

PARENT & STUDENT HANDBOOK  
SY 2018

E D U C A T I O N  
**STERLING**



**STERLING**  
EDUCATION



# Parent/Student Handbook

## Acknowledgement & Receipt

*Please sign and return this acknowledgement page to your campus.*

Student Name: \_\_\_\_\_

Campus Name: \_\_\_\_\_

We, as the parent(s) or legal guardian(s) of the referenced student, acknowledge receipt of the Sterling Parent-Student Handbook. We have read this Handbook and agree to be bound by the rules and regulations contained herein, as well as by the rules, regulations, and policies that may be established by Sterling and/or the referenced Campus in the future. We recognize that this handbook applies to all Sterling Campuses, wherever located, and that each Sterling Campus applies such policies and procedures, as set forth in this Handbook, consistent with the with applicable laws of the jurisdiction in which the School or Campus is located governing non-residential education programs and the rights and responsibilities of parents and students in each such jurisdiction as to the safety, health and welfare of the students. We understand that this Handbook may only reference parts of a Sterling policy and that we are responsible for knowing and following the most recent policy in its entirety following written notice from the School. We also understand that Sterling and/or each Campus has the right to change its policies and procedures without advance notice to be consistent with applicable laws of the jurisdiction in which the School or Campus is located, if and to the extent applicable to Sterling programs, and the School or Campus will provide subsequent written notice of such changes.

Further, we acknowledge that it is our responsibility to familiarize ourselves with, understand and reasonably comply with all duties and information in this Handbook. We also understand that we may and should ask our Campus Administrator to clarify any information in this Handbook that we do not understand. We acknowledge that this Handbook supersedes all prior handbooks or manuals related to the subject matter hereof that we might have received and that any oral or written statements to the contrary are not part of this Handbook and are specifically disavowed by the school except when included in this Handbook.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

# ETHOS, VALUES, SCHOOL MOTTO and GUIDING PRINCIPLES

## INTRODUCTION

The School is an accredited non-government multi-campus School established to provide a quality education to the North American community and, in particular, to the Plymouth Brethren Christian Church (“Brethren”) students. Our Schools are private, independent enterprises not licensed by any governmental agency of the jurisdiction in which the School or Campus is located and granting secondary education graduation certificates acceptable for admission to institutions of higher education consistent with the laws and regulations of the jurisdiction in which the School or Campus is located. Each School is accredited by Advanced ED, a national accreditation agency, and all employed School teachers in each of our independent schools are qualified and certified in the jurisdiction where they are teaching. Schools are certified for operation to the extent required in each jurisdiction where a School is located.

The School’s Ethos, Values Statement and Guiding Principles govern each School, and are reflected in policies, practices, procedures and handbooks which have been developed to meet applicable statutory and regulatory requirements of the jurisdiction in which the School or Campus is located as to our course curriculum and are to be adhered to in all aspects of the operation of the School and its Campuses.

All parents/guardians and students are required to abide by and respect the Ethos, Values Statement and Guiding Principles.

## ETHOS

At each School, students are encouraged to develop their full academic and intellectual potential and acquire the discipline of “learning to learn,” while upholding Christian teachings and beliefs.

The truth and authority of the Holy Bible and strong family values underpin the commitment of each School to provide quality in every facet of education – curriculum, teachers, facilities, management and discipline - in a safe and caring environment.

## VALUES STATEMENT

In enrolling a student in a School, each student, parent/guardian and staff member shall uphold the values of the School which include:

- **Integrity** – uprightness, honesty and decorous conduct governed by the Holy Bible
- **Care & Compassion** - kindness, consideration and generosity to all
- **Respect** – for all people, property, opinions and authority
- **Responsibility** – for our actions, progress and environment
- **Commitment** – to self-discipline and the pursuit of excellence

## SCHOOL MOTTO: “LEARNING TO LEARN”

The School is committed to creating and delivering educational programs that meet the needs of each student, and to nurture the attitudes and skills necessary for continual learning and personal growth throughout life. “Learning to Learn” means the use of learning as a tool whereby students are equipped

with the ability to think critically, process information perceptually, analyze data accurately, and evaluate situations intelligently in order that they fulfill their true potential.

## **GUIDING PRINCIPLES**

The following Guiding Principles of each School are based on the teachings of the Holy Bible, as believed, taught and practiced by the Brethren:

1. The Directors of the School, as practicing members of the Brethren, are committed to a way of life that is governed by the Holy Bible. The conduct of the students and staff must consistently reflect Biblical values at the School. The Directors in their informed and reasonable discretion can determine and exercise their authority as to what conduct or activity within the School environment is in accord with the Holy Bible and the beliefs, teachings and practices of the Brethren and their duties under the laws of the jurisdiction in which each School or Campus is located.
2. The Brethren uphold the sanctity of marriage, the family unit and the principle of separation.
3. Staff shall maintain a positive and professional attitude and conduct themselves modestly and decorously, setting a proper example to students and in a manner which is respectful of the School management, fellow staff, students and parents/guardians, and the Brethren community and way of life.
4. A dress code applies to all staff and is to be upheld by all staff at all times. All staff members must dress in business or business casual clothing. For male staff members, this is limited to suits, sports coats, jackets, modest sweaters, modest shirts with collars, and dress trousers. For female staff members, this is limited to suits, business dress trousers, modest blouses and sweaters, jackets, dresses, and skirts. Dresses and skirts must be at least knee-length. No shorts, jeans, jean-style pants, tank tops, garments with spaghetti straps, midriff-bearing garments, clothing with immodest necklines, or other revealing garments will be permitted. Hair must be neatly groomed. Long hair for men and an unshaven appearance are inconsistent with the attitude and image the School seeks to promote. Staff must always present a neat and tidy appearance so as to be a role model for the students. Any employee who seeks an exception to this policy due to a disability or a religious belief/practice should advise the School so that the School can evaluate whether it is able to reasonably accommodate the employee's need without undue hardship and as consistent with applicable law of the jurisdiction in which the School or Campus is located.
5. All staff shall maintain a positive, professional and supportive attitude to the School management and fellow staff members, and generally demonstrate a willingness to assist in maintaining an encouraging, harmonious and welcoming educational environment throughout the School. Interaction between staff and students should be positive and professional at all times. Class and individual discussions should avoid staff or student private lives and be respectful of the beliefs and practices of students and their parents/guardians.
6. Peer support and positive working relationships between students are encouraged; however, staff are not permitted to allow or to condone activities that are not consistent with these Guiding Principles and the beliefs, teachings and practices of the Brethren.
7. Parents/guardians, students, and staff are expected to conduct themselves with integrity at all times, and in a responsible manner, and bad language, smoking, alcohol and illegal drugs of addiction are not permitted at any School venue or function at any time or for any reason.
8. The School's Board of Directors encourages the use of a wide variety of high quality educational materials and resources (including multimedia) to provide a well-rounded curriculum and

education. All teaching programs, resources, assignments and assessments are to be in accordance with the Guiding Principles in this document and are subject to review and modification by the School's Board of Directors.

