

Port Hardy Secondary School

Home of the Whalers



PHSS HANDBOOK 2018-2019

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ADMINISTRATION’S MESSAGE

Gilakas’la and welcome to Port Hardy Secondary School. We are glad you are here, and look forward to an interesting and rewarding time together. We encourage you to attend regularly, take advantage of all of the educational opportunities at PHSS, make friends, participate in extra-curricular activities, focus on your educational goals and where they can take you, and take into your future many happy memories of your time at PHSS.

Remember – PHSS is your school. Your school is a place of personal excellence and mutual respect. You are part of a community of learners; we are all on a journey towards the best that each one of us can be.

Our school’s philosophy is based on respect for self and respect for others. We should all expect to feel safe, respected, and comfortable here. Please familiarize yourself with our school’s 4 R’s. Please remember that all staff members at PHSS are here to help you, and to support your personal and academic well-being.

We hope that you will have a happy and successful journey at PHSS. Let us help you to plan wisely, to learn well, and to reach your own goals and dreams.

HOW TO HAVE A GREAT YEAR

- Attend all of your classes every day, on time.
- Remember to bring your books and other classroom supplies.

Be prepared to work – remember, “Opportunities are usually disguised as hard work, so most people don’t recognize them.”

Ann Landers
American Advice Columnist

- Study for tests. Do your homework.
- Learn the difference between when to work and when to play.
- Try to sleep at least 8 hours every night.
- Make the most of your strengths.
- Be good to others; everyone wants to be treated with respect.
- Participate – you really do get out what you put in.
- Never be afraid to ask for help; everybody needs help sometimes.

Take some chances – remember, “He who never fell, never climbed.”

- Anonymous

Be the best you can be in everything that you do – remember, “We are what we repeatedly do. Excellence, then, is not an act, but a habit.”

- Aristotle

PARENT INFORMATION

COMMUNICATIONS

We publish regular school newsletters during the course of the year. This is an excellent source of school information.

The school website (www.phss.ca) and Facebook pages are our most active sources of information and ongoing activities at the school.

We post upcoming events on our LED sign.

We also host open houses, parent-student-staff conferences, an evening for meeting our school's staff, course selection evenings, and a variety of student performances and productions that you are encouraged to attend.

Sometimes problems come up that need to be discussed with staff. Sometimes you might want to have a parent or guardian do this with you. Remember that our staff members are here to help you. If you need to work out a concern or address a particular issue outside of class time, an appointment can be made with any staff member, either by doing so on your own, or by asking an administrator to help you with this.

PARENT ADVISORY COUNCIL (PAC)

Schools function best when everyone has an opportunity to talk together – to share concerns, to find solutions, and to celebrate successes.

Please ask your parents to come out to the Parent Advisory Council meeting on the third Thursday of each month at 6:30 pm. If your parents have questions, or have agenda items for the meeting, please call the principal at 949-7443, extension 3222.

STUDENT SERVICES

LIBRARY

The PHSS Library has numerous books, magazines, and other research materials. The Teacher Librarian is available to work with you in locating materials and in assisting with class assignments and research techniques.

INTERNET USE

You are encouraged to use the internet for a variety of school assignments. The Board of Education requires the school to ensure you have parental permission to use the internet. Please pick up a permission form from the office. Students who misuse the internet will have their privileges suspended.

NUTRITION FOR LEARNING

PHSS will serve healthy food choices at no charge on the following days: bagels and milk each Wednesday morning, and pizza bagels at break on Fridays.

STUDENT TIMETABLE AND BELL SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45	Warning Bell				
8:50	Homeroom				A
9:00 - 9:55	A	B	C	D	8:50 – 9:55
10:00 - 11:05	B	C	D	A	B 10:00 - 11:05
11:10 - 12:15	C	D	A	B	Break 11:05 - 11:30
					Warning Bell
					C 11:35 - 12:40
12:15 - 1:10	Lunch				
1:10	Warning Bell				
1:15 - 3:25	D	A	B	C	D 12:45 - 1:50

CALENDAR OF EVENTS

September

- 4..... School-Based In-Service Day
- 5..... School opens from 8:50 to 12:20
- 6..... First regular day of classes
- 6..... Grade 8 Elective Rotation One begins
- 18..... Meet the Staff BBQ – 5:00 pm to 6:30pm
- 20..... PAC Meeting – (third Thursday of each month)
- 21..... Last day for Student Timetable changes
- 28..... School Photos

October

- 8..... Thanksgiving Day
- 9..... Grade 8 Elective Rotation Two begins
- 12..... Interim Reports mailed home
- 19..... Provincial Professional Development Day
- 25..... Parent-Teacher Interviews 6:00 to 8:00(dismissal at 1:50)

November

- 9..... End of Term One
- 12..... Remembrance Day observed
- 13..... Term Two begins
- 13..... Grade 8 Elective Rotation Three begins
- 16..... Formal Reports mailed home
- 16..... School Photo retakes
- 23..... School-Based Pro-D Day

December

- 17..... Grade 8 Elective Rotation Four begins
- 21..... I-Assignments mailed home-Term Two
- 21..... Last day of classes before Christmas Break
- 24 to January 4, 2019 Christmas Break

January 2019

- 7..... School-based In-service Day
- 8..... Classes resume
- 24..... English 12 Provincial Exam 9:00 am to 11:00 am
- 24..... English First Peoples 12 Provincial Exam 1:00pm to 3:00 pm
- 21-25 Numeracy Assessment
- 28-Feb 1 Regular classes and In-class Exams – Grades 8-12

February

- 1.....End of Semester One/Term Two
- 4..... Semester Two/ Term Three begins
- 4.....Grade 8 Elective Rotation Five begins
- 8..... Semester One Reports mailed home
- 11-12 Grad Photos
- 15..... Last day for Student Timetable changes
- 18.....Family Day
- 22..... District Professional Development/In-service Day

March

- 11.....Grade 8 Elective Rotation Six begins
- 15..... Interim Reports mailed home – Term Three
- 15..... Semester One school awards mailed home
- 18-22Spring Break
- 25..... Classes resume
- 28..... Parent-Teacher Interviews 6:00 to 8:00 (dismissal at 1:50)
- 27..... Grad Photo retakes- 1:00 pm

April

- 18..... End of Term Three
- 19..... Good Friday- Easter Holiday
- 22..... Easter Monday
- 23..... Non-Instructional Day
- 24..... Term Four begins
- 24..... Grade 8 Elective Rotation Seven begins

May

- 3..... Formal Reports mailed home
- 10.....School-based Professional Development Day
- 20..... Victoria Day
- 27..... Grade 8 Elective Rotation Eight begins
- 31..... I-Assignments mailed home-Term Four

June

- 8..... Convocation/Leaving Ceremony Day
- 18..... Year End Awards Ceremony 4:30pm
- 21-27 Regular classes and In Class Exams for Grades 8-12
- 21-27 Numeracy Assessment
- 24..... English 12 Provincial Exam 9:00 am to 11:00 am
- 24..... English First Peoples 12 Provincial Exam 1:00 pm to 3:00 pm
- 27..... End of Semester Two/Term Four
- 28..... Schools close

July

- 5.....Semester Two Reports mailed home

TEACHING STAFF

Craig Boyko	Computer Sciences, Social Studies, Earth Science
Emma Robertson	English Language Learning, Kwak'wala, French
Mike Cleary	PE, Social Studies
Melanie Demoe	Mathematics
Ben Donoghue	Science, Mathematics, Shared Understandings
Joel Dyck	Woodwork, English Language Learning
Debra Edzerza	Learning Assistance/ Resource Teacher
Robert Fyles	Sciences, Mathematics
Robyn Gordon	Foods, Tourism, Career Education, Career Life Education
Brian Heller	Science, Guitar, PE
Jackie Huston	Learning Assistance/Resource Teacher
Wendie Jensen	English, Career Life Education
Holly Kunstar	Mathematics, Science
Frank MacLean	English, Library, Social Studies
Kevin McGhee	Mechanics, Metalwork, Skills Exploration, Drafting/Media, Outdoor Education
Adrian Pendergast	Vice-Principal, Forestry Academy, Outdoor Education
Lindsay Roland	English, Social Studies, Counselling
Rena Sweeney	Principal, Academic Advising, Career Education
Jason Voth	Art, Social Studies
Micah Williams	Learning Assistance/Resource Teacher
Sherri Williams	Social Studies, First Nations Studies, Drama, English, Career Education

