



Parent and Student Handbook

2021-2022

**Parent and Student Handbook
2020-2021**

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Parent and Student Handbook 2020-2021

The BC Ministry of Education's provincially prescribed curriculum:

The ECB-CBS curriculum covers a full range of subjects, as well as assessment and evaluation guidelines as outlined by the B.C. Ministry of Education. Teachers and curriculum coordinators work collaboratively to plan a learning program that strives to ensure that each student is provided with an opportunity to become a successful learner.

- Facilitates the achievement of a diploma by students who may move from one school to another by structuring the program according to the B.C. Ministry of Education's standards.
- Develops the knowledge, skills, and core competencies characteristic of a well-rounded education.
- Promotes academic excellence through qualified teachers supported by our Head of School and our Board of Trustees.

Attendance

The ECB-CBS is committed to providing students with a rigorous academic program. Students are expected to be in class every day. The parent/guardian is responsible for ensuring that their child arrives **on time** to school each day. The school strongly discourages absences for vacation during the school year.

Procedure for Reporting an Absence

The parent/guardian must notify the school office by phone or email by 9:00 AM each day the student is absent. If the parent/guardian does not make the call by 9:00 AM, the school will contact parents/guardians to determine if the student has an excused absence. This is to ensure the safety of our students.

After an Absence

When the student returns to school, he/she must bring a note from his/her parent/guardian. Students are expected to make up any assignments missed in a timely manner.

It is the student's responsibility to complete work missed while absent from class. The assigned work is important to student mastery of course concepts. The following are general guidelines for makeup work:

- Students returning to class are responsible for conferencing with the teacher to determine what work is to be completed and a date for such completion. Work assigned prior to the absences is due on the first return day, including tests. Teacher discretion may be used for more severe situations.
- Makeup work, especially tests, may be of an alternative version.
- At the high school level, make-up tests will normally be scheduled before or after school or during study hall periods. Make-up tests may be given during class at the teacher's discretion.

Late Arrivals

If a student arrives late to school, he/she must sign in at the office.

Early Dismissal

If a student requests an early dismissal, the parent/guardian must notify the office in writing and the student must sign out prior to leaving the school.

Uniforms

Students at **ECB-CBS** are expected to wear the proper school uniform at all times. Uniforms should be in good condition and worn with respect. School uniforms are required to be worn on school field trips, activities, events, and school functions. The cost of the uniform is the responsibility of the student and their families. Students are expected to order their uniforms from the supplier chosen by the school.

1. Variations of the uniform are not permitted.
2. Uniforms are to be kept neat, clean, and in good repair at all times.
3. All items of the uniform are to be of proper size for the individual student.
4. Dress shirts are to be buttoned up and tucked in at all times.
5. Hats, bandanas, or any non-religious head coverings are not permitted to be worn with the uniform.
6. Jeans, cargo pants, yoga style pants, or shorts of any color are not to be worn as part of the uniform.
7. Scarves are not to be worn as part of the uniform.
8. Ties are to be properly tied for all official school events, upon request from the school.

For a detailed description of the school uniform, see the tables below.

