

ROLES AND RESPONSIBILITIES

School Administrators have a duty to maintain proper order and discipline within the school. School Administrators, under the direction of the school board, take a leadership role in the daily operation of the school. They provide this leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching environment and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- developing and enforcing the School Code of Conduct;
- communicating the contents and expectations contained in local codes of conduct regularly with all members of their school community;
- providing an example of respect and civility for all members of the school community; and,
- supervising educational programs according to Provincial standards.

Teachers and School Staff under the leadership of the principal shall maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behavior. As role models, staff uphold these high standards when they:

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

Parents and 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 and 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 both the Provincial Code of Conduct and the School Code of Conduct;
- encourage and assist their child in following the rules of behavior; and,
- assist school staff in dealing with disciplinary issues.

CODE OF CONDUCT

Statement of Purpose – A safe, caring and orderly school is the foundation for a successful learning environment. This Code of Conduct supports socially responsible behaviour and allows members of the school community to be fully informed of School District #63 Secondary Schools' common expectations for student behaviour.

These expectations apply to behaviour at school, during school organized or sponsored activities, and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring or orderly environment of the school, and/or student learning.

Claremont promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation.

Social Responsibility – We are guided by the following four aspects of Social Responsibility for B.C. Schools as identified by the Ministry of Education:

- Contributing to the classroom and school community
- Solving problems in peaceful ways
- Valuing diversity and defending human rights
- Exercising democratic rights and responsibilities

Respect for Public/Personal Property and Careful Use & Return of School Materials & Equipment - We expect members of the student body to respect school and personal property and take good care of textbooks or school resources signed out in the student's name. There should be no damage to school resources, property or equipment. If such damage creates an expense to the school, then the person who does the damage will be expected to reimburse the school for costs. Students should also respect the property and rights of the people who live in the neighbourhood of the school or those people we come in contact with through our many off-site activities.

Academic Honesty – Students are expected to present their own work in class and homework assignments. In School District #63 secondary schools, the working definition of plagiarism is “using another person's work and presenting it as your own.” Plagiarism is a form of cheating, and could be in the form of written, visual, audio, or other media. If another person's ideas are used, credit must be given in the form of a citation. Plagiarism will result in consequences determined by the teacher and/or administration and may include loss of marks for the assignment.

Attendance – Students are expected to attend all of their classes on time. Teachers record attendance for each class. A missed class means missed learning! Full attendance is essential to school success. Students who miss classes will be responsible for making up the missed learning time.

Late to Class - Students are expected to be in classes on time. “Late” is a type of absence and interferes with learning. Frequent tardiness may result in teacher intervention to make up for the missed learning time.

Bullying, Intimidation, Harassment and Violence - All students and staff have the right to feel safe at school. Any acts of harassment, intimidation or threats of any types (physical, emotional, verbal or sexual, including bullying, physical violence, or retribution against a person who has reported an incident) are unacceptable. Bullying is a conscious, willful, deliberate, hostile and repeated behaviour by one or more people, which is intended to harm others. Bullying takes many forms, and can include many different behaviours, such as:

- physical violence and attacks
- verbal taunts, name-calling and put-downs
- threats and intimidation
- extortion or stealing of money and possessions
- exclusion from the peer group

Bullying can take place in a classroom, on school grounds, or on the internet (cyber bullying). Regardless of form or location, bullying will not be tolerated and will be seriously dealt with by the school and possibly police.

Appropriate Language – Language used by all members of the school community should be respectful and polite. Any communication that is disrespectful or demeaning to others, including lying, inappropriate or profane language, is unacceptable.

Security and Safety – Students are expected to refrain from any act, including verbal or written comments that disrupt the good order of the school. Jokes or pranks that may be seen as a threat to security and safety will be addressed as a serious issue. “I was just kidding” is no defense once the damage is done.

Instigators or Spectators – The daily endeavour of students, and all school activities, should take place without interference or disruption. Students who encourage, support or promote acts of intimidation, harassment or violence either by direct action or by watching are subject to school disciplinary action. This can include activities that occur during or after school hours, on or off school property.

