



FRANKLIN SCHOOL

Education is the Key to Unlocking the Golden Door
to Opportunities.

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FRANKLIN SCHOOL



STUDENT HANDBOOK

2019/2020

PRINCIPAL'S MESSAGE

Welcome to Franklin School,

A student at Franklin School will be surrounded by top students. Our students not only enter the most prestigious universities in Canada but also attend renowned universities abroad such as Oxford, Cambridge, Yale, and Harvard. Franklin School is a gathering place for the best and brightest intellects. Our highly motivated students walk side by side with other promising young minds along the path of learning to achieve high levels of academic excellence.

At Franklin School, our team of exceptional educators guide, encourage, and assist students in developing the attitudes, skills, knowledge, and introspective habits of mind required to take pleasure from a productive and satisfying life. We respect the integrity of the learner and nurture in students a disposition toward lifelong learning beyond the classroom.

We are committed to attending to the developmental needs of each young person and assist them in understanding themselves and the global community. Our team of highly trained professionals encourages students to think critically, care deeply, act wisely, and fulfil their individual academic potential, so students will be ready to meet the future as educated global citizens and the up-and-coming leaders of tomorrow.

Our goal is to maintain a culture of excellence, expectation, and accountability where all students feel they are capable of high levels of success. We expect all members of our community to respect each other, attend classes on time, work to the best of their abilities and follow the school codes of conduct.

I wish you a successful year ahead and look forward to supporting you, along with our staff, in your educational journey at Franklin School.

Mr. J. Trovato, B.A., B.Ed., M.Ed.
Principal, Franklin School

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MISSION

The mission of Franklin School is to empower highly motivated students in creating a clear pathway to opportunities in higher education at the world's top universities. We are focussed on enhancing the overall individual social, emotional, physical, and academic excellence in our students while increasing their English language proficiency, which will foster wider academic achievement at post-secondary education and lead to successful careers in the future.

VISION

Our vision is to provide students with a first-rate, high-quality education which is focussed primarily on academic excellence. We empower students through various educational strategies and provide students with an opportunity to delve deeper into the curricula based on individual skills, knowledge, interest, and passions. We strive to do so in a safe and healthy environment where students are supported, engaged and challenged to succeed.

CORE VALUES

Our core values are:

RESPECT We are respectful of our school, property, and interactions with every member of the school community. We treat everyone with dignity and respect.	COACHING & SUPPORT We support each other in a caring and empathetic manner. We coach each other to be resilient in the face of obstacles and embrace challenges as opportunities for growth.
TEAMWORK We are a community of leaders and learners. We work as a team and commit to being first-class team players.	POSITIVE ENERGY We approach learning with positive energy, attentiveness, and enthusiasm. We seek opportunities for learning and never settle for mediocrity.
ACCOUNTABILITY We do what we say; we are accountable. We act responsibly with honesty and integrity.	RECOGNITION We find reasons to celebrate the achievements of others and have fun while doing it.
BELIEF IN OTHERS We believe in empowering students, embrace positive intentions, encourage ideas from everyone, and actively develop skills that are diverse in style and background.	EXCELLENCE We take pride in our work and have an ardent passion for excellence. We recognize that success comes only when we commit to doing our personal best each and every day.

DOGWOOD DIPLOMA

The B.C. Certificate of Graduation or "Dogwood Diploma" is awarded to students who successfully complete the provincial graduation requirements for Grades 10 – 12.

Students require a minimum of **80 credits** to graduate.

Of these 80 credits:

- At least 16 credits must be at the Grade 12 level, including a required Language Arts 12.
- At least 28 credits must be elective course credits.
- 52 credits are required from the following:
 - Career-Life Education (4 credits), and Career-Life Connections (4 credits).
 - Physical and Health Education 10 (4 credits).
 - Science 10 (4 credits), and a Science 11 or 12 (4 credits).
 - Social Studies 10 (4 credits), and a Social Studies 11 or 12 (4 credits).
 - A Math 10 (4 credits), and a Math 11 or 12 (4 credits).
 - A Language Arts 10, 11 and a required 12 (12 credits total).
 - An Arts Education 10, 11, or 12 and/or an Applied Design, Skills, and Technologies 10, 11, or 12 (4 credits total).

In addition, students must also complete three new graduation assessments:

- The new Grade 10 Graduation Numeracy Assessment was introduced in 2018.
- The new Grade 10 Graduation Literacy Assessment will be introduced in 2019/20.
- The New Grade 12 Graduation Literacy Assessment will be introduced in 2020/21.

Note on Career Life Education: For 2019/20 and beyond, the following career education courses will be used in all BC schools:

- Career Life Education.
- Career Life Connections.

Franklin School is fully bonded and certified with the B.C. Ministry of Education. Franklin students will receive the B.C. Certificate of Graduation – Dogwood Diploma – upon successful completion of our accredited program, which is readily accepted in many of the world's most prestigious colleges, universities, and educational institutions.

GRADUATION REQUIREMENTS

GRADE 10	GRADE 11	GRADE 12
REQUIRED COURSES	REQUIRED COURSES	REQUIRED COURSES
1. Literary Studies + Composition (English) 10	1. Literary Studies (English) 11	1. English Studies 12
2. Mathematics 10	2. Mathematics 11	2. Elective 12
3. Physical & Health Education 10	3. Elective 11	3. Elective 12
4. Science 10	4. Science 11	4. Elective 12
5. Social Studies 10	5. Social Studies Explorations 11	5. Elective 12
6. Career Life Education 10	Career Life Connections 11 (2 credits) and Career Life Connections 12 (2 credits) Total = 4 credits	
ELECTIVE COURSES	6. Elective 11	6. Elective 12
7. Elective 10	7. Elective 11	7. Elective 12
8. Elective 10	8. Elective 11	8. Elective 12
ALL COURSES ARE 4 CREDITS	Work Experience 11 or 12 (30 Hours)	

**Please note that elective courses are based on course requests and teacher availability.

**ELECTIVE COURSES		
Computer Studies 10	Math 11: Pre-Calculus	Math 12: Pre-Calculus
Marketing 10	Math 11: Calculus	Math 12: Calculus
+Leadership – St. Gov. 10	Life Sciences 11: Biology	Anatomy & Physiology 12: Biology
+Leadership – St. Gov. 11	Chemistry 11	Chemistry 12
Physics 11	+Leadership – St. Gov. 12	Physics 12
Active Living 11 (Physical Ed)	Active Living 12 (Physical Ed)	Statistics 12
Accounting 11	Accounting 12	Economics 12

+By application. Students are recommended for this year-long course. Off timetable.

ACADEMIC INFORMATION

The school year is divided into two semesters, each with two reporting periods. Teachers will make evaluation expectations, class procedures, and course outlines available to students during the first week of classes each semester. Late or missed assignments and the make-up of missed work are matters to be discussed with individual teachers. Evaluation is based on a continuous daily assignment of student participation and progress. Each student's cumulative achievement is reported with a letter grade and percentage.

