul or profane language.
 - c. Refrain from the use of physical force outside of the rules of the game.
 3. Play Fair
 - a. Play within the rules and the spirit of the rules of the game at all times.

SANDS SPECTATOR CODE OF CONDUCT

Spectators are encouraged and welcomed to attend Sands sporting activities and to abide by the following code of conduct.

Spectators will:

1. Treat Everyone with Respect
 - a. Cheer in a positive manner for all competitors.
 - b. Respect the decisions of officials.
 - c. Not interfere with the play or competition
 - d. Be courteous and respectful to other spectators, competitors, coaches, organizers and officials.
2. Exercise Self-Control at all times
 - a. Respect the rules and regulations of the facility.
 - b. Refrain from the use of foul or profane language.
 - c. Refrain from the use of drugs, alcohol, or physical force of any kind.

~ Student Responsibilities ~

CELL PHONES & ELECTRONICS

Cell phones and handheld devices can be disruptive in a classroom when used for non-educational purposes. Therefore, it is up to teacher's discretion as to when they can be used and for what purpose.

- Use of cell phones or other communications devices during tests is strictly prohibited as it compromises Academic Integrity (see section on page 18) and may result in a consequence.
- **Due to privacy reasons, students are to not take pictures or videos while in school, unless they have permission from a teacher for a school project. Phones and devices are not permitted to be used while in bathrooms or change rooms.**
- Students using electronic devices inappropriately may have them confiscated and given to the administration for later return.
- The school accepts no responsibility for these items if they are lost or stolen. Technological devices are easily stolen or misplaced and we do not have the time and resources to investigate.

TEXTBOOKS & LIBRARY BOOKS

- Textbooks and library books are school property.
- Students whose books are damaged, lost, or stolen are required to pay a replacement or damage fee.
- Replacements texts will not be issued until the fee is paid.

LOCKERS AND VALUABLES

- Each student will be assigned a locker at the beginning of the year. Students will be asked for their combination for their lock and this will be recorded at the office.
- Students will need their own lock for use during PE. Student belongings that are not locked up may be stolen from the PE changing rooms. It is **highly recommended** that students lock their belongings during their PE and Extracurricular activities.
- Students should not share their lock combinations with anyone;
- The locker is to be kept clean and food related items are to be removed on a regular basis;
- Students are responsible for cleaning and removing all material from their locker at the end of the year or when they leave the school.

- **Neither the school nor the School Board is responsible for items stolen from lockers, changing rooms, or the school;**
- STUDENTS ARE ADVISED TO LEAVE VALUABLES AT HOME;
- NO valuables should be left in the gym change room at any time;
- Lockers are school property and both lockers and their contents may be examined by the administration at any time and without prior notice for safety and cleanliness concerns or due cause.

SEARCH AND SEIZURE

- There may be occasions when administrators find it necessary to search a student's locker, personal property, desk or even their person because of suspected breaches of school rules and/or the law.

CAMERA SURVEILLANCE

In the interests of maintaining student safety and the protection of school property, Sands has video cameras in public areas (hallways, exterior of the building, cafeteria, etc.). In dealing with surveillance of students, we recognize our legal obligation to provide appropriate levels of supervision in the interests of student safety and the fact that students have privacy rights that are reduced but not eliminated while the students are under the supervision of the school. Video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy rights. A recording is recognized to be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

VISITORS

- Pursuant to the School Act, schools are considered private property.
- All visitors must report to the front office. Parents and persons with official business are welcome.
- No persons except those granted permission by administration are permitted on school property.
- Sands students are not permitted on the property of another school without direct teacher supervision or administration permission.
- If students notice people in our school who do not belong, students must notify the nearest responsible adult or the office immediately.
- Anyone without authorized visitor status is considered an intruder and may be charged with trespass under Section 177 of the School Act and possibly Section 175 of the Criminal Code.

NAME AND ADDRESS/PHONE CHANGES

- The school must be notified immediately of any contact changes during the year.
- Official documentation of proof of residence is required in order to change the address of the student.
- The school must be able to contact a designated guardian at all times to report attendance, achievement, illness, or injury.

