

Dear Students:

Welcome to a new school year! On behalf of the VSS staff we look forward to working with you as you use every facet of our school to maximize your educational opportunities and continue our tradition of *Pride on the Hill*.

Our school motto *Pride on the Hill* captures well VSS's reputation of students perpetually chasing their personal best. In addition, a pride is also a reference to family of cats, or more specifically in our case, *panthers*. At VSS we have always been more than a group of individuals pursuing personal excellence. As a pride, we are also a tight group or family bonded together in our shared drive for excellence. We both support and challenge each other in this pursuit to achieve even higher levels of excellence not possible as individuals. As a pride, *we take pride* in having a much greater responsibility and expectation of care, support, and drive.

This student agenda is a resource for you that outlines our school profile, school goals, bell schedule, graduation requirements, reporting process, recognition program, student code of conduct, specialty programs, general information for students and parents, and the school calendar. Please take the time to review this booklet and keep it as a reference for future questions. We are also now proudly offering this resource as part of our school app for students to access on their phones. This technology will allow us to update information when needed.

Communication is vital for a successful partnership. Please do not hesitate to contact myself if you have a question.

Looking forward to a great year!

Pride on the Hill

Mr. Malcolm Reid
Principal



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MISSION STATEMENT OF VERNON SECONDARY SCHOOL

Vernon Secondary School values the unique attributes of each individual. We seek to provide a secure environment in which learners strive to achieve their personal best. We seek to enhance the attitudes, knowledge, and skills of all students so that they may become lifelong learners and adaptable, contributing, and responsible citizens.

SCHOOL PROFILE

Vernon Secondary School enrolled its first students in September, 1968. For the next fifteen years, the school housed all of the grade 11 and 12 students from the Vernon and Coldstream areas. In 1983, Vernon School District Secondary Schools changed to an 8 - 12 structure and Vernon Senior Secondary School enrolled its first grade eight classes to become Vernon Secondary School. In January, 2013 the school proudly moved into a new \$38 million dollar state of the art building on the same grounds. The three-story LEED Gold rated building is on 184, 500 square feet and has a natural light design with water flow reductions, a ground source heat exchanger, and a geothermal field that makes VSS a carbon neutral success story.

Vernon Secondary has approximately 1,000 students, with fifty of these students being from various countries around the world as part of our district international program. The majority of our students come from our three elementary feeder schools; Silver Star, BX, and Hillview. In addition VSS regularly attracts at least thirty more students per year from outside these three schools. English is the primary language spoken in the homes of 97% of our students. VSS offers three language programs French, German, and Spanish. Ten percent of our students are Aboriginal and these students are serviced by our Aboriginal Support Worker. Ten percent of our students are also coded with a special education category. Ten of these students belong to our district Resource Room program for students with significant physical and/or intellectual challenges. VSS also offers a school based Life Skills program designed for students with mild intellectual, social and behavioural challenges. This program provides basic academic, job readiness, and life skills that they will need after high school. The majority of these students will be pursuing an “Evergreen” School Leaving Certificate. All our students have access to our School Support Services Team that includes 4 Learning Resource Teachers, 2 School Based Counsellors, a team of certified Educational Assistants, a North Okanagan Youth & Family Support Services Worker, a District Drug & Alcohol Counsellor, a Mental Health Worker, and an RCMP School Liaison Officer.

Vernon Secondary School has a proud history of achievements in athletics, fine arts, and academics. VSS athletes are recognized provincial contenders in football, volleyball, basketball, and cross-country running. Our Fine Arts and Applied Skills programs have earned a reputation for excellence in musical theatre productions, artwork, metalwork, woodwork, and automotive. Academically, VSS students have been recognized among the best in British Columbia in economics in the past few years. Most recently, VSS has received recognition for a variety of strong career education programs and its High Performance Program to support elite performers in Athletics and Fine Arts. The academic awards presented at our graduation ceremony regularly exceed \$150,000 through scholarships, grants, and bursaries. We proudly offer a number of ACE-IT Apprenticeship opportunities through our district coordinator.

SCHOOL GOALS

GOAL #1 TO IMPROVE ACADEMIC ACHIEVEMENT & SCHOOL COMPLETION

Objective #1 To increase the number of students who meet or exceed in reading, writing, and numeracy at all grade levels.

Performance Indicators Blended Final Marks for English 10, Apprenticeship & Workplace Mathematics 10, Foundations of Math and Pre-Calculus 10

Objective #2 To improve successful school completion.

Performance Indicators School Failure Rate, Academic Awards, Grade 10 to 11 Transition Rate, & Eligible Grade 12 Graduation Rate

GOAL #2 TO INCREASE STUDENT CONNECTEDNESS

Performance Indicators Discipline & Attendance Data

BELL SCHEDULE

8:30 am - 9:50 am	1 st Block
9:50 am - 10:05 am	BREAK
10:05 am - 11:25 am	2 nd Block
11:25 am - 12:04 pm	LUNCH
12:04 pm - 1:25 pm	3 rd Block
1:25 pm - 1:40 pm	BREAK
1:40 pm - 3:00 pm	4 th Block

PROVINCIAL GRADUATION REQUIREMENTS

We are presently in transition from the old 2004 Graduation Program to the new provincial curriculum and 2017/2018 Graduation Program. Students graduating in 2017 and 2018 will remain following the 2004 Graduation Plan requirements. 2018 graduates will not write the Social Studies 11 and English 12 provincial exams. 2018 graduates will be required to write a provincial literacy assessment. 2019 graduates will follow the majority of the requirements below, but not write any provincial exams. 2019 graduates will be required to write a literacy and numeracy provincial assessment. Students entering grade 10 in the 2017/18 school year will be the first group where the new requirements apply entirely.