# Table of Contents

<b>INTRODUCTION .....</b>	<b>1</b>
<b>ABOUT THE SCHOOL .....</b>	<b>1</b>
<b>MISSION STATEMENT .....</b>	<b>1</b>
<b>ETHOS, VALUES STATEMENT AND GUIDING PRINCIPLES .....</b>	<b>1</b>
<b>SCHOOL MOTTO: “LEARNING TO LEARN” .....</b>	<b>1</b>
<b>SCHOOL EDUCATIONAL PHILOSOPHY .....</b>	<b>2</b>
<b>ATTENDANCE AND ABSENCE.....</b>	<b>2</b>
<b>ATTENDANCE TIMES .....</b>	<b>3</b>
<b>BEHAVIOR.....</b>	<b>3</b>
<b>BEHAVIOR MANAGEMENT POLICIES .....</b>	<b>4</b>
<b>BULLYING, HARASSMENT AND TEASING .....</b>	<b>4</b>
<b>CARDINAL SCHOOL RULES.....</b>	<b>5</b>
<b>CARE OF SCHOOL ENVIRONMENT .....</b>	<b>5</b>
<b>COMMUNICATIONS .....</b>	<b>5</b>
<b>COMPUTER USE .....</b>	<b>6</b>
<b>CRITICAL INCIDENT MANAGEMENT .....</b>	<b>7</b>
<b>CURRICULUM.....</b>	<b>7</b>
<b>OVERVIEW .....</b>	<b>7</b>
<b>ASSESSMENT AND REPORTING .....</b>	<b>7</b>
<b>COURSEWORK TASKS.....</b>	<b>7</b>
<b>EDUCATIONAL RESOURCES .....</b>	<b>7</b>
<b>HOMEWORK .....</b>	<b>8</b>
<b>MODE OF DELIVERY.....</b>	<b>8</b>
<b>DUTY OF CARE / SCHOOL POLICIES .....</b>	<b>8</b>
<b>ELEMENTARY STUDENTS.....</b>	<b>8</b>
<b>EMERGENCY EVACUATION PROCEDURE .....</b>	<b>8</b>
<b>EXAMINATIONS AND STANDARDIZED TESTS.....</b>	<b>8</b>
<b>ATTENDANCE .....</b>	<b>9</b>
<b>EQUIPMENT .....</b>	<b>9</b>
<b>BEHAVIOUR .....</b>	<b>9</b>
<b>SPECIAL PROVISIONS .....</b>	<b>9</b>
<b>FIELD TRIPS .....</b>	<b>9</b>
<b>GRIEVANCES .....</b>	<b>10</b>
<b>ILLNESS OR ACCIDENT AT SCHOOL .....</b>	<b>11</b>
<b>LEARNING SUPPORT FOR SPECIAL EDUCATION NEEDS.....</b>	<b>12</b>
<b>AIM.....</b>	<b>12</b>
<b>PROCEDURE .....</b>	<b>12</b>
<b>TYPES OF NEEDS .....</b>	<b>12</b>
<b>LOCK DOWN/LOCKOUT.....</b>	<b>12</b>

LOCKERS .....	13
MEDICAL RECORDS AND TREATMENT .....	13
MERIT AWARDS .....	13
MOBILE PHONES, MUSIC DEVICES AND CAMERAS .....	13
PARENT/GUARDIAN AND COMMUNITY INVOLVEMENT .....	14
PARENT/GUARDIAN AND TEACHER INTERVIEWS.....	14
PARENT/GUARDIAN RESPONSIBILITIES.....	14
PERSONAL PROPERTY .....	15
PHYSICAL EDUCATION .....	15
PLAGIARISM AND CHEATING .....	15
PRIVACY.....	15
PROHIBITED ITEMS .....	16
PUBLIC RELATIONS AND MEDIA .....	16
RECESS/LUNCH BREAKS .....	16
SCHOOL BULLETINS/NEWSLETTER .....	17
SEGREGATION OF STUDENTS .....	17
STUDENT ACCIDENT INSURANCE .....	17
STUDENT PERSONAL APPEARANCE .....	17
Jewelry .....	18
HAIR .....	18
MAKEUP (COSMETICS).....	18
BODY MARKING .....	18
STUDENT RIGHTS AND RESPONSIBILITIES .....	19
TEXT BOOKS.....	20
TRAVEL TO AND FROM SCHOOL.....	21
TUITION .....	21
UNIFORM.....	21
USE OF CAMPUS FACILITIES/EQUIPMENT AFTER HOURS .....	21
WITHDRAWAL/TRANSFER .....	21
WORKPLACE HEALTH AND SAFETY .....	22
GLOSSARY OF TERMS.....	23



© Sterling Education, October 2017. All rights are reserved. This document is for the use of the recipient only for their own personal use. No part of this publication may be otherwise used, copied, reproduced, scanned, or stored in any electronic database, altered or transmitted in any form or by any means in whole or part without prior written approval of Sterling Education.

# PARENT & STUDENT HANDBOOK

---

## Introduction

This Handbook is intended to provide parents/guardians and students with important information about the School, and your obligations and responsibilities to it. Please read it carefully and keep it on hand for easy reference. You will be advised of any revisions in writing as they occur throughout the school year.

Your knowledge and support of the contents of this Handbook are important in the promotion of a caring, stimulating and safe School environment.

## About the School

This School (including each Region and its Campuses) is an accredited non-government school that operates in close collaboration with other Brethren schools nationally and globally.

The School provides a vibrant and stimulating learning environment where the students are safe and secure and students are recognized as maturing into young men and women able to make sincere judgments about the world around them, and their place in it.

Students are encouraged to develop their full academic and intellectual potential and acquire the discipline of learning how to learn while upholding Christian teachings and beliefs. The students are also encouraged to start thinking and working independently and taking responsibility for their own actions and progress. This learning needs to take place in an environment where the students will uphold the School values of:

- ✓ **Integrity** – uprightness, honesty and decorous conduct, governed by the Holy Bible
- ✓ **Care & Compassion** - kindness, consideration and generosity to all
- ✓ **Respect** – for all people, property, opinions and authority
- ✓ **Responsibility** – for our actions, progress and environment
- ✓ **Commitment** – to self-discipline and the pursuit of excellence

The School recognizes that the parents/guardians have the first responsibility for the choice of an education for their children. However, once the decision has been made to enroll a child at the School, the acceptance by the parents/guardians of the School's Ethos, Values Statement and Guiding Principles and recognition of the School's primary responsibility and authority for their education during the school day is required.

## Mission Statement

The mission of Sterling is to ensure that our students develop the understanding, skills, knowledge and attitudes which are not only compatible with their beliefs, but will also enable them to fulfill their potential and contribute to their community and the community at large.

## Ethos, Values Statement and Guiding Principles

All conduct at the School is to be in accordance with the School Ethos, Values Statement and Guiding Principles, which are set forth at the front of this Handbook.

## School Motto "Learning to Learn"

The School is committed to creating and delivering learning programs that meet the educational needs of each student, and to nurture the attitudes and skills necessary for continual learning and personal growth throughout life. "Learning to Learn" means to use learning as a tool whereby

students are equipped with the ability to think critically, process information perceptually, analyze data accurately, and evaluate situations intelligently in order that they fulfill their true potential.

## **School Educational Philosophy**

The School has adopted the OneSchool Learning to Learn Educational Philosophy. The School's objective is to build capacity in its students for self-direction, independent problem-solving and intrinsic motivation.

Bringing together People, Curriculum, Technology and Place creates a learning environment that promotes best practices in teaching and learning.

## **Attendance and Absence**

Enrollment at the school is voluntary, but once a student is enrolled, regular attendance is compulsory. At enrollment and at the commencement of subsequent years at the School, parents/guardians and students are required to confirm in writing, as set forth on the first page of this Handbook, their agreement to, and their acceptance of the contents of the Parent and Student Handbook, including the School's Ethos, Value Statement and Guiding Principles, and the School Policies as referenced in this Handbook and as updated from time to time in writing by the School. The enrollment procedure requires the collection of certain information about the student and their parents/guardians, in accordance with the government requirements of the jurisdiction in which the School or Campus is located, including, but not limited to, the particulars of any known medical condition or other basis for special accommodation or care, any learning support requirements and emergency contact details. Students may be assessed by the School prior to admission as to such needs and their compatibility and suitability for enrollment. Admission shall be determined by the School consistent with applicable laws and regulations of the jurisdiction in which the School or Campus is located.

Parents/guardians must also immediately advise the School Administration whenever any changes occur as to a student's needs or medical conditions. The particular Campus must also be kept informed by the parents/guardians of any court orders issued as applying to any student.

Students are required to attend every designated school day for the duration of the school year daily schedule unless excused as outlined below. This attendance requirement includes sports and field trip days, and all compulsory extra-curricular activities. Attendance will be taken each day at the start of the school day and each student will be marked as either present or absent.

