

# Port Hardy Secondary School

Home of the Whalers



## PHSS HANDBOOK 2022-2023

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**SUPPORT STAFF**

**ADMINISTRATIVE ASSISTANTS**

Courtney Pratt      TBD

**LIBRARY CLERK**

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**EDUCATION ASSISTANT(S)**

Bridget Avoine	Beckie Book	Samantha Crawford	Cara Gildersleeve	Tammas Grogan
Alice Myers	Pam Quinton	Virginia Robinson	Janet Taylor	

**FIRST NATIONS CONNECTION WORKER**

Leslie Taylor-Child

**FIRST NATIONS SUPPORT WORKER**

George Hamwi

**FIRST NATIONS YOUTH WORKER**

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**CHILD & YOUTH CARE WORKERS**

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**CUSTODIAN(S)**

Rene McCarrick      TBD

**NOON HOUR SUPERVISOR(S)**

Cara Gildersleeve/Alice Myers	Tyson Lagrosse	TBD
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**SPECIAL NEEDS NOON HOUR SUPERVISOR(S)**

Barb O'Connor

## ADMINISTRATION'S MESSAGE

'Gilakas'la',

Welcome to the 2022/23 school year, whether you are a returning student or you have just joined us, we are happy to have you be a part of the Port Hardy Secondary School family. PHSS staff is committed to ensuring powerful learning opportunities exist for you at school as well as outdoors and in community. You can make the most of your time at PHSS by demonstrating maya'xala. Through respecting ourselves, others, our surroundings, and learning, we can support each other in having a successful year.

This handbook is designed to help students have a great experience at school. To create the best learning environment, it is important you familiarize yourself with and understand the expectations, procedures and policies that are in place at Port Hardy Secondary. Students are encouraged to review this information with parents, guardians, and families.

This year we have shifted to a semester system (4 courses per day) and it is essential that students are on-time and in attendance. Excessive absences and tardiness impacts learning and contributes to social disengagement and feelings of alienation. You are encouraged to take a screenshot of the rotating timetable and bell schedule (p.16) to ensure punctuality and maximize learning opportunities.

Our priority is to support learners and provide an inclusive environment for all who enter our doors. If you find that you need support or assistance academically, social-emotionally or with other areas of your life we are here to help. Any member of our staff can assist you or connect you with the person you need to talk with if you need support. If you have ideas to improve our school and make it a better place, we would love to hear from you – our Student Council welcomes new members throughout the year.

Family involvement plays a role in our overall success; we encourage and support strong partnerships with homes and communities. In addition to joining the Parent Advisory Council (PAC), opportunities exist for volunteering, sharing your expertise with classes, as well as helping teachers and staff with special projects and events. Our graduating class meets weekly, and parents are an integral part of fundraising and planning a successful recognition ceremony. Please check in at the main office or contact our staff to set up an appointment—we look forward to working with you.

I am confident 2022-23 will be a memorable year for all members of our learning community!

Respectfully,

Jillian Walkus  
Principal, Port Hardy Secondary

**GRADUATION PROGRAM**

**GRADUATION REQUIREMENTS**

**SUMMARY OF CREDIT REQUIREMENTS**

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

**52 credits** are **Required Courses** including:

English or English First Peoples 10 .....	4 credits
English or English FP or Communications 11..	4 credits
English or English FP or Communications 12..	4 credits
Social Studies 10 .....	4 credits
Social Studies 11	
<b>or</b> BC First Nations Studies 12 .....	4 credits
Science 10.....	4 credits
A Science 11 or 12 .....	4 credits
A Mathematics 10 .....	4 credits
A Mathematics 11 <b>or</b> 12 .....	4 credits
Physical and Health Education 10 .....	4 credits
Fine Arts <b>and/or</b> Applied Skills 10, 11, or 12.	4 credits
Career Education 10.....	4 credits
Career Life Education/	
Career Life Connections.....	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

**REPORTING AND GRADING**

There will be one formal and one interim reporting period each quarter. Informal reporting may also be given out any time. Parents and guardians are encouraged to contact teachers at any time to discuss their child’s progress.

A	Extending	86-100%
B	Applying	73 – 85 %
C+	Developing	67 – 72%
C	Developing	60 – 66%
C-	Approaching	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**

In courses with final exams, these exams are written in the classroom at the end of the course. All courses have a summative end task that could be a project or exam.

### **PROVINCIAL EXAMS**

Students in grade 10 and 12 must write provincial numeracy and literacy assessments as a graduation requirement. The 2022/23 dates are November 1-3, January 24-26, and April 25-27.

Provincial exam results are posted on the Ministry of Education website at [www.bced.gov.bc.ca/exams/](http://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.

### **HONOUR ROLL**

Achieving an 80% average or better while taking at least three courses, with no mark below 67% 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, with no mark below 73% in a semester, means you will be included on PHSS Principal's Honour Roll.

## **COURSE AND SCHOOL TRANSFER/WITHDRAWALS**

Course transfers can be arranged during the first week of the quarter. If you wish to change a course selection, please make an appointment to see Ms. Roland.

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. Walkus if you have any concerns about such a situation.

## **SCHOLARSHIPS AND BURSARIES**

The reality of paying for post-secondary education can be challenging for students and families. Students need to budget for tuition, textbooks, and other educational and living expenses. There are three main sources of financial assistance for graduating PHSS high school students.

**Scholarships:** A scholarship is a monetary award based on academic achievement, excellence in an area that is related to the award and other specific criteria. Scholarship donors may request evidence of leadership, community service, and artistic and/or athletic work.

**Bursaries:** A bursary is a non-repayable monetary award based on financial need and a reasonable academic standing. Students will be expected to write an essay outlining challenges the student/family may have dealt with, for example, having a health concern, and being in the care of the Ministry, loss of home or income.

**Awards:** is a recognition based on competition or other criteria established by an individual or an institution. There is usually financial recognition as well as a certificate.

Applications for scholarships usually include a resume, a letter of intent, letters of reference, a transcript and possibly other documents that support your case. **START EARLY** to work on scholarship applications. Your Grad Advisor, Mrs. Cunningham, is going to support you with the application process and will update you during grad meetings.

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 appreciates the excellent support from our local community, with many awards contributed each year to our graduating class. For any award's specific criteria will apply. During the school year, specific information for applying for these awards is posted in the library. Applications for local scholarships and bursaries go to the school and are due before spring break.

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. You are welcome to use all resources offered through the PHSS counselling service.

## **GRAD MEETINGS**

Starting in October, grade 12 students will meet every second Wednesday at lunch to plan for graduation celebrations, and to talk about all things grad. During the second semesters, we will meet weekly.

Grad parent meetings also start in October, and are usually set monthly to plan fundraising events for the Dry Grad events.

## **STUDENT SUPPORT**

### **ADVISING COUNSELLING**

Our Guidance Councillor provides academic and career counselling, and individual support. Please email Ms. Roland to make an appointment and seek permission from your classroom teacher during class time.

### **COUNSELLING**

The school counsellor as well as the Child and Youth Care Workers (CYCW) help students to find solutions to concerns with friends, teachers, home or schooling. Conversations are confidential unless they deal with safety concerns. Students can make appointments with the counsellor or CYC workers by calling or visiting their offices.

### **SUPPORT FOR LEARNING AND WELL-BEING**

Learning Assistance and Resource Teachers, Educational Assistants, and an ELL teacher are here to support your learning they will reach out to you.

If you struggle personally or would like someone on your side to help navigate your day, please don't wait to contact the First Nations Support Workers and/or Child and Youth Care Workers. You never need to be alone at our school. Please feel free to make connections that can support you, this year.

Individual and small group support most often happens in the classroom but occasionally happens in pull-out programs, with prior arrangement. If at any time you feel you are not progressing, please speak to your teachers or administrators. Help is never far away here at PHSS.

## **NUTRITION FOR LEARNING**

PHSS will provide tasty and healthy breakfast snacks every day in the foyer, starting at 8:15 AM. Friday is our hot lunch day, which is handy as lunch hour is short on this day. If you get hungry during the day, please see the CYC or First Nations Support Workers with the permission of your teacher.

## **A SAFE, ORDERLY AND CARING SCHOOL: THE PHSS CODE OF CONDUCT**

You have the right to a safe, orderly and caring learning environment. We invite you to take an active part in your education at Port Hardy Secondary.

We recognize the strong relationship between feelings of safety and belonging, and your ability to learn. Learning happens best in a safe, orderly and caring school, when all staff and students show respect. At PHSS, we foster attitudes, commitment, and actions that make this school the best it can be. Our school Code of Conduct can be represented in four phrases:

Respect yourself	Maya;xala sa bakwine
Respect others	Maya/xala pa
Respect property	Maya'xala xa Awi'nakola
Respect learning	Maya'xala xa kakut'la

### **PHSS Code of Conduct Review, an Invitation to Students and Parents:**

At the end of last year, we started consultations with students, parents, and staff to review our Code of Conduct and Rights and Responsibilities, found on the next three pages.

**We want to invite you to add your voice to the discussion of our Code of Conduct.** Please view our website and Facebook site for information about date and time for our first meeting.



## OUR MISSION

Port Hardy Secondary School's mission is to engage all students in meaningful learning. All staff here strive to support achievement in academic, athletic, artistic, cultural, and social justice pursuits. To be successful, PHSS students should be as involved as possible in their education. This means that students should attend regularly, be on time, participate and contribute in classes to the best of their abilities, complete assignments with passion, and understand and abide by the Student Code of Conduct.

PHSS expects behaviors and actions that support a safe learning environment, free from **bullying and harassment**. The Code of Conduct encourages behaviors that bring credit to the student and to the school. It also addresses unexpected and inappropriate behaviors that create unsafe conditions for self or others.

The **BC Human Rights Code** governs the Code of Conduct. 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. PHSS is committed to offer a safe learning environment for students who identify with LBTQ+. All students have the right to be equally recognized, protected, and affirmed. At PHSS, we strive to celebrate all diversity.

We want you to feel well and alert and stay healthy. **Drugs and alcohol** compromise your ability to grow and are not appropriate any time in the school context. Being under the influence or in possession of banned substances is illegal and can result in both legal and school consequences.

**Smoking** is banned 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 vaporizers.

**Consequences for misbehavior** are focused on restorative conversations and are progressive. Considerations will be made for age, maturity and special needs. Special consideration may apply to students with special needs if those students are unable to comply with the Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.

Retaliation: The school will take all reasonable steps to prevent retaliation by a person.

### Rights and Responsibilities:

The right to be respected. The responsibility to be respectful to others.

The right to learn in a safe and caring environment. The responsibility to find respectful ways to solve problems.

The right to work in a clean and healthy environment. The responsibility to keep illegal substances away from the school.

The right to work and learn in an educationally productive environment. The responsibility to come prepared to work.

The right to enjoy time spent at PHSS. The responsibility to participate, to share, to get involved.

## 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
  - 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.

## **SAFETY**

### **SAFETY DRILLS: EARTHQUAKE, FIRE, LOCK-DOWN**

Throughout the year, we will hold regular drills for emergency procedures. Students and staff will familiarize themselves with the different protocols for earthquake, fire, and lock-down situations before the first drill. All students are required to stay with their teacher should an evacuation be necessary, and follow the safety instructions promptly. As with all schools in BC, PHSS participates in the yearly Great Shake Out practice.

### **EMERGENCY EVACUATION**

In the event of some emergencies, including fire, earthquake, or bomb threat, it will be necessary to evacuate the building. In most cases, the signal to evacuate the building will be the fire alarm. The building will be evacuated any time the fire alarm sounds. It is very important that all persons who were in the school will be accounted for.

Every room in the school has an evacuation map posted near the door. All students will evacuate the building together with their teacher. Students will not stop at other classrooms. The area inside the track is our school marshaling ground. Anyone who was in the building at the time of the evacuation will need to check-in at the field for the roll call.

### **MEDICAL SERVICES OR ACCIDENT**

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.

Parents are required to do daily health checks with their children before sending them on transportation or to school. Staff are also required to do this daily health check.

If you start to feel sick with flu-like symptoms while at school, please report to your teacher and the office immediately. You will be given a mask and asked to clean your hands to protect you and those around you.

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.

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

## A-Z

### ASSEMBLIES

At PHSS, we hold regular grade meetings for information, fun and feedback. We will sometimes get together by grade and we will also hold several whole-school assemblies throughout the year.

### 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. Being a member of a school's team involves a considerable time commitment, and personal effort to keep up with the program and their coursework.

As team participation demands travel and missed classes, students who are team members have a responsibility to **be a student in good standing**. This means that school work and behaviour will be considered. 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.

### ATTENDANCE

We want you to be here, in your classes. That is your best chance of success! In-class instruction also provides opportunity for peer engagement, supports social and emotional development, and decreases feelings of isolation. **This year, with courses taught intensively for only 10 weeks each, daily attendance is even more crucial.** Please do not schedule appointments, vacations, or other events at times that would cause students to miss class.

Excused Absences: If you are ill or absent with your parent's permission, please bring a note, have your guardian phone 250-949-7443 or email [phss@sd85.bc.ca](mailto:phss@sd85.bc.ca).

Unexcused Absences: If you do not have your parent's permission to be away from class, your absence is unexcused. The office will inform your parent or guardian if you are absent without permission. If you are having problems with attendance, your teachers with the counselors and/or administration will work with you to find a solution.

**PHSS has an attendance support plan in several stages.** The classroom teacher will talk to any student and home if more than two classes were missed. If absenteeism exceeds four class periods, the School Support Team and administration will get involved. At this point, students and parents will be notified in writing and may be called to a meeting to discuss school success. If the student continues to miss classes, intervention options include an attendance contract, changes in schedule, changes in assignments, and in extreme cases removal from class.

### CLOTHING

Please use good judgement when choosing your school clothes. Clothing needs to be practical for the needs of your school day. Your clothing should show a respectful attitude towards the school and other people. That means you should not wear clothing that displays inappropriate wording or designs, such as swearing or put-downs. Please remember your gym strip if you have PE or outdoor gear for field trips.

### CLUBS

If you have a good idea for a new group or club at PHSS, all you need to do is contact a staff member to sponsor the group and set a time for your first meeting. Before you start, please ask the school administration for support.

## **COMMUNICATION**

We want to stay connected with you. You will find important school notices on our website (phss@sd85.bc.ca) and Facebook page (FaceBook:@porthardysecondaryschool). Also, expect regular mail, emails and phone call-outs. **Please provide up-to-date contact information with address, phone number and your email.**

During the school year, we publish school newsletters with important information and pictures of school events. We also post upcoming events on our school LED sign.

When individual concerns arise, please contact us as soon as possible to make an appointment with teachers, counselors, and/or administration. Please feel free to contact us for any questions, concerns or celebrations by calling (250)949-7443. We want to encourage you to stay involved.

## **DRUGS AND ALCOHOL**

We want you to feel well and alert and stay healthy. Being under the influence or in possession of banned substances is illegal anywhere on school property or during school events and can result in both legal and school consequences.

## **FIELD TRIPS**

Field Trips are wonderful opportunities to enrich in-class instruction. At PHSS, we encourage field trips outdoors. Students need their parents to sign a consent form 24 hours prior to participate in Field Trips that are require a bus and/or are longer than one period.

## **GRAD MEETINGS**

Regular meetings for students of the graduating class of 2023 will start in October'22 in the multi-purpose room during lunch. The group of graduating students will coordinate and communicate with staff, parents and the community to prepare for the annual Dry Grad Celebration.

The purpose of a Dry Grad is to promote responsibility to self and to the community, to ensure safety at all grad functions, and to have fun in an alcohol-free environment. A great number of businesses and organizations in our town sponsor the PHSS Dry Grad celebrations. We could not hold the beautiful celebrations without the generous support of parents and so many engaged people in our town. Thank you to all our Dry Grad sponsors.

## **HALL PASSES**

All students need to be in class, at the beginning and at the end of the class period so that they do not miss crucial instruction. If you have a genuine need to leave the classroom during the middle of class, teachers will give you a Hall Pass. You will also need a mask any time you leave the classroom to go anywhere else in the building. Please complete your errand quickly and without detours.

## **INTERNET USE**

Every PHSS student now has a School District gmail address that allows for easy participation in online learning platforms. With your parents/guardians' permission, you will receive your gmail name and password in class during the first week.

The Board of Education requires the school to ensure you have parental permission to use the Internet. Please pick up a permission form from your homeroom teacher or the office. Students who misuse the Internet will have their privileges suspended.

## **LATENESS**

It is expected that students will be in class on time. If you are late in the morning or after lunch, you need to get a late slip from the office in order to be admitted to class.

### **LIBRARY**

Classes and/or groups will have access to the Learning Commons with consideration for scheduling and cleaning procedures. Students will clean their workspace after use to prepare the space for the next person. The PHSS library offers updated books, magazines, and computers for research. The Teacher Librarian, Mr. MacLean, is available to work with you in locating materials and assisting with class assignments and research techniques.

### **LOCKERS AND MATERIALS**

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.

### **PARENT ADVISORY COUNCIL (PAC)**

To stay informed and involved and to make a difference to our school, parents and guardians are invited to join the Parent Advisory Council meetings. Information on the date and times will be published online and in the newsletter.

### **PHONE USE**

Permission to use a personal phone during class time is varied classroom requirements and grade level. Please ask your teacher about the rules in your classes.

### **SMOKING & VAPING**

Smoking is banned 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 vaporizers.

### **STUDENT COUNCIL**

Student Council gives all students a voice in making PHSS a better place for all of us. This year, we invite students of all grades again to run for office, vote, and help out for organizing events. In the past, Student Council has organized Halloween Assemblies, feasts, Spirit Days and Orange Shirt Day. It would be great to have your ideas and input.

### **TEXTBOOKS**

Textbooks are issued to you for the course and remain the property of Port Hardy Secondary School. Your subject teacher will help you to get the textbooks you need. Take care of your books. Do not loan them to someone else and make sure they do not get damaged or lost. Textbook recovery fees will be calculated and issued to students who fail to return them at the end of the course.

# Port Hardy Secondary School 2022-2023 Calendar of Events

## September

- 2 ..... Grade 8 Parent Orientation
- 6 ..... School-based In-service Day
- 7 ..... First day of school
- 16 ..... Last day for student timetable changes
- 20 ..... Meet the staff BBQ
- 20 ..... PAC Meeting (future meetings TBD)
- 30 ..... National Day of Truth and Reconciliation

## October

- 7 ..... Grade 8 Rotation 1 Ends
- 10 ..... Thanksgiving Day
- 13 ..... School Photos
- 14 ..... Interim Reports mailed home
- 18 ..... Parent-Teacher Interviews 6:00 to 8:00 (early dismissal)
- 21 ..... Provincial Professional Development Day

## November

- 1-3 ..... Numeracy/Literacy Assessments
- 8 ..... Indigenous Remembrance Day
- 9 ..... School Photo retakes
- 10 ..... Grade 8 Rotation 2 Ends
- 11 ..... Remembrance Day
- 18 ..... Formal Reports mailed home
- 18 ..... District Professional Development Day

## December

- 16 ..... Grade 8 Rotation 3 Ends
- 16 ..... Last day of classes before Christmas Break
- 19 to 30, 2022 ..... Christmas Break

## January 2023

- 2 ..... New Year's Stat
- 3 ..... School-based In-service Day
- 4 ..... Classes resume
- 6 ..... Interim Reports mailed home
- 24-26 ..... Numeracy/Literacy Assessments

## February

- 3 ..... End of Semester 1
- 3 ..... Grade 8 Rotation 4 Ends
- 10 ..... Formal reports mailed home
- 10 ..... School-based Professional Development Day
- 13-14 ..... Grad Photos
- 16 ..... Honour Roll / Principal's Honour Roll Lunch
- 17 ..... Last day for Student Timetable changes
- 20 ..... Family Day
- 22 ..... Pink Shirt Day



# Port Hardy Secondary School 2022-2023 Calendar of Events

## March

10 ..... Grade 8 Rotation 5 Ends  
13 ..... Grad Photo retakes  
16 ..... Parent-Teacher Interviews 6:00 to 8:00 (early dismissal)  
17 ..... Interim Reports mailed home  
20-31 ..... Spring Break

## April

3 ..... Classes resume  
7 ..... Good Friday- Easter Holiday  
10 ..... Easter Monday  
28 ..... Grade 8 Rotation 6 Ends

## May

5 ..... Formal Reports mailed home  
5 ..... District Professional Development / In-service Day  
22 ..... Victoria Day  
31 ..... Grade 8 Rotation 7 Ends

## June

2 ..... Interim Reports mailed home  
20-22 ..... Numeracy/Literacy Assessments  
21 ..... National Indigenous Peoples Day  
22 ..... Year End Awards Ceremony  
29 ..... End of Quarter Four  
29 ..... Grade 8 Rotation 8 Ends  
TBD ..... Convocation/Leaving Ceremony Day  
30 ..... Admin Day - Schools closed

## July

7 ..... Formal Reports mailed home

## Port Hardy Secondary School 2022-2023 Student Timetable & Bell Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 8:50 - 10:00	Warning Bell				
	A	B	C	D	A 8:50 - 9:56
10:04 - 11:14	B	C	D	A	B 10:00 - 11:06
11:18 - 12:28	C	D	A	B	<b>Break</b> 11:06 - 11:26 Warning Bell C 11:31 - 12:37
12:28 - 1:18	<b>Lunch</b>				
1:18 1:23 - 3:25	Warning Bell				
	D	A	B	C	D 12:41 - 1:47

### Port Hardy Secondary School Map

