

Highroad Academy's International Student Program

The information in this handbook reflects and incorporates the BC Government Ministry of Education's International Student Homestay Guidelines (http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/international_education/home_stay_guidelines.pdf).

This handbook has been designed to give you valuable information about studying at Highroad Academy and living in Canada. It describes our programs and informs you of what to expect in a culturally diverse Canada. We are delighted that you have decided to study at Highroad Academy.

Our campus is located in the city of Chilliwack in the beautiful Fraser Valley of British Columbia. We are 100 kilometers east of Vancouver in a lush, green agricultural area. The surrounding mountains are part of the Coast Mountain Range, which extends north through the province of B.C. to the Alaska border. The mighty Fraser River runs through the valley to the Pacific Ocean.

History

Highroad Academy was established in 1978. We are an independent Christian school, fully certified by the British Columbia Ministry of Education.

What is a Christian school? The primary distinguishing factor between public schools and Christian schools in Canada is philosophy. All education and the subjects, whether secular or religious, are presented from the philosophical point of view of those who develop the curriculum and those who impart the contents. Our philosophy is Christ-based, making us a Christian school.

The following points outline the basic philosophical presuppositions that are foundational to our school:

1. The Bible is God's infallible word – 2 Timothy 3:16
2. The earth is God's creation – it belongs to him – Genesis 1:1, Psalms 24:1
3. Man is responsible to be faithful in the proper management of all God's created order – Genesis 1:28 – 30
4. The first educators are the parents – Deuteronomy 6

The home, church and school are the three greatest factors influencing child development. Each of these institutions has a specific function unique to the plan and purpose of God. All three should harmonize in their objectives and philosophies.

The goal of the school is to develop independent, self-reliant, life-long learners. But education does not begin and end with school. The home and the church are vital centers of learning. The school is an extension of the home but has a more narrowly defined focus.

International students have been a part of our student body since 1998.

Staff

At Highroad Academy the entire staff of administrators and teachers, work together to provide an exceptional experience for international students. Information about programs, whether long-term or short-term, summer camps or winter camps, or for any other information can be directed to the International Student Coordinator.

Our International Student Coordinator is Mrs. Jenine Basaraba. You can reach her by contacting our school office at 604-792-4680 or by email to jbasaraba@highroadacademy.com.

Programs

International students come to Highroad Academy for many varied programs. The most common are:

Long-term Student – students enroll for one or more years and participate in a fully integrated educational experience, enjoying learning alongside their Canadian classmates. Additional ELL classes are also offered to them. Families who can commit to a long-term home stay are rewarded with an opportunity to build a lasting relationship and adding an extra child to their family.

Short-term Student – students enroll for six months or less. These students are considered visitors to Canada, but they receive the same great classroom instruction and ELL classes as our long-term students; however, we are not required to prepare report cards and do assessments.

Winter Camp – in January and February we host up to 25 students for two or three weeks. This is during the student's scheduled holiday time in their home country and can be a combination of classroom integration, ELL classes and out of school activities and field trips. Some groups request single-placement home stay and others prefer double-placement homestay. This is a fun way to get to know students from other countries and familiarize yourself with the world of home stay.

Summer Camp – in July and August Highroad Academy hosts international students in one of several camps that are offered. Weekday mornings are generally spent in the classroom with a dedicated ELL teacher and in the afternoon students go on a variety of outings and cultural activities. Some of these activities are visiting a dairy farm, museums, hiking, going to a senior’s residential facility and trips to Vancouver and Hell’s Gate. These are just a few of the fun things we like to our students to experience. There is a special trip every day of the week. If there is room on the bus, we invite host families to come along. The more the merrier! Several buddies, Canadian students from Highroad Academy, are part of each camp.

At random other times throughout the school year Highroad Academy may host extra groups of students for one or two weeks.

Admissions

Highroad Academy is a Christian school that accepts international students regardless of their faith base, as long as the student is willing to agree to the same code of conduct as all of our regular Canadian students (Appendix A).

Acceptance will be based on academic ability and space availability.



Helping You Have A Successful Home Stay Experience

Successful students are open-minded toward new cultures and experiences. These students take responsibility for their goals regarding home stay, their relationship with their host family and new friends.