Acceptable Use of Internet –Internet resources, used carefully and wisely, can provide important avenues of learning for students. Inappropriate use of Internet communication including the sending of threatening or harassing comments is unacceptable. Any incidents will be addressed as a very serious issue.

Weapons – Our School District has a Zero Tolerance Policy on Weapons. Students who bring weapons to school are subject to suspension from school. Weapon “replicas” may also be considered as weapons and will be dealt with accordingly. Laser Pointers are included in the District Weapons Policy and are prohibited at school.

Duty to Report – Students are expected to inform a staff member of incidents of bullying, harassment and intimidation as well as of any knowledge related to possession of weapons or illegal substances. Any student who is involved in, observes, or knows about an emergency situation at school, or at a school function, should contact the nearest staff member as soon as possible to report the details of the event.

Tobacco Free Environment – Bill 10 prohibits the use of any tobacco product in any school district building, or on any school district grounds, including Wesley Road. This includes parking lots and in vehicles parked on district grounds. The Capital Regional District’s Clean Air Bylaw allows for a \$50 fine for people who smoke on school grounds.

Drugs or Alcohol – Students are expected not to bring alcohol or drugs to school, nor to indulge in these prior to coming to school or attending a school event. In School District #63, the use or possession of drugs or alcohol at school or at any school function will result in a suspension from school. Students who remain at the scene while others participate in the use of alcohol or drugs may also be subject to school disciplinary action. As part of this suspension, the student’s eligibility for extracurricular activities and field trips may be cancelled, pending a review by the School Administration.

Gambling – Schools are venues in which gaming is not permitted. Placing bets and wagering money are not appropriate school activities.

Safety First – Student activities at the school should take into account student safety and minimize risks to students. Skateboarding, rollerblading and snowballing have a significant enough safety risk that they are not permitted on school grounds. Fireworks, water guns and water balloons are not allowed at school. Any other activities that are unsafe or unhealthy will be addressed by school staff. Students are also reminded that they may be held responsible to the school from the time they leave home before school until the time they arrive home after school.

Dress Code – Students and their parents are expected to support a learning environment where attire is appropriate and not distracting to others. Articles of clothing that promote alcohol, drugs, inappropriate language or racism, or that are too revealing are not permitted. Students wearing such clothing will be asked to go home and change if they do not have suitable clothing at school.

More specifically:

- All shirts worn must touch the top of the pants in a normal standing position and must cover underwear, cleavage and back;
- Skirts and shorts must be no shorter than mid-thigh.

Hats – Students are expected to remove all ‘head wear’ when entering the building. Medical and religious reasons are the only exceptions.

Public Displays of Affection – Students are asked to minimize public displays of affection. These may be inappropriate to the school setting and can be addressed by any student or staff member.

Cell Phones and Electronics – Electronic and other devices **must** be left at home or stored in lockers during class time. Using a cell phone, as a phone, inside the building is not permitted. Students needing to make phone calls using a cell phone must do so outside the building. **The school will not be responsible or liable for lost, stolen, or missing electronic devices.**

Litter – The school environment should be neat and litter-free. We ask all students to look after their litter by putting it in the nearest garbage can or recycling container.

INTERVENTIONS

Range of Interventions - Regardless of the nature or location of unacceptable behaviour, or the staff member involved, the following is a range of interventions and consequences that may be used in Saanich District Secondary Schools:

- On-the-spot conference or redirection
- Follow-up meeting between the student(s) and staff member(s)
- Contact with parent or guardian
- Restitution, including a logical remedy for the problem (e.g. paying for damage willfully caused) and supporting anyone who is a victim or who suffers as a result of the student’s actions
- Supportive intervention and/or service to school
- Additional time for the student with the teacher, at the office, in lunch detention or at tutorial/learning support
- Referral to counseling, administration, and/or community support services
- Suspension from school
- Referral to district student review committee
- Police involvement

Range of Interventions - The school will work with students, parents and staff to find the appropriate intervention. If a decision is made to suspend a student from school, the student may be expected to serve the suspension at home under the supervision of a parent or guardian.