REPORTING PERIODS

There are four formal reporting periods during the school year. See the calendar for specific dates. Report cards are available for viewing through the Parent Portal. Interim reports may be issued at any time during the year. Two specific times are set aside on the calendar. The seven-point Ministry of education grading scale is used at Franklin School.

WORK HABITS

For work habits at Franklin School, the following rating will be awarded to students:

G – Good **S** – Satisfactory **N** – Needs Improvement.

FOCUS AREA	DESCRIPTION	G	S	N
RESPONSIBILITY	• Completes assigned work	Consistently	Usually	Occasionally
	• Arrives on time	Consistently	Usually	Occasionally
	• Organized & ready to work	Consistently	Usually	Occasionally
	• Stays on task	Consistently	Usually	Occasionally
LEADERSHIP	• Models good behaviour	Consistently	Usually	Occasionally
COOPERATION	• Works well with others	Consistently	Usually	Occasionally
MOTIVATION	• Does what is required	Consistently	Usually	Occasionally

REPORT CARDS

GRADING SYSTEM

The following grading system will be used at Franklin School:

GRADE	GRADE POINT	PERCENTAGE	DEFINITION
A	4.0	86 - 100%	Excellent or Outstanding Performance
B	3.0	73 - 85%	Very Good Performance
C+	2.5	67 - 72%	Good Performance
C	2	60 - 66%	Satisfactory Performance
C-	1	50 - 59%	Minimally Acceptable Performance
I or F	0	0 - 49%	Incomplete/In Progress* Failed Or Failing ** (See note below).

*An “I” letter grade represents a performance level below 50%. A student who receives an “I” letter grade will need to meet with the teachers of the course to receive a plan outlying requirements that must be successfully completed to demonstrate minimum learning outcomes.

**The “F” letter grade is given when a student has failed to meet the minimum learning outcomes for the term of the course. Opportunity to successfully resolve the “I” letter grade was given prior to the “F” was determined.

BELL SCHEDULE

REGULAR PERIOD	BELL TIMES
PERIOD 1	8:40 – 10:00
NUTRITION BREAK	10:00 – 10:10
PERIOD 2	10:15 – 11:35
LUNCH BREAK	11:35 – 12:15
PERIOD 3	12:20 – 1:40
PERIOD 4	1:45 – 3:01

5 PERIOD DAY	BELL TIMES
PERIOD 1	8:40 – 9:45
NUTRITION BREAK	9:45 – 9:55
PERIOD 2 (A)	10:00 – 11:05
PERIOD 2 (B)	11:10 – 12:15
LUNCH BREAK	12:15 – 12:55
PERIOD 3	1:00 – 2:05
PERIOD 4	2:10 – 3:01

**COLLAB PERIOD	BELL TIMES
PERIOD 1	8:40 – 9:45
NUTRITION BREAK	9:45 – 10:00
COLLAB/FLEX TIME	10:00 – 10:55
PERIOD 2	11:00 – 12:05
LUNCH BREAK	12:05 – 12:45
PERIOD 3	12:50 – 1:55
PERIOD 4	2:00 – 3:01

LATE START PERIOD	BELL TIMES
PERIOD 1	9:55 – 11:00
PERIOD 2	11:05 – 12:10
LUNCH BREAK	12:10 – 12:45
PERIOD 3	12:50 – 1:55
PERIOD 4	2:00 – 3:01

****There are six (6) Collaborative/Flex Time Periods per semester:**

Semester 1 – SEPT. 24, OCT. 1, 8, 15, 22, and 29.

Semester 2 – FEB. 11, 18, 25, MAR. 3, 10, and 31.

AWARDS AND STUDENT RECOGNITION

Students at Franklin School are encouraged to strive for academic excellence in all areas. Our staff believe that the recognition of excellence is crucial to the development and maintaining a positive school climate. Certificates and awards are presented to students at our school-based Awards Ceremony and at the School Leaving Ceremony for our graduates. The following awards are examples of student recognition:

Outstanding Work Ethic Award

Students that receive all **G's** for work habit in each term receive this award.

Principal's Honour Roll and Honour Roll

To qualify in Grade 10 – 11, students must be taking four (4) subjects per semester and achieve a cumulative grade point average on 3.0.

In Grade 12, students must be enrolled in a minimum of 7 classes over the course of the school year; calculations will be based on the best three (3) per semester.

Please see our grading system to calculate your grade point average.

NOTE: Students must not have a failing mark or a C-

1. Honour Roll – Grade Point Average 3.0 – 3.49

2. Principal's Honour Roll – Grade point Average 3.5 – 4.0

Honour Cord

Honour cord is awarded at the School Leaving Ceremony to Grade 12 students who were on the Honour Roll or Principal's Honour Roll for:

- **Grade 10 and 11** – Terms 1, 2, 3, and 4.
- **Grade 12** – Terms 1, 2, and 3.

Scholarships

Scholarships are awarded to Grade 12 students for various achievements: outstanding school and community service, strong citizenship skills, and academic excellence, among others. Scholarships may also be available through professional affiliations, essay-writing competitions, or demonstrated financial need. Students are encouraged to attend scholarship meeting throughout the year that provides deadlines and offer strategies to complete compelling scholarship applications. Scholarships and bursaries are intended for post-secondary education and are offered at various times throughout the year.

There are several ways to stay current about scholarship information at Franklin School:

- Read the Student Bulletin.
- Regularly visit our scholarship webpage – this is the first place scholarship information is posted.
- Complete the Personal Profile before November 1.
- Check the Financial Aid link on the university/college you aspire to attend:
 - **NOTE:** UBC/SFU Major Entrance Scholarship deadlines tend to be in December/January – watch for updates.
 - Many post-secondary institutions offer scholarships when you are attending their school as well.
- Register with www.scholartree.ca to help find scholarships that apply to you.
- Keep in mind that most scholarships require an essay of some sort. The questions are usually related to a personal or significant goal you have achieved and what you have learned from it. This is a valuable self-reflection activity.
- Starting in Grade 10, begin a file containing reference letters, certificates, and awards. You are required to prove your involvement in a volunteer activity to be eligible for the most prestigious awards.
- Volunteer work refers to both in school work (e.g. Committees, organizing events) and involvement in the community (e.g. Volunteer work with children, elderly, and sports teams). For some scholarships, volunteer work is as important as academic achievement.

Service Awards

Service Awards recognize the enormous contributions our students make to the school community. There are two categories of Service Award. The type of award a student receives depends on the amount of service they have contributed throughout the year. We are a richer school because of these students who give their time above and beyond the call of duty. It is important for all students to keep a record of the service hours that they have performed. Forms to track these hours are available in the main office. Senior students should note that service hours are a major requirement for most scholarships.

STUDENT ORGANIZATIONS

Student Government

Our Student Government is made up of students from each grade who are interested in getting involved in our school community. This group meets once per week to plan activities and discuss school-related issues that affect the student body. Any and all interested and committed students are invited to join.

