

EARLY YEARS

INFORMATION HANDBOOK



“QUALITY EDUCATION WITH A CHRISTIAN PERSPECTIVE”

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PRINCIPAL'S MESSAGE

WELCOME TO STEINBACH CHRISTIAN SCHOOL

As we begin the school year together, I encourage you to make the best use of the opportunities for learning and friendship that SCS provides. Join us in developing an excellent learning community that is characterized by love and respect for God and for each other, a spirit of caring and selflessness, and a school environment that glorifies God. We want you to experience success in your studies, develop good committed friendships, participate in many school activities and – most importantly – grow as followers of Jesus Christ.

ADMINISTRATION

Barkman, Thor, *BRS, BEd, Med, TESOL – Principal*
Block, Marjorie, *BEd – Early Years Vice Principal*
Rogalsky, Jamie, *BPE, BEd. – Middle Years Vice Principal*
Wiebe, Scott, *BSc, BEd – Senior Years Vice Principal*

FACULTY

Block, Marjorie <i>BA, BEd</i>	Martens, Dwayne <i>BEd</i>	Rogalsky, Starina <i>BPE, BEd</i>
Braun, Lina <i>BA, BEd</i>	Penner, Desirae <i>BEd BA</i>	Smith, Krista <i>BA, BEd</i>
Chan, Frank <i>BEd, BSc, BEd.</i>	Penner, Megan <i>BA, BEd</i>	Summerville-Dueck, Michael <i>BEd, BMus</i>
Dueck, Allison <i>BA, BEd</i>	Peters, Brad <i>BA, BEd</i>	Thiessen, Alyssa <i>BA, BEd</i>
Duester, Elisha <i>BA, BEd, PBDE</i>	Peters, Kevin <i>BEd</i>	Toews, Jonathan <i>BTh, BA, BEd</i>
Dyck, Karen <i>BA, BEd</i>	Plett, Curt <i>BEd PBDE</i>	Unger, Lisa <i>BEd</i>
Fast, James <i>BChurMus., BEd, BMus</i>	Polinsky, Ryan <i>BFA, BEd</i>	Wiebe, Scott <i>BSc, BEd.</i>
Fast, Stephanie <i>BN, BEd</i>	Reimer, Scott <i>BACHurMin, BA, BEd</i>	Zacharias, Brett <i>BA, BEd</i>
Froese, Cheryl <i>BEd, PBEd</i>	Reimer, Scott R. <i>BA, BEd</i>	Zacharias, Dylan <i>BPHE, BEd</i>
Funk, Heike <i>BSc, BEd</i>	Rogalsky, Jamie <i>BPE, BEd</i>	

SUPPORT STAFF

Baszynski, Zack <i>Custodian</i>	Neufeld, Christina <i>Administrative Assistant</i>
Bergen, Jocelyn <i>Custodian</i>	Penner, Ginger <i>Educational Assistant</i>
Brandt, Renae <i>Executive Assistant</i>	Penner, Jennifer <i>Administrative Assistant</i>
Buhler, Dean <i>Custodian/Maintenance</i>	Penner, Rachel <i>Educational Assistant</i>
Davis, Lynn <i>Educational Assistant</i>	Penner, Roland <i>IT</i>
Fast, Sharon <i>Administrative Assistant</i>	Poirier, Dean <i>IT</i>
Guenther, Audrey <i>B.A. - Counsellor</i>	Rahn, Nelly <i>Custodian</i>
Heppner, Wendell <i>Facilities Manager</i>	Reimer, Susan <i>Educational Assistant</i>
Kampen, Oliver <i>Finance Clerk</i>	Rempel, Lucille <i>Educational Assistant</i>
Martin, Jaala <i>Custodian</i>	Thiessen, Lonita <i>Receptionist, Secretary</i>

STATEMENT OF PURPOSE

Steinbach Christian School exists to provide a quality education with a Christian perspective that emphasizes the development of the total person.

