

This Planner belongs to:

Grade: _____

355 – 5TH Avenue, Midway, B.C. V0H 1M0
Telephone: 449-2224 Fax: 449-2282

STUDENT HANDBOOK 2007-2008

Mr. Walter Osellame
PRINCIPAL

Mrs. Louise Bayles
VICE-PRINCIPAL

Voice Mail messages are available at B.C.S.S. Please follow telephone directions and leave a message 24 hours a day.

WELCOME TO BOUNDARY CENTRAL
SECONDARY SCHOOL

MISSION STATEMENT/VISION

Our mission at B.C.S.S. is to educate students to value learning, possess knowledge and skills, strive for personal excellence, experience success, exhibit responsible citizenship, enjoy life, and meet the challenges of change through a variety of defined programs and technologies, strong parental and community involvement and an effective, caring staff.

SCHOOL IMPROVEMENT PLAN

Based on input from Student Achievement results, Satisfaction Surveys and Parental/Staff input, Boundary Central Secondary School has developed an improvement and growth plan which is intended to address the improvement of achievement for all students. We have focused on two major goals this year and one area as an ongoing priority.

1. **School Wide Literacy in Writing and Reading** - Student Literacy with a focus on Reading and Writing. In concert with the District wide initiative of literacy, we are striving to improve student achievement to a level where all students at all grade levels are meeting or exceeding expectations.

Reading

- a). We intend to formulate a cohort baseline for reading abilities and skills with the grade 8's.
- b). The analysis of areas for improvement will be the driving force behind instruction.
- c). By the end of the school year we intend to have all grade 8 students move up one level performance standard category from baseline assessment.

Writing

a). We are seeking improved achievement in generic writing skills specific to:
-vocabulary, spelling, transitions, structural development, critical thinking in the development of ideas and logical sequencing.

b). School Wide writes will occur at a frequency of two per semester.

2. **Numeracy-** to improve the success rate of all students in the area of mathematics

a). Assist students in improving numeracy skills in the areas of numerical, graphical, algebraic and word problem competencies.

b). To increase the success rate of students in Math 12 with a focus on Aboriginal students.

c). To continue and exceed the current success rate of students in grade 10 with a focus on Aboriginal students.

3. **Student Social Responsibility- Bullying** – to reduce the instances of bullying/harassment in the school, particularly at the grade 8 level.

4. **Ongoing Priorities:** Implementation of the goals and objectives as outlined by the District Aboriginal Enhancement Agreement.

Parent/Guardian: Please sign and date below to acknowledge:

Communication of the School Improvement Plan for 2007-08 to Parents

Parent/Guardian

Date

SCHOOL DISTRICT NO. 51 (B.C.S.S.)

INFORMATION AND TECHNOLOGY PARENT CONSENT

I have read and understand the Boundary Central Secondary School Policy on Information and Technology Management for Students on acceptable use of computer networks. I understand that the Internet is accessible by my child. I know that the school and the School District do not control the content of the Internet. I further understand that if my child violates the District's Information and Technology Management Policy, he/she will be subject to disciplinary actions.

THIS FORM MUST BE RETURNED TO THE SCHOOL IF YOU WISH YOUR CHILD TO HAVE ACCESS TO COMPUTER USE, INCLUDING THE INTERNET. Once this form has been received and placed on file, it will be valid while your child is in the school, unless you wish to terminate your child's access privileges.

Son/Daughter's Name: _____

I hereby authorize the school to establish a computer network account for my above named son/daughter and that this authorization is valid while my child is in the school. I acknowledge that should I wish to terminate my child's privileges, I must do so in writing to the school.

I have also read and understand the School Improvement Plan.

Parent Signature: _____

Date: _____

ACTIVITIES NOT PERMITTED:

The following activities are not permitted:

- use of chat sites
- use of others' passwords or irresponsible disclosure of passwords
- instant messaging services
- file sharing services
- hotmail or other web based e-mail services

OFFICE HOURS AND VOICE MAIL

The school office is open from 7:00 a.m. to 5:00 p.m. Voice mail for all staff is available after hours by calling 449-2224.

SEMESTER SYSTEM DAILY TIMETABLE

B.C.S.S. is on a semester timetable. Students take four courses at a time in each of two, twenty week long semesters.

Schedule:

8:18	Warning bell
8:20 – 9:33	Period 1
4 minutes	Class change
9:37 – 10:49	Period 2
8 minute nutrition break	
10:58 – 12:09	Period 3
12:09 – 12:50	LUNCH
12:48	Warning bell
12:50 – 2:02	Period 4
4 minutes	Class change
2:06 – 2:46	Micro-block 1
4 minutes	Class change
2:50 – 3:30	Micro-block 2
3:30	Dismissal

Block Rotation - 4 Day Rotation, 4 Week Basis

Week 1

Mon. Tues. Wed. Thurs.

A	B	C	D
B	C	D	A
C	D	A	B
D	A	B	C

A	B	C	D
B	C	D	A

Week 2

Mon. Tues. Wed. Thurs.

