

**2019 - 20**

**NECHAKO VALLEY SECONDARY SCHOOL**

**STUDENT  
STAFF and PARENT  
HANDBOOK**

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Vice-Principal: Mrs. Denise Dowswell

## **Welcome to Nechako Valley Secondary School**

This booklet is designed to provide students and families with a reference for school policies and a calendar showing important dates to remember. Please use this booklet to make your school year successful.

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**NECHAKO VALLEY SECONDARY SCHOOL**

**BELL SCHEDULE FOR 2019-20**

<b>BELL SCHEDULE (Monday, Tuesday, Thursday, Friday)</b>	
8:37 a.m.	Warning Bell
8:47 a.m.	1 <sup>st</sup> Period Begins (66 min.)
9:53 a.m.	1 <sup>st</sup> Period Ends
BREAK (5 min.)	
9:58 a.m.	2 <sup>nd</sup> Period Begins (64 min.)
11:02 a.m.	2 <sup>nd</sup> Period Ends
BREAK (10 min.)	
11:07 a.m.	Warning Bell
11:12 a.m.	3 <sup>rd</sup> Period Begins (63 min.)
12:15 p.m.	3 <sup>rd</sup> Period Ends
LUNCH BREAK (45 min.)	
12:55 p.m.	Warning Bell
1:00 p.m.	4 <sup>th</sup> Period Begins (63 min.)
2:03 p.m.	4 <sup>th</sup> Period Ends
BREAK (5 min.)	
2:08 p.m.	5 <sup>th</sup> Period Begins (63 min.)
3:11 p.m.	5 <sup>th</sup> Period Ends

<b>BELL SCHEDULE (Wednesday collaboration days)</b>	
8:37 a.m.	Warning Bell
8:47 a.m.	1 <sup>st</sup> Period Begins (69 min.)
9:56 a.m.	1 <sup>st</sup> Period Ends
BREAK (5 min.)	
10:01 a.m.	Collaboration Begins (43 min.)
10:44 a.m.	Collaboration Ends
BREAK (10 min.)	
10:49 a.m.	Warning Bell
10:54 a.m.	2 <sup>nd</sup> Period Begins (69 min.)
12:03 p.m.	2 <sup>nd</sup> Period Ends
LUNCH BREAK (45 min.)	
12:43 p.m.	Warning Bell
12:48 p.m.	3 <sup>rd</sup> Period Begins (69 min.)
1:57 p.m.	3 <sup>rd</sup> Period Ends
BREAK (5 min.)	
2:02 p.m.	4 <sup>th</sup> Period Begins (69 min.)
3:11 p.m.	4 <sup>th</sup> Period Ends

<b>BLOCK ROTATION</b>			
Mondays	Tumble 1	1, 2, 2, 3, 4	Day 1
Tuesdays	Tumble 2	2, 1, 1, 4, 3	Day 2
Thursdays	Tumble 3	3, 4, 4, 1, 2	Day 1
Fridays	Tumble 4	4, 3, 3, 2, 1	Day 2
Wednesdays	Tumble 1,C,2,3,4	Always Day 2 except after holiday Monday	

### **School Supplies for Grade 7**

50 pencils	2 white erasers	20 black/blue pens
pencil crayons	1 memory stick	1 pack of lined paper
calculator	2 coil bound notebooks	4 duo-tangs
Multi-subject binder (optional)	1 box of Kleenex (classroom supply)	
Gym shoes (non-marking)	gym strip	

### **School Supplies for Grade 8**

75 pencils	2 white erasers	20 black/blue pens
pencil crayons	1-16 MB memory stick	200 sheets of lined paper
2 large glue sticks	1 pair of scissors	1 ruler
2" zipper binder w/ dividers	8 duo-tangs	1 box of Kleenex (classroom)
1 scientific calculator	4 coil bound notebooks – 140 pages	
Gym shoes (non-marking)	gym strip	

### **School Supplies for Grades 9-12**

Zippered binder with dividers	loose leaf paper
Pencil case that can be snapped into binder	pencils
Pens (not gel pens)	pencil crayons
Ruler	math set/scientific calculator
Erasers	

