

**Student Handbook  
Elkford Secondary School  
2018-19**

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ADMINISTRATORS' WELCOME

**Participate, Participate, Participate!**

It is important that you become involved in your school. Don't let your school years pass by without enjoying junior and senior high school life. Get involved in Elkford Secondary School academically and in extra-curricular activities.

Setting short and long-term goals for yourself is very important for success. Keep in mind that academics are the number one priority. Be assured that each member of the Elkford Secondary staff will do everything in their power to help you reach your goals.

The success of our school is measured based on you. It is measured by your achievement and your enjoyment in high school. Have a great year and remember "It's great to be a Celtic!"

This handbook provides a brief, concise and understandable overview of some of the most important opportunities and expectations that anchor our program. We hope that it will assist you in making your school days pleasant and productive. It is the responsibility of each student and parent to read, understand, and abide by this handbook.

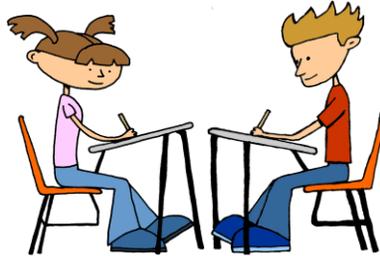
To increase the opportunity for educational success, it is necessary that teachers, **parent(s)**, and administrators communicate openly and frequently concerning the progress of students.

Mike Kelly  
Principal

Kate Russell  
Vice Principal

## **ELKFORD SECONDARY SCHOOL MISSION STATEMENT**

Elkford Secondary School strives to meet the unique and diverse needs of the students in our community. These needs, which include the intellectual, social and physical development of students, are achieved through the delivery of quality learning opportunities, in a safe and supportive environment by caring and dedicated professionals. This mission can be realized with the support of parents, the community of Elkford, the School District, and the Province.



## **SCHOOL ENVIRONMENT**

Elkford Secondary School recognizes the paramount importance of maintaining a school environment that is free of violence, intimidation, harassment, and possession and use of illegal substances and is respectful of the heritage of all.



## **VISITORS WELCOME!**

We welcome and encourage parent involvement at ESS. To ensure student safety and minimize disruptions to the learning environment, parents/visitors must enter through the main entrance door and sign in at the office.

## ESS STAFF 2018- 2019

Mr. John Ashbridge		john.ashbridge@sd5.bc.ca
Ms. Cheri Bernhart	Education Assistant	
Mrs. Nancy Buchan		nancy.buchan@sd5.bc.ca
Mrs. Hermie Canlas	Custodian	
Mrs. Haley Culver		haley.culver@sd5.bc.ca
Mrs. Liz D'Andrea	Education Assistant	
Mr. Ben Fay		ben.fay@sd5.bc.ca
Mr. Andrew Gulyas		andrew.gulyas@sd5.bc.ca
Mrs. Susan Huisman	Education Assistant	
Mr. Ty Inskip		ty.inskip@sd5.bc.ca
Mr. Ian Jarrell		ian.jarrell@sd5.bc.ca
Ms. Katie Keast	Counsellor	katie.keast@sd5.bc.ca
Mr. Mike Kelly	Principal	michael.kelly@sd5.bc.ca
Ms. Sarah Langford		sarah.langford@sd5.bc.ca
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Mr. Dale Osmachenko	Custodian	
Ms. Lisa Payne	YCW	lisa.payne@sd5.bc.ca
Mr. Will Percy		william.percy@sd5.bc.ca
Mrs. Wati Ratudradra	Custodian	
Mr. Sean Roszell		sean.roszell@sd5.bc.ca
Ms. Kate Russell	Vice Principal	kate.russell @sd5.bc.ca
Mrs. Jolanta Wenda-Szoltysek		jolanta.wenda-szolty@sd5.bc.ca
Mrs. Crystal Tennant	Education Assistant	
Mr. Jeremy Wheeler		jeremy.wheeler@sd5.bc.ca
Mrs. Diane Wolchuk		diane.wolchuk@sd5.bc.ca

