

FORT NELSON SECONDARY SCHOOL STUDENT/PARENT HANDBOOK

2009-2010



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Mr. Bill Dolan

Vice Principal
Mr. Ryan Ward

Vice Principal
Mrs. Lynne MacNeil

This handbook belongs to: _____
Name: _____
Address: _____
Phone: _____

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FNSS MISSION STATEMENT

The primary role of Fort Nelson Secondary School is to provide an environment that will allow students to develop skills that encourage learning and thinking as lifelong activities and at the same time promote self-confidence and citizenship.

We believe that conscientious and consistent interaction among staff, students and the community will provide positive social development.

SD #81 VISION & VALUES STATEMENT

As a community of learners we embrace opportunities to build successful futures.

PRINCIPAL'S MESSAGE

Hello, and welcome to Fort Nelson Secondary School.

The following pages contain key information about the school's operation as well as student responsibilities and opportunities. Students are encouraged and expected to use the information in this handbook to coordinate their activities at FNSS and to ensure a successful and safe school year.

Over the past several years, we have made great strides in improving the quality of education as well as the overall tone of the school. Students, staff, and parents work hard to make this a good place to work and learn. Expectations for student behaviour are presented in the 'Top Ten' Standards list developed by our school stakeholders. These standards, which are based on the District Code of Conduct, are the foundation for student and staff interaction.

In closing, I would like to welcome parents and encourage you to feel free to visit our school. We are a community of learners and each of us has a place here. Our students are encouraged to take advantage of all the opportunities available to them, set their sights high, and work hard to achieve their goals. On behalf of the staff of the school, I wish you all success. Thank you for being a part of our school and enjoy your year!

Sincerely,

Bill Dolan
Principal

PROFESSIONAL STAFF

Mr. Bill Dolan, Principal
Mrs. Lynne MacNeil, Vice Principal, Career Coordinator
Mr. Ryan Ward, Vice Principal, Student Services Resource Teacher, Information Technology
Mrs. Ramona Allan, Home Economics
Mrs. Debra Brown, Cosmetology
Ms. Patti Burt, Information Technology/Tech Coordinator
Mrs. Krista Collins, French
Mr. Tim Dooling, Physical Education, Mathematics
Mrs. Donna Durrant, Student Services Resource Teacher
Mrs. Kerri Earl, PE, Support, English
Mr. Greg Gerwing, Social Studies, Outdoor Survival, Science and Tech, Health and Careers, INT
Ms. Corinne Goodman, Mathematics, Support, Geography
Mr. Angel Hammoud, English, Physical Education
Mrs. Stephanie Henry, Library Resource Teacher, Graduation Transitions. Scholarships
Mrs. Krista Holben, Student Services Resource Teacher
Mrs. Rhiannon Johnson, Science, Chemistry
Mr. David Johnstone, Music
Mr. Andrew Keller, Social Studies, English, Psychology
Ms. Lindsey Kingsfield, Social Justice, Fine Arts, Drama
Ms. Nicole Lachance, English, Social Studies, Health and Career Education
Mr. Kyle McVicar, Auto Tech, Metal Fabrication, Machine Shop, Trades Preparation
Mrs. Georgina Mercer, Mathematics
Ms. Sarah Nay, Science, Biology, Information Technology
Ms. Sherry Payne, Life Skills, Planning
Mr. Alan Purves, Math, Science, Physics
Mrs. Deidre Sittler, English, Physical Education, Planning
Mrs. Denise Stephenson, Work Experience, TA Preparation, Student Scheduling, Planning
Mr. Dave Sutherland, Woodwork, Carpentry, Transition to Trades
Mrs. Kim Tofte, Social Studies, Communications, English
Mr. Ray Wolsey, Counsellor

SUPPORT STAFF

Ms. Mary Brake, Secretary
Mrs. Sandy Brown, Educational Assistant
Ms. Vicki Clark, Resource Centre Technician
Ms. Donia Deinstadt, Educational Assistant
Mrs. Kathleen Ganson, Aboriginal Educational Assistant
Mrs. Kathy Gaouette, Educational Assistant
Ms. Anne Gordon, Youth and Family Worker
Mrs. Karla Hodgson, Attendance Secretary
Mrs. Sandra Lavallee, HELP Centre Supervisor
Mrs. Kiki Lindsey, Secretary
Mr. Guy Reeves, Computer Technician
Ms. Kanta Reddy, Community Links Coordinator
Mrs. Cathy Ward, Educational Assistant
Ms. Jillean Durrant, Educational Assistant

2009-2010 SCHOOL CALENDAR

Tuesday Sept 8	First day Semester 1, Term One (morning only)
Wednesday Sept 9	First full day of classes
Sept 14-18	Common Assessment Week
Wednesday Sept 16	FNSS PAC Meeting
Wednesday Sept 16	Mug 'N' Muffin
Friday Sept 25	Non-Instructional Day (no classes)
Wednesday Oct 7	Parent/teacher interviews (pm)
Thursday Oct 8	Parent/teacher interviews (am) (no classes)
Wednesday Oct 14	FNSS PAC Meeting
Monday Oct 12	Thanksgiving (STAT holiday)
October 21-23	District Pro-D (no classes)
Monday Nov. 2.....	Lifetouch Photo Day
Wednesday Nov 11	Remembrance Day (STAT Holiday)
Friday Nov 13	End of Term I
Monday Nov. 16.....	First Day of Term 2
Wednesday Nov 18	FNSS PAC Meeting 7 pm
Wednesday Nov 25	Report Cards issued in Homeroom
Friday Nov 27	Term 1 Assembly
Wednesday Dec.16.....	FNSS PAC Meeting
Friday Dec 18	Christmas Break begins after school
Dec 19- Jan 3	Christmas Break
January TBA.....	Lifetouch retakes/Grad photos
Monday Jan 4	Classes resume
January 11-15	Common Assessment Week
Wednesday Jan 13	FNSS PAC Meeting 7 pm
Thursday Jan 21.....	End of Semester I, Last Day Term Two
Jan 22-29	School/ Provincial Exams
Monday Feb 1	First Day Semester II, First Day Term Three
Feb 8-12	Common Assessment Week
Wednesday Feb 10	Report cards issued in Homeroom
Friday Feb 12.....	Term 2 Assembly
Wednesday Feb 17	Mug 'N' Muffin
Wednesday Feb 17	FNSS PAC Meeting
March 3-14	Spring Break
Monday Mar 15	Classes Resume
Wednesday Mar 17	Parent/teacher meetings (pm)
Thursday Mar 18	Parent/teacher interviews (am) (no classes)
Wednesday Mar 24	FNSS PAC Meeting 7 pm
Friday Apr 2	Good Friday (STAT Holiday)
Monday Apr 5	Easter Monday (STAT Holiday)
Wednesday Apr 14.....	FNSS PAC Meeting 7 pm
Friday Apr 16	Last Day Term 3
Monday Apr 19	First day of Term 4
Wednesday Apr 28	Report cards issued in Homeroom
Friday Apr 30	Term 3 Assembly
Wednesday May 12.....	FNSS PAC Meeting 7 pm
Friday May 21	Vacation Day (no classes)
Monday May 24	Victoria Day (STAT Holiday)
May 31-June 4	Common Assessment Week
Wednesday June 9	Awards Ceremony (athletic /nonacademic)
Wednesday June 9.....	FNSS PAC Meeting 7pm
Wednesday June 16.....	Last day of classes

