

2017-2018

INTERNATIONAL STUDENT HANDBOOK

VICTORIA HIGH SCHOOL

1260 GRANT STREET

VICTORIA, BC

V8T 1C2

Tel 250-388-5456 Fax 250-388-6702

www.vichigh.sd61.bc.ca



PRINCIPAL

Mr. Aaron Parker

VICE-PRINCIPALS

Ms. Alissa Moore Mr. Chris Koutougos

INTERNATIONAL STUDENT COUNSELLOR

Ms. Dianne Gorter

INTERNATIONAL STUDENT ADVISOR

Ms. Laura McTavish

THIS HANDBOOK BELONGS TO:

Name: _____
Address: _____
City: _____ Postal Code: _____
Telephone: home (_____) _____ cell (_____) _____
Student ID: _____ Email: _____

SCHOOL CALENDAR 2017 - 2018

Tuesday	September 5	School Opens
Tuesday	September 12	School Photos
Friday	September 15	Cornerstone Breakfast
Monday	September 18	Pro D Day
Thursday	September 28	Meet the Teachers Evening
Friday	September 29	Corn Roast
Monday	October 9	Thanksgiving Day
Wednesday	October 11	Collaboration Wednesday / Academic Support
Monday	October 16	School Photo Retakes
Wednesday	October 18	Parent/Teacher Interviews
Friday	October 20	Pro D Day (Province Wide)
Wednesday	October 25	Collaboration Wednesday / Academic Support
Monday	November 13	Remembrance Day
Wednesday	November 15	Collaboration Wednesday / Academic Support
Mon-Fri	November 20-24	Grad Photos
Friday	November 24	Pro-D Day
Wednesday	November 29	Collaboration Wednesday / Academic Support
Wednesday	November 29	Report Cards Issued
Thursday	December 7	Fine Arts Evening
Monday	December 11	Pro-D Day (Vic High)
Wednesday	December 13	Collaboration Wednesday / Academic Support
Friday	December 22	Santa's Breakfast
Friday	December 22	Last day of classes
Mon-Fri	December 25-29	Winter Vacation
Mon-Fri	January 1-5	Winter Vacation
Monday	January 8	First day of classes
Wednesday	January 17	Collaboration Wednesday / Academic Support
Tues-Wed	January 23-24	School Exams
Thurs-Fri	January 25-26	Provincial Exams
Friday	January 26	Last Day of Semester I
Monday	January 29	Semester II Begins
Wednesday	January 31	Collaboration Wednesday / Academic Support
Monday	February 12	Family Day
Wednesday	February 14	Collaboration Wednesday / Academic Support
Wednesday	February 14	Report Cards Issued
Friday	February 23	Pro-D (Curriculum Implementation)
Wednesday	February 28	Collaboration Wednesday
Mon-Thurs	March 5-8	Grad Photo Retakes
Thursday	March 8	Parent / Teacher Interviews
Wednesday	March 14	Collaboration Wednesday / Academic Support
Friday	March 16	Last Day of Classes
Mon-Fri	March 19-29	Spring Break
Friday	March 30	Good Friday
Monday	April 2	Easter Monday
Tuesday	April 3	Spring Break
Wednesday	April 4	First Day of Classes
Wednesday	April 18	Collaboration Wednesday / Academic Support
Friday	April 20	Pro-D Day (Curriculum Implementation)
Wednesday	May 2	Report Cards Issued
Wednesday	May 9	Collaboration Wednesday / Academic Support
Friday	May 18	Pro D Day
Monday	May 21	Victoria Day
Wednesday	May 23	Collaboration Wednesday / Academic Support
Wednesday	May 23	Evening of Dance
Tuesday	June 5	Grad Ceremony
Friday	June 15	Celebrations Assembly
Monday	June 18	Awards Evening
Wed-Thurs	June 20-21	School Exams
Friday	June 22	Curriculum Completion
Mon-Wed	June 25-27	Provincial Exams
Thursday	June 28	Report Card Pickup
Friday	June 29	Administrative Day

Note: Some of the dates listed above are subject to change. For up-to-date information, please consult our website, www.vichigh.sd61.bc.ca

A message from the Principal

WELCOME TO VICTORIA HIGH SCHOOL!

I would like to extend a warm welcome to all those students who are just joining our Vic High family, and welcome back our returning students. The years in high school offer a wonderful experience and you will forge friendships that last a lifetime. The students and staff of Victoria High School are an amazing group of people, continuing a tradition of excellence dating back 141 years. Our entire staff at Vic High is dedicated to helping each student develop the skills necessary to build the foundation for lifelong success. Success will require your commitment, self-discipline and determination and with Vic High's supportive staff behind you, you will achieve success!

