

Kelly Road Secondary School

September, 2018

Student Handbook

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KELLY ROAD SECONDARY SCHOOL

Kelly Road Secondary School has a proud tradition of student achievement in academics, athletics, and fine arts. Being north of the Prince George bowl area has allowed KRSS to develop as a community school, serving the needs of the students from the Hart to Bear Lake to Nukko Lake. KRSS is a grade 8-12 school with a population of approximately 760 students and has an enviable record of community involvement, academic and athletic success and social activities. We welcome all our new and returning students to the KRSS tradition, certain that they will, “strive for excellence.”

KRSS GENERAL INFORMATION

MISSION STATEMENT

Our mission is to maintain a safe and supportive environment that encourages students to strive for excellence, to accept responsibility, to respect themselves and others, and to gain the knowledge and skills to become life-long learners as well as productive members of a changing society. With the cooperation of home and community, KRSS is committed to providing equal opportunities for meaningful educational experiences that respect cultural diversity.

VISION STATEMENT

Self-Directed Student Learners

SCHOOL ORGANIZATION

At KRSS, the school year is divided into two 5-month semesters. Students will normally complete four courses each semester for a total of eight courses in each school year. To complete the required 80 credits for graduation, Grade 12 students will normally complete three or four courses each semester for a total of seven or eight courses. All class periods are about 79-80 minutes long, and all classes meet every school day.

CLASS ASSIGNMENTS AND TIMETABLES

In consultation with their counsellors and parents, students select the courses needed for graduation and post-secondary. From their requests, the school develops a master timetable and assigns students to their classes. We make every attempt to keep classes at a reasonable size and balance, and are not, therefore, usually able to make changes to student timetables to accommodate part-time employment or family responsibilities. We assume our students view high school graduation as their first priority. Students who wish to make course changes must see their counsellors by appointment, outside of class time. All changes to student programs require parental consent.

LOCKERS

Locks and lockers are available for student use during the school year but remain the property of the school, and the administration reserves the right to inspect the locker of any student at any time. Pictures displayed in the locker must be appropriate for a school/work setting. During the first week of school, students are assigned a lock and locker, and once assigned, the student becomes accountable for the condition of the locker and contents. Please do not leave money or valuables in the locker, as the school cannot assume responsibility for items that go missing. Students are not to change lockers without permission from the office.

SCHOOL BUS COURTESY RIDERS

Registered bus students wishing to disembark at a bus stop other than their assigned stop, and non-registered school bus riders who wish to take the bus occasionally, may do so by presenting a signed note from their parent/guardian to the school office stating the date, name of student that will be travelling with, bus route number, and reason for the request. The school will issue a signed School Bus Courtesy Rider Permission Slip, which must be given to the bus driver. School District 57 has established these practices to help ensure student safety, and in recognition of the district's transportation responsibilities and liabilities. **The office cannot accept verbal consent over the phone.**

FIELD TRIPS

KRSS offers opportunities for students through field trips. Field trips are optional. Students choosing to participate may be expected to reimburse the school for transportation costs associated with field trips. Field trips are special, school-sponsored activities which take place outside the school, and may or may not occur during the school day.

The following steps are required:

- Students obtain field trip forms from their teachers and have all teachers' concerned sign and date it indicating they are aware a student may be attending the fieldtrip.
- Permission forms are sent home for parents to sign, after their teachers have signed them.
- The signed fieldtrip forms must be returned to the sponsor by a specified date.
- Student conduct is governed by school and sponsors' regulations at all times.
- Field trips that have learning outcomes associated with a course are curricular fieldtrips. Students who do not attend curricular field trips will be assigned a project or activity that will ensure the learning outcomes are met.

TEACHER/STUDENT LEARNING

We are pleased to continue our Student/Teacher Learning time at Kelly Road Secondary. Every Wednesday, classes are shortened 15 minutes each to allow for one hour of student/teacher learning time (from 2:04 to 3:04 p.m.this year). During this time, students have the opportunity to join various clubs run by our staff or participate in tutorial time. During this time, teachers are running clubs, tutorials, and participating in collaborative discussions or projects centered on best teaching practice in various subject areas.

EXTRACURRICULAR ACTIVITIES

Activities organized outside of class time and sponsored by the school provide excellent opportunities for students to pursue interests, explore their potential, make new friends, learn new skills, develop leadership skills, and have fun. From time to time new activities will be introduced depending on student interest and staff sponsorship. With the wide range of activities offered,

there is something for everyone. (All the athletic activities have a fee attached, and all activities that include out of town travel will have additional expenses for students.)

Examples of these activities are listed below:

Teams and Related Activities:

Badminton	Basketball	Tennis
Hockey	Golf	Cross-Country Running
Wrestling	Soccer	Track & Field
Volleyball	Football	

Student Clubs and Other Student Activities

Drama	Yearbook	Grad Committee
Tutorial	Me to We	
Newspaper	Board Games	

All fees related to extracurricular activities are to be paid prior to participation. A deposit on school uniforms is required. Should students and/or parents wish to fundraise to help support extracurricular or other charitable activities, please contact Mrs. Turmel (business manager) for information and approval.

ATHLETIC PROBATION POLICY

This policy applies to all students participating in a school sport at Kelly Road Secondary, whether a team or individual sport, and it takes effect immediately when a student begins playing a sport.