June 17 – 28School /Provincial Exams
Wednesday June 23.....Awards Ceremony (Academic)
Friday June 25Student’s Report Cards Issued
Friday June 25GRAD Ceremony

GRADUATION CEREMONY

The year-end grade 12 graduation ceremony is considered to be a significant and important occasion for students leaving FNSS. Consequently, in accordance with School District Policy #5230, students must demonstrate a commitment to their studies throughout the school year in order to participate in this ceremony. The School District regulations for this policy outline the requirements and procedures for participation. Each grade 12 student will be made aware of these regulations in September, and is responsible for understanding and meeting the requirements. Students are expected to complete their Planning 10 and graduation transition requirements and any correspondence courses necessary for graduation by the May long weekend of their grade 12 year. The graduation ceremony will be held after the completion of grade 12 government examinations.

GRADUATION TRANSITIONS

Starting in the September 1, 2007 school year, Graduation Transitions **replaces** the Graduation Portfolio Assessment found in the original 2004 graduation program. All BC secondary school students who are enrolled in Grade 10, 11 or 12 as of September 1, 2007, and beyond must demonstrate they have met the following requirements for:

- 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.

Students begin working on Graduation Transitions in Planning 10. Students are responsible for planning and preparing their education, career, and life goals through Graduation Transitions.

It is expected that all BC students will demonstrate that they have met all the Prescribed Learning Outcomes.

Upon successful completion of all the Prescribed Learning Outcomes, four (4) credits and a “Requirements Met (RM)” mark are assigned.

GENERAL INFORMATION

ASSEMBLIES

Assemblies are held at various times throughout the year for special purposes, usually in the gymnasium. Whether the school is recognizing Honour Roll students, hosting a guest speaker or performer, or holding a ‘pep’ rally, appropriate audience behaviour is expected of our students. Participants and guests should be treated with courtesy and respect at all times.

DAILY PHYSICAL ACTIVITY, STUDENT TUTORIALS AND STAFF COLLABORATION

To help FNSS meet the new expectations of the provincial Ministry of Education related to Daily Physical Activity (DPA) – 30 minutes per day for grades K-9 and 150 minutes per week for grades 10-12 – and to continue to improve the instructional environment at FNSS, our bell schedule has been reconfigured to build in 30 minutes at the start of each day to be used for a combination of DPA, student tutorials and staff collaborative planning time. During this period, running daily from 8:45 – 9:15am, teachers will alternate weekly between supervising DPA activities/Tutorials and participating

in collaborative work by departments or in other teams/groups to be determined. Students will have access to subject tutorials, homework rooms or skill support classes as needed, or they will be participating in DPA activities as offered by staff.

Grade 8-10:

Students in grades 8, 9 and 10 are enrolled in Physical Education for only one semester each year. In the opposite semester, these students will be expected to participate in the DPA period; this is a Ministry of Education requirement and is not optional. Regular school and district attendance expectations, procedures and policies apply. Grade 8, 9 and 10 students who are enrolled in Physical Education and are therefore not required to attend DPA, will be scheduled into subject specific tutorials, homework support, study time or skill support as needed to increase their levels of success at FNSS.

Grade 11-12:

Students in grades 10, 11 and 12 are required, as part of their Graduation Transitions, to engage in 150 minutes of activity throughout the year. This may occur in PE class or other activities at FNSS that meet the requirements, extracurricular school or community activities, or through documented personal fitness programs. Grade 11 and 12 students are welcome to take advantage of the DPA activities if they wish, and are encouraged to attend tutorials sessions as needed to increase their levels of success at FNSS.

FINANCIAL BARRIER STATEMENT

All students will be offered the opportunity to participate in all school activities. If a financial barrier exists, students or parents are encouraged to approach school staff or the Secretary Treasurer at 774-2591 for assistance.

GYMNASIUM

Although primarily a teaching area, the gymnasium is also used before and after school and during lunch hour. Because of heavy use, we are urged to do our best to keep it clean and in good condition. Food is not allowed in the gym. All users are expected to wear proper gym strip when using this facility. Street shoes are not permitted on the gym floor.

FIRE/EMERGENCY DRILLS

Fire and Earthquake procedures are posted in all classrooms. An alarm bell or P.A. announcement will signify an emergency situation. All students must leave the school building promptly and quietly using the nearest exit route as directed. Once outside, students will move well away from buildings and roadways in order to permit the entrance of emergency vehicles. Students will assemble with their teachers at the farthest side of the parking lot, next to Simpson Trail. Three rings of the bell will signify 'all clear' and direction to return to the building.

EVACUATION PROCEDURES

If a situation arises necessitating the evacuation of FNSS staff and students, normal fire drill procedures are to be followed. Should the situation be regarded as severe (i.e., lengthy evacuation due to fire or gas leak) or the weather is severe, shelter will be provided in the R.L. Angus gymnasium. In the event that students must be sent home, parents will be contacted (with aid from Advisory Council personnel) using R.L. Angus, and if necessary, Board Office telephones. Busses will be available to transport students and community agencies will be notified as. If both FNSS and R.L. Angus schools are in an emergency situation, students and staff of both schools will be directed to the Elks Lodge

which is the temporary site until the Fort Nelson Recreation Centre is completed. Parental contact will be made from that location.

FNSS EMERGENCY EVAUCATION EXPECATIONS

In order to ensure the safety of themselves and others during school emergency evacuations, students are reminded of the following responsibilities:

- ~ Immediate and full compliance and cooperation with all directions from any staff
- ~ Appropriate conduct in hallways and while exiting/entering classrooms or buildings
- ~ No running, yelling or other disruptive behavior at any time during the period of emergency
- ~ Refrain from entering private vehicles or using private telephones, as these may interfere with the safe and orderly management of the emergency
- ~ In the interests of safety and order, students are advised that the use of cell phones and Discmans are not permitted during school emergency situations or evacuations. Emergency communications are the responsibility of the administration and office staff. Parents wishing to contact their students are requested to contact the school office.

