

PERSONAL AGENDA AND HANDBOOK

Agenda personnel et livret de l'étudiant

2021-2022



École secondaire

SENTINEL

Secondary School

SCHOOL MOTO
Summis Cum Animis

"Home of the Spartans"

"Le foyer des Spartiates"

1250 Chartwell Drive
West Vancouver, B.C.
V7S 2R2

Telephone: (604) 981-1130
Fax: (604) 981-1131
Email: sentinel@wvschools.ca

NAME: _____

Grade: _____

Student/Pupil #: _____

PEN #: _____

Homeroom Teacher: _____

Homeroom #: _____

Room #: _____

Textbook Serial Numbers		
<i>Title</i>	<i>Number</i>	<i>Course</i>

<i>Semester</i>	<i>Block</i>	<i>Class</i>	<i>Room</i>	<i>Teacher</i>
1	1			
1	2			
1	3			
1	4			
1	X-block			
2	1			
2	2			
2	3			
2	4			
2	X-block			

SENTINEL SCHOOL TIMETABLE

Monday, Wednesday, Friday

8:30 – 9:50	First Class
9:50 – 10:05	Break
10:05 – 11:25	Second Class
11:25 – 12:10	Lunch
12:10 – 1:30	Third Class
1:30 – 1:40	Break
1:40 – 3:00	Fourth Class

SENTINEL SCHOOL TIMETABLE

Tuesday, Thursday

8:30 – 10:25	First Class
10:25 – 10:40	Break
10:40 – 12:35	Second Class
12:35 – 1:20	Lunch
1:20 – 2:50	X Block

DAY PERIOD ROTATIONS

Day	Period Rotation
Monday	1-2-3-4
Tuesday	2-1 X-block
Wednesday	4-3-1-2
Thursday	3-4 X-block
Friday	2-1-3-4

SCHOOL CALENDAR 2021-2022

September

6	Monday	Labour Day Statutory Holiday
7	Tuesday	School Opens
23	Thursday	Meet the Teacher, 6:00 PM (TBC)
23	Friday	Professional Day– no school

October

11	Monday	Thanksgiving Day
22	Friday	Professional Day – no school

November

10	Wednesday	Remembrance Day Assemblies
10	Wednesday	Parent Teacher Conferences
11	Thursday	Remembrance Day
12	Friday	Professional Day – no school

December

17	Friday	Last day of classes before Winter Break
21	Monday	Winter Break

January

4	Tuesday	School Re-opens
24	Monday	Professional Day – no school

February

18	Friday	District Reading Break
21	Monday	Family Day

March

11	Friday	Last day of classes before Spring Break
14	Monday	Spring Break (March 14 – March 25)
28	Monday	School Re-opens

April

14	Thursday	Parent Teacher Conferences
15	Friday	Good Friday
18	Monday	Easter Monday

May

20	Friday	Professional Day
23	Monday	Victoria Day

June

29	Wednesday	Last day of school
29	Wednesday	Final Report Cards Issue

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Notice:

While we have endeavoured to make this agenda as accurate as possible, there are times when policy will change.

At such times, you will be informed by newsletter.



Amelia Khoja

Cover: Richard Zhou
Back: Louis Liu

SCHOOL MISSION STATEMENT

The mission of Sentinel Secondary School is to enable students to become lifelong learners by providing quality learning opportunities in supportive environments and by encouraging personal growth through active involvement.

La mission de l'école Secondaire Sentinel est de développer chez l'élève le goût de s'instruire tout au long de sa vie en lui offrant un enseignement de qualité dans un climat favorable et l'aide à s'épanouir en l'encourageant s'impliquer dans sa propre éducation.

SCHOOL VALUE STATEMENT

GRIT- *We recognize that the pursuit of mastery requires independence, perseverance, and a growth mindset*

UNDERSTANDING- *We celebrate diversity and attend to others with empathy and open mindedness*

ACTION- *We pursue personal and academic excellence with purpose, honesty, curiosity, and integrity*

RESPECT- *We respect ourselves, others, and our learning environment while showing gratitude towards our community*

DECISIONS - *We consider the implications of our choices and take responsibility for our actions*

SPIRIT- *We engage in a fun, safe, inclusive, and dynamic school community!*

SCHOOL MOTTO

Summis Cum Animis

(with the greatest possible spirit)

X BLOCK AND LEARNING SUPPORT OPPORTUNITIES

Next year's X Blocks will run Tuesday and Thursday afternoons from 1:20 – 2:50 p.m.

Benefits of X Block

- Provides a space for year-long (Linear) programming in a Semester schedule.
- Provides time for Grade 8/9 and Grade 11/12 students to complete the Career Life Connections curriculum.
- Provides students with choice, voice, and flexibility with their learning to independently complete assignments, study, collaborate with peers, complete homework, or engage in a personal area of interest.
- Provides the opportunity for students to receive support and guidance from teachers.
- Promotes well-being for the entire school population (e.g. time to address needs, opportunity to reduce homework and assignment pressures, frees up the lunch break for students and teachers to eat and prepare, or to participate in school-based activities like clubs, etc.).
- Provides flexible learning environments for all, acknowledging that learning can take place in a variety of places and in a variety of ways.
- Supports student time management and organization, by providing an opportunity for students to practice these skills with the guidance of teachers.
- During X Block - Teachers/Departments will be available to mentor, facilitate, and guide student learning.
- Teachers may require students to attend a specific X block time to make up missed work, assessments, complete assignments and receive extra help.
- Provides time and space for teacher-enriched learning opportunities.

