

KWALIKUM SECONDARY SCHOOL

'Working together to realize our full potential'



Mission Statement

By providing programs and activities that are both supportive and challenging, KSS encourages students to realize their creative, intellectual, and physical potential, and develop the personal and social skills necessary for responsible citizenship in a diverse society.

Principal	Ms. Lori Marshall	250-752-5651	lmarshall@sd69.bc.ca
Vice Principal	Ms. Lesley Rowan	250-752-5651	lrowan@sd69.bc.ca
Vice Principal	Mr. Adam Stefiuk	250-752-5651	astefiuk@sd69.bc.ca

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

Box 1000, 266 Village Way, Qualicum Beach B.C. V9K1T3

Telephone: 250-752-5651, Fax 250-752-8604

Download the My School Day Agenda App

KSS Timetable & Bell Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY Week 1	FRIDAY Week 2
8:31 - 9:50	A	C	B	D	A	C
9:55 - 11:14	B	D	A	C	B	D
11:14 - 12:10	LUNCH					
12:15 - 1:35	C	A	D	B	C	A
1:40 - 3:00	D	B	C	A	D	B

Student Information

Counselling & Career Centre

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

Student Registration
Course Planning & Advising
Post-Secondary Advisement

Scholarships & Bursaries Applications
Graduation Requirements
Distance Education Courses

Personal Counselling
Graduation Transitions Program
Liaison & Referrals with Community Agencies

Career Centre – Our Career Centre is located in Room 271 (to the left of the library). Drop-in services and appointments are available for easy access to information for students and parents/guardians including:

Head-Start Program
Apprenticeship program coordination
Coordination of all career preparation programs

Work experience placement
Transitional planning

Access to current information on careers and labour trends
Post-secondary liaison service

KSS Library Media Centre

KSS Library Media Centre is open daily from 8:00 am to 4:00 pm, except on Fridays when hours are 8:00 am – 3:30 pm.

KSS Library: Library staff help 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.

Computer Use at KSS

User IDs and Passwords - Your user ID is your student number e.g. 230299. Your password follows the pattern mdyyyy where yyyy is the year, m the month and d the day of your birthday. For example, if your birthday is September 6, 2002, your password would be 962002. ****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/Internet Access –Please refer to the SD 69 “Communications Systems Policy” and “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
- 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.

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.

Athletics

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

Kwalikum Secondary School has an active athletic program. The extra-curricular program, which emphasizes skill development, teamwork, and competition 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
Badminton



Golf
Cross-Country
Grade 8 Girls Volleyball
Junior Girls Volleyball
Junior Boys Volleyball
Senior Girls Volleyball
Track and Field



Gymnastics
Grade 8 Girls Basketball
Grade 8 Boys Basketball
Junior Girls Basketball
Junior Boys Basketball
Senior Girls Basketball
Senior Boys Basketball



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.

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. Students are required to seek permission from each classroom teacher prior to leaving for any athletic trip or club activity and are responsible for all work and activities missed.

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.

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.



LOCKER USE (Board Policy 7000AP):

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 Connections block 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.

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. Guests are not to accompany students during the school day.

WITHDRAWAL FROM SCHOOL

Students withdrawing from school or transferring schools 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.

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:

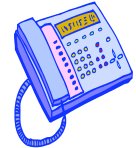
- the sickness of the pupil,
- any sickness or affliction in the family,
- a danger to health from serious exposure, or
- any other unavoidable cause which makes attendance impractical (work experience, extra-curricular, field trips).

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. Students are assigned detentions when unexplained absences from classes are reported by teachers.

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 ABSENCES: 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, they 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. A student who has an extended absence may 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), 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.

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 on three government examinable courses. 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.



If you have any questions, please feel free to contact a school counsellor.



Kwalikum Secondary School

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, family status, physical and mental disability, sex, sexual orientation, gender identity/expression, or age. School Officials may have the responsibility to advise other parties/agencies of serious breaches of the Code of Conduct (i.e.: parents, school district officials, RCMP, Ministry of Children and Family Development).

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 anyone 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
- Parking in designated areas only
- 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.
- Students are expected to be in class during class time unless permission is granted by the classroom teacher for them to work elsewhere

LATES

- Be on time for every class.

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.

ACADEMIC DISHONESTY

- Honesty and integrity are required to ensure an accurate measure of a student's academic knowledge.
- Plagiarism and cheating are the two most significant forms of academic dishonesty.
- When a student chooses to violate academic integrity, it is a behavior infraction. As a result, the teacher, with support from administration, will find an alternative way to assess the student's knowledge. The student will be expected to make up work or re-do tests on his/her/their own time.

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.
- Referring to Policy 8007, Towards a Scent Considerate School/Workplace Environment: 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. Please refrain from spraying any product in the school.

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, replica 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 Board Policy 5056 - Internet Access and Network Citizenship. Cell phone and electronic use during instructional time is at the discretion of the classroom teacher.
- Visual and auditory recording is not allowed without the express permission of the individual.
- Stand-alone calculators are required for tests as cell phones and other messaging devices are not permitted during tests/exams.

KSS Dress Code

The School District Policy 7000, refers to Safe and Caring School Communities. Dress guidelines are intended to incorporate individual choice; however, these are tempered by a responsibility to recognize that KSS is a learning and working environment, in which there is an expectation of reasonableness and appropriateness. Clothing should be comfortable and allow a student to participate safely in activities such as physical education, science experiments and/or shop projects. Clothing should demonstrate a respect for the school community. Clothing should meet standards of suitability that are typical of an office workplace. Articles of clothing that promote alcohol or drugs, that display offensive language or images, or encourage sexism, racism or bigotry are not acceptable at KSS. Clothing bearing direct or indirect messages or graphics referring to gang culture, sex or pornography, weapons or violence will not be permitted.

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

Non-Smoking Policy

LEGISLATION

Provincial Government Legislation dictates that smoking or the use of vapour products are not permitted in schools or on school property. Administration procedure is to ensure that all school district facilities, vehicles and grounds are smoke free 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 administrative procedure and its regulations shall result in appropriate discipline.

SCHOOL RULE

No smoking or the use of vapour products are permitted on or near school property, this includes electronic cigarettes and vaporizers, by anyone at any time, in accordance with legislation and in compliance with the *Tobacco Control Act of British Columbia*.

SUBSTANCE USE

Any student engaging in any of the following while under the jurisdiction of the school constitutes a breach of Substance Abuse Policy (No.7002): consumption of alcohol or illicit drug(s); being under the influence of alcohol or illicit drug(s); being in possession of alcohol or illicit drug(s) or drug paraphernalia

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 7000 and Administrative Procedures)
- 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 7000 and Administrative Procedures)
- 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 7000 and Administrative Procedures)

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 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.

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.

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.

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	Your Connections Teacher	An Administrator
A School Counsellor	Another Student	The Indigenous Liaison	The 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. 7002 & 7002AP)

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 7001 & 7001AP (Student Discipline)
- 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)