Students are reminded that the “TOP 10 Standards for Student Behavior at FNSS” apply during any school emergency; however, due to the circumstances, disciplinary consequences for infractions may be more severe, as appropriate.

LOST AND FOUND

‘Lost and Found’ items should be brought to the Lost and Found Bin located in the downstairs south hall. Any questions should be directed to the secretary at the front desk. Students are reminded not to bring large sums of money or valuables to school. In particular, items such as watches and jewelry should be locked in lockers during Physical Education class and not left in pockets and purses in the changing room. Students are responsible for the care and safety of all of their personal belongings. The school cannot accept responsibility for lost or stolen articles.

OFFICE AREA

The general office area contains the offices of the Principal, the Vice-Principals, and the working areas for our secretaries. Also included in the area are the public address system and photocopy workroom. Inquiries should be directed to the secretaries at the front desk. Students who have been asked to report to the Principal or a Vice-Principal should be seated quietly in the waiting area until called.

REPORTING TO PARENTS

Teachers are responsible for following appropriate Ministry, District, and FNSS guidelines in reporting student progress. There will be two formal student progress reports issued per semester on the following proposed schedule. The reports will be computer generated and will include attached printouts of students’ marks.

Semester 1:

1. Mid Term, Wednesday, November 25, 2009
2. Final, Wednesday, February 10, 2010

Semester 2:

3. Mid Term, Wednesday, April 28, 2010
4. Final, Friday, June 25, 2010

TERM FINAL

A	=	86%	-	100%	A	=	86%	-	100%
B	=	73%	-	85%	B	=	73%	-	85%
C+	=	67%	-	72%	C+	=	67%	-	72%
C	=	60%	-	66%	C	=	60%	-	66%
C-	=	50%	-	59%	C-	=	50%	-	59%
I	=	I report			I	=	I report		
(F)	=	Fail			F	=	Fail		
W	=	Withdrawn			W	=	Withdrawn		
SG	=	Standing Granted			SSG	=	Transfer Standing		

EXAMINATIONS

Students at the Grade 8 and 9 levels MAY be given the option of not writing the course final exam, with parental approval, if the student has met the following conditions:

- The student has attained a minimum 85% average in the course.
- The teacher feels that the student has grasped all course objectives well.

The introduction of Provincial Examinations for English, Math and Science 10; Social Studies 11; and the mandatory English/Communications 12 and optional Provincial Examinations in other Grade 12 courses supports having no exemptions for school-based core subject exams in Grade 10-12.

Please be advised that parents will make the final decision regarding whether their child will write the final examination (at the Grade 8 and 9 levels), regardless of the teacher's recommendation.

Those students who choose to write the examination in spite of the teacher's recommendation will only be able to improve their mark. ("Can't lose clause").

PROVINCIAL GRADE 10 AND 11 EXAMINATION REREADS

Students questioning their marks received on Grade 10/11 provincial examinations may request a rereading through the school administration. Caution: A student requesting a reread risks decreasing his/her exam score if the reread results in a mark that is lower than the original score.

Students must submit reread requests by the end of March for January exams and by the end of August for June exams. More information can be obtained at these websites:<http://www.bced.gov.bc.ca/exams/reviews/> or <http://www.bced.gov.bc.ca/exams/rereads/>

PROVINCIAL EXAMINATION REWRITES

Students may rewrite a provincial exam once within the twelve-month period following the first attempt at the examination by requesting a rewriting through the school administration.

GUIDELINES FOR STUDENT COURSE PLACEMENT

The best indicator for success in any course is the successful completion of the preceding course. On that basis, students should achieve a minimum final mark of 50% in order to gain credit for any course and proceed to the next course level. Students with exceptional abilities in particular subject areas may be eligible for advanced course placement. Students requiring additional academic support may be recommended for placement in an alternate course. Students who have not reached course outcomes will usually be required to repeat that course - or parts of it. Given that various personal circumstances may impact on student progress, students who receive a minimum final grade of 40% may be eligible for an administrative review of their subsequent course placement. An administrative

review may include consultation with the student, parents, counselling staff, student services personnel, subject teachers, and/or others involved.

CHANGING/DROPPING COURSES

Students who wish to change courses may do so only within the first two weeks of the semester. Changes may only be made with administrative approval. Students in Grades 11 or 12 who wish to drop courses during a semester may only do so with administrative approval. Course drop forms are available at the office.

SCHOOL AFTER HOURS

Students in the building after regular school hours or on weekends should be directly supervised by a teacher. Students planning any activities should ensure that there is a sponsor teacher present.

VISITORS

Parents and other visitors with a valid purpose are welcome in the school. Visitors are requested to report to the Administration at the main office upon arrival to explain their business and receive authorization for their presence. It is strongly suggested that friends are to be discouraged from visiting students during school hours. Unless there is a legitimate emergency, classes will not be disrupted for personal visits or telephone calls.

TEXTBOOKS

Textbooks are issued by subject teachers who have students electronically ‘check out’ their books in the Resource Centre. Students are responsible for their textbooks and must ensure that these are kept in good condition and ‘checked in’ at the Resource Centre at the end of the semester. If a text is lost or damaged, the student will be billed for the damage or replacement cost of the book.

TELEPHONES

The school telephones are business telephones that are in constant demand and not for general student use. Pay telephones for student use are located in the Multipurpose Area near the front entrance of the school. In cases of emergency or special need (ie. medical issue), a secretary should be contacted for access to office telephones.

RESPONSIBILITIES

Parental Concern Process

Regarding incident involving their child

(Guidelines from School District #81 Policy 2230)

1. Talk to the classroom teacher, if comfortable, in situations where the concern involves the classroom or the teacher.
2. If not comfortable speaking with the teacher or if the incident involves a broader school or playground issue, take concerns directly to the Principal.
3. The Principal will address the issue. If a parent is not satisfied that their concern has been resolved, concerns should be taken to the Superintendent of Schools, who is the next level of appeal.
4. If a parent is not satisfied that their concern has been resolved at the Superintendent’s level, they may appeal to the Board of School Trustees by phoning the Secretary-Treasurer at 774-2591, who will ask them for a letter describing the incident to be placed in the next Closed Board Meeting package. The parent will be asked to present their concern at the Closed Board Meeting. The Superintendent will contact parents to let them know the Board of School Trustees recommendations or decision.

