

ÉCOLE BALLENAS SECONDARY SCHOOL

2023-2024



135 Pym Street
Parksville, B.C. V9P 1G4

Website: <http://bss.sd69.bc.ca>

Phone: (250) 248 5721
Fax: (250) 954-1531

School Mission Statement

We are committed to providing our students with a common core of learning opportunities and to creating a learning environment which recognizes, understands, and appreciates students' individual and collective intellectual, emotional, physical and social needs as well as their potential.

School Motto

“Building Successful Students”

School Goal

“At BSS, we are engaged in developing the skills of lifelong learning.”

SCHOOL ADMINISTRATION PERSONNEL

LEADERSHIP TEAM

Ms. Trish Cathrine: Principal (Grade 12)
Mr. Andrew Lee: Vice-Principal (Grades 8 and 9)
Ms. Heather Deering: Vice-Principal (Grades 10 and 11)

CLERICAL STAFF

CLERICAL
CLERICAL
ACCOUNTS
COUNSELLING
CAREER CENTRE
LIBRARY CLERK

Ms. Carmella Snyder
Ms. Leta Smith-Hodgson
Ms. Sarah Orr
Ms. Nicole Sletto
Ms. Donna Gibson
Ms. Allyson Daly

Office Hours 8:00 am - 4:00 pm

LEARNING COMMONS

Students have access to the Learning Commons from 8:00 am to 3:30 pm. The Learning Commons is comprised of the following:

LEARNING COMMONS: aims to provide the following services to students and staff:

- Provide a current collection of books, periodicals, audiovisual, and digital resources organized in an easily accessible manner.
- Provide equipment and facilities for the varied needs of students and staff (quiet study area, small group discussion, group instruction, computer access, A/V supplies and storage).
- Provide information services, encouraging students to develop research and information management skills. Developing information management skills is an ongoing goal of the Learning Commons.

COMPUTER LAB: is available to classes and to individual students who require the use of . Students using this lab are subject to the rules and regulations that govern computer access at BSS.

LAPTOPS/CHROMEBOOKS: are available for classes and individual students to sign out for the purposes of supporting their learning.

Librarian: Ms. Mindy Holman



COUNSELLING AND CAREER CENTRES

The Counselling Department is comprised of two areas, counselling and career, to help serve the specific needs of students.

Counselling Centre:

The aim of the Counselling Centre is to provide service and support to students and parents in the following areas:

Student Registration, Course Planning and Advising, Graduation Requirements, Post-Secondary Advisement/Applications, Scholarships and Bursaries, Mental Health Support and Personal Counselling, Liaison and Referrals with Community Agencies

Counsellors: Ms. Norberta Heinrichs Grade 8/9
Ms. Shannon Confortin—Grades 10—12 A-L
Mr. Konrad Langenmaier—Grade 10 –12 M-Z
Ms. Carrie Philip—International

Career Centre:

The aim of the career center is to provide the following services to students:

- Access to current information on careers and labor market trends
- Course planning and advising
- Transition planning-meeting requirements for post-secondary programs and preparation for the world of work
- Post-secondary liaison service – information on colleges and universities and assistance in selection of programs
- Psychometric testing to assist students with career options
- Work experience placement
- Train in Trades information and placement
- Coordination of all career preparation programs
- Apprenticeship program coordination

The career center is available to students on a drop-in basis. Parents are encouraged to access this support as well.

Career Counsellor: Mr. Greg Muirhead Career Assistant: Ms. Donna Gibson

Interim Transcript of Grades

Current students can request copies of their Interim Transcript of Grades from the Counselling Office Clerical. These Interim Transcript of Grades contain all completed courses at the Grade 10, 11 and 12 level which lead towards graduation requirements. They also include all courses which are scheduled for the current year. Failures and withdrawals do not show on official Ministry transcripts of grades but they do appear on the unofficial school interim transcript of grades. Only completed courses are shown on the Official Transcript of Grades.

