

**STUDENT HANDBOOK
2009-10**

ECOLE SECONDAIRE DON ROSS SECONDARY SCHOOL

MISSION STATEMENT

To foster the individual growth and development of students to their fullest potential and to help students become respectful, effective, just and wise citizens of our society.

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This agenda belongs to:

CODE OF CONDUCT

Statement of Purpose

At Don Ross Secondary, we view the pursuit of appropriate conduct as the shared activity of students, parents, staff members and the community. The primary objective of the Code of Conduct is to enable both staff and students to meet their needs in a way that not only works for them, but also respects the needs of others and addresses prohibited grounds of discrimination as set out in the B.C. Human Rights Code.

Conduct Expectations

The Code of Conduct outlines general expectations for behaviour. The following list describes some negative behaviours. **Any breach of the Code of Conduct will result in disciplinary action as per school and Board policy.** Students may be disciplined for violations which may occur going to and from school, off school property, such as, on school buses, field trips, during evenings and weekends, or any circumstances where engaging in the activity will have an impact on the school environment, such as cyber-bullying.

Acceptable conduct includes:

1. Treating and respecting self, others, and the school with dignity and consideration regardless of differences.
2. Acting in a positive, honest and straightforward manner.
3. Promoting well being in our school.
4. Putting our personal best effort into our work and all other school activities.
5. Striving for excellence in all school endeavours.
6. Following classroom, school, district rules.

Unacceptable conduct includes:

1. Abuse: physical, verbal, or psychological, including; fighting, bullying, harassing, threatening, intimidating, extorting, or showing intolerance on the basis of an individual's or a group's race, colour, ancestry, place of origin, religion, marital status, family status, sex, or sexual orientation, dress, or other perceived differences. This includes whether or not the abuse occurs in person, via cell phone, the internet, or any other wireless communication.
2. Defiance of authority: use of profanity, confrontational behaviour, or lying when dealing with teachers or other school employees.
3. Plagiarism: engaging or assisting in any form of cheating on tests, assignments, or projects.
4. The publication, issuance, or display of any statement, publication, notice, sign, symbol, emblem or other representation that indicates discrimination or an intention to discriminate against a person or group or class of persons to hatred or contempt because of any of the grounds listed above. This includes the following examples: graffiti, student publications, notebooks, cyber-bullying, blogs, websites, texting or other communication methods.

5. Theft, the act of stealing; the wrongful taking and carrying away of the personal goods or property of another
6. Possession of weapons, including any object meant to simulate the appearance of a weapon. Firecrackers or other fireworks are included.
7. Possession, use of, or under the influence of prohibited drugs, (including alcohol and tobacco), on school property.
8. Truancy or excessive tardiness.
9. Vandalism: includes any willful damage to personal, school, or private property.
10. Disruption of classroom learning or official school functions.
11. Intrusion into other schools: visiting during the school day without permission, disrupting the learning environment and/or the safety of others.
12. Reckless operation of vehicles including bicycles, rollerblades and skateboards, or cars on school property.
13. Dress which is deemed inappropriate because it detracts from the learning environment. This includes clothing with drug/alcohol logos or of a suggestive/racist nature.

Consequences are restorative in nature rather than punitive and may include one or more of the following taking into account students' age, maturity, and special needs.

1. Warnings
2. Time-outs
3. Restitution
4. Restricted privileges
5. Parent Conference
6. Payment, Community hours
7. Restorative Justice
8. RCMP notification
9. Suspension
10. Expulsion

Notification/Advisement of other parties:

School officials have a responsibility to advise other parties of serious breaches in codes of conduct. Individuals and/or agencies that may need to be informed include: a student's parents, the parents of other students who were involved, school district officials, the police or other agencies, where the law requires, or the parents of all students in the school, when the school community needs to be reassured that a serious situation is being addressed.

Retaliation Prevention

Don Ross Secondary will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of a code of conduct. Students and parents are encouraged to inform school authorities of safety concerns.

