

# SCHOOL INFORMATION HANDBOOK

2012-2013



“QUALITY EDUCATION WITH A CHRISTIAN PERSPECTIVE”

**50 PTH 12 N**  
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## PRINCIPAL'S MESSAGE

### WELCOME TO STEINBACH CHRISTIAN HIGH SCHOOL

As we begin the school year together, I encourage you to make the best use of the opportunities for learning and friendship that SCHS 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.

### FACULTY

**Chan, Frank**, *B.Ed., B.Sc., BEd.*  
**Barkman, Michelle**, *B.A. B.Ed.*  
**Blanchette, Rhonda**, *B.Ed.*  
**Braun, Lina**, *B.A. B.Ed.*  
**Buhler, Adrienne**, *Educational Assistant*  
**Duerksen, Jennifer**, *B.A. B.Ed.*  
**Fast, James**, *B. Church Mus., B.Ed., B. Mus.*  
**Fast, Sharon**, *Secretary, Administrative Assistant*  
**Friesen, Jo-Ann**, *Community Relations*  
**Fry, Natasha**, *Receptionist*  
**Guenther, Audrey**, *B.A. - Counsellor, Educational Assistant*  
**Loewen, Janice**, *Educational Assistant*  
**Martens, Dwayne**, *B.Ed.*  
**Penner, Dewayne**, *B.Ed, B.P.E.*  
**Peters, Kevin**, *B.Ed.*  
**Plett, Curt**, *B.Ed.*  
**Plett, Emery**, *B.R.S., B.Ed. – Principal*  
**Polinsky, Ryan**, *B.F.A., B.Ed.*  
**Rogalsky, Jamie**, *B.P.E., B.Ed.*  
**Schalla, Scott**, *B.Sc., B.Ed.*  
**Thiessen, Alyssa**, *B.A. B.Ed.*  
**Thiessen, Lonita**, *Receptionist*  
**Wiebe, Scott**, *B.Sc., B.Ed. – Vice Principal*

## STATEMENT OF PURPOSE

**Steinbach Christian High 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 High 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 High School operates on a semester system for Senior Years (10-12). 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) and Senior Years (9) operate on an annual system. A Student will take the same subjects all year.

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### 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 7 - 11 students with the highest overall average for their grade
4. *Alfred Reimer Award for Christian Character* – awarded to the graduating student who is a daily example of Christ's love to students and staff.
5. *Spirit of Generosity Award*
6. *Biology/Chemistry/Physics/Math/ELA/History Awards* – Given to the student with the highest overall mark for grade 11 and 12 in each of these courses.

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### TUITION ASSISTANCE AND SCHOLARSHIPS

Steinbach Christian High offers ten entrance scholarships of \$200 each for Grade 10 - 12 students entering the school. The scholarships are for students who have excelled in academics, athletics, or performing arts. Please contact the office for application forms. Application deadline is May 31.

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.

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### COURSE CHANGES

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

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### COURSE FAILURES

Over the past few years the SCHS 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.

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## 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:

<b>Grade 10:</b>	Math	<b>Grade 11:</b>	Math
	Science		ELA
	ELA		Canadian History
	Geography		

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## 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%). The school has four reporting periods in the Senior Years (10-12). Two reports will be sent to the parents each semester, describing the student's progress. The first report will provide the mid-term mark and the second report the final grade. In the Middle Years (5-8) and Senior Years (9), the first three reports will contain the student's current standing to that point in each course. The fourth report will contain final marks (see chart below for details). Parents are encouraged to track their student's progress and marks in the Student Agendas.

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## MIDDLE YEARS MARK CALCULATION

Term 1	Term 2	Term 3	Final
15% (100%) Term Work	15% (33.3%) Mid Term	15% (25%) Mid Term	15% Mid Term
Out of 15%	30% (66.6%) Term Work	45% (75%) Term Work	25% Final Exam
	Out of 45%	Out of 60%	60% Term Work
			Out of 100%

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## HONOUR ROLL

In order to be placed on the Honour Roll, a student must achieve an overall average of 80% or higher in all courses.

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## PRINCIPAL'S HONOUR ROLL

For students to be placed on the Principal's Honour Roll, they must achieve an overall average of 90% or higher in all courses.

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## 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 Applied Math
  - *50% in Grade 11 Applied*
  - *Or 80% in Grade 11 Consumer*
- 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*

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## 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.