In the beginning you may not understand everything that you see. Everyone believes that their own customs, beliefs and values are the best. Your first impressions will reflect this tendency, but try to see the things around you with Canadian eyes.

By accepting that “different” does not necessarily mean “better” or “worse” and by not making judgments you will create an atmosphere to develop mutual respect and will allow for understanding between you and your Canadian host family and friends.

Your Role as Cultural Ambassador

You are an ambassador from your country. Your host family is interested in your country's culture. Their impression of people from your country will come from their experience with you. You might be the only person from your country they have ever met. People will be interested in what you have to say and will form opinions of your country and culture based on your behavior. In this way, you can contribute to international goodwill and mutual understanding. Most importantly, in all of your relationships, always be yourself!

Your New Family Members

Host families welcome international students into their home for many reasons. Many times they wish to learn about other cultures or they have travelled and want to return the hospitality shown to them or they enjoy sharing their lives and interests with someone else and would like to develop friendship with others. Your host family has chosen you to stay with them because they would like to get to know you!

Your Canadian host family wants you to feel comfortable with them and become a member of the family. You will have the same responsibilities and privileges as any other member. These responsibilities might be different from what you do at home. For example, you might be asked to set the table while your host sister does the dishes. Making your bed and cleaning your room will also be your jobs as a member of the family. Remember you are not a guest of your host family, but a member of the family.

You should treat your host family with the same courtesy and respect that you would a visitor to your own family. If you have this attitude you will have a successful and enjoyable home stay. The home stay is a special opportunity to make friends with a Canadian family. Remember, your family has volunteered to open their home and community to you.

Here is a list of typical misunderstandings about Canadian host families:

- *All Canadians are wealthy.* Most families enjoy a stable middle-class livelihood, but are not rich.
- *Family life is very permissive.* On the contrary, most teenagers in Canada have strict rules regarding dating, curfews, where they are allowed to go within the community, iPod, cell phone and television use, driving, use of alcohol and strict rules against drug abuse.

- *Teenagers do not work in the home.* Canadian teenagers have duties at home which they are expected to complete. Male or female does not determine these duties. It is not unusual for a teenage boy to do laundry, wash the dishes, or vacuum the carpet or for a teenage girl to mow the lawn, take out the garbage or put up shelves.
- *Canadians travel all the time.* Many families travel, but their travel is seasonal and most of the time families enjoy being with each other at home. They usually spend evenings together as a family.
- *Everyone has a large home with a swimming pool.* Canadian homes range from small apartments to large homes. Most families live in whichever space accommodates their needs. Some families do have swimming pools; however, the majority do not.

Common Courtesy Tips

In order to have a valuable home stay experience you are required to do your part to create a good atmosphere.

- Remember your host family has volunteered to welcome you into their home.
- If you do not understand what someone is saying, ask the person to “Please repeat more slowly.” Do not pretend to understand!
- Understand your duties and responsibilities at home. Respect the host family’s home and clean your room every day. You can become part of the family by cheerfully helping with household duties.
- Many families have two working parents, which means you may need to wash your own clothes or fix your own breakfast. Ask your host mother or father if this would be helpful.
- Canadians are concerned about cleanliness and are sensitive to body odour. Most bathe or shower at least once a day. Your host family and friends may request that you bathe more frequently.
- Show an interest in your family. Their home is not a hotel. Spend time each day talking with family members to discover their activities, interests and ambitions.
- Always check with your host parents before making plans with your friends. You may not invite friends into your home without first getting permission from your host parents.
- If you are out with friends and will be late getting home telephone or text your family to let them know that you will be late.
- Show your appreciation for your host family by saying thank you.
- Share your culture and lifestyle with your host family. It is a nice idea to bring photos of your family and your hometown.
- Express yourself! Canadians appreciate openness. Avoid shyness. Be sure to communicate your concerns and feelings. If a problem arises be sure to talk about it with you host family.

Home Stay Placement

At Highroad Academy our host families are an important part of our international student program. We have a group of loving Christian families that we work with and feel that their homes are a safe place for students. Most of our host families are Highroad Academy families, families from our church, City Life Church or are families from the extended Christian community in Chilliwack. Highroad staff visits all host family homes to be sure that they meet our standards for cleanliness and suitability.