2014 GRADUATION PLAN

REQUIRED

52 CREDITS

Language Arts 10*	4 Credits
Language Arts 11	4 Credits
Language Arts 12*	4 Credits
Social Studies 10	4 Credits
Social Studies 11, Civics 11, or BC First Nations Studies 12	4 Credits
Mathematics 10*	4 Credits
Mathematics 11 or 12	4 Credits
Science 10*	4 Credits
Science 11 or 12	4 Credits
Fine Arts or Applied Skills 10, 11, Or 12	4 Credits
Physical Education 10	4 Credits
Planning 10	4 Credits
Graduation Transitions/Exit Interview	4 Credits

**Five Graduation Program Exams in Grade 10-12 are required for graduation.*

ELECTIVE

28 CREDITS

Credits from elective courses will be counted from grades 10-12. When planning course selection, remember that at least 16 overall credits must be at the grade 12 level. Some of these credits may come from required courses while others can be elective courses.

TOTAL

80 CREDITS

STUDENT REPORTING

EVALUATION

Evaluation of student achievement is the responsibility of the individual subject teachers. Departments will develop evaluation policies under the guidance of the principal and department head. Course outlines will be provided to students at the beginning of the course and will explain the course evaluation process. A variety of methods of assessment will be used to determine final marks.

REPORT CARDS

Four formal reports will be provided at the end of each of the four terms in the school year. For each enrolled course these reports will include a mark, three work habits (work ethic, task completion, and behavior), and a written comment describing the student's progress in relation to the curriculum. Formal report cards are uploaded to Student & Parent Connect at the end of every term.

Letter Grade Description

- | | | |
|-----------|---------------------|---|
| A | = 86% - 100% | <i>The student demonstrates excellent or outstanding performance in relation to the expected learning outcomes for the course or subject and grade.</i> |
| B | = 73% - 85% | <i>The student demonstrates very good performance in relation to expected learning outcomes for the course or subject and grade.</i> |
| C+ | = 67% - 72% | <i>The student demonstrates good performance in relation to expected learning outcomes for the course or subject and grade.</i> |
| C | = 60% - 66% | <i>The student demonstrates satisfactory performance in relation to expected learning outcomes for the course or subject and grade.</i> |
| C- | = 50% - 59% | <i>The student demonstrates minimally acceptable performance in relation to expected learning outcomes for the course or subject and grade.</i> |
| F | = 0% - 49% | <i>The student has not demonstrated minimally acceptable performance in relation to expected learning outcomes for the course or subject and grade.</i> |

Work Habits will be assessed using the following rubric

Attribute	G	S	N
Work Ethic	<ul style="list-style-type: none"> -Arrives on time prepared for class -Stays focused and on task -Does his/her best -Committed to learning -Takes initiative 	<ul style="list-style-type: none"> -Usually arrives on time prepared for class -Usually stays focused and on task -Usually does his/her best -Usually wants to learn -Sometimes takes initiative 	<ul style="list-style-type: none"> -Often late and/or rarely prepared for class -Rarely stays focused and is often off task -Rarely does his/her best -Doesn't seem to care about learning -Usually waits until directed to get to work
Task Completion	<ul style="list-style-type: none"> -Completes assignments and learning activities -Consistently meets deadlines 	<ul style="list-style-type: none"> -Completes most assignments and learning activities -Occasionally misses deadlines 	<ul style="list-style-type: none"> -Fails to complete some assignments and/or learning activities to an acceptable standard -Frequently misses deadlines
Behaviour	<ul style="list-style-type: none"> -Demonstrates consistent interest in subject -Cooperates and participates in all activities -Polite, respectful and considerate -Positive influence on class -Consistently respects the rights of others 	<ul style="list-style-type: none"> -Demonstrates some interest in subject -Usually cooperates and participates in activities -Usually polite, respectful and considerate -Usually respects the rights of others 	<ul style="list-style-type: none"> -Rarely interested in subject -Rarely participates -Often impolite, disrespectful or inconsiderate -Negative influence on class -Often fails to respect the rights of others

PARENT TEACHER INTERVIEWS

Parent Teacher Interviews are considered informal reports and are offered twice a year, once in the fall and once in the spring. Parents can book these appointments through our online booking system on our school website. In addition to our school wide interviews, parents are invited to make appointments with teachers to discuss their child's progress at any time during the school year.

REPORT CARD SPREADSHEET WEEK

Report card spreadsheets are considered informal reports and are provided to students in the first quarter of each semester. Report card spreadsheets are written updates to students on their progress to date.

