

**SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)
POLICY**

STUDENT CODE OF CONDUCT – See SD73 Policy No. 600.1

BULLYING INTIMIDATION HARASSMENT AND DISCRIMINATION – UNIVERSAL – See SD73 Policy No. 903.1

STUDENT DISCIPLINE – See SD73 Policy No. 600.2

STUDENT ATTENDANCE – See SD73 Policy No. 603.1

ALCOHOL AND OTHER DRUGS – See SD73 Policy No. 606.1

ALCOHOL AND OTHER DRUGS – STUDENT ATHLETES – See SD73 Policy No. 606.2

SEARCH OF SCHOOL LOCKERS – See SD73 Policy No. 609.1

STUDENT DRESS CODE – See SD73 Policy No. 612.1

NorKam Senior Secondary
Academic recognition criteria
Last reviewed - December 2017

Achievement Honour Roll

Honour Roll recognition will occur based on final marks at semester's end.

To qualify:

- Students must achieve an average of 80% and above based on a minimum of 3 courses, with no mark below 60% including dual credit courses and Sampler program.
- All distance learning courses and external course credits are excluded.

IB Students:

As IB students are graded on the seven point IB scale, the following total points are required to qualify:

| Year 1 Students | Year 2 Students |
|---|-----------------------------------|
| <ul style="list-style-type: none">• Semester 1 Report 2• Semester 2 Report 4 | 21 points *24 points 22 points |

Only one, two (2) point score in Year 2 year is permitted.

* Completed year 1 course grades will continue to factor into students total points.

Excluded Courses:

TOK, CAS, and Extended Essay

Effort Honour Roll

Effort Honour Roll will be recognized for students who have maintained G's in courses that provide final effort grades.

Principal's List

Students must achieve an overall average 86% or higher for Semester One and **predicted Semester Two** grades on final school classroom marks in Grade 10, 11 and 12.

- Students who register at NorKam in second semester will have their previous school's final marks used to determine eligibility.
- Principal's List students will be recognized in mid-June of each year.
- Students who graduate in January will qualify for the Principal's List as long as the above requirements are met with a minimum of 3 courses.
- Effort marks will **NOT** be included

IB Students:

- **Grade 11 = 26 Points**
- **Grade 12 = 27 Points***

Honour Roll with Distinction

Students who maintain course marks of 90% (**IB 5**) and above (not an average) and who qualify for the Effort Honour Roll will also be recognized on the Honour Roll with Distinction (when applicable).

Gold Cord

Recipients must have achieved Principal's List status in both Grades 10 & 11 and Semester 1 in Grade 12.

If a student registers from another school, the school transcript must indicate an average of 86% or higher over a minimum of six courses in Grades 10 & 11

Medal of Excellence

Recipients of this award must have achieved 86% / **(IB 5)** or higher in all courses completed in grade 10, 11, 12.

Most Outstanding Student Awards

W.D. McMillan Award (grade 12)

The award is based on:

- Academic achievement
- School and community involvement (general citizenship)
- School athletic or fine arts participation
- Two students will be recognized: top IB and the top Dogwood certificate
- Financial rewards will be split evenly between the recipients

Sheryl Lindquist Award (grade 11)

The award is based on:

- Academic achievement in the top 5-10% of the class (cohort)
- School athletic or fine arts participation
- The student should have demonstrated exceptional leadership within the school
- Two students will be recognized: top IB and the top Dogwood certificate
- Financial rewards will be split evenly between the recipients

A. C. Gillis Award (grade 10)

The award is based on:

- Academic achievement
- School and community involvement (general citizenship)
- School athletic or fine arts participation

Disclaimer:

The Academic Scholarship Committee reserves the right to meet and discuss any extraordinary circumstances. Any exceptions to the aforementioned award criteria may be considered on an individual basis by the scholarship/awards committee.

Early graduates may qualify if all above criteria/requirements are met; students should check their counselors after all provincial exam results from first semester are tabulated (mid-March).

DISTRICT HONOURS CRITERIA

- Candidate selection to commence after third term (April) reporting period is complete.
- Number of students that may attend is determined by your Grade 12 enrollment numbers on September 30th of each year. Calculate 5% of that number to determine how many we may choose.
- Top six curriculum-based courses will be used in the selection process (this includes “TRU Start” courses if the school has received a final mark).
**This must include English 12 for non-YTIT candidates.*
- Marks from the previous year’s final semester (credit details) may be used for any qualifying student in order to meet the six course requirement.
- Any year-long courses that qualify will have the third term reporting period mark considered.
- Graduates in the YTIT, NorKam Samplers, NorKam Hair Stylist and DigiPen programs **will be included** based on the following criteria:

Each school will identify their cohort of students enrolled in YTIT and District Programs and recognize the top 5% based on the following formula:

1–20 enrolled students = 1 District Honours Invites
21–40 enrolled students = 2 District Honours Invites
(all marks must be received by the schools deadline date).

