

# FORT NELSON SECONDARY SCHOOL STUDENT/PARENT HANDBOOK

2011-2012



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Vice Principal  
Ms. Melissa Yurkowski

Vice Principal  
Mrs. Lynne MacNeil

Vice Principal  
Ms. Patti Burt

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**

Parents and Students,

Welcome to Fort Nelson Secondary School.

I am very excited about joining the FNSS staff to work with your children. Though I was involved with FNSS in my former position in the district, the chance to work full time here with staff and students is something I have long wanted to do. I feel very fortunate to have this opportunity.

This handbook contains important information about our school operations including schedules, special events and programs, our attendance policy and our Code of Conduct. If your son or daughter is new to the school, I encourage you to read the handbook together. If your child is returning to us, a quick review is still a good idea. We have made some changes. Though there are no tests based on this book, we do expect students to be reasonably knowledgeable about its contents!

Students, without question, learning should be your number one priority when you come to school each morning. However, I encourage you to do more than just attend school for your academic courses. There will be numerous opportunities to get involved in school life: sports, music, F.O.R., grad executive, drama, yearbook and other clubs that you can help initiate. Doing so will enrich your high school experience and, we promise, you will not regret the extra effort you give.

Parents, on behalf of our staff here at the school, I invite you to be actively involved with your child's education. Don't believe the myth that your involvement needs to lessen as your child enters high school. Helping with homework, staying in contact with teachers, volunteering in the school, joining the Parent Advisory Council or attending Mug and Muffin Mornings and Parent-Teacher interviews, are all ways that you can help us make FNSS the best possible place, not just for your child, but for all our students.

See you at school!

Sincerely,

Ray Irwin

## **PROFESSIONAL STAFF**

Mr. Ray Irwin, Principal  
Mrs. Lynne MacNeil, Vice Principal, Career Coordinator, SSRT  
Ms. Melissa Yurkowski, Vice Principal, Student Services Resource Teacher, English  
Ms. Patti Burt, Vice Principal, Information Technology/Tech Coordinator  
Mrs. Ramona Allan, Home Economics  
Mrs. Debra Brown, Cosmetology  
Mr. Tim Dooling, Math, Physical Education  
Mrs. Kerri Earl, PE, English  
Ms. Rebecca Froese, Support Services Resource  
Mr. Greg Gerwing, Social Studies, Outdoor Survival, Science and Tech  
Ms. Corinne Goodman, Mathematics, Geography, Student Services Resource  
Mrs. Stephanie Henry, Library Resource Teacher, Graduation Transitions. Scholarships  
Mrs. Rhiannon Johnson, Science, Chemistry, Planning 10  
Mr. David Johnstone, Music  
Mr. Andrew Keller, Social Studies, English, History  
Mr. Lorne Kennedy, English, Communications  
Ms. Heather Marr, Physical Education, Health and Careers  
Mrs. Georgina Mercer, Mathematics  
Ms. Sarah Nay, Science, Biology, Information Technology, Student Services Resource  
Ms. Sherry Payne, Life Skills, Student Services Resource  
Mrs. Krista Peregoodoff, French, English, Health and Careers  
Mr. Alan Purves, Math, Science, Physics  
Ms. Meaghan Rae, Art  
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  
Mr. Scott Seddon, Auto Tech

## **SUPPORT STAFF**

Ms. Mary Brake, Secretary  
Ms. Victoria Clark, Resource Centre Technician  
Ms. Donia Deinstadt, Educational Assistant  
Ms. Jillian Durrant, Aboriginal Educational Durrant  
Mrs. Kathleen Ganson, Aboriginal Educational Assistant  
Mrs. Kathy Gaouette, Educational Assistant  
Ms. Anne Gordon, Youth and Family Worker  
Mrs. Karla Hodgson, Attendance Secretary  
Mrs. Gloria Irwin, Educational Assistant  
Mrs. Kiki Lindsey, Secretary  
Mr. Guy Reeves, Computer Technician  
Ms. Kanta Reddy, Community Links Coordinator  
Mrs. Violet White, Educational Assistant

