

CLAREMONT

SECONDARY SCHOOL



A tradition of excellence

Welcome to the 2014-2015 school year!

We hope that you choose to make this a remarkable year
and that you enjoy many successes.

Our Claremont Mission Statement says:

The students, staff and parents of Claremont Secondary encourage lifelong learning within a safe and respectful environment where students pursue their highest possible levels of academic achievement and personal growth.

At Claremont we strive to create a safe, caring and orderly learning environment for all. The purpose of this Code of Conduct is to clearly describe student rights and responsibilities, as well as many of the procedures we use. We expect that all students will abide by this Code of Conduct, that teachers and administrators will enforce it and abide by its spirit and intent, and that parents and guardians will support the efforts of the school to provide a safe learning environment.

We are guided by the following Principles of Learning:

Learning requires the active participation of the learner

Learning is an individual and social process

Learning occurs in varying ways and at different rates

We acknowledge the rights and responsibilities of all members of our school community:

*To be treated with dignity and respect at all times, especially when there is a disagreement;
To work and learn in a safe and orderly environment; To respect the property of the school
and all members of the school community; and, To demonstrate honesty and integrity.*

Mr. Bruce Frith
Principal

Ms. Sally Hansen
Vice Principal

Mr. Vijay Pereria
Vice Principal

4980 Wesley Road, Victoria, B.C. V8Y 1Y9

Telephone: (250) 658-5221 Fax: (250) 658-5387 Attendance Phone: (250) 658-6666

www.claremont.sd63.bc.ca

STUDENT CODE

- I will be the best that I can be and achieve at my highest level.
- I will positively influence and encourage my peers in all their endeavors and projects.
- I will have the courage to take the "right" stand regardless of peer pressure.
- I will conduct myself in a manner that contributes to an orderly atmosphere and ensures the rights of all individuals within the school.
- I will be considerate and respectful of others. I will give my best to my academic and extracurricular pursuits.
- I will demonstrate care and concern for school property and the property of others.
- I will respond appropriately to the direction of faculty and staff at school as well as school activities.
- I will be responsible for my attitude and behavior.
- I will ensure that correspondence and other messages from the school are delivered home.
- I will provide my name to adults on school property.

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;
- 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.

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

Supervision – All staff (teaching and non-teaching) have a general supervision responsibility during school time and at any school function, whether on formal duty or not, and students are required to comply with this authority. School rules apply at all school functions even when they occur off school grounds or outside of the regular school day. 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.

Attendance – Students are expected to attend all of their classes on time. Teachers record attendance for each class. Missed classes mean missed learning! Full attendance is essential to school success. Students who miss classes are 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.

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.

Dress Code – School is a place of business. Students and their parents are expected to support a learning environment where attire is appropriate (casual professional attire) 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.

Cell Phones - I have the right to use electronic devices for educational purposes in appropriate ways at the direction of

supervising staff. I have the responsibility to use my personal electronic devices ethically, safely and responsibly. Electronic devices can be used to support educational purposes in significant ways. But they can distract others if used inappropriately. It is important to learn how to use these devices in appropriate ways and at appropriate times. The school will not be responsible or liable for lost, stolen or missing electronic devices.

Cameras - Photographing people at school or at school functions using still or video cameras can be a privacy issue and should not be done without appropriate permission.

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

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.

Respect For Public Property And Careful Use & Return Of School Materials & Equipment - Students are expected to 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.

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.

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.

Hats – Students are expected to remove all 'head wear' when entering the building. Medical and religious reasons are the only exceptions. Claremont's no hat policy enables staff to easily identify individuals who are not affiliated with the school and to take more immediate action if required to ensure student safety.

Loss /Damage To School Or Personal Property – We expect members of the student body to respect school and personal property. Students are responsible for any damage done to other people's property and will be charged for replacement or repair. 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.

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.

Security And Safety – Students are expected to refrain from any act, including verbal or written comments, that disrupts 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 defence once the damage is done.

Scented Products - Due to the increasing number of staff and students with sensitivities to scented products the school has moved to using products, that are more environmentally friendly in order to reduce potential impact on the school population. As scented products can cause reactions ranging from headaches to anaphylactic reactions, we request that staff and students refrain from wearing/using scented products while at school.

Intimidation, Harassment and Violence – Every student, regardless of peer group, has the right to feel safe at school. Any acts of harassment, intimidation or threats of any types: physical, emotional, verbal or sexual, discriminatory, including bullying, physical violence, or retribution against a person who has reported an incident, are unacceptable.

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 spectating 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 Technology – School computers and Internet resources, used carefully and wisely, can provide important avenues of learning for students. Inappropriate uses of Internet communications including the sending of threatening or harassing comments are unacceptable. Any incidents will be addressed as a very serious issue.

- Students will engage in appropriate curricular behaviour when using the district network.
- Students will only publish their own personal information if related to curricular activities and parent/guardian consent is given.
- Students will not publish other people’s personal information. For example, name, location, phone number, images, video, work, username, or other personal information

Alcohol, Drugs, Tobacco, E-Cigarettes - Individuals have the right to be in a learning environment free of alcohol, drugs, tobacco and E-cigarettes. They have the responsibility not to be in possession of, under the influence of, or involved in providing to others: alcohol, drugs, tobacco or E-cigarettes at any time at school or during any school function. Smoking is not permitted in the school building, on the school grounds, in the neighbourhood of the school or at any school function.

The Capital Regional District’s Clean Air Bylaw allows for a \$50 fine for people who smoke on school grounds (reference School District Policies 6200 and 4120).

Weapons/Explosives

– Our School District has Policy 6120 Weapons. Students who bring weapons/explosives 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.

Visitors - In order to safeguard students and staff, all visitors to the school must first report to the main office upon arrival.

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. In these cases, the staff will take all reasonable steps to prevent retaliation against a student who has reported a breach in the Code of Conduct. Students may report incidents anonymously on-line by accessing the ERASE Bullying site which is available under the student link on the school website or by completing an anonymous reporting form found on the office counter. School Administrators and counsellors will review these reports and do everything possible to find a solution.

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. School staff will take into consideration IEPs, safety plans, or any other pertinent documents.

- 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
- Restorative Justice conference/facilitation
- Supportive intervention and/or service to school
- Additional time for the student with the teacher, at the office or at tutorial/learning support
- Referral to counselling, administration, and/or community support services
- Suspension – including in-school or out of school
- Referral to district student review committee
- Police involvement

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 Or Other Agencies - 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 (e.g. a victim) will also be contacted and informed of an investigation into another student's conduct. Administrators may be required by policy or law to contact School Board Officials, police, or other agencies.

Crimestoppers - Any students who have information about inappropriate behaviour 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 (8477).

SCHOOL ROUTINES

Food Services – Food services will offer a variety of healthy options in addition to light lunches and snacks at lunch hour. Students / Parents can purchase Punch Cards in the accounting office so students do not have to present cash when purchasing food. Cards are sold in five and ten dollar amounts and can be purchased with cash, debit, visa or mastercard.

Claremont News - Announcements are made by the students on a daily basis. Announcements appear on TV monitors throughout the school, it is available on the school website 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. The school is not liable for any damage to vehicles parked on school grounds.

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. Students should work proactively with teachers to effectively deal with planned absences.

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.

'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.

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 during the first week of school. 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 or

Royal Oak. 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.

Tutorial Support - Through peer tutoring and tutorial's. the school provides learning support. To access tutorial support, students should talk with a school counselor and/or visit the Career Centre for more information.

COUNSELLING & STUDENT SUPPORT

Counselling - Counsellors are available to students, staff and parents. Counsellors 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 contacting Mrs. Pryer in the Career Centre at 658-5221 local 296 .

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 Commons (Library)

Our Learning Commons 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. 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 throughout the year. Contact can be arranged through the office. The school nurse may also be involved in the planning of special presentations.

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 Counselor, Mr. Arsenault or the Career Centre Coordinator Mrs. Pryer, 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. Computers are also available for students to use on school work during spare blocks and before school. You can also access the Career Centre web site www.claremont.sd63.bc.ca to research secondary school programs, career exploration, post-secondary, employment and volunteer opportunities.

Work Experience Program - In Work Experience 12A/12B, 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 an 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.

Secondary School Apprenticeship Program

SSA 11A/11B/12A/12B 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 apprenticeship work experience hours; and
- Opportunities for further training and employment and \$1000.00 scholarship upon completion.

ACEIT Program is an excellent opportunity for students to gain dual credits from high school and Camosun College while attending post-secondary school as a high school student. See the Career Centre for more details.

Trades Exploration Program - The TEX Program is offered full time during the second semester and is available to students in grade 10, 11 or 12. This program is suited for students who are interested in pursuing a career in the trades, but would benefit from exposure to a variety of them including: Carpentry, Plumbing, Electrical and Welding. Students gain hands on work experience as well as classroom instruction provided by a combination of Claremont and Camosun instructors. This is an excellent platform for the SSA and ACEIT programs. See Mr. Arsenault in the Career Centre for more details.

Graduation Transition - All grade 12 students are required to complete Grad Transition which includes: 30hrs of paid or volunteer work experience, daily physical activity log, and an exit transition interview. Forms are available in the Career Centre and on the website. Students earn 4 credits upon completion of their Graduation Transitions.

CLUBS AND 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.

ATHLETICS

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 the Island and provincial level. Student-athletes are reminded that participation on a sports team is contingent on their work habits, attendance 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
Swimming
Girls Field Hockey
Cross Country

Winter

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

Spring

Tennis
Jr. Girls Soccer
Sr. Girls Soccer
Track & Field
Golf
Jr. Boys Rugby
Sr. Boys Rugby
Badminton

STUDENTS' COUNCIL & KEY CLUB

These groups of students are responsible for the organization of various events for the student body. 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.

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 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 Graduation Ceremony at which a student crosses the stage and shakes the hand of the Principal, and receives a certificate.

Participation in the Graduation 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 Ministry of Education report, the school will compile a Graduation List which will include all students who are eligible to participate in the Graduation Ceremony. A SNAG (Students not able to Graduate) list will come from the Ministry of Education indicating students not in a position to graduate and letters will be sent home. Students enrolled in a Distance Education course as part of their graduation requirement must have completed the course work by a date to be posted on the Grad Webpage on or before September 30th of the graduating school year.

After the Graduation Ceremony, students can participate in a dinner and dance. This 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 Graduation 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 graduation ceremony. If students do not qualify to

participate in the ceremony, parents will be contacted by letter.

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. This is the last year of this program.

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 12.

School Criteria (based on a total of):

- Academic Score and
- Work Habits

Procedure / Calculation

The academic score for students is calculated by totaling the top five final percents from provincially authorized and/or Board Authority Authorized (BAA) courses and/or AP/IB courses that result in a grade, excluding courses listed below, creating a score out of a maximum of 500.

Excluding:

- Any Work Experience courses (except up to two Apprenticeship and Partnership courses may be used where the learning takes place in the community (Rationale – the school believes that the learning that takes place at the school needs to take priority i.e. 3 of the 5)
- Any mark changes resulting from August Provincial re-writes.
- Grad Transitions

Please Note - 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

Work Habits Score

The Work Habits score is as follows:

- Excellent (E) = 4
- Good (G) = 3
- Satisfactory (S) = 2
- Needs Improvement (NI) = 0

The Work Habits score is calculated using only the Work Habits mark from both Report Period 2 (end of Semester 1 January/February) and Report Period 4 (end of Semester 2 – June). All courses with a Work Habits mark will be included. An average will be calculated and multiplied by 62.5 providing a score out of a maximum of 250.

Please note - Students with NI for conduct will not be included in the Passport Calculation.

Passport Score

1. The Passport Score will be achieved by adding the Academic Score (out of 500) and the Work Habits score (out of 250) for a total possible score of 750
2. Students in each grade 12 will be ordered (highest to lowest) based on their passport score
3. The Ministry of Education will determine annually the number of Passport to Education Awards that will be available to Claremont students based on September enrollment numbers.
4. In the event that one or more students has the same passport score and there are not enough stamps to award each of them a stamp, the Passport Award stamp will be granted to the student who has the highest score when the next highest qualifying percent's are considered.