I-REPORTS

I-Reports refer to “In-Progress or Incomplete”. These are provided to parents of students who, for a variety of reasons, are not demonstrating minimally acceptable performance in relation to the expected learning outcomes. I-Reports identify the problem area and specify a plan of action intended to help the student achieve the learning outcomes. I-Reports may be communicated in a variety of ways including a written plan, verbally by phone, or in a direct meeting involving teacher, parents and students. Although I-Reports may be assigned at any time during the school year, VSS schedules I-Report Week twice a semester.

STUDENT RECOGNITION PROGRAM

Students will be recognized for their accomplishments and contributions in all areas of school life. VSS offers a comprehensive program of recognition that provides an incentive for students to achieve and behave to the best of their ability.

ACADEMIC AWARDS

Eligibility for all academic awards requires students to be full time at VSS. A full time student is defined as taking at least 4 courses in a semester at VSS. Grade 12 students may take 3 courses in a semester to be eligible for an academic award. For Year End Awards students must be full time at VSS for the full school year. Grade 12 students must be enrolled in a minimum of 7 courses in the timetable.

Students in a valid VSS or SD22 specialized program that have a blended full time schedule of VSS and non VSS courses will be eligible if they take at least two VSS courses per semester or are full time for one semester at VSS. Only their VSS courses will be used in the calculation of marks.

Students with a ministry coding for special needs may be eligible with less than full time schedule if their schedule matches their needs outlined in their Individual Education Plan.

Term Academic Awards

At terms 1, 2, and 3 report cards, term academic award winners will be recognized at a grade assembly. Winners will receive a complimentary lunch or certificate of congratulations, compliments of our PAC. These awards are as follows;

Principal's List - *Awarded for excellence in all courses when an "A" or 86% is earned in all courses enrolled this term.*

Honor Roll - *Awarded for a "B" average or above. When all courses enrolled are averaged and the percentage is 73% or above and did not qualify for Principal's List.*

Roll of Distinction - *Awarded for a positive attitude and effort in all courses taken and a "G" is earned in all enrolled courses.*

Perfect Attendance – *Awarded at the end of semester one for students who have not missed any class time all semester with the exception of a school activity.*

Year End Awards

On an evening during the last week in June we host our Year End Awards Ceremony. All students and families are invited to attend this event that recognizes students in all subject areas as well as in the areas of service and citizenship. We present the following:

Principal's List Certificates by Grade – *Awarded for excellence in all courses when an "A" or 86% is earned in all courses enrolled this school year.*

Individual Subject Award Plaques by Grade - *Each department selects their top student. This election is done by individual department committee and not necessarily by final marks.*

Top Citizen by Grade - *Voted on by staff.*

Top Leadership Award by Grade - *Voted on by staff.*

Top Academic Student by Grade – *Defined by averaging all VSS marks in the school year. Grade 8 & 9 students will have the average of their elective courses counted as one course.*

Perfect Attendance Plaques - *Students who have not missed any class time all year with the exception of a school activity.*

Other Special Recognition Awards.

Grads will be presented with dozens of local bursaries and scholarships at the graduation ceremony. Academics, Citizenship and Service are all criteria for these funds. Grads must check announcements to meet application deadlines. See our senior counsellor for more information.

The following three major awards are voted on by our staff and presented at our graduation ceremony.

Principal's AAA Award

The Principal's AAA award stands for Attitude, Application and Achievement and has a long standing tradition at VSS. This award epitomizes the model student, one who has high academic results, has a positive attitude and is a contributor to school life. This student should embody the spirit of our original school motto "Not for one's self, but for all". All nominees for this award will be mentioned at graduation.

The Staff Award for Service and Citizenship

To be a great citizen means you are a positive role model at all times, and you provide service to others unselfishly. Just to be nominated for the Service and Citizenship Award is an accomplishment. All nominees will be mentioned at graduation.

Principal's Choice Award

The Principal's Choice Award recognizes a student who was able to maintain focus, a positive attitude and strong work ethic while overcoming some personal adversity.

Governor General's Academic Medal

The highest achievement award is the Governor General's Academic Bronze Medal. It is given to the student with the highest scholastic average in all grade 11 and 12 courses. After we receive the provincial exam scores in the summer the recipient will be chosen and presented the award at a district board meeting. This award will be selected using the report card GPA.

ATHLETICS RECOGNITION CEREMONY

All athletes and managers involved in our sports program, as well as their families, are invited to join us for a ceremony where we honor the top performers on each team. This event takes place during an evening in June.

2015 PROVINCIAL SCHOLARSHIP PROGRAM

The Provincial Scholarship Program's purpose is to recognize student achievement and encourage students to pursue post-secondary education. There are four components to this program.

BC Excellence Scholarship

There are 55 BC Excellence Scholarships available to recognize well-rounded BC graduates. Winners will have demonstrated community service, both inside and outside their schools, and shown aptitude and commitment to their chosen career paths. They will receive a \$5,000 scholarship voucher to use for post-secondary tuition. Each school nominates one student to apply.

