

faith *family* *character* *service* *excellence*



Student and Parent Handbook



Deer Lake Seventh-day Adventist School
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WHO WE ARE

Deer Lake School (DLS) is a K-12 faith-based independent school. We welcome students from all faiths and cultural backgrounds. We desire to be a school where **every child is valued and loved, regardless of race, gender, religion or socio-economic status.**

OUR FAITH

Rooted in the faith traditions of the Seventh-day Adventist church, Deer Lake School is committed to serving a loving God and following the teachings of Jesus Christ. Each day, from Kindergarten to Grade 12, students learn about God and Christian values through Bible stories, songs and lessons. We want every student to know and experience the deep and profound love of God that is given freely to all people. To learn more about the Seventh-day Adventist faith, please speak with our school pastor or visit www.adventist.org

OUR VISION

Restoring His image. Transforming our world.

OUR MISSION

We are a Christ-centred community dedicated to the holistic growth of every learner, where we explore with curiosity, lead with courage, and serve with kindness.

OUR VALUES

Faith

We grow in understanding and love of God, and actively live out our faith daily.

Though you have not seen Him, you love Him; and even though you do not see Him now, you believe in Him and are filled with inexpressible and glorious joy.
1 Peter 1:8

Family

We are a community where everyone is included, respected and valued.

Finally, all of you, be like-minded, be sympathetic, love one another, be compassionate and humble.
1 Peter 3:8

Character

We choose courage over comfort, what's right over what's easy, and actions over only words.

For we aim at what is honourable not only in the Lord's sight but also in the sight of man.
1 Corinthians 8:21

Service

We use our strengths and skills to share God's love in acts of kindness and compassion.

Each of you should look not only to your own interests but also to the interest of others. Your attitude should be the same as that of Jesus Christ... who took on the very nature of a servant.
Philippians 2:3, 4, 7

Excellence

We commit to doing our best mentally, socially, physically and spiritually.

"... whatever you do, do all to the glory of God."
1 Corinthians 10:31

OUR HABITS OF CHARACTER

To enhance and support our vision, mission and values, Deer Lake School has adopted **The 7 Habits of Highly Effective People**, by Dr. Stephen R. Covey. We will use this innovative educational paradigm in our classrooms every day as a way of teaching leadership and character development, as well as putting our core values into practical application. Deer Lake School is proud to be the only authorized Leader in Me school in Metro Vancouver. We believe that everyone can be a leader in their own unique area of giftedness. Some of the skills our students acquire include critical thinking, goal setting, self-directed learning, communication, and the ability to collaborate in groups.

For more information about the Leader in Me program, please visit www.theleaderinme.org.

The 7 Habits of Highly Effective People are:

1. **Be Proactive**—The Habit of Choice. The underlying principle of this habit is that every student is free to choose and is responsible for their choices.
2. **Begin with the End in Mind**—The Habit of Vision. The underlying principle is that mental creation precedes physical creation.
3. **Put First Things First**—The Habit of Integrity and Execution. The underlying principle of this habit is that effectiveness requires the integrity to act on one's priorities.
4. **Think Win-Win**—The Habit of Mutual Benefit. The underlying principle of this habit is that effective, long-term relationships require mutual respect and mutual benefit.
5. **Seek First to Understand, Then to be Understood**—The Habit of Mutual Understanding. The underlying principle of this habit is that to communicate effectively, people must first understand each other.
6. **Synergize**—The Habit of Creative Cooperation. The underlying principle of this habit is that the whole is greater than the sum of its parts.
7. **Sharpen the Saw**—The Habit of Renewal. The underlying principle of this habit is that to maintain and increase effectiveness, we must renew ourselves in body, heart, mind, and soul.

SCHOOL ORGANIZATION

Deer Lake School is an independent school owned and operated by the Seventh-day Adventist Church in Canada. It is part of the North American Division of the Seventh-day Adventist educational system, which operates 7,200 schools worldwide with a total enrollment of over 1.5 million students.

Deer Lake School is recognized and certified as a Group 1 Independent School with the Province of British Columbia's Ministry of Education.

Deer Lake School is a member of the BC Federation of Independent School Associations (FISA). The advantage of membership in FISA lies in belonging to a community that shares a commitment to freedom of choice in education in our province. Deer Lake is a part of the Associate Member Society (AMS), one of five member associations that make up the larger FISA. DLS is also an associate member of the Society of Christian Schools BC (SCSBC).

We believe that no matter what your religion, culture or philosophy of life, an Adventist Christian education can assist your child in making good life decisions and in developing into a responsible global citizen.

ACADEMIC LIFE

CURRICULUM

DLS presents a balanced program, which integrates the subjects recommended by the BC Ministry of Education with the tenets of Biblical faith and Christian principles of living. All courses offered at DLS follow the BC Ministry of Education Curriculum and the Seventh-day Adventist North-American Division (NAD) Curriculum Guides. For information about the BC Ministry of Education curriculum go to <https://curriculum.gov.bc.ca/>, and for more information about the NAD Curriculum Guides go to circle.adventist.org. All classes are taught from a Seventh-day Adventist perspective with course materials provided by the Seventh-day Adventist Education Department.

ADMISSIONS

We encourage all prospective families to visit our school by booking a personal tour or by attending an open house. Families should first contact our Office Manager, Ms. Christina Luk, at admissions@deerlakeschool.ca. She will be able to walk you through the process.

All students are welcome to apply for admissions and may be accepted on the condition that they have met all other standard entrance criteria and follow the Student Code of Conduct. The same standards will be consistently applied to all applicants. All students are required to take Bible/Religious Studies classes and respectfully attend school worships, chapels and assemblies.

Please note:

- Kindergarten and Grade One students are required to be five and six years old respectively on or before December 31st.
- Incoming international students or students transferring from homeschool may be given grade placement or English proficiency screening tests.

An Admissions Committee will review each applicant. The admissions process will not be considered complete until all the following applicable steps have been taken:

- **Fill out the Application for Admission form:** Parents should disclose all information pertinent to the education of their child, including medical, behavioural, and academic challenges.
- **Provide all inclusive education documentation including IEP's** (where applicable).
- **Provide all appropriate study permits, visas, etc.** for international students.
- **Present copies of the student's report cards from the previous TWO years** (if the student has previously been enrolled in a school). Students from non-English speaking schools must present an official English translation of their report card.

- **Attend an in-person interview.** The prospective student, parents, principal, and any other staff chosen by the principal will meet for a mutual question and answer session. Note: Following the interview, the principal or designated staff member will usually contact the previous school to substantiate academic and behavioural claims (if the previous school is in North America). Any misleading or inaccurate information, including the omission of pertinent information, may nullify a student's acceptance and enrolment at Deer Lake School.

INCLUSIVE EDUCATION

DLS will accept students with inclusive learning needs only if appropriate educational support and programming are available. Families of prospective students with inclusive learning needs are required to fully disclose any relevant educational or medical recommendations from clinical professionals when applying for admission. All necessary documentation must be provided before the student can be enrolled. Any nondisclosure of inclusive learning needs may result in forfeiture of enrollment. DLS reserves the right to re-evaluate the enrollment of students with inclusive learning needs at any time during their education and dismiss students whose needs cannot be met by the school.

COMMUNICATING STUDENT LEARNING

Report Cards and Transcripts

All students, Kindergarten to Grade 12, will have the opportunity to participate in one formal parent-teacher conference and one student-led parent conference each year, in addition to receiving formal written reports as outlined below.

Kindergarten-Grade 8

Students in Kindergarten to Grade 8 receive communications of student learning five times a year, including conferences, written reports, and a student-led conference. These reports will focus on student strengths and next steps.

