

Kwalikum Secondary School



"Working together to realize our full potential"



Student Calendar 2015—2016

Principal: Ms. Lori Marshall Vice-Principal: Ms. Lesley Rowan



KWALIKUM SECONDARY SCHOOL

'Working together to realize our full potential'



Mission Statement

We believe in a partnership of staff, students, families, and community members to develop an environment where students are the central focus. We strive to enhance a student's self-esteem through a caring and safe environment. It is our aim to provide innovative programs through a collaborative environment, so that all students can learn, become socially responsible, and develop to their full potential.

Guiding Principles

- K**..... Knowledge: is pride and ownership in learning
- O**..... Opportunities: to maximize leadership for students and staff
- N**..... Networking: is students, staff & community collaborating for success
- D**..... Determination: of students and staff to attain their potential
- O**..... Ownership: is commitment of staff, students & community to the evolving vision & goals of KSS
- R**..... Recognition: of achievement to promote pride through social and personal responsibility
- S**..... Success: is achieved through leadership and collaboration

Principal	Ms. Lori Marshall	250-752-5651 Ext. 102	lmmarshall@sd69.bc.ca
Vice Principal	Ms. Lesley Rowan	250-752-5651 Ext. 255	lrowan@sd69.bc.ca

Kwalikum Secondary School website: <http://kss.sd69.bc.ca/>

KSS Timetable & Bell Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:31 - 9:50	A	C	B	D	A
9:55 - 11:14	B	D	A	C	B
11:14 - 12:10	LUNCH				
12:15 - 1:35	C	A	D	B	C
1:40 - 3:00	D	B	C	A	D

September 2015



Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7  LABOUR DAY	8 First Day for Grade 8's Day 1	9 First Day for 9-12's Day 2	10 Day 1	11 Day 2
14 Day 1	15 PAC Meeting 7:00pm Day 2	16 KSS Open House 6:30pm Day 1	17 Day 2	18 School Photo Day  Day 1
21 Day 2	22 Post-Secondary Liaison Day (afternoon only) Day 1	23 Day 2	24 Day 1	25 Day 2
28 Grad Check Day 1	29 Day 2	30 Terry Fox Run  Day 1		


October 2015



Mon	Tue	Wed	Thu	Fri
			1 CUE Event (Nanaimo) Day 2	2 School-based Professional Development Day <i>(school not in session)</i>
5 District-Wide Planning Day <i>(school not in session)</i>	6 PAC Meeting 7:00pm Day 1	7 Introductory Music Concert 7:00pm Day 2	8 Interims Issued Day 1	9 Day 2
12 Thanksgiving Day  <i>(school not in session)</i>	13 Day 1	14 Day 2	15 Day 1	16 UVIC Wind Symphony Day 2
19 Day 1	20 Day 2	21 Parent-Teacher Conference Evening 6-8pm Day 1	22 Fall Conferencing Day <i>(school not in session)</i>	23 Provincial Pro-D Day <i>(school not in session)</i>
26 Day 2	27 Day 1	28 Day 2	29 Day 1	30 Day 2


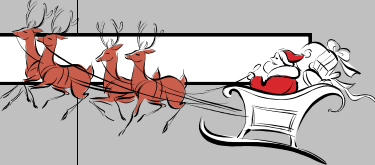

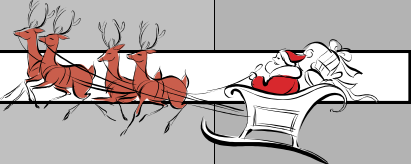
November 2015



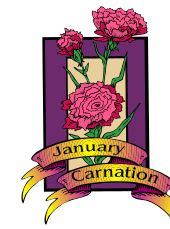
Mon	Tue	Wed	Thu	Fri
<p>2</p> <p>Day 1</p>	<p>3 PAC Meeting 7:00pm</p> <p>Day 2</p>	<p>4</p> <p>Day 1</p>	<p>5</p> <p>Day 2</p>	<p>6</p> <p>Day 1</p>
<p>Secondary Provincial Exams</p>				
<p>9</p> <p>Day 2</p>	<p>10 Remembrance Day Assembly @ 10:30am</p> <p>End of Term 1</p> <p>Day 1</p>	<p>11 Remembrance Day <i>(school not in session)</i></p> 	<p>12 Start of Term 2</p> <p>Day 2</p>	<p>13</p> <p>Day 1</p>
<p>16</p> <p>Day 2</p>	<p>17</p> <p>Day 1</p>	<p>18 Report Cards Issued Reach Out Psychosis @ 8:40am Grades 8-12</p> <p>Day 2</p>	<p>19</p> <p>Day 1</p>	<p>20</p> <p>Day 2</p>
<p>COMOX VALLEY BAND & CHOIR FESTIVAL</p>				
<p>23</p> <p>Day 1</p>	<p>24</p> <p>Day 2</p>	<p>25 Bishop's University visit @ 11:15am</p> <p>Day 1</p>	<p>26</p> <p>Day 2</p>	<p>27</p> <p>Day 1</p>
<p>30</p> <p>Day 2</p>				

December 2015



Mon	Tue	Wed	Thu	Fri
	1 PAC Meeting 7:00pm Day 1	2 Day 2	3 Day 1	4 Day 2
7 Day 1	8 Christmas Concert-MPR 1:30 pm & 7:00pm Day 2	9 Day 1	10 Interim Reports Issued Day 2	11 Education and Career Fair (Vancouver) Day 1
14 Day 2	15 Day 1	16 Day 2	17 Day 1	18 Last day of classes before Winter Vacation Day 2
21 	22	23	24	25 
WINTER VACATION				
28 	29	30 	31	
WINTER VACATION				


January 2016



Mon	Tue	Wed	Thu	Fri
				1
4 School Re-Opens Day 1	5 PAC Meeting 7:00 pm Day 2	6 Day 1	7 Day 2	8 Day 1
11 Day 2	12 Day 1	13 Day 2	14 Day 1	15 Day 2
18 Day 1	19 Day 2	20 Day 1	21 Day 2	22 Last Day of Semester 1 Day 1
25 Day 1	26 Day 2	27 Day 1	28 Day 2	29 Semester 2 begins Day 1
Internal and Provincial Exams				Day 2
				Grad Studio Portraits (at Lifetouch Studios in Coombs)



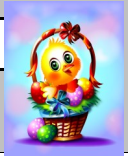
February 2016



Mon	Tue	Wed	Thu	Fri
1 Day 1	2 PAC Meeting 7:00pm Day 2	3 Day 1	4 Day 2	5 Day 1
8 BC Family Day <i>(school not in session)</i>  Family Day!	9 Day 2	10 Day 1	11 Day 2	12 Report Cards Issued Day 1
15 Day 2	16 Day 1	17 Day 2	18 Day 1	19 Jazz Extravaganza QB Civic Centre 7pm Day 2
22 Professional Development Day <i>(school not in session)</i>	23 Grad Check Day 1	24 Day 2	25 Day 1	26 Day 2
			Parents to book Parent/Teacher Interviews online	
29 Interim Reports Issued				
Parents to book online interviews				