BC Achievement Scholarship

3,000 top BC graduates with the highest cumulative average based on courses required for graduation (both required and elective) are eligible to receive a \$1,250 scholarship voucher to use toward their post-secondary tuition. Students do not apply for this scholarship.

District/Authority Scholarship (District Scholarship)

There are 5,500 District/Authority Scholarships distributed across district and independent school authorities that recognize graduating BC students for excellence in their chosen area of interest or strength. School District No. 22's criteria is based on a year-long project that culminates in the spring with a project competition. Grades 12 students will be made aware of this opportunity in September. Winners receive a \$1250 scholarship voucher to use towards their post-secondary tuition.

Pathway to Teacher Education Scholarship

The Pathway to Teacher Education Scholarship is awarded to 20 outstanding high school graduates who have demonstrated a commitment and aptitude for a career path in K-12 teaching. Winners will receive a \$5,000 scholarship voucher to redeem when they are registered and attending an approved K-12 teacher education program at one of BC's nine Faculties of Education.

GENERAL STUDENT INFORMATION

ANNOUNCEMENTS

Announcements will be posted daily on the school TV system. Those wishing to make announcements must complete an "Announcement Form" (available at the office) prior to 9:00 a.m. on that day. New announcements will be broadcast at the beginning of 2nd Block. These will be available on all classroom and hallway monitors - it is the student's responsibility to stay informed of school events. As well, a weekly principal's announcement will be made after lunch on Mondays which will go through the coming week's highlights.

ASSEMBLIES

Assemblies are an important and mandatory part of the school program. They bring us together as a school community to share in a common experience. During presentations, students are expected to behave with the utmost courtesy by giving their full attention and participating appropriately (applauding, cheering when requested, sitting attentively, turning off all electronic devices).

ATTENDANCE

Regular and punctual attendance is a major factor in contributing to student success at school. All students are expected to attend assigned classes. **If a student must miss school for a legitimate reason (illness, medical excuse or family emergency), parents are requested to make every effort to phone the school office prior to 8:45 a.m., e-mail the office through Parent Connect, or send a note with the student upon their return to school.** Parents should let the office know the reason for the absence. The office maintains the student's official record of attendance so it is imperative the office, not just the teacher, is informed of all absences. If a student is absent for two or more days they must make arrangements for homework to be picked up from the school. In addition, students should inform teachers of an anticipated absence (school trips or family need) so appropriate arrangements can be made.

If the parent makes no contact regarding an absence of their child the school will try to contact the home with the School Dialer, a staff member or both. Should a student be found to be truant, progressive disciplinary consequences, will result. If a student is excused from class, they are still responsible for completing all assigned work.

If it is necessary to leave school while classes are in session, students are to bring a signed note indicating the time they must leave. Students are to show the note to their classroom teacher and then present the note to the office. Under no circumstances are students permitted to leave the school without signing out through the office. **Failure to check out will be considered truancy and a breach of the student code of conduct.**

“CONNECT” PRODUCTS

Connect Products are our online communication tools between the school, parents, and students. All parents and students should be registered with either Parent Connect or Student Connect. In order to log onto these programs please contact the school for your password. Once in *Connect* parents and students can view important information about their education. All formal term reports will be posted on *Connect* as part of the regular reporting process. Some teachers will use *Connect* to post regular updates of student progress.

COURSE CHANGES & STUDY BLOCKS

Any request for course changes will be considered on individual merit and if at all possible should be done prior to the start of a semester. Normally there are no course changes after the first week of the semester.

Grade 8 - 11 students are all expected to have a full timetable. Although not recommended, Grade 12 students may apply for a study block in their second semester. A full timetable provides students with a number of benefits;

- ensures a full and successful graduation
- maximizes the number of post-secondary options
- prepares for the workload that will face students in post-secondary
- experience a wide variety of subject areas that may lead to a career path
- ensures that the school will be able to offer a wide variety of program to meet students' needs and interests (as courses are offered and funded based on student requests)

Grade 12 applications for a study block will only be accepted once the first term is complete and student graduation plans can be safely determined. Applications require a Study Block Application Form from the school counselor that includes a parent signature followed by a meeting with administration. The deadline to apply for a course withdrawal is after the first week of the semester. If students are not withdrawn by this date, marks may remain on the student report card. It is strongly encouraged for students to complete their program of studies rather than avoid challenges.

DANCE RULES

Attendance at school dances are a privilege not a right.

All VSS students are permitted to attend dances provided they have paid student fees, are in good standing, and are in attendance on the day of the dance. Students who have an excused absence for a school activity are also permitted.

Dances will begin at 6:30 p.m. and end at 10:00 p.m. Doors will be closed one hour after commencement of the dance. No students will be allowed to enter the dance after the doors are closed. Students who have a valid reason for being late to the dance must let the administration know two days prior to the beginning of the dance. Administration will maintain a 'late arrivers' list. If a student leaves the dance for any reason they will not be allowed to return.

Any student found to be under the influence and/or in association with drugs and/or alcohol either before or during the dance will be removed from the dance and administration and parents will be notified. The school drug and alcohol policy will be enforced. Students suspended for any drug/alcohol offences will be prohibited from attending dances for the remainder of the school year. There will be no smoking permitted at or on the grounds at the dance.

