

integrity service family belief



**DEER
LAKE
SCHOOL**

Student and Parent Handbook



Deer Lake Seventh-day Adventist School
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WHO WE ARE

Deer Lake School is a K-12 faith-based independent school. We welcome students from all faiths and cultural backgrounds, and you will find that our enrollment reflects the rich diversity of our local community. We desire to be a school where **every child is valued and loved, regardless of race, gender, religion or socio-economic status.**

OUR FAITH

Rooted in the faith traditions of the Seventh-day Adventist church, Deer Lake School is deeply committed to serving a loving God and following the teachings of Jesus Christ who invites us to experience and know our loving heavenly Father. Each day, from Kindergarten to Grade 12, students learn about God and Christian values through Bible stories, songs and lessons. We want every student to know and experience the deep and profound love of God that is given freely to all people. To learn more about the Seventh-day Adventist faith, please speak with our chaplain or visit www.adventist.org

OUR VISION

Deer Lake School will be a holistic learning environment where individuals grow to their fullest potential as children of God.

OUR MISSION

To inspire a life of faith, wisdom and service.

OUR VALUES:

Integrity

We will choose courage over comfort, what's right over what's easy, and to live out our values, not just profess them.

For we aim at what is honourable not only in the Lord's sight but also in the sight of man.
1 Corinthians 8:21

Service

We will use our strengths and skills to share God's love in selfless acts of kindness and compassion.

Each of you should look not only to your own interests but also to the interest of others. Your attitude should be the same as that of Jesus Christ... who took on the very nature of a servant.
Philippians 2:3, 4, 7

Family

We will be a community where everyone is included, respected and valued.

Finally, all of you, be like-minded, be sympathetic, love one another, be compassionate and humble.
1 Peter 3:8

Belief

We will grow in knowledge, understanding and love for God.

Though you have not seen him, you love Him; and even though you do not see Him now, you believe in Him and are filled with inexpressible and glorious joy.
1 Peter 1:8

OUR HABITS OF CHARACTER:

To enhance and support our vision, mission and values, Deer Lake School has adopted **The 7 Habits of Highly Effective People**, by Dr. Stephen R. Covey. We will use this innovative educational paradigm in our classrooms every day as a way of teaching leadership and character development, as well as putting our core values into practical application. Deer Lake School is proud to be the only authorized Leader in Me school in Metro Vancouver. We believe that everyone can be a leader in their own unique area of giftedness. Some of the skills our students acquire include critical thinking, goal setting, self-directed learning, communication, and the ability to collaborate in groups.

For more information about the Leader in Me program, please visit www.theleaderinme.org.

The 7 Habits of Highly Effective People are:

1. **Be Proactive**—The Habit of Choice. The underlying principle of this habit is that every student is free to choose and is responsible for their choices.
2. **Begin with the End in Mind**—The Habit of Vision. The underlying principle is that mental creation precedes physical creation.
3. **Put First Things First**—The Habit of Integrity and Execution. The underlying principle of this habit is that effectiveness requires the integrity to act on one's priorities.
4. **Think Win-Win**—The Habit of Mutual Benefit. The underlying principle of this habit is that effective, long-term relationships require mutual respect and mutual benefit.
5. **Seek First to Understand, Then to be Understood**—The Habit of Mutual Understanding. The underlying principle of this habit is that to communicate effectively, people must first understand each other.
6. **Synergize**—The Habit of Creative Cooperation. The underlying principle of this habit is that the whole is greater than the sum of its parts.
7. **Sharpen the Saw**—The Habit of Renewal. The underlying principle of this habit is that to maintain and increase effectiveness, we must renew ourselves in body, heart, mind, and soul.

SCHOOL ORGANIZATION

Deer Lake School is an independent school owned and operated by the Seventh-day Adventist Church in Canada. It is part of the North American Division of the Seventh-day Adventist educational system, which operates 7,200 schools worldwide with a total enrollment of over 1.5 million students.

Deer Lake School is recognized and certified as a Group 1 Independent School with the Province of British Columbia's Ministry of Education.

Deer Lake School is a member of the BC Federation of Independent School Associations (FISA). The advantage of membership in FISA lies in belonging to a community that shares a commitment to freedom of choice in education in our province. Deer Lake is a part of the Associate Member Society, one of five member associations that make up the larger FISA.

We believe that no matter what your religion, culture or philosophy of life, an Adventist Christian education can assist your child in making good life decisions and in developing into a responsible global citizen.

ACADEMIC LIFE

ADMISSIONS

We encourage all prospective families to visit our school by booking a personal tour or by attending an open house. Families should first contact our Office Manager, Ms. Christina Luk, at admissions@deerlakeschool.ca who will be able to walk you through the process.

Deer Lake School accepts students without prejudice to cultural, religious or political persuasions. However, parents should note that their children will be educated in biblical principles and be encouraged to participate in service opportunities.

Please note:

- Kindergarten and Grade One students are required to be five and six years old respectively on or before December 31st.
- Incoming international students or students transferring from homeschool may be given grade placement or English proficiency screening tests.

An Admissions Committee will review each applicant. The admissions process will not be considered complete until all the following applicable steps have been taken:

- **Fill out the Application for Admission form:** Parents should disclose all information pertinent to the education of their child, including medical, behavioural, and academic challenges.
- **Provide all special needs documentation including IEP's** (where applicable).
- **Provide all appropriate study permits, visas, etc.** for international students.

- **Present copies of the student's report cards from the previous TWO years** (if the student has previously been enrolled in a school). Students from non-English speaking schools must present an official English translation of their report card.
- **Attend an in-person interview.** The prospective student, parents, principal, and any other staff chosen by the principal will meet for a mutual question and answer session. Note: Following the interview, the principal or designated staff member will usually contact the previous school to substantiate academic and behavioural claims (if the previous school is in North America). Any misleading or inaccurate information, including the omission of pertinent information, may nullify a student's acceptance and enrolment at Deer Lake School.