- Web CT (@KOOL) courses **will be included**. Where a final mark is available it will be used; if a final mark is not available, the most current mark from the third term @ KOOL report card will be used. 75% of the course **must** be completed to be considered for District Honours.
- YWIT (**YWIT 11&12**); Work Study Students (**WEX 11&12**); Teaching Assistants; Peer Helping; Leadership (**YED 11/12**) and any Independent Directed Studies (IDS) courses **will be excluded**.
*Exception:
If the course is a full time scheduled class with curriculum/assessment based on PLO’s.
- “N” effort marks or “I” Incomplete marks in any term will immediately disqualify a candidate. “I” will be reviewed based on individual circumstances (medical, etc).
- Top six marks will be a combination of: final marks for Semester 1, current Term 3 marks and/or any historical marks if qualifiers are early grads.
- In situations where a tie exists, every effort will be made to take all students affected by the tie. When this is not possible, a thorough review, led by the principal and counselling department, will be conducted to examine aspects of program rigor, student effort, attendance, etc.

PROCEDURE

- **Run Honour Roll Lists (From KATE) for Terms 2 and 3 in rank order. Students will typically appear on both honour rolls.**
 - **Choose your school and correct date (reporting date)**
 - **Minimum courses = 6**
 - **Minimum percent = 50%**
 - **Maximum # Need Imp = 8**
 - **Maximum # of Satisfactory = 8**
 - **Maximum allowed Incomplete = 0**
 - **Minimum average % = 89.0**
 - **Sort = By Grade, Percentage**
 - **Type = Report**

- **Match up students from two honour rolls. Choose top 10 – averages should typically be in 90% + range.**

- **Run Report cards for all matching students – Term III (toggle: Include blended mark if available) for all matching students.**

- **Review report cards and transcripts thoroughly. Must include Eng 12 school mark plus top 5 academic courses. Do not include TA, Leadership, IDS or Peer Tutoring.**

- **Check for any “N” effort marks or any “I” Incomplete/In Progress marks.**

- **If top students do not have six courses in their grade twelve year, check student history and record the highest marks for any previously completed courses.**

- **Check students in any current @KOOL course, TRU Start or YTIT/District Programs. We should have final marks for most of our students. If they do not, have Transitions Coordinator contact TRU for transcripts.**

- **Once a draft list has been created a review must occur between the district honours coordinator and the Counselling department.**

- **Principal must review and approve all candidates before names can be released.**

Date of Policy Review

Principal

GRADUATION COMMENCEMENT AND PARTICIPATION

Who is eligible to participate?

Academic Expectations:

1. Students who will complete the graduation program with a minimum of 80 credits (Foundation Studies: 56 credits; Selected Studies: 24 credits) by the end of the school year in June are eligible to participate in the graduation ceremonies.
2. Students who have more than four courses left to complete at the end of semester 1 **may** be placed back in grade 11. Administration will send a letter to the parents.
3. On March 31st, any grade 12 student who is failing or at risk of failing will be put on academic probation until May 1st. A letter will be sent home to the parents by administration or counselling, outlining the conditions to be met in order to be taken off academic probation.
4. On May 1st the graduation list will be determined by the grad panel (counsellors, administration, FNSW, CEA, and Special Ed). If the panel determines that the student will not be allowed to participate, the gown, diploma, diploma case and dinner will be cancelled. Administration will telephone the parents and send a letter outlining why the student will not be participating in the graduation ceremonies.
5. Students who are four credits short of eligibility **may** appeal to the principal.
6. Students who are not eligible to go through the ceremonies may appeal to the Principal. Their counsellor will act as an advocate in a formal meeting with the Principal.
7. A list that will appear in formal commencement program will be posted for edit purpose. This list will include all awards the student has earned.

EXAM SECURITY AND GOVERNMENT EXAMS

EXAM SECURITY:

Classroom unit exams and tests should always be in locked filing cabinets. If Department Coordinators wish, there is also a vault in the main office with room to store department Cross-grade or year-end exams. If teachers notice that an exam has been stolen from either a classroom or the vault, please inform the administration and any teaching colleagues who would be affected.

JANUARY AND JUNE EXAMS:

The Ministry of Education sets government exam schedules. Administration will organize exam sittings and supervision schedules.