GIRLS / FILLES

Preschool to Grade 3 <i>Maternelle à la 3e année</i>	Grades 4 and 5 / <i>4e et 5e année</i>	Grades 6 to 9 / <i>6e à la 9e année</i>	Grades 10 to 12 / <i>10e à la 12e année</i>
Peter Pan blouse / <i>Blouse Peter Pan</i>	White short or long sleeve blouse or golf shirt / <i>Blouse blanche, manche courte ou longue, polo blanc</i>	White short or long sleeve blouse or white golf shirt / <i>Blouse blanche, manche courte ou longue, polo blanc</i>	White short or long sleeve blouse or white or black golf shirt / <i>Blouse blanche, manche courte ou longue, polo blanc ou noir</i>
Tartan tunic dress / <i>Robe tunique</i>	Tartan skirt / <i>Skort tunique</i>	Tartan skirt / <i>Jupe tunique</i>	Tartan skirt / <i>Jupe tunique</i>
RED cardigan, pullover or vest / <i>Cardigan, veste ou pull ROUGE</i>	RED cardigan, pullover or vest / <i>Cardigan, veste ou pull ROUGE</i>	RED cardigan, pullover or vest / <i>Cardigan, veste ou pull ROUGE</i>	BLACK cardigan, pullover or vest / <i>Cardigan, veste ou pull NOIR</i>
Black socks or tights / <i>Bas ou collants noirs</i>	Black socks or tights / <i>Bas ou collants noirs</i>	Black socks or tights / <i>Bas ou collants noirs</i>	Black socks or tights / <i>Bas ou collants noirs</i>
Black shoes / <i>Souliers noirs</i>			
Other Required Clothing	Other Required Clothing	Other Required Clothing	Other Required Clothing
For P.E. class: <ul style="list-style-type: none"> ▪ White or grey t-shirt ▪ Black shorts or track pants ▪ Running shoes <i>Cours d'éducation physique</i> <ul style="list-style-type: none"> ▪ T-shirt blanc ou gris ▪ Short noir ou pantalon de sport noir ▪ Chaussures de sport 	For P.E. class: <ul style="list-style-type: none"> ▪ White or grey t-shirt ▪ Black shorts or track pants ▪ Running shoes <i>Cours d'éducation physique</i> <ul style="list-style-type: none"> ▪ T-shirt blanc ou gris ▪ Short noir ou pantalon de sport noir ▪ Chaussures de sport 	For P.E. class: <ul style="list-style-type: none"> ▪ White or grey t-shirt ▪ Black shorts or track pants ▪ Running shoes <i>Cours d'éducation physique</i> <ul style="list-style-type: none"> ▪ T-shirt blanc ou gris ▪ Short noir ou pantalon de sport noir ▪ Chaussures de sport 	For P.E. class: <ul style="list-style-type: none"> ▪ White or grey t-shirt ▪ Black shorts or track pants ▪ Running shoes <i>Cours d'éducation physique</i> <ul style="list-style-type: none"> ▪ T-shirt blanc ou gris ▪ Short noir ou pantalon de sport noir ▪ Chaussures de sport
BLACK or GREY Rain jacket for outdoor play / <i>Imperméable NOIR ou GRIS pour la récréation</i>	BLACK or GREY Rain jacket for outdoor play / <i>Imperméable NOIR ou GRIS pour la récréation</i>	BLACK or GREY Rain jacket for outdoor play / <i>Imperméable NOIR ou GRIS pour la récréation</i>	BLACK or GREY Rain jacket for outdoor play / <i>Imperméable NOIR ou GRIS pour la récréation</i>

BOYS / GARÇONS

Preschool to Grade 3 Maternelle à la 3e année	Grades 4 and 5 / 4e et 5e année	Grades 6 to 9 / 6e à la 9e année	Grades 10 to 12 / 10e à la 12e année
White short or long sleeve shirt or golf shirt / <i>Chemise blanche, manche courte ou longue, polo blanc</i>	White short or long sleeve shirt or golf shirt / <i>Chemise blanche, manche courte ou longue, polo blanc</i>	White short or long sleeve shirt or golf shirt / <i>Chemise blanche, manche courte ou longue, polo blanc</i>	White short or long sleeve shirt black or white golf shirt / <i>Chemise blanche, manche courte ou longue, polo blanc ou noirs</i>
Grey pants / <i>Pantalon gris</i>			
RED pullover or vest / <i>Veste ou pull ROUGE</i>	RED pullover or vest / <i>Veste ou pull ROUGE</i>	RED pullover or vest / <i>Veste ou pull ROUGE</i>	BLACK pullover or vest / <i>Veste ou pull NOIR</i>
Black socks / <i>Chaussettes noires</i>			
Black shoes / <i>Souliers noirs</i>			
Other Required Clothing	Other Required Clothing	Other Required Clothing	Other Required Clothing
For P.E class: <ul style="list-style-type: none"> ▪ White or grey t-shirt ▪ Black shorts or track pants ▪ Running shoes <i>Cours d'éducation physique</i> <ul style="list-style-type: none"> ▪ T-shirt blanc ou gris ▪ Short noir ou pantalon de sport noir ▪ Chaussures de sport 	For P.E class: <ul style="list-style-type: none"> ▪ White or grey t-shirt ▪ Black shorts or track pants ▪ Running shoes <i>Cours d'éducation physique</i> <ul style="list-style-type: none"> ▪ T-shirt blanc ou gris ▪ Short noir ou pantalon de sport noir ▪ Chaussures de sport 	For P.E class: <ul style="list-style-type: none"> ▪ White or grey t-shirt ▪ Black shorts or track pants ▪ Running shoes <i>Cours d'éducation physique</i> <ul style="list-style-type: none"> ▪ T-shirt blanc ou gris ▪ Short noir ou pantalon de sport noir ▪ Chaussures de sport 	For P.E class: <ul style="list-style-type: none"> ▪ White or grey t-shirt ▪ Black shorts or track pants ▪ Running shoes <i>Cours d'éducation physique</i> <ul style="list-style-type: none"> ▪ T-shirt blanc ou gris ▪ Short noir ou pantalon de sport noir ▪ Chaussures de sport
BLACK or GREY Rain jacket for outdoor play / <i>Imperméable NOIR ou GRIS pour la récréation</i>	BLACK or GREY Rain jacket for outdoor play / <i>Imperméable NOIR ou GRIS pour la récréation</i>	BLACK or GREY Rain jacket for outdoor play / <i>Imperméable NOIR ou GRIS pour la récréation</i>	BLACK or GREY Rain jacket for outdoor play / <i>Imperméable NOIR ou GRIS pour la récréation</i>