DRESS CODE

- Sands recognizes the importance of teenage fashion styles. Nevertheless, students are to use common sense to ensure clothing is appropriate for a formal school setting. School is a place of learning and requires students to dress accordingly.
- Separate gym strip is required in PE.
- Footwear is required at all times.
- Inappropriate attire includes:
 - Designs showing weapons and/or violence
 - Logos of a sexual nature
 - Logos with racial/gender discrimination
 - Promotion of the use of drugs, alcohol, or violence
 - Obscene language;

STUDENT ACTIVITY FEES

- Students are required to pay the Student Activity Fee that covers the cost of school, social and athletic activities of benefit to the entire student body;
- The fee also covers the cost of the Sands APP.
- Grade 12 students are charged a Graduation fee to cover the costs of graduation activities and the Valedictory Ceremony.

YEARBOOK

Sands students have the opportunity to purchase a yearbook. The book goes on sale in September.

COURSE CHANGES, TRANSFERS AND WITHDRAWALS

- Students select courses in February of the previous school year. Students may request course changes, but changes may not be possible due to class size limitations.
- Students are expected to attend all scheduled classes unless they have made a change with a counsellor;
- Students moving or withdrawing from school must notify their counsellors;

- The office will provide students with a checklist to ensure that all textbooks, library books, equipment and school debts are dealt with before leaving.
- All school debts must be paid before leaving or student records will not be forwarded.

STUDY BLOCKS/PERIODS

- Grade 12 students are permitted to have a study block once they have completed their career Life Connections/Capstone class.
- Students with a study period are permitted to be in the library, quietly in study halls, or off-campus.
- Any other area in the school is out-of-bounds while regular classes are in session.

CARS, BICYCLES, SKATEBOARDS AND PARKING

- Bicycles should be securely locked to the bike racks outside room 403 or in the courtyard by the office.
- In-line skating, skateboarding and scootering is not permitted in the school;
- Students may not park on school property during the school day.
- Vehicles parked in any school area may be towed.

FIELD TRIPS

- Students are required to have permission forms signed by parents/guardians prior to going on any field trips;
- Teachers will inform students of all financial and other arrangements;
- Field Trips are not compulsory but alternative work must be completed in lieu of participation;
- Students on field trips are responsible for work missed in other classes;
- All normal school rules apply to students on field trips.

SMOKING & INHALANT DEVICES

In accordance with Delta School Board Policy and the Provincial Tobacco Control Act, smoking or using smoking related devices anywhere on school property is forbidden regardless of whether or not school is in session.

LITTER

- The school's environment is everyone's responsibility.
- Packed lunches should use reusable containers.
- All containers should be taken home for reuse or disposal.
- As of September, 2015, the school has implemented the new Metro Vancouver guidelines by separating organic litter, recyclables, and garbage using centralized garbage/recycling stations.
- Delta School District uses single stream recycling where all paper, plastic, and metal is deposited in the same bin.

FIRE & EMERGENCY ALARMS

Whenever an alarm sounds, teachers will lead students out the nearest exit in an orderly fashion. If the alarm sounds before classes or during a break, students exit the building and report to their Home Room teacher; students on study report to the reporting station. No one is to re-enter the building until the "all clear" bell sounds (three short rings). Students must note that tampering with fire alarms is a criminal offence.

During an earthquake, the following procedures are practiced:

1. Move quickly under a desk or table when possible, or crouch against a wall, placing your hands over your head for protection.
2. Stay clear of windows, bookcases, filing cabinets, and other large objects that could topple over.
3. Remain in your chosen protected area until the shaking stops and teachers give instructions.
4. If you are outside during the quake, remain clear of windows, trees, power lines, and parked vehicles.
5. In the event of a disaster, students will be released to approved parents/guardians only. Sands has an Emergency Release Plan where students will be organized by their last name in the tennis courts.
6. **Parents/guardians need to ensure that their emergency contact and release information on Parent Connect is up-to-date.**

~ Student Evaluation ~

ASSESSMENT & REPORTING

- Report cards are issued in November, February, April and June
- The Ministry of Education requires that all secondary students in grade 10 – 12 receive percentages for final marks. Students in grade 8 and 9 receive a proficiency standard.
- The information on each report reflects student progress to date.
- Teachers are encouraged to contact parents, via written interim reports, email or by telephone, at various times during the school year to notify them of concerns regarding a student's progress.
- We encourage parents to contact teachers and school counsellors at any time during the year to request special progress reports, or to discuss any concerns as they arise.
- The Graduation Numeracy10, Literacy 10 and Literacy 12 Assessments are required for Graduation for students graduating in 2021 and onward. This assessment is assessed on a proficiency scale and is not linked to any Math course. Students can take three opportunities to improve their proficiency.

