



**CREDO CHRISTIAN HIGH SCHOOL  
STUDENT HANDBOOK**

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***This agenda belongs to:***

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_  
POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_  
STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_

## WELCOME TO CREDO CHRISTIAN HIGH SCHOOL

Do you belong?

That's a pretty broad question, I know. But belonging is something that all humans crave. We want to be a part of something beyond ourselves. For most of us, that starts with family. When we are children, we belong to our parents; and in a healthy family, we enjoy belonging to our family members for our entire lives.

Christians belong to Christ. In Galatians 3:28, our 2023/24 theme verse, we read that "we are all one in Christ Jesus" and verse 29 says that we "belong to Christ."

If we are all one because we belong to Christ, then we also belong to each other. This is a result of faith – belief in what Christ has done for us. This faith unites us to each other.

The name of our school is the first word in the Apostles' Creed in the original Latin language -- "I Believe." And if you believe, then you also belong. In the words of Lords Day 1, you belong first of all to your faithful saviour Jesus Christ. But you also belong in his church; you belong at this school, and you belong to your fellow students. You may not feel this belonging all the time, but that doesn't make it any less true. In our theme verse, Paul says that our ethnicity, social status, and gender all don't matter when it comes to whether we belong. Today, we could also add other categories like age, skin colour, and wealth. None of these things affect our belonging, either to Christ or to each other.

Sometimes we think that our own sins and struggles disqualify us from belonging to Christ, but he will never say that. If you believe, you belong. Don't let anyone convince you otherwise. And never try to convince anyone else otherwise, either through your words or your actions.

May the 2023/24 school year be one in which we grow in a sense of belonging. And may you do your part to show others that they belong.

Kent Dykstra, Principal  
September 2023

*There is neither Jew nor Greek, there is neither slave nor free, there is no male and female, for you are all one in Christ Jesus. And if you are Christ's, then you are Abraham's offspring, heirs according to promise.*  
Galatians 3:28, 29

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## **STAFF DIRECTORY**

### **Staff**

Mrs. Sharon Allison  
Mrs. Jan Bredenhof  
Mrs. Tonya Breukelman  
Mr. Benjamin den Boer  
Mr. Fritz Douma  
Mrs. Lydia Driegen  
Mr. Kent Dykstra  
Mr. Kevin Dykstra  
Ms. Maria Dykstra  
Mrs. Tania Grim  
Ms. Mary Jane Helder  
Mrs. Leanne Hofsink  
Rev. Karlo Janssen  
Mrs. Heather Kleine-Deters  
Mr. Shawn Meints  
Mrs. Shauna Stam  
Mrs. Sheila Van Delft  
Mrs. Michelle Vandeburgt  
Ms. Amy Vander Hoek  
Mr. Burke VanderHorst  
Ms. Kayla VanderHorst  
Mr. Tom VanderHorst  
Ms. Wilma VanOosten  
Mr. David Wu  
Mrs. Raina Wust

### **Office Staff**

Mrs. Helen Bulthuis  
Mrs. Alice Horstman

### **Library**

Mrs. Joyce Meerstra  
Mrs. Caroline Visscher

### **Maintenance & Information Technology**

Mr. Bob Horstman

## **REGULATIONS AND PROCEDURES**

### **Academic Honesty**

- Academic honesty is highly valued. Students can expect to receive a zero on any test/exam/assignment in which they have not been honest.
- When a student incorporates into his/her own work either ideas or phrasing from another source, whether through an indirect or direct quotation, the student has an obligation to indicate the source of the idea. Failure to do so is plagiarism. Academic dishonesty includes taking credit for another person's work, allowing another person to take credit for yours, or using automated tools to create work without giving credit. Don't copy off of others and don't allow them to copy from you.

### **Agenda**

- All students purchase a school agenda, which includes the student handbook. It is used for Late Slips and may be used for organizing student work and schedules. A lost or damaged agenda must be replaced.

### **Announcements**

- Some announcements may be made before school and at the end of the day, but most announcements will be made immediately before lunch or appear on the monitors located throughout the school.

