

SCHOOL INFORMATION AND PROCEDURES

ANNOUNCEMENTS

All major information for the day is announced at TA and is available in print form at the office. Other messages are given over the PA just before lunch and at the end of the day. Students are requested to listen to these announcements before they are dismissed from class. School announcements must be given to the Administrative Assistant by 3:00 p.m. the previous day.

ASSEMBLIES

We have regularly scheduled assemblies, as well as other assemblies for special events. All students are required to attend. Appropriate behaviour is expected at all assemblies.

COMPUTERS

We have an extensive computer network available for student use. However, the computers are primarily for schoolwork and not for entertainment. Certain programs such as Facebook, YouTube, MSN Messenger, LimeWire, Bit Torrent, to name a few, can cause security problems and take up so much band width that the system hampers regular use. Therefore, there can be no P2P file sharing at any time. Students may use their school email address to transfer files to and from home.

Access to the school computers is a privilege, not a right. You must sign a computer use agreement before your account will be activated. Students who misuse the computers will have their computer privileges removed. If you have lost privileges more than once for misuse, you may lose your account permanently.

In a move to save printing costs, you will only be allowed 50 pages a semester unless otherwise authorized. Print off your work with care.

DRESS CODE

You are expected to dress appropriately for the school setting. If you are not properly dressed for school, you will be asked to go home and change.

EMERGENCY DRILLS AND EVACUATION

At the sound of the **fire** alarm you must leave the building promptly and quietly by the appropriate fire exit, under the direction of your teacher. You must stay clear of the building and away from the routes for emergency vehicles. You are to report to your TA's designated spot for attendance on the playing field at the back of the school. This is important both for your safety and for the safety of those who would be sent to look for you.

Once you are on the back field, you must stay together, with your teacher, in the designated safety area. One of the administrators will inform you when it is safe to re-enter the building. In case of an earthquake alarm, you must act quickly to comply with the instruction of your teacher. If an earthquake occurs during a break, take cover and when the shaking stops, move to your TA's designated spot on the field behind the school to await further instruction.

EXTRA-CURRICULAR SPORTS – SEASONS OF PLAY

Fall

Aquatics
Field Hockey – Jr. & Sr. Girls
Football - Jr. & Sr. Boys
Soccer - Gr. 8, 9, Jr. & Sr. Boys
Volleyball - Gr. 8, 9, Jr. & Sr. Girls and Boys
Cross Country Running

Winter

Basketball – Gr. 8, 9, Jr. & Sr. Girls and Boys
Ski Team
Snowboard Team
Wrestling

Spring

Rugby
Badminton Club
Golf
Soccer - Gr. 8, 9, Jr. & Sr. Girls
Track and Field

FEES

Students are asked to pay a \$25.00 fee. This is to cover the cost of student leadership, fine arts performances, career planning and extra-curricular activities. An optional fee of \$40.00 is for the purchase of a school yearbook. These fees have been approved by the PAC, the SPC and the school board.

GRAD COUNCIL

Each year volunteers from grade 12 form a grad council. This council, along with staff and parents plan graduation fund raising and activities throughout the year, as well as preparing for the convocation and post-grad celebrations at Mount Washington.

GRADUATION TRANSITION PLAN:

All grade 12's are expected to complete a Graduation Transition Plan. It is a four credit self-directed course under the supervision of their advisor. It consists of Work Experience, Daily Physical Activity, a Grad Transitions Handbook and an Exit Interview. Students are given the materials needed to complete this course in September of their graduation year.

HOT LUNCH PROGRAM

Hot lunches are available each noon hour at the kitchen by the multi-purpose room for a reasonable price. Each day there is a featured lunch item in our concession, so please watch the morning announcement for the daily menu.