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## COUNSELLING & GUIDANCE

SCHS 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

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### 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: 7:30 am - 10:00 pm Monday to Friday

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

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

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### DAILY ROUTINES

Middle Years students have three significant breaks in the day – a morning and afternoon recess break and a lunch break. During the morning and afternoon breaks and the latter half of the lunch break, grades 5 - 8 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.

	<b>Grade 5</b>	<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>
<b>9:00 – 10:30</b>	Classes	Classes	Classes	Classes
<b>10:30 – 10:45</b>	Recess	Recess	Recess	Recess
<b>10:45 – 12:00</b>	Classes	Classes	Classes	Classes
<b>12:00 – 1:00</b>	Lunch	Lunch	Lunch	Lunch
<b>1:00 – 2:30</b>	Classes	Classes	Classes	Classes
<b>2:30 – 2:45</b>	Recess	Recess	Recess	Recess
<b>2:45 – 3:45</b>	Classes	Classes	Classes	Classes

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## SCHOOL CLOSURE

SCHS abides by the same school cancellation policy as Hanover School Division. SCHS 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 with -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.

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## STUDENT COUNCIL

The Student Council is composed of officers elected by the Senior Years (9-12) 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.

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## FLAMES ATHLETICS

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### INTRAMURALS

The Middle Years Physical Education Department organizes the intramural program for the Middle Years (5-8) and the Senior Years (9-12) students. 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.

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### MIDDLE YEARS ATHLETICS

Grades 5 and 6 are given opportunities to participate in extracurricular activities such as Cross Country Running and Track and Field. Participation will take place within Hanover School Division competition events. Grades 7 and 8 compete in the Hanover School Division Athletics Association. They generally field teams in cross-country running, volleyball, basketball, badminton and track and field.

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### SENIOR YEARS ATHLETICS

The Senior Years (9-12) compete in Zone 13 of the Manitoba High School Association. SCHS is classified as a "AA" school. The Senior Years (9-12) generally field teams in golf, cross-country running, volleyball, basketball, badminton, and track and field.

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## 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.

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## 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.

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## ATHLETIC AWARDS

The top male and female athletes of both the Middle Years (5-8) and Senior Years (9-12) will have their achievements recognized with athletic awards at the end of the year.

## MUSIC

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### MUSIC PROGRAMS

There are many opportunities for the students of SCHS 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 become involved in various capacities. Students may audition for on-stage parts, or become involved in technical areas such as make-up, sets, costumes or props.

## THE LIBRARY

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### CIRCULATION PROCEDURES

All materials borrowed from the library must be signed out at the circulation desk. Each student will be issued a library card which the library system uses to identify the borrower. Once a book has been checked out, students are encouraged to write the date due on the slip at the back of the book. Note: 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.

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## GENERAL INFORMATION

Books and CDs may be borrowed for 3 weeks; videos and DVDs for one week, back issues of magazines for 3 days. Borrowed items should be returned to the “book return” at the circulation desk (near the library entrance). You will be charged a fine of \$0.25 per day per item for overdue items. You are responsible for the items you sign out. Do not lend your library materials to anyone else. You may end up paying for something someone else has lost or damaged. The charge for lost items includes the replacement cost and a processing fee of \$10.00 per item.

When books, magazines, or vertical file materials are used in the library only, do not re-shelve or re-file them yourself. Place such items on the top shelves of the book cart at the far end of the circulation desk or on one of the shelves marked with red tape.

Students may ask library staff to do photocopying for them. There is no charge for photocopying related to school assignments.

The basic rules of conduct in the library are:

- Keep Quiet
- Be considerate of others.
- Respect library property.
- Maintain an atmosphere conducive to study.
- Check out all materials taken from the library.
- Return all materials on or before their due date
- Refrain from eating 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 pay fines accrued

Failure to comply with the basic rules of conduct

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## LIBRARY HOURS

### September - April:

Monday - Thursday	8:00 am – 5:30 pm; 6:00 pm – 9:00 pm
Friday	8:00 am – 5:00 pm
Saturday (most)	11:00 am – 4:00 pm
Sunday	Closed

### May & June:

Monday to Friday	8:00 am – 5:00 pm
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## HOLIDAYS

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Statutory Holidays and Sundays	Closed.
Christmas Break	Hours will vary
Spring Break	Regular Sept-April Hours (see above)

Days of operation may vary and will be posted before each holiday.

## GRADUATION REQUIREMENTS

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### COURSE AND GRADUATION REQUIREMENTS

For graduation from Steinbach Christian High 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 SCHS 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 SCHS. The requirements for graduation at Steinbach Christian High School are in accordance with Manitoba Education guidelines. Please see the Program of Studies section for more detail.