Please note it is the responsibility of the student, not the school, to ensure the Interim Transcript of Grades is received by the post-secondary institution. It is not the practice of the school to mail, fax, or email the Interim Transcript of Grades unless there are extenuating circumstances. In no instances will the school email an Interim Transcript of Grades to a student. Students are encouraged to access their transcript via the Ministry of Education and Childcare's [Student Transcript Service](#). This will facilitate their marks submissions to the post-secondary institutions.

GENERAL INFORMATION

Lost & Found

A Lost and Found box is located in the main foyer. Students are notified of periodic “Lost and Found cleanouts” via the announcements and have several weeks to look for lost items before they are donated to charity.

Large sums of money or valuables should not be brought to school. Valuables should be locked in lockers when students are in PE classes.

Lockers

It is not mandatory that students use a school locker, however those who want to rent a locker and a lock may do so for a \$5 fee. All lockers MUST use a school supplied lock. Students are responsible for the condition of the locker and should return their lock to the office at the end of the school year for a \$2 refund. Please do not leave items on top of lockers.

Textbook and Student Activity Fees

A textbook fee of \$50 will be charged to each student upon enrolment at Ballenas. This fee will be returned to the student when they leave the school, providing there are no outstanding textbooks. A Student Activity fee of \$10 is charged to students to help support the costs of student events held throughout the school year. This fee will entitle students to a school ID card.

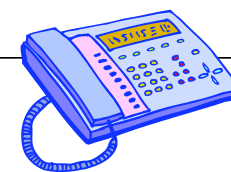
Textbooks

Textbooks are issued during the first week of each semester. Textbooks are on loan to students and it is expected that students will handle them with care. A fee will be charged for the replacement of textbooks that have been lost or damaged beyond normal wear and tear. At the end of the semester, students are expected to return the textbook when they no longer need it.

As outlined in our annual Fair Notice Letter— 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.

ATTENDANCE & LATE POLICIES

A student's absence must be addressed by an email (ballenas@sd69.bc.ca) or a phone call to the school attendance line (248-5721 extension 1) from a parent/guardian within 48 hours of the absence. Except for extreme exceptions, absences will not be noted as "excused" beyond this time and will thus be noted as unverified.



HOW TO ACCESS THE VOICE MAIL SYSTEM

1. Dial into the school (250-248-5721).
2. Press "1" to access the Attendance Message Centre.
3. When you hear the prompt, leave your attendance information. Please state the date of the absence, student's name, reason for absence, parent/guardian name and phone number.

As well, parents have the option of sending an absentee note to the attendance clerical instead of phoning the school. Please email ballenas@sd69.bc.ca

*Please note: The Attendance Message Center can be reached 24 hrs. a day

Rationale:

We believe regular attendance to be the a great determinant of success in our school. Despite all of our efforts to support and encourage students to engage in their learning, a student's choices and actions can negate these efforts. It is only through an effective partnership and clear communication between the school, parents/guardians, and the student that we can ensure success.

At Ballenas Secondary, we believe that the essence of our educational programs occurs in the classroom with skilled teachers. Direct instruction, explanation, clarification, discussion, assessment, group tasks, practical experience and evaluation are all invaluable components of an effective learning environment. Students who miss class time are at a greater risk of missing key aspects of their learning, and by extension, will reduce their chances of learning all they can. Teachers will reach out to families once 5 unexcused absences have occurred to check in and to support a consistent attendance pattern at school. If there are barriers to consistent attendance, our goal is to help work through those and support students to be at school.

Developing good habits in the area of attendance requires the cooperation of students, parents, the school, and the community. We must work collaboratively to promote, monitor, and support the regular attendance of our students.

ATTENDANCE & LATE POLICIES (Continued)

Types of Absences Explanation

Excused Absence:

Excused Absences include the following:

- Student illness
- Health appointments that cannot be made outside of the regular school day
- Death in the immediate family
- Observance of a religious holiday
- Family emergency
- Circumstances that cause reasonable concern to the parent or legal guardian for the safety of a child
- Other situations beyond the control of the student as determined by the principal or principal's designate
- Other absences with parents explanation & approval include:
 - a. Work
 - b. Babysitting for parents
 - c. Non-medical appointments
 - d. Family vacations (see further details for Extended Absence)
 - e. Car trouble or missed bus

Teachers will work with students and provide opportunities to demonstrate learning and write quizzes or tests missed due to excused absences. Students should make every effort to minimize all absences including excused times.

