



# Kalamalka

## **Student Handbook 2024-2025**

**Mr. Jeff Huggins, Principal**

**Mr. Colin Mayer,  
Vice Principal**

**Mrs. Lori Knight,  
School Counsellor**

**Mr. Edward Lefurgy, School  
Counsellor**

### **KALAMALKA SECONDARY SCHOOL**

7900 McClounie Road • Coldstream, BC • V1B 1P8  
250-545-1396

[kaloffice@sd22.bc.ca](mailto:kaloffice@sd22.bc.ca)  
<https://kalamalka.sd22.bc.ca/>

Updated: August 27, 2024

# Welcome to *Kal!*

## MISSION STATEMENT

Our mission is to foster achievement, self-esteem, and social responsibility, in a safe, supportive, and progressive environment.

## SCHOOL MOTTO

Toward Honour and Excellence

## SCHOOL GOALS

Kal is a diverse community of engaged, inclusive, and resilient learners who are actively seeking connection, belonging, and opportunities to thrive.

Kal is a place where all learners are expected to build critical numeracy and literacy skills to serve them throughout their lives.

Kal is grateful to be on the traditional Syilx land, celebrates diverse cultures and worldviews, and infuses local Indigenous knowledge and principles into teaching and learning across the curriculum.

## DAILY SCHEDULE

8:30 – 9:50	Period 1
9:50 – 10:05	Break
10:05 – 11:24	Period 2
11:24 – 12:05	Lunch
12:05 – 1:25	Period 3
1:25 – 1:40	Break
1:40 – 3:00	Period 4

*Refer to the calendar for details of the rotation of classes.*

<b>School District No. 22 Calendar</b> <b>2024 - 2025</b>
--

**Overview**

School Opens for Students, Tuesday .....	September 3, 2024
Orange Shirt Day, Friday.....	September 27, 2024
National Truth and Reconciliation Day*, Monday.....	September 30, 2024
Thanksgiving*, Monday .....	October 14, 2024
Remembrance Day*, Monday .....	November 11, 2024
Last Day of School before Winter Vacation.....	December 20, 2024
School reopens after Winter Vacation .....	January 6, 2025
BC Family Day*, Monday.....	February 17, 2025
Pink Shirt Day, Wednesday.....	February 26, 2025
Last Day of School before Spring Vacation .....	March 14, 2025
School reopens after Spring Vacation, Tuesday .....	March 31, 2025
Good Friday* .....	April 18, 2025
Easter Monday*.....	April 21, 2025
Victoria Day*, Monday .....	May 19, 2025
Last Day for Students, Thursday .....	June 26, 2025

\*School is closed, students not in session

**Professional Development Days – Students Not in Session**

Monday, September 23, 2024.....	Non Instructional-Indigenous Focus
Friday, October 25, 2024 .....	Provincial Professional Development Day
Friday, November 8, 2024 .....	Professional Development Day
Friday, January 24, 2025.....	Professional Development Day
Friday, February 14, 2025.....	Okanagan Zone Pro-D Day
Monday, May 12, 2025.....	Professional Development Day
Friday, June 27, 2025.....	Administrative Day

**School Opening Day, Tuesday, September 3, 2024**

Buses to run three hours early

**Student Conference Dates:**

October 23, 2024

April 24, 2025

Buses to run three hours early

**School Closure, Thursday, June 26, 2025**

Buses to run four hours early

## Kalamalka Teaching Staff

Ms. Ackovska .....	Vocations
Ms. Anderson .....	English
Mrs. Bishop .....	Science
Mrs. Bitz .....	Science
Ms. Booth .....	Science, Math, ADST
Mrs. Bourgeois .....	PE, Athletic Director
Mr. Britton .....	Science, Career Life Ed, Outdoor Ed
Mr. Busfield .....	Career Life Ed, Economics
Mrs. Challen .....	Library
Mrs. Cuthbert .....	English
Ms. Dilworth .....	Connections
Mr. Fehr .....	SWBA
Ms. Foster .....	PE, Social Studies
Mr. Freeman-Marsh .....	Careers Life Ed, Math
Mrs. Fyke .....	English Language Learning
Ms. Hales .....	Career Life Ed, Science
Mr. Huggins .....	Principal
Mrs. Irwin .....	Leadership, Home Economics
Mr. Kafka .....	Music
Mrs. Knight .....	Counselling A – L
Mr. Kopera .....	Math
Mr. Korb .....	Photography, Computers, Yearbook, Math
Ms. Korol .....	Spanish
Mrs. Kouwenhoven .....	French, Math, Science
Ms. Kuemmerle .....	Math, Science
Ms. Larson .....	Math
Mr. Lefurgy .....	Counselling M - Z
Ms. Malcolm .....	French
Mr. Mayer .....	Vice Principal
Mr. McAndrew .....	PE
Mrs. Melillo .....	Learning Centre
Ms. Meredith .....	Art
Mrs. Munro .....	Math, Psychology
Ms. Nelson .....	Home Economics
Ms. Nicolas .....	Learning Centre
Ms. Niedballa .....	English
Mr. Parkinson .....	Woodworking
Ms. Richard .....	English, Learning Centre
Ms. Rothlander .....	English
Mrs. Shore .....	Social Studies
Mr. Thomas .....	Drama, English
Ms. Vaskic .....	Social Studies, English
Mr. Wenger .....	Science
Mr. Winston .....	Social Studies