Students may invite one guest to dances. Only guests presently attending other secondary schools will be permitted. Students will let the administration know the name of the student being invited and the school the student attends. Invitations will close two days before the date of the dance. Total number of invited guests is limited - this will be provided on a first-paid basis. The administration will approve guests and let student sponsors know if their guest has not been accepted. Any student guest suspended during the year at their home school will not be accepted. Guests will be asked to supply photo ID (e.g. student card).

To be accepted as a "guest" at other Vernon School dances, the student must be "in good standing" and not have a record of suspension at VSS. This also includes Dry Grad Events.

"Moshing" and other dances that the administration and/or supervisors feel are unsafe are not permitted. Students may be removed from the dance should they participate in this type of dancing.

GUESTS

All guests to the school are required to check in at the office with their host. Students are not permitted to invite friends to be guests in their classes.

HOMEWORK

At VSS we believe that homework is a necessary part of the learning process. Students and parents should view high school as a full time job that extends beyond the school day. Homework will be assigned in most courses on a regular basis. Homework may be assigned for a variety of reasons:

- To check students' understanding of concepts covered in class
- To provide practice
- To serve as preparation for future classes
- To complete work not finished in class

The suggested amounts of homework assigned will be:

1 to 1 ½ hours per night for junior secondary students

1 ½ to 2 hours per night for senior secondary students

Homework will usually be checked by teachers for completion and understanding of the material covered. When it is marked and assigned a grade, that assessment may be used in calculating the letter grade.

LATES

Students are expected to be at school, and in class, on time. Students who establish a significant pattern of unexcused lates can expect a progression of disciplinary consequences. These will begin with the classroom teacher who

will provide intervention including detention and contacting the home. **Students who are late for a legitimate reason (illness, medical appointment, family emergency) must sign-in at the office and provide a note or parent/guardian phone call.** If there is no legitimate reason for being late the student is to report directly to class. Chronic lates may be referred to administration for progressive discipline.

LOCKERS

All students are provided a lock and locker for their use during the school year. In most cases students will keep the same locker for their career at VSS. Lockers are to be used for storing school books, class materials, winter boots and jackets. It should not be used to store large sums of money or valuable items such as expensive technology. Lockers are school property and may be searched at any time. The school can assume no responsibility for lost or stolen property. Keep your lock combination confidential. **If it is necessary for you to have valuable items at school, you should consider leaving them at the office for safekeeping.**

There are 64 lockers in each of the boys and girls gym locker rooms. These lockers are to be used for students during their PE classes only. Students are expected to provide their own lock. In order to not encourage theft absolutely nothing of value should be left in the PE locker room as this room is not monitored.

MESSAGES

At times, it is important that a parent be able to contact their student. The office will take messages from parents/guardians only and these will be relayed to the student at the appropriate time. In the case of an emergency the student will be contacted immediately. In all other cases the student will be contacted at the next scheduled PA announcement.

PARKING

The student and visitor parking lot is located on the north-east corner of the building. Students who park vehicles in areas other than the student lot will receive a warning, and then may have their car immobilized or towed at their own expense. Please co-operate by parking only in the proper area. Unsafe driving on school property will not be tolerated. To avoid damage and for safety, students must not loiter in parking areas, cars, or on roads around the school. **Visitors** can park in the designated spots near the library.

STUDENT FEES

As per School Board Policy No. 9.13.0 schools may charge fees for goods and services in accordance with the Ministerial Order 125/90. Student fees are approved annually by the local Board of School Trustees. Student fees at VSS are \$30.00 and are used to fund a variety of activities, services and the student agenda book (and/or agenda app.). Funds are allocated to athletics, clubs, social events, guest speakers, spirit activities and other student-oriented activities which arise during the course of the year. Student fees are used to offset the cost of special projects which are intended to benefit the student body. Fees are also used to defray the cost of conferences and workshops which students may have the opportunity to attend. The cost of the school yearbook will be announced at a later date and is an optional purchase. In order to purchase a yearbook students must be in good financial standing. Grade 12 students pay an additional graduation fee of \$135.00 to covers the costs associated with the graduation ceremony and grad events throughout the school year. There may also be an additional graduation fee to support Dry Grad.

Fees will not prevent a student from participating in a school activity. No student will not be denied educational opportunities offered at the school due to financial hardship. Families needing support are to contact the Principal.

Receipts should be retained for future reference. If there is a concern over financial hardship parents are urged to contact the Principal to make arrangements for support. This will be done confidential

STUDENT PHOTOGRAPHS

The school will contract a professional photographer to take individual photographs of every student and staff member. These photographs will be used for the school identification and district records, and therefore must be a true representation of the person. Families will be provided the opportunity to purchase photographs of their child.

STUDENTS WITH OUTSTANDING FEES

The following process will be followed to address students with outstanding fees.