Rising Expectations - As students move through their years in secondary school, they are expected to assume increasing responsibility and self-discipline. Students will be given numerous opportunities to participate in making decisions and to work on committees and in groups to improve the school community and environment. Students are expected to take on more of a leadership role and to serve as role models as they move through the graduation years. As such, there will be increasing consequences for inappropriate behaviour.

Notification of Parents - The school has the responsibility to advise parents of unacceptable behaviour demonstrated by the student. We expect that parents and the school staff will work together to bring about a change of behaviour and that efforts will be made in this regard. In some cases, parents of a second party (eg. a victim) will also be contacted and informed of an investigation into another student's conduct.

Crimestoppers - Any students who have information about inappropriate behavior or criminal activities are asked to contact a staff member. Students can also engage our school Crimestoppers program by contacting the school Administration or calling the anonymous Crimestoppers "Tips Line" at 386-Tips.

SCHOOL ROUTINES

Cafeteria - A menu with a variety of healthy options in addition to light lunches and snacks are available at lunch hour. Students can purchase Punch Cards in the office so that they do not have to present cash when purchasing food. Cards are sold in five and ten dollar amounts.

Chronicle - Announcements are made by the CHRONICLE on a daily basis. The Chronicle appears on TV monitors throughout the school, it is available on the school website, it is emailed to all staff, and print copies are available in the office.

Driving and Parking - The school is not responsible for loss or damage to vehicles, including bicycles, while on school property. All student vehicles **MUST DISPLAY A VALID PARKING STICKER AND MUST BE PARKED IN THE STUDENT PARKING AREA ONLY.** After a formal warning, the school reserves the right, at the owner's expense, to tow vehicles which: (a) are parked outside the Student Parking Area; (b) do not have a valid parking sticker; (c) block entrance and exit lanes, or; (d) are not parked in parking spaces in the Student Parking Lot. *The school reserves the right to withdraw parking privileges of those who drive in an unsafe manner on school grounds or in the immediate vicinity of the school and they may be reported to law enforcement agencies.*

Early Leaving/Late Arrivals - Students who need to leave school during class time must sign out at the office counter. Office staff will contact a parent/guardian before the student will be released from the school. Students who become ill at school should report to the office where they will receive assistance. Students who arrive late to school are expected to sign in at the office.

Emergency Drills - The school conducts at least six Emergency Evacuation drills each year. In the event of a fire drill or a real emergency, an alarm will sound. Earthquake drills are signaled over the Public Address system. Students anywhere in the building must leave the school promptly and quietly using the nearest exit route or as directed by a staff member. Once outside, students must report to their teacher on the track or to the centre of the main playing field if they have an unassigned block.

Family Trips/Outside School Commitments - While the school recognizes the value of extended family trips or commitments such as playing on provincial teams or participating in provincial festivals, parents must realize that missing classes may have an impact on academic achievement. Extended absences may result in gaps in knowledge or skills. It is not a school expectation for staff to re-teach lessons or design make-up assignments for students who have chosen to miss instructional time. The school may recommend that the missed learning time be completed through a package of work that may be available through the South Island Distance Education School at the parent's expense. Our Peer Tutoring program is another option to explore for additional help before or after the trip.

Field Trips - As all Field Trips are school functions, even when they occur outside of the regular school day, appropriate forms must be completed before the event and students are required to comply with school rules during the field trip. Students who are not in good standing with their attendance, progress or citizenship may be ineligible to participate in Field Trips.

Fundraising - Numerous school groups, clubs, and teams raise money to support their specific projects. All money raised for a project through fundraising remains in the school and with the designated program. Money is not transferable to another program.

