

# Student Handbook



## 2019-2020

1300 – 2<sup>nd</sup> Ave.  
Box 200  
McBride, BC VOJ 2E0  
569-2295

The Student Handbook can also be viewed  
on the McBride Secondary School Web Site  
[www.mcbs.sd57.bc.ca](http://www.mcbs.sd57.bc.ca)

Revised: September 2019

## **2019-20 McBride Secondary -Staff List**

Dan Kenkel	Principal Teacher /Athletic Director
Kathy Molendyk	Sr. Secretary
Andrea Arnold	Secretary
Kiba Dempsey	Computer Technician
Carrie Krenzler	Aboriginal Education Worker
Melissa Boulianne	Teacher
Lisa Franke	Teacher
Jennifer L'Arrivee	Teacher/Counsellor
Eric Martin	Teacher
Janice Mercuri	Teacher
Ingrid Stengler	Teacher
Heather Zahn	Teacher
Cathy Pittman	Education Assistant
Keely Frear	Custodian
Irene Rejman	Lunch Supervisor/Custodian
Linda Monroe	Lunch Supervisor

### **Daily Bell Schedule**

<b>Period 1</b>	<b>8:40 a.m. – 9:43 a.m.</b>
<b>Period 2</b>	<b>9:48 a.m. – 10:51 a.m.</b>
<b>Period 3</b>	<b>10:56 a.m. – 11:59 a.m.</b>
Lunch	11:59 a.m. – 12:40 p.m.
<b>Period 4</b>	<b>12:40 p.m. – 1:43 p.m.</b>
<b>Period 5</b>	<b>1:48 p.m. – 2:53 p.m.</b>

**SCHOOL COUNSELLOR-** Mrs. Jennifer L'Arrivee

- Liaises between the elementary schools and secondary school;
- Helps new students in their orientation to the school;
- Liaises between students, their families & community agencies;
- Helps students find solutions to personal & school related problems;
- Helps students decide on appropriate programs & courses;
- Gives career information & guidance to students;
- Coordinates academic planning for Grades 8-12.
- Gives post-secondary guidance to senior students including scholarships and bursaries

**Students can approach the counsellor for guidance or advice on personal issues. If you wish to make an appointment with a counsellor, please visit the office or call 250-569-2295.**

**EXTRA-CURRICULAR CLUBS AND TEAMS**

Extra-curricular activities usually take place outside of instructional school hours.

- All team and club participants are subject to the Code of Conduct and are held to a higher standard of conduct during trips and activities. A conduct form must be signed by the student and parent.
- Participation on school teams or clubs is subject to maintaining a satisfactory academic performance based on criteria set up between the student, parent and school staff.
- Extra-curricular clubs and teams are not supported through Ministry budgets and as such participation in these optional activities may result in charges to students to cover travel, accommodation and personal needs where required. Students are expected to pay costs not covered by fundraising.
- Students cannot attend extra-curricular activities, practices or games while on suspension or on days when they are absent from school.
- Students who participate on school teams that require school uniforms are required to submit a uniform deposit of \$100.00 prior to receiving a uniform. This deposit is refunded when the uniform is returned in good condition to the school. A record of uniforms is kept at the school. Students are responsible for the uniform that they are assigned.
- In past years our school clubs and teams included:

<b>Basketball</b>	<b>Golf</b>	<b>Drama</b>	<b>Yearbook</b>
<b>Track &amp; Field</b>	<b>Volleyball</b>	<b>Snowboarding</b>	<b>Film</b>

Clubs operated within the school require a sponsor approved by the principal. Students wishing to organize a club should discuss requirements with him.

Financial need should not be a barrier to participation. Please see the principal.

**MEDICAL ROOM**

Students that fall ill during the day will be required to phone and request that parent/guardian come to the school to take them home. Students that feel ill during the day can rest in the medical room

until time of pick-up. Students must sign into the health room, and have a parent sign them out of the office with the secretary.

### **TELEPHONES**

A phone is available in the main hall for student use for local calls only. Long distance calling and emergency calls can be arranged through the office. Cell phone use is at the discretion of each teacher.

### **LOCKERS AND LOCKS**

The use of lockers at McBride Secondary is a privilege and abuse may result in loss of locker privileges. Students are encouraged to lock up their belongings using a combination lock and they should provide and register their combination with the office. Spare set of keys for key locks can be kept at the office.

### **LOST AND FOUND**

The lost and found is located outside the main office. Check with the office staff for details. Just before Christmas, spring and summer break, items that are unclaimed go to the DORCAS charity.