Unexcused:

- are absent from school without parental permission
- are in or around the school but not in their scheduled class
- fail to verify absence within 48 hours of their return

Teachers will connect with students directly about attendance and will also reach out to parents/guardians after 5 unexcused absences. We want to be proactive in our approach to support consistent attendance patterns in our students. Teacher will work with families and may involve other members of the school team should a student/family be encountering considerable barriers to regular attendance.

ATTENDANCE & LATE POLICIES (Continued)

LATES

Students are expected to be at school and in class on time. We know that sometimes, this may be out of the student's control, and ask that parent/guardians contact the office.

Late procedures will be reviewed with students in all courses. Students who are not on time can miss important instructions and time with their teachers and peers. Time spent outside of class time with specific teachers (ie: lunch, or FLEX), counsellor referrals, contact with parents/guardians, and success agreements are typical consequences for repeated lateness. Students who are late should sign in at the office then proceed directly to class. Parents should call the attendance line to excuse students for being late.

Students are not to leave class for any reason during the first and last ten minutes of any period.

TIPS FOR SUCCESS

Tips for Students



We asked our group of high school students to tell us what they wish someone would have told them as they were starting high school.

“Get each semester off to a good start. I have this habit of not working very hard at the beginning of the semester, and then I have to work like crazy to bring my marks up. This semester, I got off to a good start in all of my classes. My marks are a lot better, and I’m not all stressed out about having to bring my marks up.” Tamika

“Don’t get caught up in the social scene and don’t worry about being part of the “in” crowd. Choose friends who have similar interests and who you can be yourself with.” Courtney

“Get involved. I’ve had a lot more fun during my last two years because I’ve gotten involved in activities. I wish I would have been more involved earlier.” Jamal

“Choose your courses carefully and don’t wait until your last year to think about what you’re going to do after you graduate.” Antonio

“Think about the consequences of what you’re doing. In Grade 10, I got caught drinking a beer during soccer season and I wasn’t allowed to practice or play for two weeks. I felt like I let my team down, and it killed me to just watch the games and not be able to play.” John

“Don’t be afraid to ask for help if you need it. I’m not very good at math, and last year I struggled the whole year. This year I have a tutor and I’m doing a lot better.” J.D.

“Don’t wish your high school years away, it goes really fast. Enjoy it.” Tony

Tips for Success (continued)

Tips for Parents

High school students are old enough to make many of their own decisions, but they still need their parents to provide guidance and to set limits. The tips below will help parents guide and advise their children as they go through high school.

1. At the beginning of each term, sit down with your child and together set realistic academic goals for that term.
2. Encourage your child to be involved in extracurricular activities. Show your support by attending performances, games, etc.
3. Make sure that your child understands that they are expected to be in school, on time, every day.
4. Attend all open houses and parent conferences
5. Note dates that Learning Updates come out, and expect your child to bring them home. If you don't see a Learning Update, come by the office and ask for a copy.
6. Realize that it's your child's responsibility to be in school every day, to follow the school rules, to get homework done, and to prepare for tests.
7. Work together with the school. If you have a question or concern about a class, contact the teacher directly. For other concerns, contact your child's counselor or vice-principal.
8. Monitor your child's online presence and technology use. Make sure that they are not spending too much time on the phone, playing video games, watching TV, instant messaging, etc. Also make sure that a job doesn't interfere with school.
9. Talk to your child about what's happening in school and be a good listener.
10. If you suspect that your child is drinking or using drugs, talk to your child immediately. If you need help or advice, talk to your child's counsellor or to your family doctor. VIHA's DISCOVERY program is also a great tool and support.
11. Help your child figure out how to take care of problems on their own. In doing so, your child will gain confidence and become more independent. If your child is unable to resolve an issue, or if there is a serious problem, be available to help or intervene.
12. Help your child choose appropriate courses. If you have a question about a course, talk to your child's counselor.
13. Help your child explore and evaluate a variety of career and educational options.