March 2016



Mon	Tue	Wed	Thu	Fri
	1 PAC Meeting 7:00 pm	2	3 Parent-Teacher Spring Conferences 6-8pm	4 Spring Conferencing Day 9:00 - 12:00 noon <i>School not in session</i>
Parents to book Parent/Teacher Interviews online				
	Day 2	Day 1	Day 2	
7	8	9	10	11 Last day of classes before Spring Vacation
Day 1	Day 2	Day 1	Day 2	Day 1
14	15	16	17	18
SPRING VACATION				
21	22	23	24	25 GOOD FRIDAY
SPRING VACATION				
28 EASTER MONDAY	29 School Re-Opens after Spring Vacation	30	31	
	 Day 2	Day 1	Day 2	


April 2016



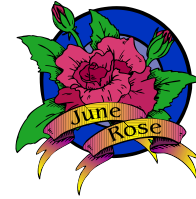
Mon	Tue	Wed	Thu	Fri
				1 Day 1
4 Day 2	5 PAC Meeting 7:00pm Day 1	6 Local Scholarship & Bursaries Deadline 3:30pm Day 2	7 Day 1	8 Secondary Provincial Exams Day 2
11 Day 1	12 Euclid Math Contest (12) Day 2	13 Premiere Performance Civic Centre 6:30pm Hypatia (11), Galois(10) Fryer (9) math contests Day 1	14 Day 2	15 End of Term 3 Day 1
18 Start of Term 4 Day 2	19 WESTCOAST JAZZ FESTIVAL Day 1	20 NRGH P.A..R.T.Y Program Day 2	21 Day 1	22 Report Cards Issued Day 2
25 Day 1	26 Day 2	27 Day 1	28 Day 2	29 Day 1



May 2016



Mon	Tue	Wed	Thu	Fri
2 Day 2	3 PAC Meeting 7:00pm Day 1	4 <div style="border: 1px solid black; text-align: center; padding: 2px;">VAN ISLE CONCERT BAND FESTIVAL</div> Day 2	5 Day 1	6 Day 2
9 Day 1	10 Day 2	11 Gauss Math Contest (7/8) <div style="border: 1px solid black; text-align: center; padding: 2px;">MUSICFEST CANADA—OTTAWA May 11-15</div> Day 1	12 Day 2	13 Professional Development Day <i>(school not in session)</i>
16 Day 1	17 Day 2	18 Day 1	19 Day 2	20 Day 1
23 Victoria Day <i>(school not in session)</i> 	24 Day 2	25 Interim Reports Issued Day 1	26 Day 2	27 Day 1
30 Day 2	31 Day 1			

June 2016



Mon	Tue	Wed	Thu	Fri
		1 Year End Music Concert Day 2	2 Day 1	3 *PROM/DRY GRAD SATURDAY, JUNE 4* Day 2
6 Day 1	7 PAC Meeting 7:00pm	8	9	10 Day 1
13 Day 2	14 Day 1	15 Day 2	16 Day 1	17 Day 2
20 Day 1	21 Last Day of Classes Prior to Examss Day 2	22	23	24
		PROVINCIAL & INTERNAL EXAMS		
27 PROVINCIAL & INTERNAL EXAMS	28 Awards Ceremony 	29 Commencement Ceremony 	30 Admin Day Report Cards ready to issue	

Counselling & Career Centre

Counselling Centre – Services and support to students and parents/guardians is found in the following areas:

Student Registration

Scholarships & Bursaries Applications

Liaison & Referrals with Community Agencies

Course Planning & Advising

Graduation Requirements

Graduation Transitions Program

Post-Secondary Advisement

Distributed Learning Courses

Personal Counselling

Counsellors: Grades: 8 (HR:8-3/8-4), 9 & 11: Ms. Shelly Slaughter 250-752-5651, ext. 137 sslaught@sd69.bc.ca

Grades: 8 (HR:8-1/8-2), 10 & 12: Ms. Laurie Mitchell 250-752-5651, ext. 139 lmitchel@sd69.bc.ca

Career Centre – Drop-in services and appointments will be available for easy access to information for students and parents/guardians. Please check the career page on the school website for a schedule. Career services includes:

Head-Start Program

Work experience placement

Access to current information on careers and labour trends

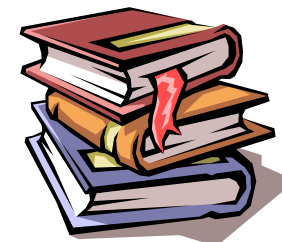
Apprenticeship program coordination

Coordination of all career preparation programs

Transitional planning

Post-secondary liaison service

Career Education Counsellor: Stephen Stahley sstahley@sd69.bc.ca



KSS Library Media Centre

KSS Library Media Centre is open daily from 8:00 am to 3:30 pm.

KSS Library: Library staff helps students become effective and ethical users, producers and publishers of information. To this end, we ensure that students and staff have access to library professionals; mobile devices; 24/7 access through www.ksslibrary.org to research and presentation tools, as well as databases.

KSS Media Lab: The KSS media lab is available for students and their supervising teacher to work towards meeting curricular learning outcomes, improving literacy and technology skills, collaborating and communicating with others, and becoming life-long readers and learners for the 21st century.

The KSS Library Media Centre serves as a welcoming place where students will think critically and participate as active citizens, having been empowered and encouraged to learn in collaboration with others, as well as on their own.

Computers at KSS

Lab	Computers	Room	Location	Access for Students
Bookable Lab	40	269	Library Media Centre	Before and after school, and lunch time. Some may be available during class time. Bookable by teachers for their classes.
CEAP @ KSS	24	150	Downstairs, South Building	CEAP support blocks.
High-end Tech Lab	32	214	Upstairs, North Building	Bookable by teachers for their classes.
Portable	60		Available from the Library	Bookable by teachers/individual sign up by students within the school

User IDs and Passwords - Your user ID is your student number e.g. 230299. Your password follows the pattern yymmdd where yy is the year, mm the month and dd the day of your birthday. For example, if your birthday is September 6, 1994, your password would be b940906. ****You will be required to change your password the first time you log in. Don't forget your password. If you have any questions or problems with your account see Ms. Martens, who is usually found in the Library Media Centre, or see Ms. Rowan.

Network and Internet Access –Please refer to the SD 69 “Communications Systems Policy” and the “District-wide Network and Internet Appropriate Use Guidelines”.

Do not at any time:

- access inappropriate web sites, including porn, hate, hacking or racist sites, or use inappropriate language in your email.
- download music, games or other programs to our network.
- use on-line chat programs at any time, or use Net Send.
- attempt to access banned websites using web proxy sites.
- Use another student's account.
- change the software or hardware on the computers e.g. don't move a mouse from one computer to another or install any programs.
- If you break the rules your account will be disabled.