B	C	D	A
C	D	A	B
D	A	B	C
A	B	C	D

B	C	D	A
C	D	A	B

Week 3

Mon. Tues. Wed. Thurs.

C	D	A	B
D	A	B	C
A	B	C	D
B	C	D	A

C	D	A	B
D	A	B	C

Week 4

Mon. Tues. Wed. Thurs.

D	A	B	C
A	B	C	D
B	C	D	A
C	D	A	B

D	A	B	C
A	B	C	D

SEMESTER START AND END DATES

Semester One: begins September 4th and ends February 3rd.

Semester Two: begins February 4th and ends June 19th.

GRADUATION REQUIREMENTS

Highlighted throughout this handbook are the many and varied opportunities for personal growth and learning enjoyment available to the students at BCSS. It must be remembered that one of the most important reasons for being at BCSS is to work toward graduation.

► **REQUIREMENTS: GRADES 10-12**◄ Eighty credits in grades 10-12 (equivalent to 20 four-credit courses) are required for graduation:

48 credits are required courses, including:	
Language Arts 10	4 credits
Language Arts 11	4 credits
Language Arts 12	4 credits
Social Studies 10	4 credits
Social Studies 11, Canadian Civics 11 or B.C. First Nations Studies 12	4 credits
Science 10	4 credits
Science 11 or 12	4 credits
Mathematics 10	4 credits
Mathematics 11 or 12	4 credits
Physical Education 10	4 credits
Fine Arts or Applied Skills 10, 11 or 12	4 credits
Planning 10	4 credits
Portfolio Assessment	4 credits
Elective courses	28 credits
Minimum of 16 credits at the grade 12 level including Language Arts 12. All ministry-authorized and board/authority-approved courses count.	

To graduate, you need at least 48 credits from Required Courses – subjects such as Language Arts, Social Studies and Science.

As Well, you need 28 credits from Elective Courses, a four-credit Portfolio Assessment and five Graduation Program exams. A minimum of 16 credits at the Grade 12 level are required, including Language Arts 12 (all ministry-authorized and board/authority-approved courses count). Be careful when you drop a course late in the school year – it could be the one you need to graduate.

Don't forget that post-secondary institutions often require you to complete specific courses to get into certain programs. Careful planning in grades 10, 11 and 12 will ensure you have all the courses and credits you need.

Graduation Transition Requirements

Website: www.bced.gov.bc.ca/graduation/grad-transitions/welcome.htm

Personal Health - maintain a personal health plan and participate in at least 80 hours of moderate to vigorous physical activity, in addition to PE10.

Community Connections - participate in at least 30 hours of work experience and/or community service and describe what was learned.

Career and Life - complete a transition plan and present significant accomplishments.

Provincially Examinable Courses

All Students in Grade 10, 11 and 12 will be required to write Provincial Examinations.

Grade 10 students must write: English 10, Science 10 and Math 10.

Grade 11 students must write: Social Studies 11.

Grade 12 students must write English 12 or Communication 12 (minimum). Grade 12 students *may* be required to write a Provincial Exam in academic courses as well (Math 12, Biology 12, etc.). Students need to check the requirements of entry for the post secondary institution of their choice to determine if provincial exams in academic areas are required. Talk to your counselor if you are unsure.

Graduation requirements on the former system, as well as the new system, will be reviewed with students.

PASSPORT TO EDUCATION

Students from grade 10 to 12 may earn scholarship credits worth a total of \$750 for tuition at university, college, or approved job training. Every student in grades 10 —12 will have a passport booklet. In Grade 10, 9000 stamps are

allocated provincially based on enrollment and those (Grade 11 and 12) who place in the top 30% of their grade each year will receive stamps indicating they have earned credit for their work in that grade.

COMMENCEMENT

The school commencement ceremony for 2007/2008 will be on Saturday, June 14th. Each year, Grade 12 students take part in a year end commencement exercise. To be eligible to take part in these commencement ceremonies, a student must have fulfilled the following criteria:

- 1) Students must be eligible for graduation in terms of credits received and credits currently being taken.
- 2) Students who are using a correspondence course to complete their eligibility must contact a counsellor or administrator regarding graduation requirements.

Students who do not satisfy the above criteria WILL NOT be eligible to participate in the commencement ceremony in June.

TEXTBOOKS

Textbooks are issued to students in each semester. These texts must be returned by the student in good condition at the end of the semester. Each book issued to you is recorded by the classroom teacher and you are responsible for that book.

LOCKERS/VALUABLES

Lockers are assigned to students for as long as they are registered as students of the school and are responsible for keeping the locker clean and undamaged. A combination lock can be purchased at the school office. If students must bring valuables or money to school, they should leave it in the office for safekeeping. School officials may search student lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school policies and rules. Lockers are provided for student use in the change room facilities. It is strongly recommended that students who have personal belongings stored in these P.E. lockers make consistent use of locks.