- Parent-Teacher Conference (Oct.)
- Written Communication of Student Learning (Dec.)
- Written Communication of Student Learning (March)
- Student-Led Conference (May)
- Summative Communication of Student Learning (June)

A proficiency scale is used in Kindergarten to Grade 8 and also in Grades 9. In order to give you a clearer picture of the terms used, please see the chart below for a description of each level of proficiency. Please note that proficiency levels do not correlate directly to any specific letter grade.

PROFICIENCY LEVELS			
EMERGING	DEVELOPING	PROFICIENT	EXTENDING
The student is beginning to demonstrate basic knowledge in relation to the learning standards. They are just getting started, and didn't meet many of the learning expectations yet. They can work with ongoing support.	The student demonstrates some knowledge in relation to the learning standards. They are on their way and meeting minimum grade-level expectations. They can work with some support.	The student demonstrates expected skills and knowledge in relation to the learning standards. They've "got it" and have met all of the grade-level expectations. They can work independently.	The student demonstrates knowledge beyond the learning standards. Their work exceeds grade-level and demonstrates knowledge and skills beyond what has been modeled and practiced. They can work independently and can support the learning of others.
<i>"I am just getting started."</i> <i>"I learn best with help."</i>	<i>"I get some of it."</i> <i>"I am beginning to do more and more on my own."</i>	<i>"I get it."</i> <i>"I can do it on my own."</i>	<i>"I get it and go beyond what is expected of me."</i> <i>"I can teach it to a friend."</i>

A child's education is a team effort and we appreciate working together with parents to support each child's learning. Please feel free to contact your child's teacher(s) should you have any questions or would like specific suggestions on how to support your child at home.

Grades 8-9

Students in Grades 8-9 receive formal reports each year. These reports are anecdotal in nature and are assigned BC Ministry proficiency scales: Emerging, Developing, Proficient and Extending. No percentages are given at the junior high level.

However, to aid in the transition to senior high, the following additions are included in the Communication of Student Learning reports:

- Grade 8: At the end of each term, a letter grade is included for core subjects (Math, English, Science and Socials).
- Grade 9: Letter grades are included for all four core subjects (Math, English, Science and Socials) throughout the year. Final letter grades are assigned for all grade 9 courses in the June final report.

Grades 10-12

Students in Grades 10-12 receive four formal reports each year. These reports will use the following standardised provincial grading system, which includes a letter grade and a percentage:

Letter Grades	Percentages
A	86-100
B	73-85
C+	67-72
C	60-66
C-	50-59

Other Reporting Symbols

- I In Progress or Incomplete. *The student, for a variety of reasons, is not demonstrating minimally acceptable performance in relation to the learning outcomes. Parents, students and teachers need to meet to map out requirements and deadlines for a passing grade.*
- F Failed. *The student has not demonstrated acceptable performance in relation to the learning outcomes for the course or subject and grade. If this is a course required for graduation or advancement, it will need to be repeated. Failing grades will not show up on official graduation transcripts. Only completed, passing credits will be indicated.*
- SG Standing Granted. *Although completion of normal requirements is not possible, a sufficient level of performance has been attained, so credit is given. Standing Granted is only used in extreme cases such as serious illness, hospitalization, late entry or early leaving. Standing is granted based on the assessment of a collaborative teacher/administrative team.*
- TS Transfer Standing. *May be granted on the basis of an examination of records from an institution other than a school, as defined by the School Act.*
- RM Requirement Met. *Only used for Literacy 10 Assessments.*

Transcripts

Transcripts are available online through the Ministry of Education. Students are encouraged to fill out an online application that will allow them to view their school marks, transcripts, scholarships and send transcripts electronically to post-secondary institutions and employers. Students must sign up for a BCeID before they can use the Student Transcripts Service. For BCeID questions go to <https://www.bceid.ca>. To register for Student Transcripts Service (STS) students will need their Personal Education Number (PEN), Full legal name, Date of birth, and email address. Please go to the Ministry of Education's Transcripts and Certificate website at <http://www.StudentTranscripts.gov.bc.ca>.

In cases where STS may not apply, such as international universities, please request transcripts from the Deer Lake School office by emailing officemanager@deerlakeschool.ca. All official transcripts will be sent directly to the institution specified in the request.

Official signed diplomas are available free of charge to graduating students.

COURSE LOAD FOR HIGH SCHOOL STUDENTS

Grade 10 & 11 students will take a full course load of 8 classes with no spare blocks. Exceptions for individualised learning (ELL blocks, learning assistance blocks, online schooling, etc) can be made at the discretion of the Administrative Team.

Grade 12 students enrolled at DLS will take 28-32 credits (7 classes and 1 spare or a full course load of 8 classes). Unless granted Administrative permission, students are only permitted one spare study or volunteer block per year. Students who choose a spare block will be assigned to a supervising teacher. Exceptions for individualised learning (learning assistance, online schooling, etc) can be made at the discretion of the Administrative Team.

Courses required for graduation are to be taken at the school at which students graduate, and not through online courses or other options, unless expressly approved by the academic advisor and the administration team.

HOMEWORK

Elementary (K-5)

Homework may be sent home if a student did not complete the work during class time. If your child does not bring work home, please take the time to read to/with your child for at least 20 minutes a day.

Middle School (6-8)

Homework may be sent home if a student did not complete the work during class time. It consists of no more than 1 hour per night. Students are expected to complete all assignments. If a student has been away, they are to complete all missed work promptly or as arranged with teachers.

Secondary (9-12)

Ministry of Education guidelines are from 1 to 2 hours per night. English Language Learners may take twice as long or longer. Examples of homework could include:

- complete work from class
- read a book in English or another target language for a specified time
- work with classmates on a group project
- read or reread text or chapters in a novel
- study for a test
- take time to reflect on a given topic and write about it
- watch a tutorial video or curriculum-related program

Students are expected to complete all assignments. If a student has been away, they are to complete all missed work promptly or as arranged with teachers.

STANDARDIZED TESTS

Students in grades 3-9 will write the [Canadian Achievement Test](#) (CAT) of basic skills each year. Test results are available to parents. Writing this standardized test allows our teachers to have a tangible frame of reference for our students, which in turn will allow us to make decisions regarding programming and curriculum at all levels.

Students in grades 4 and 7 take the [Foundation Skills Assessment](#) (FSA), an annual provincewide assessment of all B.C. students' academic skills.

Students in grades 10 & 12 write Graduation assessments aligned with the curriculum. These three provincial assessments are

- [Grade 10 Numeracy Assessment](#)
- [Grade 10 Literacy Assessment](#)
- [Grade 12 Literacy Assessment](#)

These assessments focus on problem solving and the application of critical thinking skills related to numeracy and literacy.

STUDENT RECOGNITION & AWARDS

- **Grade 12 High Honours Medals:** These are graduation awards for gold cord recipients who have achieved an outstanding 95.0% or higher average in the grade 11 & 12 courses listed in the attached awards chart.

- **Grade 12 Gold Honour Cords:** These are graduation awards for students who have obtained a minimum 90.0% average in the grade 11 & 12 courses listed in the attached awards chart.
- **Grade 12 Burgundy Honour Cords:** These are graduation awards for students who have a 86.0% to 89.9% average in the grade 11 & 12 courses listed in the attached awards chart.
- **Grade 12 Grad Speaker:** The privilege of speaking on behalf of the graduating class at the commencement ceremonies will be granted to a student elected by the grad class. Should extenuating circumstances preclude the student from speaking, the class sponsors may appoint a designated speaker.
- **Governor General Award:** The signed certificate and medal is given to the student with the highest GPA for all grade 11 & 12 classes in a given graduating class. This award is given in the subsequent grad year.
- **End of Year Principal's Excellence Trophies:** These awards are given to students in grades 10-12 who maintained a 90% cumulative average GPA for all their classes in a given year.
- **End of Year Athletic Awards** (*for outstanding skills, coaching, sportsmanship, team sports, etc.-given in the Sports Awards Ceremony at the end of the year*)
- **End of Year Math Contest and Science Fair Awards**
- **GRADUATION District Scholarships & Top Curriculum-Specific Awards**, as well as service and **NAD Caring Heart Awards**
- **Blue Legacy Cords:** These cords are given at graduation to students who have been at Deer Lake School K-12 for a total of 13 years!