Please note: the Principal, Superintendent or Board of School Trustees will not disclose confidential information regarding employee discipline or consequences applied to other students.

SCHOOL DISTRICT #81 CODE OF CONDUCT AND FNSS ‘TOP 10’

These were developed together with members of the community, parents, students, teachers, administrators, and school district office personnel. They are our expectations of students who attend FNSS. All students should be aware that violations of the school standards will result in disciplinary action in accordance with SD #81 Discipline Policy 5210. Discipline interventions are aimed at correcting student behaviour. However, serious or repeated violations of the school standards will result in suspension to the Discipline Review Committee and may involve the police. The scope of the committee includes the imposition of lengthy suspensions from school, conditions attached to a student’s return, or the refusal of an educational program.

There is an expectation at FNSS that senior students will not only meet school and district behavioral standards at a high level, but will also act as positive role models for junior students.

Code of Conduct

The purpose of our Code of Conduct is to provide a safe, caring and orderly school environment for our students.

Students in School District #81 are expected to:

1. Treat others with dignity, respect, tolerance, and courtesy.
2. Respect the rights of others to learn and work in an environment free from abuse, intimidation, harassment, bullying, disruption, or discrimination, (ie. discrimination on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person or class of persons).
3. Act in a safe and responsible manner toward themselves, others, and others’ property.
4. Comply with classroom and school standards for attendance, promptness, language, and behavior.

Each school will describe consequences for misbehavior that reflect the maturity level of its students and allows for special considerations for exceptional students. When it is possible to do so, our schools will focus on consequences that are restorative in nature.

The school principal’s authority to discipline students for violations of the Code of Conduct is not limited to behaviors which occur during the school day or on school grounds. Any student behavior which negatively impacts the school environment could be subject to disciplinary action.

Finally, schools and the School District will take all reasonable steps to prevent retaliation against any student or individual who reports a breach of a school’s or the School District’s Codes of Conduct.

Standards For Student Behaviour at FNSS (TOP TEN)

Students at Fort Nelson Secondary School are expected to:

1. Attend all classes, on time, with required materials (unless excused because of illness or other reasons approved by the parents/guardians).
2. Apply themselves to their studies, and respect the integrity of their own work and the work of others.
3. Use polite, acceptable language and tone in dealings with others.
4. Comply with the instructions of teachers, administrators and support staff. Students will not disrupt their own learning or the learning of others.

5. Resolve conflicts and interact peacefully, without the use of harassment, intimidation, discrimination, threats, or physical violence. Students will not have a weapon of any kind in their possession at school or school functions.
6. Respect and take pride in the environment of the school and contribute to keeping it a clean and pleasant place to work and learn.
7. Respect their own property and the property of others.
8. Observe reasonable standards of taste in dress and grooming. Slogans on clothing which are offensive, or which depict or promote drug or alcohol use will not be allowed.
9. Ensure that the health, safety, and learning of themselves and others are not interfered with by the use of alcohol or illicit drugs in any form. Students will not be under the influence of, or have in their possession such substances at school or school functions.
10. Ensure that unacceptable conduct, including aggressive behaviours such as bullying behaviours at school, at a school-related activity, or in other circumstances do not negatively impact the school environment or community.

STUDENT DRESS CODE

Under School Board Policy 5260, the school Principal (administration) has the authority – and responsibility – to ensure that student clothing is appropriate to be worn in school. Given that FNSS is a place of educational business, students are expected to wear clothing appropriate for the workplace. Policy No. 5260 states that, “While the Board recognizes that dress is a legitimate avenue of individual expression, acceptable student dress will be subject to ... guidelines.” FNSS Student Behavior Standard No. 8 states that students are expected to “Observe reasonable standards regarding dress* and grooming. Slogans or symbols on clothing that are offensive, or depict or promote drug or alcohol use will not be allowed.”

- “Dress” refers to any object or article of clothing worn.

To assist students in choosing appropriate clothing for school, the following guidelines have been developed by a committee with input from students, parents, and staff.

GUIDELINES FOR STUDENT DRESS (effective September, 2001)

- Footwear will be worn at all times (ie. shoes, sandals)
- Clothing will cover the top of the shoulders (ie. no spaghetti straps, halter tops, muscle shirts etc. without a covering garment such as a shirt or blouse)
- Clothing will cover the midriff (ie. no ‘belly shirts’)
- Clothing will cover the upper chest (ie. no low necklines)
- Clothing will cover the back (ie. no backless shirts)
- Clothing with holes, mesh, or any other revealing openings will have undergarments or covering garments
- Dresses, skirts, culottes/skorts, or shorts will cover at least to the mid thigh (ie. no ‘micro mini skirts’ or ‘short shorts’)

NOTES:

1. These guidelines apply to male and female students
2. Dress guidelines may be relaxed for school social events out of regular school hours provided that student clothing worn is in ‘good taste’
3. Clothing worn in Physical Education is at the discretion of PE teachers

FNSS School Protocol #7: Student Hats/Head Wear (00-08-29)

POLICY:

1. Hats and head wear may be worn at any time in any common or public areas of the school; however if a particular area is being used for an instructional, administrative, or other school purpose, the staff member in charge of that area has the authority to decide whether or not hats and head wear may be worn.
2. Hats and head wear may be worn in classrooms or other instructional areas (ie: gym, shops, labs, library, MPA, etc.,) and at school functions at the discretion of the staff member in charge of that area or function.
3. Hats and head wear worn on school premises must conform to established school and District expectations regarding inappropriate symbols, slogans, and other features.
4. Any religious head wear, (ie: yarmulkes, turbans, etc.) will be considered on an individual basis, as legitimate religious expression. Administrators, teachers, and support staff will be expected to deal with any such issues with common sense and cultural/religious sensitivity. Any head covering for medical reasons will be regarded in a similar manner.

The above definitions and school policy will be subject to Administrative review at any time.

***It is the responsibility of students to be aware of, and comply with school and individual staff expectations/rules regarding the wearing of hats and head wear.**

ATTENDANCE PROCEDURES

1. Attendance is taken in all classes by the teacher and is reported to the office during the first and last period of each day.
2. Students who are late to school must report directly to the office. Lates will be excused if a student presents a note from the parent with a legitimate excuse, or if the parent calls the school by 9:00 A.M.
3. Students who wish to leave school during the day because of sickness or a medical appointment must sign out through the office.
4. The teacher will make an effort to contact the parent or guardian of students who are absent.
5. Every student shall, at the request of a teacher or administrator, present a written excuse from his parent or guardian for absence or tardiness.