Learning Support Opportunities

- Learning Support Opportunities are where teachers use instructional minutes to support student learning.
- At the beginning of each semester Teachers, Learning Support and Administration will put together and post a schedule for Student Support Time (Periods 1-8).
- If agreeable by all parties, teachers will work in classes that need extra support during this time (Team Teaching).
- Students who have a spare could attend a Learning Opportunity for support (Periods 1-8)

SPECIAL PROGRAMMES

ADVANCED PLACEMENT

The AP Programme is a cooperative educational endeavour between secondary schools and colleges and universities administered by the College Board. It allows high school students to undertake college-level academic learning in AP courses and gives them the opportunity to show that they have mastered the advanced material by taking AP exams. Students can receive credit, advanced placement or both from thousands of colleges and universities that participate in the Advanced Placement Programme.

FRENCH IMMERSION

Sentinel offers bilingual instruction to students enrolled in immersion programmes. Students are offered a full range of required academic courses in French. Immersion is for students who have received their primary and/or intermediate level instruction in French. As students progress through the programme, the amount of prescribed instructional time in French is reduced (Grade 8 & 9 – 50%, Grade 10 – 38%, Grades 11 & 12 – 25%).

PURSUIT PROGRAMME

The Pursuit Programme accommodates students competing at a provincial or national level who are attempting to get an education while pursuing artistic or athletic endeavours in private training programmes. Conflicting academic and training expectations often prohibited these students from successfully combining the two. The Pursuit Programme was designed to overcome this problem. Entry to this programme is only by formal application to a committee. Please visit the school website for the online application form.

WVSD'S SPORTS ACADEMY PROGRAMS

The Academies feature a complete school curriculum promoting academics and athletics in a unique schedule. These programmes offer young athletes the opportunity to complete both their academic requirements and their specific sport skill development training. For more information, please contact Diane Nelson at dnelson@wvschools.ca

ATHLETICS

SCHOOL COLOURS:	Silver Grey and Navy Blue
SCHOOL NICKNAME:	Spartans
ATHLETIC DIRECTOR:	Ms. L. Winstone

SPORTS OFFERED:

FALL	WINTER	SPRING
Cross Country	Basketball	Badminton
Field Hockey – Girls'	Skiing & Snowboarding	Golf
Rugby – Gr 8	Wrestling	Mountain Biking

Soccer – Boys'		Rugby – JR, SR (Boys' & Girls')
Swimming		Soccer – Girls'
Volleyball – Girls' & SR Boys'		Tennis
		Track and Field
		Ultimate

We encourage every student to be involved in our athletic programme.

Fall sports start the very first week of school. Information about the athletic programme is posted regularly in the main foyer by the cafeteria. Any questions may be directed to the Athletic Director.

CLUBS

Many teachers sponsor a variety of clubs at Sentinel. Club offerings in the past have included: Diversity Club, Amnesty International, Interact Club, Multicultural Club, Me to We, Environmental Club, Cinderella Project, School Newspaper and others. Students should inquire with their teachers or the administration about clubs and meeting times. Students wishing to start a club should contact the administration. Remember, you have the ability to make it happen if you volunteer your time and energy.

GENERAL INFORMATION

That which follows is issued for the use of students and their parents. For further information on any of these matters, please come to the school office, email sentinel@wvschools.ca, or phone 604-981-1130.

PERSONNEL

In addition to their classroom teachers, students will want to become acquainted with the following:

Mr. M. Finch	Principal
Mrs. K. Grant	Vice-Principal
Mr. S. Anderson	Vice-Principal
Ms. D. Nelson	Director of Instruction/Academies

SENTINEL SECONDARY TEACHING STAFF – 2021-2022

Addis, Mr. D.	Science
Alm, Ms. K.	Science
Armstrong, Ms. D.	Careers/Yearbook
Armstrong, Ms. S.	English
Battram, Ms. C.	Science
Bauck, Ms. C.	Science
Beetlestone, Mr. P.	English
Bond, Ms. J.	Library
Braidek, Mr. I.	Applied Skills/Marketing
Britten, Ms. R.	Counselling
Caine, Ms. N.	Home Economics
Cameron, Ms. J.	P.E.
Chase, Mr. K.	Social Studies
Conkin, Mr. B.	Social Studies
Curtin, Ms. S.	Science
Drew, Ms. K.	Counselling
Elliot, Mr. C.	French
Evans, Ms. C.	Fine Arts
Fenn, Mr. M.	Academy/P.E.
Fromowitz, Mr. D.	Social Studies
Fuller, Mr. A.	English
Gibson, Mr. D.	Science
Gibson, Mr. J.	Work Experience/P.E.
Gray, Ms. M.	Social Studies/Geography
Gray, Ms. S.	Applied Skills/Business Ed.
Griffiths, Mr. D.	Social Studies
Grikis, Mr. L.	Science
Hadfield, Ms. M.	Learning Support
Hambly, Ms. M.	Fine Arts/Photography
Hammett, Mr. B.	Mathematics
Hart, Ms. L.	Home Economics
Higgs, Ms. A.	English/Business Ed.
Hsia, Mr. C.	Science

Huang, Mr. J.	Science
Jamieson, Ms. L.	Mathematics
Jenks, Ms. A.	Connect/PE
Johnson, Mr. B.	Mathematics
Johnston, Ms. T.	English
Liu, Mr. J.	Mandarin
Lleres, Mrs. N.	French Immersion
Ma, Mr. G.	Mathematics
Malone, Ms. H.	Home Economics
McGuiness-Gill, Ms. M.	Drama/Social Studies
McLean, Mr. T.	English
McNiven, Mr. B.	P.E.
Mirmiran, Mr. S.	French Immersion
Miyamoto, Ms. M.	Japanese
Morvarid, Ms. M.	French Immersion/French
Naami, Mr. A.	French Immersion
Obeck, Mr. C.	English
Ogawa, Ms. A.	Science
Page-Newman, Ms. N.	Spanish
Pla, Ms. J.	French Immersion
Plant, Mr. A.	P.E.
Popov, Ms. J.	French Immersion
Reader, Ms. C.	Learning Support
Sacault, Mr. C.	French Immersion
Scholefield, Mr. D.	English/Work Experience
Seaton, Mr. J.	Mathematics
Sparkes, Ms. J.	Fine Arts
Takahashi, Ms. J.	Mathematics
Ulinder, Ms. L.	Counselling
Utian-Sommers, Ms. L.	English
Virag, Mr. Z.	Music
Visser, Mr. D.	Applied Skills/Woodworking
Wilson, Mr. H.	English
Winstone, Ms. L.	Applied Skills/Information Technology

OFFICE AND LIBRARY HOURS

The school building is open at 7:00 a.m. each school day and the school office is open from 8:00 a.m. to 4:00 p.m. Our library is open from 8:00 a.m. to 4:00 p.m.