Make school a top priority. Nothing is more important to your child's future than education!

PROVINCIAL GOVERNMENT SCHOLARSHIPS

- BC Achievement Scholarships recognize the top 8000 graduates in the province. The Ministry will determine recipients based on achievement in Grades 10, 11, and 12 courses that satisfy B.C. Graduation Program requirements, including elective courses. Career Connections will not be included. A cumulative average percentage will be calculated and form the basis for determining winners, who receive a \$1250 scholarship voucher to use towards their post-secondary tuition. Students do not apply
- There are thousands of District/Authority Scholarships distributed across school districts and independent school authorities that recognize graduating BC students for excellence in their chosen area of interest or strength. Winners receive a \$1250 scholarship voucher to use towards their post-secondary tuition. Students do not apply
- There are 55 BC Excellence Scholarships available to recognize well-rounded BC graduates. Winners will have demonstrated service and leadership, both at school and in their communities, and shown aptitude and commitment to their chosen career paths. One student will be nominated by the school.

UNIVERSITY AND COLLEGE SCHOLARSHIPS AND BURSARIES

Students should check with the Counselling Department. Grade 12 have access to a scholarship planning document that has information on Canadian scholarship websites, BC universities and local scholarships.

LOCAL SCHOLARSHIPS AND BURSARIES

Each year a number of scholarships, bursaries and monetary awards are made available to students by local organizations and private sources. Some of the scholarships and bursaries are granted on the basis of academic achievement and citizenship. Some have special requirements such as financial need, excellence in sports, or specific vocational pursuits. The final date for most applications is the right after spring break. Students should see a grade 12 Counsellor for details.

Check the school website for more information on Scholarships and Bursaries
<http://bss.sd69.bc.ca>

COURSE LOAD

Students in grades 8 to 11 are required to take eight courses within the timetable. Students in grade 12 are encouraged to take a full course load as well. Grade 12 students may apply for one study block which will be in one of the following forms:

- In School—students are assigned to a supervised study area in the library during this block.
- Out of School—students are required to leave the school and school grounds during this block.

Students in a study block must be off-campus or in the library. They may not be in the halls or parking area. An application for a study block does not ensure acceptance. Course load, past attendance and work habits will be considered on the application.

GRADUATION POLICY

In order to participate in the commencement ceremonies, a student must be in the position to graduate by June 1st of their graduation year. This means:

- The student is enrolled in the courses necessary to earn the required 80 credits
- The student is in the position to pass the required courses
- If the student is taking courses online, the student has completed at least two-thirds of the course work by June 1st.

Students in Grade 12 need to book a Grad Review appointment in counselling soon after the year begins to ensure they are on track to meet graduation requirements.



STUDENT ASSESSMENT

Students and families will receive ongoing feedback on learning. Learning Updates are issued in November, February, April, and early July (all students). For each course, the Learning Update summarizes student strengths in relation to the course, and may comment on work habits, attitude, and attendance.

GRADES 10-12

- A 86-100% Excellent
- B 73-85% Very Good
- C+ 67-72% Above Average
- C 60-66% Average
- C- 50-59% Below Average
- I Incomplete

FINAL GRADES (END OF SEMESTER/YEAR)

Same as letter grades to the left, except for the following:

F Failure

The student has failed to meet the criteria required to receive credit for this course.

GRADE 8 AND 9 PROFICIENCY SCALE

EMERGING	DEVELOPING	PROFICIENT	EXTENDING
The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

RECOGNITION OF ACADEMIC ACHIEVEMENT

Students are recognized at the year end celebration for their academic achievement.

PRINCIPAL'S LIST: An average of 86% or better or consistently "Extending" in classes

HONOUR ROLL: An average of 80% or better or consistently "Proficient" in all classes

Athletics

WE URGE ALL STUDENTS TO BECOME INVOLVED IN THE EXTRA-CURRICULAR ACTIVITIES OFFERED AT THE SCHOOL. JOIN A CLUB OR TEAM AND ADD TO YOUR SCHOOL YEAR.