Aaron Parker
Principal

VICTORIA HIGH SCHOOL'S MOTTO IS:

"PALMA NON SINE PULVERE"
"NO REWARD WITHOUT EFFORT"

We encourage our students to give 100% effort to achieve and maintain a high work ethic through punctuality, preparation for class, perseverance, attentiveness and review of materials.

Bell Schedule

2016-2017

MON	TUES	WED	THURS	FRI
A 8:30- 9:54	A 8:30- 9:54	A 8:30- 9:51	A 8:30- 9:54	A 8:30- 9:32
B 10:02- 11:26	B 10:02- 11:26	HOMEROOM 9:56- 10:06	B 10:02- 11:26	B 9:40- 10:41
		B 10:11- 11:32		
LUNCH 11:26- 12:07	LUNCH 11:26- 12:07	LUNCH 11:32- 12:13	LUNCH 11:26- 12:07	LUNCH 10:41- 11:20
C 12:12- 1:36	C 12:12- 1:36	C 12:18- 1:39	C 12:12- 1:36	C 11:25- 12:27
D 1:41- 3:05	D 1:41- 3:05	D 1:44- 3:05	D 1:41- 3:05	D 12:32- 1:33

Collaboration Day Alternate Bell Schedule

(Wednesday: Oct 11 & 25, Nov 15 & 29, Dec 17, Jan 17 & 31, Feb 14 & 28, Mar 14, Apr 18, May 9 & 23 ONLY)

A 9:15- 10:25	HOMEROOM 10:30- 10:40	B 10:45- 11:55	LUNCH 11:55- 12:35	C 12:40- 1:50	D 1:55- 3:05
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www.vichigh.sd61.bc.ca

HISTORY OF VICTORIA HIGH SCHOOL

Victoria High School is the oldest public high school west of Winnipeg and north of San Francisco. It was opened on August 7, 1876, to a class of twelve girls and twenty-two boys. The first Victoria High School was a log building with two classrooms, located on the grounds of Central Middle School. By 1882, the facilities of the log building were inadequate and a new building, later known as Boys' Central School, was opened. This, too, rapidly out-grew itself and a third Victoria High School was opened in 1902.

On May 1, 1914, the fourth Victoria High was opened at the new location, Grant and Camosun. The Fairey Technical-Vocational Unit was opened in 1949, and the main building was enlarged in 1956. These buildings, with their extensive grounds, provide first class facilities for our student body. In May of 2014, we celebrated our **100th anniversary** of our existing building with three days of festivities and nearly 3000 alumni returning to visit their roots. When you graduate, you will become part of our Alumni community.



Celebrating 141 years!

VICTORIA HIGH COVENANT OF LEARNING

The Students, Staff and Parents of the Vic High Community, believe that learning:

- will be a flexible and active process that accommodates individual learning needs
- will be enhanced when knowledge comes from an enthusiastic, knowledgeable source and is received in an active, enthusiastic manner
- will be enhanced in a relaxed, open and comfortable environment
- will foster independence and responsibility
- will promote tolerance, mutual respect, self-worth and equality
- will be relevant to our diverse community and to life outside of school
- will enable individuals to adapt to change
- will promote ethical decision-making
- will encourage a commitment to lifelong learning

VICTORIA HIGH SCHOOL CODE OF CONDUCT

“We, the community of Victoria High School, believe that everyone should behave in a manner that demonstrates mutual respect and an understanding of the rights and responsibilities of others. We promote a school environment that is free from all forms of discrimination, including discrimination on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, and age, as mandated by sections 7 and 8 of the BC Human Rights Code.”

Members of our school community are expected to behave in a responsible and respectful manner during all school activities including breaks, lunchtime, spare blocks, travel to and from school, and while attending school functions including field trips and all extra-curricular events.

These expectations include but are not limited to:

- Respecting the educational rights of all students.
- Respecting personal property of all those in our school community, respecting our school building and its contents, as well as property in our surrounding neighborhood.
- Respecting the right of every member of the school community to feel safe and be free from any form of bullying or intimidation.
- Respecting that the school and all school related events are weapons, alcohol, drugs and tobacco free.
- Wearing clothing and using language that is appropriate to a learning environment.
- Engaging in appropriate use of school computers and personal electronic devices. Cell phones should be turned off and not in use during class time without prior permission.

Any conduct contrary to the beliefs outlined in our opening statement of purpose is deemed to be unacceptable and contrary to our Code of Conduct.

Consequences for students who conduct themselves contrary to the Code of Conduct will be appropriate to the context, severity and frequency of the behavior, as well as the maturity level, age, and special needs of the student. Whenever possible and appropriate, consequences for breaches of the Code will be restorative in nature rather than punitive.

The school will take all reasonable steps to prevent the possibility of any retaliation resulting from complaints made regarding behavior contrary to the Code of Conduct.