Learning Support - On Friday afternoons between 2:25 p.m. and 3:35 p.m. the school provides learning support. This supervised time is provided to enable students the opportunity to make up for missed learning. Teachers may give students who have missed learning the opportunity to rewrite certain tests or complete assignments.

Lockers - Lockers are school property and as such may be opened and searched by school officials at any time, with or without the student's consent. Lockers will be assigned through homeroom classes. It is the student's responsibility to ensure that the lock remains on the locker at all times, and that the locker is kept in a clean, undamaged condition free from inappropriate photos or graffiti. Students may only use combination locks issued from Claremont. Grade 9 and new students will be issued a lock in September. New and used locks can be purchased in the office if necessary.

Reporting to Parents - Report cards are issued to parents four times a year: in November, February, April and June. This provides a record of student achievement marks, work habits and attendance by subject. The November and April report cards are followed by conferences. Parents are also encouraged to communicate with teachers and counselors and request additional conferences. Parents may also receive Interim Progress Reports from teachers who indicate outstanding work, missed assignments, absences and/or difficulties.

Unassigned Blocks - All Grade 9 students should have a full timetable. We encourage all other students to have a full timetable, but Grade 10 to 12 students have the opportunity to take a study block. In this case, students may spend this time to work quietly and individually in the Library, or they may stay in the Student Lounge. Wandering the halls or staying in the parking lots are not options. Students who do not comply with these expectations and interfere with the learning of others may be told to leave the school building and grounds during their study block.

Student Visitors to the School - Students of other CRD schools, except in very unusual circumstances, are not allowed to come to school as a guest of a Claremont student. Students who do wish to bring a guest to school, must follow a process which includes completing a form available from the office, and obtaining permission from classroom teachers and an administrator in advance.

'I' report - An 'I' report may be sent home for the following reasons: the student is in a failing position; the student was in a passing position, but missing an assignment; the student is in jeopardy of failing the course or the student is missing or has not completed an assignment(s). An 'I' report indicates what the concern is and specifies a plan of action that is intended to help students achieve the learning outcomes.

COUNSELING & STUDENT SUPPORT

Counseling - Counselors are available to students, staff and parents. Counselors work with students in a variety of ways including helping them to choose appropriate courses and careers and advise on post secondary opportunities. They also work with students who are having course difficulties and assist students who are having personal problems.

In order to obtain an appointment with a counselor, students should check with the secretary in the Career Centre. Parents are urged to communicate with counselors. Appointments can be made by phoning the school at 658-6664.

Learning Assistance - Learning Assistance is available for any students who may be experiencing difficulty passing courses, writing essays or preparing for exams. Learning assistance can be used to help organize and structure study skills as well as develop the learning strategies required for success in a particular subject area.

Learning Resource Centre (Library)

Our Learning Resource Centre is regularly open during the school day and for general student use at lunch hour, before school and after school. Most books may be signed out for a three-week loan period with the exception of reference materials which are only available for overnight loans. Log on to the Claremont Learning Resource Centre's webpage at <http://www.claremont-school.ca/lrc> for access to our on-line catalogue, our on-line magazine database (InfoTrac) and our collection of educational websites. The teacher-librarian and library technician are always ready to help students find materials for school projects as well as for recreational reading.

Health Services - The public health nurse visits on a regular basis. Appointments can be arranged through the office. The school nurse may also be involved in the planning of special presentations.



A tradition of excellence

CAREER CENTRE

Career Centre - Choosing an occupation and planning a career can be an exciting experience that will affect the rest of your life. It is also an experience, which requires a great deal of thought and planning. You must consider your goals and ambitions as well as your skills and aptitudes.

The best place to start when thinking about careers is to visit the Career Centre, Room 217, and speak with the Career Coordinator, Mr. Arsenault, or the Career Centre Coordinator Mrs. Bannerman who will be happy to answer your questions and to help you look for materials you may need. Brochures and calendars from colleges and universities are also available there for your use.

