

# **FRASER HEIGHTS SECONDARY SCHOOL**

**STUDENT HANDBOOK  
2024 - 2025**



**Mr. D. Baldasso**  
Principal

**Ms. R. Fitz**  
Vice Principal  
A-H

**Ms. S. Hogg**  
Vice Principal  
Q-Z

**Ms. J. Johnson**  
Vice Principal  
I-P

16060 - 108<sup>th</sup> Avenue, Surrey, B.C., V4N 1M1  
Phone: 604-582-9231 Fax: 604-582-9268

School Colours: White, Navy & Red  
Website: [www.surreyschools.ca/schools/fraserheights](http://www.surreyschools.ca/schools/fraserheights)

# **FRASER HEIGHTS SECONDARY SCHOOL**

## ***Our Vision***

**To be a diverse, inclusive community of visionary learners which fosters respect and a passion for life-long learning.**

## ***Our Mission***

**Fraser Heights Secondary School supports all of its community members on their journeys to active citizenship, independence and the realization of their goals.**

## **GENERAL INFORMATION**

### **SCHOOL OFFICE**

The school office is open from 8:00 a.m. to 3:30 p.m.

Monday to Friday

School Phone Number: **604-582-9231**

School Fax Number: **604-582-9268**

School Website: [www.surreyschools.ca/fraserheights](http://www.surreyschools.ca/fraserheights)

Appazur: <https://fraserheights.appazur.com/app/>



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## 2024-2025 District Calendar

Legend	
	Schools open/reopen
	Non-instructional day (no classes)
	Schools closed

Sept. 2, 2024	Labour Day
Sept. 3, 2024	Schools open
Sept. 27, 2024	Non-instructional day
Sept. 30, 2024	National Day for Truth & Reconciliation
Oct. 14, 2024	Thanksgiving Day
Oct. 25, 2024	Non-instructional day
Nov. 8, 2024	Non-instructional day
Nov. 15, 2024	Remembrance Day
Dec. 23 - Jan. 3, 2025	Winter break
Jan. 6, 2025	Schools re-open after winter break
Feb. 17, 2025	Family Day
Feb. 21, 2025	Non-instructional day
Mar. 17 - Mar. 21, 2025	Spring break
Mar. 24 - Mar. 28, 2025	School closure days
March 31, 2025	Schools re-open after spring break
April 18, 2025	Good Friday
April 21, 2025	Easter Monday
May 2, 2025	Non-instructional day
May 19, 2025	Victoria Day
May 26, 2025	Non-instructional day
June 27, 2025	Administrative day/schools close

September '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
Su	M	Tu	W	Th	F	Sa
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19	20	21	22	23	24	25
26	27	28	29	30		

May '25						
Su	M	Tu	W	Th	F	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## **STUDENT FEES 2024/2025**

We anticipate that student fees will be available to pay online starting September 3<sup>rd</sup>. We'd prefer that school fees be paid online but we'll take payment at the office if you'd prefer to not use the online system. School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet your school's needs and allows parents to add students, make payments, check current balance/account history and print or view receipts. Please see the attached step-by-step instruction sheet. [surreyschools.schoolcashionline.com/](https://surreyschools.schoolcashionline.com/) [School Cash Online Instructions - Click here](#)

## **ANNOUNCEMENTS**

Announcements will be displayed on the electronic messaging system. Students are responsible for checking the message channel. Additionally, announcements will be read on the public address system when necessary. Students should also download the Firehawk App (available in itunes or google play store) as we push many announcements out through the app.

## **APPROPRIATE APPAREL**

All members of the school community are expected to dress appropriately in keeping with the business of learning. As well, Fraser Heights has a "No Hat" policy. This includes toques, visors, baseball caps, bandanas, and headbands. Hats are not to be brought to class or carried around between blocks. The administration has the authority to require any student not being responsible in terms of dress to return home to change before being readmitted to school. In keeping with school board policy, clothing that displays references to alcohol, drugs, gangs, and violence will also not be permitted at school. Hooded sweatshirts may be worn with the hood down.

## **ATTENDANCE**

Regular attendance is extremely important to a student's achievement in school. There is a direct relationship between attendance and academic success in school. Students absent from class are responsible for obtaining and completing assignments missed. If a student is absent, parents are requested to please telephone the school on the morning of the absence.

## **BICYCLES**

Bicycles should be locked with sturdy locks in the bike racks. They should not be left in any other area of the school. Students are not permitted to loiter around bike racks. Students are advised not to ride expensive bikes to school. Please do not ride your bike on school property during school hours.

