

# Things To Know About Princess Margaret Secondary

## Alcohol/Drugs

Students found to be under the influence of or in possession of alcohol, illegal drugs or drug paraphernalia will face a suspension from school.

Students who are in the company of others under the influence or in possession of alcohol or drugs can also expect consequences. This code of conduct applies for all school-related activities regardless of the time or location.

## Animals

No pets should be brought to school. It creates a disruption and could cause sanitation and health problems.

## Announcements

P.A. announcements are made on Tuesdays and Thursdays, at the beginning of second block.

## Assemblies

Assemblies will take place on a periodic basis during the school year. Students are well aware that large gatherings require all students to conduct themselves in an orderly manner and to extend the utmost courtesy to other students, staff, or visitors who may wish to address their audience. Princess Margaret students have a reputation as a polite, thoughtful, and enthusiastic audience.

## Attendance

Regular school attendance is a major factor contributing to student success in school. Poor attendance is disruptive to the educational process, not only for the absent students who fall behind in their assigned work, but also other students and teachers who must now delay their learning and teaching to help the student get caught up. A student who misses classes may also miss tests or have low test scores, miss the days homework or fail to hand in assignments for grading. It is always the responsibility of the student to make up all missed work. Parents, students and staff must work together to ensure regular attendance in order to improve student success.

### a) Student Illness/Signing out

Parents are asked to phone the school before 9:00 am to report a student absent from school. A student who feels ill while at school should report to the office. The office staff will make sure that parents are contacted in cases where a student should be sent home or to the hospital. The school will not normally provide medication to students. Accidents and emergencies should be reported to the office immediately. Students who wish to leave the school must sign out at the office. Students may either bring a note or contact a parent while in the office. Students who do not sign out will be considered truant.

### b) Extended Absences

If a student is going to be absent for a period longer than five school days parents are requested to complete a "Student Missing School Time" form. These forms are available from the main office. Students are responsible for all missed work, which includes any tests or assignments to be handed in. Students missing 25 consecutive school days face the risk of being withdrawn from school.

### c) Students Dropped Off Late in the Morning

To ensure that a student being dropped off is not late for their first class please have all students dropped off at school by 8:20 at the latest. Students who arrive late should proceed directly to their first class unless they have a note excusing the late. All notes should be brought first to the main office where the student will sign in and receive a late slip.

### d) Unexcused Absences and being Late to class

Any time a student misses a class without either the parent's knowledge or permission they are considered truant. As well students are expected to be on time, in their seats when the bell rings. A student who fails to attend class (truant) or does not attend class on time (late) will become the focus of the schools attendance policy.

### e) Attendance Policy at PM.

Any student who accumulates absences and/or lates may have the following consequences:

- i. Discussion with your teacher and consequences.
- ii. Parent phone call and/or meeting with the teacher.
- iii. Meeting with the vice-principal as well as the student being placed on an attendance card to monitor their attendance.
- iv. In-school suspension.

The policy is designed for students to demonstrate their ability to correct any issues they have with attendance or being late to class. If a student does correct the problem then there is no need to move on to the next step in the process.

## **f) Parent Communication with the School regarding Attendance**

By phoning the school or sending a note to the office, parents, students and staff can work together to ensure that all attendance records are accurate. The focus of the schools attendance program is to deter unexcused absences and students being late to class. Excused absences are not counted towards consequences. Please ensure that you contact the school to excuse an absence. If you have any questions feel free to contact the school to speak to a vice-principal.

## **Bullying/Intimidation**

Bullying or intimidation will not be tolerated at Princess Margaret. All students who engage in this behaviour will be dealt with immediately and will be deprived of the opportunity to attend school. Students should report this behaviour to the office or a teacher.

## **Cafeteria**

Cafeteria service is available to students and provides a variety of food choices. It is expected that all students behave in a manner that will maintain the cafeteria as a place where students can relax and enjoy lunch. Leaving tables clean and throwing garbage away is expected from all students.

## **Cell Phones, Digital Devices, etc.**

Students are not permitted to use any digital devices during classroom exams, unless instructed by a teacher. Students are not permitted to use a cell phone or a digital camera to take a picture in a classroom. The school accepts no responsibility for these items if they are lost or stolen. These types of items are commonly and easily stolen from students and the school does not have the time and resources to investigate the thefts.