You can also access the Career Centre web site www.claremont-school.ca/careers to research employment, secondary school programs, career exploration, and post secondary. Choose CAREER EXPLORATION (on the navigation bar) and access Career Services: STUDENT COUNSELLOR (user name: BC250Claremont, password: ocean). With Student Counsellor you are able to save your own account and record your courses and grades to determine eligibility for post-secondary admissions. Career activities and opportunities are posted on the web site BULLETIN BOARD.

Work Experience - Work Experience provides you with an opportunity to explore and experience career directions within our community. It will help you to acquire and develop employable skills and gain contacts and familiarity with the workplace. One, or any combination of the following would qualify for the completion of your work experience credit:

School-arranged work Placement	Electronic (Community Learning Network)
Job shadow	Student employment
Career mentoring	Volunteering
Career seminars	Entrepreneurship

Work Experience Program - In Work Experience, you will be placed in an environment related to your interests and your focus area for a maximum of 200 hours. This experience will help you to evaluate your present interests and abilities and may assist you in deciding upon your future goals.

You may gain eight credits toward your graduation requirements and secure part-time employment. You may also apply to this program if you have already permanent or part-time employment at the established job site. The major advantages include:

- Related work experience can be useful in securing future work references and contacts.
- You become proficient in building interpersonal relationships in the workplace.
- You may choose to explore a placement related to your future career goals and/or post-secondary education.

Planning Your Future with Focus Areas - Focus Areas help you learn about the broad range of education and career choices. Think about your Focus Area when you select courses for Grades 11 and 12. Do the courses support your goals? Based on your own interests and aptitudes, you will concentrate your studies in one or more of the following Focus Areas:

Business and Applied Business, Fitness and Recreation Fine Arts, Design and Media, Health and Human Services, Liberal Arts and Humanities, Science and Applied Science, Tourism, Hospitality and Foods, Trades and Technology. <http://www.bced.gov.bc.ca/graduation/focus.htm>

Secondary School Apprenticeship Program - This program provides students with an opportunity for paid employment in a trade and an early start on a well-defined career path. Student benefits include:

- Increased relevancy of work to in-school courses;
- Completion of 16 credits toward secondary school graduation;
- Completion of at least 480 paid apprenticeship work experience hours; and,
- Opportunities for further training and employment and \$1000.00 scholarship upon completion.

CLUBS & ACTIVITIES

Claremont offers opportunities for students to become involved in a variety of clubs and activities. Although these clubs require commitment in time and energy, they are a rewarding and important side of school life. Some of the clubs and activities are:

Yearbook	Peer Helpers	Intramurals	Key Club
Chess Club	Choir	Scholarship Club	Graduation Council
YCI	Recycling Club		

Students wishing to see other clubs developed should approach a staff member or one of the Vice Principals.

SPORTS

Claremont has an excellent and comprehensive athletic program. Qualified coaches encourage students in all grades to participate. While the participation level is very high, Claremont teams are often competitive at a provincial level. Student-athletes are reminded that participation on a sports team is contingent on their work habits and conduct in all classes. Student athletes must take responsibility for missed work and speak with each teacher regarding opportunities to make up their missed learning time.

Fall

Rowing
Jr. Boys Volleyball
Jr. Girls Volleyball
Sr. Boys Volleyball
Sr. Girls Volleyball
Jr. Boys Soccer
Sr. Boys Soccer
Girls Field Hockey
Cross Country

Winter

Jr. Boys Basketball
Jr. Girls Basketball
Sr. Boys Basketball
Sr. Girls Basketball
Curling
Jr. Boys Rugby
Sr. Boys Rugby
Field Lacrosse
Badminton

Spring

Tennis
Jr. Girls Soccer
Sr. Girls Soccer
Girls Softball
Track & Field
Golf
Roller Hockey

STUDENTS' COUNCIL & KEY CLUB

These groups of students are responsible for the organization of various events for the student body. Student Council 9-12 is a year long course that meets during lunch. Students involved will have significant input into many school decisions and future directions through their involvement in school and District committees and meetings, and leadership seminars. Students will also be involved in the planning and organization of school events such as Spartan Days, Fundraising events, and theme days. The Key Club meets at lunch once a week. Both groups are open to students in all grades.

