

Lake City Secondary

Columneetza

Handbook
2023 - 2024



School Calendar 2023 - 2024

Sept.	04	Labour Day Stat Holiday (School Closed)
	05	Planning /Administration Day (Students do not attend)
	06	First Day of School (Shortened by 2.5 hours; 8:40 -11:30) / Staff Meeting @12:30
	07	Regular classes begin / Expo Rotation (E1) Date – Sept. 07 – Oct.10 (22 days)
	14	School Picture Day, in the gym (am)
	22	Non-Instructional Day (Students do not attend)
	26	PAC Meeting (6:00 pm) Columneetza Campus Library
	29	National Day of Truth and Reconciliation (School Closed)
Oct	5	Photo Retakes
	9	Thanksgiving Day Stat. Holiday (School Closed)
	10	Staff Meeting Col Campus, 3:30-4:30 pm
	11	Expo Rotation (E2) Date – Oct. 11 – Nov. 9 (21 days)
	20	Non-Instructional Day (Students do not attend)
	25	Parent-Teacher Night, 5-7 pm
Nov	07	Staff Meeting Col Campus, 3:30-4:30 pm
	09	Remembrance Day Assembly: Term 1 Ends (42.5 Days)
	10	Remembrance Day Holiday (School Closed)
	13	Term 2 Begins / Expo Rotation (E3) Date - Nov. 13 – Dec. 14 (23 days)
	15-16	Early Dismissal Days
	17	Gr. 8-9 Report Card Marks Due to the Office
	20	Non-Instructional Day (Students do not attend)
	22	Gr. 8-9 Report Cards Home (Report Card #1)
Dec.	01	Gr. 7 Report Card Marks Due to the Office
	05	Staff Meeting Col Campus, 3:30-4:30 pm
	06	Gr.7 Report Cards Home (Report Card #1)
	14	Expo Rotation (E4) Date – Dec. 14 – Jan. 26 (22 days)
	22	Last Day of School before Christmas Break
	23-31	Winter Break (School Closed)
Jan.	1-7	Winter Break (School Closed)
	08	School Reopens
	16	Staff Meeting Col Campus, 3:30-4:30 pm
	26	Semester #1 Ends (87.5 days) / Term #2 Ends (44 days)
	29	Semester #2 Begins / Term #3 Begins / Expo Rotation (E5) Date Jan.29 – Feb. 28 (21 days)
Feb	02	Gr. 8-9 Report Cards Marks Due to the Office
	07	Gr. 8-9 Report Cards Home (Report Card #2)
	13	Staff Meeting Col Campus, 3:30-4:30 pm
	16	Non-Instructional Day (Students do not attend)
	19	Family Day Stat Holiday (School Closed)
	29	Expo Rotation (E6) Date Feb.29 – Apr. 12 (21 days)

Mar	01	Gr. 7 Report Card Marks Due to the Office
	06	Parent-Teacher Night, 5-7 pm; Gr.7 Report Cards Home (Report Card #2)
	12	Staff Meeting Col Campus, 3:30-4:30 pm
	15	Last Day of School before Spring Break
	16-31	Spring Break (School Closed)
	29	Good Friday Stat Holiday (School Closed)
Apr	1	Easter Monday Holiday (School Closed)
	2	School Reopens
	9	Staff Meeting Col Campus, 3:30-4:30 pm
	12	Term 3 Ends (42 days)
	15	Term 4 Begins / Expo Rotation (E7) Date Apr. 15 – May 17 (24 days)
	19	Gr. 8-9 Report Cards Marks Due to the Office
	24	Gr. 8-9 Report Cards Home (Report Card #3)
	24-25	Early Dismissal Days
	26	Non-Instructional day (Students do not attend)
May	7	Staff Meeting Col Campus, 3:30-4:30 pm
	20	Victoria Day Stat Holiday (School Closed)
	21	Expo Rotation (E8) May 21 – June 27 (24 days)
June	11	Staff Meeting Col Campus, 3:30-4:30 pm
	24	Gr. 7-9 Report Card Marks due to the Office
	27	Last Day of School Gr. 7-9 Report Cards Home (Gr. 7 Report Card #3; Gr. 8-9 Report Card #4)
	27	Year End Awards Ceremony at Columneetza; Term 4 Ends (48 days) / Expo (E8) Ends / Semester 2 Ends (90 days)
	28	Planning/Administration Day (Students do not attend – School Closed)

Lake City Secondary Bell Schedule 2023-24

Warning Bell	8:40
8:45 – 10:05	First Period – ‘A’ Block
10:05 – 10:15	Break
10:15 – 11:35	Second Period – ‘B’ Block
11:35 – 12:25	Lunch
Warning Bell	12:20
12:25 – 1:45	Third Period – ‘C’ Block
1:45 – 1:55	Break
1:55 – 3:16	Fourth Period – ‘D’ Block

Buses Arrive starting at 3:21pm

LCS Bell Schedule 2023-24 (for early dismissal days Nov. 15/16 & Apr. 24/25)

Warning Bell	8:40
8:45 – 9:50	First Period – ‘A’ Block
9:50 – 10:00	Break
10:00 – 11:05	Second Period – ‘B’ Block
11:05 – 11:55	Lunch
Warning Bell	11:50
11:55 – 1:00	Third Period – ‘C’ Block
1:00 – 1:10	Break
1:10 – 2:16	Fourth Period – ‘D’ Block

Buses are scheduled to pick up students earlier on these days.

Welcome to Columneetza Secondary



At Columneetza Secondary we are proud to offer a variety of courses and activities that will ensure all students have many opportunities to succeed and enjoy school. As we are one a school, two campus education facility, we are unique. Columneetza campus is mainly Grade 7 – 9 with senior students in attendance for specialized courses such as: French Immersion, auto mechanics, metal work, welding, power mechanics, drafting, coding and robotics. The Williams Lake campus is mainly Grade 10 -12 students and offers a vast selection of courses to meet everyone’s graduation requirements. We look forward to an exciting year and hope students take advantage of all the great things we can offer.

School Philosophy

In accordance with the philosophy of public education in British Columbia, the staff of Lake City Secondary recognizes two major responsibilities of this school. The first is to foster the individual growth and development of students to their fullest potential. The second is to assist students to become active and productive citizens in our society.

Mission Statement

Our Mission is to share a commitment to creating a healthy environment, which encourages respect for self and others, fosters individual growth through the pursuit of excellence, and promotes a sense of belonging in the school and the larger community.

School Code of Conduct

Part of ensuring that our Mission can be fulfilled is tied to the conduct of students and staff. The School Code of Conduct sets the standards of behaviour expected at Lake City Secondary and provides the information from which behavioural instruction and accountability are derived.

The purpose of the Code of Conduct is to establish and maintain a safe, caring and orderly environment required for purposeful learning. The code provides appropriate balances between individual and collective rights, freedoms, and responsibilities. Also, the code clarifies and publishes expectations for student behaviour while going to and from school, at school, and while attending school functions or activities at any location. Please read over the Code of Conduct. If you have any questions, please feel free to call the school.

General Information

Fees:

In accordance with Ministry of Education policy, there are no course fees. However, the school does levy certain fees for optional programs available to students. If payment causes hardship, please contact the school.

These fees are payable during the first two weeks of school:

Grade 8 & 9 Hockey Academy Program	No fee (TBD for next year)
Aquatics Program	No fee
Yearbook	\$50 – for students who wish to purchase a yearbook
Locks or Planners	\$5 - the school sells locks, at cost, for lockers or students can bring their own, planners are available for Grade 7s

Textbook Deposit:

There is no textbook deposit fee.

Student Activity Fee:

There is no student activity fee.

Other Fees or Costs:

In those courses where students undertake project work over and above the basic course work and/or wish to use more expensive or additional material than that provided, students will be charged for the additional costs. (Ex: Woodwork, Metalwork, Auto Mechanics, Textiles, Baking and Cooking).

Student Parking:

For those senior students attending the Columneetza Campus, students must drive in a safe manner at all times and observe all signs. Parking privileges may be revoked for unsafe driving or inappropriate conduct in the parking lot. Do not park in the front of the school, this is reserved for staff.

Counseling Services:

School counselors and Indigenous Support Workers are available. Students should make appointments for school issues such as course changes. Counseling sessions of a personal nature can be made at any time.

Student Learning Support:

Additional help for students is available from the Learning Support staff. Students may be considered for Learning Support either by teacher recommendation or by student/parent/guardian request. Assistance may be short or long-term depending upon the individual's need.

Course Changes:

Most classes are generally full or very near full so changes will only be considered if they are essential or specific to educational needs. No courses may be added or dropped without counselor consultation, parent/guardian consent and administrative approval. Students in grades 7, 8, 9, must carry a full course load (8 courses).

Lockers

All students will have access to a locker if they want. It is the student's responsibility to provide a combination lock. With the combination given to your homeroom teacher. Lockers must be emptied at the end of the year or when a student withdraws from school. The lockers are the property of the school, and the administration

reserves the right to access a locker at any time if necessary. Please keep your locker locked, clean and free of graffiti/stickers. Do not give your combination to other students. Do not move lockers without approval from the administration. The school does not assume responsibility for lost or stolen items.

Library:

The Library is open to students before and after school, and during the lunch break. Librarian staff are available to help. There are also computers available for student use.

Medical Room:

If ill, a student should report to the office. A secretary may check the student into the medical room or arrange to have a parent pick up the student. Injured students may be treated by a first aid attendant and, if necessary, transported to hospital. It is the student's responsibility to explain a "medical room" absence from class and address the issue of making up any missed assignments/tests.

Student Dress:

The key word for Lake City Secondary's dress code is **APPROPRIATE**. Beachwear is not permitted, and footwear must be worn at all times. Students dressed inappropriately or wearing clothing referencing alcohol, drugs, profanity, derogatory comments, or sex will be asked to change. No open toe shoes in shop classes.

Internet Use:

All students and their parent/guardian sign a Computer/Privacy Consent form. If a student violates the Computer/Privacy Consent internet privileges may be suspended.

Field and Athletic Trips

Students who are to be absent from their regular classes due to other school related activities must receive permission from their subject teachers and make up missed work. Teachers may refuse to give permission for students to travel on school activities if the student's performance or attendance is a concern. Participation in school activities is a privilege. While on a school sponsored trip, students are subject to all policies, rules, and regulations of LCSS and School District #27.

Attendance:

Regular attendance is a crucial component of academic performance. Students are expected to be on time and attend every class. If students are ill or cannot attend for other justifiable reasons, it is up to the parent or guardian to notify the **School Messenger system 1 (833) 582-6944**, using the phone, the School Messenger App, website login or calling the school. <https://go.schoolmessenger.com> All undocumented absences will be considered unexcused and may result in consequences. Chronic attendance issues will result in a file review.

Absences /Punctuality:

When excused absences happen, students are required to work with teachers to make up missing work. Teachers and administration will work with students to solve attendance issues; however, unexcused absences may lead to disciplinary actions if students continually miss classes or are continually late without reason. Students who are boarding in town that miss classes excessively may have their file reviewed for potential loss of boarding allowances.

The following is a chart listing the difference between excused and unexcused absences:

Excused Absences	Unexcused Absences
Student Illness	Sleeping-in
Medical/dental appointment	Went out for lunch
Death in the family	Transportation issues
School sponsored trips	Tired
Family emergency	Friend had an "issue"
Personal safety issues	Missed bus to other campus
Pre-arranged family trip	Away for any reason not considered excused

Extended Absences

If your child will be missing school for an extended time due to trips, illness or injury please provide notification to each teacher as soon as possible so an appropriate course of action can be developed to support your child

The "Dos" of Attendance:

Do attend all your classes and homeroom periods.

Do inform your teachers if you know you're going to be absent ahead of time.

Do make arrangements to catch up on missed work.

Do have your parent/guardian phone the school before 9:00 a.m. when you are away.

Do be prepared to face the consequences if you miss class without a valid reason.

Do make appointments after school hours if at all possible (driver's test, haircuts, etc.).

Do be on time for class. If unavoidably late, sign in at the office.

You may be asked to provide a parent/guardian note to explain absences and lates.

Students absent on the day of a school dance or other after-school activity generally will not be allowed to attend the dance or participate in the activity.

Hallway Wandering: Students are expected to bring all necessary supplies from their lockers before class begins. If a student leaves a class, teacher permission is required, students are reminded to be quiet and considerate of other classes in session, and to be as quick as possible

Leaving School During Class Time:

Columneetza Campus is a **Closed Campus**. This means students may not leave campus at lunch time. Students may leave with parent/guardian permission to go home for lunch. Students leaving the school at any time during the day are to inform the front desk secretary when leaving and arriving back at school.

Cell Phones

Students are permitted to use their cell phones within the school; however, within any classroom use is at the teacher's discretion. Inappropriate cell phone may lead to disciplinary action with administration.

Tobacco Products:

Lake City Secondary is a "Tobacco Free" school. Students are not permitted to smoke, vape or chew tobacco on school property. All students caught using smoking products, including vapes, will have them confiscated. Repeated offences will result in escalating discipline from the school.

Alcohol or Drugs:

Any student under the influence or in possession of drugs/alcohol at school will face disciplinary action.

Weapons:

The possession or use of weapons at school will result in disciplinary action. Such weapons may include but not be limited to knives, firearms, laser pointers, explosives and pepper spray. For students who work ranches and mistakenly brought their working knife to school are asked to contact administration immediately.

Harassment:

Harassment is an unwelcome comment or conduct that may lead to adverse or negative consequences for the victim of harassment. Under all circumstances, harassing behavior is inappropriate. In the case of sexual harassment, it may be referred to the RCMP.

Appropriate Language:

Students are expected to express themselves in a positive, courteous manner. The use of vulgar or abusive language is inappropriate in or around the school. The use of 'please' and 'thank you' is encouraged.

Behavior on School Buses

Students are expected to conduct themselves in an appropriate manner, obeying all bus rules and instructions from the driver. Busing is a privilege not a right. **UNACCEPTABLE CONDUCT IN THE BUS LOOP OR ON A BUS MAY RESULT IN THE LOSS OF BUS RIDING PRIVILEGES OR OTHER DISCIPLINARY ACTION.**

Cheating:

Cheating is a serious offence and will be dealt with by the teacher or the administration for repeated offences. Plagiarism (copying someone else's work and presenting it as your own) is cheating.

Reporting Procedures:

During the year, students receive 4 report cards (3 for Grade 7's). Teachers will provide updates on student progress or contact home if necessary (such as students having many incomplete assignments). Parent- Teacher evenings are held in October and March; the specific dates are on the school calendar. Parents/guardians may call the school to arrange a teacher meeting.

Assemblies:

Assemblies occur throughout the year and provide an opportunity for students to experience various cultural activities, to recognize student achievement, or to mark special occasions. Some assemblies are attended by all students while others may be for selected grades or groups.

Clubs & Athletics:

These activities require a commitment of time and energy but are a rewarding part of school life, students are encouraged to participate. Please listen to announcements for the various activities available to students. School teams include soccer, basketball, volleyball, track & field, and rugby. School clubs include 'Greenologists', Anime, D&D, Fitness Club, League of Legends and possibly some new ones.

Leadership:

All students are welcome to become active in the Lake City Secondary Leadership at both campuses. Its focus is to organize and provide worthwhile and enjoyable activities for the entire student body. Announcements are made with regard to times and dates of the meetings and the functions.

Fire Drill & Emergency Evacuation:

In the event of a fire drill or similar emergency, the school must be cleared quickly. The safety of students and staff and the safeguarding of public property are all considerations thus orderly conduct is essential. Follow teacher directions to designated safe areas (generally on the field). Stay with your class, accurate attendance during emergencies is crucial. Six (6) fire drills will be conducted each school year. In the event that it is not safe to remain outside of Columneetza, the school population may be re-routed to Nesika Elementary (beside Columneetza) or the TRU Campus on Western Avenue.

Lock Down Procedures:

When the building needs to go into lock down, an administrator will announce lock down over the P.A. system and all staff and students must find the nearest secure classroom and wait behind locked doors until an all clear signal is given. Students must avoid using cell phones and parents must avoid entering the school until it is deemed safe to do so. Two (2) lockdown drills will be conducted each year and students and parents will be told the dates of the drills.

Lake City Secondary Code of Conduct

School Mission Vision Values

Our Mission is to commit to creating a healthy environment, which encourages respect for self and others, fosters individual growth through the pursuit of excellence, and promotes a sense of belonging in the school and community.

A. Purpose

Part of ensuring that our Mission can be fulfilled is tied to the conduct of students and staff. The School Code of Conduct sets the standards of behaviour expected at Lake City Secondary and provides the information from which behavioural instruction and accountability are derived.

The purpose of the Code of Conduct is to establish and maintain a safe, caring and orderly environment required for purposeful learning. The code provides appropriate balances between individual and collective rights, freedoms, and responsibilities. Also, the code clarifies and publishes expectations for student behaviour while going to and from school, at school, and while attending school functions or activities at any location.

The code of conduct applies to all students. Accommodation will be made for students with disabilities who are unable to fully comply with the code of conduct.

Conduct that occurs outside of school hours and apart from school activities is not normally investigated and acted upon unless there is an impact on students at the school.

B. Development and Regular Review

1. Throughout the year the school administration will work collaboratively with school staff, students, and parents to adapt and enhance our existing Code of Conduct suitable and appropriate for our ever-changing learners and their needs.
2. Parents, students, staff, and school administration will review the Code of Conduct annually and make revisions as needed. An ongoing review of the Code of Conduct will be carried out in parent, staff, and student settings.
3. Conduct will be consistently monitored to ensure Codes reflect current and emerging situations and are contributing to school safety through formal and informal behaviour data, student, parent, and staff perception,

learning community leader meetings, staff meetings, and school-based team meetings.

C. Communicating Expectations

1. Student expectations for appropriate behaviour will be communicated regularly in classrooms, through team and class meetings, administrator visits, student handbooks, announcements, school wide assemblies. The Code of Conduct will also be posted on the school website. Students who enroll in school after the start of the year are provided with a copy of the student handbook.
2. Staff members will be provided a copy of the school's Code of Conduct in the staff handbook. Temporary staff is provided with a copy of the school's Code of Conduct in the TOC handbook.
3. The Code of Conduct is communicated to parents via the student handbook, newsletters, through PAC and on the school website.

D. Active Teaching and Promotion of Expectations

1. Time will be allotted in the first few weeks of school, and at regular intervals throughout the year, for teachers, administrators and counselors to meet with students, in large and small groups, to review appropriate behaviours and outline consequences.

E. Expectations of Acceptable Conduct

1. The following are examples of acceptable behaviour for Lake City Secondary students while at school, while going to and from school and while attending any school function or activity at any location.
 - a. respecting self, others and the school
 - b. helping to make school a safe, caring and orderly place
 - c. acting in a positive, honest and straight forward manner, being truthful
 - d. informing a 'tellable' adult, in a timely manner (in advance if possible) of incidents of bullying, harassment or intimidation. It is the responsibility of the by-stander to report and prevent incidents of harassment and bullying.
 - e. engaging in purposeful learning activities in a timely manner.
 - f. attending all classes on time
 - g. respecting authority and adheres to classroom, school, and district rules and policies.
 - h. acting in a manner that brings credit to the school

2. The District has no tolerance for weapons. Possessing or using weapons, explosives, fireworks, firecrackers or any other items capable of or intended to be used to threaten, intimidate or cause bodily harm, including fake weapons that can be perceived as real weapons will result in immediate suspension.
3. The Lake City Secondary code of conduct is aligned with district policies, administrative procedures and the BC Human Rights Code. LCSS 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, religion, marital status, physical or mental disability, sex or sexual orientation, and recognizing the lives of people who identify as LGBT2Q+. Respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment."
4. The Board of Education will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the Code of Conduct. Any retribution or threat of retribution by a student/parent towards another student in a breach of the Code of Conduct matter will be dealt with as a highly serious matter, and the student who is being threatened will be protected from the threat with all means available to the School Board including involvement of the RCMP if necessary.
5. The School Code of Conduct applies to behaviour at school, during school-organized or sponsored activities and behaviour beyond these times that negatively impacts the safe, caring or orderly environment of the school, and /or student learning.
Parents, coaches and involved members of the greater community must adhere to the School's Code of Conduct while acting as ambassadors of the school.

F. Consequences for Unacceptable Conduct

1. a. When students do not adhere to the Code the Conduct staff will follow a pattern of progressive discipline. Consequences could include, but are not limited to, warnings, mediation, counseling, phone calls and/or letters to parents, detentions, restorative justice, in-school suspensions and suspensions. In cases of serious breaches of the Code of Conduct, the student may be referred to school district officials, police, and/or other agencies.
Progressive discipline establishes a process of clear, timely, consistent, and documented communications with the student and

their parent/guardian to reinforce an understanding of expectations; to provide opportunity to correct unacceptable behaviour, and to ensure due process.

The goal of progressive discipline is to modify specific behaviour and to encourage acceptable behaviour. The goal is not to punish the student, but to alert the student and/or parent to the need to correct unacceptable behaviours.

- b. When administering consequences for behaviors of a discriminatory nature, the school will make every attempt to address all parties involved and develop a plan to address the school culture.
 - c. When dealing with students, the administrator may adjust the consequence or disciplinary action based partially on the maturity level and/or grade level of the student. What is an appropriate consequence or disciplinary action for a senior student may not be appropriate for a junior student, or resource student.
2. As school is a place of ongoing learning, the expectations for acceptable behaviour increase for students as they become older, more mature and move through the successful grades. Therefore, students will be expected to demonstrate:
- increasing personal responsibility and self-discipline and will receive.
 - increasing consequences and restitution for inappropriate behaviour.

When dealing with students, the administrator may adjust the consequence or disciplinary action based partially on the maturity level and/or the grade level of the student.

Additionally, special considerations may be provided to students who are unable to comply with these expectations due to a disability of an intellectual, physical sensory, emotional or behaviour nature.

3. Suspension will be warranted when violation of the Code of Conduct is deemed serious or other consequences have been inadequate or ineffective. For serious offences students will be brought to the office, the parent is contacted by the school and a formal letter of suspension describing the incident, the length of the suspension (1 to 10 days), and the plan of restitution and responsibilities (course work, letters of understanding or apology, etc.) will be written. A re-entry meeting will be held prior to the student returning to school after a suspension.

4. School Officials have a responsibility to advise other parents of serious breaches of the Code of Conduct.
 - Parents of student offenders(s) in every serious incident.
 - Parents of student victim(s) in every serious incident.
 - School District Officials as required by School District Policy.
 - Police and/or other agencies as required by law.
 - All parents when deemed to be important to reassure community members that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

School staff members may involve parents earlier.

Parents are always encouraged to call the school if they have any concerns or questions.

Procedures on Bullying Behaviour

All incidences of bullying are treated seriously and dealt with at the time of reporting. At the discretion of the administration, the severity of consequences escalates with each subsequent offence.

First Offence: Parents are informed by phone and the incident recorded in the student file. The student and parent may meet with the Administration to develop an appropriate plan for the student prior to readmission to class.

Second Offence: Parents are informed by phone and registered letter, and the incident is recorded in the student file. Students may be suspended depending on the nature of the incident. Student, parent, counselor and Administration may meet to review/amend a corrective plan before readmission.

Third Offence: Parents are informed by phone and registered letter, and the incident is recorded in the student file. The student may be indefinitely suspended. The suspension review committee will convene to review the case and consider readmission of the student to school.

Staff Procedures

Wednesday, September 6th, 2023 (8:45 a.m. – 11:30 a.m.)

Columneetza Campus

8:45 am - Gr. 7 to the gym for class assignment
Grade 8 & 9 find homeroom (lists posted by office)

A Block Homeroom ALL morning

8:45-9:40am Gr.7 Assembly

Break 9:50-10:00

10:00-10:30am Gr. 8 Assembly

Break 10:30-10:40am

10:40-11:15am Gr. 9 Assembly

11:15 am - Dismissal to catch buses (buses arrive at 11:30am)

12:30 pm –Staff Meeting

First Day Procedures:

Class Lists: Teachers can print their own class lists from the Teacher View in MyEd, keeping in mind the “fluidity” of class enrolment during the first two weeks of school. Any new teacher unfamiliar with MyEd can request class lists from the Office.

Students who have not registered prior to September or have no timetable should report to the Office.

Assemblies in the Gym: Welcome to students, introduction to administrators and counselors, discuss rules, routines, etc.

Homeroom:

All of the items needed for homeroom (student handbooks, locker lists, Student Verification forms, etc.) will be available in your teacher mailbox, in the Office or on Teams. Homeroom in semester 1 is ‘A’ block class.

Homeroom (A block) will begin at 8:40am for all students except grade 7’s who will be called to the Gym first for their assembly. Grade 7 homeroom teachers are asked to attend this assembly so they can lead their “troops” to homeroom when done (a copy of your homeroom list, will be in your package, so you can round up your students). Students in grades 8 -9 will be called to the Gym as per the above schedule.

Teachers are asked to conduct homeroom duties as needed in “A” block for the first day and complete any of the school start up items. Do not accept any student who is not on your homeroom list. Send them to the office to get sorted out. Wednesday will be a half day, Thursday will be the first full day. Students are expected

to be in all classes on time, with the appropriate materials (pen, pencil, paper, gym strip, etc.), and prepared to begin.

1. Complete the attendance roster (homeroom list) for each day of this first week. Hand in to office on Friday.
2. Please provide each student with the Student Verification Form. This form must be taken home and returned to either the home room teacher or the office, once signed and completed by parents.
3. Assign each student a locker. Students are to supply their own combination lock. Teachers will record locker numbers and combinations and return locker list to the office. If students use a key lock they are asked to provide a spare to the office for emergency use.
4. Give each student their timetable and a daily schedule. New students will be given a Media Consent form and Computer/Privacy Consent form to complete.
5. Counselors will only be dealing primarily with new registrations Wednesday through Friday in the first week. An appointment sign up list will be available in the counseling center. As most classes will be full, timetable changes will only be done if there is good reason. No timetable changes will be undertaken after September 17th.

Please complete as much of the above as possible and dismiss no later than 11:15 am so bus students can catch their buses.

If time is available, use this Handbook to review school policies with your students – Attendance/Lates, Drug & Alcohol, Tobacco, Cell phones & other Electronic Devices, Internet, etc.

*If you have problems/issues with:

- audio/video equipment (screen, overhead projector, TV, etc., please see a Librarian/Admin.
- the classroom computer, please complete an on-line work order
- your room (# of desks, broken furniture, etc.), see your Vice-Principal.

Staff Parking: At the Columneetza campus staff parking is located in the top section of parking lot, across from the Wood shop, and behind the school. Due to the current Cafeteria and Dorm/Daycare construction/renovation projects, parking may be unavailable in between the Dorm/Cafeteria area and the Industrial Education building.

Attendance & Lates:

Teachers are asked to enter class attendance on the computer as soon as they can after a class begins.

If you require parent/guardian notes for absences and tardiness, be sure to inform your students.

Before phoning a student's home, please check with the Office to see if the student has been phoned in as absent and/or whether the student has signed out earlier in the day.

Let your students know that if they have to be absent during school hours, they must inform any teacher whose class they will miss AND they must sign out at the Office. They should be encouraged to bring a note for the absence or have their parent/guardian phone the school to excuse the absence/late. Also, if students arrive

late to school and/or return from signing out, they should sign back in at the Office before proceeding to class. Teachers can check the "Sign In & Out" book at the Office at the end of the day for any "missing in action".

Announcements:

Daily announcements are read out over the P.A. system at the beginning of the day at Columneetza. Announcements are also read before lunch and at the end of each day. Students are asked to be quiet while the announcements are being read.

Textbook Distribution:

All teachers are responsible for distributing and collecting textbooks and class novels to students. It is incumbent upon the teacher to keep accurate records of the textbooks and novels they sign out to students. After each course is complete teachers submit lists of students who have not returned textbooks or novels to the office, losses are charged against textbook deposit fees. All textbooks and novels have barcodes. Department heads are to submit all textbook orders to the office for approval. Textbooks are not assigned until the second week of school to account for students changing classes.

Campus:

- a) Take the number of books you'll need from book storage
- b) Use the paper textbook sign-out sheet or a class list and record each student's name and the barcode(s) of the book(s) you have assigned them - *record all 9 digits* - and the condition (good/fair/poor) of the book(s).
Please do not allow students to write down their own barcode numbers.
- c) Please write the student's name clearly on a white label on their textbook, it would also help if they wrote the classroom number so if it gets lost, we know where to return it.
- d) Bring each of your text lists to the library so we can copy them. The library will keep a binder of all the text sign-out lists for safe (backup) storage
- e) **The library will no longer sign texts out to students.** The library will only collect miscellaneous texts throughout the year (i.e. found texts, texts being turned in from previous years, etc.).

When your students are finished with a set of texts, please cross off those that were returned and then bring it to the library. If the missing texts find their way back to you or the school inform the teacher librarian and we will cross it off. Between the office, library and the classroom teacher, we should be able to have an accurate record of all returned texts. Let students know that they will be responsible to return the SAME numbered book as that which they signed out.

Plagiarism: Cheating will not be tolerated. This includes, but is not limited to:

- submitting the same essay, presentation, and/or assignment for credit in more than one course unless prior approval has been obtained from all teachers concerned
- talking during tests/exams
- copying other peoples' work or other students' work and presenting it for credit as one's own

Teachers have latitude to deal with each cheating incident in the context of its own circumstances. All teachers should make their policy known to their students at the outset of the course and to be consistent in dealing with any incidents of cheating. The following actions are normally expected.

- speak to the student and inform him/her/they that the grade on the assignment will be a zero

- inform the parent/guardian by phone
- inform the administration of your actions so that the incident can be recorded

Security:

Computer/ Security: if you have to leave students in your room for a SHORT emergency, do not leave the teacher computer open in the MyEducation BC program (or any other program for that matter). Use either the "lock out" procedure or exit out properly and shut the computer down. If leaving for an extended length of time (prep block, lunch, at the end of the day, etc.), be sure to EXIT OUT of the program properly and SHUT DOWN.

Room Security: When you open your classroom in the morning, leave your door in the "locked" position in the event of an emergency. Whenever you are not in your teaching area, please observe the above, plus lock the doors. Before leaving your teaching area at the end of the day, have your last class put the chairs on the desks, close all windows, shut down the computers, turn off the lights, and lock the doors.

Valuables: Teachers are not to accept responsibility for student valuables or money. Advise students not to bring valuable items/money to school but, if necessary, then leave them at the Office. Teachers need to secure their own valuables, student records, mark books, etc.

Wall Phone: Teachers are asked to NOT use a class wall phone to contact other rooms within the school. This blocks the Office Page system and could negatively affect an emergency situation. You can, of course, use the wall phone for outside calls as this doesn't affect the paging system.

Do not allow students to use a wall phone in a classroom. Students can use the office phone if needed.

School Supervision Policy:

As noted in the School Act and Regulations, assigned supervision is mandatory. Staff members are expected to supervise students beyond the immediate area of their classroom. In order to maintain the positive atmosphere of our school situation, all teachers will be responsible for general supervision of the whole school during the school day as an attending adult in the building. It is expected that all staff members will check unacceptable student behavior in the school buildings, on the grounds, or at any school function. The support and assistance of the administration will be available at all times.

In addition to this general supervision, a supervision schedule has been prepared assigning each teacher to a particular area and day(s) of the week. These supervision duties are contractual up to 60min/week and help ensure our school is as safe as possible for students, staff and community members.

"On duty" staff are responsible for the general supervision of the school facility, with specific attention paid to the following areas:

- bus loading area when in use, hallways, washrooms, exterior common areas and parking areas

There is some room for flexibility in the supervision schedule. Exchanges or trade-offs are acceptable, please inform administration of any changes to the schedule.

Whenever extra-curricular programs are scheduled such as team sports on the field or in the gym, club/informal group meetings, or intramural activities, a staff or community sponsor must be present to supervise the students. Such supervision is strictly voluntary and, although required, does not constitute part of the school's formal supervision schedule.

Suggestions for Supervision:

-As you move about the school, try to show a positive interest in students' activities and engage students in friendly conversation.

-The vast majority of situations requiring immediate supervision will need only polite but firm verbal direction. Avoid verbal confrontations with students.

-If you feel the situation warrants the involvement of an administrator, ask the student to accompany you to the office. If the student refuses and you know who he/ she/they are, come yourself or phone the office. If you do not know who the student is, try to identify them by means of other students, locker number, license plate, books, physical features, clothing or other salient features. It is important to provide the administration with a clear description of what happened as soon as possible. If the administrators are unavailable, have the students wait at the office or arrange a later time for a meeting. In serious cases, counselors may be called on for assistance.

Library Supervision: This is at the discretion of the Librarian. The library will normally be open each morning about 20 minutes prior to the first class. A Noon Hour Supervisor may be on duty at lunch.

Gym Supervision: There must be a supervising teacher present whenever any activities are taking place. A Noon Hour Supervisor may be on duty at lunch.

Teacher and Support Staff Absences - LOA: If you are planning to take a leave, you need to fill out a Leave of Absence request via the Atrieve System, 3 days in advance and have it approved by administration. For unexpected absences (sick), you are responsible for recording your absence in the Atrieve System as soon as possible, if an emergency situation develops and you can't make it to work, call the school.

Teachers need to keep an up-to-date day book, (please have your next day planned before you leave school), seating plan, and must supply up-to-date class lists, etc. for all courses. TOC's rely heavily on this information in addition to instructions for when you are away. Ensure that all lesson plans are easy to follow and appropriate for the time allotted. Let admin know where TOC plans and materials for the day will be located.

If you plan to leave the school during a prep period for a prep-related reason, inform admin, sign in/out and provide a contact number.

Course Outlines & Lesson Plans: A copy of your course outline, dated for the correct school year, must be on file at the Office (copy to admin prior to handing out to students). Ensure that every student receives your course outline including an explanation or breakdown of how the students are evaluated. Evidence of instructional planning is expected from all teachers. Grade 7 teachers expected to submit a "Yearly Overview Plan" for all courses taught on file in the office.

Reporting: Four official report cards will be issued indicating performance for all courses in session at the time (Three official report cards in Grade 7). Also, every student must receive at least one interim progress report for each course. There will be two scheduled evenings for parent/teacher interviews – tentatively, one in October

and one in March. All gradebooks and progress reports are to be maintained and produced via the MyEd platform.

In addition to the report cards and interims, home contact by phone is also required in cases of poor performance and attendance. Parents and First Nation Education Coordinators of LEA students, who miss 3 days, must receive a check in phone call.

Staff Meetings: Will be generally on the first full week of each month. Check the planning calendar as it shifts each month depending on holidays and when the P&VP meetings are held. All meetings will start at 3:30pm. Attendance is mandatory however if circumstances dictate that you cannot attend administration must be advised and give approval.

Discipline Information & Guidelines: In the office the student file in combination with MyEd hold a body of information about each student's past educational history. Teachers are encouraged to review each students' files as necessary. The student records contain past report cards along, testing information, family history, learning difficulties and discipline infractions.

Suggestions for Classroom Management:

- ❖ Be prepared (promptly take attendance, use a daybook to plan each day, have your learning intention(s) displayed, resources for each lesson ready, and use assessment rubrics with students)
- ❖ Be business-like (and caring) with regard to lessons
- ❖ Know your students by name as soon as possible
- ❖ Be courteous and warm with students without being overly familiar
- ❖ Use positive language with students
- ❖ If you have a student that will not leave your class (defiance), call administration and take your class away from the area that the student is occupying
- ❖ Obtain permission from the parent/guardian before keeping a bus student after school
- ❖ At times you may need help with a student in your class (let your administration assist you)
- ❖ Statements that might not be fulfilled, should be avoided (such as banning a student from your class – call administration if you need assistance)
- ❖ Phone administration promptly if you have a student disobey you or in any way defy you
- ❖ Avoid making students report to the office as a routine action. Repetition will reduce the effect plus your ability to affect the behaviour. Save office trips for cases of gross insolence or direct disobedience.

**Office Numbers: Columneetza Campus 250-392-4158 (general inquiries);
Williams Lake Campus 250-392-6284 (general inquiries)**

Columneetza Campus		Williams Lake Campus	
Hattie Darney (Principal)	724	Curt Levens (Principal)	224
Matt Cullum (Vice-Principal)	723	Yvonne Davis (Vice-Principal)	228
Marilyn Hale (Clerical-Front Desk)	721	Jen Stirling (Clerical-Front Desk)	221
Ildiko Deboer (Clerical-Financial)	727	Lisa Hutchinson (Clerical)	225
Tassie Giroday (Clerical -Records)	726	Tracey Teixeira (Clerical- Records)	227
Tara Burtenshaw (Counsellor)	732	Coralee Lebourdais (Clerical -Financial)	226
Jon Harding (Counsellor)	734	Dave Julius (Counsellor)	233
Indigenous Language & Support	739	Jen Caddy (Counsellor)	234
		Indigenous Language & Support	232



Facebook Page – Lake City Secondary –School Page

School Website: <https://www.sd27.bc.ca/LCSSCOLUM>