### **VISITORS TO THE SCHOOL**

In the interest of safety, ALL visitors to the school are asked to check in at the main office. **A visitor is any person who is not a staff member or a registered student.** It is important, in case of emergency, that we are aware of all individuals in the building.

### **THREE WAY CONFERENCES**

Parents and students are expected to participate in Parent/Teacher/Student conferences held prior to mid-term report cards, typically in October and March. Students are dismissed at 1:43 p.m. on the conference dates. Meetings are held on a drop in basis between 6:30 – 8:00 p.m. In addition, parents are encouraged to contact the school at any time throughout the year to request a meeting with a staff member.

### **PARENT INFORMATION NIGHTS**

Several information nights are planned throughout the year and are advertised on Facebook and the school website.

### **PARENT ADVISORY COUNCIL**

All parents are PAC members, and are encouraged to attend meetings, whether as an executive member or a member-at-large. Parents are invited to become part of our Parent Advisory Council. Information regarding activities and meeting times of this councils is provided through Facebook, e-mails and on the school web site ([www.mcbs.sd57.bc.ca](http://www.mcbs.sd57.bc.ca)).

### **HOME / SCHOOL COMMUNICATION**

Teachers and the administration endeavour to initiate and maintain contact with parents through telephone calls, meetings and letters. Parents are also encouraged to initiate contact by calling the school at 250-569-2295. Please inform the school of any telephone, email and address changes so the school can remain in contact with the home.

## **PARENT VOLUNTEERS AND DRIVERS**

McBride Secondary School encourages parents and community members to become involved with students as volunteers and as drivers for extra-curricular activities. The school follows District Policy for the safety of students. Volunteers are encouraged to pick up the necessary forms from the office at the start of the school year, and we thank you very much for your help!!!

## **BOARD APPROVED FEES & DEPOSITS FOR 2019-2020**

### **OPTIONAL CHARGES**

There are no fees for any elementary or secondary courses. Secondary students who chose a project beyond the learning outcomes of a course may supply their own materials or may be charged for materials used to complete that project (eg. type of wood chosen for woodwork project).

#### **Student Services**

**\$10.00**

Helps to defray the expenses for student activities such as student council, motivational speakers, shelves for lockers, dances, cultural events, clubs, sports & teams and also includes a student ID card.

#### **Yearbook**

**\$30.00**

This is the school “annual” that students keep. It is optional.

#### **Other Optional Charges**

Students are able to complete any course free of charge. Some courses have optional charges relating to extra project materials, etc. Students should obtain details from subject teachers.

### **DEPOSITS**

#### **School Team Uniform Deposit**

**\$100.00**

Students participating on school teams are required to pay a refundable deposit before uniforms are issued. This deposit may be in the form of a post-dated cheque.

Fees and optional charges should be paid during the first week of school or no later than September 30, 2019. Make cheques payable to McBride Secondary School. Receipts will be issued and should be retained as proof of payment. Please note that no student will be denied access to school-based educational activities because of financial hardship. If payment cannot be made, parents are requested to contact the principal prior to September 30, 2019.

## **DISTRICT CODE OF CONDUCT**

The District Code of Student Conduct Policy 5131

(<http://www.sd57.bc.ca/Board/Policies/Policylisting/Documents/5131%20District%20Code%20of%20Student%20Conduct.pdf>) supersedes our School Code of Conduct, and will be referred to for specific wording in all cases of violation.

## **SCHOOL CODE OF CONDUCT**

The school code of conduct follows the handbook as an appendix here and on the website.

## **STUDENTS WITH STUDY BLOCKS**

Students who elect to have a study block or a student working on a Distance Learning class are expected to report to their assigned classroom for quiet study, or to leave the school. Students who leave the school during a study block or a DL block must have a signed note from a parent/guardian giving permission for them to leave. Students are required to sign in and out at the office.

## **REPORT CARDS**

Interim reports for student who are “at risk” may be mailed or sent home with students to parents at any time. Formal reports are issued twice each semester. An informal report in the form of three-way conferences also occur twice a year. Specific dates will be posted on the website.

## **MARK SYMBOLS**

A	86 – 100	The student demonstrates excellent or outstanding performance in relation to the expected learning outcomes for the course or subject and grade.
B	73 – 85	The student demonstrates very good performance in relation to the expected learning outcomes for the course or subject and grade.
C+	67 – 72	The student demonstrates very good performance in relation to the expected learning outcomes for the course or subject and grade.
C	60 – 66	The student demonstrates satisfactory performance in relation to the expected learning outcomes for the course or subject and grade.
C-	50 – 59	The student demonstrates minimally acceptable performance in relation to the expected learning outcomes for the course or subject and grade.
F	0 – 49	Failed or Failing. The student has not demonstrated, or is not demonstrating minimally acceptable performance in relation to the expected learning outcomes for the course or subject and grade. F (failed) may only be assigned if an “I” (In Progress) has been previously assigned.