HELP CENTRE (Helping with Educational and Learning Problems)

The Help Centre is an in-school suspension program designed to help students choose acceptable behaviour without being denied their academic studies. While on suspension, students are under the direct supervision of a staff member in a separate location. Students are expected to be punctual and arrive prepared with all textbooks, notebooks, pencils, pens, calculators, or any other material needed for all subjects for the day. It is also expected that students will either bring a lunch from home or make arrangements for lunch prior to the start of classes at 8:51 am.

EXPENSES

Students will provide certain personal use items such as gym strip, notebooks, pens, and pencils. Subject teachers will advise of particular requirements. In certain elective courses, such as Home Economics, Art, and Industrial Education, students may be expected to pay for materials used.

LOCKS AND LOCKERS

The use of school lockers is a privilege - not a right. Locker assignments will be made by TAG teachers on the first day of school. It is expected that students remain with their assigned locker for the duration of the school year.

Rules regarding Student Lockers/Conditions of Use

This locker is assigned to you for use during the school year on the following conditions:

1. Students are responsible for the locker which is assigned to them and it is not to be used by any other person.
2. Only approved locks may be used on student lockers and the combination of the lock must be registered at the office. Locks are available from the office for \$5.00.
3. The locker may only be used for the storage of books, school supplies and equipment, outerwear, school sports equipment and lunches.
4. No other material is permitted except with the written authority of the principal or vice principal.
5. The locker is to be kept clean and food stuffs are to be removed on a regular basis.
6. Students are responsible for cleaning and removing all material from their lockers at the end of the year or when they leave the school.
7. No illegal substances, weapons or other prohibited or offensive material are to be placed in school lockers.
8. 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.
9. Permission to use the locker may be terminated where a student does not comply with the conditions of use or school policies or rules.
10. It is the responsibility of all members of the school community to keep our schools safe. If any student has reason to believe that any locker contains anything which would threaten the safety of other students, staff or any other person, that student is expected to immediately report the information to a teacher or administrator. The name of the student making the report will be kept confidential.

SCHOOL FUNCTIONS

When students attend a school function, even when away from school, they are expected to demonstrate responsible behaviour. School functions include dances, athletic events, concerts, trips and any other activity that is being sponsored by the school. All school regulations apply at these functions. Students will be made aware of specific rules and expectations governing these events.

DANCES

Dances are usually held in the school gym several times a year under the direction of teacher sponsors and student groups in the school. These dances are open to all FNSS students. Attendance at school dances may be restricted for various reasons: i.e. failure to follow the FNSS Student Attendance Policy, suspension, etc. Students attending school dances will be expected to follow the School District #81 Code of Conduct, FNSS School Standards, and the School Dance Protocol #1 guidelines.

Student Dance Rules

- 8:00 pm - 12:00 midnight Fridays; 7:00 pm - 11:00 pm for week nights
- door closes one hour after opening
- late list and guest list must be approved by sponsors and administration by 3:30 on the day prior to the school dance.
- no re-entry to dance after leaving

- all coats must be ‘checked’ in secure area with limited student access
- students and guests comply with ‘Standards for Student Behavior at FNSS’

Guests Policy

- FNSS students may invite one guest only, to be approved by the administration
- guests must be under 19 as of Dec. 31 of the current school year
- guests must be signed in by a dance sponsor
- guests must be signed in with their student sponsor at the time of entry to the dance
- ex-students who have left or have been removed from school in the current or previous years because of behavior problems will not be admitted (appeals can be made to the administration)
- elementary students are not eligible to be invited

Dance Exclusion Policy

- students may be denied the privilege of attending school dances for infractions of school behavior standards, including conduct at a previous dance, or student attendance policy violations.
- the recommendation to exclude and the reason(s) should be communicated to students and/or parents by the administration prior to the dance, if possible.
- the final decision to exclude students will be made by the administrators or their designates.
- students under home suspension or suspension to the DRC are not permitted to attend school dances.
- a dance exclusion list will be made available to the dance sponsor(s) before school is dismissed on the day of the dance.

TO AND FROM SCHOOL

- Walking - Students are expected to use sidewalks and/or designated walkways. Please respect the property rights and privacy of our neighbors.
- Bicycles - Students riding bicycles to and from school are expected to obey traffic regulations enroute to and from school. Bicycles must be parked in the bike racks and locked while on school property. Students should not loiter around bike racks.
- School bus - Students riding the school bus are expected to obey the rules and regulations as outlined by the bus driver. Failure to do so may result in the consequences outlined in District Policy #5220 including suspension of the privilege of riding on the school bus.
- Vehicles - Student and visitor parking is permitted in front of the school. Parking stalls on the side of the school and in the back parking lot are reserved for staff. Please refrain from parking in the fire lane.

Remember: The parking lot is a school zone.

CELL PHONES/ELECTRONIC DEVICES

In the interests of safety and order, students are advised that the use of cellular telephones or any personal electronic devices are not permitted during class time, exams, school emergency situations or evacuations. Emergency communications are the responsibility of the administration and office staff. Parents wishing to contact their students are requested to contact the school office. Stand alone MP3 players may be used at the discretion of the classroom teacher. Laptop computers are not to be connected to the District Network without prior approval by the technical department. Furthermore, any device that may cause bodily harm will not be permitted in the school or on the school grounds (ie: laser pens).

HARASSMENT

FNSS staff has implemented a comprehensive approach to deal with student harassment which is sensitive to the individual need of the student.

- a. Reporting: When a student feels that they are being harassed or bullied, he/she is encouraged to speak with his/her teacher or to one of the key staff members. These members include the counsellor, youth and family worker, aboriginal support worker, administrative officers, and 2 to 3 classroom teachers. The function of the key staff member is to offer support to the student by listening to the problem and working with the student to find a suitable solution to the problem.
- b. Guidance: The student is presented with several options. The key staff member assists the student in working through the options to find a solution that best meets the needs of the student while also ensuring his/her safety. A solution to the problem may consist of one or a combination of options including venting opportunity, mediation, disciplinary action, outside agencies, education or assertiveness training, or parental involvement. The counsellor is consulted to ensure that any possible risk to student has not been overlooked. Follow up is also recommended. In addition, staff members have been encouraged to report any indication of harassment of students to the counsellor for investigation and follow-up. Harassment forms are available at the office.

SMOKING

All school buildings, associated facilities, and grounds are designated “no tobacco use areas” at all times. (SD#81 Policy 4030).