## PROGRAM OF STUDIES

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### MIDDLE YEARS

Grades 5 & 6 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.

Grades 7 & 8 will study Provincial Curriculum that is taught with a Christian perspective. Subjects will include English, Mathematics, Science, Social Studies, Choir, Physical Education/Health, Bible and their choice of either Band or Art. Chapel and music are also an important part of their schedule.

## SENIOR YEARS

Compulsory Subject Areas			
Grade 9	Grade 10	Grade 11	Grade 12
English Language Arts	English Language Arts	English Language Arts	English Language Arts
Mathematics	Mathematics	Mathematics	Mathematics
Science	Science	Canadian History	2 of World Religions (½), Ethics (½), or Anabaptist Theology(½)
Social Studies	Phys. Ed./Health	Church History (½)	Physical Education
Keyboarding (½)	Geography	World Religions (½)	
Physical Education/Health	Bible	Physical Education	
Bible			
Study Skills (½)			
Business (½)			
Band or Art			
Electives			
Choir	Band	Band	American History AP
Chamber Choir	Art	Art	Art
Drama (½)	Chamber Choir	Biology	Band
Praise & Worship (0)	Computer Science	Chamber Choir	Biology
	Print Communications (1/2)	Chemistry	Calculus (1/2)
	Spreadsheets (1/2)	Choir	Chamber Choir
	Advanced Keyboarding(1/2)	Computer Science	Chemistry
	Digital Pictures (1/2)	Physics	Choir
	Digital Film (1/2)	Physical Geography	Computer Science
	Drama	Drama	New Media (1/2)
	Praise & Worship (0)	Praise & Worship (0)	World Civilizations
			Physics
			Drama
			Praise & Worship (0)

### Notes:

- All courses are 1 credit unless otherwise indicated.
- Mathematics is offered through three courses: Pre-Calculus, Applied, and Essentials.
- Within the elective subject areas students must complete one Grade 11 credit and two Grade 12 credits in order to graduate.
- For graduation from Steinbach Christian High School, a Voluntary Service Credit (*see Course Description for more details*) must be earned throughout a student's Senior Years (9-12).
- Please read the course descriptions on our website [schs.ca](http://schs.ca) for more details.
- Students must ensure that they meet the entrance requirements of the post-secondary education, training or work situations they intend to pursue.
- 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.
- 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

#### ANNUAL FEES

Application Fees (non-refundable, non-transferable, new students only) \$50.00

First Child \$3,850.00

Family Discount Rates: Parents with more than one child enrolled qualify for discounts as detailed below.

Tuition includes damage deposits, science lab fees, computer lab fees, student council fees (including yearbook), graduation fees, required school clothing and fees for activity days and field trips, with the exception of fees identified below.

#### SPECIAL FEES

Manitoba Student Medical Insurance (Set by Reliable Life) *approx. \$30.00*

Music Tour *Based on music tour travel costs*

Extra costs for field trips such as food or hotel accommodations *Based on type of trip*

Prepaid Meal Pass (for 20 lunches) \$130.00

Private voice, piano, guitar lessons *As arranged through the SBC Conservatory*

Band Instrument Rental *As arranged through the SCHS Music Department*

Students will be charged for unreturned textbooks or locks, as well as for any outstanding library fines.

#### PAYMENT OF FEES

**Payment in full or a completed Rotessa Pre-authorized Payment Plan form (monthly payment withdrawals) must be submitted to SCHS on or before the first day of classes to fully complete the enrolment process.**

Families may opt to take advantage of the Early Payment Incentive (see below) available to August 1<sup>st</sup>, and then pay the balance of the tuition on the first day of classes.

Payment can be made by cheque. Returned cheques will be subject to a \$35.00 charge.

Alternatively, tuition may be paid in instalments throughout the school year by enrolling in the Rotessa Pre-authorized Payment Plan. Rotessa forms are available at the SCHS office or from our website [schs.ca](http://schs.ca).