1. The school will send a letter home to parents when the student has outstanding bills to the school.
2. A student with outstanding fees is not in good standing and may lose extra-curricular privileges, including involvement in dances, graduation ceremony, and dances in other high schools.
3. A student with outstanding fees can regain good standing by:

- a) paying all monies and/or returning lost items
 - b) arranging with the school secretary to:
 - i) correct errors if any exist
 - ii) arrange a payment plan for large bills
 - iii) make other arrangements
4. The secretary in charge of accounts will maintain an up-to-date list of students with outstanding fees.
5. If a family is facing financial difficulty they should contact the school Principal to make alternate arrangements.

THREAT ASSESSMENT FAIR NOTICE

VSS and School District No. 22 are committed to fostering a safe, caring, inclusive learning environment where student, staff, parents and visitors feel safe. Consequently, threats of harm to self or others may result in a threat assessment that could involve student questioning, student and locker searches, cell phone confiscation, and RCMP involvement.

VENDING

The school provides vending machines as a service to students to provide healthy snacks during the day. The profits made from these ventures go to supporting the continual improvement of school culture.

EXTRACURRICULAR TEAMS, CLUBS AND COMMITTEES

VSS offers a number of extracurricular opportunities for students. School life is not complete without involvement in the extracurricular program. Here are some of the programs available. Please check announcements for times to sign up for teams and clubs. .

Fall Sports

Grade 8 Girls Volleyball
 Grade 8 Boys Volleyball
 Grade 9 Girls Volleyball
 Junior Girls Volleyball
 Junior Boys Volleyball
 Senior Girls Volleyball
 Senior Boys Volleyball
 Swimming

Junior Boys Football
 Senior Boys Football
 Grade 8 Girls Cross Country
 Grade 8 Boys Cross Country
 Junior Girls Cross Country
 Junior Boys Cross Country
 Senior Girls Cross Country
 Senior Boys Cross Country

Winter Sports

Grade 8 Girls Basketball
 Grade 8 Boys Basketball
 Junior Girls Basketball

Junior Boys Basketball
 Senior Girls Basketball
 Senior Boys Basketball

Wrestling

Spring Sports

Grade 8 Boys Rugby
Junior Boys Rugby
Senior Boys Rugby

Junior Girls Soccer
Senior Girls Soccer
Golf

Year Round Clubs and Committees

Student Voice
Grad Executive Committee
Drama Productions

Economics Team
Service Club

SPECIALTY PROGRAMS

CAFETERIA

The school cafeteria is student operated by our culinary arts program. It is open to serve staff and students during morning break and lunch. Food services include healthy snacks, hot and cold drinks and full course meals. Students are not permitted to use the cafeteria during class time.

HIGH PERFORMANCE PROGRAM

The HP Program provides academic support for elite athletes and performing artists whose demanding extracurricular program courses cause them to miss a substantial number of classes. This program combines a mixture of traditional class work with on-line computer learning. The HP teacher acts as counsellor, mentor and advocate for HP students. Application to this program is by application to the HP teacher. The deadline for this application will be early in the calendar year.

ON-LINE COURSES

In some circumstances, and depending on student suitability to learning, on-line courses are an option for students. Students do not need school permission to enroll in an online class. However, as VSS is the student's homeschool and responsible for tracking their graduation plan, students are strongly recommended to provide your online school with your counselors email address so they can track course progress. Please be aware that the school has limited resources to support students in online learning and priority will be given to students enrolled in a District Academy, students with special needs outlined in their Individual Education Plan, students requiring a medical accommodation supported by a doctor's note, and students with desired courses being unobtainable in the school timetable.

LIBRARY

The school Library is open Monday to Friday from 8:00 a.m. to 4:00 p.m. Library resources can be signed out by students who present their student cards. Student cards are also required to use the 30 computers which provide access to the Library Catalogue, CD-ROMS, Microsoft Office, networks, folders, and the Internet (for students whose parents have signed the SD22 Net Access Agreement).

STUDENT CODE OF CONDUCT

Vernon Secondary School's Code of Conduct outlines school expectations and acceptable student behaviour as directed by the *School Act 85(2)(c)(i)*. Student Voice, Parent Advisory Committee, as well as teaching and support staff has been included in the development of our Code of Conduct. Our Code of Conduct is annually reviewed to ensure it reflects Vernon Secondary's community needs and align with the district and provincial school safety initiatives. Our Code of Conduct is communicated to all students, parents, staff, temporary staff, visitors and district staff. Acceptable conduct expectations are illustrated in our 3 R's; Respect for Learning, Respect for Myself & Others, and Respect for the Environment.

This Code of Conduct has used the structural set up, designated passages and terminology from the BC Ministry of Education Safe, Caring and Orderly Schools: A Guide. Publisher: National Library of Canada Cataloguing in Publication Data, British Columbia, Ministry of Education. ISBN 0-7726-5120-5. It can be found at www.bced.gov.bc.ca

The School District 22 Code of Conduct can be found at www.sd22.bc.ca

PURPOSE OF THE CODE OF CONDUCT

- Promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, political belief, religion, marital status, family status, age physical or mental disability, sex, gender identity, gender expression, or sexual orientation, and unrelated criminal or summary convictions.
- Establishes and maintains a safe, caring and orderly environment for a purposeful and positive learning and teaching climate;
- Establishes and maintains appropriate balances among individual and collective rights, freedoms and responsibilities;
- Sets expectations for student conduct at school, in the community, in social media, and while acting as school ambassadors or anytime when behaviour may affect the safe, caring, or orderly environment

of the school.

