

Inspire Faith
Develop Wisdom
Equip for Service



Student Handbook 2026-2027

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1981



South Side Christian School, hereafter referred to as SSCS, is a coeducational day school for grades K-9 in Red Deer County, Alberta located on eight acres (3.24 hectares) of land just southwest of the city of Red Deer; 1.28 km south on Highway #2 from the city limits, and 0.8km West of McKenzie Road. It is operated by the Red Deer Seventh-Day Adventist and Epic Church in conjunction with the Alberta Seventh-day Adventist Conference.

SSCS is governed by a Board of Trustees composed of elected members from the constituency of the Red Deer Seventh-day Adventist Church. Meetings are held monthly. SSCS is operated primarily for Seventh-day Adventist youth of Red Deer and area, but all students who understand and comply with the school's programs and regulations are welcome.

SSCS is run by the Alberta General Conference of Seventh-day Adventists and accredited and funded by the Alberta Government. All teachers have valid Alberta teaching certificates and teach the Alberta curriculum with a Christian perspective.

Built on land donated by the Tym family, under the contracting leadership of Bob Richardson, the school opened its doors in 1981 with the name Red Deer Adventist Academy. It served the needs of the Red Deer Church until the spring of 1997 when the school was closed for the 1997-98 school year. The following year, the school reopened with a new name (SSCS), a new vision and a new Administrator. Enrollment grew until classes were held in the kitchen, in the gym, and in the nearby church. In 2006 a large addition was constructed to accommodate the growing needs. Since 2006 because of increasing enrollment, two portable classrooms were purchased and set up for extended classrooms. In 2011, a hallway (link) was constructed and subsequently finished (2013) as an addition to the school to meet the enrollment needs. SSCS currently hosts six classrooms, office, kitchen, and gymnasium.

The founders of SSCS believed wholeheartedly in the principles of Christian education and worked to begin a legacy that has lasted over 40 years.

Our story

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Our School

Our Mission

The Mission of SSCS is to inspire faith, develop wisdom, and equip for service.

Our Vision

Educating for Eternity

Our Philosophy

South Side Christian School is operated by the Seventh-day Adventist Church to provide a spiritually oriented education for children.

"True education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is. It has to do with the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." Education, p. 13.

Accreditation

SSCS is a fully accredited educational facility, registered with the Government of Alberta as a "Category I Independent School" authorized to offer the ECS, elementary, and junior high programs of study. SSCS is also accredited by the General Conference of Seventh-day Adventist Church Board of Education.

SDACC Mission for K-12 Adventist Education in Canada

Seventh-day Adventist K-12 schools in Canada are dedicated to building committed Christians and responsible citizens through:

- Strong Academics: guided by competent and caring staff who strive for excellence;
- Family Living: nurtured in an environment where life-long friendships are formed;
- Social Interaction: that develops grace and poise;
- Work Experience: where students develop appreciation for the dignity and blessing of work;
- Christian Growth: where students choose Christ as their best friend, and learn to be workers for their Saviour while preparing for eternity;
- Christian Service: in which selfless service to others becomes a way of life.

SSCS Board

The SSCS Board members are elected by the Red Deer SDA Church and Epic Church to serve a term of office up to three years with an option of re-election. The Board is comprised of current/past parents of students as well as current church members. It serves to oversee the overall policies and operation of the financial, administrative, and

admission procedures of the school and to ensure a nurturing, rich academic and spiritual atmosphere Board meetings are scheduled 6 times per school year (Sept-June). Parents and constituent members of the church are welcome to attend as observer/s providing prior notification is given to the school office. An observer cannot voice opinions or vote on motions.

Admission

SSCS is sponsored and supported by the constituent members of the Seventh-day Adventist Churches in Red Deer. Anyone who sincerely desires a Christian education and is willing to uphold the standards and purposes of this school is invited to apply. Membership in a Seventh-day Adventist church is not required. The school welcomes all applicants but asks parents of special needs children to consider the limited funds and resources available that may be required for the student to achieve academic success.

Early Childhood Services

The ECS (Kindergarten) program adopts the school philosophy as stated and accentuates learning and responsible decision making. We require all ECS's students to be toilet trained upon the first day of school. Students entering ECS must attain the age of 5 years old and not more than 7 years old by December 31. Students entering Grade 1 must attain the age of 6 years old by September 30.

Admission Procedures

All applicants must complete an "Application for Admission" form. Applications will not be considered complete until the following have been received:

1. An Application Form (New and returning students)
2. Alberta Health Care Number
3. Copy of birth certificate (required by Alberta Education) and if applicable, valid student visas.
4. A copy of the most recent report card.
5. Financial Contract is signed by the parent or legal guardian.
6. Bus Code of Conduct Form (If applicable)

All registrants must submit completed application forms and be approved by the SSCS Admissions Committee before attending school.

Admissions Committee

All new students are required to participate in a principal interview during which academic, social, financial, community, and spiritual expectations are reviewed with both parents and students. Admission and re-admission to SSCS are based on a demonstrated willingness to contribute to a positive, safe, and effective learning environment for oneself and others.

Returning students will receive an acceptance letter contingent upon academic performance, financial clearance, and conduct appropriate to the success of SSCS. All applications are reviewed and approved by the Admissions Committee before a student is considered officially enrolled. Admission is not guaranteed. Applications received after September 30 are reviewed and approved on a case-by-case basis.

Privacy Act

The *Personal Information Protection Act* (PIPA) (“the Act”) protects the personal information of the public and employees of private sector organizations operating in Alberta. It governs the collection, use and disclosure of personal information by organizations in a manner that recognizes and balances the right of an individual to have his or her personal information protected, and the need of an organization to collect, use or disclose personal information for purposes that are reasonable. SSCS is bound by the requirements of this Act and collects, uses or discloses personal information in accordance with its provisions.

To this end, parents will be requested to sign a permission form for their child(ren) as part of the Registration process to acknowledge acceptance of the privacy policies of SSCS.

A student’s record is regarded as confidential, and release of the record or of information contained therein is governed by regulations of the federal law. All records are now online through a program called Provincial Approach to Student Information (PASI) and parents may ask to review records and are entitled to challenge the content of records.

Foreign and Transferring Students

Transfer or new students coming from outside of Alberta should email the principal for information and include a transcript for the purposes of evaluating the subjects previously taken. All students transferring into SSCS may be tested to determine their grade level. All students requesting transfer to SSCS will be interviewed by the Administrator and/or Admissions Committee.

Students whose parents are not residents of Canada may be required to pay higher tuition fees, as we are unable to access government funds for them.

Financial Information and Policies

Fees for K-9 enrollment prior to September 30th.

Registration fees cover the cost of an agenda, technology fees, shared classroom supplies, and other expenses. Registration fees can be paid in September or over ten months.

- ECS Registration Fee: \$250

- Grade 1- 9 Registration Fee: \$500

Fees for K-9 enrollment after September 30th

Registration Fee: will be pro-rated at the following for the number of months left in the school year:

- \$25/month for ECS students and/or
- \$50/month for grade 1-9 students

Monthly Tuition: Students in Grades 1-9 enrolling **after** September 30 will be charged \$200/month per child, with a maximum of \$500/month per family

Textbooks & Technology

The school provides textbooks and technology. These items can be very expensive. If loss or damage over and above normal wear and tear occurs students will be charged the replacement cost.

Academic Program and Policies

Philosophy

The teachers at SSCS are committed to creating a positive learning environment that supports academic growth and encourages each student to achieve their full potential. Through its philosophy, admission policies, curriculum, and facilities, SSCS strives to provide an optimal Christian learning environment for every student.

SSCS is a provincially certified ECS through Grade 9 school. In our school, religious studies are integrated with the provincially authorized curriculum as it is our goal to bring God into all aspects of student activity.