Term Reports	Percent	GPA (Grade Point Average)
A = Excellent	86 – 100	A = 4.0
B = Very Good	73 – 85	B = 3.0
C+ = Good	67 – 72	C+ = 2.5
C = Satisfactory	60 – 66	C = 2.0
C- = Minimally Acceptable	50 – 59	C- = 1.0
F = Failing	0 – 49	F = 0

I = In Progress or Incomplete. The student is not demonstrating a minimally acceptable performance. The teacher will provide an 'I' plan for the student

- Provincial Proficiency Scale
If your child is in Grades K – 9, you won't see letter grades on their report card. Instead, you will see information on where your child is on the Provincial Proficiency Scale. The scale uses the terms "Emerging", "Developing", "Proficient", and "Extending" to describe student learning. The scale maintains high standards for student learning.

Emerging	Developing	Proficient	Extending
Emerging means your child is beginning to understand something in an area of learning. They are still learning but may need more support to move ahead. Emerging doesn't mean your child is unsuccessful in this area.	Developing means your child understands some things in an area of learning but still has other areas to work on. Like Emerging, it doesn't mean your child is unsuccessful in this area.	Proficient is the goal for your child. It's also the goal for all students. When your child is Proficient, it means they fully understand the required learning. But it doesn't mean their learning stops.	Extending is when students show a deeper understanding. It's when your child is able to apply their learning in new and different ways. Extending is not the goal for all students in every area of learning.

If a student has not provided sufficient evidence of learning in relation to the learning outcomes for a course, a teacher will notify the family and provide a plan for the student to be successful.

STUDENT RECOGNITION

Sands values and recognizes the hard work and service of our students both in and out of the classroom at school.

We recognize student achievement through our awards and student recognition ceremony held every June. See the Sands website for updated details.

PARENT-TEACHER CONFERENCES

- Parent-Teacher interviews provide further opportunities to provide further analysis of a student's progress and the interviews take place in the Fall and Spring.
- Interviews are on a first come, first-filled appointment system pre-scheduled through Parent Connect prior to the Interview date.
- Parents should check the school website, e-mails, Sands App and the school signs for dates of online appointment sign up.
- It is particularly important for parents of struggling students to meet with their subject teachers in order for student achievement to improve.

Performance Standards for General Work Habits

- Departments will have more descriptive standards unique to the courses and expectations of the teacher

Behaviour	Good (G)	Satisfactory (S)	Needs Improvement (N)
Attendance	No unexcused absences	No unexcused absences	Unexcused absences
Punctuality	On time to every class	One or two late arrivals	Frequently late to class and/or late by several minutes
Equipment	Always brings equipment	Occasionally has forgotten equipment	Frequently does not bring equipment
Work Ethic	Gets to work quickly; remains on task	Works well as directed and generally remains on task	Slow to get started, must be supervised constantly and closely or goes off task
Attitude	Shows interest in the class; offers constructive ideas	Is generally accepting of class work and displays a positive attitude	Often brings a negative attitude to class; complains and/or goes off task
Participation	Frequently offers productive ideas; works to support the activity in class	Takes part in activities; responds when called upon	Avoids taking part in class activities; rarely contributes to class or contributes negatively
Homework	Work is always fully completed; evidence of home study for exams	Regularly completes work to an acceptable quality; some evidence of home study for exams	Frequently incomplete, showing minimal effort; rare evidence of home study for exams
Responsibility	Often shows initiative; accepts feedback and takes responsibility to improve; work submitted on time and is present for due dates, scheduled presentations, and tests.	Occasionally shows initiative; responds appropriately to feedback and makes corrections as directed; Some missed deadlines. Some absenteeism for due dates, presentations, and tests.	Rarely shows initiative; responds poorly to feedback; avoids doing remedial work; frequently absent for due dates, scheduled presentations, and tests. Frequently submits work late.

~ Student Opportunities ~

EXTRA-CURRICULAR ACTIVITIES

- Sands offers many Athletic activities to add to students' school experiences.
- Fall sports include: volleyball, and boys' soccer
- Winter sports include: basketball and curling
- Spring sports include golf, girls' soccer, track & field, and badminton; boys ice hockey
- A wide variety of very successful clubs have formed over the years including: Student Council, Anti Racism, Green Team, Grad Council, Drama Club, LGBTQ+, IDEAs etc.
- If there is an activity you would like to add to your experience at Sands, find others wanting to do the same thing, find a teacher sponsor and away you go.
- Information can be found on the Sands website under the Activities and Clubs tab.