If a student is absent unexpectedly, the Campus Secretary or Campus Principal must be notified no later than the scheduled and published school start time. On the next day that the student returns to school, a note must be provided from the parents/guardians to the Campus Secretary or Campus Principal explaining the reason for absence with applicable supporting medical evidence from a licensed professional, if available.

Longer planned leaves of absence for a student to attend other activities or absences for health or other reasons, such as church meetings, weddings, funerals or for other legitimate reasons, require a written request for an approved long term leave from the parents/guardians reasonably in advance of the first day of such absence. The request must be submitted and approved by the Campus Principal or Educational Director using Form No. 900-008. The Campus Principals may, at their discretion as to a specific student, raise a concern about excessive absences at any time to the parents/guardians for discussion and resolution.

Absences of all the students from a Campus for church meetings, weddings or funerals also require advance notice to parents/guardians from the Campus Administrator and written approval from the Regional Team.

Where the Educational Director or the Campus Principal has approved a student's legitimate, long term absence, the Campus staff will endeavor to provide off-Campus support for the student's learning program.

Parents, guardians and students are encouraged to refer to the full text of the Attendance Policy, which is accessible using the School's online Information Management.

## **Attendance Times**

Students are expected to be punctual and arrive at School before the designated time of the first bell. Unless prior arrangements have been made, students must not arrive earlier than 20 minutes before start time. They should be picked up within 10 minutes of dismissal time out of consideration for staff, as staff cannot leave until all students have left the Campus. The School will not be responsible for students outside of these customary attendance times, unless by specific advance arrangement.

Latecomers are to report to the Campus Secretary or Campus Principal before proceeding to class.

Disciplinary action may be taken for those students with a pattern of late arrival.

Whenever a student must leave School other than at the regular daily dismissal time, it is important that the following procedures are followed:

- The Student must, in advance, make a written note in the Student Diary explaining the circumstances and requesting permission, which must be shown to the Campus Secretary or Campus Principal on arrival on the day when early departure is required.
- The Student must notify the Campus Secretary or Campus Principal and sign the School register both when leaving, and again when subsequently returning on the same day (e.g., from an appointment, etc.).

This procedure ensures that the attendance records accurately reflect who is present at the Campus at all times, which is essential in the event of an emergency evacuation and in order for the School Administration to always accurately account for all students.

## **Behavior**

To maximize individual potential, students, parents/guardians and members of staff must work in partnership to maintain a well-ordered, well-disciplined and purposeful learning environment. One of the most important lessons education should teach is discipline. While it does not appear as a separate subject, discipline underlies the whole educational structure at the School. Discipline is the bridge between goals and achievements. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration of other people.

Once the purpose of discipline is understood, a student should form a positive attitude toward it, and do her/his part in making the School an effective place of learning.

Students must accept the responsibility for their own behavior, both at school and while pursuing out-of-School activities. Students must understand that, while procedural fairness -- consistent with the laws of the jurisdiction in which the School or Campus is located, as well as with the Student Management Policy at the School as outlined below -- will be applied to all matters, there are expected consequences that follow both positive and negative behavior as outlined in such policies. All actions taken as to student behaviors under this section are subject to the fairness and due process procedures set forth below under the policy as to Grievances.

Parents/guardians can help their children by supporting School policies and requirements in a positive manner.

**Our Aim is to:**

- create an environment that encourages and reinforces good behavior
- promote self-discipline and mutual respect, and define acceptable standards of behavior
- encourage consistency of response, self-esteem, self-discipline and positive relationships
- create a positive and disciplined School environment for the whole community
- ensure that the School's expectations and strategies are widely known and understood
- create a safe and stimulating environment in which all can learn.

## **Behavior Management Policies**

As outlined in the Student Management Policy provided to students and parents/guardians upon enrollment, students, teachers and parents/guardians must be aware of the progression of possible consequences for inappropriate, unacceptable or disruptive behavior. It is expected that all conduct infractions will be recorded in the Student Record in the School's online Information Management System and available to parents/guardians for viewing on the online tools provided for parental use by Sterling. The following steps are an outline of the process.

**Step 1** – Alerting the student as to the questioned behavior

**Step 2** – Restatement and reminder of rule which was not followed

**Step 3** – Recommendation and imposition of class teacher discipline or sanction (e.g., relocation, withdrawal of privileges, detention, etc.)

**Step 4** – Period of Self-Reflection – student placed in a Reflection Period

**Step 5** – Individualized Behavior Management Plan (with input from Educational Director, Regional Team, parents/guardians and student)

**Step 6** – Imposition of Disciplinary Sanctions at the Campus (e.g., in-school suspension)

**Step 7** – Major Disciplinary Sanction that may include a Positive Behavior Agreement and possible suspension (involves Sterling COO/Educational Director)

**NOTE:** Very disruptive, dangerous or morally unacceptable behavior will be immediately dealt with and acted upon appropriately in accordance with the Student Management Policy.

## **Bullying, Harassment and Teasing**

We aim to provide a safe and caring environment for both students and staff. Bullying, harassment or teasing will not be tolerated. Each student must respect the right of others to feel and be safe and secure.

Harassment can consist of belittling, unwelcome, offensive, abusive and/or threatening behavior, or practical "jokes" directed at either students or staff. It is usually based on some real or perceived difference such as age, national or ethnic origin, sex, disability, religion, or some other characteristic, and which may lead to the person harassed being or feeling excluded, offended, humiliated, intimidated or disadvantaged in some way.

If a student feels that he or she is the victim of harassment or bullying, he or she should tell their

teacher, parents/guardians or another adult immediately.

If parents/guardians feel that their student is experiencing harassment of any kind, they should discuss the matter with their child and, if appropriate, speak to their Campus Administrator, Campus Principal or Educational Director immediately.

Bullying is regarded as a serious matter, and any reports that bullying has occurred will be thoroughly investigated and acted on appropriately.

## **Cardinal School Rules**

There are some very important core values and rules that underpin all student conduct at the School. These rules are to be understood and adhered to at all times. These are:

- attend lessons regularly and punctually
- be loyal to the School community and always honest
- use appropriate language at all times
- treat all members of the School community and property with respect
- participate positively and diligently in all learning activities
- contribute towards a safe and well-ordered environment
- wear the School uniform with decorum
- remain on the School grounds during the scheduled school day unless otherwise permitted or excused.

## **Care of School Environment**

It is the responsibility of all who attend the School to ensure it is always kept clean, neat and tidy. All garbage should be put in trash cans to maintain the appearance and hygiene of the School. School bags must be stored in designated areas and not left obstructing walkways.

On completion of lessons, desks must be left clean and tidy and the floor clean.

Willful damage of School property (e.g., writing on desks) will be viewed very seriously. Vandalism is a serious offence against our School and community, and parents/guardians will be held responsible for replacing items damaged or stolen by their children or for repairing damaged property. In addition, students will face disciplinary consequences.

## **Communications**

Communication between parents/guardians, students, teachers and the School Administration is an important element of maintaining good working relations so that learning can flourish. Appropriate methods of communication reflecting the professional standards of the School are provided. Care should be taken not to use electronic communications in an unprofessional manner. Parents/guardians should maintain an open line of communication with the School, including regular use of the student's diary.

Students will be provided with school computers for their use with secure passwords but accessible by the School Administration as outlined below.

Email communication between students is discouraged, may not occur during the school day and is not necessary to fulfill the School's educational requirements.

Methods of accessing and transferring electronic files on school-provided computers where necessary will be provided by the School. Any email communication between teachers and students is only allowed and approved through School controlled email addresses. Other personal email communication between teachers and students is not in accordance with the School Ethos and should not occur.

Parents/guardians and students are requested to respect that staff are under no obligation to answer emails from students or parents/guardians after hours unless they have made a specific arrangement to do so.

There must not be any communication via social media sites (e.g. Facebook, Twitter, etc.), Dropbox, SMS, or Blackberry Messenger, or similar media during the school day or on school computers.