HOUSE AND TEACHER ADVISOR SYSTEM

Our school is divided into two groups called Houses. Your House Vice-Principal will be the administrator who deals with any school issues or concerns you may have. Mr. Patterson is the House One Vice Principal and Mr. Fussell is the House Two Vice Principal. House One consists of the T.A. 1 – 24 and is located on the bus loop side of the building and House Two consists of the T.A 25 – 48 and is located on the front side of the school. Each house has advisor groups led by a teacher that meet every morning. Your advisor is there to help you with day-to-day concerns making certain you are connected to available services within the school when you need them. A wide range of activities take place during T.A. time, including the Graduation Transition Plan. These activities are designed to support your personal and academic experiences, as well as prepare you for graduation. Therefore, they are not optional, and attendance counts toward your graduation portfolio assessment. For a teacher advisory list, please visit our website.

INTRAMURALS

The gym is open at lunch throughout the year for organized activities and open gym. Listen to the daily announcements for details.

LOCKS AND LOCKERS

In September your TA will issue you with a lock and locker. You will be charged \$7.00 if you lose your lock or break it. Lockers are school property so can be checked at any time. You are not permitted to switch lockers with other students as you are responsible for the original locker assigned to you. It is your responsibility to maintain your locker free of graffiti. Clean-up of lockers due to graffiti or repairs due to willful damage will be charged to the student assigned to that locker. Pictures put on locker doors are to be appropriate. The school does not assume responsibility for items lost or stolen from lockers. **Please do not leave valuable items in your locker.** Keep your combination private and your locker locked. For security reasons, only school issued locks are permitted. Personal locks will be removed at your expense.

LOST AND FOUND

The lost and found is located in Student Services. Large sums of money and valuables should not be brought to school. During P.E. classes, all valuable items should be locked up, not left in pockets or purses in change rooms. Personal items are the students' responsibility.

SCHOOL CLUBS

The school has a number of clubs that run on an interest basis. Early in September, there will be a club sign up for anyone interested in becoming involved in any of these activities.

STUDENT GOVERNMENT

Each year students elect a Student Government in September. The Government is made up of two representatives from each grade and these representative meet regularly throughout the year to plan events and raise student issues. Watch for announcements at the beginning of the year to get involved.

SCHOOL WEBSITE

Please check our school website at www.isfeldschool.com on a regular basis for updated information, current events and activities.

TELEPHONES AND ELECTRONIC DEVICES

A student phone is available in the foyer. Please take care of it and use it only during break, at lunch or before and after school. Remember to keep calls short. You are permitted personal phones, but they must be turned off during class time. If you receive

calls or messages during class time you could lose the privilege of carrying your phone during the school day. Other electronic devices such as iPods are permitted, but may not be used during class time without permission from the subject teacher. Non-compliance could lead to the requirement that the device remain at home.

TEXTBOOKS

You will get one free set of textbooks, but you have to pay for any losses or damages. **A new book will not be issued until payment for lost texts has been arranged with your parents.** They are expensive so take care of them!

TRANSPORTATION

Buses: School bus transportation is provided for students living more than 4.8 km from the school and not enrolled in French Immersion. For information on schedules, call First Student Canada. Their toll free number is 1-800-681-8848 or 250-703-2656. Additionally, Comox Valley Transit System runs scheduled routes to the school. Please call 339-5453 for specific information or check their website. Bus routes will be posted the first week in September.

Student Vehicles: If you drive your vehicle to school, you must park it in the designated student parking lots which can be found behind and to the side of the staff parking lot. Vehicles are not to be parked in the front, back or sides of the school. These are emergency, bus and maintenance accesses only. Violators could have their vehicles towed and lose parking privileges.

Bicycles: There is a lock up area provided for you if you ride your bicycle. It is located by the multipurpose room. Make sure you lock it up when you leave it as the school takes no responsibility for loss or damage.

Skateboards: It is school district policy that skateboards are not to be used on the school property. If you bring your skateboard to school, please carry it to the building and store it in your locker. The skateboard park is out of bounds during school hours, but may be used at lunchtime.

VISITORS

For safety and security reasons, all visitors are required to report to the office upon arrival. Visitors who have an important purpose are always welcome at Mark Isfeld. Those who have no purpose for being in the school will be asked to leave. Please arrange for your friends to meet you outside of school time.