To be a part of the Executive Council, the Student Government must elect you in May of the previous school year. Grade 10 elections take place in January of the current school year. The Executive Council has one additional meeting per week to discuss agenda items and school-related concerns. Student Government can either be a service club where students' accumulate service hours or it can be a credit course where students earn a mark on their report card and attend a second class per week.

Student Leadership

The primary objective of the student leadership program is to develop leadership skills to support the school community. Leadership students encourage a sense of belonging for everyone. The student activities program will offer a wide range of activities designed to appeal to a variety of student interests. The objective is to involve as many students as possible in planning, implementing, and evaluating activity programs – student involvement develops a sense of student ownership. Students who are involved in leadership develop personal skills that translate to success outside of the classroom. Many post-secondary institutions place a strong emphasis on its student's involvement outside of the classroom as a way of developing local and global community leaders.

ATTENDANCE POLICY

Students must make every effort to attend all classes and arrive at classes on time. When this is not possible, students must notify the school of absences as soon as possible. The primary responsibility for school attendance, ultimately, must lie with the student and parents. Good attendance in school is a vital part of one's education and preparation for business, personal and social life.

IT IS IMPORTANT THAT STUDENTS UNDERSTAND THAT ALL ABSENCES WILL INTERFERE WITH THEIR PROGRESS IN SCHOOL.

Students who violate the Attendance Policy may be subject to dismissal in accordance with the Dismissal Policy.

Attendance Policy

If a student is absent for more than 3 consecutive days, he or she must either (1) notify the school no less than 2 days prior to the first absence, or (2) provide a medical note upon his or her return.

If a student under the age of 19 is absent for 2 or more consecutive days, he or she must provide the school with a signed letter from his or her legal guardian or custodian upon return.

If a student arrives more than 10 minutes late to a class without notifying the school, the instructor may deny him or her entry to the class. If the instructor denies him or her entry to the class, the student will accrue an absence.

An accrual of 3 late arrivals in which the instructor grants entry to a class will count as 1 day of absence.

If a student is absent for more than 5 nonconsecutive days during the course of study, a student may be asked to meet with the Student Advisor, and if the student is under the age of 19, a signed letter for a legal guardian or custodian may be requested, and the student may be subject to dismissal.

Late Policy

Each student is expected to be in his/her classroom before the beginning of each period. Being late to class disrupts your learning and the learning of others around you. It is a disrespectful interruption of the learning environment.

Repeated tardiness will result in contact with parent/guardian.

Attendance Procedures

1. Each teacher will take (subject period) attendance and keep a record of the absences and tardiness.
2. Students returning to school after an absence must present a note clearly stating the student's first and last name to teachers. It must be dated and signed by the parent or

guardian. The note must be signed by each teacher whose class was missed. Students are then to bring the note, which has been signed by their teachers, to the school office.

3. Students wishing to be excused from a subject class period to perform school services, to attend a meeting, or at the request of another teacher, must report to the subject teacher at the beginning of the period to request permission to do so.
4. Students wishing to go on a field trip must obtain prior written approval from subject class teachers whose periods they will miss.
5. Early dismissals: students requesting early dismissal are to bring a note from home to present to the office. A member of the office staff will speak to a parent/guardian and record the information relating to the dismissal. In most cases, it should not be necessary for a student to miss a whole morning or afternoon for a medical or dental appointment.
6. In the case of prolonged illness absences, school counsellors should be contacted so that assistance can be forthcoming through visits or to provide parents/guardians with work to be done at home, if possible.
7. Franklin School cannot authorize student absence from school to accompany parents on vacation. Please note:
 - Students may not be able to meet all the learning outcomes of the class and this may impact grades and credits.
 - Parents are encouraged to contact teachers directly to discuss the impact of an extended absence.
 - The onus is on students to contact their teachers to determine what/if make-up work may need to be done.

ACADEMIC INTEGRITY

The purpose of the academic integrity policy is to provide guidelines for procedures relating to issues of academic dishonesty. Instances of academic dishonesty are considered offences, and appropriate action will be taken. It is the responsibility of all students to read and thoroughly understand this policy; ignorance of its contents cannot be used as a defence against any resulting penalties for academic dishonesty.

POLICY GUIDELINES

Part I. Definitions

The following definitions apply to this policy:

- **Academic Dishonesty**
Academic dishonesty refers to knowingly acting, or failing to act, in a way that results, or could result, in unjustifiably earned academic credits, marks, grades, or other advantages.
- **'Knowingly'**
The term 'knowingly', as it applies to this policy, is deemed to signify that the person committing the alleged offence ought reasonably to have known it is an offence.

Part II. Types of Academic Dishonesty

There are a number of types of incidents that can be classified as academic dishonesty. For the purposes of this policy, academic dishonesty includes, but is not limited to:

1. Plagiarism

Plagiarism is the use of someone else's ideas or words, both spoken and written, without proper acknowledgement, or to pass off another's work as one's own. Plagiarism is a serious offence, and failure to properly acknowledge the contributions of the original authors is considered an act of theft. Plagiarism includes, but is not limited to:

- Improperly referencing information from journals, books, Web pages, newspaper articles, or other print materials.
- Inventing references.
- Submitting someone else's electronic work, such as computer programming, database information, or spreadsheets, with or without alterations, as one's own work.
- Submitting academic work that was purchased or acquired from another source, and claiming as one's own.
- Not giving due credit to the work of others, including data, graphs, statistics, art, written or spoken words, ideas, opinions, or theories, with the exception of information that is considered common knowledge

- A student, who is unsure of what constitutes plagiarism, or how to document sources appropriately, should consult his/her teachers, or refer to standard citation methods such as described by the American Psychological Association or The Chicago Manual of Style.

STUDENTS CANNOT CLAIM LACK OF KNOWLEDGE OF PROPER DOCUMENTATION PROCEDURES AS AN ARGUMENT AGAINST THIS OFFENCE.

1. Cheating

Cheating during a final examination, test, quiz, or other closed book assessment, includes:

- Copying from another student's work.
- Allowing other students to copy from one's own work.
- Failing to take reasonable precautions to protect academic work from being used by others.
- Using or in possession of, any unauthorized aids, such 'crib' sheets, as well as writing on skin, water bottles, clothes, shoes, or notes keyed into cell phones.
- Using any electronic devices, such as translators, that has not been approved by the course.
- Using a cell phone to place a phone call, or to receive a phone call.
- Using a cell phone as a calculator or as a translator.
- Using programmable calculators, without proper authorization.
- Talking, reviewing notes, or passing notes during an examination, test, or quiz, or during any other 'closed book' assessment.
- Attempting to retrieve an assessment, such as an examination, test, or quiz, or other closed book assessment that has already been submitted to the teacher or invigilator.
- Using the excuse that the student needs to use the washroom or for any other reason, in order to leave the classroom or examination room so as to have an opportunity to talk or to review notes.
- Leaving notes in other parts of the school, for purposes of cheating during a test or examination.
- Starting the examination before the specified start time and before the invigilator permits it.
- Continuing to write, or to work, on an examination after the invigilator requests students to stop the examination.

Cheating during other forms of academic assessment includes:

- Submitting the same work to more than one course or class, without proper authorization from the teachers.
- Lying to a teacher to improve your grade.
- Aiding or abetting another student's academic dishonesty, for example doing work for another person, which will receive academic credit.
- Collaborating in an unauthorized manner (e.g. on teamwork projects), on academic work. Students who are unsure of appropriate forms of collaboration on team projects should consult their teachers.

- Asking 'What was on the examination, test, or quiz?' to someone who has already taken it or telling others what was on an examination, test, or quiz that you have already taken.
- Leaving answers for any assessment on computers, or other electronic devices.

2. Falsifications

Falsification refers to knowingly:

- Submitting false or counterfeit documents from other institutions, in hard copy or electronic format, for the purposes of gaining admission to, or transfer to, Franklin School and/or forwarding to the BC Ministry of Education for reporting grades.
- Falsifying, altering, or counterfeiting Franklin School official documents, including academic records, report cards, transcripts, letters of reference, or any other material, in hard copy or electronic format, for the purpose of gaining admission or transfer to another institution, or submit to the BC Ministry of Education to fulfill graduation requirements.
- Submitting false information, such as false medical information, for the purposes of gaining a postponement, or an exemption, on tests, examinations, or assignments.

2. Wrongful Disclosures

Wrongful disclosure refers to knowingly:

- Accessing student, administration, and faculty records and files, tests, examinations, and provincial examinations, either paper or electronic, without proper authorization.

3. Misrepresentations

Misrepresentation refers to knowingly:

- Using another student's I.D. number or photo I.D., with or without his/her permission, to misrepresent oneself or the student.
- Posing as another student to gain access to that student's academic file, registration documents, grades, or academic services.
- Substituting for another student, or permitting another person to substitute for one in taking an examination, or other assessment of any kind.

4. Coercion

Coercion refers to knowingly:

- Bribing, or attempting to bribe, or using any forms of threatening behaviour, including harassment, bullying, intimidation, isolation, and verbal and physical abuse, a student, a teacher, or member of staff, for the purposes of gaining information on tests, examinations, assignments, or altering a grade that has already been recorded, or to obtain unearned marks or credits.

Wrongful Possessions

Wrongful possession refers to knowingly:

- Obtaining, without proper authorization, either in part or in whole, or holding in one's possession, tests, examinations, or other academic material, either paper or electronic, which is to be used for assessment purposes.
- Buying, distributing, transporting, soliciting, receiving, copying, or possessing, without proper authorization, in whole or in part, the contents of Franklin School examinations, tests, or other course materials, or provincial examinations, that is in preparation for an academic assessment or is in storage.
- Stealing, in whole or in part, the contents of Franklin School examinations, tests, or other course materials, or provincial examinations, that is in preparation for an academic assessment or is in storage.

5. Tampering

Tampering refers to knowingly:

- Removing, without proper authorization, academic work submitted by another student to the teacher.
- Altering a grade on academic work after it has been marked and using the altered mark to have the recorded grade changed.
- Stealing, destroying, or in any way altering, another student's academic work.
- Preventing another student from completing a task for academic assessment.

Part III. Penalties for Academic Dishonesty

Incidents of academic dishonesty will result in the following penalties:

For a first offence:

- A verbal warning from the Principal, designate, or the teacher in charge of student discipline.
- A grade of zero on the assignment, test, or examination.
- The student will be informed of penalties should further offences occur.
- For cases of plagiarism, the student will be shown a PowerPoint presentation on plagiarism, as a reminder of what constitutes plagiarism. The student will, at a restricted lunch hour, watch the presentation and will write a paragraph on why he/she is charged with plagiarism.

For a second offence:

- A written warning from the Principal, designate, or the teacher in charge of student discipline, to be placed on the student's file, and a copy to be forwarded to the student's parent/guardian for students under 19.
- A failure in the course in which the offence occurred.
- A reminder of penalties for a third offence.

For a third offence:

- A written notification from the Principal, designate, or the teacher in charge of student discipline, placed on the student's file, informing the student that this is the third offence and stringent penalties will be imposed, and a copy to be forwarded to the student's parent/guardian for students under 19.
- A failure in the course for which the offence occurred.
- The student will be expelled from the school as of the following semester.

Part IV. Appeals Process

1. An individual who has been found guilty of a charge of academic dishonesty has the right to appeal the decision.
2. The appeal must be made in writing to the Principal within ten (10) academic days of the date of the decision.
3. The Principal will conduct an appeals investigation into the case and determine whether an act of academic dishonesty has occurred. The Principal will complete sections of the Appeal to Decision on Academic Dishonesty Report.
4. If the Principal finds the student to be innocent, all charges are dropped, the penalty will be rescinded, and the Academic Dishonesty Incident Report removed from the student's file.
5. If the Principal finds the student to be guilty, the penalty remains or is adjusted, at the discretion of the Principal.
6. The Principal will notify all parties in writing of his appeals decision. There may be no further appeals.

Part V. Student Responsibilities

Students should:

1. Be realistic in academic expectations, so that achievement pressures do not lead to compromising ethical standards.
2. Be vigilant, to avoid situations that may lead to academic dishonesty.
3. Follow all instructions given by teachers and invigilators.
4. Leave the classroom or examination room if requested to do so by the teacher or invigilator.
5. Report promptly to the Principal, designate, or the teacher in charge of student discipline, if requested to do so by a teacher or invigilator.

APPEALS AND DISPUTE RESOLUTION

Franklin School has a four-step procedure to handle appeals and disputes, which is developed using the document "Procedural Fairness: Best Practices for Independent Schools". The procedure ensures that all parties involved are kept informed of what is happening at all times and of what their options are. It also ensures that proper guidelines are followed involving the documentation of evidence and the steps to be undertaken.

Step 1

A student/parent who is not satisfied with a class, course content, a final grade in a course, or a teacher, has the right to file a complaint with Franklin School.

A student/parent, who is not satisfied with a penalty imposed by the teacher, designate, or the teacher in charge of student discipline with respect to academic dishonesty, bullying or other disciplinary actions, also has the right to initiate an appeal procedure.

The student/parent must first attempt to discuss the matter with the teacher with whom the problem originates. Most problems are solved at this stage. If not, please refer to Step 2.

If the appeal is on a final grade or a final exam, or is on the decision of a teacher, designate, or the teacher in charge of student discipline, the formal appeal in writing must reach the Principal within two months after the exam has taken place or after the decision has been made, with supporting documentation if applicable. Once becoming formal, the appeal will be handled as per Step 3 below.

Step 2

If the issue is not resolved satisfactorily with the teacher, the student/parent is requested to consult with an advisor at Franklin School. The advisor will assess the situation and determine if he/she will act as a mediator.

If the seriousness of the situation warrants a formal appeal procedure, the advisor will advise the student/parent to prepare a written appeal and submit it to the Principal along with supporting documentation.

Step 3

The Principal will review the documentation and discuss the matter privately with each person involved. Depending on the individual situation and before taking the appeal to the school authority, the Principal may take an alternative step by submitting the paper/exam to another teacher for a second opinion.

In the case of appealing the decision of the teacher or the teacher in charge of student discipline, the Principal may choose to collect more evidence, re-assess the evidence, or interview parties involved in the case.

If necessary, the Principal will hold a meeting together with all of the parties and attempt to resolve the issue and the Principal will complete an Appeals Report.

Step 4

If the above steps fail to present an acceptable solution to any of the parties involved, the issue can then be brought to the school authority, in written form.

The representative of the school authority will attempt to solve the issue by going through previous steps again.

Depending on the individual situation, the representative of the school authority may also at his/her discretion form an Appeal Committee involving himself/herself, a teacher representative (not the teacher involved in the case) and an external arbitrator.

The Appeal Committee will:

- Examine the evidence submitted by the student/parent.
- Invite the student/parent, the teacher concerned, and the Principal to an appeal hearing.
- The Appeal Committee hears the appeal and will make a final decision.
- The representative of the school authority will then notify the student/parent of the decision made by the Appeal Committee.

The representative of the school authority will also inform the student/parent and the teacher should there be a re-write or re-marking of an exam. The grade determined by review shall be recorded as the final and official grade.

Please be aware that the ramifications for academic dishonesty, in addition to the consequences as discussed in **Part III. Penalties for Academic Dishonesty** may include the following:

- Ineligibility for leadership positions (Student Government) within the school.
- Ineligibility for Honour Roll – for the current term.
- Loss of scholarship recommendation.
- Suspension or dismissal from school.

CODE OF CONDUCT

Students are expected to meet and adhere to the Code of Conduct set out in this policy while completing a program of study at Franklin School. If necessary, students should request clarification from a teacher. “Student” means a person who is presently enrolled at Franklin School, including students participating in work experience placements.

CODE OF CONDUCT

While on school premises or in the course of activities or events hosted by Franklin School, students **MUST**:

- Comply with all applicable Franklin School policies, including the Attendance Policy;
- Treat all students and staff with respect and must not engage in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behaviour;
- Not steal, misuse, destroy or deface school property;
- Not consume, possess or distribute alcohol or controlled or restricted substances; and,
- Not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal statute or regulation.

The above list sets out examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline and is not exhaustive.

Appropriate Language

Students are expected to use language that is respectful and free of vulgarity, profanity and free of put-downs relating to gender, sexual orientation, race or culture.

Dress Code

At Franklin School, we expect all our students to follow our dress code policy and dress appropriately for school. Our policy is committed to providing a safe and orderly learning environment. A student’s clothing and general appearance should not be so excessive that it draws attention to the student, nor should clothing and appearance distract from, or interfere with, the teaching and learning in the classroom.

Smoking/Vaping

In keeping with healthy living and the school’s **No Smoking** policy: Smoking and/or vaping are **Not Permitted** in the building or near the immediate entrance to the school.

Weapons and Violence

Franklin School recognizes that violence in society is a threat to the safety of students and staff in our community. The school also acknowledges its responsibility in ensuring that our school provides a secure learning environment, safe from threat, violence or intimidation in any form.

Franklin School considers violence, intimidation or the possession or use of any weapon including replica weapons by anyone on school premises as unacceptable. These policies apply to every student registered at Franklin School and also apply to anyone participating in school functions, programs, field experiences and recreational activities.

Franklin School has a **Zero-Tolerance** policy on weapons and violence. These policies are meant to regulate violence in every sense, including, but not limited to:

- Physical violence and intimidation.
- Verbal or written threats against an individual or groups.
- Group violence.
- Possessions or use of weapons including replicas and personal safety devices such as mace, pepper, or bear spray.
- Media that portrays violence as an acceptable norm.

The policies outline procedures a school administrator will follow in instances involving violence or intimidation. In all cases, the principal or designate will be notified and will communicate with the student's parent or guardian.

Depending on the nature and severity of the situation, one or more of the following actions will be taken:

- The police will be contacted.
- The student will be suspended from school.
- The student will be placed on probation.
- The student will be required to participate in a counselling program.
- The student will be expelled.

ANTI-BULLYING

ANTI-BULLYING

This policy provides information on how to respond to incidents of bullying at Franklin School, or whilst the victims are under the jurisdiction of the school. The policy, therefore, covers bullying behaviours that occur on the school premises, such as in the lunchrooms, classrooms, hallways, or bathrooms, and also at any time an individual can be considered a part of the school community and includes during a fire drill, or at any field trip location.

Certain 'bullying' behaviours may be offences under the Criminal Code of Canada, and as such are punishable under Canadian law.

Anti-Bullying Policy Guidelines

Part I. Definitions

For the purposes of this policy, bullying behaviour is defined as a pattern of repeated aggressive behaviour, with negative intent, directed from one person to another where there is a power imbalance. It includes verbal, emotional and physical aggression, and includes any behaviour that is unasked for, and unwelcome. There are three critical conditions that distinguish bullying from other forms of aggressive behaviour including:

- **Power:** involves a power imbalance. Individuals who bully acquire their power through physical size and strength, including status within the peer group, and/or by recruiting the support of the peer group.
- **Frequency:** is repeated over time. Bullying is characterized by frequent and repeated attacks. It is this factor that brings about the anticipatory terror in the mind of the person being bullied that can be so detrimental and can have the most debilitating long-term effect
- **Intent to harm:** is intended to hurt. Individuals who bully generally do so with the intent to either physically or emotionally harm the other person.
- **Cyberbullying:** bullying behaviour which is carried out through an internet service such as email, chat rooms, blog, discussion group or instant messaging. It can also include bullying through mobile phone technologies and new internet technologies in the future.
- **Harassment:** any unwelcome or unwanted act or comment that is hurtful, degrading, humiliating, or offensive to another person is an act of harassment. Of particular concern is such behaviour that persists after the aggressor has been asked to stop.
- **Intimidation:** Intimidation is the act of instilling fear in someone as a means of controlling that person.

The following gives examples of bullying types of behaviour:

- Any kind of unwanted and repeated communication or any kind of remark that undermines another's self-respect. The communication can take place face-to-face, within hearing range, over the phone, in written communications, and even via Internet chat rooms.

- Spreading malicious rumours, gossiping, name-calling, taunting, insults, put-downs, unwanted sarcasm, "dirty" looks, and condescending remarks, unwanted teasing, or unwanted jokes.
- Racial slurs, religious slurs, or taunts about a person's looks, behaviour, attire, age, economic status, ethnic origin, country of origin, or sexual orientation, or gender identity and expression.
- Unwanted sexually suggestive remarks, sexually abusive remarks, or sexually threatening behaviour.
- Physical aggression, such as slapping, hitting, choking, kicking, poking, punching, or unwanted touching, or threats of violence that instil fear.
- Defacing or damaging school property, or another person's belongings.
- The use of any instrument either as a weapon, or to threaten to do harm.
- Bringing onto the school premises a gun, or other illegal weapons, or any instrument that could be used as a weapon, or to threaten to do harm.
- Emotional bullying, such as ignoring, shunning, excluding, or isolating the victim, or consistently impacting others with sudden outbursts of rage, or loud shouts or yelling, with an intention to agitate others.
- Daring or coercing another individual to do something that could cause harm to themselves, or to another, or extortion (demanding money or goods in exchange for the victim's safety).
- Setting up the victim to take the blame for an offence.

Part II. How to Respond to a Bullying Incident

Call 9-1-1 or your local police if any person is in immediate danger or if a criminal offence has been or is likely to be committed.

Responding at the Scene of the Incident

Criminal offences include, but are not limited to:

- Physical or sexual assault.
- Possession of an illegal weapon, or use, of any instrument, with the intent to use as a weapon, or to threaten to use as a weapon.

The following procedures are suggested as appropriate responses to be followed in the event of a bullying incident:

- 1) Victims of bullying behaviour, whenever possible, should immediately contact the nearest teacher or office staff member and inform them as to the nature of the bullying incident.
- 2) Any individual who witnesses a bullying incident taking place should immediately contact the nearest teacher or office staff member and inform them of nature, and location, of the bullying incident.

- 3) A teacher who has been informed of a bullying incident should contact an office staff member before progressing to the scene to provide intervention assistance.
- 4) For non-physical aggression, an office staff member may provide intervention strategies suggested in (2) and (3) below.
- 5) For bullying incidents involving physical aggression, a staff member should first inform another staff member to request assistance, and then immediately go to the scene of the incident, where the staff members should intervene quickly and calmly to separate the parties involved. The "intervention" may include ordering them to stop fighting or separating them with force.
- 6) However, if the fight becomes too violent to separate, or it involves weapons, staff members should try to refrain from intervening physically, but to call the police immediately.
- 7) After the parties are separated, the staff members should then apply intervention strategies as given in (2) and (3) below.
- 8) Following the incident, the staff member should initiate a Bullying Incident Report, and locate witnesses, if possible.

Response to Victim

- 1) Acknowledge the incident and provide reassurance.
- 2) Ensure that the victim is safe, or sent to a safe location.
- 3) Collect a statement from the victim.
- 4) Contact the parents/guardians if the victim is a student under 19 years.
- 5) Depending on seriousness, contact the school principal or designate, or contact the police at 911.

Response to Aggressor

- 1) Remind the aggressor of this policy and describe the bullying behaviour.
- 2) Point out the impact of an action on others.
- 3) Collect a statement from the aggressor.
- 4) Contact the parents/guardians if the aggressor is a student under 19 years.
- 5) Depending on seriousness, contact the school principal or designate, or contact the police.
- 6) Send the aggressor to the school principal, or the teacher in charge of student discipline, who will investigate and impose school penalties as applicable.
- 7) Individuals found guilty of bullying have the right to appeal the charge to the school principal within 10 days of the incident.

Part III. Penalties for Aggressor who is a FRANKLIN Student

Penalties for bullying behaviour depend on whether it is a first or further bullying offence.

First offence

- 1) A verbal warning to the student from the principal or designate, or the teacher in charge of student discipline.
- 2) A Bullying Incident Report is filed in the permanent student records.
- 3) The student will be informed of penalties should further offences occur.

Second offence

- 1) A warning letter to the student from the Principal or designate, or the teacher in charge of student discipline, to be placed on the student's file.
- 2) The letter will contain a reminder of possible suspension or expulsion for a further offence.
- 3) A Bullying Incident Report is filed in the permanent student records.
- 4) For a student who is less than 19 years of age, the parents/guardian will receive a copy of the letter.
- 5) At the discretion of the Principal or designate, or the teacher in charge of student discipline, the student will be suspended from the school for a period of 3 to 5 days.

Third offence

- 1 A written notification from the Principal or designate, or the teacher in charge of student discipline, placed on the student's file, informing the student that this is the third offence and stringent penalties will be imposed.
- 2 Depending on the seriousness, the student will be either suspended for the following semester, or expelled from the school immediately, or expelled from the school for the following semester, at the discretion of the school principal or designate, or the teacher in charge of student discipline.

Criminal Offence

Regardless whether the offence is a first, second or third one, if the incident is defined as a criminal offence by the police and the aggressor is going to be charged for it, Franklin School will follow the suggestions of the police, whichever penalties or suspension the police may impose on the student.

Others

The Principal or designate, or the teacher in charge of student discipline, may at his/her own discretion, order certain individuals to be banned from entering the school premises in order to prevent further possible incidents from happening.

Part VI: Anti-Bullying Program

Franklin School has developed an anti-bullying program to help educate, prevent and reduce incidents of bullying, and thereby increase safety for all.

Moreover, the school principal may invoke a **Maintenance Order** for the following situations:

- 1) A student or a person outside of the school community may not disturb or interrupt the proceedings of a school or an official function;
- 2) If he/she is directed to leave the school premises by the school principal, he/she must leave the school premises immediately.
- 3) He/she must not enter the school premises again except with prior approval from the Principal.
- 4) A person who contravenes (2) or (3) commits an offence.
- 5) The Principal may, in order to restore order on school premises, require adequate assistance from the building manager, caretaker, or even police.

Acknowledgement:

Safe, Caring and Orderly Schools — A Guide, BC Ministry of Education, 2004, Updated Nov 2008. Keeping Kids Safe From Bullying, Harassment & Intimidation, BC 2008. Focus on Harassment and Intimidation, Responding to Bullying in Secondary School Communities. BC Ministry of Education. 2001.

DIGITAL TECHNOLOGIES & INFO SYSTEMS

Digital Technologies and Information Systems

Franklin School provides students with access to Digital Technologies and Information Systems as a means to enhance their learning. Students have access to, amongst other things, public websites, secure virtual classrooms, discussion boards, video files, digital pictures, audio files, library systems, e-mail, file storage, printing, encyclopedias, wikis, blogs, texting, social media and messaging tools.

Franklin School will endeavour to:

- Ensure safe, orderly, and caring physical and digital learning spaces;
- Impose guidelines on what students may see and do in digital environments;
- Inform parents of potential risks.

Digital Responsibility Guidelines apply to all students using school technologies or technological devices with the school. Students are expected to review and adhere to these guidelines or in the cases of younger students; parents/guardians are expected to review these guidelines with your child. To be issued access privileges to school technologies and information systems, all users must fill out the School Technologies & Information Systems Student Acceptable Use Agreement.