Students using internet and online communication services have the responsibility to report the inappropriate behavior and use of material by others to their supervisors.

Students who use the internet and online communication services provided by the School must be aware of and abide by the conditions of the Electronic Communications and Online Communications Services policies provided to all students upon enrollment.

Students should be aware that a breach of this policy may result in disciplinary action under the School's Student Management Policy.

## Computer Use

Students using School-provided computers must comply consistently with any written and circulated policy which the School adopts, and as amended from time to time, including all procedures and guidelines. Students are responsible for maintaining required educational and course materials in the file storage location provided by the School, and must maintain a transparent but password protected electronic filing system. They must not divulge their password to others. No student should ever access another person's file or any School program files. The School Administration reserves the right to regularly monitor all student work including such files.

***Students are not to bring non-School computers to School or to School venues.***

Students must not use the staff computers at any time.

Students are responsible to abide by copyright rules/laws when copying information from any electronic source. The source should be acknowledged with any researched information used. More guidance on this can be found in the School's Plagiarism and Cheating Policy available to all students.

Parents/guardians are to be vigilant and are responsible for their child's use of computers, whether from the School, home or elsewhere. School work done on a computer away from the School should be done in an open area and supervised. Parents/guardians are advised to follow cyber-safe principles, including regular monitoring.

Breaches as to any secure material or as to the School computer systems will be viewed very seriously and disciplinary action will be taken in accordance with the relevant policies.

## Critical Incident Management

A "critical incident" other than an Emergency as defined below is here broadly defined as any situation faced by a School community and determined by the School Administration to be causing its members to be frightened, upset or injured.

When a "critical incident" occurs, the School has a procedures plan to care for the welfare of staff and students of the School and has as part of its goal to return the School to its normal routine as soon as practical.

# Curriculum

## Overview

The curriculum is designed to provide learning opportunities for students of varied abilities and interests. Subjects are offered which cover “Key Learning Areas” and address requirements of the appropriate graduation or “school credit” or accrediting body or agency, education department or other authority in the jurisdiction where the School or Campus is located. There is an increasing focus to encourage and develop self-directed learning principles in students.

The aim is to provide a balanced curriculum which promotes personal development and prepares students for increasing independence and responsibility. The School is committed to offer a seamless learning experience through the elementary and secondary education level to the college or university entrance level and will actively encourage all students to obtain a Sterling Diploma and prerequisites for further studies.

## Assessment and Reporting

Assessment is designed to assist teachers in monitoring the progress of students, identifying learning difficulties, and reporting on achievements to parents/guardians. Assessments include tests, examinations, coursework tasks, and accredited screening programs. These tools provide feedback to students on their strengths and weaknesses and achievement levels in all “Key Learning Areas.” Progress reports are sent home in the middle of each scheduled marking period. Report cards will be sent home quarterly. Specific report card and other report dates are indicated on the School calendar.

As a result of this on-going evaluation, teachers will constantly update their approach to the student’s teaching and learning environment. Students will receive continuous feedback in relation to assignments, homework and assessment tasks, giving them the opportunity to evaluate their own progress. Assessments will meet the requirements of Sterling and/or the relevant “school credit” or accrediting body or agency, education department or appropriate authority in the jurisdiction where the School or Campus is located, as applicable, and provide assurance of the student’s suitability for graduation, and then admission and promotion to the next level of study.

## Coursework Tasks

Coursework tasks are compulsory and an integral part of the educational program. It is the student’s responsibility to submit the task by the due date. Work received late will be accepted and assessed; however, repetitive, uncharacteristic and/or chronic tardiness or other concerns will be flagged for attention in accordance with the School’s Assessment and Reporting Policy available to all students. All work submitted must be the student’s own work, and teachers should be alert to any evidence of plagiarism or cheating, and will exercise penalties in accordance with the Plagiarism and Cheating policy also available to all students.

## Educational Resources

In accordance with the Guiding Principles, the School’s Board encourages the use of a wide variety of high quality educational material and resources (including multimedia) to provide a well-rounded education. All teaching programs, resources, assignments and assessments are to be consistent with the Ethos and Guiding Principles in this document and are subject to review by the School’s Board.



## **Homework**

Homework provides an extended learning experience for students outside the classroom to reinforce previous learning, enhance study skills, encourage cognitive development, and assist students in becoming self-directed.

In the elementary years, it is likely that homework will be given to students on a regular basis. This habit is to help develop the skills of independence and time management in the students from an early age. The focus of homework in these years is usually on literacy and numeracy development.

In the secondary years, students will be required to complete learning tasks as outlined in each subject assignment. There will be time allocated during the school day, during which students can work on these tasks with the assistance of their teachers and peers. They may also need to work on the tasks at home.

Further details regarding homework expectations can be found in our Homework Policy located on the School's online Information Management System.

## **Mode of Delivery**

The Learning to Learn framework governs the mode of delivery of the School curriculum and should be understood by all teachers. Video conferencing ("VC"), learning management systems ("LMS") and other progressive technologies are used in the School. Use of these online systems supports this framework and it is the parent's/guardian's and student's responsibility to use it on a regular basis. Teachers and students will participate in the use of such technologies.

## **Duty of Care/School Policies**

The School must ensure compliance with all applicable laws and regulations of the jurisdiction in which the School or Campus is located. In addition, the School and its Campuses have a legal "Duty of Care" for the health, welfare and safety of all enrolled students, teachers, staff and visitors, and are accountable on issues such as attendance, curriculum and ongoing financial viability.

As a result of these legal obligations and other governmental requirements, there are School policies and procedures in place to regulate the various aspects of school life. It is very important that these policies and procedures are respected and adhered to. All policy documentation is available on the School's Online Information Management System for parents/guardians to view at any time.

## **Elementary Students**

To ensure the safety and welfare of elementary students, their facilities and activities will normally be segregated from those of the secondary students.

## **Emergency Evacuation Procedure**

Emergency evacuation plans are posted in all classrooms, and practice drills are carried out periodically. In the event of an emergency requiring evacuation, the evacuation alarm will sound and students must follow all staff instructions.

When directed, students must proceed calmly with their teacher to their designated Emergency Assembly Area, where their names will be marked on the roll. Students are not to take school bags, books or any other items with them. Once the "all clear" is given, students are to return to their classroom when instructed.

## **Examinations and Standardized Tests**

Progression exams (provided by a jurisdiction in which a School or Campus is located, by Cambridge, and/or by Sterling) will be administered in all School courses, including electives, beginning in middle school and conclude at the end of a student's final year. The exams will follow a standard testing timetable set by Sterling, and will occur at the end of each semester. These exams will be given at both the middle and high school levels.

High school courses that end with a Cambridge or other external examination by the jurisdiction in which the School or Campus is located do not require an end-of-year Progression Exam. The Cambridge or other external examinations taken in May/June will serve as the Progression Exam for these courses.

Standardized testing happens annually and is used to gauge how our students are performing compared to other students in their country.

## **Attendance**

As required by this Handbook and/or by any external examination regulations such as Cambridge or by the jurisdiction in which the School or Campus is located, students must be on time and will not be admitted to the examination room after the examination has commenced, except by permission of the supervisor, whose instructions must be obeyed at all times.

## **Equipment**

Only the necessary equipment, such as computers or other materials as noted and provided to each student prior to the examination can be brought into the examination room. There can be no "borrowing" from others during the examination. Otherwise bags, books or pencil cases are not permitted, except for text books specifically identified for "open book" examinations.

Programmable calculators, if permitted, must have memory functions cleared. Additional regulations may apply for students participating in Cambridge exams.

## **Behavior**

Exams are to be carried out in silence with no talking to other students or engaging the supervisor in conversation. No time extensions can be given without prior authorization by the appropriate examination body or supporting Independent Learning Plan ("ILP") (see **Special Provisions**). All examination papers must be handed in at the end of the examination. Students will only be allowed to leave the room during an examination in special circumstances, and in accordance with the relevant examination regulations.