CONDUCT EXPECTATIONS

Acceptable conduct is demonstrated by:

Respect for Learning

- taking ownership for my learning, and for my behavior;
- giving my personal best in all I undertake;
- contributing to an atmosphere that is conducive to learning;
- attending punctually and being prepared for class;
- being accountable for my whereabouts;
- following school procedures and expectations;
- being mindful of learning and teaching differences;
- recognizing and celebrating growth in myself and others;

Respecting for Myself & Others

- contributing to an environment where everyone is safe and feels comfortable;
- being polite, kind and helpful;
- respecting cultural and individual differences;
- responding positively to reasonable requests made by staff;
- taking responsibility for my actions;
- managing conflict and problem solving in a non-violent manner;
- learning and following expectations all areas of the school;
- use of acceptable and appropriate language;
- informing an adult in a timely manner (in advance if possible) of an unsafe individual, behaviour or situation;
- seeking the assistance of an adult when having a conflict with another student that they are unable to resolve peacefully;
- dressing in accordance with our school being a place of learning;
 - clothing should be clean and neat in appearance
 - clothing should not display alcohol or drug logos, sexually suggestive designs, profanity, or any offensive or illegal messages
 - clothing should cover your body so as not to expose underwear, cleavage, midriff, or buttocks
 - hats are not permitted to be worn inside of the school building
- having cell phones turned on at teacher discretion only. In cases where exceptions may be needed to class expectations, ask permission from teachers or the administration. While using cell phones in the school building or on school campus, apply appropriate manners respecting surrounding people;
- responding to fire alarms and drills promptly and in accordance to school protocol and teacher instructions;
- following safety rules and expectations of bus supervisors and bus

drivers while waiting for buses or riding the bus;

Respecting for the Environment

- treating all things as if they are of personal value;
- respecting others' needs to use facilities, materials and equipment;
- keeping lockers clean and appropriately decorated;
- maintaining a clean environment using garbage cans and practicing recycling;
- treating the belongings of others with regard and care;
- informing an adult in a timely manner of spills, property damage, or vandalism;
- following proper road safety and extreme use of caution around school community;
- showing respect and maturity to all neighbours, both residential and commercial, and conduct oneself in a manner that maintains a positive relationship with our community;
- if smoking within the surrounding school community, to do so only in the designated area.

Unacceptable conduct is demonstrated by the following behaviour:

- interfering with the learning and teaching environment of other school members;
- creating an unsafe or dangerous learning environment, including acts of violence or intimidation;
- any behaviour or communication that discriminates based on race, colour, ancestry, place of origin, political belief, religion, marital status, family status, age, physical or mental disability, sex, or sexual orientation, and unrelated criminal or summary convictions (prohibited grounds set out in the BC Human Rights Code);
- a lack of caring for oneself, others, and the school community. This includes unkind words or hurtful behaviour towards others;
- inappropriate and excessive displays of affection;
- bullying or harassment. School District 22 Policy No. 9.14.0 Appendix B states; *bullying as a systematic abuse of power. Bullying can occur in many contexts in school and the workplace. Bullying can be overt and demonstrated by behaviour such as physical aggression, shoving, poking, taking things, choking, punching, kicking, and beating. Bullying can also be covert and be demonstrated by behaviour such as taunting, gossiping, teasing, exclusion, and silent treatment;*
- inappropriate use of the internet. School District 22 Policy No. Reg 8.10.0 states; *(SD22Net) access is a privilege not a right, and is made available only so long as the account holder abides by certain*

rules which are important for the proper use of the SD22Net system. These rules are listed in the...SD22Net Acceptable Use Policy.

- inappropriate behaviour on any technology-based activities occurring inside or outside our school that negatively impacts at school on students and/or staff. This includes “cyber” hate messaging and websites created in the student’s home or other settings;
- the possession and/or use of weapons on or near school property represents a serious threat to the safety and security of students and staff and are therefore prohibited. A weapon is defined as any instrument designed to inflict injury or to intimidate another person, or any instrument that is used in that manner. Toy or replica weapons are by their very nature intimidating and therefore classified as weapons;
- the use and/or sale of any tobacco product at any time including non-school hours is prohibited on school property. Ceremonial Use of tobacco where the activity has been approved by the Board and the ceremony is performed in relation to a traditional aboriginal cultural activity, or performed by a group for a purpose approved by government regulation is acceptable. This is in line with The Tobacco Sales Amendment Act, 2007 (Banning Tobacco and Smoking in Public Places and Schools) and School District No. 22 Policy No. 8.12.0;
- the use of electronic cigarettes (e-cigarettes) and vapours are not permitted on school grounds as they may contain nicotine and have not been proven to be a safe and effective method for smoking cessation;
- participating in trafficking, using, or associating with drugs, drug paraphernalia or alcohol. School District 22 Policy No. 9.15.0 states; *the board expects students to be free of alcohol and other illicit drugs while under the jurisdiction of the School District. Every student shall be subject to this policy while on the school premises, going to and returning from school and at all school sponsored games and functions whenever and wherever held. For purposes of this policy, ‘using’ includes being under the influence of alcohol or other illicit drugs at any time when the student is under the jurisdiction of the School District. The Board also expects students not to be in association with individuals using, dealing or supplying these substances;*
- theft or vandalism of school or other’s property;
- use of laser pointers, lighters, open flames;
- skateboarding and use of scooters on school property, including the bus zone. These items are to be kept in lockers during school time;
- throwing snowballs on the school grounds or on the side streets

around our building. This includes throwing snowballs at passing cars on the city streets.