## **CHEATING/PLAGIARISM**

Cheating occurs when a person deliberately uses another person's work (written, electronic, or visual), and presents it as his or her own. Cheating also occurs when a person allows his/her work to be used in this way. Plagiarism involves using other people's words, works, and/or ideas without proper acknowledgement. Both cheating and plagiarism are dishonest, unethical and violate the value of learning and the integrity of our school community. Any form of cheating or plagiarism, including assisting others to cheat or plagiarize, will not be tolerated. Consequences for cheating and / or plagiarism could result in disciplinary actions or suspensions. As well, students may need to show their learning in an alternate ways. The loss of scholarship and financial award opportunities in the student's graduating year may be impacted.

## **CLOSURE OF SCHOOLS**

Sometimes extreme weather conditions or other unusual circumstances can cause a school closure on short notice. In the event of a potential school closure during the school year, please monitor the following radio stations:

CKNW (980 AM or [www.cknw.com](http://www.cknw.com))

News 1130 (1130 AM or [www.news1130.com](http://www.news1130.com))

CBC Radio (690 AM or [www.vancouver.cbc.ca](http://www.vancouver.cbc.ca))

Please do not call the radio stations as staff are very busy receiving updates and preparing newscasts. Surrey school closure information may also be broadcasted on the Weather Channel and local TV stations. Whenever possible, the Surrey School District will post such information on its website at [www.surreyschools.ca/fraserheights](http://www.surreyschools.ca/fraserheights).

## **COURSE SELECTION**

Students select courses for the following year in February and March. In March, they are given an opportunity to review their choices and make changes if needed. Based upon student course requests, timetables will be created and issued in late August.

After timetables have been issued, course change requests will only be considered for educationally valid reasons.

### **DANCE POLICY**

1. School rules apply to all students attending this school function:
  - a. No Smoking
  - b. Dress, dancing and general behaviour must be appropriate for a high school dance where students from Grade 8 to 12 attend.
2. Students must present their Go Cards together with their ticket at the door. No students will be admitted to the Dance without a Go Card unless prior arrangements have been made.
3. Students will not be able to re-enter the Dance if they choose to leave during the Dance.
4. The door to the Dance will close 30 minutes after the start of the Dance. No late entries will be allowed except for students who make prior arrangements.
5. Only the Garage area of the school will be open to students. Do not plan to use your locker. All lockers will be 'off limits' during the Dance. A coat checkroom will be available. We cannot be responsible for lost or stolen articles, so please LEAVE YOUR VALUABLES AT HOME.
6. Absolutely no tickets will be sold at the door. No exceptions will be made.
7. Please make arrangements to be picked up directly after the Dance ends. Supervision will not be available to students who need to wait outside after the Dance. It is vitally important that everyone arranges a safe ride home.
8. The RCMP (with their breathalyser) and School Safety Liaison may be in attendance and checking for drugs and alcohol and students who may have used drugs or alcohol.
9. Any students involved with drugs or alcohol before or during the Dance will be dealt with as follows:
  - a. Parents will be telephoned and requested to come and take their son or daughter home.
  - b. Students may be suspended from school.
  - c. Suspended students may lose their right to attend subsequent dances.

## **PERSONAL DIGITAL DEVICES**

**Personal Digital Devices** are defined as any personal electronic device that can be used to communicate or to access the internet, such as a cell phone, tablet, laptop, or smartwatch. These devices are important tools which can be used to enhance learning and prepare children for the world in which they will work and live. Personal digital devices provide support for children who rely on these tools to access learning through services such as translation, adaptations for Individual Education Plans, medical support, health needs, or to provide equity of access to resources. The classroom teacher is responsible for the learning environment in the classroom, for guiding children to use personal digital devices appropriately, and for determining when personal digital devices should be used.

The safe and responsible use of personal digital devices is expected by all Surrey School District students, employees, volunteers, parents, guardians, and community members who are on school district property or interacting with students or staff. This includes the following:

- Those using personal digital devices need to abide by the school code of conduct as well as all Provincial and Federal laws and the British Columbia Human Rights Code. This includes not using personal digital devices to engage or participate in bullying or harassment, discrimination, or defamation of character.
- At both elementary and secondary schools, personal digital devices can be used during class time to enhance learning at the direction of the classroom teacher. These devices should be used in a way that is respectful of other's learning and does not distract others in terms of light, sound, or by other means.
- At elementary schools, it is expected that personal digital devices are to be put away during non-class time such as recess and lunch. Exceptions to this are for students who need digital devices for medical or health reasons, translation, accessibility, or other student-specific reasons.
- Personal Digital Devices should not be used during lock down procedures or drills. The use of personal digital devices during this time may impact the emergency safety response.
- Surrey School District staff and students should not be recorded, visually or audibly, for any reason without their prior consent.



- The Surrey School District is not responsible for lost, missing, or damaged personal digital devices that students choose to bring to school.

### **DIRECT DISOBEDIENCE**

Students are not to be wilfully disobedient to a teacher or any other employee carrying out responsibilities approved by the School District.