STUDENT COUNCIL

- Student Council is composed of elected representatives and volunteers from each grade level, and plays a vital role in the planning and coordinating of student activities.
- The major objectives of the Student Council include:
 - Giving effective leadership to the student body;
 - Providing good communication regarding student activities;
 - Acting as a liaison between students, staff and administration;
 - Promoting the interests of the school in the community; and promoting pride in school activities.

~ Graduation ~

GRAD COUNCIL

- Each year the members of the grade 12 class choose a committee to co-ordinate the grad activities and fundraising for the year.
- The grad committee has a responsibility to maintain the balance between social activities and the serious task of completing graduation expectations with the best possible school record.
- Information about graduation activities will be posted on the Sands website.

GRADUATION ACTIVITIES & ELIGIBILITY

Sands sponsors a number of graduation-related activities and events throughout the school year. Most years, this includes the Grad Boat Cruise, Winter Gala, Grad Red Carpet, Grad Banquet and Valedictory Ceremony.

Participation in these events is a privilege and relies heavily on the goodwill of staff volunteers who volunteer to supervise student activities.

In order to be eligible to participate, students must meet certain eligibility requirements, including but not limited to the following:

- registered as a Grade 12 student
- enrolled in all courses required for graduation and maintaining a level of achievement that will lead to graduation at the conclusion of the school year
- attending school on a consistent basis
- in good standing and meeting all requirements of the School's Code of Conduct
- maintains positive relations with staff members

The Grad Boat Cruise (Sept/Oct), Winter Gala (early Dec) Red Carpet and Banquet (late May) are for Sands students only. Guests are not allowed to participate.

Friends and family are invited to attend the Grad Red Carpet and Valedictory Ceremony (late June).

~ Services for Students ~

LEARNING CENTRE

The Learning Centre provides support to students in Grades 8-12. There are a variety of programmes offered through the Learning Centres.

LIBRARY LEARNING COMMONS

Our Library is the dynamic hub of student life and learning. Library is open all school days at 8am, lunch and afterschool until 3:30

DELTA LEARNS EMAIL

All students have access to a Delta Learns email account.

GOOGLE APPS FOR EDUCATION

All students have access to Google Apps for Education with their Delta Learns account. This includes Google Docs, Slides, Sheets, among others. Many teachers also use Google Classroom for posting assignments. Parental permission is required for use of the Google Apps for Education and can be found on Parent Connect.

INTERNET ACCESS

Internet access at Sands is intended for educational and/or research purposes. Access to the system is a privilege, not a right. Students accessing the Internet from school must conduct themselves in a responsible, decent, and polite manner. Violations of the following guidelines could result in suspension. Students/users:

- may not access or transmit materials that are illegal, defamatory, threatening, or potentially obscene...
- may not violate or attempt to violate the security of any computer system.
- are expected to follow appropriate procedures when using copyrighted material.
- should never reveal personal information on the Internet.

SCHOOL LIAISON OFFICER

- Cst. B. Boyce, Delta Police Officer, is assigned to Sands
- Provides student support and information about motor vehicles, alcohol and drugs, and criminal and civil law.
- Attends classes and student gatherings to provide information about the role of the police and the law.

CUSTODIAL STAFF

- The Custodial staff helps keep the school clean and in good repair.
- Ms. M. Gill , the Day Custodian, assists students who require space and equipment for their club activities.
- Student cooperation with all requests from the custodial staff is expected at all times.

SCHOOL CANTEEN

The Canteen is open from 8:00 a.m. to 12:25 p.m. and provides a complete food service for students and staff. Food selection includes lunch serving hot entrées, hot and cold sandwiches, salads, desserts, and beverages. Use of the canteen is a privilege which can be lost for improper student conduct. Students are expected to eat, clean up after themselves, return trays, and to treat others with respect.

NOON-HOUR SUPERVISORS

- At Sands, we are fortunate to have a team of supervisors who assist the school in supervising the students during the lunch break.
- Clean-up is not part of their duties.
- Students are expected to respect these adults as they would any other adult in the school.

VENDING MACHINES

There are a number of vending machines located in the school. Their use is restricted to before school, at lunch time, and after school. These vending machines belong to businesses outside the school and must not be tampered with. Students are liable to pay for any damage done to the machines by shaking or hitting the machines. Students need to contact the businesses directly for all refunds. The office does not give refunds or provide change.

LOST & FOUND

All found items should be brought to the front office where they will be collected and may be claimed until the end of each term. Unclaimed items will then be donated to charity.