### **Attendance**

- Daily and regular attendance of all classes is vital to academic success. Catching up is much more difficult than keeping up. Subject attendance is closely monitored and frequent absences could jeopardize course credit.
- Government regulations mandate the school to record excused (e.g. medical) and unexcused (e.g. vacation) absences separately. An unexcused absence may have academic consequences.
- Students are responsible for all work missed during an absence of any kind (field trip, sickness, sports, etc.). They should expect to write any missed tests upon returning to school. (Exceptions to this may be considered, particularly when the absence is prolonged).
- The practice of taking family vacations during the school year is discouraged, since it creates extra work for our teaching staff. However, students who do take extended vacations must make arrangements before their vacation by communicating with all their teachers in order to develop a workable solution.

### **Caution (Textbook) Fee**

- All students new to the school pay a caution fee. In the event that textbooks are not returned or are damaged upon return, a corresponding adjustment is made to the students' caution fee account. At the beginning of each year, students are required to bring their account balances back to the original level. This caution fee is used to pay for the rental of grad gowns for all students who graduate. Funds are returned to all other students.

### **Computers**

- Students may have access and use of the school computers and will be given an individual password, not to be shared with others.
- Students are to recognize that e-mail and most social media is a form of public communication. Misuse of this medium will result in the loss of privilege.
- Student access to the internet will be carefully monitored.
- No food or drink is to be brought into the computer labs.
- Further particulars regarding the use of computers are found in *Credo Christian High School – Acceptable Use Policies for Internet & Network*. All students will be required to comply with these regulations.

### **Dress/Grooming**

- Clothing should be clean, neat, modest and in good repair and should be appropriate for the occasion, conducive to a professional and productive Christian school environment.

- Clothing and personal items (e.g. backpacks, jewelry) should not promote a lifestyle inconsistent with the focus of our Christian education (e.g. no skulls, alcohol, drugs, tobacco, musical groups, companies, gangs, etc., that promote unacceptable lifestyles).
- Modesty includes a number of considerations: clothing should, at minimum, cover the body generously (not body hugging\*) from the upper shoulders/arms to just above the knee. Keep this in consideration when determining the appropriate length and fit of a shirt, T-shirt, skirt, dress, or shorts. This coverage also applies to ripped jeans. Cut-off jeans and pajamas bottoms are not suitable.
- (Bottoms such as 'skinny' jeans, leggings, body hugging athletic wear, etc can only be worn if there is sufficient coverage of front and back by another garment.)
- Jewelry and tattoos: Piercings are limited to girls' ears only. Tattoos should not be visible.
- Personal grooming: cleanliness, neatness and modesty are the norm.
- Hats are not to be worn indoors during school hours.
- PE and sports teams will follow guidelines provided by their teachers and coaches. Appropriate footwear is mandatory. Credo's T-shirts and shorts are mandatory for PE classes.
- Shoes must be worn at all times. Students are responsible for having proper footwear for the context they are in. (e.g. running shoes for PE and close-toed shoes for shop classes).
- Credo staff and administration reserve the right to rule on admissibility and appropriateness. Uniform T-shirts will be provided at the office if necessary. If a student is regularly in non-compliance with the dress code, parents will be contacted and the student may be sent home.

In the area of fashion and grooming, the standards and expectations of the school can be different from individual homes. The administrative staff reserves the right to rule on admissibility and appropriateness.

### **Evaluation**

- Report cards are issued in November, January, and June. Parent-Teacher Interviews are scheduled for November and February. Academic updates are available to students through MyEDBC's student portal and to parents through MyEDBC's parent portal.
- You may see letter codes instead of numbers in MyEdBC. The letters have the following meanings:
  - Not counted for mark:
    - ABS = Absent (The student had an excused absence that day. Depending on the circumstances, the student may be expected to complete the activity afterwards.)
    - PEND = Pending (The student has made arrangements to complete the activity in the future)
    - EXC = Excused (The teacher has decided that the student will be excused from this activity)
  - Counted for zero:
    - NHI = Not Handed In (The activity has not yet been completed)
    - CRNHI = Course Requirement Not Handed In (No course credit unless completed)
    - REDO = Redo assignment (The teacher has requested the student to redo the assignment)
    - INC = incomplete (The assignment was handed in, but did not meet the minimum requirements)
- While the genuine achievement of all students is celebrated, students who achieve an overall average 80% in a term are listed on the Honour Roll. Students whose average is 86% or greater will be recognized as "Honours with Distinction."
- EXAMS: To assist students in their preparation for possible post-secondary examinations, all students will be expected to write compulsory year-end examinations. It is expected that students demonstrate--at the very least--a reasonable effort in their exams. Students who fail an exam, or who leave large sections undone can expect to return to school to complete the exam, or to complete an equivalent assignment. Students who miss an examination are required to provide a written note from their family doctor to verify their absence.

