

Artemis Place Secondary School

Student Handbook



2022-2023



Artemis Place Secondary School
3020 Richmond Road
Victoria, BC
V8R 4V1

"It is a place that still feels like home that is away from home"

Onyx, 2022

Text: (250) 208-1042

Telephone: (250) 598-5183

Email: info@artemisplace.org

Website: <https://artemisplace.org/>

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Territory Acknowledgment

We respectfully acknowledge that Artemis Place is located on the traditional territories of the Lekwungen speaking and SENĆOŦEN speaking peoples. We recognize that the Songhees, Esquimalt and WSÁNEĆ nations continue to be the keepers of this beautiful land and its stories. We commit to implementing the recommendations of Canada's Truth and Reconciliation Commission.

Vision

Students experience belonging in a supportive and inclusive community to pursue their personal and academic goals.

Mission

- To provide holistic social and emotional support and high school education to young people underserved in the community.
- To provide an enriched early childhood experience for children of young parents while modeling care-giving skills and supporting each student in their parenting.

Values

Relationships
Respect
Reconciliation

Introduction and Herstory

Artemis Place Society is a non-profit society overseen by a volunteer Board of Directors. The Society has been providing alternative programs for young women since 1971. Artemis Place Society has been called the Victoria Society for Educational Alternatives, Artemis Options Society, and the Girls Alternative Program. Since our inception, Artemis Place has been a place where young women and young moms could find support to complete grade 12. In 2015, Artemis began welcoming trans-gendered youth aged 15-19 years as well. Throughout the years our staff has assisted students by building trusting, caring relationships in our small school environment. Our board of directors prioritizes the wellbeing of our staff and students in an inclusive respectful workplace for everyone.

Weekly Schedule

Weekly Timetable

		Monday	Tuesday	Wednesday	Thursday	Friday
Period						
8:45-9:55	1					
9:55-11:05	2					
11:05-12:15	3					
12:15-12:55	LUNCH			Community Lunch		
12:55-2:00	4					
2:00-3:00	5					
3:00-4:00	6					



September '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '23						
Su	M	Tu	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July '23						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Statutory Holidays
- Professional Development Day
- School Closed
- First Day of Classes
- Intake Week
- Term End
- Report Cards
- Summer School

Office Hours: 8:30-3:30

Telephone: (250) 598-5183

Email: info@artemisplace.org

Website:

<https://artemisplace.org/>

Artemis Place Secondary School

Artemis Place Secondary School provides three integrated programs of support, the: Young Parent Program, Counselling Program, and our Secondary Graduation Program.

Artemis Place Secondary School Programs



Special Education

Artemis Place Secondary is a tuition-free, Special Education Independent school. Grades 10-12 are offered by BC certified teachers through personalized learning to meet the goals, strengths and needs of each student. Our curriculum is supported by Individual Education Plan's (IEP) which outlines each student's personal and academic goals. Each student is supported by their own learning support team consisting of their connection teacher, their youth and family counsellor, parent or guardian, case manager and principal. At eighteen years of age, students may choose to work towards an Adult Graduation Diploma.

Counselling Program

Our counselling program partners each student with a Youth and Family Counsellor (YFC). Annual planning and regular check-ins take place. Students can access their counsellor as needed. YFCs provide a caring, non-judgmental, and confidential counselling environment for all students. They help students develop meaningful goals and strategies to work towards. They also make referrals to community supports and agencies, when needed. Skill-building workshops are offered on topics such as healthy relationships, mental wellness, gender diversity, and Indigenous ways of knowing. These are often led by community presenters and are geared toward the interests and needs of the students.

Groups

Parent Group (PS)

The group builds a supportive community while offering shared exploration and learning around the unique challenges and joys of young parenthood. Each year, we aim to offer content that addresses the particular needs and interests of the parents attending. This may include guest speakers, creative projects, or special outings. Readings and activities from the Power Source Parenting program ground the group with relatable guidance and discussion topics as we wind through our year together. And of course, tea and treats are a must at every group!

Q+ Community (Q+) queer & trans led group

This group will offer a safe space for members of our trans and queer community to create meaningful and relevant learning opportunities – created by the youth in the group themselves. Facilitators will support the creation, design, and implementation meaningful learning opportunities as participants share experiences, connect with like-minded individuals, and build relationship (with each other, community, and the land). Facilitators will support learning opportunities that may include topics such as: navigating gender expression, land-based healing, queer theory, history, and movements that have supported changing cultural views of gender, beyond the binary. From guest speakers, queer made films, to popcorn and podcasts - this group will provide learning to participants in a fun, supportive, youth-lead environment.

Social Emotional Awareness (SEA)

This group will offer support to participants interested in increasing their ability to better manage their mental health (anxiety/depression) and increase individual awareness of the nervous system. Facilitators will explore emotional awareness and self-regulation, as well as connections between nervous system development, environment, and self-care. The group will offer various techniques to help manage/regulate emotions (including, but not limited to, nature-based therapy, yoga, executive functioning management tips, etc.). Participants will connect with others and be offered many opportunities to learn in a friendly, fun, safer environment.

Artemis Young Parent Program

The Young Parent Program supports pregnant teens and young parents in a nurturing community, while also providing a safe, stimulating environment for their children. In the on-site, licensed infant/toddler and multi-age centres, a staff of experienced Early Childhood Educators (ECE) provide responsive care for the children, along with building respectful, trusting relationships with their families. There are rich and varied experiences to support all aspects of children's well-being, while nurturing their cultural and familial traditions. The centre provides healthy snacks and lunches with a flexible schedule to meet the individual needs of the children. There is lots of time for outdoor play as exploring the natural environment is a cornerstone of the program. The team of ECEs, Youth and Family Counsellors and a Public Health Nurse offers pre-natal and parenting education, individual and group counselling, support, and advocacy. Parents are also given the opportunity to connect with other students to share the joys and challenges of parenthood.

ERASE Bullying

Like all schools in BC, Artemis Place participates in the ERASE Bullying program. You can find more information about this at <https://www2.gov.bc.ca/gov/content/erase>

If you are experiencing bullying, please speak to one of the staff so we can support you. If you do not feel safe reporting directly to staff about bullying, there is also an anonymous provincial reporting tool that can be utilized at <https://erasereportit.gov.bc.ca/>

All bullying will be addressed in our community. Online bullying that impacts students will be addressed even if it is outside of school hours.

Child Abuse Reporting

Artemis Place follows the CFCSA and reports on child abuse and neglect as is required by law. The [Child, Family and Community Service Act](#) (CFCSA) requires that anyone who has reason to believe that a child or youth has been or is likely to be abused or neglected, and that the parent is unwilling or unable to protect the child or youth, must report the suspected abuse or neglect to a child welfare worker.

Community Commitments

At Artemis Place, we work to provide an environment where students:

- Feel safe, supported, welcomed, and respected.
- Are supported to attend classes and complete academics on a self-paced schedule.

Artemis is a Trans-inclusive school:

- We provide a safe and supportive space for women and gender diverse people.
- We expect our community members to contribute to an environment of openness and respect where all people feel welcome and free to express their individuality.

Our Peace building process:

- When interpersonal conflict arises, staff will support youth to participate in a peace building process based on restorative justice and non-violent communication principles.
- This process is integral to building a safe and supportive school community.

Community Agreement

Every member is an important member of the Artemis Place community. We all commit to ensuring everyone feels safe emotionally and physically. We commit to building and maintaining an environment and community that is conducive to supporting each other in achieving our individual goals. Recognizing this is a shared responsibility between all members of the Artemis Community. We cocreate and follow our annual community agreements.

Safety

Artemis Place is committed to providing a safe learning environment for all students, staff, school visitors and community members. When student behaviour compromises the safety of the school, staff will address this behaviour directly. If the student is unable to adjust their behaviour then administration will get involved and depending on the severity of the incident, there could be a verbal or written warning or even an expulsion from the school.

As always, student safety is our first priority. Contact the school if you have questions.

Attendance

The school delivers a full-time program, and the goal is for students to attend full-time. If a student faces a barrier to full-time attendance, we will support the student in developing, with their connection teacher and youth and family counselor, an IEP goal to strengthen their attendance.

If you are going to be away or late, please let Marion, in the office, know by 11:00 am. Thank you.

Text: (250) 208-1042

Call the Office: 250-598-5183 ext. 0

Email: info@artemisplace.org

The school will notify parents or guardians by email of any unreported absences.

Complaints

If you are unhappy with something that happened at school, or with a staff person, you are encouraged to bring it to a staff person's attention in a respectful way and work towards a solution or agree on how to move forward in a good way. If the situation has been with a specific person, please speak with that person directly if you are able; if not you may reach out to any staff member to discuss your concern and work together to find a solution.

Computers

Wi-Fi is available for your personal devices through Artemis Guest – please ask for the password.

Since the computers are shared, we ask students to save their work in their Student Google account. Artemis Place does not allow the use of social media applications, such as Facebook, Snapchat, Instagram, Twitter, and online games (this includes Proxy sites). Please use the computers appropriately, e.g.: to research projects and word process.

Reporting Periods

Students receive formal report cards in November, February, April and June. Students and/or parents can request these meetings with the student's primary teacher on an as needed basis as well.

Graduation

For information on the BC Graduation Program, please visit:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation>

Artemis Place hosts a graduation ceremony each June and this event is always a special time to celebrate the hard work and determination of our students.

Graduation Assessments

As part of the current graduation program in BC, all students who are working towards a regular Dogwood Diploma are required to write Numeracy and Literacy Assessments in grade 10 and another Literacy Assessment in grade 12. These will be offered at Artemis at least twice per year.

Student Transcript Service

Graduation transcripts are no longer mailed to the school following graduation. There is a free online transcript service where students can print or forward their transcripts at

<http://www.studenttranscripts.gov.bc.ca>.

Food and Clean Up

Our kitchen is a space for students to use during breaks and lunch time. Each person is responsible for cleaning up after themselves, including rinsing dishes and putting them into the bin for washing, Please use the recycling and composting bins to sort your waste appropriately.

Lockers

Students can request a locker with lock and are encouraged to store their personal belongings securely and not leave them in open spaces, unsupervised. Please speak with Marion in the office to request a locker.

Substance Use

Students are expected to not be under the influence of any non-prescribed substances while at school, and to not bring any drugs, alcohol or paraphernalia on school grounds.

If staff notice that you are presenting as under the influence, they will speak with you directly, and ask you to leave.

Visitors

If a student is expecting a visitor, please let Marion know. Visitors will be asked to wait for you in the front hall and to sign in and out.

Snow Days and School Closures

We follow the inclement weather closure decisions of the Greater Victoria School District (SD61) which are shared on their social media sites and on radio stations. On snow days, SD61 will announce by 7AM whether school will be closed. If there has been no announcement, then school is open. We will also share notices of closures on our [Facebook](#) page.

In addition to snow days, the school may have to close for rare circumstances such as an extended power outage, gas leak or other safety issue in the building. If a school closure decision is made when

school is in session, students will be permitted to depart the school. An email will be sent out to all parents/guardians in this instance and a notice will be posted on our school Facebook page at <https://www.facebook.com/ArtemisPlace>.

Emergency Preparedness

Artemis Place does regular emergency drills throughout the year for fire, earthquake, lockdown and all students participate in these drills to ensure they understand how to respond in an emergency. Saanich Fire and Saanich Police will usually attend one drill per year to support the learning and to ensure best practices.

Online School Calendar

- Be sure to check out our online school calendar on our website at artemisplace.org to see our daily schedules.
- Special Events are often posted on our student Facebook site as well.

One Planet Saanich

Artemis Place is a participant in the One Planet Saanich program. We want to continue to work towards sustainable and environmental practices within our school community. For more information, check out <https://www.oneplanetsaanich.org/>.

Pandemic Response

As part of our ongoing response to the pandemic, Artemis Place will continue to meet all the standards, requirements and protocols set out by Public Health, the BCCDC and WorkSafe BC. For updates on our Communicable Disease Plan, please see the Resources section of the Artemis Place website.

Artemis Grading System