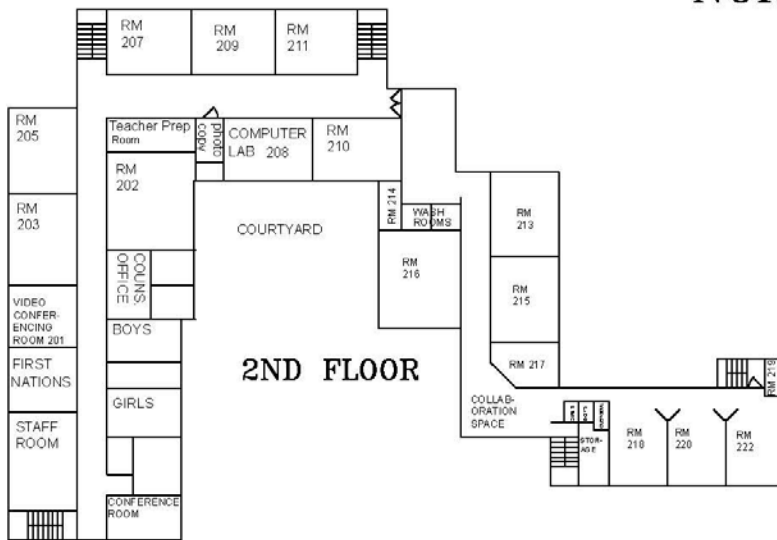
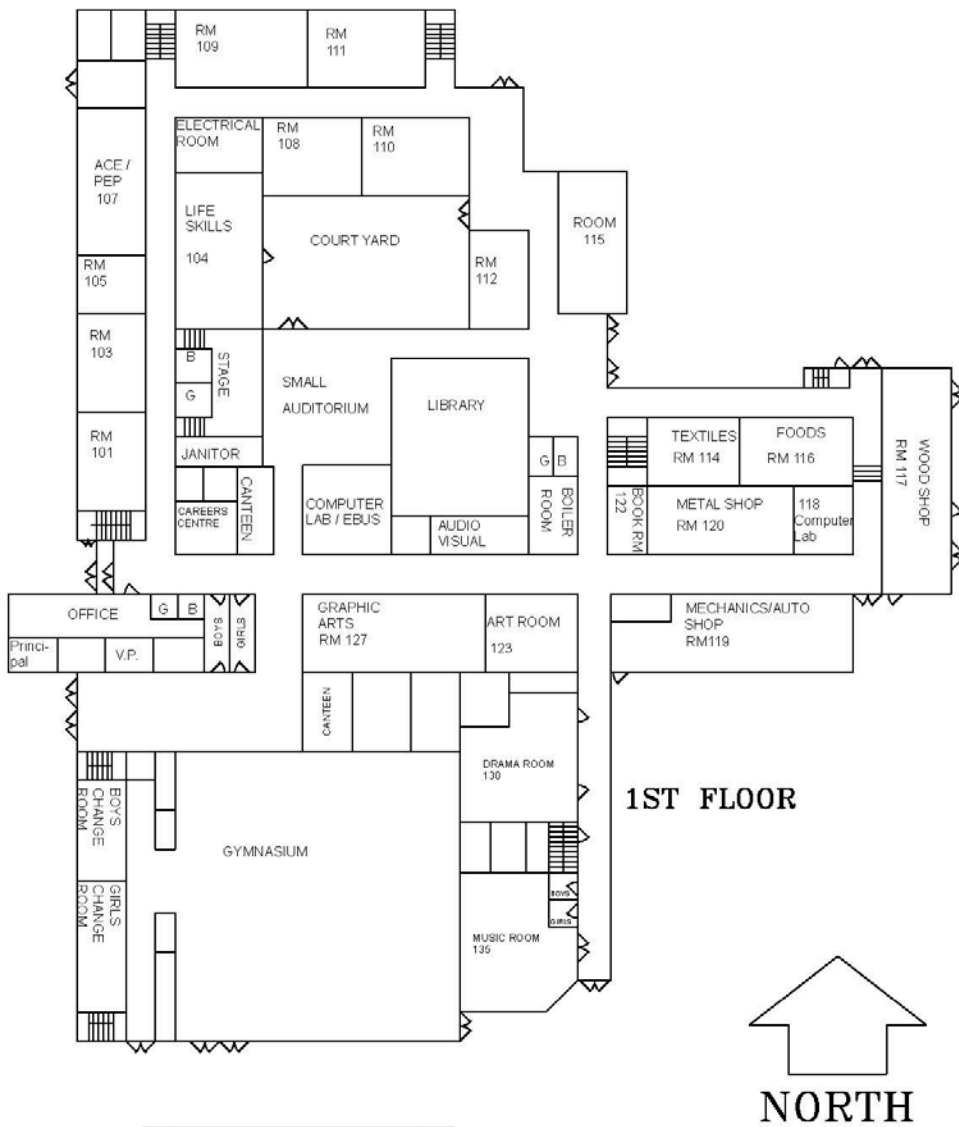
Teachers will advise students of any other materials that may be needed for specific classes.

<b>STUDENT TIMETABLE</b>					
<b>Semester One</b>					
<b>PERIOD/DAY</b>	<b>MONDAY Day 1</b>	<b>TUESDAY Day 2</b>	<b>WEDNESDAY times are different</b>	<b>THURSDAY Day 1</b>	<b>FRIDAY Day 2</b>
<b>(66 min)</b> <b>8:47 – 9:53</b>	1	2 (Gr. 8 Rotation)	Block 1 8:47-9:56	3	4
<b>(5 min)</b>					
<b>(64 min)</b> <b>9:58 – 11:02</b>	2 (Gr. 8 Rotation)	1	Collaboration 10:01-10:44	4	3
<b>(10 min)</b>					
<b>(63 min)</b> <b>11:12 – 12:15</b>	2 (Gr. 7 Rotation)	1	Block 2 (Gr. 7 Rotation) 10:49-12:03	4	3
<b>(45 min)</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH 12:03- 12:43</b>	<b>LUNCH</b>	<b>LUNCH</b>
<b>(63 min)</b> <b>1:00– 2:03</b>	3	4	Block 3 12:48-1:57	1	2 (Gr. 8 Rotation)
<b>(5 min)</b>					
<b>(63 min)</b> <b>2:08 – 3:11</b>	4	3	Block 4 2:02-3:11	2 (Gr. 7 Rotation)	1

<b>STUDENT TIMETABLE</b>					
<b>Semester Two</b>					
<b>PERIOD/DAY</b>	<b>MONDAY Day 1</b>	<b>TUESDAY Day 2</b>	<b>WEDNESDAY times are different</b>	<b>THURSDAY Day 1</b>	<b>FRIDAY Day 2</b>
<b>(66 min)</b> <b>8:47 – 9:53</b>	1	2 (Gr. 7 Rotation)	Block 1 8:47-9:56	3	4
<b>(5 min)</b>					
<b>(64 min)</b> <b>9:58 – 11:02</b>	2 (Gr. 7 Rotation)	1	Collaboration 10:01-10:44	4	3
<b>(10 min)</b>					
<b>(63 min)</b> <b>11:12 – 12:15</b>	2 (Gr. 8 Rotation)	1	Block 2 (Gr. 8 Rotation) 10:49-12:03	4	3
<b>(45 min)</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH 12:03- 12:43</b>	<b>LUNCH</b>	<b>LUNCH</b>
<b>(63 min)</b> <b>1:00– 2:03</b>	3	4	Block 3 12:48-1:57	1	2 (Gr. 7 Rotation)
<b>(5 min)</b>					
<b>(63 min)</b> <b>2:08 – 3:11</b>	4	3	Block 4 2:02-3:11	2 (Gr. 8 Rotation)	1

Wednesday is the day for Collaboration. Rotation is 1C234.