### **Extracurricular Activities**

- While the primary focus of school remains academic, we recognize that very valuable lifetime learning is enabled through extracurricular opportunities. Participation is voluntary and is a privilege which requires ongoing commitment.
- Students who participate in extracurricular activities do so as ambassadors of the school and therefore a high standard of deportment and sportsmanship are required at all times. Those whose conduct is contrary to the school's expectations as outlined in our *Extra Curricular Policies* (found in the Athletics Program Handbook) may be prevented from participating in extracurricular activities. A student's

participation in the extracurricular program is also dependent on their ability to adequately fulfill their academic requirements.

### **Field Trips**

- During the school year a number of field trips are organized to complement classroom learning. Parent permission is obtained using electronic consent forms.
- Students are responsible for completing any work missed while on a field trip.

### **Fire Alarm**

- It is a criminal offense to engage a false fire alarm. Students can expect an immediate suspension.

### **Garbage and Recycling**

- All garbage and recyclable items should be placed in the appropriate bins located throughout the school property. Aim for a garbage-free lunch and help cut down on waste.

### **Graduation**

- Students must satisfy Ministry of Education requirements to receive a provincial diploma, and must satisfy CCHS requirements to obtain a school diploma. CCHS requirements include Bible 10, Bible 11, Social Studies 11 (Church History), Bible 12, Social Studies 12 (History or Law), and mandatory volunteer hours.

### **Harassment and Bullying**

- CCHS has adopted a Harassment and Bullying Prevention Policy, which states:  
*"The safety and wellbeing of children in independent schools is crucial. Children are to be protected from abuse, neglect, bullying, harm or threat of harm. Therefore, Credo Christian High School will ensure that children attending CCHS will experience a learning environment that enables every child to feel safe, accepted and respected."*
- Credo Christian High School recognizes that discrimination and harassment of any kind has no place in the school community. It is contrary to God's purposes for man and the teachings of Jesus Christ. The school affirms the dignity and freedom of the human person, as well as the inseparability of faith and justice in Christian witness and service.
- Students should feel valued, respected and connected within the school community. As such, any form of harassment, intimidation, and discrimination, which undermine students and portray them as less than socially acceptable, are expressly forbidden, regardless of a student's appearance, political belief, colour, ancestry or place of origin, physical or mental disability, gender, race, culture or religion, sexual orientation, gender identity or expression.
- Malicious continual teasing and other forms of verbal abuse are also expressly forbidden. Such verbal exchanges are often dismissed as a "joke" but students should understand the seriousness of this matter and be fully aware of the hurt that can be inflicted on others.
- Students who are harassed or bullied, or who have reasonable grounds to suggest there may be inappropriate abusive behaviour between adults and children (minors) are urged to report such incidents in confidence to any staff member.

### **Illness/Injury**

- Students who become ill at school are to inform the office staff.
- Injuries that require first aid are to be reported to the office using the appropriate form.
- The office staff is not authorized to dispense medication.

### **Library**

- The library contains a variety of fiction and nonfiction books, magazines and electronic databases that can be referenced to enhance learning.
- The library may be used as a quiet study. Students using it for other purposes will be required to leave.
- Students are not to remove any reference material from the library. A photocopier is available for those needing copies of any reference materials. A nominal fee is charged for colour copies.

- There is to be no eating or drinking in the library.

### Lockers

- Each student is privileged to be assigned a locker and takes on the responsibility to care for it. Lockers remain the property of the school, and therefore are subject to search upon reasonable grounds of suspecting that they contain prohibited substances or items.
- Students must not leave books, bags, etc. on the floor in front, or attached to the outside of their lockers at any time when they are away from their lockers as the hallways must be kept clear for safety and emergency reasons.
- Any pictures or other items hung in a locker should be easily removable without causing damage to the finish on the doors. The content of pictures or other items should be consistent with generally understood community standards.
- All lockers must have an approved Credo issued combination lock. These are available for sale in the office.
- It is the student's responsibility to keep others from knowing the combination of their lock. Lockers must be locked at all times.
- Students are strongly urged not to bring large amounts of cash or valuables to the school.
- During PE classes, small lockers are available for student use.