The Policy: Any student participating in a school sport must maintain a learning habit mark of at least satisfactory in all of their courses. Any learning habit marks of N, or needs improvement, will result in the student being placed on Athletic Probation.

The Method: Twice per season, at the beginning and in the middle, student-athletes will be given an athletic standing form. This form must be signed by all of that student's teachers, and each teacher will be asked to give a learning habit mark. If this mark is an N, the Athletic Probation process begins. If all learning habits marks are at least satisfactory, the student athlete is considered in "good standing."

The Process: If a student returns an athletic standing form with one or more N's in learning habits, the student begins Athletic Probation. This is a two-week process that allows the student time to improve their learning habits to their teacher's satisfaction. At the end of the two weeks, the teachers of that student will be asked to provide an updated learning habit mark. If the student has improved enough to gain satisfactory or better in each course, they are removed from Athletic Probation. If they still have a Needs Improvement mark, they are subsequently removed from their sport for the remainder of the season.

FIRE DRILLS

Fire drills occur throughout the school year. All students should be prepared to follow the directions of the classroom teacher(s) and/or administration and exit the building. In the event of a fire alarm during non-instructional time, please leave the building and meet where your Block A class would have normally met.

EMERGENCY PROCEDURES

Lockdown- Used in response to a dangerous assailant WITHIN the school.

Staff will:

- Take control of any students in their vicinity.
- Close and secure interior doors.
- Turn off lights, instruct students to get out of sight, and be quiet.
- Direct all cell phones to be silenced and placed face down on floor by the student.
- Cease all normal activities in the school.
- **Parent/Guardian:** For updated information on the situation refer to the school's website and the School District Website.

Hold and Secure – Used if there is a security concern in the neighborhood.

Staff will:

- Bring everyone into the school and remain in the school.
- Secure exterior doors.
- Close windows and blinds to keep students on task and limit distractions from outside events.
- No one may enter or exit the school.
- Typically normal activities continue within the school.
- **Parent/Guardian:** For updated information on the situation, refer to the school's website and the School District Website.

Shelter in Place – Used if an environmental hazard is in the vicinity of the school (including a wildfire)

Staff will:

- Bring everyone into the school and remain in the school.
- Close windows and blinds to keep students on task and limit distractions from outside events.
- All ventilation systems are turned off (if an airborne hazard).
- All exterior doors are secured except one in which the principal or designate will monitor access to the school.
- Typically normal activities continue WITHIN the school.
- **Parent/Guardian:** For updated information on the situation refer to the school's website and the School District Website.

ACADEMIC SUCCESS

HELPFUL HINTS FOR PARENTS OF KRSS STUDENTS

- Monitor homework and study.
- Look for textbooks/notebooks brought home for homework or home study.
- Talk to your child about homework; encourage use of a planner.
- Don't be afraid to look at their books.
- Look for evidence that homework is being done.
- Talk to your child about school in general.
- When you have concerns, please call the teacher and/or school.
- Create a homework location/routine for your child.
- Early in the year establish a consistent homework monitoring routine
- "Reward" your child for complete homework (extra computer time, TV, etc).
- Limit distractions (loud music, telephone, etc).
- Respond to interims/reports/feedback from the school
- Check regularly with teachers to see how your child is doing (email, phone, written communication).
- If you receive concerns from teachers, please visit or meet with teachers and/or the school administration.

HEALTHY ROUTINES AND HABITS

- Ensure your child is eating regular, nutritious meals and snacks at home and school.
- Encourage time management to balance homework and extracurricular activities.
- Encourage your child to become involved in school and/or community activities.
- Help your child be accountable for their actions
- Ensure your child gets up and ready on time for school.
- Check that your child has necessary the supplies, homework, and lunch.
- Encourage your child to be proud of their accomplishments and take ownership of their mistakes.
- Get to know your child's friends
- Talk to their friends.
- Talk to their parents
- Be nosy, find out what they are involved in. They will love you for it later!
- Show an interest in what they are doing
- Get them out of their room and involved in daily family life
- Encourage them to be well-rounded and get involved (sports, volunteer work, music, arts).
- Encourage curricular and extracurricular activities
- If your child is on a team, go and watch games. They are fun!
- Give them some positive feedback.
- Keep informed of school activities
- Read the newsletter(s).
- Join the PAC.

- Check the website.
- Call the school/teachers regularly.
- Check the fridge magnet.
- Attend parent/teacher nights.
- Go to school performances

Ensure your children take care of themselves
Being the parent of a teenager is often a difficult job to do.

We hope our students.....

- Get sufficient rest and relaxation time.
- Don't sweat the small stuff.
- Continue to enjoy their interests.

GRADUATION AND VALEDICTORY

GRADE 12 STATUS

To be registered as a grade 12 student, a student must have enough credits to graduate (80 credits) in their final year of schooling when they have a full-time schedule at KRSS. Students requiring Distance Education courses as well as 8 courses to graduate will be considered grade 11 students. If at the end of Term 3, a student who is taking Distance Education courses must have completed 2/3 of these courses, and be passing all courses needed to graduate. They will be considered grade 12 students at this time.

STUDY BLOCKS

Students in grade 8 to 11 will take a full course load (eight courses) at KRSS. A student in grade 12 can select one study block for the year. Students should not select a study block unless they have at least 84 credits as well as five grade 12 courses (including English 12 or Communications 12). Students requesting a second study block may receive one if they are taking at least 4 university approved courses. Grade 12 students must stay in the common room or library during their study when they are in the building.