### **DRUGS AND ALCOHOL**

Involvement with either drugs or alcohol is a serious offence that can lead to suspension from school. Students found supplying drugs or alcohol to others will be suspended to the School Board and may also be referred to legal authorities.

### **EARLY DISMISSAL FOR THE DAY**

In some cases, it becomes necessary for students to leave school before the end of the school day. Students wishing to leave school early must provide the Office with parent/guardian's written permission for early dismissal and, if approval is given, **MUST SIGN OUT AT THE OFFICE**. In cases where written permission is not provided, the office staff will contact parents or guardians for verification.

**Note: Students who leave the school without signing out are considered truant.**

### **ELECTRONIC DEVICES**

#### **(Cellular Phones, Cameras, Recorders. Etc.)**

Electronic Devices must be turned off and put away during instructional time unless your teacher invites you to use it. BYOD (bring your own device) is becoming more common in our school. Permission in advance must be obtained from all participants before audio recording any conversations, meeting, etc. Any photos or video recording must have prior authorization by school administration. Disruptions caused by electronic devices may result in the devices being confiscated and /or other discipline.



### **FIGHTING/ASSAULT**

Physical violence is disruptive, prolonging problems rather than solving them, and is not tolerated by the school. Students involved in fighting may be suspended, and the RCMP may be involved.

## **FIRECRACKERS/FIREWORKS**

Firecrackers and/or fireworks are not permitted in or around the school building. Students found in possession of firecrackers/fireworks may face suspension in addition to the involvement of the police.



## **HALLWAYS**

Because we have locker-lined hallways, you must use them with care. Our hallways should not be used for any horseplay, running, littering, or large group lounging

## **HARASSMENT AND SEXUAL HARASSMENT**

Sexual harassment is when a student makes another student the target of unwanted and unwelcome sexual behaviour which interferes with his/her life, i.e. sexual comments, touching, pinching, grabbing, etc. Sexual harassment and bullying, harassment, teasing, etc., is unacceptable at all times. Such actions, whether occurring directly at school or by a communication medium (CYBER-BULLYING) via telephone, internet, etc. will be taken very seriously and those engaged in such activities will be subject to appropriate consequences which may include community resources such as the RCMP.

Students may be disciplined for misconduct that occurs “off-campus”. When there is a nexus between off-school student conduct and a threat to the safety and/or welfare of students, there may be sufficient basis to impose discipline. Such off-school activities include (but are not limited to) internet use, telephone use and traveling to and from school.

## **HOSPITAL HOMEBOUND**

If a student is ill at home for five or more days, a Hospital Homebound Teacher may be available through the School District Student Support. Please contact a counsellor for further information.

## **ILLNESS AT SCHOOL**

A student who feels ill while at school should report to the Office. The office staff will make sure that parents are contacted in cases where students should be sent home or to the hospital. The school does not provide medication to students. Accidents and emergencies should be referred to the Office immediately.

## **INTERNET ACCESS AND USE**

At Fraser Heights Secondary School, we believe that the benefits to educators and students from access to the Internet in the form of information resources far exceed any disadvantages. Fraser Heights students must follow the following procedures.

**A.** The student and parent or guardian must read and sign the District's Technology Access and Use Agreement. (Available from the school)

**B.** The student and parent or guardian must read the following list of school rules and sign below.

- 1. OBTAIN PERMISSION FROM THE TEACHER IN CHARGE OF A ROOM BEFORE USING A COMPUTER.**
- 2. ONLY DO ASSIGNED SCHOOL WORK ON SCHOOL COMPUTERS.**
- 3. YOUR DISKS OR ALLOCATED STORAGE AREAS ARE TO CONTAIN SCHOOL WORK ONLY.**
- 4. NO APPLICATIONS OR OPERATING SYSTEMS ARE TO BE BROUGHT TO SCHOOL.**
- 5. ASK FOR PERMISSION BEFORE YOU PRINT.**
  - Do not change the chosen printer without permission.
  - Be economical. Proof read your work for errors before you print. Only print one copy.
- 6. RESPECT THE COPYRIGHT LAW AND RULES ABOUT PLAGIARISM.**
  - You are not to make, use, sell, or be in possession of unlicensed copies of copyright protected products.
  - Always give credit to the ideas of others whether it is written work, graphics, or any other media.
- 7. RESPECT THE EQUIPMENT AND GENERAL AREA.**
  - Food or drink must be kept away from the computer desks.
  - Keep the computer desk, the computer, and other equipment such as printers clean and tidy.
  - Do not place any damaged disks or CDs into drives. Inform the teacher if any problems exist with the equipment.
  - Do not connect, disconnect, or move equipment without permission.
- 8. RESPECT ACCESS PRIVILEGES AND THE PRIVACY OF OTHERS.**

Any unauthorized attempt to access, alter, or delete school, teacher, or student storage areas on hard drives, file servers, etc. is a serious violation of the rules. Leave other student or teacher files and password areas alone! Do not attempt to

alter software or system configurations on your school hard drive or servers.