GRAD PLANNER – GRADE 10, 11, 12

COURSE	CREDITS	NOTES
GRADE 10: To graduate with a Dogwood Certificate, students must complete 80 credits at the grade 10, 11 and 12 level: 48 credits from Required Courses plus 28 credits from elective courses.		
English 10	4	
Science 10	4	
Math 10 <input type="checkbox"/> Essentials <input type="checkbox"/> Applications <input type="checkbox"/> Principles	4	
Social 10	4	
PE 10	4	
Planning 10	4	
Electives and Career Programs:		
1.		
2.		
GRADE 11		
Language Arts 11 : English or Communications	4	
Science 11	4	
Math 11 <input type="checkbox"/> Essentials <input type="checkbox"/> Applications <input type="checkbox"/> Principles	4	
Socials 11	4	
Electives and Career Programs:		
1.		
2.		
3.		
4.		
5.		
GRADE 12: Minimum of 16 credits at the Grade 12 level including Language Arts 12. All Ministry-authorized and Board/Authority-Authorized courses count.		
Language Arts: English or Communications	4	
Grade 12:	4	
Grade 12:	4	
Grade 12:	4	
Graduation Transition <input type="checkbox"/> Community Connections 30 hrs Work Experience <input type="checkbox"/> Personal Health 150 Min. Physical Activity per week <input type="checkbox"/> Career and Life Transition Plan Interview	4	
Electives and Career Programs:		
1.		
2.		
3.		
4.		
5.		
Total Grad Credits (Minimum 80 Required)		Fine Art or Applied Skill 10, 11 or 12 Requirement Met <input type="checkbox"/>

GRADUATION INFORMATION

Students will graduate under the 2004 Graduation Program. Important reminders include:

- Grade 10 - 12 courses will count for credits.
- Planning 10 will encourage students to explore a range of career options, plan their future and develop skills in areas such as employability, healthy decision-making, and financial management.
- Students will be required to write five exams in Language Arts 10, Science 10, Mathematics 10, Social Studies 11/12, and Language Arts 12.

Participation in the Graduation Recognition Ceremony - Graduation represents the culmination of a student's formal schooling. At Claremont, there are three parts to our graduation evening. The first part is the formal Recognition Ceremony at which a student crosses the stage and shakes the hand of the Principal, and receives a certificate.

Participation in the Recognition Ceremony is an important point in a student's life. Students have a significant responsibility in ensuring that they are meeting graduation requirements. There are several checkpoints during the year where transcripts are checked and graduation status is confirmed. At any time, a student can make an appointment with a counselor to check whether or not they will be eligible to graduate and to participate in the Ceremony. In November and May, the Ministry of Education releases Transcript Verification Reports, which indicate whether or not a student will meet graduation requirements. After the school receives the May report, the school will compile a Graduation List which will include all students who are eligible to participate in the Recognition Ceremony. Students enrolled in a Distance Education course as part of their graduation requirement must have completed the course work by June 18, 2010.

After the Recognition Ceremony, students can participate in a dinner and dance. This informal part of the evening is a time for graduates to celebrate the end of their formal schooling. Students who are members of the graduating class, but who are not graduating, may participate in the dinner and dance. Students would follow normal routines to purchase tickets.

Following the dinner dance is the All Nite grad event planned by parents. Information about this safe grad event will be sent to students and parents throughout the school year.

Students who are on an Individualized Education Plan (IEP) must complete the Plan before they can participate in the Recognition Ceremony. When parents sign the IEP in the fall, they should be aware that if a student fails to meet the requirements of the IEP that student cannot participate in the recognition ceremony. If students do not qualify to participate in the ceremony, parents will be contacted by June 1st.

Graduation with Honours - Grade 12 students, upon successful completion of graduation requirements, receive a Secondary School Graduation Diploma (commonly referred to as the Dogwood Diploma) issued by the Ministry of Education in August following graduation. If a student has completed graduation requirements and obtained a better than 'B' average, the student's transcript will include the phrase "with Honours Standing."

Ministry of Education Information – Parents and Students are encouraged to visit the Ministry of Education website. It is an excellent resource for information related to Provincial exams, Passport to Education and a variety of other educational topics. <http://www.bced.gov.bc.ca/exams/student.htm>.

PASSPORT TO EDUCATION

Passport to Education - The Passport to Education Program recognizes and rewards student achievement in Grades 10 to 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 award takes the form of a stamp with a dollar value that can be applied directly to post-secondary tuition fees or, in certain cases, other educational expenses. When stamps are awarded, they are entered into a passport booklet. The booklets are kept at Claremont until the student withdraws or graduates.

Ministry Criteria - Students are eligible to receive passport awards if they are:

- A Canadian Citizen or permanent resident (landed immigrant)
- Enrolled in a British Columbia secondary school registered in Grade 10, 11 or 12.
School Criteria(based on a total of):
- Academic Score and Attitude/Effort (Conduct)

Procedure / Calculation

The academic score for students is calculated by totaling the top five final percents. Based on the scale:

- A = 5
- B = 4
- C+ = 3
- C = 2
- C- = 1

Excluding: Any mark changes resulting from August Provincial re-writes.

Any 'I' letter grades issued during the school year must be changed (and the mark submitted) by the last school day in June for the course to be considered for the Passport Award

Attitude / Effort (conduct) Score

1. The Attitude / Effort score are as follows: O, G, S, NI, U
2. Students with NI or U for conduct will not be included in the Passport Calculation.

Process for notification and reconsideration: In September the list of winners will be posted in the counseling area and distributed to all Homeroom Teachers. It is the student's responsibility to check the lists for his/her name. Student requests for reconsideration must be received by the last school day in September. Final lists of successful Passport recipients will be posted in October.

Award values are:

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

Stamps will be allocated provincially based on September enrolment.

CONDUCT & WORK HABITS

Conduct/Attitude

- I demonstrate respect for my environment and school property by taking care of equipment and cleaning up after myself.
- I demonstrate respect for others by my use of appropriate language and manners, remaining attentive and quiet during lessons, and listening when others are speaking.
- I make a positive contribution to the learning environment by demonstrating an enthusiastic and positive attitude, demonstrating care and compassion for others, and encouraging others to make positive contributions.
- I follow the class expectations/rules.
- I demonstrate perseverance and persistence.

Work Habits

- I use analytical thinking and effective decision-making techniques to try to solve problems independently (looking at my notes, in the textbook or asking other students for help) before I ask the teacher for help.
- I demonstrate responsibility for missed learning time by asking other students about the work that was missed, communicating with the teacher and doing any necessary work to catch up.
- I arrive to class on time and prepared to work.
- I demonstrate time management skills and complete and hand in assignments on time.
- I demonstrate an ability to set and achieve appropriate goals.

HONOUR ROLL

Honour Roll - Honour Roll will be calculated, and certificates will be produced at the year-end. Honour Roll will be calculated on a combination of Semester 1 and Semester 2 final results. Grade 9, 10 and 11 students who meet the criteria will receive an Honour Roll certificate that will be distributed at the beginning of the following school year during Homeroom. Grade 12 students who meet the criteria will receive an official Ministry Transcript which will indicate if Honours Standing has been achieved.

Criteria:

1. Students must have a final GPA of 3.0 or higher (B average) in all eligible courses to receive Honour Roll.
2. Students must not receive an "F" in any Claremont course during the specific school year.
3. Students must not have an "Unsatisfactory" or "Needs Improvement" in either Work Habits or Conduct during the specific school year.
4. Courses that are not included in the calculation are: Work Experience and August rewrites. Apprenticeship Program credits will be included in the calculations. Students enrolling for Semester 2 only must complete 4 eligible courses during the specific school year.