WITHDRAWAL PROCEDURE

Students wishing to withdraw will need to fill out a withdrawal form and an exit survey, which are available at the school office. Items borrowed from the school (i.e. textbooks) will need to be returned and the account paid in full before report cards can be issued.

CODE OF CONDUCT

Every student enrolled at Deer Lake School is expected to follow the Code of Conduct. Everyone has the right to function in a safe, happy, and orderly environment, an environment that creates an opportunity for learning and growth. The goal is to support students in the development of their character and to help them make positive choices.

The Code of Conduct is in effect:

- when a student is on school property
- while travelling to and from school
- when attending a school function
- when representing the school
- when a student is identifiable as a member of the school

	CLASSROOMS	COMMON AREAS hallways, washrooms, lounge	PLAYGROUND/GYM	FIELD TRIPS	ASSEMBLIES
INTEGRITY Live out your values	<ul style="list-style-type: none"> Put First Things First Begin with the End in Mind Have a positive attitude Do your best Demonstrate integrity 	<ul style="list-style-type: none"> Walk quietly on the right-hand side Use appropriate language & volume Keep lockers tidy and secure 	<ul style="list-style-type: none"> Be active Make safe decisions Be a team player - Synergize Use equipment appropriately 	<ul style="list-style-type: none"> Be engaged, follow instructions Try new things and be open minded 	<ul style="list-style-type: none"> Listen actively and patiently Keep devices off Enter and exit quickly and quietly
Carry yourself with respect and wear your uniform with pride					
SERVICE Look for ways to help others and to demonstrate stewardship	<ul style="list-style-type: none"> Be helpful to others Keep the classroom clean and safe Be Proactive - Take Initiative 	<ul style="list-style-type: none"> Pick up litter Keep the school attractive Offer assistance to others Care for school property 	<ul style="list-style-type: none"> Return borrowed equipment Clean up litter Reduce, Reuse, Recycle 	<ul style="list-style-type: none"> Leave areas cleaner than we find it Be Proactive - Take Initiative Express gratitude 	<ul style="list-style-type: none"> Help with setup and cleanup Respect personal space Be willing to serve and lead Express gratitude
FAMILY Show love and respect for each other	<ul style="list-style-type: none"> Listen, be kind and truthful Respect others' ideas Assume the best of others Have a welcoming attitude Maintain positive relationships 	<ul style="list-style-type: none"> Honour others by respecting displayed work Be polite & use good manners Look after one another Have a welcoming attitude 	<ul style="list-style-type: none"> Include others Keep hands, feet, and objects to yourself Play by the rules Be mindful of others' personal space Be a good role model Think Win-Win 	<ul style="list-style-type: none"> Be polite and respectful Be a gracious guest Be an ambassador for God, DLS & yourself 	<ul style="list-style-type: none"> Applaud appropriately Be a good role model Be a gracious host Be an ambassador for God, DLS & yourself
BELIEF Be an ambassador for God, DLS & yourself	<ul style="list-style-type: none"> Look for God's love in others and in yourself Enjoy and respect God's creation Sharpen the Saw - Take time to reflect daily 		<ul style="list-style-type: none"> Seek First to Understand - Be respectful of others' beliefs Do unto others as you would have them do unto you 		

COMMUNICATING STUDENT LEARNING: Report Cards and Transcripts

All students, Kindergarten to Grade 12, will have the opportunity to participate in one formal parent-teacher conference and one student-led parent conference each year, in addition to receiving formal written reports as outlined below.

Kindergarten-Grade 7

Students in Kindergarten to Grade 7 receive communications of student learning five times a year, including conferences, written reports, and a student-led conference. These reports will focus on student strengths and next steps.

- Parent-Teacher Conference (Oct)
- Written Communication of Student Learning (Dec)
- Written Communication of Student Learning (March)
- Student-Led Conference (May)
- Summative Communication of Student Learning (June)

In addition, students and teachers communicate with parents by maintaining an online digital portfolio.

Grades 8-9

Students in Grades 8-9 receive four formal reports each year. These reports are anecdotal in nature, with a letter grade mid-year for core subjects and including a final letter grade in June. No percentages are given at the junior high level.

Grades 10-12

Students in Grades 10-12 receive four formal reports each year. These reports will use the following standardized provincial grading system:

Letter Grades	Percentages
A	86-100
B	73-85
C+	67-72
C	60-66
C-	50-59

Other Reporting Symbols

- I In Progress or Incomplete. *The student, for a variety of reasons, is not demonstrating minimally acceptable performance in relation to the learning outcomes. Parents, students and teachers need to meet to map out requirements and deadlines for a passing grade.*
- F Failed. *The student has not demonstrated acceptable performance in relation to the learning outcomes for the course or subject and grade. If this is a course required for graduation or advancement, it will need to be repeated. Failing grades will not show up on official graduation transcripts. Only completed, passing credits will be indicated.*
- SG Standing Granted. *Although completion of normal requirements is not possible, a sufficient level of performance has been attained, so credit is given. Standing Granted is only used in extreme cases such as serious illness, hospitalization, late entry or early leaving. Standing is granted based on the assessment of a collaborative teacher/administrative team.*
- TS Transfer Standing. *May be granted on the basis of an examination of records from an institution other than a school, as defined by the School Act.*
- RM Requirement Met. *Only used for Graduation Transitions and Daily Physical Activity.*

Transcripts

Transcripts are available online through the Ministry of Education. Students are encouraged to fill out an online application that will allow them to view their school marks, transcripts, scholarships and send transcripts electronically to post-secondary institutions and employers. Students must sign up for a BCeID before they can use the Student Transcripts Service. For BCeID questions go to <https://www.bceid.ca>. To register for Student Transcripts Service (STS) students will need their Personal Education Number (PEN), Full legal name, Date of birth, and email address. Please go to the Ministry of Education's Transcripts and Certificate website at <http://www.StudentTranscripts.gov.bc.ca>.

