

Parents 2016-2017 Handbook

Ideal consists of unique individuals from this multicultural community. Every student brings his or her personal experiences. Respect for each other creates a positive environment where each student's individuality is nurtured and accepted. In this bright atmosphere, each student is given the opportunity to develop and contribute to the school's diversity. The bonds of friendship are tightly wound. A community is formed with the help of a positive attitude. The freedom of being a member of this community builds confidence and gives students a sense of freedom and independence.



NOTES:

IDEAL MINI SCHOOL
PARENT'S HANDBOOK

855 West 59th Avenue
Vancouver, B.C.
V6P 6H7

Telephone: (604) 713-5842

Fax: (604) 713-5841

Email: idealmini@vsb.bc.ca

Web address: idealminischool.ca

Counselling

Students and parents can avail themselves of the services of Churchill's Counselling Department. A counsellor is assigned specifically to Ideal and is on-site every Tuesday and Thursday mornings, but can be accessed at other times through his office at Churchill.

Jeff Pratt (604) 713-8181 loc. 7607

Communication

As part of our School Planning Council Goals, Ideal is in an ongoing process of improving communication between the school and parents. Information of upcoming events and news can be seen on our website at: www.idealminischool.ca

Parent Advisory Committee

Ideal is fortunate to have a very effective and supportive Parent Advisory Committee. Being involved with the PAC is an excellent way for parents to participate in their child's education. The PAC meets at the school on the **1st Monday of every month at 7:30 pm unless notified otherwise.** If you would like to receive notification of future PAC Meetings and PAC sponsored events, please inform the office to be included on the PAC email list.

Contact Teacher

All students at Ideal have a staff member who is their **Contact Teacher**. The role of the Contact Teacher is to communicate to staff concerns regarding an individual student to the student's family. The Contact Teacher is also someone you can contact if you have any general concerns you wish to communicate to the entire staff, to receive an update on your child's academic progress, or to let the staff know about any extra curricular activities or extended absences

Email Addresses

Teachers providing their email address for parent contact have done so with the understanding that the address will be kept in the strictest confidence and for school use only.

Parents can also be assured that providing their email addresses to either the school or the PAC will be subject to the same criteria. These addresses will not be shared.

Staff

Ernie Pao (Head Teacher)

epao@vsb.bc.ca

Amy Fonseca

afonseca@vsb.bc.ca

Aaron Friesan

adfriesan@hotmail.com

Trish Kolber

pkolber@vsb.bc.ca

Patty Tseng

ptseng@vsb.bc.ca

Sandra Hatzisavva

skotsaridas@vsb.bc.ca

Lu Mooney

idealmini@vsb.bc.ca

Jeff Pratt

jpratt@vsb.bc.ca

Brent Shieman

bshieman@vsb.bc.ca

Const. Colin McLachlan

Math 8-10

Physics 11

Pre-Calculus 11 & 12

Social Studies 8-11

History 12

Drama 9-12

Science 8-10/Sc.Fair

Physical Ed. 10

Biology 11-12

Chemistry 11

French 8-12

Leadership 11/12

Psychology 10-12

Art 8-10

Applied Skills 8

Studio Art 11/12

Yearbook/Photo 11/12

Planning 10

English 8-12

Physical Ed. 8-9

Secretary

Counsellor

(604) 713-8189

Vice-Principal

(604) 713-8189

Police Liaison Officer

(604) 713-8189

Important Dates:

Sept 06	First day back to school
Sept 07	First day of classes
Sept 07	Rotation #1 (1234) & Collab Time #1
Sept 08	Collab Time #2
Sept 14	Photo Day
Sept 29	Welcome BBQ 5-7 & Meet the Teachers 7–9 pm
Sept 30	District Pro D
Oct 03	PAC Meeting 7:30 pm
Oct 04	Collab Time #3
Oct 10	Thanksgiving Day
Oct 12-14	Timberline Ranch
Oct 27-28	Spoon River Theatrical Performances
Oct 28	Photo retake day
Oct 21	District Pro-D
Oct 24	Interims & I-Reports
Oct 31	Hallowe'en Potluck
Nov 01	Collab Time #4
Nov 02	Open House 7:00 – 9:00 pm
Nov 07	PAC Meeting 7:30 pm
Nov 08	Altered timetable – 1:30 dismissal
Nov 08-15	Gr 10/11 Japan Trip
Nov 10	Timetable Rotation #2 (3412)
Nov 11	Remembrance Day
Dec 01	Collab Time #5 (10:15 start time)
Dec 02	End of Term 1
Dec 05	Pro D Day C+
Dec 15	Term 1 Report Cards distributed
Dec 16	Christmas Breakfast & Kris Kringle
Dec 19–Jan 2	Winter Break
Jan 03	Back to School & Collab Time #6
Jan 04	Collab Time #7
Jan 09	PAC Meeting 7:30 pm
Jan 12	Parent/Teacher Conference (2-4pm & 6-8pm - by appointment only)
Jan 23-26	Evaluation Week (altered timetable)

Communication with Teachers

The staff at Ideal prides themselves on being accessible. If you have a concern about a specific subject or wish to communicate with a particular teacher, please contact the school. We particularly encourage the student to initiate this process, but parents should feel free to contact teachers with any questions they might have as well as contacting the Head Teacher, Ernie Pao.

Report Cards

Academic progress reports are sent home three times a year and interim reports are mailed whenever necessary. Parents are encouraged to phone anytime during the school year.

Academic Performance

Ideal is a school for academically motivated students. It is expected that students will maintain a minimum C+ average. Because of the nature of our program, we cannot accommodate split grades. If a student fails a course during the year, they will be required to repeat that course before returning to Ideal the following year. If a student fails more than two courses, they will be asked to leave Ideal.

If the staff feels that a student's academic achievement is below that which is expected at Ideal, he/she will be asked to attend a meeting with his/her parents to discuss solutions to the problem.

Grade Table	A	100 - 86%
	B	85 - 73%
	C+	72 - 67%
	C	66 - 60%
	C-	59 - 50%
	I (Final F)	49 - 0%

Academic Risk/Probation Policy - 3 step process (con't)

Parents/guardians will be notified, in writing, that their child has been placed on Academic Probation. A meeting will be set up between the student, parents/guardians, guidance counselor and teaching staff to create a mandatory Action Plan and discuss any other possible support available to the student. The student will have two weeks to improve their mark and/or attendance. The academic probation letter will be kept in the student's file

Any student who is on Academic Probation may be required to attend mandatory work-study sessions and must follow their personalized Action Plan. Probationary students may have their privileges to participate in school teams and/or competitions, optional field trips, dances etc. revoked.

Step 3 – Review

Following the 2-week probationary period, any student who demonstrates progress in assignments and marks will have their Action Plan updated and/or extended. The student will need to maintain satisfactory standing for a minimum of 4 additional weeks. If the student's marks and assignments improve and they no longer require an Academic Probation contract, the student will be removed from probationary status.

If assignments and marks are not significantly improved, and the student is still not meeting academic standards (> 60%) in more than two classes, a meeting will be set up between the student, parents/guardians, teachers and guidance counsellor with the understanding that the student will be recommended to withdraw from the Ideal Mini School program at the end of the school year. Resources and support will be recommended to help find a more suitable program.

Jan 27	Timetable Rotation #3 (2143)
Jan 30	Pro D Day
Jan 31	End of Term 2 (Interims and I-Reports)
Feb 06	PAC Meeting 7:30 pm
Feb 07	Collab Time #8
Feb 10	Science Fair (Gr 8 & 9)
Feb 13	Family Day
Feb 16	1:30 dismissal (Churchill's P/T Conference)
Feb 24	District Pro-D
Mar 06	PAC Meeting 7:30 pm
Mar 07	No Collab Time
Mar 10	End of Term 2
Mar 13- 24	District Closure/Spring Break
Mar 27	Back to School
Apr 03	PAC Meeting 7:30 pm
Apr 06	Term 2 Report Cards distributed
Apr 11	Collab Time #9
Apr 14	Good Friday
Apr 17	Easter Monday
Apr 19	Timetable Rotation #4 (4321)
Apr 27	Desserts, Arts and Drama
May 02	PAC Meeting 7:30 pm
May 09	Collab Time #10
May 09-12	Gr 8/9 Bamfield Trip
May 12	Interims & I-Reports
May 19	Multicultural Day
May 22	Victoria Day
June 05	PAC Meeting 7:30 pm
June 07	Grad
June 13-16	Evaluation Week (Altered Schedule)
June 21	Last day of classes & End of Term 3
June 22	School Picnic & Yearbook
June 23	English 12 Provincial Exams
June 29	Term 3 report card pick up at 10:00 am (Reports not picked up sent up to Churchill)
June 30	Schools close

Ideal FAQs

Can my child graduate from Ideal?

Yes

We offer a complete program from Grade 8 – 12 and a full selection of Grade 12 electives.

Can my child go to university or college after Ideal?

Yes

The academically-based program at Ideal offers more than enough electives for entrance to post-secondary institutions. Most of our graduates go to university or college after leaving Ideal.

Are Ideal students also Churchill students?

No

Although Ideal is administered by Churchill, we are a separate institution. However, Ideal students have access to all the facilities at Churchill, such as the library, the clubs, or sports teams.

Churchill Facilities

Ideal students are encouraged to use the library and participate in the sports teams, clubs and activities at Churchill. However, they should be reminded that they are not Churchill students; therefore, all visits to our Steward School should have a specific purpose. General visiting during class time is not allowed. Admin slips are required to go to the library during class time.

Clubs and Sports Teams

Although Ideal has a few 'informal' clubs, the majority of the club and sport team activity is through Churchill. Students are informed weekly of meetings and tryouts, etc., but they should also consult the daily Churchill Student Bulletin posted outside the office.

Physical Education

P.E. is mandatory for all students in Grades 8, 9, and 10 at Ideal. Proper gym strip must be worn consisting of proper shoes, sweat pants or shorts, and T shirts or sweatshirts (without buttons). All students at Ideal must participate in the weekly 'Tour d'Ideal' walking program.

Academic Risk/Probation Policy - 3 step process

As part of a mini school program, students at Ideal Mini School are expected to maintain a strong level of effort and achievement. In order for students to fulfill these goals, a commitment to homework, study and attendance, is a prerequisite for success.

Our staff will support Ideal Mini students to attain their educational goals in the following ways:

- assist in the planning of course selections
- monitor student progress
- create a support Action Plan
- supervise study sessions
- monitor student attendance
- maintain parental contact

Step 1 - Academic Risk

Students who demonstrate, with consistency, a mark of 60% or less due to poor effort, missing assignments, absences or lates will be identified as being academically at risk. The subject teacher(s) will send an interim report card to the parents/guardians and discuss options. Any student continuing to be at risk will progress onto the next step. A meeting with the student, parents/guardians and staff may be called, if appropriate.

Step 2 - Academic Probation Placement

The student will be placed on an Academic Probation contract if the following occur:

- a mark of 60% or less in two or more courses AND / OR
- a significant number of absences, as per our Attendance Policy

(con't)

Cheating Policy

Ideal Mini School aspires to develop honest, ethical, and accomplished students capable of being responsible citizens. Educational achievement reflects an individual's subject area performance and honestly acquired skill, knowledge, and ability.

Students who cheat are serving neither their own nor society's best interests. Some examples of cheating include:

- plagiarizing/copying material from any source (eg. other students, the internet, a tutor) without appropriate acknowledgment. This includes essays, assignments, homework submitted for marks, lab reports, computer programs, drawings, sketches, designs, video or audio takes, and all other assigned work
- supplying information or work of any kind to another student with the knowledge that it may be copied or used for marks
- copying from another person's test paper, or knowingly allowing another student to copy from **your** test paper
- unauthorized communication of any kind during a test
- bringing or using unauthorized notes or equipment (including electronic translators, programmable calculators, computers, etc.) for a test

N.B. Being absent without an acceptable reason from a test or class assignment will result in the student receiving a "0" and may result in further consequences as listed below.

Cheating Policy Consequences

On First Offence

- the student will receive "0" for that particular work
- the incident will be recorded on the student's discipline file
- the parents/guardians will be informed

On Second Offence

In addition to all first offence consequences:

- the student will not be eligible for Passport to Education for that academic year
- the student will not be eligible for School-based Scholarships for that academic year
- the student may be suspended or transferred

Absences or Lates

Students are expected to arrive at school on time every day, unless they are ill or have special permission from parents and teachers for an excusable absence. In the event of an absence, please call the school at **713-5842 prior to 9:00 a.m.**

To report an absence for a Churchill class, please call 604-713-8189.

A written note is required if the student misses P.E. **A written note will also be required** if a student misses an exam or an in-class assignment.

A student cannot sign out for the day unless a parent or guardian has been contacted.

Please note that you must phone in every day of your child's absence, not just the first day.

Extended Absences

Ideal does not recommend extended absences from school or extended vacation periods. Ideal should be contacted before any such absences, and parents should be aware of the ramifications.

In the event that an extended absence is required, the **Student Extended Absence Request form** and an **Assignment Sheet for Extended Absences** must be completed by the parent and initialed by the teachers. These forms can be obtained from the Head Teacher, Ernie Pao or the office and must be completed **at least one week BEFORE** leaving the school.

- *teachers are not expected to provide assignments either before or after or give any make-up tests or exams*
- *tests missed may not be counted*
- *students are responsible for any course content missed*

Student Conduct

In consideration of others, rollerblade and skateboard use is not permitted within the school. Bicycles are not allowed inside the building. A bike rack is available outside the school for students to use.

Violence, possession of weapons and stealing are considered to be very serious offences. Students who are involved in a violent act, as defined in the Vancouver School Board Violence Prevention Policy, or who are involved in theft at the school will be suspended for a period of time, transferred to another school, or both.

Dress Code

As an Ideal student, one needs to dress safely and in a manner that does not distract, disturb, or offend others.

Examples of clothing that is not considered appropriate for school includes (but is not limited to):

- clothing with offensive language or slogans
- undergarment are clearly visible and on display
- excessive amounts of skin showing (e.g. revealing tops and extremely short shorts/skirts/dresses, etc)
-

The staff at Ideal Mini will be enforcing this dress code for all students, male and female. If your manner of dress is found to be distracting, disturbing, or offensive to others, you will be asked to cover up or change.

Smoking

Students are not permitted to smoke in the school building or on the school grounds. We expect that students will respect the good relations we have with our neighbours and will refrain from smoking and littering in the neighbourhood. Also, smoking is not permitted at any school-sponsored function.

Alcohol and Drugs

Ideal Mini School enforces the Vancouver School Board policy regarding alcohol use and drug abuse by students. A student who has consumed alcohol or taken drugs and is on any school premises, or at any school function, or has brought or is in possession of alcohol or drugs on school premises or at any school function, will be suspended for a period of time, be transferred to another school, or both.

Late Assignment Policy

Unless prior arrangements have been made, all assignments must be handed in at the beginning of class on the due date. An absence does not automatically earn an extension.

Large Assignments (such as essays and projects)

- Students will lose 10% of the assigned (not the total) mark per class.
- A reasonably executed assignment will not be awarded a mark of less than 50% if it is handed in within a couple of weeks.
- No late assignments will be accepted during the last week of the term.

Small Assignments (such as paragraphs and worksheets)

- Will be subjected to a reasonable penalty depending on the teacher.
- Will not be accepted once the teacher has gone over the work in class.

Test and Quiz Make-ups

Unless prior arrangements have been made, students are expected to be in class on the day of a quiz or test. Being absent does not automatically entitle the student to make up a test.

- Students must provide proof of legitimate absence to the teacher to make up a test.
- Students will make arrangements with the teacher on the first day back after an absence.
- Students will make up any missed tests or quizzes as soon as possible after returning from an absence.
- Students may be given a different version of the test than was given to the rest of the class
- Students do not have the right to make up tests for unexcused absences.
- If a student must leave school midday, but has a quiz later, that student must check in with the teacher to make arrangements.

Photocopying/Printing

All curricular and school information photocopying/printing is provided through school fees. Unfortunately, Ideal cannot afford to provide photocopying or printing services for students. Students are expected to print their assignments, etc., at home

Course Selection

Grade 8–10 students are required to take a full course load (8 classes minimum). Grade 11 & 12 students are required to take the majority of their classes at Ideal. Grade 11 students are required to take a minimum of 6 courses at Ideal and Grade 12 students are required to take a minimum of 5 courses at Ideal. Required courses and electives that are offered at Ideal **must be** taken at Ideal as part of our program.

Online Courses

The Vancouver School Board offers a number of online and distance education courses through the VLN. Although students may take some of these courses, in order to maintain the integrity of the program they are **not allowed to take any on-line or distance education course that are offered at Ideal.**

Academic Acceleration

Because of the nature of Ideal's program and schedule, we strongly discourage acceleration beyond a student's grade level. Students who accelerate cannot be scheduled at Ideal and may have to continue their studies elsewhere.

Students on IEPs

A few students at Ideal with specific learning needs are on Individualized Education Plans. If your child is on an IEP, you would have been involved in its creation. The District Resource Teacher at Churchill is responsible for creating and maintaining IEPs for any students at Ideal. The District Resource Teacher makes sure that the goals are being met and that any necessary adaptations are in place. Any IEP concerns must be directed to the District Resource Teacher.

Andrea Courage (604) 713-8189 Loc. 7176

Social Responsibility

As a school that values our own sense of community, Ideal feels that our students need to exhibit a responsibility toward our school. To this end, we expect all students from Grades 8-12 to participate in **at least one** social responsibility initiative during the school year such as: Open House, Drama Nights, Ambassadors, Desserts, Arts and Drama etc. All initiatives **must** be school based and each service will be awarded 1 point for every 15 minutes. Service slips can be found outside the office and must be signed by the teacher in charge. Submit Social Responsibility slips in a box in Sandra's room. Points will be tallied at the end of the school year and awards will be distributed at the School Picnic.

Social Responsibility Service System

GOLD → 80 points
SILVER → 60 points
BRONZE → 40 points

School Meetings

Ideal Mini has a thirty-year history of student involvement in the actual operation of the school. Each week we have a general student-run school meeting that all students are required to attend. This is a chance for students to be involved in some of the decision-making processes of the school, an opportunity to announce special projects and activities, to pass along information, and to find lost calculators.

School Functions

Ideal prides itself on its spirit of community. This cannot be maintained without full student participation in all school activities. Students are required to attend the weekly School Meetings. Similarly, attendance and participation in activities like the annual camping trip, holiday functions and field trips, etc, are what make Ideal a special and important place. Students who do not involve themselves miss out on an important aspect of being a part of the school community.

In an effort to reduce our environmental footprint, students are required to bring their own dishes and cutlery to any events involving the serving of food.

Annual Camping Trip

Each year in the fall, Ideal Mini goes on a three day camping trip. The purpose of the trip is to foster the sense of community that is so important to Ideal. Participation in the camp is a necessary part of the Ideal experience and it is essential that all students attend. Extenuating circumstances need to be submitted in writing to the head teacher if a student needs to be exempted. Alternate work will be provided. Financial Aid is available.

Desserts, Arts, and Drama (DAD)

In what has become an ongoing event at Ideal, every year in the spring, the students, staff, and the PAC celebrate both the achievements and community spirit of the school through our Desserts, Arts, and Drama Night. Students display their art, present a series of short plays, and enjoy a large selection of tasty desserts. A Silent Auction is also held in order to raise funds for PAC-SPONSORED school activities and equipment.

Science Fair

Students in Grades 8, 9, and 10 (optional for Grade 10) are required to participate in the Ideal Mini Science Fair. A selected group will then participate in the city wide Science Fair then possibly the regional finals. The preparation takes place over a few months and parents are encouraged to participate in the process.

Cafeteria

Grade 10 planning students, after completing the BC Food Safe Certificate Course, take turns running a 2 week school café. They offer nutritious items at affordable prices from 11:40 am-12:10 pm daily.

Online Activities

Ideal has a number of courses that operate partially online as well as courses that use blogging, wikis, etc. It is expected that students will act responsibly and safely in using these resources and will at all times maintain the security of these Idea-based sites. Parents are encouraged to view all the online activities at Ideal. All of our Moodle-based courses accept guest access.

Race Relations/Social Equity Policy

The Vancouver School Board wants students and parents to know clearly that it will not tolerate any form of racial or gender bias within its jurisdiction.

It is the school's view that all members of our school community shall be treated with equal dignity and respect. We are dedicated to upholding this position and furthering social harmony amongst our students. Ideal prides itself in offering a safe environment, free from harassment of any kind.

Cell Phones

Due to the disruptive nature, cell phone use is prohibited during class time and students will be expected to have their phones turned **OFF**. In the event of **extreme emergencies**, call the office, but please keep in mind that due to limited office hours (Mon - Fri 8:00 am - 3:30 pm), we cannot guarantee that messages will always be relayed.

Computers and Internet

Ideal students have available school computers as well as wireless internet access. Students are expected to adhere to Vancouver School Board policy on computer and internet usage, but as a small community, we expect an even greater degree of responsibility, particularly in terms of social media use and internet access.

Transfers

Students who are involved with drugs or alcohol, fighting or theft will be transferred. Students who have serious attendance or behaviour problems, consistently fail to complete assignments, or show no commitment to learning will be counselled by the staff. If there is no improvement, the student will be asked to leave the school.

Textbooks and Equipment

Students and parents are reminded that they are responsible for the cost of missing or damaged textbooks and equipment. Any equipment lent out for student use (eg. calculators, cameras, sports equipment) is expected to be treated with respect and returned in the condition it was received. The Yearbook may be withheld upon failure to replace or pay for damaged or missing materials.