Students who are staying for long-term programs will be provided a private bedroom, with the minimum of a bed, a dresser and a desk.

Normally we place one student per home. However, if a host family has another suitable bedroom we can place another student in this home as long as the second student is a different nationality.

BC Children's Helpline

BC Children's Helpline is a free number you can call twenty-four hours a day and you can call this number if you feel you are unsafe at any time. BC Children's Helpline is 310-1234.

Making The Home Stay Work

There are many characteristics that you have within yourself that can make your home stay experience successful. It is important to have real expectations and have a strong confidence in yourself. We feel that the three most useful qualities are:

1. **Humour** helps when you feel angry, discouraged, embarrassed, homesick, lonely and unwelcome. The ability to laugh at yourself and your situation may be of great value.
2. **An adaptable personality.** Learning to live in Canada is like playing a game you have never played before and you do not know the rules. This requires adaptability to adjust your way of thinking with the local way of life. Not everything will be as you expected. It is your responsibility to adapt to your host family and not them to you.

3. An ability to communicate your feelings. It is important to always tell someone you know how you are feeling. Even if you need to write down a question or problem, do it, and somebody will be able to help you. You will be surprised how quickly your English will improve.

You may feel awkward the first few days of the home stay. Make an effort to fit into your new family and these feelings will pass quickly and you will soon feel at home.

Your House

Your host parent will show you the entire house and where things are; the bathrooms, closets, dresser and household appliances such as laundry. Remember that plumbing and appliances can be very different in Canada. For example, many Asian bathrooms are wet rooms with no shower stalls or shower curtains; Canadian bathrooms are dry rooms, ask to be shown how to use the shower.

Ask if you are allowed to help yourself to food in the refrigerator. What may you eat? Is there a place that you can find snack food?

House Rules

Your host family will review their house rules with you. By following the house rules you will be showing honour and respect to your host family.

Family Schedule: You will need to fit into the family schedule. You will be given a typical daily schedule (Appendix B), which will help you know when to go to bed, when to get up, when to shower, eat meals, etc.

Chores: You may not be accustomed to doing chores that are naturally done in your host families household, such as washing the dishes or making the bed. However, if the families children are expected to help with these chores, you will be expected to help as well. If the families children don't help with the chores, then you shouldn't be expected to help either.

Laundry: Will your host mom do your laundry or will you do it? These are details that need to be reviewed and if you are going to do laundry you will be given very specific instructions on how to operate the laundry equipment.

Personal Hygiene: Review with your host family how often and when you should bath or shower. Bathing customs may be different at home than in Canada. Talk to your host family about the cultural differences and ask your host family to explain how it is done in their home. How full should you fill the bathtub? Or how long may you shower?

Sharing Opinions: Is something bothering you? Please speak freely with your host parents about your feelings.

Host Family Stipends: The payment that you make to your host family is meant to cover the cost of living in their home. The student's family pays the school the homestay fee in full before the beginning of the school year. Generally the school pays this to the homestay family on the first of the month or at the beginning of a short-term program.

Monthly Homestay Remuneration - \$850.00
Short-term Programs - \$35/night

Religion: Please be respectful of your host families Christian beliefs. Remember when an international student agrees to Highroad Academy's code of conduct they are agreeing to attend church/youth group on a weekly basis. This does not mean that you will be forced to become a Christian, but we do expect you to be respectful by being ready to leave for church on time and by sitting quietly through church with your family.

Giving Notice for Home Stay Changes

It is possible to try very hard but still feel the home stay is not good for you. Before talking with your family or school Coordinator, take a few minutes and review these questions.

1. Are you open and honest with your host family? Do you talk freely? It may help to use informal tones of address. Your host father, for instance, may like to be called "Dad" or by his first name rather than in the formal for of "Mr. Jones".
2. Have you been courteous and tactful? Have you always expressed your appreciation to your host family?
3. Have you been responsible and cheerfully helped with responsibilities around the house?
4. Have you been mature and sincerely tried to adjust to the new situation?

5. Do you spend time with your host family? Or are you too busy with friends and other activities? Do you spend a lot of time alone in your bedroom?

