

Lucerne Elementary Secondary School

Student Handbook 2014-2015



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INTRODUCTION

Lucerne Elementary Secondary School

Lucerne Elementary Secondary School looks forward to the year ahead working with students. At the heart of what the school does is each student. This handbook is designed to facilitate a positive learning environment for all. Staff, students, volunteers and families work together to ensure that the school is a safe, orderly place for learning for all. The handbook may not address all eventualities as the school year unfolds, but its intention is to provide students and their parents/guardians with information on events, conduct and systems.

SCHOOL'S AIM

Lucerne Elementary Secondary School aims to assist students to reach their maximum academic, social, technical, physical, emotional and creative potential in an environment characterized by caring, dedication and respect for individual differences.

RESPONSIBILITY OF STUDENTS

Each student should:

- be prepared to engage in learning activities
- take responsibility, meet expectations and deadlines
- have increasing personal responsibility and self-discipline as they move from grade to grade
- help to make the school a safe, caring and orderly place
- respect self, others, people's belongings, the school and its belongings
- model positive behaviour in the school and community
- comply with the school rules authorized by the principal of the school and with the code of conduct and other rules and policies of the School District 10, Board of Education

EVENTS CALENDER 2014-2015

Tues, Sept 2th **School starts**

Thurs, Sept 6th **Welcome back to school BBQ**

Tues, Sept 11th - 14th **Grade 4-6 canoe field trip**

Mon, Sept 17th- 21st **English field trip to Vancouver**

Tues, Sept 18th – 21st **Socials/Science Grades 7-9 fieldtrip to Creston**

Fri, Sept 28th **Terry Fox Run**

Fri, Oct 5th **Harvest Fest**

Wed, Oct 10th **University Liaison Day**

Thu, Oct 11th -13th **Writing Class Banff Word Fest Trip**

Wed, Oct 17th **Photo Day**

Fri, Oct 19th **Provincial Pro-D**

Thu, Oct 25th **Student led conferences**

Fri, Nov 9th **Remembrance Day Assembly**

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Mon, Nov 12th - 18th **Work Experience (Grades 11-12)**

Fri, Nov 23rd **Report Cards Home**

Wed, Dec 3rd **PAC 6pm**

Tues, Dec 9th **Early Dismissal-Student Led Conferences**

Wed, Dec 17th **Elementary Report cards go home**

Wed, Dec 17th **Christmas Craft Faire 6pm-7:30pm**

Fri, Dec.19th **Last Day of Classes before Xmas break**

Sat, Dec 20th **Winter vacation starts**

Mon, Jan 5th **Schools Re-Open**

Fri, Jan 9th **Elementary K-6 Ski Day**

Wed, Jan 14th **Elementary K-6 Ski Day**

Fri, Jan 16th **NID**

Mon-Fri Jan 19-23 **Immersion Week #3**

Wed, Jan 21st **7/8 Ski Day**

Fri, Jan 30th **K-6 Ski Day**

Fri, Feb 6th **End of T1 & S1-Secondary**

Mon, Feb 9th **BC Family Day**

Tues-Fri Feb 10th-13th, **Immersion Week #4**

Fri, Feb 13th **Secondary Report cards go home**

Fri, March 6th **End of T2 Elementary**

Fri, March 16th **Last Day before Spring Break**

Mon, Mar 30th **School starts again**

Fri, Apr 3rd **Good Friday**

Mon, Apr 6th **Easter Monday**

Fri, Apr 17th **End of Term Secondary 3**

Mon –Fri Apr 20th -24th **Immersion Week #5**

Wed, May 6th **PAC**

Fri, May 15th **NID**

Mon, May 18th **Victoria Day**

Tues – Fri May 19th – 22nd **Immersion Week #6**

Sat, June 6th **Graduation Ceremony**

Fri, June 12th **Exams Begin**

Thu, June 25th **Last Day Awards Assembly Reports Out**

Fri, June 26th **Admin Day**

STAFF

Nicol Suhr –Principal, IDL 9/10, FLC 11/12

Richelle Johnston – English 7-12, PE/Fitness, Theatre, Drama, Visual Arts, Writing, FLC

Chiyoko Reitmeier –School Secretary

Elliot Brady- PT/Fitness, Science 9-12, Math 9-12, FLC 11/12, IDL 9/10

Patti Sebben – Foods 7-12, Textiles 7-12, WE, FLC 11/12, Grad Transitions

Gary Parkstrom –Socials 7-12, PE/Fitness, Outdoor Education 7-12, IDL 9/10

Signy Fredrickson- Elem Science & PE, Grade 7/8 Math & Science, Aboriginal Ed

Chaez Johnsin – Library Program Assistant FLC

Rachelle Champagne –Kindergarten, Grade 1

Heather Jenkins – Grades 2 & 3

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Katrina Sumrall – Grades 4, 5, 6
Paula Rogers – LRT, DL
Cameron Robertson- Counsellor
Charlene Alexander- StrongStart
Kerry Heichert-SEA
Barb Mark –SEA
Heather Simpson –SEA
Eva Shandro-SEA
Zave Reinhart- Custodian

SECTION A: GENERAL INFORMATION FOR ALL STUDENTS

CODE OF CONDUCT

Lucerne Elementary Secondary School promotes the values expressed in the Canadian Charter of Rights and Freedoms, the BC Human Rights Code and the UN Convention on the Rights of a Child respecting the rights of all individuals in accordance to the law.

Our Code of Conduct

Establishes and maintains safe caring, and orderly environments for purposeful learning

Establishes and maintains appropriate balances among individual and collective rights, freedoms, and responsibilities

This conduct is expected at school, during school-organised or sponsored activities, on school buses, and in other circumstances where engaging in the activity will have impact on the school environment.



BE RESPECTFUL BE SAFE
BE AN ACTIVE LEARNER BE FAIR

Our full code of conduct is available from the school office in a separate pamphlet.

STUDENT LOUNGE

The student lounge is available for students in Grades 7 -12. Students have a responsibility to keep the lounge clean including the furniture. Ball games are not permitted in the lounge.

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STUDENT COUNCIL

Lucerne has a student council that represents the student body. It plans whole school events for students, fundraises for charitable organizations that it believes the students would like to support and has input into school policies. Four executive members serve for the year and are elected from Grade 10 - 12 while representatives from other grades are elected for shorter terms.

RECYCLING AND COMPOSTING

All students are expected to use the recycling and composting tubs in each classroom and student lounge. It's easy! Almost any plastic, cardboard, paper type and can be recycled. The compost system takes any food type so put your left overs into the compost tub rather than put it in general garbage or even worse – leaving it lying around, attracting bears or vermin

GUESTS AT SCHOOL

Parents are welcome to visit the school. Please arrange with individual teachers for the best time to visit a class. **All guests** are asked to sign in during the school day 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 the principal, and with each teacher's permission prior to the visit.

ALL- SCHOOL FITNESS

This is a scheduled K-12 lesson that all students are required to take part in. It is led by the student council and helps create an atmosphere of one school together. For secondary students the lesson is part of the Fitness or Physical Education curriculum and for all students, the requirement for Daily Physical Activity.

LIBRARY

The library is the designated area for quiet work and study. The library houses study, reference, and curricular materials, books and magazines, and a variety of multi-media materials for students and teachers. Please check with the library clerk for assistance. Always sign out a book if you take it out of the library. Students are expected to work quietly in the library, to return materials on time and to be responsible for material they use and borrow. Students are responsible for lost and damaged library books. The cost to the student for a lost library book is its replacement value.

COMPUTER USE

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Computers at Lucerne are available in several areas for student use with teacher permission *and* supervision: the Library, the Secondary Computer Lab, in some classrooms and the Facilitated Learning Centre (FLC). Every student is required to sign a *School District #10 Computer Use Agreement* at the start of each school year in order to receive a password for access to most computers in the school. The agreement states that any student found to be using computers for inappropriate reasons (inappropriate language, inappropriate sites, inappropriate messages to others, etc.) will lose the privilege of computer use and may be referred to the administration for further action, which could include suspension.

TEXTBOOKS AND LIBRARY BOOKS

All students are required to report to class with the proper textbooks. Textbooks will be issued by the classroom teacher. Books that are lost or damaged must be paid for. The cost to the student for a lost text is its replacement value. End of year reports are not issued until the book is returned or payment made.

USE OF CELL PHONES AND OTHER TECHNOLOGY

The school recognises the popularity of hand-held personal technological devices and also values these as a learning tool. Therefore there is a need for trying to strike a balance between the use of these devices in a learning environment and allowing for students to have an environment in which they can relax at recess and lunch. In the secondary classrooms, personal laptops, iPods, and MP3 players may be used at each teacher's discretion while students are engaged in their individual assignment but not during group activities including teacher instruction. It is also recognized that cell phones are used to store and play music, but phones must be switched off for receiving or making calls and texts. If a hand-held personal technological device is being used in class for non-academic purposes it will be given to the administration who will then phone home for parents to pick it up. Students who use such technology in classes may be referred to administration for disciplinary action. The school will not accept responsibility for lost or stolen articles. These devices are not to be used in Kindergarten to Grade 3 and at the teacher's discretion in grades 4-6. It should also be remembered that in a case of an emergency, the school office should be used to communicate to parents out of school or to students in school during school hours.

BULLYING OF STUDENTS

The staff of Lucerne believe that, whether at school or participating in a school-sponsored activity out of school, students should be made to feel welcome and positive about the school and its activities. The principal has a duty to ensure that the school remains a safe and orderly place. Harassment or bullying practices will not be tolerated. Students are encouraged to talk to someone if they are being bullied, rather than stay silent. Students should know that cyber-bullying is considered a school issue as your home lives and school lives intersect in our small community. In the unfortunate event that such events do occur, the offending students may be suspended and referred directly to the Superintendent of Schools for indefinite suspension. These actions may result in the student not being

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allowed to participate in school activities outside of the classroom, or being transferred to another education setting.

DRESS

Dress is generally a matter for parent and student discretion. However, if dress is distracting to learning, considered to be inappropriate by school staff, and/or inappropriate for the learning environment (e.g: shops, science classrooms, etc.), the student will be asked to change or to leave the class. Students must come to school wearing clothes appropriate for the learning environment. Footwear must be worn at all times. The wearing of hats in classes is at the discretion of the teacher. Clothing displaying logos or references to drugs, alcohol or inappropriate language or innuendo is not permitted. Students will be told to change their clothing.

PUBLIC IMAGE DISPLAY

The production and display of imagery which infringes on the rights and safety of others is not allowed. In the art classroom it is understood that students are developing skills they will need in life with a sense of responsibility to self and community. It is also understood that the visual arts are a method of self expression and imagery from personal experience is a valuable source of material. This being a multi-age public school, and not a public gallery, the imagery displayed in the halls must meet with school standards.

If there is issue with an image on display, the student will be approached first to engage in dialogue. Displays deemed to be inappropriate by school staff will be removed from the display area and returned to the artist.

LOST & FOUND

The school's "Lost & Found" is located at the far end of the student lounge. Students are cautioned not to bring large sums of money or valuables to school; these items can be stored, if necessary, at the office. Students are responsible for the care and safety of all their personal belongings. The school will not accept responsibility for lost or stolen articles. Any and all items remaining in the "Lost and Found" at the end of each school year will be donated to a local charity or discarded.

BUS GUIDELINES

At the start of the school year the bus driver will issue a bus consent form to each student who wishes to travel to and from school by bus. This needs to be returned to the driver. If a student wishes to travel occasionally then they must give a note to the driver signed by the parent/guardian or ask the office to issue a permission slip if the school secretary speaks to the parent/guardian.

To ensure safety, students who travel on school buses are expected to obey all rules, regulations, and policies that apply. The rules will be explained by the bus driver.

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Infractions of bus rules may result in the suspension of bus privileges, and/or other disciplinary actions. If a 'Bus Behaviour Report' is issued to a student it must be returned to the driver, signed by a parent of guardian, before the student can travel on the bus again. Where students are found responsible for damage to buses, they and/or their parents 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.

HEALTH CARE AND STUDENT ACCIDENT PROCEDURES

Except in cases of emergency, students who become ill or who have suffered a minor injury at school will be cared for at the school. Parents will be contacted when the illness necessitates the student missing class or when medical attention is required. Where there is an immediate concern for a student's health, the school will summon an ambulance or take the student immediately to the hospital. In emergency cases, parents will be contacted while the student is transported to the hospital. Each year, students will be asked to provide the office with updated health information, including name(s) of doctor(s), dentist(s), and any health concerns (eg: allergies). Medications are not administered to students by school staff, unless a health protocol has been determined. A number of staff are certified First Aid attendants and all staff receive annual training in using an EpiPen in the event of an extreme allergic reaction resulting in anaphylaxis.

LOCKERS AND LOCKS

Each student will be held responsible for the locker assigned, and any damage or defacement of the locker will be rectified by the student concerned.

Lockers will be assigned at the beginning of the school year. Students must use only the lockers assigned to them. Locks may be rented at the office for \$5 or a student should supply their own lock. It is essential that no valuables, including clothes or books, be left in an unlocked locker. Items that are very valuable, including money, should not be kept in lockers under any circumstances.

All lockers are the property of the school. Where a student is suspected of keeping in the locker, items, articles, or materials contrary to those permitted by the school or by the Criminal Code of Canada, the administration retains the right to search lockers.

There will be periodic locker clean outs during the school year. All lockers must be emptied on the last day of the student's final class. Unclaimed items will be donated to charity or discarded.

DAMAGE TO SCHOOL PROPERTY/VANDALISM

Willful defacement of and damage to school property is contrary to the type of responsibility students are expected to exhibit, and therefore is subject to disciplinary action. Since damage is costly to repair, part of the disciplinary action may require the

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student or parent(s)/guardian(s) to pay for necessary repair or replacement. Vandalism may also result in a school suspension or suspension to the Superintendent of Schools.

CYCLING AND SKATEBOARDING

Cycling to school is encouraged and bikes should be left in the bike rack at the front entrance. Students should bring their own lock if they want to secure their bike. However, cycling and skateboarding on school property are not permitted once the school bus has arrived for the day and until it has left. This includes the tennis court, the sidewalk in front of the school and through the school garden and anywhere inside the school.

SNOWBALLS AND SNOW ACTIVITIES

Throwing of snowballs on school property or adjacent to school property is prohibited. Suspensions may result for those involved. Do not bring skis, snowboards, no-boards or GTs to play in the snow at recess or lunch as the metal edges can cause injury. Elementary students must wear snow pants to play in the snow. 'Steenhoff's Hill' is only open when the principal or teacher-in-charge gives the okay and there must be a supervisor present on the hill.

EXTRA-CURRICULAR PARTICIPATION

Lucerne values the importance of extra-curricular activities as part of the learning that happens at school. Participation in extra-curricular activities is encouraged for all. Nevertheless participation is a privilege earned through compliance with school policies. It is expected that students are caught up with their academic subjects before participating in any event. This policy is intended to be a positive support for our students to encourage them to maintain good attendance, abide by all school rules, and to be a good citizen.

Students involved in extra-curricular activities are ambassadors for the school and have high expectations placed upon their behaviour. Any student involved with alcohol or drugs while participating in a school sponsored activity may be immediately removed from all extra-curricular activities during that season of play and may be prohibited from further extra-curricular activities throughout the year.

A student's participation in an extra-curricular activity can be appealed to administration. The final decision will be made by the principal or designee.

- **TEAM RULES** Each coach / sponsor will establish team rules. Team rules will be distributed and discussed with parents and participants prior to the beginning of the activity. Students are expected to comply with team rules and might forfeit their right to participate through noncompliance.
- **SCHOOL ATTENDANCE** Students must attend **all** scheduled classes on the day of a competition/activity to be eligible to participate in extracurricular activities on that day unless the student has had a medical appointment verified by the parent / guardian in writing.

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- **SUSPENSION** Students suspended from school will not be permitted to participate in extracurricular activities while on suspension.

EXTRA-CURRICULAR TRAVEL

Any parents who wish to drive students on a school based trip must be over 21, have a current drivers' abstract for the school year, have a minimum of \$1 million in liability insurance policy, complete a 'volunteer driver form' kept in the school office for each trip and complete a volunteer criminal records check which must be approved by the Superintendent. A student may drive themselves to an event if there is no alternative but under no circumstances are students able to transport other students.

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SECTION B: ELEMENTARY SCHOOL INFORMATION

SCHOOL DAY

8.30 am Bus arrives, supervision starts
8.54 am Coming-in bell
9.00 am -10.50 am Session 1
10.50 am - 11.10 am Recess
11.10 am -12.12 pm Session 2
12.12 pm -1.05 pm Lunch
1.05 pm - 3.00 pm Session 3
3.10 pm Bus departs, supervision ends

HOME-SCHOOL COMMUNICATION

All elementary students are provided with a planner that should come to school every day as teachers use the planner to send messages home. Newsletters are published on the first day of every month and should be taken home by the student. The website is kept up to date weekly and also has postings and a calendar to let students know what is happening.

RECESS AND LUNCHTIMES

Students are supervised at recess and lunchtime. Lunches should be finished in the classroom before the student heads out to play. If a student has forgotten their lunch they should inform their teacher who will let the office know to phone home or see what is available in the food cupboard. The upper intermediate class, Grades 4-6, may leave the school premises at lunchtime with a note from their parent/guardian. With this comes the responsibility of returning to school on time; if students do not return to the school on time on three occasions this privilege will be withdrawn. Students in K-3 should be picked up by their parent / guardian if they go home for lunch.

REPORT CARDS AND ASSESSMENT

Formal report cards are sent home to parents three times in the school year and there are also two student-led conferences that encourage the parent to visit with the student so that the student can demonstrate their learning. Students in Grades 4 and 7 are required by the Ministry of Education to sit Foundations Skills Assessments in February 2013. There are also district progress assessments for reading for Grades 3 to 8 and writing for Grades 1 to 10 in April 2013.

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Throughout each term, students receive regular feedback from their teacher on their progress. ‘Assessment for Learning’ methods are used at Lucerne; they engage students in their own assessment in order for them to understand how they are doing, what the grade expectations and how they can make progress are used in the elementary classrooms. You will not always see a letter grade on your work, rather, you are more likely to see a comment, an invitation to conference with your teacher or tracking progress on a rubric.

Intermediate Grades 4-6

A: Excellent or Outstanding Performance in relation to learning outcomes.

B: Very Good Performance in relation to learning outcomes.

C+: Good Performance in relation to learning outcomes.

C: Satisfactory Performance in relation to learning outcomes.

C-: Minimally Acceptable Performance in relation to learning outcomes.

I: No demonstration of minimally acceptable performance in relation to learning outcomes in this reporting period.

F: No demonstration of minimally acceptable performance in relation to the learning outcomes for the course.

Primary Grades 1-3

Not yet meeting expectations	<ul style="list-style-type: none"> • Work does not meet grade-level expectations • May be evidence of progress toward relevant learning outcomes • Requires ongoing support
Approaching expectations	<ul style="list-style-type: none"> • Work may be inconsistent, but meets grade-level expectations at minimal level • Evidence of progress toward relevant learning outcomes • Needs support in some areas
Meeting expectations	<ul style="list-style-type: none"> • Work meets grade-level expectations • Evidence that relevant learning outcomes have been met • Demonstrates proficient academic performance
Exceeding expectations	<ul style="list-style-type: none"> • Work exceeds grade-level expectations • Demonstrates superior performance and in-depth understanding of learning outcome

Kindergarten

Approaching expectations	<ul style="list-style-type: none"> • Work may be inconsistent, but meets grade-level expectations at minimal level
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	<ul style="list-style-type: none">• Evidence of progress toward relevant learning outcomes• Needs support in some areas
Meeting expectations	<ul style="list-style-type: none">• Work meets grade-level expectations• Evidence that relevant learning outcomes have been met• Demonstrates proficient academic performance
Exceeding expectations	<ul style="list-style-type: none">• Work exceeds grade-level expectations• Demonstrates superior performance and in-depth understanding of learning outcomes

Elementary Counselor

The school district's elementary school counselor works at Lucerne one day a week on a Tuesday. Any student who is referred to the counselor to work with her on a one-on-one basis or in a small group will only do so with parental consent. The counselor also works in classes with the home room teacher. Any parent can contact the counselor for advice and support.

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SECTION C: SECONDARY SCHOOL INFORMATION

Timetable – 2014/15 September 4th 2014- June 25th 2015

	DAY 1	DAY 2	DAY 3	DAY 4
8.54-9.56	BLOCK 1 PE/FITNESS GYM	BLOCK 1 PE/FITNESS GYM	BLOCK 1 PE/FITNESS GYM	BLOCK 1 PE/FITNESS GYM
9.56-10.58	BLOCK 2 SC7/8 (LAB) MA 9/10(RM 121) ENG 11/12(RM123)	BLOCK 4 ENG 7/8 SS 9/10 (RM 121) SC 11/12 FLC 11/12	BLOCK 6 MA 7/8 (RM 123) SC9/10 (LAB) SS 11/12 (RM121)	BLOCK 8 SS 7/8 (RM 121) EN 9/10 (RM 123) MA 11/12 (SC. LAB) FLC 11/12 (RM 125)
11.08-12.10	BREAK BLOCK 2 SC 7/8 (LAB) MA 9/10 (RM121) ENG 11/12 (RM 123)	BREAK BLOCK 4 ENG 7/8 SS 9/10 (RM 121) SC 11/12 FLC 11/12	BREAK BLOCK 6 MA 7/8 (RM 123) SC9/10 (LAB) SS 11/12 (RM121) FLC 11/12 (RM 125)	BREAK BLOCK 8 SS 7/8 (RM 121) EN 9/10 (RM 123) MA 11/12 (SC. LAB) FLC 11/12 (RM 125)
1.00-2.02	LUNCH BLOCK 3 IDL (RM 121) VISUAL ARTS/DRAMA(RM 123) FOODS 10-12 FLC 11/12 (RM 125)	LUNCH BLOCK 5 OE 7-9 (GYM) FLC 11/12 (RM125) IDL 9/10 (RM 121)	LUNCH BLOCK 7 FOODS 7-9 FLC 11/12 (RM 125) THEATRE WORLD 10-12 (RM 123) IDL 9/10 (RM 121)	BLOCK 9 TEXTILE 7-12 (HM EC) OE 10-12 (GYM) FLC 11/12 (RM 125) IDL 9/10 (RM 121)
2.02-3.03	BLOCK 3 IDL (RM 121) VISUAL ARTS/DRAMA(RM 123) FOODS 10-12 FLC 11/12 (RM 125)	BLOCK 5 OE 7-9 (GYM) FLC 11/12 (RM125) IDL 9/10 (RM 121)	BLOCK 7 FOODS 7-9 FLC 11/12 (RM 125) THEATRE WORLD 10-12 (RM 123) IDL 9/10 (RM 121)	BLOCK 9 TEXTILE 7-12 (HM EC) OE 10-12 (GYM) FLC 11/12 (RM 125) IDL 9/10 (RM 121)

COUNSELING SERVICES

Educational, career, personal and social counseling services are available for students attending Lucerne Elementary Secondary School. The counselor assists students in planning their programs, working on portfolios, discussing post-secondary education, planning for scholarships, resolving personal concerns, and acquiring good study habits. Our counselor is available by appointment on Wednesdays and Thursdays.

COURSE PLANNING AND CAREER EXPLORATION

Students may seek assistance from the counselor when selecting courses each year. It is important that students and parents recognize how course and program choices relate to occupations and post-secondary institution entrance requirements. Calendars, brochures, pamphlets and website addresses are available in the Counseling Centre area, to assist students with career decisions, scholarship information, and post-secondary education. University Liaison Day is October 10th 2012 and Work Experience Week is November 12th -16th 2012 for grades 11 and 12.

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CHANGING COURSES

The school timetable is prepared on the basis of classes that students selected at the end of the last school year. Generally, students will be placed into classes of their choice. This is not always possible if numbers are below five in which an alternative selection is required. The principal has full authority in the placement of students and will make final decisions in this regard. Where it is approved by teachers and the counselor, and where numbers permit, students may change courses with the counselor's approval *during the first two weeks of each semester*. After this time period, the counselor and /or administration will make decisions regarding possible changes in any course or program.

PERSONAL CONCERNS

Our counselor is available to discuss questions or concerns that may arise. These concerns could be related to courses, career, and relationships with friends or family, etc. The counselor can also help students make contact with community agencies that can provide support.

TUTORS

Students may need extra help with their schoolwork. The counselor 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.

ATTENDANCE POLICY

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. Research shows that students need to collaborate in order to develop their critical thinking skills required of them in 21st Century lessons.

ATTENDANCE

1. It is expected that students will attend full classes every school day. All teachers will take attendance and keep a record of absences and lateness.
2. It is the responsibility of an absent student to have a parent /guardian contact the school for absence verification on the day of the absence. If the school does not receive a call for an absent student, parents/guardians may be contacted that day by the school's secretary. For absences known in advance, it is courteous of the student to make arrangements for missed assignment prior to the absence and for the parent/guardian to leave a message in advance.

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3. Teachers will, within reason, attempt to provide make-up work for excused absences. No make-up work will be provided for trancies.

4. If a student must leave school prior to the end of the day, he /she will bring a written request from home stating the reason and signed by the parent or guardian. This will be shown to the teacher and then at the main office when they sign out. If the student does not have a note, personnel in the office will attempt to contact the parents or guardian. Students will not be permitted to leave without parent/guardian permission. If there is a need to leave the school, for example for medical reasons, the school first aid designate will assess the student, determine if further medical attention is required, and the student will be assisted to the medical facility by a staff member. Parents/guardians will be notified by the school office personnel upon the decision to gain further medical attention.

5. Students who arrive late to school must report to the main office for a “late slip”.

6. Students who are absent from any of their scheduled classes on the day of a curricular or extra-curricular activity (e.g. a field trip, a sports practice or game, a dance, etc.) in which they are scheduled to take part will not be allowed to participate in that activity. Exceptions may be made for excused absences obtained through the office.

ATTENDANCE REFERRALS

At Lucerne, attendance is crucial to student success. Students who miss more than a couple of classes have a much more difficult time being successful in any given course. Excessive unexcused absences will be brought to the attention of the principal. Prior to this referral, teachers will have discussed attendance concerns with the student and his/her parent / guardian. Teachers may also refer the student to a school counselor or the principal. Action taken by principal may include, but not be limited to, conferences with students and /or parents / guardians, counselor, and teachers, placement on a progressive discipline plan, which may result in removal from any course if attendance continues to be a concern.

TRUANCY

Any absence without parent knowledge and/or approval is considered to be truancy. After the third occurrence in one class the principal will deal with the truancy as a discipline issue. Consequences may include, but not be limited to, time given back to the school, making up the class after school, conferences with parents/guardians, removal from a course, and recommendation to an alternate educational program.

ABSENCES

Lucerne Elementary Secondary School discourages students taking vacations during school time or leaving school prior to the normal closing date. Students missing classes lose essential instruction and place increased demands on classroom teachers in the areas of record keeping, administering make-up work, etc. During the planning for an absence,

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parents and students should understand that teachers cannot, in all cases, pre-teach the lessons, nor provide make-up assignments to cover all the material that will be missed. However, occasions arise where absences are necessary. When this is the case, the school will make every reasonable attempt to reduce the impact on the student's educational program in order to help students maintain high academic standing.

Excused absences are:

1. *Personal illness*
2. *Medical appointments*
3. *Recognized religious holidays*
4. *Emergency family situations*
5. *Scheduled court appearances, as a defendant or witness*
6. *School-sponsored activities*
7. *Community-sponsored activities agreed to by the Administration*
8. *Work experience*
9. *Enrichment lesson or activity that the teacher has been notified about*

In the case of planned absence, parents and students should understand that teachers cannot, in all cases, pre-teach the lessons, nor provide make-up assignments to cover all the material that will be missed. At the teachers' discretion make-up instruction may be provided, where possible, at a time determined by the classroom teacher. Tests and assignments may be also be made up. Some classroom activities (such as labs, presentations) may not be reproduced.

Required notification procedure for an excused absence:

1. Any request for absence in excess of one week will require contact with the principal by the parents.
2. Teachers will indicate student expectations during absences. The responsibility for timely completion of all make-up requirements rests with the student.
3. Lucerne reserves the right to determine whether any pre-arranged absence is "excused". These terms are explained above.

For all other absences:

- Teachers are not required to provide make-up instruction.
- Tests and assignments may be made up, only if prior teacher approval is obtained, and at the teacher's discretion.
- Some classroom activities and assessments such as labs and presentations may not be reproduced
- Make-up work is to be handed in on the day of return. Make-up instruction or assessment will be scheduled at the teacher's discretion.

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LATE ARRIVALS

To school:

Lucerne Elementary Secondary School expects students to arrive on time in the morning and after lunch, as well as to arrive to classes on time. Students who are late miss important instruction and disturb the class routine. Studies have shown that regular attendance and punctuality are major factors in school success.

To classes:

Lateness *to classes* will be dealt with according to the following procedure:

Step 1: 1-3 lates per course. The teacher will handle the situation individually with the student. Teachers will initiate, no later than the third late, some form of disciplinary action. Teachers will make home contact.

Step 2: 4th late of the course. The teacher will report the student to principal and provide information concerning previous attempts on their part to correct the situation. The principal will develop a progressive discipline plan with the student, which may include detentions, further contact home, etc.

WITHDRAWAL FROM A COURSE OR FROM SCHOOL

Before any student withdraws from a course or from school, he / she must have permission from his/her parent or guardian to do so, and a school form must be completed (obtained from the counselor). All books and school materials must be returned and accounts cleared before the student may withdraw.

GRADUATION PROGRAM

Graduation requirements for Lucerne are those required by the Ministry of Education. In order to graduate from Grade 12, all students are part of the 2004 Graduation Program. Students will be required to achieve minimum 80 credits over three years (10, 11, 12). For what specific grad course required please refer to the school counselor.

These are the **minimum requirements** for a Secondary School (Dogwood) Graduation Diploma. Many courses have prerequisites that should be completed before the next course can be attempted. Students planning for post-secondary admission are advised to see a counselor to determine entrance requirements for specific programs and institutions.

The achievement indicators that are used on a final report are:

A	=	86%-100%	Excellent achievement
B	=	73% - 85%	Very good achievement
C+	=	67% - 72%	Satisfactory achievement
C	=	60%-66%	Satisfactory achievement
C-	=	50% - 59%	Minimal achievement: student may be capable of next course

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F = 0% - 49% Fail: further work is to be completed before the student may take the next course, or before credit is assigned

I = **Incomplete**

Work is to be completed before credit may be granted. The teacher states when this work must be completed by. If it is not submitted by the extended deadline then the student gains a 'F' (fail) for that term.

TS = **Transfer Standing**

May be granted by the principal after an examination of records from institutions other than a B.C. public school.

SG = **Standing Granted**

Completion of normal requirements is not possible but a performance level has been attained which warrants granting credit for a course. To be used mainly for serious illness, late entry or early leaving.

W = **Withdrawal**

Withdrew before the end of the first week of Term 2 of a semester.

RM = **Requirements Met**

Only used upon successful completion of the Graduation Transitions course.

ASSESSMENT FOR LEARNING (AFL) METHODS

As in the elementary school, teachers will use formative methods of assessment alongside summative. Rather than a student receiving a percentage grade and no indication of how to make further improvements the teacher will feedback verbally in a 1:1 conference or through written comments that provide suggestions on how to make improvements next time. Students should be able to learn from feedback and move forward. With AfL methods, teachers establish criteria for assignments which the students know of at the start of the assignment, can use rubrics which indicate what is required for certain levels of achievement, involve students in peer assessment and also allow students to repeat an assignment once following feedback. Each teacher will start the school year by clearly explaining to students how they will assess their work.

REPORT CARDS

Report cards are written three times a year: in the Fall, at the end of Semester 1 and at the end of Semester 2. Two student-led conferences are held in the Fall and the Spring and parents / guardians are encouraged to attend these alongside their child to find out about their progress from teachers and students.

CLASSROOM TESTS AND MID YEAR EXAMINATIONS

Students will not be permitted to write tests before or after the test has been written by the rest of the class unless an arrangement has been made with the teacher or approval has been

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granted by the administration. In cases of illness on the day of the exam, a parent /guardian is required to phone the school if a test is to be missed.

Students must comply with the following rules governing the examinations:

1. Know beforehand the date and time of the exam and the number of the room in which you are to write.
2. Be in that room at least 5 minutes before the examination is scheduled to begin.
3. Before entering the examination room, supply yourself with the necessary writing equipment and mathematical instruments where applicable.
4. Do not take notebooks of any kind in to the examination room with you. Textbooks should be handed into the supervising teacher as you enter the room.
5. All personal electronic devices are to be turned off and given to the exam supervisor.
6. Students shall not make use of papers or notes other than those supplied by the supervisor.
7. Students shall not give or receive assistance of any type.
8. Students shall not speak or communicate in any manner with other students while writing exams.
9. Students shall not leave their seats without permission.
10. Students must interpret questions on the examination paper. The teacher supervising the exam has no authority to help with anything that appears on the examination paper. Teachers will supervise all examinations diligently.

Any student breaking any of these rules will have his or her paper forfeited, will be awarded a zero for that examination, and will be referred to the administration. It will not be necessary to prove that the student cheated, only that he or she broke the rules.

FINAL EXAMS

- 1) A schedule of final exams will be made available to all students two weeks before the end of a semester.
- 2) Students must write their exams on the scheduled dates. If a student is excusably absent on the date of the scheduled exam, he/she must notify the school prior to the scheduled writing time of the exam. The school, in conjunction with the student, will reschedule the exam.
- 3) Students who are inexcusably absent from final exams will be awarded a mark of zero (0) % on the final exam missed.
- 4) Mandatory provincial exams are in English 10, Math 10, Science 10, Socials 11 and English 12. The timetable can be found at:
<http://www.bced.gov.bc.ca/exams/handbook/schedules.htm>

Students must have completed the school based component of a provincially examinable course before they can sit the provincial exam. Exams can be re-taken once within a year without the student having to complete the course again. Students can negotiate with their teacher when the best time for them to take the exam is. Most provincial exams are taken in Lucerne in June.

N.B. The school cannot reschedule any provincial exams.

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MARK APPEALS

Students are entitled to appeal their marks. Appeals begin with the classroom teacher. Students may appeal their final course mark to the principal if they feel that there has been an error or injustice.

HOMEWORK

Homework is assigned work to be completed at home. It is intended to enhance and/or supplement a student's learning. There are three components:

1. Preview of work to be covered in the next lessons.
2. Review of work already covered including preparing for tests.
3. Teacher assigned work such as questions, essays and reports.

Students are expected to complete all assigned homework in the time specified by the teacher.

SCHOLARSHIPS AND AWARDS

Passport to Education

The Passport to Education Program recognizes and rewards student achievement in Grades 12 in a broad range of academic and non-academic areas according to guidelines set out by the Ministry of Education. The intent of the program is to motivate all students to study consistently during the years leading to graduation, and to encourage secondary school students to pursue further education through post-secondary institutions and job-training programs. Passport awards are used to further students' post-secondary education and job training. Each year one student from Grade 12 will be awarded a monetary amount. Staff of the school rate the student's effort, citizenship and community involvement and this is scored alongside their academic achievement.

Governor's General Bronze Medal

The Governor's General Bronze Medal is awarded to one student from every secondary school in Canada. It is awarded to the student who has the highest overall percentage in all Grade 11 and Grade 12 courses on the final diploma regardless of which grade they took that course and regardless of whether the course is academic or not.

Valedictorian at Graduation Ceremony

This is awarded to the student who has the highest interim Grade Point Average (GPA) in their Grade 11 and 12 courses at the time of the ceremony regardless of which grade they took the course in. GPA is 'grade point average' and for every course a score out of four is awarded and then an average found. A grade = 4 points, B grade = 3 points, C+ grade = 2.5 points, C grade = 2 points and C- grade = 1 point.

Scholarships

Scholarships and bursaries are awarded to Grade 12 students at the Graduation Ceremony in June. There are provincial scholarships, regional scholarships and local scholarships all

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intending to support students in their post-secondary plans. The counselor will meet with students and their parents early on in Grade 12 to provide them with application deadlines. Many scholarships are awarded based on community involvement and therefore students should start to get involved in our local community and school community from Grade 10 onwards. Other scholarships are specific to the career path a student chooses and others are based on a good GPA score.

CODE OF CONDUCT IN THE SECONDARY SCHOOL

As the school's Code of Conduct states, there are rising expectations for the conduct of students as they move from grade to grade, therefore consequences are more precise as already indicated with regard to lateness.

Unacceptable conduct

Behaviour	Definition and Consequences		
	First Occurrence	Second Occurrence	Third Occurrence
General Misconduct	Any behaviour that prevents students from learning, being safe or successful. Examples are verbal profanity, inappropriate yells, gestures, running, pushing, throwing objects, being absent from class.		
In class	Teacher consequence	Teacher consequence	Admin & parent notification
In halls	Verbal warning	Admin & parent notification	
In assemblies	Verbal warning	Admin & parent notification	
Skipping	Teacher consequence	Teacher consequence	Admin & parent notification
Lates to class	1-3 lates: Teacher consequence	4-10 lates: Admin consequence	11 lates: Admin & parent notification
Cheating	Using notes, copying, or plagiarizing material.		
	Teacher consequence	Teacher consequence & parent notification	Admin & parent notification

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Inappropriate attire	Clothing promoting drugs, alcohol, inappropriate activities, language, and/or revealing underwear, cleavage or belly buttons.		
	Student changes clothes	Teacher consequence & parent notification	Admin & parent notification
Tobacco	Using tobacco products, matches or lighters on school grounds or at school functions.		
	Teacher consequence	Teacher consequence & parent notification	Admin & parent notification
Defiance	A direct challenge or refusal to perform a reasonable task requested by a staff member.		
	Teacher consequence & Admin notification	Admin consequence & parent notification	Parent conference
Harassment / Bullying	Any threat or perceived threat to a school member's safety, feelings or dignity.		
	Admin notification & consequence, parent notification & possible conference, possible board notification.		
Criminal Offences	Includes but not limited to the following activities: property damage, vandalism, assault, battery, threats of abuse, theft, drug use, sale or possession of drugs or alcohol, dangerous weapon possession.		
	Admin notification & consequence including referral to RCMP, parent notification & conference, possible board notification and possible investigation		

SUSPENSION

The principal is required to maintain a safe and orderly school. Suspension is rare, but is used when the principal believes that this requirement has been jeopardized by a student's behaviour. The principal may suspend students for up to five school days for infractions of the school rules. Students under suspension are denied the privilege of attending school and all school-sponsored functions, and are not to appear on the school property for the duration of the suspension. A parental interview may be required before the student is allowed back to school. A student who is under suspension from school or from class is responsible for maintaining regular class work in an up-to-date manner. A student who is suspended from one class must attend all other classes on his/her schedule. A student suspended from class or from school may not participate in any school function while the suspension is in force.

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ILLEGAL SUBSTANCES AND WEAPONS

DRINKING ON SCHOOL PREMISES OR AT SCHOOL SPONSORED EVENTS

Drinking, drunkenness and possession of alcoholic beverages by students while under school supervision is contrary to Board policy and is, in fact, illegal because the school is a public place. All violations may result in suspension from school. The matter may also be referred directly to the District Superintendent of Schools and to the R.C.M.P. for further disciplinary action.

DRUGS

Possession of, use of, or involvement with illicit drugs by students under school supervision is not only contrary to Board policy, but is also illegal. All violations may result in suspension from school; the matter may also be referred directly to the District Superintendent. Any student under school supervision who sells drugs or provides drugs to others may not only be suspended from school and referred directly to the District Superintendent, but will also have the incident reported directly to the R.C.M.P.

WEAPONS

Possession of or use of any weapon or replica of a weapon by students is contrary to Board policy and illegal. Violations may result in suspension from school; the matter may also be referred directly to the District Superintendent. Any student possessing a weapon may not only be suspended from school and referred directly to the District Superintendent, but will also have the incident reported directly to the R.C.M.P.

SMOKING

The Ministry of Education prohibits smoking and the use of other tobacco products in all District facilities grounds and vehicles. Therefore, smoking, or the use of any other tobacco products is prohibited at Lucerne Elementary 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.

SCHOOL COMMUNITY AND CITIZENSHIP

All our secondary students are encouraged to find as many ways to participate in our school's community. By being active members of the school, young adults learn to become more independent yet responsible and engage with all sorts of people from our pre-school children to our elderly volunteers. You will find it surprisingly rewarding to give time to others as it is helpful to the person or group you work with and you will grow into the adult

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you want to be.