



FRANCES KELSEY SECONDARY SCHOOL

Welcome to the 2010 – 2011 school year!

Dear Students and Parents,

To those of you who are already part of our school, welcome back! To those parents and students who are joining our community, we are eager to get to know you and welcome! Included in this package you will find some general information and a timetable.

SCHOOL OPENING

➤ **SEPTEMBER 7 GRADE 9 and new students in grades 10, 11, and 12.** Please bring your \$45.00 and a pen or pencil. After collecting fees the remainder of the morning will be devoted to the Kelsey program. We will provide a snack at break. Buses will leave the school at approximately **12:20**.

➤ **SEPTEMBER 8 ALL STUDENTS.** First regular day of classes for all students. Blocks W,A,B,C. Students are reminded that attendance is required to hold your seat in a class. Anyone not in attendance the first week will be in jeopardy of losing their seat in that class.

Please bring your \$20.00 and all necessary supplies to begin work. (We will provide a hot dog and drink for lunch. Bring any other snacks you will need.) **Beginning on Wednesday, September 8 buses will run on their regular schedules.**

STUDENT ACTIVITY FEES

• The student activity fee for returning students this year is twenty dollars (\$20.00). The fees for grade 9 and other new students are forty-five dollars (\$45.00) which includes the \$20.00 student activity fee and the textbook deposit.

Advisors will be collecting cash or cheque payments on the first day. Also, Kelsey is going to do a trial run of a debit machine for bill payments only in the main office. We hope to have it in place at the beginning of September. As soon as it is ready we will advise students and post a notice on the website.

Cheques should be made out to Frances Kelsey Secondary. **We do not accept post-dated cheques.**

The fees will help defray costs of:

- student government
- intramural activities
- photo identification
- speakers and special assemblies.

Frances Kelsey Secondary School
PO Box 279
953 Shawnigan Mill Bay Road
Mill Bay, BC V0R 2P0
Main Office: 743-6916
Counselling: 743-6916, ext. 230
Fax Main Office: 743-6915
Fax Counselling: 743-6980
Website: www.fkss.ca

As soon as these fees are collected, advisors will be able to issue agenda books and lockers if required. If there are any problems with making payment the first day please call Ms. Sandford *before* school start-up.

SMOKE FREE ENVIRONMENT – SD 79 POLICY 2405.

Please be reminded that smoking is prohibited in all schools, grounds and vehicles. This applies to students, staff, parents, and community members.

TEXTBOOK DEPOSIT

There are currently over 1000 outstanding textbooks. They are extremely expensive and we cannot afford the losses. Please search your home for these books and return them. We ask for a \$25.00 deposit from students who are new to the school. If a book is lost, the amount billed should be paid at the main office. If no books are lost or damaged, this deposit will be returned when the student leaves Kelsey or upon graduation it will be used to defray graduation expenses. Please make cheques payable to Frances Kelsey Secondary. **One cheque for \$45.00 can be written to cover student fees and the textbook deposit. All outstanding textbooks must be returned or paid for prior to the issuing of texts for use in 2010-11.** Outstanding textbook and library book lists were issued with the final report card in June.

STUDENT / STAFF I.D.

All staff and students will be issued with a personal I.D. photo on a lanyard which will be worn during school time. It will be handed out by the advisor in the morning and collected before leaving for the day. This idea is not unique to Kelsey and serves several valuable purposes. Important amongst these are easy identification of unauthorized visitors and much quicker signout of resources. The use of this means of identification is strongly supported by the PAC as well as staff. Lost or damaged cards or lanyards must be replaced. Replacements are purchased at the main office.

TIMETABLE

Parents:

*It is very important that you **check the student demographic information at the top of the timetable.** If there are any errors please phone the school at 743-6916 ext. 236 and leave a message detailing the corrections. It is crucial that this information be accurate.*

Students: On the top of your schedule you will see your name and student number. Below this is your advisor group number, the room your advisor group meets in and your advisor's name. This is followed by the demographic info your parents must review. It also includes your PEN number. The schedule itself is divided into the following areas:

- **Term**

Beside this heading you will find a 1, 2, or 12. The “1” refers to courses that you start with first semester and do your best to complete as soon as possible. How you do this can be worked out with your advisor, counsellor and teachers. The “2” refers to the courses you will begin after you complete the “1’s”. Courses with a “12” are year long courses.

- **Period**

This refers to the timetable block when you will meet your teacher. All of this will be explained when you first meet with your advisor.

- **Course**

This is your program for this year. If there are any problems, such as a conflict with the blocks, you will need to see a counsellor. Where we have already found a problem, we have included course #700-1 - ***see your counsellor! Phone **743-6916, ext 230** and speak to the counselling secretary.

- **HCE 9, Graduation Transition (Portfolio) and Planning 10**

Students in grade 9 will continue with HCE 9 as a graduation requirement. Grade 10, 11 and 12 students will be working on their graduation transition (portfolios). Grade 10 students will also take Planning 10. The advisor will be assessing some of the learning guides that are part of Planning 10.

- **Room**

These are the rooms assigned for your courses.

COUNSELLORS

Counsellors will be available Monday, August 30 – Thursday, September 2. Please call 743-6916, ext. 230 if you need to make an appointment to review your course selections.

ADVISORS

Early in September you will receive a letter from your student’s advisor. We ask that you read this letter carefully, fill in the information at the bottom of the second page and return it to your student’s advisor.

STUDENT AGENDA BOOKS

Every student will receive an Agenda Book from their advisor as soon as the student fees are paid. **We urge parents to ask to see the book and read the information contained in the first twenty pages.**

PARENT HANDBOOK

With the invaluable assistance of a number of parents, a parent handbook has been written and is available in counselling or the main office.

REPORT CARDS

A report card will be issued the first regular Monday school day of every month. If there is a glitch, we will send a note. These reports are generally up to date and indicate the number of learning guides completed. If you do not receive a report, check with your student and, if necessary, please call. In addition it is possible to follow your student’s progress on our website (www.fkss.ca) via the NetMarks program. Advisors will be contacting you with information and passwords to access the information on this site. Note: Many June 2009 report cards were not picked up and will be issued by advisors on the first day.

SCHOOL BUS SCHEDULE

Bus schedules will be included in local papers. And, schools have been asked to post them in a prominent location. Kelsey bus schedules will be found outside on the exterior windows of the first room to the right of the main doors. If you have any queries, please call the Transportation Department at 748-1066.

STUDENT INSURANCE

Information regarding student insurance plans will be available for all students in September. Please note there is no School Board coverage for accidents or injuries incurred by students.

PHOTOGRAPHS

The date confirmed by Lifetouch Photography for the taking of photos for the yearbook and personal photo packages is Sept. 14th for the entire school. This is also the photo for the student card which you can use for discounts such as busing and event admission. Advisors will issue the package price lists during the first week back.

SCHOOL SUPPLIES

Students should have the following basic supplies ready and available to complete their assignments all year. They will be advised of any additional requirements by their subject teachers.

- **binder**
- **loose leaf & graph paper**
- **pens, pencils & erasers**
- **pencil crayons**
- **ruler, glue stick & scissors**
- **scientific calculator.**

DAILY SCHEDULE

The regular daily schedule will be as follows:

	7:55 am	Warning tone
8:00 - 8:15 am		Advisor time
8:15 - 9:40 am		Period 1
9:50 - 11:15 am		Period 2
11:15 - 12:00		LUNCH
12:00 - 1:00 pm		Period 3
1:00 - 2:05 pm		Period 4
2:05 - 2:15 pm		Return to Advisor Room for Final Check Out and to hand in tags.

DATES

Every month on the front page of the *The Whale’s Tale* you will find a calendar of upcoming events and schedule changes.

Sept 6	Labour Day
Sept 7	First day - Grade 9 and new students
Sept 8	Regular classes begin. Blks W,A,B,C.
Sept 9	Regular classes. Blocks E,F,G,H.
Sept 10	Regular classes. Blocks D,C,B,A.
Sept 14	Photo day – all students
Sept 22	Meet the Advisor Evening, 7:00 - 8:00 pm. Tentative, to be confirmed.
Sept 27	District Implementation Day. School not in session.
Oct 4	First report card issued with <i>The Whale’s Tale</i> .