On-line presence: Be careful on-line; don't reveal your name or any personal information about yourself to a stranger.

Moving Files – If you want to move files to or from your home, the best options are a USB flash disk (most types work at the school), e-mailing the files back and forth, or using cloud-based programs.

Electronic devices may be used at school, at the teacher's discretion.

Printing - Students will receive 50 sheets of paper in their printing account at the beginning of each semester. If you need more paper, see the staff of the Library Media Centre. Additional paper is \$.10 per sheet.

Disk Space - Students are allowed a maximum of 50MB of disk space on the file server. Your files should be stored on the P: drive which is your directory on the file server. Do not store any files on C: drive.

Wireless is available at KSS; see the KSS website for instructions and policy.

Extra-Curricular Activities

Join a club or team and add to your school year!

CLUBS

Club activities are well promoted in an attempt to involve as many students as possible. If interest exists in a particular area a club may be formed, provided a sponsor can be found.



LEADERSHIP

The KSS Leadership Development Program is a series of credit courses offered at each grade level to:

- Promote positive attitudes toward leadership, cooperative planning, participation in school events and community service as well as add to the culture of KSS through activities and events
- Encourage and support youth in the conceptualization, planning and delivery of activities/events
- Teach and develop individual and corporate leadership skills in a practical setting

Program Structure: Students may take a single course (yearlong) and be credited at their current grade level (i.e. Leadership 10).

Course Structure: The Leadership course is held outside the timetable, meeting twice a week at lunch. There is a time commitment outside of class to complete project work and meet Leadership hour obligations.

ATHLETICS

Kwalikum Secondary School has active athletic programs, both intramural (within the school) and extra-curricular (competition with other schools). The intramural program emphasizes participation, fitness, and fun. It runs periodically at lunch time and after school throughout the school year.

The extra-curricular program, which emphasizes skill development, teamwork, and competition, is more extensive. It allows students with the ability and interest to compete as part of a team, against other schools in British Columbia. Successful competition allows winning teams to progress towards the provincial finals. Students who intend to join a school team should understand that time and commitment to the team is required in order to be a contributing member. As participation on a school team demands travel, athletes have a responsibility for maintaining work in classes missed. Athletes will dress appropriately on the day of an athletic event.

Note: Students participating in the extra-curricular program are required to participate in fundraising activities and are responsible for travel, food, and lodging costs on trips away from Qualicum Beach. Individual coaches will discuss financial information with their teams. All athletes should have appropriate insurance in case of serious accident or show that the family already carries such insurance.

Activities include:

Curling

Gr. 8 – Girls Soccer

Gr. 8 – Boys Soccer

Junior Girls Soccer

Junior Boys Soccer

Senior Girls Soccer

Senior Boys Soccer



Golf

Cross-Country

Grade 8 Girls Volleyball

Junior Girls Volleyball

Junior Boys Volleyball

Senior Girls Volleyball

Swimming



Grade 8 Girls Basketball

Grade 8 Boys Basketball

Junior Girls Basketball

Junior Boys Basketball

Senior Girls Basketball

Senior Boys Basketball



Student Information

ACCIDENTS AND ILLNESS

All cases of accident or illness occurring at the school or on the grounds must be reported immediately. In serious cases, if possible, someone should stay with the patient while someone else seeks teacher assistance. Physical Education exemptions: All requests for long-term exemption from Physical Education must be accompanied by a certificate from the family doctor or other attending physician. Communicable Disease or Serious Illness: Please report such concerns to the grade counsellor, who will contact the health service.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational, promote activities, and recognize student achievement. They provide one of the few opportunities in the school to learn formal audience behaviours. Regardless of the type of program, courtesy demands that members of the student body be respectful and appreciative. Please remember to remove your hats.

DRUG FREE ZONE

Kwalikum Secondary School, with the approval of the Board of Education of School District No. 69 has entered into a partnership with the Town of Qualicum Beach and Oceanside RCMP to establish a Drug Free Zone intended to provide a safe environment for our students and the community at large, one where drug use and drug trafficking are not tolerated. Students are susceptible to Board of Education Policy for drug infractions within the zone while under school jurisdiction, and are additionally accountable through fines or other penalties applied in law. The Drug Free Zone will be patrolled by the RCMP, but is also supported through community involvement and a Crimestoppers TipLine. Through these efforts, Kwalikum Secondary School hopes to remove drugs from our school and surrounding community, so that all students may learn in a safe environment. The Drug Free Zone is clearly marked by signs throughout the zone.



EARLY DISMISSALS AND CLASSROOM RESPONSIBILITIES

Early dismissals allow students to attend games on time or to participate in school field trips/activities. Students should be aware that being dismissed early is a privilege that may not be granted if the course teacher is dissatisfied with a student's efforts. Students must be at school, attending classes on game days, and must maintain a satisfactory attendance record.

When dismissed early, it is the responsibility of students to: inquire about the nature of any material presented, obtain work assigned, and complete the work as required by the teacher. Students are required to seek permission from each classroom teacher prior to leaving for any athletic trip or club activity.

FIRE DRILL AND EMERGENCY EVACUATIONS

In the event of a fire drill or similar emergency, the school must be cleared in an effective manner, for safety and protection of property. When the alarm sounds, all instruction and activity will cease. Students must give all of their attention immediately to their teacher who will instruct them as to the evacuation procedure and lead them to a safe area outside of the school buildings. Students outside the classroom, and still in the building, shall go to the nearest corridor and join with any class, or, if close to an exit, shall leave the building, reporting to their own class outside the building. Students shall marshal, by class, to the school field, in the place designated, and remain with their teacher. Practice drills will occur throughout the school year. To assist with evacuations and comply with fire regulations, be sure that your vehicles are parked in the designated parking lots/spaces and not between the north and south buildings, the bus lane, and the turn-around loop near the front door.

Student Information

LOCKER USE (Policy No. 7040):

The Board of Education believes that school officials must be able to respond quickly and effectively to problems that arise in schools in order to protect students and to provide the orderly atmosphere required for learning. A student locker search may be undertaken if there are reasonable grounds to believe that a school rule has been or is being violated and that evidence of the violation will be found in the student's locker.



The Process: Students who wish to use a locker must present their lock fee receipt to their Advisory Group teacher during the first week of school. Students' names, the number of their lockers, and the lock combinations are recorded and are filed with the office. For safety reasons, all students are required to use locks provided by the school. These locks are available for a \$5.00 fee. As well, students are responsible for returning their locks to the office in mid-June and if the lock is in working condition a \$2.00 refund will be issued.