Attendance/Late Policy

When students are absent for legitimate reasons, we ask that parents phone the school. Students who are late or have an absence will make arrangements with the teacher to complete missed assignments. Teachers, support staff, and administration will track unexcused absences. Repeated truancy or lates will be referred to an administrator.

Students are not allowed to leave school property without permission during instructional time. Students must sign out whenever it is necessary to leave school during the day. Permission will be given only with the request/approval of a parent or guardian via phone, email or note. Students are to sign in and obtain a slip at the office when first arriving to school after the final bell for first class has rung.

Bikes/Skateboards

Students are asked to store and lock their bikes in the bike cage located in the courtyard. The bike cage is locked 5 minutes after the final bell for first class. The bike cage may be opened for 5 minutes at the start and end of lunch for students who wish to use their bikes at lunch. The school and the School Board do not assume responsibility for the articles which go missing from the bike cage so please lock your bike inside the bike cage. Skateboarding is allowed in designated areas either in the bus loop or the back parking lot. Skateboarding is not allowed at the front entrance.

Skateboards, rollerblades, bicycles, and wheelie shoes are not allowed to be used inside the school. Any student not following the above guidelines will have the aforementioned items will be confiscated and turned into the office.

Bus Behaviour/Expectations

Students are to travel on assigned buses only. Trips to downtown are only allowed for those students who live in that area. Other students are expected to take the transit bus. A student may be denied the privilege of using school buses for misbehavior on the bus, for refusing to cooperate with the driver, or for failing to give his/her name on request. Any problems arising from school bus use will be referred to the administration.

Electronic Devices

We strongly suggest students keep all electronic devices at home. Students are to leave cell phones in their lockers. **Cell phones are strictly prohibited in classrooms.** Cell phone use is only allowed during breaks and at lunch. Failure to follow cell phone guidelines will result in cell phones being confiscated and turned into the office. Cell phone cameras and video devices are not to be used to photograph other students or staff without their permission. Use of iPods, Walkmans, MP3 Players, head sets are allowed in class **only** with teacher permission. No electronic devices are allowed during exams, tests, or assemblies. Lost or stolen items are the responsibility of the student.

Guests in the School

There are to be no visitors in the school attending classes unless it is an approved educational exchange. Visitors are to register in the office where approval may be given by the administration to visit during lunch.

Hats

Hats are allowed in school; exceptions are the office, in assemblies, meetings and at individual teacher's discretion.

Plagiarism/Cheating on tests

Students are not to engage or assist in cheating of any kind. Teachers may give a zero for any kind of cheating on schoolwork. Cheating on government exams may result in a score of zero and the student may face suspension or expulsion from school.

Smoking

All persons are prohibited from smoking or using tobacco or holding lighted tobacco in or on school property (Tobacco Control Act).

COURSE LOAD and SCHOOL DAY

The school operates on 4 periods per day of approximately 74 minutes each. Gr. 8 and 9 students take a minimum of nine courses per year, including CAPP. Grade 10 students take eight courses per year.

TIMETABLE

Day 1	Day 2	Day 3	Day 4
1	2	3	4
2	3	4	1
3	4	1	2
4	1	2	3

BELL SCHEDULE

(Monday - Thursday)
8:15 Warning Bell
8:20- 9:37 Period 1
9:37- 9:45 Nutrition Break
9:50-11:25 Period 2
(Reading/Announcements 9:50-10:10)
11:25-12:05 Lunch
12:05-1:21 Period 3
1:28- 2:41 Period 4

FRIDAY BELL SCHEDULE

8:15 Warning Bell
8:20 - 9:22 Period 1
9:22 - 9:30 Nutrition Break
9:35 -10:55 Period 2
(Reading/Announcements 9:35-9:55)
10:55-11:35 Lunch
11:35-12:34 Period 3
12:41-1:36 Period 4

READING PERIOD (U.S.S.R. - Uninterrupted, Sustained, Silent Reading)

Ecole Secondaire Don Ross Secondary School

Every school day in the morning, Don Ross Secondary School holds a Reading Block. **Students are expected to come to their second period class with a novel, or non-fiction book, and read for twenty minutes.** Reading is still the number one skill for success in schooling and students are encouraged to read on a regular basis!