INTELLECTUAL

- To challenge each student to maximize his/her academic potential.

SPIRITUAL

- To encourage each student to a faith commitment to Christ and a vibrant Christian walk.
- To provide Biblical study courses designed to inspire a love for Scripture, promote Biblical knowledge, develop sound Bible study methods and accept the teachings of the Bible as authoritative in faith and life.
- To help students develop a well-informed appreciation of their Christian heritage in the Evangelical-Anabaptist tradition.

PHYSICAL

- To provide students with opportunities for physical and skills development through athletic programs.

SOCIAL AND EMOTIONAL

- To encourage students to develop a personal worldview that integrates religious convictions, social values, and intellectual experiences.
- To help all students gain self-understanding and self-acceptance and then express their individuality in healthy interactions.
- To prepare young people for a productive, competent and responsible life in the Christian community and in society.

Steinbach Christian School purposes to be a nurturing community in which to achieve these goals. All staff are committed Christians who attempt to reflect this through their teaching and personal lives.

WHAT WE BELIEVE

I

We believe that the Scriptures of the Old and New Testaments are wholly inspired by God and are the infallible and final authority in faith and life.

II

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.

III

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

IV

We believe that man was created in the image of God; that he sinned, and thereby incurred that death which is separation from God; and that all human beings are sinful by nature and in need of redemption which can be accomplished alone by the grace and power of God.

V

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His sacrificially shed Blood.

VI

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God with power to overcome sin and live a life pleasing to God.

VII

We believe that a way of life is taught by Christ and the Scriptures which is God's plan for the human individual and for the race, and that those who espouse discipleship of Christ are bound to live in this way, thus manifesting in their personal life and social relationships the love and holiness of God. We believe that this way of life also means non-resistance to evil by carnal means, the fullest exercise of love, and the resolute abandonment of the use of violence, including warfare. We believe further, that the Christian life will of necessity express itself in non-conformity to the world in life and conduct.

VIII

We believe that the Christian Church consists of believers who have repented from their sins, have accepted Christ by faith, are born again and sincerely endeavour by the grace of God to live the Christ-life.

IX

We believe in the resurrection of the crucified body of our Lord Jesus Christ, in His ascension into heaven, and in His present life there for us as our High Priest and Advocate. We believe in His personal, visible, bodily coming again according to the Scriptures.

X

We believe in the bodily resurrection of all men, the ever-lasting blessedness of the saved, and the everlasting punishment of the lost.

XI

We believe that our generation is responsible for the complete evangelization of this generation and that every believer carries part of this responsibility and should make the reaching of this objective his or her life's work.

GRADING AND REPORTING

SCS has three reporting periods for the Early Years. Marks in Kindergarten- Grade 4 are not percentages. The report card will reflect the development of the child based on a 1-4 scale.

Scale	The student ...
4	Consistently demonstrates application of concepts and skills related to the student specific outcomes (Student Specific Outcome is mastered prior to the time indicated)
3	Demonstrates very good application of concepts and skills (Student Specific outcome is achieved in the time indicated)
2	Demonstrates basic application of concepts and skills related to the student specific outcomes (On target to achieve the objective)
1	Limited application of concepts and skills; see teacher comments (not on target to achieve the student specific outcome)
ND	Does Not yet Demonstrate the required application of concepts and skills; see teacher comments
NA	At this time the domain is not applicable

PARENT – TEACHER DAY

Two parent-teacher interview days are planned each year in fall and spring. Please see the school calendar for the exact dates. Parents are encouraged to make appointments for interviews by calling the school office. Parents are encouraged to bring the Student Agenda with them to each parent-teacher meeting.

RESOURCE

If a student requires extra assistance or adapted work or strategies to more closely fit the needs of the student; these plans will be made by the resource teacher, subject/homeroom teacher and then discussed and signed by the parents. These plans (AEP's) will be reviewed throughout the year and changed as needed.

COUNSELLING & GUIDANCE

SCS encourages all students who are struggling with school related or personal issues to speak with the school counselor. All information is treated sensitively and in confidence.

EMERGENCY/MEDICAL/ACCIDENT PROCEDURES

Children's safety is of greatest concern to school personnel. In the event of an accident of any kind, a qualified First Aid staff member will be called to assess, parents will be called and in the event of a serious injury or medical event, 911 will be activated. The First Aid staff member will remain with the student until a parent/guardian is with the child. Thus, it is imperative that ALL students have an emergency contact on file with the school.

ADMINISTRATION OF MEDICATION TO STUDENTS

It is the responsibility of the parents to make arrangements that will eliminate the need for medication to be dispersed at school. In the event that a child requires medication during school hours, the parent must come to the school to fill out a form giving details and permission for the homeroom teacher to give medication as required. Where long term medication is required, these forms must be updated at the beginning of each school year. This would include inhalers that are with a student or kept in a teacher's desk or in the office area.

MEDICAL CONDITIONS

Should your child have a serious medical condition or allergy, a school medical and emergency plan will need to be made with the school resource teacher. Copies of this plan will be held in a general office area and all teachers will be made aware of the plan. If your child in K-4 has an Epi-Pen, we require this to be in the office area, together with the medical plan. This plan and the Epi-pen would then be taken to all outside school events and field trips.

STUDENT LIFE

SCHOOL HOURS

The first morning bell rings at 8:55 am and a second bell, indicating the start of classes, rings at 9:00 am.

Office hours are 8:00 am – 4:30 pm. The office is closed on Saturdays, Sundays, holidays and some PD or Admin Days.

School Buildings Open:

Sept - April: 8:00 am - 10:00 pm Monday to Friday

May - June: 8:00 am – 5:00 pm Monday to Friday

Early Years students are encouraged not to arrive on school property before 8:45 am.

Early Years students are encouraged to leave the school grounds by 3:45 pm.

DAILY ROUTINES

School begins at 9:00 am for all students. Kindergarten students will be dismissed at 11:30. Grade 1-2 students will be dismissed at 3:40 and Grade 3-4 at 3:45. Students are expected to proceed directly to their parent's vehicle at dismissal time. Grades 1-4 students have three significant breaks in the day – a morning and afternoon recess break and a lunch break. Kindergarten students have only a morning recess. During the morning and afternoon breaks and the latter half of the lunch break, Kindergarten to Grade 4 students are required to leave the school building for some fresh air. When the temperature outside reaches 30 degrees Celsius below 0 (with wind chill), recess will be indoors. A judgment call will be made when temperatures approach this threshold. The decision will be based upon Steinbachonline.com weather data.

SCHOOL CLOSURE

SCS abides by the same school cancellation policy as Hanover School Division. SCS will be closed on days when the Hanover School Division cancels school.

1. Category 1 Days – school is partially closed.
 - 1.1. Days when it is too cold to ask students to walk to school or wait for a bus (-35 or -45 wind chill).
 - 1.2. School will be closed to students.
 - 1.3. All staff is expected to attend as regular.
2. Category 2 Days - schools closed to all
 - 2.1. Days when weather and road conditions make driving too hazardous to operate vehicles.
 - 2.2. School will be closed to students and staff.

FLAMES ATHLETICS

GYM DRESS

Only clean, non-marking gym shoes are allowed in the gym for any sports activity.

GYM EQUIPMENT AND USAGE

Most gym equipment is stored in the equipment room. Breakages do occur and students will not be charged for such if they had permission to use the equipment, if it was broken within the range of normal use, and if the breakage was promptly reported to the Physical Education instructor.

THE LIBRARY

CIRCULATION PROCEDURES

All materials borrowed from the library must be signed out at the circulation desk. The library reserves the right to recall any borrowed item before it is due if a special request is made by a teacher.

If you wish to keep your library materials longer than their due date, you may renew them at the circulation desk, if no one else has requested them. You don't need to have the items with you to renew them. Items may be renewed once only.

If you have any overdue materials, you will not be able to sign out anything else until the item is returned. Any items lost, damaged or unreturned will be charged to you. Fines for late materials are \$0.25 per day for Senior Years Students.

GENERAL INFORMATION

Books may be borrowed for 3 weeks; videos and DVDs for one week; back issues of magazines for one week. Borrowed items should be returned to the "book return" at the circulation desk (near the library entrance). You are responsible for the items you sign out. The basic rules of conduct in the library are:

- Keep Quiet and considerate of others.
- Respect library property.
- Maintain an atmosphere conducive to study.
- Check out all materials taken from the library.
- When materials are used in the library only, please do not re-shelve or re-file them yourself. Please place these items on empty shelves with red tape, or return them to the circulation desk.
- Return all materials on or before their due date.
- Refrain from eating in the library.
- Students must stay out of the SBC Café and Meeting Room, as well as the K-6 Room, unless permission is given by library staff.
- All books on display are available for signing out.
- Remember that all school rules apply in the library.

Library privileges may be revoked by library staff for:

- Repeated failure to return items or to respond to overdue notices
- Failure to comply with the basic rules of conduct

LIBRARY HOURS

September - June

Monday – Friday

8:30 am - 4:30 pm

July – August

CLOSED

PROGRAM OF STUDIES

EARLY YEARS

Grades Kindergarten – Grade 4 will study Provincial Curriculum that is taught with a Christian perspective. Subjects will include English, Mathematics, Science, Social Studies, Physical Education/Health, and Bible. Chapel and music are also an important part of their schedule.

FINANCIAL INFORMATION

MANITOBA STUDENTS

Tuition rates are available online at SteinbachChristian.ca

PAYMENT OF TUITION FEES

New applications must be accompanied by the non-refundable application fee as well as a 10% tuition deposit. The Tuition Deposit will be refunded *ONLY* if an application is rejected by SCS or space is not available in the appropriate grade.

Tuition payment or arrangements for tuition payment must be submitted to SCS on or before the first day of classes to fully complete the enrolment process.

We have 3 tuition payment installment options:

- **Full tuition payment** – due September 1st
- **Semester payments** – due September 1st and February 1st
- **Monthly pre-authorized bank withdrawals** September – June
 - Must enroll in the Rotessa Payment Plan
 - Forms available at the SCS office or from our website SteinbachChristian.ca

Payment Options:

- Cheque (*Returned cheques will be subject to a \$35.00 charge*)
- Debit
- e-transfer
- Cash
- Pre-authorized bank withdrawal by enrolling in the Rotessa Payment Plan.

DISCOUNTS

Family Rate Subsidy

Steinbach Christian School has a tuition subsidy program. The Family Rate Subsidy will apply automatically to tuition amounts over the stated family rate for any particular year. The Family Rate Subsidy is limited to the specified amount per year per family. This amount will be reviewed by the Board each year along with annual tuition rates. Please refer to the SCS website SteinbachChristian.ca for current amounts. Families requiring additional assistance are encouraged to apply for Financial Assistance.

Early Application Discount: A \$150 Early Application Credit is granted to first time Manitoba applicants if the application form, application fee and tuition deposit reach SCS on or before March 31st - the discount will be applied at the beginning of school term

Early Payment Incentive: Tuition payments received by the office on or before July 31st qualify for an early payment incentive of 2%. For example, \$1,000.00 received by the deadline qualifies for a \$20.00 early payment incentive which will be applied to the student's account. ($\$1,000.00 \times 2\% = \20.00)

Financial Assistance: SCS offers Tuition Assistance on a needs basis to all eligible students. Awards depend on demonstrated financial need and may be up to a maximum of 50% of tuition. Assistance is applied on credit to the student's account balance. A copy of both parents' previous year's Notice of Assessment from CRA is required with the Financial Assistance application form. Application forms are available at SteinbachChristian.ca or from the SCS office.