In cases where STS may not apply, such as international universities, please request transcripts from the Deer Lake School office by emailing officemanager@deerlakeschool.ca. All official transcripts will be sent directly to the institution specified in the request.

Official signed diplomas are available free of charge to graduating students.

COURSE LOAD for High School Students

Grade 10 students will take a full course load of 8 classes with no spare blocks. Exceptions for individualized learning (ELL blocks, learning assistance blocks, online schooling, etc) can be made at the discretion of the Administrative Team.

Grades 11 & 12 students enrolled at DLS will take 28-32 credits (7 classes and 1 spare or a full course load of 8 classes). Students are only allowed one spare per year. Students who choose a spare block will be assigned to a supervising teacher for a volunteer block. Exceptions for individualized learning (learning assistance, online schooling, etc) can be made at the discretion of the Administrative Team.

Courses required for graduation are to be taken at the school at which students graduate, and not through online courses or other options, unless expressly approved by the academic advisor and administration team.

DISCIPLINE

At Deer Lake School we desire to be redemptive about discipline. We view discipline as training for students, and we aim to be proactive about it. We also take the view that students do well if they can, and we make a concerted effort to address the lack of skills and the unsolved problems that are most often the cause of discipline issues. To determine the best course of action with a student, we believe it is essential to uncover the root of the problem. We believe in sitting with a student, seeking first to understand, and then focussing on creating win-win situations. We seek to include all parties involved.

HARASSMENT & BULLYING PREVENTION

At Deer Lake School, the safety and well being of children is of paramount consideration. Children deserve to be protected from abuse, neglect, bullying, harm or threat of harm. Therefore, Deer Lake School will ensure that children attending this school will experience a learning environment that enables every child to feel safe, accepted and respected.

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

Any student engaging in activities of promoting hatred, intolerance, aggression, or hostility, including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviour against any individual or group because of their gender, race, culture, religion, sexual orientation or gender identity and expression threaten the safety and wellbeing of students. These behaviours may occur at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on the school environment. These aforementioned activities will immediately become subject to disciplinary review which may include consultation with parents and legal authorities.

A student's age, unique personal needs and mitigating circumstances will be considered in such a review, and every sensible option to educate and remediate will be explored. However, the protection of every student's physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, will carry the highest priority. Major behavioural infractions such as these may result in removal from enrollment at Deer Lake School and/or referral to law enforcement.

Deer Lake School and the authority will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint concerning a breach of this policy. All students have the basic right to a supportive and safe environment. We value and promote the development of self-worth. We respect the dignity and rights of others. We share responsibility for creating an environment which is characterized by mutual respect and support.

Harassment is defined as any verbal, physical, visual, or sexual behaviour, which infringes on individual rights, threatening an individual's self-worth and dignity. The following behaviours may be regarded as harassment:

Emotional

- being deliberately unkind, shunning, excluding or tormenting
- forcing another student to be left out of a game or activity
- passing notes, texting or using other forms of social media with the intention of making fun of a person
- making threatening faces or gestures

Physical

- fighting, pushing, kicking, tripping, threatening, intimidating gestures
- invading personal space
- excluding someone repeatedly
- damaging others' possessions intentionally

Verbal

- making derogatory comments
- name calling
- using intimidating statements
- repeatedly questioning or remarking about someone's private life
- using discriminatory, derogatory, offensive, threatening language including jokes that offend
- starting rumours or making untrue statements about people

Visual

- presenting and sharing any material that causes offence
- using words to attack, threaten, or insult
- name calling

Sexual

- touching that causes discomfort or uneasiness
- demanding sexual favours
- making any unwanted advances of a sexual nature
- commenting or joking in a sexual manner

Cyber-bullying

- being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the internet or other digital technologies
- using various social media platforms to directly or indirectly harass or damage the reputation of others, or to interfere with the relationships of the student targeted, such as posting harmful material, impersonating the person, disseminating personal information or images, or engaging in activities that result in exclusion

Response Procedures

- Any harassing or bullying incidents should be reported to a staff member immediately.
- The staff member will refer it to the appropriate teacher or vice-principal
- The incidents will be investigated quickly and fully, and will be dealt with in an appropriate manner.
- In severe instances, the RCMP Liaison Officer will be contacted.
- After the incident has been thoroughly investigated and dealt with, a teacher will monitor all involved with regular check-ins, to ensure the behaviour does not resume or reoccur.

HOMEWORK

Elementary (K-7)

Homework may be sent home if a student did not complete the work during class time. If your child does not bring work home, please take the time to read to/with your child for at least 20 minutes a day.

Secondary (8-12)

Ministry of Education guidelines are from 1 to 2 hours per night. English Language Learners may take twice as long or longer. Examples of homework could include:

- complete work from class
- read a book in English or another target language for a specified time
- work with classmates on a group project
- read or reread text or chapters in a novel
- study for a test
- take time to reflect on a given topic and write about it
- watch a tutorial video or curriculum-related program

Students are expected to complete all assignments. If a student has been away, they are to complete all missed work promptly or as arranged with teachers.

PLAGIARISM & ACADEMIC INTEGRITY

Deer Lake School students are expected to practice academic honesty. Plagiarism and cheating are not acceptable. Plagiarism is presenting someone else's work (written, musical, artistic, photographic, etc.) as your own. Work is plagiarized if any part of it is taken from another source without proper reference or citations. Plagiarized work must be redone independently. Failure to do so in a timely manner will result in zero credit.

Cheating includes, but is not limited to, copying homework, purchasing assignments from others and presenting them as your own, using non-approved electronic help during a test, or looking at another student's test. No credit is given for work that is copied or lent to be copied.

PROCESS TO RESOLVE DISPUTES

Procedural fairness is important at Deer Lake School. We do our utmost to promote justice and fair play in our relationships with students, teachers, and parents. We believe that it is important not only for conflicts to be dealt with fairly, but that all parties involved feel as though they have been openly and honestly heard in their concerns.

