



MOUNT BAKER

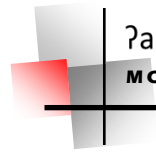


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MOUNT BAKER SECONDARY SCHOOL

1410 Baker Street
Cranbrook BC V1C 1B2
Canada

Phone: 250.426.5241
Fax: 250.426.6673
mbss.sd5.bc.ca



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ADMINISTRATIVE TEAM

Aaron Thorn (Ext. 25005)
Principal
MBSS & KES

Christie Johnson (Ext. 25006)
Vice Principal
MBSS & KES

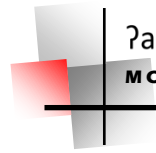
Sean Sinclair (Ext. 25007)
Vice Principal
MBSS & KES



COUNSELLORS

Jodi Lode Ext. 25020

Leah Draper Ext. 25019



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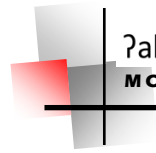
***MOUNT BAKER SECONDARY STUDENTS WILL
CONSISTENTLY STRIVE TO:***

1. be on time to class.
2. use acceptable language and tone in dealing with others.
3. respect all members of the Mount Baker School community.
4. resolve conflicts without the use of harassment, intimidation, discrimination, threats, or physical violence.
5. follow the code of conduct. Alcohol, illicit drugs, and weapons (of any kind) are prohibited at school and school functions.
6. dress appropriately; MBSS is a place of business.
7. respect school property and the property of others.



Scan the QR code to hear
Mount Baker Secondary School in Ktunaxa





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We value:

- open and effective communication that respects the feelings and views of others.
- the right to learn in a safe, supportive environment that promotes respect, kindness, understanding, and personal health.
- all members of the school community as unique individuals.
- enabling students to plan, direct, and reflect on their own learning.
- learning as a lifelong process.
- intellectual, social, and career development.
- integrity and democratic ideals.
- learning that is challenging, interesting, and personally relevant.
- education as the individual and shared responsibility of students, school, parents, government, and community.
- enabling students to apply the skills of critical and creative thinking, communication, and decision-making to all aspects of their lives.
- preparing students for global, national, and local responsibilities and challenges.

Y O U A N D T H E S C H O O L

All students are expected to respect school property and the property of others. As a community, we can make sure that all future MBSS students enter an environment as appealing as the one you were introduced to.

Things You Wanted to Know About Counselling but Were Afraid to Ask...

1. What credentials do the counsellors have that are different from teachers?

The counsellors are teachers and they also must have a Master's Degree in Counselling.

2. How do I see a counsellor?

If it is not an emergency, please make an appointment with the counselling secretary (in the counselling office or online). In case of an emergency, please let the counselling secretary know.

3. You can tell the counsellor as little or as much as you like.

4. Will the counsellor tell anyone (ie. teachers, parents) what I tell her/him?

Generally what you say is confidential unless you give us permission to share it with someone. In certain situations we are required by law to tell someone else. We must tell someone else:

- i) if you share something that is potentially harmful to yourself.
- ii) if you share something that is potentially harmful to others.
- iii) if you share that you or someone else is being physically, sexually or emotionally abused. This would include neglect (not caring for basic needs) as well as information regarding an animal that might be neglected or abused.
- iv) if a judge asks one of us something about you.
- v) if you share about past, present, or future illegal acts we reserve the right to take appropriate action.
- vi) if the counsellor needs to consult with a counselling colleague or supervisor regarding your circumstances. We keep your personal information out of the conversation as much as possible so that you will not be identified.

5. You can stop seeing the counsellor at any time.

6. The counsellor may also provide support by connecting you with other agencies such as Child and Youth Mental Health, East Kootenay Addictions, Canadian Mental Health (Youth Outreach Workers), etc.

MBSS Student Cell Phone and Digital Device Policy

Rationale

This protocol has been created in collaboration with Fernie Secondary, Elkford Secondary and Sparwood Secondary School and is intended to:

Reduce the impact that inappropriate phone usage has on class learning, the development of resilience as well as administration and teaching time; and

Support students to manage their relationship with technology and develop long term healthy lifestyle habits; including developing the capacity to engage in developmentally appropriate and healthy activities during instructional “down time” that do not involve technology.

Scope

In this protocol the terms “cell phones” and “personal digital device” is meant to encompass any personal cellular communication devices that may access the internet, whether in physical phone or tablet form or not. Other current examples include ear-based and wrist-based cellular devices. For the purposes of this protocol, instructional time is from the start to the end of class time, regardless of what the class activities may include.