TAX-DEDUCTIBLE RECEIPTS:

Donation receipts are issued for a percentage of tuition paid during the calendar year. The percentage varies year to year and is calculated according to Canada Revenue Agency guidelines. Receipts are issued to the individual/s paying the tuition, not necessarily the family whose student is enrolled.

ACCOUNT BALANCES OR CREDITS

All accounts with a credit balance at the end of May will either have the balance refunded or applied toward the next year's tuition/school costs.

REFUND POLICY

In the case of early withdrawal, tuition fees will be refunded equal to every full month remaining in the school year. Special fees or charges are not refundable.

PRIVACY:

All information collected in the application process or through the agreement entered into with SCS for the payment of all charges is held in the strictest confidence and will only be used for the purpose of providing a quality education for the student. No information will be distributed to any other parties. All personal information is held on file until SCS receives a written request to destroy the files, no earlier than two years after the student graduates or departs from SCS.

STUDENT REGULATIONS

A hallmark of Steinbach Christian School is our commitment to a safe and healthy school environment that encourages students to develop to their full potential. With this in mind, we focus our student behaviour policies in three areas: Respect the School, Respect Others, and Respect Yourself.

RESPECT YOURSELF

AGENDAS

The Student Agenda is designed especially for the student. It contains school guidelines, dates of school activities, helpful study hints, daily planning pages and much more.

We provide Student Agendas for four reasons:

- to help students become better organized
- to improve home and school communication
- to help students become more accountable for their homework and marks
- to provide students and parents with regular access to our Student Handbook (located at the front of this agenda)

Our expectations of students are:

- Students will be expected to take their agendas home every day. Teachers will assist students in writing in any homework assignments. Notes for parents will be in the pocket at the front of the agenda. Parents are asked to look at and sign the agenda on a daily basis.

We invite parents and guardians:

- To familiarize themselves with the Student Agenda
- To examine it on a regular basis throughout the school year (the agenda is not intended as a student's private diary)
- To bring it to all parent/teacher meetings

The main purpose of the agenda is improved student achievement.

STUDENT ARRIVAL AND DISMISSAL

Parents are encouraged to drop their child off no earlier than 8:45 am and to pick up as close to dismissal as possible.

We encourage Early Years parents to use the north driveway for drop-off and pick-up.

If students need to be removed from class for appointments or other reasons, please call or email the office.

Phone messages regarding dismissal changes (ie change in who will pick up your child) must be made to the secretary by 11:00 am for Kindergarten and 3:00 pm for Grades 1-4.

We strongly discourage Early Years students from walking or biking to school due to danger on the highway. If they are walking or biking, they should be accompanied by an adult.

ATTENDANCE

Attendance is compulsory in all classes. To encourage this, the following policy will be applied.

- If a student is absent and the school has not been contacted, a phone call home will be made to verify the location of the student.
- If a student is absent, a note or phone call must be received by the office within three (3) school days for the absence to be excused. After this time, the absence cannot be excused.
- Students caught skipping or having an unexcused absence, will receive a yellow slip as described in our discipline policy.

- In the event of serious illness, family vacation, or a mission's assignment, please make arrangements with the office in advance.

CHAPEL

The chapel experience is an important aspect of the school's spiritual life shared by students and staff. Early Years Students have Chapel twice per month. One chapel will be K-4 only. The other will be together with Middle Years students.

Students have daily devotions and Bible classes with their Homeroom Teacher.

HOMEWORK

Completing and handing in assigned homework is vital to achieving a good academic standing. As a general rule, a student can expect to have five to ten minutes of homework multiplied by the grade they are in, per day. (*ie. A grade 2 student can expect 10 – 20 minutes of homework*). Homework for Early Years students will usually consist of regular reading assignments, spelling, some math practice, and in grades 3-4 possibly a short review for a science or social studies quiz. The student agenda contains a calendar on which homework assignments should be recorded.

