

STUDENT HANDBOOK



2021-2022

BRITANNIA SECONDARY SCHOOL

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Administration

Mr. Alec MacInnes

Principal

Ms. Karen Blake

Vice-Principal

Ms. Krista Ediger

Vice-Principal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY _____ POSTAL CODE _____

PHONE _____ STUDENT NO. _____

Cover Design: Grace Fong

COUNSELLORS

Grade 8 A-H and Grade 12	Ms. J. Liu
Grade 8 I-P and Grade 9	Ms. K. Simonson
Grade 8 Q-Z and Grade 10	Mr. K. Ross
Grade 11 and International Students	Mr. M. Wiskar

OFFICE STAFF

Administrative Assistant	Ms. Janet Griffiths
Records Clerk	Ms. Libby Vogt
Accounting Clerk	Ms. Tanya Petterson
Receptionist	Ms. Sladjana Jankovic

INDIGENOUS EDUCATION ENHANCEMENT TEAM

Teaching	Ms. Nekita Garcia-Gravel
Youth & Family Worker	Ms. Tori Johnson Ayi-Bonte

MULTICULTURAL HOME & SCHOOL WORKERS

Vietnamese	Mr. Tom Lai
Chinese	Ms. Michelle Mai
Spanish	Ms. Valia Flores de Puente

BRITANNIA TIMETABLE

Britannia is on a semester timetable. Students will see each of their semester 1 classes everyday from September – January. In the second semester, February – June, students have a new set of classes.

Monday, Wednesday, and Friday operate on the same schedule. Tuesday and Thursday have Flexible Instructional Time (FIT) in addition to the 4 classes.

Monday Wednesday Friday	Tuesday	Thursday	Early Dismissal
Period 1 8:40-10:01	Period 1 8:40-9:36	Period 1 8:40-10:01	Period 1 8:40-10:01
Break 10:01-10:11	Break 9:36-9:41	Break 10:01-10:11	Break 10:01-10:11
	FIT 9:41-10:31		
	Break 10:31-10:36		
Period 2 10:11-11:32	Period 2 10:36-11:32	Period 2 10:11-11:32	Period 2 10:11-11:32
Lunch 11:32-12:17	Lunch 11:32-12:17	Lunch 11:32-12:17	Lunch 11:32-12:17
Period 3 12:17-1:38	Period 3 12:17-1:38	Period 3 12:17-1:13	Period 3 12:17-1:10
Break 1:38-1:45	Break 1:38-1:45	Break 1:13-1:16	Break 1:10-1:15
		FIT 1:16-2:06	
		Break 2:06-2:10	
Period 4 1:45-3:06	Period 4 1:45-3:06	Period 4 2:10-3:06	Period 4 1:15-2:06

IMPORTANT DATES:

September 7	In-Service for Staff*
September 8	First day of school – Homeroom classes
September 9	Semester 1 classes begin
September 24	Professional Development Day*
September 28	School Photo Day
October 19-20	Grad Portrait sessions at Artona Studios
October 22	Professional Development Day*
November 10	Remembrance Day Assemblies
November 16	Post-Secondary Day Presentations
November 18	Mid Semester Report Cards published
November 25	Family/Teacher Conference**
November 26	Professional Development Day*
December 17	Last Day of school before Winter Break
January 4	School reopens
January 12-14	Bruins Invitations Basketball Tournament
January 28	Semester 1 ends
January 31	Semester Turnaround Day
February 1	Semester 2 begins
February 9	Science Fair
February 10	Semester 1 Report Cards published
February 18	Professional Development Day*
March 11	Last Day of school before Spring Break
March 28	School reopens
April 29	Mid Semester Report Card published
May 12	Family/Teacher Conference**
May 20	Professional Development Day*
June 14	Graduation Ceremonies**
June 29	Last Day of classes Semester 2 Report Cards published

*Students not in attendance

**Early Dismissal schedule

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MESSAGE TO STUDENTS

Welcome to Britannia. This handbook is intended to provide general information for you and your family about school organization and policies, student services and student activities. This agenda will also help you create timelines and set goals for success. It is our sincere hope that your school year will be enjoyable and rewarding.

HISTORY OF THE SCHOOL

Britannia, the second-high school to be constructed in the city of Vancouver, is now the oldest remaining secondary school. The first classes were held in the Admiral Seymour building in September 1908. The school moved to the then partially completed Britannia building in 1910. The school colours of red, green, and white and the school motto "*Per Vias Rectas*" which means 'straight forward', were adopted at this time.

In September 1955, the gymnasium and cafeteria were added to the 'old building'. It was also at this time that Grades 8 and 9 students were first admitted for enrollment.

