



2018/2019 Student Handbook

École Secondaire Esquimalt High School

847 Colville Road

Victoria, B.C. V9A 4N9

Telephone: (250) 382-9226 Fax: (250) 361-1263

24-hour Attendance Voice Mailbox: (250) 382-9223

School Website: www.esquimalt.sd61.bc.ca

School District #61 Website: www.sd61.bc.ca

Principal: Mr. Jason Johnson jcjohnson@sd61.bc.ca

Main Office Hours: 8:00 a.m. – 4:00 p.m.

“The Esquimalt family of schools K-12, in partnership with our parents and our community, are working together to develop socially responsible citizens.”

ESQUIMALT HIGH SCHOOL CODE OF CONDUCT

Our school is committed to promoting a safe learning community which respects the rights of all members, values diversity, and is free from all forms of discrimination against race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation and age as mandated by the BC Human Rights Code.

All members of our school community are expected to behave in a responsible and respectful manner while at school, including breaks, lunches, study blocks, travel to and from school, and while attending school functions including field trips, sporting events and dances.

These expectations include but are not limited to:

- Respecting the educational rights of all members of the school community.
- Ensuring that the learning process is not interfered with.
- Respecting the personal property of all those in our school community, respecting our school building and its contents, as well as all property in our surrounding neighbourhood.
- Respecting the right of every member of the school community to feel safe.
- Reporting any instance of bullying to a staff member or administrator.
- Respecting that the school and all school related events are weapons, drugs, alcohol and tobacco free zones.
- Following District Policy 5132 Student Dress Code which states clothing must conform with established health and safety requirements for the intended activity and does not promote drugs, alcohol, display offensive language or images or encourage discrimination
- Using appropriate language.
- Engaging in appropriate use of school computers in compliance with Regulation 1300.3 Student Acceptable Use of Technology
- Ensuring personal electronic devices are turned off and not in use during instructional time unless permitted by the teacher.

Any conduct contrary to the beliefs outlined in our opening statement of purpose is deemed to be unacceptable and contrary to our Code of Conduct.

Consequences for students who conduct themselves contrary to the Code of Conduct will be appropriate to the context, severity and frequency of the behavior, as well as the maturity level of the student. Wherever possible and appropriate, consequences for breaches of a code are restorative in nature rather than punitive. Special considerations may apply to students who are unable to comply with expectations due to having an exceptionality on an intellectual, physical, sensory, emotional or behavioural nature.

In order to maintain a safe environment, we take very seriously any acts of retaliation against a student who reports a breach of our code of conduct.

It is important that parents/guardians be informed when serious contraventions of the Code of Conduct occur. When appropriate, district personnel may also be informed, with the specific goal of resolving the situation in the best interests of both the individual student and the greater school community.



The Code of Conduct is reviewed each spring - listen to the announcements to see when and how you can participate in keeping it up to date!

Attendance Information

Esquimalt High School is in session during the 2018/2019 academic year Monday to Thursday from 8:28 a.m. until 3:11 p.m., and Friday from 8:28 a.m. until 2:00 pm. Students not involved in extra-curricular activities or not supervised by a school staff member must leave the building within 30 minutes of afternoon dismissal.

If a student is absent from school, a parent/guardian must call (250-382-9223) or e-mail (esquimalt@sd61.bc.ca) to inform the school of their student's absence. An automated message will go out between 5 - 9 p.m. each day to report student lates and absences.

Students must not leave the school building during class time without permission and/or without signing out in the Main Office with parent/guardian approval. Parent/Guardians may call (250-382-9226), send a note, send an e-mail (esquimalt@sd61.bc.ca), or come in person to give their permission for their child to be signed out. When the student returns to the school and classes are in session, the student should sign back in at the office.

Parents should inform the office, as well as teachers, if their child will be away for an extended period of time (e.g. vacation) so that the absence can be excused and to prevent automated messages from going home.

Cafeteria

The Cafeteria is open from early in September until the end of the first week in June at break and at lunch. The food is prepared by students in the Culinary Arts Program and is reasonably priced. All the meals are chosen for nutritional quality as well as appropriateness for teaching students. Vegetarian options are provided.



Are you interested in the Culinary trades? Speak to a counsellor to see if our Culinary Prep classes are right for you!

Cell Phones

The use of cell phones by students during class time is not permitted unless teacher permission has been given. Outside of class time, students may use their cell phones provided they are used respectfully and appropriately. While in the building, cell phones should be turned to silent.

Clubs

The clubs at Esquimalt appeal to a variety of interests. It is hoped that each student can find an outlet for expression in one or more of these organizations. Any student wishing to form a new club may do so provided they can find a staff member willing to sponsor them and they have approval of the Principal. Clubs offered recently include:

Club Name	Sponsor	Location	Meetings
Anime	TBA	221	As announced
Behind the Lens(Photography)	TBA	213	As announced
ESCAPE (Human Rights & Environment)	Mr. Orme	223	Tuesdays @ 11:40 a.m.
EYCI (Esquimalt Youth Combating Intolerance)	Mr. Henderson	325	Thursdays @ 11:40 a.m.
Interact	TBA	324	As announced
G.S.A. (Gay/Straight Alliance)	Ms. Coutts	308	Thursdays @ 11:40 a.m.
Improv Theatre (can be taken for credit)	Mrs. Walker	Theatre	TBA
Free the Children	TBA	TBA	Tuesdays @ 11:40 a.m.
Outdoors	TBA	TBA	Wednesdays @ 11:40 a.m.
Robotics	Mrs. O'Keeffe	221	TBA
Seaquarium	Mr. Bullard	215	See sponsor



Our Robotics club competed in Houston, Texas in 2018!

Please note that the above are a general guideline and could change from year to year. Listen to announcements for up-to-date information.

Counselling

Each teacher is able to provide advice in his/her subject area. Your Teacher Advisor (TA) is also available to you for guidance in course selection and progress.

School Counsellors (Ms. Baylis, Mrs. Hoffman, Ms. Trebilco) are available to help you with personal or academic problems that need more help than the Teacher Advisor can give. If you want to change, drop or add a course, you must make an appointment in advance to see a School Counsellor. School Counsellors can also assist with post-secondary planning and transition.

Youth and Family Counsellors (Bob Beattie, Laurel Mackay) are available to support students with personal issues.

Our **First Nations Counsellor** (Ms. Trebilco) can assist aboriginal students with personal and academic issues.

Course Changes or Withdrawals

If you need to make a course change or withdraw from a course, you must make an appointment to see a school counsellor. They will help you complete the necessary forms, but changes will not occur until forms are returned **with parent/guardian consent**. Course changes after the third week of class will only be permitted under extenuating circumstances.

EMERGENCY INFORMATION

In the event of any school emergency, it is essential that students listen to and follow the directions of staff.

EARTHQUAKE

In the event of an earthquake, all students and staff shall drop and cover. Drop and cover follows this process: drop to the ground, take cover by getting under a sturdy desk or table, and hold on to it until the shaking stops. Evacuation will proceed as outlined in the School Emergency Preparedness Guide. Earthquake drills are practiced a minimum of twice per year at each grade level.

EMERGENCY SUPPLIES

Esquimalt keeps some supplies on hand in case of a significant event. This includes limited amounts of food and water, first aid, and other emergency supplies. It is encouraged that students have their own small supply of any snacks, medications or personal items they would need in the event of an emergency.

FIRE

In the event of a fire within the school, the fire alarm will be sounded by the person discovering the fire. Students will be evacuated from the building using the nearest safe exit and will assemble on the track with their teacher where attendance will be taken and the names of missing students and their possible location are reported to the Principal. Fire drills are practiced on a regular basis.

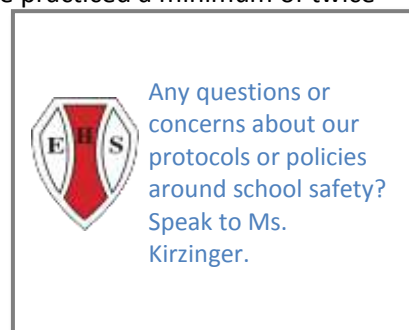
HOLD & SECURE

A 'hold & secure' is used when it is necessary to secure the school due to an ongoing situation outside the school and not related to the school (e.g. a robbery occurs near a school, a cougar has been sighted in the neighbourhood). In this situation the school continues to function normally, with the exterior doors being locked and everyone remaining inside the building until such time as the situation near the school is resolved. A Hold and Secure would be announced over the PA system.

LOCKDOWN

A 'lockdown' is only used when there is a major incident or threat of school violence within the school, or in relation to the school. Notice of a lockdown is relayed over the PA system. All staff and students should secure themselves in place immediately and remain in place and quiet during the lockdown. Do not post any information about the lockdown on social media. Any bells or alarms should be ignored.

Lockdown drills are practiced at the school, at least one per year and include the local police.



VTRA Fair Notice

From time to time it may be necessary to complete a Violence Threat Risk Assessment (VTRA) in response to threatening behavior toward students or staff. To ensure the safety of students, staff, parents and others, threats must be taken seriously, investigated and responded to. The VTRA will allow the school to plan the interventions necessary to prevent traumatic events in schools.

SCHOOL SAFETY

If a student is concerned about the safety of the school or any students or staff, the concern should be reported immediately to an administrator, teacher, counsellor or any trusted adult.

Dances

Esquimalt High offers several student dances during the school year. Dances, unless otherwise stated, are open only to members of Esquimalt High School, grades 9-12, who are in good standing (academic and attendance). School rules and regulations must be followed at all times. Individuals who have used or have possession of alcohol or illegal drugs won't be admitted. Anyone in the possession of or who appears to be under the influence of drugs or alcohol will be detained & parents will be contacted. If necessary, the person may be referred to the police. No refund of ticket costs will be given. Students who leave the dance, for any reason, will not be allowed to re-enter the dance.

Driving Guidelines

Those students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Driving Regulations. Esquimalt High assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property.

Any student wishing to drive to school must abide by the following rules:

- Students must observe a proper speed while on the school grounds.
- Students must park **only** in the proper student parking lot (far end of the parking lot running parallel with Colville Road).

Elevator

The elevator is reserved for the use of individuals with physical disabilities or injuries. See the Main Office to arrange to borrow a key.

Extra Curricular Sports

School teams represent our school in inter-school competition. Junior teams can progress to Vancouver Island Championships and senior teams can progress to Provincial Championships. These teams require dedication and commitment from student athletes. During the sport season team members can anticipate practices and games at least four times a week after school or in the evening. Before joining one of these teams, which can be very rewarding, players should discuss with their parents their personal schedules and commitments at school and home to ensure they have sufficient time to make a full commitment to all practices and games.

Sport Seasons are as follows:

Sports Season	Available for...	Age Level
September to December		
Cross Country	boys and girls	junior and senior
Soccer	boys	junior and senior
Volleyball	boys and girls	junior and senior
Rowing	boys and girls	junior and senior
Swimming	boys and girls	junior and senior
Wrestling	boys and girls	junior and senior
December to March		
Basketball	boys and girls	junior and senior
Curling	boys and girls	senior

April to June		
Badminton	boys and girls	junior and senior
Tennis	boys and girls	senior
Soccer	girls	junior and senior
Track and Field	boys and girls	junior and senior
Golf	boys and girls	senior
Rugby	boys	junior and senior

Field Trips

Esquimalt High School's departments, classes and clubs offer a variety of field trip opportunities locally, within BC, and internationally. For all field trips, the **Esquimalt Code of Conduct** must be followed at all times. Students wishing to participate on a field trip must complete and submit all associated field trip forms and parent/guardian permissions, as stipulated by teaching staff and school administration.

Grading Policy

Grades for courses may be based upon assignments, in class tests and formal examinations at the end of the semester, during the last week of January or the third week of June (see school calendar). Grade point average (GPA) and letter grade equivalents are as follows:

Letter Grade	Percentage	G.P.A.
A	86% - 100%	5.0
B	73% - 85%	4.0
C+	67% - 72%	3.0
C	60% - 66%	2.0
C-	50% - 59%	1.0

Graduation Recognition Ceremony

The Grad Recognition Ceremony is the *most* formal school sponsored event that students are invited to attend; it is not mandatory, nor a right, but an opportunity for the school to publicly acknowledge those students in a position to graduate, so the process for inclusion is quite stringent. Grade 12 students in **good standing** (academic and personal conduct) are eligible to take part in the Graduation Recognition Ceremony above if they:

- ✓ are in a position to graduate (80 credits) after term 3 report cards (mid-April).
- ✓ have paid the Graduation Recognition ceremony cost , which covers the cost of the University facility, gown rental and certificates.
- ✓ have attended the graduation information assemblies and rehearsals.

Graduation Dinner/Dance

The Graduation Dinner/Dance usually occurs the Saturday evening after the Graduation Recognition Ceremony. Grade 12 students who have met the graduation criteria listed above are eligible to attend the Dinner/Dance. The Graduation Dinner/Dance is an optional activity with an additional cost. Specific information about the Dinner/Dance will be provided at Graduation Assemblies held throughout the academic year.

Please note: All guests are subject to a pre-approval process prior to receiving permission to attend this function. See School Administration for more details.

Illness While At School

If the student should become ill or is injured during school, she/he must ask his/her teacher for permission to go to the Main Office. The school must obtain parental permission in order for a student to be released from school due to illness. Parents are requested to report all communicable diseases to the school.

Library

Esquimalt High School's Library program helps students develop both a love of reading and the information and thinking skills we all need to succeed in school and as lifelong learners. Through the school's library, students have access to more than 16,000 items, including books, newspapers, magazines, audio books, videos, government documents, digital recordings, as well as items in a variety of other media formats. The library provides more than 3,000 novels for students to borrow. Mr. Orme, the teacher-librarian, and the library clerk are available to help students find what they need, recommend good books and take their suggestions.

Esquimalt High School's library also provides online research services available anywhere, anytime through the school website. To use many of these services from home, students and staff need usernames and passwords. Check with library staff for more information. Library computers are only available for educational purposes. Please refer to the school's Policy on Technology Use for more information.

The library is open before classes, during breaks and lunch, as well as after school, Monday through Friday. During class time the library space is often fully reserved by teachers for the students in their classes to select books and/or pursue inquiry learning. During classes students may use the library on their own when provided with a library pass by a teacher.

Students are responsible for paying for the replacement of library books that are lost or damaged. When using the library students should work and recreate in ways that, as always, treats other students and staff courteously and the library space, collections and facilities respectfully and responsibly.

Locker Assignments

Students will be assigned a lock and locker at the beginning of the school year. Only school provided locks are to be used on all school lockers. The student will be responsible for cleaning and maintaining the locker. Problems with lockers should be immediately reported to the office. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. Lockers are the property of the school. School officials may search lockers at any time and without notice to ensure compliance with school policies and rules.

There are lockers for use in the change rooms, outside the auto shop, and in the chef training area. Please see your teacher to make arrangements for locks in these specific areas.

Peer Tutoring

Students needing help with their studies can pop in and get one-on-one support for as much time as they need.

Students who would like to be a Peer Tutor are encouraged to do so. Please listen closely to announcements that will be requesting participants.

Personal Property

Valuables should be left at home. Students are reminded that the school cannot be responsible for personal property brought to the school. While every attempt is made to provide a secure environment, hall and PE lockers must not be considered totally secure. If you have lost an item or had an item stolen report it immediately to a teacher or the office and fill out a *Lost/Stolen Item* form.

Plagiarism

Plagiarism is the attempt to use another person's thoughts, writings, inventions, ideas or material as one's own, without crediting the original creator. Plagiarism most often occurs when students "cut and paste" information from the internet directly into their own writing assignments, or by copying the work of a classmate. To avoid plagiarism when using the internet or another source as a research tool, students are advised to make their own hand-written notes, and then use these notes for their assignment.

As students' progress through the grades, it is expected that student understanding of the concept will grow increasingly sophisticated. Subject teachers and the teacher-librarian will collaborate on instructing and assessing students in the use of the American Psychological Association (APA) and the Modern Languages Association (MLA) citation styles to develop students' understanding of the principles regarding the ethical use of information.

Possible Consequences:

- The student may receive a lowered grade reflecting only the original work of the student. This mark could be a zero.
- The student may be given another opportunity to demonstrate their understanding of the learning outcomes without penalty (100% of the original mark could be obtained).
- The teacher may contact the student's parents.
- Administration will be informed of the event and may be involved in determining further consequences.
- The incident may be recorded in the student file.

Although the consequences for plagiarism will be guided by this document, individual circumstances will be taken into account by the teacher, with administration involved at the teacher's discretion. The severity of consequence could escalate as students progress through the grades.

Release of Student Photos, Media Interviews

During the year, Esquimalt High School often has the opportunity to photograph students in a variety of school-related activities. As such, these photographs may be used in the school newsletter and/or website. The Greater Victoria School District Regulation 1300 requires full informed consent from a parent or guardian. An *Authorization* form will be sent home for written parental/guardian consent. In the event a request is made to interview, videotape, or photograph a student for an external organization an *Interview/Photographs/Video Consent Form* may be sent home for written parental/guardian consent.

Scholarships and Bursaries

The Esquimalt High School scholarship teacher Ms. Bjornson coordinates various scholarship activities during the year to help candidates in every possible way. Please see a counsellor to sign up for our Scholarship 12 course. Students in other grades are also welcome to sign up for the course as non-credit and receive the information and access to the Google classroom.

School's Right to Search

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Greater Victoria School District. These areas and the contents, therefore, are subject to a search at any time. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds when there is reasonable cause to believe that a student may be in possession of evidence that the Code of Conduct has been violated. In addition, the contents of a cell phone may be searched if it has been used in an activity prohibited by the school Code of Conduct.

Spares & Resource Blocks

Students in grades 11 & 12 may arrange a Spare or a Resource Block by talking to a school counselor. Students in Grade 9 or 10 must have full timetable.

Student Leadership

Students seek out involvement and leadership for a variety of reasons - serving others, networking, self-discovery, making new friends, creating change...No matter what your interests are, Student Leadership can help you get involved at Esquimalt High. Students can act as change agents through involvement and leadership opportunities offered by Student Leadership. Involvement is the stepping stone to leadership development, and makes the high school experience more enjoyable while enhancing classroom learning. Speak to a counsellor about joining Esquimalt's leadership class.

Study Hall

The goal of the Study Hall (room 315) is to provide a structured study/working environment for students. Students are assigned to the Study Hall for all, or portion of, a class period to study, read, take examinations and/or get caught up on school work. Every student must bring something to do while in Study Hall. Students can either work on homework from other classes or they can read a book. If a student does not have homework from another class, or does not have a book to read, they will receive an assignment from a staff member. Study Hall is not a place to come to socialize, text message, talk on your cell phone. A quiet work environment is expected so that each student can concentrate on his or her work. Students who have been sent to Study Hall for disciplinary reasons are required to fill out a *Time Out Referral* form. School detentions (during lunch and after-school) are served in the Study Hall.

Teacher Advisory (TA)

Each student is placed into a TA with other grade 9 through 12 students. TA takes place on Thursdays after A block. TA is where you will receive important information and report cards. Occasionally, there will be longer TA blocks that will allow for special events, assemblies and activities. Please note: TA is a scheduled part of the Thursday school day. Attendance in TA is both taken and reported.

Technology Usage

Students are encouraged to use the school's computers and network and the Internet access for teacher-assigned, educational work. Computer equipment includes: displays, mice, keyboards, speakers, microphones, printers, Chromebooks, programs and any other piece of equipment or software which is part of the school's computer system. Students using the school's computers are expected to abide by the following rules:

- The **Expectations for Students using School or District Electronic Communications Systems** policy must be read and approved, in writing, by each student and the student's parent, guardian or custodian.
- Esquimalt High School reserves the right to filter any Internet sites.
- Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.
- Students must not download programs from the Internet or any portable device and must not install or delete programs on the school's computers.
- Students must not use the Internet to engage in "hacking" or other unlawful activities.
- The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, and/or any vulgar or obscene content.
- Students are not to send messages over on-line "chat rooms."
- Students are not to enter the network's operating system.
- Students must not bring food or drink into the computer lab.
- All copyright laws are to be observed.
- Students are not to add or delete any program icons on the desktop or opening menu or change any display settings, toolbars or settings.
- Malicious use of the school's computers and/or network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited.
- Students are not to modify or remove any printer settings.
- Students are to advise school staff when they observe any violation of the school's *Expectations for Students Use* policy.
- Students are to advise their teacher when a computer malfunctions in any way (example: a program is not opening or closing correctly). The teacher will notify the technical support staff so that the PC can be repaired.
- The possession, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc) may constitute a crime under provincial and/or federal law. Offending persons will be reported to the appropriate law enforcement agencies.

- Cyber bullying is the act of harassment that takes place via some method of technological media, and can include:
 - Sending nasty or insulting messages over the internet or cell phones.
 - Sending or posting gossip, secrets or rumours
 - Pretending to be someone else and sending negative messages or posting negative material.
 - Purposely excluding someone from an internet group, chat room or friend list
- According to the Criminal Code of Canada, it is a crime to utter, convey, or cause a person to receive a threat of death, bodily harm, or damage to property. If a student is being harassed, no matter where the offense originates, Esquimalt High School will take appropriate action.

Telephones

A phone for student use before 8:30 a.m., at break, at lunch, or after school and is located in the front hallway. Office phones are used only for school related business or emergencies.

Textbooks

Each semester textbooks are loaned through the Library to students. In an average semester each student will borrow textbooks worth more than \$200. Students are expected to cover the cost of textbooks that are lost or damaged. If you lose a textbook notify the school office and the library staff immediately. If you believe one of your textbooks has been stolen report this to the school office immediately.

Transcripts

Students requiring a copy of their transcript may request one in the Main Office. Please allow two working days to process transcripts.

Visitors to School

All persons who are not regular members of the school personnel must report to the Main Office and state their reason for being on school grounds or in the building. As to whether the person can remain is entirely up to the Principal or Vice Principal.

Bringing visitors to school is discouraged. However, if there is a valid reason why a visitor must come to school with one of our students, this will be considered by the Principal or Principal's Designee. School approval from administration should be obtained in advance of the visit.