## BELL SCHEDULE AND TIMETABLE STRUCTURE

### WEEK 1

<u>PERIOD</u>	<u>TIME</u>	<u>MIN</u>	<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THURS</u>	<u>FRI</u>
1	8:34-9:40	65	A-1	F-6	C-3	H-8	<b>Rotates</b>
Break	9:40-9:45	5					
2	9:45-10:50	65	B-2	E-5	D-4	G-7	
Break	10:50-10:55	5					
3	10:55-12:00	65	C-3	H-8	A-1	F-6	
LUNCH	12:00-12:50	50					
4	12:50-1:57	67	G-7	D-4	E-5	B-2	
Break	1:57-2:02	5					
5	2:02-3:10	67	D-4	G-7	B-2	E-5	

### WEEK 2

<u>PERIOD</u>	<u>TIME</u>	<u>MIN</u>	<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THURS</u>	<u>FRI</u>
1	8:34-9:40	65	E-5	B-2	G-7	D-4	<b>Rotates</b>
Break	9:40-9:45	5					
2	9:45-10:50	65	F-6	A-1	H-8	C-3	
Break	10:50-10:55	5					
3	10:55-12:00	65	G-7	D-4	E-5	B-2	
LUNCH	12:00-12:50	50					
4	12:50-1:57	67	C-3	H-8	A-1	F-6	
Break	1:57-2:02	5					
5	2:02-3:10	67	H-8	C-3	F-6	A-1	

In this document you will find:

- A. Guidelines for Students**
- B. Academic Programming**
- C. Student Information**
- D. Extra Curricular activities**
- E. Student Services**
- F. Parent Advisory Council (PAC)**

## **A. GUIDELINES FOR STUDENTS**

### **SCHOOL POLICIES AND PROCEDURES**

Learning is the primary function of Elkford Secondary School. Our programs, policies, procedures, and rules are designed to facilitate the performance of the school's primary function. They are also intended to promote an environment conducive to effective and efficient learning and the need for mutual respect and cooperation among all segments of the school community.

### **STUDENT CODE OF CONDUCT**

Appropriate student conduct is essential for the orderly and effective operation of the school; this code of conduct is in place to help provide an orderly and safe environment in the school. Students are accountable for their actions to administration, teachers, and support staff while on school premises, going to and returning from school and all school approved games and functions whenever and wherever they are held. The School Board requires that teachers and administrative officers must take appropriate progressive disciplinary action when:

1. Students fail to abide by the rules of the school.
2. Students fail to apply themselves to their studies.

#### **Dress Code**

Our school is an educational community with a focus on high standards of personal conduct in order to promote a positive, safe learning environment. The image of an ESS student is one whose manner of dress reflects a responsible, positive attitude towards school and respect for all. While we recognize that clothing is an avenue for personal expression, we at the same time want to encourage our students to be respectful of the dress code and to maintain a respectful appearance. Students whose clothing is deemed by a staff member to be inappropriate, unsafe or inadequate will be respectfully and discreetly asked to change or cover their clothing and in some instances, a staff member may assist the student in finding a suitable solution for appropriate dress.



### **SPECIFICS:**

- 1) No clothing with symbols/words promoting profanity, racism, drugs, alcohol, or human degradation.
- 2) Shirts and pants must cover undergarments, even when bending over. However, bra straps may show by accident.
- 3) No spaghetti straps or revealing tank tops for both sexes, with the exception that spaghetti strap shirts/dresses may be worn on Fridays
- 4) Shorts/skirts/pants must cover the bottom (no boxers/underwear hanging out).
- 5) Skirts/dresses must be mid-thigh length.
- 6) No crop tops. Shirts must reach the top of your pants.
- 7) No excessive cleavage, as deemed by the dress code coordinator (Ms. Russell).
- 8) Hats/tuques/hoodies may be worn in the hallways on Fridays and after the final bell each day. They are not to be worn in the classroom/gym.
- 9) Footwear must be worn at all times. (Woodshop, home economics, science, and metal shop may have additional requirements)
- 10) PE kit (t-shirt and mid-thigh shorts or pants) and runners must be worn during PE classes and in the gym at lunch.
- 11) No purpose-made bed covers/blankets to be worn in school. Ponchos are acceptable.