OPPORTUNITIES

DISTRIBUTED LEARNING

Fort Nelson Secondary offers a full range of course options for students. Enrollment in distributed learning courses (paper based or online) is usually only necessary for students transferring from other schools or for those with timetable conflicts. To support students taking Distributed Learning courses, Fort Nelson Secondary offers a Distributed Learning Block (DLB) where teachers can help students with their courses and monitor their progress. As of September 2006, the Ministry of Education has waived the cost of courses to grade 10-12 students. Students in all other grades currently must pay for their courses. All students pay a \$100 text deposit which is refundable when text books are returned (this fee can be waived if it is a hardship to the student). Contact Ms. Hiebert for information on how to register for courses. For further information about DL courses offered throughout the province, visit <http://www.mybcschool.com>.

ATHLETICS

FNSS has an excellent athletic program which enables students to develop skills in a sequential manner through grades 8, 9, 10, 11, & 12. Participation on a school team involves a commitment in time and energy as well as a responsibility to the team and school. The rewards are great. Many FNSS students have gone on to excel in their area at the provincial level. The various teams may include:

Volleyball
Basketball
Track & Field

Curling
Intramural Sports
Others as interest and qualified coaching exists

CLUBS AND ACTIVITIES

Fort Nelson Secondary School offers opportunities for students to become involved in a variety of clubs and activities. Although these clubs/activities require commitment in time and energy, they can be very rewarding and will provide an important component of your school life. Some of the various clubs and activities may include:

Yearbook	Drama Club	Aboriginal Lunch Study
Environmental Club	Chess Club	Due Drop In
Scrabble/X Games	Jazz Band	Art Club
Car Club		

PRINCIPAL'S LIST AND HONOUR ROLL

Academic achievement is highly valued at Fort Nelson Secondary School. Students enrolling in a full course of studies may qualify for the FNSS Principal's List and Honour Roll, which are determined after each reporting period. Students achieving an overall 'A' average will qualify for the Principal's List. Students achieving an overall 'B' average will qualify for Honour Roll standing. Student academic achievement will be recognized after each reporting period and at the FNSS Awards Ceremony at the end of the school year.

PASSPORT TO EDUCATION

Passport to Education is a government sponsored program for top academic students from Grades 10-12. Stamps are awarded for academic performance. Students can accumulate stamps each year until they graduate. At the end of each school year, the stamps will be provincially allocated based on September 30th enrollment.

Value of Passport stamps:	
Grade 10	250.00
Grade 11	250.00
Grade 12	500.00

Within five years of graduation, students can redeem their Passport scholarship credits at university, college or job training programs approved by the Ministry of Education. The institution will credit the scholarship to the student's fees or other educational expenses. Scholarship credits may be redeemed at institutions inside or outside B.C.

AWARDS

At FNSS, students' accomplishments are encouraged and recognized. Each spring, awards ceremonies are held to recognize those students who have excelled in academics, athletics, fine arts, and applied skills. Students displaying outstanding attributes of service, citizenship, industry and perseverance are also recognized.

AWARDS CRITERIA AND SELECTION GUIDELINES

Passport to Education, Grades 10-12:

Students must be registered at FNSS in a full time program, as defined by the Ministry's 1701 student data form. Only FNSS course marks will be used to calculate grade standing.

Term A & B Honour rolls, Grades 8-12:

Students must be registered at FNSS in a full time program, as defined by the Ministry's 1701 student data form, or equivalent, for that term. Only FNSS course marks for the current term will be used to calculate grade standing.

Year A & B Honour rolls, Grades 8-12:

Students must be registered at FNSS in a full time program, as defined by the Ministry's 1701 student data form. Only FNSS course marks will be used to calculate grade standing.

Year end Academic Awards, Grades 8-10:

Students must be registered at FNSS for both semesters in a full time program, as defined by the Ministry's 1701 student data form. Only course marks will be used to calculate grade standing.

Year end Academic Awards, Grades 11 & 12:

Students must be registered at FNSS for both semesters in a full time program, as defined by the Ministry's 1701 student data form. Only FNSS course marks will be used to calculate grade standing. In situations in which students marks are very close / or the selection may be disputed, the core academic subjects marks and one elective may be used to determine the winner(s).

SCHOLARSHIPS

Grade 11 and 12 students should be aware that their marks in their senior years are considered in the awarding of scholarships and bursaries at graduation. It is recommended that students entering grade 11 begin to look at the criteria for scholarships and bursaries. This information is available through the counsellor, the library resource teacher or the career coordinator.

RESOURCE AND LIBRARY CENTRE

The FNSS Resource and Library Centre is a modern, well-staffed facility. It is available for independent student use before and after school as well as at lunch time. The Resource Centre is used by teachers, including the teacher librarian for regular instruction during class hours. Students are encouraged to use the facility for study and reference during the designated times. Most books may be signed out. Certain heavy use items may be placed on a restricted (overnight) loan. General reading items are placed on a two week loan. We have an extensive magazine collection as well as paperbacks and all the reference materials you might expect in a Resource Centre. If students wish to obtain information, the staff will be pleased to help. Our Resource Centre has a pod of networked MacIntosh computers plus a large collection of CD-ROM titles for use by the students and staff. These are available for use during normal library hours. Students can count on the Resource Centre and Library to be a quiet place for study or pleasure reading.

SCHOOL CAFETERIA

The school cafeteria is open before school and at noon. Students have the opportunity to purchase wholesome meals at lunchtime each day. A seating area is provided in the cafeteria and students are asked to keep this area clean at all times. Food is allowed only in the Multipurpose Area. Drinks are allowed in all hallways.

STUDENT SERVICES

A wide range of student services are offered to FNSS students. The Administration, Personal Counsellor, Career Coordinator and Student Services Personnel are available to assist students with career planning, course selection and personal and learning concerns.