A locker is assigned to a student for use during the school year based on the following rules and conditions of use:

- Students are responsible for the locker that is assigned to them and the locker is not to be used by any other person.
- Only approved locks may be used on student lockers and the combination of the lock must be registered at the office.
- No illegal substances, weapons or other prohibited or offensive material are to be placed in school lockers.
- School officials may search student lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school policies and rules.
- The locker may only be used for the storage of books, school supplies, and equipment, outerwear, sports equipment and lunches. The locker is to be kept clean and food stuffs are to be removed on a regular basis.
- No stickers, pictures, graffiti or other adornments are permitted on the outside of the locker; therefore, specialized clean-up to lockers may be billed directly to the student who has reserved the locker.

Students are responsible for cleaning and removing all material from the locker at designated times or when they leave the school.

Permission to use the locker may be terminated where a student does not comply with the conditions of use or school policies or rules. If any student has reason to believe that a locker contains anything that would threaten the safety of other students, staff or any other person, that student is expected to immediately report the information to a teacher, Vice Principal or Principal. The name of the student making the report will be kept confidential. Students are advised to keep their lock combinations in strict confidence.

LOST & FOUND

A Lost & Found is maintained outside Room 152 in the south building for clothing, textbooks, and other items. Found items of value, such as money, calculators, and watches, are kept under lock and key and these must be requested from the office staff. Any item of value that is lost should be promptly reported to the office. Articles found should be returned to the office. Students are responsible for all personal items while at school: do not leave backpacks, clothing, electronics, valuables, purses or textbooks unattended at any time in any place. The school cannot accept responsibility for loss or theft of such items. Items left in the Lost & Found are removed at the Christmas break and again during the June exam week.



Student Information

STUDENT PARKING

Students who drive their cars to school will be expected to adhere to parking lot rules. Any student who cannot abide by parking lot rules will have their parking privileges withdrawn. (These rules are “the rules of the road”.) There is to be no loitering in the student parking lot during school hours.



POSTERS & NOTICES

Students, parents/guardians, or other community members wishing to display posters or notices of upcoming events are required to seek permission to do so from the office. Permission to display them is at the discretion of the school administration.

STUDY BLOCKS

Some Grade 12 students have a study block listed in their timetables: it may be listed as Inside or Off Campus. Students who have Inside Study blocks are expected to be working in the Library Media Centre. Students who have Off Campus study blocks are expected to leave the school grounds without delay at the beginning of the study block and return promptly for the next class.

VALUABLES AT SCHOOL

Students are advised to leave large sums of money and other valuables at home. The school cannot accept responsibility for loss or theft of such items. Never leave items unattended in classrooms, hallways, the gymnasium, outside buildings, in the bus lane, or the change rooms. Additionally, bikes should be locked at all times along the south building railing beside the stream. Bikes or cars should not be left overnight on school property.

VISITORS

Visitors with a legitimate purpose are welcomed at KSS but are required to report to the office. As a rule, guests are not to accompany students during the school day.

TELEPHONE USE



A telephone is situated in the main foyer for student use before classes in the morning, at lunch, and after school only. Students are not permitted to use the office phone unless there is an emergency.

WITHDRAWAL FROM SCHOOL

Students planning to transfer to another school should notify the school administration and counsellors as soon as possible. Students should request a transfer information sheet and should ensure that it is completed prior to leaving the school. Students planning to withdraw from school are encouraged to request an appointment with a counsellor to discuss their situation prior to making a final decision.

Students withdrawing from school must complete a Student Withdrawal Form, which is available in the counselling office. This form indicates that textbooks, library materials, and school locks have been returned and that all fees have been paid. The student’s textbook deposit of \$50.00 is not refundable until the student has completed the withdrawal process.

Code of Conduct: Responsibilities of Students

Guiding Principles for our Code of Conduct (Ministry of Education)

BC Human Rights – Our school supports the values expressed in the *BC Human Rights Code* respecting the rights of all individuals in accordance with the law, prohibiting discrimination based on race, color ancestry, place of origin, religion, marital status, physical and mental disability, sex or sexual orientation.

Special Consideration – In application of our school’s code of conduct, special consideration may apply to students with special needs if those students are unable to comply due to having a disability of an intellectual, physical, sensory, emotional, or behavioural nature.

Prevention of Retaliation – All reasonable steps will be taken to prevent retaliation against a student who has reported a breach of the school’s code of conduct.

COMMON COURTESY

- Show respect for others
- Conduct yourself in a safe, orderly, and considerate manner
- Know and abide by safety rules pertaining to each school area
- Drive with caution and consideration in the school parking lot and surrounding community
- Dress appropriately for the school setting
- Use acceptable and appropriate language
- Refrain from displays of affection that are not consistent with a school environment (business)

ATTENDANCE

- Attend all classes.
- Notify your teacher as far in advance as possible for unavoidable absences (e.g. field trips, extra-curricular activities).
- Make appointments outside of the school time whenever possible.
- Discuss early dismissal and absences with the teacher of the class involved.

LATES

- Be on time for every class.

15 MINUTE RULE

- Students are not allowed into the halls during the first 15 minutes, or the last 15 minutes of class except under exceptional circumstances.

COMPLETE ALL ASSIGNMENTS (WORK HABITS)

- Arrive in class prepared to learn, with appropriate equipment/supplies, and with homework completed.
- Make arrangements with teachers for missed work.

RESPECT FOR PERSONS

- We all come into contact with a range of people while performing our school work. These people have a diverse range of views, aspirations, expectations and behaviour. It is vitally important that we extend and demonstrate respect for others in all our communications and interactions.
- Scent Free: With reference to Board Policy 8007, the Board recognizes that health concerns may arise from exposure to scented products, therefore employees and students shall refrain from using scented products when a known condition exists with sensitivity to these products.

RESPECT FOR PROPERTY

- Respect the school property and the property of others.



SKATEBOARDING, ROLLERBLADING, BICYCLES AND SCOOTERS

- For safety reasons, students are not permitted to rollerblade, skateboard, or use scooters on school grounds before, during or after school (this includes lunch and class change times), unless this equipment is required for a supervised school activity and participants are wearing appropriate safety gear. Bicycles must be ridden on the roadways and trails only.

OBEY THE LAWS

- Use and/or possession of drugs, weapons, and/or alcohol are illegal.

TRAVELING TO AND FROM SCHOOL (Including lunch and study blocks)

- When traveling to and from school, students are expected to conduct themselves in accordance with the Code of Conduct of the school. Students, who contravene the Code of Conduct by adversely impacting the welfare of other students or the learning atmosphere, may be subject to discipline.

ELECTRONIC DEVICES:

- Please refer to the SD 69 “Communications Systems Policy” and the “District-wide Network and Internet Appropriate Use Guidelines”. Cell phone use during instructional time is not permitted. They need to be stored out of sight.
- Visual and auditory recording is not allowed without the express permission of the individual.