STUDENT VEHICLES

Students bringing motorized vehicles to the school are expected to drive carefully and obey all traffic signs. Parking is available in the front parking lot. Speed limits on school property are 30 km/hr.

SNAK SHAK

Snak Shak hours are from 12:09 – 12:50. Nutritious lunches will be available at a reasonable cost for your convenience.

SCHOOL PHOTOGRAPHS

All students will be photographed for school records. The cost of the sitting is included in your student fee. Photo packages are available for purchase. The school photo day this year is October 10, 2007.

LOST AND FOUND

The lost and found receptacle is located in the main office. Please check with a secretary before a deposit or claim is made.

TRANSPORTATION

Bus transportation is provided for all students living beyond walking distance. Please familiarize yourself with transportation guidelines and routes. Students who encounter any difficulties with, or who need information about buses should call Andy Kusch at 442-2880.

Disregard of bus policies could result in loss of bus riding privileges. The paramount issue is safety and no students will be permitted to compromise this priority.

Questions, concerns or problems can be addressed by contacting School Administration.

Students may not ride any other bus unless the parent has written a note of request to the administration who will then in turn, submit a note of permission to the student

for the bus driver. Please note – bus drivers **will not** permit students who are not regular riders on their bus without administration permission.

LATE ACTIVITY BUSES

On Monday and Wednesday, Late Activity buses will run to Greenwood and Beavercreek allowing students to: get extra help from teachers, participate in extra-curricular sports activities or work on assignments. Buses are provided only for students doing school-related activities. Buses leave at approximately 5:45 p.m.

TELEPHONES

A pay telephone is provided for student's use in the corridor by the office. Office phones are reserved for school business and are not for student use. Calls to parents may be made on the office telephones.

Telephone messages to students will be relayed as soon as possible by office staff.

ACCIDENTS OR ILLNESS

Any accidents occurring in the school or on school property must be reported immediately to the office. First Aid and/or emergency services will be provided as required. Every effort will be made to contact your parents and your physician in case of injury or illness. If necessary, transportation by ambulance will be provided. If you become ill during the school day, contact the office and arrangements will be made for you to go home. **STUDENTS WILL NOT BE PERMITTED TO LEAVE THE SCHOOL UNLESS AN AUTHORIZED INDIVIDUAL IS IN CHARGE OF THEIR CARE.**

ADMINISTRATION OF MEDICATION

Please note: In general, staff are not allowed to administer prescription or non-prescription medication of any kind to students. (ie: headache medication, etc.)

If a student requires medication at school, **parents must** complete a "Request for Administration of Medication at School" form. This form is available upon request from the school. Please have the form completed by a doctor

prescribing the medication for your child, sign the form yourself and return it to the Administration as soon as possible.

Please inform the school of any allergies your son or daughter may have.

SICK ROOM USE

If you become ill at school and parents or guardians are unavailable to pick you up, a sick room is available for student use. You must check into the sick room through the secretarial staff. You will be signed in by a secretary and then one of the counsellors or secretarial staff will contact parents or guardians to inform them of your illness.

CODE OF STUDENT BEHAVIOUR – EXPECTATIONS AND RESPONSIBILITIES

It is the personal responsibility of each student of B.C.S.S. to be aware of, to support, and to abide by the policies and procedures of our school and district.

CONDUCT OF STUDENTS

The school operates on the premise that no person's education will suffer because of the actions of another student. The behaviour of all members of the student body should display common sense, good taste and a sense of purpose and should reflect concern for safety and consideration of the rights of others.

The premise of all student action will be guided by the concept of courtesy and respect.

DISCIPLINE POLICY

It is your responsibility to follow the discipline policies adopted by the school. General discipline procedures are as follows: STAFF WILL ENDEAVOR TO WORK WITH STUDENTS WHO EXHIBIT DETRACTIVE

INAPPROPRIATE BEHAVIOUR IN THE FOLLOWING MANNER:

- A. Student is warned about unacceptable behaviour verbally by the teacher.
- B. If the initial warning does not remedy the situation, the teacher will discuss the behaviour problem in private consultation. Parents will be notified.
- C. Continued behaviour problems will result in detentions or other punitive measures set down by the teacher. The parent will become involved in the remediation process.
- D. If further misconduct occurs, the counsellor, along with parents and teachers will be asked to work with the student.

If these attempts by the classroom teacher, counsellor and parents fail to remedy a student behaviour problem, the student will then be referred to the Vice-Principal for disciplinary process as follows:

1st referral to the office - Suspension of one to three days. Letter to parent and Superintendent of Schools.

2nd referral to the office - Suspension of three to five days. Interview with student and parent before the student is permitted back into the school. Letter to the Superintendent of Schools.

3rd referral to the office - Indefinite suspension to the Board of School Trustees.

Teachers will be documenting their efforts to correct student misbehaviour.