For long-term placements we have a 30 day notice rule. Either the student or the home stay family may request a change, which would take effect at the beginning of the month following the 30 day notice. The student is not permitted to make more than one request for a change. Often issues are cultural differences that can be worked out by careful communication.

If for some reason you return to your home country earlier than intended, the school will refund you the balance of your homestay fees minus one month's homestay fee which is given to your host family in lieu of 30 days notice.

If you encounter serious issues that cannot be overcome, steps would be taken to make an immediate move.

Adjustments

Culture Shock: Most international travellers experience some form of culture shock while visiting foreign countries with decidedly different cultural patterns. Culture shock results when a person's surroundings, language, food and social norms are no longer familiar. Symptoms of culture shock may be strong feelings of frustration and unusual anxiety.

Language difficulties are one of the most common contributors to culture shock. You may seem quiet or disinterested when you are really too tired to concentrate or talk in a foreign language. Until a person experiences this situation it can be difficult to understand the amount of concentration and effort required for a person to attempt speaking in a new language and to grasp complicated conversations.

Fatigue can be compounded by frustration. Communicating on an elementary level can be very difficult and expressing complex ideas or feelings in English can be frustrating.

You may feel overwhelmed among native English speakers and may not understand certain words or phrases. Please try to make yourself understood by rephrasing the thought or idea. Once the concept is understood you may go back to your original phrase and make sure that it is understood. Refrain from speaking louder or speaking in partial sentences.

To help combat culture shock we suggest the following:

- identify the form of culture shock
- look for opportunities to have conversations with different members of the family
- students suffering from culture shock tend to retreat; make an effort to come out of your bedroom and spend some time with the family
- try to make friends with people of other nationalities, not just your own nationality
- get involved in activities that do not require constant communication such as sports, cooking, music and art
- remember this situation is temporary, culture shock does pass and you will soon be happily enjoying family activities



Rules and Guidelines

These rules and guidelines are for your safety and the safety of the host family while you are in Canada.

Money: It is the student's responsibility to pay for personal hygiene items and incidentals. The host family provides the basics such as a room and all meals and healthy snacks. If you make plans to go to a restaurant with a friend it is your responsibility to pay for the meal. If your host family takes you to a restaurant as part of a family meal it is their responsibility as the host family to pay for the meal.

Students are expected to pay for:

- Lunch; if you want something other than what was packed for you by your host family
- Entertainment expenses
- Personal articles such as toothpaste, shampoo, make-up, etc.
- Long distance telephone calls

Long Distance Telephone Calls: Students rarely make phone calls anymore. However, if you wish to do so you must ask permission from a host parent before doing so. You should use a calling card or call collect if you make any long distance telephone calls.

Computer and Wifi: Home stay parents are not required to provide a computer or wifi for students. Most students will come with their own computer. If your host family has wifi at home, they may allow you to use it. Please be respectful of your host families wifi system. Ask about restrictions, such as hours of use and types of websites that you may visit. Movie streaming and gaming can take up quite a wide portion of the wifi band and slow down the system or even crash it. For educational purposes it is helpful to have access to the internet for research. It is also one of the main ways that students keep in touch with family and friends.

Alcohol: The consumption of alcoholic beverages, including beer and wine, is not permitted for Highroad Academy students. This is an offence that may cause the student to be removed from school and sent home (as per Highroad Academy's Discipline Policy – Appendix C).

Illegal Drugs: The use of any non-prescription drug is illegal. Students may only use medications which have been prescribed by a doctor. Use of illegal drugs is an offence that may cause the student to be removed from school and sent home (as per Highroad Academy's Discipline Policy – Appendix C).

Smoking: Tobacco is considered a harmful substance. Students who smoke may be removed from school and sent home (as per Highroad Academy's Discipline Policy – Appendix C). Only a small percentage of the Canadian public smoke, as it is considered to be a severe health hazard and unattractive in Canada. In British Columbia there is a no smoking policy in all public buildings, restaurants and washrooms.

Driving Motor Vehicles: For insurance and safety reasons students are not permitted to drive any kind of motorized vehicle, including automobiles, mopeds, motorcycles, lawn mowers, tractors, motorized boats or jet skis. This includes anything with an electric motor such as go-carts. If students have an accident while operating any motor vehicle their medical insurance becomes void.