### Lost and Found

- There is a lost and found area in the hallway near the gymnasium. Jewelry, eye glasses and other "non clothing" items can be claimed at the office.

### Mental and Emotional Health

School can be rewarding, but it can also be stressful. Students can find themselves under pressure from academics or from relationships with peers or staff members. In addition, issues outside of school sometimes affect your mental or emotional health while you are at school.

Any teacher is willing to listen to you if you want to talk about something, but CCHS has appointed three people (Mrs. Raina Wust, Mr. B. Vanderhorst and Ms. K.Vanderhorst) as "go-to people" for support on a wide range of issues. Aside from being a listening ear, these teachers are equipped to point you in the right direction to access supports from the church or from other agencies.

If you are not comfortable talking to these people or need help outside of school hours, a good number to call is the Kids Help Line (1-800-668-6868). The people here can help you with all sorts of problems that you may have.

Finally, remember that your Father cares for you as well, and he is always willing to listen. "In everything by prayer and supplication with thanksgiving let your requests be made known to God" (Philippians 4:6).

### Multiculturalism

- Our student enrolment increasingly reflects a multicultural population. For a number of students, English is not a first language. We expect these students will make every effort to learn English as soon as possible to enable them opportunity to be successful in their studies. At the same time others will need to recognize and be sensitive to the fact that this transition in culture and language is difficult and will take time.

### Personal Electronic Devices (cell phones, iPods, etc)

- In order to promote a productive, safe, and focused learning environment free from distractions and to build community through positive face-to-face social interactions, the use of electronic devices is **restricted** during school hours (8:47 am – 3:00 pm). This policy will also help build necessary self-discipline and teach appropriate use as required in the working world.
- Some **prohibited** uses of personal electronic devices include: interference or disruption of the learning environment, violation of personal privacy, compromising school safety, academic dishonesty



(cheating), and any other illegal or unethical activities. Any unauthorized audio/video/photo recording anywhere in the school is prohibited. Portable speakers are prohibited at all times.

- If these devices are visible, audible, or disruptive during restricted hours, **students should expect to be instructed to bring their device to the office.**
- Students are **permitted** to use their devices before and after school and at any time in the school office and other specified areas.
- There may be an exceptional situation in which a particular class or lesson benefits from the use of these devices. Such exceptions are determined by the teacher, and would be for legitimate educational benefit.
- The office telephone may be used by students if required.

### **Prohibited areas**

- The rear of the school (east side) is out of bounds.
- Students should not be in the area outside the shop exterior doors.
- Unless they have permission to use a vehicle, students should not be in the west part of the parking lot (where student vehicles are parked).
- Students are not to loiter on or in the immediate vicinity of the Fire Escape stairway.
- The roof is off-limits for students.

### **Prohibited substances**

- Smoking as well as the possession of cigarettes, marijuana or e-vapes is prohibited at school, in the immediate vicinity of the school property and at school-sponsored events. Students found to be in the company of smokers or vapers may be judged to have broken this rule.
- Consumption or possession of alcohol at school and at any school-sponsored functions is strictly prohibited.
- The possession or use of any drugs, other than for medical reasons, is strictly prohibited.

### **Promotion**

- Promotion in grade 9 is largely grade promotion. If too many and/or critical courses have not been completed, some students may need to repeat the entire year while other students may be prevented from taking certain courses in the following years, unless they attend summer school.
- Promotion from grades 10, 11, and 12 depends on having accumulated sufficient credits to satisfy Ministry of Education and Credo Christian High School graduation requirements. See "Graduation" for a list of graduation requirements.

### **Public Display of Affection**

- The school has a "no contact rule" as it pertains to public display of affection. In this sensitive area of conduct, it is important to recognize and respect boundaries and standards of public behaviour.

### **School Sponsored Activities**

- Students are encouraged to become involved in student-sponsored activities. The staff will help as much as possible so that all may enjoy this area of student life.
- The Student Action Leadership Team (SALT) coordinates many student activities.
- The Athletic Coordination Team (ACT) assists the athletic department in various activities.
- Any other activities (either inside or outside of regular hours) sponsored directly or indirectly by or through the school, must receive prior approval from the administration.
- Posters and notices for clubs and related student activities are to be cleared with the office or a supervising teacher before being posted.