## **Special Provisions**

Exemption from an examination or part thereof, or moderation of its contents or time allocation, will only be authorized where an approved ILP is in place or, in the case of a Cambridge exam, the appropriate Access Arrangements have been granted.

Any infringement of these examination conditions, including cheating or possession of unauthorized materials, will result in a penalty or disqualification from the examination.

## **Field Trips**

Field trips are planned as an extension to classroom learning and to provide experiences that cannot be gained in the classroom. They form an integral part of the curriculum. Prior to each field trip, a consent form must be signed by a parent/guardian.

Field trips may not be covered by school fees and charges may apply to cover any additional costs, e.g., travel, admission charges, lunch, etc.

Students will only participate in field trips subject to adherence to the Field Trip Policy and the Transport Policy (both available to students), and a strict behavior code which includes:

- obeying all instructions of the teacher in charge and any support staff, and not leaving the group under any circumstances without express permission of the teacher in charge
- wearing full School uniform at all times, except when directed by the teacher in charge
- behaving respectfully and honorably, with no damage or misuse of facilities or equipment in any way, regarding the excursion as a learning experience, and completing all required work sheets, activities etc.

Any parents/guardians or other community members assisting with a field trip must acknowledge their acceptance of the Field Trip Policy and Transport Policy in writing on an appropriate form agreeing to the following requirements:

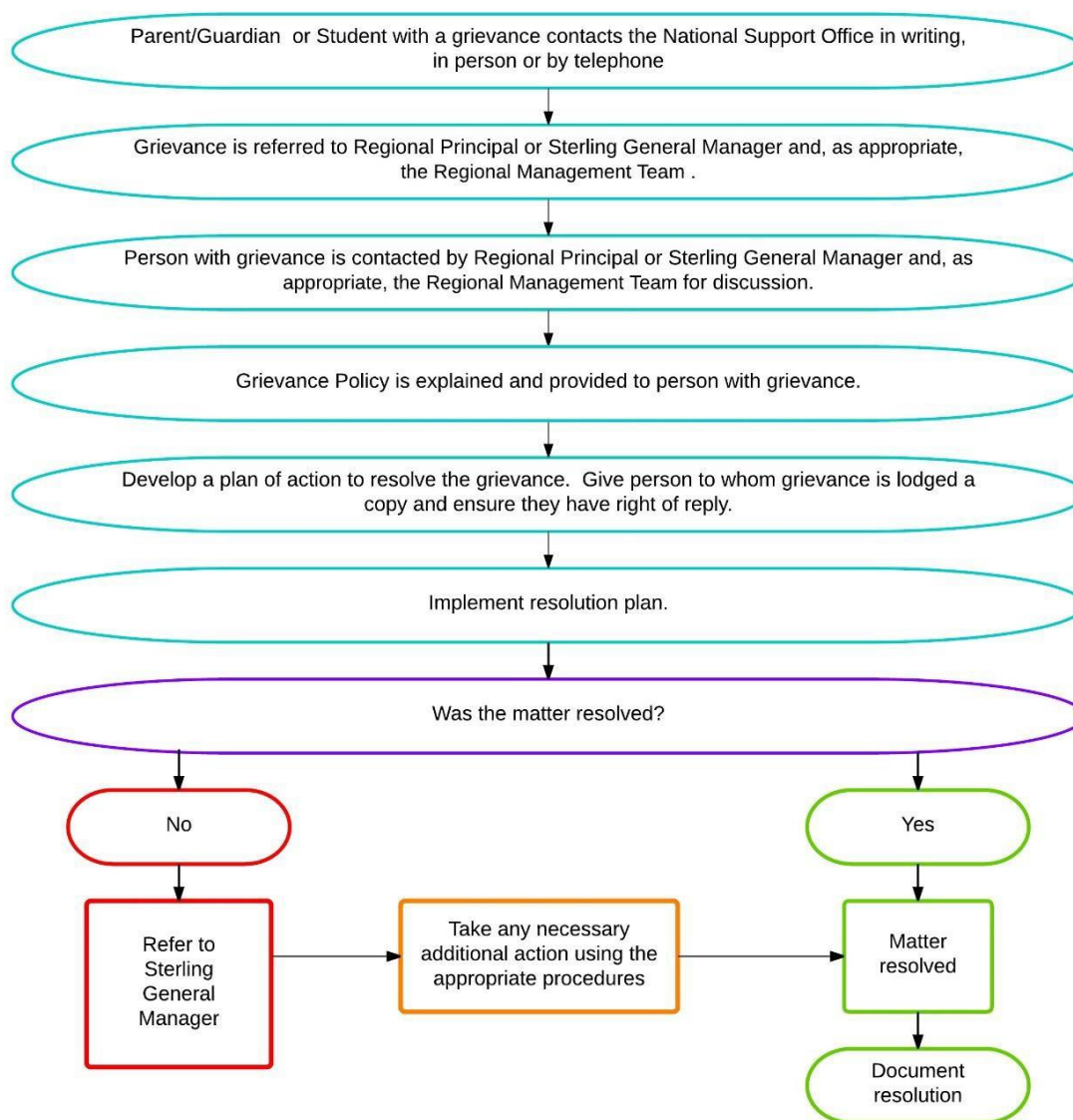
- the supervising teacher is in charge and his/her decisions and directions to students must be fully supported at all times
- driving safely is essential and all road rules observed while transporting students, with sufficient breaks or changes of driver on long trips to ensure student safety. No stops or detours are to be made without the supervising teacher's permission.

## **Grievances**

The School's Student Management Policy and Assessment Policy, which are both provided to all students upon enrollment, are underpinned by procedural fairness and due process as set forth below, including the imposition of discipline and sanctions set forth above in the sections on Behavior and the Handling of Student Behavior.

Should any parent/guardian or student have a grievance on matters they feel have not been adequately addressed by the Regional Team, they are encouraged to consult with the Educational Director or the Sterling COO.

The following flow chart sets out the procedure that will then be followed.



## Illness or Accident at School

The safety and welfare of students, staff, parents/guardians and visitors is, as repeatedly noted, of prime importance at the School. Occasionally accidents, injury and sickness can occur, and the School has procedures in place to ensure such events are handled appropriately. If any student feels ill or injures himself/herself while attending school, he or she must report to the School Administration immediately or the teacher or supervisor in charge should do so. If the extent of the injury inhibits mobility, the student is not to be moved, and first aid assistance called immediately by the teacher or supervisor present at the incident.

Minor ailments or injuries will be treated in the School's well-equipped First Aid Room. Parents/guardians will be promptly notified by telephone or email and advised of the incident, and where appropriate, requested to take their child home. It is the parents'/guardians' responsibility to seek follow-up medical attention. The School carries general liability and other accident insurance coverage. Please ask the

Campus Secretary for a claim form if any expenses resulting from an injury are not covered by your medical care program of the jurisdiction in which the School or Campus is located.

In emergencies or in serious situations, staff at the Campus will use their discretion to seek assistance from emergency services before parents/guardians are notified.

Students should remain at home if unwell, and the Campus notified before the school day begins, as set forth in the Absences policy above. The School recognizes governmental recommendations covering infectious diseases, and recommends parents/guardians consult with their physician or refer to guidance such as U.S. Centers for Disease Control and Prevention ([www.cdc.gov/healthyyouth/infectious/](http://www.cdc.gov/healthyyouth/infectious/)) or the Public Health Agency of Canada ([http://www.phac-aspc.gc.ca/id-mi/index-eng.php?utm\\_source=diseases\\_conditions-infectious&utm\\_medium=link&utm\\_content=en&utm\\_campaign=canada.ca](http://www.phac-aspc.gc.ca/id-mi/index-eng.php?utm_source=diseases_conditions-infectious&utm_medium=link&utm_content=en&utm_campaign=canada.ca)).

## **Learning Support for Special Education Needs**

### **Aim**

The School is committed to enable each student to learn and progress according to their full potential academically, socially and emotionally. All levels of ability will be supported.