Personal Grooming

Students are expected to present themselves in a professional manner at school.

1. It is expected that students practice good personal hygiene such as showering regularly.
2. Beards and mustaches are to be neat and well groomed.
3. Hair will be kempt (carefully combed and neatly styled)
4. Visible tattoos and body piercings are not permitted.
5. Un-natural hair colors, punk hairstyles, gang related emblems or colors are not permitted.
6. Light make-up and jewelry is permitted for girls.

Student Discipline Policy

Students are expected to conduct themselves in a manner that reflects positively on themselves, their parents/guardians, and ECB-CBS. It is expected that respect and cooperation will be the basis of interactions with faculty and fellow students.

ECB-CBS will use the following disciplinary actions:

1. Lunch Detention – Lunch detention may include cleanup work in the cafeteria, halls, or other areas of the building.
2. After School Detention – After school detention will last from 3:30 PM to 5:00 PM during which students are expected to work silently on homework. Alternative afterschool responsibilities (such as service hours) may be negotiated with the teacher on duty.
3. In School/Out-of-School Suspension – Student will spend the school day in the office working on homework silently. Credit will be allowed for grades in the “minor” and “major” categories, but not assignments in the “other” category (homework, daily grades, class participation)
4. Extracurricular Activities Suspension – Student may be suspended from attendance or participation in extracurricular activities. These activities are a considered a privilege for students.
5. Probation – Student will be put on a Probationary Behavioral Plan. If parent and

student refuse to sign the plan within 5 school days, the student will be expelled from ECB-CBS.

6. Dismissal/Expulsion – Student is expelled from ECB-CBS and will no longer be a part of the student body.

The Principal has the power and authority to treat each student individually in determining the appropriate disciplinary action in the most effective manner. The Principal or designee has a responsibility to protect the health and welfare of all students, employees, or visitors. The Principal or designee must take into consideration all factors present at a particular situation. This includes, but is not limited to, the intent, degree of actual or potential endangerment or damage, degree of intimidation or fear, and the age of the student.

Whenever possible, the Principal will:

- Involve the parent/guardian; and
- Choose a discipline option which is aimed at improving behavior and enhancing academic achievement while maintaining a safe and secure learning environment.

School misbehavior at ECB-CBS is divided into three categories according to severity. The following offenses will be handled by personnel and may result in a combination of possible consequences. If the student has multiple offenses, the more serious offense will take precedence.

Category 1 Offenses

- Littering, Loitering, Dress Code Violation, Classroom Disturbance, Cell Phone Use (see Cell Phone Policy)

Consequences for Category 1 Offenses

- 1 strike: Verbal warning to student
- 2nd strike: Verbal warning to student and written warning sent to parent
- 3rd strike: Lunch time detention

Category 2 Offenses

- Use or Possession of Tobacco, Repetitive Misbehavior, Cheating/Plagiarism (see Cheating Policy), Profanity/Vulgarity, Off Campus without Permission, Graffiti, Fighting, Truancy, Harassment

Consequences for Category 2 Offenses:

- 1st strike: Lunch time detention
- 2nd strike: After-school detention
- 3rd strike: In-school/Out-of-School suspension and/or extra-curricular activities suspension, and/or Probation (Student will be put on a Probationary Behavioral Plan. If parent and student refuse to sign within 5 school days, the student will be expelled from ECB-CBS.)