In an effort to seek healthy solutions when issues of concern arise, Deer Lake School administration supports the following process:

1. Parents should first take their concern directly to the teacher involved in the situation. Please email or telephone the teacher to make a mutually convenient appointment.
2. Both parties will seek to create a face-to-face meeting to discuss issues of serious concern. The guiding principle should be to "seek first to understand, then to be understood."
3. If both parties have met, but do not feel that a "win-win" solution has been achieved, either the parent or teacher can ask the vice-principal or principal to review the issue.
4. Both parties will meet with and discuss the matter with the vice-principal or principal.
5. If a mutually acceptable resolution is not achieved in this meeting with the vice-principal or principal, the matter can then be referred to the Deer Lake School Board for hearing by the board.
6. The Deer Lake School Board will review the matter, in full consultation with the parent, teacher, and administration. The school board will do everything possible to create a mutually acceptable solution.
7. If the Deer Lake School Board cannot create a mutually acceptable solution, their decision will become the final authority in the resolution process.

STUDENT RECOGNITION & AWARDS

- **Grade 12 Gold Honour Cords:** These are graduation awards for students who have a 90.0% average over grades 11-12 in all the courses listed in the awards chart below.
- **Grade 12 Burgundy Honour Cords:** These are graduation awards for students who have a 86.0% to 89.9% average over grades 11-12 in all the courses listed in the attached awards chart.
- **Grade 12 Grad Speaker:** The privilege of speaking on behalf of the graduating class at the commencement ceremonies will be granted to the class president unless extenuating

circumstances preclude their ability to do so. In such a case, the class sponsors will appoint a designated speaker.

- **Governor General Award:** The signed certificate and medal is given to the student with the highest GPA for all grade 11 & 12 classes in a given graduating class. This award is given in the subsequent grad year.
- **Principal's Excellence Trophies:** These awards are given to students who maintained a 90% average over the course of the year.
- **Athletic Awards** (for outstanding skills, coaching, sportsmanship, team sports, etc.-given in the Sports Banquet at the end of the year)
- **District Scholarships & Top Curriculum-Specific Awards**, as well as service and **Caring Heart Awards**, are also given at Graduation.
- **Blue Legacy Cords:** These cords are given at graduation to students who have been at Deer Lake School K-12 for a total of 13 years!

48 credits and courses required for Gold Cord & Burgundy Cord Evaluation

NOTE: Grade 12 courses must be taken at Deer Lake School and the combined average must be 90.0%.

*Fine Arts or Applied Skills 10, 11, 12 (top ONE)	*Bible 12
*Bible 11	*Top STEM 12 (#1)
*First People's New Media 11	*Top STEM 12 (#2)
*A math 11	*Top Elective 12 (could be another academic class)
*A science 11 (top score)	*English Studies 12
*Socials Justice 12 or History 12 (top score)	
*Career Life Connections 12	

STUDENT LIFE

CO-CURRICULAR STUDENT PARTICIPATION

1. Because Deer Lake School values balance in all aspects of student learning, and aims for excellence, students participating in co-curricular activities are required to maintain an average of 60% or higher in their classes at each midterm and quarter reporting period. Students must also exhibit satisfactory work habits, citizenship, and adequate participation (at the discretion of the teachers) in order to take part in any co-curricular activity. Exceptions may be made for students who have circumstances that prohibit their ability to achieve the necessary requirements. Decisions will be made at the discretion of the teacher and the Athletic Committee.
2. If a student has a grade below 60%:
 - a. As soon as the grades are published he/she shall be removed from all co-curricular activities for a one week probation period.
 - b. He/she shall get a list of required make-up assignments from the teacher of each class where he/she has a grade below 60% and shall complete them within one week to a level of 60%.
 - c. If the student completes the work satisfactorily (60% level) within the one week probation period, he/she may return to all co-curricular activities.
 - d. If the student does not complete the work satisfactorily (60% level) within the one week probation period, they are suspended from all co-curricular

activities until the next midterm or reporting period or at the discretion of the Athletic Committee.

3. If a student has unsatisfactory work habits, citizenship, and/or participation, they may also need to follow the above one-week probation period, and/or be assigned special activities etc., at the discretion of the teachers.

ATHLETICS

We are the Deer Lake Falcons!



We are members of two leagues:

- Canadian Adventist School Athletics (CASA), which is run within our school authority. We run four tournaments per year: Junior and Senior Football as well as Junior and Senior Volleyball.
- The Greater Vancouver Independent School Athletic Association (GVISAA). We participate in soccer (boys), volleyball, basketball, badminton, Ultimate Frisbee and track and field.

DRESS CODE

Unless granted a specific administrative exemption, the dress code will be in effect during school hours, to and from school, at all designated school field trips and/or other related activities, and at all public performances presented by the school. When arriving and/or leaving school, students must be wearing appropriate school uniform.

UNIFORMS

PHILOSOPHY

At Deer Lake School, we practice Habit 3 - Put First Things First: "I spend my time on things that are most important". We believe that having a uniform makes getting ready simple and easy for parents/caregivers and our students so they can focus on bringing their best to school every day. We want our students to have a consistent, professional, simple appearance and not have to worry about trends, what other people are wearing and how much it might cost etc.

A uniform policy enhances a dynamic learning experience, inspires confidence and nurtures the intellectual and social development necessary for success in a future career environment.

We want to prepare students for a successful future while making them as successful as possible in their day-to-day learning experience.

Our code of conduct asks students to: "carry yourself with respect and wear your uniform with pride."