## 2011-2012 SCHOOL CALENDAR

Friday Sept 2	Teacher In-Service Day / District Breakfast (no classes)
Tuesday Sept 6	First day Semester One, Term 1
	Classes in morning only, staff meetings (pm)
Wednesday Sept 7	First full day of classes
Sept 12-16	Common Assessment Week
Wednesday Sept 14	FNSS PAC Meeting
Wednesday Sept 16	Mug 'N' Muffin
Monday Oct 10	Thanksgiving (STAT holiday)
Wednesday Oct 12	FNSS PAC Meeting
Thursday Oct 13	Parent/teacher interviews (pm)
Friday Oct 14	Parent/teacher interviews (am) (no classes)
Monday Oct 24	Lifetouch Photo Day
Wednesday, Nov. 2	Literacy Day (non-Instructional Day – no classes)
Thurs/Fri, Nov. 3-4	District Pro-D Days (no classes)
Thursday Nov 10	End of Term I
Friday Nov 11	Remembrance Day (STAT Holiday)
Monday Nov. 14	First Day of Term 2
Wednesday Nov 9	FNSS PAC Meeting 7 pm
Wednesday Nov 23	Report Cards issued in Homeroom
Friday Nov 2	Term 1 Assembly, 10:30 am
Wednesday Dec.14	FNSS PAC Meeting
Friday Dec 16	Christmas Break begins after school
Dec 17- Jan 2	Christmas Break
January TBA	Lifetouch retakes/Grad photos
Tuesday Jan 3	Classes resume
January 9-13	Common Assessment Week
Wednesday Jan 11	FNSS PAC Meeting 7 pm
Friday Jan 27	End of Semester One, Term 2
Jan 23-27	School/ Provincial Exams
Monday Jan 30	First Day Semester Two, Term 1
Feb 6-10	Common Assessment Week
Wednesday Feb 8	FNSS PAC Meeting
Wednesday Feb 8	Semester One Report cards issued in Homeroom
Friday Feb 10	Semester One Final Assembly, 10:30
Tuesday Feb 14	Mug and Muffin
February 20	Winter Break
Tuesday Mar 6	Parent/teacher meetings (pm)
Wednesday Mar 7	Parent/teacher interviews (am) (no classes)
Wednesday Mar 14	FNSS PAC Meeting 7 pm
March 10– 25	Spring Break
Monday March 26	Classes Resume
Friday Apr 6	Good Friday (STAT Holiday)
Monday Apr 9	Easter Monday (STAT Holiday)
Wednesday Apr 11	FNSS PAC Meeting 7 pm
Friday Apr 13	Last Day of Semester 2, Term 1
Monday Apr 16	First day of Semester 2, Term 2
Thursday Apr 25	Report cards issued in Homeroom
Friday Apr 27	Term 3 Assembly
Wednesday May 9	FNSS PAC Meeting 7 pm
Friday May 18	Vacation Day (no classes)
Monday May 21	Victoria Day (STAT Holiday)
June 4-8	Common Assessment Week

Wednesday June 13 .....	Awards Ceremony (athletic /nonacademic) 1:15 pm
Wednesday June 20 .....	FNSS PAC Meeting 7pm
Friday June 19.....	Last day of classes
June 18 – 27 .....	School /Provincial Exams
Monday June 25.....	Awards Ceremony (Academic)
Friday June 29.....	Student’s Report Cards Issued
Thursday June 28.....	GRAD 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**

All BC secondary school students who are enrolled in Grade 10, 11 or 12 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. 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 meet expectations of the provincial Ministry of Education relating to Daily Physical Activity and to continue improving the instructional environment here at FNSS, we have included daily physical activity and tutorial time into the school timetable. This will allow us to meet more effectively with the requirements placed on the school and also provide more opportunity to assist those students having difficulty being successful here. The Daily Physical Activity (DPA)

expectations require that all students K-12 must participate in physical activities for a minimum of 150 minutes per week for each grade.

The FNSS timetable has 30 minutes at the start of each day to be used for a combination of Daily Physical Activity, student tutorials, and staff collaborative planning time.

