

SENIOR YEARS

SCHOOL 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. To the graduating class of this year, we want to challenge you to make this last year your best year.

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 *BA, BEd*

Braun, Lina *BA, BEd*

Chan, Frank *BEd, BSc, BEd.*

Dueck, Allison *BA, BEd*

Duester, Elisha *BA, BEd, PBDE*

Dyck, Karen *BA, BEd*

Fast, James *BChurMus., BEd, BMus*

Fast, Stephanie *BN, BEd*

Froese, Cheryl *BEd, PBEd*

Funk, Heike *BSc, BEd*

Martens, Dwayne *BEd*

Penner, Desirae *BEd BA*

Penner, Megan *BA, BEd*

Peters, Brad *BA, BEd*

Peters, Kevin *BEd*

Plett, Curt *BEd PBDE*

Polinsky, Ryan *BFA, BEd*

Reimer, Scott *BACHurMin, BA, BEd*

Reimer, Scott R. *BA, BEd*

Rogalsky, Jamie *BPE, BEd*

Rogalsky, Starina *BPE, BEd*

Smith, Krista *BA, BEd*

Summerville-Dueck, Michael *BEd, BMus*

Thiessen, Alyssa *BA, BEd*

Toews, Jonathan *BTh, BA, BEd*

Unger, Lisa *BEd*

Wiebe, Scott *BSc, BEd.*

Zacharias, Brett *BA, BEd*

Zacharias, Dylan *BPHE, BEd*

SUPPORT STAFF

Baszynski, Zack *Custodian*

Bergen, Jocelyn *Custodian*

Brandt, Renae *Executive Assistant*

Buhler, Dean *Custodian/Maintenance*

Davis, Lynn *Educational Assistant*

Fast, Sharon *Administrative Assistant*

Guenther, Audrey *B.A. - Counsellor*

Heppner, Wendell *Facilities Manager*

Kampen, Oliver *Finance Clerk*

Martin, Jaala *Custodian*

Neufeld, Christina *Administrative Assistant*

Penner, Ginger *Educational Assistant*

Penner, Jennifer *Administrative Assistant*

Penner, Rachel *Educational Assistant*

Penner, Roland *IT*

Poirier, Dean *IT*

Rahn, Nelly *Custodian*

Reimer, Susan *Educational Assistant*

Rempel, Lucille *Educational Assistant*

Thiessen, Lonita *Receptionist, Secretary*

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.

ACADEMICS

Steinbach Christian School operates on a semester system for Senior Years (9-12). A student will take three or four subjects per semester. The first semester begins in September and runs to the end of January. The second semester begins in February and runs through June. The Middle Years (5-8) operate on an annual system. A Student will take the same subjects all year.

ACADEMIC AWARDS

A variety of academic awards are given at the year-end Awards Ceremony in recognition of outstanding academic achievement. These include:

1. *Timothy Award* - for outstanding achievement in the areas of spiritual, physical, academic, and social involvement
2. *Governor General's Medal* - awarded to the Grade 12 student with the highest overall average
3. *Top Academic Awards* - awarded to the Grade 5 - 11 students with the highest overall average for their grade
4. *Christian Character Award* – awarded to the graduating student who is a daily example of Christ's love to students and staff.
5. *Spirit of Generosity Award*
6. *Most Improved Award* - Given to the graduating student who has shown the most improvement and growth in their academics
7. *MLA Citizenship Award* - Preference given to a graduating student that has demonstrated leadership and involvement in public affairs, volunteerism, social justice and conservation
8. *Student Leadership Award* – Given to the graduating student who has demonstrated leadership in the school through volunteering, engaging in school activities, and contributing in a positive way to the culture of SCS.
9. *Biology/Chemistry/Physics/Math/ELA/History/Visual Arts/Music/Physical Education Awards* – Given to the student with exceptional achievement in these subject areas.

TUITION ASSISTANCE AND BURSARIES

Steinbach Christian High also offers tuition assistance on a needs basis to all eligible students. Awards depend on demonstrated financial need and the number of applicants. Forms are available from the school office.

Scholarships toward post-secondary education are made available through a variety of universities, colleges, and other agencies to those students with above average achievement. Speak to the Vice Principal for further details.

COURSE CHANGES

Senior Years students have the first five school days of each semester in which to change courses. Forms are available from the school office.