KSS Dress Code

The school Code of Conduct states that students must wear “appropriate clothing”; this means items suitable to a “working environment”. In light of changing fashions, and in order to clarify this long-standing practice at KSS, the following list can serve as a guide when discussing clothing for school. The following clothing is considered inappropriate, and therefore, should not be worn to school or to school dances:

Exposed midriffs	Low cut tops	Spaghetti-strapped tops	Lingerie tops or exposed brassieres
Halter tops	Bathing suit tops	Backless tops	Skirts/shorts shorter than mid-thigh
Tube tops	Muscle shirts	Clothing that is not clean	Clothing with vulgarity or swearing
Low-hanging pants with underwear exposed		Clothing/hats promoting: drugs/alcohol, gang association, racism	

Dress Code Infractions: Students will be given a formal warning and will be required to adjust their attire appropriately.

Non-Smoking Policy

DISTRICT POLICY

The Board of Education of School District 69 encourages all efforts to eliminate and prevent the use of tobacco products by students and employees of the district. The goal is to assist in the creation of a smoke-free society by ensuring that all school district facilities, vehicles and grounds are smoke free (Policy 4085) in compliance with the *Tobacco Control Act of British Columbia*.

REGULATIONS

All school district buildings, grounds, buses, and vehicles are smoke-free at all times. Smoking is not permitted at school or district sponsored events. Infractions or violations of this policy and its regulations shall result in appropriate discipline.

SCHOOL RULE

No smoking is permitted on or near school property by anyone at any time, in accordance with district policy and in compliance with the *Tobacco Control Act of British Columbia*.



Safe School Environment

The Board of Education:

- expects that students shall comply with rules, policies and/or codes of conduct to maintain an environment conducive to learning.
- shall consider any action of violence or intimidation on school premises to be a serious threat to the school environment and to the safety of students and staff. The Board of Education shall take appropriate action to ensure the safety of staff and students (Policy 7162)
- believes that all students, staff and volunteers should be provided a safe, secure and welcoming learning and working environment, therefore acts of bullying, intimidation, discrimination, and harassment will not be tolerated (Policy 7164)
- believes that students, staff and volunteers have the right to a safe and secure school environment.
- shall consider the possession or use of any weapon or simulated weapon by anyone on or near school premises to be a serious threat to the school environment and to the safety of students and staff. A weapon is any instrument designed to inflict injury or intimidate another person, or any instrument that is used in this manner.
- shall take appropriate action or lay charges against any individuals involved. (Policy 7163)

Where an administrator reasonably believes that a person on or near school premises is in possession or has used a weapon, the administrator shall:

- immediately notify the police and the superintendent or designate,
- make reasonable attempts to minimize the risk of injury to any person,
- ensure the weapon is removed from school premises (confiscated),
- contact the parent/guardian and file an Employee Report of Injury/Incident to Employer Form.

Resultant consequences will range from school disciplinary action to charges being laid by the police depending on specific circumstances.

Members of our school community support the values expressed in the *BC Human Rights Code* respecting the rights of all individuals in accordance with law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical and mental disability, sex or sexual orientation.

Reasonable steps will be taken to prevent retaliation against students who report breaches of the Code of Conduct.

Additionally, school officials may have the responsibility to advise other parties/agencies of serious breaches of the Code of Conduct.

KSS students are expected to conduct themselves in a reasonable and responsible manner.

Progressive intervention and restorative practices are used to assist students in returning to responsible conduct.

Parent/Guardian Information

COMMUNICATION

Throughout the year, the school hosts orientations, student/parent/teacher conferences, concerts, athletic events and dances. Parents/guardians are encouraged to attend these functions. Students are encouraged to accompany their parents/guardians to student/parent/teacher conferences. Parents/guardians are invited to call the school to speak to teachers, counsellors, or the Principal/Vice-Principal to discuss any concerns.

DISTRICT 69 PARENT ADVISORY COUNCIL ADVOCACY SERVICE

When parents/guardians believe that decisions are not made in the best interest of their student(s), they need to advocate on their behalf. The District Parent Advisory Council (DPAC) has appointed advocates who provide assistance to parents/guardians when they need information and help in resolving their concerns. Advocates provide support to understand policies/procedures and help resolve concerns by promoting fair practice through effective mechanisms. Further information about the DPAC Advisory Service is available at: 1-888-277-2240

LOCK FEES

The school lock fee of \$5.00 helps pay for yearly lock replacement. Students are responsible to empty their lockers in mid-June and return their lock, in working condition, to the office to receive a \$2.00 refund.

SCHOOL BUS SERVICE

Students riding busses are required to present the driver with a bus pass. Registration forms are available from the Board of Education Office in Parksville, or the KSS main office. For questions or concerns regarding fees or registration, contact 250-248-4241. Questions regarding bus stops and pick up times can be directed to the Transportation Department at 250-954-3022.

PARKING

Parents/guardians are expected to set a good example by parking in legitimate parking spaces and keeping areas safe for all users. **Do not park in the fire zone by the main doors or block the main doors, in the bus lane, between the north and south buildings, pedestrian crossing or in the turn-around loop.** Failure to comply may result in towing.

SCHOOL NEWSLETTER

A school newsletter is posted on the school web site and provides information on past and future school events.

STUDENT FEES

Student fees are charged to each student, and are specifically sanctioned by the Ministry of Education. This modest fee of \$10.00 is used to provide photo ID student cards, as well as enriching activities for the students of our school. The student Leadership class sponsors dances, theme and fun days, as well as non-curricular events with this fee.

TEXTBOOK DEPOSIT

A one-time textbook deposit of \$50.00 per student (maximum \$100.00 per family) will be charged to all students entering Kwalikum Secondary. This fund must be kept topped up to \$50.00 (\$100.00) in the event of lost or damaged books. The \$50.00 deposit is fully refundable upon leaving or graduating from Kwalikum Secondary School, or it may be donated to the Qualicum Beach Honours Society (you will receive a tax receipt), which provides financial support to students pursuing post-secondary studies.

Attendance Procedures

DAILY ATTENDANCE

All students must attend, on time, all scheduled classes and activities in which they are enrolled. Kwalikum Secondary staff recognizes the following reasons for absence, early dismissal or tardiness:

- the sickness of the pupil,
- any sickness or affliction in the family,
- a danger to health from serious exposure, or
- any other unavoidable cause which makes attendance impractical (work experience, extra-curricular, field trips).

Hair appointments, shopping, hunting, working, skiing, etc. are not accepted as legitimate reasons to be absent from school. Students are encouraged to schedule these activities after school hours. It is the responsibility of students to: inquire about the nature of any material presented, obtain work assigned and complete the work as required by the teacher.

Parents/guardians are encouraged to confirm all student absences by telephoning the school office on or before the day of the absence by speaking with a secretary during regular office hours (8:00 a.m. - 4:00 p.m.) or leaving a message on the voice mail system at any time. Absences must be confirmed (by a parent or guardian) within 48 hours in order to be considered as excused*

* Please note: The Attendance Message Centre can be reached 24 hours a day.