During the 1966-67 school year, a new wing was constructed providing additional Science, Industrial Education, Home Economics, and Business Education classrooms.

The year 1974 was a most important year in our history. It was during this year that Britannia Secondary became Britannia Elementary-Secondary School. The elementary section opened its doors on January 9, 1975, to 16 staff and 370 students making a combined student enrollment of approximately 1800. This was also the year of incorporation of the Britannia Community Services Centre Society and the year that Britannia became a Community School.

Britannia differs from other Vancouver schools by having both a K-12 enrollment and being a community school. These features present many opportunities for both staff and students.

BRITANNIA'S MISSION STATEMENT

The mission of Britannia Secondary Community School is to graduate responsible citizens with the knowledge, skills, and attitudes necessary to fulfill potential for lifelong success.

SCHOOL ORGANIZATION

ASSEMBLIES

Grade assemblies will be held on a regular basis during the year to provide information about school activities and to acknowledge student achievement.

HOME STUDY

Students are assigned homework on a regular basis. It is expected that students complete this work to support their learning.

LOCKERS

Students will be assigned a locker. Students are responsible for keeping their lockers clean, tidy, and free of graffiti. Combination locks may be purchased through the school. The school advises students to purchase a heavy-duty lock for their lockers. In order to discourage theft, it is recommended that students not give their lock combinations to others or leave valuable possessions in lockers. Students whose lockers are vandalized should report the incident to the office. **The school cannot be responsible for lost or stolen property and students are strongly advised not to leave their belongings unattended.** Lockers are also available in the gymnasium dressing rooms for temporary use while students are participating in activities. Students need to have a second lock to be used for this purpose.

VALUABLES

(e.g., Cell phones, AirPods, expensive clothing)

These items not school or School Board responsibility - even if in a locker. The school does not carry insurance for these.

Do not leave valuables unlocked in the PE change rooms. A \$10.00 lock is far cheaper than the loss of any possession!

HOMEROOM CLASSES

Every student is assigned to a Homeroom Class at the beginning of the year. Homeroom Classes meet during the year to complete administrative routines. Please remember your homeroom class.

SCHOOL PHOTOGRAPHS AND GO CARDS

All students will have their pictures taken for the annual, the student identification card and TransLink Go Card. There is no charge for the

card. The TransLink Go Card allows students to travel to and from school during school hours at a reduced fare. If a Go Card is lost, it is possible to obtain another one. A replacement fee is charged. Students will have the opportunity to purchase a package of their school photos.

TELEPHONES

With permission from the office staff, a student may be permitted to use an office telephone. Students are not called to the telephone for incoming calls, but an urgent message from parents will be delivered to students.

TEXTBOOKS

Textbooks are supplied on loan free-of-charge to students. They are issued and returned through subject teachers and students must pay for lost or damaged books. Names should be printed on the name plate inside the front cover of each textbook and students should keep a list of the titles and numbers of their texts to assist them in recovery if lost. It is recommended that all textbooks be covered.

LAPTOPS

Britannia has a supply of Chromebook available for loan to students free of charge. These devices are intended for home use. Students in need of a laptop are to speak to their counsellor.

LOCKS

Combination locks are available for purchase in the office for **\$10.00**.

SCHOOL YEARBOOK

Students can purchase the school yearbook for **\$30.00**.

STUDENT ASSESSMENT

The purpose of assessment is to facilitate learning and move it forward in an equitable and inclusive way. It helps students answer three questions about their learning:

Where am I now? Where am I going? How do I get there?

Quality assessment is ongoing and responsive. It informs the instruction cycle and provides teachers with evidence to plan. It helps families understand and support their children's learning. Most importantly, it provides students with meaningful feedback to guide their learning and help them reflect on their growth.

For Grade 8 and 9 courses, teachers report progress using proficiency scales:

BEGINNING (EMERGING)	DEVELOPING	APPLYING (PROFICIENT)	EXTENDING
The student demonstrates an <i>initial</i> understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a <i>partial</i> understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a <i>complete</i> understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a <i>sophisticated</i> understanding of the concepts and competencies relevant to the expected learning.

For Grade 10-12 courses, teachers report using percentages:

86-100	A
73-85	B
67-72	C+
60-66	C
50-59	C-
0-49	I or F (Incomplete or Fail)

Work Habits

In addition to curricular learning, teachers will also report on student work habits: Excellent, Good, Satisfactory, Needs Improvement. Many teachers use these categories when they consider work habits:

Criteria	
Respect	<ul style="list-style-type: none"> Respects self, others, and the learning environment Demonstrates cooperation, courtesy, and inclusiveness
Collaboration	<ul style="list-style-type: none"> Listens actively and helps to create a supportive learning environment Contributes to discussions and builds upon the thoughts of others
Self-regulation	<ul style="list-style-type: none"> Uses class time productively and smart phones appropriately Perseveres and makes an effort when responding to challenges
Responsibility	<ul style="list-style-type: none"> Comes ready to learn and seeks help when needed Completes and submits assigned work and respects deadlines

Report Card Timeline

Students will receive formal report cards twice per semester: a mid-course report and a final report. Semester 1: November and end of January; Semester 2: April and end of June. Report Cards are published on the MyEducation BC Family Portal.

