

# Port Hardy Secondary School

Home of the Whalers



## PHSS STUDENT HANDBOOK **2024-2025**

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Principal

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Gilakas'la',

Welcome to the 2024/25 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 to 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.

We operate on a rotating block schedule with 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. Familiarizing yourself with the bell schedule and your class schedule will ensure punctuality and maximize learning opportunities. To maintain a distraction free and engaging learning environment, we expect students to keep digital devices out of sight in classrooms and support zones during class time.

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 2024-25 will be a memorable year for all members of our learning community.

Respectfully,

Jillian Walkus

Principal, Port Hardy Secondary

## CONTACT US

**GENERAL INQUIRIES:** phss@sd85.bc.ca or 250-949-7443

**ATTENDANCE:** phss@sd85.bc.ca or 250-949-7443

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cwall@sd85.bc.ca  
ehaugrud@sd85.bc.ca  
sjohansen@sd85.bc.ca

**REPORT BULLYING:** www2.gov.bc.ca/erase

## TEACHING STAFF

Keon Birney	kbirney@sd85.bc.ca	Music, Mathematics 8, Science 8
Eric Blouin	eblouin@sd85.bc.ca	English 10, French 8
Craig Boyko	cboyko@sd85.bc.ca	Law 12, Social Studies 9-11, Computers 9-12
Kirstin Buckley	kbuckley@sd85.bc.ca	Art
Paul Cagna	pcagna@sd85.bc.ca	Career Education 8, PE
Anna Cunningham	acunningham@sd85.bc.ca	Vice-Principal, Environmental Studies 11/12
Melanie Demoe	mdemoe@sd85.bc.ca	Mathematics, Science 8, Kwak'wala
Joel Dyck	jdyck@sd85.bc.ca	Woodwork, Skills Exploration, PE
Robyn Gordon	rgordon@sd85.bc.ca	Foods 8-12, Family studies and Society
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Darcy House	dhouse@sd85.bc.ca	Science 9 & 10, Math 9 & 10
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Frank MacLean	fmaclean@sd85.bc.ca	Library, French 9 – 12, Social Studies 10
Kevin McGhee	kmcghee@sd85.bc.ca	Automotive, Metalwork, Social Studies 8
Melissa Mrus	mrus@sd85.bc.ca	Science / Math
Catherine Reynolds	creynolds@sd85.bc.ca	Senior English, ELL
Lindsay Roland	lroland@sd85.bc.ca	Counselling
Jason Voth	jvoth@sd85.bc.ca	Art
Jillian Walkus	jwalkus@sd85.bc.ca	Trades, BC First Nations
Courtenay Wall	cwall@sd85.bc.ca	Learning Assistance/Resource Teacher
Sherri Williams	swilliams@sd85.bc.ca	English, Career Life Connections 12, Drama 9-12

## **SUPPORT STAFF**

### **ADMINISTRATIVE ASSISTANTS**

Courtney Pratt                  Charlene Houlden

### **LIBRARY**

Charmaine Hoet

### **EDUCATIONAL ASSISTANT(S)**

Connie Alfred                  Amanda Chapman                  Aimee Landon                  Parker O'Connor

Amber Wright                  Linda Blanchette                  Samantha Crawford                  Alice Myers

Pam Quinton                  Beckie Book                  Tammias Grogan                  Barb O'Connor

Janet Taylor

### **FIRST NATIONS CONNECTION WORKER**

Leslie Taylor-Child

### **FIRST NATIONS SUPPORT WORKER**

Jamie Hunt

### **FIRST NATIONS WORKER**

April Hunt

### **CHILD & YOUTH CARE WORKER(S)**

Jenine Noel                  Kyli Lum

### **CUSTODIAN(S)**

Rene McCarrick                  Carlos Lezcano                  Vilma Blodgett

### **NOON HOUR SUPERVISOR(S)**

Samantha Crawford                  Tammias Grogan                  Alice Myers                  Parker O'Connor

### **NOON HOUR SUPERVISOR I**

Barb O'Connor

# Port Hardy Secondary School 2024-2025 Calendar of Events

## September 2024

- 03..... School-based In-service Day
- 04..... First day of school
- 13..... Last day for student timetable changes
- 17..... Meet the staff BBQ 5:30 pm – 7:00 pm
- 30..... National Day for Truth And Reconciliation – No school

## October

- 04..... Insufficient Evidence Reports given to students
- 08..... Learning Updates for parents 6:00 p.m. to 8:00 p.m.
- 09..... Learning Update late start 10:28a.m. – 3:25 p.m.
- 14..... Thanksgiving Day-No school
- 17..... School Photos
- 18..... End of Grade 8 Rotation 1
- 21..... Start of Grade 8 Rotation 2
- 25..... Provincial Professional Development Day
- 29..... Literacy 12 Assessments 9:00 a.m.
- 30..... Numeracy 10 Assessments 9:00 a.m.
- 31..... Literacy 10 Assessments 9:00 a.m.

## November

- 08..... Indigenous Remembrance Day
- 08..... End of Term 1
- 11..... Remembrance Day - No school
- 12..... Start of Term 2
- 13..... School Photo retakes
- 15..... Term 1 Formal Report cards mailed out
- 21..... Musical Performance by Jay Gilday 2:30 pm
- 29..... District Professional Development Day

## December

- 04..... Performance by Myrtle Sisters
- 06..... End of Grade 8 Rotation 2
- 09..... Start of Grade 8 Rotation 3
- 13..... Term 2 Interim Reports to students
- 20..... Last day of classes before winter break
- 23..... Winter Break begins

## January 2025

- 03..... Last day of Winter break
- 06..... School-based In-service Day
- 07..... Classes resume
- 21..... Literacy 12 Assessments 9:00 a.m.
- 22..... Numeracy 10 Assessments 9:00a.m.
- 23..... Literacy 10 Assessments 9:00 a.m.
- 31..... End. of Semester 1 and Term 2 and Grade 8 Rotation 3

**February**

03.....Semester 2, Term 3 and Grade 8 rotation 4 starts  
TBD..... Grad Photos  
07.....Semester 1, Term 2 Formal reports mailed out  
13 .....Last day for Student Timetable change  
14.....School-based Professional Development Day  
17.....Family Day-No school  
18.....Teacher Course Outline due  
28..... Pink Shirt Day

**March**

07.....Insufficient Evidence of Learning Reports given to students  
11.....Learning Update for Parents with Teachers  
12.....Learning Update late start 10:28a.m. – 3:25 p.m.  
14.....Grade 8 Rotation 4 ends  
17-28 .....Spring Break  
31 .....Classes resume, Grade 8 Rotation 5 begins

**April**

08.....Literacy 12 Assessment 9:00 a.m.  
09.....Numeracy 10 Assessments 9:00 a.m.  
10.....Literacy 10 Assessment 10 9:00 a.m.  
10.....Performance by Rachel Therien.  
17.....End of Term 3  
18.....Good Friday – No school  
21.....Easter Monday – No School  
22.....Start of Term 4  
25.....Formal Report cards mailed out.

**May**

9..... District Professional Development / In-service Day  
16.....Grade 8 Rotation 5 Ends  
19.....Victoria Day – No school  
20.....Grade 8 Rotation 6 starts  
23.....Insufficient Evidence of Learning Reports given to students

**June**

03..... Literacy 12 Assessments 9:00 a.m.  
04.....Numeracy 10 Assessment 9:00 a.m.  
05.....Literacy 10 Assessment 10 9:00 a.m.  
21 .....National Indigenous Peoples Day  
TBD..... Year End Awards Ceremony  
26.....Term 4 and Grade 8 Rotation 6 Ends  
26.....Last day of school for students  
TBD..... Convocation/Leaving Ceremony Day  
27.....Administration Day

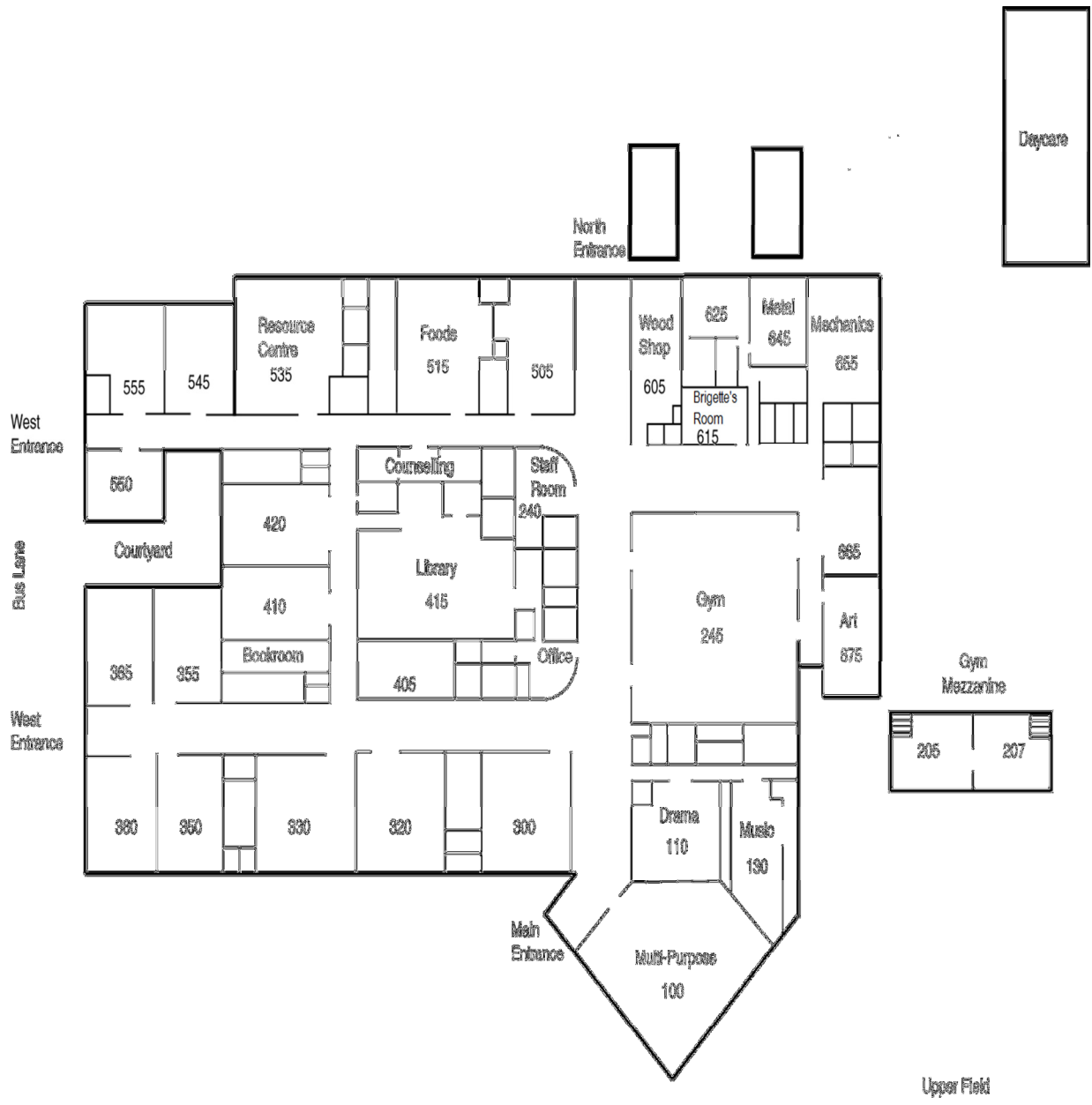
**July**

4.....Formal Reports mailed

# STUDENT TIMETABLE AND BELL SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45	Warning Bell				
8:50 – 10:00	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	Break 11:06 - 11:31
					Warning Bell
					C 11:31 - 12:37
12:28 - 1:20	Lunch				
1:18	Warning Bell				D
1:20 - 3:25	D	A	B	C	12:41 - 1:47





**SCHOOL MAP**

## OUR MISSION

Port Hardy Secondary School's mission is to engage all students in meaningful learning. All staff 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 ability, complete assignments with passion, and understand and abide by the Student Code of Conduct.

PHSS expects behaviors and action 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 LGBTQ+. All students have the right to be equally recognized, protected and affirmed. At PHSS, we strive to celebrate all diversity.

**Drugs and alcohol** compromise your ability to grow and are not appropriate any time in the school context. We want you to feel well and alert and stay healthy. 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 PHSS. This included 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 individualized needs.

**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 behaviors 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 themselves according to this standard of behavior.
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 or her ability in the school's program by:
  - a. working to achieve the objective 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 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
6. Respect the property of others by:
  - a. not taking the property of others
  - b. not damaging, defacing or hiding the property of others or the school
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 websites or through text messages that respects the races of all individuals and displays courtesy towards everyone
  - b. refraining from physical violence or aggressive behaviors 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 OFFENCES**

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 message.
- b. The use of aggressive behaviors, 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 based on 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 a student moves 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, teacher 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

Special consideration may apply to students with exceptionalities if those students are unable to comply with a code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioral 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 victim 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 DRILLS, EMERGENCY EVACUATION, MEDICAL SERVICES**

### **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 every time the fire alarm sounds. It is very important that all persons who were in the school 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/guardians must provide a written plan to the school. This plan will be followed in an emergency. If you have allergies or medical alerts, it is important you inform the main office.

Parents are encouraged to do daily health checks with their children before sending them on transportation or to school. If you need medical services during the day, please come to the main office. Office staff will assist you and if necessary, 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 needs medication during the school day, written permission from your parent/guardian and written instructions from a doctor must be on file with the office. Please see Administration for required paperwork.

### SUBJECT REQUIREMENTS FOR GRADE 8 AND 9

The four-point Provincial Proficiency Scale is used to communicate student learning in all areas of learning. It is a requirement for student reporting in Grades K-9. The four points on the scale are Emerging, Developing, Proficient, and Extending.

Grade 8 and 9 students must meet the learning outcomes specified in the following subjects:

<b>Grade 8</b>	<b>Grade 9</b>
English 8	English 9
Social Studies 8	Social Studies 9
Science 8	Science 9
Mathematics 8	Mathematics 9
Physical and Health Education 8	Physical and Health Education 9
French 8	Career Education 9
Elective Rotations 8	Two Grade 9 Electives

### SUBJECT REQUIREMENTS FOR GRADE 10 TO 12

Students who successfully complete the B.C. graduation requirements are awarded the B.C. Certificate of Graduation, or “Dogwood Diploma”. To graduate on this program, a student must earn a total of at least **80 credits** in courses at the Grade 10, 11, and 12 levels.

All Ministry prescribed and Board/Authority Authorized courses that are not required are **elective courses**. A minimum of 16 elective credits must be at the Grade 12 level.

Four credits of **Arts Education** *and/or* **Applied Skills** courses must be completed in Grades 10, 11, or 12.

Post-Secondary bound students are *strongly* advised to take French courses at the grades 9, 10 and 11 levels.

## **GRADUATION REQUIREMENTS**

**80 Credits** are required for graduation:

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

Language Arts 10.....	4 credits
Language Arts 11.....	4 credits
Language Arts 12.....	4 credits
Social Studies 10.....	4 credits
Social Studies 11 or 12 course.....	4 credits
Mathematics 10 course.....	4 credits
Mathematics 11 or 12 course.....	4 credits
Science 10.....	4 credits
Science 11 or 12 course.....	4 credits
Physical and health Education 10.....	4 credits
Career Life Education 10.....	4 credits
Career Life Connections 12.....	4 credits
Arts Education / Applied skills 10, 11, or 12.....	4 credits
Elective Courses.....	28 credits

In addition, all students on the Graduation Program must complete the Numeracy 10 Assessment, Literacy 10 Assessment, and the Literacy 12 Assessment.

All students working toward a B.C. Certificate of Graduation (“Dogwood Diploma”), must successfully complete at least 4 credits in Indigenous-focused coursework. There is no change to the total number of credits required to graduate, which remains at 80.

## **ADULT DOGWOOD**

**ELIGIBILITY:** To be eligible for the Adult Education Program, a person must be 18 years of age or older. Contact a school administrator or counsellor for more information.

### **Summary of Credit Requirements**

**20 credits** (equivalent to five courses) required for graduation:

Language Arts 12 course.....	4 credits
A Mathematics 11 or 12 course.....	4 credits
At least three 4-credit Grade 12-level Ministry-Authorized courses.	

## REPORTING AND GRADING

The Ministry of Education and Child Care has updated their reporting policies. This will change aspects of how schools report Learning to student and parents through Learning Updates and a summary of learning that we called report cards in the past. There will be one informal and one formal report. **Letter grades remain the same for grades 10-12. Learners in Grade 8 and 9 will not receive letter grades but be assessed using proficiency scales in relation to the provincial learning standards for each course.** Self-assessment and goal setting will be also included in summary of learning reports. The proficiency scale will be used with descriptive feedback and strengths and concerns of growth. 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.

Proficiency Scales are based on communication and describing each student's growth and progression along a continuum of learning. Learners and their families will receive descriptive feedback in relation to learning standards. The benefits of the Provincial Proficiency Scale and Descriptive Feedback include:

- Views learning as ongoing, rather than signaling learning is done.
- Provides feedback, to both families and students, on where the student is at and how to help them move forward in their learning
- Supports lifelong learning by shifting the focus to developing competencies rather than the achievement of marks.
- Maintains high provincial standards by focusing on helping all students attain proficiency in their learning.

<b>Proficiency Scale</b>	<b><u>Emerging</u></b>  The student Demonstrates An initial understanding of the concepts and competencies relevant to the expected learning.	<b><u>Developing</u></b>  The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	<b><u>Proficient</u></b>  The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	<b><u>Extending</u></b>  The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.
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### Letter Grades and Percentages for Grades 10-12

<b>C-</b> <b>50-59</b>	<b>C</b> <b>60-66</b>	<b>C+</b> <b>67-72</b>	<b>B</b> <b>73-85</b>	<b>A</b> <b>86-100</b>
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### Essential Skills – Core Competencies

The Core Competencies are sets of intellectual, personal, and social and emotional proficiencies that all students need to engage in deep, lifelong learning. Along with literacy and numeracy foundations, they are central to British Columbia's K-12 curriculum and assessment system and directly support students in their growth as educated citizens.

[curriculum.gov.bc.ca/competencies](http://curriculum.gov.bc.ca/competencies)



## **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. If you must miss a final exam, please speak to your teacher 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.

## **PROVINCIAL EXAMS**

Students in grade 10 and 12 must write provincial numeracy and literacy assessments as a graduation requirement. The 2023/2024 dates are posted on the calendar and during the weeks of October 21-November 2, January 16-18, April 16-18 and June 11-13.

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) to access this information. You can get this number from the office.

## **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 the PHSS Principal's Honour Roll.

## **COURSES AND SCHOOL TRANSFER/WITHDRAWALS**

Course transfers can be arranged during the first two weeks of the semester. 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 you meeting all the course requirements necessary for graduation. Make sure that you fully investigate your situation before making any transfer or withdrawal decision.

Please discuss a course withdrawal with your teacher, your parent/guardians, 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 graduation 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 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, artistic and/or athletic work.

**Awards:** is a recognition based on competition or other criteria established by and 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, letter so reference, a transcript and possibly other documents that support your case. START EARLY to work on scholarship applications. Your Grad Advisor, Ms. Cunningham, will 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 project, letter 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 graduation 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". Ms. Cunningham is the staff sponsor and will meet with grads and parents/guardians to plan and prepare for your event.

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

# 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 schoolwork and behavior will be considered. Students need to ask their coach about this policy. In addition, students must be prepared to fundraise and 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. Please do not schedule appointments, vacations, or other events at times that would cause students to miss class. There is a clear correlation between attendance and achievement. Attending classes will help you to do well, give yourself the best chance.

Excused Absences: If you are ill or absent with parental/guardian permission, please bring a note or have your parent/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/guardian permission to be away from class, your absence is unexcused. The office will inform your parent /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 are missed. If absenteeism exceeds four class periods, the School Support Team and administration will get involved. At this point, students and parents/guardians 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. This means you should not wear clothing that displays inappropriate wording or designs, such as swearing, put-downs or promotes drugs and alcohol. 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 the 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](mailto: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 published 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**

Smoking, vaping, using illicit drugs or alcohol are prohibited during all school functions. We want you to feel well, 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 outdoor field trips. Students need their parent/guardians to sign a consent form 24 hours prior to participating in a Field Trip that require a bus and/or are longer than one period. A student must be in good standing to attend overnight field trips.

## **GRAD MEETINGS**

Regular meetings for students of the graduation class of 2024 will start in October 2023 in the multi-purpose room during lunch. The group of graduating students will coordinate and communicate with staff, parents/guardians, and the community to prepare for Convocation, Walking Ceremony and Dry Grad events.

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/guardians 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.

## INTERNET USE

Every PHSS student has a School District gmail address that allows for easy participation in online learning platforms. With your parent/guardian's permission, you will receive your gmail name and password in class during the first week. The use of personal phones is generally not permitted during instructional time. Please ask your teacher about electronics rules. Failure to comply might result in your phone being confiscated by the school until the end of the school day.

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 follow class rules before entering the 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 offer 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 students by signing up for one in the office the first week of school. 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 or give your locker 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 stay organized and adds positively to the whole school's appearance.

While the locker is assigned to 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.

# Personal Digital Devices at PHSS

## Expectations, Guidelines and Resources

At PHSS, we acknowledge the importance of maintaining a focused and safe environment for students and staff while incorporating technology that supports learning. On January 9th, we provided an outline of expectations, problem solving measures, and communication protocols during class time. These have been recently reinforced by provincial [guidelines](#) and legislation for implementation in the 2024/25 school year. We would like to share some updates regarding the use of personal digital devices (PDDs) such as cell phones, tablets, smartwatches, earbuds, and other electronic gadgets at school.

While many classes established restrictions for cell phone use last year, **we will now uniformly apply the ‘no personal devices’ expectation across all rooms in the school during instructional time.** Instructional time is from the start to end of class, regardless of activities and arrival. Students with specific educational or medical needs will continue to use [assistive technology](#).

**WHAT THAT MEANS:** *To maintain a focused and engaging learning environment, we expect students to keep digital devices **out of sight** in classrooms and support zones during class time. Sounds, vibrations and notifications **need to be turned off** during class time.*

**WHY THIS MATTERS:** In June, five PHSS math classes recorded the number of notifications students received during a one hour class period. Our school results show what studies all over the world have found: constant interruptions, particularly social media alerts, has a negative impact on learning, engagement, and well-being.



### **STAYING IN TOUCH**

Call the office 949-7443 to have your child notified during class time.



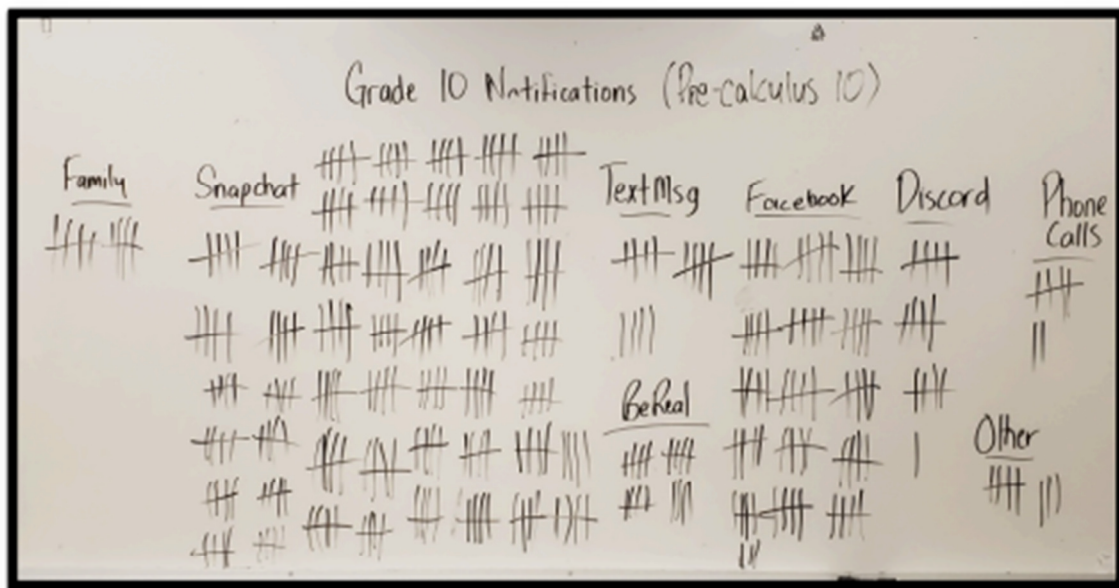
### **SAFETY & SECURITY**

Students are responsible for device storage and meeting PDD expectations.



### **SUMMER SURVEY**

We want to hear from you.



**WHAT WE KNOW:** Change requires adjustment. Students may understand the rationale for implementation but be worried about it. Returning to school with school-wide cellphone limits will be different. We are understanding and supportive. Students are capable and resilient.

We appreciate your support and understanding as we strive to create the best possible learning environment and opportunities for students. We will ask for parent, student and staff feedback periodically over the year, to refine and balance our approach to integrating technology and limit its negative affects in classrooms.

Sincerely,

Jillian Walkus

Anna Cunningham

**Resources to Support:** We encourage you to discuss the 'no personal devices during class time' expectation as a family as well as responsible use and storage if your child brings a personal device to school.

The following resources may be helpful for these conversations:

- [Screen time and digital media:](#) Advice for parents of school-aged children and teens (published by the Canadian Paediatric Society)
- [Media Smarts:](#) Published by Canada's Centre for Digital Media Literacy
- [ERASE](#) = expect respect & a safe education provincial website

### **SMOKING AND 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. Students are not permitted to bring vaping equipment to school. An infraction of the no smoking/vaping rule will result in a suspension.

### **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 organizing events. In the past, Student Council has organized Halloween Assemblies, feasts, Sprit 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 do not return them at the end of the course.