Process for notification and reconsideration: In October the list of winners will be posted in the counseling area and on the school website. It is the student's responsibility to check the lists for his/her name. Student requests for reconsideration must be received by within 30 days of the results being posted. All requests must be in writing, addressed to the principal and indicate the reasons for reconsideration. Final lists of successful Passport recipients will be posted in November.

Award values are:

- Grade 10 \$250.00 (from previous years)
- Grade 11 \$250.00 (from previous years)
- Grade 12 \$500.00

Total Possible = \$1000.00

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.

Graduation Tracking Form (2014-2015)

Name: _____ Grade: _____ Date: _____

Check off what courses you have and will complete by the end of the year and circle courses you are planning to take next year. Each grade 10-12 course = 4 credits. Are you on the right path?

GRAD PROGRAM REQUIREMENTS

GRADE 9	GRADE 10 (32)	GRADE 11 (32)	GRADE 12 (32) [96]
1. English 9	1. English 10 PROVINCIAL EXAM	1. a) English 11 or b) Communications 11 or c) Linear En 11 & AP Language & Composition (8 credits)	1. a) English 12 or b) Communications 12 or c) Linear Eng 12/Wr 12/Lit 12 AP (12 credits) PROVINCIAL EXAM
2. a) Socials 9 or b) Socials 9	2. a) Socials 10 or b) Socials 10 Enriched	2. a) Socials 11 or b) IGS 11 (SS 11 & Sustainability 11 (8 credits) c) BC First Peoples 12 PROVINCIAL EXAM	2. Grad Transition 12 (Grad interview, DPA 150 minutes per week & 30 hours Work Experience). * to be completed outside of time-table*
3. a) Math 9 or b) Math 9 Linear	3. a) Math 10 App. & Workplace or b) Math 10 Found. & Pre-Calculus PROVINCIAL EXAM	3. a) Math 11 App. & Workplace or b) Math 11 Foundations or c) Math 11 Pre-Calculus	3. Elective 12
4. a) Science 9 or b) Science 9 Enriched	4. a) Science 10 or b) Science 10 Enriched PROVINCIAL EXAM	4. a) Earth Science 11 or b) Biology 11 or c) Chemistry 11 or d) Physics 11 or	4. Elective 12
5. PE 9	5. PE 10	5. Elective:	5. Elective 12
6. Elective:	6. Planning 10	6. Elective:	6. Elective:
7. Elective:	7. Elective:	7. Elective:	7. Elective:
8. Elective:	8. Elective:	8. Elective:	8. Elective:
No Credits	Credits =	Credits =	Credits =

Total credits required for graduation = 80

Notes: Grade 9 & 10 students are required to have a full timetable (8 classes) during blocks 2-5. It is recommended that Gr. 11's take a full schedule and save the flexibility for their gr. 12 year. All students must take either an Applied Skills or a Fine Arts course in grade 10, 11 **OR** 12.

Applied Skills or Fine Art Requirement:

Course: _____

Apprenticeship Programs:

Program: _____
Requirements: _____

Work Experience Credit: (See Mr. Arsenault)

30 Hr. (requirement of Grad. Transitions)
W.E. 12A (100 Hrs.) Placement(s): _
W.E. 12B (100 Hrs.) Placement(s): _

SCHOOL CALENDAR 2014-2015

September 2	Grades 9 & 10 12:30 – 3:30	January 26	Semester 2 - Term 3 begins
September 2	International Orientation	February	Ridge Playhouse - YLD
September 3	Grades 11 & 12 12:30 – 3:30		Performance Details on website
September 3	International Assessments	February 5	Early Closure Day
September 3	Deadline for Medical Documents Regarding Anaphylaxis / Glycogen	February 5	Report cards issued
September 11	School Photos–All students	February 5	Open House 6:30 – 8:30
September 16	PAC Meeting 7pm	February 9	Family Day ★
September 18	Early Closure Day	February 17	PAC Meeting 7pm
September 18	CSI Parent Night 6-7 pm	February 20	Non-instructional Day
	Meet the Teacher Night 7-9 pm	February 25	Grade 9 – 11 Assemblies / Courses
September 22	BC Transit Photos 11:50-12:50	February 25	Course Selection Info Night
October 1	CUE @ Parkland	March	Grad Transition Due – Details on website
October 13	Thanksgiving ★	March 4	Course Selection Forms and CSI Applications Due
October 14 - 24	Grad Photos (14-17, 20-24)	March 9 - 20	Spring Break ★
October 16	School Photo Retakes	March 23	School in Session
October 21	PAC Meeting 7pm	April 3-6	Good Friday/Easter Monday
October 22	We Day	April 14	Term 3 ends
October 24	Non-instructional Day ★	April 15	Term 4 begins
October 31	Term 1 ends	April 15	Grad Transition Interviews
November 3	Term 2 starts	April 22	Report Cards Issued
November 7	Non-instructional Day ★	April 23-29	Go online to book P/T Conferences
November 10	Non-instructional Day ★	April 24	School Planning Day ★
November 11	Remembrance Day ★	April 30	Early Closure Day
November 13	Report cards issued	April 30	P/T Conferences 5-7 pm
November 14 - 19	Go online to book P/T Conferences	May	Ridge Playhouse - Musical Theatre - GREASE (Performance date details on website)
November 18	PAC Meeting 7 pm		
November 20	Early Closure Day	May 9	CC350 Event
November 20	P/T Conferences 5–7 pm	May 4	Non-instructional Day ★
November 25	Post-Secondary Info 6:30 pm	May 18	Victoria Day ★
December	Ridge Playhouse - YLD	May 19	Grad Rehearsal 9am–see website
	Performance Details on website	May 19	PAC Meeting 7 pm
December	Band & Choir Concert Details on website	June	Band and Choir Concert Details on website
December 22 – Jan 2	Christmas Break ★	June	Night of Dance 7 pm Details on website
January 5	School re-opens	June 1 - 25	Field Trip Moratorium
January 5 - 23	Field Trip Moratorium	June 11	Athletics Awards / Banquet
January	Night of Dance Details on website	June 16	PAC Meeting 7 pm
January 15 - 16	Grad Photo Retakes	June 17	Last Day of Classes
January 19 – Jan 23	Exam Week	June 18 - 25	Exam Week
January 20	PAC Meeting 7 pm	June 24	Awards – Details to be posted on website
January 23	Semester 1 ends	June 25	Report Cards
		June 25	Graduation 2015 – 5:30 pm at UVIC

★= No School

Dates could be subject to change during the school year.
Please check the school website for confirmation.

CLASS SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Block 1 8:00 – 8:55	Block 1 8:00 – 8:55	Block 1 8:00 – 8:55	Block 1 8:00 – 8:55	Block 1 8:00 – 8:55
Block 2 9:00 – 10:22	Block 2 9:00 – 10:22	Block 2 9:00 – 10:15	Block 2 9:00 – 10:22	Block 2 9:00 – 10:15
Block 3 10:28 – 11:50	Block 3 10:28 – 11:50	Block 3 10:21 – 11:36	Block 3 10:28 – 11:50	Block 3 10:21 – 11:36
<i>Lunch</i> 11:50 – 12:36	<i>Lunch</i> 11:50 – 12:36	<i>Lunch</i> 11:36 – 12:10	<i>Lunch</i> 11:50 – 12:36	<i>Lunch</i> 11:36 – 12:10
Block 4 12:36 – 2:00	Block 4 12:36 – 2:00	Block 4 12:10 – 1:27	Block 4 12:36 – 2:00	Block 4 12:10 – 1:27
Block 5 2:06 – 3:28	Block 5 2:06 – 3:28	Block 5 1:33 – 2:48	Block 5 2:06 – 3:28	Block 5 1:33 – 2:48
Block 6 3:35 – 4:55	Block 6 3:35 – 4:55	Block 6 2:55 – 4:05	Block 6 3:35 – 4:55	Block 6 2:55 – 4:05