48 credits and courses required for High Honours Medals, Gold Cord & Burgundy Cord Evaluation

NOTE: Grade 12 courses must be taken at Deer Lake School

*Fine Arts or Applied Skills 10, 11, 12 (top ONE)	*Bible 12
*Bible 11	*Top STEM 12 (#1)
*First People's New Media 11	*Top STEM 12 (#2)
*A Math 11	*Top Elective 12 (<i>could be another academic class</i>)
*A science 11 (top score)	*English Studies 12
*Socials Justice 12 or History 12 (top score)	
*Career Life Connections 12	

STUDENT LIFE

CO-CURRICULAR STUDENT PARTICIPATION

1. Because Deer Lake School values balance in all aspects of student learning, and aims for excellence, students participating in co-curricular activities are required to maintain passing grade or higher in their classes at each midterm and quarter reporting period. Students must also exhibit satisfactory work habits, citizenship, and adequate participation (*at the discretion of the teachers*) in order to take part in any co-curricular activity. Exceptions may be made for students who have circumstances that prohibit their ability to achieve the necessary requirements. Decisions will be made at the discretion of the teacher and administration.
2. If a student has a grade below 60%:
 - a. He/she shall get a list of required make-up assignments from the teacher of each class where he/she has a grade below 60%.

3. If a student has unsatisfactory work habits, citizenship, and/or participation, they may also need to follow the above one-week probation period, and/or be assigned special activities etc., at the discretion of the teachers.

ATHLETICS

We are the Deer Lake Falcons!



We are members of two leagues:

- **Canadian Adventist School Athletics (CASA)**, which is run within our school authority. We run four tournaments per year: Junior and Senior Football as well as Junior and Senior Volleyball.
- **The Greater Vancouver Independent School Athletic Association (GVISAA)**. We participate in soccer (boys), volleyball, basketball, badminton, Ultimate Frisbee and track and field.

DRESS CODE

Unless granted a specific administrative exemption, the dress code will be in effect during school hours, at all designated school field trips and/or other related activities, and at all public performances presented by the school. When arriving at school, students must be wearing appropriate school uniform.

SCHOOL UNIFORM

PHILOSOPHY

At Deer Lake School, we practice Habit 3 - Put First Things First: "I spend my time on things that are most important". We believe that having a uniform makes getting ready simple and easy for parents/caregivers and our students so they can focus on bringing their best to school every day. We want our students to have a consistent, professional, simple appearance and not have to worry about trends, what other people are wearing and how much it might cost, etc.

A uniform policy enhances a dynamic learning experience, inspires confidence and nurtures the intellectual and social development necessary for success in a future career environment.

We want to prepare students for a successful future while making them as successful as possible in their day-to-day learning experience. Our code of conduct asks students to: "carry yourself with respect and wear your uniform with pride."

SCHOOL UNIFORM

All students are expected to wear:

- All-black shoes
 - Shoes must be well-fitting
 - K-3 should wear black runners only, to support growing foot development and the movement involved in active learning
- Black socks/tights

- Knee socks or tights should be worn with tunics, kilts, and skorts
- Cambridge-supplied bottom options
 - K-4: Tartan tunic, grey skort, grey shorts, grey dress pants
 - 5-8: Tartan kilt, grey skort, grey shorts, grey dress pants
 - 9-12: Tartan kilt, grey skort, grey shorts, grey dress pants
- DLS-branded short or long-sleeve shirt tucked in
 - K-8: Navy
 - 9-12: White
- Additional sweater, vest, blazer or other approved outerwear options as appropriate. Every student must have either a sweater, cardigan, blazer or sweater vest for performances, picture day, and other formal uniform-required events.
 - K-8: Burgundy
 - 9-12: Navy

GYM STRIP & DLS FALCON UNIFORM

Grades 4-7 will wear gym strip either the morning or afternoon of each day a PE class is scheduled and will change at lunchtime. Students are expected to wear:

- Burgundy t-shirt with school logo
- Navy shorts with school logo
- Black socks
- Runners only
 - Ballet slides, dress shoes, or boots are NOT acceptable for PE

Optional cold-weather choice:

- Sweatpants and hooded sweatshirt (only to be worn with gym strip) with school logo
- Black leggings and/or base layer shirts may be layered underneath for added warmth

Students in grades 8-12 who participate in Falcon athletics must purchase the navy & white track jacket with the school logo.

UNIFORM SUPPLIER

Our uniform provider is called [Cambridge Uniforms](https://www.cambridgeuniforms.com). Included below is the information that you will need to purchase the correct uniform items for this coming school year.

- Cambridge Uniforms' website: www.cambridgeuniforms.com
- Our school code: LAK123

Please be aware that uniforms for Deer Lake School must be purchased from the Dollarton location (*not the other Cambridge location*)

Please place your uniform orders by mid June to ensure delivery before school starts. Orders placed in August or September may face delays.

NOTES ON APPEARANCE:

- Families should take stock of uniform fit and condition every few months to make sure student uniforms are well-fitting as students grow.

- Tunic, skort, and short hems should reach 5 cm from top of knee for consistent appearance and freedom of movement
- We recommend wearing bike shorts under kilts and tunics to allow for comfort and ease of movement (also available through Cambridge)
- Any clothing or hairstyle that is distracting to the learning process is not permitted.
 - Hair colours should appear natural, and hair should be neat and clean.
- If makeup is worn, it should be natural-looking. If nail polish or press on nails are worn, they should be in muted, neutral tones.
- Any tattoos must not be visible.
- In keeping with a consistent uniform appearance and general safety guidelines, we ask that jewellery not be worn.
 - *Religious articles such as head coverings and other pillars of faith are approved, as are small, simple, neutral-coloured studs to maintain ear piercings.
 - This expectation includes casual days.
- Hats/toques/baseball caps are not to be worn in the building outside of Theme days (e.g., "Hilarious Hat & Hair Day"). The expectation of no hats indoors also applies to Casual Days.
- Hair bands, scrunchies, ties or bows should either be purchased through Cambridge Uniforms or be in solid black or navy.
- Any additional, non-uniform, layers worn for warmth must not be visible.

THEMED/CASUAL DAYS

Deer Lake School recognizes that on non-uniform days, a student's choice of dress can form an important part of self-identity. However, all accessories and clothing worn on Casual Fridays and Theme Days should also be appropriate, reflective of Deer Lake School standards. Students are expected to be dressed and groomed in a manner which will not be disruptive to the educational process, constitute a health or safety hazard, or violate civil law. Clothing items that have profanity or pornography are not permitted. Nor are items that promote hatred, discrimination or illegal activities.

Clothing worn on non-uniform days should be appropriate for the occasion. Shirts and skirts should provide coverage that allows for free movement without need to adjust (pulling up at neckline or down at midriff or legs). Graphic designs should be in keeping with core Deer Lake School values. Underwear should not be visible. Pants/jeans should not be excessively tight; leggings are not acceptable unless under a skirt or tunic-length shirt.

FOOTWEAR

Shoes must be worn at all times when walking around the classroom or school facility, and should be appropriate for the activity. Bare feet are acceptable for gymnastics. However, when leaving the gym, shoes must be worn. Formal school dress uniform should include close-toed black shoes. Boots, crocs, slides and other casual footwear are not accepted.