## SD22 Code of Conduct

# SD22 CODE OF CONDUCT



### **SD22's Code of Conduct has been established to maintain a safe, caring and healthy learning environment.**

It is the shared responsibility of students, staff, parents / guardians and the broader community, to demonstrate positive conduct while attending any school or District related activity, at any location.

The Code of Conduct applies to behaviour within District premises and during activities that are organized or sponsored by the District. It also extends beyond the typical school or workday when it affects the provision of a safe, caring or orderly environment – including social media and other interactions where they impact the safety of the environment for members of the school community.

#### **All members of the school community are expected to:**

- show respect for the diversity of the members of school and District communities;
- behave in a safe, thoughtful and courteous manner;
- never threaten, harass, intimidate or assault, in any form, any person within our school district community, through physical violence, verbal abuse or any forms of media;
- never be in possession of weapons, dangerous articles, alcohol or illegal drugs, while in school or work;
- show respect and pride in district facilities and equipment through care and appropriate use of school district property;
- treat guests, at sport, cultural, graduations and all other events with respect; and
- comply with the purpose and spirit of the BC Human Rights Code, including not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

#### **All members of the school community must refrain from engaging in any in-person or digital communication or behaviour that is considered to be:**

- Interfering with the learning and working of others;
- Bullying, harassing, intimidating, retaliating, discriminating or violent; and
- Unsafe or illegal including the possession, use or distribution of illegal or restricted substances, or the possession of weapons or replicas.

#### **Use of Personal Digital Devices:**

- **"Personal Digital Device"** means any personal electronic device that can be used to communicate or to access the internet, such as a cell phone, tablet, smart watch, and IoT (Internet of Things) devices. All use of personal digital devices must be in compliance with Ministerial Order 89/2024<sup>1</sup> and SD22's Acceptable Use of Technology Administrative Procedure whereby:
  - Use of student personal digital devices during hours of instruction is for instructional purposes and digital literacy.
  - Digital devices may be used to support students with diverse abilities as outlined in student's support plans and Individual Education Plans.
  - Use of personal digital devices is appropriate to a student's age and developmental stage.
  - Personal digital devices may be approved from time to time to support medical necessities outlined in a safety plan.

#### **All members of the school community are entitled to experience spaces that are free from harm, where acceptable behaviours are met, and where all members feel they belong.**

Priority will be placed on supporting individuals and determining the root causes of behaviour. If the safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations of the Code of Conduct, a range of consequences will follow<sup>2</sup>. Every effort will be made to protect individuals against retaliation relating to the Code of Conduct. Whenever possible, incidents will be resolved by discussion, mediation and restitution.

<sup>1</sup> Minister of Education and Child Care, R.S. (2024) Ministerial Order 89/2024 (gov.bc.ca), PROVINCE OF BRITISH COLUMBIA, Ministerial Order No. M89. Available at: [https://www2.gov.bc.ca/gov/siteinfo/documents/89/mo89/mo89\\_2024](https://www2.gov.bc.ca/gov/siteinfo/documents/89/mo89/mo89_2024) (Accessed: 29 April 2024).

<sup>2</sup> See [SD22 Progressive Discipline and Suspension Guidelines](#)

## **Kalamalka Secondary School Code of Conduct**

**Purpose:** Our goal is to provide a safe, caring, and orderly learning environment for a purposeful and positive learning and teaching climate.

**Commitment:** Our school is committed to having clearly stated expectations for student behaviour. These expectations will be explicitly taught in classrooms and reinforced by all staff members.