### **Procedure**

The School has a commitment to ensure early identification of educational needs and early intervention. Identification is by certified screening tests and professional observation.

Intervention involves the development of an Individual Learning Plan (or ILP) in accordance with a nationally approved policy document and includes setting appropriate targets, providing support to students, professional development for staff, evaluating outcomes and maintaining consistent records. Referral to medical practitioners or specialists may be requested or recommended.

### **Types of Needs**

An Individual Learning Need is identified when a student, when compared with their peers, experiences difficulty in learning any subject and such need is reflected in the ILP.

Where a student has a special need or disability making it difficult for him or her to utilize the educational programs and facilities at a Campus, a Special Education Need assessment will occur to determine the extent of the student's special needs. Included in these special needs are hearing, visual, intellectual, developmental or physical impairments, Autistic Spectrum Disorders, and Social Emotional Disorders.

In addition, those students who show a particular or exceptional talent or aptitude will also be assessed as to additional appropriate support to achieve their full potential.

## **Lock Down/Lockout**

"Lock down" is a procedure where all Campus personnel are quickly moved to a more secure area within the School buildings, to preserve the security of the Campus and the safety of its personnel, in the event of threat of harm inside the school grounds.

"Lockout" is a procedure which prevents unauthorized persons from entering the School. It is implemented to preserve the security of the Campus and the safety of its personnel in the event of threat of harm by an incursion from outside the School grounds.

Upon the sounding of a pre-arranged signal of which all students and staff will have been advised as the

signal for a lock down or lockout, students, at the direction of assigned staff, must remain in, or move quickly to the closest safe classroom, and stay away from windows and doors and out of sight, until such assigned staff give the “all clear.”

Parents/guardians that are outside the School grounds at the time of a lock down should make NO attempt under any circumstances to enter the school grounds.

## Lockers

Where lockers are available, students are responsible for the cleanliness and good condition of the locker allocated to them. There is to be no interference with the locker of another student. Lockers may be inspected by staff or administration personnel at any time.

## Medical Records and Treatment

Parents/guardians are required to notify the School in writing or by email of a student’s serious medical condition that may require special care or medication during the School day, including, by way of example, but not limited to:

- anaphylactic conditions such as allergies to peanuts, bee stings, etc.
- medical conditions such as asthma, diabetes, etc.
- recent serious injuries or operations

A Consent to Administer Medication Form No. 900-051, or equivalent online consent, must be signed by the parents/guardians before any medicine can be administered to a student at the School or Campus. The parents/guardians shall deliver such medication to the School. A record of any such medication will be noted in the Student Management System and on the School Medication Register. *Parents/guardians should be aware of and abide by the laws of the jurisdiction in which the School or Campus is located when requesting the administration of medication at the School.*

While the Campus will make every effort to cooperate, all students must assume the responsibility of going to the central office for self-administration of the medication.

All students must be immunized in accordance with *the laws of the jurisdiction in which the School or Campus is located*. The main immunizations expected by Sterling can be found on the Student Enrollment Application Form No. 900-10 (or online equivalent) and the Student Medical Record Form No. 900-011 (or online equivalent).

## Merit Awards

The Sterling Merit Award systems, including the awarding of the annual OneSchool Award, are used to promote both long and short term goals, to recognize achievement as to appropriate school behavior and to encourage every student to achieve their full potential.

## Mobile Phones, Music Devices and Cameras

No student mobile phones or music storage/playback devices are permitted at School, on School transport vehicles or on School field trips. Provision is made by the School for any necessary telephone or other needed communication from School, on School transport vehicles or on field trips.

Personal cameras may only be brought to School and used for a specific activity with the prior written permission of a teacher or the Campus Principal. Cameras will be confiscated if they are brought to School without such permission or used inappropriately. Any confiscated items will only be returned to the parents/guardians on application to the Campus Administrator. The School accepts no responsibility for any loss or damage while at School.

## **Parent/Guardian and Community Involvement**

Participation of parents/guardians and other members of the local community in the classroom provides both support for the teacher and additional learning support for the students when such parents/guardians or others are invited to the School – therefore such invited guests must be treated with utmost respect by all students and obeyed willingly.

The dress and deportment of parents/guardians and community members must be supportive of the School Ethos while visiting the School.

Permission and invitation by the Campus Principal must be given to parents/guardians and community members before entering any classroom. Parents/guardians and others must understand that they are fully under the direction of the classroom teacher at all times, and interference in the lesson or undermining the teacher's authority is unacceptable.

Any volunteers, including parents/guardians and community members, may be required to attend classroom and learning orientation sessions and complete all documentation as required by the child protection laws of the jurisdiction in which the School or Campus is located before assisting in the classroom or learning groups.

Any person other than a staff member or student is regarded as a visitor, and must sign the School Day Book located at the School or Campus reception desk.

The highest level of confidentiality as to protected and personal student information, and any such student-specific confidential information, including any student's progress reports or grades, must not be disclosed to such parents/guardians and community members or discussed in the general conversation in the classroom or in the presence of such parents/guardians and community members.

Any other children that are not enrolled students should not be brought to the School when parents/guardians are assisting in School activities, and cannot be taken on field trips. Any time other children do come to the School, they must be under direct supervision of parents/guardians or community members at all times.

Consistent with the School policy concerning student and staff mobile phones above, volunteers and visitors, including parents/guardians and community members, should have their mobile phone turned off or at least turned to silent mode while at the School.

It is expected that all parents/guardians shall be involved with and reasonably support School events and fundraising activities.

## **Parent/Guardian and Teacher Interviews**

Parent/guardian and teacher interviews are scheduled for all students twice per year, but can be arranged at any other time as necessary. Parents/guardians are expected to attend these sessions, and where required, students may be asked to be present. The School administration will arrange these scheduled interviews. In addition to these twice yearly interviews, parents/guardians are also encouraged to discuss regularly their child's progress with staff at the Campus by appointment during School hours.

## **Parent/Guardian Responsibilities**

The School's policy and practice holds the parents/guardians are primarily responsible for the overall education of their children. Students' education is then a partnership between the parents/guardians, the School and the students themselves.

Parents/guardians who elect to enroll their children at the School are encouraged to maintain involvement and interest in their children's education, and are required to acknowledge the partnership

role of the School and the Campus, and to agree to and accept the guidelines contained within this Handbook.

The School requires that any disciplinary action implemented in accordance with the Student Management Plan must and should have the full support of parents/guardians to be effective.

Parents/guardians can greatly assist this partnership by encouraging their children to complete all tasks to the best of their ability and on time. Parents/guardians must not do the school work for them.

Parents/guardians should maintain an open line of communication with the School, including regular use of the Student Diary.

## **Personal Property**

Parents/guardians should ensure that all students' personal property brought to School is labeled with the student's name. The School takes no responsibility for any loss or damage to such personal property.

## **Physical Education**

Physical education is mandatory and all students are expected to take part. It is School policy and practice that boys and girls will engage in separate physical education activities subject to the laws of the jurisdiction in which the School or Campus is located. Allowance as to mandatory participation in physical education will be made for noted medical conditions, the details of which may need to be supported by a medical certificate from a licensed professional. Any student sustaining or recovering from an injury will require a medical certificate from a licensed professional noting the extent of the injury, supporting being excused from physical education for a specific period and thereafter authorizing the School Administration to allow a return to participation in physical education again.

## **Plagiarism and Cheating**

As ethical behavior is a large part of the Ethos, Values Statement and Guiding Principles, Sterling understands the importance of instituting a clear policy regarding plagiarism and cheating.

Parents/Guardians will be informed immediately when a student is suspected of plagiarism or cheating, and disciplinary action will ensue in accordance with the School's Plagiarism and Cheating Policy, which policy is available to students and their parents/guardians. Such discipline is subject to the Grievances process described above to insure due process and fairness.

For minor or merely inadvertent technical plagiarism violations in the grades 7 to 8, students will be given an opportunity to complete an alternative assignment.