STUDENTS WILL BE REFERRED TO THE OFFICE IMMEDIATELY FOR THE FOLLOWING:

- A. POSSESSION OR USE OF WEAPONS (INCLUDING LASER POINTER).
- B. POSSESSION, USE, OR BEING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.
- C. PHYSICALLY AGGRESSIVE BEHAVIOUR (FIGHTING/BULLYING).
- D. INAPPROPRIATE LANGUAGE DIRECTED AT A STAFF MEMBER.

- E. DIRECT WILLFUL DISOBEDIENCE (REFUSAL TO COMPLY WITH SCHOOL/CLASSROOM/SAFETY PROTOCOLS AND REGULATIONS).
- F. VANDALISM (DAMAGING SCHOOL PROPERTY).
- G. MAKING OR UTTERING THREATS WHICH COMPROMISE THE SAFETY OF STAFF OR STUDENTS.

This is a serious societal issue and any threat will be taken seriously whether made in jest or not.

If found to be fact, the serious nature of the above incidents will result in immediate suspension from School to the Board of Trustees.

Reports may be made to the RCMP.

HARRASSMENT POLICY

The School District and School advocate a policy of ZERO Tolerance for any form of harassment or bullying. Consequences will be immediate and may constitute up to and including indefinite suspension or expulsion by the Board of Education.

ALCOHOL AND DRUGS

Alcohol or illicit drugs are strictly forbidden on school property. Students involved with illicit drugs or alcohol in any way are subject to disciplinary action which will result in suspension or expulsion from school.

- A. Any student found in possession of or under the influence of drugs or alcohol at any school function will be suspended from school immediately by the principal or designate.
- B. For the first such offence, the student will be suspended by the principal or designate for five school days, and will be dismissed until the student and his/her parents have an interview with the Superintendent, Principal and a designated trustee.

- C. For the second offence, the student will be expelled from school.
- D. A student's commencement and completion of an ongoing drug/alcohol counselling program, as agreed to by the district and drug/alcohol personnel, may remove the threat of lengthy suspensions, unless a further incident occurs.
- E. All stakeholders should be made aware of this policy at the beginning of each school year. Your parents may request special progress reports by contacting the school, and may, along with you, arrange an interview with the teacher, counsellor and/or administration if problems arise.

As per Board Policy, students suspected of being under the influence of drugs (as detected by odours or information provided) may be allowed back into school only after a meeting with the students, parents and administration.

ATTENDANCE AND PUNCTUALITY

As per the School Act, it is the responsibility of parents to ensure students attend classes regularly and arrive on time. Regular school attendance has positive carry-over value to the world of work and regular attendance is a key element which can help to determine your success at BCSS. Teachers cannot help students who are not in class. The school expects regular attendance and accurate records are kept of student attendance in each class period. Punctuality is a courtesy owed to teachers and fellow students. Students are expected to arrive for classes on time to avoid inconveniencing others.

- A. IF YOU MUST BE ABSENT FROM SCHOOL, PLEASE HAVE ONE OF YOUR PARENTS OR GUARDIAN PHONE THE SCHOOL ON THE MORNING OF YOUR ABSENCE (449-2224). If you are absent and have not notified the school we

will attempt to contact your home. Secretaries are at the school at 7:00 in the morning to receive calls.

- B. Appointments should be made so that interference with class attendance is minimal. Because of the four day week format, it would be most advantageous to student learning if appointments could be made for Fridays when school is not in session.
- C. Students must inform the office if they are leaving the school during class time. A student will be permitted to leave during class time only with permission from their parent or guardian. Telephone confirmation is acceptable.

If you are signing out from a class, you must obtain a sign-out sheet from your appropriate class teacher. **You will not be allowed to sign out without parental permission.** You must ensure that all subject teachers have signed the slip before you will be permitted to leave.

- D. Students who will miss classes for school authorized activities such as athletics, excursions, academic contests, or other such events must notify teachers in advance of their absence.
- E. If you are absent without an acceptable reason when an examination is scheduled, you should expect a mark of zero on the examination.
- F. IT IS THE STUDENT'S RESPONSIBILITY TO MAKE ARRANGEMENTS WITH THE TEACHER TO MAKE UP WORK MISSED DUE TO ABSENCE OR TO ARRANGE FOR EXTRA HELP SESSIONS.
- G. IF A STUDENT HAS ACCUMULATED SIX OR MORE UNEXCUSED ABSENCES IN ONE SEMESTER IN ONE COURSE, THEY MAY BE REMOVED FROM THAT COURSE FOR THE REMAINDER OF THAT SEMESTER.

TARDINESS

- A. Part of scholastic responsibility and achievement of maturity is the requirement for students to be punctual.
- B. Students who are late arriving to school should report to the office.
- C. The teacher will report the late student's name and reason/excuse for lateness to the office on the absence sheet.
- D. If students are late to class after breaks, or lunch, the classroom teacher will assign detentions as appropriate and document these lates as well.
- E. If a student has accumulated three lates in one class in one semester, parents will be notified by the Administration and detention time will be assigned. If lateness becomes habitual, suspension may occur.

Note - - Teachers will be in the halls during breaks to encourage students to move quickly to their classes.