Student Responsibilities

All Students (Grade 10 to Grade 12)

At all times, students must follow [SD No 5 Administrative Procedure 145: Use of Cell Phones and Digital Devices](#)

Students have access to a school phone should they need to contact their parents/caregivers. This can be done at the office or with the permission of the teacher in the student’s classroom.

If cell phones are brought to the classroom they will be stored in a central location. Students who bring a cell phone to school must switch it off or put on airplane mode during instructional time which includes assemblies and other school wide activities like fire drills.

Students may access their cell phones outside of instructional time.



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The device cannot be accessed for recreational use (music, social media, etc.) during instructional time.

Photos, videos or audio recordings are to be taken only with permission of all parties and with the agreement of the supervising teacher.

Parent/Caregiver Responsibilities

Communication

Parents/caregiver can support the policy by sending messages to cell phones outside of instructional times and not expecting a response from their child during instructional times.

In the event of an emergency, parents/caregivers can contact the office.

The school will communicate via established protocols (School Messenger) to Parents/caregiver in the event of an emergency.

Parents may be required to pick up their child's cell phone if needed

Individual Medical Exemptions

Individual students with **documented and verified needs** will work with the relevant School Based Team to develop and enact an appropriate exemption plan. Final approval of the plan is given by the principal and will be communicated to the staff working directly with the student..

Security

Mount Baker Secondary School cannot take responsibility for the loss, damage or theft of any electronic device that is brought to school. Storage in lockers is recommended along with not sharing combinations with friends/other students.

Response and Consequence of Misuse

Response to Misuse

Students who misuse devices according to this protocol will be subject to [SD No 5 Administrative Procedure 145: Use of Cell Phones and Digital Devices](#) and the MBSS Code of Conduct published on our website.

Refusal by students to follow staff direction will result in a referral to administration.

Serious or repeated defiance will be treated as willful or persistent disobedience and could lead to referral to the District Safe School coordinator and/or suspension from school.



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Progressive Consequences to Misuse

1st Incident:

The cell phone will be stored in the office until the end of the day including breaks. School ends at 3:16 PM each day.

2nd Incident:

The cell phone will be stored in the office during the school day (breaks included) for a specified number of days (2 days minimum)

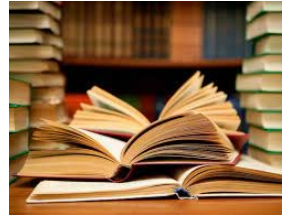
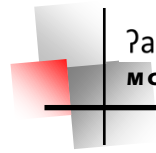
The cell phone itself will have a two day suspension in the office. **School days.**

3rd Incident:

A meeting with parents/caregivers and administration in person or by phone to discuss the next steps

Creation of a behavior plan or behavior contract may be necessary

30 Day Suspension for the cell phone in the office. **Calendar days.**



TEXTBOOK & LIBRARY BOOKS

Students will be held responsible for the proper care of textbooks and library books. Students who deface, damage or lose school property shall be required to pay for the damage or loss. If a student does not return a textbook or resource, the student who was issued the resource is responsible for its replacement cost.



LOCKER USE

Lockers are assigned and the fee is included in the student activity fee. All grade 10 students will receive their locker assignment and combination on the first day of school. A student locker form must be signed and returned to the office by all students wanting a locker. If you are a returning student, you have the same locker as previous years.

Students are responsible for the contents of their locker however, the lockers are the property of the school and students are reminded that lockers are not to be used for storage of anything deemed illicit or dangerous.

Locker access should only occur outside of class time. Excessive use during class time can be disruptive and may result in a revocation.



BELL SCHEDULE

Opening warning bell	8:30 am
Class One	8:35 to 9:55 am
5 minute class change	
Class Two	10:00 to 11:25 am
Lunch Break	11:25 to 12:25 pm
Warning Bell	12:20 pm
Class Three	12:25 to 1:48 pm
5 minute class change	
Class Four	1:53 to 3:16 pm

Each year, there are only a certain number of courses that funding and space will allow MBSS to offer. Therefore, admission to classes that have a greater demand than space allows will be based on the following list of priorities.



BLOCK ROTATION:

MONDAY	1	2	Lunch	3	4
TUESDAY	2	1	Lunch	4	3
WEDNESDAY	4	3	Lunch	2	1
THURSDAY	3	4	Lunch	1	2
FRIDAY	Block Rotation Varies (check calendar/office)				



CELL PHONES AND DIGITAL DEVICES

Cell phone protocols can be found on pages 6-8 of this book. Please familiarize yourself with these protocols.