## **9. INTERNET REMINDERS**

- Your Internet access at school is provided for educational use only.
- Deliberate access, use, storage, or communication of any media (including sound text or graphics) that is not relevant to an educational objective in a school course, or staff sponsored school group is not acceptable use.
- Deliberate access, use, storage, or communication of any media (including sound text or graphics) that in the judgment of the teacher or administration is racial, prejudicial, violent, threatening, pornographic, insulting, mischievous, or generally unacceptable in a high school setting, is a serious violation, and will be referred to the administration for disciplinary action.

## **LEARNING SUPPORT TEAM**

The Learning Support Team includes Special Education and ELL Teachers. Teachers work collaboratively and cooperatively in delivering a range of support to students with diverse learning needs. These may include, but are not limited to, students classified in the high incidence special needs category, English Language Learners, some low incidence students and those who are not categorized, but are in need of learning support.

Students may be referred by parents, teachers, counsellors or through self-referral. All requests are processed through the Student Support Team. Students entering the ELL component are interviewed and their language skills assessed.

Students are encouraged to be independent learners. Support and assistance for students may include:

- Teaching of effective learning strategies and organizational skills
- Providing instructional support and resource material to the classroom teacher and student
- Setting up individual educational and instructional programs which support student needs

For students whose primary language is not English and who may require additional support, services include:

- Specific Language Instruction Classes for reception to intermediate levels including reading, writing, grammar listening and speaking
- Tutorials
- In-class Support
- Monitoring and consultation
- Liaison between students and regular classroom teachers
- Liaison between school and home via Multicultural Workers & regular classroom teachers.

Entry into the ELL Program is based on an interview and a language assessment by the ELL teacher.

**Entry into the Learning Support Team is done by the Student Support Team based on criteria established by the School District.**

### **LITTER**

Ecology is a personal and group concern. If we look after our school and grounds, we will have pleasant surroundings in which to spend our time. Students are expected to keep books, lockers, and school grounds clean and presentable. Anyone found littering could be placed on clean-up duties.

### **LOCKERS - CONDITIONS OF USE**

Lockers are assigned to students for use during the school year on the following conditions:

1. Students are responsible for the locker which is assigned to them and it is not to be used by any other person.
2. Only approved school locks may be used on student lockers.
3. The locker may only be used for the storage of books, school supplies and equipment, outerwear, school sports equipment and lunches.
4. No other material is permitted except with the written authority of the principal or vice principal.
5. The locker is to be kept clean and food stuffs are to be removed on a regular basis.
6. Students are responsible for cleaning and removing all material from their locker at the end of the year or when they leave the school.
7. No illegal substances, weapons or other prohibited or offensive material may be placed in school lockers.

8. School officials and/or designates may search student lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school policies and rules. Searches by school officials may include the use of dog units to detect the presence of narcotics or other prohibited materials.
9. Permission to use the locker may be terminated when a student does not comply with the conditions of use, school policies or rules.
10. It is the responsibility of all members of the school community to keep our schools safe. If any student has reason to believe that any locker contains anything which would threaten the safety of other students, staff or any other person, that student is expected to immediately report the information to a teacher or administrator. The name of the student making the report will be kept confidential.
11. Students may choose not to use a locker. If this is the case, please inform the office.

### **P.E. REQUIREMENTS**

All students must have shorts and T-shirts. These are available for purchase through the P.E. Department. Running shoes are required for all P.E. classes. Students unable to participate in P.E. for an extended period must bring a medical statement from a physician.

### **PARENT ADVISORY COUNCIL**

The Parents' Advisory Council meets monthly as per the school calendar (usually 7:00 pm on the 3<sup>rd</sup> Tuesday of each month) and is open to the parents of students in the school.

In general terms, the functions of the council are as follows:

1. To review and discuss school facilities, policies, programs and procedures.
2. To provide a forum for parents to learn and make enquiries about processes and procedures affecting their children.
3. To help create a sense of community within our school neighbourhood so that we can work cooperatively in the interpretation of community attitudes and needs as they relate to the school.

## **PARKING**

There are a very limited number of parking spots for students on the school property. Students wishing to have the privilege of parking their car on the school lot must complete a vehicle registration form at the office. These parking spots are available on a “first come first served” basis. Students must park in marked parking stalls. **Vehicles parked in other areas or spots other than marked parking stalls are subject to towing without notice and at the owner’s expense.**

## **PERSONAL DIGITAL DEVICES**

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- At both elementary and secondary schools, personal digital devices can be used during class time to enhance learning at the direction of the classroom teacher. These devices should be used in a way that is respectful of other’s learning and does not distract others in terms of light, sound, or by other means.
- At elementary schools, it is expected that personal digital devices are to be put away during non-class time such as recess and lunch. Exceptions to this are for students who need digital

devices for medical or health reasons, translation, accessibility, or other student-specific reasons.

