

**North Island
Secondary School
Student Handbook 2018/2019**

**School District No. 85
(Vancouver Island North)**



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MISSION STATEMENT

“Our central focus is to enable all learners to fulfill their potential.”

SCHOOL HISTORY

NISS was built in 1967. NISS is proud to be a regional secondary school. Port Hardy students attended here until 1978 when PHSS was built.

Students from Port Alice, Woss, Nimpkish Heights and Hyde Creek commute daily by school bus. Students from Alert Bay and Sointula travel by ferry.

Over the years, NISS students have excelled in many fields – academic, artistic, technical, athletic, etc. We hope that you too will be able to fulfill your potential while at NISS, in accordance with our school’s mission statement.

SCHOOL SERVICES

ADVISING COUNSELLING

Our Academic Advisor provides academic and career counselling. Students must make an appointment to speak with our Academic Advisor. Students must also have their classroom teacher’s permission to see the Academic Advisor during class time.

COUNSELLING

Counselling is a service for all students. Referrals can be made by parents, teachers or students themselves. Students requiring social/personal counselling can be referred to a qualified counsellor in an external agency through our school counsellor.

DRUG & ALCOHOL OUTREACH WORKERS

This service provides students with access to outreach workers, who will provide students with information and assistance in dealing with a variety of topics. Students seeking these services can approach any staff member for information on the referral process.

MEDICAL SERVICES

Students who require emergency medical attention during the school day should report to the office. Office staff will arrange for emergency treatment at either the nearby medical clinic or at the local hospital.

The Public Health nurse will be in the counselling area on Thursdays at lunch time to address any health concerns or questions. These

visits are entirely confidential and can be arranged when the nurse is in the building.

STUDENT SERVICES

For students requiring additional assistance, Student Services support is available. Referrals can be made by a teacher, parent or student.

STUDENT CODE OF CONDUCT

(Established 1995/revised 2006/07, 2009/10, 2013, 2015, 2017)

This code is designed to provide guidelines for appropriate student conduct while under the jurisdiction of North Island Secondary School.

Our school Code of Conduct can be represented by three phrases:

RESPECT YOURSELF
RESPECT OTHERS
RESPECT PROPERTY

SCHOOL STATEMENT OF PURPOSE: NISS is an educational institution. Students who are attending this school are expected to learn in a safe, caring and orderly school environment. To be successful, they are expected to take an active part in their education. This means they are to attend regularly, punctually, actively participate in class and regularly complete their assignments and be aware of and follow the student's code of conduct.

The lists of appropriate and inappropriate behaviours are not to be considered all-inclusive.

EACH STUDENT IS EXPECTED TO:

Become knowledgeable about, and conduct himself/herself, according to this Code of Behaviour.

Develop positive attitudes and behaviour by:

- moving quietly in hallways and on grounds without causing distractions
- caring for school property and equipment
- using language free from profanity
- following the student dress code
- ensuring that litter and recyclables are placed in containers
- refraining from excessive displays of affection
- allowing others to work without distraction or undue noise
- obeying all reasonable instructions given by staff

Participate to the best of his/her ability in the school's program by:

- working to achieve the objectives set forth for each class
- being neat and thorough in completing assignments
- bringing appropriate equipment and materials to class
- asking for assistance when material is not understood

- completing any assignments missed due to absence
- leaving electronics such as cell phones, iPods, and other electronic devices, at home or in lockers
- refraining from cheating or plagiarizing

Attend school on a regular basis as demonstrated by:

- attending each class regularly and punctually
- being absent only for sufficient reason and with parental approval
- bringing a note or having a parent telephone or e-mail the school for each absence, late arrival or early departure
- realizing that unverified absence and/or constant tardiness will have consequences
- leaving class only with teacher's permission

Respect the feelings of others by:

- Being civil in word and actions of others
- Treating all others with dignity and respect, the same way you would want to be treated

Respect the property of others by:

- not taking the property of others
- not damaging, defacing or hiding the property of this school or of others

Avoid conduct which interferes with an individual's or the group's health or safety by:

- using spoken and written language including the use of such language on web sites or through text messages that respects the races of all individuals and displays courtesy towards everyone
- refraining from physical violence, or aggressive behaviours such as, but not limited to, verbal threats, bullying, intimidation or harassment in and around the school, at school functions or on web sites or through text messages
- bringing guests to the school only if pre-arranged with the school principal or vice-principal, and only for acceptable reasons
- obeying the law with regards to smoking and drug use and possession (including alcohol) when in the school, on school

district property and to school functions. This includes the use of e-cigarettes

- obeying the law with regards to the possession of fireworks, weapons and imitation weapons, and the use of fire alarms when in the school, on school district property or at school functions

Use procedures of due process when necessary by:

- discussing a problem with a teacher, counsellor, or administrator
- appealing to the Vice-Principal, accompanied by a parent if necessary
- appealing to the Principal, accompanied by a parent if necessary

SERIOUS OFFENSES

A school must provide a safe and comfortable environment for students to learn effectively. Consequently, certain actions must be dealt with severely by the school, the school board, or the law.

These include:

- the use of foul, offensive or racist language towards staff or other students, including the directing of such language through internet sites and/or via text messages
- the use of aggressive behaviours, physical violence or verbal threats towards staff or students including the use of internet sites or via text messaging to convey such threats
- the possession at school of weapons or imitation weapons
- the causing of a false fire alarm; the use or sale of fireworks
- being under the influence of, or in possession of alcohol or drugs while at school, on school property or at a school function
- chronic truancy
- theft of school or personal property while at school, on school property or at a school function

Rising expectations - As students move from grade to grade, they will assume increasing personal responsibility for behaving in a safe and appropriate manner while on NISS property, attending NISS functions and while being involved in school-related activities.

Consequences - The consequences for non-compliance with the school code of conduct will reflect the level of the offense and the age and maturity level of the student. Those in authority (adult supervisors, teachers and administrators) will consider the severity and frequency of unacceptable conduct in determining disciplinary action.

Consequences include, but are not limited to:

- Meeting with the student, teacher, counsellor, parent/guardian and/or school administration
- Referral to the school-based team
- Administrative intervention including suspension to the Board of Trustees and withdrawal from school
- Involvement of the RCMP and/or other community agencies

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

Notification - School staff may, depending on the severity and frequency of unacceptable conduct:

- contact and inform parents directly about a student's unacceptable conduct
- inform the parents of student who have been the victims of unacceptable conduct
- inform school district officials as required by district policies
- contact police and other agencies as required by law
- alert school staff and school community as deemed appropriate by school and/or district administration

RETALIATION

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

HUMAN RIGHTS IN BC

In conjunction with the NISS Code of Student Conduct, the BC Human Rights Code applies to all businesses, agencies and services regulated by the province, including NISS. It prohibits discrimination on the basis of an individual's or a group's race,

colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, or sexual orientation. Students who are lesbian, gay, bisexual, transgender, or questioning (referred to in this part as 'LGBTQ+'), or are perceived to be LGBTQ+, or who associate with LGBTQ+ people, have rights to equal protection, privacy and free expression. LGBTQ+ students and same-gender parented families have a right to be recognized and affirmed.

ATTENDANCE

In order to receive optimum benefit from instructional time, students must attend all classes. Any lapse in class attendance may result in a decline in the steady progress a student makes throughout the school year. Because it is understood that students may miss an occasional class for various unavoidable reasons, the following regarding attendance will apply:

- When students are unable to attend a class they will clear their absence with the teacher in advance and will complete their work in advance when possible, and immediately upon return if not.
- Parents are asked to telephone or email the office when a student is ill or absent on the day of the absence. When students are unable to attend a class they will supply a written excuse for their absence upon teacher request.
- If unexcused absences or lates become frequent (5 or more) a referral to the Vice-Principal will result. Habitual tardiness or truancy will likely result in suspension from school and may result in withdrawal or suspension to the Board of School Trustees.
- If students must leave during the school day, they must have a phone call, email or note from parents/guardians and they must sign out at the office. If students arrive late they must sign in at the office upon arrival.

Parents and students are reminded that the school encourages regular attendance.

ELECTRONIC POLICY

Students are only to have electronic entertainment or communications devices in classrooms with the permission of the teacher.

DRESS CODE

The students and staff of North Island Secondary School work toward creating a business-like atmosphere, which promotes learning and readies students for post-secondary education and the workforce. In order to accomplish this there needs to be a level of respect for self, others and learning. This is enhanced through positive demeanor and appearance. The school dress code promotes respect and a positive atmosphere helping to meet the work place needs of both students and staff.

The following regulations help to create a respectful and safe learning environment at NISS.

REGULATIONS

Clothing must display respect for others and be appropriate to a business like setting:

- any clothing that has inappropriate slogans or promotes the use of products that are illegal in the school setting such as tobacco, alcohol, or drugs will not be permitted at NISS.
- no clothing may be worn that is racially offensive, contains sexual innuendoes, profanity, or promotes any form of violence or harassment.

Clothing must be modest and not distracting or embarrassing for others to view:

- the clothing should not reveal any undergarments or cleavage.
- necklines and back lines should be appropriate to a school or business-like setting.
- all shirts or tops of any style must touch the top of the pants or skirt when the student is in a normal standing position.
- skirts, skorts and dresses must not be shorter than the tip of the middle finger when the student is standing with arms down at the sides.
- shorts must not be shorter than quarter-thigh.

- see-through or inappropriately tight clothing is not permitted.

Clothing must promote a healthy and safe environment within the school:

- footwear must be worn at all times within the school.
- loose clothing, which compromises safety in areas such as labs, shops or the gym, will not be permitted.

GENERAL INFORMATION

FIRE DRILL AND EMERGENCY EVACUATIONS

In the event of a fire drill or similar emergency, the school must be cleared in an effective manner providing for the protection of a human life and the safeguarding, where possible, of personal and public property.

When the alarm sounds, all instruction and activity will cease.

Students must give all their attention immediately to their teacher who will instruct them as to the evacuation procedure and lead them to a safe area outside of the school buildings.

Students outside the classroom and still in the building shall go to the nearest corridor and join with any class or, if close to an exit, shall leave the building and report to their own class outside the building.

A fire drill will be ended by three soundings of the buzzer.

REMEMBER: QUIET, ORDERLY CONDUCT IS ESSENTIAL

EARTHQUAKE PROCEDURES

Earthquake Drills – In the event of an earthquake, the teacher directs the class to “TAKE COVER”. Students should then duck under a table or desk, or alternatively in a doorway, a corner, or against an interior wall. They should avoid being near windows, bookcases, or outside walls. Students should assume the “CRASH” position, on their knees, head down, with hands clasped behind their heads. They should slowly count aloud to 60. The teacher will direct the evacuation of the building in a manner similar to fire drills. When outside, teachers will check the class roll and inform the designated staff member of any absent students. The designated staff member should report to the front of the school. Students outside should stay clear of the building. As well, students should stay clear of driveways, fire hydrants and propane tanks.

LOCKDOWN

In the event of a lockdown, students are to follow the instruction of their teacher. If a student is in the hallway at the time of the lockdown, students must enter the nearest unlocked room.

During a lockdown, students may be instructed not to use their cell phones. Parents will not be permitted to enter the building during a lockdown.

HONOUR ROLL

After each semester, an Honour Roll will be published. The purpose of the Honour Roll is to recognize achievement in all subject areas. A “B” average or better for all courses, including provincial exams taken by the student is required. Any “C-“, “F” or “I” marks will automatically eliminate the student from the Honour Roll. Students must be enrolled in at least three (3) NISS courses. Students on the Honour Roll will have their names posted in the school and in the NISS newsletter.

VICE-PRINCIPAL’S EFFORT LIST

The Vice-Principal’s Effort List, like the Honour Roll, is published after each semester. In order to be on the Effort List students must have received all “G’s” or “E’s” as effort marks in each of their NISS courses. The Effort List is posted with the Honour Roll and students also may wish to use these accomplishments in their resumes.

REPORTING AND GRADING

There are four formal and two informal or interim report cards distributed during the school year. In addition, students may receive informal assessments of their progress through interim reports mailed home when deemed necessary by the class teacher. Letter grades provide a general assessment of the quality of student achievement.

Following are the Ministry approved letter grades:

A	Excellent Performance	86% to 100%
B	Very Good Performance	73% to 85%
C+	Good Performance	67% to 72%
C	Satisfactory Performance	60% to 66%
C-	Minimally Acceptable Performance	50% to 59%
I	In Progress	less than 50%

Marks of “I” will be converted to a letter grade at the conclusion of the course by students completing the necessary work assigned by teachers. If this does not occur, an “F” (Fail) will be the letter grade assigned.

FINAL SCHOOL EXAMINATIONS

Final exams (when deemed necessary by teachers) may be written at the end of each semester. These examinations can be valued at up to 20% of the final course mark. Unless medically excused, students who miss final examinations receive “0” for the exam.

PROVINCIAL EXAMINATIONS

Provincial examinations for grades 10 – 12 academic courses will be administered by the school at the conclusion of these courses. The Ministry of Education sets the times and dates for these exams and changes cannot be made.

SCHOLARSHIPS, BURSARIES AND OTHER AWARDS

All scholarships and bursaries must be used for the purpose of furthering one's education at any post-secondary institution. The scholarships and bursaries available at the school fall into five main categories:

PROVINCIAL SCHOLARSHIP AWARDS

These scholarships are awarded on a district and province-wide basis for academic standing in three Grade 12 academic subjects, in addition to English 12. Application is automatic for all students writing Grade 12 exams.

DISTRICT AUTHORITY AND AWARD SCHOLARSHIP

This scholarship is provided to the Vancouver Island North School District for proficiency in a non-academic subject, including Industrial Education, Fine Arts, Community Services, Business Education and Physical Education. Application must be made by the individual student. Students are expected to prepare a project in their chosen area to a District Scholarship subcommittee established by the Superintendent of Schools. This committee is responsible for awarding the scholarship based on student projects, letters of recommendation and letters of application.

LOCAL SCHOLARSHIPS AND BURSARIES

This school has enjoyed excellent support from the communities, with several individuals, groups and agencies providing a large number of awards. Such awards are open to all NISS Grade 12 students.

Specific information is announced and posted each year and also available through the office or the advising department.

POST SECONDARY INSTITUTIONS

Most institutions offer various entrance scholarships and bursaries. Information with respect to these awards is available through the

calendars provided by these institutions or other releases which are available from the school counsellors.

OTHER AWARDS

An assortment of scholarships, offered by provincial organizations, union groups and others, comes to the attention of the school each year. Information about these awards is posted with the other scholarship and bursary notices.

Information and assistance about any of the awards described above is available from the Vice-Principal or the Advisor. Students and their parents are encouraged to inquire directly about scholarships or bursaries which may be offered by their place of employment, union, service clubs or other organizations.

EXTRA CURRICULAR ACTIVITIES

The NISS extra-curricular program includes clubs, climbing, student council and athletics. These activities emphasize skill development, team-work and competition. They also allow students to compete against other schools. Students who intend to join a school team should understand that much time and serious commitment to the team is required.

As participation of a school team demands travel, students have a responsibility to maintain work in classes missed.

We are very proud of our teams and clubs at NISS and strongly urge students to participate in any way they can. So...help make NISS a great school and get involved. It's up to you.

LEARNING COMMONS/LIBRARY

The Learning Commons at NISS is open most blocks Monday through Friday, including lunch time. See the sign on the Learning Commons door for the current hours. Teachers are available to help students locate information for a report or a class assignment, or find a good book for their leisure reading.

Books are always due exactly two weeks from the day they are checked out. Book borrowing privileges are revoked until overdue books are returned, renewed, or paid for.

We have all sorts of resources. Remember that we're here to help people find what they need.

SCHOOL LEAVING CEREMONY

Only students registered in Grade 12 will be allowed to take part in the School Leaving Ceremony. Any student who drops a course in either semester or fails a course that does not allow the student to

graduate, will not be allowed to take part in the ceremony. Students must be statistically able to graduate in order to participate.

LOCKS AND LOCKERS

Lockers and locks are assigned to students through homerooms. You must use the lock assigned to you by the school. This lock is to be returned to the school at the end of the year. If it is not, you will be expected to pay for the lock. Student names and the number of their lockers are recorded and on file in the office. Lockers cannot be exchanged or traded.

While the locker is assigned to you for the school year, it may be opened by school staff if the need arises.

Each student is solely responsible for the condition of his/her locker, to ensure that it stays clean, tidy, and undamaged. Any damage should be reported promptly to the general office.

Students are advised to keep their lock combinations in strict confidence.

Students are requested not to bring any valuables, including electronic equipment, to school.

NEWSLETTER & OTHER COMMUNICATIONS

A school newsletter is printed and distributed on the 15th of the month. This provides information regarding past and future school events, and any other information of importance to our community. Throughout the year the school hosts an open house, parent/teacher conferences, and other meetings for parents on general interest topics.

PARKING

Students may park vehicles in the designated area. A parking permit **MUST** be obtained through the office and displayed on the dashboard of the vehicle. Students are reminded that strict attention must be paid to safe, responsible driving on school property at all times. The speed limit while driving on school property is 7 km/hr. **SCHOOL BUSES AND PEDESTRIANS HAVE THE RIGHT OF WAY AT ALL TIMES.** It is illegal to pass a school bus which is flashing its red lights.

Students abusing parking lot privileges will not be allowed to park on school property.

TELEPHONE USE

There is a pay telephone located in the school's main foyer for student use. It is not to be used during instructional time. Students are not permitted to use the office phone.

TEXTBOOKS

Textbooks are supplied by the school. They are issued and collected by each classroom teacher. A record of all books is kept on file by the teacher and are signed out by the library. Students are accountable for lost or damaged books and will be billed if books are lost or damaged.

VISITORS

Visitors are required to report to the office in order to provide notification of their presence. Because of the liability and disruption of school programs, friends of students are discouraged from visiting during school hours and will not be permitted to visit if they attend other schools.

MINISTRY OF EDUCATION GRADE EXPECTATIONS

GRADUATION AND COURSE REQUIREMENTS

The secondary school curriculum is set up to provide for the general education of students and to allow students to study in fields of interest to them. NISS provides a great deal of flexibility in student selection of courses, especially for the senior grades.

For a student to be registered in Grade 12, the student must be enrolled in courses, which, if successfully completed, will meet graduation requirements. Any student trying to do catch-up, i.e. take English 11 in Semester 1 and English 12 in Semester 2, will be registered in Grade 11 until the lower level course is passed.

ENTERING GRADE 8/9

Each student is required to take six constant courses and two electives that offer a variety of elective areas that students may choose to explore in greater detail in grades 10-12.

ENTERING GRADE 10

Each student is required to take five constant courses. This allows each student to choose three elective courses. Please note: Students must choose at least one option from the Fine Arts area and at least

one from the Applied Skills area before Grade 10 completion. All Grade 10 students must take Planning 10.

GRADUATION PROGRAM REQUIREMENTS

80 Credits over Grades 10, 11, 12

48 required credits:

- Language Arts 10, 11, 12 (4 credits each)
- Social Studies 10 and Social Studies 11 or Canadian Civics 11 or BC First Nations Studies 12 (4 credits each)
- Science 10 and Science 11 or 12 (4 credits each)
- Mathematics 10 and Mathematics 11 or 12 (4 credits each)
- Physical Education 10 (4 credits)
- Fine Arts and/or Applied Skills 10, 11, or 12 (4 credits)
- Planning 10 (4 credits)
- Students must also complete the Graduation Transitions requirements, and complete a minimum of 28 elective credits
- An unlimited number of credits from board or independent school authority authorized or post-secondary electives may count towards graduation
- A minimum of 16 credits from either ministry of board/authority authorized or post-secondary courses are required at the Grade 12 level

BELL SCHEDULE/BLOCK ORDER

NISS Bell Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:50-9:55	A	B	C	D	A
10:00-11:05	B	C	D	A	B
11:10-12:15	C	D	A	B	Lunch 11:05-11:35
					C 11:35-12:40
12:15-1:15	Lunch	Lunch	Lunch	Lunch	
					D 12:45-1:50
1:15-3:25	D	A	B	C	

SCHOOL CALENDAR

NORTH ISLAND SECONDARY SCHOOL 2018 – 2019 SCHOOL CALENDAR

September	04	School Based In-Service Day
	05	First Day of School (08:50 a.m. – 12:15 p.m.)
	05	Elective Rotation 1 Begins
	20	Meet the Teacher Night
	27	School Photos
	28	Back to School BBQ
October	05	Semester 1 Interim Ends
	08	Thanksgiving Day
	12	Interims Mailed Home
	18	Elective Rotation 1 Ends
	19	Provincial Pro D Day
	22	Elective Rotation 2 Begins
November	09	Semester 1 Midterm Ends
	12	Remembrance Day
	13	Semester 1 Final Begins
	16	School Photo Retakes (1:00 p.m.)
	16	Semester 1 Midterm Reports Mailed Home
	22	Parent/Teacher Interviews (Early Dismissal)
	23	School Based Pro D Day
December	07	Elective Rotation 2 Ends
	10	Elective Rotation 3 Begins
	21	Last Day of Classes before Christmas Break
January	07	School Based In-Service Day
	08	School Re-opens
	23	Numeracy Assessment – Grade 11
	24	Provincial Exam Eng12 @ 9:00 a.m./EFP12 @ 1:00 p.m.
	25	Provincial Exam Comm 12 @ 9:00 a.m.
February	01	Elective Rotation 3 Ends
	01	Semester 1 Final Ends
	04	Elective Rotation 4 Begins
	04	Semester 2 Interim Begins
	08	Semester 1 Final Report Mailed Home
	18	Family Day
	20-21	Grad Photos (all day)
	22	District Pro D Day/In Service
March	08	Semester 2 Interim Ends
	11	Semester 2 Midterm Begins
	15	Semester 2 Interim Reports Mailed Home
	18-22	Spring Break
	25	School Re-opens
	26	Grad Photo Retakes (1:00 p.m.)
	29	Elective Rotation 4 ends
April	01	Elective Rotation 5 begins
	18	Semester 2 Midterm ends
	19	Good Friday
	22	Easter Monday
	23	Non-Instructional Day
	24	Semester 2 Final Begins
	26	Semester 2 Midterm Reports Mailed Home
May	02	Parent/Teacher Interviews (Early Dismissal)
	10	School Based Pro D Day
	17	Elective Rotation 5 Ends
	20	Victoria Day
	21	Elective Rotation 6 Begins
June	08	School Leaving Ceremony (7:00 p.m.)
	21	Numeracy Assessment – Grade 11
	24	Provincial Exam Eng12 @ 9:00 a.m./EFP12 @ 1:00 p.m.
	25	Awards Day (2 pm)
	26	Provincial Exam Comm 12 @ 9:00 a.m.
	27	Elective Rotation 6 Ends
	27	Last Day of Classes
July	05	Report Cards Mailed Home

STAFF LIST

TEACHER NAME SUBJECT AREA

Jaclyn	Bostrom	Math, Science
John	Bramham	Trades
Nimfa	Casson	English, Peer Tutor
Frank	Compton	Math, Science
Scott	Craig	Computers, Math, Science
Jay	Dixon	Work Experience
Molly	Dixon	Learning Services
Simon	Hoodikoff	English, Social Studies
Stacia	Johnson	Career Ed 8, Language Lab, Grad Transitions
Maritta	Kennedy	English
Barry	Korven	PE, Science
Alannah	Leyenaar	Learning Services
Rebecca	MacKenzie	Math, French
Jen	Marshall	English Support, Learning Commons
Bhearni	McAler	Learning Services
Ricki-Lyn	McCrae	Foods, Textiles
Nina	Mitchell	Advising, Counselling, Culture, History
Casey	Mork	PE
Greg	Muirhead	Outdoor Ed, Tourism, Science
Sarah	Nielsen	Art, Music, Social Studies
Kendra	Sharpe	English, Social Studies
	TBD	Math, Science



BREAKFAST CLUB

Every morning from 8:00 – 8:45 a.m.



Come out and enjoy a free breakfast.

FRIDAYS ARE SOUP DAYS

Parent volunteers prepare lunch on Fridays for students in the multi-purpose room.



Volunteers are always welcome.

ALLERGY ALERT

Please do not send food to school that contain the following:

MINT
PEANUTS

NISS is a Scent-free environment