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## DISCOUNTS

**More Than One Child Enrolled Discount:** Families with more than one child **enrolled** at SCHS qualify for the following discount:

<b>First Child</b>	Full Tuition
<b>2<sup>nd</sup> Child</b>	20% Reduction of 2 <sup>nd</sup> child's Tuition
<b>3<sup>rd</sup> Child</b>	30% Reduction of 3 <sup>rd</sup> child's Tuition
<b>4<sup>th</sup> or more</b>	Free

**Early Application Discounts:** Early application credits are granted to first time Manitoba applicants if the application form and registration fee reach SCHS on or before the following dates:

March 15 - \$150 early application discount – applied at beginning of school term

May 31 - \$50 early application discount – applied at beginning of school term

**Early Payment Incentive:** Tuition payments received by the office on or before August 1st, 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. ( $\$1,000.00 \times 2\% = \$20.00$ )

**Scholarships:** Steinbach Christian High offers ten entrance scholarships of \$200 each for Grade 10-12 students entering the school. The scholarships are for students who have excelled in academics, athletics, or performing arts. Please contact the office for application forms. Application deadline is May 31.

**Financial Assistance:** SCHS offers Tuition Assistance on a needs basis to all eligible students. Awards depend on demonstrated financial need and the number of applicants. Awards range between \$300 and \$1,600 per year. Assistance is applied as a credit on account on a semester basis. A copy of both parents' previous year tax return is required with the Tuition Assistance application form. Application forms are available at the SCHS office.

**Plugged-In Bursary:** Families that have qualified for Financial Assistance and have exceptional financial needs, may qualify for additional funds from our Plugged-In Bursary program. Contact the Finance Office for further information. The Plugged-In Bursary is sponsored by individuals in our community who believe in the importance of making Christian education accessible. In order to provide some feedback to these sponsors, we ask families applying for the Plugged-In bursary to authorize the release to the sponsor, non-identifying information about the student attending SCHS.

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## 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 using a formula provided by the Canada Revenue Agency. Receipts are issued to the individual/s paying the tuition, not necessarily the family whose student is enrolled.

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## 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.

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## 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.

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## PRIVACY:

All information collected in the application process or through the agreement entered into with SCHS 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 SCHS receives a written request to destroy the files, no earlier than two years after the student graduates or departs from SCHS.

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## INTERNATIONAL / OUT OF PROVINCE STUDENTS

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### ANNUAL FEES

Application Fee (*non-refundable, non-transferable, new students only*) \$125.00

International / Out-of-Province Students – Tuition, (*subject to change*) approximately \$10,240.00

**Tuition includes** damage deposits, science lab fees, computer lab fees, student council fees (including yearbook), graduation fees, required school clothing and fees for activity days and field trips, with the exception of fees identified below.

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### SPECIAL FEES

Home Residency Fees (*per semester fee is \$3000.00*) includes cafeteria lunches \$6,000.00

Music Tour *Based on music tour travel costs*

Extra costs for field trips such as food or hotel accommodations *Based on type of trip*

Private voice, piano, guitar lessons *As arranged through the SBC Conservatory*

Band Instrument Rental *As arranged through the SCHS Music Department*

Students will be charged for unreturned textbooks or locks, as well as for any outstanding library fines.

**NOTE:** International/Out of Province fees are estimates only and any difference is payable within 3 school days of registration day. Credit policy noted below.

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### PAYMENT OF FEES

**Non-Manitoba students must submit payment in full for tuition and Home Residency Program fees prior to acceptance. Returning Non-Manitoba students must submit 50% of the following year tuition and Home Residency Program fees 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 students 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 SCHS Business Office has a signed pre-payment agreement on hand. Any cheques returned to SCHS as NSF by your financial institution will have the bank charges assessed against the students 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 Business Administrator prior to the student arriving at SCHS. 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 prior to graduation.

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

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## 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.

The Home Residency Fees will be refunded equal to every full month remaining in the school year.

## STUDENT REGULATIONS

A hallmark of Steinbach Christian High 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

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## 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 5-10, 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 5-10) is to record all homework in their agendas
- Each student (Grades 7-10) 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

The main purpose of the agenda is improved student achievement.

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## ATTENDANCE

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### MIDDLE YEARS ATTENDANCE POLICY (GRADE 5 – GRADE 8)

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

#### **Middle Years (5-8) Absences**

- 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 serve a noon hour detention working on the material that was missed.
- This detention will fall under the Discipline Policy.
- Parents will be notified of after four detentions as is stated in the Discipline Policy.
- 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.

### **Middle Years (5-8) 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. The following policy will be applied for students who are late:

- To excuse a late, the office must receive a note or phone call within three (3) school days of the late. After this time, the late cannot be excused.
- On a student's 3<sup>rd</sup> unexcused late in a week they will be required to serve a noon hour detention.
- Students will be considered absent if they arrive after the first half of class.

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### **SENIOR YEARS ATTENDANCE POLICY (GRADE 9 – GRADE 12)**

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

#### **Senior Years (9-12) 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 (9-12) 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. The following policy will be applied for students who are late:

- To excuse a late, the office must receive a note or phone call within three (3) school days of the late. After this time, the late cannot be excused.

- On a student's 3<sup>rd</sup> unexcused late in a week they will be required to serve a noon hour detention.
- Students will be considered absent if they arrive after the first half of class.

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## CHAPEL & SMALL GROUPS

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### 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 Grades 5-8 once a week. 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.

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### 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 chapel hour
- student illness (confirmed by parents)

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

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### 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 7 student can expect 35 – 70 minutes of homework*). The student agenda contains a calendar on which homework assignments should be recorded.

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## 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.

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## LOCKERS, LOCKS AND BICYCLES

All students will be provided with a locker and are to keep their lockers 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.

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## OFF CAMPUS PRIVILEGES

Middle Years (Grades 5-8) students do not have off campus privileges unless a note or phone call from parents is received by the office **in advance**.

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## 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.

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## 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.

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## 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.

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## STUDENT SUPPLIES

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

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## TELEPHONES

We want to encourage students to limit their phone use to outside of class time, (before 9:00 am, during lunch break and after 4:00pm). During class time, students must ask the secretary for permission to use of the phone. Only those students with spares will be allowed to use the phone during class time.

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## RESPECT OTHERS

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### 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.

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### DANGEROUS ACTIVITIES

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

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### DRESS CODE

The SCHS dress code is intended to promote a positive and 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 must be followed at all times:

Immodest outfits that are revealing or distracting in nature are not to be worn at school. These include:

- Shirts or tops that show cleavage or leave the midriff uncovered, spaghetti straps or bra straps. (the three finger rule applies)
- Shorts and skirts should be a reasonable length. (A hand width above the knee is the guideline that we follow)
- Clothing with negative monograms: any suggestive or offensive words or pictures relating to alcohol, inappropriate language, sexual commentary and skulls/crossbones.
- Head coverings (e.g. hats) are not to be worn in the class room.
- Shoes or sandals must be worn at all times.
- Torn clothing (e.g. jeans) is not acceptable.
- Underwear must be covered at all times.
- Anything deemed inappropriate by a staff member.

Students who are in violation of the SCHS dress code will be required to change into something suitable immediately. There are three options if they do not have suitable clothing on hand. The school will provide a change of clothes, they may go home to change or they may call home for someone to bring them a change of clothes. Once the student is appropriately dressed they may go back to class. Any absences will be marked as unexcused by the school. 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.

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## 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. Students will be required to pay .25¢ in order to check the lost & found. If they do not find anything that belongs to them, their .25¢ will be refunded. Articles not claimed after two weeks will be taken to the MCC Thrift Store.

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## 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.
  - First offense – the device will be held until 4:00 pm
  - Second offense – the device will be held until the end of the week
  - Third offense – the device will be returned only to the parents
- 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.

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## STEINBACH CHRISTIAN HIGH SCHOOL COMMUNITY EVENTS

Students are expected to attend school functions such as graduation. These are a part of SCHS's community events, and students should not make other arrangements during these important school events.

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## VEHICLES

The use of a motor vehicle at SCHS 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.

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## 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. 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 SCHS, 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

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## LUNCHES

Middle Years (Grades 5 – 8) students are expected to eat their lunches in their assigned classroom. All other 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.

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## POSTERS AND NOTICES

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

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## 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

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## 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.

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## 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.

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## 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.

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## 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 SCHS Cabinet of the suspension.

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## 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 recommendation to the SCHS Cabinet.
- The SCHS Cabinet will review the situation and make the final decision for expulsion from the school.
- Parents may make a request to the SCHS Cabinet for review of an expulsion.

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## 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 High School.

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## DRINKING AND DRUGS

When a student is caught with 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 with alcohol or drugs they will be expelled from Steinbach Christian High 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. SCHS 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

- SCHS 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 SCHS Internet access to attempt to disrupt or gain unauthorized access to another computer system or network.
- Large downloads are discouraged as they do not usually have educational purposes, but may contain viruses and put a strain on the SCHS network and servers. If a large download is required a request should be made to a faculty member and the system administrator.
- 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, SCHS 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.

## PARENT CONSENT FORM

Before an SCHS student may use the Internet, the student and parent(s) must sign the Student Acceptable Internet Use Agreement & Parent Permission Form.