RETURNING GRADE 12 STUDENTS

Students not meeting graduation requirements in June may be allowed special permission to return to KRSS. Students given special permission to return must take a minimum of 3 courses. A schedule for these students will not be created until the second week of September in order to give our present grade 12's first selection of courses offered. Students not willing to take a minimum of 3 courses will be referred to the Centre for Learning Alternatives.

VALEDICTORY CEREMONY

KRSS offers a valedictory ceremony near the end of the school year. Participation in such ceremonies is optional and graduates who wish to participate will be expected to pay the shared cost of such a ceremony. This is an event in which families, friends, teachers, support staff, peers and community members will formally recognize and celebrate thirteen years of public school education. In order to participate, students must have the potential to graduate at the end of term 3.

Those not meeting the requirements must schedule a grad planning meeting with the counsellor and vice principal.

VALEDICTORY FEES:\$ 100.00

It is our expectation that all students who participate in the Valedictory Ceremony will also pay the student services fee. The last day to pay is April 1, 2019.

GRAD PHOTOS

Students are required to pay the \$20 sitting fee directly to the photographer at the time of the grad photo session.

COURSE CREDITS

Eighty (80) credits in Grade 10-12 (equivalent to twenty 4-credit courses) are required for graduation. One Fine Arts or one Applied Skills course is necessary in grade 10, 11 or 12 to graduate.

48 credits are required for courses, including:

English 10	4 credits
English 11	4 credits
English 12/Communications 12/First Peoples English 12	4 credits
Social Studies 10	4 credits
One of Law 12, History 12, Social Justice 12	4 credits
Science 10	4 credits
A Science 11	4 credits
Mathematics 10	4 credits
A Mathematics 11	4 credits
Physical Education 10	4 credits
A Fine Arts or Applied Skills 10, 11 or 12	4 credits
Career Education 10	4 credits
Grad Transitions Plan and Interview	4 credits
Elective Courses	28 credits

A minimum of 16 credits at the Grade 12 level including Language Arts 12 are required. All ministry-authorized and board/authority approved courses count. Post-secondary institutions often require the completion of specific courses for entrance into certain programs. Careful planning in Grades 10, 11 and 12 will ensure you have all the courses you need.

GRADUATION TRANSITION PROCESS

The Graduation Transition process begins in Career Ed 10 and continues through Grades 11 and 12. This is a mandatory 4-credit process. The Grad Transition plan is designed to be a useful tool for students to take into the world after graduation. Students are required to complete 30 hours of work experience and a Graduation Transition Plan. Counsellor/Student interviews for completion of the Grad Transition Plan should be completed by the end of the first semester.

To ensure you don't miss graduation because of a technicality, meet with your school counsellor early in the school year to find out if you're taking the courses you need. If you are planning to continue your education beyond secondary school graduation, make sure you have all the course

credits you require to enter the program of your choice. You should make an appointment with the post-secondary institution of your choice to confirm the correct prerequisites.

Include the following courses to graduate:

- Any English 10
 - Social Studies 10
 - Any Math 10
 - PE 10
 - Career Ed 10
 - Science 10
 - English 11
 - Any Social Studies 12
 - Any Science 11
 - Any Math 11
 - Eng/Com 12*
 - Grad Transition Plan
 - Minimum of 4 additional courses at grade 10, 11, 12 level
 - Three additional grade 12 courses
 - One 4-credit elective (fine arts or applied skill) 10, 11, 12
- *Mandatory Provincial Exams

DO YOU HAVE A MINIMUM OF 80 CREDITS YES OR NO

STUDENT EVALUATION AND RECOGNITION

TEACHER ASSESSMENT PROCEDURE

Assessment is designed to be fair and just. Teachers will present a preview of the course and an explanation of the method of assessment to students. They will compile written evidence of student achievement and confer with students on their progress. Departments will determine core content of courses and the methods of assessment.

INTERIM REPORTS

Approximately five school weeks into each of the four terms, interim reports are delivered to parents of students who are not performing well. Interim reports may be sent home via students or email at any time.

REPORTING AND GRADING

Evaluation is based on continuous daily assessment of student participation and progress. Achievement is reported in the form of a percentage grade, letter grade, learning habit, and a comment by the teacher three times each semester for grade 10-12 students.

Letter Grade	Reported Percentage (Gr. 10-12)
A	86% - 100%
B	73% - 85%
C+	67% - 72%
C	60% - 66%
I	0% - 59%
F	0% - 49%

In grades 8 and 9, students will receive letter grades, learning habits, and comments on their summative reports.

LETTER GRADES AND DEFINITIONS

- A Excellent or Outstanding Performance in relation to learning outcomes.
- B Very Good Performance in relation to learning outcomes.
- C+ Good Performance in relation to learning outcomes.
- C Satisfactory Performance in relation to learning outcomes.
- C- Minimally Acceptable Performance in relation to learning outcomes.
- I No demonstration of minimally acceptable performance in relation to learning outcomes in this reporting period.
- F No demonstration of minimally acceptable performance in relation to the learning outcomes for the course.
- W Student has withdrawn from the course.

LEARNING HABIT RECOGNITION

To receive Learning Habit Recognition, students must receive all G or E learning habits in all of the courses in which they are enrolled in a reporting period.