It is important that parents/guardians be informed when serious contraventions of the Code of Conduct occur. When appropriate, District personnel and/or the School Liaison Officer may also be informed.

ATTENDANCE POLICY

"Every Class, Every Day"

Our focus is on **student achievement**. **The research is clear: students cannot succeed if they are not in class.** We place a high priority on attendance. **Poor attendance during high school impacts future career choices.**

To **report a student absence**, the parent/guardian is requested to phone our **Attendance Line – 250-361-3219** or e-mail VicHighAttendance@sd61.bc.ca. Upon the student's return to school, **a note should be provided** explaining the absence. This note will be taken by the student to each of his/her teachers to sign, before being handed in at the Main Office.

Vic High's responses to absences:

- **For an EXCUSED absence** (illness or other emergency situation), the teacher will collaborate with the student to complete the missed work in a timely manner.
- **For an UNEXCUSED absence** the opportunity to make up work missed will be at the teacher's discretion.
- **For an EXTENDED absence** we ask that parents/guardians notify school staff well in advance where possible.

Consequences of Poor Attendance:

Students with chronic attendance problems will be required, together with their parents, to meet with Administration to develop a workable plan to improve their attendance.

Late for Class:

If you are late arriving to school, you are to go directly to your class. You may be required to wait until your teacher admits you.

Loss of Privileges:

Students who demonstrate a poor attendance record (including "lates") may not be eligible for certain privileges. These can include:

- ski trips
- recreational outings
- participation in sports activities
- participation in some dances (including the grad dinner dance!)

Study Block:

Some senior students have a spare block to be used for study. These students are to use the library, or the cafeteria for their work (or they may leave the grounds altogether). **Students are not to wander the halls at any time during classes.**

ACADEMIC INTEGRITY

New high-tech tools including the internet, cellular phones, small cameras and personal digital assistants – are making cheating easier for students and more difficult for teachers to control. Victoria High School has taken a strong stand on academic integrity, and will not tolerate deliberate attempts to deceive a teacher, fellow students, or an examiner.

The following will be considered **cheating**:

1. The willful giving or receiving of an unauthorized, dishonest, or unscrupulous advantage in academic work over other students.
2. The above may be accomplished by any means whatsoever, including, but not limited to, the following: fraud, deception, theft, talking, signs, gestures, copying from another student, unauthorized collaboration, and the unauthorized use of study aids, memoranda, books, electronic programs, data, or other information.
3. Attempted cheating.

The following will be considered **plagiarism**:

1. Presenting as one's own words and work, the work, words, ideas, or the opinions of someone else without proper acknowledgement.
2. Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment.

If a student cheats or plagiarizes, individual circumstances will be taken into account by the teacher, with administration involved at the teacher's discretion. The severity of consequence is expected to escalate as students progress through the grades.

First Occurrence:

- ✓ The student will receive a lowered grade reflecting only the original work of the student. This mark could be a zero.
- ✓ The student will be given another opportunity to demonstrate their understanding of the learning outcomes without penalty (100% of the original mark could be obtained).
- ✓ The teacher will contact the student's parents.
- ✓ The incident will be recorded in the student file.

Second and Subsequent Occurrences:

- ✓ The student will receive a lowered grade reflecting only the original work of the student. This mark could be a zero.
- ✓ The student will be given another opportunity to demonstrate their understanding of the learning outcomes without penalty (100% of the original mark could be obtained).
- ✓ The teacher will contact the student's parents.
- ✓ Administration will be informed of the event and may be involved in determining further consequences.
- ✓ The incident will be recorded in the student file.

EMERGENCY INFORMATION

EARTHQUAKE

In the event of an earthquake, students will be instructed to drop and cover. Drop and cover follows this process: drop to the ground, take cover by getting under a sturdy desk or table, and hold on to it until the shaking stops. Evacuation will proceed as outlined in the School Emergency Preparedness Guide. Earth quake drills are practiced a minimum of twice per year at each grade level.

FIRE

In the event of a fire within a school, the fire alarm will be sounded by the person discovering the fire. Students will be evacuated from the building using the nearest safe exit and will assemble at a predetermined location where attendance will be taken and the names of missing students and their possible location are reported to the Principal. Fire drills are practiced on a regular basis, once per month at elementary and every two months at middle and secondary.

HOLD & SECURE

A 'hold & secure' should be used when it is desirable to secure the school due to an ongoing situation outside the school and not related to the school (e.g. a robbery occurs near a school, a cougar has been sighted in the neighbourhood). In this situation the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved. After any hold & secure, a communication should go out to parents/guardians briefly outlining the situation and how it was handled.