Grading System

SSCS teachers from grades K-9 use the grading system set out by the Alberta Seventh-day Adventist Conference. Parents and students (K-9) will be able to access grades at any time using PowerSchool, an online grading program. This allows students to take responsibility for ensuring that all their homework is handed in, and to keep track of how they are doing in class.

Academic Advancement and Placement

At South Side Christian School, a student's academic advancement is based on readiness to successfully meet the demands of the next grade level. Students normally advance by grade; however, those who receive failing grades (49% or lower) in more than three core subjects may be recommended not to advance.

At times the school administers academic achievement assessments and reserves the right to establish additional academic and behavioral benchmarks when determined to

be appropriate. Assessment results, along with academic performance, can be used to determine placement in the educational program best suited to support each student's long-term academic growth and development.

Academic Excellence

At the end of each quarter, the marks of each student in Grades 4 through 9 will be examined and those meeting the following criteria based on weighted core classes* will receive a certificate indicating the following:

- Honour Roll: 80-84.9% with no mark less than 70%
- High Honours: 85-89.9% with no mark less than 80%
- Principal's List: 90% with no mark less than 85%
- Their names will be listed and posted in the school foyer and Southside Spotlight

*Math, Science, Socials and ELA

Report Cards

Communication about student progress is of crucial importance. Report cards are issued three times a year and are accompanied by an interview with the teacher twice a year. Informal reporting also occurs throughout the year. Parents and students are encouraged at any time to contact their teacher with any questions, concerns or comments.

Grade Scale for Grade 4-9			
Excellent	Above Average	Satisfactory	Below Average
A+ 96-100%	B+ 82-84%	C+ 70-74%	D 50-59%
A 90-95%	B 78-81%	C 65-69%	Unsatisfactory
A- 85-89%	B- 75-77%	C- 60-64%	F 0-49%

Incomplete Grade

If, because of illness or extenuating circumstances, a student has not completed sufficient work to earn a grade, they may be given an Incomplete. An incomplete grade must be removed within four weeks after the close of the term's grading period, or the grade automatically becomes an "F".

Student/Parent-Teacher Conferences

Parents are encouraged to schedule a conference after report cards are issued for each student and their families to review and discuss in depth the student's progress. It is an opportune time to come prepared to share ideas, concerns, praise, encouragement, and to see their children's work.

Provincial Achievement Test

Every May and June, the Grades 6 and 9 along with all other students in these grades throughout Alberta, write Provincial Achievement Tests (PATs) in core subject areas. The results from these tests serve as indicators of the students' knowledge acquisition as compared to other students in Alberta. Parents receive a written copy of their child's results from the school in the late fall of the following year.

Year End Awards

Academic Excellence Award is given to those maintaining an honour standing for at least three of the four semesters and maintain an 85% or higher average with no grade below a C, will receive a medal at the end of the school year.

Athletics Award is given at the end of each year to one female and one male in Grades 1-3, 4-6 and 7-9 who meet the following criteria (a medal will be awarded):

- participates and excels in team sports
- participates and excels in PE class
- demonstrates leadership skills
- demonstrates superior commitment and effort
- demonstrates good sportsmanship in practices and in competition

Leadership Award is given at the end of each year to one student in Grades 1-3, 4-6 and 7-9, who meets the following criteria (a medal will be awarded):

- reflects compassion, respect, kindness and values in daily interactions
- demonstrates respect toward staff, visitors, peers, supervisors, school's property, and others' property
- abides by the school rules and expectations and acts responsibly in the classroom and on the field
- demonstrates a positive influence
- takes responsibility and initiative for his/her learning
- shows a consistent commitment to serving others and contributing positively to the community

Valedictorian - Grade 9 is based on Grade Point Average (G.P.A.). The student with the highest G.P.A. will be recognized with cords and a medal at graduation

The School Day

Daily Schedule: Monday to Thursday (No School on Fridays)

School Doors Open	8:05 a.m.
School Begins	8:20 a.m.
School Dismisses	3:35 p.m.
After School Supervision Ends	3:50 p.m.

Attendance

To maintain academic progress, it is important to attend classes punctually and regularly. Continued absences or tardiness will result in skill gaps and hinder the progress of the student. If it is necessary for a student to be absent or late, parents/guardians are asked to phone the school office first thing in the morning on the date of the absence or tardy. This is a safety precaution for your child. The student and/or parents are responsible to make arrangements with the teacher for any tests, quizzes, or assignments given during their absence.

Absences

Regular school attendance is essential to student learning and success. In accordance with the Education Act, students are excused from attendance only for legitimate reasons, including illness, religious observances, suspension or expulsion, permission from school administration, or other unavoidable circumstances. All other absences are considered unexcused.

Planned absences, including vacations, should align with the school calendar whenever possible. For planned absences, the school office and teachers should be informed as soon as possible.

Excused Absence

- Student is sick
- Medical/Dental/Mental Health appointments
- Observation of religious holiday
- Bereavement/Death in family
- Public transportation issue - City bus not running or late
- Out of school suspension
- Unavoidable circumstances - Legal or safety issues
- Quarantine

Unexcused Absences

- Absent with no reason given
- Confirmed absent with no reason given
- Vehicle troubles

- Family holidays including extension of school vacation periods
- Student or parent work schedules
- Parental permission

Tardiness

Students are expected to be on time for all classes. Punctuality is an important skill for the workplace and essential in preparing students for future responsibilities. Lateness disrupts classroom activities, inconveniences others, draws unnecessary attention, and undermines personal responsibility. The school enforces a strict tardy policy to support student accountability and respect for learning time.

All late students must check in at the office and receive a late slip prior to entering their classroom. Excessive tardies may result in a meeting with Administration.

Excused Tardy

- Medical/Dental/Mental Health Appointments (only if office receives communication from parent)

Unexcused Tardy

- Road conditions
- Vehicle problems
- Sleeping in
- Construction
- Missing the bus
- Waiting for a ride
- Parent or student employment issues
- Non-medical appointments

Truency

When a student accumulates multiple unexcused absences or tardies, parents/guardians will be notified . If absences — excused or unexcused—begin to interfere with academic progress, a meeting with the teacher and/or principal may be required to determine next steps in the student's educational plan. A student who is absent for more than 20% of school days may be referred to Alberta Education's Attendance Board.

Missed Homework

Students are responsible for completing work missed during absences. Work missed due to illness or compassionate leave will be provided when feasible but not necessarily on the same day. Teachers may require adequate time to gather materials after the school day, so homework and assignments are not able to be prepared before the school day or during instructional time.

As a general guideline, students are given one school day to make up work for each day missed, unless otherwise determined by the teacher. Parents and students should be aware that missed tests, in-class activities, labs, assignments, or instructional time may result in lower grades, as not all learning experiences can be replicated or “made up.”

Leaving School Grounds

Once students arrive on campus, they must remain on school grounds until all scheduled classes for the day are completed. Students may leave campus only if a parent or authorized person signs them out at the school office, and students returning from appointments must be signed back in.

If a student will be going home with someone other than their usual guardian or not taking their regular bus, the school must be notified in advance so the change in plans can be recorded.

Leaving school without permission, at lunch or during school hours, is strictly prohibited and may result in disciplinary action

Illness

If a student should become ill during the school day, the parents/guardian will be notified so that child may be picked up as soon as possible.

A child who has a fever, has recently vomited, or has a contagious condition should be kept at home. Students may return to school only after being symptom-free for 24 hours without the use of medication.

Below are the guidelines as set out by Alberta Health Services.

These are the diseases that must be reported to Public Health and the child should stay home from school until well:

- Chickenpox Meningitis
- COVID-19 Mumps
- Diptheria Polio
- Encephalitis Reye's Syndrome
- Gastronintestinal Infections Rubella
- Hemophilus Influenza Tuberculosis
- Hepatitis Whooping Cough
- Measles

These are the conditions where the child should stay home from school until well:

- Scabies is not reported, but the child needs to stay home until treatment is finished.
- Strep Throat/Scarlet Fever is not reported, but the child stays home until on antibiotics for 24 hours.