GOVERNMENT EXAM SECURITY:

Government exams are stored in a locked and secured filing cabinet inside the main office vault. Exams are sent to Victoria via couriers according to the schedule sent by the Ministry with each exam shipment. The Administration organizes Government Exam Supervision.

POLICY REGARDING STUDENTS LEAVING SCHOOL EARLY (NECESSITATING MISSING FINAL EXAMS IN JANUARY OR JUNE)

1. Students who will miss school for an extended absence (ie: family holiday, work, etc) must complete a planned absence form that is to be signed by parents and school administration.
2. Students who will miss school for extended absence will be responsible for missed assignments.
3. If a final exam (or other culminating evaluation activity) is missed, the student, at the discretion of the classroom teacher, will be responsible to write a "make-up" exam at an alternate time (either before the student leaves or when they return.)
4. If the student leaves prior to school-end in June, and if required to make up a final exam, the student will be responsible to arrange a time for an alternate exam when supervision is available. No final letter grade will be awarded until this commitment is fulfilled.

MISSED EXAMS, TESTS AND ASSIGNMENTS

IN CLASS TESTS AND ASSIGNMENTS:

Department Coordinators are responsible for meeting with Department members to establish consistent, clear procedures, guidelines and/or consequences for missed exams (including final exams) tests and assignments for each course. This information is communicated to students and parents at the beginning of the course as well as being clearly stated in writing in all course outlines.

MEDICAL EXEMPTIONS (Documented)

PE

- If known at start of semester, student will be re-programmed at start of course.
- Short term exemption, assign alternate activity (suggest short term service to teacher or area; circulate list of students so other teachers may help with placement.
- If a student has doctor's note exempting participation in their course for the duration of the time, they will not be placed into a PE course (identified in first two weeks of semester).
- Excused temporary medical exemptions will be given one of: walking program, written reports on the activities, weight-lifting/physiotherapy program, LAC assistance or teacher's assisting.

OTHER COURSES

- An alternative activity should be provided for the student under supervision.

AS IT APPLIES TO EXAMS

- If student cannot write final exam, it is suggested that the student be evaluated on term work.

RACE RELATIONS

ANTI-DISCRIMINATION AND HUMAN RIGHTS – see SD73 Policy No. 900.1

NORKAM DRESS CODE

STUDENT DRESS CODE – see SD73 Policy No. 612.1

TECHNOLOGY: USE OF PERSONAL ELECTRONIC DEVICES

TECHNOLOGY – STUDENT ACCEPTABLE USE – see SD73 Policy No. 403.2

TECHNOLOGY: USE OF PERSONAL ELECTRONIC DEVICES – see SD73 Policy No. 406.1

STUDY BLOCK POLICY

A study block MAY be granted, depending on the following conditions:

1. The student is in grade 12 in regular progress toward graduation completion. Generally, students must be registered in at least three government examinable courses throughout the year.
2. The student is returning to complete unsuccessful graduation, but needs fewer than four courses. Part-time students must take a minimum of 3 courses.
3. The student's attendance pattern, work habits, and effort over the years have been satisfactory or better.
4. The student's counsellor recommends the study to the Principal through the pre-screening process.
5. The student recognizes that the study block is instructional time and that the school's attendance policies apply as in any class. If a student has a legitimate reason to leave the study, he or she must follow the sign out procedures and have the absence confirmed either by a call or a note from a parent.

Staff who are supervising a study block will monitor the attendance patterns of the students in that study and will take the appropriate disciplinary action when necessary.

SMOKING POLICY – see SD73 Policy No. 1012.1

HAT POLICY

The hat policy at NorKam Secondary allows students to wear hats in the building but not in the classrooms, assemblies or the office. The staff wishes to enhance a professional tone and “hats off”, in the work place is part of that. This policy has gender equity: it applies to everyone.

GUEST SPEAKERS

Please check with administration before inviting guest speakers who are not talking about curricular topics. All guests need to sign in at the office.

Teachers should inform office of the date and times of the visit so guests can be directed to the correct location.

PROMOTIONS AND ADVERTISING

Anyone from the community wanting to display posters or events must receive administration approval. Generally schools do not advertise for profit events.

LOCKER USE

NorKam recognizes that under the Charter of Rights and Freedoms (section 8)"...everyone has the right to be secure against unreasonable search or seizure." However, because school administrators act as delegates for students' parents, their authority includes their common law right to discipline. Therefore, students' rights must be balanced against the school administrators' responsibility to maintain order in the school.

The Student Handbook contains the following information:

Student use of our lockers is based on the following expectations:

1. Students will be assigned lockers at the start of the year. This assignment will be done through homerooms.
2. Teachers will submit a list of locker assignments and lock combinations; these lists will be kept on file in the main office.
3. The Principal or designate may search the locker at any time without notice to the student in order to ensure compliance with the conditions of use and other school policy and rules.
4. Students should clearly understand that even while they are permitted to use lockers during the course of the school year, the locker itself remains the possession of the school and the school administration.
5. Students are expected to look after their locker and not damage or deface lockers. The cost of cleaning or repairs may be charged to the student in extraordinary circumstances.

COURSE OUTLINES

All staff members must submit their student evaluation policies and course outlines to the Principal by the second week of September. These should be reviewed and updated annually.

Each Classroom should have the evaluation policy and practices clearly posted for student referral. A course outline should be given to each student and placed in the front of his or her notebook at the start of every course each semester. It would also be helpful to post these course outlines in the rooms where these courses are being taught.

Course outlines must explain how effort grades are obtained for that course.

STUDENT REPORTING AND PLACEMENT – see SD73 Policy No. 500.1

EARLY FAILURES

To address the common misconception – there are no early withdrawals or early failures (IP)

The staff at NorKam supports the belief that students grow and gain knowledge even in a course in which they may not be successful.

Therefore it is expected that students remain in registered classes and attempt all assignments and projects with the support of the classroom teacher.

If the student wishes to apply for LAC time, he or she must follow the routine referral process.

If there are any extenuating circumstances, contrary to the above guidelines administration and counselling will meet to discuss each individual case to determine a plan for the student.

TRANSFER OF STUDENTS – INTERNAL AND EXTERNAL

EXTERNAL

It is policy at NorKam that we enrol students within our catchment area as a first priority. We may enrol students from outside our catchment area if they are enrolling in a District program offered at NorKam such as Hairdressing, Trades, etc.

See School District Policy No. 301.1 – School Boundaries and Student Transfer Requests

INTERNAL

Any course changes must be made through the counselling department. Counsellors will consult with the necessary staff, students and parents.

CONSISTENCE OF EVALUATION

CHALLENGES AND EQUIVALENCY

Challenges and equivalency will be handled by a screening process, initiated by teacher recommendation based upon superior work, previous records and classroom component. Students may challenge a course one time only.

All Challenges will be in accordance to Ministry guidelines as well as department criteria.

EVALUATION

Within a department or course area, there must be consistence regarding marking and grading. Departments are encouraged to meet to develop and/or review these standards.

Where an "I" has been issued by a teacher, the following information shall be provided to the parent in written form:

- requirements and expectations (action plan)
- date to complete the requirements

A copy of the interim report with the action plan must be given to the appropriate counsellor to be filed in the student's file. A subsequent conversion of the "I" will also be given to Counselling for filing.

NorKam has developed a form to record this data to be given to parents. Copies are in Counselling office.

NUTRITION IN THE SCHOOLS – see SD73 Policy no. 1003.1

VOLUNTEERS IN SCHOOLS – see SD73 Policy No. 536.1

SCHOOL FEES – see SD73 Policy No. 506.3

Non-Instructional Use of School Equipment

The use of school equipment by staff during non-instructional time is appropriate given the following criteria:

1. Each request for the use of school equipment must be made to the principal and each piece of equipment must be signed out. Forms are available in the office.
2. The school's liability and the user's expertise will be taken into consideration.
3. Coordinators must be notified before permission is granted, since they are also responsible for a department's inventory and maintenance.
4. Teacher use of school equipment is **not** permissible when:
 - The result is that school materials are consumed.
 - Major items are being constructed.
 - Personal financial gain is the result.
 - The equipment experiences unusual or unnatural wear.
 - Regular use for personal reasons is the only consideration.
 -
5. The user is responsible for all equipment lost or damaged at current replacement value.

NorKam Senior Secondary Policy for Academic Honesty

PURPOSE:

Genuine learning is built on a foundation of honesty and integrity. At NorKam we strive for excellence in all that we do and, as such, we maintain that all course work is original and reflects the standards stated in the Academic Honesty Policy. Whenever possible, violations and consequences will be treated as learning opportunities for any individuals involved. The guidelines below outline what constitutes academic honesty, how to avoid all forms of academic dishonesty, the procedure for addressing academic dishonesty and the consequences of such dishonesty for the student.

DEFINITIONS:

Academic Honesty Modeling of this core value requires that all members of the NorKam community respect the integrity of each other's work and recognize the importance of acknowledging and safeguarding the intellectual property of all people. Academic honesty is the expression of this respect and acknowledgement through honest work habits, honest communication, originality of work, and accurate and thorough citation practices.

Academic Dishonesty (or Malpractice) Any attempt to copy, falsify, fabricate, or otherwise misrepresent information relevant to a student's participation in any course is considered academic dishonesty. Cheating, plagiarism, fabrication, collusion, and academic misconduct are all forms of academic dishonesty/malpractice and do not reflect the values of NorKam Secondary.

- **Cheating:** An act or attempt at fraud or deceit where a student uses someone else's work or ideas for their own benefit.
- **Plagiarism:** The presentation of another source's ideas or work, in whole or in part, as one's own. ***Plagiarism can be either intentional (deceit) or unintentional (ignorance or error).*
- **Fabrication:** The intentional use of invented information or the falsification of research or other findings with the intent to deceive.
- **Collusion:** A type of plagiarism that involves working with others, without permission from the teacher, to produce work which is then presented as one's own independent work.
- **Academic misconduct:** The intentional violation of NorKam academic policies and procedures by the means listed below or by other means not explicitly identified in other sections of this policy.

VIOLATIONS AND CONSEQUENCES:

There are three stages of consequences that will be applied to instances of academic dishonesty. These stages are based upon the severity of the incident and the intention of the student. Stages two and three consequences may include those of earlier stages in addition to those listed within their own category.

STAGE ONE violations will be dealt with by the teacher. The student will meet with the teacher in order to discuss the violation and to determine a course of action. School administration may be advised of the incident. *Subsequent stage one violations will immediately be considered stage two violations of this policy and will be dealt with accordingly.

Stage one violations include, but are not limited to:

- copying written work from another person (not for marks).
- collusion during in-class work (not for marks).
- divulging information to another about a test or a quiz.
- using electronic or print information without properly citing sources.
- including a passage, image, or model from another source without proper citation.
- fabrication of quotes/sources or information for a written assignment (not for marks).
- any other academic misconduct that the teacher, principal or vice-principal deems to fit in this stage.

Stage one consequences may include, but are not limited to, one or more of:

- redoing and submitting the assignment/test again at the discretion of the teacher.
- completing an alternate and/or additional assignment/test at the discretion of the teacher.
- teachers notify administration of incident and a parent/guardian will be contacted.
- student may receive a lower report card effort mark.

STAGE TWO violations are more serious in nature and will be dealt with by the teacher and the principal or vice-principal. All incidents will be recorded in the school student management system and a parent/guardian will be contacted. *Subsequent stage two violations will immediately be considered stage three violations of this policy and will be dealt with accordingly.

Stage two violations include, but are not limited to:

- copying from another student's quiz/test or assignment.
- allowing another student to copy from a quiz/test or assignment.
- using specifically prepared materials during a test (ie: notes, formula lists, etc.)
OR electronic devices during an assessment without authorization.
- collusion during an assessment or assignment.
- copying published papers from electronic or print sources.
- fabrication or misrepresentation of information, citation data, quotes, or sources of information for an assessment or written assignment.
- submitting an assignment or other assessment created in whole or in part by an individual other than the student.
- re-submitting previously graded work for marks in another class (*self-plagiarism*).
- any other academic misconduct that the teacher, principal or vice-principal deems to fit in this stage.

Stage two consequences may include, but are not limited to, one or more of:

- exclusion from receiving recognition for service awards, honour roll, gold cord, or Medal of Excellence.
- exclusion from extra-curricular activities such as dances, sports teams, clubs or other school-sanctioned events that demand social integrity.
- the student may receive an "N" for their report card effort mark.

STAGE THREE violations are very serious and may result in a referral to the district superintendent's office. Consequences will be applied to students who exhibit behaviours that are determined to be in conflict with the learning environment or when progressive interventions have failed to correct academic misconduct. A hearing will be convened with an administrator, a representative of the superintendent's office, a parent and the student. The representative of the superintendent, in consultation with school administration and teachers, will determine the consequence(s) and, ultimately, may determine that the offending student can no longer attend NorKam.

Stage three violations include, but are not limited to:

- accessing computer systems in order to alter marks or other records.
- copying and/or distributing any part of a test, quiz, or other assessment without authorization.
- taking a test for someone, or permitting someone to take a test for the registered student.
- stealing an examination or answer key for a quiz, test, exam, or assignment.
- repeated stage one and/or stage two violations.
- any other academic misconduct that the principal or vice-principal deems to fit in this stage.

Stage three consequences may include, but are not limited to, one or more of:

- in-school or directed suspension.
- alternative consequences as determined through the hearing process.

****This policy is in accordance with School District 73 (KAMLOOPS/THOMPSON) POLICY 600.2: Student Discipline, Effective Date, September 22, 2008.***

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