SCHOOL UNIFORM

All students are expected to wear:

- All-black shoes
 - Shoes must be well-fitting
 - K-3 should wear black runners only, to support growing foot development and the movement involved in active learning
- Black socks/tights
 - Knee socks or tights should be worn with tunics, kilts, and skorts
- Cambridge-supplied bottom options
 - K-4: Tartan tunic, grey skort, grey shorts, grey dress pants
 - 5-7: Tartan kilt, grey skort, grey shorts, grey dress pants
 - 8-9: Tartan kilt, grey skort, grey shorts, grey dress pants
 - 10-12: Tartan kilt, grey skort, grey shorts, grey dress pants
- DLS-branded short or long-sleeve shirt tucked in
 - K-7: Navy
 - 8-10: White
- Additional sweater, vest, blazer or other approved outerwear options as appropriate. Every student must have either a sweater, cardigan, blazer or sweater vest for performances, picture day, and other formal uniform-required events.
 - K-9: Burgundy
 - 10-12: Navy

GYM STRIP & DLS FALCON UNIFORM

Grades 4-7 will wear gym strip either the morning or afternoon of each day a PE class is scheduled and will change at lunchtime. Students are expected to wear:

- Burgundy t-shirt with school logo
- Navy shorts with school logo
- Black socks
- Runners only
 - Ballet slides, dress shoes, or boots are NOT acceptable for PE

Optional cold-weather choice:

- Sweatpants and hooded sweatshirt (only to be worn with gym strip) with school logo
- Black leggings and/or base layer shirts may be layered underneath for added warmth

Students in grades 8-12 who participate in Falcon athletics must purchase warm-up uniforms that include:

- Navy & white track jacket and pants with school logo

NOTES ON APPEARANCE:

- Families should take stock of uniform fit and condition every few months to make sure student uniforms are well-fitting as students grow.
- Tunic, skort, and short hems should reach knee length for consistent appearance and freedom of movement
- We recommend wearing bike shorts under kilts and tunics to allow for comfort and ease of movement (also available through Cambridge)
- Any clothing or hairstyle that is distracting to the learning process is not permitted.
 - Hair colours should appear natural, and hair should be neat and clean.
- If makeup is worn, it should be natural-looking. If nail polish is worn, it should be in muted, neutral tones.
- Any tattoos must not be visible.
- In keeping with a consistent uniform appearance and general safety guidelines, we ask that jewellery not be worn.
 - *Religious articles and/or additions to the uniform, such as head coverings and other pillars of faith are approved, as are small, simple, neutral-coloured studs to maintain ear piercings.
 - This expectation includes casual days
- Hats/toques/baseball caps are not to be worn in the building outside of Spirit/theme days (ex.: “Hilarious Hat & Hair Day”), including casual days.
- Hair bands, scrunchies, or bows should either be purchased through Cambridge Uniforms or be in solid black or navy.

UNIFORM ACCOUNTABILITY

On occasion, students will need support in ensuring they are properly meeting uniform expectations. The 2023-2024 school year brings a new opportunity to improve our systems and help students take responsibility for their appearance each day.

The **first** time a student is not in uniform they will:

- Fill out a written plan in the office for how they’re going to solve the issue with the support of the office team or principal. Examples might include:
 - Making a plan to retire shoes that are not in dress code
 - Setting up reminders and accountability systems in order to not forget gym strip on PE days

On the **second** occasion, they will:

- Call home in front of the office team or principal to see their plan through by adding parental/caregiver accountability

Upon **three or more** times out of dress code, they will:

- Talk with the principal or vice-principal to formulate a new plan to ensure the lapse does not happen again. Parents and administrators might need to also talk to figure out how to support or tweak the student’s plan.

THEMED/CASUAL DAYS

Deer Lake School recognizes that on non-uniform days, a student's choice of dress can form an important part of self-identity. However, all accessories and clothing worn on Casual Fridays and Theme Days should also be appropriate, reflective of Deer Lake School standards. Students are expected to be dressed and groomed in a manner which will not be disruptive to the educational process, constitute a health or safety hazard, or violate civil law. Clothing items that have profanity or pornography are not permitted. Nor are items that promote hatred, discrimination or illegal activities.

Clothing worn on non-uniform days should be appropriate for the occasion. Shirts and skirts should provide coverage that allows for free movement without need to adjust (pulling up at neckline or down at midriff or legs). Graphic designs should be in keeping with core Deer Lake School values. Underwear should not be visible. Pants/jeans should not be excessively tight; leggings are not acceptable unless under a skirt or tunic-length shirt.

FOOTWEAR

Shoes must be worn at all times when walking around the classroom or school facility, and should be appropriate for the activity. Bare feet are acceptable for gymnastics. However, when leaving the gym, shoes must be worn.

LOCKERS & LOCKS

Lockers are provided for all students in Grades 6-12. Students are expected to keep their lockers tidy. Random spot checks may occur. The school is not responsible for the loss of valuables.

Although the lockers are the property of the school, students are expected to treat them with the same care as if they were their own.

A school lock will be issued at the beginning of the school year to each student in Grades 6 and up. These locks must be returned at the end of the school year or the student will be charged a \$10 replacement fee. The lock is to be used to protect the student's belongings. Students should NOT share the combination with any other student so as to prevent any unauthorized entry into a locker.

MEDICAL INFORMATION

Students receive regular health services from the Fraser Health Authority. If your child has a medical condition such as a severe allergy or a chronic health condition, please provide the office with the necessary information in writing. If your child becomes sick during the school day, a call to the parents will be made and arrangements will need to be made to pick up your child.

NUT AWARE

Because of life-threatening nut allergies, Deer Lake School strives to be nut-free. No nuts of any kind are to be brought into the school. Please speak to your child's teacher before bringing food to share with the class.

DISPENSING OF MEDICATION

Dispensing medication in any form is not practised at the school unless a written arrangement has been made, and the appropriate forms have been filled out. Full instructions for dispensing the medication must be provided.

HEAD LICE

Head lice are common in schools. Lice are not a serious health hazard, just a nuisance requiring quick and persistent attention. If your child has head lice, please notify the school immediately. Head lice travel easily from child to child if they are not treated immediately. If it is discovered that your child does have head lice, he or she will be sent home until the proper treatment has been completed. Students will not be allowed to return to school until it is confirmed that there are no more lice or nits.

SAFETY

ABUSE PROTOCOL

Child abuse is a serious problem. It is morally and legally wrong. Its impact can last a lifetime and even extend to future generations. Everyone who has reason to believe that a child has been or is likely to be physically harmed, sexually abused or sexually exploited by anyone, or needs protection in the circumstances described in section 13 (1)(d) to (k) of the Child, Family and Community Service Act, is legally responsible under section 14 of the Act, to report the incident or situation promptly to a child protection social worker. In British Columbia, a child is anyone under the age of 19. Therefore, Deer Lake School follows the policies and protocols as set out in the *BC Handbook for Action on Child Abuse and Neglect, Responding to Child Welfare Concerns*, as well as *Supporting our Students: A Guide for Independent School Personnel Responding to Child Abuse*.

EMERGENCY RESPONSE DRILLS

Regular fire, earthquake, lockdown, and other security drills are held each year in order to train students how to respond in a real emergency situation. All visitors (*parents & volunteers*) are expected to evacuate the building along with the students and staff.

SMOKING, DRUGS AND ALCOHOL

Cigarettes, electronic cigarettes, vaping supplies, drugs (including cannabis) and alcohol are not permitted on school grounds. It is illegal to use these and other intoxicating substances on school property.

WEAPONS/EXPLOSIVES

All weapons, potential weapons, dangerous items that may be used as a weapon, or items explosive in nature are forbidden on school property. This includes knives, pellet guns, fireworks, and dangerous chemicals. If a student is suspected of having a weapon/explosive at school, the student will be asked to give it to administration. Lockers and personal belongings will be searched. Weapons infractions will be dealt with by the discipline committee. Students may also need to meet with a member of our school RCMP Youth Liaison Team.

SCHOOL HOURS

Kindergarten & Grade 1

- 8:30 am to 2:50 pm Monday-Thursday
- 8:30am to 1:50 pm Friday

Grade 2-5:

- 8:30 am to 3:00 pm Monday-Thursday
- 8:30am to 2:00 pm Friday

Grades 6-7:

- 8:30 am to 3:15 pm Monday-Thursday
- 8:30am to 2:15 pm Friday

Grades 8-12:

- 8:30 am to 3:15 pm Monday-Thursday
- 8:30am to 2:15 pm Friday

ATTENDANCE

In addition to achieving academic excellence, good attendance and punctuality are valuable life skills that can be attained by every student.

Please phone (604-434-5844) or email (office@deerlakeschool.ca) the school office no later than 8:30 am on the day the student is absent or late for school for any reason.

- Classes begin at 8:30 am. Students are encouraged to arrive no later than 8:20 am.
- Students who arrive after the 8:30 am bell must check in at the office.
- Students are expected to be prompt and regular in attendance for all classes and assemblies.
- Should truancy and absenteeism be a problem, parents and students will be asked to meet with Deer Lake School Administration to collaboratively resolve the issue.
- Grade 10-12 students missing more than fifteen percent (15%) of class time may forfeit their credits for the course.

APPOINTMENTS

Whenever possible, we request that parents make medical and dental appointments after school to avoid conflict with learning time. If students are leaving the school during the

school day, they must sign out at the office. A note or a phone call from a parent/caregiver is also required.

EXTENDED VACATIONS

There are extended breaks during the school year and parents are requested to plan their vacations to coincide with these holiday times. If a student will be away from the classroom, please fill out an Absentee Notice available at the school office. Trips taken during the school year due to extreme circumstances will be reviewed on an individual basis by the administration, provided official written notification is given to the school no less than 10 days prior to the beginning of the trip.

ARRIVAL & DISMISSAL PROCEDURES

In order to ensure the safety and supervision of our students, please arrange to have students arrive at school between 8:00-8:20 am. Students should not arrive on campus before this time, unless registered for Before School Care (Grades K-7). Between 8:00-8:20, limited staff supervision will be provided for students who gather under the awnings outside their prospective entrances. For those not enrolled in before school care, the building opens to all K-12 students at 8:20.

Drivers should enter the parking lot, staying inside the coned lane, and wait to let students out of the vehicle only once they've entered the "green zone" of cones at the south end of the lot. Students must not exit the vehicle until the car has pulled up as far as possible in the available space. Upon exit, vehicles must turn left to leave campus.

Kindergarten to Grade 5 students will be dismissed at 3 pm each day (Fridays at 2 pm) and must remain in their classrooms until their teacher is notified that their parent has arrived in the pick-up line. Pick up should take place at the dismissal time of the oldest child in the family in order to ensure a smooth dismissal process. Drivers should enter the parking lot, staying inside the coned lane, and move forward as far as possible.

Volunteers will assist students to cars and direct drivers to pull out of the lane once the student(s) enter the vehicle.

Drivers should proceed with extreme caution leaving the parking lot.

At 3:20 pm, all K-7 students registered for our licensed After School Care program will be escorted to the Assembly Room and Humanities Room. Any students who have not been picked up will be escorted to the office where their parent/guardian will be contacted. Any family with a child remaining in the office after 3:30 will be charged \$15 per every 15 minutes to cover the cost of supervision for unforeseen circumstances.

BEFORE AND AFTER SCHOOL CARE

Our Before and After School Care Program operates from 7:00 to 8:00 am and 3:30 to 6:00 pm Monday to Thursday; 2:30-6:00 pm Friday. The Before and After School Care Program provides a play-based learning experience where children can develop self-esteem, cooperation, team work, problem-solving skills and more. The program is

based on the age and interests of the children in attendance. It gives time for children to do their homework and provides activities for academic enrichment.

Children must be registered for this program, and space is limited due to government licensing regulations for the supervision of children. Rates and application forms are available in the office.

The After School Care telephone number is 604-816-5845.