TRUANCY

The following is the B.C.S.S. policy regarding truant students:

First occasion - Parents will be contacted by administration, letter in student file, detentions.

Second occasion - The student may be suspended for a period of up to five days.

Third occasion - The student will be suspended and the matter will be referred to the School Board.

STUDENT DRESS

Personal attire is basically a matter of individual choice; however, students should keep in mind that school is a formal social situation. Regulations regarding dress and hairstyles in shop area must be followed to ensure personal safety. Special attire is required for physical education classes in order to facilitate good hygiene and proper participation.

As per the Charter of Rights Harassment laws, attire deemed offensive by students, staff or administration will not be permitted. (Students may be asked to go home to change or to wear alternative clothing.)

Please do not wear articles of clothing which advertise or display:

- (1) Alcohol
- (2) Elicit Drugs
- (3) Verbal or Pictorial Inappropriateness

SMOKING

The School Board recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees, visitors and school facilities.

The School Board believes that the use of tobacco products on school grounds, in school buildings and facilities on school property or at school related or school sponsored events is detrimental to the health and safety of students, staff and visitors.

The Board believes that adult employees and visitors serve as role models for students. We also believe that there is an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use by students, employees and visitors on school property.

Finally the Board recognizes that it has a legal authority and obligation pursuant to:

- Tobacco Act 1997 Sec8 (1) In Canada it is unlawful to furnish a tobacco product to a young person (a person under 18 years of age) in a public place or

in a place to which the public reasonably has access.

- In British Columbia the Tobacco Sales Amendment Act, 2007 Banning Tobacco and Smoking in Public Places and Schools.
 1. Bill 10, Section 2.2 prohibits smoking, the use of tobacco, or holding lighted tobacco in or on school property.
 2. The selling or distributing of tobacco to anyone under 19 years of age.
 3. The selling of tobacco from an open package, or in packages having less than 20 cigarettes.

REGULATIONS

Tobacco Use Prohibited

1. No student, staff or school visitor is permitted to use any tobacco product at any time including non-school hours:
 - In any building, facility or vehicle owned, leased, rented or chartered by the School District.
 - On any school grounds and property – including athletic fields and parking lots – owned, leased, rented, or chartered by the School District.
 - At any school sponsored or school related event, on or off school property.
2. In addition, School District employees, school volunteers, contractors or other persons performing services on behalf of the School District are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.
3. Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school sponsored or school related event or at any other time that students are under the authority of school personnel.
4. Tobacco products may be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the staff member overseeing the instruction or research and the activity

does not include smoking, chewing or otherwise ingestion of tobacco product.

Definition of Tobacco Products and Tobacco Use

For the purpose of this policy:

- “Tobacco Product” is defined to include cigarettes, cigars, pipes, little cigars, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products.
- “Tobacco use” includes smoking, chewing, dipping or any other use of tobacco.

If a student chooses to ignore smoking policy, he or she may be suspended from school. The smoking policy is as follows:

1 st offence:	Parents notified / Letters on file / Detentions
2 nd offence:	Suspended from school
3 rd offence:	Suspended to Board of School Trustees

PLAGIARISM/CHEATING

Students found to be copying work and submitting it as their own or cheating on exams/evaluations, will immediately be assigned a grade of zero for the assignment/test.

Parents will be contacted by letter and a record will be kept in the student’s file.

A second incident will result in student suspension and possible expulsion from the course.

DANCE REGULATIONS

School dances are intended to provide students the opportunity to attend well-supervised social activities. While this type of function contributes to the spirit of the

school and the economic base of Council and clubs, the administration and staff recognize that a dance policy compatible with school and district policies is essential to ensure the safety and well being of all students in attendance. Transportation home from dances only is provided by the District. Students must make their own arrangements for transportation to dances.

REGULATIONS

- (1) School dances are not open dances. Only students registered at B.C.S.S., home schoolers registered through B.C.S.S., or approved guests (invitation approved) may attend.
- (2) Any student who is in possession of, involved with, or under the influence of drugs or alcohol will be suspended to the Board of Trustees as per school and district policy. Guests found to be under the influence of drugs or alcohol will be referred to the R.C.M.P.
- (3) Smoking is not permitted anywhere in the school or on the grounds.
- (4) Dance attendees will behave in a manner which will not damage or endanger property of other students.
- (5) B.C.S.S. students who sponsor a guest are completely responsible for the actions of their guest. Parents of the sponsor need to sign their approval on the reverse side of this sheet to acknowledge sponsorship of the guest.
- (6) Students who were absent from school may not attend the dance without a note from a parent/guardian explaining the circumstances for the absence. Students who are ill the day of the dance should not attend the function in the evening.
- (7) Chaperones reserve the right to refuse admittance to any student for just cause.

If you have any questions, please contact Mr. Osellame or Mrs. Bayles at 449-2224.

PERSONAL RELATIONSHIPS

Students who have entered into a personal relationship are to note: While on school property, kissing, embracing or any other explicit form of affection are not appropriate. If a warning does not alleviate the problem, parents will be notified.