WEAPONS, EXPLOSIVES, FIREWORKS, LIGHTING DEVICES

No student shall be in possession of a weapon or use an object as a weapon, with the intent to injure or harass, while under the school's jurisdiction. Students will not use or display any unauthorized lighting devices (including but not limited to matches, lighters, laser pointers, stink bombs, etc.) while in school.



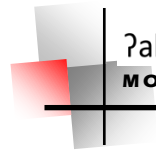
VIOLENCE, INTIMIDATION, HARASSMENT, DISCRIMINATION, BULLYING

Physical violence and horseplay, intimidation, harassment, racism, discrimination, directly or indirectly, in the school, on school grounds, via the Internet or during any activity associated with the school will not be tolerated. These items refer to, but are not limited to, behaviors and actions that may be perceived as a threat to the safety and well being of others. When the school is aware of threats or the potential for violence, a Violent Threat Risk Assessment (VTRA) will be initiated. This is an effort to be proactive when dealing with situations that could potentially lead to larger issues.



DRUGS AND ALCOHOL POLICY

Illegal drugs and alcohol are not permitted in the building or on the grounds.



EXCESS FRAGRANCE POLICY

Please refrain from wearing excessive scented versions of such items as perfumes, colognes, and body sprays. This is not a preference issue—it is a serious health issue for a significant number of people. Reported adverse effects from heavy fragrances range from migraine headaches and asthma attacks to cardiac and neurological symptoms. If excess use is noted, students may be asked to refrain from using scents in the future.



PLAGIARISM

Plagiarism is theft and illegal. It is defined as using others' ideas or written work without clearly acknowledging the source of that information. This is a serious offense in both the academic and business world and has serious consequences. Plagiarized work will not be accepted, and the matter will be referred to an administrator.



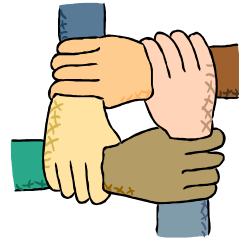
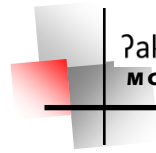
SMOKING, VAPING, AND CHEWING TOBACCO

No student, staff, or school visitor is permitted to use any tobacco product at any time including non-school hours including:

- in any building, facility, or vehicle owned, leased, rented, or chartered by the School District.
 - on any school grounds and property — including athletic fields and parking lots — owned, leased, rented, or chartered by the School District.
 - at any school sponsored or school related event, on or off school property.
-

MOUNT BAKER DRESS CODE

Mount Baker is an educational facility and a place of business, with standards of appropriate dress and conduct. Students and staff are required to dress according to these standards.



SAFE SCHOOL

The Board of School Trustees believes that all public schools in this district shall be safe for everyone.

- SD5 prohibits any form of discrimination, intimidation, or harassment against any person based on race, gender, or sexual orientation.
- All administrators, teachers, and support staff will work together to build school communities which are positive and welcoming.
- Staff will foster respect, inclusion, fairness, equity, and provide students with information that will lead to greater understanding, acceptance, and support for all students.



LANGUAGE

Good choices about language are essential to show respect. Obscenities are unacceptable.



WILD NATURE GARDEN

We are proud to support the heritage of the Ktunaxa people of the region along with showcasing the natural flora of the Kootenay region. In doing so, our garden is often used for educational purposes by programs in School District No. 5 (Southeast Kootenay) and as an area where our students can gather all the while respecting the need to keep the area free of litter.



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STUDENT TRANSPORTATION

Student use of their own private vehicle during class time is prohibited.



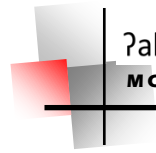
STUDENT PARKING

There is student parking available in front of the school. In addition, Safeway allows some student parking along the outside edge of their parking lot as long as students do not “hang-out” at their cars, obey the speed limits, and are courteous to the customers. Please do not abuse this privilege. The parking lots of the clinics and the staff parking lot adjacent to the Key City Theatre are off limits to students for parking. Students are not to loiter around vehicles adjacent to Mt. Baker School during class time.



SCHOOL COMPUTER USE

Use of school computers, including access to MBSS network files and the internet, is a privilege. The Network Use Agreement must be signed by all students and parents before access to the internet will be provided to students. Violation of these rules may result in the removal of student access to MBSS computers.