# NECHAKO VALLEY SECONDARY SCHOOL FLOOR PLAN





## ATHLETIC/SPORTS EXPENSES

We would like parents to be aware that all team sports have expenses. These include transportation, accommodation, entry fees, training, etc. At the start of each season the coach will be giving a parent information package to the student and parent outlining the estimated season costs and itinerary. If you do not receive this package contact either the coach or NVSS office for this information. We are asking that a minimum 1/3 season payment be made at the start of the season. This will enable players to get their uniform. If there is difficulty paying this fee please contact NVSS administration to make arrangements.

We are also asking that uniforms be cleaned and returned promptly at season end.

## ATTENDANCE POLICY

Regular, prompt attendance is an expectation at NVSS, and is essential for students' academic success. Parents should ensure their children are in attendance at school. Parents and students should understand and meet the following expectations:

1. **Parental Notification.** In the event a student is going to be absent, late, or required to leave school early, the school office requires notification.
2. **Excused Absences.** Some examples of excused absences may include: illness, emergency, bereavement, religious observance, athletic events, and medical/legal appointments that cannot be rescheduled
3. **Planned Absences.** In the event that a planned absence is expected, parents are requested to notify the school office well in advance. This would include any extended period of time where parents plan to remove their children from classes. Teachers should also be notified so that arrangements for work missed can be made.
4. **Class.** Be on time, and be seated before the bell rings. Don't forget to bring all necessary equipment: textbooks, pencils, pens, ruler, etc.
5. **Departure from school during the school day.** No student in Grades 7-10 will be permitted to leave school during class time unless the office receives a note or phone call from a parent. Students in Grades 11 or 12 will be permitted to leave school during class time if they have an approved study block form on file. For other absences we require a note or phone call from a parent in order to excuse the absence. **In ALL cases, before leaving school, students must sign out at the office,** and report back to the office upon returning to the school.
6. **Making Up Work.** It is the student's responsibility to make up any work they have missed while absent. It is expected that work assigned during a student's absence will be completed according to an agreement reached between the student and the respective teachers.
7. **Halls.** Students (including those on study blocks) should not be in the halls during instructional (class) time.
8. **Monthly attendance monitoring** is conducted by administration and will automatically flag 7 or more unexcused absences, and/or 10 or more late arrivals to class. Parents/guardians will be contacted if there are numerous unexcused absences, and/or late arrivals to class occurring in a month. If lack of attendance continues this will be followed up by a student and parent/guardian meeting with administration and/or an attendance contract.

## AWARDS

Assemblies are held to recognize student achievements in all areas. In June a Celebration of Learning is held for Grades 7 to 8. An Awards Assembly is also held for Grades 9-12 to recognize student achievement in the areas of academics, fine arts, athletics and service. Students who are involved in volunteer work either at school or in the community should make their sponsor teacher or the Career Counsellors aware of their service hours.

### Year End Awards:

Grade 12 students are awarded Golden Vs with pins to recognize outstanding achievement in the following areas:

- Academic - student must have been on ALL Honour Rolls for 4 high school years (Grades 9-12).
- Athletic - student must have played on a team all 5 years (Grades 8-12), plus acquiring the required points.
- Fine Arts - student must have participated in Fine Arts for a minimum of 5 years of high school, at least 3 at NVSS; have a minimum of 120 points; and a score of 20 points in each of the last 2 years of school.
- Service - student must have over 370 hours of community service.

### Grad Awards:

Citizenship - to a student who demonstrates outstanding service to the school and community throughout his/her high school years.

Jackie Nicholson - to an outstanding senior student who best exemplifies Jackie Nicholson's own contributions to the high school. This person is friendly, trustworthy and caring. He or she gives generously and unselfishly of their time in a non-judgmental way, carrying out the more unnoticed, but essential, services required in the day to day functioning of the school.



## Grad Awards continued

Outstanding Grad - to a student who demonstrates outstanding performance in three of the following areas (academics, athletics, fine arts, applied skills or service). The minimum standard would be 3 out of 5 areas at the Large Golden V Level.  
Outstanding Academic Grad - to the student with the top Grade Point Average over grades 10, 11 and 12.

Pete Rodseth Environmental Stewardship - to a student who has displayed a passion for the environment, a commitment to its protection, and a history of active local involvement.

## CALL-OUT

We have a call-out system in place. If your son/daughter has been absent or late for class you will receive a call notifying you of this.

We will also be able to make calls regarding school events such as Awards Day.

In order to maintain this system we will need current address and email information. Please contact the school office whenever this information needs to be updated.

## CAPSTONE PROJECT

**Career Life Connections:** Career Life Connections is a requirement for all BC secondary school students who are enrolled in grades 10, 11 or 12. This course replaces *Graduation Transitions* and builds on skills learned in Career Life Education 10. It is an opportunity for students to reflect on their personal development, knowledge and abilities and plan for life after graduation by collecting evidence of their learning in the following required areas:

**Community Connections:** Students are required to participate in a minimum of 30 hours of work experience and/or community service in grades 10, 11 or 12.