I “I” means “Incomplete or In Progress” and Indicates that a student is not demonstrating minimally acceptable performance in relation to the expected learning outcomes.

**WORK HABITS**

- E Excellent
- G Good
- S Satisfactory
- NI Needs Improvement

Should parents or students have any questions or concerns regarding grading and reporting procedures, they should contact a subject teacher, counsellor, or the administrator.

**GRADUATION REQUIREMENTS**

Students and parents are advised to review the graduation requirements by logging on to the Ministry of Education Web Site which can be accessed through the school web site ([www.mcbs.sd57.bc.ca](http://www.mcbs.sd57.bc.ca)) and following the links to the Graduation Program. **It is the responsibility of the student and parents to ensure all graduation requirements are met, however, Mrs. L’Arrivee will be meeting with students in September to check credits.**

**GRADUATING FROM MCBRIDE SECONDARY**

To have a right to participate in the graduation ceremony, students must be in a position to meet the graduation requirements by end of Term 3 (ie. Students must have enough credits (80) to meet the Ministry’s requirements for graduation, and achievement in all courses must be such that students have a reasonable expectation of being successful in all courses required for graduation). Students that fail to meet this requirement may still participate, but at the discretion of the principal.

McBride Secondary hosts the graduation ceremony/dinner. All students participating in the graduation ceremony are expected to pay a graduation fee of \$140.00. The school will continue to work with the graduating class to fundraise through the Community Calendar. The grad fee and the Community Calendar cover the cost of the graduation ceremony for the graduate and up to five guests. **The graduation fee is due by September 30, 2019.**

A parent/student committee may be established to work with the graduating class to organize after grad and related fund raising activities.

**EXTERNAL CREDIT OPPORTUNITIES**

A number of external courses are Ministry approved for grade 11 and 12 credits. See the counsellor for more details.

## **AWARDS AND ACADEMIC ACHIEVEMENT CRITERIA**

There are many program, and academic awards which students may achieve during the year. These students will be recognized throughout the year and at the McBride Secondary Awards Ceremony held in June. The criteria for awards are as follows:

### **Top Three Academic – Grade 8 – 12**

- Student is registered in a full program of studies through McBride Secondary School.
- A full program of studies is defined by the student enrolling in a **minimum of six courses at McBride Secondary**.
- Cumulative averages, work habits and academic load are all factored into these awards.
- Determined by staff at a special awards meeting held in June.
- Students will be recognized at the McBride Secondary Awards Ceremony in June.

### **Club/Athletics Certificate**

- Students who participated in one sport or one club within the school, will be recognized.

### **Club/Athletics Medal**

- Students who participated in more than one extracurricular activity within the school, will be recognized.

### **Service Award**

- Student and/or community member provided a service to the school through coaching/sponsorship.
- Individuals will be recognized at the Annual Awards Ceremony.

### **Top Athlete Award**

- Determined by staff at a special awards meeting held in June with input provided by coaches and sponsors. The student should be recommended by the coach, demonstrate positive teacher/student and student/student interactions, and demonstrate leadership qualities. Input given by coaches and staff. Student will be recognized with a keeper plaque at the Annual Awards Ceremony and will have their name engraved on the plaque in the office, and will have their photo included on the Annual Awards Poster.

### **Citizenship Award**

- Determined by staff at a special awards meeting held in June. The student should demonstrate a positive contribution in activities that benefit others, demonstrate maturity, positive teacher/student and student/student interactions, and leadership qualities.
- Student(s) will be recognized at the Annual Awards Ceremony.



### **MCBS Special Recognition Award**

- Determined by staff at a special awards meeting held in June. The award is individual and based on extraordinary contribution or circumstance.

### **BC Ministry Education: Scholarships & Awards**

- For information regarding bursaries and scholarships distributed by the government of BC, please check online the BC Minister of Education: **Scholarships and Awards**.

### **Governor General's Bronze Medal**

- A **BRONZE** medal is awarded to the student who achieves the **highest average** upon graduation from a secondary school. The average includes **all grade 11 and grade 12 courses as** listed on the student's official Transcript of Grades issued by the ministry of education. The average cannot be anticipated; it must be calculated based on **final results** after provincial examinations, where the ministry of education requires final exams.
- Equitable access for the entire student population is an important aspect of the medal's value. Regardless of the stream or the subjects chosen, all students are the subjects chosen are eligible for consideration upon graduation.
- Exchange students attending McBride Secondary are not eligible for this award.
- Selected in August of each year. Student will receive the Governor General's Bronze Medal. Student will be recognized in the local media and will have their photo included on the Annual Awards poster.

