

**NANAIMO DISTRICT SECONDARY SCHOOL
STUDENT HANDBOOK
2018-2019**



VISION

LEARNING WITH PURPOSE
STRIVING FOR EXCELLENCE
GROWING THROUGH COMMUNITY

MISSION

At NDSS, our mission is to inspire all to
be curious,
have confidence,
use imagination, and
persevere in their learning journey.

Mr. G. Steel Principal
Ms. R. Bartlett – Vice-Principal
Mr. S. Epp – Vice-Principal
Mr. S. Marusic – Vice-Principal

355 Wakesiah Avenue
Nanaimo, BC V9R 3K5
Phone: (250) 740-2000
Fax: (250) 740-2020

BELL SCHEDULE / FRIDAY BLOCK ROTATIONS 2018 - 2019

MONDAY (Early Dismissal) **PLC**	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY (Early Dismissal) Blocks Rotate Weekly
A 8:30 – 9:40	C 8:30 – 9:54	B 8:30 – 9:54	D 8:30 – 9:54	Period 1 8:30 – 9:40
B 9:45-10:55	D 9:59 – 11:23	A 9:59 – 11:23	C 9:59 – 11:23	Period 2 9:45 – 10:55
LUNCH BREAK (Tues. Wed. Thurs. 11:23 – 12:02) (Monday and Friday 10:55 – 11:15)				
C 11:20 – 12:30	A 12:07 – 1:31	D 12:07 – 1:31	B 12:07 – 1:31	Period 3 11:20 – 12:30
D 12:35 - 1:46	B 1:36 – 3:00	C 1:36 – 3:00	A 1:36 – 3:00	Period 4 12:35 – 1:46

*Monday PLC for teacher's transition after dismissal at 1:46 – 2:15, PLC time 2:15 – 3:00

Friday Rotation Semester 1

September	October	November	December	January
(7) ABCD	(5) PRO-D DAY	(2) BADC	(7) DCBA	(4) VACATION
(14) CDAB	(12) ABCD	(9) DCBA	(14) ABCD	(11) BADC
(21) BADC	(19) PRO-D DAY	(16) ABCD	(21) CDAB	(18) DCBA
(28) DCBA	(26) CDAB	(23) CDAB	(28) VACATION	(25) ABCD
		(30) BADC		

Friday Rotation Semester 2

February	March	April	May	June
(1) CDAB	(1) CDAB	(5) ABCD	(3) DCBA	(7) DCBA
(8) BADC	(8) BADC	(12) CDAB	(10) PRO-D DAY	(14) ABCD
(15) DCBA	(15) DCBA	(19) HOLIDAY	(17) ABCD	(21) CDAB
(22) ABCD	(22) BREAK	(26) BADC	(24) CDAB	(28) ADMIN DAY
	(29) BREAK		(31) BADC	

WELCOME TO NDSS!



Built on the traditional territory of the Snuneymuxw people, Nanaimo District Secondary School was established in 1952 and was originally built as a Senior Secondary for Grade 11 and 12 students. NDSS now serves Grade 8 through 12 and is home to a variety of unique programs including French Immersion, Sports Academies and Francophone programs. At NDSS we honour the past as we build for the future.

Communications: please check the NDSS Webpage, our monthly Newsletters and Follow us on Twitter @NDSSNanaimo for news updates.



ACADEMIC INFORMATION

Semester System

The year is divided into two semesters. Semester 1 extends from September to the end of January and Semester 2 covers the period from February to June. Most courses are one semester in length, allowing students to start four courses in September and to complete them in January, and then start four more in February, which are completed by the end of June.

Assessment

Teachers at Nanaimo District Secondary School utilize a variety of assessment practices to support the learning of our students. Nanaimo-Ladysmith Public Schools has made it a part of their Strategic Plan for the continuous improvement of instruction and assessment. The following assessment practices are utilized in all programs at NDSS:

Assessment FOR Learning: is more commonly known as formative assessment. AFL is used to determine student progress and adjustments made to classroom instruction based upon the needs of the students. Students are provided valuable feedback on their own learning

Assessment OF Learning: is more commonly known as summative assessments. AOL is used to measure, record and report on a student's level of achievement in regards to specific learning expectations. Unit end tests, quizzes and projects will likely fall into this category.

Assessment AS learning: is the use of a task or an activity to allow students the opportunity to use assessment to further their own learning. Self and peer assessments allow students to reflect on their own learning and identify areas of strength and need. These tasks offer students the chance to set their own personal goals and advocate for their own learning.

GRADUATION REQUIREMENTS

In order to meet graduation requirements and be awarded a British Columbia Certificate of Graduation (Dogwood Diploma), students must earn a minimum of 80 credits and write the Graduation Numeracy (GNA) and Graduation Literacy (GLA) Assessments. The 80 credits must include 52 credits for required courses (including 8 credits of Career Education courses) and a minimum of 28 elective credits.

PROVINCIAL GRADUATION ASSESSMENTS

Students must write a provincial Graduation Numeracy Assessment (GNA) and a provincial Graduation Literacy Assessment (GLA) in order to graduate. The first administration of the Graduation Literacy Assessment will be in 2019/20.

*All grade eleven students at NDSS will write the Numeracy and Literacy Assessments each year. Students have the option of re-writing these assessments for a total of three attempts. Students will be scheduled into assessment sessions in January and June of each year.

Communication of Academic Progress

Student progress is formally reported through report cards (in November, February, April and June) and interim reports (in November and April), as well as through Ongoing Communication of Student Learning (OCSL), student led conferences and celebrations of learning.

Report cards in 2018/19 will be distributed electronically across the district.

Grade 8-9: The following feedback is provided for students in grade 8/9 to determine the level of understanding on the core competencies in each subject area. This scale is not intended to reflect student behaviours.

EMERGING	DEVELOPING	PROFICIENT	EXTENDING
-----------------	-------------------	-------------------	------------------

Grade 8 – 9 Student Promotion

Typically Grade 8-9 Students are promoted with their peers, as long as they are demonstrating their learning on the competency scale above. If a student has not demonstrated at least an emerging understanding of the course competencies, this will require a School Based Team determination on the best programming option for the subsequent year. This could be a recommendation to repeat a course, or to take a STRIDE block to reinforce requisite skills. Poor attendance often contributes to a teacher not having enough data to place a student on the competency scale.

Please Note: The competency scale reflects student achievement in relation to widely held grade level expectations. If a student is working on curricular learning standards below grade level, the competency scale on the written report will be left blank and the comments will clearly indicate why and next steps for learning. Our Grade 8-9 students are instructed and assessed within the Ministry of Education’s K-9 Curriculum.

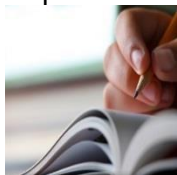
Grade 10-12: The following letter grade equivalencies are used to report on student academic achievement:

Term Reports (November – April)	Final Reports (January – June)
A Excellent Achievement	A 86% - 100%
B Very Good Achievement	B 73% - 85%
C+	C+ 67% - 72%
C Satisfactory Achievement	C 60% - 66%
C-	C- 50% - 59%
F Unsatisfactory Achievement	F 0% - 49%
I In Progress – indicates that additional learning objectives must be met to satisfy minimum course requirements.	
An “ I ” must be issued before an “ F ” is assigned.	

The use of an ‘I’ or Incomplete on an interim report or a report card can indicate that there is evidence lacking making it impossible to determine a letter grade. When an ‘I’ is used, a plan will be provided which will indicate what evidence is missing, and when the required work is to be completed.

Grade 10-12 Student Promotion

Grade 10-12 - Students are promoted by course, not by grade. The minimum passing mark required is 50% for Grade 10-12. Students must repeat a core course in which they receive a failing grade, or complete the missing learning outcomes before proceeding to the subsequent course. Students should consult the school's Course Calendar, available in the Counselling Area, for specific course entry requirements.



Study Blocks and DL Support Blocks

All students are required to maintain a full timetable. It is recommended that Grade 12 students carry a full time table to take advantage of the free education that they are receiving. Often Grade 12's do not know their particular career path and may regret not taking certain courses in the near future. Grade 12 students may apply to have a study block through the counselling and administrative staff. The conditions upon which a student may be issued a study block are that:

1. The student is in a position to graduate (meaning that GTS and Career Explorations are complete).
2. The student reports to the Library Learning Commons or to Room 254 Learning Lab, or sign out of the building.
3. Students are to come prepared to work during their study block. The main justification for having a study block is that the student has a large workload, so the time is to be used to support students with that workload.

Students who have been granted a study are not to be in the halls while classes are in session. Those students who do not comply with this requirement during their study will be required to leave the building during their study block.

Students who are in grade 10-12 and are taking an Island Connect-Ed (ICE) course need to report to their DL support lab

and work on their course during their DL Support Block. The DL support block is neither a study nor spare block.

Student Work and School

Students and their parents must think carefully about the impact an after-school job can have on school performance. When the demands of the job and demands of the school conflict; students find themselves subject to stress, affecting their performance both on the job and with their studies.

Grade 10-12 - The List of Distinction, Honour Roll and Honourable Mention Roll

List of Distinction, Honour Roll and Honourable Mention are calculated on each term's marks. For a student's name to appear on the List of Distinction he/she must achieve a GPA (Grade Point Average) of 4.0 for the term. For the Honour Roll he/she must achieve a GPA of 3.20 or higher in all courses taken during the semester. Students with a GPA between 3.00 and 3.19 shall be recognized on the Honourable Mention Roll. Students who achieve List of Distinction, Honour Roll, or Honourable Mention are recognized during the school year. A minimum of three courses must be used to determine the average; a student with an "I" or "F" is not eligible for the list. Points are assigned as follows:

A	4.0
B	3.0
C+	2.5
C	2.0
C-	1.0

Student Awards

Grade 10-12 Students who have distinguished themselves in academics, citizenship, and leadership, cultural and athletic activities are recognized in year-end assemblies.



Commencement and Grad Student Council

This end-of-school commencement activity for Grade 12 students is organized by a staff Grad committee with input from the students' Grad Council. Grade 12 students are welcome to participate on this council.

Grade 12 Scholarships and Awards

Grade 12 students have opportunities to apply for numerous school and district scholarships and bursaries. The Nanaimo Ladysmith Schools Foundation coordinates these applications and a committee makes the final decisions. Information is available in the counseling area.

GET INVOLVED AT NDSS!



CONNECTIVITY AND EXTRA CURRICULARS

At NDSS we have a large variety of extra-curricular opportunities.

- Athletics is a key component to the culture of NDSS! Sporting opportunities include basketball, volleyball, lacrosse, golf, badminton, football, rugby, track and field, cross country running, and swimming. These activities are available for all grade levels for boys and girls.
- Student Leadership – NDSS has a variety of student leadership opportunities from Student Council, to Grad Council and Empathy NDSS. We have a variety of great opportunities for students that want to help provide leadership in our school.

Student-Athlete Code of Conduct

Nanaimo District Secondary School



NDSS is very proud of both the accomplishments and the reputation of our athletics program. Student athletes must remember that their participation in school sport is a privilege, not a right. To ensure continuation of the program's high level of success, this policy has been developed and applies to all students participating on NDSS school teams.

School First!

Student athletes are expected to be in good standing with the school staff and administration, and academic achievement should be the priority for student athletes. This includes the following characteristics:

- **Attendance** – student athletes are in good standing with their classroom teachers regarding attendance. Having unexcused absences would jeopardize this good standing and could then result in a player being removed from a team.

**Leaving class, earlier than directed by a coach, on game day would negate the athlete from participating in that day's game, and further consequences at the coach's discretion.*

- **Work Habits** – Student athletes display solid work habits within their classes. Having unsatisfactory work habits would jeopardize this good standing and could then result in a player being removed from a team.

BC HIGHSCHOOL SPORTS MANDATES THAT: Student Athletes Shall:

During, practices and Games:

Treat everyone with respect

- A. Treat team-mates, coaches, opponents, organizers and spectators with respect.
- B. Respect and accept with dignity the decisions of officials
- C. Be generous in winning and graceful in losing

Exercise Self-Control at all times

- A. Remember that there is no place in sport for drugs and alcohol
- B. Refrain from use of foul or profane language
- C. Refrain from the use of physical force outside of the rules of the game

Play Fair

- A. Play within the rules of the game at all times

Team Travel/Day and Overnight Trips/Tournaments

As a member of an NDSS team you represent your school, yourself and your family. Be a good citizen at school and at all sport functions, whether at home or away. The NDSS School Code of Conduct applies at all times.

Team Travel

You are to travel to and from all athletic functions with your team. Transportation, wherever possible, will be with your coach or parents of team members. All alternative arrangements are subject to the agreement of your coach and requires written notification from your parents. Student athletes may **not** drive other student athletes.

The student athlete must follow the rules set out by the coach and the athletic department which include:

- A) No alcohol, drugs, smoking or vaping
- B) No hazing or bullying (electronic or otherwise)
- C) Curfews must be followed
- D) Follow Hotel policies for proper behaviour

SOCIAL MEDIA

Student athlete misconduct on social media platforms could result in the removal of the athlete from a team. Student athletes are representatives of their school at all times, and their conduct must be in line with this athletic policy.

SCHOOL SERVICES

Connect ND:

Connect ND is an integrated services model designed to offer supports for all students of the NDSS and Learning Alternatives community. Based on a unique model of 'Response to Intervention' and the 'Circle of Courage', Connect ND nurtures belonging, mastery, independence and generosity in each and every student. The team of Student Support Teachers, Counsellors, Child, Youth and Family Support Workers, Educational Assistants, Teachers and Administrators are here to support the 'teacher-learner' relationship, by connecting students to the personalized learning and social-emotional help they need to reach their goals for high school and beyond.

Please note:

- All student timetables are based on course preference and availability not teacher preference.
- All NDSS Grades 8-11 students are required to be enrolled in eight courses.
- Students will have until the end of September to make changes to their fall student timetables.
- Requests for changes to fall student timetables after the end of September will be considered on an individual needs basis.

NDSS Library Learning Commons

The NDSS Library Learning Commons is a place to learn, collaborate and create. We provide a full class set of computers, work areas for class and individual use, access to quality, current technological tools and digital resources, and extensive English and French print and non-print collections.

The teacher-librarian works with students and teachers to promote reading, to provide quality resources to furnish the BC curricula, and to facilitate the development of research and thinking skills. Information literacy, teacher collaboration, student collaboration, independent and individualized learning are key concepts in our 21st Century Learning model.

Aboriginal Education:

The Aboriginal Learning Centre located in Room 146.



We at NDSS are proud to acknowledge that each and every day we come together to work and learn on the traditional territory of the Snuneymuxw First Nation. Our Aboriginal Education team works in close coordination with all staff at NDSS to help support the district goals for Aboriginal understandings and learning for all students.

The District Aboriginal Learning Team identified four key goals for the 2017/2018 years as follows:

- Collective Ownership of Aboriginal Education
- Aboriginal Understanding “Every student in NLPS will have a solid understanding of Aboriginal Understandings”
- Reflective Practice
- Organizational Culture

It has been said that “What’s good for Aboriginal students is good for all students” and we could not agree more. Hay ch q’a!

GENERAL INFORMATION

Learning Resources

Books, novels and supplies must be cared for and returned. Textbooks are valued at approximately \$100.00. These resources are bar coded and are distributed through the library learning commons.

Students will be issued with a bill for lost items. The book is always preferred over a cheque!

Cafeterias and Eating Areas

NDSS has two cafeterias with a capacity for approximately 350 students. Lunches may be eaten in the cafeteria, in the hallways of the main building, and outdoors on the NDSS campus. At all times, students are responsible for cleaning up after themselves using the garbage, recycling and green bins located throughout the building. Anyone who refuses to clean up after themselves may risk losing the privilege of eating lunch in the building.

Lockers



An assigned locker is available to each student after the parent has signed the locker agreement. Standard NDSS locks are available at the school at a cost of \$6.00. The lockers remain the property of the school and are for storage use only. The school assumes no responsibility for theft from lockers and students are advised not to store valuable articles in their lockers or in gym lockers. Students may not change or transfer lockers without the permission of administration. Only standard NDSS locks may be used. Students are responsible for lost locks and for any damage done to their

lockers. REPORT ANY LOCKER PROBLEMS IMMEDIATELY TO THE OFFICE! Students who willfully damage or deface their lockers will be responsible for cleaning and/or repairs.

The school administration and/or School Liaison Officer reserve the right to enter a student's locker at any time, as required. There is no reasonable expectation of privacy in regards to locker searches for alcohol, controlled substances (narcotics), weapons or other contraband. **All students must complete, and return, a locker agreement form before being issued a locker at NDSS.**

Please note the lockers in the gym change rooms are for block use only. What this means is you must remove your possessions and your lock at the end of each period. Locks left on PE lockers are subject to removal.

Do not share your locker combination with anyone!

Lost and Found

Lost and Found items are handled through the office. The school does not accept any responsibility for lost or stolen items.



Valuables and Theft

Students are urged not to bring large sums of money or other valuables to school. If this is unavoidable, valuables may be left at the office for safekeeping. The school does not accept responsibility for stolen items. Currently, the most stolen items would be cell phones. Students should not leave these types of items unattended (on desks, unlocked gym lockers etc.)

Bicycles

Bicycle racks are provided outside the school main entrance and in the rear of the building near the library entrance. Students should have their bicycles identified for security purposes and lock them to the rack. There is no inside storage available for bicycles. The school assumes no responsibility for theft or damage of bicycles. Students should dismount as they enter the school campus.

Skateboards and Longboards

Skateboards and Longboards are not to be used on NDSS school property for safety reasons. Students bringing these items to school need to pack them and place them inside their lockers. Boarding should not occur in the NDSS and Nanaimo Aquatic Centre parking lots and not on the NAC property.

Health Services

The Medical Room is located in the office. Parents must communicate in September, any special medical situations or health concerns about students to the school. All emergencies and injuries should be immediately reported to a teacher or to the office. Grade 9 immunizations are carried out at the school each year by Public Health Nurses.

Wellness Centre

A public health nurse and doctor are accessible in NDSS on the 2nd floor, just across from Room 254. Please see their posted hours of service. Doctors and Nurses are available Mondays and Thursdays.

NDSS does not dispense medication.

School Buses



The School Board provides bus transportation for those students in the NDSS attendance area who live 5 or more kilometers from the school. Currently NDSS has a Jingle Pot and Gabriola bus run. Appropriate behaviour is required from all students while riding school buses and bus privileges may be suspended or removed if appropriate behaviour does not occur. Students must apply for a Z Pass which is issued by the district. The responsibility for the Z pass rests on the student, and these should be safe-guarded and not lent out.

Field Trips

Field trips can be an important part of school life. They are organized and supervised according to School District policy. School regulations are to be observed at all times while students are away from the school on any school sponsored event.

Students are responsible for the following procedures:

- contact teachers of all classes that will be missed
- secure their acknowledgement on the appropriate forms
- complete all class work missed
- parental permission

Student Photographs

Student photographs will be taken in September and retakes are generally in October. All students are expected to have their pictures taken for student cards and the yearbook. Those students wishing to purchase optional colour packages may do so at an additional cost.

EMERGENCY PROCEDURES



Fire Alarm:

During class time: Upon hearing the fire alarm, teachers will ask students to line up at the door. Students will be led in single file to their designated area outside of the school until the “all clear” signal is given. Students must stay with their class while evacuated from the building.

Outside of class time: Upon hearing the fire alarm, students are to make their way to either the front evacuation area, or the rear evacuation area (depending on which is closer at the time). Students are to stay in these areas until the “all clear” signal is given.

Between classes: If the fire alarm rings between classes, students are to proceed to their previous block’s designated area and seek out their previous block’s teacher.

Before or After School Hours: If the fire alarm sounds before or after school hour, students are to quickly vacate the school and make their way to the evacuation zones in front of NDSS or on the back field. Staff that are present will assist students in leaving the building and ensure that students do not reenter the building.

Earthquake:

Basic Procedure: Drop, Cover, hold, Count twice, assess your surroundings, and evacuate.

Students inside the school should remain in the building, move away from windows, and take shelter from falling objects. Students must not leave the building (even after the shaking has stopped) unless instructed to do so. Students outside of the building are to move away from the walls and may not enter the building until instructed to do so.

****In the event of an earthquake, students are advised not to use their phones as this could tie up communications for emergency services.***

Lockdown:

A lockdown commences when the announcement “**Initiate Lockdown: This is a lockdown: This is a lockdown.**” If it is a lockdown drill, this will be clearly communicated. Students are to turn off their phones and remain silent during the lock down. Students in the hallways are to move to the closest classroom as quickly as possible. Students outside of the building are to report to the Nanaimo Ice Centre.

NDSS CODE OF CONDUCT



Nanaimo District Secondary School's Code of Conduct is in alignment with the Nanaimo Ladysmith Public Schools' policies and procedures. The NLPS Inclusion policy 2.10 states: “The Board expects that all students, staff, and members of our school communities will adhere to a code of conduct that is **educative, preventative and restorative** in practice and response.”

Educative	Preventative	Restorative
....to give intellectual, moral or social instruction	... to keep something undesirable from happening	...to repair, rebuild, reinstate, redress

Acceptable Student Conduct at NDSS is behaviour that makes our school a safe, caring, inclusive, and productive learning environment. Our staff strives to teach and model positive behaviours and support students in effective problem-solving, conflict resolution, and restorative practices. While at school, online, or while attending any school function, our students are supported and expected to behave in a manner that is:

Cont.

1. **Responsible**

- Accept responsibility, strive to participate, and engage appropriately in your learning.
- Attend classes regularly and consult your teacher in the case of an absence.
- Behave safely; use common sense and conduct yourself in a manner that brings credit to you, your school, and its associated programs.
- Use the internet and technology safely and responsibly.
- Inform an adult if you know of bullying, intimidation, harassment, or violence.

2. **Respectful**

- Attend to your learning. The core business of NDSS is education; therefore a student's core business is learning.
- Treat yourself, classmates, staff, parents, and facilities with kindness and respect.
- Respect school and classroom guidelines for behavior and conduct.
- Respect yourself, your property, and the property of others.
- Work well with others at school, at home, and in our community.

3. **Ready to Learn**

- Arrive on time expecting to learn, and remain for the duration of the class or activity.
- Bring appropriate learning materials, texts and supplies to class or school activities.
- Complete all assigned work, to prepare for educational growth.
- Seek help for yourself, a friend, a parent, or your family. We have many staff and community supports to help you be a happy, healthy, and successful student at NDSS.

Conduct at NDSS is behaviour that interferes with the personal safety, well-being, or education of the student, of others, or the learning environment while at school, online, or while attending any school function. Unacceptable conduct includes, but is not limited to bullying, harassment, intimidation, discrimination, violence, and illegal acts.

It is expected that NDSS students will not:

- Interfere with their own or another student's learning including not attending to learning, engaging, or participating, and / or disturbing the learning environment.
- Involve themselves in bullying, harassment or intimidation of others.
- Use foul language directed toward staff or students around the school.
- Engage in verbal, physical, or online harassment.
- Be a bystander or encourager of others who are in breach of the Code of Conduct.
- Engage in the use or distribution of alcohol or drugs.
- Bring and/or brandish weapons to school.
- Participate in violence or threats of violence.
- Vandalize, deface, or harm school property or facilities.
- Engage in retribution against a person who has reported incidents.
- Willfully disobey teachers or other adult school personnel (staff, secretaries, custodians, supervision aides, educational assistants, coaches, or bus drivers).
- Engage in inappropriate on-line behavior or uninvited use of technology including the use of networked school machines and the use of the school's Wi-Fi on personal devices in a manner that interferes with the maintenance of a safe and orderly learning environment

ACADEMIC INTEGRITY

Integrity is essential to excellence both in education and life. Assessments and other school work are measures of a student's academic performance. Honesty is required to ensure an accurate measurement of a student's academic knowledge.

Each assessment must be evaluated on what the student knows or can do in order for the student and his/her family to have a clear and accurate accounting of the student's mastery of the material.

When a student chooses to violate academic integrity, it is a behavior infraction.

Cheating: Using dishonest methods to gain an advantage --
Webster's New International Dictionary

Collusion: A secret agreement or cooperation especially for an illegal or deceitful purpose --*Webster's New International Dictionary*

Plagiarism: To steal or purloin and pass off as one's own the ideas, words, artistic production of another; to use, without credit, the ideas, expressions or productions of another. -- *Webster's New International Dictionary*

PROCEDURES FOR REPORTING ACADEMIC DISHONESTY

If a staff member has belief that a student violated the academic honesty policy, he/she will discuss the incident with the student.

The staff member will complete a behavior referral and submit it to the principal or designee outlining the infraction.

The staff member will inform the parent(s) of the infraction

The teacher will set a date and time not to exceed 4 school days of the violation to complete an alternate assessment.

If a student fails to complete it within the stated timeframe, the teacher will issue a score of zero.

The administration will meet with the student, and parent(s) if required, to review the incident and to establish the consequences. A follow-up meeting may be necessary to review the student's actions subsequent to the incident.

Student Access: Nanaimo Ice Centre and Nanaimo Aquatic Centre



NDSS has three key neighbours, the Nanaimo Aquatic Centre (NAC), The Nanaimo Ice Centre (NIC) and Vancouver Island University (VIU). Our students are currently accessing these facilities before, during and after school hours.

Though the majority of our students are respectful representatives of our school, concerns over the misbehaviour of some students have made the following parameters at the Nanaimo Aquatic Centre and Nanaimo Ice Centre necessary.

NDSS Students are bound to the NDSS School Code of Conduct, as well as to the Code of Conducts for both the NIC and the NAC. Students represent our school while at these facilities and our expectation is for them to act in a manner that NDSS can be proud of.

Nanaimo Ice Centre (NIC)

****The Nanaimo Ice Centre is a community recreation facility that is not configured to supervise our students.***

NDSS Students with Access: The NIC is to be accessed only by students that are participating in the NDSS Hockey Academy, Silvertips, or a supervised Physical Education Class.

NDSS Students Without Access - Students in Grade 8 – 12 should **not** be at the Ice Centre during school time. This is a community recreation center and is not staffed to supervise students from NDSS.

Nanaimo Aquatic Centre (NAC)

****The Nanaimo Aquatic Centre is a community recreation facility that is not configured to supervise our students.***

NDSS Students with Access:

- **Before School** – Students may access the NAC before school hours.
- **During Class time** – Only Grade 12 students with a study block should be at the NAC during class time.
- **Lunchtime** – Students may access the NAC during lunch hours.
- **After School** – Students may access the NAC after school hours.

NDSS Students Without Access – Students that are in **Grade 8, 9, 10, and 11** should not be in the aquatic center during class time, or between their morning or afternoon classes. Students in Grade 8-11 should only be at the NAC before school, at lunch, and after hours.

Please help us stay in good standing with our neighbours at the NIC and NAC!

NDSS ATTENDANCE PROCEDURE



Attendance Process

Student attendance is taken in each block by the classroom teacher and entered into MyEdBC. Parents can track student attendance through the parent portal.

Recognition of Excellent Attendance

Academic achievement and regularly attending classes go hand in hand. Students that are recognized for academic achievement, typically have a terrific attendance record.

Students can request through the office, an official school letter that recognizes their excellent attendance. Students that would qualify for this letter would have no-unexcused absences and would have a minimal number of missed days. This is great to add to a resume or a job application.

Missing school means missing instruction. Absenteeism frequently means **missed opportunities** for students to:

- **Know** the Content Learning Standards
- **Do** the Curricular Competencies
- **Understand** the Big Ideas

Notification of Absence

The parent/guardian is expected to:

- telephone **250-740-2000** on the morning of the absence



AND / OR

- Send a note stating the date and reason for absence when the student returns to school.

By making this call and / or sending a note, your child will be recorded as an **Excused Absence** in the MyEdBC attendance system. Lack of a parent phone call will the absence recorded as **Unexcused**.

Excused Absences

Short Term:

- Students should see their teachers regarding missed work at an appropriate time.

Long-term due to illness or adverse family circumstances:

- Parents / guardians should contact their child's counselor.

When a student is absent

At NDSS, our teachers provide a classroom-based instructional experience that cannot be replicated with pre-packaged materials. Teachers will do their best to familiarize students with missed learning; however completing a missed assignment will not replicate the classroom instruction.

Be Proactive - Students who are absent must accept responsibility for their missed learning and communicate with the teacher to see what was missed.

Family Vacations

There will be no expectation for NDSS staff to develop a replacement program for a lengthy absence due to vacation during the semester. Extended absences disrupt a student's educational program. Students would need to make arrangements upon their return to catch up as best they can. Distance Learning is an option for exceptionally long absence.



Unexcused Absences/Truancy

An unexcused absence is defined as a student being out of class without the knowledge of the teacher and approval of a parent or guardian.

Each unexcused absence will be recorded in the online attendance database. ***Teachers can provide interventions at their discretion for any unexcused absence.*** This may include conversation, reprimand, parental contact, time served after school, etc.

- Step 1 After **three** unexcused absences, the teacher will contact home (phone call/email). This contact is intended to have a positive impact on student attendance.

Unexcused Absence Form

Students may be directed to complete the Unexcused Absence if they have three unexcused absences in a class. The purpose of this form is to encourage students to reflect, assume responsibility, and note respect for the teacher and classmates by attending regularly. The teacher will keep these forms in their personal records.

- Step 2 After **four** unexcused absences, the teacher will request a counsellor to meet with the student and review reasons for the absences. The counsellor may make home contact and may also connect with an administrator
- Step 3 After **five** unexcused absences, the student is referred to administration by the classroom teacher. An administrator will meet with the student and may make parental contact. An administrator may choose to take additional actions to correct the behavior.
- Step 4 **Extraordinary number of unexcused absences** - If no significant improvement in attendance results from the previous interventions, other options will be explored. This may involve a larger team to analyze the student's overall academic program and likelihood of success.

NDSS Procedure: Lates

Students are expected to be on time. Students who have arrived to school late must report to class immediately. Entering classes late disturbs the class and the student will likely have missed part or the day's lesson. Students are responsible to catch up on the missed learning. It is the responsibility of the teacher to address the lateness with the student.

Leaving the School during the Day

In the event that it is necessary to leave school before regular dismissal, the student is required to bring a note from a parent or guardian explaining the need for the early departure and stating the time at which the student should leave school. The note should be shown to the teacher(s) of classes that will be missed. At that time any necessary make-up work can be assigned.

Students leaving early must sign out in the office. For students who become ill during the day, contact with a parent/guardian or emergency contact is required before the school can release a student.

GRADE 8 /9 Students

Students in Grade 8 and 9 should never be off the school campus during the day. This includes the properties of Nanaimo Ice Centre, Nanaimo Aquatic Centre, Rotary Bowl and Vancouver Island University.

Grade 8 and 9 Students should ***never*** be in the area that is designated for smoking and vaping.

BULLYING OR HARASSMENT

Students at NDSS should always feel that they are in a safe learning environment. If this is not the case, it is important that our students reach out to gain the help they need. Parents, teachers, counsellors, administrators are all trusted adults that can help our students connect to the help that is needed to address the situation. NDSS and all Nanaimo Ladysmith Schools are also connected to Ministry's ERASE Bullying initiative. Please see the links below. If you, or someone you know, is being harassed or bullied, please reach out to a trusted adult or post on the links below.



<http://www.erasebullying.ca/youth/youth.php> (YOUTH LINK)

<http://www.erasebullying.ca/index.php> (HOME PAGE)

COMPUTER AND ONLINE SAFETY

NDSS COMPUTER USE GUIDELINES

At NDSS, we have a variety of computers available for student use, including desktop computers, laptops, and iPADS. All students are issued login information which is not to be shared with anyone. Students not using computers appropriately, may have their computer accounts suspended. In more serious cases, students may be responsible for replacing equipment. Students are required to use the computers for academic purposes only. This includes: research, presentations, assignment completion and tutorials. Any use of computers which interferes with individual machines or with the computer network is prohibited. If there is a problem with the school computer that you are using, please do not attempt to fix it yourself. Rather, inform your teacher, the librarian or the network administrator of the issue and they will work to resolve it.

Inappropriate use of on-line access, including computer use and distribution of materials.

Note: could result in disciplinary action that may include legal action and/or involvement of RCMP.

Users of the NDSS online systems will not knowingly access, upload, download, store, display, distribute or publish any information that:

- Is illegal or that advocates illegal acts or facilitates unlawful activity;
- Threatens or intimidates any person or suggests violence, hatred or discrimination toward other people;
- Uses inappropriate and/or abusive language or conduct;
- Contains inappropriate religious or political messages;
- Violates or infringes the rights of any other person according to the Nanaimo-Ladysmith Public Schools Board policies, Ministry of Education policies, the British Columbia Human Rights Code, or the Canadian Charter of Rights and Freedoms;

- Is racially, culturally or religiously offensive;
- Encourages the use of controlled substances, participation in an illegal act or uses the system to incite criminal actions;
- Is of a defamatory, abusive, obscene, profane, pornographic or sexually explicit nature;
- Contains personal information , images, or signatures of individuals without their prior informed consent;
- Constitutes messages of sexual harassment or which contains inappropriate romantic overtones;
- Solicits any users on behalf of any business or commercial organization without appropriate authorization;
- Supports bulk mail, junk mail or "spamming";
- Propagates chain letters, or other e-mail debris;
- Attempts to hide, disguise or misrepresent the identity of the sender.

NDSS DRESS CODE



SCHOOL DISTRICT 68 (NANAIMO-LADYSMITH)

Nanaimo District Secondary School Dress Code

Academic Casual

Students are allowed to wear anything they choose so long as it conforms with the school Code of Conduct requirements for the intended activity and does not promote drugs or alcohol, display offensive images or language, or encourage discrimination.

Visitors

All visitors are required to report to the office. NDSS welcomes visitors who are here for educationally related purposes or on school related business. Those who visit for other reasons will be asked to leave. **PLEASE DO NOT INVITE YOUR FRIENDS TO VISIT YOU AT NDSS.** Make arrangements to meet them away from school.

Student Parking

Student parking is located and confined to the gravel parking lot at Serauxmen stadium. This parking lot is monitored by the City of Nanaimo and vehicles parking without a parking pass will be subject to towing at owner's expense. All students must apply for a parking pass through the NDSS office and return a signed form that has been signed by student, parent and school administrator. Staff, RCMP and visitor parking are located in the front of NDSS and are clearly labeled as such. If you park in these areas, you risk being towed.

Student Driving at NDSS

NDSS has a very busy shared parking lot with the Nanaimo Aquatic Centre and is located on two very busy roadways with 3rd Street and Wakesiah servicing the School, School District, Vancouver Island University and Downtown Nanaimo.

Students need to be driving respectfully and safely at all times when on our campus and nearby roadways. Unsafe drivers will be reported to the RCMP liaison officer, and could have their parking permits removed by NDSS administration.

Laser Pointers, Water Guns, Silly String etc.

Students may not bring items to school that would interfere with the learning environment of all of our students. Violations will result in the confiscation of these items. Parents may be asked to collect the laser pointers/water guns from the school.

Transportation and Safety

For safety reasons no form of wheel transportation may be used on school property. These include such things as skateboards, roller blades, bicycles, and/or scooters. Violations will result in confiscation of the item.

Electronic Devices/Cell Phones

The school realizes in this day and age students may want to bring their personal devices to school. The school accepts no responsibility for the loss or damage of these expensive items.



Usage: Each classroom teacher will provide the student with guidelines and expectations for their classroom. These guidelines could range from the students not being able to bring them into the classroom, to the students having to turn them off and put them away, to the students using their devices as part of the lesson. Students must get to know the expectations in each of their classrooms and comply with these expectations.

Hallway Traffic

Appropriate behaviour is expected at all times in the halls.

Students are expected to be in their classes for the entire period. Students should prepare themselves with the appropriate books and supplies before each class and attend to their washroom needs during breaks and at lunchtime. Students in the hallway during class time can be expected to be asked to justify their absence from class. Such students may be asked to produce student cards or valid study cards.

Safe and Clean Schools

Students are encouraged and expected to develop a positive attitude toward their environment. They can do this by disposing of litter in the garbage bins, which are located in, and around the building. Separate bins are available for recycling paper, compostable garbage and beverage containers. Students who are in a messy area may be directed to pick up the garbage.

Smoking and Vaping

Although NDSS Staff and Administration does not condone smoking, it is recognized that some of our student body smoke.

Smoking is only permitted behind the school in the designated smoking area. This area is located off school property on the City of Nanaimo property located behind the Nanaimo Aquatic Centre.

Vaping is also considered smoking and needs to occur in the designated smoking area.

No students should be in this area during class time.

Smoking and Vaping within the NDSS building will result in student suspension. These activities can set off the fire alarm and result in evacuations of the building, causing alarm and anxiety among students.

Student Activity Fees

Student activity fees are payable by students in order to support the extra activities that go on at NDSS. The funds are used to support Student Council activities, special assemblies and performances, the student planner, school clubs, athletics, graduation activities and awards. Students are encouraged to participate as much as possible in extra-curricular activities.

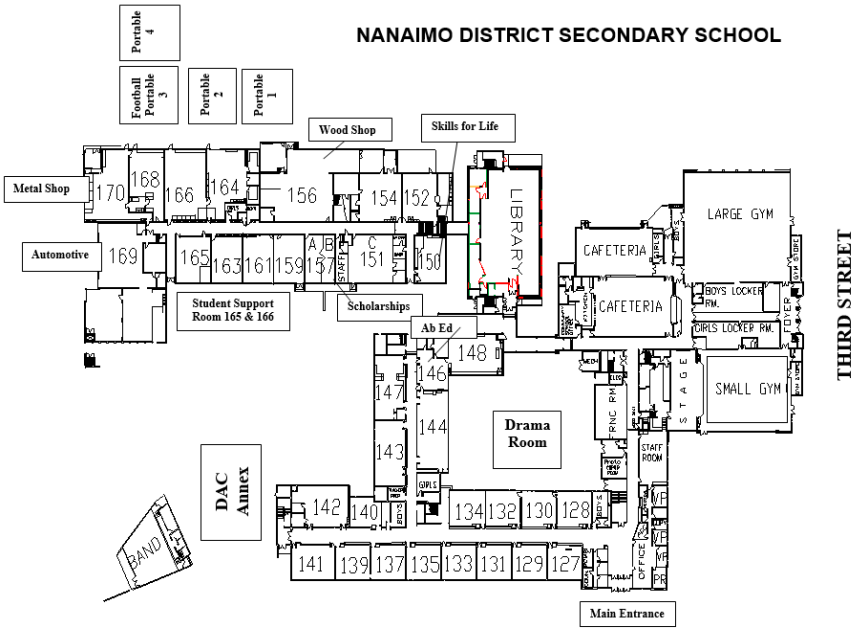
Community School Programs

NDSS is a member of the Harewood Family of Community Schools including Fairview, John Barsby, and Georgia Avenue. You will find a wide range of programs year round for all ages, from children to seniors. The primary goal of the community school is to support vulnerable students in their learning.

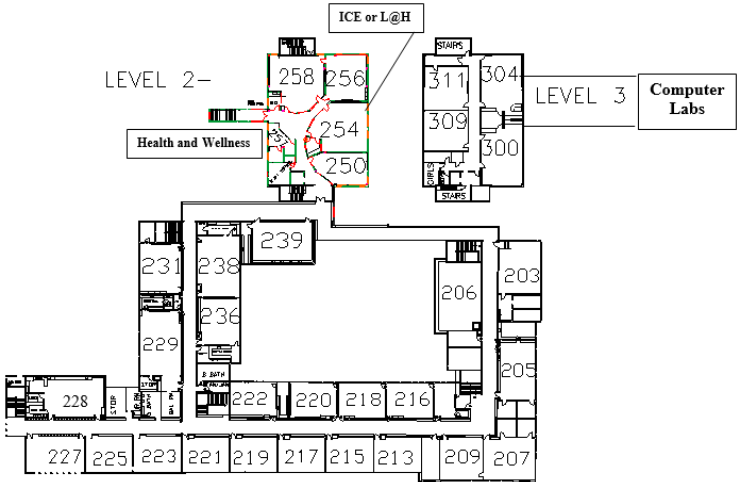
Check the school newsletter for regular program listings.

A well-organized student has a much better chance of academic and social success in school. To this end, students are asked to make use of this handbook to help achieve their educational goals.

NANAIMO DISTRICT SECONDARY SCHOOL



355 WAKELIAH AVE.



SECOND FLOOR PLAN