Parents/guardians can access the voice mail system by:

- a. Dialing into the school (250-752-5651).
- b. Pressing “1” to reach the Attendance Message Centre or “0” to speak with the secretary.
- c. Once the Attendance Message Centre is reached, parents/guardians can leave a message.



TRUANCY: The school is responsible for students from the time they leave home in the morning until they return home in the afternoon. Skipping classes is considered a serious matter. KSS has a dialer system that will deliver a pre-set message to the home when a student is absent from class and the parent/guardian has not excused the absence by the end of the school day.

LEAVING SCHOOL EARLY: Any student who must leave the school early for any reason must sign out in the office prior to leaving. Students should have written permission from a parent or guardian to be excused. A phone contact will be required in the absence of a note. As well, students are responsible for completing any missed work or assignments. The student sign out chart is used during emergencies to determine which individuals have left the school campus during normal instructional times; however, a student signing themselves out does not constitute an excused absence unless supported by a telephone call or note from the parent or guardian.

LATE TO SCHOOL: Students are expected to sign in at the office if they are late to school. The student should bring a note from a parent or guardian, or the school should receive a phone call from a parent or guardian, notifying the school that the student will be late.

LATE TO CLASS: When late to class, but not late to school, students should report directly to class and expect a consequence for tardiness from their course teacher. Chronic tardiness may be referred to the Vice-Principal who will begin progressive measures to correct the habit.

MEDICAL ROOM: Located in the main office, students who are unwell may require brief use of the medical room. They are expected to have their teacher's permission, and are required to sign in and out, however; seriously ill students will have their parents/guardians contacted for transportation home.



EXTENDED ABSENCE POLICY: KSS discourages extended absences from school for reasons such as family vacation or work. If a student misses school for an extended period of time for any reason, he or she will be behind in their classroom work, and the extent to which they can catch up depends on the student's ability to work independently. It is very likely that a student who has an extended absence will not reach the same level of achievement as a student who attends classes full time.

While extended absences may provide students with cultural, travel and work experiences that contribute to their overall development, missed daily classroom activities cannot be duplicated through worksheets or workbooks. Generally, detailed work packages are not available in advance of extended absences, nor are comprehensive make-up assignments and re-teaching of key elements upon return. There is no substitute for instructional time.

Services that may be useful to students who will be absent for extended periods include: Ministry of Education on-line tutorials, pre-existing Moodle assignments or packages for students with computer access, or at the teacher's discretion, limited homework packages or alternate assignments may be provided prior to, or following the absence. Tutorials are sometimes offered by teachers outside of class on a volunteer basis. These should be used both in advance of departure and after the student returns.

A student missing 20 days or more will likely be unable to complete their course work in the regular classroom and may be referred to alternative education options. Parents/guardians are strongly encouraged to inform teachers, and call the absence reporting phone number (250-752-5651 ext. 401), in advance of departure. If students are away for extended periods due to medical, social or emotional issues, parents/guardians should contact the school counsellors, who may refer the student to the KSS Student Services Team for support recommendations.

Attendance Practices

KSS staff believes that to be successful in secondary school, students need to attend all classes and school-based activities. *UNEXCUSED ABSENCES* interfere with learning and indicate a lack of commitment to academic success. **Note: For an unexcused absence to be changed to an excused absence the KSS secretary must receive (within two school days of the absence) either a phone call, or a note delivered to the main office, indicating why the student was absent.** Students are assigned detentions when unexplained absences from classes are reported by teachers.

The Automatic Dialer makes daily phone calls for unexcused absences.

At each formal reporting period an attendance summary is printed on the report card. Absences, in combination with poor performance, communicated by the teacher to parents/guardians and counsellor or Vice-Principal may result in a letter indicating that successful course completion is in danger. A meeting with parents/guardians may be requested at this stage. After ten (10) unexcused absences, and poor performance in a specific class, the student may be referred to the Vice-Principal and may be assigned a performance plan to demonstrate improvement. The student's attendance, work habits and attitude will be checked. A meeting with parents/guardians may be requested to ensure student success. Any further unexcused absences in the specific class during the semester may result in the student being withdrawn from the class or from school.

Report Cards

Students will receive one informal report and two formal reports each semester. Additional interim reports may be issued throughout the year, as needed, for students who are at risk of failing. Dates for report distribution are noted in this calendar.

SEMESTER 1

October 8, 2015 Students will receive an interim report from each course teacher and meet with their Advisory Group teacher. Parents/guardians are invited to schedule appointments to meet with teachers.

November 18, 2015 Report Cards issued.

December 10, 2015 Interim Reports issued

February 12, 2016 Report Cards issued.

SEMESTER 2

February 29, 2016 Students will receive an interim report from each course teacher and meet with their Advisory Group teacher. Parents/guardians are invited to schedule appointments to meet with teachers.

April 22, 2016 Report Cards issued.

July 4-6 , 2016 Reports may be picked up in the office between the hours of 8:30am-4:00pm

PLEASE NOTE: The symbol “I” is used to alert parents/guardians that students are having difficulty meeting the learning outcomes of the course. Parents/guardians and students are encouraged to consult with the teacher. The teacher will specify a plan of action to address the problems that gives students the opportunity to achieve the learning outcomes. Specific grades are used for certain report cards:

END OF TERMS or INTERIMS	END OF SEMESTERS (FINAL GRADE)	LETTER GRADES
A = 86 - 100%	A = 86 - 100%	A = Excellent
B = 73 - 85%	B = 73 - 85%	B = Very Good
C+ = 67 - 72%	C+ = 67 - 72%	C+ = Very Satisfactory
C = 60 - 66%	C = 60 - 66%	C = Satisfactory
I = < 60%	C- = 50 - 59%	C- = Less than Satisfactory
NM = No Mark	F = 0 - 49%	F = Fail
	I = In Progress or Incomplete	I = In Progress or Incomplete
	SG = Standing Granted	SG = Standing Granted
	NM = No Mark	

In addition, parents/guardians or students may request progress reports at any time by contacting the course teacher or the grade counsellor.

PROVINCIAL EXAM RESULTS: To access provincial exam results, students must login to the Ministry of Education website www.bced.gov.bc.ca/exams, click on “information for students”, “student secure web”. Students need to: (1) obtain their Personal Education Number from a school secretary or your report card (2) create a personal account on the website (3) understand that the password is known only by the student who creates the account.

TRANSCRIPTS: When students graduate from Grade 12 an official transcript is mailed directly to their home address from the Ministry of Education. To order a transcript for a post-secondary institution, contact the Counselling office at KSS (ext. 133) to arrange for a sealed, official transcript to be created. Arrangements to pick up this transcript can be made at the same time.