LEARNING HABITS

Excellent (E)

Responsibility: demonstrates an industrious work ethic, ready to work and learn.

Cooperation: a class leader exemplified by a high degree of positive and meaningful participation initiated by the student.

Independence: a keen and enthusiastic learner actively seeking out personal growth and learning opportunities.

Good (G)

Responsibility: all assignments turned in, ready to work and learn.

Cooperation: works well with other students and teachers, participates in class in a meaningful way.

Independence: a self-directed learner takes appropriate initiative and responsibility for learning.

Satisfactory (S)

Responsibility: most assignments turned in, usually ready to work and learn.

Cooperation: usually works well with other students and teacher(s).

Independence: often requires direction.

Needs Improvement (N)

Responsibility: most assignments missing, frequently not ready to work and learn.

Cooperation: does not work well with other students or teacher(s).

Independence: needs one-on-one attention most of the time.

KRSS LEARNING HABITS

	Needs Improvement	Satisfactory	Good	Excellent
Respect <ul style="list-style-type: none"> • communication • cooperative learning 	<ul style="list-style-type: none"> * I am not using language that is appropriate to the school setting * I am not contributing ideas in a respectful manner * I am not actively listening to the ideas of others 	<ul style="list-style-type: none"> * I need reminders to use language that is appropriate to the school setting * I need reminders to contribute ideas respectfully * I need reminders to listen to the ideas of others 	<ul style="list-style-type: none"> * I consistently use language that is appropriate to the school setting * I consistently contribute ideas and openly share my learning respectfully * I consistently listen to the ideas of others 	<p>I am meeting the criteria for 'Good' and...</p> <ul style="list-style-type: none"> * taking a leadership role by encouraging and guiding others
Responsibility <ul style="list-style-type: none"> • work ethic • participation • attendance 	<ul style="list-style-type: none"> * I do not complete many tasks and assignments OR I need to be reminded most of the time * A lack of focus on learning tasks is interfering with my learning * absences or late arrivals are limiting my learning * I do not bring necessary materials to class 	<ul style="list-style-type: none"> * I complete assignments and tasks most of the time * I make up missed work most of the time * I require guidance to focus on the learning task * I engage in active listening with some inconsistency * I bring necessary materials to class most of the time 	<ul style="list-style-type: none"> * I complete assignments and tasks with care and according to the timeline and embrace the importance of practice * I make up missed work in a timely manner * I engage in learning tasks by actively listening and taking part in discussions * I utilize available supports within the classroom and school 	<p>I am meeting the criteria for 'Good' and...</p> <ul style="list-style-type: none"> * challenge myself with work and classroom roles to deepen my learning
Perseverance <ul style="list-style-type: none"> • seeking help • self-assessing • acting on feedback 	<ul style="list-style-type: none"> * I do not ask questions nor use my time to improve my learning * I do not attempt to assess the accuracy or quality of my work * I do not use feedback to revise my work to meet learning goals 	<ul style="list-style-type: none"> * I ask questions and use my time to improve my learning * I usually assess the accuracy and quality of my work according to the criteria * I have to be reminded to use feedback to revise my work to meet the learning goals 	<ul style="list-style-type: none"> * I use errors as an opportunity to improve my understanding * I ask teachers and peers specific questions when I am unsure * I understand the criteria and can explain the criteria that I have met * I use feedback to revise my work to move my learning forward 	<p>I am meeting the criteria for 'Good' and...</p> <ul style="list-style-type: none"> * seek new challenges to improve my learning * set attainable goals and assess my progress in relation to those goals

EDUCATION PROGRAM AND SERVICES

ENRICHMENT OPPORTUNITIES

Teachers at KRSS recognize there are students interested in accepting the challenge of enriched, academic programs offered within regular classes.

In recognition of the talents and abilities of so many of our students, KRSS offers a variety of courses in Fine Arts, Tech Ed, and the Performing Arts areas. KRSS is versatile in its offerings to students whose talents lie in any number of areas.

SPECIAL LEARNING RESOURCE

The Special Learning Resource (SLR) encourages and supports academic, social and physical independence for students with special needs. Instruction is based on Individual Education Plans (IEP's), which focus on each student's unique strengths and needs. Students work in the classroom and in integrated classes with support from special education assistants, peer tutors and special needs teachers. Work experience and some community training may also be a part of the program.

PRE-EMPLOYMENT PROGRAM (PEP)

The Pre-Employment Program is designed for those students who struggle with an academic curriculum within the regular classroom setting. Within this program the teacher consults with a counselor, parents, and the student to develop an Individual Education Plan (IEP) that meets the academic, social and career goals of the student. Students participate in appropriate work placements.

THE LEARNING CENTRE

Individual instruction and assistance, behaviour support, social-emotional support, skills upgrading, and self-directed learning opportunities are available to students registered in any of the KRSS learning centres. (The teacher and the student will set weekly goals to ensure the work is completed). Students in the learning centre are required to complete one academic course each semester.

ACADEMIC SUPPORT

Teachers and counsellors monitor the progress of students with identified learning needs in the regular program. They consult with staff, parents and students to develop Individual Education Plans that facilitate the full inclusion of all students in regular classrooms. In some cases, students are assigned to the Learning Centre for a scheduled block of support. Students receive assistance with work from their other subjects, and may receive remediation/skills upgrading in the necessary academic area(s). There is no course credit for time spent receiving specific subject support in the Learning Centre.