- Personal Digital Devices should not be used during lock down procedures or drills. The use of personal digital devices during this time may impact the emergency safety response.
- Surrey School District staff and students should not be recorded, visually or audibly, for any reason without their prior consent.
- The Surrey School District is not responsible for lost, missing, or damaged personal digital devices that students choose to bring to school.

### **PERSONAL PROPERTY AT OWNER'S RISK (VALUABLES)**

The School/School District will not accept responsibility for loss, damage, or theft of any article, including clothing, school supplies, equipment, vehicles, or cash not owned by the School District. Personal property (e.g. skateboards, jewellery, cash, etc...) brought to or left on School District premises are at the owner's risk. Students are responsible for the care and safety of all their personal belongings.

### **PHYSICAL AND/OR VERBAL ABUSE**

- Verbal abuse is when students use offensive language towards staff or other students in or around the school.
- Physical abuse or harassment is when students bully, intimidate or use physical force in or around the school or on the internet.

Physical and/or verbal abuse or harassment towards staff or **students is not tolerated. In serious situations, students may** be referred to legal authorities

### **RACISM**

Fraser Heights Secondary School endorses the concept of active and positive multiculturalism and respect for the human rights of all people. Expressions of racial/ethnic bias in any form will not be tolerated.

### **SCHOLARSHIP OPPORTUNITIES**

For full details of the Provincial Scholarships Program, see the Handbook of Procedures for the Graduation Program. Check regularly for any updates in scholarship application requirements and full particulars of the application process. The handbook can also be found at this link <https://www.surreyschools.ca/schools/fraserheights/Departments/Counselling>



## **FRASER HEIGHTS SCHOLARSHIP PROGRAM**

Contributions from businesses, community organizations, our elementary feeder schools, the Parent Advisory Council and others are received by Fraser Heights and made available in the form of scholarships to support graduating students. The criteria for the various scholarships vary, but in general, include involvement in school or school-supported activities, grades, character, involvement in the community, athletics or other specific requirements determined by the donor.

Students may be disqualified from receiving an award for incidents of poor citizenship, cheating/plagiarism, or other actions that reflect negatively on their character or on them as a student of Fraser Heights.

Scholarship applications are available in March.

### **SPECIFIC SCHOLARSHIPS**

Throughout the school year, various scholarships become available through outside organizations that require specific school support. These opportunities will be advertised when possible and will be included in the Scholarship Calendar. Some scholarships that require the applicant to have school support include:

- BC Excellence Scholarships
- Loran Awards
- National Scholarship Program
- Schulich Leader Scholarships
- Various Financial Need Awards (Speak to Mr. Cross or a member of the Scholarship Committee)

### **PROVINCIAL SCHOLARSHIPS PROGRAM**

This program provides the following scholarships:

- BC Achievement Scholarship  
(Value \$1250 - No application required)
- District/Authority Scholarship  
(Value \$1250 - Awarded through FH)
- BC Excellence Scholarship  
(Value \$5000 - School nomination required)
- Pathway to Teacher Education Scholarship  
(Value \$5000 - Direct application)

Recipients of any of the available scholarships must meet the basic eligibility requirements set out in the Handbook, certain other requirements and the specific criteria for each scholarship. Scholarship recipients will receive a voucher upon proof of registration and payment of tuition greater than the value of the voucher.

### **SCHOOL WORK MISSED (FIELD TRIPS/EXTRACURRICULAR ACTIVITIES)**

When you attend a school function, EVEN AWAY FROM THE SCHOOL, you are still subject to school rules. Students are responsible for completing any work assigned in the classes they missed by going on a field trip or extracurricular activity.

### **SKATEBOARDS**

Students are not permitted to skateboard on school property.

### **SMOKING/VAPING**



All School District #36 (Surrey) buildings and grounds are smoke free environments for all students, staff and visitors. Smoking **(including e-cigarettes and chewing tobacco)** is not permitted during class time, in the school building, on the school grounds, or in the parking lot.

### **SNOW DAYS**

Students are reminded that snowballing is **not permitted** on school property or when the general public or vehicular traffic may be inconvenienced. On occasions when snowfall may cause problems with the transportation system, the school administration may shorten the lunch hour in order to dismiss students early.

## **STUDENT EVALUATION & REPORTING PROCEDURES**

### **REPORTING TO PARENTS**

Formal Reports are scheduled four times a year as shown in the yearly calendar, depending on if we are in a quarter or semester system. Information about Parent Teacher Conferences will be communicated to parents during the school year. Interim Progress Reports may be issued at any time during the year at the discretion of individual teachers. Parents can request an interview at other times by calling the school and arranging an appointment.