**Capstone Project:** Formerly known as *Graduation Transition Plan*, The Capstone Project is a culminating project that allows students to demonstrate their learning using an area(s) of interest as the basis for the presentation. Ideally, this would be in areas in which they are passionate and anticipate they will pursue after graduation. In Career Life Connections, students will design, assemble, and present a capstone project to an audience to demonstrate personal learning and achievement (in and out of school), growth in the core competencies, and a reflection on the post-graduation plan. Teachers will guide students through this process in Grade 12.

## CAREER CENTRE

The Career Centre is located across from the NVSS office. Services provided include:

- Career Program planning
- Career Life Education & Connections
- Work experience scheduling
- Capstone Project supervision
- Apprenticeship programs
- Career Contacts
- Career and Education Explorations
- Career Projects

Check with the Career Centre for Project dates.

## COMMENCEMENT CEREMONIES

All students completing their **graduation requirements by June 30 of their Grade 12 year** at NVSS are entitled to participate in the commencement ceremony. To meet graduation requirements the Career Life connections (CLC) and Capstone Projects must be completed and presented before the end of May 2019.

In September, students who are on track to complete graduation requirements will be placed on a provisional Commencement Ceremony list. This list will be reviewed at the end of the first semester. Students who have failed courses in first semester may be removed from the Ceremony list if they will not be able to meet graduation requirements by the end of the school year. Students who do not complete their CLC's before the end of May 2019 may also be removed from the Ceremony list.

## COURSE CHANGES

As a general rule, no course changes are made after **September 13 in Semester 1 and January 31 in Semester 2**.

Approved course changes after these dates will only be made as a result of recommendation from a teacher/counsellor or administrator, or because of changes in the Student Learning Plan. Students wishing course changes should see a counsellor. All course changes require parental approval.

## DANCES

Doors are open for the first hour of operation. If a student or guest leaves the dance, he/she may not return. All students and guests are expected to abide by the Student Code of Conduct. Students in violation may be suspended from school and from all dances, including prom, for one calendar year.

**Guest invitation** forms can be obtained from the office during the week of the dance, but will not be accepted after 1:00 p.m. the day before the dance. NVSS Administration will approve, or not, invitations prior to the day of the dance. Students who submitted invitations should check with the office during the afternoon of the dance.

The **late arrival** sheet will be posted on the office counter the day of the dance. Students who anticipate arriving late should put their name(s) on the sheet, along with the reason and anticipated time of arrival.

## DRESS CODE

At Nechako Valley Secondary School we respect all individuals. **Staff and students are expected to wear clothing that is appropriate for the work setting.**

Students are not permitted to wear clothing or accessories that express message of violence, hate, drugs, alcohol, profanity or sexuality. Those who choose to wear inappropriate clothing will be asked to change. Repeated non-compliance will lead to a meeting with parents/guardians and could include suspension.

## ELECTRONIC DEVICES (Cell phones, iPods, etc.)

The use of technology is impacting all areas of our lives. Cell phones and iPods are common accessories for teenagers and most have a digital camera or access to one. While we cannot control teenagers bringing these devices to school, we are working with our students on their appropriate use and etiquette.

Our classrooms are places of business.

Students need to

- listen to instruction
- be respectful of ways in which other students learn, and
- be mindful of the teacher's responsibilities to all students.

Electronic devices should only be used with the permission of the teacher.

The use of digital cameras, or any recording device, in public situations is especially sensitive. Photos/videos of any kind cannot be taken without the permission of the person being photographed/recorded. Cameras must never be taken into areas such as washrooms and change rooms.

Please be aware that the misuse of any electronic device may result in it being confiscated. If this happens, we will ask that a parent/guardian come to the office to collect the item.

## EXAMINATIONS

	Semester 1	Semester 2
Mid-terms	November 4 - 8	April 14 - 17
Final Exams	January 22 - 24	June 17 - 19
Grad Assessments	Nov 2019	April 2020

### School Policy

No extra-curricular practices, rehearsals or games will be scheduled for the two days prior to, nor during the week of school and/or Provincial exams.

## FEES

General student fee - \$10.00

There are no fees for any courses. Basic project supplies will be provided for each student or, if the student wishes to have different or higher quality supplies, he/she will have the option of purchasing his/her own supplies. Example: If a student is making a cabinet in Woodwork class, pine will be provided to make a smaller version of the cabinet. However, the student will have the option of purchasing oak with which to build his/her cabinet.

## FINE ARTS

In order to receive credit for a Fine Arts award, students must be involved in extra curricular NVSS Fine Arts activities. Each activity is assigned a point system that is calculated cumulatively from grades 7-12. Points are to be awarded by the teacher supervisor or the Fine Arts Department representatives.

### NVSS Fine Arts Activities

**Theatrical Production:** maximum of 20 points

**Drama Festival:** maximum of 10 points

**Dance Performance:** maximum of 5 points

**Music Performance:** maximum of 5 points

**Art Festival:** maximum of 5 points

**Band:** maximum of 20 points

**Choir:** maximum of 10 points

Awards - each award may be given only once to a student

**Small V** is awarded to a student who has accumulated 50 points.

**Large V** is awarded to a student who has accumulated 100 points.

**Golden V** is awarded to a grade 12 student who

- o has participated in Fine Arts for a minimum of 5 years of high school, at least 3 at NVSS
- o has a minimum of 120 points; and a score of 20 points in each of the last 2 years of school.