Bicycles: If you wish to purchase a bicycle you may do so. Please make sure that you wear a protective helmet and lock your bike at all times. The school is not responsible for damage to or loss of a bicycle. Please familiarize yourself with bicycle/traffic rules (<http://www.bikesense.bc.ca/bikesense-manual>). Remember, you are responsible for knowing the rules of the road!

Transportation: Host families are expected to make arrangements to transport their student to and from school. Most families will drive to school, however if this is not possible it is the responsibility of the host family to make some arrangements such as carpool or city bus (the host family should pay for this). Any other transportation requests, such as to go visit a friend or go shopping are at the discretion of the host family. If it is an inconvenience to the family to take you somewhere, ask about an alternate time to go or how to use the city bus (at your own expense).

Physical Appearance: Students may not make drastic changes to their persons while they are in Canada. This includes piercings, tattoos and hair colouring.

Household Rules: Students are to obey all host family rules, including curfews and household duties for which they are responsible. Students may not have guests in the family's home without prior permission from the family.

School Activities: Students are expected to participate in all planned school activities and classes.

Overnight Travel: Students may not travel outside of the host community without the host family and the school's knowledge and permission. Students may be granted permission to miss a few days of a program to attend a weekend camp or travel with their host family.

Canadian Laws: While in Canada, students are always under the jurisdiction of the federal, provincial and municipal laws. It is important that they obey all laws. Breaking the laws could lead to arrest and serious consequences if they wish to return to Canada in the future.



Parent Visits

Your parents may wish to come to Canada to visit you. We would ask that your parents contact the school before they come to Canada. We welcome them to come and see the home that you are staying in and meet your host parents, but your parents may not stay with you in your home stay. We have prepared a list of accommodations that might be useful for your parents. (See Appendix E)

Medical Insurance

The insurance carrier of choice for Highroad Academy international students is Guard Me Canada student insurance. The insurance covers illness, injury and loss of life. Coverage starts upon boarding the airplane for the departure flight to Canada and terminates upon the arrival of the return flight to their home country.

The student is responsible for paying for medical insurance coverage. Payment is made to the school before the student leaves their home country.

If you are ill or injured, you may ask your host family to take you to a doctor or to one of the several walk-in clinics in the area. You will be required to make payment at the time of the visit – this payment is the responsibility of the student. Under no circumstances will a host family be held responsible for payment of a student's medical bills. Please make sure to get a detailed receipt and then bring it to the international student office so that a claim can be started.

If a doctor or medical facility requires more information concerning insurance coverage and procedures they should contact the International Student Coordinator at Highroad Academy.



Student Grade Reporting Periods

Grades 4 to 6 have three formal reporting periods, one interim report and one parent teacher interview during the course of a school year.

Grades 7 – 12 have four formal reporting periods, four interim reports and one parent teacher interview during the course of a school year.

Grades are based on the following mark scale:

A	100% - 86%	C-	59% - 50%
B	85% - 73%	F	below 50% (Failure)
C+	72% - 67%	i/c	incomplete
C	66% - 60%		



School Policies and Procedures

Respect for Other's Property

- Personal property is an extension of the owner, and therefore an attitude of disrespect for property is in reality disrespect for the individual.
- Students must be encouraged at all times to respect and care for other's personal belongings and the school's property.
- Any student found to be willfully or carelessly using and damaging another's property or school property will be required to pay restitution.

Attendance (Attendance Policy Appendix D)

- Regular attendance and promptness are required from all students.
- If possible, doctor and dentist appointments should be made outside of school hours.
- If a student will be absent, parents are asked to phone the school that day before 9 am. It is important that the school knows the whereabouts of each student during every regular school day.

Missed Exams Due to Absence

- When students return to school after a period of absence, it is their responsibility to inquire from each teacher what subject material was missed. Any tests, quizzes or work must be completed during the student's own time (example: lunch or after school) at the discretion of the teacher.

School Assemblies and Chapel

- School assemblies are scheduled as occasions arise and are not optional.
- Chapel is a weekly event and is not optional.

Uniform Policy

- Uniforms are required for all students in all grades. A copy of the Uniform Policy can be obtained on our website www.highroadacademy.com or from the school office.