### **Signing In/Out/Lates**

- Students who arrive after classes begin in the morning must **sign in** at the office.
- Students who need to leave early during the day are to present notice (written note or email – no texts, please) from parent/guardian in order to get an **excused from class slip** (to be recorded in the school agenda) before 8:50 or at lunch. **All** students must **sign out** at the office if they leave before the end

of the day. Notice from home may be required before such permission is granted; however, such a notice does not guarantee that permission will be given.

- Students who are late for class will need a **late slip** before going to the next class. This can be obtained either from the office or from a teacher who may have detained the student. The late slip will be written directly into the school agenda.

### **Social Media**

- Social media, like any tool, can be used for good or evil. Harassment and bullying often occurs online, and can be directed at students and/or staff. Although such activity may take place outside of school hours or off the premises, the school will take action when it affects the reputation or wellbeing of our staff and students. Such action may include referral to police when it appears that the law may have been broken.

### **Student Drivers**

- Students who drive are to park in the west end of the parking lot (center and north sections) beyond the farthest speed bump.
- Students who drive are to register their vehicles and will need to comply with *Credo Christian High School – Expectations of Student Drivers*.

### **Student Services**

- While student well-being and post-secondary planning remain the primary responsibility of parents, the Student Services Department provides assistance for planning towards academic and career opportunities and for personal concerns (see "[Mental and Emotional Health](#)").
- Students in grades 10, 11 and 12 meet approximately twice per year with a staff member. During these meetings, students explore their postsecondary and/or career directions. They also receive advice regarding course selections.
- Students in grade 12 are informed about scholarship and bursary opportunities, including those administered by the Fraser Valley Scholarship Foundation. Students are urged to make the most of the financial assistance available.

### **Textbooks**

- Students will sign out all textbooks from the library. It is the responsibility of the student to take proper care of these textbooks. Students will need to pay for replacement or repair of textbooks that have been issued to them.

### **Vandalism**

- Respect for personal, private and communal property is of primary importance. Students found to be in the company of others intent on doing damage to property will also need to assume responsibility for subsequent damages.

### **Visitors to the School**

- Students wishing to bring visitors to school must request prior permission from school administration. All visitors must check in at the office upon arrival.
- Food delivery services are not permitted during school hours.

### **Weapons**

- A weapon will be defined as anything used to intimidate or hurt someone or to put someone in fear.
- Weapons such as guns (including replicas) and knives are prohibited on school premises and school events.

## School Discipline

### TYPES/STEPS OF DISCIPLINE

We are aware that all individuals are sinful and, as a result, everyone makes mistakes. At the same time, we recognize the importance of self-control as an aspect of the fruit of the Spirit, in the lives of God's children (Gal. 5:22,23). Generally, when responding to situations, the following aspects of discipline are used sequentially, with one level acting as a step that leads to a higher level. Types of discipline are used to respond to the corresponding seriousness and/or the frequency of the discipline issue at hand. However, the school may use any of the following types of discipline at any time.

Teachers and administrators are looking for respectful responsiveness from the student, with hopes of making a long- lasting positive impact on the student.

#### 1. [VERBAL WARNING\(S\) AND CONVERSATION](#)

When students break basic standards (e.g. disruptive behaviour in class), the teacher, a staff member or an administrator may speak to the student individually about the specific attitude or behaviour that is negatively affecting their work or the classroom. A discussion with the student may result in setting up behaviour guidelines or clear boundaries as effective discipline.

#### 2. [DETENTIONS, OFFICE DETENTIONS, AND/OR COMMUNITY SERVICE](#)

If verbal warning was not heeded and/or a pattern of negative behaviour (e.g., chronically late, consistently disruptive) is noted, or in cases of a more severe infringement (e.g. bad language, crude behaviour), the student may be sent to the office and/or a detention may be administered for the student. Detentions will be served by students during lunch hour on Tuesdays or Thursdays in the assigned classroom at school. These will be recorded for further reference.

In some situations (based on severity or pattern), after-school detentions may be called for. These will be served as directed by administration, in consultation with the parents, from 3:30 – 5:00 (or a portion thereof) after the school day.

#### 3. [DISCIPLINE NOTICE/CONTACT WITH PARENTS](#)

Should there be a situation in which the number of detentions or office call-outs are pattern-forming and/or numerous, or in more serious situations (e.g. vandalism, bullying, drugs/alcohol, violence), parents will be contacted to inform them of the concerns and/or situation.