Student Success

PRINCIPAL'S LIST (an average of 86 - 100%) and **HONOUR ROLL** (an average of 80 - 85%)

Placement on the Principal's List or Honour Roll is determined using school-based percentages in the student's courses using these guidelines: Grade 8, 9, 10, and 11 students must be enrolled through KSS in a full course load (8 classes) to achieve Principal's List or Honour Roll standing; Grade 11 students may apply in writing by the last day of third term to be considered to be eligible with 7 courses. Grade 12 students must be enrolled through KSS in at least 6 courses during the year to receive an award. Students receiving a failing grade or an "I" (Incomplete/In Progress) at the end of a course are ineligible. Students who maintain Honour Roll, or Principal's List standing will receive an Academic Achievement certificate at the end of the year.

GOVERNOR GENERAL'S BRONZE MEDAL

The Governor General's Bronze Medal award is meant to recognize the top academic student over the grade eleven and twelve years. It is awarded to the student who achieves the **highest average** upon graduation from a secondary school and includes all Grade 11 and Grade 12 courses.

If a clear determination can be made regarding the recipient by the end of the Grade 12 year, the medal will be awarded at the year-end Commencement Ceremony. Otherwise, the recipient will be determined and notified in late August once the Ministry of Education issues official Transcripts of grades.

Student Opportunities

Scholarships and Bursaries

Numerous Scholarships and Bursaries are available to KSS graduates who are going on to a post-secondary institution. A detailed handout is supplied to students in the fall.

LOCAL

1. KSS SCHOLARSHIPS AND BURSARIES

Each year a number of monetary awards are made available to students in our school district by local organizations and private sources. Some scholarships and bursaries are granted on the basis of academic achievement and citizenship, while others have special requirements such as financial need, affiliation, excellence in sports, or specific vocational pursuits. Awards range in value from \$200 to \$2,500. Application procedures for local awards are posted on the school website (<http://kss.sd69.bc.ca/>) and updated annually in February.

2. QUALICUM BEACH HONOURS SOCIETY

The QBHS is a registered charity whose mandate is to "promote and recognize academic excellence at KSS". The Honours Society program includes luncheons, motivational speakers, a year end banquet and scholarships for all students that achieve an 83% average in four university approved academic courses including English 12. You can check out their website at www.qbhs92.wordpress.com. Criteria for applications is posted on the school website <http://kss.sd69.bc.ca>

3. OTHER SOURCES

Scholarships and bursaries are also available from organizations, associations, unions, and companies with which parents/guardians are associated. Students interested in researching and preparing for all scholarship opportunities should consider enrolling in Scholarship Preparation 12.

GOVERNMENT EXAM SCHOLARSHIPS:

The Provincial Graduation Program Examinations Scholarship recognizes students' academic excellence across the suite of graduation provincial exams (Grade 10-12). Graduation Program Examination Scholarships are capped at 5,000 (\$1000), and 20 (\$2500) awards to the top students in the province (based on their exam percentage score). For more information about this program please see the Handbook of Procedures for the Graduation Program <http://www.bced.gov.bc.ca/exams/handbook/>

If you have any questions please contact a school counsellor.



Student/Parent/Guardian Information

PHONE NUMBERS FOR STUDENTS

No one gets through life without any problems! These phone numbers will assist students who are experiencing personal difficulties. People are there to listen to youth, offer support and provide information, if necessary. Callers do not have to identify themselves and the services are free.

Crisis Line (Parksville) (any age)	250-248-3111	Youth Against Violence	1-800-680-4264
Child's Help Line	310-1234 (no charge)	Substance Abuse Hotline	250-248-8300
Child and Youth Mental Health	250-954-4737	Alcohol & Drug Info Line	1-800-663-1441
Aboriginal Child Youth Mental Health	1- 866 722 2235	RCMP	250-248-6111
Adult Mental Health	250-947-8228	Victim Services (RCMP)	250-954-2277
Ministry for Children & Families	250-954-4737	Victim's Information Line	1-800-563-0808
Family Resource Association	250-752-6766 office or 1-888-534-2322 message	Suicide Assessment & Stabilization Service	250-954-4544 (pager) (week-days)

PARENT ADVISORY COMMITTEE

The goals of the Parent Advisory Committee are to have an active role in:

- the development of the statement of school philosophy,
- developing and fostering good communication between the school and parents/guardians,
- developing a positive working relationship between parents/guardians and teachers, and to provide a platform for discussion of parental concerns.

Meetings are held monthly on Tuesdays and are listed in the KSS calendar online. They begin at 7:00 pm in the KSS Library Media Centre. All parents and guardians are welcome.

Staff Phone Extensions - Kwalikum Secondary School - 250-752-5651

STAFF LIST IS SUBJECT TO CHANGE, PLEASE CHECK THE KSS WEBSITE FOR UP-TO-DATE INFORMATION
<http://www.sd69.bc.ca/school/KSS/>

Teachers

J. Abel	289	B. Kellas	125	J. Schultz	290
B. Bevilacqua	407	J. Martens	269	S. Slaughter	137
D. Burroughs	253	F. Mathison	271	K. Spicer	408
D. Craven	106	C. Mattice	406	S. Stahley	140
J. Conn	280	L. Mitchell	139	R. Stefanek	207
A. Crossley	275	C. Myhre	116	M. Taudin-Chabot	114
T. Daniel	273	J. Ndiaye	206	S. Terpstra	117
D. Frampton	201	J. Olson	281	B. Wilson	205
B. Gayton	150	D. Osleeb	263	K. Worthen	115
R. Gibbs	252	A. Pearce	202	Auto Shop	253
K. Harwijne	276	J. Pearce	161	Wood Shop	254
R. Jezersek	138	L. Rasa	121	Textiles	282

Administration

L. Marshall:	Principal	102
L. Rowan:	Vice Principal	255

Support Staff

T. MacVicar:	Receptionist	100
L. Brayton:	Accounts Clerk	105
S. Brown	Counselling Centre Asst.	133
C. Block	Resource Centre Clerk	286
L. Burton	Child & Youth Care Worker	260
L. Clint	First Nations Liaison	262
D. Gibson	Career Centre Assistant	140

Student Concerns: Steps for resolving student-teacher difficulties

Student concerns with teachers:

It is not unusual for a student to have differences with a teacher. Most students resolve those differences through discussion with the teacher. In the event that a student is not able to resolve the matter she/he should be aware that the following process is available to her/him. When a student is not satisfied with the results at one of the levels, then she/he proceeds to the next step.

Step #1

The student discusses the matter with the teacher.

There are some circumstances in which the student may not feel comfortable discussing the issue with the teacher.

She/he then begins at Step #2.

Step #2

Discuss the issue with one of the following:

Parent / Guardian

Another Teacher

Advisory Group Teacher

An Administrator

A School Counsellor

Another Student

First Nations Liaison

Youth Care Worker

The staff member chosen will assist in deciding upon a plan of action. The student may wish to have a Parent/Guardian attend this meeting. In most circumstances the plan of action will include meeting with the teacher, with an advocate present to assist the student.

