

# *Mount Boucherie*

# *Survival Guide*

FAQs For Teachers New To Mount Boucherie



**Staff Handbook** – for everything you need or want to know, and for the latest information (e.g. staff info, policies & procedures, forms etc.) check out our website: [www.mbs.sd23.bc.ca](http://www.mbs.sd23.bc.ca)

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## Frequently Asked Questions

### Main Office



#### 1. How do I get supplies for my classes?

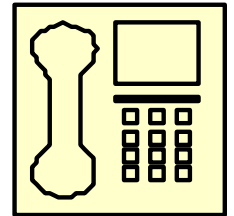
Supplies are purchased through specific departments, e.g. Social Studies, Math, etc. See list of contacts for each department in our staff handbook. Petty cash limit is \$500.00 (white form in staff room). If you are unsure about whether or not your purchase falls into this category, see our accounting secretary in the office.

As well, at the beginning of the year, there is a \$50.00 allotment for each teacher. You can either buy your supplies through commercial means and turn in your receipts to our accounting secretary (filling out a petty cash form) or you can order from central stores (form is in the staff room). Remember though, the deadline is the end of September.

If you need something specific, e.g. construction paper, see a rep from your curriculum area.

#### 2. How do I book a T.O.C.?

For illness, you can book off online through First Class-All Staff-Absence Reporting System or call the Central Okanagan Absent Reporting System - COARS 250-469-6454, or COARS Help Line at 250-860-7248. You need a teacher ID # and password which you should have received from central payroll. For other purposes, e.g. Career Prep and field trips – see the Career Prep department. For all other absences, see our head secretary in the office.



#### 3. How do I contact my principal or supply him/her with information?

For V.P.'s-please email any information to them. For the Principal-put any information in our head secretary's in-basket, or better yet, email the information directly to him.

Email addresses are as follows:

John Simonson, Principal  
Linday Ross, VP (A-G)  
John Grodzki, VP (H-N)  
Luke Campbell, VP (O-Z)

[jsimonso@sd23.bc.ca](mailto:jsimonso@sd23.bc.ca)  
[lross@sd23.bc.ca](mailto:lross@sd23.bc.ca)  
[igrodzki@sd23.bc.ca](mailto:igrodzki@sd23.bc.ca)  
[lcampbel@sd23.bc.ca](mailto:lcampbel@sd23.bc.ca)

#### 4. Who teaches what and who does what around here?

Check the online *Staff Handbook* on our website. It contains our staff lists, teachers in each department etc.

#### 5. How do I access clerical services? (e.g. typing)

See the Head Secretary in the front office.

Attendance profile of students:

Booking rooms of the Community Centre:

Ordering supplies:

Career Prep:

Receptionist or BCeSIS Secretaries

Counselling Secretary

Accounting Secretary

Career Centre Secretaries

Report Cards/Marks:  
Student Data:  
Maintenance:  
Budget information:  
Field Trips  
T.O.C.:  
Lost and Found:

BCeSIS Secretaries  
BCeSIS Secretaries  
Head Custodian  
Accounting Secretary  
Head Secretary  
Head Secretary  
Receptionist



6. Where is the sick room? How do I send a student there?

The sick room is in the main office. Send the student or escort if necessary, and follow-up with contact to office personnel to make sure they arrived.

7. Where are the photocopiers?

There are photocopiers located throughout the school. The main ones used for printing and copying are:

MBSVRT2	Library
MBSVRT6	Science Prep (Rm. 001)
MBSVRT20	Copy Room (between the main office & staffroom)
MBSVRT21	Teacher Prep Room (between Staff Room & Rm. 136)
MBSVRT22	Science Prep Copier (Rm. 001)

Use your personal employee ID # that is on your pay statement.

8. How do I access student files?

They are located in the central office in the filing cabinets. If you remove a file please tell one of the BCeSIS secretaries in the office. She will sign it out for you. When you return the file please let them know.

9. What should I do if I have concerns about a student?

Mount Boucherie uses a Pyramid of Interventions to address student concerns. Review the services available in the staff handbook. You may submit a referral to the vice-principal if you believe a student needs level 2 or 3 interventions.

10. What procedures are followed re: injured students, accident reports for both teacher and student?

Contact the office and they will send one of the staff members qualified to administer first aid. See the office and work with a first aid attendant to fill out the appropriate form.

- If injured but no time loss or outside medical attention then complete accident book report.
- If injury results in time loss or outside medical attention complete accident record book and WCB accident form.
- If involved in violent incident OR threat of violence (parent, student, etc.), complete violent incident form for principal and copy to COTA

11. What procedures are followed when an assembly is called?

We will have approximately 8-10 assemblies during the year. Teachers are expected to walk their class to the gym and sit with their students. Teachers are also accountable for their students' attendance at the assembly. If one of your students is absent from the assembly, please treat it as skipping your class and follow the attendance policy. A direct lesson regarding assembly expectations will be provided for you to teach to your homeroom at the end of the first week.

12. Where do I find outgoing mail?

There are two mail baskets in the central office. One is for outgoing street mail and the other for district mail. The baskets are clearly labelled.



13. How do I get material from the Curriculum Resources Centre (Hollywood Education Centre)?

You can locate the information in either the CRC book in the central staffroom or go on-line (Eloquent Lady). You still, however, have to call the CRC at Hollywood Centre and give them the call numbers of the material you require. The materials will be delivered to the school and placed in the “coming from CRC” bin in the central staff room. When you are done, there is another bin “going to CRC” right beside the other bin. Pick up and drop off is on Mondays & Wednesdays for Mount Boucherie. Check frequently or materials may get sent back.

14. How do I get keys?

See the Head Custodian (Room 103).



15. Where do I park?

See our map in our Staff Handbook. A parking pass is required and can be obtained from our Head Secretary. Overflow staff parking is in the rear of the school.

16. What do I do during fire drills? Lock downs?

There are instructions located in the teacher handbook on-line, as well as a diagram for emergency exits in each classroom. Make sure you know where and who to check in with once you have completed your attendance.

Lock down procedures are a little different. You need to gather any students into your classroom that are loitering in the hallway and shut and lock the door, close the blinds/curtains, and have students sit away from a window or door. There is a procedure for reporting in that you will be required to follow. Take the time to learn these procedures as soon as possible. Drills will occur throughout the year.

17. How do I get information out to the media?

All school or district related communications must go through an Administrator.

18. Can I get into the school after hours and weekends?

First of all, why would you want to?? ☺ But if you have to, see the Principal. Refrain from dangerous activities and make plans for someone to check on you when working alone. You can also book with Christy Fenwick from District of West Kelowna (778- 797-8812).

19. How do I get messages out to the entire school?

- a) Use First Class e-mail (school conference)
- b) The weekly overview “Bear Tracks” for all staff. Get your announcement into the Head Secretary by Thursday AM for the following week.
- c) Bear Necessities are read daily to the students. If you wish to have an announcement typed up on the ‘Bear Necessities’ please send by e-mail to 1<sup>st</sup> Class/MBS Staff/Daily Announcements/ by 7:00 am of that day.

20. Where can I find sources of funding?

There are forms for professional development in the staff room. Talk to:

Linda Ross	re: learning resources
John Simonson	re: equipment
John Simonson	re: facilities
John Simonson	re: cash!!!!



## 21. What are the terms and deadlines?

See the school calendar for specific dates of terms and semesters. Also, keep your eyes posted for deadlines that our BCeSIS secretaries (in the office) will give out for submission of grades. The office will provide you a hard copy or electronic copy of all available comments you can use in your reports. They will also be posted electronically on the MBS Staff conference folder on *First Class* each reporting period.

## **Specific Areas**

### **English**

#### 1. Where is the book room and what are the procedures for signing out class sets?

All textbook sign outs are done through the library. Look for sign out procedures on MBS Staff the first few days of school. See our library staff in the Library.

#### 2. How do I get overheads/transparencies?

This is what your \$50 is for!!!! See the Accounting Secretary or Head Secretary in the office.

#### 3. Are there course outlines available?

Course outlines for Grades 10-12 (“Scope and Sequence”) are in the library or see the English Department Head.

#### 4. Where can I find other humanities teachers?

There is a Humanities Prep Room (room 107) with workspace and computers. There are also maps and informational posters available in the drawers.

#### 5. What should I do about final exams?

Departments are encouraged to produce a cross-grade exam at each level. Also, please be aware of the Ministry of Education Provincial exams at the Grade 10, 11 and 12 Level.

## **Information Technology**

#### 1. Where am I able to access the BCeSIS marking system?

All staff computers in the school have this capability.

#### 2. Who can help me with BCeSIS or Mastergrade?

See Don Muir or Dennis Kirkey.

#### 3. How many labs and types of computers are available?

Room 136: Library Reference Room  
Room 143: Drafting and Animation  
Room 115: Business Ed /Info Tech  
Room 114: Info Tech/Graphic Arts

We also have several mobile laptop carts (15-30 computers on each cart) available to sign out.



## Languages

### 1. Where are the French resources located?

Resources are located in the Humanities Prep Room (Room 107) and in the back of Room 108.

### 2. Is there a scope and sequence for French and German curriculum?

Yes, see the Language Department Head.

### 3. Are there common exams for each grade level?

Yes, we usually divide the tasks and coordinate exams for the end of the year.

## Learning Assistance

### 1. Where is the Learning Assistance Room?

Room 116/117 - Phone 5116/5117

### 2. What services does the LA department offer?

- Assessment (reading, math)
  - a) individual
  - b) group
- Consultation re: students with learning problems (LD or ADHD)
- Materials (taped novels; social studies notes; lower reading level novels and texts, study skills, math games, computers, etc.)
- Short term referrals (out of class until a project is completed)
- Long term referrals
- Referrals to district specialists (speech, hearing impaired, visual, psychologist, learning disabilities).
- Referrals to School Success Team

### 3. How do I make a referral to the LA room?

Follow the procedure outlined in the Pyramid of Interventions.

### 4. What is our School Success Team?

The team exists to respond to teacher needs for additional support for students. All Pyramid of Intervention referrals are screened by a small team created for each of the three alpha groups. Screening will occur on a weekly basis. Students with multiple or extreme needs will be referred to a larger success team that meets on a bi-monthly basis. See a member of the school success team for more detailed information.

## Library

### 1. How do I use the library?

There is a book/reservation binder on the front desk in the library where you can reserve spaces in the library for your classes. You should book early. There is also a place here where you can reserve space in the computer curriculum lab. The focus of the library is resource based learning and cooperative teaching. The integration of technology is another goal. The library is open from 8:30 – 4:30, including breaks and lunch hour.



### 2. What if my T.V., LCD Projector, Ghetto blaster, DVD Player, overhead doesn't work?

See the librarian in the library. They have extra bulbs for the overheads. You also need to sign out audio/visual equipment with her if it is not already available in your classroom or in your area. For example, the science people have their own system. Check with them. It is absolutely necessary to return borrowed equipment to the library.

3. What sort of resources does the library have to make my life easier?

There are two filing cabinets beside the front desk that have tons of information on units. As well, the librarian has unit outlines for just about everything. There is a teacher reference section in the library with question/answer sheets. As well, there are orientation binders located in the staff room, library and teacher prep room that have ideas, bibliographies, etc.

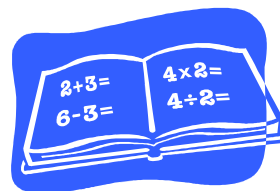
## **Math**

1. Where are the manipulatives? E.g. Algebra tiles, 3-D blocks, resources?

See the Math Department Head.

2. Who has course outlines?

See the Math Department Head.



3. What about exams at the end of the year?

Exams are divided amongst teachers teaching the particular grades. Contact a senior math teacher teaching the same grade.

4. Who else teaches math? What levels?

See the teacher timetable board in the office.

5. What different types of math courses are offered at MBSS?

Essentials, Apprenticeship & Workplace, Principles, Honours, and Calculus

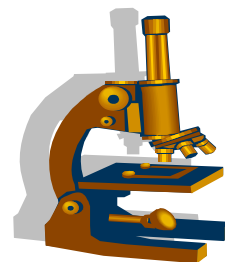
6. What if I need to buy math resources?

See the Math Department Head.

## **Physical Education**

1. What do you do with kids with no strip?

- A. Check with the Department Head for all policies and procedures. The important thing is to be consistent as a department.
- B. Written assignment, phone call home, garbage duty, re-do class after school on another day, etc.



2. What do you do with students who are always injured?

Doctor's notes will excuse them, otherwise they do what they can or treat them as NS. For chronic injury, students must have a note from a doctor stating what they cannot do and for how long. If legitimate, assign an alternative project in lieu of any physical activity they are not able to do.

3. What are the criteria for marks?

A mark is given each day out of 5. Scale description is given at the start of the year. Usually a unit mark breakdown is 50-60% affective 20-30% physical and 10-20% cognitive.

4. What is the athletic policy? For example, what happens to a student on a school team that is failing courses?

They are not allowed to play until their marks pick up. Their school work comes first. Please see the principal before enforcing this general rule.

5. What can I help or sponsor this year?

See our Athletic Director

6. How long are specific sports seasons?

Talk to the Athletic Director.

## **Resource Room**

1. Where is the resource office?

Room 192.

2. What is the role of the teacher if a Special Needs student is in the class?

- Give input or attend the student IEP (Individual Education Plan) – what's working well, successes, concerns, assess and evaluate progress to provide a letter grade in relation to the IEP goals.
- Give a work habit and achievement percent (based on IEP goals).
- Co-ordinate the IEP, collect and modify resources.

3. What is the role of the CEA (Certified Education Assistant)?

- Supervise and assist the student in class.
- Encourage student independence.

## **Science**

1. How do I reserve any audio/visual?

The sign-up sheet is hanging on the wall in the science prep room (001)

2. What is the arrangement of science products?

The supply room is across the hall from the science prep room or talk to the Department Head.



## **Key Contact List**

If your questions have not been answered here, do not hesitate to contact someone in your area or from the speciality list below. Also, if you would like to add a FAQ to the list, submit your idea to the Head Secretary.

Athletics	☞ Adrian Zuyderduyn
Attendance Support	☞ Counsellor
Band	☞ Craig Thomson
BCeSIS/Mastergrade	☞ Don Muir and Dennis Kirkey
Business Education	☞ Boyd Hayes
Career Programs	☞ Ashley Bedwell and John McParland
Community Links	☞ Christy Fenwick
Computers	☞ Carol Hawkes
Choir	☞ Kim Kleineberg
Counselling	☞ Irene Maier
COTA Rep.	☞ Stephanie Read
Drama	☞ Fred Way
English	☞ Adrian Zuyderduyn
Fine Arts	☞ Jim Elwood
First Class	☞ Don Muir or Carol Hawkes
First Nations	☞ Leanne Louie or Jim Aleck
Grad Readiness/Student Support	☞ Cheryl Thompson
Home Economics	☞ Karen Siemers
Information Technology	☞ John Kramer
Languages	☞ Stephanie Read
Learning Assistance	☞ Sean Davis
Library	☞ Carol Hawkes
Math	☞ Craig Emter, Dennis Kirkey
Novell Network	☞ Carol Hawkes or Don Muir
Office Procedures	☞ Cathy Sullivan
Physical Education	☞ Chris Carter
Tech. Ed.	☞ John Kramer
Pro-D Funding	☞
Special Ed	☞ Jennifer McLeod and Rob Gibbon
Science	☞ Julian Green
Social Studies	☞ Bryce Stewart
Student Leadership	☞ Irene Maier
Student Support Services	☞ Sherry Bradley
Technology/iLearn	☞ Carol Hawkes
Virtual (on-line) Learning	☞ Dennis Kirkey