Ballenas Secondary School has active athletic programs, both intramural (within the school) and extramural (competition with other schools). Intramurals emphasize participation, fitness, and fun. It runs periodically at lunchtime throughout the school year.

The extramural 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.

NOTE: Students participating in the extramural program are required to participate in fundraising activities and are responsible for travel, food, and lodging costs on trips away from Parksville. Individual coaches will discuss financial information with their teams.

Activities Include:



Golf
Junior Girls Soccer
Junior Boys Soccer
Senior Girls Soccer
Senior Boys Soccer
Cross-Country
Track and Field



Grade 9 Girls Volleyball
Junior Girls Volleyball
Junior Boys Volleyball
Senior Girls Volleyball
Senior Boys Volleyball
Wrestling
Curling



Junior Football
Senior Football
Grade 9 Boys Basketball
Junior Girls Basketball
Junior Boys Basketball
Senior Girls Basketball
Senior Boys Basketball



Extra-Curricular Activities

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 will be formed, provided a sponsor can be found.

Listen to our morning announcement for ALL Club, Athletic, and Intramural information!

STUDENT LEADERSHIP

The Leadership Development program at BSS is a series of credit courses offered in Grades 10-12 to:

- Promote positive attitudes toward leadership, cooperative planning, participation in school events and community service
- Encourage and support youth in the conceptualization, planning and delivery of activities and events
- Teach and develop individual and corporate leadership skills in a practical setting
- Add to the culture and mission of BSS through a broad array of activities and events.

Program Structure: Students may take a single course (year long) and be credited at their current grade level (ie. Leadership 10).

Course Structure: The Leadership Class is held outside the timetable. The class meets once a week at lunch and once a week in the morning. There will be a time commitment outside of class to complete project work and meet Leadership requirements.



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.

They then begins at Step #2.

STEP #2

Discuss the issue with one of the following:

Parent/Guardian

Another Teacher

Your Homeroom Teacher

An Administrator

A School Counsellor

Another Student

A Child and Youth Care Worker

Indigenous Liaison

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 issue with Ms. Cathrine, the Ballenas 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 #30; copies are available in the office.

**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.**

Student Information

PHONE NUMBERS/WEBSITES FOR STUDENTS

“IT TAKES A COMMUNITY....”

THE PHONE NUMBERS PROVIDED WILL ASSIST STUDENTS WHO ARE EXPERIENCING PERSONAL DIFFICULTIES. PEOPLE WHO ARE THERE TO LISTEN TO YOUTH AND TO OFFER SUPPORT AND INFORMATION IF NECESSARY WILL ANSWER THE PHONE. CALLERS DO NOT HAVE TO IDENTIFY THEMSELVES AND THE SERVICES ARE FREE.

Crisis Line (Parksville)	(250) 248-3111
Child’s Help Line	310-1234 (no charge & no area code needed)
Vancouver Island Youth Line (24-hour)	1-888-494-3888 or www.youthspace.ca
Child and Youth Mental Health	(250) 954-4745
Ministry for Children & Families	(250) 954-4737
Sources	(250) 752-6766 (Office)
Youth Against Violence Line	1-800-680-4264
Alcohol & Drug Info Line	1-800-663-1441
RCMP	(250) 248-6111
Victim Services (RCMP)	(250) 954-2277
Victim’s Information Line	1-800-563-0808
DISCOVERY—Substance Use Support	1-800-663-1441

PARENT ADVISORY COUNCIL

All schools in School District 69 have a Parent Advisory Council, and any parent with a child in school is a member of the school PAC. The PAC serves in an advisory capacity to the school to further enhance and support the education of all students within the school.

The Ballenas PAC meets the second Thursday of each month and meetings are open to all members of the school community. Parents are the only voting members of the PAC. The Ballenas PAC discusses and makes recommendations on issues which are brought forward by parents, students, staff and administrators. The PAC holds a Gaming license which benefits many groups in the school and PAC members also participate whenever they can in school activities. Parents wishing to discuss issues with a PAC representative may attend our monthly PAC meeting or email ballenaspac@gmail.com.