These are the conditions where the child can attend school as long as required measures are taken:

- Ringworm: It needs to stay covered and have anti-fungal cream on it. If these steps are followed the student can rejoin classroom activities.
- Lice: Must be treated at home, and the child is to be given a separate area for their backpacks, jackets, etc. If these steps are followed the student can rejoin classroom activities.
- Fifth Disease: Because it is difficult to spread and is contagious only before symptoms show, a student can rejoin classroom activities.
- Hand-Foot-and-Mouth Disease: Because it is only contagious before symptoms show, a student can rejoin classroom activities.
- Mononucleosis: Can attend school if they feel well.
- Pink Eye: A physician can say how long the child should stay home from school or childcare. Or they can simply wait at home until it clears up on its own.
- Pinworms: Students can attend school. Just make sure they wash their hands after using the toilet

Student Life

Student Code of Conduct

At SSCS, students are guided to live out Christian values through their words, actions, and choices. These include honesty, respect, reverence, integrity, and responsibility. Enrollment reflects a shared commitment between students, families, and the school to uphold these values and school expectations.

- Show respect for God, the Bible, and the beliefs of the Seventh-day Adventist Church
- Follow Christ in thought, word, and action
- Treat others with kindness, compassion, honesty, and integrity
- Refrain from bullying, harassment, insubordination, cheating, stealing, dishonesty, or causing harm
- Maintain appropriate relationships and respectful behavior
- Strive for excellence in academics, extracurricular activities, service, and

personal conduct

- Develop God-given gifts through learning, creativity, and service
- Take pride in work and aim for personal best
- Demonstrate a cooperative attitude and contribute to a positive learning environment
- Attend school punctually and regularly
- Use language that is free from profanity
- Respect school property and the belongings of others
- Avoid entering locked facilities or misusing fire alarms or extinguishers
- Bring only approved items to school; prohibited items include weapons, knives, lighters/matches, occult objects, and obscene materials
- Seek constructive entertainment, recreation, and leisure activities
- Refuse to possess or use alcohol, nicotine, tobacco, or non-medical drugs
- Keep electronic devices unused during school hours (8:05 a.m. – 3:35 p.m.) unless permitted for school use
- Obtain proper authorization before leaving campus or taking other students off school grounds

Social Code of Conduct

SSCS encourages students to build healthy, respectful relationships and to conduct themselves appropriately at school and at school-sponsored events. We expect students to interact in ways that support a safe and positive learning environment for everyone. Public displays of affection that may make others uncomfortable or be distracting in a school setting should be avoided. When concerns arise, students will be spoken to privately and respectfully to help guide positive choices. If the behaviour continues, parents will be contacted and the matter will be referred to Administration. Appropriate, respectful gestures such as handshakes or brief, friendly side hugs are acceptable when they are inclusive and appropriate for a school community.

Off Campus Conduct

SSCS expects students to reflect the Christian values and standards outlined in the School Handbook both on campus and in off-campus settings. While the school does not typically intervene in minor off-campus matters, serious incidents that negatively impact the school community may result in disciplinary action at the discretion of the principal.

Depending on the circumstances, consequences may include one or more of the following:

- Removal from student leadership roles (substance use of any kind will result in removal from office)
- Suspension, withdrawal at the request of the school, or denial of re-admission

- Notification of parents/guardians
- Reporting of criminal conduct to law enforcement authorities

Students are encouraged to represent Christ and SSCS with integrity in their language, conversations, and the content they share or engage with, including online activity, social media, and digital communication.

Smoking, Vaping, Alcohol, and Drug-Free School Policy

SSCS is committed to providing a safe, healthy, and Christ-centered learning environment for all students, staff, and visitors. In alignment with the school policies and applicable Alberta legislation, SSCS maintains a strict smoke-free, vape-free, alcohol-free, and drug-free environment.

This policy applies to all students, employees, parents/guardians, volunteers, and visitors while on school property, in school vehicles, and during school-sponsored activities or events.

The use of tobacco in any form is strictly prohibited on all SSCS property and in school vehicles.

Electronic cigarettes, vaping devices, e-pens, and related products are considered equivalent to tobacco products and are strictly prohibited on school property and during school-sponsored activities.

The possession, use, distribution, or being under the influence of alcohol, cannabis, or any non-prescribed or illegal drugs is strictly forbidden on school property, in school vehicles, and during school-sponsored activities or events.

Consequences

Students in violation of this policy may face disciplinary action, including suspension ranging from one (1) to five (5) school days, or expulsion, in accordance with school discipline procedures, depending on the severity and frequency of the offense.

Reporting and Legal Action

In accordance with Alberta law, it is illegal for minors to possess tobacco or vaping products in public places. SSCS will uphold and enforce all applicable legal requirements. School administration reserves the right to involve the RCMP or other appropriate authorities in incidents involving illegal substances.

School-Sponsored Activities

This policy extends to all off-campus, school-sponsored events, trips, and activities.

Harassment and Discrimination Policy

All individuals at SSCS have the right to learn and work in safe, respectful environments free from harassment, discrimination, and bullying. SSCS is committed to maintaining a healthy, safe, and harassment-free environment, including on campus, during school-sponsored activities, and off-site events. All students, staff, and volunteers are expected to treat others with dignity and respect, and this policy applies to everyone regardless of age or role.

Harassment is any unwelcome physical or verbal behaviour. Harassment occurs when such conduct undermines another individual's personal dignity by causing embarrassment, discomfort, humiliation or offence; or such conduct interferes with an individual's work performance or learning opportunities by creating an intimidating or hostile work or learning environment.

Definitions:

- Sexual harassment is any unwelcome behaviour of a sexual nature that makes a person feel uncomfortable.
- Discrimination is any gesture, written, verbal, or physical act motivated by an actual or perceived characteristic, such as race, colour, religion, ancestry, national origin, gender, or a mental, physical, or sensory disability, or any other distinguishing characteristic.

Students are encouraged to report any conduct that makes them feel uncomfortable or undermines a safe learning environment to school authorities as soon as possible. Reports may be made to any teacher or the principal. Complaints will be kept confidential, except in cases of abuse or neglect, which must be reported immediately to the appropriate authorities.

Once a complaint is received, an investigation will be conducted promptly. Both the complainant and the alleged offender, along with any relevant witnesses, will be interviewed. If the investigation confirms harassment or discrimination, appropriate disciplinary action will be taken, which may include suspension, expulsion, or other measures as determined by the Discipline Committee. Individuals who make complaints in good faith, or provide information, will be protected from retaliation.

Students may also report bullying and harassment anonymously through Alberta's toll-free helpline (1.888.456.2323). This policy does not prevent individuals from filing complaints with the Alberta Human Rights Commission or, if appropriate, reporting criminal matters to the police.

Any adult who has reason to believe a child is being abused or is in need of protection has a legal duty to report it immediately to the police or Child and Family Services via the Child Abuse Hotline at 1-855-443-5722 (KIDS).

Bullying

We are committed to providing an environment in which all individuals are treated with respect and dignity. Each individual has the right to work and to learn in a safe setting which promotes equality of opportunity and which prohibits discriminatory practices.

Policy for Bullying Prevention

South Side Christian School believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

South Side Christian School will not tolerate behaviour that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behaviour includes direct physical contact, such as hitting or shoving, verbal assaults such as teasing or name-calling; social isolation or manipulation, and cyber bullying such as posting harmful material or engaging in other forms of social cruelty using the internet or other digital technologies.

The SSCS School Board is committed to providing an environment in which all individuals are treated with respect and dignity. Each individual has the right to work and to learn in a safe setting which promotes equality of opportunity and which prohibits discriminatory practices.

South Side Christian School expects students and/or staff to immediately report incidents of bullying to the Administrator or vice-Administrator. Staff members are expected to immediately intervene when they see a bullying incident. Each complaint of bullying should be promptly investigated. This policy applies to students for any activity on school grounds while traveling to and from school, during the lunch period or any other school-sponsored activity whether on or off campus.