YEARBOOK

We will be publishing a yearbook this year and it will be available for students to buy at a cost of \$40.00. The yearbook must be ordered by the end of October and is usually distributed in June. If you are interested in creating the yearbook be sure to sign up for the Yearbook class or get involved in the Yearbook Club which starts in the new year.

STUDENT SUPPORT SERVICES

ABORIGINAL EDUCATION SUPPORT

The Aboriginal Educational Support Worker is here to help with academic, behavioural and cultural support for individual or small groups of Aboriginal students. All referrals for the AESW come through the School Based Team which meets on a weekly basis. Support for students is provided during elective blocks on a short-term basis unless other arrangements are made.

COUNSELLING

Your school counsellors, Ms. Clement (House One) and Ms. Long (House Two), as well as JoAnn Restoule, (Youth Care Support Worker), are here to help students, teachers and parents with a variety of concerns. They can be found in the Student Services area opposite the main office. They can help you:

- to do educational or career planning
- to handle personal problems in your life on a totally confidential basis,
- and/or your parents to find some assistance in working out common concerns.
- to find community supports.

You can speak to a counsellor by making an appointment at their office.

LEARNING ASSISTANCE

If you need more help than your teacher can offer, we have a Learning Assistance Program. In addition to curricular goals, this program offers extra support for skills such as: studying, reading, writing, and writing exams. In some cases, we also have peer tutors who may be able to provide assistance.

LIFESKILLS PROGRAM

The Lifeskills Program is a district program designed to meet the educational needs of students designated as “low-incidence.” Lifeskills offers a modified academic program with a focus on practical life skills. Students participate in regular classes when they are able.

INTERNATIONAL STUDENTS

We are proud to host a number of international students each year and the flags of their many countries are displayed in the foyer. Students come from all over the world to learn about our culture, our language and many go on to graduate. Hopefully you will take the opportunity to get to know some of these students, not only to help them with the language, but also to help you learn more about the world outside Canada.

OPPORTUNITIES PROGRAM

This behaviour program provides educational support for students encountering difficulties in regular classes. Students are supported academically for core courses and are integrated for elective classes. Although referral to the program is usually through the School Based Team, for some behavioural situations students may be directly referred to the program by the administration.

ATTENDANCE AND LATE POLICY

Those of you who attend school regularly are likely to achieve higher marks and be more successful. The attendance policies and procedures at Mark Isfeld Secondary School reflect this belief by strongly encouraging you to attend regularly and be accountable to your teachers and parents for your absences.

It is your responsibility to attend all classes regularly unless prevented from doing so by **EXCUSED** reasons. ***If a student is sick they are to report to the office where a parent/guardian will be contacted. The school will not allow a student to leave the school without talking to a parent/guardian or emergency contact (eg. Grandparents, aunt, uncle). Students must also sign out/in at the office for appointments, etc. and a note, telephone call or email from a parent/guardian is appreciated.***

Excused absences are defined as illness, medical or dental appointments, school field trips, or other unavoidable causes. A note from parents or a phone call to the school office (250-334-2428) is the expected method of explaining an absence. All teacher advisors, teachers, counsellors and administrators contact parents as required. If you miss classes for school-authorized activities, you are responsible for making arrangements to receive and complete work being missed at your teacher’s convenience. An email will be sent home each day you have an unexcused absence.

Unexcused absences: You will face a range of consequences. The **progressive discipline system** will apply.

Extended absence: If you are absent for family holidays or other non-medical reasons, the school and teaching staff cannot be expected to make special arrangements for missed work and tests. Although the school cannot approve such absences, it is strongly recommended that the school be given advance notice. The responsibility for the decision to take you out of school, and the resulting consequences, must rest with you and your parents.

Field trips are a privilege. It is the responsibility of each of you to inform your teachers well in advance of the field trip and ask for permission to be absent. A teacher or administrator may refuse permission for you to go if your attendance, effort, or behaviour is a problem. It is your responsibility to make up all work missed while away.