COURSE COMPLETION WORK

Students may use computer programs or modular learning, to earn specific course credit from the Learning Centre teachers. Students are expected to complete final exams in a core subject area, as determined by the Learning Centre teacher in consultation with the specific core subject teacher.

BEHAVIOUR SUPPORT

Some students are capable of a regular academic curriculum, but struggle behaviourally with a regular classroom setting. The Learning Centre teacher, in consultation with the other subject teachers, will develop an Individual Education Plan containing behaviour and academic goals for each student.

SELF-DIRECTED LEARNING

A number of courses in print or on-line are available for students to complete. Students are requested to see their counsellors for specific course information.

KRSS YEAR AT A GLANCE CALENDER

SEPTEMBER

- 03.....Labour Day – (No classes)
- 04.....NID (Non-Instructional Day)
- 05.....First day of School (ED at 10:30 am)
- 11.....Individual Student Photos
- 13.....Meet the Teacher Night - 5:30 pm to 6:30 pm
- 13.....Grad Parent Meeting – 6:30 pm
- 17.....PAC Meeting – 7:00 pm
- 26.....Terry Fox Run
- 28.....NID (Non-Instructional Day)

OCTOBER

- 08.....Thanksgiving Day (No classes)
- 09.....Post Secondary Institutions of BC - 7:15 pm to 8:45 pm
- 16.....PAC Mtg – 7:00 pm
- 18.....Early Dismissal – 2:04 pm
- 18.....Parent/Teacher Night - 5:30 to 7:30 pm
- 19.....NID (Non-Instructional Day)
- 29.....Photo Retakes

NOVEMBER

- 09.....Remembrance Day Ceremonies
- 12.....In Lieu of Remembrance Day (no classes)
- 20.....PAC Mtg – 7:00 pm
- 20.....Report Cards to students
- 22.....Kudos Ceremony
- 24-25.....Craft Fair
- 30.....NID (Non-Instructional Day)

DECEMBER

- 21.....Winter Carnival
- 22.....Christmas Vacation begins

JANUARY

- 07School Resumes
- 15..... PAC Mtg – 7:00 pm
- 18.....Semester 1 Ends
- 21-25.....Grad Photos/Exams
- 28.....NID (Non-Instructional Day)
- 29.....Semester 2 begins

FEBRUARY

- 05..... Report cards to students

- 18.....Family Day (No School)
- 19.....PAC Meeting – 7:00 pm

MARCH

- 18 – 29.....Spring Break

APRIL

- 11.....Early Dismissal – 2:04 pm
- 11.....Parent/Teacher Night - 5:30 to 7:30 pm
- 12.....Non Instructional Day
- 16.....PAC Mtg – 7:00 pm
- 18.....Talent Show
- 19.....Good Friday (No School)
- 22.....Easter Monday (No School)
- 24.....Report Cards to Students

MAY

- 08.....Milk Run
- 09.....Flight of the 7th Grader
- 16.....Kudos Ceremony
- 20.....Victoria Day (no classes)
- 21.....PAC Mtg – 7:00 pm
- 31.....Non Instructional Day

JUNE

- 06.....Fine Arts Night – 6:00 to 8:00 pm
- 07.....Valedictory Ceremony
- 17.....Last Day of classes
- 18-26.....Exams
- 27.....Report Cards Pick-up 9:00 am to 3:00 pm
- 27.....Academic Awards Night – 7:00 pm

SCHOOL SERVICES

LIBRARY LEARNING COMMONS

Kelly Road Secondary School’s Library Learning Commons exists to connect learners with the resources and skills they require to become proficient and independent users of information. The physical space houses a rich collection of print resources. The virtual space <http://sd57.libguides.com/KRSSHome/provides> 24/7 access to digital resources and school assignments.

The KRSS Library Learning Commons strives to support and enrich the KRSS education program by:

- Connecting all learners with the resources and skills they require for learning.
- Being a learning laboratory for information technology.

- Providing a safe space for students to grapple with their individual inquiries.
- Collaborating with educators to provide a planned and purposeful integration of information literacy within individual curriculum.

The KRSS Library welcomes students to the library to work on homework or to study. There is a reading lounge, which houses newspapers and a wide selection of popular magazines. There are also books on almost every topic to satisfy students' interests and hobbies.

HOMEWORK AND HELP CENTRES

The development of good home study habits is essential to a successful completion of secondary school. All students at KRSS should expect homework on a daily basis and should accept their responsibility to attempt to complete all homework assignments. Many departments operate a help room where students can obtain help with homework assignments at lunch or after school.

YOUTH CARE WORKER

Our Youth Care Worker (YCW) provides support to identified students with behavioural concerns. As well, the YCW is available for crisis intervention, community agency information and personal support for students and families in crisis.

ABORIGINAL EDUCATION WORKER

An Aboriginal Education Worker (AEW) is available to KRSS students of Aboriginal ancestry. The responsibilities of the AEW include home visits, family-school liaison, post-secondary opportunities information, school-based academic support and cultural activities and awareness.

COUNSELLING SERVICES

COUNSELLING ASSIGNMENTS

Students are assigned by surname to a counsellor. Students wishing to see a counsellor may go directly to the counselor's office outside of class time to book an appointment.