ACHIEVEMENT INDICATION		GRADE POINT AVERAGES (GPA)
A	86 - 100% Excellent	4.0
B	73 - 85% Very good	3.0
C+	67 - 72% Good	2.5
C	60 - 66% Satisfactory	2.0
C-	50 - 59% Passing	1.0
F/I	0 - 49% Learning outcomes are not being met	0.0

WORK 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.

PRINCIPAL'S LIST

Students gaining this recognition will have attained a GPA of 4.0.

HONOUR ROLL

Students attaining a 3.5 grade point average (GPA) or higher, with no mark less than a "C", earn a position on the honour roll.

Both the Principal's List and the Honour Roll are displayed throughout the school, and are submitted to the local newspaper. A certificate will be awarded to Principal's List and Honour Roll students at the end of the school year.

AWARDS

Certificates of Achievement are awarded to the top students in each course at the end of the year. Criteria for each subject award can be found in the course outline. Some of the awards given at this time are the Outstanding Male and Female Athlete, Margaret Marchant, Jim Blackman Memorial Award and the Great Trek. All parents of award winners will receive an invitation in advance of the event.

PASSPORT TO EDUCATION

Each May, a total of 9000 stamps per grade, for Grades 10, 11, and 12, will be allocated provincially among eligible schools, based on their September 30 enrollment. For the 2007-2008 school year the awards were:

Grade 10	\$250	Grade 11	\$250
Grade 12	\$500		

These Passports to Education will be held by the school until the student's Grade 12 year, and then will be sent out when all marks are returned from the Ministry, sometime in August of their graduating year.

COUNSELLING SERVICES

The role of the school counsellor is support students' educational, social, emotional, and career development in coordination with the student's parents or guardians.

Educational: course planning, study skills, organizational skills, and coping strategies.

Social: peer interaction, interaction with adults, conflict resolution, and assertiveness skills.

Emotional: self-awareness, coping with anxiety, emotional balance.

Career: Awareness of personality traits, values, aptitudes, and beliefs about work - job exploration - exploration of post secondary training - work place skills.

Individual and group counselling, as well as in class instruction is used to encourage students growth in these areas.

Common concerns for Jr. High students that may be helped with counselling.

- how to cope with academic expectations - homework, tests, task completion
- how to use teachers as a resource person.
- how to problem solve to resolve conflicts and overcome personal problems.
- how to be a self-advocate in the classroom.
- how to cope with emotions.
- how to manage relationships with peers and adults

As well, the counsellor facilitates consultation and coordination between the school, the family, and community services.

Course Planning

Students may seek assistance from the counsellors when selecting courses each year and how they relate to occupations and post-secondary institution entrance.

Career Education

Calendars, brochures, and pamphlets are available in the counselling area to assist students with career decisions and post-secondary education.

Personal Concerns

The counsellor is also available to discuss questions or concerns that may arise, such as the following:

- "I don't know how to make friends."
- "I'm failing Math."
- "What will I do when I graduate?"
- "My boyfriend/girlfriend just broke up with me."
- "I'm not getting along at home."

Mediation

Any student who is having difficulty resolving a conflict with another student may request mediation through the counsellor.

Appointments

Students are invited to make appointments with counsellors by filling in a request slip from the counter in the counselling suite. Counsellors will make arrangements to meet with the student upon receiving the request. Counsellors can also arrange appointment with the local public health nurse for students.

LIBRARY

Expectations:

- Be considerate of others working in the library.
- Return library materials promptly so others can use them.
- Take care of materials and equipment.
- Do not bring food and/or drink into the library.

