



L.V. ROGERS SECONDARY SCHOOL

STUDENT HANDBOOK

2009-2010

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Principal

Mr. Frank Marisco
Mr. Tim Mushumanski
Vice Principals

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DISTRICT AND SCHOOL INFORMATION

SCHOOL DISTRICT 8 CALENDAR

2009-2010 APPROVED CALENDAR

		Days of instruction: 185
		Non-instructional days: 6
		Administration days: 1
September	8	Schools Open
October	5	District Pro-D Day
	12	Thanksgiving
	23	Self Directed/Provincial Day
November	11	Remembrance Day
	16	School Based Pro-D Day
	25	Early Dismissal Day
	26	Early Dismissal Day
	27	Early Dismissal Day
December	18	Schools Close for Winter Vacation
January	4	Schools Re-Open
February	19	School Based Pro-D Day
March	5	Schools Close for Spring Vacation
March	22	Schools Re-Open
April	2	Good Friday
	5	Easter Monday
	23	District Pro-D Day
May	24	Victoria Day
	31	Planning Day
June	29	Last Day of Classes
	30	Administrative Day
	30	Schools Close for Summer Vacation

LV ROGERS' STAFF

2009 - 2010

FACULTY

Mr. Afford
 Mr. Belanger
 Ms. Boscariol
 Mr. Boscariol
 Mr. Bullen
 Mr. deMontigny
 Mr. Dergousoff
 Ms. Frioud
 Mr. Gerlitz
 Ms. Gibson
 Mr. Gillingham
 Ms. Hall
 Ms. Jones
 Mr. Joyce
 Ms. Kelly
 Ms. Kidd
 Ms. Klan
 Ms. Kroker
 Ms. Kurokawa
 Mr. Liddel
 Mr. Mace
 Mr. Machado
 Ms. Mannings
 Mr. Marshall
 Ms. Martin
 Mr. McComb

Ms. McGregor
 Ms. Morrison
 Ms. Murphy
 Mr. Myles
 Ms. Naka
 Ms. Pulsifer
 Ms. H. Robertson
 Ms. L. Robertson
 Mr. Roch
 Mr. Schmidt
 Ms. Sheppard
 Ms. Stensrud
 Mr. Studer
 Ms. Terlingen
 Mr. Veregin
 Mr. Yasinchuk

COUNSELLORS

Mr. Machado
 Ms. Smith

ADMINISTRATION

Ms. Holitzki
 Mr. Marisco
 Mr. Mushumanski

SUPPORT STAFF

Mr. Berridge
 Ms. Cole
 Ms. Guilbault
 Ms. Loewen
 Ms. Macdonald
 Ms. Munro
 Ms. Newbery
 Ms. Reiner

SECRETARIES

Ms. Olsson
 Mrs. Skopac
 Mrs. Smith

CUSTODIANS

Ms. Bennett
 Mr. Gagnon
 Ms. Michaud
 Mr. Reichardt

DAILY SCHEDULE

1st Block	8:40 - 10:00	(80 min)
2nd Block	10:15 - 11:35	(80 min) (Flex time 11:20 – 11:35 on double block days)
3rd Block	12:25 - 1:40	(75 min)
4th Block	1:55 - 3:10	(75 min) (Flex time 2:55 – 3:10 on double block days)

BLOCK ROTATION

Our blocks will rotate on a 4 week schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	ABCD	ABCD	AABB	CCDD	ABCD
Week 2	CDAB	CDAB	CCDD	AABB	CDAB
Week 3	BADC	BADC	BBAA	DDCC	BADC
Week 4	DCBA	DCBA	DDCC	BBAA	DCBA

Check the following calendar for the block rotation.

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 ABCD	9 ABCD	10 ABCD	11 ABCD	12
13	14 CDAB	15 CDAB	16 CCDD	17 AABB	18 CDAB	19
20	21 BADC	22 BADC	23 BBAA	24 DDCC	25 BADC	26
27	28 DCBA	29 DCBA	30 DDCC			

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 BBAA	2 DCBA
3						
4	5 Pro-D	6 ABCD	7 AABB	8 CCDD	9 ABCD	10
11	12 STAT	13 CDAB	14 CCDD	15 AABB	16 CDAB	17
18	19 BADC	20 BADC	21 BBAA	22 DDCC	23 Pro-D	24
25	26 DCBA	27 DCBA	28 DDCC	29 BBAA	30 DCBA	31

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 ABCD	3 ABCD	4 AABB	5 CCDD	6 ABCD	7
8	9 CDAB	10 CCDD	11 STAT	12 AABB	13 CDAB	14
15	16 Pro-D	17 BADC	18 BBAA	19 DDCC	20 BADC	21
22	23 DCBA	24 DCBA	25 DDCC	26 BBAA	27 DCBA	28
29	30 ABCD					

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 ABCD	2 AABB	3 CCDD	4 ABCD	5
6	7 CDAB	8 CDAB	9 CCDD	10 AABB	11 CDAB	12
13	14 BADC	15 BADC	16 BBAA	17 DDCC	18 BADC	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 DCBA	5 DCBA	6 DDCC	7 BBAA	8 DCBA	9
10	11 ABCD	12 ABCD	13 AABB	14 CCDD	15 ABCD	16
17	18 CDAB	19 CDAB	20 CCDD	21 AABB	22 CDAB	23
24	25 AABB Prov. Exams	26 CCDD Prov. Exams	27 Prov. Exams	28 Prov. Exams	29 Prov. Exams	30

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 ABCD	2 ABCD	3 ABCD	4 ABCD	5 ABCD	6
7	8 CDAB	9 CDAB	10 CCDD	11 AABB	12 CDAB	13
14	15 BADC	16 BADC	17 BBAA	18 DDCC	19 Pro-D	20
21	22 DCBA	23 DCBA	24 DDCC	25 BBAA	26 DCBA	27
28						

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 ABCD	2 ABCD	3 AABB	4 CCDD	5 ABCD	6
7	8 Spring break	9 Spring break	10 Spring break	11 Spring break	12 Spring break	13
14	15 Spring break	16 Spring break	17 Spring break	18 Spring break	19 Spring break	20
21	22 CDAB	23 CDAB	24 CCDD	25 AABB	26 CDAB	27
28	29 BADC	30 BADC	31 BBAA			

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 DDCC	2 STAT	3
4	5 STAT	6 DCBA	7 DDCC	8 BBAA	9 DCBA	10
11	12 ABCD	13 ABCD	14 AABB	15 CCDD	16 ABCD	17
18	19 CDAB	20 CDAB	21 CCDD	22 AABB	23 Pro-D	24
25	26 BADC	27 BADC	28 BBAA	29 DDCC	30 BADC	

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 DCBA	4 DCBA	5 DDCC	6 BBAA	7 DCBA	8
9	10 ABCD	11 ABCD	12 AABB	13 CCDD	14 ABCD	15
16	17 CDAB	18 CDAB	19 CCDD	20 AABB	21 CDAB	22
23	24 STAT	25 BADC	26 BBAA	27 DDCC	28 BADC	29
30	31 Pro-D (Plan)					

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 DCBA	2 DDCC	3 BBAA	4 DCBA	5
6	7 ABCD	8 ABCD	9 AABB	10 CCDD	11 ABCD	12
13	14 CDAB	15 CDAB	16 CDAB	17 CCDD	18 AABB	19
20	21 Prov. Exams	22 Prov. Exams	23 Prov. Exams	24 Prov. Exams	25 Prov. Exams	26
27	28 Prov. Exams	29 Prov. Exams	30 Admin			

FLEX TIME

Flex time is instructional time. If a teacher wants a student or a class to report for flex time, the students are considered truant if they don't attend. The morning teacher has first access to the students for flex time. If a student is not asked to be in flex time by a teacher or administrator, that time becomes a student's discretionary time. Students may go to any of their classes for extra help, to do make-up tests, or to work on projects; or they may use the time for their own needs.

STATEMENT OF PHILOSOPHY

THE SCHOOL AND THE COMMUNITY

L.V. Rogers Secondary School recognizes the unique position it occupies within the community. As the only senior secondary school serving the immediate area, the staff and administration appreciate the necessity for developing educational programs that are responsive to the social and economic conditions of the district.

THE SCHOOL AIMS TO:

1. Provide an atmosphere conducive to individual growth so that students develop intellectually, physically, socially, culturally and emotionally.
2. Facilitate the development of self-confidence, emotional well-being, responsibility, excellence, dependability, honesty and respect.
3. Provide the opportunity to acquire skills that will enable students to become a life-long learner and contribute effectively to society.
4. Provide information and encouraging the growth of decision-making and problem solving skills that will enable students to make effective personal choices.

RESPONSIBILITY TO STUDENTS

L.V. Rogers Secondary School encourages each student to achieve excellence in all areas, and to develop individual potential. The school attempts to ensure that students are equipped with the knowledge, skills and attitudes needed to function effectively in society.

GENERAL INFORMATION

FEES

A variety of elective courses offered by the school offer students the opportunity to enhance a basic project require fees for materials or facilities used for the course. A Students' government fee is also required for the school to be able to organize events for all students, provide locks and lockers and the student telephone. All school fees must be paid before the end of September, or students may not be permitted to participate in extra- or co-curricular activities. If there is a problem with paying fees, please contact an administrator. Please contact Mrs. Smith in the office to pay your fees.

STUDENT PARKING

Student parking is allowed **ONLY** in the upper (day-care) parking lot. The main school parking lot is reserved for staff and visitors and for bus access. Students may not park near the portable or courtyard or in any other fire lane or No Parking area. Vehicles may be towed away from these areas at the owner's expense. Students enrolled in Mechanics classes may park their cars in the Mechanics Shop area **only** with the permission of the instructor and the administration.

Students who drive to school are expected to obey posted speed limits and traffic laws. Failure to do so may result in the loss of parking privileges, and referral to local police.

The school is not responsible for damage to or theft from vehicles parked at the school.

COMPUTER USE

Computers at LV Rogers are available in several areas: the library, Room 102, Room 014, Room 205, and in several classrooms (with teacher permission and supervision). LVR's website is regularly updated and contains important information for students and parents. Check out our website at: www.lvr.sd8.bc.ca

Every student is required to sign a School District #8 Computer Use Agreement in order to receive a password for access to most computers in the school. The agreement states that any student found to be using computers for inappropriate reasons (inappropriate language, inappropriate sites, inappropriate messages to others, etc.) will lose the privilege of computer use at LV Rogers and maybe be suspended and referred to the local police.

PLAGIARISM

Plagiarism, in any form, will not be accepted at L.V. Rogers. Any student involved with plagiarism will receive no credit for the assignment, and may be referred to the administration for further action, which could include suspension. For information about avoiding plagiarism, please contact your teacher or the librarian.

GUESTS AT THE SCHOOL

Parents are welcome to visit the school. All guests must register at the office prior to proceeding to other areas of the school. Unregistered guests will be asked to leave the building.

Student guests are permitted on an occasional basis for sound educational reasons only. Students wishing to bring a guest to school must have prior approval from one of the school administrators. As with other guests, student guests must sign in at the office. Student guests are permitted to attend a class **ONLY** with permission from the office, and with each teacher's permission.

LOCKERS AND LOCKS

All lockers must be kept locked at all times. The purpose of this policy is:

1. To prevent theft from lockers.
2. To prevent abuse of and vandalism of the lockers.
3. To maintain a respectable hallway appearance.

Each student will be held responsible for the locker assigned, and any damage or defacement of the locker will be rectified by the student concerned.

Lockers and locks will be assigned at the beginning of the school year. To receive a locker, students must have paid, or have made arrangements to pay, all fees from the previous school year. Students must use **ONLY** the lockers and locks assigned to them. Each student is responsible for the condition of both items. It is essential that no valuables, including clothes or books, be left in an unlocked locker. Items that are very valuable, including money, should not be kept in lockers under any circumstances. The office will assist you in storing items of this nature, including skateboards.

All locks and lockers are the property of the school. Where a student is suspected of keeping in the locker, items, articles, or materials contrary to those permitted by the school or by the Criminal Code of Canada, the administration has the right to search lockers without notice.

All lockers must be emptied on the last day of the student's final class. Unclaimed items will be donated to charity or discarded.

HEALTH CARE AND STUDENT ACCIDENT PROCEDURES

Except in cases of emergency, students who become ill or who have suffered a minor injury at school will be cared for at the school. Parents will be contacted when the illness necessitates the student missing class or when medical attention is required. Where there is an immediate concern for a student's health, the school will summon an ambulance or take the student immediately to the hospital. In emergency cases, parents will be contacted while the student is transported to the hospital.

Each year, students will be asked to provide the office with updated health information, including name(s) of doctor(s), dentist(s), and any health concerns (eg: allergies). Medications are not administered to students by school staff, unless a health protocol has been signed by parents and a physician.

Members of school athletic teams are advised to have a routine medical examination at the start of each season. Coaches or administrators may require a medical examination prior to participation.

LIBRARY

The library is a designated area for quiet work and study. Hours of operation are from 8:00 a.m. to 4:00 p.m. The library houses study, reference, and curricular materials, books and magazines, and a variety of multi-media materials for students and teachers. Please check with the librarian and library clerk for assistance. Students are expected to work quietly in the library, to return materials on time and to be responsible for material they use and borrow. Students are not allowed to take food or beverages to the library. Library use is a privilege that may be removed if a student abuses the rules.

TEXTBOOKS AND LIBRARY BOOKS

All students are required to report to class with the proper textbooks. Textbooks will be issued by, and are returned to, the textbook distribution room (room 110). Books that are lost or damaged must be paid for. The cost to the

student for a lost text is its replacement value. Students are also responsible for lost and/or damaged library books. The cost to the student for a lost library book is its replacement value.

LOST & FOUND

The school's two "Lost & Found"s are located in the office and in the gym. Students are cautioned not to bring large sums of money or valuables to school; these items can be stored, if absolutely necessary, at the office. Students are responsible for the care and safety of all their personal belongings. The school will not accept responsibility for lost or stolen articles. Any and all items remaining in the "Lost and Found" at the end of each school term will be donated to a local charity or discarded.

STUDENT SERVICES

COUNSELLING SERVICES

Educational, career, personal and social counseling services are available for students attending L.V. Rogers Secondary School. The counselors assist students in planning their programs, working on portfolios, discussing post-secondary education, planning for scholarships, resolving personal concerns, and acquiring good study habits. The counselors are available during the school day and by appointment. Their offices are on the first floor.

Deb Smith Students with last names beginning with A to L plus Nelson Leafs hockey players and ATLAS students

Karl Machado Students with last names beginning with M to Z plus international and exchange students

TIMETABLE CHANGES

The school timetable is prepared on the basis of classes that students select. Generally, students will be placed into classes of their choice. This is not always possible and, in some cases, students may be placed in courses by the counselor to ensure a full program. The principal has full authority in the placement of students and will make final decisions in this regard.

Where it is approved by teachers and the counselor, and where numbers permit, students may change courses with the counselors by Friday September 18 and Friday, February 12. After these dates, students in grades 11 and 12 will be allowed to drop a course after having a discussion with the counselor and having the Course Withdrawal Form signed by all parties and returned to the counselors. Grade 9 students must have a full timetable and are not allowed study blocks. Grade 10 students must have a full timetable with the exception of DESK students who can take a DESK support block.

COURSE PLANNING AND CAREER EXPLORATION

Students may seek assistance from the counselors when selecting courses each year. It is important that students and parents recognize how course and program choices relate to occupations and post-secondary institution entrance requirements.

Calendars, brochures, pamphlets and website addresses are available in the counseling centre area on the first floor, to assist students with career decisions, scholarship information, and post-secondary education.

PERSONAL CONCERNS

Counselors are available to discuss questions or concerns that may arise. These concerns could be related to courses, career, relationships with friends or family, etc. The counselors can also help students make contact with community agencies that can provide support.

TUTORS

Students may need extra help with their schoolwork. The counselors can help students find a peer tutor from within the school or a tutor in the community who can help them with their work.

LEARNING SUPPORT

The Learning Support area (Room 205) is available for students who would like support with their schoolwork, study skills, or just a quiet place to study or to use the computer. Teachers and paraeducators are available to assist students during some blocks, and during every tutorial and lunch period. Students or parents can contact Mr. Gillingham or Ms. Murphy in Room 205 to discuss possible support.

L.V. ROGERS' SCHOOL POLICIES

ATTENDANCE

A well-planned class provides a learning opportunity for the students every day. If a student is absent, he/she is the one who loses the educational benefits of a class. Often, it is impossible to make up the "missed" experience - at least in its entirety - and to gain from this learning experience to the same degree that students would through group involvement in regular classes.

ATTENDANCE PROCEDURE

1. It is expected that students will attend full classes every school day. All teachers will take attendance and keep a record of absences and tardiness.
2. It is the responsibility of an absent student to have a parent/guardian contact the school for absence verification on the day of the absence. If the school does not receive a call for an absent student, parents/guardians will be called that day by our automated system, Synervoice.
3. Teachers may, within reason, attempt to provide make-up work for EXCUSED absences. Make-up work may be provided for PREARRANGED PERSONAL absences. No make-up work will be provided for truanancies.
4. If a student must leave school prior to the end of the day, he/she is to sign out FIRST with the teacher and THEN at the main office. The student should bring a written request from home stating the reason and signed by the parent or guardian. If the student does not have a note, personnel in the office will attempt to contact the parents or guardian before the student will be released from school. If contact is impossible the student must return to class.
5. Students who arrive late to school must report to the main office for a late slip.
6. Students who are absent from ANY of their scheduled classes on the day of a co-curricular or extra-curricular activity (eg: a field trip, a sports practice or game, a dance, etc.) in which they are scheduled to take part shall not be allowed to participate in that activity. Exceptions may be made for verified doctor or dental appointments and for other absences where prior approval is obtained through the office. Pre-arranged absences forms for extra and co-curricular activities need to be completed and returned to coaches/sponsors before travel.

ATTENDANCE REFERRALS

At LV Rogers, attendance is crucial to student success. Students who miss more than a couple of our long-block classes have a much more difficult time being successful in any given course. When attendance becomes a concern, teachers will refer students to the administration. Prior to this referral, teachers will have discussed these concerns with the student and his/her parent/guardian. Teachers may also refer the student to a school counselor or the administration.

Action taken by administration may include, but not be limited to, conferences with students and/or parents/guardians, counsellors, and teachers; attendance at lunch or after school sessions; and placement on a progressive discipline plan, which may result in removal from any course if attendance continues to be a concern.

TRUANCY

Any absence without parent knowledge and/or approval is considered to be truancy. Instruction missed will not be provided, any assessments missed (including tests and presentations) cannot be made up, and the administration will deal with the truancy as a discipline issue. Consequences may include, but not be limited to, detentions,

conferences with parents/guardians, removal from a course, and recommendation to an alternate educational program.

ABSENCES – ASSIGNMENT MAKE-UP PROCEDURE

L.V. Rogers Secondary strongly discourages students taking vacations during school time or leaving school prior to the normal closing date. Students missing classes lose essential instruction and place increased demands on classroom teachers in the areas of record keeping, administering make-up work, etc. During the planning for an absence, parents and students should understand that teachers cannot possibly, in all cases, pre-teach the lessons, nor provide make-up assignments to cover all the material that will be missed.

Since a student presumably needs to attend a full course to earn full credit, it is reasonable to expect that extended absences will usually result in a lower grade. We do recognize that occasions arise where absences are necessary. When this is the case, the school will make every reasonable attempt to reduce the impact on the student's educational program, in order to help students maintain academic standing. In order that students and parents may not be misled and suffer possible disappointment, it must be clearly understood that:

1. A letter of request outlining the reasons for the absence, expected duration, and departure date must be written to the school.
2. Any request for absence in excess of one school week will require contact with the Principal by the parents.
3. LV Rogers reserves the right to determine whether any pre-arranged absence is "excused" or "personal". These terms are explained below.

EXCUSED ABSENCES:

Make-up instruction will be provided, where possible, at a time determined by the classroom teacher (typically tutorial).

Tests & Assignments can be made up

Some classroom activities (such as labs, presentations) may not be reproduced.

EXCUSED Absences include:

1. Personal Illness
2. Appointments that CANNOT be made outside of class time
3. Travel to medical appointments outside the area (eg: Kelowna, Calgary, Vancouver, etc.)
4. Emergency family situations
5. School-sponsored activities
6. Community-sponsored activities agreed to by the Administration

PERSONAL ABSENCES:

- Teachers are NOT required to provide make-up instruction.
- Tests & assignments may be made up.
- Some classroom activities and assessments such as labs and presentations may not be reproduced
- Make-up work is to be handed in on the day of return. Make-up instruction or assessment will be scheduled at the teacher's discretion.

PERSONAL Absences include:

Absences for personal reasons with parental permission, or absences that do not have an educational focus. Please discuss with administration if you are unsure if your absence fits into this category.

FIELD TRIPS - SCHOOL RELATED ABSENCES

If a field trip requires that students miss class time, students must obtain and complete a Field Trip Form from their teacher/coach in advance. They must follow the same procedure previously outlined, and return the form PRIOR to travel or the student may not attend the trip.

LATES

It is expected that students will be in class on time. Lateness creates a disruption to the educational process in the classroom. A student who arrives late to school is admitted to class only if he/she has obtained an admit slip from the office. A late of more than 60 minutes is considered an absence, and will be recorded as such by the office. Tardiness will be dealt with according to the following procedure:

Step 1: 1-5 lates per course. The teacher will handle the situation individually with the student. Teachers will initiate, no later than the third late, some form of disciplinary action. Teachers will make home contact before the 5th late.

Step 2: 6th late of the course. The teacher will report the student to administration and provide information concerning previous attempts on their part to correct the situation. Administration will develop a progressive discipline plan with the student, which may include tutorial detentions, contact home, etc.

Step 3: 7th or more late of the course. The teacher will report the student to administration. Consequences may include not being permitted to enter a class late, detentions, in-school suspension, out of school suspension, or removal from the course.

WITHDRAWAL FROM A COURSE OR FROM SCHOOL

Before any student withdraws from a course or from school, he/she must have permission from his/her parent or guardian to do so, and a school form must be completed (obtained from a counselor). All books and school materials must be returned and accounts cleared before the student may withdraw.

PROMOTION

Graduation requirements for L.V. Rogers are those required by the Ministry of Education.

In order to graduate from Grade 12, all students are part of the 2004 Graduation Program.

Students will be required to achieve 80 credits over three years (10, 11, 12). In order to graduate on the Grad 2004 program, students are required to successfully complete:

Language Arts 10, 11, 12, Social Studies 10 and 11 or 12, Science 10, Science 11, a Math 10, a Math 11, PE 10, Fine Arts or Applied Skills 10, 11, or 12, Planning 10, Grad Transitions 12, and 28 credits of electives before graduation (including 12 credits of grade 12 level courses). DPA (Daily Physical Activity) is also a graduation requirement.

These are the minimum requirements for a Secondary School Graduation Diploma. Many courses have prerequisites that should be completed before the next course can be attempted. Students planning for post-secondary admission are advised to see a counselor to determine entrance requirements for specific programs and institutions.

The achievement indicators that may be used on a final report are:

A =	86% - 100%	Excellent achievement
B =	73% - 85%	Good achievement
C+ =	67% - 72%	Satisfactory achievement
C =	60% - 66%	Acceptable achievement
C- =	50% - 59%	Minimal achievement: student may not be capable of next course
F =	0% - 49%	Fail: further work is to be completed before the student may take the next course, or before credit is assigned
I =	Incomplete:	Work is to be completed before credit may be granted.

TS = Transfer Standing may be granted by the principal after an examination of records from institutions other than a B.C. public school.

SG = Standing Granted: completion of normal requirements is not possible but a performance level has been attained which warrants granting credit for a course. To be used mainly for serious illness, late entry or early leaving.

W = Withdrawal: withdrew before the end of the first week of Term 2 of a semester.

WF = Withdrawal and Failure: withdrew after the end of the second week of Term 2 of a semester.

The school may modify senior courses. In that event, the official record will clearly display that the student has followed a modified program (e.g. Social Studies 11- (Modified)). At the principal's discretion, the accomplishments of a student taking a modified program will be recognized through a certificate.

CLASSROOM TESTS AND GRADE WIDE EXAMINATIONS

Students will not be permitted to write tests before or after the test has been written by the rest of the class unless an Assignment Make-up Form has been completed, or approval has been granted by the administration. In cases of illness on the day of the exam, a parent/guardian is required to phone the school if a test is to be missed.

Students must comply with the following rules governing the examinations:

1. Know beforehand the date and time of the exam and the number of the room in which you are to write.
2. Be in that room at least 15 minutes before the examination is scheduled to begin.
3. Before entering the examination room, supply yourself with the necessary writing equipment and mathematical instruments where applicable.
4. Do not take notebooks of any kind into the examination room with you. Textbooks should be handed into the supervising teacher as you enter the room.
5. All cell phones, MP3 players, etc. are to be turned off and given to the exam supervisor.
6. Students shall not make use of papers or notes other than those supplied by the supervisor.
7. Students shall not give or receive assistance of any type.
8. Students shall not speak or communicate in any manner with other students while writing exams.
9. Students shall not leave seats without permission.
10. Students must interpret questions on the examination paper. The teacher supervising the exam has no authority to help with anything that appears on the examination paper.

Teachers will supervise all examinations diligently. Any student caught breaking any of these rules will have his or her paper forfeited, will be awarded a zero for that examination, and will be referred to the administration. It will not be necessary to prove that the student cheated, only that he or she broke the rules.

FINAL EXAMS

a) A schedule of final exams will be made available to all students two weeks before the end of a semester.

b) Students must write their exams on the scheduled dates. If a student is excusably absent (as defined by the School Act) on the date of the scheduled exam, he/she must notify the school prior to the scheduled writing time of the exam. The school, in conjunction with the student, will reschedule the exam. ***Note: The school cannot reschedule any provincial exams.***

c) Students who are inexcusably absent from final exams will be awarded a mark of zero (0) % on the final exam missed.

PROVINCIAL EXAMS

All students registered in Grade 10, Grade 11, or Grade 12 government examinable courses will be required to write an exam set by the Ministry of Education in these specific subject areas. For Grade 10 and Grade 11 students, the results of the exam scores will count 20% toward the final course mark, the remaining 80% being made up of the student's term mark as assessed by the school. For Grade 12 students, the results of the exam scores will count 40% toward the final course mark, the remaining 60% being made up of the student's term mark as awarded by the school. Provincial exams may only be written at the times specified on the exam schedule. There are no exceptions.

MARK APPEALS

Students are entitled to appeal their marks. Appeals begin with the classroom teacher. Students may appeal their final course mark to the principal if they feel that there has been an error or injustice. A copy of the Appeal Process and an Appeal Form are appended to this handbook.

HOMEWORK

Homework is assigned work to be completed at home. It is intended to enhance and/or supplement a student's learning. There are three components:

1. Preview of work to be covered in the next lessons.
2. Review of work already covered including preparing for tests.
3. Teacher assigned work such as questions, essays and reports.

Students are expected to complete all assigned homework in the time specified by the teacher.

INTERIM REPORTS

Interim progress reports may be sent home any time between official report card periods to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing. They may, however, note a deficiency that needs correction. Acknowledgment of this report by a note, phone call or visit is appreciated. Interim reports may also be issued to recognize academic excellence.

STUDY PERIOD

Study students must be in a designated area if they are in the school during their study. Areas that can be used are: the library, Room 205 (Learning Assistance Room), or any classroom with permission of the teacher. The cafeteria, multi-purpose area, gym, and weight room are not recognized study areas. Students who are "loitering" during their study and/or disrupting students or teachers will be asked to leave the school.

HONOUR ROLL

Students at LV Rogers can qualify for the Principal's List or the Honour Roll. To qualify for the Principal's List, a student must take at least 6 courses at LVR in Grade 12, 7 courses at LVR in Grade 11 or 8 courses at LVR in Grade 9 and 10 and earn straight A's in each course. To qualify for the Honour Roll, the student must take at least 6 courses at LVR in Grade 12, 7 courses at LVR in Grade 11 or 8 courses at LVR in Grade 9 and 10 and maintain an 80 % average. These policies will be revisited early in this school year and may change based on student and staff input.

TRANSPORTATION

USE OF VEHICLES

If students drive to and from school, they are expected to use their cars according to those regulations laid down by the Motor Vehicles Act. Misconduct that endangers the lives and safety of others (including speeding) will be referred directly to the police.

EXTRA-CURRICULAR TRAVEL

Board Policy prohibits the use of student-driven vehicles for school based activities. Any parents who wish to drive students on a school based trip must have a current drivers' abstract, vehicle registration and insurance policy on file at the school. Under no circumstances are students able to transport other students.

STUDENT CONDUCT

L. V. Rogers Code of Conduct

(Adopted in May '07; revised July '08)

Statement of Purpose

The purpose of the CODE OF CONDUCT is to clarify and publish expectations for student behaviour while at school, going to and from school, while attending any school sponsored function or activity or in other circumstances where engaging in the activity will have an impact on the school environment (including on-line behaviour). The code helps to maintain appropriate balances amongst individual and collective rights, freedoms and responsibilities for the purpose of learning. LV Rogers will be an environment that respects diversity and everyone's right to an education.

The L.V. Rogers Code of Conduct promotes the values expressed in the B.C. Human Rights Code respecting the rights of all individuals in accordance with the law - prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

Acceptable and Unacceptable Conduct

Everyone has a right to a safe secure school and an environment where all students are able to flourish. All students are representatives of the school and their behaviour is reflected in the opinions of the community. The expectations in the code apply to behaviour that negatively impacts the safe, caring or orderly environment of the school and/or student learning.

Acceptable conduct at LV Rogers includes:

- Respecting self, others and the school to create purposeful learning opportunities for all
- Respecting the right to self expression
- Being responsible for your own learning
- Respecting the learning abilities of others
- Behaviour that promotes positive interactions and a sense of belonging
- Behaviour that promotes the development of meaningful relationships

Unacceptable conduct at LV Rogers includes:

- Interfering with teaching or learning opportunities
- Creating unsafe conditions within the school
- Blatant use of inappropriate or profane language
- Behaviour that promotes discrimination, intimidation, or violence
- Wearing clothing that contravenes the school dress code
- Engaging in illegal activities

Unacceptable conduct or behaviour should be reported in a timely fashion

Rising expectations

At LV Rogers, we encourage students to act in a manner that sets a positive example to younger students. It is expected that students will demonstrate increasing levels of personal responsibility and self-discipline as they get older. Students who contravene the Code of Conduct will receive increasing consequences based on frequency and/or severity of the offence.

Consequences

The school will treat seriously behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation (prohibitive grounds set out in the B.C. Human Rights Code). Students can expect fair and consistent consequences which are preventative and restorative rather than merely punitive. When practical, student input

should be considered in the determination of consequences. Consequences should take into consideration the severity of the offence. Special considerations may apply to students with special needs, if they are unable to comply with the Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.

Notification

In most cases, where a contravention of the Code of Conduct has been determined and consequences are being administered, the parent/guardian of offender will be notified. Officials and outside agencies will be notified as required by law.

BUS GUIDELINES

To ensure safety, students who travel on school buses are expected to obey all rules, regulations, and policies that apply. The rules will be explained by the bus driver. Infractions of bus rules may result in the suspension of bus privileges, and/or other disciplinary actions. Where students are found responsible for damage to busses, they and/or their parents or guardians will be liable for the cost of repairs.

These guidelines are for appropriate student conduct while under the jurisdiction of the school. This includes travelling to and from school, while at school and while at any school sponsored function whenever and wherever held.

HAZING, INITIATION OR HARASSMENT OF STUDENTS

The administration and staff of L.V. Rogers believe that students, whether at school or participating in a school-sponsored activity, should be made to feel welcome and positive about the school and its activities. Hazing, initiation or harassment practices will not be tolerated. In the unfortunate event that such events do occur, the offending students may be suspended and referred directly to the Superintendent of Schools for indefinite suspension. During the time of suspension, the student is not permitted to attend school or take part in any school sponsored activities. These actions may result in the student not being allowed to participate in school activities outside of the classroom, or being transferred to another education setting.

FIGHTING

Fighting will not be tolerated at L.V. Rogers. Violations will result in a school suspension for the student(s) involved. The matter may also be referred directly to the District Superintendent of Schools for further disciplinary action.

DRINKING ON SCHOOL PREMISES OR AT SCHOOL SPONSORED EVENTS

Drinking, drunkenness and possession of alcoholic beverages by students while under school supervision is contrary to Board policy and is, in fact, illegal because the school is a public place. All violations may result in suspension from school. The matter may also be referred directly to the District Superintendent of Schools and to the Nelson City Police and/or the RCMP for further disciplinary action.

DRUGS

Possession of, use of, or involvement with illicit drugs by students under school supervision is not only contrary to Board policy, but is also illegal. All violations may result in suspension from school; the matter may also be referred directly to the District Superintendent. Any student under school supervision who sells drugs or provides drugs to others will not only be suspended from school and referred directly to the District Superintendent, but will also have the incident reported directly to the Nelson City Police and R.C.M.P.

WEAPONS

Possession of or use of any weapon or replica of a weapon by students is contrary to Board policy and illegal. All violations will result in suspension from school; the matter may also be referred directly to the District Superintendent. Any student possessing a weapon will not only be suspended from school and referred directly to the District Superintendent, but will also have the incident reported directly to the Nelson City Police and R.C.M.P.

SMOKING

Kootenay Lake School District policy states: "to ensure a safe and healthy educational environment for students, employees, and others School District No. 8 will prohibit smoking and the use of other tobacco products in all

District facilities grounds and vehicles". Therefore, smoking, or the use of any other tobacco products is prohibited at L.V. Rogers Secondary School, anywhere in the building or on the school grounds.

Students caught smoking in prohibited areas will be referred directly to the administration. Violations may be reported directly to the home and repeated offences may result in suspension from school.

SHOPLIFTING

Shoplifting by students is a major problem for retailers in Nelson. The school relies upon good relations with the merchants of Nelson as we receive sponsorship for our tournaments and scholarship program from them. It is hard to expect sponsorship if students have been responsible for theft.

It is the policy of the school to assist store owners to prevent theft. Students involved in a theft during the time school is in are responsible for their behaviour and will be suspended and expected to make restitution to the store.

SNOWBALLS

Throwing of snowballs on school property or adjacent to school property is prohibited. This includes the parking areas. Suspensions may result for those involved.

SKATEBOARDING

Skateboarding on school property is not permitted. This includes the parking lots, courtyard, stairs, walkways, and anywhere inside the school. Students skateboarding on school property may be prohibited from bringing their skateboards to school, or may have other disciplinary action invoked. Skateboards are not to be taken to classrooms. If a student does not have room to store his/her skateboard in a locker, it can be stored each day in the office.

DRESS

Dress is generally a matter for parent and student discretion. However, if dress is distracting to learning, considered to be inappropriate by school staff, and/or inappropriate for the learning environment (eg: shops, science classrooms, etc.), the student will be asked to change or to leave the class. Students must come to school wearing clothes appropriate for the learning environment. Pajamas, blankets, sleeping bags, etc. are not considered appropriate for LVR. Footwear must be worn at all times. The wearing of hats in classes is at the discretion of the teacher. Clothing displaying logos or references to drugs or with inappropriate language or innuendo is not permitted. Students will be asked to change their clothing.

DAMAGE TO SCHOOL PROPERTY/VANDALISM

Willful defacement of and damage to school property is contrary to the type of responsibility students are expected to exhibit, and therefore is subject to disciplinary action. Since damage is costly to repair, part of the disciplinary action may require the student or parent(s)/guardian(s) to pay for necessary repair or replacement. Vandalism may also result in a school suspension or suspension to the Superintendent of Schools.

USE OF CELL PHONES AND OTHER TECHNOLOGY

1. When students enter a classroom cell phones should be turned off (not left on vibrate mode). They must not be left on desk tops and need to be stowed away for duration of the class.
2. If a cell phone is seen or heard during class time it will be confiscated by the teacher and returned at the end of class.
3. On a second offense, the cell phone will be taken away and sent to the office. The student will be required to meet with one of the Vice-Principals before getting the phone back.
4. Any further offenses will require a meeting with a parent. Repeat offenders may lose the privilege of bringing a cell phone to school.

STUDENTS SUSPENDED FROM SCHOOL

The administrative officers may suspend students for up to five school days for infractions of the school rules. Students under suspension are denied the privilege of attending school and all school-sponsored functions, and are

not to appear on the school property for the duration of the suspension. A parental interview may be required before the student is allowed back to school.

A student who is under suspension from school or from class is responsible for maintaining regular class work in an up-to-date manner. A student who is suspended from a class must attend all other classes on his/her schedule. A student suspended from class or from school may not participate in any school function while the suspension is in force.

EXTRA-CURRICULAR PARTICIPATION

Students involved in extra-curricular activities are ambassadors for the school and have high expectations placed upon their behaviour. LV Rogers has a long and proud tradition of producing successful individuals and groups in various activities. Failure to obey school rules may result in a suspension from the activity and/or suspension from school.

Any student involved with alcohol or drugs while participating in a school sponsored activity will be immediately removed from all extra-curricular activities during that season of play and may be prohibited from further extra-curricular activities throughout the year.

INTRAMURAL ACTIVITIES

Various intramural activities (such as floor hockey, badminton, etc.) are carried on throughout the year at LVR, generally run by the Recreation Leadership class. All students are welcome to participate in these activities. Intramural information is posted outside the gym.

CLUBS AND TEAMS

LV Rogers has a long-standing tradition of excellent clubs and teams. There are many clubs and teams that students may get involved in, either on a one-time or ongoing basis. Listen for information about clubs and teams on LVTV, or ask a teacher or other students for information. All students are welcome and encouraged to participate as fully as they choose.

LVR LEADERSHIP LEAGUE

The LVR Leadership League (formerly the Students' Council) is a volunteer group that provides leadership and spirit activities for our school. They extend a welcome to all students and hope that every student enjoys his/her years at L.V. Rogers. This school has been known as one of the finest in British Columbia, not only for its scholastic, but also for its athletic and extra-curricular activities. Hopefully, the programs and benefits, which enabled this notability, will continue for the students in future years.

The LLL cooperates with the administration and faculty to provide the best variety of student activities and social affairs. Ideas from the students of the school are always welcome. Events are open to any student of L.V. Rogers. The participation of L.V. Rogers students determines the success of these activities and, ultimately, social life at L.V. Rogers.