Further disciplinary action will be taken should the plagiarism and/cheating continue as set forth in the Sterling Student Management policies. The Educational Director will be contacted as to such repeated plagiarism or cheating and such repeated actions will be documented as they apply for the qualification for the OneSchool Awards.

## **Privacy**

The School's Privacy Policy determines how the School uses and manages personal information provided to or collected by it. The School's Privacy Policy is subject to the laws of the jurisdiction in which the School or Campus is located. The complete Privacy Policy is available upon request by students or parents/guardians and may be accessed at the School office.

Any parents/guardians or other volunteers providing assistance by invitation and permission on the Campus must maintain the highest standard of confidentiality, and not discuss any matter concerning students or staff with others. If anyone has a particular concern, they should discuss it with the Campus Administrator.



All student records maintained by the School are confidential and can be accessed only by authorized School administration personnel and teaching staff. Office and record storage areas may not be accessed by parents/guardians, other community members on the Campus, other volunteers or any unauthorized persons.

## **Prohibited Items**

The School has a firm policy regarding Prohibited Substances and Restricted Articles, which policy is available to students and parents/guardians upon request. A range of items are not allowed at School, including, but not limited to: tobacco, illegal drugs or substances, aerosol cans, knives, weapons, imitation weapons, laser pointers, fireworks, chewing gum, and electronic devices, including games and digital, or any other music devices.

The Regional Team, Campus Board, Campus Administrator and/or Campus Principal, have absolute authority to determine what items may not be at the School and the confiscation, return or disposal of these items is at the discretion of the aforementioned responsible persons. Parents will be promptly notified in writing or by email of any violation of this policy.

Unsuitable magazines and literature also must not be brought to the Campus at any time, including any other School venue or School-related function or activity wherever occurring.

Alcohol is not permitted at any Campus at any time, including at any School venue or School-related function or activity.

Students who do not comply with these expectations will face disciplinary action.

## **Public Relations and Media**

In the event of any request for information by a representative of the media or any other member of the public, including a law enforcement or other governmental agency, only “authorized persons” as defined in this section are permitted to answer questions regarding the School or the community. Where applicable, the name and phone number of the caller or person making the inquiry are to be taken and the person advised that the request and the identity and contact information have been noted. No further communication or information will be provided, including, but not limited to, the names of the School Directors, nor any assurances made that a Director or anyone else other than an “authorized person” will contact them. “Authorized persons” need not respond and such “authorized persons” shall be designated by each School or Campus. Permission for photographs on School premises or a Campus must NOT be given under any circumstances.

Should parents/guardians or students observe any inaccurate information about the School in any public media or anywhere, they should report it to the Campus Administrator.

## **Recess/Lunch Breaks**

At recess and lunch breaks, students are permitted to use the prescribed play areas, and must ensure that all activities are conducted safely and with consideration for others. Rough play, body contact sports or any sort of intimidation or branding is not permitted. Elementary and secondary students are to play separately and boys and girls at the secondary level should play separately.

At the conclusion of recess and lunch breaks, all play must cease immediately. Students are expected to use the washrooms and have a drink during these breaks. Loitering or playing in the washrooms is not permitted.

## School Bulletins/Newsletter

Sterling and individual Schools and Campuses or a Region regularly issue newsletters or other bulletins to each student's family which will report on the assessment tasks, tests, field trips, community events, activities, etc., that take place during the term. It will also contain important information about the operation of the School and should be carefully read by all parents/guardians and students.

## Segregation of Students

Sterling educational mission and policy encourages the separation of boys and girls for most school activities except in the classroom:

- 1) CLASSROOM BREAKS & COLLABORATION PERIODS: A teacher roster will be in place and operating for all breaks and collaboration periods. When a classroom is used by students during a break or collaboration period, the students must be supervised by professional staff. (Also see [Recess/Lunch Breaks](#).)
- 2) LUNCHTIME EATING AREAS: Boys and girls in grades 7 – 12 will have separate eating areas. (Also see [Recess/Lunch Breaks](#).)
- 3) PHYSICAL EDUCATION & HEALTH CLASSES: Girls and boys in grades 7 – 12 will be enrolled in same-gender groups for Physical Education classes. Health periods will also be taught in this manner. ***Any exception due to small class sizes need to be approved by the National Leadership Team ("NLT").***
- 4) STUDENT TRANSPORTATION & TRAVEL: Seating in School vehicles will be arranged according to the School's Transport Policy.

***Where the above criteria cannot be met due to small student numbers or physical constraints at a Campus, application must be made to the NLT for suitable alternative arrangements.***

Professional Staff are expected to maintain oversight for the safety and well-being of all students from their arrival and until they depart from the school. This includes monitoring lunch, snack and recess periods, although an adult community member may also be present and assist during these times.

The ultimate responsibility and duty of care for maintaining suitable control in all activities rests upon the Campus Principal and the Campus Administrator in consideration of the overall safety and protection of all students.

## Student Accident Insurance

The School has general liability, as well as other appropriate insurance policy coverage, which covers students while at School and engaged in School activities. Parents/guardians should be aware that any financial reimbursement related to accidents or injuries is capped according to the terms of such policy coverage and such policies may be reviewed upon request.

## Student Personal Appearance

Students are expected to maintain an appropriate standard of appearance at all times when in School uniform or sports uniform. Parents are requested to assist the School by ensuring that their children do not leave home wearing makeup that is in breach of the Makeup Policy cited below. Students are not permitted to bring makeup to School. The School reserves the right to ask any student in breach of this policy to remove makeup.

## **Jewelry**

No jewelry should be worn to School with the exception of:

- a medical alert bracelet
- a plain wristwatch

## **Hair**

Hair should be clean, neat, and kept off the face. Students with hair longer than collar length must tie it back with a token or hair accessory available for purchase from the uniform store.

## **Makeup (Cosmetics)**

No makeup should be worn to school with the exception of:

- spot concealer for students with a medically diagnosed acne condition
- lip balm for cracked lips, which is not overtly obvious or high-gloss
- clear nail polish

Students are not permitted to wear:

- Foundation
- Colored eye makeup
- Lipstick/lip gloss
- Any other makeup which can be clearly seen
- Colored nail polish or acrylic nails

## **Body Marking**

Students must not write on any part of their bodies or uniform. Students must not allow other students to write on their bodies or uniform.

## **Student Rights and Responsibilities**

Student rights and responsibilities form the basis of the School's Student Management Policy. This Policy aims to enable students to develop self-awareness, self-discipline, and respect for the rights of others.

Arising from the rights students enjoy at our School are their responsibilities to themselves and for other members of the School community, and the general public that they come into contact with, and consequences when such responsibilities are not met.

**As a member of the Sterling School Community, I have the right to:**

Learn and participate fully in all classes and activities.

Be in a safe and well-ordered environment.

Have my property respected.

Benefit from privilege of attending my community's School.

Enjoy a clean and attractive environment with well-functioning facilities.

**To ensure that this right is maintained for myself and others, I have a responsibility to:**

Make the most of classroom opportunities for learning by:

- Not missing school days or lessons without permission
- Being on time to School and lessons
- Paying attention in class and contributing to a positive learning environment
- Bringing the necessary books and equipment to class
- Completing all classwork, asking for assistance when I need clarification
- Recognizing that effective learning requires consolidating the day's work by completing homework
- Make the most of all the opportunities given to me at School by participating in all School activities.

- Respect the safety and sense of well-being of others by not being involved in teasing, bullying or harassing behavior, either overt or covert statements
- Carefully follow teachers' instructions for the safe use of School equipment/facilities
- Avoid reckless behavior that puts the safety of others at risk
- Have my Student Diary with me in all lessons
- Observe all School procedures and policies as outlined in this Handbook
- Move through the School in a quiet and orderly manner

- Take good care of text books, School resources and library books
- Be careful with other people's possessions

- Behave well at all times that I am in School uniform, both in and out of the School
- Wear my uniform with honor, complying with uniform and grooming requirements
- Look after School property and furniture, treating it with care, keeping it graffiti-free
- Keep classrooms and School grounds clean and tidy, put garbage in the trash cans, observe all classroom rules pertaining to food or drink.
- Respond cooperatively when requested to assist with classroom/grounds clean up
- Respect the rules for prohibited items

There are consequences for both positive and negative behavior. Discipline and rewards will be applied consistently, firmly and without prejudice towards individual students. Very disruptive or dangerous behavior will be dealt with immediately and acted upon appropriately.

## **Text Books**

Text books and other printed resources such as library materials are supplied to the student by their Region or Campus. Books are the tools of learning and are becoming increasingly expensive for the

School to purchase. Once textbooks and/or library books are checked out to and provided for use by a student, the student becomes fully and financially responsible for the condition and return of those books. Students are not to deface School books in any way. At the time of issue, School personnel will note the condition of the book(s). Parents/guardians will be expected to pay the Region or Campus for any damage other than typical wear from regular and reasonable use.

## **Travel To and From School**

It is expected that students will normally be taken to and from School by car or by a School-provided bus. If younger students are walking from home to School, parental supervision is expected at all times.

Students must not be dropped off at School any earlier than 20 minutes before start time. They should be picked up within 10 minutes of dismissal time with consideration for staff who cannot leave until all students have left the Campus. The School will not be responsible for students outside of these start and dismissal times, unless by specific arrangement.

Parents/guardians are expected to drop off and pick up students in the designated areas, and designated areas must be used when parking cars. It is a requirement that where “drop off/pickup” areas are provided, these be used in such a way so as not to obstruct traffic flow.

In situations where a student may need to use a bicycle to get to School, permission is required in writing by use of the Student Permission Form No.900-050. This form will require the written permission of both the parent/guardian and the Campus Administrator, both of whom must sign the permission form. Bicycles are to be used solely as a means of transport to and from School, and students must observe the traffic code of the jurisdiction where the School is located, especially the requirement to wear a protective helmet. Students who are granted permission to ride a bicycle must abide by all applicable School rules, including not riding them in the School grounds.

If specific allowance is made for students to drive cars to School, the correct procedure, including seeking explicit written permission from the Campus Administrator, must be followed by use of the Student Permission Form No.900-050. In addition, written consent of the parents/guardians of both the driver and any passengers must be obtained to carry other students in the vehicle. Permissions will be revoked if there are any safety breaches or use of vehicles outside the guidelines set by the Student Permission Form No.900-050.

Where students travel by School bus, all students are bound by the Sterling Transport Policy, which includes the following:

- students must sit where instructed by the driver;
- there shall be no moving around the bus while it is moving; seat belts, where fitted, are to be worn;
- there shall be no damage to the bus at any time. The parent/guardians of any student who maliciously damages the bus in any way will be responsible for the cost of repairs;
- there shall be no gestures or abuse to people outside the bus or in other vehicles, and no limbs or other objects to protrude outside the bus;
- all windows are to be kept closed unless otherwise directed by the bus driver, and no items may be thrown out;
- no garbage of any kind may be left on the bus; and
- there shall be no behavior at any time that would distract the driver.

Students shall be respectful of the driver and other passengers. Any misbehavior will be reported to the School Administration, and may jeopardize the students’ further use of the bus. If unsatisfactory behavior has been recorded in three occasions, the student will consequently be suspended from travelling in the

vehicle for one week. The parents/guardians of the student will then be responsible for the student's travel arrangements.

If students need to travel to School using public transport, parents/guardians must notify the School Administration in advance in writing of their travel arrangements.

## **Tuition**

Tuition is charged by your Region or Campus as outlined in the enrollment information provided to parents/guardians annually, and contributes toward the School's necessary educational expenses related to providing the education outlined in this Handbook. Additional charges for field trips, extracurricular programs, special courses, and other requisites may be imposed and charged as required. Please speak to your Campus Administrator if you have any questions regarding tuition.

## **Uniform**

The uniform package supplied by Academy Clothing School Wear, including School uniform and physical education uniform, is the only acceptable uniform to be worn by a student while at School. A copy of the Uniform Policy is supplied to all new enrollees and is available in the School's online Information Management System. Note that the School uniform and the physical education uniform are to be kept distinctively separate.

Acceptable footwear, as specified in the Uniform Policy, is not supplied by Academy Clothing, and is to be purchased privately. It is a requirement that fully enclosed leather footwear be worn.

Students are to wear the complete uniform with decorum on all School days, including to and from School and on field trips, unless specifically otherwise authorized. Supporting the uniform policy as here outlined is one of the terms of enrollment. Uniforms must be kept neat and clean, and the student's name is to be written on all items.

Colored t-shirts, undershirts or blouses are not part of the uniform and should not be worn. If unable to wear the correct uniform for any reason, a note of explanation needs to be recorded in the student diary by a parent/guardian.

No makeup may be worn to School except based upon a written medical order or recommendation from a licensed professional, in which case the Campus Principal may make a decision to modify the restriction of the School's Makeup Policy. For more details, please also see [Student Personal Appearance](#) or the School's Makeup Policy found in the [Sterling Policy Manual](#).

## **Use of Campus Facilities/Equipment After Hours**

Campus facilities, including activity hall, games courts, playing areas and equipment, are not to be used outside of regular School hours unless the activity/activities has/have been approved by the Campus or Regional Board.

## **Withdrawal/Transfer**

If any student is to be withdrawn or transferred to another School or Campus permanently or on a temporary basis, specific documentation by the parents/guardian and the School Administration is required to be completed as to the basis for such transfer or withdrawal. Your Campus Secretary will be able to assist you with this process.

## Workplace Health and Safety

The School is required to provide and maintain, as far as is reasonably practicable, a School environment that is safe and without undue risks to health. Parents/guardians and students are required to:

- attend to the health and safety of themselves and others at the Campus,
- follow safe practices and comply with all Sterling health and safety policies,
- ensure that they use all necessary protective clothing and equipment supplied as required,
- report all any unsafe conditions, faulty equipment and student accidents, and attend training sessions as required, and
- obey all reasonable directions of the School Administration.

The School Administration is responsible for keeping each Campus secure and safe by controlling the entry and exit of all persons in and out of the property.

As noted above as to Parent/Guardian and Community Involvement, all visitors to the School, including parents/guardians, helpers, community members, tradespeople and contractors, must report to and sign in with the Campus Secretary. Visitors will be advised as to any emergency, evacuation, lock down procedures and any other relevant safety requirements, and are required to wear a visitor badge at all times and sign in and out on entering and leaving the property.

## Glossary of Terms

<b>Campus</b>	An individual School that operates within a Region
<b>Cambridge</b>	Cambridge Assessment International Education are part of the University of Cambridge who provide international qualifications recognized by the world's best universities and employers.
<b>Campus Administrator</b>	The community member who is established as the first point of contact at a Campus. This person would generally be the one communicating directly with the Region.
<b>Campus Principal</b>	A member of the professional teaching staff with overall responsibility for the day to day running of a campus
<b>Campus Secretary</b>	<p>A campus staff member responsible for the day to day administrative duties.</p> <p>NOTE: Together the Campus Administrator, Campus Principal and Campus Secretary along with other key Campus staff constitute the "<b>Campus Administration</b>".</p>
<b>Educational Director</b>	The professional responsible for management and professional leadership of a Region.
<b>COO</b>	The person responsible for managing the OneSchool schooling organization in North America and the Caribbean. The COO is in direct communication with the Sterling Board and Regional Teams and acts as the liaison between all management levels and departments within Sterling Education.
<b>Online Information Management System</b>	Any online portal intended to provide access to grade books, records of conduct, policies, procedures or School news, etc. Some examples are Canvas or PowerSchool.
<b>NLT (National Leadership Team)</b>	Community representatives from each Region which comprise a Sterling- wide leadership team
<b>Region</b>	A group of Campuses that function as one school
<b>Regional Team /Regional Team Members (RT/RTM)</b>	Community members who represent a Region at the management level
<b>School</b>	A school operated by Sterling at a Campus