SCHOOL VISITORS POLICY

Anyone visiting B.C.S.S. **MUST** check in at the main office and indicate the purpose and/or business involved in the visit.

Students are requested not to invite friends or acquaintances to visit them at the school. Students will not be called from classes to receive telephone calls or receive messages from visitors unless the situation is considered to be of an urgent nature.

HOMEWORK AND HOME STUDY

In many cases, homework will be assigned in specific courses each day. In the event that homework has been completed during the school day, it is recommended that home study be practical on a nightly basis. There are notebooks to be brought up-to-date, lessons to be reviewed and memory work to learn. The most important phase of home study is the constant work of daily review.

Ministry recommendations:

Grades 8 – 10	1.5 hours/night overall
Grades 11 – 12	2.5 hours/night overall

COURSE CHANGES

Students wishing to make course changes must do so as soon as possible after the semester start and must consult with the counsellor or administration. Parent approval will be required for any course changes.

ABORIGINAL EDUCATION PROGRAM

There is an Aboriginal Education program in place at BCSS. The goal of the program is to support students in completing their courses and eventually graduating from Grade 12. There are two components to our program: to provide academic and career assistance and to offer cultural and social connections. Students must declare aboriginal status each year to be involved in the program. More information can be obtained by calling Andrew Green at 449-2224.

HOMEWORK CLUB

Under the direction of Mr. Andrew Green, BCSS offers a HOMEWORK CLUB for students wishing to complete homework, work on projects or get extra help. On Mondays and Wednesdays, which are late bus nights, students may sign up for Homework Club sponsorship with Mr. Green and work with him in the library. On Mondays and Wednesdays, Homework Club operates during the lunch hour with teachers referring students who have not completed homework or who have unfinished class work to complete. Students must attend Homework Club if they are assigned by their classroom teacher.

REPORTING AND AWARDS PROCEDURES

REPORTS AND STUDENT PROGRESS

In a semester system there will be four formal reports, two in each semester.

Report cards will be issued as follows:

Report 1 (midterm for Semester 1)	November 6
Report 2 (final for Semester 1)	February 7
Report 1 (midterm for Semester 2)	April 22
Report 2 (final for Semester 2)	June 27

B.C.S.S. will be using a cumulative grading system which in fact, will indicate to parents, current and actual student placement/progress throughout the semester.

Example:

A student taking English will have a midterm mark at the first report and a final mark on the last report of the semester.

Grades will not be separated into terms therefore the semester will constitute 66.6% of the course mark and the final exam, if applicable will constitute 33.4% of the mark.

Percentages with their letter grade equivalent follows:

A	86	-	100%
B	73	-	85%
C+	67	-	73%
C	60	-	66%
C-	50	-	59%
IP	0	-	49%

Work habits:

G	Good
S	Satisfactory
U	Unsatisfactory

****Please Note:** All students from Grades 8 – 11 must take eight courses: four in each semester. In order to be eligible for awards, Grade 12 students must take at least three courses in each semester.

HONOUR ROLL

Students achieving Principal's Honour Roll, Honour Roll and Merit Roll based on their Grade point averages will be acknowledged for their academic achievement.

Honour Roll standing is based on a minimum of 16 credits (4 courses) of completed work. CAPP marks are calculated for Principal, Honour and Merit Roll standings.

GRADE POINT AVERAGE CONVERSIONS

The grade point average (G.P.A.) conversion scale is as follows:

Grade	GPA	Principal's Honour Roll – GPA of 4.0
A	4.0	Honour Roll – GPA of 3.5-3.9
B	3.0	Merit Roll – GPA of 3.0-3.49
C+	2.0	
C	1.0	
C-	0.0	

RECOMMENDATIONS

The B.C.S.S. staff has developed policy regarding recommendations for students:

- A. Grade 8 – 12 may be recommended in elective courses only.
- B. Any student who receives a “B” or 73% average or better qualifies for recommendation on approved courses.

ATHLETIC AWARDS

Athletic awards are based on individual athletic performance, team performance, leadership and sportsmanship.

SERVICE AWARDS

Awards for service to the school are submitted by staff sponsors and the student government according to hours of involvement, talent and leadership qualities.

SCHOLARSHIPS AND BURSARIES

Numerous scholarships and bursaries are available to graduating students proceeding to further education. The Ministry of Education provides scholarships in both the academic and vocational fields of study. Many community organizations provide scholarships and bursaries. Information about these awards is available from the counselling office.

STUDENT SERVICES

Counselling staff - Mrs. L. Baia (Career)

The Boundary Central Secondary staff counsellor has knowledge of the developmental needs of students as well as an understanding of the pressures encountered while progressing through school. This places the counsellor in a position:

- (a) to offer developmental and preventative programs to students in educational, personal, and vocational areas.

- (b) to provide a resource for teachers and parents to help create conditions that facilitate learning.