## **Cheating/Plagiarism**

Cheating occurs when a person deliberately uses another person's work (written, electronic, or visual) and presents it as his/her own with the intent to deceive. Cheating also occurs when a person allows his/her work to be used in this way. Plagiarism involves using other people's words, works and/or ideas without proper acknowledgement.

Both cheating and plagiarism are dishonest, unethical and violate the value of learning and the integrity of our school community. Any form of cheating or plagiarism, including assisting others to cheat or plagiarize, will not be tolerated. Examples of cheating and plagiarism include:

- Using ideas or words from books, magazines, song lyrics, internet or other resources without giving credit to the source.
- Submitting someone else's work as your own.
- Using unauthorized notes, books or other materials during an exam.
- Taking exams for others.
- Obtaining and/or providing unauthorized information prior to or during an examination -- verbally, visually, or through unauthorized use of books, notes and other materials.
- Altering or changing answers after the exam has been submitted.
- Altering or changing grades after the grades have been awarded.
- Borrowing homework.
- Use of internet translators to complete assignments, unless authorized by a teacher.
- Submitting work completed for another course without the approval of the teacher.
- Any other attempt to improve grades using means that have not been or would not be approved by your teacher.

## **Clothing**

Students are required to dress in an acceptable manner suited to the activity in which they are involved. Clothing worn is to be appropriate for a public secondary school. Items of clothing more suitable for the beach should not be worn at school. Students not showing good judgment in their clothing will be sent home to change or be asked to change.

Inappropriate attire includes:

- Sexually explicit or suggestive designs.
- Profanity or violence.
- Threatening language.
- Symbol(s) of alcohol and/or drugs.
- Derogatory and/or discriminatory language.
- Beach attire.

## **Course Load**

Princess Margaret Secondary is on a ten-month semester school year. Each subject taken will have five classes per week.

- Students in grades 8, 9, 10 and 11 are required to be enrolled in 8 courses.
- Students in Grade 12 may elect to take a study period and therefore may have 7 or 8 courses in their final year.

## **School Dance Policy**

Students who wish to attend a Princess Margaret Secondary School sponsored dance must observe the following school policies:

### **Entering and Leaving the Dance**

- Student I.D. cards will be required at the door.
- Alcohol, drugs or other intoxicants will not be tolerated at school dances. (Students under the influence of alcohol or drugs, or in possession, can expect to be suspended from school.)
- Any student/guest who appears intoxicated will be refused entry. Students may also be required to undergo a non-evasive search prior to entry.
- Doors close after 30 minutes from the beginning of the dance. No student will be admitted after 30 minutes unless special permission has been arranged in advance.
- If a student leaves the dance, he/she will not be allowed to re-enter.
- A student under suspension will not be admitted.
- A student who is absent from school the day of the dance will not be admitted to the dance unless appropriately excused.

### **Dance Etiquette**

- Smoking: Since this is a school sponsored function, no smoking will be permitted.
- Dress: Students who are not appropriately dressed will not be admitted to the dance.
- Behaviour: Students attending the dance will be expected to behave in an appropriate manner. Courtesy, common sense and politeness are required.

### **Other Functions**

- When Princess Margaret students attend a school function off the school premises, the same responsible behaviour and practices are expected of students as at Princess Margaret school dances. The standard of the school is measured by the behaviour of each student at the function. Students who act in a responsible manner bring honour to themselves and to our school.

### **Elevator**

An elevator is available for staff and students who have an injury or impairment that prevents them from using the stairs. Students who need to use the elevator may get an elevator key from the office.

### **Field Trips**

Students are responsible for work missed while on field trips. Participation in field trips will be cancelled if the privilege is abused. School rules and regulations will be in place during all field trips.

### **Fire Drill and Alarms**

When the fire alarm sounds, students are to quietly stand and then proceed to the nearest exit as directed by the teacher. There must be no running or talking. Students must quietly follow their teacher and the last student out of the classroom should close the door. Classes should get well clear of the building in their designated site on the grass field and remain as a class. When the "All Clear" is sounded, classes are to return to their rooms. Students should not underestimate the importance of fire drills.