SCHOOL CLOSURES

During the winter months, there may be days when the road conditions are considered too dangerous for travel and school will be closed. Power outages, heat waves, and air quality alerts may also affect school closures. These decisions are made by the administration as early as possible and will be communicated to families by phone, facebook page, and on our school website.

TECHNOLOGY

Kindergarten to grade 9 students are not to use cell phones before school or during school hours; students who bring a phone to school should keep it securely locked in their locker, and not on their person. (This includes smart watches and other personal devices that have built in browsers and internet capabilities.) Grades 10 -12 students will have the privilege of responsible phone usage at the teacher's discretion. For example, if Chromebooks are unavailable, teachers may allow students to access cell phones in the class for a specific educational project. At all times, students must abide by the classroom teacher instructions, and the signed Acceptable User Policies. Deer Lake School does not permit video or audio recordings of students or staff members at any time unless permission is given for academic purposes. Students who are filming for yearbook or school-designated purposes will be issued a Media Pass card.

Any disregard for the cell phone/smartwatch policy will result in the device being turned in to the office to be retrieved at the end of the day. A warning and conversation with the principal and/or parents may be necessary.

Grades 8 -12 may use their cell phones in the school lobby from 3:15 pm to 3:45 pm to check bus schedules, connect with parents or after school jobs, or any other important communication.

If parents need to contact their student, they should call the office. If any student needs to contact parents at any time during school hours, they may use the classroom phone, or go to the office to use the landline there.

Students are responsible for any electronic devices they possess. Deer Lake School cannot be held liable for any damaged, lost, or stolen equipment. High school students and parents will sign both an Acceptable Cyber User's Agreement and an Acceptable Bring Your Own Device (BYOD) User Agreement. This will be done at the beginning of the

school year. These agreements outline the rules for acceptable use of devices on school property, as well as for accessing school networks.

Any student using electronic devices for defaming, bullying, or ridiculing another individual will face disciplinary action.

GENERAL INFORMATION

CITIZENSHIP

Deer Lake School students are expected to exhibit qualities of respect, responsibility and loyalty. Students are to respect the property and privacy of fellow students as well as people in positions of authority. Students can be expected to be loyal to the school and fellow students, as well as to parents and to God. Fellow students and staff alike appreciate students who are pleasant, productive citizens of the community.

SPEECH

Students are encouraged to develop their verbal skills to a high degree so that they can speak clearly and expressively. Students are to carefully consider the impact of their words and not use words to tear down other people. Students should also refrain from language that is vulgar, immoral or profane.

PERSONAL INFORMATION PRIVACY POLICY

Deer Lake School works in accordance with the Personal Information Privacy Policy of the Seventh-day Adventist Schools in British Columbia. A copy of this policy is available from the Principal.

STUDENT DRIVERS

All student drivers must complete the Student Driver Form and submit all necessary documentation to the school office. Because of limited parking space, student drivers will be asked to park along the street.

STUDENT VISITORS

All student visitors wanting to visit a classroom during the school day are asked to complete the Student Visitors Request Form and have it approved at least 24-hours before the visit.

VOLUNTEERS

Volunteer help is welcomed and appreciated. Parents and others who would like to do volunteer work at the school may do so by making arrangements with the office. A Criminal Record Check from the Ministry of Justice is required and can be completed

online. Contact officemanager@deerlakeschool.ca for more information. A copy of the Criminal Record Check will be kept confidential in the school office.

PARENT DRIVERS

Deer Lake School is delighted to have volunteer parent drivers. In order to participate, parents must have vehicles in good working condition with at least 2 million dollars liability insurance (copies of insurance papers to be submitted to the school office). As well, parent drivers must submit a yearly Driver's Abstract from ICBC and have the Criminal Record Check done as indicated for all school volunteers.

FINANCES

REGISTRATION FEES

Registration fees are in place for Kindergarten to Grade 12, and are due and payable at the time of registration. The registration fee is non-refundable. Registration fee information is available at the school office.

The registration fee includes provision for computers, yearbook, student portraits, and partial field trip expenses. Some class trips and special programs, such as graduation or athletic events, have extra charges.

LATE REGISTRATION AND WITHDRAWAL

A student registering before the 15th of any month will pay tuition charges for the entire month. A student withdrawing after the 10th of the month will pay tuition charges for the entire month.

PAYMENT OF TUITION FEES

Arrangements for tuition payments are made at the school office at the time of registration. Tuition fees are paid the first day of each month (September to June) for local students by pre-authorized debit/Visa/Mastercard.

For International students, tuition is due in full at the time of registration by cash/certified cheque/bank draft and cannot be refunded. Please keep your bank statements as your receipt.

FAMILY DISCOUNT

The third student from an individual family unit is charged half of the applicable tuition rate. Additional immediate family members will not be charged tuition or other fees. *(Not Applicable to International Students)*

CHURCH SUBSIDY

Please indicate Seventh-day Adventist Church membership in a constituent congregation to apply for discounted, church-subsidized tuition rates.

TUITION-TAX DEDUCTIBLE RECEIPT

Deer Lake School, in conjunction with the Seventh-day Adventist Church (BC Conference), issues tax receipts for part of the tuition as charitable donations. The charitable donations receipt covers the religious portion of the tuition, and it is calculated by deducting the secular portion from the total tuition paid. A receipt will be issued annually in February.

NSF PAYMENTS

In the event that a payment is not honoured by the bank due to insufficient funds in the account, the school will contact the signatory as soon as possible in order to arrange for a valid replacement cheque, or cash, in the amount of the original cheque plus the bank charges against the school for handling the NSF cheque. An invoice will be issued for the additional bank charges and a receipt will be given for payment received.

DONATIONS

Tax-deductible receipts are issued to school supporters who give donations of \$25 or more typically 8-12 weeks following the end of the fiscal year.

FEES: DAMAGED PROPERTY

Student accounts will be billed for the cost of labour and materials to repair or replace school property damaged or destroyed by students.