Circulation:

1. Loan Policy:
Books - 2 weeks
Reference Books (e.g., almanacs, encyclopedias...), current issues of periodicals are for library use only.
Non-Print materials (e.g., videos): overnight
2. Overdue Materials:
Borrowing privileges will be suspended until all overdue materials are returned or renewed.
3. Lost Materials:
A replacement charge will be assessed on any lost materials. Refunds will be made if materials are returned.
4. Sign Out:
All materials in the library must be signed out at the circulation desk using your student number. Taking materials out of the library without signing them out is theft.
5. Returns:
Books can be returned at the circulation desk or through the return slot in the hallway near the library entrance.

Library Services:

1. Reference Section: encyclopedias, almanacs, and dictionaries, etc.
2. Electronic catalogue: capable of printing out bibliographies
3. Photocopier: 10 cents a copy
4. Access to school network and internet

GENERAL INFORMATION

ATHLETIC FEES

Each team member will be required to pay an athletic fee to cover the cost of league fees, travel and referees. Additional fees may be required for longer trips and/or tournaments. A uniform deposit will also be required for each athlete.

CLIMBING WALL

The climbing wall is open at specified times and only with direct supervision of a qualified climbing wall instructor. Gym use will be restricted to any individual not following this safety directive.

LOCKERS

Students are expected to maintain their locker in a neat and tidy condition, and to keep it locked at all times with a school-authorized lock. IT IS IMPORTANT THAT YOU NOTIFY THE VICE-PRINCIPAL IF YOU CHANGE YOUR LOCK OR LOCKER DURING THE YEAR. The price of the lock/locker rental will be included in your student fees. The school and the School Board do not assume responsibility for the articles which go missing from lockers, so students should keep their lockers locked at all times and their combinations secret.

PARENTAL INTERVIEWS

Parents are encouraged to make contact with the school regarding their child's progress. Conferences may be arranged through office staff, teacher or counselor. All teachers can be reached by their email address which is their first initial followed by their last name followed by @sd48.bc.ca

EXTRA CURRICULAR TRAVEL

Students must have a signed permission form whenever they travel outside the school area by bus or private car. A travel fee will be assessed each time in order to cover the travel costs. If this fee results in your child being unable to participate in the activity, then please contact a school administrator or counsellor to see if assistance can be arranged. Students are not allowed to drive themselves or any other student to any extra curricular or curricular activity, regardless of parental permission.

GYMNASIUM:

1. Students are not allowed to bring food, drink or skateboards into the gym.
2. Gym shoes must have non-marking soles, and laces should be tied tightly.
3. Backpacks must be left in your locker or off the gym floor playing areas.
4. Students who are observing gym activities may watch from the upper gym area without their backpacks.

STUDENT ACTIVITIES

At Don Ross, we hope that our students will wish to be involved in activities and enjoy all aspects of our school. To make the most of your school years, you are encouraged to get involved. Below are some possibilities:

FALL: Cross-Country Running
Volleyball
Grade 9 Black Tusk Overnight Hike
Climbing

WINTER: Indoor Track Meet
Senior Drama Production
Basketball
Ski and Snowboard

SPRING: School Wide Drama Production
Mountain Biking
Golf
Track and Field

ALL YEAR: Curriculum Related Field Trips
Band Trips
Intramurals
Weight Room
School Dances
Choir
Study Hall

STUDENT FEES

Student Fees for all students are \$21.00, which includes the rental of your lock and locker, this Agenda book, and your Student Activity Fee. Students are encouraged to pay their fees as soon as possible. No student will be denied educational opportunities at the school due to financial hardship. Student families facing hardship should feel free to contact the principal directly.

TELEPHONE

There is a pay telephone located outside the main office intended for student use. Students should have at least \$0.25 with them at all times to enable them to use the phone. Students are expected to use the pay phone only during break times. **Students will be allowed to use the office telephone in emergency situations only (illness).**

TEXTBOOKS

There is no rental fee charged for use of textbooks. If a textbook is lost, a replacement can be obtained from the teacher after a student has paid the cost of the textbook. Students are responsible for the reasonable care of all textbooks. Students will be charged a fee for textbooks or library books that are damaged or lost.