Student Code of Conduct includes, but not be limited to the following actions and consequences:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Administrator or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student believes that the investigation or complaint was not resolved appropriately, the student or parent of the student should contact the Administrator or the school office. The school prohibits retaliatory behaviour against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behaviour include, but are not limited to the following:

- The school will make reasonable efforts to keep confidential a report of bullying and the result of the investigation.
- Parental concerns regarding acts of bullying toward their child will be logged and investigated, followed by feed-back to the parents.
- Staff members will immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident. Such reporting will not reflect on the victim or witness in any way.

Dress Code

The dress code at SSCS is based on principles of modesty, safety, common sense, and Christian morality.

- Clothes should be clean, in good taste, modest, and properly fastened.
- Any clothing or accessories with slogans or pictures must be in good Christian character, and support Biblical principles and guidelines.

The following consist of inappropriate clothing items:

- Clothing or accessories that advertise anything contrary to a Christian lifestyle.
- Pants that are excessively tight, ripped or frayed.
- Shirts that are tight or show cleavage or midriff.
- Tank tops, spaghetti strap tops, bare backed shirts,
- Dresses with thin straps, bare backs, low-cut necklines, and too tight.
Dresses/skirts are to be no shorter than three (3) finger-widths above the knee when standing.
- Yoga pants and leggings are not permissible except under an appropriate length dress, shirt, or skirt.
- Warm Weather Attire:- Short shorts or short skirts. Shorts are to be no shorter than 3" above the knee when standing.

Students are expected to remove all headwear upon entering the school building in order to maintain a respectful, safe, and focused learning environment. This includes hats, caps, toques, and hoods, including hoodies worn with the hood up. Headwear may be worn outdoors but must be removed inside the school. This expectation supports

clear student identification, promotes attentiveness to learning, and aligns with community standards across local schools.

Student Clubs

If a group of students requests to establish a voluntary student organization (Student Club), they may make an application to the Administration by filling out a “Student Club Application” (found in the School Office). The application must include club name, purpose, proposed activities, meeting frequency, time and place, budget requirements, student organizers, and requested staff advisor. The decision to approve the establishment of a Student Club will reside with the Administrator and School Board. The school guidelines for Student Clubs have been established by the Alberta Conference of Seventh-day Adventist and are as follows:

- All club activities must be congruent with school’s Mission and Vision.
- All student clubs must build student morale, contribute to the community through acts of service, and build positive support for the school.
- All club activities must be inclusive to all students (regardless of race, gender, religion, national origin, disability).
- All club meetings and activities must be voluntary and student-initiated.
- All club activities must be supervised by the staff advisor.
- All club activities must have prior approval from the Administrator.
- Club meetings and activities must occur during non-instructional time.
- All published student club materials must be approved by the Administrator.
- Clubs may have guest speakers but may not have regular attendance by non-school persons
- The school will not expend funds beyond the incidental cost associated with providing the space for student-initiated meetings.

General School Information

Bicycles and Vehicles

For safety reasons, students are asked to not ride or use their bicycles, scooters, skateboards or rollerblades on the school grounds during school hours. Failure to comply with these regulations may result in forfeiting privileges. In compliance with existing laws, students are required to wear proper bike helmets. The school assumes no responsibility for bicycles or motorized vehicles at the school.

Bus Agreement

In order to maintain a positive and safe environment on our bus, all families will need to sign the South Side Christian School Bus Rules Agreement.

Even though a student may just ride the bus for school field trips, *ALL* South Side Christian School families must read, sign and return the document to the school since all students have the opportunity to ride the bus for field trips.

IF this document is not returned to the school, the student will not be permitted to ride the South Side Christian School bus until this signed form is returned (this includes daily pick-ups/drop-offs and for any SSCS field trips)

If the bus driver feels that a student is in violation of any of these rules stated below, there are two possible outcomes:

1. The student may serve an in-school detention reflecting on their action
2. The student may lose the privilege of riding on the South Side Christian School bus for a determined amount of time, OR for the rest of the school year.

Students may be under video and audio surveillance while being transported on the bus.

Bus Behavior Code of Conduct

- Be at the bus stop 5 minutes prior to the arrival of the bus.
- Throwing objects inside or outside of the bus is not permitted.
- Talk quietly; the driver needs to concentrate to safely drive the bus.
- Fighting, shouting, or use of obscene language is not permitted.
- Remain seated for the whole journey
- Eating is not permitted.
- Participate in all bus evacuation procedures.
- Obey the bus driver at all times
- Any damage caused by a student will result in parents being billed for the cost of repairs.
- Respect other students and their property at all times

Safety Smarts – Know the Danger Zone

- The 10 giant steps (or 3 meters) rule is a good measurement for children to identify the danger zone around the school bus, particularly when crossing in front of the bus.
- Children should never enter the danger zone unless the bus driver has given them permission.
- If a child can touch the bus, he or she is too close.
- Remember – if you cannot see the bus driver, the bus driver cannot see you.
- When near a bus, the children must have the attention of the bus driver.
- Children should never play around or near school bus vehicles.

Computer Use

The use of the internet and computers provides real educational benefits to students. Access to computers and the internet is given as a privilege to students who agree to act in a considerate and responsible manner under the direction of the teacher. We require that students and parents or guardians read, accept and sign an Acceptable Computer Use Policy Agreement at the beginning of the school year.

Emergency and Safety Procedures

The safety and wellbeing of all students and staff are a top priority for the SSCS Board and Administration. As such, SSCS has an established Emergency Action Plan, which includes fire evacuation, lockdown, bomb threat and First Aid/Medical Emergency Care. Fire and lockdown drills will be held periodically throughout the school year. Students are educated on the emergency procedures at the beginning of each year. Additionally, student fire evacuation and lockdown procedures are posted in visible areas of each classroom. SSCS maintains first aid training as a priority for all staff.

Fire Drills

A specific number of fire drills are required of each school during the school year. Whenever the fire alarm rings, everyone in the building must leave through the designated doors and meet in assigned areas. Each classroom has a map posted near the door showing the route to be taken and the place to assemble. Teachers will stay with their classes at all times while outside. The signal to re-enter will be given by a member of the administrative team.

Food and Drink

Food and drink may only be consumed in designated areas. Students and parents may order food using Skip the Dishes and other delivery providers. Students will be responsible to pick up food at the office

Energy Drinks

Students are not permitted to have any energy drinks in their possession, while on campus, or on any school sponsored trips.

Fieldtrips

Field trips are intended for SSCS students enrolled in the course Field trip fees may be an additional charge but first come from fundraising and classroom budgets.

Students may bring sleds provided they are made of soft plastic/foam type material (hard plastic or wood products are not permitted.) Proper helmets are required at all times while sledding.

Overnight Fieldtrips

Due to insurance requirements, all overnight trips require parental permission and an Acknowledgement of Risk form for each occasion. These activities require SSCS school board and Alberta ADCOM approval, so all documentation submitted is required. Parents with a valid criminal record check as well as a vulnerable sector check are welcome to participate, upon administration approval.

Graduations

Kindergarten graduation is planned by the Kindergarten teacher. Graduation activities for the Grade 9 students are planned and conducted by the classroom sponsors and Administration in conjunction with the graduating classes. The administration of the school reserves the right to deny participation in graduation activities to any student who does not meet the established criteria for academic and conduct standards. To participate in graduation activities, students must have passing grades in all core subjects. During graduation activities, any student who refuses to abide by the specific instructions/guidelines that are given by the class sponsors and/or Administrators will be denied the privilege of continued participation in remaining graduation activities.

Home and School Association

The Home and School Association has been established to promote understanding and cooperation between parents/guardians and teachers. All parents/guardians, teachers, and other interested adults are invited and encouraged to attend regularly the meetings and programs of the association. Please watch for announcements in the school newsletter and in the church bulletin.

