

SEYCOVE SECONDARY SCHOOL

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PRINCIPAL'S MESSAGE

Welcome back to school.

I hope that you have had a relaxing and enjoyable summer and are ready, and excited to jump into the challenges that lie ahead.

With all schools a large part of what makes a school excellent is when students get involved, take advantage of the opportunities provided, and are determined to overcome the challenges along the way. At the end of the day, what makes, and will continue to make, Seycove a great place to be is how you, the students, choose to be involved and engaged.

On a more practical note, this book and app are intended to provide a framework for you to organize your school life, to take advantage of all the school has to offer, and to give some guidance regarding the expectations of the school. As is always the case, it will take a little while to get familiar with the routines, but feel free to ask questions if you are unsure of anything.

I am proud and honoured to be the Principal of Seycove and I look forward to working with all of you in September. On behalf of the entire staff at Seycove, we wish you a successful and rewarding year!

Ms. Pamela Craven

SEYCOVE MISSION STATEMENT AND SCHOOL GOALS

The Seycove community strives to **engage** its members in **opportunities** for **collaborative innovation** and **learning**, to build and maintain **purposeful connections** and **relationships**, and to create a **safe environment** in which to develop **citizens of integrity**.

C.L.A.S.S.

At Seycove, we believe in **C.L.A.S.S.**

Consideration, **L**eadership, **A**chievement, **S**portsmanship and **S**cholarship are achieved through the support and cooperation of staff, students and community.

- We encourage all individuals to have pride in their uniqueness and in their accomplishments;
- We respect the rights and property of others;
- We attend school, are punctual and are prepared to work to the best of our ability;
- We contribute in a positive manner to establish and maintain a safe and healthy environment for all to learn and succeed;
- We conduct ourselves in a manner that brings credit to ourselves and the school;
- We appreciate and understand the differences of others including those of gender, race and cultural background.

We are committed to an orderly and positive school climate at Seycove Secondary School. We believe that such a climate is the base upon which we have effective teaching and learning. Our **Code of Conduct** is an important part of this climate and describes expectations for student behaviour.

CODE OF CONDUCT

STATEMENT OF PURPOSE

At Seycove the pursuit of appropriate conduct is a shared responsibility among students, parents and the school. The staff, students, the Parent Advisory Council (PAC), as well as our family of schools, have developed a Code of Conduct to establish clear guidelines for a safe, caring, and orderly environment that promotes purposeful learning. In addition, the code balances the individuals and the collective Seycove community's rights, freedoms and responsibilities.

This code of conduct reflects the expectations of the school community and is reviewed annually to monitor emerging situations that may contribute to school safety. Students are required to know and understand the school rules, acceptable behaviors and the consequences for any misconduct. Expectations regarding acceptable conduct are made known to all school staff through the policy and procedures manual. The expectations for student conduct are consistently taught and actively promoted. The posting of C.L.A.S.S. signs and posters throughout our school reinforces these expectations. Parents and students should be aware that there are rising expectations for student behaviour as students become older, more mature and progressively move through the grades; and that students are expected to accept increasing responsibility for their actions and can expect increasingly significant consequences for any inappropriate behaviours as they get older.

When participating in or attending school activities, including those outside of the school, students are expected to conduct themselves in a manner that brings credit to themselves and to Seycove at all times. Students are subject to all the expectations, as if they were in attendance at school. Non-compliance will result in disciplinary action.

The Principal of the school is responsible for administering and supervising the school. He and/or his designate, including teachers and other appropriate personnel are authorized, in accordance with School Board Policy 302, to exercise authority within the school on all matters concerning the discipline of students. The execution of discipline must be similar to that of a "kind, firm and judicious parent, but shall not include corporal punishment." (School Act, Section 76(3)).

BC HUMAN RIGHTS CODE

Two purposes of the BC Human Rights Code are to:

“foster the society in British Columbia in which there are no impediments to full and free participation in economic, social, political and cultural life in British Columbia” and “promote a climate of understanding and mutual respect where all are equal in dignity and rights”.

Seycove Secondary School should be a kind, caring and orderly environment where students and staff experience freedom from harm and discrimination. In accordance with section 7 and 8 of the Human Rights Code, discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex/gender, sexual orientation or age of that person or class of persons. In accordance with School District #44 Policy #302 and #412, students at Seycove Secondary School are expected to meet the standards set out in the BC Human Rights Code that include the prohibited grounds of discrimination. As such, behaviours by students that conflict with the BC Human Rights Code will not be tolerated. For example, the display or publication of any statement, notice, sign, symbol, emblem or other representation that indicates discrimination or intention to discriminate against a person or group or class of persons. Also, discrimination of this type must not be displayed in graffiti, student publications, blogs, websites or other communication methods. Moreover, it is the responsibility of the school to ensure that it does not discriminate against students by denying them the service that is customarily available to the public.

CONDUCT EXPECTATIONS

Acceptable Conduct

Acceptable expectations for student conduct are outlined in our C.L.A.S.S. statement: Consideration, Leadership, Achievement, Sportsmanship and Scholarship. The posting of C.L.A.S.S. signs and posters throughout our school reinforces these expectations.

- Respect people’s uniqueness and accomplishments;
- Put a personal best effort into work;
- Respect public and personal property: students are reminded to keep their community litter-free. Place glass, paper and cans in the appropriate recycling bins and organics and garbage separated into the appropriate bin and refuse containers;
- Maintain courteous relations with fellow students, teachers, staff and people in general;
- Work at studies without disturbing others;
- Attend school daily and promptly;
- Maintain appropriate standards of hygiene, dress, and language;
- Act in a positive, honest, and straightforward manner.
- Be truthful;
- Promote the general welfare of our school. Be dependable and accountable;
- Respect public and personal property. Be considerate of self, others, their beliefs and property;

- Work towards the prevention of harassing behaviour; be willing to help when someone is being harassed; inform a tellable adult;
- Respect authority and adhere to classroom, school, and district rules;
- Act in a manner that brings honour and credit to the school;
- Inform a tellable adult in a timely manner of incidents of bullying, harassment or intimidation.

Unacceptable Conduct

The school personnel must have the authority to ensure a setting for purposeful learning and individual growth and success. Students must not behave in opposition to the school's educational goals. Parents and students should be aware that there are rising expectations for student behaviour as students become older and more mature, become more personally responsible, and progress through the grades. Students are expected to accept increasing responsibility for their actions and can expect increasingly significant consequences for any inappropriate behaviours as they get older.

The list below is not exhaustive or all inclusive.

General

1. Behaviours that interfere with the learning of others or that interfere with an orderly and safe environment.
2. Behaviours that create a "victim" in any way. This includes any form of bullying, abuse, harassment or intimidation of others. Publication of inappropriate language or information (whether by hand or electronic), symbols, or other representation that is discriminatory or attempts to discriminate against a person or group of people will be investigated and dealt with accordingly. This also includes aggressive behaviours such as cyber hate messages and cyber bullying as well as websites created in the student's home, cyber cafes or other settings. This includes, but is not limited to graffiti, student publications, blogs, websites, or other methods of communication. These behaviours also include any act of physical violence, retribution or intimidation against a person who has reported an incident.
3. Behaviours, intended to be put downs of others including comments that are racist, sexist or belittling in any way. Language is a very powerful force in our lives and it should reflect our values at all times, even in casual conversation. We need to ensure that we do not use language that is racist, sexist, homophobic or disrespectful to others in any way.
4. Behaviours that discriminate on the basis of an individual's race, colour, ancestry, place of origin, religion, family status, physical or mental disability or sexual orientation.
5. Behaviours that are illegal in any way and are in violation of the Criminal Code of Canada. This includes, but is not limited to:
 - Causing of false alarms.
 - Misuse of school equipment or school property.

- Acts of violence or threats of violence.
 - Theft or vandalism.
 - Possession, use or distribution of illegal or restricted substances such as drugs, alcohol or tobacco.
 - Carrying, possessing, or using an illegal or restricted weapon, including, but not limited to, knives, firearms, martial arts weapons, or any object fashioned to be used as a weapon or have the appearance of a weapon.
 - Incidents of threatening language, intimidation or confrontational behaviour, which includes written or verbal harassment, misuse of computer communication, physical threats, and telephone intimidation. Any person who threatens the safety of the school environment or safety of an individual will be subject to severe disciplinary action and, where necessary, to RCMP intervention.
6. Behaviours that are in violation of the Seycove Secondary Code of Conduct in any way. School personnel are charged with maintaining an orderly learning environment. Any person who threatens the maintenance of order will be subject to severe disciplinary action. This policy includes but is not limited to:
- Disturbing or interrupting the proceedings of the school or an official school function.
 - Failing to comply immediately with a direction by an employee of the Board to leave the school property.
 - Entering or re-entering the school property after having been given direction not to enter by an employee of the Board.
7. In accordance with Bill 10 (Tobacco Control Act, in effect September 2, 2007), the School District is responsible for enforcing the prohibition of smoking or any other tobacco use on any school property. This policy also applies to the use of e-cigarettes, electronic smoking products and cartridges of nicotine and/or flavoured solutions, and related products (<http://www.sd44.ca/Board/PoliciesProcedures/Series800/Policy804/Pages/default.aspx>).

Actions that violate the school's expectations are unacceptable and will not be tolerated. Students who are involved in these violations can expect disciplinary action.

Lack of respect for others and property will not be tolerated. Lack of respect includes, but is not limited to:

- Disrespect for the authority of teachers and other employees of the school, including failure to comply immediately with an authorized direction;
- Disturbance at school or at an official school function;
- Any unauthorized gatherings on or adjacent to the school grounds, specifically those that disturb the privacy of nearby residents and that reflect poorly on the public image of the school;
- Use of the school name in association with unsanctioned activities.

Attendance

Student attendance is the shared responsibility of parents, students and staff. Parents have the responsibility to ensure their child's attendance at school and to communicate with the school regarding their child's absences or tardiness.

Students are expected to report to classes on time - prepared to work and to participate. Regular attendance is essential for success in school. When students are away from school, we ask parents to notify the school by telephone. When unexplained absences occur the school contacts the parents daily by telephone and e-mail through our synervoice system. *Please ensure your current e-mail addresses are on file at the school.* Regardless of the reason for absence, it is the student's responsibility to catch up on missed work.

**ATTENDANCE CALL LINE IS AVAILABLE 24 HOURS A DAY AT
604-903-3673**

Excessive absences will lead to the following actions:

- A warning from your teacher; a detention from your teacher; a phone call home from your teacher; an interim report sent home.
- An interview with the counsellor and/or the grade administrator.
- A meeting with your parent/guardian and the grade counsellor and/or administrator.
- Poor attendance in any course could lead to removal or suspension from a school team.

Tardiness

Students arriving late to class create an unnecessary disruption. Students who are late for class **MUST** report to the classroom immediately, knock on the classroom door, and wait for the teacher to admit them. A note explaining the student's lateness may be required. Students are responsible for all work missed. Habitual lateness will be dealt with in the same manner as absenteeism.

Why is attendance so important? See **Attendance Matters** at <http://www.sd44.ca/school/seycove/About/attendanceprocedures/Documents/AttendanceMatters.pdf>

Cell Phones, Camera Phones, Recording Devices

The safety and privacy of all staff and students at Seycove is of paramount importance. While cell phones are a routine part of safety and communication in students' lives, **operation of such items cannot disrupt the learning environment of the school.** Electronic devices (cellphones, iPads, laptops) can be used in class with explicit teacher permission to help meet the course learning outcomes and permission must be obtained prior to use. Texting and gaming during class time are not appropriate use of electronic devices. Recording a class without permission is not acceptable. Cellphones may not be used as a calculator during any exam, and as such, it is strongly suggested that all students purchase their own calculator.

Cheating and Plagiarism

The following examples demonstrate what actions constitute cheating & plagiarism:

- Cheating or plagiarizing on tests and assignments;
- Failure to cite or document quoted or paraphrased material written by someone else (includes material from the Internet);
- Submitting the same essay, presentation, or assignment more than once whether the earlier submission was at Seycove or elsewhere without approval of the teacher;
- Submitting, as your own work, assignments, homework, or other material that was purchased, acquired from written or edited work from another source, including tutors;
- Knowingly submitting identical assignments without permission of the teacher;
- Any attempt to write an examination using unauthorized verbal, electronic, written or visual information during the exam;
- Illegally obtaining all or part of an examination prior to the exam;
- Altering or changing test answers after submitting the test for grading;
- Knowingly sharing one's own work for another student to copy.

Cheating or plagiarizing of any sort are serious offenses and are not tolerated at Seycove. Students need to understand that neither plagiarism nor cheating will help them achieve their educational purpose. Students involved in any form of cheating, plagiarism, or unsanctioned sharing of work will be disciplined. This discipline could take a variety of forms, but minimally, will include:

- No credit for the work or assignment with no opportunity for makeup;
- A phone call home to inform parents;
- A record of the incident in the student's discipline file;
- Repeat offences will result in more severe consequences and could include suspension or withdrawal from a course.

Dress and Apparel at School

Apparel at school <i>should</i>:	Apparel at school <i>should not</i>:
· allow for individual difference, style, and expression	· be offensive or distracting
· demonstrate respect for a school / business environment	· promote use of drugs, alcohol, violence, weapons, or use offensive language or images
· be appropriate for the intended activity	· be sexually provocative and/or revealing
· demonstrate respect for the rights and perspectives of others	· promote values in conflict with school and community values (e.g. racism, sexism, discrimination of any kind, etc.)

Staff and students at Seycove believe maintaining a respectful, business-like atmosphere is important to academic achievement and citizenship.

The school's dress code is not meant to stifle freedom of expression, but to foster a supportive, respectful learning community in which each student's self-esteem is reflected in their behaviour, growth and achievement.

Drugs & Alcohol

Students involved in the use, possession or distribution of illegal or restricted substances, including alcohol will be suspended from school. Smoking, including E-cigarettes, is NOT permitted inside school buildings, including portables, or on school property at any time.

Fighting

At Seycove, all forms of physical violence are unacceptable and will not be tolerated. Students involved in any form of fighting or intimidation are subject to disciplinary action including suspension.

Students who encourage fighting by acting as a spectator at a fight or other form of bullying will receive the same disciplinary action as those involved in the fight.

Harassment, Bullying and Cyber Bullying

At Seycove, all forms of harassment and bullying are unacceptable and will not be tolerated. Students involved in any form of bullying, or intimidation, are subject to disciplinary action including suspension. Physically, verbally, emotionally or psychologically abusing others, including bullying, intimidating, extorting and intolerance of others because of dress, race, gender, culture or other perceived differences will not be tolerated. In addition, witnessing or being a party to fighting or harassment of any sort is also not tolerated.

Cyberbullying – Using the school's computer network, a network from home or the broader Internet for the purpose of harassment. This behaviour includes but is not limited to harassing, terrorizing, intimidating, threatening or name-calling by sending or posting inappropriate email messages, instant messages, text messages, digital pictures, images or blogs. Anyone who feels he or she is a victim of cyberbullying should forward to or print the offending material and give it to a school official.

Definition of Harassment

Harassment is defined as "comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive." There are three basic forms of harassment:

- Physical Harassment - includes touching without permission, shoving, hitting or kicking the victim, or, taking or damaging the victim's property. It is easy to identify physical harassment. Individuals engaged in this form of harassment are usually known to the entire school population. As these individuals get older, their attacks usually become more aggressive.
- Verbal Harassment - individuals exercising verbal harassment use words to hurt or humiliate another person. Verbal harassment includes name-calling, insults, racist or sexual comments and

teasing. Its effect can be more devastating than physical harassment.

- Relational Harassment - the victim is effectively cut off from any social connections. They are excluded from participating in activities. Relational harassment usually occurs when students spread rumours about others, resulting in the victim's exclusion from the peer group.

To eliminate harassment in the school community, Seycove staff and administration encourage students to:

- Increase their responsibility towards the prevention of harassing behaviour;
- Increase their willingness to help when someone is being harassed;
- Actively attempt to reduce the number of incidents of harassment at Seycove;
- Consciously try to improve the school climate so that students will feel safe from all forms of harassment.

Reporting Harassment

All people in the school are required to report any incidents of harassment. Reporting will need to be both a verbal and a written declaration. The 'Student Report of Harassment' form is available in Student Services. Once completed, the student may hand it in to a teacher, counsellor, vice principal or principal. The school administration and counsellors will maintain a harassment record book. Any retribution for reporting harassment will not be tolerated and will be investigated accordingly.

Responding to Harassment

If a student is a victim of harassment, Seycove staff will intervene. The administration will determine appropriate interventions and/or consequences.

For the Perpetrator – Intervention that includes:

- Review of Seycove Code of Conduct;
- Review of Harassment Policy (may include completion of a personal assignment on harassment);
- Perpetrator signs a Statement of Understanding and Agreement to Intervention;
- Consequences may include:
 - Verbal warning, detention or service work;
 - Notification of parents and/or the RCMP;
 - Compensation and/or payment for property damage or theft;
 - Suspension or school transfer depending on the circumstances.

For the Victim – Support through:

- Counselling to restore victim's self-confidence;
- Helping victim build a peer support group;
- Involving community resources as needed (RCMP liaison);
- Involving parents.

Illegal Acts

All student behaviour must comply with the Criminal Code of Canada Safety of others. Any person who threatens the safety of the school environment or safety of an individual will be subject to severe disciplinary

action and, where necessary, to RCMP intervention. This includes, but is not limited to:

- Possession of a weapon or an imitation of a weapon;
- Misuse of school equipment or school property;
- Acts of violence or threats of violence;
- Operation of a vehicle or other means of transport (automobiles, rollerblades, skateboards, etc.) in a dangerous manner;
- Incidents of threatening language, intimidation or confrontational behaviour which includes written or verbal harassment, misuse of computer communication, physical threats and telephone intimidation;
- Incidents of theft;
- Incidents of defacement or damage of the school's or others' property;
- Causing a false alarm.

Internet Use

Overview

Seycove Secondary School provides access to a network for students to reach the Internet. If parents prefer that their child does not access the internet, they should contact the school.

Risks

While access to the Internet enables students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world, families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. The school takes every precaution to ensure that the Internet resources are used for constructive educational goals. Nevertheless, students may find ways to access other adverse materials. The administration believes that the benefits to students exceed the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The school supports and respects each family's right to decide whether or not to apply for network access.

Expectations

Students are expected to behave appropriately while using the school's network. Review the Code of Conduct for specific details. Students need to remember that communications on the network are often public in nature. The use of the network is a privilege and as such, it can be taken away if the Rules of Use are not followed. The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

Rules of Use

Privacy

While using the network, students should not expect that any files on the network are private. Network storage areas are like school

lockers...subject to inspection at any time. Network administrators may review documents to maintain system integrity and ensure that students are using the system responsibly.

Storage Capacity

Users are expected to remain within allocated disk space and delete material that takes up excessive storage space.

Illegal Copying

Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, without written permission from the Network Administrator. Students should not copy other people's work or intrude into other people's files.

Inappropriate Materials or Language

Profane, abusive or inappropriate language should not be used in communications. Materials that do not comply with the rules of school behaviour should not be accessed. Should students encounter such material by accident, they should report it to their teacher immediately.

Visiting other Schools

Students are not permitted to visit any other school while that school is in session. Visiting other schools is only permissible after arrangements have been made with school authorities.

Do not invite unauthorized visitors who have the potential to disrupt or otherwise interfere with the safe climate of the school. All visitors must report to the office upon arrival.

CONSEQUENCES

The school has the definitive authority to determine consequences for students who refuse to comply with these rules and policies. Disciplinary action or consequences for unacceptable conduct is based on principles that have been developed in a fair and reasonable manner and will be administered in a fair and consistent manner. Disciplinary actions, whenever possible, are intended to be logical, preventative and restorative, rather than punitive. Disciplinary actions will be administered on an individual basis in every situation and will be based on the circumstances of each case.

- Depending on the severity of the misconduct, parents, guardians, the RCMP or other authorities may be notified;
- Disciplinary action, wherever possible is preventative and restorative, rather than punitive;
- When determining appropriate disciplinary action, the severity and frequency of unacceptable conduct as well as age and maturity of students are considered. Special consideration may apply if a student is unable to comply with expectations due to having a disability of intellectual, physical, sensory, emotional or behavioural nature;
- Less severe disciplinary action may be a verbal warning, detention or service work;
- Compensation and/or payment will be required for property damage, theft or loss;

- If the violation warrants, the student may face suspension or possible transfer to another school.

Disciplinary proceedings are delivered by the administration who will exercise discretion and flexibility, taking into consideration the circumstances of each case (e.g. severity of the infraction, student's age, prior history, parents' input, etc.).

SUSPENSION

Suspensions are issued at the discretion of the school administration and are normally dealt with at the school. Longer suspensions will include both school and district staff. Students on suspension may be sent home or may be required to work in the school in isolation. If they have been sent home, they are not permitted on or around school property for the duration of the suspension unless other arrangements have been made. Students will be given the opportunity to demonstrate their mastery of the learning outcomes for the course at the discretion of the teacher. Students should be aware that involvement in inappropriate behaviour could affect the receipt of awards and recognition, scholarships, and/or Passport to Education.

NOTIFICATION

The school recognizes that it works in partnership with the parents of its students. As such, when dealing with matters of discipline, parents will be notified of disciplinary action in any circumstance that is deemed significant by the school. However, school officials may have a responsibility to advise other parties when there have been serious breaches of the Code of Conduct. Examples of that notification are as follows:

- Parents of student offenders will be informed;
- Parents of student victims will be informed;
- School district officials will be informed as required by school district policy;
- Police and/or other agencies will be informed as required by law;
- All parents will be informed when the circumstances are deemed important to reassure all members of the school community that school officials are aware of a serious situation and are taking appropriate actions to address that situation.

APPEAL PROCEDURES

As a principle of fair procedures, the opportunity for an offender to request a hearing should exist. A parent, guardian and/or student may appeal disciplinary action in cases where the education, health or safety of the student is significantly compromised. A formal written request for appeal to the School Board would follow any failure to reach a resolution at the school level. The "School Act Appeals Bylaw", Policy 902 can be reviewed online on the North Vancouver School District website: www.sd44.ca.

GENERAL INFORMATION

SCHOOL OFFICE HOURS

8:00am to 4:00pm Monday to Friday

CONTACTS

Phone: 604.903.3666
Fax: 604.903.3667
Callback: 604.903.3673
E-mail: seycove@sd44.ca
Seycove Website: www.seycove.ca
School District Website: www.sd44.ca

DPA

Daily Physical Activity

Seycove students will complete their Daily Physical Activity requirements as outlined by the Ministry of Education. Term and Final reports will state Meeting/Not Meeting Requirement. For specific information, go to: www.seycove.ca/student.

FEES

Student Activity Fee

As per the recommendation of the School District Fees Task Force, schools may charge a Student Activity Fee to support student activities, student agenda books, student awards and recognition, special events and assemblies.

Supplemental Fees (by course)

In accordance with the School Act, all students at Seycove receive free of charge an educational program sufficient to meet the general requirements for graduation. Supplemental fees may be charged, however, for goods and services associated with optional enrichment activities and take home items that extend learning outcomes for students beyond the basic educational program. Supplemental fees are published in the Course Programming Guide available on the website at www.seycove.ca.

Refunds

Refund of fees paid will be prorated up until the end of January. After that time, there will be no refund of supplemental fees. If a refund is due to a student whose sibling has outstanding fees, the refund will first be applied to the sibling's outstanding fees. Fees will be prorated upon late admission. Note: \$25.00 will be charged for NSF cheques.

Workbooks (by course)

Where students are required to use workbooks in order to meet the course/subject learning outcomes and/or for assessment, workbooks will be provided free of charge. Students may have the opportunity to purchase workbooks that are suggested for optional, supplemental "practice" and are not marked as part of the students' assessments. Purchase of these workbooks is completely optional as they are not required for successful completion of the courses' learning outcomes. These workbooks are available for purchase at cost from the school.

CALLBACK

Class attendance is taken daily in each class and reported on the term report card. Parents are requested to phone the callback line 604.903.3673 in the morning of the day a student is absent and leave a message. If parents do not call the callback line and leave a message, the student's absence will be considered unexcused. Unexcused absences will be reported to parents nightly via an automated message system. Parents may choose if they wish to receive the messages by telephone, email or both.

If students feel ill or if they need to be dismissed early, they must report directly to the office to sign out. Students should not leave the school to go home without reporting to the office.

LIBRARY LEARNING COMMONS

Seycove's Library Learning Commons is the social learning hub of the school. The library provides access to a rich collection of print materials, online databases, and digital books, all in a comfortable environment that promotes learning and collaboration. The Seycove Library Learning Commons aims to enrich and supplement the curriculum, promote the lifelong use of libraries, and develop the habit and love of reading.

The goal of the school library program is to help students become young adults who can access, evaluate, and interpret the vast amount of information that learners today are exposed to. The Teacher Librarian/Media Specialist works cooperatively and collaboratively with teachers to plan lessons that engage students in learning. Through the production of a variety of media using technology, students learn how to become proficient users of information and are prepared to participate fully as literate members of society.

The Library Learning Commons is open to students for borrowing books, reading, researching, and completing homework and assignments. Users may borrow material for 3 weeks and are responsible for damages and losses. Computers and iPads are available for student use and personal devices are welcomed! Students are allowed to print 50 pages per school year. If they require additional sheets it is \$5.00 for 50 additional pages. Students are expected to comply with the Computer Usage and Internet Policy.

Please drop by and visit the library and discover how we can help you be successful at Seycove!

LOCKERS

Lockers are school property. As such, the lockers and their contents may be examined at any time. The use of the lockers is a privilege that may be revoked. The lockers and locks are assigned during the first week of school. Only locks supplied by the school may be used. Students are responsible for the lock and locker assigned to them. It is not recommended that students share their lock combinations with other students. Decorations are permitted inside the locker as long as they are of an appropriate nature and can be removed easily. The school is not responsible for items lost from a locker. Do not bring personal and/or valuable items to school. It is the responsibility of all members of the school community to keep the school safe. If a student has reason to believe that a locker contains anything that would threaten the safety of others, the student is duty-bound to report the information to a teacher or administrator immediately.

MEDICAL SITUATIONS

Students with medical conditions are required to report the condition to the school counsellor so that the information may be recorded on the student record. Students feeling ill while at school should report the illness to their classroom teacher who will direct the student to the office. The office staff will determine whether the use of the first aid room is warranted. If the student should be sent home or if other medical services are required, the office staff will contact the parents or guardians. The office does not dispense medication.

EBULLETINS

eBulletins contain important information regarding upcoming events at the school and in the community. eBulletins are emailed to parents and are also available on the school website at www.seycove.ca.

PARKING

There is limited parking on the school property. Students are discouraged from bringing their vehicles to school. If students must bring their own car, they are required to **register their vehicle** at the school office. Students may only park in the student-designated areas. Unregistered vehicles and those parked in non-designated or staff/visitor areas may be towed at the owner's expense.

PE LOCKERS

There are lockers in the changing rooms available for students to secure their belongings during PE classes. PE lockers are available for rent through the PE Office on a first-come, first-served basis (\$6 per year). Students should not share the lock combination with anyone but their locker partner. The school cannot be responsible for lost/stolen items; please rent a PE locker or put your belongings in your school locker. **Do not leave valuables in the change rooms.**

PE REQUIREMENTS

Participation in PE classes requires proper PE strip which includes: clean indoor shoes, a shirt, shorts/sweatpants. Outside PE units require outdoor shoes, and possibly a sweatshirt and/or sweatpants. Students who are unable to participate in PE for an extended period of time must bring a medical note from a physician. The note should clearly state the length of time involved. Students not participating must still report to class. Students are encouraged to use the PE facilities for rehabilitation.

PUNCTUALITY

The School Act states that students are expected to be at school and in class on time. Students are responsible for their own punctuality. If arriving late, the student must report to the office (sign-in) and submit a note from a parent. If there is no note, the parent may excuse the "tardy" by calling the callback (604-903-3673). A student cannot excuse themselves.

Once the students are dismissed from their class by their teacher, they have five (5) minutes to get to their next class. After that time, students will be deemed to be late for class.

In some cases, leaving school before the end of the day may be necessary. Students needing to leave school early must provide the office with a parent/guardian's written permission or have parents call the callback (604-903-3673) to excuse the student. Students must sign out at the main office. Students who leave the school without parent permission are considered unexcused.

SCHOOL CLOSURE DUE TO WEATHER

All schools in the North Vancouver School District will remain OPEN, if at all possible during winter weather, including snowfalls. Any district-wide closure will be decided by 6:00am at the latest and will be announced through the media. If weather conditions are questionable, announcements will also be made to say that schools are open.

Information about any district-wide closures will be sent to Metro Vancouver radio and television stations. Please check the following stations for school closure information:

CBC AM 690 radio BCTV
CHQM FM 103.5 radio CBC TV
CKNW AM 980 radio City TV
Fairchild AM 1470 radio CTV BC
News AM 1130 radio

Announcements of school closures or delayed openings will be posted on the School District's website: www.sd44.ca. The North Vancouver School District will use the SchoolConnects system to contact parents in the event of an Emergency Release of students during the school day. Student safety is our first priority and a shared responsibility. Parents/guardians are responsible for their child's safe travel to school. If for any reason, a parent/guardian feels that a child cannot travel safely to school, then they should make other arrangements for their child. The decision to attend school is the responsibility of each family.

SERVICE

Seycove encourages young people to be active citizens around the school. Various activities are available for student involvement and support. Student participation enhances the overall positive ethos of the school. Recognition for Service is provided to students who provide significant service to the school. The top volunteer from each grade is presented the Outstanding Citizen award.

STUDENT SERVICES CENTRE

The Student Services Centre is an integral part of the school. The personnel provide support for student learning, personal concerns and decision-making. The Centre is located on the main floor between the library and the main office. Within the Centre, students and staff will find the following services:

- Support to improve student learning;
- Liaison with classroom teachers, home and student;
- Personal counselling;
- Information and referral to outside support agencies;
- Career and course programming assistance and information;
- Post-secondary information, applications and liaison;
- Tutoring information;
- Outdoor School counselling coordination;
- RCMP liaison;
- Volunteer service coordination;
- Scholarship information;
- Liaison with school administration.

TELEPHONE

A telephone for student use is available in the hallway at the front doors. This telephone is sponsored by the Student Council.

TEXTBOOKS

At the beginning of the year, the subject teachers distribute and assign textbooks to the students. As the textbooks are numbered, students must return the textbook assigned to them. Students who lose or damage a textbook will be assessed a replacement fee. Students previously assessed a fee and have paid that fee will be issued a refund if the book is found and returned to the office. All returns must be in no later than the first week after classes end.

VACATIONS DURING SCHOOL TIME

While the school recognizes the value of travel and family holidays and supports the benefits and educational opportunity that travel affords, parents and students should expect that missing school time to go on holidays will have an impact on progress and achievement at school.

Parents and students should make all reasonable efforts to avoid planning holidays that interfere with scheduled classes. Class time cannot be replicated and some activities and assignments may be impossible to do if students miss classes. Students and parents should be aware that teachers are not required to provide extra work or extra time to complete assignments missed for absences.

With that in mind, the school recognizes that there will be times when families will go on holidays during school time. Families and students must make every effort to minimize the impact of missing classes by informing the school and individual teachers as early as possible; [complete the Excused Absence Form available in the main office or at www.seycove.ca under PARENTS/FORMS]; by maintaining contact with the school as much as possible, either electronically or through peers in order to keep up with work; by working ahead in courses; and by spending extra time and effort catching up upon returning.

Vacations during the month of June are not recommended. Final course assessment can take place at any point in this month and if missed, could impact a student's overall standing. Provincial Exams are set by the Ministry of Education and cannot be changed. Students are expected to be in attendance for all final assessments and final exams.

VALUABLES

Students are discouraged from bringing valuables or large sums of money to school. If necessary, students may bring their valuables to the main office for safekeeping during the day. Students are responsible for their own belongings. The school cannot be held liable for lost or stolen items.

SEYCOVE AWARDS AND RECOGNITION PROGRAM

Seycove Awards and Recognition program is reviewed yearly. Up to date information regarding awards and recognition can be found at <http://www.sd44.ca/school/seycove/Pages/default.aspx>.

2017-2018 SCHOOL CALENDAR

Overview

School Opens	Tuesday, September 5, 2017
Thanksgiving Day Statutory Holiday	Monday, October 9, 2017
Remembrance Day Statutory Holiday	Friday, November 13, 2017
Last Day Of Classes Before Winter Vacation	Friday, December 22, 2017
School Opens After Winter Break	Tuesday, January 8, 2018
BC Family Day Statutory Holidays	Monday, February 12, 2018
Last Day of Classes Before Spring Break	Friday, March 16, 2018
School Opens After Spring Break	Monday, March 27, 2018
Good Friday	Friday, March 30, 2018
Easter Monday	Monday, April 2, 2018
School Closes for Summer Vacation	Tuesday, April 3, 2018
Victoria Day Statutory Holiday	Monday, May 21, 2018
Administrative Day	Friday, June 29, 2018

Professional Development Days – Classes not in Session

School-Based Professional Day	Monday, September 25, 2017
District-Wide Professional Day	Friday, October 20, 2017
Curriculum Implementation Day	Monday, November 6, 2017
New Curriculum Training Day	Friday, January 19, 2018
District-Wide Professional Day	Friday, February 23, 2018
School-Based Professional Day	Monday, April 23, 2018
District-Wide Professional Day	Monday, May 7, 2018

Reporting Periods

Trimester 1

Parent/Teacher Interviews (Early Dismissal)	Thursday, November 2, 2017
Early Dismissal	Friday, November 3, 2017
DPA Logs Due	Monday, November 28, 2017
Report Card Day	Friday, December 9, 2017

Sept 6 – Dec 2, 2017

Trimester 2

Parent/Teacher Interviews (Early Dismissal)	Thursday, February 1, 2018
Early Dismissal	Friday, February 2, 2018
DPA Logs Due	Monday, February 27, 2018
Report Card Day	Friday, March 10, 2018

Dec 5 – March 3, 2018

Trimester 3

Final Week of Classes	June 22–29, 2018
DPA Logs Due	Monday, June 18, 2018
Report Card Day	Wednesday, June 29, 2018

March 6 – June 21, 2018

2017-2018 REGULAR TIMETABLE

WEEK 1					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 9:50	1	5 8:30 - 9:30	2	6	3
		9:30 - 9:35			
9:50 - 9:55		WHY	Class Change		
9:55 - 11:15	2	9:35 - 10:50 (75 mins)	3	7	1
		10:50 - 11:05			
		6 11:05 - 12:05			
11:15 - 11:30			15 Minute Break		
11:30 - 12:50	3	12:05 - 12:10	1	5	2
		7 12:10 - 1:10			
12:50 - 1:40			50 Minute Lunch		
1:40 - 3:00	4	1:10 - 2:00	4	8	4
		8 2:00 - 3:00			

2017-2018 REGULAR TIMETABLE

WEEK 2					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 9:50	7	1 8:30 - 9:30	5	2	6
		9:30 - 9:35			
9:50 - 9:55		WHY	Class Change		
9:55 - 11:15	5	9:35 - 10:50 (75 mins)	6	3	7
		10:50 - 11:05			
		2 11:05 - 12:05			
11:15 - 11:30			15 Minute Break		
11:30 - 12:50	6	12:05 - 12:10	7	1	5
		3 12:10 - 1:10			
12:50 - 1:40			50 Minute Lunch		
1:40 - 3:00	8	1:10 - 2:00	8	4	8
		4 2:00 - 3:00			

2017-2018 ALTERNATE TIMETABLE FOR STAFF DEVELOPMENT WEDNESDAYS

STAFF DEVELOPMENT WEDNESDAYS

Staff Development:	8:30-9:45										
	9:50-10:50										
	Class Change										
	10:55-11:55										
	15 Minute Break										
	12:10-1:10										
	50 Minute Lunch										
	2:00-3:00										
	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Wednesday:</td> <td style="text-align: right;">Sept 27</td> </tr> <tr> <td></td> <td style="text-align: right;">Nov 29</td> </tr> <tr> <td></td> <td style="text-align: right;">Jan 31</td> </tr> <tr> <td></td> <td style="text-align: right;">Feb 28</td> </tr> <tr> <td></td> <td style="text-align: right;">May 30</td> </tr> </table>	Wednesday:	Sept 27		Nov 29		Jan 31		Feb 28		May 30
Wednesday:	Sept 27										
	Nov 29										
	Jan 31										
	Feb 28										
	May 30										

2017-2018 EARLY DISMISSAL TIMETABLE

EARLY DISMISSAL DAYS				
Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:30				
Class Change				
9:35-10:35				
Class Change				
10:40-11:40				
20 Minute Break				
12:00-1:00				

SERVICES TO STUDENTS

STUDENT LEADERSHIP

Student Council

Student Council is a group of students from grades 8 to 12 who volunteer their time to plan events for the student body. Their mandate is to promote Seycove spirit and social responsibility. An organizational meeting is held in September. At that time students may put forth their names to be on the executive of Student Council. If warranted, elections are held to fill the executive positions. Student Council is open to all members of the school and is an ongoing commitment through the year.

Grad Council

Grad Council is a group of Grade 12 students and school staff that coordinate grad events during the graduating year. The school staff and students — who are elected during May of their Grade 11 year — are responsible for organizing the fundraising, events and year-end dinner/dance for the entire grad class.

LEARNING CENTRE

The Learning Centre is a resource room where students receive extra support and assistance in their learning. Big ideas and areas of focus for a Learning Centre course include:

- Effective learning strategies, organizational and study skills;
- Instructional support and resource materials for the students and teachers;
- Reading and writing support;
- Access to technology.

SEYCOVE ATHLETICS

Athletics are an excellent opportunity for students to:

- Practice teamwork, commitment and cooperation;
- Develop leadership abilities and physical fitness;
- Experience great enjoyment;
- Build memories and relationships that can last a lifetime.

Students who are participating in Athletics are representatives of Seycove Secondary School. As such, students are required to comply with the following guidelines:

Team and Student Commitment

Commitment to a team is for the entire season, including playoffs and provincials. All sports are charged a non-refundable fee, based on each team's seasonal budget. The cost to play on a sports team is to cover the expenses incurred over the season and not for profit. Students will only be charged once the roster is finalized and uniforms have been distributed. Athletes are expected to attend all practices, games, team

meetings and functions. All absences are to be reported to the coach as soon as possible and he/she will determine whether the absence is excused. While the coaches make every effort to ensure equal playing time among the team members, athletes should understand that they are playing in competitive leagues and in some circumstances, playing time will be adjusted to benefit the team. Athletes are expected to commit for the entire season of play for each sport the athlete has registered for. If an athlete does not complete the season of play for which they have committed to, they will be suspended for the next playing season at the discretion of the Athletic Council and/or the Athletic Director.

Citizenship

Each team member is expected to maintain a high standard of behaviour, attitude, and sportsmanship. Players must be cooperative and supportive of their teammates, coaches, and volunteers. In most cases, players will be expected to place the welfare of the team ahead of individual concerns. Team members are also expected to volunteer some of their time to support Seycove Athletics by officiating, time keeping or line judging.

Academic Studies

All team members are expected to maintain academic standards to the best of his or her ability. In some cases, team members may have to sacrifice personal activities to maintain a healthy and balanced level of commitment to family, academics, and athletics. Permission to be excused from any class for competitions is at the discretion of the classroom teacher. Any missed work is the responsibility of the individual athlete.

Team Uniforms

When team uniforms are issued, they become the responsibility of the individual player. Uniforms should be worn only during team games or other team functions. At the end of the season, the uniforms must be returned to the Athletics Director(s).

Expectations

All school rules and consequences are in effect when representing the school, whether at Seycove or visiting another school. Suspensions from school carry over into all team practices and games.

Athletics 2017-2018

The Athletic Department plans to offer a variety of sports during the upcoming school year. Students, parents and/or community members are invited to become involved in the athletic program. Interested parties should contact the Athletic Director. To find out what sports are offered at Seycove go to the Athletics webpage: <http://www.sd44.ca/school/seycove/ProgramsServices/athletics/AthleticsHandbook/Pages/default.aspx>

SCHOOL POLICIES

Personally-Owned Devices Usage Guidelines for Students

Introduction

To enhance the education of its students, the North Vancouver School District provides students access to its Guest wireless network and the option of utilizing personally-owned devices. The purpose of these guidelines is to ensure that students and their parents recognize the limitations that the School District and the School imposes on the use of personally-owned devices when they are used at school in conjunction with the wireless network.

These guidelines are supplement to the North Vancouver School District Policy 609: Communication Systems and Policy 302: Student Conduct, the School Code of Conduct, and the Student Acceptable Use of Technology Agreement. These guidelines and policies apply to the use of all laptop computers and all other mobile internet devices.

General Usage Guidelines

1. The School District will not be held responsible in any capacity for physical damage, loss or theft of any personally-owned device.
2. Student use of personally-owned devices in the classroom will be at the discretion of the classroom teacher. Classroom teachers may prohibit, restrict or regulate use of personally-owned devices.
3. Student use of a personally-owned device must support the instructional activities currently occurring in the school environment.
4. Students should be aware that the use of mobile devices could cause distraction for others, especially in regards to audio. Therefore, audio must be muted unless otherwise directed by a school authority.
5. Student devices with camera and video capability must not be used to impinge upon the privacy of students and staff.
6. Before school, at lunch, and after school, students may use their personally-owned devices only for instructional purposes and only in adult-supervised areas.
7. By bringing personally-owned devices to school, students and their families accept that school authorities may inspect the device and its contents to ensure compliance with school and District codes of conduct, policies and guidelines, including the Student Acceptable Use of Technology Agreement.
8. Students use the guest wireless network at their own risk. The School District will not be held responsible for any damage that may occur as a result of connecting to the Guest wireless network or any electrical power source.

9. The parents and/or guardians of any student bringing personal technology to school are responsible for and will be required to reimburse the School District for any damage that their child may cause through the use of Guest wireless network with his/her personally-owned device.

Usage Consequences

Failure to comply with these guidelines and policies may result in disciplinary action by the school which may include, but is not limited to, loss of access to the Guest Wireless and other school discipline.

CHALLENGE POLICY

Introduction

Seycove Secondary School supports students in their aspirations to earn credits towards graduation in a number of ways. In certain cases, a student may receive credit for a specific course based on the student demonstrating an understanding of big ideas as outlined by the Ministry of Education curriculum <https://curriculum.gov.bc.ca/curriculum-updates>

Challenge – Undocumented Demonstrated Prior Learning

Prior to a student proceeding through the Challenge process, a review must be conducted to determine if credit can be given under the Equivalency Policy – a review of documented prior learning will determine if the student may receive credit for a course completed in an educational jurisdiction or institution outside the BC school system. In order to challenge a course, the student must be able to demonstrate their readiness to complete the school-based assessment process. Appropriate evidence of this readiness include the recommendation of a former teacher familiar with the course that is being challenged or samples of documented work that demonstrate a sufficient level of knowledge and understanding of the learning outcomes of the course being challenged. School staff, in consultation with the student and parents, will decide whether or not the challenge will proceed. A variety of assessment strategies may be used to determine if the student successfully challenges the course. Examples include hands-on demonstrations, oral performances, interviews, written examinations, or presentations of a collection of work.

Procedure

1. Student meets with Counsellor to determine if Equivalency or Challenge process should be followed.
2. Evidence (see above for examples) must be presented to the Counsellor prior to initiating the school assessment.
3. Counsellor will arrange a Challenge assessment in collaboration with the Department Coordinator or teacher that normally teaches the course at the school.
4. Department Coordinator or teacher will review the results of the Challenge assessment and assign a final evaluation. Credit will be granted if the student receives a C- or 50%.

SCHOOL BASED EXAMS POLICY

Final exams are an important part of the assessment process in many courses at Seycove. The primary purpose of these exams is to evaluate individual student learning within these courses. However, they also serve to reinforce the content that has been taught and they provide valuable preparation for the writing of provincial examinations. As such, all students who have final examinations are required to write them during the scheduled examination period. Parents and families must make all reasonable efforts to avoid planning holidays that conflict with scheduled exams.

If, for some reason, such as a medical emergency, a student is unable to attend the examination session, he or she will be assigned a "zero" (0) letter grade for the final exam. In order to change the zero letter grade, the student must make arrangements for an alternative writing of the examination with the classroom teacher directly. The writing of this rescheduled exam must take place within two (2) weeks of the original exam or by the end of the school year, whichever occurs first. Students who are medically unable to write a rescheduled exam within the two-week period will be assessed at the discretion of the individual teacher.

If the student fails to complete these alternate arrangements, the result of the examination will be zero, which will be included in the calculation of the final letter grade or percentage for the course.

BC POST-SECONDARY TRAINING & EDUCATION

After high school graduation, students should give some thought as to what job(s) or career(s) and continued learning they might like to pursue. Students should also try to familiarize themselves with what specialized skills and knowledge various fields require.

Colleges offer a wide variety of opportunities. Students can enter community colleges to complete high school or high school equivalency, enter certificate diploma or university transfer programs, ranging from two months to two years.

University offers students the opportunity to broaden their knowledge base. Although some university programs are career-focused, university is designed to provide students the opportunity to think and learn about the world around them.

Institutes provide career specific training and education. They are designed for students who are more definite about their career goals. Programs last from six months to three years.

For information on apprenticeship and trades training, visit an Industry Training and Apprenticeship Commission (ITAC) counsellor. For more information, review the website: www.itabc.ca.

For more information regarding post-secondary training, students should make an appointment with both their high school counsellor and the counsellor at the potential post-secondary institution. Further information is available on all institutions over the Internet.

STUDENT HELP SERVICES

Adolescent Day Program (Lion's Gate Hospital)	(604) 984-3795
AIDS Vancouver Helpline	(604) 696-4666
Al-Anon/Alateen (support for families)	(604) 688-1716
Alcoholics Anonymous	(604) 434-3933
Child and Adolescent Program (Jump Start)	(604) 983-6719
Child Protection Intake	(604) 981-0008
Crisis Info & Suicide Prevention Centre	(604) 872-3311
Dial-a-Dietician	(604) 732-9191
Dial-a-law (24 hour recorded tapes)	(604) 687-4680
Elizabeth Bagshaw Clinic (Abortion Services)	(604) 736-7878
Every Women's Health Centre (Abortion)	(604) 322-6692
Family Services of the North Shore	(604) 988-5281
Gay & Lesbian Centre	(604) 684-5307
HELPLINE for Children and Adolescents	(604) 310-1234
Kids' Help Phone Line (24 hours)	1-800-668-6868
Legal Aid	(604) 980-7000
Ministry for Children & Families After-hours Line	(604) 904-4330 (604) 660-4927
Narcotics Anonymous (support for recovering addicts)	(604) 873-1018
North Shore Community Health/Youth Health Centre	(604) 983-6700
North Shore Counselling Centre	(604) 926-5496
North Shore Crisis Services Society, SAGE Transition House	(604) 987-3374
Odyssey (Substance abuse program for youth)	(604) 299-6377
Ombudsman for Youth	1-800-567-3247
Options for Sexual Health	(604) 731-4252
Parkgate Community Health Centre	(604) 904-6450
Pregnant & Parenting Teen Support Program	(604) 987-8138
Rape Crisis Centre, Women Against Violence Against Women	(604) 255-6344
Rape Relief & Women's Shelter	(604) 872-8212
SAFER (Suicide Attempt Counselling Service)	(604) 879-9251
Squamish Nation	(604) 980-4553
STD Control Centre	(604) 707-5600
Tsleil-Waututh Nation	(604) 929-3454
Victim Assistance Program (North Van RCMP)	(604) 985-1311
Victims Information Line	1-800-563-0808
Youth Outreach Services	(604) 983-6538
Youth Services	(604) 660-9376