COURSE FAILURES

Over the past few years the SCS Administration has become increasingly concerned that a handful of students are repeatedly failing their courses. This pattern of spinning wheels is not at all productive for the student and is a clear indication that we are not able to bring that student to a point of academic success. As a result, a course failure policy has been created. The policy states: Once a student fails a core course for the second time, they will be withdrawn from school.

EXEMPTIONS

Exemptions apply to Grade 7 to Grade 11 students only. They are granted by subject and determined by the following criteria:

- Academic ability of the student - students are required to have at least an 80% average in the particular course
- General attitude of the student - students are expected to have appropriate attitudes towards their studies and teachers

There will be no exemptions in all graduation required courses:

Grade 10:	Math	Grade 11:	Math
	Science		ELA
	ELA		Canadian History
	Geography		

GRADING AND REPORTING

Grades will be based on tests, assignments, class participation and exams. Students who miss tests must make arrangements to write them the following day.

The final grade will be based on: term work (75%), and final exam (25%).

SCS has four reporting periods in the Senior Years (9-12). Two reports will be sent to the parents each semester, describing the student's progress.

For Grade 9-12 students, the first report each semester will provide the mid-term mark and the second report the final grade.

Parents are encouraged to track their student's progress and marks in the Student Agendas.

HONOUR ROLL

In order to be placed on the Honour Roll, a student must achieve an overall final mark average of 80% or higher with all final marks being 65% or higher.

PRINCIPAL'S HONOUR ROLL

In order to be placed on the Principal's Honour Roll, a student must achieve an overall final mark average of 90% or higher with all final marks being 65% or higher.

RECOMMENDED PREREQUISITES FOR MATHEMATICS AND SCIENCE COURSES

Mathematics

- Grade 10 Pre-calculus Math
 - 60% in Grade 9 Math
- Grade 10 Applied Math

- *50% in Grade 9 Math*
- Grade 10 Consumer Math
 - *50% in Grade 9 Math*
- Grade 11 Pre-calculus Math
 - *60% in Grade 10 Pre-calculus Math*
- Grade 11 Applied Math
 - *50% in Grade 10 Pre-Calculus Math*
 - *Or 80% in Grade 10 Consumer Math*
- Grade 11 Consumer Math
 - *50% in grade 10 Consumer Math*
- Grade 12 Pre-Calculus Math
 - *60% in Grade 11 Pre-Cal*
 - *Or 80% in Grade 11 Applied Math plus entrance test*
- Grade 12 Consumer Math
 - *50% in Grade 11 Consumer*

Sciences

- Grade 10 Science
 - *50% in Grade 9 Science*
- Grade 11 Physics and Chemistry
 - *50% in Grade 10 Science*
 - *And 50% in Grade 10 Pre-calculus Math*
 - *Or 60% in Grade 10 Applied Math*
- Grade 11 Biology
 - *50% in Grade 10 Science*
 - *50% in at least one Grade 10 Math Course*
- Grade 12 Physics, Chemistry, Biology
 - *50% in the corresponding 30S Science Course*

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.

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.

STUDENT LIFE

SCHOOL HOURS

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

SCS must not arrive on school property before 8:00 am.

SCS students are encouraged to leave the school grounds by 4:30 pm unless they are involved in a school-sponsored event (music, sports, etc.).

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.

STUDENT COUNCIL

The Student Council is composed of officers elected by the Senior Years student body. Members of the Council serve as representatives on the various student organizations. The Student Council's purpose is to guide the student body in matters of policy and practice.

There is ample opportunity for student leaders to practice their skills in the various committees set up by the Student Council. This group looks after many activities on campus and forms an integral part of student life.

FLAMES ATHLETICS

INTRAMURALS

All students and staff are invited to take part in the intramurals program. This takes place during lunch. Some of the activities that may be organized are volleyball, basketball, badminton, indoor soccer and floor hockey.

SENIOR YEARS ATHLETICS

The Senior Years compete in Zone 13 of the Manitoba School Association. SCS is classified as a "AA" school. The Senior Years generally field teams in golf, cross-country running, volleyball, basketball, badminton, and track and field.

GYM DRESS

Acceptable gym wear is to be worn to all Physical Education classes. 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. Students may supply their own equipment for badminton, table tennis, and floor hockey. Students may use the gymnasium during the day if no other scheduled activities are taking place.

ATHLETIC AWARDS

The top male and female athletes of Senior Years will have their achievements recognized with athletic awards at the end of the year.