STUDENT SUPPLIES

Students are expected to provide their own school supplies. Teachers may provide a list of required supplies.

TELEPHONES

Any use of the telephone will be supervised. Often telephone calls will be made by a teacher.

RESPECT OTHERS

CONSIDERATION

Students are expected to show respect and consideration to one another. Students should refrain from causing disturbances in the hallways, blocking stairways, or disturbing others who wish to study. Unreasonable discrimination on the basis of any characteristics as set out in The Human Rights Code is unacceptable.

Any bullying or physical, sexual or psychological abuse, either verbal or written, of any person (students, staff or visitors) is unacceptable.

DRESS CODE

The SCS dress code is intended to promote a positive, respectful learning environment and to reflect the school's Christian character.

Students are expected to dress appropriately at ALL SCHOOL FUNCTIONS. Their appearance should reflect modesty, neatness and cleanliness. The following guidelines apply:

- Attire that is modest, not revealing and appropriate is the rule at school:
 - Shirts with no cleavage or midriff shown. Tank tops must have three finger width straps. Racer back tanks, transparent shirts, muscle shirts and spaghetti straps do not follow our dress code.
 - All undergarments must be covered at all times
 - Shorts (both for males and females) and skirts should be mid-thigh length.
 - Leggings, jeggings, yoga pants, or fitted sweats must be worn with a t-shirt or shirt that covers the buttocks at all times.
 - Clothing – t-shirts, hoodies, hats, & jackets must have school appropriate logos, messages and pictures
 - Jeans that were purchased with style related holes, must have leggings underneath. No skin should be showing.
 - Head coverings are not to be worn in the classrooms, cafeteria or Chapel.
 - Shoes or sandals must be worn at all times. This is for safety and health purposes.

Early Years:

- We understand that Early Year's students wear out the knees on their pants. If the holes become too large, please choose other pants to wear to school.
- Skirts should have shorts or leggings underneath
- All of the above guidelines still apply to Early Year's students.

Inappropriate dress:

- A staff member may use their discretion at any time and ask a student to change his/her clothing to something more appropriate. If they do not have appropriate clothing at school, they will be asked to call home.
- A student dressed inappropriately will not be allowed back into class until the clothing is deemed appropriate.

LOST AND FOUND

A bin of Lost and Found Items will be placed in the hallway of the Early Years Wing. Please check the bin if a student is missing an item.

MOBILE COMMUNICATION DEVICES

Mobile Communication Devices are not permitted at school for Early Years students.

- If students need to be contacted during the school day the school secretary should be contacted and a message will be left for the student.

School staff do not use or permit the use of cell phones in the classroom.

Laptops/iPads/computer labs are used to teach specific digital literacy skills.

Exceptions to the policy may be made to support medical and diverse learning needs under the direction of the principal.

VISITORS

Visitors must check in at the office when they arrive and obtain a visitors pass. Students are expected to treat all visitors with consideration and respect.

RESPECT YOUR SCHOOL

LUNCHES

Early Years (Kindergarten – Grade 4) students are expected to eat their lunches in their assigned classroom. No food or drink is to be taken into the College building, the gym, the chapel, or the computer labs. Please make every effort to deposit garbage into the garbage containers provided and please recycle.

POSTERS AND NOTICES

A teacher must initial any posters or notices posted in the school. Any material not approved by a teacher will be removed.

PROPERTY AND EQUIPMENT

Students are expected to treat school property with respect and consideration for the continued enjoyment of the facilities by both students and the general public. In the event of damage to school property, the person responsible will be expected to make restitution. In the event of deliberate damage, further disciplinary action will be taken.

DISCIPLINE POLICY

DETAINMENT

Any teacher may require a student to complete unfinished homework or assignments during lunch, recess, or after school.

Once a student has completed the unfinished work they are free to leave.

YELLOW SLIP PROGRAM

Any teacher may issue a yellow slip as a warning to a student who is not abiding by school expectations.