### **Firecrackers and Fireworks**

Each year people are injured due to improper use of, or defective firecrackers. It is also illegal to possess or sell firecrackers. For these reasons, students are not to have firecrackers either on or around the school property. For the safety of all, students are asked to cooperate fully in this matter. Students who choose to bring firecrackers or fireworks to school may face suspension.

### **Gymnasium**

The school gymnasiums are primarily P.E. teaching areas. Students not in a P.E. class should stay away from the gym while P.E. classes are in session. No student should be engaged in activities in either the gym or weight room unless under the direct supervision of a teacher. Schedules outlining the use of the gym before school, during lunch and after school will be published during the course of the year.

### **Library**

The Library plays a central and important role in the development of concepts and learning skills at Princess Margaret. Library hours are from 8:00 am to 3:30 pm, unless otherwise noted. [www.sd36.bc.ca/destiny/online\\_resources/](http://www.sd36.bc.ca/destiny/online_resources/) offers additional curriculum support for library research units. Please see Mr. Mann in the library for home access passwords.

## **Litter**

Students are encouraged to clean up after themselves at all times, especially in the cafeteria or outside during lunch. If students pick up after themselves, then their daily surroundings will be a much better place to spend time, and the school will be a much more welcoming place for visitors and guests. Students are also expected to keep books, lockers, and grounds clean and presentable.

## **Lockers**

During the first week of school lockers are issued to students by the office. Each locker has a registered school lock that must be used – personal locks are not allowed. Students cannot switch lockers. Students should keep all their school materials in the locker when the items are not in use.

To avoid loss of textbooks and personal belongings, students should not tell other students their lock combinations. It is recommended that items of value, such as large sums of money, cell phones or digital devices, etc., not be brought to school or left in lockers. For health reasons, no food matter is to be left in lockers overnight.

Lockers are the property of the Surrey School District and may be subject to search by the administration. The annual locker and lock charge is part of the student activity fee and is nonrefundable. Locks must remain on lockers until the end of the school year.

Change room lockers can be used for PE class periods only, and for these lockers, personal locks must be used. These lockers are available on a first-come, first-served basis. The school cannot be held responsible for any loss or theft of articles stored in a locker.

## **Lost and Found**

Students finding articles which do not belong to them should turn them into the office. Students are responsible for the care and safety of all their personal belongings. The school cannot accept responsibility for lost or stolen articles. However, all thefts should be reported to a Vice-Principal immediately. Please look for your lost clothing items in the lost and found bin in the gym hallway. Please look for smaller items or items of value in the office.

## **Medical Room**

The medical room is located in the main office area. Any student who becomes ill during the school day should come to the office with teacher permission.

## **“Off of School Grounds” Incidents**

Students involved in incidents which take place off of the school grounds may be held accountable to the school code of conduct if the events impact the school in a negative manner.

## **Parking**

Senior students may park in the school parking lot at the west end of the school. Students driving irresponsibly or recklessly may lose parking lot privileges.

It is the student's responsibility to understand the following regulations. Failure to respect any of the following regulations may result in the towing of a student's vehicle and/or the loss of parking privileges.

- Student parking is not allowed in the visitor spaces at the front of the school.
- Safe driving habits are to be practiced at all times.
- The maximum speed limit on all school driveways and parking lots is 10km/hr.
- All school driveways have been designated by the Fire Department as “Fire Lanes.” Parking is not allowed in these lanes. Vehicles parked illegally will be towed away/impounded at the expense of the owner.
- The school is not responsible for any vandalism or damage incurred to any vehicle while on school property.
- Students must not park in the handicapped parking stalls unless they display a valid handicapped parking decal.

## **Personal Property at Owner's Risk (Valuables)**

The District will not accept responsibility for loss, damage or theft of any article, including clothing, school supplies, equipment, vehicles or cash not owned by the school district. Personal property (e.g. skateboards, jewelry, cash, etc.) brought to or left on school district premises are at the owner's risk.

## **Punctuality**

All members of the Princess Margaret community are expected to be on time for all classes. The loss of class time is not only a problem to the late student in that instruction has been missed, but also to the teacher and students of the class who are interrupted by the late student. We encourage students to arrive to school on time, every day.

## Safe & Caring Schools

Safe & Caring Schools prohibit language or behaviour that degrades or incites hatred, prejudice, discrimination or harassment towards students or employees on the basis of their real or perceived sexual orientation or gender identification.