Illness: If you become sick during the day, explain to your teacher you need to be excused. For safety and security reasons you should not leave the building. Instead, report directly to the office, where the school secretary will call home for you and let you into the medical room until your parents can arrange to take you home. The office cannot give out aspirins or any other medications.

Late Policy: When you arrive late you cause unfair disruptions to other students, their teachers and administration. It is important for you to be punctual for all classes. If you should arrive late to school go directly to your class. Excessive lates without excuse will be dealt with through the school’s progressive discipline system.

Study blocks are available only for Grade 12 students through an application process. Students will be granted one study block based on criteria such as their schedules and their previous attendance and behavior records. These blocks are intended for study and homework completion and are not considered a “spare”. You will be required to report for attendance. The Library is available for study blocks and students should not be wandering the halls or interrupting classes during this time.

CODE OF CONDUCT AND BEHAVIOUR EXPECTATIONS

A school is a community that promotes responsibility, respect, civility and academic excellence in a safe environment. All students, parents, teachers and staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for their actions. The Mark R. Isfeld Code of Conduct sets clear standards of behaviour. It specifies the consequences for student behaviour that does not comply with these standards. The Mark R. Isfeld Code of Conduct applies to all individuals involved in the school – students, parents or guardians, volunteers, teachers and other staff members – when they are on school property, on school buses or at school-authorized events or activities.

Responsible citizenship involves appropriate participation in the civic life of the school. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others. Members of the school community have a responsibility to maintain an environment where conflict and differences can be addressed in a manner characterized by respect and civility.

PLAGIARISM

Plagiarism is theft of intellectual property through improper use of, or failure to give credit to, another person's ideas – be they written, visual, or auditory. It ranges from inadvertently neglecting to use quotation marks or cite references to blatantly copying an entire paper, or parts of a paper, and claiming it as your own. After investigation, if a teacher determines that plagiarism has occurred:

1. The student will re-do the assignment under supervision.
2. The teacher will inform the administration, the teacher-advisor and record the incident in the disciplinary record in the office.
3. The teacher or teacher-advisor will inform the parent of the plagiarism.
4. A second offense of plagiarism will result in a one-day suspension plus zero for the assignment. Suspension automatically results in a letter being placed in the student's file.
5. Further incidents of plagiarism will result in more serious disciplinary action.

Plagiarism is cheating and unethical and is counter to Isfeld's expectations for our students.

SERIOUS OFFENCES

Students who are found with **weapons** (defined as an object or instrument used to fight, intimidate, destroy, defeat, physically injure or jeopardize the safety of another person) will be indefinitely suspended. Students involved with **drugs**, including **alcohol**, or students who are **physically aggressive** will be suspended for a minimum of five days for a first offence and, if a second offence occurs, will be required to meet with the Superintendent (or designate) to determine where their future education will occur.

The Comox Valley School District employee shall utilize procedural fairness in matters regarding discipline and shall develop and enforce rules and policies in a fair manner. Reasonable and appropriate sanctions will be applied to all situations. Sanctions will vary depending upon the severity of the incident but may include counseling, restitution, suspensions (in school, out of school, indefinite) or removal from school. The rationale for consequences and review procedures will be communicated to students, parents/guardians and the Superintendent.

STANDARDS OF BEHAVIOUR

School members must:

- respect and comply with all laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions and treat them fairly regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect the rights of others to work in a learning environment;
- dress in a manner that does not cause a health or safety concern, promote or signify violent intent or illegal acts, or because of its appearance or extremity of fashion, is distracting to the learning process.

The Principal and Vice-Principals, under the direction of their School Board, take a leadership role in the daily operation of the school. The Principal and the Vice-Principals provide this leadership by demonstrating care and commitment to:

- academic excellence and a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- communicate regularly and meaningfully with all members of their school community.
- providing opportunities for all staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence and safe learning and teaching environments.

Teachers and school staff, under the leadership of their Principal and Vice-Principals, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. Staff uphold these standards when they:

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves and for others. Students demonstrate respect and responsibility when they:

- come to school prepared, on time and ready to learn;
- refrain from bringing anything to school that may compromise the safety of others;
- follow the established rules;
- take responsibility for their own actions.