SCHOOL HOURS

Kindergarten & Grade 1

- 8:30 am to 2:50 pm Monday-Thursday

- 8:30 am to 1:50 pm Friday

Grade 2-5:

- 8:30 am to 3:00 pm Monday-Thursday
- 8:30 am to 2:00 pm Friday

Grades 6-8:

- 8:30 am to 3:15 pm Monday-Thursday
- 8:30 am to 2:15 pm Friday

Grades 9-12:

- 8:30 am to 3:15 pm Monday-Thursday
- 8:30 am to 2:15 pm Friday

ATTENDANCE POLICY

In addition to achieving academic excellence, good attendance and punctuality are valuable life skills that can be attained by every student.

Attendance Expectations

- Students must be in attendance and under supervision for the purpose of receiving instruction in an educational program for a minimum of 850 hours each school year. Scheduled breaks (recess, lunch) do not count toward instructional hours. *(Students must attend at least 600 instructional hours between July 1 and May 15 to qualify for provincial funding)*
- Parents/Guardians are responsible for ensuring their child's regular attendance and notifying the school of absences.
- Classes begin at 8:30 am for K-12. Students are encouraged to arrive no later than 10 minutes before school begins. Students who arrive after the morning bell must check in at the office.
- Students are expected to be prompt and regular in attendance for all classes and assemblies.
- If you are sick or have any flu-like symptoms, PLEASE DO NOT COME TO SCHOOL, and have parents contact the office as soon as possible.

Excused vs. Unexcused Absences

- Excused Absences include but are not limited to:
 - Illness or medical appointments
 - Family emergencies
 - School-sponsored activities
 - Extenuating circumstances approved by the principal
 - Religious observances
- Unexcused Absences include but are not limited to:
 - Truancy (absence without parental notification)
 - Skipping classes
 - Family vacations taken during instructional days without prior approval or notification

Absence Notification

- i. Please phone (604-434-5844) or email (office@deerlakeschool.ca) (the school office) no later than 8:30 am on the day the student is absent or late for school for any reason.
- ii. If a student is absent without notification, the school must contact the parent within the first hour of the school day.

Appointments during the school hours

Whenever possible, we request that parents make medical and dental appointments after school to avoid conflict with learning time.

Guardians who pick up their student(s) before dismissal need to:

- Email the school office 24 hours in advance of the early pickup with a cc email to your student's classroom or homeroom teacher
- When the early pickup time arrives, parents K-12 need to park and come into the school office to sign out their student.

*If parents of older students are permitting the student to leave early and take the bus, the parent needs to email the school 24 hours prior to early dismissal and should include parental permission for the student to take the bus.

Extended Vacations

There are extended breaks during the school year and parents are requested to plan their vacations to coincide with these holiday times. If a student will be away from the classroom, please fill out an Absentee Notice available at the school office. Trips taken during the school year due to extreme circumstances will be reviewed on an individual basis by the administration, provided official written notification is given to the school no less than 10 days prior to the beginning of the trip. A plan for continued learning needs to be in place in order for the trip to be marked as excused.

ARRIVAL & DISMISSAL PROCEDURES

In order to ensure the safety and supervision of our students, please arrange to have students arrive at school between 8:00-8:20 am. Students should not arrive on campus before this time, unless registered for Before School Care (Grades K-7). Between 8:00-8:20, limited staff supervision will be provided for students who gather under the awnings outside their assigned entrances. For those not enrolled in Before School Care, the building opens to all K-12 students at 8:20 am.

Dismissal Times

K-1: M-Th 2:50 pm, F 1:50 pm

2-5: M-Th 3:00 pm, F 2:00 pm

6-12: M-Th 3:15 pm, F 2:15 pm

Students must remain in their classrooms until their teacher is notified that their parent has arrived in the pick-up line. Pick up should take place at the dismissal time of the oldest child in the family in order to ensure a smooth dismissal process.

Drivers should enter the parking lot, staying inside the coned lane, and wait to let students out of the vehicle. Only once they've entered the "green zone" of cones at the south end of the

lot and pulled up as far as possible, should students exit the vehicle. Upon exiting, vehicles must turn left to leave the campus.

Volunteers will assist students to cars and direct drivers to pull out of the lane once the student(s) enter the vehicle.

Drivers should proceed with extreme caution leaving the parking lot.

At dismissal, all K-3 students registered for our licensed After School Care program will be escorted to the Assembly Room and Humanities Room. Any students who have not been picked up will be escorted to the office where their parent/guardian will be contacted.

Any family with a child remaining in the office after 3:30 will be charged \$15 per every 15 minutes to cover the cost of supervision for unforeseen circumstances.

BEFORE AND AFTER SCHOOL CARE

Our Before and After School Care Program operates from 7:30-8:20 am and 2:50-6:00 pm Monday to Thursday; 1:50-5:00 pm Friday. The Before and After School Care Program provides a play-based learning experience where children can develop self-esteem, cooperation, team work, problem-solving skills and more. The program is based on the age and interests of the children in attendance. It gives time for children to do their homework and provides activities for academic enrichment.

Children must be registered for this program, and space is limited due to government licensing regulations for the supervision of children. Rates and application forms are available in the office. **The After School Care telephone number is 604-816-5845.**

SCHOOL CLOSURES

During the winter months, there may be days when the road conditions are considered too dangerous for travel and school will be closed. Power outages, heat waves, and air quality alerts may also affect school closures. These decisions are made by the administration as early as possible and will be communicated to families via our facebook page and school website.

TECHNOLOGY

At Deer Lake School, we have different policies for cell phone use based on grade level to best support our students' learning.

Kindergarten - Grade 9

Students in these grades should not use their cell phones, smartwatches, or other personal devices during the school day. Any device brought to school must be kept off and secured in their locker and should not be on their person.

Grades 10 - 12

High school students have the privilege of using their phones responsibly at the teacher's discretion. All use must follow the teacher's instructions and the signed Acceptable User Policy and BYOD Agreement.

School-Wide Rules

- No unauthorized recordings: Students are not allowed to make video or audio recordings of other students or staff at any time without explicit permission for an academic purpose.
- Designated phone use: All high school students (grades 9-12) may use their cell phones in the school lobby between 3:15 pm and 3:45 pm for checking bus schedules or coordinating with parents.
- Parent contact: If a parent needs to reach a student, they should call the school office. If a student needs to contact a parent, they can use a classroom phone or the office landline.
- Responsibility: You are responsible for any device you bring to school. Deer Lake School is not liable for lost, stolen, or damaged equipment.
- Disciplinary action: Any use of a device for bullying, ridiculing, or defaming another person will result in disciplinary action.

LOCKERS & LOCKS

- Lockers are provided for all students in Grades 6-12. Students are expected to keep their lockers tidy. Random spot checks may occur. The school is not responsible for the loss of valuables.
- Although the lockers are the property of the school, students are expected to treat them with the same care as if they were their own.
- Please secure your valuables in your locker. Don't share the combination code. You are responsible for the security of your items. Lock your locker or leave valuables at home!
- A school lock will be issued at the beginning of the school year to each student in Grades 6 and up. These locks must be returned at the end of the school year or the student will be charged a \$10 replacement fee. The lock is to be used to protect the student's belongings. Students should NOT share the combination with any other student so as to prevent any unauthorized entry into a locker.

CODE OF CONDUCT

Every student enrolled at Deer Lake School is expected to follow the Code of Conduct. Everyone has the right to function in a safe, happy, and orderly environment which creates an opportunity for learning and growth. The goal is to support students in the development of their character and to help them make positive choices.