ADDITIONAL COUNSELLING SERVICES

- Help with program and course selection.
- Help solving academic difficulties and problems and arranging for tutorial assistance.
- Information about the school and its function (orientation).
- Information on post-secondary training (universities, regional colleges, vocational schools, and apprenticeship programs).
- Information on vocational and career planning.
- Discussion of personal problems and help in making personal decisions (mental health, family planning, public health, social services).
- Support in crisis situations and contact with community referral agencies (mental health, family planning, public health, social services).
- Information on alternate programs (summer school, distance education, continuing education).
- Information about Course Challenge, Dual Credit and External Credit.

HEALTH

A public health nurse is assigned by Northern Health to our school, Health nurse availability is announced regularly. Appointments may be made through a counsellor or students can drop in when the nurse is in.

CAREER RESOURCE CENTRE

The Career Resource Centre is also our library of post-secondary information. We have current calendars for all BC post-secondary institutions and for most colleges and universities in the rest of Canada and the western United States. Students can also access post-secondary information directly online from the specific University that they are interested in.

Note to Parents: Although we make every effort to keep parents informed, and will call when situations arise which require attention, we also encourage parents to contact counsellors and teachers whenever they have concerns about a student's progress. Please feel free to visit the school or call us at 250-962-9271.

ATTENDANCE

In order to achieve the greatest possible success at KRSS, regular attendance is essential for maximizing student learning. The final standing for each course is based on class assignments and examinations during the semester. This means that students need to attend all classes and arrive on time every day. Students who miss school are generally at greater risk of reduced academic performance. Developing effective attendance habits requires the cooperation of students, parents, the school and the community. We must work together to promote, carefully monitor, and encourage regular attendance.

Students who are unavoidably absent because of illness or some other reason are still responsible for missed class work or assignments. When they return to school, students should meet with their teachers and/or counsellors to arrange to catch up. Students who will be away from school for an extended period should notify their teachers in advance so appropriate arrangements can be made.

SIGN IN / SIGN OUT POLICY

When leaving or arriving during the school day, students must sign in and out at the office. This must be accompanied by a note or phone call from a parent/guardian to ensure accurate attendance.

LATE POLICY

Students are expected to be on time for all classes unless they have a note or a phone call from a parent or guardian.

Procedure to follow when late:

- Students who are late to school with a note or a phone call to the office from a parent are to report to the office. The office will issue an excused late slip which the student will

take this to their classroom teacher. The office will make the change in the students' attendance.

- Students who are late to class without a note or a phone call will be admitted to class and recorded as unexcused.

TRUANCY CONSEQUENCES

Upon confirmation that a student has skipped a class, the student will be assigned to lost time make-up sessions until they have made up the missed time. Students who miss their make-up time sessions will be assigned to an in-school suspension. Students who are repeatedly truant will be moved to a half time program.

STUDENT ATTENDANCE DURING FINAL EXAMS

Students scheduled to write provincial and school final exams are expected to be present during the scheduled exam time. Exam dates are posted well in advance and avoidable absences (work, holidays, personal business, etc.) should not be scheduled by students (or the student's parents) during this time. Students missing a final exam due to an avoidable absence may be allowed to write after the original exam date.

If a student is unable to attend a provincial final exam due to an unavoidable absence (illness, death in the family immediate family), the provincial final exam will be rescheduled at the next regular sitting of that final exam as per Ministry of Education policy.

CODE OF CONDUCT

STATEMENT OF PURPOSE

The school's jurisdiction over its students includes:

- Any activity occurring during a regular school day on school premises building and grounds).
- Any activity that is sponsored by or organized by the school, regardless of time or place.
- Student conduct occurring outside the regular school day and on school premises (building and grounds), if in the opinion of the principal circumstances warrant.
- Student conduct occurring in connection with an activity that is sponsored by or organized by the school, regardless of time or place.
- Student conduct on school buses or transportation contracted or arranged by the Board.
- Student conduct while travelling to school and returning home from school, if in the opinion of the principal circumstances warrant.
- Other circumstances where engaging in unacceptable behaviour will, in the opinion of the school principal, have an impact on the school environment. (Authority for this jurisdiction is provided in Ministerial Order 267/07 - Provincial Standards for Codes of Conduct Order).

KRSS DRUG AND ALCOHOL SUPPLEMENTARY PRACTICE

As per the District Code of Student Conduct, students are not permitted to be under the influence or in possession of prohibited drugs or alcohol while at school or under the school's jurisdiction. A student who uses drugs or alcohol will be subject to a five day suspension and removal of privileges to participate in all extra-curricular school activities for a calendar year unless the school accepts a plan of restitution. An approval plan that is successfully completed by a student could result in the consequence being reduced, but at the least, a student will be suspended from participation in extracurricular athletic activities for the rest of that season. Aside from being suspended, consequences for violating this expectation will also be a referral to the District Student Conduct Review Committee, and students may be withdrawn from KRSS.

When there are serious breaches of the Student Code of Conduct, as well as the offender's parents, the KRSS Administration may need to advise other parties that are involved. For example:

- Parents of the victim (s): in every instance.
- SD#57 officials: as required by SD#57 policy.
- Police, Ministry of Children and Families, or other agencies: as required by law.
- All parents: when it is decided, by KRSS and SD#57 officials, that it is important to reassure members of the school community that school officials are aware of a serious situation and are taking appropriate actions to address it.