## **REPORTING PROCEDURES AND RECOGNITION**

Interim Reports are more anecdotal in nature and signify the need for improvement or that a positive achievement has been attained. Fraser Heights Secondary School uses the District authorized letter grades for Grades 10 – 12 as follows:

<b>Letter Grade</b>	<b>G.P.A.</b>	<b>Average Percentage</b>
A Excellent	4.00	86.0 - 100.0
B Very good	3.00	73.0 - 85.0
C+ Satisfactory	2.50	67.0 - 72.0
C Satisfactory	2.00	60.0 - 66.0
C- Satisfactory but Improvement required	1.00	50.0 - 59.0
I Incomplete	0.00	0.0 - 49.0
F Failure	0.00	0.0 - 49.0

### **Work Habits**

G	Good
S	Satisfactory
N	Needs Improvement

S.G. = Standing Granted: The Principal may grant standing in a course in special circumstances if a sufficient level of performance has been attained.

## **STUDENT LEADERSHIP - STUDENT ADVISORY COUNCIL**

The Students' Council is the representative and directing body of Fraser Heights Secondary students. All students are welcome to join the elected members at the weekly meetings to generate and share ideas. Students seeking an elected seat on Council are expected to maintain a satisfactory academic standing during the school year. The purpose of Council includes:

- The cultivation of school spirit.
- The development and organization of student activities.
- The encouragement of good citizenship.

## STUDENT OPPORTUNITIES

### ATHLETICS

Fraser Heights Secondary has an excellent athletic program that enables students to develop skills and a level of excellence in a sequential manner through Grades 8, 9, 10, 11 and 12. Participation on a school team involves a commitment in time and energy, as well as a responsibility to the team and school, but the rewards are great. Many students have gone on to excel in their area at the Provincial level. The various teams and seasons are listed below: Any questions regarding athletics, please contact our Athletic Director.



#### Fall

Cross Country Running  
Soccer (Boys)  
Swimming  
Volleyball

#### Winter

Basketball  
Ice Hockey

#### Spring

Badminton  
Ball Hockey  
Golf  
Soccer (Girls)  
Track & Field  
Ultimate

### CLUBS AND ACTIVITIES



Fraser Heights Secondary School offers opportunities for students to become involved in a variety of clubs and activities. Although these clubs require commitment in time and energy, they are a rewarding and important part of school life. Clubs will form in September. Listen for information at your grade assembly and on the P.A./Appazur system. We traditionally run around fifty clubs.

### STUDENT RESPONSIBILITIES

#### CODE OF STUDENT CONDUCT

Fraser Heights Secondary has established a Code of Student Conduct based upon the following:

1. **A positive attitude**
2. **Respect for the dignity of others, their rights and property**
3. **Regular school attendance**
4. **Safety for all**

This Code of Conduct will apply to students going to and from school, while at school, at a school function, or on any school site. We are committed to an orderly and positive school climate at Fraser Heights Secondary. We believe that such a climate is the

base upon which we have efficient teaching and learning. Our Code of Conduct is an important part of this and describes student behaviour expectations and consequences for misbehaviour. We expect that our students will:

1. Attend school regularly.
2. Be on time for school/classes.
3. Apply themselves seriously to their work.
4. Follow general school rules/procedures.
5. Follow specific classroom rules/procedures.
6. Be polite/courteous with each other and staff.
7. Treat school property and equipment with respect.
8. Be respectful of school neighbours and school visitors.
9. Accept reasonable consequences for misbehaviour.
10. Conduct oneself in a manner which will in no way compromise the safety or well being of others.

## **STUDENT SERVICES**

### **CAREER RESOURCE CENTRE**

The Career Centre has the latest in reference materials on careers and post-secondary institutions. Students are encouraged to drop in.

### **COUNSELLING**

Counselling Services at Fraser Heights Secondary are designed as a personal service for students and also as an advisory service and resource for teachers and parents. Counsellors are assigned to particular sections of the student body by “alpha” and students are generally recommended to see their assigned counsellor. Seeing a counsellor is a simple matter - counselling offices are located near the office. Appointments are made by dropping in, sending your counsellor an email or by signing up in the appropriate Counsellor’s Appointment Request Book in the counselling area. If needed, appointment slips are posted on the counsellor’s bulletin board for students to pick up.

In particular, the counsellors provide the following services:

#### **Personal Counselling**

- confidential discussion of personal concerns

#### **Referrals**

- Counsellors may provide appropriate referrals to District services or community agencies.