Step #3

Discuss the concern with Ms. Marshall, the Kwalikum Secondary School Principal.

Step #4

If a student believes a decision adversely affects her/his education, health or safety, she/he may appeal the decision. The procedure for such an appeal is outlined in School District Bylaw #15. A parent/guardian may play a significant role in resolving differences with a teacher. Students are encouraged to involve a parent/guardian at any stage in this process.

Parents or guardians who believe that they need advice or assistance with managing school concerns are encouraged to contact the Parent Advocacy Group.



District Policies

Substance Abuse Policy (No. 7165)

The Board of Education recognizes that in order to provide the greatest opportunity for healthy student growth and development the school environment must be free of mood altering substances.* The Board shares responsibility with the community for addressing problems associated with the use and abuse of such substances.

Any student engaging in any of the following while under the jurisdiction of the school shall immediately be placed on an “In-School Suspension” for a period of no more than four (4) days and the student shall be referred to the District Drug and Alcohol Review Committee:

- consumes alcohol or illicit drug(s)
- is under the influence of alcohol or illicit drug(s)
- is in possession of alcohol or illicit drug(s) or drug paraphernalia.

The incident(s) shall be reported to parents/guardians verbally and confirmed immediately in writing. A copy of Bylaw 15: *Appeals* will be enclosed. The Superintendent or designate shall be notified in writing and the RCMP shall be contacted. The decision as to whether criminal charges will be laid rests with the RCMP. The District Drug and Alcohol Review Committee may make recommendations for further disciplinary consequences or support.

Repeat Incidents

A student of any age who is involved in a repeat incident of consumption, under the influence or possession of alcohol or drug(s) or paraphernalia while under school jurisdiction shall be immediately placed on “Out of School/At Home” suspension and referred to the Assistant Superintendent for a decision as to whether the student will be referred to the District Drug and Alcohol Review Committee or the District Discipline Committee. ***For the purpose of this Policy and** accompanying Regulations, “mood-altering substances” refer to alcohol and drugs prohibited or restricted under the *Food and Drug Act* and the *Narcotic Control Act*, but exclude drugs which have been prescribed for the student by a physician and which are being used in the manner prescribed.

Distribution/Trafficking of Alcohol or Illicit Drug(s)

Any student who engages in the distribution, sale or proliferation of alcohol or drug(s) shall be immediately placed on “Out of School/At Home” suspension and referred to the District Discipline Committee. In addition, the RCMP will be notified and they will determine if criminal charges are warranted.

District Drug and Alcohol Review Committee

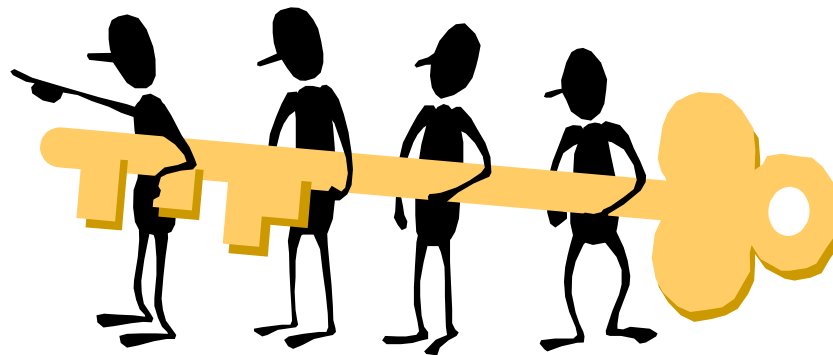
In most cases the District Drug and Alcohol Review Committee will consist of a minimum of:

- the Superintendent or designate
- one school administrator
- one drug/alcohol counsellor
- one school counsellor

Any student referred to this committee will present themselves with their parent/guardian at the time appointed. A representative of the student's school will also be present. The committee will make recommendations regarding the level of support and/or intervention which might be required to assist the student to successfully continue with his/her educational program and support the student in making healthy choices.

Some of the following specific courses of action may also be recommended by the committee but it is intended that the committee would not be limited in its thinking or mandate by such a list:

- drug or alcohol counselling
- referral for family support
- school suspension in accordance with Policy 7030 (Suspension of Students)
- change of educational program
- suspension from all School District 69 schools while being provided with an educational program pursuant to Sec. 85 of the *School Act*.



Responsible Action

KSS students are expected to conduct themselves in a reasonable and responsible manner.
Progressive intervention is used by staff, as indicated on this chart, to assist students in returning to responsible conduct.

	Actions by Student	Consequences
Level I – Teacher Intervention		
Preparation for class	Not prepared with necessary materials in class (books, paper, pencils, calculator, etc.) Incomplete assignments, project, tests Copying homework Seat warming Late to class Attendance concerns Lack of gym attire	First - Third offenses: Private conference with student Phone call or conference with parent/guardian Home assignments monitored by parents/guardians Assignment of a written plan of action (academic) Detention with teacher Detention, to make up for missed learning by re-doing homework assignment Additional Offenses: Classroom contract Discipline referral indicating steps taken by teacher is completed and forwarded to the grade level administrator
Respect & Consideration	Interrupting or interfering with the work of others Inappropriate, disrespectful, or disruptive behaviour Cell phone use Dress Code Skateboarding Cycling other than on roads	First -Third offenses: Confiscation of cell phone Private conference with student Phone call or conference with parents Detention, to make up for missed learning by re-doing homework assignment Loss of privileges for a specific period of time Assignment of a written plan of action (behavioural) Classroom contract Additional Offenses: Discipline referral indicating steps taken by teacher is completed and forwarded to the grade level administrator
Technology	Inappropriate use of computers (see school computer use policy)	First -Third offenses: Report to <i>network administrator</i> Additional Offenses: Report to <i>network administrator</i> Discipline referral indicating steps taken by teacher is completed and forwarded to the grade level administrator
Level II - Requiring Administrative Intervention	Failing to attend a detention Plagiarism Repeated uncooperative, disruptive, or inappropriate behaviour Defiance Using tobacco products on school grounds Using profanity or vulgar language, swearing at staff member Harassment –report should be initiated with grade counsellor as per School District 69 policy Repeated inappropriate use of district technology/student workstation Lying to a staff member	First offense: Discuss with student and re-assign detention, or detention time Multiple offenses: Escalating consequences assigned by VP (may include multiple detentions, In School Suspension, Success Agreement)
Level III - Inappropriate Behaviour Requiring Administrative Intervention	Dangerous behaviour, fighting, theft, substance use, weapons Gross misconduct	Consequences assigned by VP (may include multiple detentions, In School Suspension, and/or Out of School Suspension, including District Drug & Alcohol Committee referral)