## School Functions

When students attend a school function, even away from the school, they are still subject to school rules. School functions include dances, athletic events, concerts, trips, work experience and any other activity that is being sponsored by the school. All school regulations apply at these functions. Students will be made aware of specific rules and expectations governing these events and it is their responsibility to follow them.

Students participating in school sponsored functions will be considered as having an excused absence for any class missed due to the activity. However, they are still responsible for any missed work in these classes. Students will not have to bring a note from their parent/guardian to be allowed to make up the missed work, as long as the teacher permission form has been signed by all of the student's teachers.

## Skateboards

Skateboarding is not permitted on school grounds or in any of the parking areas of the school. Students must not take skateboards to class.

## Smoking

Princess Margaret Secondary is a smoke free school. No smoking will be permitted on school property. Violation of this school policy will result in a consequence from a Vice-Principal and a letter sent home.

## Study Blocks

Study blocks are only allowed for Grade 12 students. These students are expected to use this study time wisely. Students on a study block should be in the library, the cafeteria, a study carrel, or at home. Students are not to be in the hallways or outside the building during class time. Students should make constructive use of their time.

## Study Habits

### Home Study

Regular study is essential for success at the secondary school level. Students should develop the regular habit of doing at least one hour of study a night, five nights a week.

Study does not mean doing assigned work; study means review and preview. All work done during the school day should be reviewed that evening. This means that no student is being honest if he/she arrives home without his/her books and says "I don't have any homework". Nor is it possible to get this home study done at school. All students should take books home every day starting in September.

Some suggestions on how to develop good study habits:

- Provide a good study environment at home. (Table, chair, light, materials, minimum noise, and time).
- Students should try to remove as many distractions as they can from their study environment. A distraction is anything that takes attention away from studying.

When studying, students might consider using the following methods:

- Set goals for how much they want to accomplish during each study session. Students should give themselves an idea of how long they think an assignment will take.
- When starting an assignment, students should tell themselves what they already know about it, and then try to figure out what they want to learn.
- When finished an assignment, students should go over what they have just learned, as if they were telling another person.
- Students need to figure out what kinds of studying they do best alone and what they can do well with other people.
- Students must find out when they are most awake and alert, and then use that time for studying.
- Students should try to study for 40-60 minutes, take a break, and then start again. After studying well, students should reward themselves during the break by doing something that they enjoy.

## Ten/Ten Rule

The first and last ten minutes of each class are crucial instructional times. Therefore, teachers at Princess Margaret will not permit students to leave class during the first and last ten minutes of each class.

## **Textbooks**

There is no rental fee charged for the use of textbooks. If a textbook is lost, the student will be required to pay for the textbook at the price listed by the school. Refunds will be given if lost textbooks are found and returned to the classroom teacher. Classroom teachers are responsible for the distribution and collection of textbooks and the billing of students who may lose a textbook. Textbook bills must be paid at the office throughout the school year.

It is the student's responsibility to see that they return all textbooks to their teachers in the same condition in which they received them.

## **Theft**

Stealing of anything will be dealt with severely. Please report missing items as soon as possible to the office.

## **Vacations (during school)**

The school is not in a position to grant or deny permission to any student to miss school for an extended holiday period although it is important to be aware of the possible effects of the absence on a student's achievement. However, when this extended absence is absolutely necessary, parents should discuss the matter in advance with the school administration and the subject teacher(s). It is not required that teachers provide work for students on vacation. Please note that an absence of over 25 days can result in de-registration from school. A student will be required to complete a "Student Missing School Time" form before leaving and file it at the office.

## **Valedictorian**

Students will be chosen based on the following criteria:

- A student leader
- An outstanding student in more than one academic area
- Involved in the school/community
- An effective speaker
- Someone who interacts well with his/her peers

Selection process:

1. After students have completed their forms, the nominees will be narrowed down to 4 – 6 candidates, who will prepare a short 1 minute response to why they believe they are a good representative of Princess Margaret Secondary School.
2. As well, they should prepare a valedictorian speech. The responses and speeches will be presented to a panel of teachers. The nominees will also answer a few questions prepared by the judges.
3. The nominees will be narrowed down to two or three students who will present their final speeches and be voted upon by the grade 12 class at an assembly.
4. Students must be in good standing with Princess Margaret in order to qualify for valedictorian.

## **Vandalism/Property Damage**

Students, who intentionally or negligently destroy, damage, lose or convert school property or the property of other students or staff will be required to pay for the loss or damage and may be suspended. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately. If a student sees or knows of another person vandalizing school property, they are advised to contact the school,

[www.psst-bc.ca](http://www.psst-bc.ca) or Crime Stoppers at 669-TIPS. Tips reported are handled in a safe and confidential way. Crime Stoppers may offer a cash reward of up to \$2000.00.

## **Violence**

In a school the size of Princess Margaret, it is necessary to recognize that violence (pushing, shoving, fighting, etc.) is completely out of place. Besides, violence is not a solution, only a problem. Violence, therefore, is not tolerated and is a suspendable offence. Students promoting, filming or viewing a fight also face a suspension from school.

## **Visitors**

All visitors are required to report to the office upon arrival at Princess Margaret to receive authorization for their presence. Visitors who come with an important purpose are always welcome in our school. People who arrive with no particular purpose in mind, however, are asked to leave. Do not invite people to visit you at Princess Margaret during school time. By the same token, Princess Margaret students are not permitted to visit other schools unless expressly invited by that school's administration.

## **Weapons**

A weapon is defined as any instrument designed to inflict injury or intimidate another person, or any instrument that is used in this manner. The possession and/or use of weapons on or near school property represents a serious threat to the safety and security of all students and staff. Any use or possession of a weapon will result in a severe consequence, ranging from school disciplinary action to charges being laid depending on the circumstance of the incident. Consultation with the RCMP and the District will occur in these matters.

Please note that "toy guns" and "replicas" are by their very nature intimidating and therefore will not be allowed on school premises. Intimidation with a toy gun or replica of a real gun will be treated as a serious matter.

## **Withdrawal from School**

Students planning to withdraw from school are asked to see one of the Counselors or Vice-Principals. Before leaving, students must clean out their locker, return all textbooks, library materials, etc. and pay any outstanding debts. A withdrawal form is available for students who will be attending another school.

## **Students' Rights**

Each student has the right:

- to receive responsible and competent instruction.
- to receive a clear statement, in advance, in writing, of what is expected of students in each course.
- to select courses best suited to personal needs (based on consultation with parents and staff).
- to be represented in a properly constituted student government body.
- to form clubs.
- to be free of discrimination based on race, religion, sex, nationality, economic status or political belief.
- to have access to a fair hearing for grievances.

## **Students' Responsibilities**

Each student has the responsibility:

- to accept the consequences of his/her own actions.
- to strive to give the best effort in his/her studies and participate in class activities to the best of his/her ability.
- to show consideration for the feelings of others.
- to respect the rights and property of other students and staff.
- to bring to the attention of staff any conditions potentially harmful to the students in the school.
- to do his/her best to keep lockers, classrooms, cafeteria, and the school clean.

## **Technology Use and Policy**

Students who wish to have access to technology resources in the school must complete, with their parent/guardian, the District Technology Access and Use Agreement form. Students using technology resources are expected to do so responsibly and ethically.

Students are reminded that any activity that involves the use of school technology falls under the jurisdiction of the school and that all communication is subject to monitoring and is not considered being private. Therefore, students who use school computers must conduct themselves appropriately.

Princess Margaret Secondary provides internet access and E-mail accounts for authorized users. School internet access is a privilege, not a right. School internet users must understand and agree to the District School Internet/Mail Use Policy and have appropriate signatures on their Internet Registration Form.

Only these students can access the internet through school computers including library computers. School accounts shall be used only by the authorized owner of the account. Account holders are responsible for all activity within their account. Students are therefore reminded to log off after each computer session.

Violations of District School Acceptable Use Guidelines are serious transgressions of school rules. Consequences may include cancellation of internet use privileges, exclusion from certain courses, and suspension from school. Violations of Canadian law may be referred to the police. Users will be held legally and financially responsible for their actions

Technology vandalism will not be tolerated. In addition to any malicious damage to school or private property, vandalism also includes, but is not limited to: attempts to harm or destroy data of another user, the internet, or other networks or agencies connected to any part of the internet; use of programs that harass users or infiltrate a computer system and/or damage the software components. Furthermore, without specific permission for each occasion, the school network cannot be used for personal E-mail, chat lines, games, downloading or installing of executable program files.

Inappropriate use of the internet includes, but is not limited to:

- Transmission of illegal materials including storage or duplication of pornographic material.
- Transmission or posting of threatening, abusive or obscene material.
- Harassment of others.
- Use of abusive, vulgar, profane, obscene or other inappropriate language.
- Attempts to vandalize or gain unauthorized access to data, servers or external services.
- Use of another's account or resources.
- Sharing of passwords with others.
- Revealing another person's personal address, phone number, picture, or other data without personal or parental consent, as appropriate.

## **Getting Involved with Athletics, Councils and Clubs**

School isn't just a building with rooms where learning occurs. It is a place where things happen and students make things happen. Student involvement in course work and in other activities will make the school what they want it to be. School sports, clubs and activities, for example, will only be as successful as students make them. Students who get involved with school activities will enrich their stay at Princess Margaret with good friends and fond memories.

Princess Margaret Secondary School attempts to meet each student's demands for educational development. The school, as well as stressing competence in the core subject areas, provides students with an opportunity to select other subjects from a wide variety of elective courses.

The curriculum and extra-curricular programs allow students an opportunity to become involved in choosing a rich and rewarding educational experience at Princess Margaret Secondary School.

### **Clubs**

Various clubs are available for students to join. There is also an opportunity for students to request that a new club be formed. Students should be encouraged to discover the many clubs offered for PM students!

### **Intramurals**

Activities are organized for students at lunchtime in the gymnasium. All students are encouraged to become involved in recreational volleyball, indoor track meets, soccer, floor hockey, etc. Information will be presented on the school TV and announcements, as well as on the intramural bulletin board.



## Grad Council

Grad Council is composed of grade 12 students who meet once a week to plan activities such as the annual Senior Dance, Spirit Events and Grad Banquet.

## Students' Council

The Students' Council consists of many students who come together at lunch to plan and organize many school functions throughout the year. The council runs such activities as school dances, spirit weeks, contests, fund-raising events and other worthwhile projects. They operate best if students support them with suggestions and cooperation. The Students' Council exists to provide services for the people it represents.

## Athletics

Princess Margaret has an active athletics program that enjoys a great deal of involvement by both students and teachers. Both individual and team sports are included in the program. The following is a possible list of intended school teams for the coming year:

Fall	
Cross-Country	All grades: Boys and Girls
Volleyball	Boys and Girls Teams: Senior / Junior / Grade 8
Hockey (Ice)	Senior Boys
Soccer	Senior Boys / Junior Boys
Winter	
Basketball	Boys and Girls Teams: Senior / Junior / Grade 8
Spring	
Badminton	All grades: Boys and Girls
Cricket	All grades: Boys and Girls
Football (Flag)	All grades: Boys
Hockey (Ball)	Senior Boys
Soccer	Senior Girls / Junior Girls
Swimming	All grades: Boys and Girls
Track and Field	All grades: Boys and Girls

All students are encouraged to try out for school teams. Information regarding try-outs and practice times will be given throughout the year.

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## Career Development Facilitator

### Career Planning and Information

Career education facilitators and clerks can assist students to explore vocational interests, abilities and aptitudes, as well as help in examining career opportunities. Through discussion, students are able to obtain a better understanding of themselves and their suitability for various types of programs and occupations. The school's career advisor coordinates a number of career activities and career opportunities:

- information on careers and jobs
- work experience placements
- passport to apprenticeship programs
- post-secondary presentations and tours
- post-secondary visitations
- partnership programs
- career exploration assistance and awareness
- job shadowing
- career preparation programs
- CHOICES (career exploration program)
- co-operative education programs

Appointments are made directly with the Career Facilitator. Materials and information on careers and post-secondary schools are available.

## Work Experience

Students wishing to enroll in Work Experience must contact the Career Facilitators in the Career Centre. Students wishing to enroll must:

- fill out a work experience application form for approval;
- have good work habits;
- be attending regularly;
- have the recommendation from at least one teacher; and
- have demonstrated good citizenship.

## Counselling Services

Princess Margaret's counsellors are interested in meeting students and can assist them in educational planning, career interests and personal issues. They can also coordinate mediation between students, parents and staff to deal with disagreements, arguments or misunderstandings to assist everyone in working out conflicts in a constructive way. Counsellors are available by appointment or on an emergency basis. Students should speak directly to their counsellor (before or after school, during lunch or in-between classes) or sign up for an appointment in the counselling area.

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## Student Fees

All students are required to pay a \$20 student fee, collected by the office during the first week of school. For this fee, the student receives: Student Agenda/App, Student Go-Card, Student Activities, Lock/Locker.

## Grad Fees

Graduating students are required to pay a \$50 grad fee. This fee pays for: Commencement Facility Rental, Grad Gown Rentals/Cap and Tassel, Grad Composite Picture and Holder, Two Complimentary Tickets for the Commencement Ceremony.

\*\* Extra commencement tickets can be purchased by parents only, for a minimal charge at the office.

## Yearbook

Students wishing to purchase a yearbook can do so for a limited time during the school year for a price close to \$50.

## Athletic Fees

Students competing in school sports will pay a \$75 fee for major sports (basketball, soccer, volleyball) and a \$25 fee for minor sports (track and field, swimming, badminton, cricket) to help pay for referees, league fees and transportation. A refundable deposit of \$100 for all sports, except basketball which is \$150, will also be applicable for team uniforms. Fees are subject to change.

▪ Senior Basketball	\$125
▪ Grade 8-Junior Basketball	\$75
▪ Volleyball	\$50
▪ Soccer	\$35
▪ Flag Football	\$60
▪ Badminton, Cricket, Swimming, Cross Country, Track & Field	\$20
▪ Ice Hockey	\$125
▪ Uniform Deposit	\$100
▪ Basketball Uniform Deposit	\$150
▪ Rec Leadership	\$175

## General Fees

Please do not include workbook fees with general student fees. General student fees are to be paid at the school office. Workbook costs are to be paid directly to course teachers. Some courses may require additional fees for special projects/activities. Teachers will provide appropriate information on course outlines and would be happy to answer any questions.

It would be appreciated if all students paid their school fees during the first week of school. Cheques should be made payable to Princess Margaret Secondary School.

Graduation Ceremony	Grad Fee (see appendix)	\$50
Yearbook	Cost varies depending on the quantity ordered	\$50
Workbooks (loaned to students and offered for sale to students at cost)		
a.	Accounting 11/12	\$22
b.	Biology 12	\$15
c.	Chemistry 11	\$20
d.	Chemistry 12	\$25
e.	French 9, 10, 11	\$15
f.	Math AW	\$20
g.	Math 11 &12	\$25
h.	PE 11 – First Aid Certification	\$20
i.	Punjabi	\$17
j.	Spanish 9/10/11	\$16
k.	Food Safe	\$15
l.	Graphing calculator Deposit (fully refunded upon return)	\$100
m.	Textiles	No extra fees. If teacher purchases special supplies based on student request, then it goes through school account.
n.	Woodwork	Same as Textiles
o.	Metalwork	Same as Textiles

Other:

Band Program – no cost to students except to some students who want to rent their own instruments.

## Course Change Policy

Students have been provided with ample opportunities to make timetable changes prior to the new school year. Consequently, timetable changes will only be considered under extenuating circumstances.

### Beginning of each Semester

If a timetable change is necessary, then students can add or drop courses in the first two weeks of semester one and the first week at the start of semester two. If texts have been issued, students must return the same texts when they sign out of the class.

### Changes during the Semester

After the early change period, students can only add or drop courses with the permission of course teachers, counsellors, administration and parents. A Course Change Form must be completed and signed by all of the above.

### Dropping Courses late in the Semester: Supervised Study Blocks

Students who have been granted permission to drop a course will be issued a supervised study block, usually in the enrolling teacher's classroom. If a student, parent, and teacher decide that it is not in the best interest of that student to continue in the course, the teacher will provide study arrangements for that student and will give a mark on the report card until the course is officially dropped. A "W" (Withdrawn) will be assigned as a grade on the report card.

### Extraordinary Circumstances

Sometimes students will suffer from health, family, or other serious issues. Special provisions may be needed to be helpful. Discussion will take place between all concerned before decisions are made.

## Course Repeat Policy:

Provided there is a vacant seat, students may repeat any course either to achieve a passing grade or to improve their mark. The school acknowledges that it is sometimes necessary for students to repeat a course in order to reach personal goals, including passing a course or upgrading a mark. Generally, it is difficult to accommodate all requests because of a lack of vacant seats. Therefore, students wishing to repeat a course at school should see their counsellor. Decisions will be made by a team of administrators, counselors, and classroom teachers. Where possible, repeating students will not be placed with their previous teacher.

## Student Evaluation and Reporting

Student letter grades are based on classroom work, assignments and tests.

Princess Margaret has four formal reporting periods during the school year. Parents receive a mid-term report (November and April) and a final report (February and June) in each semester. In addition, subject teachers send out interim reports approximately six weeks into each semester.

## Letter Grades and Percentages

Following is the Ministry model for percentages and related grade equivalents:

Mid-term Reports			Final Reports		
A	Excellent	86 – 100%	A	Excellent	86 – 100
B	Very Good	73 – 85%	B	Very Good	73 – 85
C+	Good	67 – 72%	C+	Good	67 – 72
C	Satisfactory	60 – 66%	C	Satisfactory	60 – 66
C-	Passing	50 – 59%	C-	Pass	50 – 59
I	In Progress	0 – 49%	F	Fail	0 – 49

An "I" symbol may appear on a report and is only used when a student has been granted additional time to complete required work before a permanent letter grade is determined. "I" will be accompanied by a written comment stating what the student must do and by what date. On the indicated date, the "I" will be changed to a permanent letter grade.

## Work Habits

E	=	Excellent
G	=	Good
S	=	Satisfactory
N	=	Needs

## **Promotional Policy**

Grades 8 to 9 – In grades 8 and 9, students are promoted to the next grade level.

Grades 10 to 12 – In grades 10-12 promotion will be by subject.

Unless there are extenuating circumstances, students failing a course are expected to repeat or take summer school.

## **Provincial Exams**

All students must comply with the following rules governing provincial examinations:

- All students must be at the designated reception areas a minimum of 15 minutes before exams begin. Students writing in the gymnasium should meet in the Cafeteria.
- Students no longer writing exams should be in the cafeteria or the library, or they must leave the school. Hallways are out of bounds when/where exams are being written.
- Students must check with their teachers as to the method of textbook collection. Some departments may ask students to bring text books to the gym for collection.
- No students will be permitted to leave the examination room within 60 minutes of the beginning of that exam and if he/she leaves, he/she will not be permitted to return during the examination. Students will NOT be permitted to use the washroom. Students are encouraged to make full use of exam time in order to do well on each exam.
- No student will be permitted to enter the examination room after 30 minutes from the beginning of the examination. It is the student's responsibility to report at the time scheduled for examination. No student will give or receive assistance of any kind in answering the examination questions. Students will not speak or communicate in any manner with others writing examinations.
- Students are not permitted to take into the examination room any purse, book, paper, cell phone, translator, or anything else from which assistance in the exam might be derived. Should any breach of this rule be discovered, the supervisor will confiscate the examination paper and students will be required to re-write the exam at a different date.
- Examination papers will be turned face down after completion of exam.

## **Princess Margaret Bursaries and Scholarships**

Scholarships are presented to graduating students for achievement, outstanding service, citizenship and involvement in extra-curricular programs. The Princess Margaret scholarship and bursary committee selects candidates from scholarship applications received. Scholarship applications are available in the Career Center in April. The Awards Ceremony will be held in June, at which time appropriate recognition is given to all students who have distinguished themselves in academic achievement, citizenship and service. An Athletic event is also held to recognize outstanding student athletes.

# Graduation Requirements

80 credits in Grades 10 – 12 (Equivalent to 19 four credit courses plus GT)

## Grade 10 Requirements

An English 10	4 credits
Social Studies 10	4 credits
Science 10	4 credits
A Math 10	4 credits
Physical Education 10	4 credits
Planning 10	4 credits

## Grade 11 and 12 Requirements

An English 11	4 credits
A Social Studies 11	4 credits
A Science 11	4 credits
A Mathematics 11	4 credits
Fine Arts or Applied Skills, 10, 11 and 12	4 credits
Language Arts 12	4 credits
3 additional courses at the Grade 12 level	12 credits
7 elective courses	28 credits
Graduation Transitions	4 credits

Total – 80 credits

## Required Examinations

In Grade 12 the following is worth 40% of student's final mark:

English 12 or Communications 12