

Salmo Secondary Student/Parent



Handbook 2020-2021

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SSS PHILOSOPHY AND SUPPORTING DOCUMENTATION

Salmo Secondary School Visioning

At Salmo Secondary, we celebrate the development and evolution of learning opportunities in partnerships with students, families, staff, and community. We continue to develop learning experiences that are relevant, engaging, and rigorous and that help develop excitement and empowerment for life-long learning.

The intent of this handbook is to facilitate a positive learning environment for all. While we place a high emphasis on clarity through this document, we also know that strong relationships and conversations are instrumental in supporting optimal learning. Please contact our office with any questions, suggestions or concerns.

We recognize and celebrate that learning is everywhere for all of us. Celebration of Learning Outside of School form (Appendix A) we like to use as a platform to help us better get to know our students and their families. This will also help us learn more about potential learning opportunities that match students' interests, curiosities, and passions.

Mission

We strive to develop lifelong personal excellence in students by empowering and supporting each other within a nurturing community. We envision an educational system that equips all students with the intellectual, emotional, and social habits and skills to become powerful and informed citizens who contribute actively toward a democratic and equitable society.

Vision

We aim to foster engaging learning environments and a supportive culture that inspires excellence in all of our students.

Student at the Center

We believe that the content that is taught is as important as the process by which it is taught and the context in which it is taught. If we want to develop critically thinking, self-motivated, problem-solving individuals who participate actively in their communities, we must have an educational system and educational approaches that model and support this for our students.



Parent Advisory Council (PAC)

Are you a parent who is wondering how to play a more active role at the school level? The School Act gives parents the right, through PACs, to assume an advisory role in every school. PAC is the officially recognized collective voice of parents of their school. A PAC, through its elected officers, may advise the school board, the principal and staff of the school respecting any matter relating to the school other than matters assigned to the School Planning Council (SPC).

PACs are forums within each school community to discuss matters affecting your school and the education of your children. Parents' voices are a tremendous value to their school. They offer a wealth of ideas and support in the challenges that face all public schools. PACs strive to represent the diversity within their communities and contribute to the benefit of all students by providing opportunities to educate and inform parents about the school; involving parents in volunteer activities; and openly discussing parents' concerns and aspirations for their schools.

If you are interested in being a part of the Salmo Secondary School PAC or in obtaining more information please visit PAC web-site at: <https://bccpac.bc.ca/>

District Parent Advisory Council (DPAC)

Are you a parent who is wondering how to play a more active role at the district level? DPACs are the legislated parent voice at the school district level, representing the collective views of school Parents' Advisory Councils (PAC) in a school district.

DPACs advise the board of education on any matter relating to education in their school district. DPACs advocate for parental involvement in the education system and give input into the development of education policy and curricula. Many DPAC representatives hold seats on school district committees such as policy, finance or budget and healthy lifestyles.

If you are interested in being a part of the Kootenay Lake School District (#8) DPAC or in obtaining more information please visit: <http://dpacsd8.weebly.com/>



SSS ACTIONS, RIGHTS & RESPONSIBILITIES FOR ALL

<i>Actions</i> Everyone at SSS will...	<i>Rights</i> I have the right...	<i>Responsibilities</i> I have the responsibility...
Be Kind	<ul style="list-style-type: none"> to a safe, supportive and positive school community 	<ul style="list-style-type: none"> to treat others with respect and dignity regardless of gender, race, culture, or beliefs to deal with conflicts a compassionate and non- violent way to get support when I need help with a conflict
Be Respectful	<ul style="list-style-type: none"> to express myself appropriately and be listened to 	<ul style="list-style-type: none"> to care for myself and others to take into consideration the opinions of others to speak respectfully at appropriate times and to listen to others politely
Be a Learner	<ul style="list-style-type: none"> to an education and to learn 	<ul style="list-style-type: none"> to meet school and classroom expectations to be engaged in my learning and to give my best effort to cooperate with others
Be Safe	<ul style="list-style-type: none"> to a safe, clean and healthy physical environment 	<ul style="list-style-type: none"> to ensure that the school is free from litter, theft, and vandalism to neither bring nor use tobacco, drugs, or alcohol to keep the school free from dangerous materials (real or replicas)



COMMUNICATION

Our staff is committed to establishing the most positive learning environment possible. Good communication is a major part of that. If you have a private email please consider sharing it with us.

Staff Contact List

TEACHING STAFF	
Anderson, Shelby	shelby.anderson@sd8.bc.ca
Berk, Lisa	lisa.berk@sd8.bc.ca
Foster, Aimee	aimee.foster@sd8.bc.ca
Marrandino, Melissa	melissa.marrandino@sd8.bc.ca
Metheun, Tawny	tawny.metheun@sd8.bc.ca
Shunter, Trestan	trestan.shunter@sd8.bc.ca
Cara McGuire	cara.mcguire@sd8.bc.ca
Kyler Tritter	kyler.tritter@sd8.bc.ca
Aaron Korbacher	aaron.korbacher@sd8.bc.ca
Luc Boyer	luc.boyer@sd8.bc.ca
Terhune, Courtney	courtney.terhune@sd8.bc.ca
SUPPORT STAFF	
Mobbs, Claire	claire.mobbs@sd8.bc.ca
Perry, Kalpana	kalpana.perry@sd8.bc.ca
SECRETARY	
Abby Nobert	sssclerical@sd8.bc.ca
ADMINISTRATION	
Jon Francis, Principal	jon.francis@sd8.bc.ca
Misty Terpstra, Vice Principal	misty.terpstra@sd8.bc.ca

Open Door (not 2020/21)

Feel free to contact us via email or phone call. Zoom meetings can be set up for face to face meetings. We'd love to chat with you.



DISTRICT CALENDAR

Updates to this calendar may be found at: <http://www.sd8.bc.ca/?p=1186>



- Statutory Holidays
- School Vacation Periods
- Administrative Day
- District Pro-D Days (NI Days)
- School Pro-D and Planning Days (NI Day)
- Early Dismissal (one hour early)

September	7	Labour Day stat
September	8	First Day of School
September	18	District-Based Pro-D Day
October	12	Thanksgiving Day stat
October	23	PSA Day (Provincial Specialist Assoc.) Pro-D Day
November	6	School-Based Pro-D Day
November	11	Remembrance Day stat
November	12-13	Early Dismissal Day (1 hour early)
December	18	Last day of school before winter vacation
December	21	Winter Vacation
to January	1	
January	4	Schools Re-Open
February	12	School-Based Pro-D Day
February	15	Family Day stat
March	12	Last day of school before spring break
March	15-19	Spring Break
March	22-26	School Closure
March	29	School Re-opens
April	2	Good Friday stat
April	5	Easter Monday stat
April	19	District Pro-D Day
April	21-22	Early Dismissal Day (1 hour early)
May	24	Victoria Day stat
May	31	School Planning Day
June	24	Last Day of Classes
June	25	Administrative Day
June	28	School Closed for Summer Vacation

Days of Instruction	176
Non-Instructional Days (Pro-D Days)	6
Administrative Day	1
Total Days in Session	183

JULY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	25	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
(16)	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
(20)	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2020						
S	M	T	W	T	F	S
					6	7
(19)	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
(14)	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
(20)	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
(18)	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
(13)	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
(19)	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2021						
S	M	T	W	T	F	S
						1
(19)	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
(18)	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

CLASS AND BELL TIMES

8:35 – 09:55	1 st Block
09:55-10:05	Break
10:10-11:30	2 nd Block
11:35-12:10	Lunch
12:10-1:30	3 rd Block
1:35 - 2:55	4 th Block
3:00	Bus Departure



FEES

GENERAL

- Determined during the year for student workbooks. Students have a list of supplies they require for the year. Please ensure they have enough to last 😊

ATHLETICS

- Collected by Coach & Athletic Director
- Grades 7 to 9 - \$30.00 per sport
- Grades 10 to 12 - \$50.00 per sport
- Athletic fees - Up to a maximum of \$100 per year per family



Arrangements are available through school Administration to waive fees or provide alternatives for students unable to meet fee requirements. Please contact us at school with any questions or concerns.

POLICIES AND PROCEDURES FOR STUDENTS

Grade 10-12 (80 Credits required for Graduation)

- Minimum of **52 credits** in the required courses below:



Course	Grade Level	Credits
Language Arts	10	4
Social Studies	10	4
Science	10	4
Math	10	4
Physical and Health	10	4
Career Life Education	10	4
Language Arts	11	4
Social Studies	11 or 12	4
Language Arts	12	4
Science	11 or 12	4
Math	11 or 12	4
Applied Skills and/or Fine Arts	10, 11 or 12	4
Career Life Connections		4

- Minimum of 28 credits in Elective Courses.
 - Minimum of 16 credits at the Grade 12 level (a required Language Arts 12, plus 3 other grade 12 courses).
1. Students must complete a minimum of 30 hours of work experience or volunteering as part of their Career Life Connections.
 2. Students must successfully complete three graduation assessments:
 - Grade 10 Numeracy Assessment
 - Grade 10 Literacy Assessment
 - Grade 12 Literacy Assessment

GRADE 12 GRADUATION CEREMONIES

Grade 12 participation in the graduation ceremony is dependent on:

- Being in a position to meet all graduation requirements by June 1st. Refer to the “Course Planning Worksheet”, available from the counsellor for the courses that you need for graduation.
- Not being under suspension or other code of conduct sanction.

AWARDS DAY

The school holds an annual awards day on the last day of school to celebrate achievement of student’s personal growth in academics, athletics, leadership, and citizenship. Please contact administration for more details on this event. Staff, students, parents, and community are invited to attend.

Attendance

A well-planned class provides a learning opportunity for the students every day. If a student is absent, he/she is the one who loses the educational benefits of a class. Often, it is impossible to make up the "missed" experience - at least in its entirety - and to gain from this learning experience to the same degree that students would through group involvement in regular classes.

Bikes & Skateboards

- Bicycles must be parked in the racks provided. It is recommended that students bring and use bicycle locks. **Students must wear helmets to and from school and during any bicycling activities organized by the school.** We welcome student-organized bicycle days and will support the safe use of shared spaces. These days must be planned with staff in advance. Students are not to interfere with others' bikes, helmets or other equipment.
- Skateboarding on school property during school hours is not permitted, except under supervision, during pre-arranged times in identified locations. **Helmets must be worn while skateboarding during these pre-arranged times.** Skateboards are not to be taken to classrooms. If a student does not want to store his/her skateboard in a locker, it can be stored each day in the office. Skateboards on the bus must be enclosed in a bag.

Bus Guidelines

To ensure safety, students who travel on school buses are expected to obey all rules, which will be explained by the bus driver. Infractions of bus rules may result in the suspension of bus privileges, and/or other disciplinary actions. Where students are found responsible for damage to busses, they and/or their parents/guardians or guardians, will be liable for the cost of repairs. These guidelines are for appropriate student conduct while under the jurisdiction of the school. This includes traveling to and from school, while at school and while at any school sponsored function whenever and wherever held. Buses are equipped with video surveillance.

Guests at the School

Parents/guardians are welcome to visit the school. Please arrange with individual teachers for the best time to visit a class. All guests are expected to register at the office prior to proceeding to other areas of the school. Unregistered guests will be asked to leave the building. Student guests are permitted on an occasional basis as long as such visits do not disrupt normal school routines. As with other guests, student guests must sign in at the office. Student guests are permitted to attend a class only with permission from administration, and with each teacher's permission.

Harassment or Bullying of Students

The staff of SSS believe that students, whether at school or participating in a school- sponsored activity, should be made to feel welcome and positive about the school and its activities. Harassment and bullying issues will be responded to and will be addressed through our 'Process for Dealing with Reports of Bullying'. See Appendix B.

Scent & Fragrances Policy

The Salmo Secondary School Community includes several staff and students who have serious and in some cases life threatening allergies to perfumes, colognes and other scented products. All scented personal products and all aerosol products are banned under this policy (the propellants used in aerosol products can

themselves be allergens). Violations of this policy are covered under discipline procedures and may lead to suspension.

Smoking and Vaporizing

The Board of Education of School District No. 8 prohibits smoking and the use of other tobacco products and electronic smoking devices in all district facilities, grounds and vehicles. Therefore, smoking, or the use of any other tobacco products is prohibited at Salmo Secondary School, anywhere in the building or on the school grounds. Students caught smoking in prohibited areas will be referred directly to the administration. Violations may be reported directly to the home and repeated offences may result in suspension from school.

Substance Use and Possession

The Board of Education does not condone student use or possession of illegal drugs or alcohol. The Board recognizes that drug and alcohol abuse by students while in attendance at school or a school sponsored function requires discipline as well as support and guidance. The details of Policy 311.1 will be followed.

(<https://www.sd8.bc.ca/sites/default/files/AP%20311.1%20Illegal%20Use%20of%20Drugs%20and%20Alcohol.pdf>)

Student Opportunities

Involvement can make your school years far more pleasant and enjoyable. Don't hold back – get fully involved in school life!

CLUBS

No matter what your interests, you may find a club that will help you enjoy school and learn more. Students may start clubs of interest to them by convincing other students to join and finding a teacher sponsor.

EXTRA-CURRICULAR ATHLETIC TEAMS

You are encouraged to participate in team sports to develop your skills and/or challenge yourself. Typically, we run school teams in volleyball, cross-country running, soccer, basketball, track & field & golf.

INTRAMURAL SPORTS

Throughout the year the physical education department sponsors noon-hour sports activities. These may include flag football, floor hockey, volleyball, badminton, basketball or soccer. Listen to announcements and check out the gym at lunch; we emphasize participation and fun.

LEADERSHIP

Leadership in students is promoted extensively throughout the school. All Grade 7-9 students' take a student leadership course while attending the school. Senior students (grades 10-12) have the opportunity to be on student council. Students in student's council earn graduation credit by helping to plan positive and spirit building activities for the school.

TUTORS

Students may need extra help with their schoolwork. Staff may be able to help students find a peer tutor from within the school or a tutor in the community who can help them with their work. Students interested in tutoring are encouraged to talk our academic counsellor or with administration. There are also various online tools and services that may be recommended to students.

SCHOLARSHIPS AND BURSARIES

SSS students are fortunate to live in a very generous community that provides graduates with bursaries and scholarships. Be sure to apply for scholarships and bursaries in your grade 12 year!

SAFETY AND EMERGENCY PLANS

ALLERGIES AND MEDICAL ASSISTANCE

Many students and staff suffer from a range of serious allergies and medical concerns. It is essential that students with medical conditions that could require treatment at school provide up-to-date information to the school. See the office staff for a medical information form.

SUDDEN ILLNESS WHILE AT SCHOOL

Students who are ill are expected to report to the main office. They will be directed from there and parents will be informed if necessary.

EARTHQUAKES

If an earthquake occurs, it is important that you drop to the floor, take cover under something solid (like your desk) and take hold of your cover (so that it is not shaken away from you).

FIRE DRILLS

When the fire alarm rings, everyone must evacuate the building safely and quickly. Attendance is taken outside, and teachers send a list of missing students to the secretary at the front of the building.

Students on a study block when a fire alarm rings report directly to the secretary at the front of the building. If a fire alarm rings outside of class time, (lunch, break, before or after school) report to your teacher.

LOCKDOWN

Lockdown protects staff and students from a threat inside the building when it may be more dangerous to evacuate than to stay in a secured room. During a lockdown, you must stay in (or return immediately to) your room. The door will be locked and no one will be let in until an “all clear” notification by the RCMP. Stay away from windows and doors in lockdown.

ROOM CLEAR

If school staff need you to leave an area (classroom, gym, etc.) an order for room clear will be given. If this occurs, leave the room without delay.

STUDENT SERVICES

COUNSELLING SERVICES

- Academic counselling is available for elementary and secondary students. The academic counsellor assists students in planning their programs, working on portfolios, discussing post-secondary education, planning for scholarships, and developing good work/study habits.
- Social-emotional counselling is also available for students to support them with personal concerns.
- The counsellors can also help students make contact with community agencies that can provide support and who also offer workshops to support the healthy development of our children and youth.
- Our counsellors are available during the school day and by appointment.
- Outside counselling services are provided and include art therapy, private counselling sessions, group counselling, and SOGI support groups.