EMAIL

To email a staff member, include their first initial, last name and @wvschools.ca For example, to send an email to John Smith, the email address would be jsmith@wvschools.ca

SCHOOL ORGANIZATION

Sentinel Secondary School enrolls approximately 1250 students in grades 8 through 12. The regular school day begins at 8:30 a.m. The school day ends at 2:55 p.m. There are four approximately 72-minute classes and a 32 minute block of Flexible Instructional Time (FIT). Students attend each of their classes every other day. The afternoon periods in Day 1 Period 4 and Day 2 Period 4 are fixed, occurring at the same time each day.

Students in Grades 8-11 are required to take eight courses. Students in Grade 12 are required to take seven courses. Depending on their programme of study, Grade 12 students may choose to take an eighth course. Students accepted into the Pursuit Programme are expected to take a minimum of six courses.

VISITORS

All visitors must sign in at the Main Office.

STUDENT COUNCIL

The Sentinel Student Council consists of an executive and representatives from each grade. All candidates are screened by the Administration and must have and maintain a 2.50 GPA and satisfactory work habits based on the first two terms of the year they apply for student council. Selection of student council members occurs each year in June. Grade 8 candidates submit their applications/resumes to the senior council members and a committee of administration and teaching staff for interview and selection in September. Student Council members are responsible for organizing activities, promoting good citizenship and a caring atmosphere both in and out of the school, fostering "school spirit", and organizing leadership opportunities for Sentinel students.

Student Council meetings are held weekly during lunch hour and are open to all students and staff.

REPORTING PROCEDURES

REPORT CARDS AND PARENT-TEACHER CONFERENCES

Sentinel's school year for most courses will be divided into two semesters.

Formal report cards will be issued in November and February for

semester one and April and June for semester two. For Linear courses report cards will be issued in November, February and June.

In keeping with Ministry of Education requirements, Sentinel will report to parents on at least five occasions. For Semester courses, there will be four formal reporting periods (S1: Nov., Jan./ S2: Apr., June). For Linear courses (non-semester) there will be three formal reporting periods (Nov., Feb., June). There will be two additional formal reporting periods in the form of Parent/Teacher Conference sessions. One will occur each Semester (Nov. and Apr.) Informal reports may also include Interim or "I" Reports, phone calls, or individual parent/teacher meetings. The conferences allow parents and teachers an opportunity to discuss student progress. In addition, teachers endeavour to inform parents of their children's progress on a regular basis via interim written reports.

Parents should feel free to contact the administrative, counselling, or teaching staff at any time during the school day regarding the progress of their children (604-981-1130).

ACADEMIC MISCONDUCT

Sentinel staff and administration view academic misconduct as a very serious issue and a breach of our Code of Conduct. Sentinel pursues honesty as one of its ideals and has specific policies regarding academic misconduct.

Academic misconduct includes, but is not limited to: cheating, assisting someone else to cheat, plagiarism, handing in another student's work as your own, copying and/or allowing someone to copy work for evaluation, and handling in material downloaded from the internet.

For example, plagiarism occurs when a student submits the work of another person as his or her own. When excerpts are used in paragraphs or essays, students must acknowledge these with the use of footnotes or other accepted procedures. As well, if an excerpt is authored by some other individual, this must be acknowledged. Plagiarism exists when there is no recognition given for phrases, sentences, or ideas of others incorporated into written assignments.

The school uses the following guidelines when dealing with academic misconduct:

1. The student may receive a **mark of zero** for the assignment or test in question and could receive a needs improvement (N) work habit for the term.
2. A telephone call may be made, or an interim report may be sent home by the teacher explaining the circumstances of the academic misconduct.
3. A report may be given to the administration and a record may be recorded in the student's conduct file. Repeated incidents of this nature may result in the administration becoming directly involved and further disciplinary measure may occur.

If a student is not sure about any assignment, he/she should check with the teacher before submitting it for evaluation.



Sabrina Wu

SCHOOL-BASED FINAL EXAMINATIONS

Sentinel School has a final examination policy that includes compulsory exams in some subjects for all students, grades 8 through 12. Final exams constitute up to 25% of the year's work. Exams must be written during their scheduled time. In order to maintain the integrity and confidentiality of the examinations, no exceptions to this policy will be allowed. Information regarding dates and times for specific exams will be available May, 2021.

STUDENT COUNSELLING SERVICES AND INFORMATION

Sentinel School counsellors are teachers with knowledge of the developmental needs of students as well as an understanding of the pressures encountered while progressing through school. This places the counsellors in a position to:

- a. offer developmental and preventative programmes to students in educational, personal, and vocational areas, and
- b. provide a resource for teachers and parents to help create conditions that facilitate learning.

Since educational, vocational, and personal counselling are interrelated, all counselling is concerned with the whole individual and is, therefore, personal by nature.

CONSULTATION

Consultation is the co-operative process in which counsellors, teachers, parents, administrators, and others in the life of the student communicate about and with the student. Counsellors are available for developmental, remedial, and preventative consultation with students, teachers, administration, parents, and community agencies.

FAMILY SERVICES

North Shore Family Services provides a social worker who is available for those students and families in crisis, who need assistance. These services are available through your counsellor or by calling 604-988-5281.

COMMUNITY HEALTH NURSE

Sentinel has an assigned community health nurse. Please contact the office for more information regarding the schedule and availability of this service.

HOME AND HOSPITAL

For students who are absent for extended periods because of sickness or injury, a district based service of individualized teaching and supervision is maintained. Through the school counsellor, classroom work is assigned and taught by the home and hospital teacher.

LEARNING SUPPORT CENTRE (Rm. 259)

The Sentinel Learning Support Centre services the needs of students requiring additional academic support. The Learning Support Centre provides

services that include academic assessments, referrals, individualized instruction in most academic courses, and peer tutoring. Students are referred to the learning centre through a school based team consisting of counsellors, administration and teachers. Parents and/or students should contact the appropriate counsellor for more information about the Learning Support Centre.

STUDENT HEALTH AND COMMUNITY INFORMATION

INFORMATION FOR STUDENTS

North Shore 24-hour line to find out about youth services	604-990-2244
Public Health Nurse On-Call from Mon-Fri 9-5 pm	604-983-6700
North Vancouver Recreation Commission	604-987-PLAY
West Vancouver Community Services	604- 925-7270

HEALTH INFORMATION

General Health information **dial 811** or online at www.HealthLinkBC.ca
Callers to 811 can speak to a nurse (24/7), a dietitian (9am – 5pm, Monday through Friday), and a pharmacist (5pm – 9 am everyday)

Tobacco Information at www.quit4life.com

NUTRITION AND HEALTH RESOURCES

Be Real Clinic (disordered eating clinic)
604-983-6847

Healthy Eating at School at www.healthyeatingatschool.ca (tips and resources for healthy eating at school)

Kelty Resource Centre (mental health and disordered eating information)
604-875-2084

SUPPORT AND COUNSELLING LINES

HELPLINE for Children and Adolescence	604-310-1234
North Shore Crisis Services Society	604-987-3374
Victim link	1-800-563-0808
North Shore Youth Safe House (24 hour phone line)	1-877-789-6884
Suicide Support Line	1-800-784-2433
Kids Help Line – kidshelpphone.ca	1-800-668-6868
Crisis Line	604-872-3311
Rape Crisis	604-255-6344 (phone) or 604-245-2425 (text)
Bc211	call or text 211

In the event of an emergency call 911 immediately

AWARDS AND AWARD PROCEDURES

HONOUR ROLL

The Honour Roll system reflects two basic values: recognition of quality performance in a broad base of courses and recognition of an outstanding work ethic. The following criteria are a general guideline for determining Honour Roll.

The standard measure of performance for the Academic Honour Roll is based on a Grade Point Average (GPA) of 3.50, with a work habit component included. GPA is calculated by converting a percentage average to a grade point average:

A	86 – 100	A	= 4.0
B	73 – 85	B	= 3.0
C+	67 – 72	C+	= 2.5
C	60 – 66	C	= 2.0
C-	50 – 59	C-	= 1.0

The Academic Honour Roll is based on a student's final report card. Health and Career Education 8 and 9 marks will be recognized on the final report card. This course does not count towards honour roll.

Criteria for the Academic Honour Roll

<u>Gr.8-10</u>	<u>Academic Honour Roll</u> (based on the Final Report)
Enrolled in:	Student must be enrolled in at least 8 subjects at Sentinel Secondary. Pursuit students need to be enrolled in at least 6 subjects at Sentinel Secondary. <i>(this does not include HCE 8/9)</i>
Failing and Incomplete Grades	No "F" or "I" letter grades in any of the 8 courses.* Honour Roll standing is reconsidered upon conversion of the "I".
Work Habits	Must have "G" or "Ex" Work Habits in 7 subjects (all courses for SA). No "N" work habit marks in any of the 8 courses.
GPA	GPA of 3.5 based on best 7 subjects (all courses for SA). <i>(this does not include HCE 8/9)</i>

Criteria for the Academic Honour Roll

<u>Gr. 11/12</u>	<u>Academic Honour Roll</u> (based on the Final Report) <i>Grade 12's who achieve Honour Roll will receive a Gold Cord at Commencement</i>
Enrolled in:	Student must be enrolled in at least 7 subjects (28 credits) at Sentinel Secondary. Pursuit students need to be enrolled in at least 6 subjects (24 credits) at Sentinel Secondary.
Failing and Incomplete Grades	No "F" or "I" letter grades in any of the 7 courses.* Honour Roll standing is reconsidered upon conversion of the "I".
Work Habits	Must have "G" or "Ex" Work Habits in 6 subjects (6 for SA). No "N" work habit marks in any of the 7 courses.
GPA	GPA of 3.5 based on best 6 subjects (6 for SA).

*No "F" or "I" letter grades in any of the courses that Pursuit students are enrolled in.

**No "N" work habit marks in any of the courses that Pursuit students are enrolled in.

WORK HABIT CRITERIA

Sentinel Secondary School's work habit criteria are based on the school Code of Conduct. Students are awarded a single work habit mark of excellent (EX), good (G), satisfactory (S), or not yet meeting expectations (N) based on their meeting the work habit criteria. Using the following guidelines, departments determine specific expectations and forms of measurement. Students are expected to adhere to the criteria on a consistent basis.

Work Habit	Criteria
RESPONSIBILITY	
* Attendance	Attends class unless appropriately excused
* Punctuality	Is on time
* Preparedness – work, materials and attire	Is prepared to learn/participate in class; Brings appropriate materials
* Completion of Assignments	Completes work on time; Completes missed work in a timely fashion
* Homework	Completes homework as assigned
* Respect for work	Respects the quality and authenticity of own work and that of others
COOPERATION	
* Participation	Participates and/or makes a positive contribution in classes; Uses the language of instruction while participating in class activities
* Teamwork	Works well with other students and teacher; Makes appropriate contributions to group activities
* Respect for Others	Demonstrates respectful behaviour towards others
* Follows Instructions	Listens carefully and follows teacher instructions
* Food and Drinks	Consistently follows classroom rules regarding food and drinks
* iPods and Cell Phones	Consistently follows classroom expectations regarding the use of iPods, cell phones, or other electronic devices
EFFORT	
* Time Management	Works without direct supervision; Remains on task; Manages time well
* Attitude	Puts forth best effort; Demonstrates engagement in learning
* Responsibility for understanding	Requests extra help when needed

The following chart illustrates the requirements for the four levels of work habit marks:

Work Habit Mark	Students meet the criteria listed above:
Excellent (EX)	Always/Almost Always
Good (G)	Most Often
Satisfactory (S)	Usually
Not Yet Meeting Expectations (N)	Inconsistently/Seldom

ACADEMIC AWARDS

For the graduation class, the top student in each subject area is awarded a book prize. Academic excellence is also recognized by numerous scholarships awarded at Commencement.

SENTINEL EDUCATIONAL AND ACHIEVEMENT FOUNDATION

This private foundation is developing a fund, which provides for academic scholarships and awards. These scholarships and awards are funded by the annual interest accrued. All donations in any amount are gratefully received and are tax deductible.

UNDERGRADUATE SUMMER STUDY AWARDS

Summer enrichment study awards are available for students registered in Grades 8 – 11. Study can be in the form of camps, clinics, or workshops and can be related to: enrichment experiences related to a Sentinel subjects such as science, drama, art, music, writing, languages, math and computers; leadership and social responsibility; athletic skills. Applications will be made available in May.

ATHLETIC AWARDS

At Sentinel we take great pride in all our athletic programs. The positive connections that student-athletes, teachers, and coaches make at school and the contributions of sports to our school culture cannot be overstated.

Sentinel offers two types of athletic awards:

- **Participation Awards.** There are four levels of these awards for playing on multiple athletic teams.
- **The Spartan Athlete Award.** This award is based on four criteria achieved over a high school career.

Participation Awards

These awards are based on a cumulative point system. Student-athletes receive one point per sport played each season. The criteria for a point

include acceptable attendance, effort, attitude and sportsmanship. Sentinel coaches and Athletic Directors collaborate to determine if an athlete will receive a point.

Student-athletes will be eligible for the following awards:

POINTS (Teams Played On)	AWARD
3 (grade 8 only)	Medallion
5	Small Block
9	Medium Block
12	Large Block
15	Special Award

These points are cumulative from the beginning of grade 8 and apply to all eligible sports offered at Sentinel. (Athletes who transfer from another school may bring their points with them once they are verified.) Students will receive the award at the end of the school year in which they reach the next participation level. (Points are not awarded for participation in *school clubs*.)

The Spartan Athlete Award

The Spartan Athlete Award is based on criteria accumulated over a high school career. They include:

- Participation in multiple sports and seasons;
- Leadership and sportsmanship in athletics;
- A high level of athletic achievement;
- Social responsibility and citizenship at school and in the community.

This special award is given to a student or students at the completion of their grade 12 year if they have proven themselves outstanding in all of the above categories as determined by the Athletic Awards Committee.

SERVICE AWARDS

Awards for service to the school are based on a cumulative hours system.

25 - 149	hours	certificate
150 - 224	hours	bronze certificate
225 - 299	hours	silver certificate
300 - 449	hours	gold certificate
450+	hours	exemplary award

Students have received service hours for scoring and timing school games, refereeing, and many other service functions in the school, such as clubs, library support and classroom/school service. It is the student's responsibility to keep track of and submit service hours to the library.



Sentinel,

SUMMIS CUM ANIMIS

2021-22

Danial Sobat

SENTINEL SECONDARY INTERNAL AWARDS AND SCHOLARSHIPS

To be eligible for scholarship and award consideration, students must:

- Be Canadian citizens or permanent residents
- Be International students for specific scholarships
- Have attended Sentinel Secondary school for at least grade 11 and 12
- Have a solid record of citizenship in the school and community.
- Be registered in a minimum of 7 courses (a minimum of 28 credits) at Sentinel
- Apply by the deadline (Deadline to be announced in the grade 12 scholarship bulletin)

FACILITIES, SERVICES AND FEES

HALLWAY TELEVISION MONITORS

Students are encouraged to check the monitors for up-to-date calendar information and current events at the school.

SENTINEL E-BULLETIN

The Sentinel Parent Bulletin is used to inform students and parents of the wide range of school activities at Sentinel. E-Bulletins are emailed out weekly and then published to our website.

LOST AND FOUND

The Lost and Found is located in the main foyer. Students should check with the office when items are lost.

STUDENT PHOTOGRAPHS

Student pictures will be taken in September. All students are expected to have their pictures taken for GO cards and the yearbook. Those students wishing to purchase optional colour packages may do so at an additional cost. Retakes are typically scheduled in October. Please refer to the school calendar for specific dates.

GO CARDS AND PASSES

All students will receive a GO card in mid-September, which entitles them to reduced rates on B.C. Transit and must be produced to the bus driver on demand. Enquiries regarding bus passes should be made at the Main Office. GO cards are also required for certain library processes. They must be presented for entrance to some school events, e.g. "school dances".

LOCKERS

The following are rules and conditions of use under which a locker is assigned:

- Students are responsible for the locker which is assigned to them and the locker is not to be used by any other person.
- Only school locks may be used on student lockers and the combination of the lock must be registered at the office.

- No illegal substances, weapons or other prohibited or offensive material are to be placed in school lockers.
- School officials may search student lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school procedures and rules.
- Permission to use the locker may be terminated where a student does not comply with the conditions of use or school policies or rules.
- If any student has reason to believe that any locker contains anything which would threaten the safety of other students, staff or any other person, that student is expected to immediately report the information to a teacher, Vice Principal or Principal. The name of the student making the report will be kept confidential.

PE teachers also offer locks to every student for use in the change rooms. It is highly recommended that students use these locks to help prevent theft. It is critical that students understand the importance of not sharing locker combinations. ***MAINTAIN YOUR PRIVACY.*** The school cannot be responsible for theft from lockers.

PARKING

Students are required to complete a registration form and purchase a parking decal for \$20.00 for each vehicle parked on the school grounds. Vehicles parked illegally will be towed at the owner's expense. Students and visitors should not park in numbered stalls nor the yellow hashed areas marking fire lanes. All proceeds generated go towards the school's scholarship fund.

TELEPHONES

A student telephone is located outside the office for use before school, at recess, lunch and after school.

LIBRARY

The Sentinel library is open each day from 8:00 a.m. - 4:00 p.m. Students are advised that the library is to be used for studying and reading. Those wishing to converse should do so elsewhere. **There is a User Policy in effect.** All circulating books may be checked out for a three-week loan period. Students returning books late will be fined.

COPYING COST

Copying is available in the library for a small charge per page. The copying machines in the office are for staff use only.

TEXTBOOKS

Textbooks for prescribed courses are provided free of charge. Students are expected to record their book numbers, take care of these books and return them in good condition at the end of the school year. Students will be required to pay for any lost or damaged books.

STUDENT ACTIVITY AND COURSE FEES

Every student enrolled at Sentinel Secondary School is required to pay a \$65.00 fee. This fee entitles the student to be assigned a locker and to be issued a student agenda. The fee is also used to support many student activities and to offset some of the mailing costs of materials that are sent home throughout the year. Course fees are charged for some elective courses at Sentinel Secondary and are used to offset the cost of consumable supplies. Fees will not necessarily cover all costs of the courses in which the student enrolls and therefore additional costs may be incurred throughout the year. All materials paid for in these courses become the property of the student.

ATHLETIC FEES

Extra-curricular athletic fees generally cover all programme costs from which all participating students benefit. Additional costs may be incurred for tournament and/or optional team gear expenses. Listed amounts are estimates and are subject to change. Furthermore, depending on the success of the team, costs associated with qualifying for and participating in provincial tournaments will be collected separately, prior to the championship start date.

The following is an estimated chart of athletic fees. Actual costs will be announced prior to the beginning of each season for each team.

	Sr Boys	Sr Girls	Jr Boys	Jr Girls	Juv Boys	Juv Girls	Bant Boys	Bant Girls
Badminton	95	95	95	95				
Basketball	300	250	200	200	150	150	150	150
Field Hockey		150		150				
Golfing	125	125	125	125				
Mountain Biking	200	200	200	200	200	200	200	200
Rowing	120	120	120	120	120	120	120	120
Rugby	150	150	150				120	
Ski/Snowboard	400	400	400	400				
Soccer	120	120	120	120				
Swimming	75	75	75	75	75	75	75	75
Tennis	95	95	95	95				
Track/Field	95	95	95	95			95	95
Ultimate	80	80	80	80				
Volleyball		200	140	160		120		120
Wrestling	100	100	100	100	100	100	100	100
X-Country	95	95	95	95			95	95

Athletic Fees for extra-curricular teams cover the following on-going expenses: membership with BC School Sports, CAPHER membership, Insurance Benefit Fund, North Shore Secondary School Athletic Association, Canadian Intramural Recreation Association, updating equipment, updating uniforms, tape wrap, medical supplies, referee fees, coaches' equipment, tournament registrations -local and provincial, trophies, awards and field rentals. Other fees may be required for tournament field trips including

accommodation, cost of T.O.C. coverage for staff coaches, transportation etc.

ACCOUNTING OFFICE

Requests concerning lockers, textbooks and fees can be made at the accounting office. Statements for Course Fees will be produced periodically. All course and other school fees are due on receipt of the Fee Statement, namely in October. A fee of \$20.00 will be charged for NSF cheques. Fees may be paid by VISA, Mastercard or Debit, in person at the Accounting Office. There will be no refunds made for dropped courses after September 30, 2020. The office does not provide change. However, a change machine is located in the cafeteria.

EXPECTATIONS OF STUDENTS

DAILY ATTENDANCE & STUDENT ABSENCES

Parents must contact the school by email at sentinelattendance@wvschools.ca or phone the office **before 8:25 a.m.** on the day of the absence or early dismissal.

For a Long-Term Absence of 4 or more school days please email us a Long-Term Absence Form (found in the office and on our website) to sentinelattendance@wvschools.ca.

Extended absences negatively affect student achievement. Any work missed is solely the student's responsibility. At the discretion of the teachers, the student may be required to complete missed work and write assigned tests or quizzes. The student will be given notice and preparation time.

If a student is ill:

If tests are missed and proper notification of the illness has been given to the office, it is the **teacher's** option to either provide a make-up test or not include the mark in the total.

NOTE: **Proper notification means that a parent has emailed sentinelattendance@wvschools.ca or called the office before 8:25 a.m. on the day of the illness.**

If a student is absent without notification:

If a student is absent and the Office has not received an email from the parent, an automated call/and or email will be sent to the parent that evening.

The teacher has no responsibility to provide information for the work missed. If any assignments or tests are missed, the student may receive a mark of zero.

If a student is in the Pursuit Programme:

Any student in Pursuit who misses one or more blocks per week is expected to take the initiative to find out what was covered and to make up the work, including assignments. Teachers are expected to provide necessary information to aid the students when such initiative is shown.

If tests are given during this absence, students should be given a make-up test or alternate assignment in order to achieve the marks. In all cases, both the counsellor and the student are expected to notify the teachers well in advance of the competition. Please be aware that if any teacher feels that a student on a special programme is not living up to his/her responsibilities regarding school commitment, the counsellor will be notified immediately. The counsellor will meet with the student and notify the parent.

UNEXPLAINED ABSENCE FROM CLASS

Skipping of classes will be treated by teachers as a class discipline situation. They will notify parents and levy consequences until the problem becomes chronic. Then students will be referred to the appropriate administrator.

LATES

Students are expected to be on time for class. If they are late, they should go directly to class and make sure to let their teachers know that they are present.

EARLY DISMISSAL

A note or a phone call to the office is required by 8:25 am for any early dismissal. Parents are asked to make every effort to schedule doctor, dentist or other appointments when school is not in session.

EXTRACURRICULAR EXPECTATIONS

Sentinel School is very proud of its history of extracurricular activities ranging from teams to clubs to drama productions to fine arts activities. All students must understand that **participation is a privilege, not a right.**

Students taking advantage of extracurricular activities must adhere to a set of expectations including good work habits, maximum effort in all classroom academic pursuits, and exemplary attendance. Further, if students miss classes due to illness, they may not participate in an extracurricular activity or play in a game on the same day that they missed the classes. Students failing to meet these basic expectations jeopardize their opportunity to participate in extracurricular activities.

STUDY BLOCKS

Study Blocks are a privilege afforded to Grade 12 students who are enrolled in a minimum of seven courses after consultation with their Counsellor and with the approval of their parents and the Principal. Grade 12 students with Study Blocks must:

- Use the time to work constructively on course material in the cafeteria or library with approval of the Librarian. **ALL OTHER AREAS IN THE SCHOOL ARE OUT-OF-BOUNDS.**
- Have parental permission to work at home during their study block.
- Demonstrate behaviour consistent with Sentinel's Code of Conduct.

- Not be in the halls or at their lockers during instructional time so as not to disrupt the learning environment of others.

Due to the nature of the study blocks, and given that there may be many students on a study at the same time, these rules will be strictly enforced.

ACCIDENTS

In the case of injury, the circumstances must be reported immediately to the teacher in charge of the activity or to the office. A written report of the accident will be completed by the teacher.

SENTINEL SECONDARY SCHOOL CODE OF CONDUCT

At Sentinel Secondary School, we have high standards for personal conduct as it relates to our school value statement, G.U.A.R.D.S.

BOARD EXPECTATIONS

The School District Code of Conduct outlines very general expectations for student behaviour.

PERSONAL SAFETY

Behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, will not be tolerated.

DRESS CODE

The general rule for the dress code is for students to dress in a manner appropriate to establishing a positive learning atmosphere at school. This means that clothes that may be appropriate for other settings may not be appropriate for school. The School Administration reserves the right to make the best judgment possible about what is, or is not, appropriate clothing. Students will be asked to change, should these guidelines be violated in the judgment of a school administrator. Cleats may not be worn in the school.

ALCOHOL AND DRUGS

No student shall possess, use, sell, distribute, supply or be under the influence of an alcoholic beverage or an illegal or restricted drug while on school premises or at any school-organized or sponsored event. Where an administrator concludes that a student has violated this rule, the administrator may immediately suspend the student from school for up to five days and inform the Superintendent's office of the suspension. Further disciplinary action may be forthcoming and could include a suspension to the Superintendent's office.

SMOKING/VAPING POLICY

The West Vancouver School District recognizes that tobacco use presents a danger to the health of students and adults. There is a province-wide tobacco ban on all public school property in effect 24 hours a day, 7 days a week. Students smoking or vaping anywhere on school property will be subject to discipline, up to and including suspension. This includes all forms of e-cigarettes and vapes.

BYSTANDER POLICY

School and district policy requires that students take responsibility for the care and safety of students at Sentinel Secondary School. Students are required to report all incidents of harassment, bullying, and/or violence to school officials. Inaction is not an option and passive bystander behaviour will not be accepted. We expect all students to take an active role in ensuring the safety and well-being of all students at our school.

RISING EXPECTATIONS

When dealing with students, the administrator may adjust the consequence or disciplinary action based partially on the maturity level and/or the grade level of the student. What is an appropriate consequence or disciplinary action for a senior student may not be appropriate for a junior student.

CONSEQUENCES

Should a student have difficulty following the Code of Conduct in or on any school board property including, but not exclusively limited to, the classrooms, cafeteria, hallways or grounds, staff will intervene. These consequences may include, but are not limited to, warnings, phone calls to parents, letters to parents, detentions and suspensions. When students are involved in more serious breaches of the code of conduct, consequences will be more severe and may involve suspensions in-school or out-of school, and/or family conferences. In these serious breaches, notification by school administrators may involve such parties as parents, school district officials, the School Board, the West Vancouver Police Department (WVPD) or other agencies. In all cases, the student's goal should be to understand how he or she failed to follow the Sentinel Value Statements (G.U.A.R.D.S.), accept the consequences gracefully, and avoid making the same mistake.

When a student fails to adhere to the Code of Conduct the staff and/or administration will follow a pattern of progressive discipline and focus on consequences that are restorative rather than punitive whenever possible and appropriate. Progressive discipline establishes a process of clear, timely, consistent, and documented communications with a student and his or her parent or guardian to reinforce an understanding of expectations, to provide an opportunity to correct an inappropriate behaviour, to encourage appropriate behaviour, and to assure due process. Special considerations may apply to students with special needs if they are unable to comply with the Code of Conduct because of a disability of an intellectual, physical, sensory, emotional or behavioural nature.

The Board of Education realizes that no policy will cover all situations. Therefore, the building administrator(s) or designate will make a determination of consequence and/or disciplinary action when a student's actions are NOT specifically addressed in this or any other policy. All actions by an administrator or designate will be made on an individual basis.

REPORTING OF UNACCEPTABLE CONDUCT

If a student reports that another student has breached the school's code of conduct, the school will take all reasonable steps to maintain student's confidentiality.

RISK ASSESSMENT

School District 45 (West Vancouver) has developed a Risk Assessment Protocol that requires all staff to report any and all threat making behaviours whether they are verbal, written (including online posts) or through actions. West Vancouver School District 45 has assembled threat assessment teams at both the school and the district level. Trained members include district administrators, district counsellors, school administrators, school counsellors, and West Vancouver Police liaison officers. Each secondary school has a school based team that includes the district administrator, the Principal or Vice-Principal, a counsellor and the school liaison officer.

Protocol:

A threat-making behaviour is defined for these purposes as any action that makes the recipient of such behaviour feel threatened.

For purposes of the District Threat Assessment Protocol these behaviours could include, but will not be limited to:

- *Immediate Risk Student Behaviours* which is a student in possession of a gun or any other weapon while displaying threatening behaviour.
- *High Risk Student Behaviours* which include possession of a weapon, threats to destroy a school or school building, threats to kill or injure others (regardless of the method of delivery of such threats).
- *Worrisome Student Behaviours* including but not limited to drawing disturbing pictures, writing disturbing stories, etc. or internet harassment.

The protocol states that any West Vancouver School District 45 employee having knowledge of student threat-making behaviour shall promptly report the information to the principal or designate who will respond accordingly.

All reported threats will be assessed by the school principal or designate and if deemed necessary the principal will contact the school team, the district team or both.

GUIDELINES FOR STUDENT ACCESS TO DISTRICT ELECTRONIC INFORMATION SYSTEMS

These guidelines pertain to the use of Sentinel's computers by students. It also pertains to the use of laptop computers and other electronic interfaces, which students may bring to Sentinel.

Sentinel provides access to a wide range of resources including software programs, library catalogue and databases, the internet and email.

Sentinel is committed to ensuring that their network systems are used appropriately to address educational goals and that all students are aware of their responsibilities for acceptable use of computer networks.

DO

- Follow established computer use and etiquette guidelines when using both school computers and personal devices (e.g. laptops, net books, and PDAs) on school networks.
- Use school networks for educational and school-work related purposes only.
- Respect the privacy of others.
- Check your workstation and report any damage, missing hardware, or other concerns to a teacher, supervisor, or school administrator before you log in and use it.
- Ensure you log out immediately when finished using a computer.
- Report violations of the computer use guidelines to a teacher, supervisor, or school administrator.
- Ask a teacher, supervisor, or school administrator if you are unsure about the appropriateness of your intended computer or internet usage.
- Immediately leave an inappropriate internet site and tell the teacher, supervisor, or school administrator.
- Follow copyright laws.
- Cite sources and attribute material to its proper owner when conducting research.
- Keep your user name and password secure.
- Keep printing to a minimum. Print only school-related work and follow Sentinel printing guidelines.
- Report violations of the computer use guidelines to a teacher, supervisor, or school administrator.

DON'T

- Use school networks for non-educational, unlawful, or commercial purposes. Examples include, but are not limited to games.
- Use personal electronic devices not required for instructional purposes in the classroom. Such items should not be brought into the classroom, and may be confiscated by the teacher and returned at a later date.
- Use social networking tools (e.g. Facebook, Twitter) or video sites (Youtube) for non-educational or non-schoolwork-related purposes.
- Damage computers, computer systems, computer networks, peripherals, or software – either mechanically or by using malware (e.g. viruses).

- Waste resources such as paper or time.
- Access, damage or alter the files of another user.
- Use another person's login and password.
- Engage in cyberbullying or harass, stalk, insult or attack others.
- Send offensive messages or pictures.
- Use language that may be offensive to others.
- Use the school network to access or to distribute/store illegal, illicit or offensive material.
- Use unauthorized copies of information or software.
- Use someone else's work.
- Attempt to access information or system levels for which you are unauthorized.
- Add to, remove, or modify installed software, hardware, or peripherals.

Possible Consequences of Unacceptable Student Use

- Loss of network and computer privileges.
- Disciplinary action through the school or District code of conduct.
- Financial liability for damaged equipment.

BYOD

All students will need a device. From our experience to date we highly recommend that this device not only enables the student to connect to the internet, but also provides a tactile keyboard. This provides them with the ability to word process and create documents. Devices such as a laptop, (PC/Mac/Chromebook), allow students the greatest flexibility to enhance their learning in the classroom.

The plan for the Sentinel Technology program is as follows:

1. All students are required to bring a personal electronic device on a daily basis. This does not include a cell phone or iPad.
2. The device should have a tactile keyboard and internet capability. Additional features might include; word processing, slideshow creation, spreadsheet function, publishing and multimedia. Device recommendations are provided on the Sentinel website, under the Technology tab.
3. A district-managed Google Apps for Education account will continue to be encouraged for students to utilize. Parents should look at the SD45/Google Acceptable Use Guideline. This document is available on the Sentinel website under the Technology tab (Sentinel Technology → Parents).
4. To educate students on the appropriate use of technology with clear guidelines around expectations and consequences, there will be a technology contract and handbook so students, staff, and parents have a solid and consistent understanding of what is considered appropriate.
5. To ensure the safety of devices students will be taught their proper handling and storage.
6. There will be professional development for teachers so they may personalize their use of technology to their classroom learning. This

will be done through collaborative teaching with our District Innovation Teachers grade-level colleagues as well as use of in-school and district-wide professional development opportunities.

7. We will be educating the students on the appropriate use of technology with clear guidelines around expectations and consequences. This will include a technology contract and handbook so students, staff and parents have a solid and consistent understanding of what is considered appropriate.

Although students are required to bring a personal technology device to school, it is important to note that students unable to provide their own will be supported. In these circumstances, the school will make arrangements for students without personal devices to have access to district-owned technology equipment. The use of technology will occur primarily in the classroom for educational purposes, and it is intended to occur only with teacher permission and at the teacher's discretion.

Sentinel continues to be committed to providing your child with outstanding educational opportunities and we are excited about the opportunities that technology can provide to enhance student learning and engagement in the classroom.

Sentinel GUARDS

SUMMIS CUM ANIMIS

2021-2022



Claire Zhong