When a student receives a Yellow Slip, the homeroom teacher will make contact with the home to discuss the situation.

When a student has received 3 Yellow Slips, they will meet with the Early Years Vice Principal who will contact parents, and appropriate discipline will be administered.

PROBATION

A student with chronic behaviour problems may be subject to a probationary contract.

- Probationary guidelines will be established by the Principal in consultation with the Administrative team.
- Violation of the guidelines will be punishable by suspension or expulsion.

SUSPENSION

In the case of probationary violation or severe misbehaviour, a student may be suspended by the school.

There are two classifications of suspension:

- In-School Suspension - the student will be detained in a school room isolated from the rest of the student body
- Out-of-School Suspension - the student will remain at home, unable to attend any school functions during the duration of the suspension

The Principal will present the student to the Administration Team with a recommendation. The Principal will inform the SCS Cabinet of the suspension.

EXPULSION

In the case of severe misbehaviour or probationary violation a student may be asked to leave the school.

- The Principal will present the student to the Administration Team for review.
- The Board will be informed of the situation.
- Parents may make a request to the Board for a review of an expulsion.

SMOKING

When a student is caught smoking during school hours or on school property, they will be given a three-day suspension.

The second time a student is caught smoking they are given a five-day suspension, placed on probationary contract, and expected to discuss stop-smoking strategies with a doctor. (A doctor's note will be expected in order to return to school following the suspension.)

The third time a student is caught smoking they will be expelled from Steinbach Christian School.

DRINKING AND DRUGS

For all SCS students (including students age 18 or older), the following are unacceptable:

- Using, possessing or being under the influence of alcohol, cannabis (marijuana) or illicit drugs at school
- Cannabis consumption, possession or sale on school property **is illegal, regardless of age.**

The first time a student is caught in possession of or under the influence of alcohol or drugs during school hours or on school property, they will be given a five-day suspension, placed on probationary contract, and expected to discuss the danger of alcohol and drugs with a doctor. (A doctor's note will be expected in order to return to school following the suspension.)

The second time a student is caught in possession of or under the influence of alcohol or drugs, they will be expelled from Steinbach Christian School.

APPENDIX 1 INTERNET USAGE POLICY

GENERAL USE

The Internet is to be used for educational purposes only. Inappropriate use or misuse will result in suspension as outlined below. SCS Internet usage will take place in a teacher supervised setting.

PERSONAL SAFETY

The Internet can provide access to many groups and people. Most of these are well meaning and positive, some are dangerous. It is sometimes difficult to tell one from the other. Students should:

- Not post personal contact information about themselves or other people anywhere on the Internet. Personal contact information includes your address, telephone, school address, work address, etc.
- Not agree to meet with someone met online.
- Disclose to a teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

PERSONAL COMMUNICATION

- SCS will not provide individual e-mail accounts for students.
- Students accessing web-based email accounts should do so responsibly following the guidelines contained in this document.
- Internet "chat" has been disabled.

NETWORK SECURITY

- No student should use the SCS Internet access to attempt to disrupt or gain unauthorized access to another computer system or network.
- No student may attempt to illegally download or upload any copyrighted material (i.e. games, music etc.)

PLAGIARISM

- No one may take information from the Internet and attempt to present it as their own. Proper citations of information found on the Internet must be done on research papers.

INAPPROPRIATE MATERIAL

With the large amount of inappropriate and offensive content on the Internet, SCS has installed a content filter. Requests can be made to have particular web sites allowed. Recreational web sites will not be considered.

- No student will attempt to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- If you mistakenly access inappropriate information:
 - Back out using your browsers back button

- Notify your teacher or system administrator so that steps can be taken to prevent others from stumbling onto this page.

SUSPENSION

- Students found in violation of this usage policy will be suspended from Internet usage.
 - First Offence: 10 days.
 - Second Offence: Remainder of the school year.

NOTES: