SEVEN SUMMITS

CENTRE FOR LEARNING

PARENT HANDBOOK
2023-24

GENERAL INFORMATION:

WEBSITE
https://sevensummitslearning.com

PHONE
(250) 362-7772

EMAIL
info@sevensummitslearning.com

STAFF CONTACTS
Jennifer Boutilier (Math, Sciences) Jennifer.Boutilier@sd71.bc.ca
Jonny Coleshill (Humanities) Jonathan.Coleshill@sd71.bc.ca
Daniel Kuin (Operations Support) operations@sevensummitslearning.com
Tara Hauck (Marketing, Grants, Parent Volunteer Coordinator) connect7sc@gmail.com
Caroline Cannon (Administrator) administrator@sevensummitslearning.com

BRIGHTSPACE (STUDENT LEARNING PLATFORM)
Student Login: Login - Comox Valley School District (onlinelearningbc.com)
(copy paste into browser)
For student login issues, contact: allison.schilling@sd71.bc.ca
BRIGHTSPACE support:
To access support, go to the ? button in the bottom right hand side. There are several options including putting in a ticket, or chatting with, or talking on the phone with support person directly.
Parent Observer Account in BRIGHTSPACE:
- Download the BrightSpace parent app.
- Receive pairing code from 7S.
- With the pairing code, parents will receive email notifications when assignments have been marked. With the parent app, the overall assignment score is visible. However, in order to see more information, it is necessary to login with your student's username/password.

MYEDUCATION BC (MYED)
Report cards are posted on the MyEdBC family portal.
Login: *https://myeducation.gov.bc.ca/aspen/logon.do*
(copy paste into browser)
Contact SD71 vice principal Alison Kavaliunas for login information at
Alison.Kavaliunas@sd71.bc.ca.

OFFICIAL TRANSCRIPTS

Order transcripts at-

https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates

(copy paste into browser)

- Select 'Current Student' icon
- Select 'Student Transcripts' at the bottom right hand side of the screen
- If you do not have an existing BCeID account, select 'Register for BCeID account' icon at the bottom of the screen
- Select 'Register for Basic BCeID account'
- Follow prompts to create account

NOTE: The student's PEN identification number is required for registration. This can be found on the report card(s).

How to permit Post-Secondary Institutions to access transcripts in the year of registration:

Post-secondary institutions can access transcripts, for free, by following the instructions below:

Grade 12 students make their post-secondary institution (PSI) selections in the StudentTranscripts Service (STS).

Grade 12 students can make up to 25 free PSI selections in STS. They are also entitled to order one free printed transcript (by mail) after graduation, which can be sent to any address they choose. All other transcript orders in STS (including PDF transcripts) are $10 each.

There are help videos here:

https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/help

ACADEMIC SCHEDULE

1st - 9:15 to 9:50
2nd - 9:50 to 10:25
BREAK - 10:25 to 10:40
3rd - 10:40 to 11:15
4th - 11:15 to 11:50
LUNCH - 11:50 to 12:40
5th - 12:40 to 1:15
6th - 1:15 to 1:50
7th - 1:50 to 2:25
8th - 2:25 to 3:00

ATTENDANCE

Notification is required for student absences, late arrivals, or early departures. Contact administrator@sevensummitslearning.com. Students are also responsible for checking in with the teachers to make a plan for missed work.

CELL PHONES

Cell phones are not to be accessed by students during academic time. 7S offers these guidelines to help students regulate their cell phone use:

- Phones are on 'silent' during academic time.
- Phones are in backpacks or lockers.
- Phones are placed in designated classroom wall pouches.
- Phones may be given to the administrator to hold.

The following consequences are in place for students who do not adhere to the guidelines:

1st incident - Phone is given to the teacher/staff until the end of class.

2nd incident - Phone goes to administrator for parent retrieval at the end of the day.

Please do not call or text students during academic time. Students have access to their phones during their break from 10:25 to 10:40; lunch from 11:50 to 12:40; after school at 3:00. If there is an emergency, call the Centre at 250-362-7772.

GRADING

Students are expected to adhere to deadlines set by 7S teachers. Late work will be penalized until the missing assignment is received and marked.

MARKS		EFFORT	
A	86-100	E	Excellent
B	73-85	G	Good
C	67-72	S	Satisfactory
C-	60-66	N	Needs Improvement
I	In progress		
F	Fail		

INDEPENDENT STUDY

There are opportunities built into the schedule for students to work independently. The expectations for independent study time are similar to those of working in a library. Students are expected to work silently. If they want to peer tutor or collaborate - both of which are encouraged - they are to arrange a different location that will not distract others. Cell phones are handed in to adults during independent study time.

OPEN CAMPUS

Students must sign in every day. If a student is leaving campus early, they must have parent permission and sign out. Lunch is open campus and students may come and go as they please. There are case by case occasions where students leave campus during academic time for breaks, errands, or community service. Students must check in with the administrator and sign out/in.

VOLUNTEER HOURS

Student Hours:

Connecting with the community is an important value of 7S culture, and students are supported to seek multiple opportunities to participate in community service. The requirements below are minimums, and students are encouraged to exceed minimum standards whenever possible!

Grade 8/9 - minimum of 25 hours

Grade 10 - minimum of 25 hours

Grade 11 - minimum of 25 hours

Grade 12 - minimum of 30 hours

Parent Hours:

Parents are requested to take part in a minimum of 20 volunteer hours at the Centre.

Volunteer Coordinator Contact: 7svolunteer@sevensummitslearning.com
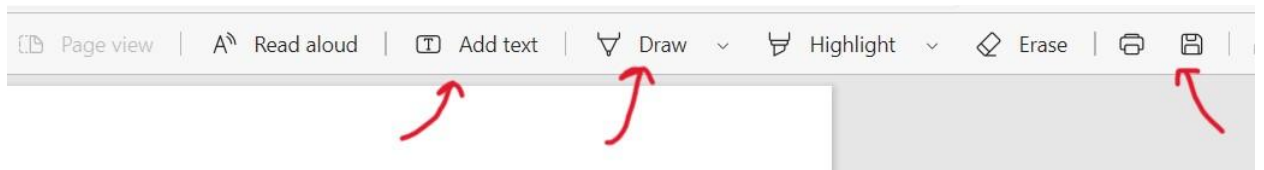
7S REGISTRATION PAPERWORK

The annual registration paperwork is located on the website at :

Registration Forms - Rossland High School Education (sevensummitslearning.com)

Method:

Click on the individual forms and use the following steps to fill out and return:

1. Click on the form to be filled out
2. See this action bar appear:

3. Choose the "Add text" and hover over the sections to fill out. Add information.
4. Choose the "Draw" for any signatures or initials
5. Choose the "Erase" if needed.
6. Once completed, hit the save button (Disc icon on the far right), and save to your computer's Download File for easy access.
7. To advance to the next form, hit the back arrow at the top of the page (far left) twice
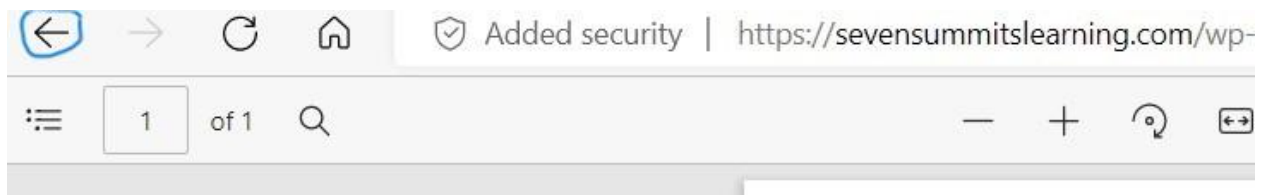
8. Choose each form and follow the same procedure.
9. When completed, fill out the students full name, choose the completed forms from your downloads file that have been saved, and hit the send file button.

Submission:

The forms can be completed and submitted through the website.

1. **Student Code of Conduct**
2. **Acceptable Technology Use Agreement**
3. **StudentParticipation Agreement**
4. **Yearly Field Trip Permission Form**
5. **Student Locker Contract**
6. **Facility Fees and Payment and Refund Policy**
7. **Parent Contact & Consent Form**
8. **Consent Release For Info To NIDES**
9. **Media & Website Consent**
10. **Student PHE PAR-Q Form (Grades 8&9 ONLY)**

Alternatively, the forms can be printed and returned to the Centre Administrator.