Parents/Guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents/Guardians fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues.

Community members are essential partners in making our school and communities safer and they fulfill this responsibility when they:

- support and respect the Code of Conduct of Mark R. Isfeld Secondary School;
- follow the protocol developed with the Comox Valley School District.

STUDENT EVALUATION

Grading System: Letter grades indicate your level of performance as it relates to the expected learning outcomes for each subject or course and grade. Many teachers use grade based performance standards to assess student work. Listed below are the grades and equivalents:

Letter Grade	Meaning	% range for grades
10-12		
A	exceeding grade level expectations	86 - 100%
B	fully meeting grade level expectations	73 - 85%
C+	almost meeting grade level expectations	67 - 72%
C	minimally meeting grade level expectations	60 - 66%
C-	barely meeting grade level expectations	50 - 59%
F	not meeting grade level expectations	0 - 49%
I	incomplete – work must be completed by a specific date	

Report Cards: The school year is divided into two semesters of two terms each. An interim report is issued in mid October and March, as well as a formal report at the end of each term in November, February, April and June. Parent –Teacher interviews can be arranged at any time of the year, but formal opportunities to meet the teacher will occur several times over the year. Please consult the district calendar for the exact dates.

Graduation Policy: We, at Mark Isfeld, recognize the graduation ceremony is the pinnacle the school year and the goal all our students hope to reach. Therefore, only students who have met the graduation requirements will walk the stage.

P.A.S.S. (Academic Support) Program: Throughout the year we will be offering our PASS program. It occurs after school, Monday to Thursday, in Room 205 and runs from 3:30 to 5:00. Students are offered supervised academic support to reach academic success. This program is both voluntary and required, depending on the needs of the student. Additionally, students may also receive extra help at lunch time in Room 400.

Course Failures: Students who are unsuccessful in a course are required to repeat that course regardless of grade. At the grade 8 & 9 level if a student fails either component of Humanities (English & Social Studies), they will be required to repeat both courses. Students will automatically be reprogrammed into a failed course at the end of June. If a student successfully completes the failed course through North Island Distance Education (NIDES) over the course of the summer, they will be programmed into the next level of the course in September.

HONOUR ROLLS, AWARDS AND BURSARIES

We have many awards at Mark Isfeld. Each reporting period you can earn a spot on the Principal's Honour Roll, Silver Honour Roll, Bronze Honour Roll or Effort Roll. At the end of the year, students who have been repeatedly on these lists, over the first three terms, will be acknowledged at an academic recognition night.

These lists are published three times during the year after each formal report. Student placement on these lists is determined by finding the total value of the eight letter grades on each report:

A =	4	C- =	1
B =	3	F =	0
C+ =	2.5	I =	0
C =	2		

Principal's Honour Roll: A Grade Point Average of 4.0 is needed for this special list.

Silver Honour Roll: A Grade Point Average of 3.5 to 3.99 is needed for this list. (No F grades)

Bronze Honour Roll: A Grade Point Average of 3.00 to 3.49 is needed for this list. (No F grades).

Effort Roll: – This Roll is to recognize those students who have good work habits. To qualify, students must have straight “G’s”, or better, on their report.

Passport to Education: The Ministry of Education provides stamp credits to students from Grade 10 – 12. These credits are provided as an incentive for students to strive to achieve their best in high school and to assist them financially in any post-secondary studies. Students who qualify for Passport to Education stamps are notified by letter. All Passport to Education booklets are kept by the school and issued to Grade 12 students with their Dogwood Certificate. Qualification is based largely on academic performance, but other important factors include work habits, attendance, attitude, community and school involvement. More information can be found at:

<https://www.bced.gov.bc.ca/awards/passport/policy0607.pdf>

Value of credits:

Grade 10 - \$250.00 Grade 11 - \$250.00 Grade 12 - \$500.00

Academic Awards are given for each class/subject at Mark Isfeld. Winners of these awards are chosen by subject area teachers based on marks, attitude, effort, diligence and work habits. A formal Awards Evening will be held at the end of the school year.