The general model is as follows: DPA, Skill Development of Tutorials, and Staff Collaboration time will run daily from 8:45 to 9:15 am; the regular school block A, B, C, & D will follow in the order that they have for years at FNSS. During this time, staff will alternate weekly/biweekly supervising either DPA/Tutorials, or participating in collaborative work by departments or in other teams/groups to be determined. Staff will offer subject tutorials, homework rooms, or skills support classes that will alternate with the collaboration schedule. All grade 8, 9, 10 students and most seniors will be in mandatory tutorials if they are not in DPA.

Grades 8/9/10:

Students in Grades 8, 9, and 10 are enrolled in Phys. Ed. for only one semester. In the semester that students are not enrolled in PE, they will be expected to participate in the DPA block from 8:45 until 9:15. This is a requirement of the Ministry of Education and is not optional. Regular school and District attendance expectations, procedures, and policies apply. Students in Grade 8, 9, and 10 who are enrolled in Physical Education and therefore not required to attend the DPA, will be scheduled into tutorials, in order to increase their levels of success at FNSS.

Grades 11 – 12

As part of their Grad Transitions, students enrolled in grade 10-12 are required to engage in DPA of 150 minutes per week throughout the year. This may occur in Phys. Ed. or other courses at FNSS that meet the requirements, extracurricular school or community teams, or through documented personal fitness programs. Senior Students are also expected to attend tutorial classes to complete their Graduation Transitions program requirements, or if they are not meeting expectations in any subject.

### **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 clothing and clean shoes when using this facility.

### **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 using R.L. Angus, and if necessary, Board Office telephones. Busses will be available to transport students and community agencies will be notified as needed. If both FNSS and R.L. Angus schools are in an emergency situation, students and staff of both schools will be directed to the Fort Nelson Recreation Centre. 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 Ipods 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.

## **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 stored in lockers during Physical Education class. Students are responsible for the care and safety of all of their personal belongings.

## **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 sit 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 23, 2011
2. Final, Wednesday, February 8, 2012

Semester 2:

3. Mid Term, Wednesday, April 25, 2012
4. Final, Friday, June 29, 2012

## 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**

Provincial Examinations for English, Math and Science 10; Social Studies 11; and the mandatory English/Communications 12

## **PROVINCIAL GRADE 10 AND 11 EXAMINATION REREADS**

Students questioning their marks received on Grade 10/11/12 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**

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.

### **STUDENT DRESS CODE**

Under School Board Policy 5260, the school Principal (administration) has the authority – and responsibility – to ensure that student clothing is appropriate in school. FNSS is a place of educational business and 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.”

### **GUIDELINES FOR STUDENT DRESS**

- 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’), and 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**

**POLICY:**

1. Hats and head wear may be worn 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 and at school functions at the discretion of the staff member in charge of that area or function. Hats and head wear must conform to established school expectations regarding inappropriate symbols, slogans, and other features.
3. 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.

**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 to obtain a late slip.
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 should be in contact with parents or guardians of students who are frequently 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 needed material 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 8:45 am. Help Centre suspensions will normally be scheduled from 9:15am – 3:45pm.

**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**

Locker assignments will be made by Homeroom 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 \$6.00.
3. The locker is to be kept clean and food stuffs are to be removed on a regular basis.
4. Students are responsible for cleaning and removing all material from their lockers at the end of the year or when they leave the school.
5. 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.
6. Permission to use the locker may be terminated where a student does not comply with the conditions of use or school policies or rules.

## **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**

- 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.
- students under home suspension or suspension to the DRC are not permitted to attend school dances.

## **TO AND FROM SCHOOL**

- a. 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.
- b. 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 suspension from riding on the school bus.
- c. 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.
- d. Snowmobiles and or Quads are not allowed on school property.

**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. Personal stereo devices, ie. iPods or 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 or knives).