~ Counselling & Career Advisor ~

COUNSELLING SERVICES

Counsellors are available to help students with educational and personal concerns. Students may see any one of our counselors they are comfortable with. Sands also has the support of a Youth Worker to assist students. Our Counselling Team is:

Mr. A. Randhawa
Ms. K. McPhedran
Ms. K. Watters (Youth Worker)

COURSE PLANNING

- Sands Secondary operates on a Day 1, 2 alternating timetable. Each student takes eight courses (four in each semester). Some classes will be in a linear format (taken for 10 months, occurring every other day)
- The determination of the elective courses to be offered in any given year is based almost entirely on student requests.
- It is essential that students select their courses carefully because once the timetable is created, it becomes extremely difficult or, in some cases impossible, to make course changes.
- While students will have opportunities to receive guidance from counsellors in determining which courses best suit individual needs, each programme of study is the responsibility of the student and the parent.
- All students entering Grades 10, 11 and 12 should check their graduation credit progress and course requirements for post secondary programmes. Information is available in the Career Resource Centre and on various websites!

Course Selection (completed in February)

- Parents work with their children, online, to select courses for the following school year.
- MyEd will indicate how many courses are required, and will provide all of the options for selection.
- Upon the completion of course selection, parents and students are encouraged to print a verification report. Once the course request input deadline has been reached, the pick courses screen is closed for input and is no longer editable. When the school begins working on students' timetables, this screen will be unavailable for viewing.

CAREER AND POST-SECONDARY ADVISING CENTRE

Our Career and Post Secondary Advisor is Ms. J. Sansregret.. Please check the career centre website for updates

<http://sandscareercentre.weebly.com/>

- The Career and Post-Secondary Advising Centre is designed to meet the ever increasing demand for up-to-date career, post-secondary education, labour market, and employment information to better prepare students for the changes in the job market.
- The career centre website is linked to the school website, (under STUDENTS) and it contains valuable information for graduating students about post-secondary institution requirements, application dates, and prerequisites.
- Career and post-secondary education advising services are available to students, staff, parents, and the local community.

GRADE 12 SCHOLARSHIPS

See the Career and Post Secondary Advisory website. Access via the main page or at:

<http://sandscareercentre.weebly.com/scholarship-information.html>

Scholarship - A monetary award based on academic merit or excellence in the area to which the award pertains.

Bursary - A non-repayable grant made to students in need of financial assistance, who have maintained a satisfactory academic record. Evidence of need may be required.

District Scholarships - This is a scholarship based on excellence in a non-academic area of study: Fine Arts, Applied Skills, Physical Activity, Second Languages, Community Service and Trades & Technology. Students apply for these awards after spring break.

- **University Major Entrance/Automatic Scholarships** - Major Entrance Scholarships are awarded to outstanding high school students, who excel in combined areas of academics and extracurricular activities
- **Community Based Awards** - Scholarships and bursaries are donated by various Delta businesses and interested groups.
- **Private Scholarships** - These scholarships are available from various companies, businesses and special interest groups at various times throughout the year.
- **Trades, Technology and ITA Scholarships** - Scholarships for excellence in trades and technology are offered by various post-

secondary schools (BCIT and Kwantlen Polytechnic University) as well as the ITA, and also the District Awards.

CAREER LIFE CONNECTIONS AND CAPSTONE

- A requirement of the Graduation Program is to complete the four credit **Career Life Connections program and Capstone Project**. It is an opportunity for students to reflect on their knowledge and abilities and plan for life after graduation by collecting evidence of their growth and achievements. Students will present a final Capstone Project that is required for Graduation

STUDENT HELP LIST

Services to Families and Teens in North Delta

Sands Counselling Department	604-594-3474
Sands Youth Worker	604-594-3474
Boys and Girls Club	604-946-2027
Ministry for Children and Family Development	
Local Office 604-501-3237	After Hours: 604-660-8180
Multicultural Help Line	604-589-3171
Youth Clinic (Surrey Memorial Hospital)	604-585-5999
Youth Against Violence Line	1-800-680-4264
Delta Youth Services	604-591-9262
Delta Police (Non-Emergency)	604-946-4411
Options for Sexual Health	604-731-4252
Planned Parenthood	604-952-3550
Little House Society	info@littlehousesociety.ca
Phone Support Lines:	
• Suicide Helpline	1-800-784-2433
• Crisis Line	604-951-8855
• Gay and Lesbian Help Line	1-800-566-1170
• Dial-a-Dietitian	604-732-9191
• Multi-Cultural Help Line	604-572-4060
• Vancouver Rape Relief	604-872-8212
• Youth Against Violence	1-800-680-4264

Notes:
