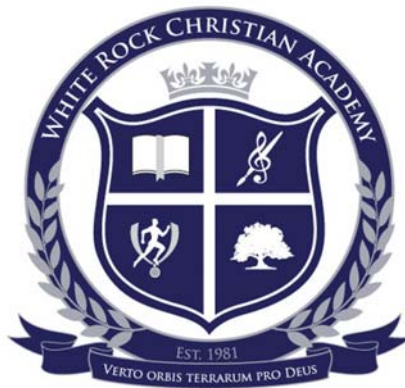


WHITE ROCK CHRISTIAN ACADEMY



PARENT ~ STUDENT HANDBOOK 2009-2010

2265 – 152nd Street
Surrey, B.C. V4A 4P1

Telephone: (604) 531-9186
Fax: (604) 531-1727
Web Site: www.wrca.bc.ca
E-mail: wrca@wrca.bc.ca

Name: _____

Revised: August 2009

White Rock Christian Academy

– TRANSFORM THEIR WORLD FOR CHRIST –

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HISTORY

- White Rock Christian Academy (WRCA) opened its doors at 2265 152nd street in September of 1981 using Accelerated Christian Education (ACE) as its core curriculum.
- In September of 1990 the curriculum was changed from ACE to a B.C. approved curriculum taught from a distinct Christian perspective. The school was housed in the combined 30,000 sq. ft. facilities with White Rock Christian Fellowship.
- Today, White Rock Christian Academy offers a Christian Education to over 420 students in Grades K - 12 and has a staff of thirty-two teachers and eleven support staff. The main building consists of 40,000 sq. ft. accommodating classrooms for K, Gr. 1, 9-12, a gym, a science lab, a computer lab, band room and chapel. Thirteen portable classrooms are housed on the property.
- White Rock Christian Academy Society is governed by a Board of Directors.

MISSION STATEMENT

White Rock Christian Academy inspires and cultivates citizens of Godly character who transform their world for Christ.

VISION STATEMENT

Responsible and Global Citizens

We will provide a Christ-centered learning environment in which students commit to moral, spiritual and personal growth. Students and graduates will love justice and mercy, act in ways that are considerate of the needs of others and actively impact their community through servant leadership.

A Diverse and Relational Community

We celebrate our diversity and recognize the uniqueness with which we have been created by God. We are committed to fostering relationships through quality interactions and will contribute generously to the White Rock Christian Academy community through time, talents and gifts.

Relevant and Intentional Programs

We will focus on whole student development, and recognize a personal commitment to Jesus Christ as the fundamental cornerstone to relevant Christian Education. We desire to see all students shaped and developed through intentional programs, highlighted by academics, chapel, music, sports and the arts.

Brand Recognition

We will be prominent in the hearts and minds of those who share a passion for Christian Education. We will deliberately position White Rock Christian Academy as an outstanding educational institution and present it as a desirable option for all Christian families.

CORE VALUES

We value whole student development

We celebrate the unique gifts and talents God has given every individual. Students are challenged to explore and develop their abilities through a variety of programs and activities.

We value a strong academic program

We place a high priority on intellectual development and academic achievement. Individual differences are recognized and each student is challenged to achieve personal excellence.

We value Christian community

We live out our Christian faith with authenticity and humility. We strive to develop a community in which every student, parent and staff member is valued, cared for and encouraged to contribute.

We value the sovereign authority of God

We are followers of Jesus Christ who strive for Godliness and embrace the Bible as the unchanging and true authority.

Parent & School Partnerships

Shared Commitments

**As a school we commit
to the following...**

- Fulfill our mission and purpose
- Provide a safe, nurturing environment
- Provide consistent communication regarding your child
- Provide consistent communication regarding the school
- Provide opportunities for involvement
- Provide consistency in values/discipline
- Offer a listening ear at any time
- Show respect for your child and your family
- Pray for and support your child and your family
- Use wisely the resources entrusted to the school

**As parents we
ask that you...**

- Support the school's mission and purpose
- Provide a quiet study environment at home
- Provide consistent communication and attend parent teacher conferences
- Attend pertinent school meetings and events
- Be appropriately involved
- Support the values and policies of the school
- Seek information and facts and not believe rumors
- Respect school administrators, teachers and support staff
- Provide prayerful support for your child and the school
- Honour our financial commitment in support of your child's education

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School Board Mandate

The School Board is trustees who hold the purpose, core values and vision of WRCA in trust for the WRCA community.

Responsibilities of the Board:

- a. Set policy
- b. Hire, support & evaluate the Principal, who reports to the board
- c. Assist Administration in developing long-range plans
- d. Approve annual school goals and school budget
- e. Provide financial and legal oversight
- f. Be ambassadors for the school

Standing Committees of the Board:

The Board of Directors operates using Standing and Ad Hoc Committees. Each committee has responsibilities to review and make recommendations in its assigned area for consideration and action by the full Board.

- Education Committee
- Finance Committee
- Community Relations Committee
- Admissions Committee
- Employee Relations Committee

Terms of Service:

Board members are requested to serve a 3-year term with the option of a 2nd term renewal of 3 years. A one year rest time is required before being eligible for nomination.

Officers of the Board:

- ***Chair:*** The chair presides over all Board of Directors meetings and performs such duties as approved by the Board. The chair is the Principal's point of contact with the Board when the Board is not in session.
- ***Vice Chair:*** The Vice Chair performs the duties of the Chair in the latter's absence.
- ***Secretary:*** The secretary records the minutes of any and all meetings of the Board. The Secretary has custody of the Board records and documents and shall conduct necessary correspondence and perform other duties associated with the office.
- ***Treasurer:*** The Treasurer maintains the financial records showing the financial condition of the corporation and is the custodian of all monies of the corporation.

Current Board Members:

Trish Stobbe
Chris Becker
Grayden Biffart
Tim Collings
Andy Erkau
Sven Mothe
Cyndi Scholz
Sylvia Shury
Jacqueline Williams

Attendee:

Dave Loewen - Principal

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Education Committee Associations

F.I.S.A.

White Rock Christian Academy is a member of the Associate Member Group of the Federation of Independent School Associations. The F.I.S.A. is a federation of associations.

At present the following provincial groups with equal voting power comprise the membership.

1. The Catholic Public Schools
2. The Independent Schools Association
3. The Society of Christian Schools in BC
4. The Associate Member Group

The Federation acts a spokesman for its members in British Columbia, and as a liaison between the schools and the government, and other educational institutions. The F.I.S.A. is dedicated to assisting independence while seeking fair treatment for them in legislative and financial terms.

The Federation is committed to non-partisan political activity executed in a non-contentious way. All its activities have been carried out with unanimous or near unanimous membership support because differences were resolved prior to public action.

C.P.A.B.C.

The Christian Principals Association of British Columbia.

www.cpabc.ca

CPABC Mission

1. To promote, encourage and develop servant leaders in Christian education
2. To have fellowship among educational leaders
3. To consider what God is calling us to do in education
4. To shape a faithful response to Christian education
5. To relay information relevant to Christian schools
6. C – Community
P – Professionalism
A – Accountability
B – Building Bridges
C – Christian Worldview Development

S.C.S.B.C.

The Society of Christian Schools of British Columbia.

www.scsbc.ca

The SCSBC is an organization of Christian school communities sharing a biblical vision for Christian education in the province of British Columbia, Canada. Their purpose is to strengthen and promote Christian education by serving, supporting and encouraging their members and others in this endeavour.

The SCSBC consists of member schools that are operated by locally autonomous school associations. Our first school was established in 1949. Today the SCSBC is a network of more than 40 schools, almost 9,000 students and over 600 teachers from Pre-School through Grade 12. The SCSBC continues to provide a wide range of services for its member schools as well as others seeking resources and support in the provision of Christian education.

SECTION I
S C H O O L C O M M U N I T Y

■ **PRIMARY TEACHERS**

K – Shalene Gerrard
1 – Patti Parsons
2 - Rozlyn Kerr
3 – Melissa Wyville

■ **ELEMENTARY TEACHERS**

4 - Kathe Good (Head Teacher)
4/5 – Gabrielle Wiebe
5 – Lorraine Whitmarsh

■ **MIDDLE SCHOOL TEACHERS**

Austin Malnis
Paul Lukacin (Head Teacher)
Brynn Good
Stacy Fuller (French)

Miriam VanMuyen
Elizabeth Carpenter
Lauren Teichrob

■ **SECONDARY SCHOOL TEACHERS**

Darryl DeBoer
Brenda Becker
Aaron Kennedy
Natasha Goetzke
Saron Mynhardt (Choir)
Dave Hickey
Jono Harris

Lorna Baerg (Head Teacher)
Dan Kralt
Debbie Alexander
Mary Kathryn Perrin
Gordon MacLeod (Music K-5 / Band 6-12)
John Dykstra

■ **INTERNATIONAL PROGRAM**

Christine Bunkowski

■ **SUPPORT STAFF**

Eileen Bentley – Library
Donna Klomps - Library
Cheryl Penner - LA & Special Ed Coordinator
Tanya Freiter – Learning Assistance Teacher
Jennifer Wasmuth – Educational Assistant
Kaitlyn Hildebrand – Educational Assistant
Joshua Antao – Educational Assistant
Emilia Brown – Educational Assistant

■ **OFFICE**

Dave Loewen - Principal
Lorna Baerg - Vice Principal
Jono Harris - Vice Principal
Darryl DeBoer - Vice Principal
Guadalupe Isak - Bookkeeper
Kristi Swarbrick - Administrative Assistant
Nicolle Saliken - Receptionist
Memory Mueller - Receptionist/Dev. Assistant

■ **MAINTENANCE**

Dave England

■ **DEVELOPMENT OFFICE**

Coreena Martel - Development Director
Renai Harivel - Development Assistant

White Rock Christian Academy

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OFFICE HOURS

School Hours: 8:00 a.m. to 4:00 p.m.

Phone: 531-9186

Fax: 531-1727

E-mail: wrca@wrca.bc.ca

Website: www.wrca.bc.ca

SCHOOL LIABILITY

Students (K-5) are dismissed from their classrooms at 2:35 p.m. Parents, or pre-arranged adults (18 or over), should be available to pick up their children at 2:35 p.m. If a parent is picking up a child later than 2:35 p.m. on a day, communication with the teacher should be made via a note or in the child's planner the morning of the day. White Rock Christian Academy will not be held liable after 3:00 p.m.

PARENT COMMUNICATION

◆ *Parent Emails*

The Warrior is sent home bi-monthly to all parents. Please ensure that the school office has your correct email address.

Please provide the office with your email address (preferably the parent/s) to receive the parent letter.

◆ *Parent Meetings*

The All Parent meeting is held in September. Throughout the year Parent meetings may be scheduled to discuss specific concerns, needs or issues.

◆ *Parent Teacher Interviews*

Parent/Teacher interviews are offered twice during the year. Parents are also welcome to meet with their child's teacher by appointment after school.

◆ *Celebration Events*

- School concerts are held at Christmas and in the Spring
- Awards Nights for all students K-12 are held at the end of the school year
- Graduation consists of a banquet and ceremony
- A Sports Dessert evening recognizes athletic achievement in team sports in Grades 7-12
- All School Gala
- Other events include: All School BBQ, Speech Contest, Grandparents Day, etc.

Procedures for Conflict and Concerns Resolution

1. Talk to the teacher about the concern. If it is an issue that will require some time, please arrange an appointment so that the matter can be given proper attention.
2. If the matter is unresolved, an appointment should be made with an administrator.
3. If the matter is unresolved, an appointment should be made with the administrator and the teacher.

REPORTING TO PARENTS

Formal and interim reports are scheduled as shown in the yearly calendar available at the office.

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SCHOOL ATTENDANCE

In some cases it becomes necessary for students to leave school before the end of the school day. Students wishing to leave school early must provide the office with a parent/guardian's written permission for early dismissal, and if approval is given they must sign out at the office. In cases where written permission is not provided, the office staff will contact parents or guardians for verification.

NOTE: Students who leave the school without signing out are considered truant.

STUDENT VEHICLES

Vehicles cannot be used during the school day without parental permission. If students do not respect proper vehicle usage their privilege to access their vehicle may be revoked.

VISITORS

White Rock Christian Academy is a closed campus. Anyone visiting the school must have permission from administration and sign in at the office on the day of the visit. Visitors are asked to wear a "Visitor" tag for identification.

A student visitor needs to get approval from administration two weeks prior to visiting the school.

SCHOOL CLOSURE

School Closing Information:

(Inclement weather, emergency i.e. earthquake)

PRAISE 106.5 FM

CKWX 1130 AM

CKNW 980 AM

School Website (earliest notification)

MEDICAL PROCEDURE

Students requiring medical attention:

Students who feel ill while at school should report to their classroom teacher. A staff member will contact parents should a student need to be sent home or to the hospital. Accidents and emergencies are referred to the office and first aid personnel immediately. **We will not dispense any “over the counter” medication i.e. Tylenol, Advil, etc. Students will be required to bring their own from home.**

VALUABLES

Students are encouraged not to bring large sums of money or valuables to school. During P.E. class, items such as watches and jewelry should be locked in a locker and not left in places easily accessible to others. Students are responsible for the care and safety of all their personal belongings.

- **The school cannot accept responsibility for lost or stolen articles.**

TELEPHONES

A pay phone in the main foyer is available for general student use. The use of the school office telephone is for emergencies only. **Cell phone usage is not allowed on the school property during school hours.**

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LIBRARY

Library Procedures - General:

- All students must use the Library in a quiet manner.
- Students in grades K - 1 may sign out one book at a time, grades 2 - 3 may sign out two, and grades 4 – 12 may sign out three books at a time.
- Students must take proper care of books.
- Library books placed in the "Reserved Book Section" by Teacher's request may only be signed out according to specific directions.
- Reference books (R) may not be removed from the library (e.g. encyclopedias)
- Books which are lost or considerably damaged must be replaced. The replacement cost is covered by the student who had the book in their possession.
- Fines will be charged at the rate of .05¢ per day for overdue books.

Library Procedures - Elementary Students:

Elementary classes have a weekly assigned library time. The library books are borrowed for one week and are due on their Library day. Books may be renewed for an additional week.

Primary students will be assigned a ziploc bag which must be used to check out books. This will help to prevent loss or damage. Bags will be replaced only with a signed note from parents.

Library Procedures - Secondary /Middle School Students:

Students with overdue books may not sign out another book from the library until the overdue book is returned.

Students may use the library during their spares or after school hours until 4:00 p.m.

LOCKERS

Lockers are the property of the school and the contents of lockers are subject to school supervision. Lockers are assigned during the first week of school. Students are responsible for locker cleanliness.

The school reserves the right to revoke locker privileges for neglect or abuse of the locker. Students can expect the examination of lockers and locker contents at any time.

Locks are mandatory and will be supplied by the school. Combinations will be recorded in the office. The school is not responsible for lost items from a locker. Students will be asked to remove any inappropriate pictures or articles. Should a student lose a lock for any reason, they will be charged \$5.00. Students can use their own locks, however combinations must be submitted to the office.

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TEXTBOOKS

Students are assigned textbooks by the librarian. There is a \$25.00 book usage fee for all students in Grades 6-12. However, a student who loses or damages a textbook will be assessed a replacement or damage fee. One post-dated cheque per family, for \$150.00 must be paid in the office at the beginning of the school year to cover the cost of lost textbooks/library books/fines. Students will not be issued another textbook unless the \$150.00 deposit is submitted. Refunds will be given if lost textbooks are found and returned to the subject teacher before June 30. After June 30, a \$10 administrative fee will be charged. Textbooks found in the school will be placed in the library for students to claim.

EXTRA CURRICULAR ACTIVITIES

Students are encouraged to participate in extra-curricular activities. These activities will take place before or after school. Continued participation will be conditional based on maintaining passing grades and having all school work completed.

LEARNING ASSISTANCE

A formal referral by the classroom teacher will be made for students with possible learning needs. A letter will be sent home requesting permission for the child to be evaluated for Learning Assistance. Should Learning Assistance be required, a school-based team will work on a strategy plan and may create an Individualized Education Plan (IEP). The school-based team may consist of principal or head teacher, referring teacher, learning assistance teacher, parents and possible specialists. A learning assistance report card will be included with each report card.

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FEES CHARGED OVER AND ABOVE THE TUITION GRID

(Subject to Change)

Item	Cost	Number Purchased	Total
Enrollment fee is \$150 per student to a maximum of \$300 per family			
SEPTEMBER'S TUITION LESS RE-ENROLLMENT FEE (IF PAID)			
MANDATORY ITEMS			
Planners (<i>Grades 1 – 12</i>)	\$ 9.00	x	
Computer Usage Fee (<i>Grades 7 – 12</i>)	\$ 25.00	x	
Book Usage Fee (<i>Grades 6 – 12</i>)	\$ 25.00	x	
Graduation Fee (<i>Grade 12</i>)	\$ 65.00	x	
Retreat Fee to RockRidge Camp (<i>Grades 9 – 12</i>) **2 nights stay**	\$ 125.00	x	
Middle School Camp Summit (<i>Grades 6-8</i>)	\$ 75.00	x	
Art (<i>Grade 6 and new students in Gr. 7 – 8 students</i>)	\$ 10.00	x	
Art (<i>Grades 9</i>)	\$ 25.00	x	
OPTIONAL ITEMS			
Art (<i>Grades 10-12</i>)	\$ 25.00	x	
Physical Education 12 (<i>Skiing, bowling, golf, first aid, etc</i>)	\$ 150.00	x	
Physical Education 11 (<i>Skiing, bowling, golf, swimming, etc</i>)	\$ 100.00	x	
Senior Basketball Sports Teams Fee	\$ 500.00	x	
Senior Volleyball Sports Teams Fee	\$ 200.00	x	
Junior & Grade 8 Sports Teams Fee	\$ 80.00	x	
Cross Country and Track & Field (<i>Grades 8-12</i>)	\$ 100.00	x	
Senior Jazz Band & Chamber Choir	\$ 200.00	x	
Junior Jazz Band & Chamber Choir	\$ 40.00	x	
Outdoor Education (<i>Eligible Grade 12 students</i>)	\$ 500.00	x	
TOTAL	<input type="checkbox"/> Cheque # _____ <input type="checkbox"/> Cash (amount): _____		

SPORTS TEAMS: Students are required to pay the sport fee for each sports team they are involved in.

MUSIC: Students may be subject to additional fees for trip and instrument rental if applicable.

10 Volunteer Hours Fee (<i>per family</i>) ALL GRADES.	\$ 300.00		
Textbook Deposit Fee (<i>per family</i>) Grades 6 - 12 only.	\$ 150.00		
These are postdated cheques (dated June 15, 2010) that are destroyed when the school has received the assigned textbook(s) at the end of the year or when the hours have been completed. <u>These must be separate cheques.</u>	<input type="checkbox"/> Cheque # _____ <input type="checkbox"/> # _____		

SECTION II

CODE OF STUDENT CONDUCT

White Rock Christian Academy's code of student conduct is based upon the principles of God's Word and includes:

1. a positive attitude.
2. respect for the dignity of others, their rights and property.
3. regular school attendance.

This code of conduct will apply to students going to and from school, while at school, at school functions, or at any off-campus events.

We desire that our students will love & respect God, His Word, and those in authority.

We expect our students to:

1. Be committed and involved in their local church.
2. Attend school regularly.
3. Be on time for school/classes.
4. Apply themselves seriously to their work.
5. Follow school rules/procedures.
6. Wear their school uniform properly.
7. Follow specific classroom rules/procedures.
8. Be respectful/courteous with each other and staff.
9. Treat school property and equipment with respect.
10. Be respectful of school neighbours and school visitors.
11. Accept reasonable consequences for misbehaviour.
12. Conduct themselves in a manner which will in no way compromise the safety or well being of others.

ATTENDANCE

Regular class attendance is extremely important to a student's achievement in school. There is a direct relationship between attendance and academic success in school. Attendance will be closely checked by the school, and the school will call parents daily about irregular attendance or tardiness.

◆ **Students absent from class are responsible for obtaining and completing missed assignments.**

ABSENCE

If a student is absent, PARENTS are required to:

- A) Telephone the school on the morning of the absence.
- B) Send a note for the office with the student when he/she returns to school stating the date and reason for absence.
- C) Collect homework from individual teachers if a student is away from school more than 3 days.
(Office IS NOT responsible.)

ABSENCE POLICY

- All absences from school increase teacher workload, increase student stress, and increase threat of failure.
- Absence due to illness is without penalty, provided:
 - 1-5 days ~ a parental note documenting illness
 - 6 or longer ~ a parent note, doctor's note
- Absence for functions related to sports/music/extra curricular activity beyond control of parental scheduling:
 - if given 1 week written notice, and work is complete upon return (within 1 day) it will be marked with no penalty dependent upon the situation
 - students must make arrangements to write tests within 1 day of returning
- Absence for non-medical reasons:
 - Tests score zero
 - Assignments may receive marks dependent upon:
 - Proper discussion and approval with principal
 - Past absences show due diligence
 - Work load for any one teacher is not excessive
- Absence due to an unauthorized extended student absence:
 - all tests score zero
 - all quizzes score zero
 - all passing assignments turned in after their due date score "L"
 - all missed assignments score "null"
 - NO extensions given
- **SCHOOL ABSENCE NOTE form must be filled out for any planned absence. Pick up a copy from the school office.**

TRUANCY

Truancy is defined as "absence from school without a valid reason".

- Ministry of Education guidelines state that absence on a test day without explanation results in a 0%.
- All tests at WRCA must be pre-arranged with the teacher if a student will be absent. Student return must be accompanied with a note from parents. The test may be administered at the teacher's discretion.
- Partial day absences due to "illness" – parents need to accompany student to school and sign in with student at office
- All truant students forfeit after school activities for that day
- All tests must be written and all assignments turned in if student comes to school at any time during the school day.

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LATES

Elementary School

1. Students should arrive at school to enter the classroom with the first bell at 8:20 a.m. Arrival in the classroom after the second bell at 8:25 a.m. will be considered late.
2. Student arriving after 8:25 a.m. must go to the office and have a late slip completed to take to the classroom teacher.
3. Late arrivals at school are recorded and sent to the office. Lates will be noted by the classroom teacher.
 - 5 late violations – parent(s) are notified through an informal note from the classroom teacher via your child's planner.
 - 8 late violations – you receive communication from the classroom teacher in person or through a phone call home.
 - 10 late violations – you receive a letter from the administration.
 - Any additional late arrivals for the remainder of the year will require that you arrange to meet with the principal and your child (within 3 school days or your child will be suspended). You will be contacted at home notifying you that an appointment with the principal is required.

Late Policy

Students who are chronically late will be referred to administration for remediation.

STUDY BLOCKS

Grade 11 students may be permitted one study block per schedule.

Grade 12 students may be permitted two study blocks per schedule.

CELL PHONES, IPODS, MP3 PLAYERS, ETC.

There will be no cell phones, IPods/MP3 Players, disk mans, etc. allowed during school hours. This includes lunch and spares. If any teacher sees a student with any of the above, the item will be confiscated and held in the office for 2 weeks at which time it can be retrieved.

SAFETY/ABUSE POLICY

1. All persons who have contact with children are subject to screening by administration.
2. Formal interviews are done.
3. Police background checks are done.
4. Reference checks are done.
5. We require anyone, other than teachers, entering the school building, to check in at the office and wear a visitor name tag.
6. Staff are aware of our abuse policy and know what to look for in terms of indicators.

VANDALISM

Vandalism and Property Damage Policies & Procedures:

All damages should be reported to the office immediately. Students who destroy or vandalize school property or the property of others will be required to pay for losses or damages if necessary; other consequences may follow.

BULLYING-HARASSMENT

Background

Harassment is a distortion of how God intended us to live in relationships emotionally, physically, spiritually and socially. Our task is to nurture students toward that which God intended for human flourishing as total human beings. All harassment, regardless of its source, has a negative impact on the learning environment. Therefore, we are taking harassment very seriously.

Generally, harassment is comment of conduct that is known, or ought reasonably to be known, to be unwelcome. Harassment can be a single incident or a series of incidents; it may be in spoken or written form. The unwelcome comment or conduct does not have to be directed at a specific person for harassment to occur. Comments or conduct that tend to ridicule or disparage a group may give rise to an offensive environment and this to harassment.

Following are examples of bullying/harassment:

Physical Aggression

Spitting, pushing, tripping, hitting, shoving, kicking, hair pulling, hiding personal possessions (lunch, etc.), damaging property, attacking family or friends, coercion, intimidation, threatening with a weapon, defacing property, stealing

Verbal Aggression

Inappropriate teasing, name calling, offensive remarks, inappropriate jokes or innuendo, mocking, sarcasm, put-downs, whistling/catcalls, leaving nasty or threatening notes, threatening or intimidating phone calls, giving dirty looks, racist, sexist taunting, daring another to do something dangerous, verbal threats against property, verbal threats of violence or inflicting bodily harm, coercion, extortion, includes all forms of communication including mail, e-mail, fax, voice mail, notes or yearbook journalling

Non-verbal – Body Language

Inappropriate glaring, snickering, gestures, ignoring (silent treatment), shunning, confining, surrounding, blocking, unwelcome physical contact such as inappropriate touching or patting

Intimidation

Stealing, extortion, pranks, dares (public challenge), bribery, threats, locking in a confined space, swarming, stalking, anonymous phone calls, gossip, breaking confidence

Discrimination

Racial slurs, imitation of accent, put downs about cultural differences, gender harassment, insults about appearances (weight, glasses)

Social Isolation and Alienation

Shunning, exclude from a group, rumours or malicious rumour spreading, public humiliation, undermining, embarrassing, gossiping, setting up a student to look foolish, spreading rumours, inciting hatred, racist, sexist or homophobic alienation, setting up someone to take the blame, display of pornographic, racist or other offensive or derogatory material

BEHAVIOUR DISCIPLINE POLICIES & PROCEDURES

Core Values for Discipline at W.R.C.A.

Our core values for correction are based on Proverbs 6:20-23

At White Rock Christian Academy we recognize that 3 groups have a major influence in a child's life: home, church, and school. As such we believe that all three groups may be involved at different stages of discipline in a child's life. "A threefold cord is not quickly broken." Ecc.4:9

On admitting a student into W.R.C.A. or at the time of re-enrollment it is agreed upon with the parents and the student that some violations are against both the rules of the school and the home. These include: smoking, inappropriate behaviour, theft, drugs, and use of alcohol. If students are found supplying drugs or alcohol to others, they may also be referred to legal authorities.

Most corrective issues are dealt with at the school level. If necessary, the parents are included in the correction, and in extreme situations the home church may be encouraged to help the family in the situation.

It is not the policy of the school to take the place of the family. However, when students enroll in our school, the family and school are to be in agreement that these activities affect the school body. The school feels therefore, that when it is discovered that one of the above violations has occurred at any time during enrollment, the student may need to spend some time at home with the parents to work things out.

Suspension means that a student will not participate in any school function for the duration of the suspension. All assignments/tests missed due to a suspension are counted as Ø.

General Discipline Procedures:

Step 1: Whenever possible, correction is done at the classroom level by the teacher. The teacher will work with the student to bring about acceptable changes in behaviours. Students are always given a warning concerning inappropriate behaviours before action is taken.

Step 2: If inappropriate behaviours persist, the teacher, student, parents and the principal will get together to help work out a possible solution for correction.

Students returning from a 3-day suspension will be re-admitted into the school after they have met with the principal. Parents may be asked to accompany the student.

After One Week Suspension:

1. The student will return to school with his/her parents.
2. The student and parent(s) will meet with the principal and possibly one other person after the 1-week suspension.
3. Based on the interview, the parent the student will either return to school or remain home for another week.

Expulsion Policies:

Students may be expelled if any of the following apply:

1. A second week of suspension does not result in a strong desire to change behaviours and attitude.
2. There is little evidence of remorse for the transgression.
3. It is the second suspension for inappropriate behaviour or other serious cause.
4. It is deemed by administration that the safety of others is compromised.

Procedures:

1. Past school behaviours will be taken into consideration.
2. Parents and the student will meet with the principal before the decision is made.

SECTION III

UNIFORMS

Students are expected to have a full uniform. The daily wearing of the school sweater/blazer is optional, however, other apparel cannot be substituted. Uniforms should be kept clean, in good repair, pressed and labeled with student's surname. Parents will be informed if uniforms are not in acceptable condition.

GENERAL UNIFORM REQUIREMENTS for all students or where specified:

- Please refer to the following page for *Mandatory Uniform Requirements*
- Clean, white shirt
- Tie for boys (done up), maximum 1 button undone
- Undershirts – only plain white – no long sleeves. Bras – white or fleshtone only
- Kilt/Khaki Skirts at appropriate lengths (see "Mandatory Uniform Requirements")
- Black belt for boys
- Hair: moderate haircuts. Length for males not to touch the shirt collar
- Hair Dyes: no unnatural hair colours
- Jewelry: Earring – none for boys. No visible piercings other than the ears.
- Tattoos: no visible tattoos.

Uniform Policy (Elementary School)

The policy will be in effect for the entire school year during the school hours of 8:10am until 3:00pm. Uniform violations will be dealt with by the classroom teacher. If the problem continues, it will be passed on to the Elementary Head Teacher and the Administration accordingly.

Uniform Policy (Middle/Secondary School)

The policy will be in effect for the entire school year during the school hours of 8:10am until 3:00pm.

1. Students coming to school without the appropriate uniform (as per *Mandatory Uniform Requirements* on the next page) or who have received a uniform violation notice will be sent home or kept after school for a minimum of an hour.
2. Extraneous items (hoodies, scarves, etc.) will be confiscated and a violation issued. Students are responsible to retrieve confiscated items after a 2-day period. Items not picked up after the second day will then be placed in the Lost and Found.

LOST AND FOUND

Lost and Found items can be found within the "box" seating located in the perimeter of the back foyer/student lounge. It is the onus of the parents and students to frequently check for their lost items as boxes will be completely emptied at the end of every month.

Lost and Found articles will be sorted at month's end with all labeled items being returned to the owner. Unlabeled uniforms will be taken to the Gently Used bins for resale. All other non-uniform items will be delivered to the Living Room Second Hand Store. Please contact Kim Neufeld at 604-538-4674 or kimandreg@telus.net for any questions pertaining to Lost and Found and/or Gently Used.

Please do your part to prevent loss of uniforms and belongings – LABEL EVERYTHING! Iron-on labels may be purchased from Unimax Uniforms: www.unimaxuniforms.com or 604-575-7758

White Rock Christian Academy

– TRANSFORM THEIR WORLD FOR CHRIST –

MANDATORY UNIFORM REQUIREMENTS

All items are to be purchased through Unimax Uniforms (except Personal Purchase Items)

www.unimaxuniforms.com – 604-575-7758

GIRLS – K-Grade 5

School Uniform (Unimax):

- White blouse (*K-3 peter pan*)
- White blouse (*4-5, same blouses as 6-12*)
- Sweater (*cardigan*)
- Tunic (*K-3*)
- Jumper (*4-5*)

- Spandex bicycle shorts

PE Uniform (Unimax):

- WRCA P.E. shorts
- WRCA P.E. gray

Summer Uniform (Unimax):

- WRCA khaki skort
- WRCA golf shirt

Personal Purchase:

- All black shoes for winter (*patent acceptable*),
Runners or closed shoe for spring (*no flip flops or sandals*)
- White socks - P.E.
- Navy socks: knee-highs & tights
- Non-marking P.E. runners

Performance- knee-highs

GIRLS – Grade 6-12

School Uniform (Unimax):

- Kilt (*no more than 4" above the knee*)
- White blouse™
- Cardigan or Pullover
- Navy socks: knee-highs & tights
- Spandex Shorts

PE Uniform (Unimax):

- WRCA P.E. shorts
- WRCA P.E. gray T-shirt (Iron-on name label placed under WRCA logo)

Summer Uniform (Unimax):

- Polo Shirt
- Khaki skort (*no shorter than 6" from the floor when kneeling*)

Personal Purchase:

- All black dress shoes for winter (*NO sandals*),
Any shoes for spring/summer (*Heels to be no more than 2 inches high*)
- White Socks - P.E.
- Non-marking P.E. runners

OPTIONAL ITEMS: (Unimax)

- WRCA Sweat-shirt *
- WRCA Sweat-pants *
- WRCA Track Suit *
- WRCA Gym Bag
- WRCA Sports Bag
- WRCA Blazer
- WRCA Girls' Tie (Gr 6-12)

BOYS – K-Grade 5

School Uniform (Unimax):

- White Shirt™
- Dark gray pants
- Sweater (v-neck)
- Tie (navy)

PE Uniform (Unimax):

- WRCA P.E. shorts
- WRCA P.E. gray T-shirt (Iron-on name label placed under WRCA logo)

Summer Uniform (Unimax):

- WRCA khaki pants or shorts
- WRCA golf shirt

Personal Purchase:

- All black shoes or all black runners
- Crew Socks (*navy, black, gray*)
- White socks - P.E.
- Non-marking P.E. runners

BOYS – Grade 6-12

School Uniform (Unimax):

- White Shirt™
- Dark gray pants
- Tie
- Sweater (V-neck)

PE Uniform (Unimax):

- WRCA P.E. shorts
- WRCA P.E. gray T-shirt

Summer Uniform (Unimax):

- Polo Shirt
- Khaki Pants and/or Shorts

Personal Purchase:

- All black dress shoes (*NO runners – except grade 6*)
- Crew Socks (*black*)
- Black Belt
- White Socks - P.E.
- Non-marking P.E. runners

NOTE:

White Shirt™ and White Blouse™ are WRCA logo embroidered. This shirt/blouse is mandatory.

K-Grade 5 Summer Uniform – Following Spring Break to last day in June and September to Thanksgiving.

Grade 6-12 Summer Uniform – Following Spring Break to last day in June and Sept. to Thanksgiving.

* Please note that only WRCA issued sports wear is acceptable for PE Uniform.

****Summer and Winter Uniform pieces may NOT be inter-mixed.**

SECTION IV

HOME STUDY/HOMEWORK

Homework assignments should be completed on time; this is the responsibility of the student. Regular study is essential for success at the secondary level. Students should develop the regular habit of doing one hour a night, five nights a week. Study doesn't mean just doing assigned work; study means preview and review. All work done during the school day should be gone over that evening. All students should be bringing books home every day starting in September.

REPORTING K- GRADE 5

The following numbers are used to represent the level of skills, understanding, and application of grade level expectations.

4 Exceeds Expectations

- Growth and development of skills and understanding are beyond grade expectations.
- New concepts and skills are mastered, applied and extended.

2 Minimally Meets Expectations

- Growth and development of skills and understanding, although meeting expectations, are at a minimal level.
- Further support and practice to ensure success are required.

3 Meets Expectations

- Growth and development of skills and understanding are at the level of grade expectations.
- New concepts and skills are understood and applied.

1 Not Yet Meeting Expectations

- Growth and development of skills and understanding are lower than program level.
- New concepts and skills are not yet mastered or sufficiently understood.
- Frequent teacher encouragement and support are needed.

The first term in which a student receives below 50% he/she will receive an "IP". Consecutive terms of failure will be indicated by an "F".

REPORTING Grades 6-12

The following grade symbols are used to indicate achievement:

	%	GPA
A = Excellent achievement	86 – 100	4.0
B = Good achievement	73 - 85	3.0
C+ = Above average achievement	67 - 72	2.5
C = Average achievement	50 - 66	2.0
F = Failure (Gr. 6 - 12)	0 - 49	
P = Pass (The student has achieved basic competency for the subject/course/grade/level and is considered to be ready for subsequent work.)		
F = Fail (The student has not achieved a pass standing and it is in the best interests of the student to undertake further work in order to become ready for subsequent subjects/courses/grades/levels.)		

The following achievement indicators may also appear:

- SG = Standing Granted (This symbol may be used where warranted in cases such as serious illness, hospitalization, late entry, early leaving, etc.)
- IP = In progress (Used in special circumstances when a student has been granted additional time to complete required work before a permanent letter grade is determined.)

HONOUR ROLL POLICY

Students are eligible for honour roll if they meet the following requirements:

Grade 6-8:

1. Maintain a minimum average of 80 % overall.

Grade 9-12:

1. Maintain a minimum average of 80 % overall with no subject achieving less than 80%.
2. No suspension.

Principal's List (Grade 6-12)

Students are eligible for the Principal's List if they have an overall average of 86% in academic subjects only. For Grade 11 it will be based on the *top five* academic subjects and for Grade 12 it will be based on the *top four*.

To graduate with honours in grade 12, a student must have a 'B' average in all B.C. graduation requirements plus Bible 11 and 12.

EXAM POLICY

All grade 11 and 12 students are required to write a final school based exam in all academic courses. Grade 11 exams are weighted at 35% and grade 12 exams are weighted at 40% of the school year. In place of the Social Studies 11 and English 12 school based exams, students will be required to write the provincial exam as prescribed by the graduation requirements. Students may choose to write the provincial exams as well.

VALEDICTORIAN

The valedictorian is the student chosen to represent the class and school at the graduation ceremony. The characteristics of the valedictorian should include:

- A) Academics – one who uses his/her ability to the fullest; capable but not necessarily the top performer,
- B) Involvement – one who has participated and contributed to a variety of areas of school life;
- C) Christian commitment – an example, with the ability to communicate their commitment.

PROMOTIONS

Each situation is looked at individually. Students are advanced to the next grade level on the basis of subject promotion. Providing a student meets the requirements of a particular course, that student will proceed to the next level (i.e. English 9 to English 10). If a student does not meet the requirements of the course, the course must be repeated before credit is awarded. The student must attend summer school before a pass can be granted. In some cases a year will have to be repeated. Teachers will be involved in making this decision.

CHEATING

Cheating in any form is a serious offense. This includes copying work, communication in any form during a test, using somebody else's computer disk, taking cheat notes into an examination or using the work done by a student in previous years. The minimum penalty for cheating is 0 on the assignment. Further punishment in form of loss of privileges may also follow. If a student knowingly assists another to cheat, they will automatically receive a 0 for the work.

PLAGIARISM

Plagiarism is the act of passing off as one's own the writing or ideas of another. This is a form of cheating and will be treated in the manner described above.

MINISTRY OF EDUCATION - (*Passport to Education*)

Qualifying for a Grade 12 Graduation Program Examinations Scholarship

A student will receive a \$1000 Examinations Scholarship if he or she:

- meets the basic eligibility requirements
- achieves at least a “B” in English 12
- achieves 86% or higher on each of his or her three best Grade 12 provincial exams (can include the English 12 provincial exam)
- fulfills the graduation requirements of either the 1995 Graduation Program, the 2004 Graduation Program, or the Adult Graduation Program.

A student will receive a \$2500 Examinations Scholarship Award if he or she:

- qualifies to receive an award (above)
- ranks among the top twenty scholarship students (based on his or her percentage score).

Qualifying for a Passport Award

In order to earn a Passport Award, a student must meet the following criteria:

- meet the basic eligibility requirements
- meet the criteria determined by his/her secondary school based on the guidelines established by the Ministry of Education:

For Grade 10 and 11 stamps (each worth \$250):

1. Two-thirds of the weighting must be on the academic component – on a student’s course grades – the best five provincially authorized courses and/or BAA (Board/Authority authorized) courses, (locally developed courses should not be included). These grades must be final or projected final grades.
2. One-third of the weighting should be recognized the non-academic components such as effort, work habits, citizenship and school/community involvement.
3. A student does not have to be a graduate to earn a Grade 10 and/or Grade 11 stamp.

For a Grade 12 stamp (worth \$500):

1. Two-thirds of the weighting must be on the academic component – on a student’s course grades – the best five provincially authorized courses and/or BAA (Board/Authority authorized) courses, (locally developed courses should not be included). These grades must be final or projected final grades.
2. One-third of the weighting should be based on a student’s Graduation Transition Standards, also recognizing effort, work habits, citizenship and school/community involvement.
3. **A student must be a graduate to earn a Grade 12 stamp.**

***NOTE: Stamps are allotted based on enrollment.**

FINAL MARKS BREAKDOWN

	Year	Final Exam	Provincial Exams
Grade 6	90%	10%	
Grade 7	85 %	15 %	
Grade 8	80%	20%	
Grade 9	75%	25%	
Grade 10	70%	30%	20%
Grade 11	65%	35%	20%
Grade 12	60%	40%	40%

Formal Reports will be sent out 3 times for Grade 6-12. Interim reports are scheduled midway through terms 1, 2 and 3.

ADD/DROP COURSES

There is a four-week time limit after the beginning of the year for students to withdraw from a course. Request for exception must be taken up with the administration.

SECTION V

BIBLE

Bible is taught as a separate subject from K - 12. Although the story of the Bible is the framework and permeates all subjects, the purpose of Bible class is to familiarize students with its content. Bible is not an elective but one of the requirements necessary for students to graduate from White Rock Christian Academy.

TEAM SPORTS

We are currently offering: volleyball, basketball, soccer, track and field, cheerleading and cross-country. Team sports are aimed at the athletes that are willing to put time into building success as a team. This is accomplished through students practicing and learning from the guidance of coaches and teammates. All athletes are expected to attend all scheduled practices. A player may miss one unexcused practice, but the second time, the athlete may be asked to turn in his/her uniform for the remainder of the season. All other missed practices may only be excused for medical reasons or previous discussion with the coach.

During practice, athletes should wear proper shoes and respectable practice clothing. Athletes should be on time and ready to begin at the scheduled time.

Teams are involved in tournament play throughout the season which usually takes place on Fridays and Saturdays.

It is to be noted that no team will accept any incidents of cheating, swearing, angry outbursts, unsportsmanlike conduct or lack of respect for opponents, spectators, or officials. Should they occur, these issues will be discussed with the parent, coach, athletic director and/or the principal. It is imperative that we model what we believe through Christian conduct.

To play on a team sport is a privilege, NOT a right. Students with failing grades in any subject will not participate in that sport until the failing grade is corrected.

Involvement in any athletic program can be very expensive and to help cover the costs of tournaments, transportation, equipment and accommodations, athletes will be charged a fee to belong to the team. Please refer to the fees sheet.

MUSIC PROGRAM

We believe that music is important in developing a student's relationship with God, with other students, and with the world. Vocal and instrumental instruction are the two primary focuses of music at W.R.C.A. Whether the function or style of music is worship, education, or appreciation, it is always to glorify God.

SECTION VI

White Rock Christian Academy

2009-2010 ~ SCHOOL CALENDAR (subject to change)

SEPTEMBER	8	School Opening (8:30 am - dismissal 1:00 pm)
	12	All School Barbeque & Alumni Game
	20-22	Grade 9-12 Retreat – Rockridge Canyon
	23	New Parent Orientation 6:30 pm
	23	All Parent Meeting 7:30 pm, Gr. 11-12 Parent Meeting 9:00pm
	29	Cops for Cancer
	30	Early Dismissal 1:10 pm
OCTOBER	TBA	Photo Day (Individual)
	8-9	Teacher’s Convention (NO SCHOOL)
	12	Thanksgiving Holiday (NO SCHOOL)
	13-15	Middle Outdoor Survival Skills (MOSS) – Gr. 6-8
	16	Interims (all Gr. 6-12 students)
	23	Pro-D Day (NO SCHOOL)
	28	Early Dismissal 1:10 pm
	29	Grades K-12 Parent/Teacher Interviews
NOVEMBER	TBA	Society Meeting
	TBA	Book Fair
	TBA	Photo Retakes
	11	Remembrance Day Holiday (NO SCHOOL)
	17	K-5 End of Term 1
	18	Pastor Appreciation Brunch
	25	Early dismissal 1:10 pm
	27	Gr. 6-12 End of Term 1, K-5 Report Cards Out
	30	Society Meeting
DECEMBER	2	Gr 9-12 Concert
	9	Gr K-8 Concert
	11	Gr. 6-12 Report Cards Out
	18	Last day of school before Christmas Break - Early Dismissal 1:10pm
	19-Jan 3	Christmas Break
JANUARY	4	School re-opens
	22	International Program Graduation
	22	Interims (All Gr. 6-12 students)
	27	Early Dismissal 1:10pm
	28-29	Staff retreat – PD days (NO SCHOOL)

White Rock Christian Academy

2009-2010 ~ SCHOOL CALENDAR (subject to change)

FEBRUARY	8	Pro D Day (NO SCHOOL), Open House
	18	Winter Concert
	24	K-12 Parent/Teacher Conferences, Early Dismissal 1:10pm
	TBA	FSA testing for Grades 4 and 7
	1	K-12 End of Term 2
MARCH	5	Last Day of School before Spring Break -Early Dismissal 1:10pm
	8-21	Spring Break
	22	School Re-Opens
	26	Gr. K-12 Report Cards Out
	26- April 4	Grade 11 Missions Trip
	2	Good Friday (NO SCHOOL)
APRIL	5	Easter Monday (NO SCHOOL)
	17	All-School Gala
	28	Early Dismissal 1:10 pm
	6-8	K-12 Musical
MAY	4	Interims (all Gr. 6-12 students)
	7	View Day
	21	Grandparents Day
	24	Victoria Day Holiday (NO SCHOOL)
	26	Early Dismissal 1:10 pm
	28	Graduation
	TBA	Grade 4 & 5 Camp
JUNE	1	Sports Dessert Night
	11	Elementary Sports Day
	11	Gr. 9-12 Last day of classes, End of Term 3
	14	Society Meeting
	14-29	Gr. 9-12 Exams
	18	K-Gr. 8 Last Day Classes (dismiss 1:10 pm)
	28	Awards Night: K-5 7:00 pm, Report cards out
	29	Awards Night: Gr. 6-12 7:00pm, Report cards out

SECTION VII

Regular School Bell/Block Schedule

	Middle / Secondary School
BLOCK 1	8:15 am – 9:10 am
BLOCK 2	9:14 am – 10:09 am
BLOCK 3	10:13 am – 11:08 am
LUNCH	11:08 am – 11:53 am
BLOCK 4	11:57 am – 12:52 pm
BLOCK 5	12:56 pm – 1:51 pm
BLOCK 6	1:55 pm – 2:50 pm

Last Wednesday of the Month - Early Dismissal 1:10 pm

Chapel

Chapel is an integral part of school at White Rock Christian Academy. There are two services per week for the entire student body.

Chapel Schedules:

- Kindergarten – Grade 5 Friday 11:20am – 11:50pm
- Grade 6-12 & ESL Wednesday 12:00pm – 12:50pm
- Early Dismissal Days Wednesday 10:30am – 11:10am

USE OF INFORMATION TECHNOLOGY POLICY

Information and communication technology has the potential for enhancing learning processes, information management, decision making and communication. The school will maintain integrated network resources to support learning, to maximize the impact of support services, and to connect the work of the school to the larger community.

Definitions:

"ICT" refers to *Information and Communications Technology*; the blanket term used for all computer-based programs and services.

"Technology Services" refers to those people responsible for the oversight, maintenance, and renewal of network resources.

"Network Resources" refers to all hardware, software, services (such as email and Internet access) and information resources accessed by authorized users of the WRCA network.

GUIDELINES AND PROCEDURES

A. Planning and Administration

1. An evergreen plan for network renewal will be maintained by Technology Services. This plan will provide for replacement of workstations and network infrastructure. This plan will be reviewed annually and will assure:

Equitable and appropriate access for all students.

Appropriate access for staff in the performance of responsibilities.

The Network Administrator is responsible for this planning.

2. Heads of other schools/departments will consult with Technology Services in developing plans for integration of information and communication technology into operations. Network renewal specifically target to one school/department will be included in the capital budget of that school/department.
3. All students and staff must sign the respective Network Resources Acceptable Use Agreement. Signed documents must be kept on file in the school. The Network Administrator is responsible for maintaining the file. Students are expected to sign the form annually. Staff will sign the form at the time of employment and each time the document is revised. Technology Services is responsible for periodic review and revision of the document.
4. Technology Services will maintain an operational manual to guide daily operations related to network resources. The manual should be made available at the school.

B. Access to Network Resources

1. Network resources should be used for purposes defined by the learning process or related support functions. Occasional, limited, appropriate personal use is permitted as outlined in the Network Resources Acceptable Use Agreement document.
2. All network resources are the property of White Rock Christian Academy and are subject to the general policies and practices of the school.
3. Access to network resources with devices which are not school property will be authorized at the discretion of the Network Administrator and are subject to the following conditions:

There must be no violation of licensing agreements.

Access is achieved through processes defined and supported by Technology Services.

Liability for damage to either the device or the network resources resides solely with the user.

C. Management of Network Resources

1. All infrastructure work will be coordinated through Technology Services which will establish standards for the work.
2. Software installation must be done in consultation with staff from Technology Services, subject to the following conditions:
 - Appropriate licensing must be obtained prior to activating an installation.
 - Evidence of all software licenses purchased by a school or department must be readily available for audit. It is the responsibility of the Network Administrator to maintain such evidence.
 - All software must be registered in the name of White Rock Christian Academy.
 - No personal software may be installed onto the network or onto individual computers.
3. Network storage areas are the property of the school. Network administrators may review files and communications to ensure system integrity and responsible use of resources.

D. Intellectual Property and Copyright

1. All users of network resources are required to respect copyright/licensing laws and regulations. The school will not accept responsibility for a user who willfully and knowingly contravenes copyright or licensing laws.
2. Works covered by copyright that are developed by employees in the course of their employment shall be the intellectual property of the school. Works covered by copyright that are developed by employees outside of school facilities, beyond the instructional day, not in the course of their employment, and intended for commercial distribution are not the property of the school.

E. Acceptable Use Agreement

1. All staff and students must agree to follow the standards set out in the WRCA Acceptable Use Agreement prior to being allowed access to school network resources.
2. Although it is recognized that access to network resources at WRCA can sometimes be essential to student success, violating the terms of this agreement will result in the application of an escalating series of technology privilege withdrawals.
 - 1st Offence: 24-hour suspension of computer privileges.*
 - 2nd Offence: 1 week (5 consecutive school days) suspension of computer privileges.*
 - 3rd Offence: 1 month suspension of all technology use privileges.*
 - 4th Offence: Complete removal of all technology use privileges.*
3. The suspension of technology use privileges does not excuse a student from completing any assigned activities on time. Any assignments that a student is unable to complete as a result of withdrawn privileges will be given a mark of zero.

STUDENT NETWORK RESOURCE ACCEPTABLE USE AGREEMENT

White Rock Christian Academy provides technology resources that support learning for students and staff or support administrative operations. Network resources refer to all resources on the network of White Rock Christian Academy. This includes, but is not limited to, Internet access, e-mail accounts, installed software, personal file storage and all hardware attached to the network.

Principles of Use

- White Rock Christian Academy owns all network resources and has the right to monitor and/or track the use of the network resources.
- All network resources are for educational use.
- The use of network resources is subject to all policies and practices of the school related to technology, property, and conduct.
- Access to network resources with personal devices is subject to the policies and practices of White Rock Christian Academy.

Conditions of Use

- Students should use network resources for appropriate educational purposes only.
- Students will not publish or access on the Internet personal information about themselves or other students.
- Students who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member.
- Students will only use their account in the manner intended. This includes accessing only those network resources assigned to their account. Students will not use another person's files, output or username.
- Students are responsible for the security of their account. In particular, do not tell others your password or leave a workstation where you are logged in. Students are responsible for problems caused by the use of their account by other individuals.
- Students will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources, or through unauthorized downloading of personal program/data files such as executable (exe), video or music files.
- Students will recognize that the network resources at WRCA are a shared resource and as a result will not monopolize technology resources, use printing excessively, or use excessive amounts of shared data storage space.
- Access to network resources with personal devices requires the permission of the network administrator and must follow the guidelines set out in the Information Technology Use Policy.
- Consequences of inappropriate use of network resources could include loss of network privileges, suspension, expulsion, financial liability for damages, or legal action.

Acknowledgement

Student

I agree to follow the conditions of this Acceptable Use Agreement.

Student Name (Print): _____.

Student Signature: _____.

Date: _____

Parent/Guardian

I have read the Acceptable Use Agreement and have explained to my child the educational intent of network resources.

Name (Print): _____.

Signature: _____.

Date: _____

STAFF NETWORK RESOURCE ACCEPTABLE USE AGREEMENT

White Rock Christian Academy provides technology resources that support learning for students and staff or that support administrative operations. Network resources refer to all resources on the network of White Rock Christian Academy. This includes, but is not limited to, Internet access, e-mail accounts, installed software, personal file storage areas and all hardware attached to the network.

Principles of Use

- All network resources are intended for educational use.
- As the owner of all network resources, White Rock Christian Academy has the right to monitor and/or track their use.
- Network resources are valuable and should be used appropriately to support the learning and business activities of WRCA. Network resources must not be used for purposes that are illegal, unethical or immoral.
- The use of network resources is subject to all policies and practices the school related to technology, property, and conduct. In particular, staff members are expected to abide by the regulations and concepts of Use of Information Technology Policy.

Conditions of Use

- Staff are expected to use network resources to further the mission of White Rock Christian Academy. Appropriate personal use of the network is permitted provided the use does not interfere with the user's work performance, interfere with any other user's performance, have undue impact on the operation of the network or violate any policy, guideline or standard of WRCA.
- Staff will not publish on the Internet personal information about themselves or other network users. Any such publishing must meet the FOIPP guidelines established by White Rock Christian Academy.
- Staff who discover material on the network that is inappropriate are expected to advise their school/department administrator or the Network Administrator.
- Staff will only use their account in the manner intended. This includes accessing only network resources assigned to their account. Staff will not use another person's files, output or username without the permission of that user.
- Staff are responsible for the security of their account. In particular, it is expected that staff will not share their password with others nor will they leave a workstation where they are logged in. Staff are expected to change passwords regularly. Staff are responsible for problems caused by use of their account by other individuals.
- Staff will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through excessive downloading of personal program/data files such as executable (exe), music or video files.
- Access to network resources with personal devices is subject to the regulations of the Information Technology Use Policy.
- Consequences of inappropriate use of network resources could include loss of network privileges, financial liability for damages, disciplinary, or legal action.

Acknowledgement

I understand and agree to follow the conditions of this Acceptable Use Policy.

Staff Member Name (Print): _____

Staff Member Signature: _____

Date: _____