Inclement Weather and Air Quality

There may be days that SSCS will have to move school online and cancel the bus service due to weather conditions. The school will close when temperatures are in excess of -40° Celsius (including windchill). The decision will be made by 6:30 am and communicated to parents through either text message or email, and the SSCS Facebook page

Students typically go outside for recess, even in cold, but stay indoors if it's extremely cold, often cited as -23°C or below (including wind chill).

When Environment Canada issues an Air Quality Health Index rating that is at 7 or higher for the location of the outdoor activity, students will be kept indoors, strenuous activities should be reduced or ended, and school windows closed.

Library

The library provides a quiet place for study and the love of reading. Students are encouraged to make use of the books in our library and are allowed to take books home on the honour system.

Lockdown

A lockdown is an emergency safety procedure used when there is a real or potential threat inside or near the school. During a lockdown, students, teachers, and staff remain secured in their classrooms to help ensure everyone's safety. Throughout the school year, the school will conduct lockdown drills to help students and staff become familiar with the procedures and respond calmly and appropriately in an emergency. Similar to fire drills, these drills are conducted for practice and preparedness, not because of immediate danger. Teachers will review and explain lockdown procedures with students in advance. While drills may feel unsettling for some students, they are an important part of maintaining a safe learning environment, and student well-being remains our highest priority.

Lockers

The school provides lockers or cubbies for the students' personal use. The school, however, cannot take responsibility for the contents in the lockers. Valuable property should not be brought to school. The school retains its ownership rights to the lockers and may at any time inspect the lockers and confiscate articles which should not be on school premises.

Lost and Found

Please check the Lost and Found box periodically. Several times a year the lost and found box will be emptied and the contents will be put on display. Any unclaimed articles will be donated. Valuable and small lost and found items will be kept in the office. Students may ask for a lost item at the office.

Medication Policy

At registration, a health statement, including allergies or any other special medical issues, must be filled out by the parent / guardian. The parent / guardian of the student assumes responsibility for informing the Administrator of any change in the students' health. The school will not supply medication for students. It is the parents' responsibility to provide any medication that a student requires.

The school will generally not administer medication to students. However, if as an activity of daily living, a student is required to take medication during school hours and the parent / guardian cannot be at the school to administer medication, a staff member in the presence of an adult witness, may assist by overseeing the child administer pre-measured doses of medication provided by the parents. The following regulations will

be adhered to. Written instructions signed by the parent / guardian and physician are required and will include the following: student's name, name of medication, purpose of medication, time of medication, dosage, possible side effects and procedures to follow in case of an adverse reaction, and termination date of administering the medication. Parents who request the school to assist with medication will be required to fill out the "Administration of Medication" form.

It is the parents' responsibility to notify the Administrator in writing of any medical issues their child may have, initiate medication at home, and notify the Administrator in writing of any change in medication or medical condition.

The SSCS Board (and school) retains the right to reject requests for administration of or assistance with medicine.

Personal Property

Personal property that is used in a manner that interferes with the education process or conflicts with the school standards will be taken from the student and held until a parent comes to claim the property. Toys should not be brought to school to play with during recesses. Teachers may confiscate the item for a set time

Power School

SSCS is making use of an on-line school reporting system called PowerSchool. Through PowerSchool, parents can access information about their child(ren)'s grades, and overdue assignments at any time from anywhere they have access to the Internet. Grades are updated bi-weekly so students and parents can get timely feedback regarding the student's progress. Details for accessing PowerSchool are provided by the school office.

Protection of Students with Life-threatening Allergies Act

Some of the students at our school may possess a life-threatening peanut allergies. As a result, we ask that parents refrain from packing nut products or products that may contain nut in school lunches or on special occasions where food is sent to classrooms for parties, etc. The expected responsibility of the parent, principal and student are outlined in our *Protection of Students with Life-threatening Allergies* policy.

School Property Damage

The student will be responsible for paying for or replacing any school property that is willfully or negligently damaged or destroyed

School Visits & Security

All visitors must stop and register at the office and receive a visitor's identification badge. Students bringing a guest to the classroom, must give 24 hours' notice and receive permission from the principal.

Former students may visit campus if prior arrangements have been made or during non-educational hours.

Parents who wish to visit with a teacher are asked to do so after school hours. Making an appointment will ensure that the teacher is available.

Sledding

Students may bring sleds provided they are made of soft plastic/foam type material (hard plastic or wood products are not permitted.) Proper helmets are required at all times while sledding. The school does not assume responsibility for lost, stolen or damaged sleds

South Side Spotlight

The South Side Spotlight is a weekly communication tool from the Principal and the Office. Parents are responsible for reading this newsletter to keep up to date with announcements and school information

Student Searches and Police Investigation Involving Students

The Education Act outlines the shared responsibility of students, parents and the Division to support a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Where necessary, investigations are conducted into allegations of student misconduct. There are circumstances where, in the interest of school and public safety, these investigations may include searches of students and their property, police requests for information and/or police investigation of students. With respect to the circumstances in which school officials may conduct searches in relation to a student(s), this regulation reflects the Supreme Court of Canada decision in the case of R. v. M. (M.R.).

Searches of Students

A search may be conducted by the principal or designate when there are reasonable grounds to believe that a breach of rules has occurred and that the search will reveal evidence of the violation. Reasonable grounds for a search may be established through information received from one or more students or another source considered to be credible, direct observations by a staff member, or a combination of credible information and observations.

Where reasonable grounds exist, the principal or designate has the authority to search a student, the student's belongings, a vehicle located on school property, and any school property used by the student, provided the search reasonably relates to the grounds for the search. Searches involving students will be conducted in a manner that is as reasonable and minimally intrusive as possible under the circumstances and will

be carried out by the principal or designate in the presence of another school employee. The student who is the subject of a search will be given the opportunity to voluntarily produce the item or information they are suspected of possessing or to reveal the contents of their clothing or belongings, such as turning out pockets, removing shoes, or opening a bag or wallet.

It is not required that a parent be notified prior to a search of a student or the student's belongings; however, the principal or designate is expected to inform the parent as soon as practicable following the search. If a student refuses to comply with a search, the principal or designate will make reasonable efforts to enlist the support of the student's parent(s) and may confiscate the student's belongings and/or contact police, where reasonable in the circumstances.

Subject to the requirements outlined in this regulation, the principal or designate may search electronic resources and devices that are in the custody or control of the school or the student, including but not limited to a student's cell phone. Any search of electronic devices will be limited to the aspects of the device that reasonably relate to the grounds for the search.

Police Requests for Information

Personal information in the custody or control of the Division may be shared with police by the principal or designate. In circumstances where there is an imminent threat to school or public safety, personal information may be shared with police by the principal or designate .

Police Investigation of Students

When contacted by police to assist with an investigation involving a student, the principal or designate will, where reasonable, encourage the investigating officer to conduct the investigation away from the school and in a manner that is minimally intrusive to the operation of the school. If police determine it is necessary to interview a student at the school, the principal or designate will, unless directed otherwise by police, immediately attempt to contact the parent of any student under 18 years of age. The student will be brought to a private space for the interview, which will take place in the presence of the principal or designate.

Student Accident Insurance

Each student is covered by twenty-four hour accident insurance with Industrial Alliance Pacific Insurance Financial Services Inc. This insurance does not duplicate Alberta Health Care coverage.

If a student receives an injury, or is involved in an accident which could be covered by accident insurance, contact the school office for more information and to receive an accident claim form.

Transportation Policy

The term “school transportation” is defined as “transportation on a school bus, school van or private passenger automobile driven by a member of the faculty or staff of the school, a parent, or other adult with a valid drivers’ license whom the school has specifically designated to transport covered persons to a school supervised and sponsored activity” (ARM/Christian Educators Insurance Trust, 2007, p.4).