*Prorating Hours for students who have not attended NVSS for their entire Secondary School career.*

<u>Years (at NVSS)</u>	<u>Small V</u>	<u>Large V's</u>	<u>Golden V</u>	
5	50	100	120	
4	40	80	100	
3	30	60	80	
2	20	40	N/A (min. 3 yrs required)	
1	10	20	N/A (min. 3 yrs required)	

## FOCUS WEDNESDAY

Each Wednesday, we have a Focus Block from 10:01 to 10:44 a.m. We also serve a nutritious, hot breakfast which is available at the canteen prior to classes starting at 8:47 a.m. All students are expected to attend Focus blocks. Students in Grades 7-10 will be in homerooms during this block, where attendance is taken. Grades 11-12 will be getting assistance from teachers and making up missed tests and assignments. If you have any inquiries regarding this please contact Principal Ken Young.

## GRADUATION ASSESSMENTS

Graduation Numeracy and Literacy Assessments (Grades 11-12) assessment will be held in Nov 2019 and April 2020.

Students should access the Ministry of Education website for assessment scores:

<http://www.bced.gov.bc.ca/exams/> The student's 9 digit PEN is required.

## HONOUR CORDS FOR GRADUATES

Graduating students who have a Grade Point Average (GPA) of 3.0 or better for **Final Marks** in their grades 10, 11 and 12 courses will be recognized at the Year End Awards Assembly and will wear a gold cord during the commencement ceremony.

## HONOUR ROLL

The following scale is used to calculate Grade Point Averages (GPA):

A 4 points            C 2 points

B 3 points            C- 1 point

C+ 2.5 points

Students who receive a 3.0 - 3.49 average on their reports will be placed on the 2<sup>nd</sup> Class Honour Roll after each reporting period. Students who achieve a 3.5 - 3.99 average will be placed on the 1<sup>st</sup> Class Honour Roll and the students who earn a 4.0 average will earn a place on the Principal's Honour Roll. We process the Honour Roll during the first 3 reporting periods of the school year for Grades 9-12 students.

## Honour Roll continued

*Integrus Credit Union Honour Roll Program (for Grades 9-12 only):*

Students who achieve Honour Roll may bring their report card to the Integrus Credit Union for the following monetary awards:

1<sup>st</sup> or 2<sup>nd</sup> Class Honour Roll: \$5.00 per reporting period (maximum of 4 times in one calendar year) deposited into the students' Member's Plan 24 Honour Roll Account

Principal's Honour Roll: \$15.00 per reporting period (maximum of 4 times in one calendar year) deposited into the students' Members Plan 24 Honour Roll account.

Rewards must be claimed within 30 days of the Report Card issue date, with the exception of final payout, which must be claimed within 90 days of grade 12 Report Card issue date and upon documented proof of graduation.

## HONOURS STANDING ON TRANSCRIPTS

If a student has completed graduation requirements and obtained a Grade Point Average (GPA) higher than 3.0 (a better than B average), the student's transcript will include the phrase "with Honours Standing."

## LOCKERS \*\* See note under Valuables\*\*

Lockers will be assigned during lunch and before/after school once students have paid the student fee (which includes a locker rental amount) and signed the locker usage agreement form. After the first week of school lockers will be assigned through the office. Student must use the assigned school lock. **STUDENTS ARE REMINDED TO KEEP THE COMBINATION SECRET AND MAKE SURE THE LOCKER IS ALWAYS SECURELY CLOSED.** Students are responsible for keeping their lockers clean and free of graffiti and inappropriate material. During final exam week in June students will return their locks to the office and receive \$1.00.

When enrolled in PE classes, students are assigned a locker in the change room.

## LIBRARY

The library opens at 8:30 a.m. and closes at 3:30 p.m.

## MESSAGES FOR STUDENTS

Parents are encouraged to remind students of appointments before leaving for school in the morning. When necessary, the school office will take messages for students, but *will not interrupt instructional time to call students to the office.*

## NEWSLETTERS

Newsletters are mailed home approximately once a month.

## PARENT ADVISORY COMMITTEE

Monthly meetings of the NVSS Parent Advisory Committee (PAC) are announced in newsletters. All parents are invited to attend and participate in the PAC.

## REPORTING

Performance in a course is reported on a regular basis. There are four formal report cards, two interim reports and two at-risk reports for Grades 9-12 during the school year. Grades 7 & 8 have 3 formal report cards and will also be updated throughout the year with Fresh Grade. Fresh Grade is an on-line reporting system. Further information on Fresh Grade will be available in September from the student's teacher. Students should know where they stand at all times in each subject. Therefore, it is a good idea for students to keep a personal record of progress in each subject area. Parents are encouraged to contact teachers at any time for up-to-date reports. Parents, please ensure that there is current contact information (address, phone number and email address) in our school system.

Teachers use the following percentage breakdowns as a guideline for assigning letter grades:

LETTER GRADES		WORK HABITS	
A	86% and higher	E	Excellent
B	73 - 85%	G	Good
C+	67 - 72%	S	Satisfactory

**Reporting continued**

- C 60 - 66%                      N        Needs Improvement
- C- 50 - 59%
- F 0 - 49% (Failed or Failing)
- I Learning Outcomes have not been met - The student is making progress but it has been determined that additional time is required.
- W The student has withdrawn from the course.

**SCHOLARSHIPS**

Grade 10, 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 10 begin to look at the criteria for scholarships and bursaries. This information is available through the counsellors.