Category 3 Offenses

- Violation of Substance Abuse Policy (see Substance Abuse Policy), Progressive disregard for conduct at school, Theft-Vandalism, Extreme defiance of authority/Insubordination, Causing physical injury to another student or staff member, Repetitious and/or malicious school disruption, Refusal to comply to a school personnel upon request, Malicious Harassment (see Anti-Bullying Policy), Violation of Weapons Policy

Consequences for Category 3 Offenses

- 1st strike: In-school/Out-of-School suspension and/or extracurricular activities suspension
- 2nd strike: Probation (Student will be put on a Probationary Behavioral Plan. If parent and student refuse to sign within 5 school days, the student will be expelled from ECB-CBS.)
- 3rd strike: Expulsion/Dismissal.

Student Assessment, Marking, and Evaluation

ECB-CBS aligns its student assessment and reporting with the British Columbia's Ministry of Education's *Reporting Student Progress: Policy and Practice*¹. Students are assigned a course grade, assessed using the BC Ministry of Education Provincial Letter Grades, and an Effort Grade. The effort grade reflects the student's overall effort, including their work habits and their contribution in the classroom.¹ British Columbia's Ministry of Education's *Reporting Student Progress: Policy and Practice*.

Student report cards are available three times a year, one report card per term:

- Term 1: December
- Term 2: March
- Term 3: June

Mid-term report cards are sent home to offer students and their parents/guardians insight into how a student is progressing mid-term. Mid-term reports are sent home:

- Mid-term 1: October
- Mid-term 2: February
- Mid-term 3: May

Parent-Teacher conferences are scheduled shortly after mid-term report cards have been sent home. Students and their parents/guardians are encouraged to review all mid-term and final term grades, as well as teacher comments and feedback. The Head of School expects that all teaching faculty and administrative staff refer to the BC Ministry of Education's *Reporting Student Progress: Policy and Practice* prior to beginning any student assessments, marking, and evaluations. The Head of School will provide a copy of the British Columbia's Ministry of Education's *Reporting Student Progress: Policy and Practice* in the Faculty Handbook.

Provincial Graduation Assessment

There are three Provincial Graduation Assessments : the Grade 10 Numeracy Assessment, the Grade 10 Literacy Assessment, and the Grade 12 Literacy Assessment.

Grade Weighting

Most courses at ECB-CBS will use the following grade percentages (weights) to

determine the final course mark:

- 20% Other Grades (i.e. Class Participation, Daily Grades, Homework)
- 20% Minor Grades (i.e. Quizzes, Labs, Class Activities)
- 60% Major Grades (i.e. Tests, Projects)

Students enrolled in grades Pre-Kindergarten through 5th grade are assessed differently than grades 6 through 12:

Grade PK: Students receive observational comments from the teacher.

Grades K – 5: Students receive marks for Effort (E, V, G, S, U) and a Grade (EM, DE, PR, EX).

Grades 6 – 12: Students receive marks for Effort (E, V, G, S, U), a Grade (A, B, C+, C, C-), and a Percentage that corresponds to that Grade.

BC Provincial Letter Grades Order

Letter Grade	Percentage
A	86-100
B	73-85
C+	67-72
C	60-66
C-	50-59
F	0-49

Other Grades

Effort Grade		K to 5 Grades	
E	Excellent	EX	Exceeding
V	Very Good	PR	Proficient
G	Good	DE	Developping
S	Satisfactory	EM	Emerging
U	Unsatisfactory		

For students who have extenuating circumstances, a temporary grade of I (incomplete) can be assigned to a student until make-up work is completed.