#### **Educational Counselling**

- selection of courses
- program planning

- graduation requirements
- college or university entrance requirements
- student concerns regarding courses

### **Career Counselling**

- exploration of values, interests, abilities, needs
- establishing career goals
- exploration of related occupations



### **LIBRARY LEARNING COMMONS** **Working Together for Student Success!**

The Library Learning Commons is open to students from 7:45 a.m. – 3:30 p.m. most days. Flex-time/Lunch is a great time to come in and work on assignments. Our collection of non-fiction and reference books supports and enriches the curriculum and provides a wide reading level. We also have a great collection of fiction books and we subscribe to many magazines.

Students can access the internet, the SD36 On-Line Databases, presentation programs and Web 2.0 tools through the use of several computers. We also have iPads and cameras that students can sign out. The SD36 On-line Databases which include World Book Encyclopedia, journal, newspaper and magazine articles, and wide variety of other resources can also be accessed from home by going to the school website and clicking on the Library link.

The Fraser Heights Library Learning Commons Program promotes the development of independent lifelong learners. We emphasize collaborative planning and resource/inquiry based learning. The Teacher-Librarian, Ms. Monk, is available to assist students and teachers with research projects, study skills, information technology and computer skills, and to make suggestions for recreational reading.

### **STUDY CLASSES**

Students are not required to be in school during their study block. If they remain in school, they are to be using a quiet space to work.

### **TARDINESS (LATE)**

The School Act states that students are expected to be at school and in class on time. It is the student's responsibility to ensure that they are punctual.

Students who arrive late to first class in the morning or after lunch are considered late to school and are dealt with in the following manner:

- Students who have a note or a parent has called in, should report to the Office when arriving at school.
- Students who are late should report to their class.
- Students without a valid reason may be required to make up the class time missed.
- Persistent lateness may result in contact between the classroom teacher and parents to resolve the problem.
- Subsequent late behaviour may result in further consequences or suspension.

### **TEXTBOOKS**

The subject teacher assigns students textbooks. There is no rental fee charged; but a student who loses or damages a textbook will be assessed a replacement or damage fee. Students will not be issued another textbook until the fee is paid. Refunds will be given if lost textbooks are found and returned to the subject teacher.

### **THEFT**

When a student takes or removes the property of the school or of other students without permission, students may be suspended and may be referred to legal authorities.

### **TRUANCY (SKIPPING/CUTTING CLASS)**

Truancy is defined as “absence from school without valid reason.” Students absent from class without permission are truant. If students cannot find their class, if they feel ill, or if they plan to be dismissed early, they should report directly to the Office. Students are expected to attend all classes and truancy or “skipping school” will not be tolerated.

### **VACATIONS DURING SCHOOL TIME**

The School/School District is not in a position to grant permission to any students to miss school for an extended holiday period. It is important to be aware of the possible effects of the absence on a student’s achievement. However, when this is necessary, parents should discuss the matter in advance with the school administration and the subject teachers. It is not required that teachers provide work for students on vacation.

Please note that it is School Board Policy that any student absent for more than ten (10) consecutive days may be deregistered from the school.

Students planning on being absent from school must complete an Extended Absence Form (available from the Office). Students who plan to be absent during final assessment(s) may be unable to successfully complete the course(s) in question. This absence may result in a mark of zero for the course work and assessment(s) missed. It is not required that teachers provide alternative arrangements for the students to complete the course(s) or assessment(s).

### **VANDALISM**

Vandalism and Graffiti is strictly prohibited and will not be tolerated at Fraser Heights.

#### **Section 10 of the School Act States:**

“If property of a Board is destroyed, damaged, lost or converted by the intentional or negligent act of a student, the student and the student’s parents are jointly and severely liable to the Board in respect of the act of the student.”

IF YOU SEE OR KNOW OF ANOTHER PERSON VANDALIZING THE SCHOOL, PLEASE CONTACT THE SCHOOL AT 604-582-9231, **CRIME STOPPERS AT 669-TIPS OR [www.psst-bc.ca](http://www.psst-bc.ca)**. THESE CONTACTS ARE A SAFE AND CONFIDENTIAL WAY TO REPORT TIPS ABOUT ANY FORM OF CRIMINAL ACTIVITY. CRIME STOPPERS MAY OFFER A CASH REWARD OF UP TO **\$2000.00**.

### **VISITORS (INTRUDERS)**

All visitors are required to report to the school office upon arrival. Visitors with a legitimate educational purpose will be welcomed; others will be directed to leave the school property. **A visitor who does not first report to the office is considered an intruder.** Do not invite people to visit you at school – meet them away from school grounds. A student visiting other schools during instructional time is strictly prohibited by the School District. Suspensions may result from students visiting other schools. Students from other schools will not be permitted to attend (visit) classes at FHSS.