The School Day

- School hours are Monday to Friday 9 am to 3:10 pm.
- Students are to arrive between 8:30 and 8:50 am. The first bell rings at 8:55, at which time students should go to their homeroom.
- If the student needs to leave school early for any reason they must bring a note from a parent/guardian or host parent to the school office at the beginning of the school day. Students must sign out at the office.

Textbooks

- Each student is responsible for all textbooks issued. Each textbook is numbered and noted by the teacher prior to issuing to students. When textbooks are lost or damaged, the student will be responsible for paying for a replacement.

Workbooks

- Some subjects require the student to purchase a workbook. These workbooks become the property of the student and are for their personal use.

Confidential Information

- Highroad Academy adheres to a strict confidentiality protocol based upon our Personal Information Privacy Policy. Copies may be obtained at the school office.

Medical Excuses

- All notes or certificates from a doctor should be forwarded to the office. A copy will be provided to the classroom/PE teacher as required.

Appendix A - Student's Commitment

This section must be read and understood by all students. Students applying for entrance into grade four through twelve must sign below, indicating that they have read and commit to abide by these standards. Please check the following:

As a student of this Christian school:

- I will act in an orderly and respectful manner.
- I will maintain Christian standards in courtesy, kindness, morality and honesty.
- I will strive to be of unquestionable character in dress, conduct and all other areas of life.
- I agree to abide by the above standards of conduct and other regulations of Highroad Academy. I will uphold the school's standards against cheating, swearing, smoking, pre-marital sex, drinking alcoholic beverages, gambling, using or talking favourably about narcotics and using indecent language.
- I will not give the impression to students, parents, faculty or the community that I am not in harmony with the goals, aims and standards of this Christian school.
- I understand the scriptural importance of being committed to a local church.
- I am committed to weekly attendance at my local church.
- I am committed to weekly attendance at my local church's youth group.
- I want to attend this school.

Student's Signature _____ Date _____

Appendix B – Daily Schedule

D. HOST FAMILY/STUDENT FIRST DAY HOMEWORK SHEET

The following questions are information about your Canadian homestay. Talk with your host family and answer all the questions. This questionnaire will help you the student and your host family communicate together. Enjoy your time together. Bring the completed sheet to your first class at school.

1. What time do I wake up? _____



2. What time do I get up? _____



3. How much time do I have in the bathroom in the morning? _____



4. How much time do I have to get dressed? _____



5. What time do we eat breakfast? _____



6. What do I put in my bag lunch? _____



7. What time do we leave for school? _____



8. What time does class begin? _____



9. Do I bring money today? _____ How much? _____



10. What type of snack may I have after school? _____



12. May I help you around the house? _____



13. What can I do in my spare time? _____



14. What time is dinner? _____



15. May I help you prepare dinner? _____



16. May I help you clean up after dinner? _____



17. When may I have a shower? _____



18. May I call my parents? _____



19. May I call my friends? _____ How long may I talk? _____



20. May I have a friend visit? _____



21. May I visit my friend? _____



22. What do I do with my laundry? _____



23. What are we doing tonight? _____



24. What are we going to do this weekend? _____



25. What time do I go to bed? _____



26. What time are lights out? _____



Appendix C – Discipline Policy

Offenses are classified as:

1. MINOR
2. MAJOR
3. SEVERE

1. MINOR offenses are those that are annoying but not likely harmful to the student committing them or others around them. The staff member involved handles minor offenses on the spot. MINOR offenses include, but are not limited to:

Minor classroom rules Running in the building Hats on in the building Messes in common areas Throwing objects, food, etc. Put-downs, unkind remarks

Late for class, assignments, etc. Chewing gum Lack of courtesy Inappropriate noises

Untidy equipment, supplies Uniform and appearance standards

2. MAJOR offenses are behaviours which are disruptive, disrespectful to people or property, insubordinate, or potentially harmful. MAJOR offenses are referred to the principal for immediate implementation of the "Discipline Cycle". MAJOR offenses include, but are not limited to:

Defacing property, skipping class, class disruption, out of bounds, stealing, cheating, lying, threatening