**SERVICE AWARDS:**

We wish to recognize and thank students who voluntarily give their time and energy in support of the school and community. We do this at the Celebration of Learning (Gr. 7/8) and Awards Assembly (Gr. 9-12) at the end of the year. To be as impartial as possible, we have established a system of recording voluntary service as "Service Hours". When a student voluntarily performs a service, a teacher sponsor or observer records the information and passes it on to Mrs. Vahi, school counsellor. The annual hours are then tabulated and accumulate over the 6 years at NVSS.

Each award can be received only once.

<b>Certificate</b>	<b>Any Grade</b>	<b>50 hours</b>
<b>Small V</b>	<b>Any Grade</b>	<b>100 hours</b>
<b>Large V</b>	<b>Grade 10-12</b>	<b>200 hours</b>
<b>Golden V (Pin)</b>	<b>Grade 12</b>	<b>370 hours</b>

PRORATING HOURS NEEDED FOR V'S		
Especially for students who have not attended NVSS for their entire Secondary School career.		
YEARS (At NVSS)	LARGE V'S	GOLDEN V'S
1	75	150
2	110	200
3	150	250
4	175	300
5	200	370

**Descriptions of VOLUNTARY SERVICE:**

**IN SCHOOL:** (Class work is work that students receives marks or credit for).

**ACCEPTABLE**

**UNACCEPTABLE**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Service that benefits others</li> <li>• Service during student's time</li> <li>• Service enhances image of NVSS</li> <li>• Service that is not part of class</li> <li>• Service done without pay</li> </ul> | <ul style="list-style-type: none"> <li>• Service that mainly benefits the server</li> <li>• Service during class time</li> <li>• Service enhances image of the server</li> <li>• Service that is part of class work</li> <li>• Service that has payment attached</li> </ul> |
|--|---|

**IN COMMUNITY:**

- Selling (fundraising) for another program for the benefit of others
- Leadership (When organizing and providing leadership above and beyond what other students are doing within the same group. Could apply to groups doing fundraising, even for the group's benefit)
- Things one does on one's own that gives NVSS prestige
- Teaching others for free (Church, 4-H Club, etc.)
- Coaching (When not receiving class credit for it)
- Officiating (When not receiving class credit)
- Liaisons to School Board
- Clean up crews for free
- Candy Stripers
- Involvement in Community affairs

## Service Awards continued

**GENERAL SERVICE:** (Unless these activities result in marks, credit for courses, or pay).

- Helping staff members
- Helping other students
- Operating or repairing equipment
- Working in the library
- Assisting in the office
- Running errands

If you have observed students engaged in activities deserving of recognition for service, you will make the service awards more meaningful by letting us know who they are. Having the same student mentioned twice for an activity is better than not have him/her recognized at all. If the name and activity are given to us, we (office, careers and Glenda Vahi) will manage the bookwork. Please record the name of the student, the grade is possible, the activity in which he/she was involved and the estimated "hours" and submit to the NVSS office.

## SNIGS (Student Not in Good Standing)

An NVSS Student who is Not in Good Standing (SNIGS) may not be allowed to participate in extra curricular activities including teams, clubs, and school dances.

To be in good standing at NVSS, a student must:

- Attend all classes unless there is an appropriate excuse (illness, medical appts., family activities, etc.)
- Follow the student code of conduct at all times.
- Have no outstanding debt with the school.

## STUDENT BILLS

When a student has an outstanding school bill from the office he/she is a Student Not In Good Standing (SNIGS). If you have any questions regarding your bill, see Mrs. Horita in the office. If students have outstanding athletic bills they may not be able to participate in athletic activities unless arrangements are made for payment.

## STUDENT COUNCIL

Each year interested students volunteer to sit on the Student Council Executive. These students have a great deal to say and do with respect to student activities and act as the student voice to the administration.

Student Council Executive may include:

President	Social Convener
Vice-President	Clubs & Athletics
Secretary	Public Relations
Treasurer	Fine Arts
	Grade Reps at each grade level.

## STUDENT HEALTH INITIATIVES

NVSS has partnered with local professionals to bring a couple of excellent opportunities for our students' health needs. Both offerings take place in the counselling area.

### 1. Clinic Days

- 9am - 12:30pm on Wednesdays (September 11 - June 10)
- Local doctors are available on rotation to help students with any medical needs. Students are encouraged to schedule appointments at <https://nvssclinic.setmore.com/> but drop-in sessions may also be available. For drop-ins, just stop by the counselling office. If the clinic door is open, the doctor will do their best to fit you in.

### 2. Mental Health Days

- 9am - 12:30pm on Thursdays (September 12 - June 11)
- A certified mental health clinician from Nechako Valley Community Services is available each week to talk to and counsel students as needed.
- We are looking to set up a similar booking system for students to schedule appointments. In the meantime, students are welcome to drop in for this service.

## **STUDENTS TRANSPORTING STUDENTS**

As per School District 91 Policy No. 702.8R - "Under no circumstances will students be allowed to transport other students."

## **STUDY BLOCK**

Only students in Grade 12, as approved by the administration, may have a study block. There is an application process that students must follow before being granted a study block which includes meeting with a counselor to ensure that all graduation and post-secondary requirements will be met. Under special circumstances only may students in Grade 11 be granted a study block. This process will include a meeting between parents/guardians and administration.

## **SUSPENSIONS**

A letter is sent home after parents/guardians are contacted and informed of the suspension. Students are suspended pursuant to the authority of the Public School Act, Sections 85 (2cii)(2d) and 26(a)(b), School District Policy 502.1 and 502.2 and the N.V.S.S. Code of Conduct. Suspended students may not attend school functions or be on the school grounds without specific permission from the administrators. In keeping with school policy, homework will be provided.