Digital Responsibility Guidelines for Students

Students will:

- Use school and personally owned devices and digital tools for educational purposes.
- Follow copyright laws and acknowledge and respect the ownership of others for their creative works
- Keep personal information (Last name, home address, phone numbers, pictures, passwords) private
- Respect the privacy of other students and staff
- Report uncomfortable, unsafe, or inappropriate behaviour or messages to your teacher or principal
- Treat others fairly and with respect.
- Understand that digital tools such as e-mail, messaging, social networks, websites, blogs, and texting are not guaranteed to be private.

A student will NOT:

- Share your passwords.
- Take and use someone else's identity (name and/or password).
- Falsify your identity.
- Take pictures or videos of others and share them without their permission.
- Hurt or mistreat others by what you create or share.
- Harass, stalk, bully, threaten, insult, abuse, or attack others.

- Damage computer systems, networks, digital tools or content.
- Access secure information or work by others without their permission.
- Use information or work of others as your own without their permission
- Use software programs that are not provided by the school or that are not free or purchased by you for your personal-owned device.
- Use school or personally-owned devices to operate file-sharing services
- Access or distribute pornographic or obscene pictures, videos, and audio or text messages.
- Meet with someone you met online without your parent(s) or guardian(s) approval.

BREACH OF CODE OF CONDUCT

Students who violate the Code of Conduct will be subject to the procedures and discipline outlined below, which may include immediate dismissal from the school.

Procedure:

- 1) All concerns relating to student misconduct shall be directed to the school principal or designate. Staff, students or the public may bring concerns.
- 2) The Principal or designate will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Principal will meet with the student as soon as is reasonably possible.
- 3) Following the meeting with the student, the Principal will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
- 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
- 5) The Principal or designate will meet with the student and do one of the following:
 - a. Determine that the concern(s) were unsubstantiated;
 - b. Determine that the concern(s) were substantiated, in whole or in part, and either:
 - i. Give the student a warning setting out the consequences of further misconduct;
 - ii. Set a probationary period with appropriate conditions; or
 - iii. Recommend that the student is dismissed from Franklin School.
- 6) The Principal or designate will prepare a written summary of the determination. A copy shall be given to the student, and the original will be placed in the student file.
- 7) If the student is issued a warning or placed on probation, the Principal or designate and the student will both sign the written warning or probationary conditions and the student will be given a copy. The original document will be placed in the student's file.

EMERGENCY PROCEDURES

Franklin School has specific procedures in place for Lockdown, Hold and Secure, Shelter in Place, Earthquakes and Fires. Students must follow their teacher's instructions.

CELLULAR PHONES

Students are permitted to bring their cell phone to school and use them during transition periods and lunch. We embrace the potential that cell phones can be used as a learning tool but ultimately students are asked to become familiar with each teacher's classroom usage policy and respect her/his guidelines. Students are responsible to take care of their own cell phones and other electronic devices. They should not be left unattended in classrooms or within the school.

TEXTBOOKS

Students are responsible for the care of textbooks. Lost or damaged textbooks must be paid for in the office as soon as the loss is discovered. A replacement book will be issued by the subject teacher once receipt of payment is shown.

ASSEMBLIES

Assemblies will be held during the school year. Assemblies are of several types and vary in length of time. Observing the following guidelines make assemblies enjoyable for everyone:

- Attend the assembly on time and be ready to listen.
- Students are to remain seated with other members of their class and under the supervision of their classroom teacher.
- Respect the speakers or presenters by giving them your full attention. The usage of cell phones during assemblies is not permitted. Please put your phone on silent and refrain from texting, watching videos, or playing games during a presentation at an assembly.
- Remain seated in the assembly until it is over. Do not place feet on the backs or lean back on your seats.
- Hats are not permitted to be worn at the assembly.
- No food or drinks permitted.

COLLABORATION/FLEX DAYS

Collaboration/Flex periods take place six (6) times per semester. Students are expected to attend their respective tutorial periods. Guest speakers and grade specific information and/or presentations will take place during these tutorial periods on Collaboration/Flex Days. Students will bring materials, homework, assignments, projects and/or the appropriate requested information/resources with them to specific tutorial periods. These periods are considered instructional time and attendance will be recorded. Students are not permitted to miss tutorial for and extended nutrition break.

TUTORING

Franklin School offers additional tutoring after school hours. Please see your teacher or a member of the Administrative Team for details. Tutoring is conducted by highly trained additional staff. Your classroom teacher should, however, always be your first contact to arrange support or extra help.

PHOTO IDENTIFICATION

Students are required to carry photo identification at all times. Photographs for personal identification will be supplied by the school photographer. If a student loses their photo identification they can order another through the main office for a \$5.00 replacement fee.

FOOD SERVICES

A variety of hot and cold lunches are conveniently available on the 1st floor of our building in the International Food Fair. The International Food Fair open primarily during lunch and is a public place. Therefore, students are expected to show consideration for members of the public by leaving the area clean and tidy. Students are reminded that they are representing our school in a public place and are expected to conduct themselves in an appropriate manner.

LOST AND FOUND

Every item has an owner. If personal property is found it should be brought to the main office. Students who have lost a textbook or a personal item should check to see if it has been turned into the office. Franklin School is not responsible for lost or stolen items. Please protect your personal property.

ATHLETICS – HEALTH AND FITNESS

Franklin School is proud to work collaboratively with the YWCA Health + Fitness Centre, which is conveniently located across the street from our building. The YWCA Health + Fitness Centre boasts a unique 30,00 square-foot facility dedicated to personal health and well being with a 25-metre UV-purified swimming pool, exercise studios, 3 fully equipped weight rooms, cardio room with 30 plus pieces of fitness equipment, and an indoor cycling studio.

EXTRA-CURRICULAR ACTIVITIES – CLUBS

Franklin School offers a variety of extra-curricular activities and clubs during lunch hour and after school, which offer students an opportunity to build community through social interactions, collaboration, mentorship, teamwork, and shared interests. Meeting times will be indicated in the student bulletin. All students are invited to participate in these activities and/or to initiate suggestions for any new events, student activities, or clubs.

FIELD TRIPS – SCHOOL EXCURSIONS

Franklin School recognizes that learning occurs within and beyond the classroom and that students acquire knowledge, skills and attitudes through a variety of experiences and in a variety of settings. There are eight (8) major school-wide field trips at Franklin School, which provide students with enrichment opportunities and exposure to a variety of Canadian historical, cultural, scientific, environmental, and artistic events. In addition, individual subject teachers may take students on a specific subject based field trips. School-wide field trips are included in the school calendar.

SCHOOL CLOSURE

The school will remain open unless there is heavy snowfall, furnace breakdown, power outages or other circumstances that make it impossible to operate safely. Franklin School will do its best to communicate school closures or cancellations by 6:30 a.m. This information will be posted on the front page of the school website. However, please keep in mind that there may be situations where this is not always possible, for example, power outages or technical problems.

Another way to learn of school closures is to listen for updates on the following radio stations or to check their web pages: CBC 690 AM; CBC Radio One 88.1 FM; CKWX 1130 AM; CKNW 980 AM; Fairchild 1470 AM; or Fairchild 96.1 FM.

FEES AND EXPENSES

Student Activity Fee **\$300.00/per semester**

This fee includes the photo I.D. cards, and support for clubs, student government, field trips, and various in-school student activities throughout the school year.

Facilities and Supplies **\$300.00/per semester**

Textbooks **\$400.00** \$200.00 refundable

YWCA Health + Fitness **\$52.00/month**

This monthly fee is required in addition to a one-time \$50.00 initiation fee.

First Aid **\$160.00** St. John's Ambulance Certificate

PE 10 **\$15.00** CPR Certification

School Leaving Ceremony **\$80.00** Grade 12 students only

Grad Dinner **\$110.00** Grade 12 students & parents

Supplemental Course Fees: Students may incur additional costs for program options in all courses. Individual teachers will provide students with information about program enrichment option costs.

HOMESTAY

GUIDELINES

Franklin School is committed to providing all students registered in homestay programs with a safe, caring and orderly living environment. In order to ensure the best possible homestay experience is promoted, Franklin School will:

- Keep records of the identification of the custodian appointed by the parent/guardian who is responsible for the care of each international student.
- Develop clear procedures for host family parents in connecting and communicating with their international student's school.
- Support host families with conflict resolution procedures and a clear outline of who to contact should additional support be required.
- Encourage homestay families to develop rules regarding curfew, internet use, chore and other responsibilities to communicate to international students.
- Provide host families with a variety of resources to support their international student(s) in acquiring English as their second language.
- Publish the international student program's legal limitations.
- Develop a participation agreement with the student and parent/guardian that includes expectations of student behaviour, conflict resolution process and ground for dismissal from homestay and/or school.

Host Family Responsibilities

In order to promote the best possible homestay experience for international students, host family parents should:

- Provide a caring, nurturing and supportive environment for international students.
- Be 25 years of age or older.
- Agree to scheduled in-home inspections by either the international student program or the homestay program provider or both and criminal record check (for anyone living in the home who is 18 years or older).
- Have no more than two international students in the homestay at the same time. (A Community Care Licence is required for host families caring for more than two international students at the same time).
- Avoid concurrently hosting both adult and minor international students.
- Provide food for three nutritious meals per day.

- Provide a clean and tidy home with a private adequately furnished bedroom, with access to:
 - An area with a desk, chair and adequate lighting for homework;
 - A bathroom, linens and use of laundry facilities;
 - Entry into the home like any other member of the family (e.g. house key and alarm code if applicable); and,
 - Where possible, access to the Internet to support educational goals and consistent communication with home.
- Ensure the house is safe and complies with the BC Building Code and/or the local building bylaw, as applicable, and with the local fire code.
- Ensure a student's general well-being, seek medical attention when necessary, and report any significant medical or mental health issues to the school, the homestay provider and the international student program.
- Inform the school or international student program if the student drinks alcohol, takes or possesses non-prescribed, illegal drugs or breaks the law.
- Ensure the home and the auto insurance policy adequately covers students residing within their home; some policies do not cover homestay students.
- Promote strong connections between an international student and their parents, schools and communities by:
 - Using the student's desired language of study (English or French) in the home.
 - Imposing reasonable limits on the student's personal use of the Internet (i.e. the number of hours/day and appropriate times of day).
 - Negotiating and enforcing an appropriate and reasonable curfew and house rules for the student.
 - Assisting the student in seeking extra-curricular activities and sports.
 - Attending school or district orientation for host families and other cultural or educational events.

International Student Responsibilities

International students coming to B.C. and entering a homestay should:

- Engage with the host family and the school and seek out opportunities to become involved in the school and family life.
- Communicate regularly with their parent/guardian and with their host family.
- Communicate significant issues or concerns to the host family, parent/guardian, custodian, school principal, vice-principal or teachers, homestay program provider or international school as appropriate.

- Understand that the school district or independent school international school program may require a student to move homestays or withdraw from the international school program in cases where accommodation that has been arranged privately is deemed to be unsafe or unsuitable.
- Respect and be responsible for the homestay home and property and pay for any damage to family property if found to be responsible for the damage.
- Understand that there is a BC Children's Helpline (310-1234), which operates twenty-four hours a day, year-round, and may be called in cases where the international student feels he/she is being mistreated or unsafe in the home or school.

Parents/Guardian Responsibilities

An international student's parent/guardian should:

- Accurately complete the application and in-take materials and disclose all of the student's relevant information, such as medical conditions, to the homestay program provider and the host family so that they are fully able to support and care for the student for the duration of the homestay.
- Stay in regular touch with the student to monitor that the student is coping well with the pressures and stresses that come with living and studying in a new country and learning a new language.
- Report significant concerns to the homestay program provider.
- Understand that the school district or independent school international student program may require a student to move homestays or withdraw from the international school program in cases where accommodation that has been arranged privately is deemed to be unsafe or unsuitable.
- Understand that there is a BC Children's Helpline (310-1234), which operates twenty-four hours a day, year-round, and may be called in cases where the international student feels he/she is being mistreated or unsafe in the home or at school.

THINGS TO DO

For fun things to do (sightseeing, activities, festivals and events) in Vancouver, check out:
<https://www.tourismvancouver.com/>



For exploring Supernatural British Columbia, check out:
<https://hellobc.com/>



SCHOOL CALENDAR 2019 – 2020

September 2019

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

October 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30	31		

November 2020

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December 2019

S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

January 2020

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12	13	14	15	16	17	18
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February 2020

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23	24	25	26	27	28	29

March 2020

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

31

June 2020

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21	22	23	24	25	26	27
28	29	30				

July 2020

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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August 2020

S	M	T	W	T	F	S
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23	24	25	26	27	28	29

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IMPORTANT DATES

Sept. 3, 2019 – First Day of School	Dec. 23, 2019 – Jan. 3, 2020 – Winter Break	Apr. 10, 2020 – Good Friday
Sept. 20, 2019 – Pro-D	Jan. 6, 2020 – School Reopens	Apr. 13, 2020 – Easter Monday
Oct. 14, 2019 – Thanksgiving Day	Feb. 17, 2020 – Family Day	Apr. 24, 2020 – Pro-D
Oct. 18, 2019 – Pro-D	Feb. 21, 2020 – Pro-D	May 15, 2020 – Pro-D
Nov. 11, 2019 – Remembrance Day	Mar. 16 – 27, 2020 – Spring Break	May 18, 2020 – Victoria Day
Nov. 22, 2019 – Pro-D	Mar. 30, 2020 – School Reopens	Jun. 25, 2020 – Last Day of School
		Jun. 26, 2020 – Admin Day

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