Family/Teacher Conferences

Parents/guardians are encouraged to communicate with the school at any time. There will be two Family/Teacher conferences this year: November 25 and May 12 in the evening.

STUDENT SERVICES

FINANCIAL HARDSHIP POLICY

The Board of Education Trustees is committed to ensuring that no school-age student will be denied an opportunity to participate in a course, class, or program because of an inability to pay fees. Parents and guardians unable to pay some or all of a school fee are invited to speak to their child's teacher, school counsellor, and/or the school Principal.

BRITANNIA ACADEMIC SCHOLARSHIPS

Britannia Academic Scholarships are awarded at the School Leaving Ceremony each year. To be **considered** for these scholarships, a student must graduate from Britannia. In addition, they must enroll in and complete the following courses at Britannia:

- English 11
- English 12
- a Socials 11 or 12 course or First Nations Studies 12
- a Math 11 course
- a Science 11 course

Students making the Grade 12 Term 2 Honour Roll will form the basis for selection of candidates with additional candidates coming from teacher recommendations.

Final determination of scholarship candidates will be based on the following criteria:

- Grades a student has achieved in their Grade 11 and 12 courses taken at Britannia. Please note that courses taken at summer school, VLN, Distance Education, online, challenge, etc. will not be used in ranking students.

- Service to the school and community.

For more Information on bursaries and scholarships available to grade 12 students, please see the principal.

Britannia traditionally has been able to award scholarships worth over \$100,000 to deserving graduates. Both service and marks are critical to receiving both Britannia and other scholarships. Students are encouraged to volunteer in the community and in the school to meet scholarship criteria. Many scholarships are available to students beginning early September and can be found on the internet. The Grade 12 bulletin published weekly at school also lists many scholarships available to students.

ATHLETIC AND SERVICE AWARDS

Students at Britannia Secondary are encouraged to be socially responsible and to contribute to the Britannia community. Service Awards can be earned by performing volunteer services in the school. Formal recognition of this service is given in the form of Service Awards which are presented at the end of each school year.

School Service

First School Service Award	4 or more points
Second School Service Award	10 or more points
Third School Service Award	15 or more points
Special Service	21 or more points

Athletic Service

Small Athletic Service Block	9 or more points
Large Athletic Service Block	21 or more points

Athletic Awards

Small Athletic Block	9 or more points
Large Athletic Block	21 or more points
Small Athletic Shield	33 or more points
Large Athletic Shield	41 or more points

Note that 1 service point equates to approximately 5 hours of service. Service points are to be awarded for service to the school, not participation in clubs, or courses where credit is earned.

CAFETERIA AND LUNCHSMART PROGRAM

The cafeteria is open for students' convenience before school and at lunch hour. Salads, sandwiches, feature entrees and beverages are served. Students on the **Lunchsmart Program** are asked to bring their cards daily to the cafeteria to get lunch. If a card is lost, please report to the office immediately. Participating families are asked to contribute monthly. Registration payment envelopes can be brought to the office. Students are responsible for cleaning up after their meals and sorting waste appropriately in order to keep our cafeteria clean.


THE CAVE

Britannia's school store, The Cave, is open for business at lunch Monday to Friday. The Cave is located on the second floor in the main hallway. The Cave is a student operated business where they can learn and practice retailing skills.

COUNSELLING AND GUIDANCE


The counsellors' offices are located on the main floor across the skywalk (room 202/203). The counsellors' grade assignments are outlined on page 2 of this agenda. Counselling is a support service which offers students assistance with personal, social, educational, and career issues. Counsellors consult and liaise with parents, staff, and community and social agencies, and can provide referral to specialized resources in the community. Counsellors also teach Health and Career Education classes to students in their assigned grade.

INTERNATIONAL BACCALAUREATE PROGRAM

 Britannia offers this challenging academic program to students in Grades 11 and 12 who are intending to continue their studies at university. Students apply in their Grade 10 year and should possess a good record of achievement (at least a B average), a desire to participate in their own learning, good communication skills, and a willingness to engage in activities outside the classroom that serve the school and the community.

See the I.B. Coordinator, Mr. Wong, for more details or bring your parents to the information meeting that will take place in January.

VENTURE MINI SCHOOL

 Academically motivated students have the opportunity to enroll in an exciting program based

on the mini school concept. Students selected for this program will remain together as a group for all their academic courses. The Venture program will emphasize connections between course topics through the study of common themes, joint field studies, integrated projects, and team teaching.

LIBRARY/LEARNING COMMONS

Welcome to the Library/Learning Commons located on the third floor in room 304!

Library Web Site (linked from the school's web site)

When is the library open?

Check the schedule posted outside the library during school hours.

How may I borrow a book?

All students have a digital library card that the librarian will look up. Tell the circulation desk clerk your homeroom and the clerk will look up your library record.

How long may I keep a book?

Most materials – 2 weeks

How do I return a book?

Return your books to the circulation desk.

Only use the book drop if there is no one at the desk.

What if I would like to renew my book?

You can renew your book in person, or you can access your own library record and renew online at library.vsb.bc.ca. Click on the Britannia Secondary link and login using your student number and password. From there, you can look at your record, place holds, and renew books.

What if I DAMAGE a book?

If a book is returned damaged, the current borrower will be charged for its replacement. Always check books for existing damage before you leave the library.

What's the password for the VSB Databases?

For VSB Databases or Digital Library, the login is available from the Teacher-Librarian.

To read the Province or Sun Newspapers online, there is a unique login. Please ask in the Library!

Why do I have to sign in when I use the library during my Study block?

The sign-in book is our attendance form in case of emergencies.

Anything else that I should know about the library? YES!

The library is open to all students for quiet study.

The space is bookable for club events – please speak to the librarian.

LOST AND FOUND

The Lost and Found is located outside the office. All articles found should be turned into the office.

SKILLS DEVELOPMENT CENTRE

The Skills Centre provides assistance to Britannia students in a variety of ways. Some students are enrolled as one of their courses in order to receive instruction which will strengthen their skills in the areas of reading comprehension, writing, vocabulary, spelling, mathematics, and sciences. Students receive help in completing homework or assignments, improving study skills, and preparing for examinations. Many learning resources and computers with printers are available for student use.

HOMEWORK CLUB

The Homework Club at Britannia Secondary operates Monday to Thursday at 3-6pm in Room 221. Attendance is voluntary and students may come and work in this space as often or as little as they need. Tutors from UBC and the community volunteer their time to provide students with assistance in all academic subjects. In addition, the program offers access to laptops, printing, and other work essentials. A productive study space, snacks and regular prizes help students stay focused and engaged. They also have the opportunity to accrue bursary funds to be paid out upon their graduation from Britannia which can help to assist in post-secondary goals.

STUDENT ACTIVITIES

STUDENTS' COUNCIL

The philosophy of the school is to involve students as much as possible in the planning of student activities. The elected members of council are accountable directly to the staff sponsor of the students' council and indirectly accountable to the principal of the school. Elections will take place in September.

Executive for 2021-2022

President: Ashki Shkur

Vice-President: Fegico Chen

Secretary: Khai Truong
Treasurer: Jason Ma

Grade Representatives:

Grade 12 Samir Ali, Colten Baker, Kekai Balcells
Grade 11 Arjun Johal, Stephanie Slen
Grade 10 Emma Lefebvre-Tatti
Rachel Oleksyn
Munashe Sephani
Grade 9 TBA
Grade 8 TBA

Appointed by Student Council:

Leo's Club Service Representatives
Indigenous Student Representatives
Community Representatives
Sports Representatives – Abdulrahman Al Odat, Shahar Bano, and Era Bothe
Special Events Representatives
VDSC Representative – Paige Cheng

All student officers must have shown personal responsibility and an acceptable performance in academic studies.

All Student Officers have sworn that they will to the best of their ability, uphold, promote, and support the goals and objectives of the Britannia Secondary Student Council. They will serve as positive role models, leaders, and a voice for the student population. They will strive to achieve, the high level of expectation that goes along with being a Student Council Officer of Britannia Secondary School.

CLUBS AND ATHLETIC ACTIVITIES

Britannia is home to a variety of clubs and athletic activities. In the fall of each year, the school hosts a Clubs Day where students can explore and sign up for activities. Extra-curricular activities are a great way to enhance the secondary school experience. Students are encouraged to get involved, meet new friends, and get more connected with school.

ATHLETE'S CODE OF CONDUCT

The actions of student-athletes are a reflection of themselves, their team, their school, and their community. A student's involvement in school sport provides opportunities and experiences that are important to the development of a well-rounded student. However, athletes must remember that their participation in school sport is a privilege, not a right.

ATHLETES ARE EXPECTED TO:

- treat teammates, coaches, opponents, event organizers and spectators with respect.
- respect and accept with dignity the decisions of officials.
- be generous in winning and graceful in losing.
- refrain from the use of foul or profane language.
- refrain from the use of physical force outside of the rules of the game.
- always play within the rules and the spirit of the rules of the game.

SPECTATOR'S CODE OF CONDUCT

Spectators are encouraged and welcomed to attend secondary school sporting activities. They should:

- cheer in a positive manner for all competitors.
- respect the decisions of officials.
- not interfere with the play or competition.
- be courteous and respectful to other spectators, all competitors, coaches, event organizers and officials.
- respect the rules and regulations of the facility.
- refrain from the use of foul or profane language.
- refrain from the use of physical force of any kind.

SCHOOL POLICIES

EMERGENCY PROCEDURES

Fire Alarm

When the fire alarm sounds, all students must follow the teacher's instructions. The general rules are as follows:

- a) Students follow their teacher to the designated exit.
- b) A quiet and orderly departure is required so that instructions can be heard.
- c) Once outside, students must remain with their class and move well clear of the building.
- d) The return to the building signal will be three short rings on the P.A. system. No one is allowed to enter the building until instructed to do so.

Earthquake

When an earthquake occurs, students should drop to the ground, take cover under their desks, protect their heads, and hold on so the desk does not move away from you. Wait one minute after the tremors cease and remain under cover until a designated teacher for that area of the school has determined that exits are cleared and safe to use. When exiting the FIRE ALARM procedures will be in effect. All classes assemble by grade on the west-side oval.

SCHOOL ENVIRONMENT

All students are expected to keep the school premises and grounds clean and tidy. Be proud of our surroundings - **DO NOT LITTER** and **SORT YOUR WASTE**, accordingly, placing organics in the green bin, plastic, paper and metal in the blue bins and garbage in the black bins. Britannia students are fortunate in having the best community-school facilities in Vancouver. We should do everything in our power to keep them that way for the continued enjoyment of ourselves, our families, and our friends.

ACADEMIC HONESTY

Honesty is the foundation of good academic work as it ensures all students a quality learning environment where assignments are assessed fairly, and hard work is both recognized and respected. As Bruins we take pride in our work and strive to present our best at all times, as reflected in the BRIT Way and the IB Learner Profile. This means that we avoid engaging in plagiarism, cheating, or helping others to do the same. We understand that academic dishonesty is a serious matter which brings serious consequences. It is part of our school code of conduct.

Ensure that you are acting with academic integrity by completing your own work fairly and to the best of your ability, doing your fair share of work on group projects, allowing adequate time to study and prepare for tests and assignments, and being aware of the appropriate citation methods. If you have questions about how to include material from other sources into your work, please ask your teacher or our librarian.

STUDENT ATTENDANCE

Regular attendance and punctuality are essential if students are to succeed at school. Attendance is taken in each class and is reported to the office. A parent/guardian of students with irregular attendance will be contacted and may be placed on Attendance Cards or Contract.

Occasionally there are unavoidable reasons why students must miss school. It would be helpful, therefore, if parents/guardians and students note the following guidelines:

If students are unable to attend school, a parent/guardian should inform the school by telephone after 8:00 a.m. Students are asked to bring a note upon returning to school, which includes the student's name and student number.

The note should indicate the date written, the dates of absence, reason for the absence, and it should be signed by a parent/guardian.

Students should show the note to each subject teacher whose class has been missed, then give the note to the records clerk in the main office. Counsellors should be advised of extended absences.

EARLY DISMISSALS

a) Appointments

Pupils requiring early dismissals to keep medical, dental, or other **urgent** appointments should bring a note from their doctor or dentist, or one signed by their parent or guardian, stating the reason for the early dismissal and the time it is required. The note should be presented to the teacher at the beginning of the period. Students are to go to the office to sign out. **Students are not to leave the school premises during school hours when they have classes without first signing out at the office.**

b) School Activities

Permission to leave early for school activities may be requested by the activity sponsor by means of an administration slip or by the staff bulletin or other such permission form signed by the sponsor. Pupils affected by early dismissals of this type must report to the subject teacher at the start of the period for permission to leave.

c) Field Trips

Requests for permission to be absent from a class for a field trip must be made to each subject teacher whose class will be missed. Lists of students attending field studies and other approved activities will be circulated by subject teachers.

LATES

When students are late, they interfere with the learning of others, as well as with their own learning. Tardiness also demonstrates a lack of consideration for teachers and classmates. Teachers deal with lateness in a variety of ways.

VACATIONS POLICY

The school does not recommend vacations during school time.

At Britannia, we believe classroom participation and attendance are critical for success. Missed tests or assignments obviously affect teachers' evaluations of student performance. Marks lost for absences

other than the following may affect term grades:

- Illness
- Family emergency
- *Prior approval* by the teacher for activities like field trips, sports activities and so on.

When classes are missed for vacations:

- the student will be marked absent;
- the teachers are not expected to provide assignments either before or after or give any make-up tests or examinations.
- the student is responsible for learning any content material missed. the parent will be responsible for informing the student's counsellor as well as the teachers.

BRITANNIA'S CODE OF CONDUCT

(Reviewed October 2020)

A. Statement of Purpose

- To establish, foster and maintain a safe, caring, orderly, inclusive, equitable, welcoming, and nurturing school environment.
- To promote mutual respect, cooperation, and social responsibility.
- To support purposeful learning.
- To establish and maintain appropriate balances among individual and collective rights, freedoms, and responsibilities.
- To clarify and publish expectations for student behaviour while at school, while online, while going to and from school, while attending any school function or activity and/or in any circumstance which may impact on the school community.

B. Conduct Expectations

Acceptable Conduct

Britannia Secondary School promotes the values expressed in the BC Human Rights Code. Students shall not discriminate against others on the basis of the race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity, or physical or mental ability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds.

Students at Britannia must accept personal responsibility for learning, for attending classes, and for completing work assignments. In pursuing their education, students are expected to respect the rights of others. Students who have chosen to come to Britannia should understand that certain specific regulations must be enforced so that the school can operate in the best interests of all.

School Expectations for Britannia students:

Contribute to a safe and secure school environment.

- Keep people and property safe and secure.
- Know the school safety procedures for fire, earthquake evacuation or school lockdown.
- Be familiar with the location of safety equipment.
- Promptly report any situation or behaviour that could put people and property at risk.
- Use the appropriate garbage and recycling containers provided throughout the school.

Participate in the school community.

- Gain the knowledge, skills, and attitudes to become a responsible and successful citizen.
- Conduct yourself in a manner that brings credit to your school.
- Support the democratic process through student elections.

Be respectful and kind to others.

- Respect differences among people, including their ideas and opinions.
- Treat others with respect and dignity regardless of race, ancestry and place of origin, citizenship, religion, gender, sexual orientation, age, colour and ability.
- Resolve conflicts and differences in a respectful and non-violent way.
- Seek support when necessary.
- Demonstrate honesty and integrity.

Respect the learning environment.

- Attend school regularly, be punctual and take responsibility for your studies.
- Remain in class during instructional time.
- Do not interfere with classes that are in session.
- Use personal entertainment or communication devices only when allowed by a teacher.
- Follow computer and on-line policies.

Unacceptable Conduct

- **Racism will not be tolerated in our School.**
- Physical violence, intimidation or threats including cyber-bullying.
- Possession and/or use of illegal or restricted drugs or alcohol.
- Smoking any substance, using vaporizers or e-cigarettes on school and other District property.
- Carrying or possessing weapons or simulated weapons.
- Verbal abuse, or any form of discrimination, including but not limited to, racism, homophobia, transphobia, or ableism.
- Plagiarism, vandalism, and theft.
- Defiance of school authorities.

Note: Behaviours (both acceptable and unacceptable) cited in the code of conduct are examples only and not an all-inclusive list.

C. Consequences:

A breach of these rules, including the defiance of school authority, will be viewed seriously.

- Disciplinary action, wherever possible and appropriate, is restorative, rather than punitive.
- The severity and frequency of the unacceptable conduct will be taken into consideration when considering restorative or punitive consequences.
- Discipline can take a variety of forms, including but not limited to reprimand, detention, service work, loss of privileges, disciplinary record, suspension, transfer, or a combination of these consequences.
- The school will treat seriously behaviour or communication that discriminates the values in the BC Human Rights Code.
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct.
- Special considerations may apply to students with diverse needs.

Rising Expectations

As students become older, more mature, and move through successive grades, they will assume increased personal responsibility and self-discipline. Behavior expectations and consequences take account of student age, grade, and maturity level, and are adjusted accordingly.

Suspensions

In accordance with the School Act, Sec. 85(2)(ii) and (d), the Board authorizes the Principal or designate of any school in the district to suspend a student from attendance at school for up to five days.

Suspensions may be for the following reasons:

- a. because a student is willfully and repeatedly disrespectful to a teacher or to any other employee of the Board carrying out responsibilities approved by the Board.
- b. because the behaviour of the student breaches the District Code of Conduct or policy and/or has a harmful effect on others or the learning environment of the school.
- c. because the student has failed to comply with the School Code of Conduct.

Suspensions over five days are made in consultation with the appropriate Director of Instruction as per the [District Student Code of Conduct, AP 350](#). As per AP 350 6.7.1, an educational program must be provided.

D. Notification:

School officials have a responsibility to advise other parties of serious breaches of the code of conduct. These parties may include:

- staff,
- parents/guardians of a student,
- offender,
- parents/guardians of a student victim,
- school district officials,
- police and/or other agencies as required by law.

VANCOUVER SCHOOL BOARD POLICIES

SMOKING and VAPING

Students are **not permitted** to smoke/vape in the school building or on the site. Also, these are not permitted at any school sponsored function.

SCHOOL ACTIVITIES

The following regulations have been approved by the Staff and Student Council.

1. At school functions, there will be **no** invitations to outsiders except by special arrangement.
2. The student Go Card will be shown at the door. If a student's card is lost, students must obtain a special administration slip.
3. Activities will generally conclude at 10:00 p.m. or as specified.
4. Appropriate dress is required at dances.
5. **In** and **out** privileges are not permitted at school dances.

LIQUOR, DRUGS and NARCOTICS

The Vancouver School Board Policy regarding the use and possession of drugs and alcohol states that students are not permitted to either possess or consume liquor or narcotics at school or at school functions, nor to be at school or school functions under the influences of these substances. Possession or use of these substances may result in suspension, transfer, or expulsion. Adult students attending Britannia are also subject to this policy.

WEAPONS

The Vancouver School Board policy states that students are not to be in possession of any object that can be used to threaten or harm another person. Possessing, or using a weapon to threaten may lead to transfer, suspension or expulsion, or the laying of criminal charges.

VIOLENCE

The Vancouver School Board has a zero-tolerance policy regarding violence. Committing a violent act may lead to transfer, suspension, expulsion, or the laying of criminal charges.

MULTICULTURALISM and ANTI-RACISM POLICY

Students at Britannia are encouraged to treat fellow students with dignity and respect. Students who encounter any form of racial or ethnic prejudice on the part of other students or staff are to report such incidents immediately to school administrators. **Racism will not be tolerated in our school.** The Vancouver School Board has in place a procedure for dealing with such incidents.

VISITORS

The Vancouver School Board policy clearly states that unauthorized persons in the school must report to the office.

CELL PHONES and ELECTRONIC DEVICES

Students are asked not to have cellular telephones, iPods, or other electronic devices while at school. There are times when students are permitted to use their phones in class, but should they interfere with classroom activities, they will be confiscated. Students are not to be in possession of laser pointers while at school.

AUTOMOBILES and PARKING

Students who drive cars to school must park them in the Student Parking section at the south-west corner of the parking lot beside the tennis courts. The speed limit in the parking lot is 10 km/h.

STUDENT OFF SCHOOL PREMISES

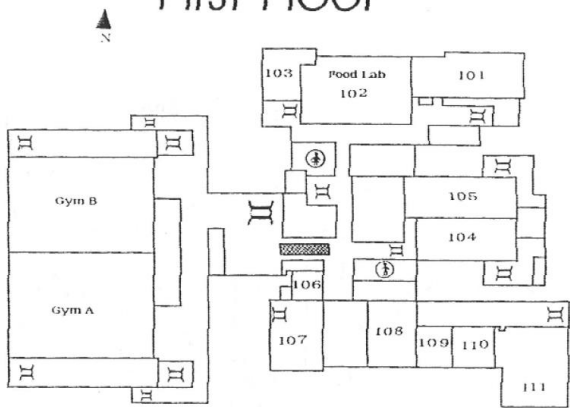
Conduct of students off school premises occurring during the school day, which adversely affects other students or the operation of the school or other schools in the district and is in violation of the school's code of conduct, may result in discipline.

The BRIT Way

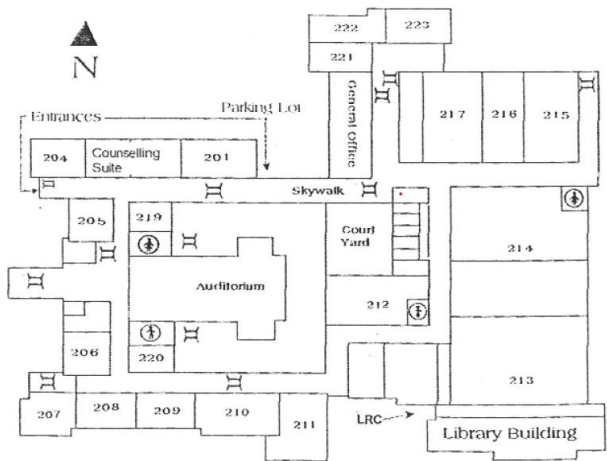
BRAVERY
RESPONSIBILITY
INTEGRITY
TENACITY

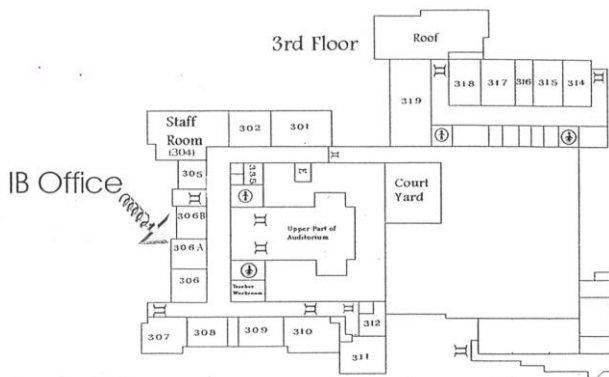
BRITANNIA SCHOOL MAP

First Floor



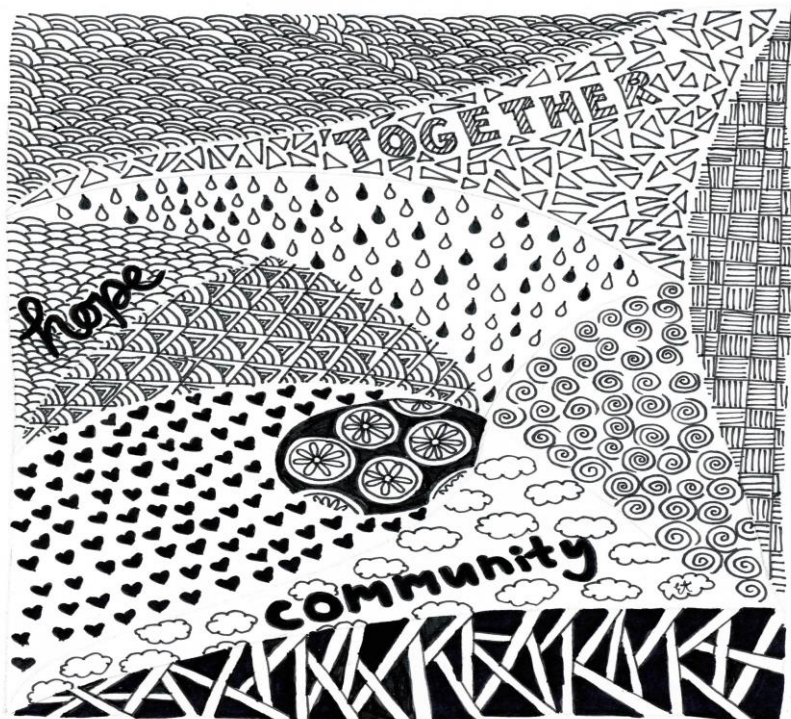
Second Floor





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FIT SCHEDULE

DATE	TEACHER	ROOM	GOAL
Sept. 9	Block 3 teacher – all grades		Overview of FIT, expectations
Sept. 14	Block 1 teacher		Grade 8/9 assembly
Sept. 16	Block 4 teacher		Grade 10/11 assembly
Sept. 21	Block 2 teacher		Grade 12 assembly
Sept. 23			
Sept. 28			
Sept 30			
Oct. 5			
Oct. 7			
Oct. 12			
Oct. 14			
Oct. 19			
Oct. 20			
Oct. 26			
Oct. 28			
Nov. 2			
Nov. 4			
Nov. 9			
Nov. 16			
Nov. 18			
Nov. 23			
Nov. 25			

DATE	TEACHER	ROOM	GOAL
Nov. 30			
Dec. 2			
Dec. 7			
Dec. 9			
Dec. 14			
Dec. 16			
Jan. 4			
Jan. 6			
Jan. 11			
Jan. 13			
Jan. 18			
Jan. 20			
Jan. 25			
Jan. 27			
Feb. 2			
Feb 4			
Feb. 8			
Feb. 10			
Feb. 15			
Feb. 17			
Feb. 22			
Feb 24			

DATE	TEACHER	ROOM	GOAL
Mar. 1			
Mar. 3			
Mar. 8			
Mar. 10			
Mar. 29			
Mar. 31			
Apr. 5			
Apr. 7			
Apr. 12			
Apr. 14			
Apr. 19			
Apr. 21			
Apr. 26			
Apr. 28			
May 3			
May 5			
May 10			
May 12			
May 17			
May 19			
May 24			
May 25			

DATE	TEACHER	ROOM	GOAL
May 31			
Jun. 2			
Jun. 7			
Jun. 9			
Jun. 14			
Jun. 16			
Jun. 21			
Jun. 23			

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