## **TELEPHONE**

The student telephone is located in the main office. Calls should be kept short and may be made before school, at the break, during lunch hour, and after school.

## **TEXTS AND SUPPLIES**

The school will supply, without cost, the required textbooks to all students. However, if a student damages or loses a book, they may be required to pay for such damage or replacement as stated in the School Act.

## **TUTORING PROGRAM**

Tutoring 11 and 12 is a course available for senior students at NVSS to take as part of the regular schedule. Tutors may be assigned to a junior classroom for the semester or may be available for individual or small group sessions on a sign-up and referral basis.

## **VALUABLES**

School District insurance does not cover the loss of personal belongings in the school. Unfortunately, things do go missing and we cannot be responsible for these items. We advise students to be careful of personal belongings, keep lockers locked and combinations secret, and, whenever possible, leave valuable items at home.

PE lockers are available and students should use these whenever possible. Leaving clothing and valuables on the benches in the PE area is unwise.

## **WITHDRAWAL FROM COURSES**

Withdrawal from courses is restricted to students in grades eleven and twelve who must follow the following procedure:

Step 1: Request withdrawal with the teacher of the course;

Step 2: Meet with a counsellor for approval and processing of the withdrawal. Withdrawals require parent, teacher, counsellor and administrative approval. Approval may be withheld if the request to drop is too late in the semester.

**NVSS SCHOOL COMMUNITY MEMBERS CODE OF CONDUCT**

Prepared by THE NVSS DISCIPLINE REVIEW COMMITTEE

Comprised of Students, Parents, and Staff

Updated 2010

The Code of Conduct at NVSS has been developed based on the concepts of RESPECT AND RESPONSIBILITIES. If students learn to respect themselves and others, and their rights and the rights of others, then they need few other guidelines for their behavior.

Outlined in this Code of Conduct are the rights and corresponding responsibilities for the members of our school community. For those who cannot, or choose not to, RESPECT those rights and RESPONSIBILITIES we have included a list of some of the behaviors that will not be tolerated at NVSS along with recommended consequences.

It is the responsibility of all members of the school community to support the Code of Conduct and to ensure that it is fairly and consistently applied at school, extracurricular activities, and in the school neighborhood.

**GOOD NEIGHBOR POLICY**

According to Board Policy NVSS buildings and grounds are tobacco free areas. Students who must smoke should do so off of the school grounds in a designated area, and only during non-class times (before school, or at lunch hour.) In addition, students are expected to conduct themselves as responsible members of the neighborhood within which the school is located. Students must be courteous to the families living in the school neighborhood and respectful of their property. Students who engage in conduct which disturbs, disrupts or damages the persons or property of the school neighborhood may be subject to discipline.

**JURISDICTION**

The Code of Conduct applies to all students, staff and parents during regular school hours and also during any school sponsored activities.

**SCHOOL DISTRICT 91 Code of Conduct**

Policy No. 502.1 (Item 2.7)

It is expected that students will respect the diversity of our school community and the BC Human Rights Code which prohibits discrimination on the grounds of: Ancestry, color; family or marital status; physical or mental disability; place of origin, race, religion; sex; and, sexual orientation.

**STUDENTS**

<b><u>RIGHTS</u></b>	<b><u>RESPONSIBILITIES</u></b>
<ol style="list-style-type: none"> <li>1. Right to an education</li> <li>2. Right to learn without disruption</li> <li>3. Right to be treated with respect and dignity</li> <li>4. Right to a safe and positive learning environment free from harassment</li> <li>5. Right to be treated fairly</li> <li>6. Right to be involved in decisions regarding their education</li> <li>7. Right to a clean, healthy environment free of litter and vandalism</li> <li>8. Right to hear and be heard</li> </ol>	<ol style="list-style-type: none"> <li>1. Responsibility to come to class on time prepared to learn</li> <li>2. Responsibility not to disrupt the learning of others</li> <li>3. Responsibility to treat others with respect and dignity regardless of race, sex, cultural or social background</li> <li>4. Responsibility to bring a positive learning attitude into the school and to all classes</li> <li>5. Responsibility to treat everyone fairly</li> <li>6. Must accept the responsibilities to deal with the consequences of their decisions, both positive and negative</li> <li>7. Responsibility to help keep the school community clean and healthy and to not participate in, or tolerate by others, acts of vandalism</li> <li>8. Responsibility to voice comments in an acceptable way and the responsibility to listen to others.</li> </ol>

**PARENTS**

<b><u>RIGHTS</u></b>	<b><u>RESPONSIBILITIES</u></b>
<ol style="list-style-type: none"> <li>1. Right to have our children educated in a positive environment</li> <li>2. Right to feel welcome and free to approach staff and administration on any school matters</li> <li>3. Right to have our children in a safe, positive learning environment free of harassment; and to have students treated in a fair and consistent manner</li> <li>4. Right to be involved in decisions regarding our students' education</li> <li>5. Right to have input as part of the Parent Advisory Council (PAC) concerning decisions about school programs</li> <li>6. Right to be informed on a regular basis regarding school events and student progress</li> </ol>	<ol style="list-style-type: none"> <li>1. Responsibility to ensure our children attend school and to foster a positive learning attitude and good work habits</li> <li>2. Responsibility to work with staff &amp; students to find solutions to these matters and to be open to hearing all sides of issues</li> <li>3. Responsibilities include:               <ul style="list-style-type: none"> <li>-Encouraging thoughtful, informed decisions</li> <li>-Leading by example</li> <li>-Supporting the school staff in maintaining a safe environment</li> <li>-Helping students recognize and accept their responsibilities</li> </ul> </li> <li>4. Responsibility to be objective and fair               <ul style="list-style-type: none"> <li>-To seek information concerning our students</li> <li>-To be supportive of decisions</li> </ul> </li> <li>5. Responsibility to be supportive of and/or be involved with PAC process</li> <li>6. Responsibility to track student progress and/or attendance and to communicate with the school and staff whenever necessary</li> </ol>