Filthy talk, causing division, promoting heresy

Repeated violation of MINOR offenses racial slurs, disobedience or bullying

Truancy, leaving campus without permission, continual unproductiveness, leading an unruly life, disrespect for authority or peers

3. SEVERE offenses are those that require the immediate removal of the student from the school temporarily or permanently. SEVERE offenses include, but are not limited to:

Promotion or use of alcohol, illegal drugs, or other harmful substances, actions that purposely bring harm to others or property, immoral behavior, use or possession of a weapon

Discipline Cycle - Grade 7 - Grade 12

The discipline cycle operates on a "three strikes" principle. It applies only to MAJOR offenses and repeated MINOR offenses. The purpose of the discipline cycle is to assist parents in the corrective process of their children by:

- Making clear the consequences of inappropriate behaviour
 - Making clear that opportunities exist to develop responsibility for one's behaviour
 - Requiring students to evaluate their own behaviour
 - Giving students positive alternatives for inappropriate behaviour
 - Providing immediate, consistent, and logical consequences for inappropriate behaviour
- At each step of the discipline cycle, the following steps will be taken:
- The teacher will refer the student to the principal
 - Parents will be notified that the discipline cycle has been implemented
 - The student will be required to make appropriate restitution
 - The violation will become a part of the student's permanent record

1. First MAJOR offense (or repeated MINOR offenses): The student will complete a project evaluating the violation, stating the natural consequences of the behaviour, and offering positive alternatives. The student may be required to serve a one-day suspension.

2. Second MAJOR offense: An at-home suspension for two or more school days will be served. A meeting with the school board or discipline committee will be held to discuss the student's record of behaviour and possible further action including the possibility of expulsion.

3. Third MAJOR offense: The student will be dismissed from the school for the remainder of the school year or permanently. ***Appeals process*** If a parent or student has any concerns about disciplinary action, an appeals policy is in effect at Highroad Academy. Please contact the office for further information on this process.

Appendix D – Attendance Policy

Highroad Academy Attendance Policy

Kindergarten to Grade 12

Matters of importance are covered in every class every day and a student's presence and participation in each class is vital to their education. When a student misses classes for any reason whatsoever, they miss something of importance that cannot be duplicated or retrieved and the absent student misses taking part in some type of evaluated activity. Therefore, absences of any kind jeopardize a student's comprehension, performance, success and academic standing. If we are to be accurate in our assessment and reporting of student participation, performance and achievement, a student's absence, even those which are unavoidable, will have some impact on student learning and will be reflected in their grades.

This policy has been designed in accordance to the Ministry of Education's standards and protocols.

1. Late arrival

ALL of our students are expected to arrive on time for school and to attend a full day of classes. This is very important as late arrivals create unnecessary interruptions for the class and teachers do not have time to re-teach material missed by students because they are late. If a student develops a pattern of tardiness, parents will be contacted by a staff member and further steps will be taken as necessary. As a school, Highroad Academy is dedicated to giving students an excellent education and can only begin to achieve this goal through consistent attendance and punctuality on the part of the students.

The majority of students arrive at school on time. On the rare occasion a student is late, regardless of the reason, they must notify the office before proceeding to class.

2. Absences

Highroad Academy, following the Ministry of Education protocols, has two criteria for absences, both excused and unexcused.

a. Excused Absences:

The following are the only acceptable criteria for an excused absence:

- Family crisis
- Medical reasons (*unavoidable medical appointments and sickness*)
- Compassionate reasons (*a death/funeral in the family*)

In the above circumstances, parents must communicate with the school either by written note, phone call or email.

- **Signing into first aid:** the office must be contacted for students needing first aid. The office or first aid attendant will contact the teacher concerning the student being absent from class, and a first aid report will be filed with the office.

Regardless of the reason for the absence, **students must still meet curriculum requirements to receive credit for a course.** The school will make every effort to provide assistance to working out a schedule for the completion of missed work.

b. Unexcused Absences:

Aside from the legitimate criteria outlined above, all other reasons for absences will be considered unexcused in accordance with the Ministry of Education's protocols. Although parents may choose to take students out of school with letters of permission, they should recognize the fact that such absences, though valuable in their own right, are not sanctioned by the school and may have an adverse effect on the student's progress and standing in the class.