In appropriate circumstances, the administration may initiate a behaviour plan. This is an agreement required by the administration for the continued participation of the student in the school. It will outline what specific standards the student must meet (attendance, completed homework, less disruption, etc.). Parents will be asked to read, sign, and return the plan to administration. All behaviour plans will be retained in the student file. Failure to meet the behaviour plan requirements may result in further disciplinary measures.

#### 4. [SUSPENSION \(IN/OUT OF SCHOOL\)](#)

There are times when it is in the best interest of the individual or the community to provide a period of separation, or time is needed for the school and parents/caregivers to decide a course of action or treatment. In these instances, it is prudent to place a student under suspension. The length of the suspension will be determined based on a number of factors:

1. The severity of the incident
2. The disciplinary history of the student
3. The level of remorse and repentance of the student

Suspensions of over three days require notification of the Board chair. Any suspension of more than five days must meet Discipline Review Committee approval.

A student on suspension may not attend class, may not participate in extra-curricular activities (including team sports), and may not be on school property during school hours. Students are responsible for all assignments, projects, quizzes, tests, etc., and will receive credit for completed work. The student may ask a friend to deliver homework, check the teacher's assignments on the Internet, and must adhere to all

assignment deadlines. Students may only come to the school (i.e., after school hours) with the prior permission of the administration to pick up homework. Typically, parents would come to pick up homework for the suspended student.

When appropriate, an "in-school" suspension may be given. The student will be asked to work in a school office for the given day. The student will be given different scheduled breaks from the regular school schedule and will not be permitted to speak with friends during their "in-school" suspension.

#### 5. PROBATION/CONTRACT

A probation/behavioural contract provides a period of testing or trial to ascertain whether a student can remain in the school. The contract will specify any expectations and consequences for the student. These can include the student's full removal from extracurricular activities, if deemed warranted. If a student repeats the same offence or commits another serious infraction while on a probation/behavioural contract, the student will be subject to further suspension or expulsion.

Should a student be suspended for a third time in a single year or for a fourth time during their years at Credo, the student will immediately go before the Disciplinary Review Committee of the Board to determine whether expulsion, rather than probation, be needed. If the Disciplinary Review Committee recommends probation, the student will remain on probation for the remainder of the school year.

#### 6. EXPULSION

Expulsion of a student from Credo is a last resort of discipline. This could occur because of an extremely serious situation (e.g., violence, drug use/trafficking, sexual assault) or because of repeated suspensions of the student. Expulsion is a board decision.

#### 7. REINTEGRATION

As a Christian community, we recognize that we are all broken and make mistakes. After an expulsion, if a student and his/her family express a sincere desire to be reintegrated into Credo, and administration believe that circumstances have altered such that a successful reintegration would be possible, a request may be made to the Board to have the student return no sooner than the next school year. This request would need the approval of the Principal and Board. After the request has been made and evaluated, the family will be informed of the decision, which will be final.

#### COMMUNICATING CONCERNS

Parents or students who have concerns regarding classroom discipline, issues with teachers, etc. must first approach the teacher, in line with the spirit of Matthew 18:15-20. If the issue is not resolved, the parent or student should contact the vice-principal and then the principal. If there is still no satisfaction, the parent or student should contact the Board (via the Board chair) to initiate a review by the Discipline Review Committee.

Teacher → Vice-principal → Principal → Board

#### DISCIPLINE APPEALS

If parents feel that a suspension and/or expulsion has been handled incorrectly, and they have discussed this matter with the school's administration, yet the matter remains unresolved, an appeal can be made to the Board, via the Board chair. Appeals will only be heard at the discretion of the Board, and will first be directed to an Ad Hoc Discipline Review Committee.

The appeal process will include both the receipt of written submissions by parents and administration, as well as an opportunity for an oral presentation by the parties involved.

A decision will be provided to the student and parents as soon as possible.

If an appeal of the Discipline Review Committee were desired, it would be appealed to the School Board, who would make the final decision.

#### **SLIGHT MISCONDUCTS**

*Examples:*

Repeated lates

Boisterous behaviour

Dress code violations

Disruptive behaviour  
Unpreparedness  
Poor language

Often, slight misconducts can be dealt with through conversation and/or office callouts or detentions. Lower levels of disciplinary response would be attempted first.