## SCHOOL STAFF

<u>RIGHTS</u>	<u>RESPONSIBILITIES</u>
1. Right to be treated with respect as a valued member of the education community	1. Responsibility: -To recognize each student as an individual -To listen to students and parents -To protect the rights of students
2. Right to have each student come to class, on time, prepared to work	2. Responsibility: -To teach/facilitate learning -To have work prepared so that each student has an opportunity for an optimal education -To frequently and regularly inform the student of his progress
3. Right to work without disruptive interruption	3. Responsibility to seek to provide a positive learning environment
4. Right to have support from home	4. Responsibility to communicate with the home when appropriate
5. Right to have support from the administration	5. Responsibilities include; -supporting the administration in their decisions -making wise decisions concerning which students are referred to the administration -providing feedback about class composition
6. Right to have any student who is consistently rude, disrespectful or disobedient removed from class	6. Responsibility to seek solutions to effectively deal with such students; to document problems adequately and to forward to administration for assistance

### FOLLOWING ARE EXAMPLES OF SOME BEHAVIOURS THAT CANNOT BE ALLOWED IN OUR SCHOOL (updated June 2019)

Possession/use of illegal drugs, including alcohol

Smoking/vaping

Fighting or violent behavior

Abusive behavior towards others, either physical, verbal or emotional

Disruptive behavior

Providing/possession of weapons is prohibited. Students who wish to bring such items to school for projects or display must have prior approval and these items must be stored with the teacher in charge of that activity.

Continual lack of effort in class or towards studies

Continual tardiness or lack of attendance

Theft or vandalism (intentional damaging or defacing of school property or the property of others)

Skipping classes/school

Any type of bullying

### **POSITIVE BEHAVIOUR SUPPORT (FOCUS ON BULLYING)**

NVSS is taking steps to ensure that incidents of bullying and intimidation are reported and acted on by staff. What constitutes bullying?

Verbal Abuse – verbal insults, unfair criticism, name calling, persuading another person to criticize or insult someone, spreading malicious rumors and/or anonymous phone calls or e-mails.

Gestural Abuse – Threatening or obscene gestures, menacing stares, deliberate turning away or averting one's gaze to ignore someone.

Physical Means – Striking/hitting, throwing things, using a weapon, removing or hiding one's belongings, getting another person to assault someone.

Relational Bullying – forming coalitions against someone, persuading someone to exclude someone.

Sexual Harassment – Unwanted contact of a sexual nature, unwanted comments, which may be spoken or written, drawing attention to a person's actual or perceived sexual characteristics or sexual orientation. Comments or written messages that suggest a person lacks an acceptable sexual identity. Offensive finger gestures, cynically thrown kisses, or deliberate staring intended to embarrass. Spreading rumors verbally or written, about someone's sexual activities or orientation and seeking to have others treat that person inappropriately because of their sexuality, or perceived sexuality.

## **APPLICATION OF CONSEQUENCES FOR DISCIPLINE REFERRALS**

Behaviors that violate the school's Code of Conduct and infringe on the rights of others will be addressed in a firm, fair and judicious manner, taking into account all factors as stated in the BC Human Rights Code. Whenever possible and appropriate, the focus on consequences will be restorative in nature rather than punitive. Due process will be honored, and special considerations may apply to students with special needs due to having a disability of an intellectual, physical, sensory, emotional or behavioral nature.

All reasonable steps will be taken to prevent retaliation by a person against a student who has made a complaint of a breach of the code of conduct.

A list of consequences in order of severity may include:

Verbal reprimand	Counselling
Written reprimand	Inter-ministry involvement
Time out	Police involvement
Detentions	Alternate Program placement
Parent meetings	In-School Suspension (ISS)
School Service	1-5 day(s) out-of-school suspension
Compensation/Restitution	Home Schooling
Conflict Resolution intervention	Suspension to the District Discipline Committee
School Based Team intervention	Expulsion by the Board of Education
Behavioral Contract	

are examples that may warrant an initial consequence that imposes a 1 – 5 day automatic in or out-of-school suspension.

## **VIOLATIONS OF CODE OF CONDUCT**

Student violations will be reported to the administration using an office referral form. Referrals requiring administrative action may necessitate an investigation before the appropriate action can be determined. Depending on both the nature and the frequency of the incident, parents may also be involved with disciplinary decisions. Not all violations of the student code will be reported to the home, however fostering open communications with our community is a school goal and we will work hard to keep parents informed throughout any referral process which involves their children. All students and parent/guardians have the right to appeal, to the Superintendent of Schools, any discipline decision they feel is unwarranted or unfair.

**Note:** School District policy requires that all violations related to drugs and alcohol will be dealt with through discipline procedures.

Suspended students may not attend school functions or sporting events or be on the school grounds without specific permission from the administrators.

## **APPEAL PROCEDURE**

Any person who isn't satisfied with how any school issue is handled, should follow the following procedure:

1. Approach the individual responsible and express your opinion. If you are not satisfied, then,
2. Approach a teacher or the school administration. Once again express your opinion. If you are still not satisfied,
3. Approach an Assistant Superintendent of Schools, the Superintendent of Schools or a member of the Board of Education. Once again, express your opinion.