MUSIC

MUSIC PROGRAMS

There are many opportunities for SCS students to become involved in various music ensembles. The choral and band programs are open to all students. The auditioned Chamber Choir, and Praise Band include students from Grade 9 to Grade 12. The Chamber Choir usually goes on tour each year.

A musical is produced every second year, giving opportunity for many Senior Years students to participate in various capacities. Students may audition for on-stage parts, or contribute in technical areas such as make-up, sets, costumes or props.

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 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.

Books and CDs 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:

- Library privileges may be revoked by library staff for:

- LIBRARY HOURS

Monday – Friday

8:30 am - 4:30 pm

CLOSED

GRADUATION REQUIREMENTS

COURSE AND GRADUATION REQUIREMENTS

For graduation from Steinbach Christian School a student must have successfully completed 30 credits including a Bible course for each semester of attendance from Grade 9 – 12, and a Voluntary Service Credit (see Course Descriptions for more details). Graduates of SCS are also expected to give a short testimony during a Chapel in their grade 12 year. A minimum of 4 credits must have been taken at SCS. The requirements for graduation at Steinbach Christian School are in accordance with Manitoba Education guidelines. Please see the Program of Studies section for more detail.

PROGRAM OF STUDIES

SENIOR YEARS

Compulsory Subject Areas			
Grade 9	Grade 10	Grade 11	Grade 12
English Language Arts	English Language Arts	ELA (Lit and/or Comp)	ELA (Lit and/or Comp)
Mathematics	Mathematics (IAP and/or Essentials)	Mathematics (Pre-Cal and/or Applied and/or Essentials)	Mathematics (Pre-Cal and/or Applied and/or Essentials)
Science	Science	Canadian History	Church History
Social Studies	Phys. Ed./Health	Contemporary Christian Issues	Physical Education
Keyboarding (½)	Geography	Physical Education	
Physical Ed./Health	Bible		
Bible			
Business			
Band or Art			
Choir or Applying ICT			
Electives			
Chamber Choir (<i>audition</i>)	Band	Band	Calculus ½
Drama (multi grade ½)	Art	Art	American History AP
Praise & Worship (0)	Chamber Choir (<i>by audition</i>)	Chamber Choir (<i>by audition</i>)	Art
	Choir	Choir	Band
	Print Communications (½)	Chemistry	Chamber Choir (<i>by audition</i>)
	Digital Pictures (½)	Biology	Choir
	Digital Film (½)	Physics	Psychology (multi-grade)
	Entrepreneurship (multi-grade)	Entrepreneurship (multi-grade)	Western Civilizations (multi-grade)
	Drama (multi-grade ½)	Drama (multi-grade ½)	Chemistry
	Praise & Worship (0)	Digital Dark Room	Physics
		3D Modeling (½)	Biology
		Praise & Worship (0)	Praise & Worship (0)

Notes:

1. All courses are 1 credit unless otherwise indicated.
2. Mathematics is offered through three courses: Pre-Calculus, Applied, and Essentials.
3. Within the elective subject areas students must complete one Grade 11 elective credit and two Grade 12 elective credits in order to graduate.
4. For graduation from Steinbach Christian School, a Voluntary Service Credit (*see Course Description for more details*) must be earned throughout a student's Senior Years (9-12).
5. Please read the course descriptions on our website SteinbachChristian.ca for more details.
6. Students must ensure that they meet the entrance requirements of the post-secondary education, training or work situations they intend to pursue.
7. If the enrolment in any optional course is insufficient, the course may be withdrawn for the semester or year. Some courses may be taught in alternative years.
8. With the approval of the Principal, students may enrol with the Independent Studies Program for courses not offered by the school.

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.

INTERNATIONAL / OUT OF PROVINCE STUDENTS

Tuition rates are available online at SteinbachChristian.ca

PAYMENT OF FEES

International students or Non-Manitoba residents who are new to SCS, must submit tuition payment in full prior to full acceptance. Returning Non-Manitoba students must submit 50% of the following year's tuition by the end of March.

NOTE: Any balance remaining is due within 3 days of the first day of school. Any credit balances remaining on the student's account are refunded to the student in June of the current school year.

NOTE: There is a Finance Charge of 1% per month applied to all unpaid balances unless the SCS Business Office has a signed pre-payment agreement on hand. Any cheques returned to SCS as NSF by your financial institution will have the bank charges assessed against the student's account as well as a finance charge to be applied that month and any subsequent months until the NSF cheque is satisfactorily replaced.