#### **SERIOUS MISCONDUCTS**

*Examples:*

Patterns of slight misconducts  
Skipping Class  
Disrespectful behaviour  
Threatening behaviour  
Mean behaviour  
Vandalism  
Theft  
Smoking

Depending upon the severity of the misconduct, serious misconducts would be dealt with either through office callouts or detentions, or through after-school detentions or suspensions (in or out of school). In addition to this, conversations with students and notification to parents would occur.

#### **GRAVE MISCONDUCTS**

*Examples:*

Patterns of serious misconducts  
Drugs/Alcohol  
Physical Abuse  
Verbal/Emotional Abuse  
Bullying/Harassment  
Sexual Harassment

Depending upon the severity of the misconduct, grave misconducts would be dealt with either through suspensions (in or out of school) or expulsion. In addition to this, conversations with students and notification to parents would occur.

#### **Protection of Personal Information**

Credo Christian High School is committed to meeting the privacy standards established by British Columbia's *Personal Information Protection Act* (PIPA). The school will collect, use and disclose personal information for the purpose of establishing, maintaining and terminating the student's relationship with the school. The school board's approved policy with a respect to PIPA is available upon request from the principal.

In threat situations, safety trumps privacy. The school is subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from publicly available open source social media sites. CCHS will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances. See "Fair Notice: Duty to Report" section below.

#### **Fair Notice: Duty to Report**

To keep school communities safe and caring, staff, parents, students and community members must report all threat-related behaviours.

What is a threat? A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture. Threats must be taken seriously, investigated and responded to.

The school has a site-specific threat assessment team that includes the principal(s), counsellor(s), teachers and a member of the Langley RCMP.

The purposes of a student threat assessment are:

- To ensure the safety of students, staff, parents and others.
- To ensure a full understanding of the context of the threat.
- To understand factors contributing to the person of concern's behaviour.
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the person of concern.
- To promote the emotional and physical safety of all.

All threat making behaviour by a student shall be reported to the Principal who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with students, the person of concern, parents, and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the person of concern or parent / guardian, the threat assessment process will continue in order to promote a safe and caring learning environment.

## School Calendar-2023/2024

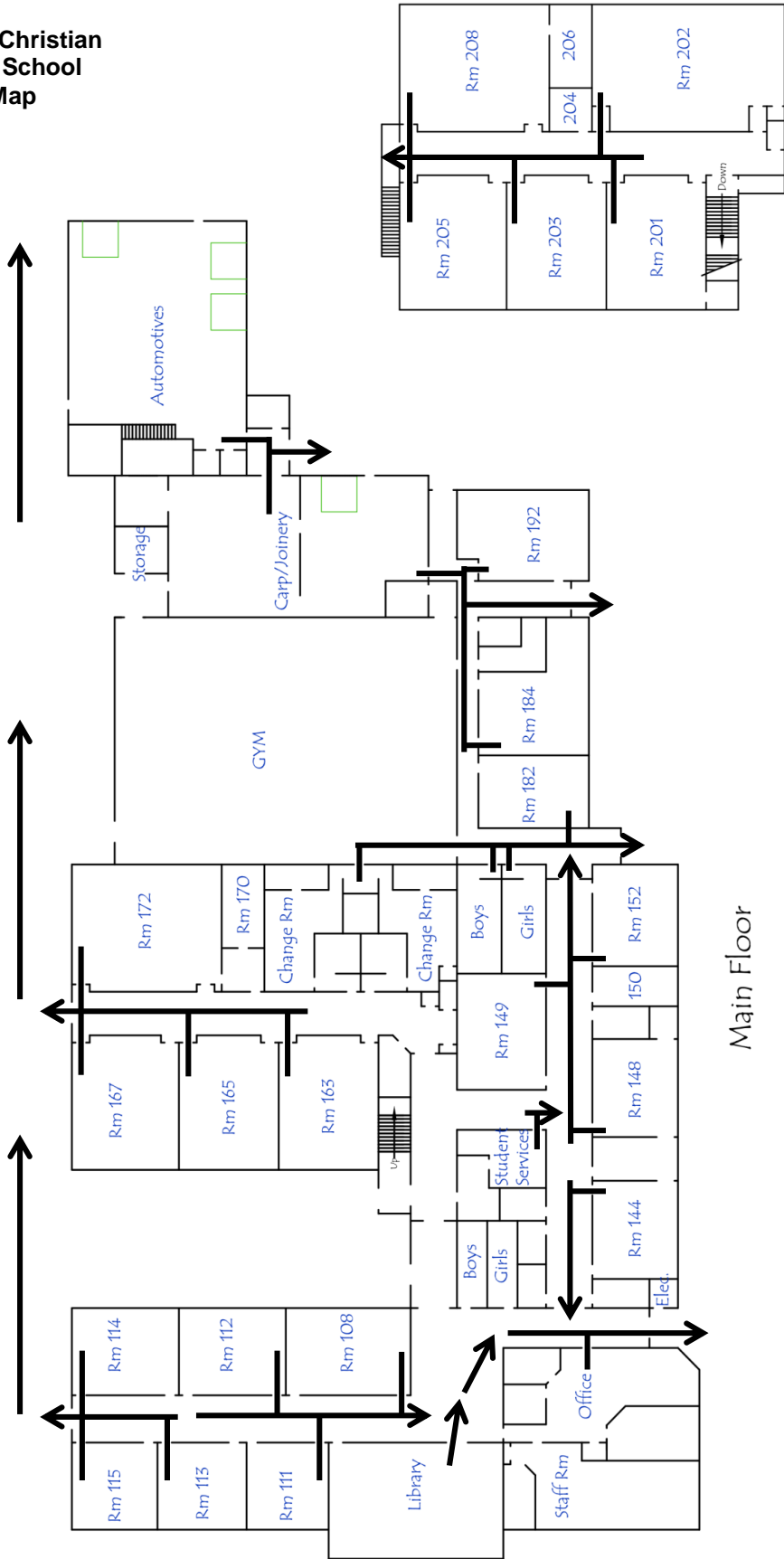
September	5 .....	Opening Assembly
	5 .....	First Day of Classes
	8 .....	School Outings
	13 .....	School Photos
	30	National Day for Truth and Reconciliation
October	2 .....	No school (Sept 30 <sup>th</sup> holiday)
	9 .....	Thanksgiving Day
November	7 .....	End of Quarter 1
	9 & 10 .....	Pro D Days
	11 .....	Remembrance Day
	13 .....	Rem. Day Observed (no classes)
	15 .....	School Photos Retakes
	22 .....	Annual General Membership Meeting
December	8 .....	Pro D Day
	22 .....	Last day before Christmas Break
January	8 .....	First Day of School (2024)
	24 .....	End of Quarter 2
February	16 .....	Pro D Day/Ski Trip
	19 .....	Family Day
March	18 .....	First day of Spring Break
	29 .....	Last day of Spring Break
	29 .....	Good Friday
April	1 .....	Easter Monday
	11 .....	End of Quarter 3
May	15 .....	Spring Budget Meeting
	15 .....	Grade 9 Parent Orientation
	16 .....	Grade 9 Day
	17 .....	Pro D Day
	20 .....	Victoria Day
June	14 .....	Last day of classes
	17-21 .....	Exam Week
	24-28 .....	Grad week and Admin days
	25 .....	Graduation Ceremonies
	26 .....	Graduation Banquet

**Block Schedule**

<b>Monday A</b>	<b>Tuesday B</b>	<b>Wednesday C</b>	<b>Thursday D</b>	<b>Friday AX</b>	<b>Friday BX</b>
<b>1 8:50am</b>	<b>5</b>	<b>4</b>	<b>8</b>	<b>1 8:50am</b>	<b>5 8:50am</b>
				<b>2 10:00am</b>	<b>6 10:00am</b>
Nutrition Break 10:25am					
<b>2 10:35am</b>	<b>6</b>	<b>3</b>	<b>7</b>	Nutrition Break 11:00am	Nutrition Break 11:00am
				<b>X 11:10am</b>	<b>X 11:10am</b>
Lunch Break 12:10pm				Lunch Break 12:15pm	Lunch Break 12:15pm
<b>3 12:50pm</b>	<b>7</b>	<b>2</b>	<b>6</b>	<b>3 12:50pm</b>	<b>7 12:50pm</b>
<b>4 1:55pm</b>	<b>8</b>	<b>1</b>	<b>5</b>	<b>4 1:55pm</b>	<b>8 1:55pm</b>



**Credo Christian  
High School  
Map**



Main Floor

Second Floor