The Code of Conduct is in effect:

- when a student is on school property
- while travelling to and from school
- when attending a school function
- when representing the school

- when a student is identifiable as a member of the school

TARGET BEHAVIOURS

	CLASSROOMS	COMMON AREAS hallways, washrooms, lounge	PLAYGROUND/GYM	FIELD TRIPS	ASSEMBLIES
INTEGRITY Live out your values	• Put First Things First • Begin with the End in Mind • Have a positive attitude • Do your best • Demonstrate integrity	• Walk quietly on the right-hand side • Use appropriate language & volume • Keep lockers tidy and secure	• Be active • Make safe decisions • Be a team player - Synergize • Use equipment appropriately	• Be engaged, follow instructions • Try new things and be open minded	• Listen actively and patiently • Keep devices off • Enter and exit quickly and quietly
	Carry yourself with respect and wear your uniform with pride				
SERVICE Look for ways to help others and to demonstrate stewardship	• Be helpful to others • Keep the classroom clean and safe • Be Proactive - Take Initiative	• Pick up litter • Keep the school attractive • Offer assistance to others • Care for school property	• Return borrowed equipment • Clean up litter • Reduce, Reuse, Recycle	• Leave areas cleaner than we find it • Be Proactive - Take Initiative • Express gratitude	• Help with setup and cleanup • Respect personal space • Be willing to serve and lead • Express gratitude
FAMILY Show love and respect for each other	• Listen, be kind and truthful • Respect others' ideas • Assume the best of others • Have a welcoming attitude • Maintain positive relationships	• Honour others by respecting displayed work • Be polite & use good manners • Look after one another • Have a welcoming attitude	• Include others • Keep hands, feet, and objects to yourself • Play by the rules • Be mindful of others' personal space • Be a good role model • Think Win-Win	• Be polite and respectful • Be a gracious guest • Be an ambassador for God, DLS & yourself	• Applaud appropriately • Be a good role model • Be a gracious host • Be an ambassador for God, DLS & yourself
BELIEF Be an ambassador for God, DLS & yourself	• Look for God's love in others and in yourself • Enjoy and respect God's creation • Sharpen the Saw - Reflect daily • Seek First to Understand - Be respectful of others' beliefs • Do unto others as you would have them do unto you				

HARASSMENT & BULLYING PREVENTION

At Deer Lake School, your child's safety and well-being are our highest priority. Every student deserves a safe, accepting, and respectful learning environment. We are committed to protecting our students from all forms of bullying and harm, regardless of their gender, race, culture, or religion, in a way that aligns with our faith and values.

Any student who engages in behavior that promotes hatred, intolerance, aggression, or violence—including bullying, harassment, and cyberbullying—is threatening the safety of our school community. These actions, whether they occur at school or online, will be subject to a serious review.

While we will always consider a student's age and personal circumstances, protecting every student's safety is our highest priority. Depending on the severity, these actions could result in

removal from the school and/or a referral to law enforcement. We will also take every reasonable step to protect, from retaliation, any student who reports a complaint.

We believe all students have the right to a supportive environment as well as the responsibility to help create it. We define harassment as any behaviour that threatens a person's dignity and self-worth. It can take many forms:

- **Emotional:** Being deliberately unkind, excluding someone, or tormenting them.
- **Physical:** Pushing, kicking, or threatening someone.
- **Verbal:** Name-calling, spreading rumours, or making offensive jokes.
- **Visual:** Sharing any material that causes offense.
- **Sexual:** Any unwanted touching, comments, or advances.
- **Cyberbullying:** Using the internet or social media to harm, harass, or damage someone's reputation.

If you or your child experiences or witnesses any of these behaviors, please report it to a staff member immediately. The incident will be quickly and thoroughly investigated. In severe cases, we will contact the RCMP. After the situation is resolved, we will continue to monitor all students involved to ensure the behavior does not happen again.

PUBLIC DISPLAYS OF AFFECTION (PDA)

- Please go out of your way to minimize physical contact and general touching of other people. Respect people's personal space. Some people are uncomfortable with physical proximity (and not just during flu season!).
- Students are to refrain from all forms of romantic physical contact or sexual activities.

PLAGIARISM, ACADEMIC INTEGRITY & ARTIFICIAL INTELLIGENCE

Deer Lake School students are expected to practice academic honesty.

Plagiarism and cheating constitute academic dishonesty and are completely unacceptable.

Plagiarism is submitting or presenting work created by either another person or a non-human entity, as your own. The submissions could be *written, musical, artistic, photographic, etc.* Work is plagiarized if any part of it is taken from another source (*including generative AI technology such as ChatGPT*) without proper reference or citations. Plagiarized work will result in an automatic zero and will be tracked by school administration. Repeated offences may result in a referral to the Discipline Committee.

Cheating includes, but is not limited to, copying homework, purchasing assignments from others and presenting them as your own, using non-approved electronic help during a test, or looking at another student's test. No credit is given for work that is copied or lent to be copied.

How to Cite ChatGPT (APA 7th ed.)

OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model].

<https://chat.openai.com/chat>

Parenthetical citation: (OpenAI, 2023)

Narrative citation: OpenAI (2023)

UNIFORM ACCOUNTABILITY

Occasionally, students will need support to ensure they are properly meeting uniform expectations.

Elementary (Kindergarten to Grade 5)

We will be focusing more on sharing reminders and feedback to students when their uniform is out of compliance. Elementary parents (Gr. K-5) can expect to receive a Uniform Infraction slip when appropriate. The notice will itemize the areas of uniform that were out of compliance with the school uniform policy. Uniform Infraction slips must be signed and returned to the homeroom teacher. If you have any questions about the school's uniform expectations, please don't hesitate to contact your child's teacher.

In cases of recurring infractions, the administration may reach out to parents to better understand the situation and collaborate on a plan to resolve it.

We kindly ask that all uniform expectations be met each morning as your child prepares for school. Thank you for your partnership!

Middle & High School (Grade 6 to Grade 12)

The **first** time a high school student is not in uniform they will:

- Receive a uniform infraction, recorded and tracked by the office.

On the **second** occasion, they will:

- Receive a uniform infraction, recorded and tracked by the office.
- The office team will contact parents to inform them of the situation and seek their support in helping the student follow through with a plan to meet uniform expectations.

On the **fourth** occasion, they will:

- Receive a uniform infraction, recorded and tracked by the office.
- The office team will contact parents to inform them of the situation and seek their support in helping the student follow through with a plan to meet uniform expectations.
- Meeting with Mr. Martin to discuss challenges with the uniform policy adherence and plan for improvement.

If uniform infractions persist:

- Students may be required to serve a detention during their lunch time recess.
- The student will be referred to the Behavioural Coaching Committee to provide greater support and accountability to the student in meeting uniform expectations.
- If necessary, talk with the principal or vice-principal to formulate a new plan to ensure the lapse does not happen again. Parents and administrators might also need to communicate to figure out how to support or tweak the student's plan.

ATTENDANCE ACCOUNTABILITY

Absenteeism:

If a student has:

- Chronic absenteeism (10% or more absences) this will trigger intervention strategies, including parental meetings and, if necessary, district support services.
 - The student will be referred to the Behavioural Coaching Committee to provide greater support and accountability to the student in meeting attendance expectations.
- 1 unexcused absences – School contacts parents with an attendance reminder.
- 2 unexcused absences – School contacts parents, student meets with Mr. Martin.
- 3+ unexcused absences – The matter will be sent to the discipline committee.
- 10+ unexcused absences – The Office of Education is notified, and an intervention plan is developed.

NOTE: If the number of unexcused absences exceeds the amount allowed by the BC Ministry of Education, causing the school to lose government funding for that student, the amount of lost funding will be added to the tuition payment for the student until the end of the school year.

Tardiness:

K-5:

- Teachers & administration will reach out to parents to develop a solution to remedy the situation.

Middle & High School (Grade 6 to Grade 12)

Student has accumulated **30 minutes of unexcused tardiness:**

- The office team will contact parents to inform them of the situation and seek their support in helping the student follow through with a plan to meet attendance expectations.

Student has accumulated **60 minutes of unexcused tardiness:**

- The office team will contact parents to inform them of the situation and seek their support in helping the student follow through with a plan to meet attendance expectations.
- Meeting with Mr. Martin to discuss challenges with the attendance policy adherence and plan for improvement.
- Students may be required to serve a detention during their lunch time recess.