### **UNBC Scholar Award**

- Based on criteria outlined by the University of Northern British Columbia, this award is given to the top academic student in Grade 11, and is a full scholarship for four academic years.

### **Bursaries & Scholarships**

- Many school district and community awards are available for graduating students. Students should see their counsellor for a complete list and application.

# Code of Conduct

McBride Secondary School



Underlying the Code of Conduct are particular rights and responsibilities, including:

1. You have the right to learn. You have the responsibility to actively participate and be a responsible learner.
2. You have the right to be respected. You have the responsibility to respect others.
3. You have the right to be safe. You have the responsibility to behave in a safe manner and to protect the safety of others.
4. You have the right to privacy and security of personal space. You have the responsibility to respect the property and privacy of others.

5. You have the right to use school equipment and property. You have the responsibility to use the equipment and property in accordance with school rules with care and respect.

## EXPECTATIONS

At McBride Secondary School, students are expected to:

- Respect self, others, and the school.
- Help maintain the school as a safe, caring, and orderly place.
- Inform an adult of incidents of bullying, harassment, intimidation, or any “bottom line” misbehaviours that they either experience or witness.
- Engage in learning activities in a timely and productive manner.

## BOTTOM LINE BEHAVIOURS

The following behaviours are considered to be below our “bottom line” of acceptable behaviour. They will involve formal out-of-school suspensions as a consequence. They are deemed to be serious to the degree that they jeopardize the learning environment of others. These behaviours will lead to a letter placed in the student’s permanent record, as well as a referral to the District Conduct Review Committee and, when appropriate, the RCMP. Students who continually breach these rules will receive escalating suspensions and program reductions up to and including expulsion. Examples of bottom-line behaviours include:

- Bullying, harassment, and intimidation, whether online or in person
- Fighting, uttering threats or other acts of violence
- Possession of weapons, including pocket knives
- Direct defiance of an adult (refusing to follow a reasonable request of a staff member)
- Use, possession or distribution of drugs – including marijuana – alcohol, and vaping devices and products
- Property crime (theft and vandalism)
- Repeated disruptive behaviour

## OTHER UNACCEPTABLE CONDUCT

These behaviours will result in consequences that range from Restitution through to formal out of school suspensions. While they are unacceptable, these less serious offences present opportunities for learning through Restitution and "making it right".

- "Signing out" of a class for reasons other than documented illness or family emergencies
- Disruptive Behaviour – Orderly conduct, appropriate language, safe conduct and behaviour, and regular, on-time attendance are behaviours that will be expected at all times.
- Lateness – Students are expected to be on time and prepared for gathering, all scheduled classes and curricular events, and Learning Commons. Failure to arrive on time will result in escalating consequences, which may include but are not limited to:
  - Phone call to parents/guardians
  - Meetings between the student, their parents/guardians and school staff
  - An in-school suspension, or out of school suspension
- Inappropriate Clothing – At McBS we respect individual styles while we take into account the feelings of others. Staff and students are expected to wear clothing and accessories that:
  - Are professional and appropriate for the work setting.
  - Do not express messages of violence, hate, drugs, alcohol, profanity or sexuality.
  - Conform with the established health and safety requirements of the intended course or activity.

Students who choose to wear inappropriate clothing will be asked to change or referred to the principal. Repeated infractions will be treated as a "bottom line" behaviour.

- Vaping/Smoking – In accordance with the School District Policy 5131, Section 5.8, McBS supports a tobacco-free environment in the school, on the school grounds, and in the vicinity of the school. Vaping and/or smoking is not permitted anywhere within the school, on school grounds, or in the parking lot. This expectation includes chewing tobacco, cigarettes, vaporizers, or any marijuana products. Possession of any vaping or tobacco products on school property is prohibited.
- Computer & Network Misuse – Computers and the wireless network are made available to students for educational purposes. Student use of computers and computer networks will respect School District #57 policy as listed in the office and computer lab. Misuse may result in loss of privileges or other administrative action.
- Plagiarism - Copying other people’s work and claiming it as your own or attempting to cheat on assignments/tests are serious forms of academic misconduct. Consequences for cheating or plagiarism will likely result in loss of credit for the assignment and could result in further administrative action.
- Photos - No device capable of taking a photograph is allowed in the washrooms or change rooms. Photographs are to be taken only in public places with the permission of the subject, and no images taken at school are to be web accessible – this means that photos taken at school should not be posted on social media or other online spaces. Violation of the personal privacy of a student or staff member is a criminal offence and will be treated as a severe breach of the Code of Conduct.
- Cell Phone Misuse – At McBS we aim to create an environment where all students and staff are fully engaged in the business of learning. While cell phones can become a distraction, they are also a reality in today’s world of communication, and if used with respect and safety in mind, can be a valuable learning tool. Students are instructed to follow the direction of their individual teachers about the appropriate use of cell phones in their classroom. Students who use their phones to interrupt learning, cheat, or harm others will be asked to hand over their phone to a staff member. Repeated offences will have escalating consequences and be considered a bottom-line behaviour. \*\* Cell phones are not permitted in change

