

# Kitimat City High Handbook



*“Learning as unique as every learner”*

Kitimat City High is an alternate school for students who are experiencing academic, behavioral and/or social difficulties within the context of the traditional school setting. These students are usually referred to us or have self-referred. Either way, we provide an opportunity for students to achieve success by earning a Dogwood Certificate.

Our individual-based education program provides students flexibility in a highly structured environment. Students are assisted with personal and life skills guidance by staff members, as each student chooses a sponsor who acts as a mentor. Staff and students work together to provide a positive school experience. The staff believes that social responsibility can be developed in a learning environment where democratic living, learning and respect are paramount, and individuals are motivated to actively explore their passions and their connection to the greater community.

#### Mission statement:

The comfortable, welcoming, inclusive atmosphere at Kitimat City High will facilitate the celebration of learning, self-esteem, safety, and empowerment of all.

#### School Motto:

At Kitimat City High we treat ourselves, one another and our school, with respect.

#### Goals

1. Create a positive "family-like" atmosphere in our school community
2. Support all learning styles and abilities
3. Promote respect for oneself and others
4. Foster self-discipline and responsibility

#### Code of Conduct:

A code of conduct helps all members of our school (staff, students, and guests) to act in a cooperative and appropriate community manner. It is expected that students will abide by the school's code of conduct going to and from school, on school buses, and at school functions wherever held. Our code of conduct is clear:

***“Every child deserves an education free from discrimination, bullying, harassment, intimidation and violence.”***

Students know that, to be successful at Kitimat City High, they will embrace this code:

- ***RESPECT MYSELF***
- ***RESPECT OTHERS***
- ***RESPECT OUR SCHOOL***

**The Kitimat City High Code of Conduct** is designed to provide guidelines for appropriate student behaviour while under the jurisdiction of the school, while at any school-sponsored function or where engaging in the activity will have impact on a Safe, Caring and Orderly School environment.

**“Every student deserves an education free from discrimination, bullying, harassment, intimidation and violence.”**

### **Conduct Expectations**

#### **RESPECT MYSELF, RESPECT OTHERS, RESPECT OUR SCHOOL**

#### **Acceptable conduct is demonstrated by:**

- Respecting oneself, others and the school’s facility and grounds
- Engaging in responsible behaviour in all learning and school activities
- Modeling respectful and responsible behaviour to their teachers, peers and younger students, in the community and while acting as school ambassadors
- Conducting oneself in a manner which in no way compromises the safety or well-being of others

#### **Safe and Caring School Environments:**

#### **Are Free from Acts of**

- Bullying, cyber-bullying, and harassment
- Threat and intimidation
- Violence in any form
- Abuse in any form
- Discrimination in any form: All students regardless of their sex, race, religion, culture, sexual orientation and gender identity or expression, are entitled to a safe, inclusive and welcoming learning environment.
- Retribution against a person who has reported incidents

#### **Do not tolerate the presence of:**

- Theft and vandalism
- Intoxicating or banned substances
- Weapons or replica (toy) weapons and explosives
- Intruders and trespassers – All Visitors to the school must sign in and first report to the office

#### **Or Misuse of**

- Cyberspace/Cell Phones/Electronic Devices/Computers – students are to be aware that they may be subject to discipline (or, if applicable, confiscation of personal property) for misuse of technology if it negatively impacts on the school environment

**Forms of unacceptable conduct cited above are only some examples and not an all-inclusive list.**

## **Consequences**

Consequences will be applied to unacceptable conduct in accordance with School District Safe and Caring Schools Disciplinary Guide. Progressive discipline methods based on the severity and the frequency of the behaviour and age of the student will be implemented to alter the inappropriate and/or unsafe behaviour. Consequences will focus on being restorative rather than punitive in nature.

### **Inappropriate behaviour typically has the following consequences: (Progressive Discipline)**

- Review of expectations
- Review of expectations, loss of privileges
- Parents are informed
- Meeting with the parents
- Short-term (in school or at home) suspension up to 5 days
- Long-term suspension (over 5 days) or referral to district program
- Consultation with the police and/or fire department
- Expulsion

## **Notification**

As circumstance warrant, administrators have a responsibility to advise other parties following a behaviour incident:

- Parents/guardians of the student offender(s)
- Parents/guardians of the student victim(s)
- Superintendent, Safe Schools team member and/or other District Staff
- Ministerial agencies and/or School Liaison Officer (Police)

The Kitimat City High Code of Conduct has been structured to align with and adhere to the standards outlined in:

*The School Act 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007.*

*BC Humans Rights Code*

*BC Ministry of Education: Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Auf. 2007), both found at <http://www.bced.gov.bc.ca/sco/>*

## Hours of Operation – KCH

*Monday to Friday*

8:00 – 8:25	Breakfast
8:44 – 9:25	Wellness/Numeracy/Literacy
9:25 – 9:30	Attendance – Multi Purpose Room
9:30 – 10:35	Instructional Time
10:35 – 10:50	Morning Break
10:50 – 12:00	Instructional Time
12:00 – 12:40	Lunch
12:40 – 12:45	Attendance
12:45 – 1:50	Instructional Time
1:50 – 2:00	Afternoon Break
2:00 – 3:00	Instructional Time

***STUDENTS MUST ATTEND WELLNESS/LITERACY/NUMERACY SESSION IF THEY ARE COMPLAINTING IN THEIR WORK, MISS SCHOOL, OR IN JEOPARDY OF NOT COMPLETING THEIR COURSES BEFORE GRADUATION. IF A STUDENT MISSES SCHOOL WITHOUT AN EXCUSED ABSENCE CONFIRMED BY THE PRINCIPAL, THEY MUST ATTEND SCHOOL ON FRIDAY.***

### School Fees:

School fees for the 2022 – 2023 school year will be \$50.00.

These fees are due by September 28, 2022. If the student is returning to KCH the fee will \$25. We have on hold the \$25 textbook fee. The textbook fee is returned once the student graduates or withdraws from the school.

### Video Cameras:

Video surveillance has been installed on the exterior and interior of the building to protect Kitimat City High from vandalism.

### Sponsor:

Each student at Kitimat City High must choose a staff member as a sponsor. Staff members are limited in the number of students they may sponsor. Students sign a contract along with the sponsor, parent/guardian, and the principal of the school. Once an agreement has been made between the parties, the sponsors will advocate for their students so that the students may achieve their goals. It is very important that the parent/guardian contact the student's sponsor if there are any concerns, likewise the sponsors will contact parent/guardian if they have any concerns.

### Work Expectations of the Student:

Most course work is of an independent nature. For ALL courses there is a minimum mastery level requirement that must be achieved before the student moves to the next objective. Staff strongly believe that quality knowledge is extremely important.

Students' weekly work is due by 3:00 PM Friday. If students are not completed their work by this time, they may choose to receive a complaint per subject or ask for an extension until Monday morning at 9:25 a.m.

***Homework is expected when students are taking upper level courses such as Pre-calculus 10, Pre-calculus11, Senior Science, Senior Social Studies, English 12, and Grade 12 students in jeopardy of not completing graduation requirements on time.***

Just a reminder to all students. We do not provide one to one instruction. We provide 1-15 instruction. This means when the teachers are busy helping other students, please work independently while waiting for assistance.

### Work Extensions:

If students wish to take an extension, they must stay until 3:00 pm on Friday and work must be handed in by 9:25 am Monday morning. Failure to meet these criteria will result in a work complaint.

For any work incomplete from the previous week, students will receive one complaint per day per subject until work is completed. They must attend Numeracy/Literacy and Wellness Support Block at 8:44 a.m. until the work is completed to the teacher's expectation. If students do not attend study block without a valid reason, they will be penalized with attendance and social complaints.

### Contract system:

One very important part of the success of the program is student accountability. The student contract is a written agreement outlining the academic and social/behavioral responsibility required from a student attending Kitimat City High. Students may receive a minimum of three

(3) contracts per school year. In the event of a contract cancellation, both the student and parent/guardian are notified as soon as possible by staff. The student and parent will be required to meet with the school staff to sign a new contract **prior** to the student continuing in school. Contract cancellation is automatic for skipping. A contract may also be cancelled or a student may be losing their seat, as a result of an act of gross misconduct either during or outside of school hours.

Students lose their contract if they accumulate a total of eight (8) complaints per month. Complaints in the areas of attendance, work, and behaviour are tallied weekly and are reviewed by the entire staff at the School Based Team meetings. Complaints are recorded on a board that is displayed in the hallway so that students are aware at all times of their status in the program.

*Loss of Seat: Students who lose their third contract will also lose their seat at KCH. They may reapply after 30 days. Upon their return, they will meet with the Principal and sponsor and reflect on what happened and set new goals for a successful return. Once back, the student will be on a thirty-day probation, before they are offered new contracts.*

**Students who abuse their contracts consistently may have the number of contracts reduced at the discretion of the staff.**

### Dress Code:

School is a place of business and education. A dress code demonstrates dignity and self-respect for all. Everyone is expected to dress according to the following guidelines: respectful logos and slogans, midriff, cleavage and undergarments should be concealed.

If any person dresses in an inappropriate manner, they will be advised personally and discretely and given an opportunity to meet the District guidelines.

### Visitors:

Parents and guardians are welcomed at Kitimat City High. We ask in order to protect all occupants that visitors report to the front desk before going any further into the school.

### Attendance:

Absences:

- absences must be reported to Kitimat City High in advance, students can leave a message any time of the day or night (email: [kch@cmsd.bc.ca](mailto:kch@cmsd.bc.ca) or call 250-632-2811)
- must be confirmed, either in writing or by telephone, by a parent/guardian/student who gives a reason for each absence,
- must be for reasons acceptable to the school staff
- please do not contact/text a staff member about an absence:
  - This will no longer be accepted as a means of communicating absences. All

absences must be reported to the school secretary via voice mail or email.

**A contract is automatically cancelled for skipping.**

- Students/Parents must phone Kitimat City High by **9:30am** or will be assessed 1 complaint against their contract.

**A call must be made for every day that the student will not be in attendance.**

- Students who do not call in by **9:30 am** will lose a contract as this is considered a **SKIP**.
- Students who call in to say they will be late and do not show by 12:40 pm will lose a contract.
- Students who arrive at school 30 minutes late will be assessed 1 complaint against their contract for every 30 minutes late. For example: 9:30am-10:00am = 1 late (1/8)  
10:00am-10:30am = 2 lates (2/8)
- Students who acquire more than eight (8) lates per month will have each additional one counted as a complaint against their contract. 8 complaints = 1 loss of contract.
- Students who phone in before 9:30 a.m. may ask to be put on the lunch list.
- Students are expected to notify staff and receive permission for early departures and these must be confirmed by a **parent/guardian**. Students must fill out a sign out notice in the office as well. Failure to do so will result in cancellation of a contract.
- If a student does not attend school due to illness, they must not be seen in the community or at work on that day.
- If a student signs out due to a medical appointment, dental appointment, they are exempt.

**Dentist and medical appointments must try to be made during after school hours if possible. A note will be required from a parent for each individual appointment/absence.**

**Tattoo appointments, piercings, hair appointments should be made after school hours. These will be considered an unexcused absence and a loss of contract.**



### Behavioural Expectations for Students:

- Participation is **mandatory** for special presentations and guest speakers. Cellphones or devices may not be used. All electronic devices must be kept in lockers or in the teacher's classroom.
- Smoking and vaping is strictly prohibited on school grounds. If a student is caught smoking or vaping on school grounds, this will result in a loss of a contract.
- No selling of drugs or cigarettes. DRUGS/ALCOHOL are not permitted on school grounds.
- Tobacco products, matches, lighters or vaping products must be kept in their lockers at all times. They must not be seen on school property.
- Students may listen to music when working, but they must bring headphones that have blue tooth capability.
- Students who are away from school due to illness must still complete their weekly work assignments, unless an exception has been made by staff.
- All electronic devices must be put in a designated slot during instructional time. Cell phones are not to be brought into attendance meetings, kitchen, gym, or any Outdoor Education or Active Living classes.
- All backpacks and purses must be kept in lockers during Instructional time.
- Students are not to use their vehicles during recess and afternoon break.

### Morning and Afternoon Meetings:

The staff and students meet at 9:25 a.m. and 12:40 p.m. punctually in the Multi-purpose room.

Cell phones must be housed in a teachers classroom and all tobacco products must be put in their locker before the morning and afternoon bell. All students must be in attendance on time/

### Extra-Curricular Activities:

At times, students go on field trips. In the past, field trips have included the following: skiing, skating, swimming, curling, and hiking. We also have activities for which participation is expected. Extra-curricular activities help build our sense of school community. There is no charge for activities where participation is expected. All extra-curricular activities are extensions of our school program; therefore, our students and staff will practice school rules and code of

conduct when on these outings. Misconduct during an extra-curricular activity may result in dismissal.

### Food/Beverages:

- Lunch is from 12:00 to 12:40. Students are expected to eat lunch during this time.
- Students coming back after lunch with Dairy Queen, A&W etc, will not be permitted to eat in a classroom. You will be considered late until you check in with the office.
- Energy Drinks will not be permitted in the school or on school property.
- All drinks/snacks in classrooms are under the classroom teacher's discretion. Not all classrooms permit snacks or drinks.
- Students are responsible for providing their own water bottles/cups. Spill proof lids are strongly recommended.

### Foods Program:

- Monday to Thursday, Kitimat City High offers a lunch to the students for \$7.00 each. Students help in the preparation of these lunches under the direction of the Foods Coordinator. **All lunches must be prepaid.**
- Lunches that are made will not be altered for any student. If a student has dietary restrictions, lunches should be brought from home.
- Students who are planning to stay for lunch, must sign up by 9:45 am.
- The kitchen and Multi-Purpose Room (except photo copier) are **OFF LIMITS** for all students, except those that are participating in the food preparation during Instructional time.
- Hats of any kind will be removed while eating breakfast and lunch. Failure to do so will be an automatic complaint.
- **Students are expected to clean up after themselves once they have finished lunch, clearing their space and rinsing their dishes and cutlery before placing them in the dishwasher.**
- **The kitchen is off limits for socializing during breaks or lunch hour.**

### **Bussing:**

Students are expected to conduct themselves in a courteous manner, obeying all bus rules and instructions from the driver. Unacceptable conduct on a school bus will result in a bus suspension and/or a loss of the privilege of riding the school bus.

### **Transportation:**

Students are expected to operate their vehicles in a safe and responsible manner at all times, both on school grounds and in the vicinity of the school. Students can park in the lower school parking lot. Owners of vehicles parked in restricted areas will be asked to move their vehicle or it will be towed away.

### **Graduation Ceremony:**

Students who wish to take part in the graduation ceremony must have met their graduation requirements by Friday June 9, 2022. The privilege of walking up is solely dependent on the student's ability to fulfill graduation requirements.

**The Graduation Ceremony will be held on Wednesday, June 14, 2023.**