If unexcused tardiness persists:

- Students may be required to serve a detention during their lunch time recess.
- The student will be referred to the Behavioural Coaching Committee to provide greater support and accountability to the student in meeting attendance expectations.
- If necessary, talk with the principal or vice-principal to formulate a new plan to ensure the lapse does not happen again. Parents and administrators might also need to communicate to figure out how to support or tweak the student's plan.

DEVICE ACCOUNTABILITY

Occasionally, students will need support to ensure they are properly meeting our device expectations.

Middle & High School (Grade 6 to Grade 12)

The **first** time a high school student is not adhering to school's device policy:

- Receive a device infraction, recorded and tracked by the office. The device stays at the office until the end of the day. (each time)

On the **second** occasion, they will:

- Receive a device infraction, recorded and tracked by the office. The device stays at the office until the end of the day.
- The office team will contact parents to inform them of the situation and seek their support in helping the student follow through with a plan to meet device expectations.

On the **fourth** occasion, they will:

- Receive a device infraction, recorded and tracked by the office. The device stays at the office until the end of the day.
- The office team will contact parents to inform them of the situation and seek their support in helping the student follow through with a plan to meet device expectations.
- Meeting with Mr. Martin to discuss challenges with the device policy adherence and plan for improvement.

If device infractions persist:

- Students may be required to serve a detention during their lunch time recess.
- The student will be referred to the Behavioural Coaching Committee to provide greater support and accountability to the student in meeting device expectations.
- If necessary, talk with the principal or vice-principal to formulate a new plan to ensure the lapse does not happen again. Parents and administrators might also need to communicate to figure out how to support or tweak the student's plan.

CITIZENSHIP

Deer Lake School students are expected to exhibit qualities of respect, responsibility and loyalty. Students are to respect the property and privacy of fellow students as well as people in positions of authority. Students can be expected to be loyal to the school and fellow students, as well as to parents and to God. Fellow students and staff alike appreciate students who are pleasant, productive citizens of the community.

SPEECH

Students are encouraged to develop their verbal skills to a high degree so that they can speak clearly and expressively. Students are to carefully consider the impact of their words and not use words to tear down other people. Students should also refrain from language that is vulgar, immoral or profane.

DISCIPLINE

At Deer Lake School we desire to be redemptive about discipline. We view discipline as training for students rather than arbitrarily punitive. We also take the view that students do well if they can, and we make a concerted effort to address the lack of skills and the unsolved problems that are most often the cause of discipline issues. To determine the best course of action with a student, we believe it is essential to uncover the root of the problem. We believe in sitting with a student, seeking first to understand, and then focussing on creating win-win situations. We seek to include all parties involved.

Behavioural Support and Discipline

At Deer Lake School, we believe in a proactive and restorative approach to student behaviour. For minor issues, our staff and administration will work directly with students and parents. For more serious or repeated issues, we have two committees to provide support and ensure a fair process.

Behaviour Coaching Committee (BCC)

The goal of the **BCC** is to support and coach students to make positive choices *before* disciplinary action is needed. However, the BCC may, if necessary, refer any issue to the Discipline Committee. When a student is referred to the BCC, they will be paired with a staff member who will:

- Meet regularly with the student.
- Help the student set short-term and long-term goals.
- Work collaboratively to solve challenges.
- Celebrate progress and anticipate future difficulties.

Reasons for Referral to the BCC may include:

- Significant physical altercations or repeated conflicts.
- Bullying.
- Repeated violations of academic integrity, uniform rules, or attendance policies.
- A pattern of unkind behaviour.
- A breach of the BYOD policy.

Discipline Committee

The **Discipline Committee** is formed to address serious disciplinary issues. If your child is involved, we will inform you right away. The committee includes the BCC Chair, a Vice Principal, a grade-level teacher, the student's homeroom teacher, and a fifth staff member. The Principal may participate in the discipline committee as well.

The committee's process is as follows:

1. **Gather Information:** We will collect evidence, talk to supervising staff, and meet with the students involved.
2. **Contact Parents:** We will contact parents within one business day to arrange a meeting.

3. **Make a Decision:** We will decide on an appropriate intervention and communicate it to both the student and parents.
4. **Follow-Through:** We will ensure the agreed-upon plan is followed.
5. **Document:** We will document the entire process, including evidence and communications.

Possible Interventions may include:

- Detention served during lunch time recess.
- Loss of privileges.
- A research assignment or volunteering in a different classroom.
- Planning and implementing restorative actions.
- In-school or out-of-school suspensions, in consultation with the principal.
- Expulsion of students if deemed necessary, in consultation with the principal.

PROCESS TO RESOLVE DISPUTES

Procedural fairness is important at Deer Lake School. We do our utmost to promote justice and fair play in our relationships with students, teachers, and parents. We believe that it is important not only for conflicts to be dealt with fairly, but that all parties involved feel as though they have been openly and honestly heard in their concerns.

In an effort to seek healthy solutions when issues of concern arise, Deer Lake School administration supports the following process:

1. Parents should first take their concern directly to the teacher involved in the situation. Please email or telephone the teacher to make a mutually convenient appointment.
2. Both parties will seek to create a face-to-face meeting to discuss issues of serious concern. The guiding principle should be to “seek first to understand, then to be understood.”
3. If both parties have met, but do not feel that a “win-win” solution has been achieved, either the parent or teacher can ask the vice-principal or principal to review the issue.
4. Both parties will meet with and discuss the matter with the vice-principal or principal.
5. If a mutually acceptable resolution is not achieved in this meeting with the vice-principal or principal, the matter can then be referred to the Deer Lake School Board for hearing by the board.
6. The Deer Lake School Board will appoint an ad hoc sub committee to review the matter, in full consultation with the parent, teacher, and administration. The school board will do everything possible to create a mutually acceptable solution.
7. The Deer Lake School Board’s decision will become the final authority in the resolution process.

HEALTH & SAFETY

ABUSE PROTOCOL

Everyone who has reason to believe that a child has been or is likely to be physically harmed, sexually abused or sexually exploited by anyone, or needs protection in the circumstances described in section 13 (1)(d) to (k) of the Child, Family and Community

Service Act, is legally responsible under section 14 of the Act, to report the incident or situation promptly to a child protection social worker. In British Columbia, a child is anyone under the age of 19. Therefore, Deer Lake School follows the policies and protocols as set out in the *BC Handbook for Action on Child Abuse and Neglect, Responding to Child Welfare Concerns*, as well as *Supporting our Students: A Guide for Independent School Personnel Responding to Child Abuse*.

In the event of suspected child abuse and/or neglect, the staff member learning of or suspecting abuse and/or neglect will contact one or more of the following agencies: Ministry of Children and Family Development (MCFD), the Delegated Aboriginal Child and Family Services Agencies, the Police if the child is in immediate danger and/or when a criminal offense is suspected. In addition, the staff member also needs to contact the principal or Conference superintendent.

Contact	Phone Number	Additional Info
Ministry of Children & Family Development (Burnaby office)	604-660-9494	Open Monday to Friday, 8:30 am – 4:30 pm Ministry of Children and Family Development - Province of British Columbia
Aboriginal Child & Family Service Agency	604-660-9544	Contact - FVACFSS
MCFD After Hours	1-800-663-9122	
Police (Burnaby)	604-646-9999	Emergency situation: 911
Principal	604-434-5844	Philippe Martin
OE Superintendent	1-604-853-5451 ext. 320	Cathy Domke

EMERGENCY RESPONSE DRILLS

Regular fire, earthquake, lockdown, and other security drills are held each year in order to train students how to respond in a real emergency situation. All visitors (*parents & volunteers*) are expected to evacuate the building along with the students and staff.

SMOKING, DRUGS AND ALCOHOL

Cigarettes, electronic cigarettes, vaping supplies, drugs (including cannabis) and alcohol are not permitted on school grounds. It is illegal to use these and other intoxicating substances on school property.

WEAPONS/EXPLOSIVES

All weapons, potential weapons, dangerous items that may be used as a weapon, or items explosive in nature are forbidden on school property. This includes knives, pellet guns, fireworks, and dangerous chemicals. If a student is suspected of having a weapon/explosive at school, the student will be asked to give it to administration. Lockers and personal belongings will be searched. Weapons infractions will be dealt with by the Discipline Committee. Students may also need to meet with a member of our school RCMP Youth Liaison Team.

MEDICAL INFORMATION

Students receive regular health services from the Fraser Health Authority. If your child has a medical condition such as a severe allergy or a chronic health condition, please provide the office with the necessary information in writing. If your child becomes sick during the school day, a call to the parents will be made and arrangements will need to be made to pick up your child.

NUT AWARE

Because of life-threatening nut allergies, Deer Lake School is a **Nut-Free** school. No nuts of any kind are to be brought into the school. Please speak to your child's teacher before bringing food to share with the class.

DISPENSING OF MEDICATION

Dispensing medication in any form is not practised at the school unless a written arrangement has been made, and the appropriate forms have been filled out. Full instructions for dispensing the medication must be provided.

HEAD LICE

Head lice are common in schools. Lice are not a serious health hazard, just a nuisance requiring quick and persistent attention. If your child has head lice, please notify the school immediately. Head lice travel easily from child to child if they are not treated immediately. If it is discovered that your child does have head lice, he or she will be sent home until the proper treatment has been completed. Students will not be allowed to return to school until it is confirmed that there are no more lice or nits.

GENERAL INFORMATION

POWERSCHOOL

DLS uses an online student information system called PowerSchool to provide real-time access to student progress and to update parents on the information they need to know. Parents and students are encouraged to access PowerSchool to monitor student progress and daily homework. More information about parent access to PowerSchool will be provided at the start of each school year.

LUNCH

- The school offers a catered hot lunch program. Students can pre-order and purchase vegetarian hot lunches through a school-authorized program on a monthly basis.
- **Any other ordering of food (*Skip the Dishes, etc.*) is NOT permitted during school hours. Delivery people will be turned away.** Please understand that screening of strangers at the school, plus those constant interruptions for office staff, is NOT a viable option for all concerned. However, food may be ordered by the classroom teacher for special class events. **All food orders must be pre-approved by the homeroom teacher.**
- Students may not bring their own electrical appliances to use at the school.

PERSONAL INFORMATION PRIVACY POLICY

Deer Lake School works in accordance with the Personal Information Privacy Policy of the Seventh-day Adventist Schools in British Columbia. A copy of this policy is available from the Principal.

STUDENT DRIVERS

All student drivers must complete the Student Driver Form and submit all necessary documentation to the school office. Because of limited parking space, student drivers will be asked to park along the street.

STUDENT VISITORS

All student visitors wanting to visit a classroom during the school day are asked to complete the Student Visitors Request Form and have it approved at least 24-hours before the visit.

VOLUNTEERS

Volunteer help is welcomed and appreciated. Parents and others who would like to do volunteer work at the school may do so by making arrangements with the office. Volunteers are welcomed and appreciated. However, to continue to have a safe environment for everyone, the following forms and completed procedures must be recorded in the office before volunteering:

- A valid criminal record check (expires every 5 years usually)
 - Volunteers will need to connect with the Office Manager (officemanager@deerlakeschool.ca) who will submit a request on their behalf.
- A [School Declaration for Occasional Volunteers](#) form (one-time)
- Volunteer/Contractor Student Interaction Agreement (one-time)
- [Off-Site Activities Consent of Volunteer & Acknowledgment of Risk](#) for any overnight field trip such as HS campout, gymnastics tour, sports tournaments etc. (a separate form for each unique overnight field trip)
- DLS School Board approval (annually)

PARENT GROUP CHAT GUIDELINES

At Deer Lake School, our digital communication should mirror our commitment to **Family** and the **7 Habits**. These spaces are meant for **Synergy**—building a supportive community for the benefit of the student and parent experience at the school.

Community Norms

- **Be Inclusive:** Use **WhatsApp** (accessible to all devices) and ensure no parent is excluded. Every family belongs here.
- **Stay Positive:** Focus on encouragement and information. Group chats are not the venue for disparaging others or airing grievances. See “Protocols for Concerns”
- **Respect Privacy:** To maintain **Integrity**, do not post photos or discuss the specific academic or behavioral needs of any student.
- **Purpose-Focused:** Please refrain from advertising private enterprises. Keep this space dedicated to our shared mission.

Protocols for Concerns

When challenges arise we **Seek First to Understand** through direct communication rather than public forums. Please resolve issues using this path:

1. **Teacher:** Speak directly with the person involved to find a **Win-Win**.
2. **Divisional VP:** For further support and guidance.
3. **Principal:** For matters requiring administrative oversight or policy clarification.

By honoring these boundaries, we "Sharpen the Saw" together, ensuring our school remains a grace-filled environment for all.

PARENT DRIVERS

Deer Lake School is delighted to have volunteer parent drivers. In order to participate, parents must have vehicles in good working condition with at least 3 million dollars liability insurance (copies of insurance papers to be submitted to the school office). As well, parent drivers must submit a yearly Driver's Abstract from ICBC and have the Criminal Record Check done as indicated for all school volunteers.

WITHDRAWAL PROCEDURE

Students wishing to withdraw will need to fill out a withdrawal form and an exit survey, which are available at the school office. Items borrowed from the school (i.e. textbooks) will need to be returned and the account must be paid in full.

FINANCES

REGISTRATION FEES

Registration fees are in place for Kindergarten to Grade 12, and are due and payable at the time of registration. The registration fee is non-refundable. Registration fee information is available at the school office.

The registration fee includes provision for computers, yearbook, student portraits, and partial field trip expenses. Some class trips and special programs, such as graduation or athletic events, have extra charges.

LATE REGISTRATION AND WITHDRAWAL

A student registering before the 15th of any month will pay tuition charges for the entire month. A student withdrawing after the 10th of the month will pay tuition charges for the entire month.

PAYMENT OF TUITION FEES

Arrangements for tuition payments are made at the school office at the time of registration. Tuition fees are paid the first day of each month (September to June) for local students by pre-authorized debit/Visa/Mastercard (a 3% service fee will be added to all payments made by credit card).

For International students, tuition is due in full at the time of registration by cash/certified cheque/bank draft and cannot be refunded. Please keep your bank statements as your receipt.

OVERDUE ACCOUNTS

We understand that managing finances can be challenging, and we want to work with you. Here is a summary of our tuition payment policy and the steps we take to support our families.

- **Due Date:** Tuition is due on the 1st of each month.
- **Late Fee:** An account with an outstanding balance after the 1st of the month will be charged a **\$25 handling fee**.
- **30 Days Past Due:** We will send a second reminder.
- **60+ Days Past Due:** A **2% per month fee** will be applied to the outstanding balance. At this point, school administration will reach out to schedule a meeting to discuss payment options and find a solution.
- **Pre-registration:** Families with an account more than 60 days past due will need to meet with the **Financial Clearance Committee** to create a payment plan before they can pre-register their child for the next school year. If an agreement is not reached, the student may be placed on a waiting list.
- **Collections:** Accounts with an outstanding balance for which no payment arrangements have been made may be turned over to a third-party collection agency.

We encourage any family experiencing financial difficulties to contact the school office as soon as possible. We are here to help and want to work with you to find a solution.

FAMILY DISCOUNT

The third student from an individual family unit is charged half of the applicable tuition rate. Additional immediate family members will not be charged tuition or other fees. (Not Applicable to International Students)

CONSTITUENT CHURCH SUBSIDY

Please indicate Seventh-day Adventist Church membership in a constituent congregation to apply for discounted, church-subsidized tuition rates. Our constituent churches include:

Constituent Churches

Burnaby Filipino Adventist Church

Pastor Theody Malabanan

Email: theodysm@gmail.com

Journey Adventist Church

Pastor Aaron Sikhosana

Email: asikhosana@bcadventist.ca

Cornerstone Adventist Community Church

Pastor Aleksandar Macura

Email: amacura@bcadventist.ca

New Life Adventist Church

Pastor Titmus Morgan

Email: tmorgan@bcadventist.ca

Inspire Ministries SDA Company

Pastor Matthew Reyes

Email: mreyes@bcadventist.ca

Pastor Chermilyn Ricalde

Email: cricalde@bcadventist.ca

Oakridge Adventist Church

Pastor Rhoda Klein-Miller

Email: rhoda@oakridgeadventist.ca

Pastor Jesame von Tronchin

Email: jesame@oakridgeadventist.ca

The Crossing Adventist Company

Pastor TBD

Email: TBD

Vancouver Chinese Adventist Church

Pastor: TBD

Email: TBD

Pastor Rhoda Klein-Miller

Email: rhoda@oakridgeadventist.ca

Vancouver Filipino Adventist Church

Pastor: TBD

Email: TBD

Pastor Chermilyn Ricalde

Email: cricalde@bcadventist.ca

Westminster Adventist Church

Pastor Normand Cote

Email: ncote@bcadventist.ca

Westminster Ukrainian Slavic SDA Church

Pastor Ruslan Vilkhovyi

Email: rvilkhovyi@bcadventist.ca

TUITION-TAX DEDUCTIBLE RECEIPT

Deer Lake School, in conjunction with the Seventh-day Adventist Church (BC Conference), issues tax receipts for part of the tuition as charitable donations. The charitable donations receipt covers the religious portion of the tuition, and it is calculated by deducting the secular portion from the total tuition paid. A receipt will be issued annually in February.

NSF PAYMENTS

In the event that a payment is not honoured by the bank due to insufficient funds in the account, the school will contact the signatory as soon as possible in order to arrange for a valid replacement cheque, or cash, in the amount of the original cheque plus the bank charges against the school for handling the NSF cheque. An invoice will be issued for the additional bank charges and a receipt will be given for payment received.

DONATIONS

Tax-deductible receipts are issued to school supporters who give donations of \$25 or more. Typically, these receipts are issued 8-12 weeks following the end of the fiscal year.

FEES: DAMAGED PROPERTY, TEXTBOOKS and SUPPLIES

Student accounts will be billed for the cost of labour and materials to repair or replace school property damaged or destroyed by students.

Textbooks are on loan. Students are responsible for returning them and other borrowed school supplies in good condition. Parents will be required to pay for undue damage or loss of textbooks. Replacement fees for other lost or damaged school property, such as graphing calculators, laptops, Chromebooks, etc. will also be charged.

DEER LAKE SCHOOL

2026-2027 Contact Information

Name	Ext.	Email Address	Position Description
Andrade, Marc	205	mandrade@deerlakeschool.ca	STEM 8&9; Bible 9
Bag-Ayan, Clea	147	cbagayan@deerlakeschool.ca	Before and After School Care Coordinator
Beltran, Irene	132	accounts@deerlakeschool.ca	Accountant
Bispo, Marcia	129	mlbispo@deerlakeschool.ca	Director of Spiritual Care
Cautivar, Cassandra	104	ccautivar@deerlakeschool.ca	Grade 3
Correa, Luana	0	lcorrea@deerlakeschool.ca	Education Assistant
Cox, Candice	136/0	office@deerlakeschool.ca	Administrative Assistant
Droguett, Beatriz	0	bdroguett@deerlakeschool.ca	Before School Care Assistant; Education Assistant
Emmons, Byron	134	bemmons@deerlakeschool.ca	Band 6-10; Careers 6, 8, 9; Music Composition & Production 11/12; ADST 6/7
Emmons, Esmon	133	eeemmons@deerlakeschool.ca	Bible 11; WWK 11/12; PE 8/9; ADST 6-9; Marketing & Promotion 11; Co-Athletics Director
Emmons, Tara	201	temmons@deerlakeschool.ca	Grade 7
Eun, Grace	105	geun@deerlakeschool.ca	Librarian; Reading Specialist; Education Assistant
Eun, Paul	007	peun@deerlakeschool.ca	IT Specialist & Education Assistant
Findlay, Alfrose	0	afindlay@deerlakeschool.ca	Education Assistant
Gagnier, Heather	111	hgagnier@deerlakeschool.ca	Kindergarten
Gordon, Chris	107	cgordon@deerlakeschool.ca	Grade 5
Gordon, Victoria	0	vgordon@deerlakeschool.ca	Education Assistant
Gospodinov, Martin	206	mgospodinov@deerlakeschool.ca	Humanities 8&9; ELA 8&9; Bible 8; Socials 10; ADST 8/9
Ho, Leanne	106	lho@deerlakeschool.ca	Grade 1
Jakovac, Dawn	123	djakovac@deerlakeschool.ca	Secondary VP; Academic Advisor; Careers 12; French 10 & 11; History 12; Social Justice 12
Knopp, Loretta	203	lknopp@deerlakeschool.ca	Bible 12; Foods 11; English 10-12; Drama 11
Lorenson, Lester	112	llorenson@deerlakeschool.ca	Foundations of Math 10-12; Physics 11 & 12; French 9
Lui, Laura	102	llui@deerlakeschool.ca	Elementary Vice-Principal; ESS Coordinator, French 5, 8
Luk, Christina	101	officemanager@deerlakeschool.ca	Registrar; Office Manager
Mallari, Karen	142	jraccountant@deerlakeschool.ca	Accounting Technician
Martin, Philippe	138	admin@deerlakeschool.ca	Principal
Merritt, Paula	207	pmerritt@deerlakeschool.ca	Grade 6; French 6-7
Miguel, Clelia	0	cmiguel@deerlakeschool.ca	Advancement & Database Administrator
Mohns, Kianna	119	kmohns@deerlakeschool.ca	Secondary Sciences; Bible 10
Paunovski, Nadica	108	npaunovski@deerlakeschool.ca	Grade 2
Russell, Jacqueline	145	jrussell@deerlakeschool.ca	PHE K-7; Active Living 11/12
Ryden, Molly	202	mryden@deerlakeschool.ca	Math 10-12; Careers 10-11; Co-Athletics Director; PHE 10
Silva, Debbie	143	dsilva@deerlakeschool.ca	Music K-7; Art Studio 11/12, Art 1-8
Soria, Mary	0	msoria@deerlakeschool.ca	Education Assistant
Subade, Edmundo	0	esubade@deerlakeschool.ca	Custodian
Subade, Retchiel	0	rsubade@deerlakeschool.ca	Before and After School Care Assistant; Education Assist.
Tremblay, Bobie	144	btremblay@deerlakeschool.ca	Outdoor Ed. Coordinator; Grade 4
Turner, Karri	110	kturner@deerlakeschool.ca	Grade 4; ESS
Virgo, Patsy	141	pvirgo@deerlakeschool.ca	Director of Finance & Operations
Woytko, Gaileen	137	gwoytko@deerlakeschool.ca	Director of Advancement



STUDENT & PARENT HANDBOOK

2026-2027 DECLARATION | Gr. 6-12

Please sign and return this page to the office by Mon., Sept. 14, 2026.

We, the undersigned, confirm that we have read and understood the **Deer Lake School Student and Parent Handbook** and agree to abide by the policies and code of conduct outlined within this document.

_____ Parent Name	_____ Parent Signature	_____ Date Signed
_____ Gr. 6-12 Student Name	_____ Gr. 6-12 Student Signature	_____ Date Signed