The Bear Award is given to those students who work very hard in several subjects and achieve outstanding results, but do not make the Honour Roll due to one weak subject. Bear awards also are given to students who improve greatly, show great passion for a subject or otherwise contribute something special to a class worthy of recognition.

Students who contribute to the school outside of class may also be recognized by either a **Citizenship or a Service Award**. Citizenship implies that a student has gone out of his or her way to make someone else feel comfortable or they have been helpful, supportive or served as a positive role model for others. Service awards are given for students who give their time to supporting the school. These awards are measured in terms of hours of time given, and students who participate in student government, help with extra-curricular activities, or help organize school events are recognized for their contributions through this award.

Four Pillars Award: The Four Pillars Award is presented to the Grade 12 student who is most outstanding in academics, citizenship, athletics and arts during the convocation ceremony in June. This is our most prestigious award as the recipient represents the mission of our school. Additionally, undergraduate Four Pillars Awards are presented to a student at each grade who satisfies the criteria. Their awards are presented at the Awards Evening.

ATHLETIC AWARDS

The following is a summary of the major athletic awards for Isfeld. These awards are given out at the year-end Athletic Banquet in early June. Recipients have their names engraved on the keeper trophies and receive a trophy to take home. Award recipients usually receive other gifts/awards and their name goes on the award sign in the gymnasium.

Big Bear Award winners are intended for students who have made significant athletic contributions in addition to those recognized by the major awards. Recipients are directly drawn from coaching evaluations. Successful candidates must be among the top 2-3 athletes evaluated on a minimum of two teams with major season commitments.

Senior Male and Female Athlete of the Year, Junior Male and Female Athlete of the Year and Grade 8 Male and Female Athlete of the Year Awards are determined directly from coach evaluations. Eligible athletes must have competed on a minimum of two teams, and must be among the top players evaluated on both of these teams.

Most Improved Athlete Award is based on individual coach's nomination. Things to consider are inspiration/motivation, practice intensity, and effort to improve skill and performance outcomes. This athlete should also end the season as a top performer for their team.

Volunteer of the Year Award is based on individual or multiple coach(s) nominations. This student does not have to participate on any athletic team; rather he/she is someone who has given up their time and effort in supporting one or more of the athletic teams.

Pinnacle Award celebrates excellence in athletics and academics. It is based on the athlete's overall academic average (GPA) for all four terms. Furthermore, this candidate must be a significant contributor to more than one sports team.

Robson Award for Excellence in Athletics is awarded to the senior student who has excelled in a sport not necessarily offered by the school. The recipient will have participated on one or more of the school's athletic teams, but have reached a premier standing in an area of athletics beyond what Isfeld Athletics has to offer.

Summit Cup for Athletic Leadership is given to the senior student who best represents their school on the field/court and off. They consistently display exemplary sportsmanship and respect and model this behavior for their teammates. The recipient of this award provides exceptional leadership for their team in addition to being one of the top performers in their sport (s). This award is chosen through coach's nomination.

Blizzard Award is given to the athlete that best exhibits grit and determination in their sport. This student has exceptional commitment and skill but excels on setting the example for intensity and hard work. The recipient maximizes their contribution to the team through sheer effort.

Inspirational Team of the Year Award – the name explains it!

BURSARIES

Each year Mark Isfeld School gives out thousands of dollars in bursaries to its students on behalf of community clubs, organizations and endowments. Most bursaries are awarded to graduating students who are going to post-secondary school. Bursaries are awarded on the basis on financial need, student performance and/or community involvement or other criteria as outlined by the specific organization. Each post-secondary institution has a listing of bursaries specifically for students at that institution. Once a student has been accepted by a post-secondary institution, they should check out the financial aid department for that institution. A listing of local bursaries for Isfeld students is available in January in the Bursary Booklet (which is available at the main office) or online at www.isfeldschool.com.