Grade Improvement and Retesting Policies

It is the goal of the teachers and staff at ECB-CBS that students continually have the opportunity to demonstrate mastery of course objectives. To this end, the following guidelines apply to all classes:

- Students will be allowed a single retest (or cumulative term retest) for exams administered in class that may replace the original mark earned by the student.
- Marks in the “Other” and “Minor” categories listed above are not eligible for retest/redo policies.
- Projects and Research Papers will be eligible for a single rewrite that may replace the original mark earned by the student **unless** opportunities for teacher criticism and/or feedback are provided during the assignment period.
- Students who desire further ways to increase their mark in a course are expected to meet with their instructors to discuss possible extra credit opportunities. Teachers will collaborate with students to determine educationally appropriate assignments that may vary based upon the needs of the student.

Homework

To support in-class learning objectives, teachers will at times assign work to be done at home. These assignments may earn marks from the “other”, “minor”, or “major” categories, depending upon the scope of the task.

- The amount of homework assigned or recommended, on average, varies with age. It is expected that students will be assigned more homework as they reach progressively higher grades.
- Teachers will create homework purposeful and aligned with course objectives and assessments.
- It is vital that homework be completed fully and on-time as learning requires active participation on the part of the student.
- Teachers may, based upon the learning needs of students, assign homework over holiday breaks throughout the school year.

Extra-Curricular Activities

Students have the opportunity to sign up for extra-curricular activities at various times throughout the year. Information about extra-curricular activities will be shared through homeroom teachers and official school emails.

University Information Sessions

ECB-CBS offers a culturally rich and an academically challenging curriculum for students preparing for higher education at a college or university. The ECB-CBS maintains important relationships with Canada's leading colleges and universities. The ECB-CBS will provide opportunities for students to learn about local, national, and international universities.

Reporting of Child Abuse

All staff members are informed of the signs of and duty to report all cases of suspected child abuse according to British Columbia's requirements.

School employees must report cases of suspected child abuse in compliance with provincial legislative requirements and follow all guidelines related to this matter as prescribed in the Ministry of Education's document entitled: *The B.C. Handbook for Action on Child Abuse and Neglect – For Service Providers*. The document is available at: http://www.bced.gov.bc.ca/sco/resourcedocs/handbook_action_child_abuse.pdf.

The School will ensure that it has completed the checklist provided by the B.C. Ministry of Education, and posted on the Independent Schools E-board on September 8, 2010. The checklist was issued to help ensure that the Schools' child protection policies, including necessary protocols, are comprehensive.

Medical Insurance

Proof of medical insurance coverage is mandatory for all students prior to enrollment. Medical insurance information, assistance, and application forms are available at the school office.

Academic Support

Academic Support is available to all students at the **ECB-CBS**. All teachers are available outside of class time for additional assistance. Please speak with teacher to set up a time that is mutually convenient.

Daily Physical Activity

Active, healthy students are happier, learn better, and develop good habits that support longer, healthier lives. To help students achieve this, the Ministry of Education requires Daily Physical Activity for all students in British Columbia. All students must document and report 150 minutes per week of physical activity at a moderate to vigorous intensity as part of their Graduation Program. On each report card, there will be a comment only as to whether the student has met or has not met the DPA requirements. See the following link for frequently asked questions about DPA: <http://www.bced.gov.bc.ca/dpa/faq.htm>

Curricular Materials

Textbooks, novels, library books and materials are issued for the sole use of the student. Lost or defaced school property is the student's responsibility and compensation will be required. Students must pay for lost or damaged textbooks and library books.

Exam Policy

Final exams are an important part of the assessment process in many courses at the ECB- CBS. All students who have final examinations are required to write them during the scheduled school examination period.

In addition, Provincial Graduation Assessments at the grad 10 and 12 level are compulsory. The Provincial Graduation Assessments schedule cannot be altered: the Provincial Government sets it for all students in British Columbia. Parents and families must make all efforts to avoid planning holidays that conflict with scheduled exams.

If for some reason a student is unable to attend the examination session, such as a medical emergency, the student must make arrangements for an alternative writing of the examination.

Substance Abuse Policy

ECB-CBS recognizes the hardship created by drugs and alcohol at the individual and community levels. In so doing we unite to provide a drug free environment, safe for student growth and learning.

While we recognize the need for compassionate treatment of those addicted and seeking help, we also uphold the policy of not using drugs/alcohol any time while on campus or at any off-campus ECB-CBS event. In accordance with this, we will maintain a NO TOLERANCE policy toward drug and alcohol use.