KRSS CODE OF STUDENT CONDUCT

The staff, parents and students at KRSS believe school and school-related activities must be held in a safe and secure learning and working environment. The KRSS Student Code of Conduct formalizes the expectation for student behaviour that provides the opportunity to maximize effectiveness of the learning environment. Along with the handbook, this Code of Conduct will be communicated to students through a variety of means, including: in-class discussions, class visitations, assemblies, newsletters and from their peers (LINK Leaders). It is included in the Staff Handbook and in the information provided to casual staff. A copy of the District Code of Conduct is also available upon request. While the following list is not exhaustive, when in school, on school property, during a school-sponsored activity, while under the school's jurisdiction, students are expected to:

- Accept responsibility for their conduct.
- Behave with due respect toward their fellow students, staff, school district personnel and other adults.
- Respect the property of their fellow students, staff, and the community.
- Never engage in an inappropriate activity, which may in any way, lead to either physical or mental injury, or cause financial loss to anyone.
- Attend school regularly and be punctual for all classes.
- Dress appropriately for school: This is a professional work environment.
- Participate, to the best of their ability, in school academic activities and should, to the best of their ability, participate in other school and community activities.
- Demonstrate honesty in their academic work.
- Refrain from the use of inappropriate language.
- Refrain from use of alcohol, tobacco products including e-cigarettes and drugs.

- Allow learning and teaching to proceed in an orderly manner; no student has the right to disrupt or interfere with the conduct of classes or other school activities.

FIGHTING

Fighting will not be tolerated at KRSS. Students who fight:

- will be suspended for five days.
- will be referred or reported to the Student Conduct Review Committee.
- may be removed from KRSS.

DRUG AND ALCOHOL USE

Use of drugs and use of alcohol will not be tolerated at KRSS. Students who are under the influence of, or in possession of drugs and/or alcohol:

- will be suspended for five days.
- will be referred or reported to the Student Conduct Review Committee.
- may be removed from KRSS.

WEAPONS

Weapons and replicas of weapons of any sort are not allowed at KRSS. Students in possession of weapons:

- will be suspended for five days.
- will be referred or reported to the Student Conduct Review Committee.
- may be removed from KRSS.

THREATS

Threat making behaviour will not be tolerated at KRSS. Students who make threats:

- will activate the violence threat assessment protocol (VTRA)
- may be suspended for five days.
- will be referred or reported to the Student Conduct Review Committee.
- may be removed from KRSS.

FIRE RELATED BEHAVIOUR

Fire related behaviour will not be tolerated at KRSS. Students involved:

- will meet with the fire safety officer
- will be suspended for five days.
- will be referred or reported to the Student Conduct Review Committee.
- may be removed from KRSS.

PROGRESSIVE DISCIPLINE

Should a student behave inappropriately, the consequence will reflect the severity and frequency of the behaviour. The consequence may include:

- The assignment of a “think paper” to think and write about the behaviour and develop a plan for improvement.
- Restitution or restorative circle.
- A loss of privileges related to the behaviour.
- Class suspension.
- Loss of privileges.
- An assignment of an in-school suspension.
- A placement on a behaviour contract (which may include mandatory counseling, behaviour modification programs, etc.).
- A requirement to attend a detention.
- An assignment of an out-of-school suspension.
- An alternate placement within the home school.
- A transfer to another school.
- Withdrawal from all SD 57 schools.

In addition, the school will involve parents and may:

- Involve school support staff (counsellors, youth care workers, aboriginal education workers, the school-based team, the extended school-based team).
- Refer a student to district support staff (social worker, school psychologist).
- Involve other community agencies (Intersect, Ministry of Children and Families, RCMP.)
- Refer a student to the Student Conduct Review Committee (SCRC).

USE OF TOBACCO PRODUCTS INCLUDING E-CIGARETTES

We encourage all students to make healthy choices and do not condone the role modeling of unhealthy choices in the vicinity of the school. Smoking and the use of tobacco products are prohibited by School District regulations in the school and on the school property, this includes school field trips, competitive events, extracurricular activities or any other school-related activity outlined in School District Policy 5131.62. Students must be three blocks away from KRSS in order to choose to smoke or use tobacco products.

Students who disregard the KRSS smoking Policy will be subject to suspension and smoking reduction programs.

PARKING AND SAFE DRIVING

Drivers are responsible for driving safely and parking only in designated areas. Students are reminded the parking lot is subject to school regulations at all times. If students are observed driving in an unsafe manner, they may lose the privilege of parking their vehicle on school property and may be reported to the RCMP. Student drop off area is located in the East parking lot not in front of the school office.

HATS AND HOODIES IN CLASS/IN OFFICE

To help promote good manners and respect, students are not permitted to wear hats during assemblies or while in the office.

SUNFLOWER SEEDS

Sunflower seeds are no permitted at any time in the school.

SNOWBALLS

Throwing of snowballs is not permitted at any time.

SKATEBOARDING

Students may skateboard on property in a designated area.

STUDENT DRESS CODE

Students should be respectful of others by wearing clothing and accessories that are appropriate to school/work setting. Clothing with references to drugs and/or alcohol is also examples of inappropriate dress. This policy is in effect for all students.

ELECTRONIC COMMUNICATION DEVICES

This policy shall apply to electronic communications devices including, but not limited to, cell phones, camera phones, text messaging devices and IPODS. It shall not include computers used for educational purposes in schools.

Schools have a responsibility to provide a learning environment as free from disruptions as possible. Schools also have a responsibility to protect the privacy of students and staff while at school or while engaged in school activities. Schools have the responsibility to conduct assessment in a fair and honest manner free from plagiarism.