Any other payment arrangements must be discussed with the Finance Office prior to the student arriving at SCS. Any accounts not paid by the end of the second month of each semester could result in other action. All accounts for Grade 12 students must be paid in full before graduation.

It is understood that once a parent or guardian has signed the application form they agree with all the policies of the school.

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.

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:

- Each student in Grades 9-10, is required to carry the agenda to each class. Students who do not have the agenda with them at the start of class will be expected to obtain a photocopied page from the secretary. If this makes them late, they will be marked late for class. Students are expected to replace lost agendas at their own expense.
- Each student (Grades 9-10) is to record all homework in their agendas
- Each student (Grades 9-10) is to record all marks in their agendas (note the goal setting pages)

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

ATTENDANCE

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

Senior Years Absences

- 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.
- After four (4) unexcused absences, a student will be removed from the course.
- After ten (10) total absences (unexcused and excused combined), a student will be removed from the course.
- A student will be asked to leave the school if he/she has been delinquent in three (3) courses in any given semester.
- After two (2) unexcused absences and for each subsequent unexcused absence, the secretary will notify the parents. A letter will be sent home after three (3) unexcused absences.
- After seven (7) total absences, the secretary will send a letter home to the parents. The secretary will notify of subsequent absences.

- In the event of serious illness, family vacation, or a mission's assignment, please make arrangements with the Vice Principal in advance.
- The Vice Principal will deal with unexcused Chapel absences.

Senior Years Lates

Students are expected to arrive in class on time and prepared. A student is considered late if he/she arrives after the bell for that class has rung. Students that habitually come to class unprepared (i.e. forgetting required materials) may also be marked late. Teachers will deal with students who are habitually late on an individual basis.

CHAPEL & SMALL GROUPS

CHAPELS

The chapel experience is an important aspect of the school's spiritual life shared by students and staff. Typically, chapels feature faculty members, guest speakers, students, and praise and worship. Middle Years Chapel is held for Senior Years Chapel is held twice a week for Grades 9-12. An All School Chapel is held once a month for Grades 5-12. Chapel services are part of the school day and therefore students are expected to attend all chapel services.

The Principal may grant release from chapel attendance. Legitimate requests, which will receive consideration, include the following:

- other designated responsibilities during the chapel hour
- student illness (confirmed by parents)

A record of chapel attendance is kept for every student. The Vice Principal will deal with unexcused absences.

SMALL GROUPS

At the beginning of the year Senior Year (9-12) students are divided into small groups of approximately ten students and one staff or youth pastor leader. These groups meet once a week for sharing, prayer, and often snacks. Small groups are part of the school day and therefore students are expected to attend all small group meetings.

The Principal may grant release from small group attendance. Legitimate requests, which will receive consideration, include the following:

- other designated responsibilities during the small group time
- student illness (confirmed by parents)

A record of small group attendance is kept for every student. The Vice Principal will deal with unexcused absences.

HOMework

Completing and handing in assigned homework is vital to achieving a good academic standing. Students who persistently fail to do assigned homework will be dealt with according to our discipline policy. 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 9 student can expect 45 –90 minutes of homework*). The student agenda contains a calendar on which homework assignments should be recorded.

INTERNET USE

The Internet is intended to provide students with access to technology and research tools that enhance the learning environment. With this goal in mind Internet access is being made available. The Internet should be seen as an educational tool, not a recreational tool. Internet access is a privilege, and as such requires responsible use. Before a student may use the Internet, the student and parent(s) must sign the Student Acceptable Internet Use Agreement & Parent Permission Form. See the policy in Appendix 1.

LOCKERS, LOCKS AND BICYCLES

All students will be given the option to have a locker. Lockers are to be kept locked at all times. Teachers or administration will lock unlocked lockers with a padlock. A small fee will be charged to have these lockers unlocked. The school will provide each student with a combination lock for the school year. Locks which are not returned at the end of the school year will be charged to the student account. The school is not responsible for any articles lost from lockers. Students are cautioned not to leave wallets, money, or any other valuables in lockers.

Bicycle stands are provided outside both school entrances. For safety and security, all students are encouraged to lock bicycles to a bicycle stand.