### **CONSEQUENCES:**

An offender will be given 3 warnings and asked to cover up using the provided clothing in the office (IE: ESS t-shirt, shorts etc.) OR they may go home and find appropriate clothing of their own.

-On each warning their name will be recorded.

-Parents are contacted by phone after the second warning, to let them know their child has not been adhering to the school's dress code.

-After the third warning, it goes to the Administration and parents are called into the school for a family meeting.

### **CELL PHONE USE**

We believe that cell phones and other digital devices can play a vital communication role during emergency situations. However, the ordinary use of cell phones and digital products in school situations can be disruptive to the educational environment.

Students may carry cell phones, but they must be turned off during school activities unless directed by their teachers for educational or emergency purposes. Parents please phone the office during school hours if you wish to speak to your child(ren).

### **Fire Extinguishers/Alarms/Exits**

Any student who tampers with such safety equipment will be automatically suspended. The RCMP will be notified.

### **Food and Peanuts**

Food in classrooms during regular instruction is unacceptable. We are a peanut aware school. Please do not bring peanut products to school. Water bottles with plain water is acceptable.

### **Gymnasium**

Students are only allowed to wear non-marking gym shoes on the gymnasium floor. Students are only allowed in the gymnasium when a teacher supervisor is assigned to them. Breaking these rules will result in loss of gym privileges. NO food or drink is to be taken into the gym.

### **Hallway Behaviour**

Students are to be courteous and keep noise levels to a minimum in the hallways when classes are in session and between classes. Students are to avoid the use of profane or abusive language or gestures and are to treat their fellow students and school staff with respect at all times.

### **Classroom Behaviour**

Students are expected to behave in a respectful manner in all classes and to follow the classroom guidelines set by each teacher. They are to cooperate in following instructions by the teacher and in participating in the lessons presented in a manner that will not disrupt the learning environment.

### **PROTOCOL FOR PARENTAL CONCERNS**

If you have a question or concern with your child's progress, please consult the classroom teacher first.



## **Spectator's Code of Conduct**

Spectators are encouraged and welcomed to attend Elkford Secondary School. As a member of the BC School Sports Association, Elkford Secondary expects spectators to abide by their code of conduct. Spectators should:

### **2.3.1 Treat Everyone with Respect**

- a) cheer in a positive manner for all competitors
- b) respect the decisions of the officials
- c) not interfere with the play or competition
- d) be courteous and respectful of other spectators, all competitors, coaches, event organizers and officials

### **2.3.2 Exercise Self Control at All Times**

- a) respect the rules and regulations of the facility
- b) refrain from the use of foul or profane language
- c) refrain from the use of physical force of any kind.

## **Drugs/Alcohol/Tobacco**

Any student attending classes or school functions under the influence of and/or in the possession of, or attempting to buy alcohol, drugs, or drug paraphernalia will be suspended and the RCMP notified. Smoking and tobacco chewing is not permitted in school buildings or on the school grounds. Smoking in an unauthorized area will result in a referral to administration.

## **The Disciplinary Cycle**

Administration, teachers, or support staff may be involved in the disciplinary process depending on the nature of the offense. The seriousness of the offense and the number of offenses determine where a student enters the cycle, as well as the consequences. As misbehaviours become more negative the consequences become more serious. Violation of the Elkford Secondary School Student Policies and Procedures or Code of Conduct will result in remedial or progressive disciplinary action, which may include:

1. Reprimand: A student may be reprimanded by administration, staff, or support staff.
2. Formal Reprimand: Same as above + documentation will be made and administration or teachers may give the student a detention.
3. Referral to administration/counsellor: Same as above + loss of school privileges e.g. off of school team, no eating lunch on school property, no school functions etc.
4. Suspension: Suspension may be up to 5 days (in-school or out of school). Documentation will be made, a parent will be notified, and an educational program will be provided for the student.
5. District Suspension: Documentation will be made, parent will be notified; the school board will be notified and will arrange a meeting with the student, parent(s), administration and a school district representative for a suspension hearing. Students are not to be in the vicinity of the school if they have been

suspended unless they have contacted school administration for permission to pick up homework or turn in assignments.

## **B. Academic Programming**

### **ACADEMIC PROGRAM**

Elkford Secondary School is structured to meet the needs of students in the Intermediate Program (Grades 7, 8 and 9) and the Graduation Program (Grades 10, 11 and 12). Students receive their own timetables based on their selection of compulsory and elective courses. As Elkford Secondary School is a "small" secondary school, it may be impossible to offer some courses and/or some combinations of courses. The first choices of students will be honoured whenever possible. However, the school does reserve the right to make substitutions in the proposed selection of courses and to withdraw a course if deemed necessary. Students in the Intermediate Program should strive to attain competence in the core subject areas of English, Social Studies, Mathematics, Science and Physical Education in preparation for the Graduation Program. Students can also choose electives in their areas of interest.

### **School Timetable**

For timetabling and reporting, the school year is divided into four terms. Grade 7-9 students are programmed on a linear timetable for the whole year. Each Grade 7-9 student is required to take eight courses. Most Grade 10, 11 and 12 courses are provided in semesters. The semesters coincide with terms 1 and 2 - September to January - and terms 3 and 4 - February to June.

### **Course Changes**

The school program for September is arranged to conform to student requests for courses. Within the school's limited capacity to adjustment, an effort will be made to accommodate necessary changes. These changes should take place in the first week of the semester. Any changes taking place require the approval of the school administration and parent/guardian when necessary.

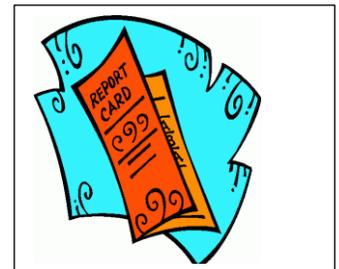
### **Student Spares**

When students are not in scheduled classes they should be either in an assigned teacher's classroom working or off the school property. There will be no hanging around the hallways or the parking lot.

### **Grade % Distribution**

The following is used by all staff assigning grades (grades 10-12):

<b>A</b>	86-100% Excellent
<b>B</b>	73-85% Very Good
<b>C+</b>	67-72% Good
<b>C</b>	60-66% Satisfactory
<b>C-</b>	50-59% Passing
<b>F</b>	0-49% Unsatisfactory
<b>I</b>	Incomplete: Student must complete course material



The **4-Point Provincial Proficiency Scale** will be used to communicate student progress in all areas of learning.

<b>Emerging</b>	<b>Developing</b>	<b>Proficient</b>	<b>Extending</b>
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.

**Achievement Indicators for grades 7-9: This performance standards scale is not an equivalent to grades. More importantly, our assessment focus is on providing descriptive feedback that supports growth.**

### **Interim Reports**

Interim progress reports may be sent to parents anytime between official report card periods. These reports do not necessarily mean that a student is failing. They are usually sent to indicate a need for some type of special attention or to recognize academic excellence.

### **GRADUATION REQUIREMENTS**

### **MINIMUM CREDITS**

English 10	4
English 11	4
English 12	4
Social Studies 10	4
Social Studies 11 or BC First nations 12	4
Mathematics 10 (Workplace) or Mathematics 10 (Foundations and Pre-Calculus)	4
Mathematics 11 or 12 (Apprenticeship and Workplace) or Mathematics 11 (Foundations) or Mathematics 11 (Pre-Calculus)	4
PE 10	4
Science 10	4
Science 11 or 12	4
Fine Arts 10, 11, 12 or Applied Skills 10, 11, 12	4
Career Life Connections 10	4
Elective Credits	28
Graduation Transitions	4
<b>Total Credits Grades 10, 11, 12</b>	<b>= 80</b>

A minimum of 16 credits from the ministry or board authority authorized or post-secondary courses are required at the Grade 12 level. This includes the 4 credits for an English course, but does not include the 4 credits for Graduation Transitions.

### **Exams**

Students in grades 10 and 11 will be writing the graduation numeracy exam in the 2018-2019 school year.

### **Graduation Ceremonies**

There are a number of ceremonies and activities that are connected with graduation. The Commencement Ceremony recognizes that the Grade 12 students are about to complete the necessary requirements for graduation. This school directs this specific graduation activity. Only students who are eligible to graduate will be allowed to participate in the school commencement ceremony. The school administration will make the final decision for eligibility.

### **Graduation Requirements**

As per Board Policy, to participate in the graduation ceremonies, a student must be within eight credits of meeting provincial graduation requirements in June of that year.

### **Scholarships and Awards**

There are a number of scholarships and other awards available to ESS students. Most of these awards must be applied for by a specific time. Scholarship information is available at the counselor's office.

### **PROTOCOL FOR PARENTAL CONCERNS**

If you have a question or concern with your child's progress, please consult the classroom teacher first.



### **C. Student Information**

#### **Attendance Policy and Procedures**

It is the responsibility of each student to attend school regularly and on time. Regular attendance and punctuality are important in all parts of our lives. Students who practice these behaviours show respect for themselves and others and experience the rewards of good work habits and improved learning.

## Absences

- A note, phone call or email from a parent or guardian is required for each absence. Parents are asked to call ahead of time for planned absences.
- Unexplained absences will result in a referral to administration.
- Students are responsible for any work missed during an absence.

## Lates

- Students who are late for school first thing in the morning or the afternoon must sign in at the office in the book provided for that purpose, and obtain an admit-to-class slip.
- Students who are late for subsequent classes do not report to the office, but go directly to class. Students will be subject to the late policies of the individual class teacher. They may include detention or other consequences.

## Sign Out Procedures

Students that need to leave the school during class time must follow this procedure:

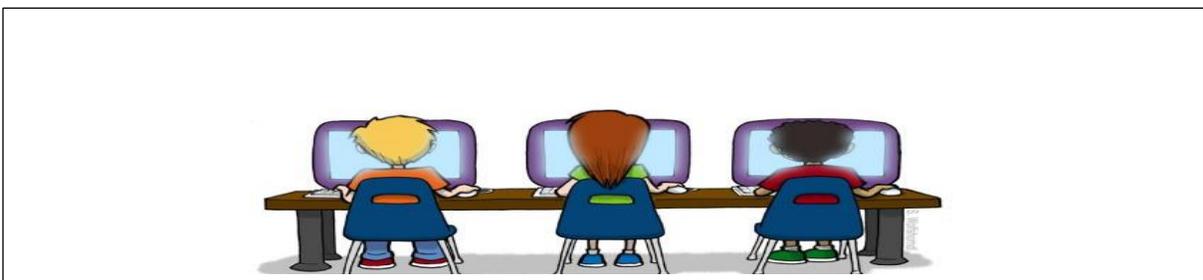
1. A note from their parent or guardian must be presented to the office.
2. Without a signed note, permission will need to be verified through a phone call before the student is allowed to leave the school.

**NO STUDENT WILL BE ALLOWED TO LEAVE THE SCHOOL WITHOUT WRITTEN OR VERBAL VERIFICATION.**

- Students must sign out in the **SIGN OUT BOOK** provided at the office window if they have **permission** to leave the school.
- Upon returning to the school on the same day, students must sign in.

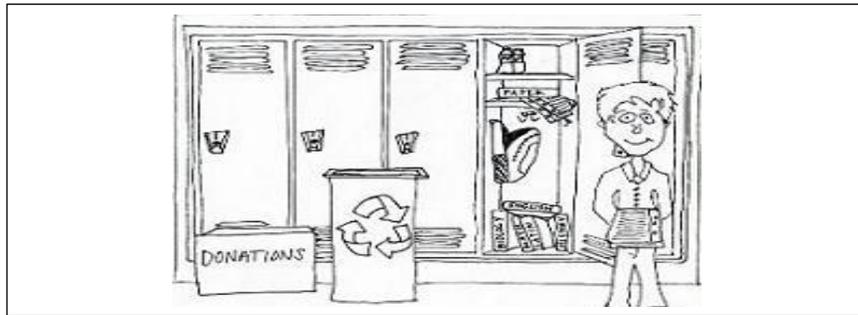
## Computer and Internet Use

Use of the Internet provides great educational benefits to students. However, some material accessible via the Internet may contain items that are illegal, defamatory, pornographic, or offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. To be granted the privilege of using the Internet at this school, students and parents must read, accept, and sign the rules for acceptable on-line behaviour.



## Lockers

- Use of a locker at Elkford Secondary is a privilege. The school provides lockers for student use and convenience. The school is responsible for and controls the lockers. All books and belongings are to be kept in a neat and orderly fashion. **DO NOT STORE VALUABLES IN YOUR LOCKER. DO NOT SHARE YOUR LOCKER AND OR LOCKER COMBINATION.**
- Student lockers will be assigned by the office. Students are not to move or share their lockers. Combination locks supplied by the office will be used.
- Student acceptance of a locker is acknowledgement of the privilege retained by school administration to examine the contents of a locker whenever determined appropriate. The use of a locker is the student's risk, and School Board #5 (Southeast Kootenay), and its' employees are not in any way responsible for the loss or theft of articles stored within.



## Fire Drills, Lockdown Procedures and Earthquake Drill

For the safety of our students at Elkford Secondary School, we have 6 fire drills, 2 lockdown procedure practices, and 1 earthquake drill throughout the year.

## Lunch Hour

Students have two options: to leave the school or go to a designated lunchroom. Students are expected to be polite and obey lunch hour supervisors. Disruptive students will be dealt with through the discipline cycle and may lose their lunch hour privileges.

## Skateboards & Bicycles

For everyone's safety, skateboarding and bike riding are not allowed on school property.

## Student Parking

Parking is a privilege. Students are only permitted to park in the designated area. Students must drive with care or they will lose their parking privileges. The student parking lot is to be clear of all students during classes and class rotations. **Students are not to exit the grounds by driving through the teacher/guests parking lot at the front of the school.**

## PROTOCOL FOR PARENTAL CONCERNS

If you have a question or concern with your child`s progress, please consult the classroom teacher first.

#### **D. EXTRA-CURRICULAR ACTIVITIES:**

##### **1. Student Council**

- The student council is the student's representative body in the school. It is one way for students to effect change for their own benefit. The council deals with many student concerns including: school rules and regulations, extra-curricular emphasis involving clubs, sports, and social events.
- The student council can make a significant contribution to school spirit by promoting special days and activities. It is critical to elect students who will do a quality job. Much of your enjoyment at Elkford Secondary will be related to whom you elect as your representatives.



##### **2. Sports, Clubs and Organizations**

- Take the opportunity to become involved! Listen to announcements concerning the organization of clubs. If there is an activity you would like to see sponsored, bring it to the attention of the Administration.
- All students who are members on extra-curricular teams are required to pay Sports Fees. The fees paid by athletes for each team they participate on varies based on their level of competition: bantam, junior, or senior. No student will be prevented from participating due to financial need.

#### **E. STUDENT SERVICES**

##### **Counselling Services**

- Elkford Secondary School provides a counselor who has designated blocks to assist students. Individual counselling is available for any student wishing these services. Youth Care Workers and Aboriginal Support Workers are also available. The counselling department is available for current and post-secondary program information, career information, travel and study opportunities and has access to referral services in your community. Please come to our office to make an appointment.

### **Special Education Program**

- Elkford Secondary provides learning instruction for special needs students. This assistance may be in the form of evaluation methods, lesson presentation, assignment modification, study skills or any combination of the above. Access to the program is through a referral process. You, your parents, or a teacher may refer you to the program simply by asking the Special Education Teacher. At this point, the process will be explained to you, and your educational needs will be discussed.

### **F. PARENT ADVISORY COUNCIL (PAC)**

All parents and guardians of Elkford Secondary students are invited to participate in the monthly meetings of the school Parent Advisory Council. Board policy states that the purpose of a PAC is:

- to enhance communication among the parents, the community, the students, and the staff.
- to provide for a formal means of consultation with parents, students and community by the administration and staff.
- to promote cooperation between the home and school in providing for the education of children.
- to become involved in school-related activities that are seen as important for the school.

Membership in the PAC is open to all parents and legal guardians of students and to the staff of Elkford Secondary School.