Cheating Policy

Plagiarism is defined as stealing and passing off the ideas, images, data or words of another as one's own, in any academic writing or other project, without crediting the source (*Merriam-Webster's Collegiate Dictionary*).

Examples of Plagiarism

- not properly citing the words, pictures, music, video, or other forms of communication in your research projects
- copying and pasting from an online source and submitting it as your own work
- paraphrasing source material without proper citations
- hiring someone to write a paper, buying a paper or downloading a paper from an online source
- making up sources or listing sources you did not consult

Cheating is defined as using someone else's words, work, test answers, or ideas, so as to give or gain an unfair advantage. (*Merriam-Webster's Collegiate Dictionary*).

Examples of Cheating

- copying or allowing others to copy information from someone else's work, test paper, homework, computer, etc., and submitting it as your own work
- looking at another's test or sharing what is on a test with other students, either verbally or electronically
- letting your project partner do all the work and just putting your name on the final project
- sharing/accessing network files without the owner's knowledge and using them for class assignments

- turning in someone else's project (past assignments) as your own

If a teacher has determined that a student has cheated and/or plagiarized on an assignment, the following consequences will be applied:

1. The student will receive disciplinary action as described for a category 2 offence (see Student Discipline Policy).
2. The student will earn no mark for the entire assignment. Instead, an alternate assessment will be assigned by the teacher, which may differ from the original assessment. (i.e. Make-up Test, Alternate Essay, Different Project)

Anti-Bullying Policy

ECB-CBS is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, electronic, verbal, photographic or physical act, when the intentional written, verbal, or physical act:

- 1 Physically harms a student or damages the student's property; or
- 2 Has the effect of interfering with a student's education; or
- 3 Is severe, persistent, or pervasive so that it creates an intimidating or threatening educational environment; or
- 4 Has the effect of disrupting the orderly operation of the school. Harassment, intimidation or bullying can take many forms including, but not limited to: cyberbullying, tweeting, texting, sexting, Facebook, emails, snap shots, slurs, rumors, jokes, innuendos, demeaning comments, drawing of cartoons, pranks, gestures, physical attacks, threats, or other written, electronic, online, verbal, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Many actions that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or building, classroom, or program rules. Violations of this policy may include any social media postings.

Counseling, corrective discipline, dismissal from school, and/or referral to law enforcement may be employed to change the behavior of the perpetrator and remediate the impact on the victim.

Parents are expected to monitor their students' social media accounts.

Cell Phone Policy

Lower School (K-7):

Cell phones may be used before or after school but must remain in backpacks for the duration of the school day.

Upper School (8-12):

Cell phones may be used before or after school, during break, lunch, or passing periods. During instructional time, cell phones must be kept in the class wall pockets. Teachers have the discretion to allow cell phone use during class time based upon instructional needs. Headphones and earbuds are only to be used with teacher permission. Failure to follow teacher guidelines will be considered defiance of authority and result in the cell phone being confiscated.

Consequences:

In addition to a category 1 disciplinary action (see Student Discipline Policy):

- **1st offense:** Cell phone / electronic device confiscated and returned to student at end of the day.
- **2nd offense:** Cell phone/ electronic device confiscated and returned to parent at end of the day.
- **3rd offense:** Cell phone/ electronic device confiscated. Meeting with an administrator and possible elevation to a category 2 offense.

In permitting student possession of cell phones and others electronic devices, ECB-CBS assumes no liability for the loss of the device or its misuse by another person.



Statement of Acknowledgement and Understanding

Please Read, Sign and Return this page.

I acknowledge that I have received the School's ***Parent and Student Handbook 2021-2022***.

I acknowledge and understand that it is my responsibility and due diligence **to read the document in its entirety, and to become fully aware of its contents.**

I acknowledge and understand that it is my responsibility and due diligence **to adhere and abide to the guidelines, policies, regulations, and procedures set forth by the School.**

I acknowledge and understand that **the province of British Columbia is not liable in any instance** where the Owner/Operator is found to be in contravention of the laws or requirements of the country of operation.

Name of Parent / Guardian (Please Print Clearly)

Signature of Parent

Name of Student (Please Print Clearly)

Signature of Student

Date



www.ecb-cbs.ca