PERSONAL SPIRITUAL GROWTH

Students are encouraged to attend church on Sunday and set aside a regular time each day for Bible reading and prayer in order to grow spiritually.

RELATIONSHIPS

The cultivation of positive social relationships is important, and we encourage the development of healthy friendships. Although mixed group activities are part of our social life program, all students are to use mature discretion as to when, where, and how much time is spent with an exclusive "clique" or single person. Normal and natural relationships are encouraged which manifest a lifestyle pure and above reproach and in which students are comfortable in the presence of others. Public displays of romantic affection are not appropriate on campus.

STUDENTS AND JOBS

Students should know that their school studies and activities take priority over part-time jobs. Therefore, in scheduling work, students are cautioned against getting over involved to the detriment of their grades.

STUDENT SUPPLIES

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

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.

DANGEROUS ACTIVITIES

Gang involvement or the possession of weapons will not be tolerated.

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.

Inappropriate dress:

- Once the student is appropriately dressed they may go back to class. Any absences will be marked as unexcused by the school.
- Parents will be notified when a student has been spoken to about a dress code infraction.

- Students who display a pattern of violation of the school standard will be required to have a formal meeting with the principal or vice principal and at that time it will no longer be addressed as a dress code issue but rather a respect issue which may include further disciplinary action.

LOST AND FOUND

Students are expected to keep track of their belongings. Students who find articles that do not belong to them, should bring them to the School Office. Students who have lost items should check at the School Office. Articles not claimed will be taken to the MCC Thrift Store.

MOBILE COMMUNICATION DEVICES

The following are the expectations for mobile communication devices:

- All devices must be turned off and stored either in gym bags, backpacks or lockers during classes.
- Devices may be confiscated if a student is found using them during a class.
- If students need to be contacted during the school day the school secretary should be contacted and a message may 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.

VEHICLES

The use of a motor vehicle at SCS is a privilege with accompanying responsibilities.

- Drivers and owners are responsible for knowing and obeying the rules governing motor vehicles in Manitoba.
- Dangerous drivers may forfeit campus-driving privileges and face fines.
- The east parking lot nearest the entrance, is reserved for visitors. Students may park in the north and south parking lots.

VISITORS

Visitors must check in at the office when they arrive and obtain a visitor pass. Students are expected to treat all visitors with consideration and respect. Student's visitors are welcome only during the lunch break and after four o'clock. If a student would like to have a friend experience life at SCS, advanced permission must be received from the principal. Unless previously arranged, it is not appropriate for students to invite visitors during class hours.

RESPECT YOUR SCHOOL

LUNCHES

Students are encouraged to eat their lunches in the Dining Hall. 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, a spare, or after school.

Students skipping a detainment will receive a detention.

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

DETENTION

Any teacher may issue a detention to a student at lunch, during a spare, or after school for corrective enforcement.

- Students must clearly understand the reason for the detention.
- Parents should be notified a day in advance if a student is to sit after school hours.
- All detainees must be appropriately supervised for the duration of the detention.

Students skipping a noon hour detention will receive an after-school detention.

Upon receiving three noon hour detentions, a student will automatically earn an after-school detention of one hour.

Upon receiving three after school detentions, a student will serve a one-day in-school suspension. The student is also placed on probation subject to faculty review.

Students refusing to comply with probationary terms may be asked to leave the school.

PROBATION

A student with chronic behaviour problems or repeated detentions 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 the office area for the duration of the suspension.
 - Parents will be informed for any in-school suspension.
 - After the in-school suspension, the student and parent must attend an in-take meeting with the Vice Principal and the classroom teacher to clarify what behaviors are expected.
 - A student will be placed on a Probationary contract after three in-school suspensions. Parents will be informed and be part of the meeting to prepare the contract.
- Out-of-School Suspension
 - The student will remain at home, unable to attend any school functions (choir performances, sporting events, etc) during the duration of the suspension.
 - Refusal to comply with a Probationary contract will result in an out of school suspension for one to three days based on the severity of the infraction.
 - Parents will be notified on the day of the infraction.
 - Any physical altercations (serious physical fight) between two or more students will result in an automatic out of school suspension. In order to return to school, an intake meeting with the student, parents, teacher and principal must occur and a behavior contract will be written.
 - Any out of school suspensions will be reviewed by the administrative team
 - 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 review of an expulsion.

SMOKING/VAPING

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

The second time a student is caught smoking/vaping 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/vaping 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.**

When 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: