

Balmoral Junior Secondary School



Balmoral Junior Secondary School
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This agenda belongs to: _____
Student # _____ Grade: _____

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**Student Agenda
2009-2010**

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Our Mission at Balmoral is to promote intellectual development, personal growth, and responsible citizenship.

Building cooperative links between school, home, and community

Academic excellence

Learning by individual learning styles

Motivating all learners

Opportunities for social development

Respect for all

Accountability and responsibility

Lifelong learning

GENERAL INFORMATION

ATHLETICS

Balmoral offers a wide range of extracurricular activities throughout the year depending on student interest and availability of coaches. Students who are interested in trying out new sports or joining a team should contact the Athletic Director. The following activities are offered throughout the year:

Basketball	Mountain Biking	Wrestling
Cross Country	Track	Swimming
Field Hockey	Rugby	Volleyball
Golf	Soccer	

ATTENDANCE

Regular attendance at school is essential for success in school. When students are away from school, we ask parents to notify the school by telephone or in advance by written note. When unexplained absences from school are reported, an attempt to contact the parents is made by synervoice. Whatever the reason for absence, it is the student's responsibility to catch up on missed work.

The school attendance line is available 24 hours a day at 604-903-3408.

CHEATING AND PLAGIARISM

Students are responsible for ensuring that all homework, assignments, labs, and projects are their own original work, as directed by the teacher. This responsibility is more critical where student partnerships are permitted, such as in the write-up of science lab work.

Teachers who discover plagiarism, and all other cases of cheating, will hold students accountable; in cases where the lender and the borrower are identified, both will share in the consequences. These consequences will range from zero credit for the assigned work to a downgrade of a term mark or letter grade.

As well, there will likely be consequences for students who are candidates for Honor Roll, Service, Passport, and other awards. In particularly severe cases, students will be suspended.

All teachers, in all subject areas, will discuss this policy and its implications with their classes in September and as appropriate during the year. Incidents of cheating will be recorded with the school administration.

EXAMS - SCHOOL

Students and parents should be aware of Balmoral's policies that surround exams. These include exam procedures, rules and requirements for writing both provincial and school based exams. Balmoral applies the provincial exam policies to the administration of both school based and provincial exams. This information is available on our web site. It can also be accessed via the Ministry of Education website at www.gov.bc.ca/bced/.

EXAM POLICY - MISSED FINAL EXAMS

Final exams are an important part of the assessment process in many courses at Balmoral. The primary purpose of these exams is to evaluate individual student learning within these courses. In addition, they serve to reinforce the content that has been taught and they provide valuable preparation for the writing of provincial and scholarship examinations. **As such, all students who have final examinations are**

required to write them during the scheduled school examination period. In addition, Provincial exams at the grade 10 level are compulsory. The Provincial Exam schedule cannot be altered: it is set by the provincial government for all students in British Columbia. Parents and families must make all 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/she will be assigned a “zero” letter grade (0) for the exam. In order to change the zero letter grades, 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 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/percentage for the course.

FEES

As per board policy 706, the Superintendent of schools reviews annually the schedule of student fees for all schools, and provides this schedule to trustees for information. Balmoral’s fee schedule was approved by the Board of Education.

Student Activity Fee

The Student Activity Fee is used to support many services to students such as the student agenda, student course selection materials, student supplies, awards and recognition and special events and assemblies.

Supplemental Course Fees

Supplemental fees may be charged 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 Selection Booklet. View it online at www.balmoralsecondary.ca.

Yearbook Fee - (optional)

The purchase of yearbooks is optional. Extra books are not usually available in June.

Late Fees

There is a \$5.00 late fee for **every** item returned after the published due date (textbooks, uniforms, equipment, locks, etc).

Workbooks - (optional)

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 classroom teachers.

Students are sent invoices at the beginning of October for fees owing for the upcoming school year. A refund will be issued when a student withdraws from Balmoral, provided all withdrawal procedures are completed and all books/materials handed in. 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. Note: \$25.00 will be charged for NSF cheques.

INTERNET USE

Balmoral Secondary School and the North Vancouver School Board have actively pursued making advanced technology and increased access to the internet part of the learning opportunities available to our students. This internet technology will enhance the educational opportunities of our students by allowing them to access information, previously unavailable. However, students must understand and practice proper and ethical use of this technology.

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. 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.

LIBRARY

The Balmoral library program provides students and teachers with access to a wide array of up-to-date information in both print and non print formats. The library is equipped with computers which are to be used for school assignments and homework.

The focus of the library program is to encourage the development of independent life-long learners with the ability to adapt in the face of an information and communication rich society. Check the door of the library for operating hours.

Overdue Fines:

The Balmoral Library has in place an overdue fine system. Students with books overdue will be fined 10 cents a day per book to a maximum of \$2.00 per book. If a book is overdue into the next term, an additional \$2.00 fine will be charged. A maximum of an \$8.00 fine per book is possible in a school year if a book is overdue for four terms. Students will be required to pay their library fine for overdue books or the replacement cost of books lost.

We ask for your cooperation in returning all library materials on time. When books are kept past their due date, they are unavailable to other students and staff who need them.

The overdue fine system has been established in consultation with the Balmoral Parent Advisory Committee.

MEDICAL CONCERNS

The office does not dispense medication.

Students with medical concerns are required to report ANNUALLY the condition to the school office so that information can be recorded on the student's alert record.

If a student feels ill while at school they should report to the main office. The office staff will contact the parents if necessary or seek the appropriate medical attention.

PE LOCKERS

PE lockers are available in the boys and girls changing rooms for students to store their belongings during PE classes. PE lockers can be rented from the PE office during the first month of school. This is highly recommended to ensure your belongings are safe and secure.

STUDENT COUNCIL

The Balmoral Student Council takes an active role in the leadership and decision-making processes at the school. Meeting weekly, the aim of the Student Council is to promote understanding and cooperation between the students and staff. All students are welcome. We are looking for committed people who are prepared to contribute positively to enhance the school. The Student Council coordinates extra-curricular activities and raises student awareness of social issues by supporting activities such as the 30-hour famine, the adoption of child in the Philippines and collecting food for hampers at Christmas time.

STUDENT SERVICES/ COUNSELLING

Student services provide support for students and parents. Grade counsellors can provide educational support as well as personal and family counselling. In addition, counsellors help students with decisions about education and careers as well as act as a liaison for the student between teachers, administrators, and parents. Counsellors also provide referral services for students to specialized resources in the school or community. Parents are encouraged to contact the school counsellors if they have concerns.

TELEPHONE

A telephone for student use is located in the main foyer. Cell phones are not permitted in the school and must be turned off while in the building.

TEXTBOOKS

Students are assigned textbooks from their classroom teachers at the beginning of each course. Teachers record the numbers; however, students should also keep a record of the number, in addition to writing their name in the book. Students are responsible for returning the same textbook, in the same condition at the end of each course. Students who lose or damage a textbook will be assessed a replacement cost. Refunds will only be issued until the end of the first week of July.

TUTORIAL BLOCKS

Teachers provide time during the week to help students increase their achievement in school. Each staff member posts specific times and days of their tutorial blocks - a one hour period each week which occurs either before or after school. Teachers may require student attendance in this block for a variety of purposes. This time is provided for students to get extra help, catch-up on work missed or simply to do your homework.

VACATIONS DURING SCHOOL TIME

While the school recognizes the value of travel and family holidays and supports the benefits and educational opportunities that travel affords, parents and students should expect that missing school time to go on a holiday 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 for missed absences. Students are responsible for finding out what they have missed; either from the teachers' web sites or a friend. Students who are absent for unit examinations are particularly at risk.

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.

Vacation forms are available in the main office and need to be completed by the students and returned to the office prior to the absence.

VALUABLES

Students are discouraged from bringing any valuables (including I pods and cell phones) or large sums of money to school. Students are responsible for their own belongings. The school cannot be held liable for lost or stolen items.

STUDENT GRADING SCALES

Students will receive a letter grade and percentage for each subject.

TERM AND FINAL REPORTS

A	86% - 100%	Excellent or Outstanding Performance
B	73% - 85%	Very good Performance
C+	67% - 72%	Good Performance
C	60% - 66%	Satisfactory Performance
C-	50% - 59%	Minimally Acceptable Performance
F	Below 50%	Performance not at a passing level. The student has not achieved a pass standing and it is in the best interests of the student to undertake further work in order to become ready for subsequent subjects/ courses/ grades/levels or to repeat the course. A student may be recommended for summer school.
I	Incomplete	No demonstration of minimally acceptable performance. An "I" is used when a student has been given a specific time period to complete the course requirements. This letter grade must always precede an "F"

WORK HABITS:

EXCELLENT (E)

Responsibility: demonstrates an industrious work ethic, ready to work and learn

Cooperation: a class leader exemplified by a high degree of positive and meaningful participation initiated by the student

Independence: a keen and enthusiastic learner actively seeking out personal growth and learning opportunities

GOOD (G)

Responsibility: all assignments turned in, ready to work and learn

Cooperation: works well with other students and teachers, participates in class in a meaningful way

Independence: a self-directed learner, takes appropriate initiative and responsibility for learning

SATISFACTORY (S)

Responsibility: most assignments turned in, usually ready to work and learn

Cooperation: usually works well with other students and teacher(s)

Independence: often requires direction

NEEDS IMPROVEMENT (N)

Responsibility: most assignments missing, frequently not ready to work and learn

Cooperation: does not work well with other students or teacher(s)

Independence: needs one-on-one attention most of the time

INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAM AT BALMORAL

International Baccalaureate's aim is to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

Everyone at Balmoral is a Middle Years Program (MYP) learner. This means that all students will come to understand the MYP philosophy and its curriculum model. Being an MYP learner means that, as a student, you are focused on developing yourself as a 'whole person'.

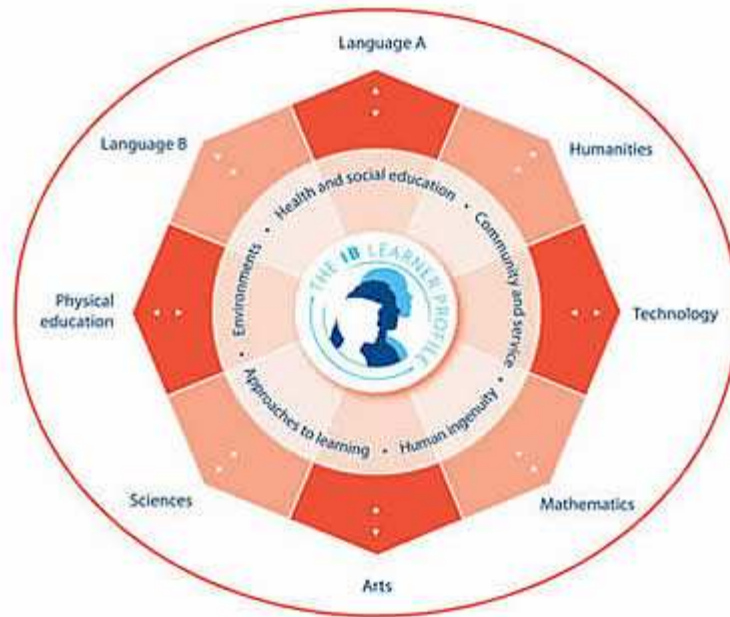
One component of this development is growing and becoming a more internationally minded person. Gaining an international perspective is a critical element of the MYP; it begins by simply considering the point of view of someone else in the same class and then someone else outside your community. The aim of the MYP program is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet help create a better and more peaceful world.

Students should focus on developing the following attributes of the '**learner profile**'. These words describe an internationally minded student.

Inquirers	Knowledgeable	Thinkers
Caring	Communicators	Principled
Reflective	Open-minded	Risk-takers
Balanced		

Students will develop a clear understanding of the MYP curriculum model.

MIDDLE YEARS CURRICULUM MODEL



This model illustrates the 8 curricular subject areas – Math, Science, Art, Technology, Language A, Language B, PE, and Humanities - and the 5 areas of interaction which enable teachers to connect the curriculum to the ‘real world’ – Approaches to Learning, Community and Service, Human Ingenuity, Environments and Health and Social Education.

IB COMMUNITY AND SERVICE

Community and Service is an integral component of the International Baccalaureate Middle Years Program. It is the service volunteered by an individual to an organization for the benefit of the community. Starting within the classroom and extending beyond it, Community and Service aims to encourage responsible, caring participation in the local environment and in the wider world. Our emphasis is on examining our roles as citizens in our local and global community; instilling a sense of personal responsibility with others and within ourselves; and developing the skills and attitudes needed to make a positive contribution to society.

At Balmoral, Community and Service is a multi-faceted program. For the 2009/2010 school-year, as a requirement of the IB-MYP Program, all students must complete **10 hours of community service**. Community and Service hours can be collected for completing any service volunteered by a student that benefits the school or a community group. The activity can be completed within the school or in the larger community. Documentation of these hours are collected and recorded by homeroom teachers at the start of every monthly homeroom period. Students are encouraged to exceed the minimum required hours and doing so will qualify them to compete for a Balmoral service award.

Another aspect of Balmoral's Community and Service Program are our school wide activities. Students will be informed about these initiatives in September and asked to choose and sign up for an option of their liking and interest. These activities will be organized by Balmoral staff and may involve students participating outside of school hours.

WHY WE DO COMMUNITY AND SERVICE?

- **A sense of responsibility**
We learn what it means to make and keep a commitment. We also learn that, ultimately, we are responsible for the well-being of the entire community
- **The knowledge that one person can make a difference**
- **The benefit of sacrifice**
- **Tolerance**
Working in community service can bring us in touch with people of different backgrounds, abilities, ethnicities, ages, and education and income levels. We will likely find that even the most diverse individuals can be united by common values
- **Job skills**
Community service can help us decide on your future career. Hospitals and clinics often have teenage volunteer programs. Learning to work as a team member, taking on leadership roles, setting project goals – these are all skills that can be gained by volunteering and will serve us well in any future career
- **How to fill idle time wisely**
If we are not involved in traditional after-school activities, community service can be a wonderful alternative

COMMUNITY & SERVICE IS NOT...

- Family chores or tasks you get paid for
- Attendance or participation at meetings or clubs

AWARDS & RECOGNITION CRITERIA

DISTRICT HONOUR ROLL CRITERIA

Honour Roll recognition will be awarded to students following each reporting period. Students will receive honour roll recognition at the year end ceremony **ONLY** if they have made **BOTH** honour roll periods.

Students who have achieved an average of 90% and above will receive **Honour Roll with Distinction**.

Students who have achieved an average of 86% to 90% will receive **Honour Roll**.

Students who have achieved an average of 80% to 85% will receive **Honourable Mention**.

- Honour Roll is calculated on school based courses **only**. DL courses do not count towards Honour Roll.
- Students must be taking a minimum course load of 8 courses (or the equivalent of a **full program load** – e.g. students enrolled in District Academies, Peak Performance Program)
- All 8 courses are counted for calculation
- Students will not be eligible for the Honour Roll if they receive and I “Incomplete”, F “Failing grade”, or a “Needs Improvement” for work habits
- For Honour Roll with Distinction and Honour Roll awards presented at the awards ceremony at the end of the year, calculations will be based on the first two terms

IB STARS

Each month students, who exhibit IB Learner Profile qualities, are nominated by their teachers. This recognition program is not connected to the awards ceremony in June. However, at the end of their grade 10 year, students who

have exhibited all ten IB Learner Profile qualities are eligible for Balmoral's IB Honour Award.

SERVICE AWARDS CERTIFICATES

Service awards are given for 20 hours or more of service

SUBJECT CERTIFICATE AWARDS

Determined by departments for each subject

MAJOR AWARDS

100 HOUR SERVICE PINS

These are awarded to students who have volunteered 100 hours or more of service in one school year

BALMORAL IB HONOUR AWARD

Presented to a student from grade 10 who most embodies the IB Learner Profile

BALMORAL'S TOP CITIZENS

Presented to students from each grade who demonstrate outstanding citizenship. Based upon service hours and a variety of service activities

BARON'S AWARD OF EXCELLENCE

Given to grade 10 students who have achieved 86% and above on all their report cards over their 3 years at Balmoral.

EXEMPLARY ALL ROUND AWARDS

Presented to a student (or students) at each grade level who are all round exceptional - in all three areas.

They must be on the honour roll **AND** demonstrate outstanding service **AND** participate in extra curricular athletics or visual or performing arts.

FINE ARTS AWARD

Presented to a Grade 10 student who has been enrolled in and excelled in, two fine arts' areas for at least two years and who has been involved in at least two performing groups or one major performing group (or has had visual art publicly displayed or a literary work published). Special consideration will be given to students who demonstrate a superior understanding and passion for the fine arts. The award recipient will be a well-rounded student who demonstrates citizenship and a positive attitude in all aspects of the school environment.

SCHOLARSHIP AWARD

Awarded to the top student(s) from each grade who have achieved the highest overall percentage considering eight or more courses taken at Balmoral during the year.

SPECIAL AWARD OF MERIT

Permits recognition of outstanding achievement not within the existing structure.

SUBJECT CURRICULAR PLAQUES

Plaques are awarded to the TOP grade 10 student from each IB curricular area based on academic performance from grades 8 to 10.

PASSPORT TO EDUCATION

The Passport to Education Program recognizes and rewards student achievement in Grades 10-12 in a broad range of academic and non-academic areas according to guidelines set out by the Ministry of Education. The intent of the program is to motivate all students to study consistently during the years leading to graduation, and to encourage secondary school students to pursue further education through post-secondary institutions and job-training programs. Passport awards are used to further students' post-secondary education and job training. The values of the

stamps are as follows: Grade 10 - \$250: Grade 11 - \$250: Grade 12 - \$500. There are only 9000 stamps awarded in B.C. annually – the number awarded to Balmoral is based on our Sept. 30th enrollment each year. Check out the following website for the criteria for passport awards.
<http://www.bced.gov.bc.ca/awards/passport/>.

ATHLETIC AWARDS

ATHLETIC SERVICE AWARDS

Service to the Athletic Department for officiating, score-keeping, time-keeping, managing, setting up and assisting with sports events is recognized through the Citizenship Awards. Students should see an Athletic Director if they are interested in volunteering.

SMALL BLOCK

Awarded to any athlete no more than once when the athlete has reached a minimum of 30 points awarded by their coaches (at a maximum of 10 point per major sport and 5 point per minor sport) collectively throughout their time at Balmoral.

LARGE BLOCK

Awarded to any athlete no more than once when the athlete has reached a minimum of 50 points awarded by their coaches (at a maximum of 10 point per major sport and 5 point per minor sport) collectively throughout their time at Balmoral.

DOUBLE BLOCK

Awarded to any athlete no more than once when the athlete has received a large block in their Grade 9 year and then receives a minimum of 24 points in their grade 10 year.

SPORTSMANSHIP AWARD

This award goes to a Grade 10 student whose conduct embodies supportive and encouraging attitude.

STUDENT CODE OF CONDUCT

STATEMENT OF PURPOSE

At Balmoral the pursuit of appropriate conduct is a shared responsibility among the students, their parents and the school system. School should be a place for safe, purposeful learning. In accordance with the responsibilities assigned by the School Act and the Policies established by the Board of Trustees, the school has established rules and expectations as positive guidelines for students to develop their potential within our community. These guidelines were developed with the following objectives in mind:

- To maintain a positive and safe learning environment
- To encourage and promote educational opportunities for students
- To foster a sense of personal responsibility, honesty, and self-discipline
- To foster cooperation among students in the pursuit of their intellectual, social, and career goals
- To respect the dignity and property of oneself and others
- To create a balance between individual and collective rights, freedoms and responsibilities

This Code of Conduct has been established in consultation with staff, parents and students. It is reviewed and updated on an annual basis and it is promoted on an ongoing basis, in the classroom, at assemblies, in the agenda book and as part of our daily business. We have high expectations for responsible student behaviour and those expectations are communicated on a regular basis. We promote a climate of understanding and mutual respect where all people in the building are treated with dignity. At Balmoral we strive to have students become engaged, responsible, independent learners who recognize their roles and responsibilities in

their own learning, in their community and in the world. This Code of Conduct is part of helping students reach this goal.

Students are held to this Code of Conduct of behaviour while participating in or attending school activities, or at a school related activity, including those outside of the school, or in other circumstances where engaging in the activity will have an impact on the school environment.

Students are expected to conduct themselves in a manner that brings credit to them and to Balmoral 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. Students are required to know and understand the school rules, acceptable behaviors and the consequences for any misconduct.

BALMORAL SCHOOL EXPECTATIONS FOR STUDENTS

At Balmoral student conduct is based on respect for oneself and others which is essential to the development of responsible citizens. Student behaviour, dress, and decorum shall be in accordance with generally accepted community standards, appropriate for the educational environment, and in compliance with the school's dress code. Students shall adhere to the following principles:

- Respect yourself
- Respect the educational process and the learning environment of others. Everyone shares the responsibility to make the school a safe, caring and orderly place
- Respect the authority of all School District employees

- Respect the rights and property of others
- Respect the health and safety of yourself and others
- Report any incidents that are a violation of the Balmoral School Expectations to a “tellable” adult in a timely manner, and if possible, in advance of any incident. This reporting would include any incident of bullying, abuse, harassment or intimidation
- Attend school regularly, be punctual and work diligently at your studies
- Conduct yourself in a manner that brings credit to yourself and to your school at all times
- Conduct yourself in a way that is accepting of others at all times even if others are different from you
- Conduct yourself according to these expectations, according to school rules and according to the Code of Student Conduct at all times

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 behaviour as they get older.

The following section outlines examples of unacceptable behaviour at Balmoral. Students can expect serious consequences for engaging in these actions. The list below is not exhaustive nor all inclusive.

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. These behaviours would include any form of bullying, abuse, harassment or intimidation of others. This 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. These behaviours would also include any act of physical violence, retribution or intimidation against a person who has reported an incident.
3. Behaviours that are illegal in any way. These behaviours include, but are not limited to, possession, use or distribution of illegal or restricted substances such as drugs, alcohol or tobacco; possession or use of any type of weapon; theft or damage to any property.
4. Behaviours that are intended to be put downs of others including comments that are racist, sexist or belittling in any way.
5. 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.
6. Behaviours that are in violation of the Balmoral School expectations or its Code of Student Conduct in any way.

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

DISCIPLINARY PROCEDURES

Parents and students should be aware that the Board and the School Act authorizes administrators, teachers, and other appropriate personnel at Balmoral to discipline students when discipline is warranted. The policy and specific regulations on student behaviour, school rules, and the Code of Student Conduct will apply to students while participating in or attending school activities, or at a school related activity, including those outside of the school, or in other circumstances where engaging in the activity will have an impact on the school environment.

Generally, disciplinary procedures are responses to unacceptable behaviour and those responses should be thoughtful, consistent, and fair: preventative and restorative in action. Consequences are intended to be as educationally purposeful as each situation warrants. Disciplinary action may take a variety of forms, which may include, but not be limited to, verbal warning, apology, detention(s), service work, ineligibility for Honour Roll and other awards and loss of privileges to attend school events or be involved in extra-curricular activities. Some behaviour will be viewed as serious enough to warrant suspension or even dismissal.

Parents and students should also be aware that as students become older, more mature and move through successive grades, not only will the expectations for increasingly mature and responsible behaviour increase, but also the consequences for any transgressions will become increasingly significant. In general, students are expected to accept increasing personal responsibility and self-discipline

for their behaviour, and they are expected to accept increasingly severe consequences for inappropriate behaviour.

Parents and students should also be aware that they will be contacted by the school in all circumstances that are deemed to be serious. In some cases, the school will be required to contact school district officials, outside agencies or the police. When it is important to reassure members of the school community that school officials are aware of a serious situation or incident, all parents in the community may be informed.

We feel that by stating our behavioral objectives in this way, we can avoid any misunderstandings between the school, the students and the parents.

Finally, if there is a desire to appeal any disciplinary action undertaken by school authorities, the process for appeal can be found in the School District policies that can be accessed at the following website:
<http://nvsd44/bc/ca/NV/Policies/902.asp>.

THE STUDENT CODE OF CONDUCT

School rules and the Code of Conduct were developed pursuant to the School Act (Section 6, Section 10, Section 103, and Section 191), the School Act Regulations, the School District #44 North Vancouver's Policy on Student Conduct, and the Balmoral Junior Secondary School's School Policy on Student Conduct.

All students registered at the school as well as other individuals in the school must recognize that involvement in any of the following will result in disciplinary action.

Cheating and Plagiarism

The following examples demonstrate what actions constitute cheating & plagiarism:

- Plagiarizing or cheating 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 Balmoral or elsewhere without approval of the teacher
- Submitting, as your own work, assignments, homework, or other material that was purchased or acquired from another source
- Knowingly submitting identical assignments without permission of the teacher
- Any attempt to write an examination using unauthorized verbal, 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

Plagiarism and cheating of any sort are serious offenses and are not tolerated at Balmoral. 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
- 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

Communication Devices

- Must be turned off inside the school building and may not be used inside the school building, including hallways, and may not be visible in classrooms
- Camera phones will be confiscated if used inappropriately
- Communication devices may not be taken into exams

Discriminatory Publications

- Publication of information, 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 includes, but is not limited to graffiti, student publications, blogs, websites, or other methods of communication

Dress Code

- We expect all students to dress appropriately
- Certain clothing is not acceptable and this includes: clothing that is cut too high or too low AND/ OR clothing with sexist, racist, drug, poor taste, or violent logos or commentary

Drugs & Alcohol

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

Illegal Acts

All student behaviour must comply with the Criminal Code of Canada.

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 policy includes, but is not limited to:

- 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
- 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

Language

- 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. The words we use should help us create a respectful, safe, and caring community

Learning Environment

- We expect all students to adhere to classroom expectations that are part of an individual's educational program, including, but not limited to, absence, tardiness, incomplete work, and being unprepared for class
- These expectations include NOT:
 - Disrupting regular routine
 - Plagiarizing materials and/or cheating on tests or assigned work
 - Dressing in a manner disruptive to an educational environment
 - Disrupting classes and/or school routines or activities by carrying or using disruptive devices including telephones, pagers, cellular telephones, listening devices or digital communication devices of any kind

Lockers

- Lockers are not student's private property
- Lockers are the property of North Vancouver School Board and must be maintained in the condition they are allocated

- Students need to be aware that appropriate employees of the Board have access to those lockers at any time

Maintenance of Order

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

Rights of Others

All members of the school community need to be respectful of the rights of others. Any person who threatens the rights of others will be subject to severe disciplinary action. This policy includes but is not limited to:

- Physically, verbally, emotionally, or psychologically abusing another individual including fighting, bullying, belittling, intimidating, extorting, or using racist or sexist language
- Littering, damaging, destroying, or defacing the property of the School Board or of another individual
- Stealing from the School Board or from another individual
- Disrespecting the authority of an employee of the School Board
- Participating in any conduct unbecoming of school and community standards

Safety of Others

It is of primary importance that all members of the school community feel safe. Any person who threatens the safety of the school environment or safety of an individual will be subject to severe disciplinary action. This policy includes but is not limited to:

- Possession of a dangerous device or using a dangerous device, such as matches, lighters, slingshot, or any item threatening the welfare or safety of another individual
- Possessing and/or discharging of fireworks
- Involvement in an activity posing a threat or danger to another individual. Examples of such activity would include running in the hallways, throwing objects, pushing others, forcing individuals to participate in activities against their will, etc.
- Operating a vehicle or other means of transport in a manner dangerous to others. This would include, but not be limited to, the operation of an automobile, bicycle, skateboard, or rollerblades
- Using safety equipment including fire extinguishers, fire alarms, smoke-heat detectors, and the fire sprinkler system inappropriately

Skateboards and Rollerblades

- May not be used on school property at any time, including before and after school time

School Functions

- Students must be aware that all school rules will be in effect at any school sponsored function, both on and away from school property which includes the walk to school and the walk home every day
- The policy and specific regulations on student behaviour, school rules, and the Code of Student Conduct will apply to students while participating in or attending school activities, or at a school related

activity, including those outside of the school, or in other circumstances where engaging in the activity will have an impact on the school environment

Smoking

- Smoking is prohibited in any school building or on or around any property owned by the School Board

CONSEQUENCES

Consequences for non-compliance with school rules have been developed to ensure flexibility on a case-by-case basis. Consequences will be applied by a teacher or administrator and are subject to appeal in accordance with the School Board Bylaw – Appeals of Employee Decisions Regarding Students.

Students need to also be aware that behavioural expectations are raised as students become increasingly older and increasingly more mature. The nature of the consequences will become progressively more severe as students get older or if non-compliance becomes more regular.

STUDENT HEALTH AND COMMUNITY INFORMATION

INFORMATION FOR STUDENTS

North Shore 24-hour line to find out about youth services

604-990-2244

Public Health Nurse On-Call from Mon-Fri 9-5 pm

604-983-6700

North Vancouver Recreation Commission

604-987-PLAY

West Vancouver Community Services

604- 925-7270

HEALTH INFORMATION

General Health information **dial 811** or online at

www.HealthLinkBC.ca

Tobacco Information at www.quit4life.com

NUTRITION AND HEALTH RESOURCES

Be Real Clinic (disordered eating clinic)

604-983-6847

Healthy Eating at School at www.healthyeatingatschool.ca

Kelty Resource Centre (mental health and disordered eating information) 604-875-2084

SUPPORT AND COUNSELLING LINES

HELPLINE for Children and Adolescence

604-310-1234

North Shore Crisis Services Society

604-987-8212

Victim link 1-800-563-0808

North Shore Youth Safe House (24 hour phone line)

1-877-789-6884

Suicide Support Line

1-800-784-2433

Please insert Regular Timetable 2009 – 2010
Week 1 & Week 2

Please insert Early Dismissal Timetable 2009- 2010
Week 1 & 2