FEES: TEXTBOOKS and SUPPLIES

Textbooks are on loan. Students are responsible for returning them and other borrowed school supplies in good condition. Parents will be required to pay for undue damage or loss of textbooks. Replacement fees for other lost or damaged school property, such as graphing calculators, laptops, Chromebooks, etc. will also be charged.

SCHOOL SONG

The Deer Lake Family

By Shine Deza-Mariano (Deer Lake School alum, former teacher, and current parent)

You're right in front of me
Our paths cross can't you see
Our Father is hovering up above
I pray that we may be
Good as the Lord may see
I pray that our school be lifted up

We are called to meet the Lord above
And reach those with His everlasting love
And vow that we may be
Waiting ready just to see
The Lord our God as the Deer Lake Family

So now, let us vow
To reach those all around
And pray to God so others may see
God's family through Deer Lake

We are called to meet the Lord above
And reach those with His everlasting love
And hope that others see
Jesus vividly through me
And serve our God as the Deer Lake Family

And vow that we may be
Waiting ready just to see
The Lord our God as the Deer Lake Family

DEER LAKE SCHOOL

2023-2024 Contact Information

Name	Position Description	Email Address	Ext.
Andrade, Marc	Grade 9; STEM 8 & 9; Bible 10	mandrade@deerlakeschool.ca	205
Asis, Hydie	Accounts Clerk	accountsclerk@deerlakeschool.ca	142
Bag-Ayan, Clea	Before and After School Care Coordinator	cbagayan@deerlakeschool.ca	0
Brousson, Emily	Principal	admin@deerlakeschool.ca	0
Cautivar, Cassandra	Grade 3	ccautivar@deerlakeschool.ca	104
Correa, Luana	Education Assistant	lcorrea@deerlakeschool.ca	0
Dobbin, Brittany	PE & Health K-7; Active Living 11/12	bdobbin@deerlakeschool.ca	0
Droguett, Beatriz	Before and After School Care Assistant	bdroguett@deerlakeschool.ca	0
Emmons, Byron	Band 6-9; ADST 6; Careers 6; Choir 6/7; Composition & Production 11/12;	bemmons@deerlakeschool.ca	134
Emmons, Esmon	AutoTech 11; Bible 11; PE 8 & 9; Woodworking 11/12; Co-Athletic Director	eemmons@deerlakeschool.ca	133
Emmons, Tara	Grade 7; Lighthouse Team Coordinator	temmons@deerlakeschool.ca	201
Eun, Grace	Librarian; Reading Specialist; Education Assistant	geun@deerlakeschool.ca	105
Eun, Paul	IT Specialist & Education Assistant	peun@deerlakeschool.ca	0
Flores, Ed	Accountant	accounts@deerlakeschool.ca	132
Friesen, Rachelle	French 6-10; Socials 6	rrusk@deerlakeschool.ca	0
Gagnier, Heather	Kindergarten	hgagnier@deerlakeschool.ca	111
Gordon, Chris	Grade 5	cgordon@deerlakeschool.ca	107
Gordon, Victoria	Education Assistant	vgordon@deerlakeschool.ca	0
Gospodinov, Martin	Grade 8	mgospodinov@deerlakeschool.ca	206
Guillen, Emy	Administrative Assistant	office@deerlakeschool.ca	136/0
Jakovac, Dawn	Secondary Vice-Principal; Academic Advisor; Careers 11 & 12; French 11; History 12; Social Justice 12	djakovac@deerlakeschool.ca	123
Kim, Daniel	Education Assistant	dkim@deerlakeschool.ca	0
Knopp, Loretta	Bible 12; Theatre 11; English 10-12; Socials 10	lknopp@deerlakeschool.ca	203
Kripakova, Tetyana	Before and After School Care Assistant	tkripakova@deerlakeschool.ca	0
Llewellyn, Alfrose	Education Assistant	allewellyn@deerlakeschool.ca	0
Lorenson, Lester	Grade 6 Homeroom; Earth Science 11; Chem 12; ESS	llorenson@deerlakeschool.ca	206
Lui, Laura	Elementary Vice-Principal; Educational Support Services Coordinator	llui@deerlakeschool.ca ess@deerlakeschool.ca	102
Luk, Christina	Registrar; Office Manager	officemanager@deerlakeschool.ca	101
Mann, Jeniffer	Before and After School Care Assistant; Education Assistant	jmann@deerlakeschool.ca	0
Martin, Phil	Science 10; Life Sciences 11; Physics 11 & 12; Chemistry 11; Anatomy & Physiology 12	pmartin@deerlakeschool.ca	119
McCarty, Jacqui	Administrative Assistant	jmccarty@deerlakeschool.ca	0
Miguel, Clelia	Advancement & Database Administrator	cmiguel@deerlakeschool.ca	0
Paunovski, Nadica	Grade 2	npaunovski@deerlakeschool.ca	108
Ryden, Molly	Math 10-12; Careers 10; Co-Athletic Director; PE 10	mryden@deerlakeschool.ca	202
Silva, Debbie	Music K-5, 8/9; Reading Specialist; Visual Arts 6, 11/12	dsilva@deerlakeschool.ca	0
Subade, Edmundo	Custodian	esubade@deerlakeschool.ca	0
Subade, Retchiel	Before and After School Care Substitute Coordinator; EA	rsubade@deerlakeschool.ca	0
Tremblay, Bobie	Grade 1	btremblay@deerlakeschool.ca	106
Turner, Karri	Grade 4	kturner@deerlakeschool.ca	110
Umahag, Elizah	Accountant	jraccountant@deerlakeschool.ca	142
Waterman, Dean	Leadership Consultant; Acting Head of School	dwaterman@deerlakeschool.ca	0
Williams, Basil	Workplace Math 10; Foundations of Math 11 & 12	bwilliams@deerlakeschool.ca	112
Woytko, Gaileen	Director of Development & Operations	gwoytko@deerlakeschool.ca	137