

# 2015-2016

# International Student Handbook Esquimalt High School



**École Secondaire Esquimalt High School**

847 Colville Road

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Website: [www.esquimalt.sd61.bc.ca](http://www.esquimalt.sd61.bc.ca)

Principal: Mrs. Tammy Renyard, [trenyard@sd61.bc.ca](mailto:trenyard@sd61.bc.ca)

Vice-Principal & ISP Contact: Mrs. Liz McMaster, [lmcmaster@sd61.bc.ca](mailto:lmcmaster@sd61.bc.ca)

ISP Academic Counsellor: Ms. Lisa Baylis, [lbaylis@sd61.bc.ca](mailto:lbaylis@sd61.bc.ca)

*“The Esquimalt family of schools K-12, in partnership with our parents and our community, are working together to develop socially responsible citizens.”*

## **ESQUIMALT HIGH SCHOOL CODE OF CONDUCT**

Our school is committed to promoting a safe learning community which respects the rights of all members, values diversity, and is free from all forms of discrimination as mandated by the BC Human Rights Code.

All members of our school community are expected to behave in a responsible and respectful manner while at school, including breaks, lunches, study blocks, travel to and from school, and while attending school functions including field trips, sporting events and dances.

These expectations include but are not limited to:

- ✓ Respecting the educational rights of all members of the school community.
- ✓ Ensuring that the learning process is not interfered with.
- ✓ Respecting the personal property of all those in our school community, respecting our school building and its contents, as well as all property in our surrounding neighbourhood.
- ✓ Respecting the right of every member of the school community to feel safe.
- ✓ Reporting any instance of bullying to a staff member or administrator.
- ✓ Respecting that the school and all school related events are weapons, drugs, alcohol, and tobacco free zones.
- ✓ Wearing respectful and appropriate attire.
- ✓ Using appropriate language.
- ✓ Engaging in appropriate use of school computers.
- ✓ Ensuring cell phones are turned off and not in use during instructional time.

Any conduct contrary to the beliefs outlined in our opening statement of purpose is deemed to be unacceptable and contrary to our Code of Conduct. Consequences for students who conduct themselves contrary to the Code of Conduct will be appropriate to the context, severity and frequency of the behavior, as well as the maturity level of the student.

In order to maintain a safe environment, we take very seriously any acts of retaliation against a student who reports a breach of our code of conduct.

It is important that homestay parents/guardians be informed when serious contraventions of the Code of Conduct occur. When appropriate, International Student Program personnel may also be informed, with the specific goal of resolving the situation in the best interests of both the international student and the greater school community.

### **Attendance Information**

Esquimalt High School is in session during the 2011/2012 academic year Monday to Thursday from 8:28 a.m. until 3:12 p.m., and Friday from 8:28 a.m. until 1:57 pm. Students not involved in extra-curricular activities or not supervised by a school staff member must leave the building within 30 minutes of afternoon dismissal.

If a student is absent from school, a homestay parent/guardian must call (250-382-9223) or e-mail ([esquimalt@sd61.bc.ca](mailto:esquimalt@sd61.bc.ca)) the Attendance Clerk by 8:00 a.m. to inform the school of their student's absence. An automated message will go out to report student lates and absences as necessary each day between 6:00 – 7:00 p.m.

Students must not leave the school building without permission and/or without signing out in the Main Office with homestay parent/guardian approval. Homestay parent/guardians may call (250-382-9226), send a note, send an e-mail ([esquimalt@sd61.bc.ca](mailto:esquimalt@sd61.bc.ca)), or come in person to give their permission for their ISP student to be signed out. When the student returns to the school and classes are in session, the student should sign back in at the Office.

Homestay parents should inform the office, as well as teachers, if their ISP student will be away for an extended period of time (e.g. vacation) so that the absence can be excused and to prevent automated messages from going home.

## Awards

Esquimalt High School has a wide variety of subject, service, and athletic awards:

- **Subject Awards:** Academic Achievement Certificates, Academic Excellence Awards (Straight A's), and various subject specific awards
- **Service Awards:** Service Certificates, Major Service Awards, Grade 9 Service Awards, Coralie Lomas Award for Grade 10 Excellence, Keith Cooper Award for Grade 11 Excellence, Butch Dick Award for First Nations Achievement, Global Citizenship Award, Ruth E. Layne Humanitarian Award, Spirit of '65 Award, Kiwanis Citizenship Cup for Grade 12 Service, Most Outstanding Student Awards
- **Athletic Awards:** Athletic Achievement Trophies, Trish Fortier Award for Outstanding Female Athlete, Peter Rushton Award for Outstanding Male Athlete, Joseph Barlow Award for Sportsmanship
- **Esse Quam Videri Awards:** Academic, Service, and Athletic Distinction

## Cafeteria

The Cafeteria is open from early in September until the end of the first week in June at break and at lunch. The food is prepared by students in the Culinary Arts Program, and is reasonably priced. All the meals are chosen for nutritional quality as well as appropriateness for teaching students.

## Cell Phones

**The use of cell phones by students during class time is not permitted.** Outside of classtime, students may use their cell phones provided they are used respectfully and appropriately. While in the building, cell phones should be turned to silent. Cell phone misuse by students in ESQ during class times is governed by the following policy:

- Teachers will give students prior notice of school expectations regarding cell phone use and of the consequences for not abiding by these expectations. Each teacher will review the policy on the first day of class.
  1. On first occasion of cell phone use during classtime, the teacher will issue a warning.
  2. On the second occasion the cell phone will be confiscated and then returned to the student at the end of the class.
  3. On third offence, the teacher will confiscate the phone and deliver to the office at the earliest opportunity for the student to collect from the office.
  4. On fourth offence, the student is to be referred directly to administration.

## Clubs

The clubs at Esquimalt appeal to a variety of interests. It is hoped that each student can find an outlet for expression in one or more of these organizations. Any student wishing to form a new club may do so provided they can find a staff member willing to sponsor them and they have approval of the Principal. Listen to the announcements, or ask your TA teacher for information on clubs at ESQ.

## Counselling

**School Counsellors** are available to help you with personal or academic problems that need more help than the Teacher Advisor can give. **Ms. Baylis is the ISP Student Counsellor.** If you want to change, drop or add a course, you must make an appointment with Ms. Baylis in advance. Ms. Baylis can also assist with post-secondary planning and transition.

**Youth and Family Counsellors** are also available to support ISP students with personal issues. (Mr. Beattie, Mrs. Skinner)

## Course Changes or Withdrawals

If you need to make a course change or withdraw from a course, you must make an appointment to see Ms. Baylis. She will help you make course changes and withdrawals, but *most changes/withdrawals will not occur without approval from the International Student Program.* **ISP students are not given spare blocks.** Course changes after the third week of class will only be permitted under extenuating circumstances.

## Dances

Esquimalt High offers several student dances during the school year. Dances, unless otherwise stated, are open only to members of Esquimalt High School, grades 9-12, who are in good standing (academic and attendance). International students do NOT have to pay for their dance tickets, BUT they MUST get a ticket from the ticket sales booth.

**Dance Regulations and Eligibility:**

1. School rules and regulations must be followed at all times.

2. Tickets will only be sold in advance, not at the door.
3. Outside guests must be approved by school administration
4. Students must accompany their guest to a dance. Each student is entitled to bring only one guest to a dance.
5. Each student & guest will be checked at the door prior to entering.
6. Individuals who have used or have possession of alcohol or illegal drugs won't be admitted. Anyone in the possession of or who appears to be under the influence of drugs or alcohol will be detained & parents will be contacted. If necessary, the person may be referred to the police. No refund of ticket costs will be given.
7. Students who leave the dance, for any reason, will not be allowed to re-enter the dance.

### **Departing International Students**

International students departing for their home country either during or at the end of their program must complete and submit the forms below at least five business days prior to departure. Please note: Both forms below must be completed and submitted.

The Departing Student Checklist (School) may be found online at  
[http://www.studyin victoria.com/inc/pdf/d\\_student\\_checklist\\_school.pdf](http://www.studyin victoria.com/inc/pdf/d_student_checklist_school.pdf)

The Departing Student Checklist (Homestay) may be found online at  
[http://www.studyin victoria.com/inc/pdf/d\\_student\\_checklist.pdf](http://www.studyin victoria.com/inc/pdf/d_student_checklist.pdf)

### **Examinations/Tests/Quizzes**

ALL international students should talk to their teacher directly to make arrangements for final exams. Only students planning to graduate in British Columbia are required to write Provincial Exams. Please note, you should NOT book travel during exam weeks without speaking to all of your teachers first. Please see Mrs. McMaster if you have any questions.

### **Extra Curricular Sports**

To be eligible to play for a school team, International students MUST be **attending classes for at least ONE FULL** semester.

Sport Seasons are as follows:

<b>Sports Season</b>	<b>Available for...</b>	<b>Age Level</b>
<b>September to December</b>		
Cross Country	boys and girls	junior and senior
Soccer	boys	junior and senior
Volleyball	boys and girls	junior and senior
Rowing	boys and girls	junior and senior
Swimming	boys and girls	junior and senior
Wrestling	boys and girls	junior and senior
<b>December to March</b>		
Basketball	boys and girls	junior and senior
Curling	boys and girls	senior
<b>April to June</b>		
Badminton	boys and girls	junior and senior
Tennis	boys and girls	senior
Soccer	girls	junior and senior
Track and Field	boys and girls	junior and senior
Golf	boys and girls	senior
Cycling	boys and girls	junior and senior
Rugby	boys	junior and senior

### **Field Trips**

Esquimalt High School's departments, classes and clubs offer a variety of field trip opportunities locally, within BC, and internationally. For all field trips, the **Esquimalt Code of Conduct** must be followed at all times. Students wishing to participate on a

field trip must complete and submit all associated field trip forms and obtain homestay parent/guardian permission, and, when necessary, permission from the International Student Program. Please see Mrs. McMaster for further details.

### Grading Policy

Grades for courses will be based upon assignments, in class tests, and formal examinations at the end of the semester, during the last week of January or the third week of June (see school calendar). Grade point average (GPA) and letter grade equivalents are as follows:

Letter Grade	Percentage	G.P.A.
A	86% - 100%	5.0
B	73% - 85%	4.0
C+	67% - 72%	3.0
C	60% - 66%	2.0
C-	50% - 59%	1.0

### Honour Roll

The Honour Roll and Honour Roll with Distinction are published twice each semester at the end of each grading period (mid-term and end-term). To qualify for the **Honour Roll with Distinction**, a student must have a GPA of 5.00. All subjects are taken into consideration, with a minimum of three subjects required per semester. To qualify for the **Honour Roll**, a student must have a GPA of 4.00 or better with no less than a C- in any subject. All subjects are taken into consideration, with a minimum of three subjects required per semester.

### Illness While At School

If an ISP student should become ill or is injured during school, she/he must ask his/her teacher for permission to go to the Main Office. The school must obtain homestay parental permission in order for an ISP student to be released from school due to illness. Parents are requested to report all communicable diseases to the school.

### Library

Esquimalt High School's Library program helps students develop both a love of reading and the information and thinking skills we all need to succeed in school and as lifelong learners. Through the school's library students have access to more than 16,000 items, including books, newspapers, magazines, audio books, videos, government documents, digital recordings, as well as items in a variety of other media formats. The library provides more than 3,000 novels for students to borrow. Graphic novels, classics and crime, humour and horror, SF and fantasy, romance, historical, westerns, war and world fiction are all available.

Mr. Orme, the teacher-librarian, and Mrs. Lacharity, the library clerk, are available to help students find what they need, recommend good books and take their suggestions.

Esquimalt High School's library also provides online research services available anywhere, anytime through the school website. To use many of these services from home students and staff need usernames and passwords. Check with library staff for more information.

The library is open before classes, during breaks and lunch as well as after school, Monday through Friday. During class time the library space is often fully reserved by teachers for the students in their classes to select books and/or pursue inquiry learning. During classes students may use the library on their own when provided with a library pass by a teacher. Students in grades 11 and 12 may arrange an *Excused Spare*. To do so senior students must talk to a school counselor AND submit a Study Hall Excused form to the Study Hall signed by their parents or guardians.

Students are responsible for paying for the replacement of library books that are lost or damaged. When using the library students should work and recreate in ways that, as always, treats other students and staff courteously and the library space, collections and facilities respectfully and responsibly.

Library computers are only available for educational purposes. Please refer to the school's Policy on Technology Use for more information. Students may print their own work for free, but must pay 10¢ for each page printed off the Internet and for photocopies.

## Locks and Lockers

Students will be assigned a lock and locker at the beginning of the school year. The student will be responsible for cleaning and maintaining the locker. Problems with lockers should be immediately reported to the office. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. Lockers are the property of the school. School officials may search lockers at anytime and without notice to ensure compliance with school policies and rules.

### Locks and Lockers: Opening a Combination Lock

1. Start by turning the dial on the lock until the "0" meets the arrow above the dial.
2. Now, turning the dial clockwise, go to the first number on your sticker. (let's say it's 17). You want the number to meet the marker.
3. Now, turn the dial *counter-clockwise* to the next number on your sticker, (now let's say it's 32) once you meet the number with the marker, pass it and keep turning the dial *counter-clockwise* until, once again, "32" meets up with the marker on top.
4. Finally, turn the dial *clockwise* to meet the last number on the sticker. (we'll now say it's 24)
5. That's it! Pull up on the shackle at the top of the lock.

## Personal Property

Valuables should be left at home. Students are reminded that the school cannot be responsible for personal property brought to the school. While every attempt is made to provide a secure environment, hall and PE lockers must not be considered totally secure. If you have lost an item or had an item stolen report it immediately to a teacher or the office and fill out a *Lost/Stolen Item* form.

## Plagiarism

Plagiarism is the attempt to use another person's thoughts, writings, inventions, ideas or material as one's own, without crediting the original creator. Plagiarism most often occurs when students "cut and paste" information from the internet directly into their own writing assignments, or by copying the work of a classmate. To avoid plagiarism when using the internet or another source as a research tool, students are advised to make their own hand-written notes, and then use these notes for their assignment.

At Esquimalt High School, subject teachers will review the issue of plagiarism with their classes. As students progress through the grades, it is expected that student understanding of the concept will grow increasingly sophisticated. Subject teachers and the teacher-librarian will collaborate on instructing and assessing students in the use of the American Psychological Association (APA) and the Modern Languages Association (MLA) citation styles to develop students' understanding of the principles guiding the ethical use of information.

### Possible Consequence:

- The student may receive a lowered grade reflecting only the original work of the student. This mark could be a zero.
- The student will be given another opportunity to demonstrate their understanding of the learning outcomes without penalty (100% of the original mark could be obtained).
- The teacher will contact the student's parents.
- Administration will be informed of the event and may be involved in determining further consequences.
- The incident will be recorded in the student file.

Although the consequences for plagiarism will be guided by this document, individual circumstances will be taken into account by the teacher, with administration involved at the teacher's discretion. The severity of consequences is expected to escalate as the students progress through the grades.

## Release of Student Photos, Media Interviews

During the year, Esquimalt High School often has the opportunity to photograph students in a variety of school-related activities. Student recognition programs, academic and fine arts programs are a few examples of these activities.

As such, these photographs may be used in communication tools such as the school newsletter and website and in communications with the media such as allowing interviews or photographs with students.

Greater Victoria School District Regulation 1300 requires full informed consent from a parent or guardian before a student's name, image, or samples of student work are published on the school website ([www.esquimalt.sd61.bc.ca](http://www.esquimalt.sd61.bc.ca)). In most cases, ISP students will written consent from the International Student Program prior to publishing your name, photograph and/or work samples on our website. In the event a request is made to interview, videotape, or photograph a student for an external organization a completed *Interview/Photographs/Video Consent Form* must be received from the International Student Program.

### **Scholarships and Bursaries for International Students**

Victoria International High School Programs offer academic scholarships to International students who have completed one year of their program, are continuing in their program next year, and have achieved a grade point average (GPA) of 4.0 and above for three *consecutive* academic terms during the current school year. Only returning ISP students in grades 9-12 are eligible to receive the scholarship. For more information about this scholarship and its current value, please contact Cythera Carlson at Victoria International High School Programs, (250) 592-6871.

### **School's Right to Search**

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Greater Victoria School District. These areas and the contents, therefore, are subject to a search at any time. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds when there is reasonable cause to believe that a student may be in possession of evidence that the Code of Conduct has been violated. In addition, the contents of a cell phone may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the school Code of Conduct.

### **Spares & Study Blocks**

Spares are generally *not* issued to International students. In the event an International student wishes to arrange for a spare within their timetable, special permission must be granted by Victoria International High Student Program and Esquimalt school administration. Please see Mrs. McMaster for further details.

### **Student Leadership**

Students seek out involvement and leadership for a variety of reasons - serving others, networking, self-discovery, making new friends, creating change...No matter what your interests are, Student Leadership can help you get involved at Esquimalt High. Students can act as change agents through involvement and leadership opportunities offered by Student Leadership. Involvement is the stepping stone to leadership development, and makes the high school experience more enjoyable while enhancing classroom learning. Please see Mr. Schneider or Mr. Barker for further details about Student Leadership.

### **Teacher Advisory (TA)**

As a new student to Esquimalt, you are placed into a TA with other grade 9 through 12 students. TA is where you will receive important information and report cards. Occasionally, there will be longer TA blocks that will allow for special events, assemblies and activities. Please note: TA is a scheduled part of the Friday school day, Attendance in TA is both taken and reported.

### **Technology Usage**

Students are encouraged to use the school's computers and network and the Internet access for teacher-assigned, educational work. Computer equipment includes: displays, mice, keyboards, speakers, microphones, printers, programs and any other piece of equipment or software which is part of the school's computer system. Students using the school's computers are expected to abide by the following rules:

- Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- The *Expectations for Students using School or District Electronic Communications Systems* policy must be read and approved, in writing, by each student and the student's parent, guardian or custodian.
- Esquimalt High School reserves the right to filter any Internet sites.
- Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.
- Students may not download programs from the Internet or any portable device. Students may not install or delete programs on the school's computers.
- Students may not use the Internet to engage in "hacking" or other unlawful activities.

- Students should only use computer programs approved by the classroom teacher.
  - The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, and/or any vulgar or obscene content.
  - Students are not to send messages over on line “chat rooms.”
  - Students are not to enter the network’s operating system.
  - Students are not authorized to use school computers to copy programs or disks. A teacher may authorize the copying of student-created work to CDs, jump/flash drives, or other outside media. The use of CD’s, jump/flash drives, etc. is not permitted without permission from a teacher.
  - Students may not bring food or drink into the computer lab.
  - All copyright laws are to be observed.
  - Students are not to add or delete any program icons on the desktop or opening menu or change any display screen settings, toolbars or settings.
  - Malicious use of the school’s computers and/or network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited.
  - Students are not to remove, modify, damage or destroy any computer or networking equipment.
  - Students are not to modify or remove any printer settings.
  - Students are to advise school staff when they observe any violation of the school’s *Expectations for Students Use* policy.
  - Students are to advise their teacher when a computer malfunctions in any way (example: a program is not opening or closing correctly). The teacher will notify the technical support staff so that the PC can be repaired.
  - The possession, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc) may constitute a crime under provincial and/or federal law. Offending persons will be reported to the appropriate law enforcement agencies.
  - Cyber bullying is the act of harassment that takes place via some method of technological media, and can include:
    - Sending nasty or insulting messages over the internet or cell phones.
    - Sending or posting gossip, secrets or rumours
    - Pretending to be someone else and sending negative messages or posting negative material.
    - Purposely excluding someone from an internet group, chat room or friend list
- According to the Criminal Code of Canada, it is a crime to utter, convey, or cause a person to receive a threat of death, bodily harm, or damage to property. If a student is being harassed, no matter where the offense originates, Esquimalt High School will take appropriate action.

### Telephones

A phone for student use is available in the hallway outside the general office, for use before 8:30 a.m., at break, at lunch, or after school. Office phones are used only for school related business or emergencies.

### Textbooks

Each semester textbooks are loaned through the Library to students. In an average semester each student will borrow textbooks worth more than \$200. Students are expected to cover the cost of textbooks that are lost or damaged. If you lose a textbook notify the school office and the library staff immediately. If you believe one of your textbooks has been stolen report this to the school office immediately.

### Travel Authorization for International Students

International students are required to remain in the Greater Victoria area and are not permitted to travel to Vancouver, Seattle, or other cities without specific permission. Students who wish to travel outside Victoria must apply to the Director or Coordinator of the International Student Program for permission at least two weeks in advance. **Please note:** a Travel Authorization must also be submitted by *departing* International students. Further information pertaining to student travel may be found at [http://www.studyinvictoria.com/inc/pdf/travel\\_regulations.pdf](http://www.studyinvictoria.com/inc/pdf/travel_regulations.pdf)

Travel Authorization forms are available online at [http://www.studyinvictoria.com/inc/pdf/travel\\_application.pdf](http://www.studyinvictoria.com/inc/pdf/travel_application.pdf)

[www.esquimalt.sd61.bc.ca](http://www.esquimalt.sd61.bc.ca)