It is the policy of SSCS to provide transportation as defined by the previous statement, which is approved by the Alberta Conference of SDA, Adventist Risk Management and Christian Educators Insurance Trust.

To provide transportation for school activities, sometimes it is necessary to use volunteer drivers and their vehicles. The school has an obligation to know if volunteers have good driving records before they are allowed to drive students for school functions.

- All volunteer drivers must be screened by the administration and faculty of SSCS and provide a current (within the last 3 years) vulnerable sector check and a criminal record check.
- The school administration has the right to accept or reject volunteer drivers based on the information provided.
- The school administration can re-evaluate screened volunteer drivers at any time during the school year.
- The minimum age for drivers is 25 years of age.
- Each driver must be properly licensed and have proper insurance in force.
- No vehicle is to carry more than the official rated load capacity and all passengers must wear seat belts. No double belting is allowed. Violations of this policy would result in insurance refusing to pay claims.
- Adventist Risk Management and the Alberta Conference require volunteers to have \$2 million liability coverage.
- All drivers must provide proof of insurance and drivers’ license (copies must be on file).

Video Surveillance

South Side Christian School uses video surveillance technology to support maintaining a safe and secure environment and to help control vandalism and criminal activity on school property.

Personal information gathered by video surveillance is collected under the authority of the *Education Act* and the *Freedom of Information and Protection of Privacy Act* (FOIP)

section 33(b). The users of this information are the principal or designate and law enforcement personnel in the case of reported incidents that would require an investigation. Only authorized persons will review video surveillance information.

This technology is considered a complement to, and not a replacement for, SSCS's strategies in supporting a welcoming, caring, safe, and respectful learning and work environment for students and staff.

Approval, installation and use of video surveillance technology will comply with our Video Surveillance Technology Policy.

Volunteers

We welcome the support of volunteers at SSCS. Each one must have a current Vulnerable Sector Check (VSC) on file in the office.

Weapons

SSCS is committed to protecting the health, welfare, and safety of all students and staff and prohibits the possession, use, or distribution of weapons, including replicas, to threaten, intimidate, or harm others. Any object that is used, intended to be used, or reasonably perceived as capable of causing bodily harm is strictly prohibited on school property and at school-sponsored activities. This includes items brought from outside the school as well as objects found in and around the school that could be used to injure others. Students are not permitted to possess, conceal, use, or pretend to use weapons in any form.

Any student who gives evidence of possessing or using a weapon on or about school premises, or at a school-sponsored activity, will be suspended immediately and may be recommended for expulsion, in accordance with school policy.

School Telephone, Cell Phone and Personal Devices Policy

School Telephones

A courtesy phone is provided in the office for students to use during school hours when they need to make personal phone calls. If parents/guardians need to call their child(ren) or teacher(s), it would be preferred that they call at recess, noon break, or after school.

Cell Phones and Personal Devices

To support a focused, distraction-free, and productive learning environment, SSCS enforces a no cell phone use policy in accordance with the Government of Alberta Education directive (June 17, 2024) for students in Kindergarten through Grade 12.

All personal mobile devices—including cell phones, smartwatches, tablets, earbuds, and headphones—must be powered off or on silent and stored out of view while at school

It is strongly recommended that cell phones be left at home whenever possible to prevent loss, theft, damage, and distraction. If devices are brought to school and stored in lockers, they are brought at the student's own risk. SSCS is not responsible for lost or stolen devices.

Device Storage and Confiscation

Cell phones must remain in lockers for the duration of the school day unless otherwise directed by a staff member. If a personal device is found in use or visible during school hours, it will be confiscated and given to the classroom teacher or the office, following this progressive discipline protocol:

- **First Violation:** Device is confiscated and held by the classroom teacher or office until the end of the school day, then returned to the student.
- **Second Violation:** Device is confiscated and held until the end of the school day; parents/guardians are notified.
- **Third Violation:** Device is confiscated and held until the end of the school day; parents/guardians are contacted, and further disciplinary action may be taken at the discretion of administration.

Upon suspicion of inappropriate use or behaviour, the school reserves the legal right to search a device in accordance with Supreme Court of Canada precedent (*R. v. M.R.M.*, 1998). In such cases, administration will take possession of the device and parents/guardians will be contacted to retrieve it.

Personal Devices

Student use of personal laptops, tablets and other electronic devices are not permitted during school hours unless specified by the teacher.

Exceptions

Exceptions to this policy may be granted under the following circumstances:

- Students with documented medical or health needs requiring device use (e.g., blood glucose monitoring). Appropriate documentation must be provided.
- Limited educational use may be permitted only with teacher approval and principal authorization.
- Students with an IPP that states electronic assistance is needed will be allowed electronic devices under teacher supervision.

Responsible Technology Agreement

Students, staff, and administrators at SSCS are provided access to the school's network, email, and digital resources to support educational, instructional, and professional growth. These resources are intended solely for educational purposes and are governed by this Responsible Technology Agreement.

Use of SSCS technology is a privilege, not a right. All users are expected to use technology responsibly, ethically, and in compliance with school policies, applicable laws, and Christian values. All students and parents/guardians are required to review, sign, and return the SSCS *Responsible Technology Use Agreement* prior to a student's official enrolment.

Ownership and Access

The SSCS network, email system, and all related digital resources are the property of SSCS. Unauthorized access or use is prohibited. Network and email access may be granted, restricted, suspended, or revoked at the discretion of school administration or its designates.

Each student is issued an SSCS email account for school-related communication and learning. To ensure student safety and maintain an appropriate learning environment, SSCS reserves the right to manage and access student accounts, including passwords, as necessary.

Students who leave SSCS will retain access to their school email account for up to two (2) months, after which the account will be deactivated.

Network Use and Responsibility

Users are accountable for their actions whenever they access SSCS technology. All users are expected to:

- Use technology in a responsible, ethical, and respectful manner
- Respect school equipment, system security, and the privacy of others
- Follow all school rules and applicable federal and provincial laws

SSCS reserves the right to monitor network activity and to review, edit, or remove any material stored on its systems to maintain a safe, secure, and appropriate learning environment.

Inappropriate or unacceptable use may result in the suspension or withdrawal of computer, internet, or email privileges. Decisions regarding appropriate use rest with school administration in consultation with system administrators and are final. System

administrators may suspend or close accounts as required, and administration may request that specific privileges be denied or restricted at any time.

Privacy

Users do not have a personal right to privacy for any material created, received, stored, or transmitted using the SSCS network or email system. Administration or its designate may access files, emails, or online activity to determine whether technology use is appropriate and educationally relevant.

SSCS may, without prior notice, monitor email communications and website activity to ensure compliance with school policy and proper use.

Accounts and Passwords

Users must obtain an authorized account and password from SSCS Technology Services to access the network and email system. Accounts and passwords are confidential and must not be shared. Users are responsible for safeguarding their credentials and must not leave accounts open or unattended.

Any attempt to access another user's account, guess passwords, bypass security measures, or gain unauthorized access to systems or data is strictly prohibited and will result in disciplinary action.

Responsible and Prohibited Use

Technology use must support education and research consistent with the mission of SSCS. The following are strictly prohibited:

- Use of the network by anyone without an authorized username and password
- Downloading, copying, or distributing copyrighted material without permission
- Installation or use of unauthorized or unlicensed software
- Illegal, unethical, or fraudulent activities
- Harassment, intimidation, defamation, or offensive communication
- Transmission or access of obscene, pornographic, sexually explicit, or otherwise inappropriate material
- Use of technology to threaten, harass, or harm others
- Plagiarism or misrepresentation of information
- Sharing personal or confidential information of others
- Attempting to disrupt network performance or access systems without authorization
- Circumventing filters, firewalls, or security measures
- Using SSCS technology for personal business or political purposes

Students may be disciplined for online speech, including on social media, if it causes a substantial disruption to the educational environment, interferes with the rights of others, or constitutes a true threat. Criminal conduct may be referred to law enforcement.