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PROGRAM EXPENSES

All students will be provided with quality learning opportunities. The cost of each program will be the responsibility of the school. In some curricular areas, students may choose to reach above and beyond the learning outcomes, as set out by the Ministry of Education. Any additional costs associated with these choices will be the responsibility of the student. If, for any reason, a student is unable to pay, the school will make every effort to assist that student.

WAYS TO BE INVOLVED ~



WARRIORS

The MBSS Aboriginal Student Leadership Association, in consultation with Elders and community members, helps Aboriginal students develop their leadership skills such as goal and vision setting, taking part in meetings, public speaking, and time management. The Wild Warriors organize activities that get the Aboriginal students more involved in MBSS and get the MBSS community more involved with the school's Aboriginal community. For more information, come to the Gathering Place.



YEARBOOK

Our yearbook has been in existence for over 80 years. It is a reminder of all of the people and events. Yearbook is a course available to all students, and costs are set annually. The yearbook is available for purchase online at the beginning of the year.



DRAMA , THEATRE, and MUSIC

Students are given a variety of opportunities to be involved with the Drama Program through regular Acting and Stagecraft Classes. In addition, there are various productions that are performed each year. Students are also provided a variety of opportunities to be involved with the Music Program through regular Band and Choir Classes.



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ATHLETICS

A wide range of very competitive and successful athletic programs are available. Programs are run depending on the level of student interest and coach availability. *School spirit comes from you!*

STUDENT ELIGIBILITY

Students are able to participate providing they comply with BC School Sports Eligibility Regulations. There are three seasons of play – Fall, Winter, and Spring.

STUDENT PARTICIPATION

- Students who are eligible to participate in school sports may try out for a team Mount Baker offers.
- Each team will have tryouts at the beginning of their season. Team selection will be the responsibility of the head coach. Selection will be based on skills, attitude, and team composition.





STUDENT SERVICES

Located in rooms 125 and 126, the MBSS Student Services Team provides a variety of support services for students. Our goal is to provide students with appropriate levels of support and meaningful programs to enable learning in the school or in the community. Based on the specific academic, social, emotional, and physical needs of the individual student, some of these services include:

- quizzes and tests (separate setting, oral questions, scribing).
- adaptations (curriculum, test, setting).
- support with the acquisition of functional life skills.
- development of an Individualized Education Plan (IEP).
- modification of academic core courses (Math, Social Studies, Science, English) for students working towards a BC School Completion Certificate.



LITTER FREE ENVIRONMENT

We expect our students to respect and understand our obligation to the environment. We recycle office paper, newspaper, mixed paper, and corrugated cardboard. Look for other ways you can personally reduce, reuse, repair, or recycle both at school and at home.



ATTENDANCE

Attendance and punctuality are valued at Mount Baker School. In order to have students career and post secondary ready, we expect students to arrive on time and ready to work on a daily basis. Students arriving more than 15 minutes late for a class may be marked absent unless excused. Students who frequently leave a class may also be marked absent. A parent or guardian needs to excuse any absence by either contacting the office or online through the School Messenger app. Any unexcused absence will result in a phone call or email at the end of the day.

SIGN-OUT PROCEDURE AND LATE ARRIVAL

If a student has to leave school prior to the end of class, they should sign out at the main office. Late students should report directly to classes.

FIRE EVACUATION

Upon hearing the fire alarm, students are to leave the room and the building as directed by the teacher. Exit routes are posted in every classroom. Once outside, students are to remain together as a class with their teacher. Students are not to return to the building until the “all clear” has been announced over the P.A. system.

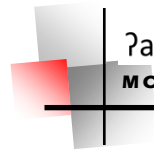
If an alarm sounds during non-class time, leave the building immediately and ensure that you safely move to the field at the back of the school.

LOCKDOWN PROCEDURES

For the rare occasion that we require a lockdown situation, an office official will announce that we are going into “**LOCK DOWN**”. There will be at least two lockdown drills per year to practice the procedure.

CODE OF CONDUCT

School District 5 and Mount Baker’s Code of Conduct can be found on our website.



There's something for everyone at Mount Baker.
What's your something?

Is Art your thing?

Baker's Art Department holds
3 - 4 Art Shows a year. See
Ms. Wilkinson and
Mr. Campbell to share your art



Enjoy singing and/or making music? Check out Mr. Bueckert's Music Program:

- ⇒ Concert Band
- ⇒ Concert Choir
- ⇒ Jazz Band
- ⇒ Vocal Jazz



Any students interested in applying for
scholarships and/or bursaries should
pick up the Scholarship Handbook
from the Counselling Department or
check the school website.