Behaviours cited above are only some examples and are not an all-inclusive list.

CONSEQUENCES

School District Policy No. 9.14.0 states; *Administrative Officers...are authorized to suspend students in accordance with this policy and to take other disciplinary action to that of a kind, firm, and judicious parent.*

As students progress through grades 8-12, behavioural expectations will rise so that:

- student levels of maturity, personal responsibility and self-discipline will improve;
- unacceptable conduct in senior grades will likely result in more severe consequences.

Consequences will be applied to unacceptable student conduct.

Consequences will be implemented on a case-by-case basis, based on the severity and the frequency of the behaviour. Progressive discipline methods will be implemented to alter the inappropriate and/or unsafe behaviour.

Consequences and support will be restorative wherever possible and appropriate.

Some of these methods include:

- parent/guardian meetings;
- referral to school based team for possible counseling or behaviour plans;
- participating in meaningful consequences for the unacceptable behaviour;
- completion of an educational discipline package;
- community service;
- conflict resolution strategies including small group mediations;
- lunch hour or after school detentions;
- informal suspension or “timeouts” – at school or home;
- referral to City of Vernon RCMP Restorative Justice Program;
- partial day school programs;
- suspension of student property to be returned to the parent or RCMP as appropriate;
- formal in-school suspension or out of school suspension;
- referral to the Office of the Superintendent of Schools for possible placement to another school, district suspension program, or a district alternate program.

Special considerations may apply to students with special needs if they are unable to comply with the code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.

The school will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of this code of conduct.

NOTIFICATION

Depending on the nature of the unacceptable behaviour, the school staff will contact the following people:

- parents or guardians of the student offender(s) will be contacted;
- parents or guardians of the student victim(s) will be contacted;
- a copy of the written notification to parents of any suspension will be forwarded to the Office of the Superintendent of Schools;
- RCMP and other agencies as required by law;
- school staff and school community as deemed appropriate by the school and/or district administration.

PARENT INFORMATION

EXTENDED ABSENCE FROM SCHOOL

It is the responsibility of the parents, wherever possible, to inform the school well in advance of a planned extended absence from school. Extended absence from class may result in failure to attain the necessary standing to pass the course.

PARENT ADVISORY COUNCIL (PAC)

All parents are encouraged to attend PAC Meetings to keep informed about the school and its operation. It is an opportunity to have input into the education of your child. There are seven meetings in the year, usually scheduled on Tuesday evenings at 7:00 pm in the school library. Parents should refer to the calendar in this agenda for exact dates.

PROCESS FOR PARENT CONCERNS

1. Put your concerns down on paper. This helps to clarify the issue and diffuse the emotion. Try to dig down to the real issues. If possible, delay the meeting for a day or so to allow time to collect your thoughts and/or consult with anyone you need to; this of course depends on the circumstances.

2. Go to the teacher and discuss concerns. You may wish to bring someone with you (a friend or a member of a parent advocacy) to support you. Take notes to help you remember what occurred. You should tell the teacher you are doing so.
3. If not satisfied, you may then make an appointment to see the Principal. Again you may take someone with you if you wish, but inform the Principal in advance. Bring your notes with you. This meeting may include the teacher and even the student if appropriate and depending on age and issue. Generally most issues can be resolved at the school level.
4. Your next step, if necessary, is to contact the Superintendent. Write a letter outlining your concerns and the steps you have taken. The Superintendent will contact you and follow up from there. There may be another meeting or a letter in reply. If there is a meeting, you may bring someone with you if you wish.
5. Any decision made can be appealed to the Board of Trustees, and then to the Superintendent of Achievement.

It is to everyone's benefit to resolve issues. We all have the same goal to do the best we can for the students at VSS.

KIDS HELP PHONE

1.800.668.6888

**Confidential Support for Youth Ages 5-20
Trained Counseling Support for Teen Issues**

CRISIS LINE (24 HOURS)

1-888-353-2273

Confidential support for ANY concerns experienced

Community Futures

1-(250)-545-2215

North Okanagan Family Resource Centre

(250)545-3572

Family Resource Centre

(250)-545-3390

Ministry of Children and Families (Child/Youth Protection)

(250)558-2700

Downtown Primary Care Clinic

(250) 541-1097

Sexual Assault Service

(Vernon Jubilee Hospital)

(250) 542-1122

Sexual Opt Clinic

(250)549-5721

See your Counsellor for more information