SUPPORT STAFF

ADMINISTRATIVE ASSISTANT

Colleen Martin

SECRETARY

Courtney Pratt

LIBRARY CLERK

Judy Fyles

EDUCATION ASSISTANT(S)

Alice Myers

Virginia Robinson

Cara Gildersleeve

Elisse Hagen

Liz Revel

FIRST NATIONS PROGRAMS STAFF

Jim Jones

Eric Baker

FIRST NATIONS YOUTH WORKER

April Hunt

CHILD & YOUTH CARE WORKERS

Angela Clair

Nadia Wilson

CUSTODIAN(S)

Jarrold Simpson

Patricia McLachlan

Holley Tylor

NOON HOUR SUPERVISOR(S)

Brandy Hill

Rene McCarrick

SPECIAL NEEDS NOON HOUR SUPERVISOR(S)

Barb O'Connor

CODE OF CONDUCT

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

1. **RESPECT YOURSELF** Maya'xala xa bakwine
2. **RESPECT OTHERS:** Maya'xala pa
3. **RESPECT PROPERTY:** Maya'xala xa Awi'nakola
4. **RESPECT LEARNING:** Maya'xala xa kakut'la

SCHOOL STATEMENT OF PURPOSE: Port Hardy Secondary School aims to engage all students in meaningful learning; all members of the learning community at PHSS strive to support achievement in academic, athletic, artistic and social justice pursuits.

Students attending this school are expected to be doing so 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 abide by the student's code of conduct.

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

A. EACH STUDENT IS EXPECTED TO:

1. Become knowledgeable about, and assume responsibility of conducting himself/herself according to this standard of behaviour.
2. Develop positive attitudes and behavior by:
 - a. moving around hallways and grounds without causing distractions or making undue noise.
 - b. caring for school property and equipment
 - c. using language free from profanity
 - d. dressing in appropriate clothing
 - e. ensuring that litter is placed in containers
 - f. refraining from excessive displays of affection
 - g. allowing others to work without distraction or undue noise
 - h. obeying all reasonable instructions given by staff
3. Participate to the best of his/her ability in the school's program by:
 - a. working to achieve the objectives set forth for each class session
 - b. being thorough in completing assignments
 - c. bringing appropriate equipment materials to class

PORT HARDY SECONDARY SCHOOL

- d. asking for assistance when material is not understood
 - e. not allowing cell phones, or other electronics from interfering with learning
 - f. refrain from cheating or plagiarizing
4. Attend school on a regular basis as demonstrated by:
- a. attending each class regularly and punctually
 - b. being absent only for sufficient reason and with parental approval
 - c. bringing a note or having a parent telephone the school for each absence, late arrival or early departure
 - d. realizing that absence without sufficient reason and parental approval and/or constant tardiness will have consequences
 - e. leaving class only with teacher's permission
5. Respect the feelings of others by:
- a. being civil in word and action to others
 - b. treating all others with dignity and respect, the same way you would want to be treated
6. Respect the property of others by:
- a. not taking the property of others
 - b. not damaging, defacing or hiding the property of this school or of others
7. Avoid conduct which interferes with an individual's or the group's health or safety by:
- a. 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
 - b. 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
 - c. bringing guests to the school only if pre-arranged with the school Principal or Vice-Principal, and only for acceptable reasons
 - d. obeying the law with regards to smoking and drug use and possession (including alcohol) when in the school, on school district property, at school functions and when involved at any school sanctioned event
 - e. 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 or school sanctioned events
8. Use procedures of due process when necessary by:
- a. discussing a problem with a teacher, counsellor, or administrator
 - b. appealing to the Vice-Principal or Principal, accompanied by a parent or student council rep. if necessary

B. 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:

- a. the use of foul or offensive language towards staff or other students, including the directing of such language through internet sites and/or via text messages
- b. 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
- c. any language or behavior that degrades, denigrates, stereotypes, incites hatred or fear, prejudice, discrimination, or harassment toward individuals on the basis of their race, sexual orientation, or gender identification
- d. the possession at school of weapons or imitation weapons
- e. the causing of a false fire alarm; the use or sale of fireworks
- f. being under the influence of, or in possession of alcohol or drugs while at school, on school property or at a school function
- g. chronic truancy
- h. theft of school or personal property while at school, on school property or at a school function.

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

Consequences The nature of the consequences for non-compliance with the school code of conduct will be reflective of 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. Where possible, consequences will be restorative in nature.

Consequences include, but are not limited to:

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

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

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 students 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.

C. 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 PHSS Code of Student Conduct, the BC Human Rights Code applies to all businesses, agencies and services regulated by the province, including PHSS. 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 and age. In addition, no-one may, without a real and reasonable justification, deny accommodation, service or facility availability that is customarily available to the public, to any person because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, or sexual orientation and age of a person or class of persons.

SEXUAL-GENDER DIVERSITY

PHSS is an LGBTQ+ supportive school and will ensure the learning environment is safe and free from harassment and discrimination. At PHSS we strive to celebrate gender and sexual diversity.

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.

DRUGS AND ALCOHOL

Your ability to learn and to properly function at school is compromised by drug and alcohol use; school is not an appropriate place to be under the influence of drugs or alcohol. Both school and legal consequences can be severe for being under the influence of, or in possession of, banned substances. We want you to feel well, to stay healthy, and to succeed at PHSS. Please do not use alcohol or drugs before coming to school. Please do not bring these things with you to our school community. Come to school each day ready to learn.

SMOKING

The Board of Education has banned smoking in all school district locations, including in our school and on the grounds of Port Hardy Secondary School. This includes the use of electronic cigarettes and nicotine vaporizers. Please do not smoke in the school or on the school grounds.

CLOTHING

Please use good judgment and common sense when choosing your school attire. You come to school each day to work, to get particular jobs done. School clothing needs to be practical to the needs of your school day. Your clothing also should be businesslike and show a respectful attitude towards the school and towards other people.

Please do not wear clothing that displays inappropriate wording, such as swearing or social put-downs. Please do not wear clothing that displays potentially offensive designs, such as deliberately rude or pornographic cartoons. Please do not wear clothing that most people would consider party or play wear – clothing that is unusually bare or revealing.

TEXTBOOKS

Textbooks issued to students are the property of Port Hardy Secondary School. Each subject teacher issues textbooks. You are fully responsible for all textbooks that are issued to you, including any that you loan to someone else, any that become damaged through the year, and any that are lost. Textbook recovery fees will be calculated, and issued to students who fail to return these resources at the end of a course.

RIGHTS AND RESPONSIBILITIES

At PHSS, everyone has rights *and* responsibilities:

- the **right** to work in a clean and healthy environment

- the **responsibility** to keep illegal substances away from the school and to maintain the building and grounds
- the **right** to be respected
- the **responsibility** to be respectful of others
- the **right** to learn in a safe, supportive environment
- the **responsibility** to find appropriate ways to solve problems
- the **right** to work and learn in an educationally productive environment
- the **responsibility** to come prepared to work
- the **right** to enjoy the time spent at PHSS
- the **responsibility** to participate, to share, to get involved

These, in general, are the behavioral expectations of our school. We expect that every person in our school community is treated with respect, and with an understanding that each of us is entitled to personal safety in our learning environment.

You are expected to maintain appropriate behaviour standards in the school, on the school grounds, on school district transportation, and away from school grounds in a school-sponsored activity. Please remember that you represent PHSS when you are a member of a travelling team.

Please remember our school's 4 Rs.

LOCKERS AND LOCKS

Lockers and locks are assigned to you through homerooms. **You must use the lock rented to you by the school.** Student names, locker numbers, and lock combinations are kept on file in the main office. Do not trade locks or lockers with your friends.

**PLEASE DO NOT GIVE YOUR LOCK
OR YOUR COMBINATION TO ANYONE**

You are solely responsible for your lock and for the condition of your locker. You may be required to pay for damages should they occur. Keeping your locker clean helps you to stay organized, and adds positively to the whole school's appearance.

While the locker is rented by you for the school year, it may be opened by school staff if the need arises. Please do not use non-school locks; in the event of an emergency, it will be forcibly removed by the office.

ATTENDANCE

Students are expected to attend all assigned classes each day. Research shows that regular attendance and school success go ‘hand in hand’ and that excessive absenteeism is directly related to students failing classes, and dropping out of school. Our objective is to help students achieve success throughout their school years by supporting regular school attendance.

Not all classroom work can be made up. Explanations, clarifications, discussions, opportunities for feedback, and group learning activities are invaluable components of an effective learning environment. Excessive absences adversely affect academic achievement. Families are encouraged not to schedule appointments, vacations, or other events at times that would cause students to miss class.

1. **EXCUSED ABSENCES:** If you are ill or absent with your parent’s permission, please bring a note to the office or have your parent phone 250 949-7443.
2. **UNEXCUSED ABSENCES:** Unexcused absences are those absences where you are absent without your parent’s permission. The office will inform your parent or guardian if you are absent without permission. If you are having a problem with attendance, your teachers, with the counselor and/or the administration will work with you to find a solution.
3. 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.
4. Students who are absent for a majority of the class time are considered functionally absent. This will be recorded as an unexcused absence for attendance purposes.

Whether excused or unexcused, an absence is an absence, regardless of the reason. Each absence results in a lost learning opportunity in the classroom, which may not be regained. Students are responsible for any schoolwork that they have missed. If you legitimately miss a test or exam because of illness or accident, contact your teacher to make up the test/exam.

LATENESS

It is expected that students will be in class on time. The classroom teacher, through communication with students and parents/guardians, will deal with occasional tardiness. This may include making up class time at lunch or some other classroom level consequence. Habitual lateness will be referred to the school counselor and administration who will work with the student, teacher and family to design an action plan and, where necessary, assign further consequences.

PHYSICAL EDUCATION EXEMPTION

Please bring a note from a medical practitioner and a parent or guardian if, for any reason, you cannot participate in Physical Education class.

HALL PASSES

Teachers will not release you from class during the first fifteen minutes and the last fifteen minutes of class. During these times, teachers are usually giving instruction or wrapping up your lesson. During the rest of class time, teachers will give you a hall pass if you have a genuine need to leave the classroom. Please complete your task quickly and quietly, and return to class without disrupting the learning of other students.

ASSEMBLIES

Assemblies, which will occur throughout the school year, are considered to be a regular part of the curriculum, and to be a valuable learning experience. Attendance at these assemblies is required. You are expected to be a respectful audience member and a positive assembly participant.

SAFETY

EMERGENCY EVACUATION: FIRE AND EARTHQUAKE DRILLS

In the event of a fire or similar emergency, the school must be cleared in an efficient and controlled manner to ensure the protection of individual life and property. We will practice building evacuation throughout the school year.

When the bell sounds continuously, you must stop all activity and follow your teacher's directions in a quiet, orderly fashion. Students who are in the building, but who are outside a classroom at the time, are expected to join any class group immediately available to them, and to make their presence known to the teacher-in-charge.

A drill will be ended by the sounding of three short bells.

MEDICAL OR ACCIDENT

If you need medical services during the day, please come to the main office. Office staff will assist you and/or will arrange for treatment at the nearby medical clinic or hospital. Should it be necessary, they also will contact your parent/guardian, to ensure your safe arrival home.

If you have a severe medical condition, you and your parents must provide a written plan to the school. This plan will be followed in an emergency situation.

The Board of Education asks that if you will need one of its employees to give you medication during the school day, written permission from your parent or guardian and written instructions from your doctor must be on file with the office.

VIDEO CAMERAS

Our hallways are under video surveillance to help make PHSS a safer place for everyone.

STUDENT SUPPORT

COUNSELLOR

The counsellor helps students to find solutions to concerns and problems that they may be experiencing with friends, teachers, home, or schooling.

Conversations are confidential unless they deal with abuse or suicide. Parents are asked to please contact the counsellor at the early onset of a concern so that, with the counsellor, work can be done collaboratively to seek solutions to problems.

Students make appointments with the counsellor by visiting the counselling office. Parents are asked to either call to arrange for an appointment, 949-7443, extension 3696, or to visit the school.

LEARNING SUPPORT

There are a variety of academic supports available beyond the classroom teachers. These include the teacher librarian, numeracy and literacy support teachers and learning assistance teachers. You can also speak to the counsellor, any teacher, or an administrator to develop a plan of assistance.

GRADUATION PROGRAM

GRADUATION REQUIREMENTS

The Ministry of Education has published several documents outlining current graduation requirements. If you have not received these materials, please let us know, and we will make sure that you receive copies.

Note: only students with the potential for graduating this school year will be registered as grade 12 students. All other senior program students will be registered as grade 11 students.

SUMMARY OF CREDIT REQUIREMENTS

80 credits (equivalent to twenty courses) required for graduation:

52 credits are **Required Courses** including:

English <i>or</i> English First Peoples 10	4 credits
English <i>or</i> English FP <i>or</i> Communications 11 .	4 credits
English <i>or</i> English FP <i>or</i> Communications 12.	4 credits
Social Studies 10.....	4 credits
Social Studies 11	
<i>or</i> BC First Nations Studies 12.....	4 credits
Science 10.....	4 credits
A Science 11 <i>or</i> 12.....	4 credits
A Mathematics 10.....	4 credits
A Mathematics 11 <i>or</i> 12	4 credits
Physical Education 10.....	4 credits
Fine Arts <i>and/or</i> Applied Skills 10, 11, <i>or</i> 12....	4 credits
Planning / Career Education 10.....	4 credits
Grad Transitions/Career Education	4 credits
Elective Courses.....	28 credits
	(16 at Grade 12 Level)

ELECTIVE CREDITS

- Additional Grade 10, 11, or 12 Ministry-Authorized courses
- External credentials (e.g. music lessons; driver's education)
- Board/Authority Authorized courses (e.g. locally developed courses)
- Post-secondary credits, and/or
- Independent Directed Studies

GRADUATION TRANSITIONS

All BC secondary school students who are enrolled in Grade 12 are required to complete all three parts outlined below. Graduation Transitions is an opportunity for students to reflect on their preparation and plans for life after graduation in the following three areas:

1. **Community Connections.**

Life after graduation includes the world of work and community responsibilities. As part of Graduation Transitions, students gain employability skills through participation in at least 30 hours of work experience and/or community service.

2. **Daily Physical Activity.**

Daily physical activity and a commitment to fitness and physical and emotional well-being are keys to healthy living. In this component of Graduation Transitions, students develop the knowledge, attitudes, and habits needed to be healthy individuals by maintaining a personal health plan and participating in at least 150 minutes per week of moderate to vigorous physical activity.

3. **Career and Life.**

Graduation Transitions requires students to explore personal and career goals during their secondary school years and create a plan for life after graduation. Transition planning is an ongoing process throughout the graduation program years and requires the completion of a transition plan, culminating in a final Grade 12 presentation.

HONOUR ROLL

Achieving an 80% average or better while taking at least three courses, without any failing grades, in a semester means you will be included on the PHSS Honour Roll.

Achieving a 90% average or better while taking at least three courses, without any failing grades, in a semester means you will be included on PHSS Principal's Honour Roll.

REPORTING AND GRADING

There will be two formal and two interim reporting periods each semester of the school year. Informal reporting, from individual teachers, may also be given out at any time during a course. Letter grades provide a general assessment of student progress:

A	Excellent	86-100%
B	Very Good	73 – 85 %
C+	Good	67 – 72%
C	Satisfactory	60 – 66%
C-	Below Average	50 – 59%
I	Incomplete	*has not yet attained required learning outcomes
F	Fail	0 – 49%

Note: Students receiving an Incomplete need to meet immediately with their teacher, in consultation with a parent/guardian, to determine what must be completed to achieve a passing letter grade. (A passing grade is 50%, or C-)

FINAL EXAMS

There are two final exam sessions each school year. One exam session will take place at the end of January, and the other at the end of June. Students will write summative assessments in all classes during the exam period.

Provincial Exams

Students must write provincial math and literacy skills assessments before graduation.

Provincial exam results are posted on the Ministry of Education website at www.bced.gov.bc.ca/exams/ approximately thirty days after the exams are written. You must have your Personal Education Number (PEN) in order to access this information. You can get this number from the office.

If you must miss a final exam, please speak to your teacher well beforehand, if you can, so your exam-writing can be re-scheduled or otherwise accommodated. If you are too ill to write a final exam, a doctor's note will be required.

COURSE AND SCHOOL TRANSFER/WITHDRAWALS

Course transfers can be arranged during the first week of the semester. If you wish to change a course selection, please make sure that you first have the permission of the teacher concerned, and then see Ms. Sweeney to discuss transferring to a different course.

Withdrawing from a course may have serious consequences in your meeting all the course requirements necessary for graduation. Make sure that you fully investigate your situation before making any transfer or withdrawal decisions.

Please discuss a course withdrawal with your teacher, your parents, and administration. In general, to meet graduation program requirements, students must take four courses each semester. We are here to help you plan your courses to best meet your future academic and personal goals.

Please consult with Ms. Sweeney if you have any concerns about such a situation.

SCHOLARSHIPS AND BURSARIES

All scholarships and bursaries are for your use in furthering your education at a post-secondary institution. This financial support comes from four main categories:

1. **Dogwood District/Authority Awards.**

These awards are provided to the Vancouver Island North School District for proficiency in the Practical Arts, Technical 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 and present this to a District Scholarship Committee established by the Superintendent of Schools. This committee, responsible for awarding the scholarships, bases their awards on student projects, letters of recommendation, and letters of application.

2. **Local scholarships and bursaries.**

PHSS enjoys excellent support from our local community, with many awards contributed each year to our graduating class. Any grade 12 graduate meeting an award's particular criteria may apply. During the school year, specific information for applying for these awards is posted in the library.

3. **Post-secondary institutions.**

Post-secondary institutions offer various entrance scholarships and bursaries. Application criteria, and directions for making applications, are outlined in the informational calendars published by these institutions. These calendars are provided each year to our counseling office, where you are welcome to use these resources.

EXTRA-CURRICULAR INVOLVEMENT

CLUBS AND ACTIVITIES

Students' Council gives all students a voice in making PHSS a better place for all of us. Please run for office, vote, and/or help out with council activities.

Clubs promote interest in a particular area. If students and a sponsoring staff member want to start a club, they are encouraged to ask for school support. Examples of interest clubs are: Weightlifting, Media Club, Peer Counseling, The Diversity Club, Robotics Club, and the Environmental Club. Please contact the Vice-Principal to discuss your ideas for new clubs and activities.

ATHLETICS

PHSS has an active athletics program that emphasizes skill development, teamwork, competition, and sportsmanship. All students are encouraged to try out for the various activities and teams. Students should remember that being a member of a school's traveling team involves a considerable time commitment, and personal effort to keep up with missed classes.

As team participation demands travel and missed classes, students who are team members have a responsibility to **maintain achievement levels in all courses**. Students need to ask their coach about this policy. In addition, students must be prepared to fundraise, and to be responsible for food and lodging away from Port Hardy. Students will need to have permission from class teachers to participate in a traveling team event.

GRAD COMMITTEE

The Grad committee is a group of graduating students who coordinate and communicate with staff, parents, and the community at large to prepare for the annual Dry Grad Celebration.

The purpose of a Dry Grad is to promote responsibility to self and to community, to ensure safety at all grad functions, and to have fun in an alcohol-free environment.

SCHOOL MAP