SCHEDULES

FNSS BLOCK SCHEDULE 2009-2010

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45 – 9:15	DPA/Tutorial	DPA/Tutorial	DPA/Tutorial	DPA/Tutorial	DPA/Tutorial
9:20 – 10:20	A	B	C	D	ROTATE
10:25 – 11:25	B	A	D	C	ROTATE
Break	Break	Break	Break	Break	Break
11:35 – 12:25	B	A	D	C	ROTATE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:10 – 2:10	C	D	A	B	ROTATE
2:15 – 3:15	D	C	B	A	ROTATE

FNSS DAILY SCHEDULE 2009-2010

Advance Bell		8:40
DPA/Tutorial Block	30 min.	8:45 – 9:15
Period 1	60 min.	9:20 – 10:20
Period 2	60 min.	10:25 – 11:25
Break	10 min.	11:25 – 11:35
Period 3	50 min.	11:35 – 12:25
Lunch	45 min.	12:25 – 1:10
Period 4	60 min.	1:10 – 2:10
Period 5	60 min.	2:15 – 3:15

FORT NELSON SECONDARY SCHOOL

ATTENDANCE POLICY AND PROCEDURES (08-05-30)

(This policy was developed with input from students, staff, and the PAC/SPC)

Philosophy and Background

At FNSS, we educate and support our students to help them realize their unique and full potential, and live purposeful lives. We recognize that in order to achieve this we must establish a partnership with our students and their parents or guardians. Despite all our best efforts to encourage success, a student's actions can severely impact this process. One major area of concern is attendance.

We believe that the essence of our educational programs occur in classrooms with skilled teachers. Explanations, clarifications, discussions, opportunities for feedback, and group tasks are invaluable components of an effective learning environment. That is why our policy regarding attendance is that students are expected to attend all classes that they are registered in every day. The foundations of this attendance policy are the following:

- The British Columbia School Act
- The BC Ministry of Education Performance Standards for Social Responsibility
- School District No. 81 Policies 5010 (Attendance) and 5210 (Student Behavior and Discipline)
- FNSS 'Top Ten' Standards for Student Behavior

The general goals of the school's attendance policy are to

- increase student success by promoting daily attendance, and
- help students develop responsibility in preparation for attendance expectations in their future careers

Attendance Policy

Developing effective attendance habits requires the cooperation of students, parents, the school, and the community. We must work together to promote, carefully monitor, and encourage regular attendance. Attendance is a necessary component of student success in school. A review of our data from previous years clearly indicates that poor attendance is linked to poor achievement.

An absence is an absence regardless of the reason, as are lates. Each absence or late results in a lost learning opportunity in the classroom, which may not be regained.

As per FNSS Attendance Procedures, parents/guardians are requested to call or provide a written explanation to the school office (774-6958) for all student absences or lates.

If late for any class, students must sign in at the office for a 'late slip' immediately and proceed promptly to class.

ATTENDANCE CRITERIA FOR EXTRA CURRICULAR PARTICIPATION

The goal of the specific attendance criteria and procedures relating to extra curricular activities and events is to raise the sense of 'social responsibility' of our students by linking the privilege of participating in these to meeting school attendance expectations.

In order to participate in extracurricular school activities / events (ie. dances, school field trips, team sport/club trips, etc.), students must demonstrate that they are meeting school expectations for Social Responsibility by meeting the criteria for attendance (see below). In addition, **students must be in full attendance on the day of a school activity/event in order to participate** (ie. attend a school dance or go on a fieldtrip).

For the purposes of determining eligibility to participate in extracurricular activities / events, lates and absences are calculated per term, and then that tally is ‘reset to zero’ at the end of each term. Students will therefore have an opportunity to regain their status as ‘FNSS citizens in good standing, demonstrating social responsibility’ each term, and will be encouraged and supported to increase their efforts to improve their attendance.

NOTE: It is the responsibility of students and their parents to monitor student attendance (lates and absences) to ensure that they are maintaining their eligibility to participate in extra curricular activities/events.

CRITERIA for Meeting FNSS Attendance Expectations:

1. **10% or fewer absences overall from term classes** is meeting expectations (absent for 23 blocks or fewer out of approximately 225 blocks per term)
2. **10% or fewer absences per class per term** is meeting expectations (absent for 6 blocks or fewer in any one class)
3. **5% or fewer lates per term** is meeting expectations (late for 12 blocks or fewer out of approximately 225 blocks per term)

In determining the above criteria, the committee took into account the following types of absences:

1. Student illness
2. Failure to attend presentation, assembly or TAG (‘homeroom’) class
3. In or around school but not in class
4. Any other absence not meeting the criteria for school approval
5. Medical or “Specialist” appointments
6. Death in the immediate family
7. Observance of a religious holiday
8. Family emergency
9. Personal Safety Issue
10. Work related absence
11. Sleeping In
12. Transportation Issue
13. Childcare/babysitting for parent
14. Trip or Holiday without a school approved plan
15. Non school sanctioned activity/event

NOTE: School sponsored activities/events or school sanctioned community activities/events are excluded from the attendance expectations criteria when determining eligibility for student participation in extracurricular activities/events.

School sanctioned community activities/events may include those operated by recognized community organizations to promote healthy recreational practices, such as Minor Hockey, Figure Skating, Cadets, Dance, Swimming, etc. It is the school's expectation that the officials of any such organization will liaise closely with the school office to ensure accurate attendance information is recorded and absences are limited.

Reasons for absences that are approved or sanctioned by the school are considered legitimate and make-up/alternative work may be provided by our teachers. These are:

1. Administrator's discretion regarding extenuating circumstances
2. School sponsored or sanctioned activity/event

NOTE: Absences due to vacation time and work may not be considered reasons for additional make-up work to be provided by our teachers.

APPEAL PROCESS:

Students who are not meeting expectations for attendance, and are therefore not eligible to participate in extra curricular activities/events may appeal their exclusion to the Administration by submitting a fully completed ATTENDANCE APPEAL FORM at least ONE WEEK in advance of the event or trip.

Valid reasons for appeal may include unforeseen or extended absences due to serious illness, death, family emergency, or unavoidable medical appointments.

NOTE: The Attendance Review Committee did take such special circumstances into consideration when setting the criteria for meeting attendance expectations.

While a parent excuse for lates or absences may preclude classroom or administrative interventions or consequences (ie. counselling, meetings, detentions, suspensions), the criteria for participation in extra curricular activities/events still apply.

General Procedures For Parents

Parents/Guardians are requested to call the school if the student(s) in their care is going to be away, and clerical staff will record accordingly. Students may be required to bring a note from a parent/guardian confirming his/her absence upon their return. Communication between parents, students, and teachers is critical when a student is absent from class. Students are ultimately responsible for this direct communication and for the work they miss during an absence.

Helpful Hints For Parents

- Telephone the office and ask to speak to one of our secretaries. Teachers are usually teaching a class and can't always get back to you right away, but our office staff can find out immediately if your child is where they are supposed to be!
- Keep a copy of your child's timetable, master timetable and bell schedule, and school contact information handy. If you're at work and need to contact the school to follow up on an attendance issue, you're one step ahead!
- Email your child's teachers.
- Check the FNSS Student- Parent Handbook, containing our school calendar, for important dates. If you know when our report cards are issued, ask your son or daughter for them when they get home from school.
- Provide updated and accurate emergency contact information to the school.
- Monitor your child's daily school attendance.
- Maintain contact with your son/daughter's teachers re performance and attendance
- Attend parent/teacher/student conferences as needed.
- Have a good understanding of the school's attendance policy, specifically the difference between an excused and a non-excused absence.
- Contact the school within 30 minutes of start time if a student is going to be absent.
- If requested, send a note that briefly explains the absence, when your student returns to school.