The Kalamalka Secondary School – aka KAL – Code of Conduct applies to behaviour at school, during school organized or sponsored activities, and beyond these times. Examples of ‘beyond times’ include: bus pick-up areas in the morning and after school, walking to and from school, school sponsored events, and on-line behaviour.

KAL is committed to creating a positive culture that promotes a safe and caring school community free from: bullying, cyber bullying, harassment, discrimination and marginalization, threats, intimidation, violence in any form, verbal, physical or sexual abuse. We do not tolerate theft, vandalism, intoxicating substances, “look alike” substances, weapons, “look alike” weapons, explosives, intruders, or trespassers. Adults are expected to model and demonstrate all student-expected behaviours.

At the beginning of each school year, these conduct guidelines are reviewed with all staff members and all students in our school. As well, a copy will be available to students in the Student Handbook and will be placed on our school website.

We believe that everyone working and learning at KAL needs to be aware of the guidelines to ensure that we treat others with respect and courtesy and conduct ourselves in a manner worthy of the respect of others to promote a safe and positive school learning and work environment.

KAL promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law-prohibiting discrimination based on race, color, ancestry, place of origin, religion, age, marital status, family status, physical or mental disability, age, sex, or sexual orientation. Students with special consideration and possibly special needs (intellectual, physical, sensory, emotional, and behavioural) will be provided accommodations to meet the code of conduct considering their disability when deemed necessary.

Kalamalka Secondary promotes values which foster respect for all members of the school community and supports non-violent means of resolving differences and promoting a safe and positive school learning and work environment. In order to promote a school environment which fosters these values, and which minimizes the risk of violence in schools, we have a plan of action which includes governance, prevention, and intervention.

We consider the needs and concerns of all members of the school community. Appropriate behaviours and attitudes are reflected in classroom instruction and modeled by all adults in the school and work environment.

**We believe that a positive school environment promotes:**

- Respect for the dignity of individuals and the diversity of our school community
- Respect for the property of others
- Drug and alcohol free school (including 'look-alikes')
- A weapon-free environment (including 'look-alikes')
- Intolerance of bullying and harassing behaviours
- A non-sexist environment
- Non-violent conflict resolution; and
- Student behaviour conducive to the establishment of a positive school environment which maximizes the learning opportunities for all students

Every student shall be subject to the Code of Conduct while on school premises, going to and returning from school and at all school sponsored games and functions whenever and wherever held. Students will be expected to:

- Attend school on a daily basis except in cases of illness, family need, or medical excuse
- Be punctual and prepared for classes each day
- Apply themselves to their educational program in a manner commensurate with their ability
- Demonstrate a respect, tolerance, and acceptance of others and the rights of others
- Resolve conflict in a non-violent manner; and
- Respect property

## **Student Discipline Procedures and Consequences**

Consequences are assigned appropriately with reference to the circumstances, age and needs of the students. Wherever possible, consequences are assigned as restorative and instructional rather than punitive. The school will take reasonable steps to prevent retaliation.

Rising expectations occur for behavior incidents as students mature through the successive grades and with an increase in the frequency and /or severity of behavior incidents.

Students with special needs who may have difficulty complying with Code of Conduct expectations are provided with identified plans and goals for improvement.

When the actions of a student jeopardize access to a safe and positive school environment, consequences will be initiated. These include:

- Natural consequences
- Time Outs (in an alternate setting such as the office or the learning center)
- Reconciliation
- Removal of privileges
- In-school or out of school suspensions
- Referral to School Based Team
- Part time placements
- Restorative justice processes
- Referral to district alternate programs
- Meeting with district behavioural specialist

Note: The District Code of Conduct guidelines will be followed in all cases involving suspensions. Consequences may be combined or varied depending on situation.

## Kalamalka Secondary School Behaviour Expectations

	Hallways	Commons	School Grounds	Washrooms	Assemblies	Classroom	Gym/changeroom	Computers
Respect	<p>Keep hallways clear for movement</p> <p>Use appropriate language</p>	<p>Follow instructions of supervisors</p> <p>Use appropriate language</p>	<p>Park in appropriate parking lot</p> <p>Be courteous of school property and neighbours</p>	<p>Honor privacy</p> <p>Be clean and tidy</p>	<p>Be attentive to speakers</p> <p>Applaud appropriately</p>	<p>Be on time</p> <p>Listen attentively</p> <p>Be polite</p>	<p>Be mindful of other people's items</p> <p>Honor privacy</p>	<p>Keep food and drink away from computers</p>
Responsibility	<p>Keep clean</p> <p>Keep lockers clean and clear of graffiti</p>	<p>Clean up your area</p> <p>Recycle</p> <p>Respect other people's boundaries</p>	<p>Keep grounds clean</p> <p>Refrain from smoking/vaping</p> <p>Be aware of vehicles</p> <p>Be mindful of where you walk</p>	<p>Report any problems</p> <p>Return to class promptly</p>	<p>Sit with your hands and feet to yourself</p> <p>Be polite</p> <p>Enter/exit in an orderly fashion</p> <p>Turn off electronic devices</p>	<p>Be prepared to learn</p> <p>Follow instructions</p> <p>Be polite</p> <p>Turn off and put away electronic devices (e.g., into backpack, locker, or classroom pouch)</p>	<p>Play fair and play hard</p> <p>Take care of and return equipment</p> <p>Keep your area clean</p>	<p>Report any malfunctions</p> <p>Sign out computers</p> <p>Replace and plug in laptops</p> <p>Stay on task and on appropriate sites</p>
Excellence	<p>Demonstrate pride in your school</p> <p>Always do your best</p> <p>Dress appropriately for your work environment</p>							

## **Counselling**

Counselling services are available to all students at Kalamalka Secondary. The goal of the counselling centre is to assist students in a variety of ways to ensure their well-being:

- to explore and develop educational plans
- as mediation between themselves, the school, and their parents
- to gain information about educational and community resources
- for self-exploration
- during times of crisis

Counsellors also consult with teachers, administrators, parents and other support staff regarding the educational, personal and social development of students. Students can make appointments with our counsellors.

## **Course Change Deadline**

The course change deadline is September 13<sup>th</sup>, 2024. After this date, any students wishing to change or drop a course MUST be approved by an administrator. No course drop will be approved more than two weeks after the first reporting period of each semester (except in extenuating circumstances).

## **Extracurricular Clubs and Teams**

Students are encouraged to be involved with the many teams and clubs offered during the school year. Many activities are offered at noon hour and after school. Announcements of meetings and events will be made on the school-wide broadcast systems. Extracurricular and intramural activities help make school fun and exciting, so GET INVOLVED!

Competitive sports include volleyball, cross country running, basketball, 7s rugby, junior football, tennis, soccer and golf. Further information is available from our Athletic Director, Mrs. Bourgeois.

## **Learning Centre**

Learning Centre services include individual and small group instruction, peer tutoring, and individualized programs for students with learning differences. These services may be provided in the Learning Centre or in the regular classroom. Topics covered include organization, time management, study skills, metacognition, listening, note taking, and test writing. Students in need of Learning Centre services are usually referred by classroom teachers, counsellors, administrators or parents.

The Learning Centre runs a homework club Tuesday – Thursday from 3:00pm – 4:00pm, for any student wanting extra help or a quiet place to work. Please see the Learning Centre teachers, Mrs. Nicolas and Mrs. Melillo for more information.

### **Library Services**

Our library is a modern, well-equipped facility, which incorporates a reference area, conference room, audio-visual area, office/work room space, a book collection area, writing labs, and seating for sixty students. The library is open from 8:00am to 4:00pm daily. Ms. Challen is our teacher-librarian.

### **Lockers**

Lockers are assigned by the office. Students can find their locker number on their timetable and can move in the first morning of school. Lockers remain the property of the school and can be checked by administration at any time. Students are responsible for all contents – the school is not liable for any items missing, lost, or stolen. Students may not switch lockers. If students have any problems with their locker, they are to see the Vice-Principal.

All students are required to use a school lock to secure their locker. If a student needs a lock, we will provide them with a lock that will remain the school's property. Students that fail to return locks before leaving the school will be charged \$10. Students who have previously purchased and used a lock from the school can continue to use that lock. If one of our locks fails, we will replace it. If a student loses their lock, they will have to pay for a replacement. Students are not to share their locker combination with any other students.

### **Cafeteria**

Both hot and cold foods and beverages are available at lunch in the cafeteria. There are also a variety of snack foods from vending machines. If the machines are not operating properly please report any problems to the office. All funds raised support student needs in the school.

### **Student Voice**

Kalamalka's Student Voice represents student opinions and provides input to administration on issues relating to students and education. They also act as liaisons for the school at the school board by acting as a Student Trustee. If you are interested in Student Voice, connect with the Vice Principal.

### **Textbooks**

Students borrow textbooks from the school. It is expected they will look after these books. Students are to write their name and year on the inside cover of each book and are financially responsible for the loss or damage to any books. If a student loses a book, their subject teacher will issue a new one upon payment for the lost text. Students are to make sure they are in possession of the text they were issued rather than someone else's.

## **STUDENT RECOGNITION AND AWARDS**

### **Grading**

The Provincial percentage grade scale is used for all Gr.10-12 report cards:

A, B, C+, C, C-, and F. Percentage guidelines used by teachers are:

A	86 - 100%	C	60 - 66%
B	73 - 85%	C-	50 - 59%
C+	67 - 72%	F	0 - 49%

The Provincial proficiency scale is used for all Gr.8 and 9 report cards:

Extending	Developing
Proficient	Emerging

A letter grade of 'IE' (Incomplete Evidence) will be issued when a student is at risk of failure. In this case, an outline of work to be completed by a specific date will be provided, in order for the student to earn a passing grade. If the student does not complete the work to a passing standard, they may receive an F as their final grade.

### **Principal's List and Honour Roll**

To qualify for the Principal's List, a student must have a 90% average.

To qualify for the Honour Roll, a student must have an 80% average, with no less than 60% in any subject. To be considered, students must take a minimum of 8 subjects in grades 8-10, and 6 subjects in grades 11 and 12.

### **Year End Awards Celebration**

Awards are given in recognition of a student's academic performance and extra-curricular involvement. A student must demonstrate good citizenship to be considered for any Kal award. Academic and service awards are presented at the Kal Awards Celebration and athletic awards are presented at the Kal Athletic Banquet – both near the end of the school year in June.

### **Top Academic Awards**

These awards are presented to students at each grade level who exhibit the highest academic performance for the school year, reaching a 90% average.

### **Service Awards**

These awards are presented to students who help make Kal a fun, engaging, and positive place to be. Students receiving service awards exhibit exceptional personal attributes and contribute significant time and energy through volunteer work, participation and leadership in the school.

### **Top Athletic Awards**

Top athletic awards awarded for exceptional skill, citizenship, and leadership in various athletic activities during the school year. Activities usually involve representative school teams which compete in an organized league with other schools.

### **Grade 12 Scholarships and Bursaries**

Each year many scholarships and bursaries are available to graduating students. Criteria considered include marks, citizenship, involvement in school activities, volunteer work and financial need. Students should contact school counselors frequently for up-to-date information.

## **STUDENT EXPECTATIONS WITH TECHNOLOGY**

Kalamalka Secondary School recognizes and embraces the use of technology to enhance, enrich, and equalize learning opportunities for each and every student.

Kalamalka Secondary School has invested significantly in ensuring access to learning devices (e.g., Chromebooks, iPads, etc.) for students when they are required. This ensures that our students can succeed academically regardless of whether they possess a personal digital device.

During instructional time, all personal devices are to only be used for instructional purposes at the discretion of the teacher and/or support staff (e.g., CEAs, Teacher Candidates, Administrators). Personal digital devices may be used to support students with diverse abilities as outlined in student's support plans and Individualized Education Plans, as well as to support medical necessities outlined in a safety plan.

We encourage students to place their devices into the available classroom storage units as they enter their classrooms and retrieve them either when directed by the teacher/support staff, or at the end of class. Students may also keep their personal digital devices in their locker during class time.

Students who are using their personal digital devices without permission from the teacher/support staff may have their devices confiscated and available for pick up in the office at the end of the day.

Should students choose to bring their personal digital devices to Kalamalka Secondary School, the device will be the sole responsibility of the student and the school will not be responsible for any loss or damage.

## Respect

- respect other people's property and devices
- only post and comment when invited and do so in a constructive and kind manner
- allow individuals to control their own digital footprint by not sharing other names, pictures or information
- follow the expectations of the teacher and supervisors and use sites permitted by staff

## Responsibility

- keep personal digital devices away during instructional time
- only use devices for educational purposes
- remember that your digital footprint is accessible and public
- power down or leave technology at home if it is a distraction from learning
- look after your devices and keep passwords and personal information safe

## Excellence

- use technology to enhance or enrich their learning through collaboration, expanding their knowledge, and/or creating or planning products
- make positive, meaningful comments when invited into collaborative environments
- express learning through creative and safe use of technology
- cite sources