The following are the only type of unexcused absences for which accommodation to make up missed work may be made. Students sometimes take part in important out-of-school events resulting from their involvement in elite-level sports, the arts, leadership programs, conferences, retreats, non-HRA service trips, church-sponsored functions or outreach activities. These involvements may require students to miss class and the school staff will do their best to make accommodations under the following conditions:

- The student's participation reflects a long-term, high level of commitment to that endeavour. Often this is reflected in a time commitment of 15-20 hours per week which can translate into external credits towards graduation
- The event itself is significant (championship tournament/competition, often at a national or international level).
- For church related events, the student must provide documentation from their pastor or leader to verify their participation and preparation. Note that with the proper verification and paperwork, this may qualify for volunteer hours and/or external credits for graduation.
- The student gives advance notice of a booking to take their "N" level driver's test, on the premise that the student returns to school directly after the completion of their test.

In all cases, the student/parent must provide detailed, written notification to all teachers a minimum of two weeks prior to the event (see attached forms). Students in the above category who are requesting that they be allowed to write course (non-provincial) exams early should make such requests in writing at least one month prior to the exam week. Such requests should be accompanied by a written letter of recommendation from a senior staff member overseeing the program they are planning to attend.

The following are some common examples of absences that are considered unexcused and for which no accommodation will be made. Teachers have been inundated with requests to change assignment due dates, allow students to write exams earlier or later than scheduled, or to change the fundamental structure of assignments so they can be completed while the student is away from school. Such requests come at key points in the year and number in the dozens, placing an unreasonable work load and expectation on our teachers. As a result, students who miss class for the following reasons will receive zero for missed assignments, quizzes, and tests.

This list is only illustrative and not exhaustive. Please take the time to read these carefully so that you are aware of our standards on these topics:

- Family holidays: the enormous numbers of requests to have students receive work packages or write tests prior to or after a family holiday has made it impossible for us to consider such requests. We understand the value of such activities, however the number of such requests makes it difficult to maintain any kind of continuity in the classroom and have compromised the security we feel must be maintained around tests.
- Missing class to study for a test or doing other work when the student is scheduled to be in class
- Sleeping in, missing class time and then showing up for a later class
- Taking part in other school activities (including setting up for performances, etc.) during class time without receiving permission from the teacher whose class is being missed
- Skipping class: any unexcused absence from class where the student has not signed out through the office is considered a "skip" and is dealt with in accordance to our discipline policy.
- Signing out for a non-approved reason

Please note that parents are still expected to provide written notification to verify extended student absences (form available from the office).

Frequent Absences

Students with frequent absences may jeopardize their opportunity to pass a course, even if their marks show a pass. Note that the Ministry of Education requires students to be in attendance for a prescribed number of instructional hours. On the issue of ongoing absences, parents will be contacted to meet with the administration to discuss the issue and determine what steps should be taken to deal with the situation.

Appendix E – List of Recommended Hotes in Chilliwack

For parents of Highroad Academy International Students:

Please note that these are recommendations based on the International Department's knowledge of Chilliwack. It is not a complete list, but does list some of the better, clean hotels and suites that we are aware of.

They are in alphabetical order, not preferred order.

We have chosen hotels and suites that are close to the school for easier access.

Coast Hotel

45920 First Avenue

604-792-5552

www.coasthotels.com/hotels/bc/chilliwack/coast-chilliwack-hotel/

*central to downtown Chilliwack, clean, highly recommended

Cozy B&B

9630 Young Road

604-702-1845

www.cozybnb.com

* bedroom only – friendly hostess, close to downtown Chilliwack

Magnolia Manor – bed and breakfast

46013 Gore Avenue

604-702-5696

www.magnoliamanorbc.com

*close to downtown Chilliwack – weekly rates available

Red Tulip Inn - suite

45356 Hodgins Avenue

604-792-9645

cell: 604-316-2704

*this one bedroom suite has a kitchen, bedroom, bathroom and living room. It is owned by Kit Kristjanson, Highroad's International Student Coordinator. You can visit B&B Canada to view the suite.

www.bbcanada.com/redtulipinn

*close to downtown Chilliwack – weekly rates available

An internet search of Chilliwack hotels, and bed and breakfasts will give you many more options in the surrounding area.