LOCKDOWN

A 'lockdown' should only be used when there is a major incident or threat of school violence within the school, or in relation to the school. The school will follow the established lockdown procedures. Parents should wait for information from the school district before coming to the school. After any lockdown, a communication should go out to parents/guardians briefly outlining the situation and how it was handled. Lockdown drills are practiced at the school, at least one per year, and include the school liaison officer.

VTRA

Fair Notice, from time to time it may be necessary to complete a Violence Threat Risk Assessment (VTRA) in response to threatening behavior toward students or staff. To ensure the safety of students, staff, parents and others, threats must be taken seriously, investigated and responded to. The VTRA will allow the school to plan the interventions necessary to prevent traumatic events in schools.

PARENT INFORMATION

In the event that students cannot be released from the school site, our alternative student pick-up location site is Royal Athletic Park.

Please wait for information from the school district before coming to the school to pick up your child. Information can be found at: www.sd61.bc.ca, CFAX, 107.3, 100.3

******Student's will only be released to the parent/guardians or individual(s) listed as an emergency designate. Please ensure the school has updated information for your child.***

EVALUATION POLICY

Our school year is divided into two, five-month semesters. **Semester One** begins in September and runs through to the end of January. **Semester Two** starts the first week of February and runs through to the end of June. Some grade 9 & 10 courses are linear; they run for the whole year.

1. Methods of student evaluation may include the following and other methods not listed:

a) tests and quizzes	e) portfolios
b) paragraph assignments	f) projects
c) essay assignments	g) examinations
d) home assignments	h) self assessment
2. **Evaluation marks are cumulative throughout the semester to the final exam.** Each course has a percentage allocated for the semester's work and for the final exam.
3. For report cards, the student's cumulative grade will be converted to a letter grade as shown :

A	86 - 100% The student demonstrates excellent or outstanding performance in relation to the prescribed learning outcomes for the course.
B	73 - 85% The student demonstrates very good performance in relation to the prescribed learning outcomes for the course
C+	67 - 72% The student demonstrates good performance in relation to the prescribed learning outcomes for the course.
C	60 - 66% The student demonstrates satisfactory performance in relation to the prescribed learning outcomes for the course.
C-	50 - 59% The student demonstrates minimally acceptable performance in relation to the prescribed learning outcomes for the course.
I	The reporting symbol "I" will be used to alert parents that the student is not demonstrating minimally acceptable performance in relation to the expected learning outcomes. There may be various reasons for this. <u>Examples</u> include: the student may be making progress but requires additional time or support in order to meet the expected learning outcomes; the student has not completed important assignments and the teacher is unable to adequately assess student progress without the assignments being completed; the student has not been attending class. -An "Incomplete" is normally to be <u>completed two weeks</u> after the report card is distributed or it will convert to a FAIL.
F	0 - 49% Failed or Failing. The student has not demonstrated, or is not demonstrating, minimally acceptable performance in relation to the prescribed learning outcomes for the course. An F must be preceded by an "I".

4. In the 2017/2018 school year only, there will be no changes to the Language Arts 12 provincial exams and equivalents. Exams will run as scheduled, aligned with the current curriculum – not the new curriculum. Provincial exams for Science 10, Social Studies 11, Language Arts 10 and Math 10 will no longer be used. Classroom assessments will be used instead.

LOCKS AND LOCKERS

Student lockers are provided for the convenience of students to store books, school supplies, equipment, and outerwear. The school is not responsible for lost or stolen articles. School officials may search student lockers at any time and without prior notice.

Conditions of Use:

1. Students are responsible for the locker that is assigned to them.
2. Lockers may only be used for the storage of books, school supplies and equipment, outerwear, school sports equipment and lunches.
3. No other material is permitted without permissions from the principal or vice principal.
4. No illegal substances such as drugs, alcohol, weapons or other prohibited or offensive materials are to be placed in school lockers.
5. Lockers are to be kept clean and food is to be removed on a regular basis. Students are responsible for keeping their locker free from writing, graffiti, stickers, etc.
6. Students are responsible for cleaning and removing all material from their locker at the end of the school year or when they leave the school.
7. Permission to use a locker may be terminated when a student does not comply with the conditions of use, school policies or rules.

It is the responsibility of all members of the school community to keep Vic High safe. If any student has reason to believe that any locker contains anything that threatens the safety of other students, staff or any other person, that student is expected to immediately report the information to a teacher or administrator. The name of the student making the report will be kept confidential.

P.E. Lockers

Students are advised to bring a lock for use in the P.E. change room. They must be removed after each class. Security in P.E. change rooms cannot be guaranteed. Do not leave valuables in the change rooms! The school is not responsible for lost or stolen articles.

Locks and Lockers: Opening a Combination Lock

1. Start by turning the dial on the lock until the "0" meets the arrow above the dial.
2. Now, turning the dial clockwise, go to the first number. (let's say it's 17). You want the number to meet the marker.
3. Now, turn the dial counter-clockwise to the next number, (now let's say it's 32) once you meet the number with the marker, pass it and keep turning the dial counter-clockwise until, once again, "32" meets up with the marker on top.
4. Finally, turn the dial clockwise to meet the last number. (we'll now say it's 24)
5. That's it! Pull up on the shackle at the top of the lock.

ROUTINES, PROCEDURES & SERVICES

SIGN OUT: When you need to **leave school early** for an appointment, please complete a sign-out form in the main office. Written acknowledgement of the absence by a parent is required.

SYNERVOICE: If a student has an unauthorized absence from class, parents/guardians will be advised through Synervoice, our daily automated attendance system.

SICKNESS OR INJURY: Please report to the Main Office or have someone else do this on your behalf.

STUDENT SUPPORT SERVICES: If you require help with your studies, or if you have a problem of a personal nature, please contact a school counsellor, an administrator or any staff member you feel comfortable with.

STUDENT TELEPHONE: A telephone for the exclusive use of students has been provided on the second floor outside the Main Office. A pay phone is available on the first floor. The phones in the Main Office are not for student use.

STUDENT VALUABLES: Students are cautioned **not to bring items of value to school. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN BELONGINGS, including items stored in a student's locker.** In addition, the Schools Protection Plan (the District's Insurer) **does NOT cover the personal property of students.** If it is absolutely vital to bring a large sum of money or valuables to school, please have them stored in the Main Office – **not in your locker – protect yourself from being the victim of theft.** Don't share your locker combination.

SCHOOL LOCKERS: School lockers are rented to students for a one time, non-refundable cost of \$7. **The locks provided remain the property of the school.** The school's lockers may be searched at any time and without prior notice.

PE LOCKERS: Students are responsible for providing a lock to secure their belongings during PE. **Security in PE change rooms cannot be guaranteed – do not leave valuables in the change rooms.**

DROPPING COURSES: **Students must meet with their academic counselor (Ms. Gorter) to discuss dropping a course.** Dropping courses may have significant impact on a student's potential for graduation and future career choice.

REPORTING OF STUDENT ACHIEVEMENT

Student achievement is reported in the form of either a formal report or an informal interim report. **Formal reports occur twice each semester** (see school calendar on page 2) In addition, informal interim reports may be mailed home at any time during the semester by subject teachers. Subject teachers are expected to post student marks (identified by student numbers) periodically during each term.

SUPPORT SERVICES

(A) SELF-PACED CLASSES

The Victoria High Self-Paced classes allow students flexibility in the time taken to complete academic courses. Students are recommended to Self-Paced classes through Administration and/or Student Services.

The Self-Paced Lab uses printed, audio, video, computer software, and online resources in the following subject areas:

Apprenticeship & Workplace Math 10 and 11, Communications 11 and 12, and Planning 10. The teacher of the courses acts as mentor and facilitator assisting students with their academic courses and personal goals.

Students who would benefit from the self-paced classes should be **motivated** to complete courses in a self-directed setting and must **attend on a regular basis**.

(B) LEARNING CENTRE

The Learning Centre provides academic support for students of all grades who have an Individual Education Plan (IEP). The Learning Strategies courses are designed to support students in Grades 9, 10, 11 and 12 who find the demands of the regular curriculum challenging. Students in Gr.10-12 can earn 4 credits per course (to a maximum of 12 credits) towards their graduation requirements. For students in Grade 9, this course is considered an elective.

CLUBS AT VIC HIGH

Students are encouraged to become involved in some of our many student-centered clubs. For up-to-date information about the clubs offered this academic year, please visit the *Clubs at Vic High* section of our school website, <https://vichigh.sd61.bc.ca/activities-clubs/clubs/>

VIC HIGH SCHOOL TEAMS

Students are encouraged to become involved in some of our many team sports. For up-to-date information about the team sports offered this academic year, please visit the *Team Sports* section of our school website, <https://vichigh.sd61.bc.ca/activities-clubs/team-sports/>

GRADUATION

It is vital that you begin this planning early to ensure you have the sufficient credits in the correct areas to satisfy graduation and Post-Secondary requirements. You will need at least 80 credits.

GRADUATION RECOGNITION CEREMONY

In June, the school holds a Recognition Ceremony for students who have completed their final year at Victoria High School. All students who are in a position to satisfy the conditions for high school graduation as prescribed by the Ministry of Education (the appropriate 80 credits) by **April 30, 2018** will be eligible to participate. This year the ceremony will take place on **June 6th, 2018** at 7:00 pm at the UVIC Centre.

VHS SCHOLARSHIPS, AWARDS & BURSARIES

Scholarships and Bursaries available to Victoria High students only. Award amounts may vary from year to year. Contact counsellors for more information.

1. Alumni Centennial Awards: (3) Academic, Technology, and Fine Arts
2. Cumberbirch Fine Arts Awards: (3) Art, Drama, and Music
4. Bugar Memorial Bursary
5. Front Runners Award
6. Vic High Student Leadership
7. Andrews Science Bursary
8. Victoria Police Athletic Assoc. Citizenship Award
9. Nolan Harbar Memorial Scholarship
10. Mary Margaret Paone Memorial Bursary: (2) Home Economics, Metalwork
11. Judy Bourne Memorial Scholarship
12. Cameron Scholarships: (4) History, Law, Geography, Comparative Civilization
13. Coburn Literature Scholarship
14. John Newbury Hatch (History)
15. Sturrock Memorial
16. Alumni Awards: (6) Biology, Computer & Info Tech, Hairdressing, Music (Pop, Rock, Rhythm & Blues), Technical, Fine Arts (Dance, Theatre, Visual Arts)
17. Alumni Bursary
18. Noel Collison Bursary
19. Dorothy Evans Music Scholarship
20. Skillings Bursary
21. Alumni Subject Awards: (3) Fine Arts, Languages, Math
22. Randy Smith Scholarship for Performing Arts
23. Jeff Strang Scholarship

There are many other scholarships, awards and bursaries available from community and private organizations, businesses, labour unions, universities and colleges. Academic excellence, athletic ability, community and school involvement may assist in qualifying you for these.

CELEBRATION ASSEMBLY & JUNE AWARDS EVENING

June Awards Evening A Celebration of Excellence

The purpose of this evening is to celebrate high individual achievement in academics, electives, service, citizenship and athletics. Parents of recipients will receive a phone call inviting them to attend this evening awards ceremony. The names of the recipients will also be posted outside the office during the first week of June. The following awards will be presented:

International Awards: International Award and the International Student Spirit Award.

Subject Awards: Medals for the top student in each grade and subject area.

Athletic Awards

Junior/Senior Male Athlete, Junior Female Athlete and Donna Blackstock Award (Senior Female Athlete):

Outstanding achievement and participation in school sports.

Linda Scott Award: Displays athletic ability, sportsmanship and athletic excellence.

Judy Bourne Sportsmanship Award: Displays the most sportsmanship-like qualities through participation in school athletics.

W.A. Roper Sportsmanship Award: Displays outstanding qualities of sportsmanship and unselfishness in school athletics through action and attitude.

Tommy Mayne Fine Arts Award: Awarded to a graduating student in acknowledgement of excellence in a minimum of two of the five different areas in the Arts.

Dance Awards

Young Choreographer's Award: This award recognizes excellence in the craft of choreography. The winner produces a complete work of dance that is original in content and concept.

VHS Dance Cup: Awarded to the senior student who demonstrates a commitment to excellence in technique of dance and performance.

Academic Excellence Awards

Academic Excellence medals are awarded to **grade 9 & 10** students who achieve 86% or more in each of the following subjects: English, Math, Social Studies and Science. Academic Excellence medals are awarded to **grade 11 & 12** students who achieve 86% or more in four academic courses. These include English, Math, Social Studies, Science or any other provincial examinable course.

Top Scholar Award: Awarded to the top student in each grade. This award is given to the student with the highest average in their top four academic courses for this school year.

Citizenship Awards

A. T. Hunkin Leadership Trophy: For a grade 10 student who displays outstanding leadership in school affairs.

Junior Service Trophy: For a grade 10 student who has made a distinct contribution to the school community through involvement in sports, service and/or clubs.

Activity Shield: For making the greatest contribution to the school through unselfish activity.

Kiwanis Citizenship: Displays loyalty and pride in our school and community as well as displays outstanding scholarship

Leader Cup: Exhibits outstanding qualities of scholarship, leadership, integrity, school citizenship and participation in graduating year.

Celebration Assembly

This assembly celebrates the outstanding efforts of individual students in the areas of leadership, service, athletics and academics. The following awards will be presented:

Certificates of Recognition: For outstanding contribution to our school community

Leadership Certificates: For those who have participated in leadership from grades 10-12

Volunteer Victoria Certificates

Valedictorian Shield: For the two valedictorians of the graduating class

Vic High Ambassador Recognition: For those students who have represented our school as visitors to other communities

Honour Roll Certificates: For those students who maintained a 3.0 GPA or above for the first three report cards

Honour Roll with Distinction Certificates: For those students who maintained a 4.0 GPA for the first three report cards

Sports Ribbons: Awarded to those students who have made a significant commitment to a school team

Athletic Awards

The following trophies are presented to the team member for outstanding achievement and participation in school representative sports:

Tsasquatches Volleyball Trophy: Awarded for outstanding achievement and participation in school sports teams.

Tiki Volleyball Trophy: Awarded to the most valuable team player.

Holland Volleyball Trophy: Awarded to the most improved player through the volleyball season.

Tiger Basketball Trophy: Awarded to the team member making the greatest contribution to the team and who showed a high level of sportsmanship.

Titan Rugby Trophy: Awarded to the player who is proud to be a Titan and who accepts victory and defeat with determination. The player must also demonstrate excellent sportsmanship.

Totem Basketball Trophy: Awarded to the Totem who has demonstrated fairplay, leadership, scholarship and good attitude.

Tyee Soccer Trophy: Awarded to the graduating member of the team who best exemplifies the following criteria: plays for the love of the game, plays to win but retains his humour in defeat, and does his best to foster team spirit.

Tyette Soccer Trophy: Awarded to the grade 12 player who stood out as the most valuable player.

The V.H.S. Track & Field Trophy: Awarded to the track and field competitor who has made an outstanding contribution to the team.

Thunderbird Badminton Trophy: Awarded to the outstanding member of the team.

DEPARTING INTERNATIONAL STUDENTS

Departing International Students

International students departing for their home country either during or at the end of their program must complete and submit the forms below at least five business days prior to departure. Please note: Both forms below must be completed and submitted. *Completed Departing International Student forms are submitted to Ms. Gorter.*

The Departing Student Checklist (School) may be found online at http://www.studyinvictoria.com/inc/pdf/d_student_checklist_school.pdf

The Departing Student Checklist (Homestay) may be found online at http://www.studyinvictoria.com/inc/pdf/d_student_checklist.pdf



Fax document to VIHSP office
Attn: Gary Ewen Fax: 250-592-6327

Departing Student Checklist

(for use by international students changing schools or leaving the program)

PLEASE NOTE: THE ACCURATE COMPLETION OF THIS FORM IS ESSENTIAL FOR THE REFUND OF THE STUDENT'S HOMESTAY DEPOSIT.

PLEASE ALLOW 5 BUSINESS DAYS FOR OUR ACCOUNTING DEPARTMENT TO PROCESS THE REFUND

To the Student: Please check the box to the right when each item is completed

School tasks:

- Cleaned and emptied school locker ☐
- Returned all textbooks and library books ☐
- Returned all sports equipment/uniforms ☐
- Provided forwarding address to school office & program office ☐
- Received school yearbook from school ☐
- Paid all outstanding fees (if applicable) ☐

The following charges are due to the school and remain unpaid by the student:

Description	Unpaid balance owing
Total owing:	

Confirmed by school staff: _____ Date: _____
(authorized school staff signature)

The information collected on this form is required and will be used solely for the purpose of operation of the Victoria International High School Programs. It will be kept secure and confidential in accordance with the *Freedom of Information and Protection of Privacy Act*. Any questions concerning the collection or use of this information may be directed to the Director, VIHSP



Student Name: _____
School: _____

Departing Student Checklist

(for use by international students changing homestay or leaving the program)

PLEASE NOTE: THE ACCURATE COMPLETION OF THIS FORM IS ESSENTIAL FOR THE REFUND OF THE STUDENT'S HOMESTAY DEPOSIT AND/OR THE PAYMENT TO HOMESTAY FAMILIES OF AMOUNTS OWED FOR OUTSTANDING BILLS (E.G. LONG DISTANCE TELEPHONE, INTERNET, DAMAGE ETC.)

PLEASE ALLOW 5 BUSINESS DAYS FOR OUR ACCOUNTING DEPARTMENT TO PROCESS THE REFUND

Homestay:

- Arranged for disconnection of telephone and/or cell phone service
- Paid all long distance telephone charges
- Arranged for disconnection of Cable or Internet Service
- Provided forwarding address to homestay family
- Returned all borrowed items to family
- Cleaned room and discarded unwanted items
- Closed bank accounts and provided forwarding address to bank
- Closed public library account, returned all materials, paid fines (if applicable)
- Purchased and/or confirmed return air ticket home
- Completed related travel arrangements (if applicable)
- Arranged for adequate travel funds for incidental expenses such as ground transportation, overnight accommodation such as excess baggage costs, departure taxes etc.

To the Homestay family: Please sign or provide details as requested

1. a) My student is changing homestay but remaining in the program ☐
He/She will move: _____ (Date) _____
b) My student is leaving the program ☐
Homestay signature: _____ Date: _____
My student will leave Victoria: _____
(date) (time) (flight) (airline)
2. I have received payment for all outstanding phone bills, internet or other services, and/or damage to property.
Homestay signature: _____ Date: _____

The following charges are due to me and remain unpaid by the student:

Description	Unpaid balance owing
Total owing:	

Homestay signature: _____ Date: _____

IF STUDENT IS CHANGING HOMESTAY, PLEASE
FAX TO: 250-592-6327 ATTN: HOMESTAY DEPARTMENT
IF STUDENT IS LEAVING PROGRAM, PLEASE FAX OR MAIL TO:
Fax: 250-592-6327 ATTN: GARY EWEN

VICTORIA INTERNATIONAL HIGH SCHOOL PROGRAMS
3461 HENDERSON ROAD, VICTORIA, BC V8P 5A8

BEFORE THE STUDENT DEPARTS
NO HOMESTAY DEPOSIT REFUNDS OR PAYMENTS TO HOMESTAY FAMILIES FOR OUTSTANDING CHARGES CAN BE MADE UNTIL THIS COMPLETED FORM IS RETURNED TO THE PROGRAM OFFICE. THANK YOU.

The information collected on this form is required and will be used solely for the purpose of operation of the Victoria International High School Programs. It will be kept secure and confidential in accordance with the *Freedom of Information and Protection of Privacy Act*. Any questions concerning the collection or use of this information may be directed to the Director, VIHSP

TRAVEL AUTHORIZATION FOR INTERNATIONAL STUDENTS

Travel Authorization for International Students

International students are required to remain in the Greater Victoria area and are not permitted to travel to Vancouver, Seattle, or other cities without specific permission. Students who wish to travel outside Victoria must apply to the Director or Coordinator of the International Student Program for permission at least two weeks in advance. *Completed Travel Authorization forms are submitted to Ms. Gortor. Please note:* a Travel Authorization must also be submitted by *departing* International students. Further information pertaining to student travel may be found at http://www.studyinvictoria.com/inc/pdf/travel_regulations.pdf

Travel Authorization forms are available online at
http://www.studyinvictoria.com/inc/pdf/travel_application.pdf



STUDENTS
****If your travel plans involve missing a day of classes you will need to obtain special permission from your advisor at school.****

Students will only be contacted if travel is not approved.

HOMESTAY PARENTS
PLEASE NOTE:
If your student will travel
***OUTSIDE OF THE COUNTRY we advise purchasing 'additional' Medical Insurance. Please contact the travel agent or you can also contact StudentGuard directly at**
1-877-873-8447

Office use only:

Date: _____
M: ___/D: ___/Y: ___

Approved: _____
Yes ___ No ___

Staff Initial: _____

STUDENT TRAVEL APPLICATION FAX TO: 250-592-6327 INTERNATIONAL STUDENT PROGRAM

To be completed by all International Program students at least two weeks prior to an anticipated trip away from Victoria.

STUDENTS WHO DO NOT RECEIVE ADVANCE PERMISSION AND WHO LEAVE THE CITY MAY BE SUBJECT TO DISCIPLINE INCLUDING DISMISSAL FROM THE PROGRAM.

Last minute requests will not be approved.

PLEASE PRINT CLEARLY

THIS PORTION TO BE COMPLETED BY STUDENT:

STUDENT NAME _____ SCHOOL NAME _____

DATE OF APPLICATION _____

DESTINATION (City/Country) _____

DATES OF REQUESTED TRIP: (Please enclose a copy of Travel Itinerary)

Leaving Victoria on date: _____ Time: _____

Returning on date: _____ Time: _____

PURPOSE (Explain the reason for this trip. Be specific) _____ Is this a school field trip? Yes ___ No ___

Travel is by (check one)

☐ homestay car
☐ bus
☐ other

☐ friend's car
☐ airplane - flight no. _____
(Attach Flight Itinerary - Printed Copy)

(explain) _____

ACCOMMODATION - While away

Hotel (name) _____

Family (name) _____ Phone/cell () _____

(address) _____ City _____

Family (name) _____ Phone () _____

(address) _____ City _____

THIS PORTION TO BE COMPLETED BY HOMESTAY PARENT:

1. I have telephoned the above accommodation and confirmed adult (25yrs. or older) supervision:
YES ___ NO ___ (Phone call not required when student will travel to home country or with a parent)

2. My student will travel to their home country: YES ___ NO ___ (Please provide flight itinerary)

3. My student will travel with their parents: YES ___ NO ___

4. I approve of this travel: YES ___ NO ___

This request _____ Homestay parent (print name) _____ Homestay Signature _____

Home Phone: _____ Cell: _____

Email: _____ Work Phone: _____

Additional Comments: _____

The information collected on this form is required and will be used solely for the purpose of operation of the International Student Program. It will be kept secure and confidential in accordance with the *Freedom of Information and Protection of Privacy Act*. Any questions concerning the collection and use of this information may be directed to the Director, International Student Program.

effective November 2006