## **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 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).

## **DISTRIBUTED LEARNING**

Fort Nelson Secondary offers a full range of course options for students. Enrollment in distributed learning courses 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 Support Blocks where teachers can help students with their courses and monitor their progress. All students pay a \$100 text deposit which is refundable when text books are returned. Contact Ms. Burt for information on how to register for courses. For further information 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 various teams include:

Volleyball  
Basketball

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. These include:

Yearbook  
Environmental Club  
Jazz Band

Drama Club  
Chess Club  
Art Club

Aboriginal Lunch Study  
Due Drop In

## **PASSPORT TO EDUCATION**

### **Award Background**

The Passport to Education recognizes and rewards student achievement in Grades 10 – 12 in a broad range of academic and non- academic areas. The intent of this Ministry of Education program is to motivate all students to study consistently during the years leading to graduation, and to encourage secondary school students to pursue further education through post secondary institutions and job-training programs. At F.N.S.S., the Passport to Education Awards are given out at the Academic Awards Ceremony.

The number of passports is determined each year by the Ministry of Education (MoE), and the calculation is based on students' best 6 courses. Student recipients must be Canadian citizens and take a minimum of 6 courses in a school year to be considered. The MoE guidelines stipulate that schools must look beyond grades in the selection process: 2/3 of the weighting is on academic standing and 1/3 of the weighting is on non-academic qualities, such as citizenship and service.

Value of Passport stamps:  
Grade 10 & 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.

### **AWARDS**

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/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, or equivalent, for the year end Honour rolls. Students must be enrolled in a minimum of three FNSS courses for term Honour rolls. Only FNSS course marks will be used to calculate grade standing. Students with any mark of less than 60% will not be eligible for the A or B Honour Roll.

#### **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.

### **SCHOOL CAFETERIA**

The school cafeteria is open before school and at noon. A seating area is provided in the cafeteria and students are asked to keep this area clean. 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**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
8:45 – 9:15	DPA/Tutorial	DPA/Tutorial	DPA/Tutorial	DPA/Tutorial	DPA/Tutorial
9:18 – 10:18	A	B	C	D	ROTATE
10:23 – 11:23	B	A	D	C	ROTATE
Break	Break	Break	Break	Break	Break
11:33 – 12:23	B	A	D	C	ROTATE
<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
1:08 – 2:08	C	D	A	B	ROTATE
2:13 – 3:13	D	C	B	A	ROTATE

**FNSS DAILY SCHEDULE 2010-2011**

Advance Bell		8:40
DPA/Tutorial Block	30 min.	8:45 – 9:15
Period 1	60 min.	9:18 – 10:18
Period 2	60 min.	10:23 – 11:23
Break	10 min.	11:23 – 11:33
Period 3	50 min.	11:33 – 12:23
Lunch	45 min.	12:23 – 1:08
Period 4	60 min.	1:08 – 2:08
Period 5	60 min.	2:13 – 3:13

**FORT NELSON SECONDARY SCHOOL  
ATTENDANCE POLICY AND PROCEDURES  
2011/2012**

**Philosophy and Background:**

Research shows that regular attendance and school success go ‘hand in hand’ and that excessive absenteeism is directly related to students dropping out of school. Our objective is to help students achieve success throughout their high school years by encouraging regular school attendance.

Not all classroom work can be made up. Explanations, clarifications, discussions, opportunities for feedback, and group learning activities are invaluable components of an effective learning environment. Excessive absences adversely affect academic achievement.

The School Act (Article 3) requires that all children who reside in British Columbia must participate in an educational program provided by the Board until he or she reaches the age of 16 years.

The general goals of the Fort Nelson Secondary School’s attendance policy are to

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

We believe that it is our responsibility to provide effective instruction and encourage students to attend and be involved in their education and in the school community. The final responsibility, however, falls to the students and their parents/guardians. With this in mind, we feel that communication is essential, and we endeavor to keep parents informed of their child’s absences on a daily basis.

An absence is an absence, regardless of the reason. Each absence results in a lost learning opportunity in the classroom, which may not be regained. Students are responsible for any schoolwork that they have missed.

**Home/School Communication and Attendance Procedures:**

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 any work they miss during an absence.

Parents/Guardians are requested to call the school or provide a written explanation to the school office (774-6958) if a student(s) in their care is going to be absent from class(es). Upon returning to school, a student may be required to bring a note from a parent or guardian confirming that the parent is aware of the student’s absence.

If late for any class, the student must sign in at the office for a ‘late slip’ immediately upon arrival and proceed promptly to class.