## **WEAPONS**

A weapon is defined as any instrument designed to inflict injury or to intimidate another person, or any instrument that is used (or could be used) in this manner. This includes any knives. The possession and/or use of weapons on or near school property present a serious threat to the safety and security of students and staff, and will be dealt with appropriately. Appropriate action taken may result in a consequence that will range from school disciplinary action to charges being laid depending on the circumstances of the case. Consultation with the police is often taken in these matters. Please note that “toy guns” and “replicas” are by their very nature intimidating and therefore are not allowed on school premises. Intimidation with a toy gun or replica of a real gun will be treated as a serious matter since the intimidation and fear is very real in most circumstances. School District policy requires that any weapons confiscated must be turned over to the RCMP for destruction.

## **NOTICE**

School District policy requires schools to contact the RCMP when any serious incident (fighting, weapons, etc.) occurs. The RCMP will investigate any such occurrences.

IF YOU SEE OR KNOW OF ANOTHER PERSON WITH A WEAPON OR KNOW OF VIOLENCE THAT HAS OCCURED OR IS ABOUT TO OCCUR OR A PERSON WHO NEEDS HELP PLEASE CONTACT THE SCHOOL AT 604-582-9231 OR **YOUTH AGAINST VIOLENCE LINE 1-800-680-4264** OR [www.psst-bc.ca](http://www.psst-bc.ca). THESE CONTACTS ARE A CONFIDENTIAL WAY TO REPORT TIPS ABOUT ANY FORM OF CRIMINAL ACTIVITY.



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## **GENERAL EXPECTATIONS**

- **No hats to be worn in the school building.**
- **Students are not to leave the school grounds while school is in session.**
- **No swearing or offensive language in the school or on school grounds.**
- The school does not allow the wearing of bandannas or headbands. Slogans that depict or promote drugs, alcohol, racism, power groups or use profanities and the like are not permitted.

### **Student threat assessment protocol: Fair Notice**

#### **What behaviours initiate a student threat assessment?**

A student threat assessment will be initiated when behaviours include, but are not limited to, serious violence or violence with intent to harm or kill, verbal/written threats to harm/kill others, Internet website/social media threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire setting.

#### **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.

## **What is a Threat Assessment Team?**

Each school has a multi-disciplinary Threat Assessment Team. The team may include principal, vice-principal, district resource counsellor, school counsellor and police.

## **What is the purpose of a student threat assessment?**

- ◆ 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 threat-maker's behaviour;
- ◆ to be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat-maker; and
- ◆ to promote the emotional and physical safety of all.



## **What happens in a student threat assessment?**

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 the student(s), the threat-maker, 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.

## **Can I refuse to participate in a threat assessment process?**

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 threat maker or parent / guardian, the threat assessment process will continue in order to promote a safe and caring learning environment.

**FRASER HEIGHTS SECONDARY**  
**Timetable #1 (24/25)**

BELLS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:20 AM 9:40 AM	A	A	A	B	A
9:47 AM 11:07 AM	B	B	A	B	B
11:07 AM 12:02 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:02 PM 1:22 PM	C	C	C	D	C
1:29 PM 2:49 PM	D	D	C	D	D

**FRASER HEIGHTS SECONDARY**  
**Timetable #2 (24/25)**

BELLS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:20 AM 9:40 AM	B	B	A	B	B
9:47 AM 11:07 AM	A	A	A	B	A
11:07 AM 12:02 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:02 PM 1:22 PM	D	D	C	D	D
1:29 PM 2:49 PM	C	C	C	D	C

**FRASER HEIGHTS SECONDARY**  
**Timetable #3 (24/25)**

BELLS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:20 AM 9:40 AM	C	C	C	D	C
9:47 AM 11:07 AM	D	D	C	D	D
11:07 AM 12:02 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:02 PM 1:22 PM	A	A	A	B	A
1:29 PM 2:49 PM	B	B	A	B	B

**FRASER HEIGHTS SECONDARY**  
**Timetable #4 (24/25)**

BELLS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:20 AM 9:40 AM	D	D	C	D	D
9:47 AM 11:07 AM	C	C	C	D	C
11:07 AM 12:02 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:02 PM 1:22 PM	B	B	A	B	B
1:29 PM 2:49 PM	A	A	A	B	A

**EARLY DISMISSAL SCHEDULE**

<b>1<sup>st</sup> Block</b>	<b>8:20 – 9:25</b>
<b>Break</b>	<b>9:25 – 9:32</b>
<b>2<sup>nd</sup> Block</b>	<b>9:32 – 10:37</b>
<b>Break</b>	<b>10:37 – 10:44</b>
<b>3<sup>rd</sup> Block</b>	<b>10:44 – 11:49</b>
<b>Lunch</b>	<b>11:49 – 12:44</b>
<b>4<sup>th</sup> Block</b>	<b>12:44 – 1:49</b>