When Should Parents be Concerned About Their Child's Attendance?

Attendance and truancy problems do not usually occur without warning signs. You, as parents/guardians, should be aware of signs that youth often exhibit when they are truant. If one or more of the following circumstances is an observation or concern of yours, truancy may be a contributing factor and should be examined as a possible cause:

- unable to share any details about his or her daily school activities;
- not bringing home any communication in writing or by telephone from the school;
- not motivated to be successful in school;
- having learning difficulties and may be unable to keep up with the rest of the class;
- failing multiple classes;
- arriving home from school earlier or later than the expected time;
- staying out late at night without permission,
- refusing to get up for school or is engaging in prolonged dawdling;
- hanging out with others who are known to skip school;
- showing signs of depression;
- afraid of being bullied, harassed, or fears physical harm;

Extended Absences Parent Information and Guidelines

Each year we are approached by an increasing number of parents who wish to take their child out of school for extended periods of time. Usually this is for reasons

associated with family travel plans or family business matters. We do not have a procedure for granting students a “leave of absence.” Rather, it is assumed that parents will make prudent decisions in the best interests of their own child. We are respectful of the fact that many of our students have family members far away, and spending time with them is important.

We also encounter parents who wish to excuse their child from school for extended periods of time due to social, emotional, medical, or other personal reasons. Regardless of the reason, however, difficulties arise when parents wish to have some sort of reassurance that their child will not be “behind” in their work when they return. If a student misses school for extended periods of time, he or she will be likely be “behind” in at least some aspects classroom work and may have difficulty achieving course outcomes.

Students may well have other cultural or travel experiences that contribute to their overall development, but the many varied daily classroom lessons and activities they will miss may not be duplicated. Missed instructional time cannot necessarily be “made up” unless lessons are re-taught.

Although teachers will do their best to help students get “caught up”, they are, generally speaking, not in the position to provide make-up assignments for students who have extended absences due to family vacations. The decision to provide “make-up” or alternate work may depend to some extent on the student’s attendance, work habits and effort prior to the absence. It is up to the student to make arrangements with each teacher well in advance of the date of the absence. This may consist of the student attending tutorials outside of instructional time when the teacher is available to meet with student, or doing alternative assignments on the student’s own time.

Students who are away for extended periods due to medical, social, or emotional issues May be referred to the District Hospital-Homebound Program as a means of meeting their needs in a more effective way.

Administrative Responsibilities for Encouraging Satisfactory Student Attendance

- Establish attendance goals and oversee the school attendance program.
- Monitor daily student attendance and ensure accurate attendance data collection.
- Promote attendance incentives.
- Recognize parents and community partners.
- Respond to chronic truants (following the established procedures).
- Implement and maintain a successful school attendance support program.

General Information for & Responsibilities of Teachers for Encouraging Satisfactory Student Attendance

1. Teachers will send home interim reports on all students at the mid-point of the first term of each semester, and will include attendance on each interim report.
2. Daily assessment will be part of a student’s overall evaluation. Daily assessment also assists in designing future educational activities and benefits

students who are in class participating, learning, and engaging.

3 Teachers should be aware that intervention by administrators, counselors, or support staff does not replace teacher-parent contact. It is merely a supplemental measure to promote good attendance.

4. Teachers are expected comply with the established attendance procedures for lates and absences. Our attendance record is viewed as a legal document, and it is imperative that it be kept up to date and accurate. Note that students are not considered dropped from a course until their name no longer appears on your BCesis class list.

5. It is important that teachers follow school procedures for unexcused absences. PLEASE DO NOT REFER A STUDENT WITHOUT TAKING THE NECESSARY PRELIMINARY STEPS.

6. Positive Attendance Strategies for Teachers:

- Ensure that all students realize the importance of good attendance as a life skill.
- Make every class 'count' and worthwhile for students to attend.
- Follow up on all absences promptly and consistently by contacting parents
- Reward good attendance (by individuals or the class).
- Keep in regular contact with parents.
- Discuss the importance of attendance with students.

Staff Strategies To Improve Student Attendance

- Make students and parents/guardians feel welcome. Make a point to say hello to every parent, guardian, and/or student you see in the halls and outside. Make it your business to know their names.
- Create an environment that helps students feel successful in something, no matter how small it may seem.
- When students are absent, immediately talk to their parents/guardians -- not their answering machines. Make a personal phone call in the evening, or call parents or guardians at work during the day.
- When students are absent, immediately talk with them about why they were gone. Let them know you are aware, and that you care that they are at school.
- Reward and recognize good attendance, not just perfect attendance. Post large signs announcing the daily attendance for the day. Find ways to publicly reward individuals, classes, or even the whole school when student attendance increases or meets set goals.
- Make your class a place where kids feel safe and respected. The Social Responsibility performance standards are relevant and apply to all of us.

FNSS EXTRA CURRICULAR ACTIVITY/EVENT EXCLUSION APPEAL

APPEAL PROCESS:

Students who are not meeting expectations for attendance, and are therefore not eligible to participate in extra curricular activities/events may appeal their exclusion to the Administration by submitting this fully completed ATTENDANCE APPEAL FORM at least ONE WEEK in advance of the event or trip.

NOTE:

Please ensure that an attendance profile is attached to your appeal, this can be obtained from the attendance clerk.

STUDENT: _____ **DATE SUBMITTED:** _____

SCHOOL ACTIVITY/EVENT & DATE: _____

REASON FOR EXCLUSION: _____
(attach attendance profile)

REASON FOR APPEAL: _____

Please have the chart below completed by ALL term teachers

NAME AND SIGNATURE	CIRCLE ONE		REASON
	I DO Support this appeal	I DO NOT Support this appeal	
	I DO Support this appeal	I DO NOT Support this appeal	
	I DO Support this appeal	I DO NOT Support this appeal	
	I DO Support this appeal	I DO NOT Support this appeal	
	I DO Support this appeal	I DO NOT Support this appeal	
	I DO Support this appeal	I DO NOT Support this appeal	

This appeal is GRANTED/DENIED **Administrator:** _____
Reason: _____