We believe that parents need to be aware of all student absences; therefore, the FNSS Attendance Clerk contacts the parents/guardians of absent students if they fail to contact the school.

## **Absences:**

There may be numerous reasons for not attending classes. An example is travel from Fort Nelson for orthodontic work. The following reasons for absences have been taken into consideration in arriving at the allowance of 20 absences in any one class per semester as the criteria in this policy:

1. Student illness
2. Medical, Dental, or out-of-town Specialist appointments
3. Serious illness or death in the immediate family
4. Family emergency
5. Observance of a religious holiday
6. Employment
7. Truancy: on or off property
8. Family vacation
9. Other absence not approved by the school (**see note below**)

**NOTE:** Absences due to school activities or events, i.e. field trips, sports trips, or suspensions, or school approved community activities or events, are excluded from the attendance expectations criteria regarding course withdrawal. Students are responsible for schoolwork missed.

School approved community activities or events may include those operated by recognized community organizations to promote healthy lifestyle and recreational practices, such as Minor Hockey, Figure Skating, Cadets, Dance, Swimming, etc.

It is the school's expectation that parents and the officials of any such organization will liaise closely with the school office to ensure accurate attendance information is recorded and absences are limited.

If a student is missing or is scheduled to miss more than ten days of school for medical or mental health concerns, hospital/homebound teaching services are available. Parents can request this service by calling Mr. Ray Irwin, Director of Instruction, at 774-2591 or by contacting the Fort Nelson Secondary Administration.

## **Student Attendance Criteria and Procedures:**

Classes may have volunteer peer student mentors/teaching assistants, students gaining teacher assistant credits, or Support Staff Educational Assistants to review missed assignments after students return from an absence.

Teachers will keep copies of hand outs/assignments/tests etc. available for peer helpers, EAs, or student Teaching Assistants to use. A location other than the classroom may be used for the completion of missed assignments if appropriate/ available.

At 5 absences from class in any one subject, teachers will meet with students and parents or have a documented phone call to parents.

At 10 absences from class in any one subject, the School Counselor will meet with students and a letter will be sent to their parents/guardians. Other teacher or administrative support interventions should be ongoing and other school, community, or district resources may be accessed at this time, i.e. hospital/homebound instruction; drug and alcohol counseling; academic assessment, etc.

At 15 absences from class in any academic core subject (English, Math, Science, Social Studies), the FNSS Administration will meet with students and their parents or guardians.

At 20 absences from class in any academic core subject, students who are not passing may be withdrawn from the class or classes. A student may complete the course(s) through an alternate program of studies, receive a support class to assist with his/her success in other classes, and/or be referred to the District Discipline Review Committee (DRC).

**NOTE:** Students in grades 8, 9 and 10 do not have partial programs/timetables unless directed by the District Discipline Review Committee, School Administration, or FNSS Special Education Department.

Parents will be informed in writing of any timetable changes that have been applied and this option will have been discussed at previous parent-student meeting(s).

# **FNSS ATTENDANCE PROCEDURES**

## **5 ABSENCES** from class in any one subject:

- teacher-student-parent meeting or a documented phone call with parents.

## **10 ABSENCES** from class in any one subject:

- School Counselor-students meeting +
- letter will be sent to their parents/guardians.
- teacher or administrative support interventions ongoing +
- other school, community, or district resources may be accessed at this time, i.e. hospital/homebound instruction; aboriginal student support; drug and alcohol counseling; academic assessment, etc.

## **15 ABSENCES** from class in any core academic subject:

- students- parents/guardians – administrator meeting

## **20 ABSENCES** from class in any core academic subject

- students who are not passing class(es): may be withdrawn
- students may complete the course(s) through
  - an alternate program of studies, and/or
  - receive a support class
- may be suspended indefinitely to the DRC

*An absence is an absence*, regardless of the reason. Each absence results in a lost learning opportunity in the classroom, which may not be regained.

*Absences due to school activities* or events, i.e. field trips, sports trips, or suspensions, or school approved community activities or events, are excluded from the attendance expectations criteria regarding course withdrawal.

*Students are responsible for schoolwork missed no matter the reason for their absence.*

**28-Jan-2011**