Regulations:

- This regulation applies to electronic communication devices including, but not limited to, cell phones, camera phones, and text messaging devices, as well as where applicable, digital photographic equipment.
- During instructional time, use of these devices shall be at the discretion of the classroom teacher. Use of these devices out of class time is at the discretion of the administration.
- No device capable of taking a photograph or recording shall be used in private areas such as washrooms and change rooms. Photographs shall only be taken in public places and with the full knowledge and consent of the subject.
- The use of any such device to record or transmit any materials that are used for student assessments such as tests, quizzes, assignments or reports is forbidden.

Consequences:

Classroom Disruptions:

- The device will be confiscated by the classroom teacher and given to an administrator.

- The device will be returned to the student or a parent/guardian after a discussion with the administrator and a record will be kept in the office.
- Should there be further incidents of classroom disruption, escalating consequences will be applied which may include the student's loss of the privilege of having such a device at school for a period of time to be determined by the school's administration.
- Students may be reported to the Student Conduct Review committee for all cell phone infractions.

Violation of Personal Privacy

- A plan of restitution will be created and implemented by the student. Loss of the privilege of having such a device at school for a period of time will be determined by the school's administration.
- Depending on the severity of the offence, it may also result in a suspension and/or a referral to the Student Conduct Review Committee (SCRC).

Academic Honesty

- The normal consequences for breaching academic honesty regulations will be applied. In addition, the student will lose the privilege of having such a device at school for a period of time to be determined by the school's administration.

SCHEDULE OF FEES AND DEPOSITS 2018-2019

COURSE FEES - There are no fees for secondary courses offered at KRSS. Secondary students who choose a project beyond the learning outcomes of a course may supply their own materials or they may be charged for materials used to complete that project (e.g. type of wood chosen for a woodworking project).

DEPOSITS – Deposits, in the form of a post dated cheque are required when students use graphics calculators for Math 11 and Math 12. Cheques are refundable upon return of calculator. Cheques should be made out to Kelly Road Secondary School for \$130.00 and dated for the end of the course.

STUDENT SERVICES

All students are expected to pay the Student Services fee of \$10.00 The Student Services fees are used by secondary for all students.

Examples include:

- Student Council activities.
- School-wide events.
- Positive behaviour incentive programs that recognize student achievements.
- Motivational speakers on topics such as: accepting diversity and accepting physical disabilities, leadership, avoiding drinking and driving.

PLANNER:

Planners assist students in all aspects of their study skills and homework practices and are an important tool for improving communication with parents. The cost of a planner is \$5.00.

YEARBOOKS:

Students may choose to purchase school yearbooks. The yearbook is a student produced annual record of people and events in and around the school. The cost of a year book is \$50.00

FIELD TRIPS - Senior PE courses have a field trip component. Students choosing to participate are expected to reimburse the school for costs of transportation associated with them. Other courses may also participate in field trips and students may be asked to pay a nominal fee towards the cost of transportation. The cost for PE 11 is \$ 100.00 and \$225.00 for PE 12.

HOCKEY ACADEMY - \$ 100.00

Includes:

- BC Hockey Insurance
- Hockey Canada License Fee
- Ice Rental Fee

QUARTLY NEWSLETTER

Please provide an email address so we can email home newsletters to ensure communication between the home and school remains timely.

LOCKS:

Locks for student lockers will be provided by the school. Key locks and laser locks are not permitted. Please consider buying an extra lock for a PE locker. Locks are \$6.00 each.

WORKBOOKS - Student workbooks are available for certain courses. These workbooks are a great study tool for courses leading to exams. Prices vary depending on the course.

**KRSS Bell Schedule
2018-2019**

Mon/Tues/Thurs/Fri

Warning Bell	8:39
Block A	8:45 – 10:05 (80 min)
Block B	10:11 – 11:30 (79 min)
LUNCH	11:30 – 12:20
Warning Bell	12:14
Block C	12:20 – 1:39 (79 min)
Block D	1:45 – 3:04 (79 min)

Wednesday

Warning Bell	8:39
Block A	8:45 – 9:50 (65 min)
Block B	9:56 – 11:00 (64 min)
LUNCH	11:00 – 11:50
Warning Bell	11:44
Block C	11:50 – 12:54 (64 min)
Block D	1:00 – 2:04 (64 min)
Teacher/Student Learning	2:04 – 3:04 (60 min)

PARENT ADVISORY COUNCIL (PAC)

Meeting Schedule
7:00 pm
Third Tuesday of every month
Library
School Planning Council

IMPORTANT WEBSITES

www.bced.gov.bc.ca (Ministry of Education)
www.sd57.bc.ca (School District 57)
@HartNation (Twitter)

IMPORTANT PHONE NUMBERS

Diversified Transportation	250-563-5431
Distance Ed/Continuing Ed	250-564-6574
Heather Park Elementary School	250-962-1811
Glenview Elementary School	250-962-9669
Hart Highlands Elementary School	250-962-9211
Nukko Lake Elementary School	250-967-4314 (long distance)
Springwood Elementary School	250-962-9199
Summit	250-962-7535
School District No. 57	250-561-6800
Mountain West Studios	250-563-3535

EMAIL ADDRESSES FOR STAFF MEMBERS

Please check our website for the names and emails of all staff members.