**Want a place to read, write,
use a computer, or chess/
checkers?** Ms. Merkel's library
is open from 8:00 am to 4:00 pm
for your literary and homework
needs.



**Like working with your
hands?** Check out Drafting &
Design, Robotics, and the shops
(metal, wood). For more infor-
mation, seek out Mrs.
Taylor, Mr. Traverso, or
Mr. Duczek (they hang
out near the shops).



Like to act or be backstage?

Be a part of Baker's fall production,
spring production, stagecraft class
or Drama, Film, and Television
(DFT) Camera Person.
NOTE: no prior drama experience
necessary. Contact Mr. Adams or
Mrs. Hamilton for more information!





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MYED FAMILY/STUDENT PORTAL

FAMILY/STUDENT PORTAL INTRODUCTION

About MyEd

MyEducation BC is the system used across the province for managing student information such as attendance and report cards. The Family Portal allows parents and guardians to have access to the MyEducation BC system, where you can view report cards, attendance, demographics, and progress towards graduation.

MyEducation BC Family Portal link:

<https://myeducation.gov.bc.ca/aspen/logon.do>

Initial Login

Your user name/login for family portal will be "sd5-firstinitiallastname" (example: your name is John Smith, so your user name/login will be sd5-jsmith) and for student portal it will be sd5stu-firstinitiallastname (example: your name is John Smith, so your user name/login will be sd5stu-jsmith). Our district is not set up to use the "Request an Account" or "Forgot my Password" features, so you will have to use the SD5-assigned account and password.

- Use the generated password from the email you have received to initialize your account and log in for the first time - do not copy and paste the password, it will have to be typed in.
- Note that it is case sensitive.
- Once logged in, you will be able to change your password.
- Please ensure popups are enabled for this site. **We recommend using a laptop or desktop computer to initialize your account. Once your Login account is activated, you will be able to use a smartphone/tablet to access all information on the system**.
- Please contact the school if you require any assistance.

MYED FAMILY/STUDENT PORTAL

Some tips and tricks:

- Remember your Login ID for family portal is sd5-firstinitiallastname, for student port it is sd5stu-firstinitiallastname, not an email address or other login.
- First time logging in must be done on either a laptop or desktop computer. Once you have logged in and changed your password, you can access the Family Portal from a smartphone or tablet. The system-generated password must be typed in (not copied and pasted) and is case sensitive. Contact the school if you do not know your generated password.
- Enable popups for this website.
- Your cache may have to be cleared if you are having troubles logging in.

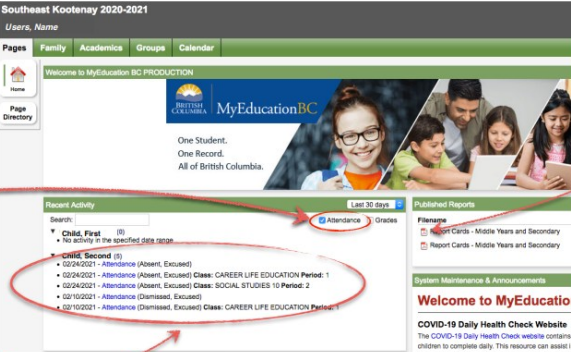
When you log in to the Family Portal of MyEd most of what you want to peruse is available on the opening window. The graphic below details where to view recent attendance records and the most recently published report cards.

Attendance

Attendance records can be viewed in the "Recent Activity" section.

Make sure the "Attendance" box is checked.

Absences, if any, for each student and the class they missed will appear here.



Report Cards

The most recently published report cards can be viewed by clicking on the pdf icon here.

Report cards will remain accessible until a new report card is published.



Family Portal Helpful Tips

Tip

1

Login ID

Your Login ID is
always

sd5-
firstinitiallastname

All lower case

(sd5-jdoe)

Tip

2

Password

Minimum 8 characters

Must have 1 uppercase

Must have 1 lowercase

1 number

1 symbol (\$, #, !, etc.)

Example: Aug\$2020

Tip

3

Email

Make sure the school
has the correct email
address. Everything is
done by email.

Check your junk/spam
folder.

Tip

4

90-day expiry

Accounts have a 90 day
expiry for passwords.
Due to the sensitive
student information being
uploaded, security needs
to be high and therefore
passwords must be
changed regularly.

Tip

5

Report Card missing

The system does not
store report cards. One
month before report
cards are sent out, the
old report cards are
wiped clean.