Personal Safety Guidelines

To promote personal safety, users should:

- Protect their own privacy and the privacy of others
- Never share personal information or images online
- Never agree to meet someone encountered online
- Report any content or communication that is inappropriate, threatening, or makes them uncomfortable
- Notify a teacher, administrator, or trusted adult immediately if harassment occurs

Security

SSCS prioritizes system security and makes every effort to filter inappropriate content and maintain current safety measures. Users who identify a security concern must report it immediately to a system administrator or school administrator and must not attempt to investigate or demonstrate the issue themselves.

Any attempt to log in as another user or as a system administrator will result in disciplinary action, including loss of network access.

Warranties and Liability

SSCS makes no warranties, expressed or implied, regarding network services. The school is not responsible for loss of data or damages resulting from delays, service interruptions, or system failures. Use of information obtained through the SSCS network is at the user's own risk.

Consequences for Misuse

Misuse or abuse of technology may result in:

- Temporary or permanent loss of network privileges
- School disciplinary action, including suspension or expulsion
- Referral to law enforcement for serious or criminal offences

Student Commitment

By using SSCS technology and accessing the SSCS network and email system, students agree to follow the guidelines outlined in this agreement and understand that violations may result in disciplinary action.

Parent Commitment

Parents acknowledge the educational value of technology and consent to their child's access to SSCS network and email systems. Parents understand that, despite

safeguards, exposure to inappropriate material is possible. SSCS commits to using best efforts to minimize such risks and to maintain a secure and safe digital environment.

Discipline Philosophy and Procedure

Discipline Philosophy

At SSCS, we believe that students are responsible for their actions and that every choice carries a consequence. Taking Effective discipline is a partnership between school and home. Consistency between teachers and parents is essential for fostering a positive school culture and helping students function well within it.

Goals of Discipline Policy

- Create a safe and positive learning environment
- Encourage students to take responsibility for their choices
- Promote self-discipline and personal growth
- Develop Christ-like character
- Correct disruptive or harmful behaviour
- Apply fair, reasonable, and restorative consequences
- Ensure all students are treated with respect, dignity, and fairness

Core Beliefs in Discipline

SSCS staff share these guiding principles in all disciplinary decisions:

- Preserve and enhance students' self-respect and dignity
- Maintain the dignity and respect of both students and staff
- Encourage students to solve problems they create, with guidance, without causing harm to others
- Handle school issues within the school; criminal matters are referred to proper authorities
- Treat discipline as an opportunity for personal growth and learning positive behaviours
- Provide opportunities for students to experience natural consequences
- View misbehaviour as a chance for problem-solving and real-world preparation

Discipline Process

Enrollment at SSCS is a privilege, dependent on students' willingness to uphold high standards of conduct. Serious or repeated violations may result in withdrawal, suspension, or expulsion, as determined by administration or the Discipline Committee.

Collective Responsibilities

- **Teachers:** Set classroom expectations, rules, and consequences; communicate with administrators and parents; manage day-to-day behaviour
- **Administration:** Support teachers, communicate with parents, determine consequences for moderate or major incidents, and convene the Discipline Committee as needed
- **Parents:** Partner with teachers and administrators to support student growth

Behaviour Levels and Responses

Acts of misbehaviour will be addressed on a case-by-case basis. While consequences will depend on the specific circumstances, they will generally follow the guidelines outlined below.

General Behaviour Problems

Examples: noise indoors, dress code infractions, disobedience, use of unauthorized devices, discourtesy, unsafe hallway practices.

1. Teacher addresses the student privately and implements a plan for improvement.
2. If behaviour persists, teacher informs the parents and may meet with parent/guardian with the student present.
3. If behaviour continues, administration and teacher develop a strategy together.

Moderate or Serious Behaviour Problems

Examples: hitting/shoving, vandalism, dishonesty, leaving school without permission, defiance, risky action, fighting, harassment, theft, drug/alcohol use, sexual harassment, bullying, severe misconduct.

1. Teacher notifies administration immediately.
2. Student removed from class; meets with administration.
3. Administration investigates, determines consequences and informs parents.
4. Consequences may include suspension, withdrawal, or expulsion.

Consequences

Consequences are designed to promote reflection, personal accountability, and growth. Considerations include student age, maturity, circumstances, and frequency of misconduct. Possible consequences:

- Temporary removal to an alternate supervised area
- Suspension
- Loss of privileges
- Restorative practices, counselling, or behaviour contracts
- Replacement or restitution for property damage

- Referral to Discipline Committee
- Recommendation for expulsion

All consequences aim to support both affected students and those responsible for misconduct.

Discipline Committee

Composition: Principal, vice principal, teacher, and other invitees as needed.

Role:

- Handle sensitive infractions (e.g., substance abuse, sexual issues)
- Notify parents and students of hearings; meetings take priority over classes
- Allow student to bring a parent/guardian or faculty advisor
- Communicate decisions within 48 hours

For confirmed violations where the student admits involvement, administration may handle matters without convening the committee, except in major incidents

Suspension and Expulsion

At times, due to a student's conduct, it will be necessary to ask the student to leave the classroom for an extended amount of time. The student is expected to complete all work missed during his/her absence. The student may be placed on probation upon his/her return to school.

Suspension

- A teacher may suspend a student from one class period.
- A principal may suspend a student:
 - from school
 - from one or more class periods or courses
 - from transportation
 - from any school related activity
- A teacher or principal may suspend a student if in the opinion of the teacher:
 - the student has failed to comply with Student Responsibilities listed below
 - the student has failed to comply with the Code of Conduct
 - the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school
- When a principal suspends a student they
 - immediately inform the student's parent of the suspension
 - report in writing to the student's parent all the circumstances respecting the suspension, and
 - provide an opportunity to meet with the student's parent

A suspension may not exceed 5 school days, except in accordance with a recommendation for expulsion made by the principal.

Expulsion:

If a student is suspended, the principal may recommend, prior to the end of the student's suspension, that the board expel the student if the student has displayed an attitude of wilful, blatant and repeated refusal to comply with the

The parent(s)/guardian(s) of a student who is asked to withdraw or be expelled may, within three days of notification, appeal in writing to the Board through the principal's office. The final avenue for appeal is to the Alberta Conference of Seventh-day Adventist Superintendent of Education.

Academic Honesty Policy

It is critical that students are aware of situations that may arise where they are tempted to act dishonestly, and of the consequences that these acts will result in. In order to prevent situations where cheating or plagiarizing may take place, students will acquire skills with respect to documentation of sources (bibliography, endnotes, and quotations) and studying. Appropriate consequences (academic penalties, suspensions, etc.) will apply to acts of plagiarism, cheating, collusion or other acts through which a student unfairly misrepresents his/her effort or achievement.

- "Plagiarism" occurs when a student knowingly takes someone else's work or ideas and passes it off as their own (on either academic assignment, project, test, or examination).
- "Cheating" occurs when a student acts dishonestly or unfairly in order to gain an advantage.
- "Collusion" occurs when a student knowingly allows his or her work to be submitted by another student.

Artificial Intelligence (AI)

At SSCS, students and staff may use artificial intelligence (AI) tools to support learning, creativity, and professional growth, including research, brainstorming, drafting, and educational exploration under teacher guidance. AI must be used responsibly, ethically, and in alignment with Christian values. Students must not use AI to complete assignments, assessments, or tests in place of their own work unless explicitly permitted, and any AI-generated content must be properly acknowledged. Users are responsible for verifying the accuracy of AI outputs, and AI-generated content must not include offensive, harmful, or inappropriate material. Personal or confidential information must not be entered into AI tools without approval, and all use must comply with SSCS technology and privacy policies. Teachers may set specific guidelines for AI use in their

classes, and misuse—including academic dishonesty, unsafe practices, or inappropriate content—may result in loss of technology privileges, disciplinary action, and notification of parents or guardians

Complaint and Appeal Process

SSCS recognizes that questions, concerns, and complaints may arise regarding school operations, instruction, discipline, or other matters. Our goal is to address concerns courteously, promptly, and constructively, as close to the source as possible, while respecting the rights of students, parents, staff, and the school. Concerns should be raised respectfully and at an appropriate time and place, avoiding discussions in front of students, during class time, or in the presence of unrelated staff.