FAMILY SERVICES

Counsellors and Child Care Workers are available for those students and families in crisis or requiring assistance. The Family Advancement worker meets families and students in their homes, school or at the office in Rock Creek. For an appointment, call 446-2814.

The Child and Youth Counsellor from Grand Forks travels to District No. 51 one day a week and can be reached at 449-2267 or 449-5553.

An Important Note to Parents:

In accordance with the Child, Family and community Services Act and as outlined in the B.C. Handbook for Action Against Child Abuse and Neglect, when a child makes any type of disclosure where there is reason to believe that harm is occurring or may occur to that child, the disclosure must be reported by the individual to whom the disclosure was made.

This report must be made to the Ministry of Children and Families.

The guidelines stipulate that no individual making a report may contact the child's parents/guardians or they will be subject to penalty of law. As well if R.C.M.P. are conducting an investigation and require to speak to your son/daughter, administration no longer acts as a student advocate. As such, RCMP members will notify parents directly of any issues dealing with their child.

COMMUNITY HEALTH NURSE

A school nurse from the West Kootenay Health Unit is available to service the individual health needs of students as well as provide a liaison with the medical community.

LIBRARY

The library is a source of information for course related assignments. A wide variety of material is available including books, magazines, encyclopedias, news clippings, CLN and Internet telecommunication systems.

A computer based work processing facility is provided for student use. The library is designated as a quiet study area. Although fines are not levied for overdue materials lost or damaged materials are charged for at their replacement cost.

Students are welcome to work in the library after school with permission and supervision.

INTERNET USE

ACCESS

Since access to the Internet provides connections to other computer systems worldwide, students and parents/guardians of the student should understand that neither the school nor the School District controls the content of the information available on these systems. Some of the information available may be controversial and/or offensive.

Access to District networks is provided to students to support learning. The Internet is an 'open' environment. Information transmitted by the Internet or stored on servers accessible by the Internet may be non-secure and may be logged or viewed by non-intended audiences. Activities on the Internet can be traced to the address from which it originated.

RESPONSIBILITIES

Students are responsible for ensuring that their use of the District's networks is appropriate and consistent with ethical conduct under this policy. The School Network Administrator or Administrative Officer is responsible for taking disciplinary action when this policy is contravened.

ACTIVITIES NOT PERMITTED

The following activities are not permitted at any time:

- Use of the Internet for any illegal purpose.

- The sending, displaying, or downloading of offensive messages or pictures.
- Use of impolite, abusive, or obscene language.
- Harassing, insulting or attacking others.
- Damage to computers, computer systems or computer networks by spreading viruses, destroying data, or otherwise.
- Violation of copyright laws by copying without permission, or by downloading or uploading software.
- Use of others' passwords/accounts.
- Trespassing into unauthorized systems, folders, work or files of others.
- Intentional waste of resources.
- The posting of chain letters or "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Unauthorized changing of system settings, including the installation of software.
- Use of the network for commercial purposes.
- Any other use not consistent with board policies.

SANCTIONS

Violations may result in a loss of access to the District's networks. Additional disciplinary action may be determined in line with existing Board Policy. When applicable, law enforcement agencies may be involved. Misuse or irresponsible disclosure of passwords (intentional or otherwise) could result in revocation of privileges.

LIMITATION OF LIABILITY

The District makes no guarantee that the functions of the services provided by or through the District system will be error free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

EVACUATION PROCEDURES

The safety of all members of B.C.S.S. has the highest of all priorities. From time to time, fire drills will be held to assist staff and students to become more familiar with emergency procedures.

Each fire alarm must be taken seriously and the fire alarm procedures must be followed exactly. No one should ever assume that it is either a drill or a false alarm. Lives may be at stake!

If you accidentally set off a fire alarm, tell the Administration of the school immediately. Anyone intentionally setting off a fire alarm will be charged upon apprehension.

Fire drill procedures are posted in classrooms and teachers will review the procedures with students.

BOMB THREATS

The Board believes that the safety of students and staff is paramount in the event of a bomb threat.

Regulations:

The Principal or staff teacher in charge will immediately evacuate all staff and students to a safe distance from the school, using normal fire drill procedures.

As soon as the evacuation procedure has begun, the Principal or staff teacher in charge shall contact the RCMP and the District Office.

Staff and students shall not be permitted to re-enter the school until police officers have determined that it is safe to do so.

EMERGENCY LOCKDOWN PROCEDURE

To be prepared in case of a school intrusion, the following procedure will be fully communicated to all students and staff:

1. All staff will keep classroom doors locked from the outside at all times so that when doors are closed, they are locked down.
2. The lockdown warning will be announced over the PA system and will be:

LOCK DOWN PROCEDURE
LOCK DOWN PROCEDURE

3. All classes will remain in lockdown until the “all clear” message is given over the PA system.
4. Under no circumstances will students be allowed to leave the classroom during a lockdown situation.