rooms at any time, and photos should not be taken in classrooms. Cell phones are not permitted to be used during emergency evacuations or lockdowns due to security concerns unless specifically instructed by a teacher or administrative staff.

#### TEAM TRAVEL, CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Students at McBS have the opportunity to participate in many curricular and extra-curricular field trips, team play, and school activities beyond the regular school day. As these trips and events are an extension of the school environment, students are reminded that all school rules and conduct apply while away from the school. As ambassadors of the school, students on a trip have added responsibility for their conduct. Breaches of the Code of Conduct while on a trip or during an event, both curricular and extra-curricular, will be considered a serious offence. In addition to suspension from school, students will be banned from all field trips, sports teams, and extra-curricular events for a period of 12 months (one calendar year). This period may be shortened to a minimum of 4 months through restitution, depending on the quality and timely completion of a restitution plan. This is now a School District common practice.

#### OTHER SCHOOL POLICIES

- Student Travel and Driving – Students, with permission of a teacher, may drive themselves to a field trip location or alternate learning location within our local area. Students may not, under any circumstances, transport other students to or from these locations during school hours.
- Locks and Lockers - Students are encouraged to lock up their belongings using a combination lock and they should provide and register their combination with the office. Spare set of keys for key locks can be kept at the office.

#### RESTITUTION BASED CONSEQUENCES

In responding to breaches of the Code of Conduct at McBride Secondary School, staff will consider the severity and frequency of unacceptable conduct as well as the age and maturity of the students involved in determining disciplinary action. Furthermore, staff at McBS see misbehaviour as opportunities for learning and growth, and we will strive to not only be consistent but also preventative and restorative regarding unacceptable conduct.

Students will be encouraged to participate in the development of meaningful restitution for lesser violations of the Code of Conduct. Consequences may include but are not limited to:

- A discussion with the victim or target of the offence to help the student “make it right” and correct the wrong. This is student led and collaboratively developed.
- A loss of privileges and/or freedoms related to the behaviour.
- A written or verbal apology when appropriate.
- Others as appropriate to the offence.

\*Students who breach school rules during a field or sports trip or extra curricular activity may be eligible for restitution that could reduce the censure from activities and trips from 1 year to a minimum of 4 months. Plans must be designed by the student, with guidance and support from parents and school staff. Completion is the responsibility of the student.

#### NOTIFICATIONS

The principal or designate has a responsibility to advise other parties of serious breaches of the Code of Conduct. Such other parties could include:

- Parents/guardians of student offender(s) – in every instance.
- Parents/guardians of victim(s) – in every instance.
- School District officials – as required by school district policy.
- Police and/or other agencies – as required by law.
- All parents/guardians – when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

#### RISING EXPECTATIONS

As students mature and progress through successive grades at McBS, it is generally expected that students will:

- Develop increasing levels of personal responsibility and self-discipline.
- Face increasing consequences for inappropriate behaviour.
- Understand that education is a privilege for students 16 and older and repeated or serious occurrences of bottom line behaviours will result in an expulsion.

## COMMUNICATION OF THE CODE OF CONDUCT

Through advisory, regular newsletters, assemblies, staff meetings, PAC meetings, and parent information nights, all parties involved (students, parents and staff) will be made aware of the McBS Code of Conduct, and of student behaviour expectations. A copy of the Code of Conduct will be in the student handbook and will be made available in the office, as well as the website. The school code will be reviewed on a regular basis, and all students, staff, and parents will be expected to regularly remind and promote the school Code of Conduct and website.

## MONITORING AND REVIEW

Staff of McBride Secondary and PAC representatives will, through scheduled meetings, regularly monitor and discuss the Code of Conduct to ensure that it continues to address emerging situations. Student representation will be included where appropriate. The Code of Conduct will undergo a yearly review in May by all parties to determine changes – if any – that require discussion or revision.



Last revision: September 2019