All concerns and complaints will be treated confidentially, in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). Anonymous complaints will generally be referred to the appropriate supervisor without further action.

General Guidelines

- Initial Contact: Concerns should first be raised with the individual most directly involved, usually the classroom teacher or staff member.
- Respectful Engagement: Meetings should be conducted one-on-one, in person, and focused on resolving the issue.
- Timely Resolution: Each step of the process should be completed without unnecessary delays.

Levels of Complaint Process

Level One – Teacher/Staff

- The individual raises the concern or complaint with the staff member directly involved.
- The staff member will make every effort to resolve the issue through discussion and problem-solving.

Level Two – School Administration

- If unresolved, the concern may be escalated to the Head Teacher or Administrator.
- Administration, in consultation with relevant staff, will meet with the individual to work toward resolution.

Level Three – SSCS Board Chairman

- If still unresolved, the concern may be submitted in writing to the SSCS Board Chairman. The submission should include:
 - The nature of the complaint

- Steps taken at Levels One and Two to resolve the matter
- The Board Chairman may meet with the individual, gather information, and involve administration as needed.
- Educational programs for students will continue during the review.
- The Board Chairman will communicate a written decision with rationale within 10 business days.

Level Four – Alberta Conference of SDA Education Superintendent

- If unresolved at Level Three, the individual may request a review by the Education Superintendent.
- The request must be in writing and include:
 - Description of the concern
 - Steps taken to resolve it
 - The decision being appealed
 - Reasons for the review request
- The Superintendent may meet with the individual and will provide a written decision with rationale within 10 business days.

Appeals

Eligibility:

- A parent or student (16 years or older) may appeal decisions that significantly affect a student's education, including:
 - Interference with the student's program of study
 - Access to or accuracy of student records
 - Disciplinary suspensions over five days or expulsion

Grounds for Appeal:

- Failure to follow handbook procedures, legislation, or regulations
- Decision influenced by bias
- Decision not supported by evidence
- Decision that is unreasonable

Filing an Appeal:

- Appeals must first follow the Complaint Process.
- Appeals must be filed in writing within 20 business days of the decision and include:
 - Name and address of parent/student
 - Current placement of student
 - The decision being appealed
 - Date of notification of the decision
 - Copy of the decision (if written)
 - Grounds for the appeal

- The Superintendent or delegate determines whether the appeal is valid and will notify the parent/student if it is not, including reasons.

Determination:

- Each appeal is evaluated on a case-by-case basis.
- A decision is considered significant if it results in material loss, jeopardy, or prejudice to the student.

Key Principles

- Every effort should be made to resolve concerns at the earliest stage.
- The process is designed to be fair, respectful, and transparent.
- Confidentiality is maintained throughout.
- Staff are required to inform parents and students of their rights to follow the process.

Appeal Process

Once an appeal is received by the Superintendent or designate, the following procedures apply:

1. Distribution of Appeal:
 - A copy of the written appeal will be provided to the SSCS administration and/or employee whose decision is being appealed.
 - The Superintendent or delegate may decide the matter based solely on written submissions or may request oral submissions as part of the review.
2. Administrative Report:
 - SSCS administration will prepare a written report regarding the appeal.
 - The report will be provided to the parent or student within the timelines set by the Superintendent or delegate.
 - The parent or student will have the opportunity to respond in writing to the administrative report within the deadlines provided.
3. Oral Hearing (if necessary):
 - The Superintendent or delegate will notify all parties of the date, time, and procedures for the hearing.
 - A hearing will be scheduled within 30 business days from the date the appeal is received.
 - Participants may be accompanied by a person of their choosing.
 - Where a parent initiates the appeal, the student may attend with parental consent.
 - The Superintendent may limit the number of attendees and presenters to ensure fairness and efficiency.

- Participants may make oral presentations; cross-examination is not permitted.
 - The Superintendent or delegate may ask questions and set time limits for presentations.
 - Any additional procedures required to ensure a fair hearing may be established by the Superintendent.
4. Legal Consultation:
- At any stage, the Superintendent or delegate may consult with legal advisors for advice.

This process ensures that appeals are handled fairly, transparently, and within a timely framework, while providing parents, students, and staff the opportunity to present their case fully.

Appeal Decision

Within 20 (twenty) business days from the hearing or close of written submissions, the Superintendent or delegate will make any decision he or she deems appropriate in regards to the appeal, including whether to uphold, alter, or revoke the decision of the matter under appeal. The Superintendent or delegate's decision shall be in writing and provide reasons for it. The parent and/or student making the appeal shall be provided a copy of the decision. The decision of the Superintendent or delegate is the final decision. Once a final decision is made, the Superintendent shall notify the parent and/or student if the matter is one that may be appealed to the Minister of Education. An appeal is considered to be abandoned if one year elapses from the day that a step in the appeal was last taken.

South Side Christian School reserves the right to make changes and additions to the rules, regulations, and policies contained in the handbook to serve the best interests of the school, its students, and its standards; these changes apply to all students.

South Side Christian School reserves the right to withdraw curriculum and specific courses, alter the course content, change the calendar, and to impose or increase fees. We are not able to anticipate every possible situation for inclusion in our Parent-Student Handbook. However, we feel that situations can be addressed by the application of Christian principles. We expect that some of our statements will change from time to time, and perhaps some policies will be changed even before the printing of the next edition of this Handbook. We are confident that both the parents and the students will support our attempts at organizing and operating our school for the highest benefit of all. We will inform students, parents, and staff when changes occur in our policies.

Revised: April 1, 2026

Brief Summary of What Seventh-day Adventists Believe

Seventh-day Adventists believe in Salvation by faith alone through our Lord and Saviour, Jesus Christ. God, through His infinite grace, has given this gift of salvation freely to all who believe in Jesus. It is the purpose of the Seventh-day Adventist church to encourage all to accept Jesus as their Lord and Saviour, and to proclaim the hope of His soon return. Specifically, Adventists believe that:

1. We believe that the Bible is God's inspired Word, the only rule of faith and practice for the Christian.
2. We believe there is one God: Father, Son, and Holy Spirit, a unity of three co-eternal Persons.
3. We accept the death of Jesus Christ on Calvary as the atoning sacrifice for our sins and believe that through faith in His blood we are saved from sin and its penalty.
4. We accept by faith the righteousness of Christ, our Intercessor in the heavenly sanctuary, and accept His promise of transforming grace and power to live a loving Christ centered life in our homes and before the world.
5. We believe the Ten Commandments are a transcript of the character of God and a revelation of His will. It is our purpose by the power of the indwelling Christ to keep this law, including the fourth commandment, which requires observance of the seventh day of the week (Saturday) as the Sabbath of the Lord and the memorial of Creation.
6. We believe in the Biblical teaching of spiritual gifts and believe that the gift of prophecy is one of the identifying marks of the remnant church.
7. We believe that our bodies are the temple of the Holy Spirit; and will honour God by caring for them, avoiding the use of that which is harmful; abstaining from all unclean foods; from the use, manufacture or sale of tobacco, or alcoholic beverages; and from the misuse of or trafficking in narcotics or other drugs.
8. We believe in the New Testament teaching of baptism by immersion.
9. We believe in church organization to promote the gospel and that it is our privilege to support the church by our tithes and offerings and by our personal influence.
10. We look forward to the soon coming of Jesus and the blessed hope when "this mortal shall put on immortality". As we prepare to meet the Lord we are witnesses to His loving salvation, and by life and word help others to be ready for His glorious appearance