SCHOOL ACTIVITIES

STUDENT GOVERNMENT

The student body is responsible for the student government service in the school. Positions of office include:

Prime Minister	Secretary
Deputy Prime Minister	Treasurer
Minister of Social Affairs	Grade Representatives
Minister of Athletics	

The organization is run on the democratic model. Student fees of \$10.00 are charged to each student to support the services and programs provided. Clubs, activity groups and dances are organized through the student government and it must have a staff sponsor.

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in the social and athletic extra-curricular programs. A staff-directed intramural sport program is run in the gymnasium during the lunch hour. School team and cumulative inter-school sports are organized primarily for after school and weekend activity. Teams, clubs and groups can organize with a staff sponsor to meet the needs of students who wish to become involved in any activities suitable to a secondary school.

You are invited, advised and urged to find at least one extra-curricular club, sport or activity in which to participate. Our experience has taught us that it is often in the area of these interests that our graduates eventually find their future jobs. This is why you are advised to

explore these activities for something of interest to yourself. Remember, the teacher sponsors are not paid for their work in these activities; they sponsor them because they enjoy working with young people. They deserve your cooperation and respect.

PARENT ADVISORY COUNCIL

BCSS has a parent support group, which holds scheduled meetings each semester. This group is very active and supportive in many school affairs. We encourage all parents to attend meetings and get involved. Meeting times will be announced in the school Newsletter.

YEARBOOK

Each year the Journalism class of B.C.S.S. produces a Yearbook for the school. Yearbooks are available at minimal cost. More information can be obtained from the school office.

NEWSLETTER

Every second week, on Thursday, a school Newsletter is published which documents all events occurring at the school. This informative literature is especially valuable to parents as well as students. We would appreciate all students taking these Newsletters home to their parents as this is a primary communication system.

BOUNDARY CENTRAL SECONDARY
SCHOOL CALENDAR 2007-2008

Non-Instructional Days (August Days for Staff-Professional Development)	Aug.26-Aug.29	Sun.-Wed.
School Opening Day (Semester 1 begins)	Sept. 4	Tuesday
	Dismissal at 11:30 a.m.	
	(School in session Friday Sept. 7th in lieu of Labour Day)	
Thanksgiving Day(no classes)	Oct. 8	Monday
School Photographs	Oct. 10	Wednesday
	(Class in session on Friday Oct. 12 in lieu of Thanksgiving Monday)	
*(Provincial Pro-D Day)	Oct. 19	Friday
Report Card 1	Nov. 6	Tuesday
Parent Conference (Early Dismissal 2:30 p.m.)	Nov. 7	Wednesday
Remembrance Day	Nov. 12	Monday
	(Class in session Friday, November 16 in lieu of Remembrance Monday)	
Christmas Production	Dec. 18	Tuesday
Final Day Of Classes (Christmas Vacation)	Dec. 20	Thursday
Classes Resume	Jan. 7	Monday
Semester 1 Provincial Exams (Grade 10, 11, 12)	Jan. 28-Feb. 1	Mon.-Friday
School Wide Final Exams	Jan. 29-Jan.30	Tues-Wed.
Semester 1 Makeup Day (Semester 1 Ends)	Jan. 31	Thursday
Semester 2 Begins	Feb. 4	Monday
Final Reports Sent home (Semester 1)	Feb. 7	Thursday
Education Week	March 3-7	

Last Day of Classes Mar. 13 Thursday
(Spring Break)

SPRING VACATION Mar. 14 – Mar. 28 – (Easter Included)

Classes Resume Mar. 31 Monday

Midterm Report Cards April 22 Tuesday
(Semester 2)

Parent Conferences April 23 Wednesday
(Early Dismissal 2:30)

Victoria Day **(No Classes)** May 19 Monday
(Class in session Friday May 23 in lieu of Victoria Day Monday)

BCSS Commencement Ceremony June 14 Saturday
(Time: 11:00am @ Midway Arena)

Semester 2 Provincial Exams June 18-26 Wed.-Thurs.
(Grade 10, 11, 12)

Last Day Regular Classes June 19 Thursday

School-wide Exams June 23-24 Mon-Tues.
(Semester 2)

School Exam Make-Up Day June 25 Wednesday

Last day of Provincial Exams June 26 Thursday
Last Day for Students – **Awards Day June 26th Thursday**
@ 9:00 am

Administration Day June 27 Friday
(School Closed)

Report Cards Available for Pickup at the School
*Reports That Are Not Collected Will Be Mailed Home

PLEASE NOTE:

Total Days In Session	163
Total School Weeks	40
Number Of Instructional Days	156
Non-Instructional Days	6
Administration Day	1

IN COMPLIANCE WITH SCHOOL ACT CALENDAR REGULATIONS:

- B.C.S.S. School Day operates from 8:20 a.m. to 3:30 p.m. Mon. – Thurs.
- B.C.S.S. provides 370 minutes or 6.16 hours of instruction per day.

School Office Hours 7:00 a.m. to 5:00 p.m. (Secretary in Office) which equals 600 minutes per day. (Monday-Thursday, other than holidays)