

Artemis Secondary School Student Handbook 2024-2025



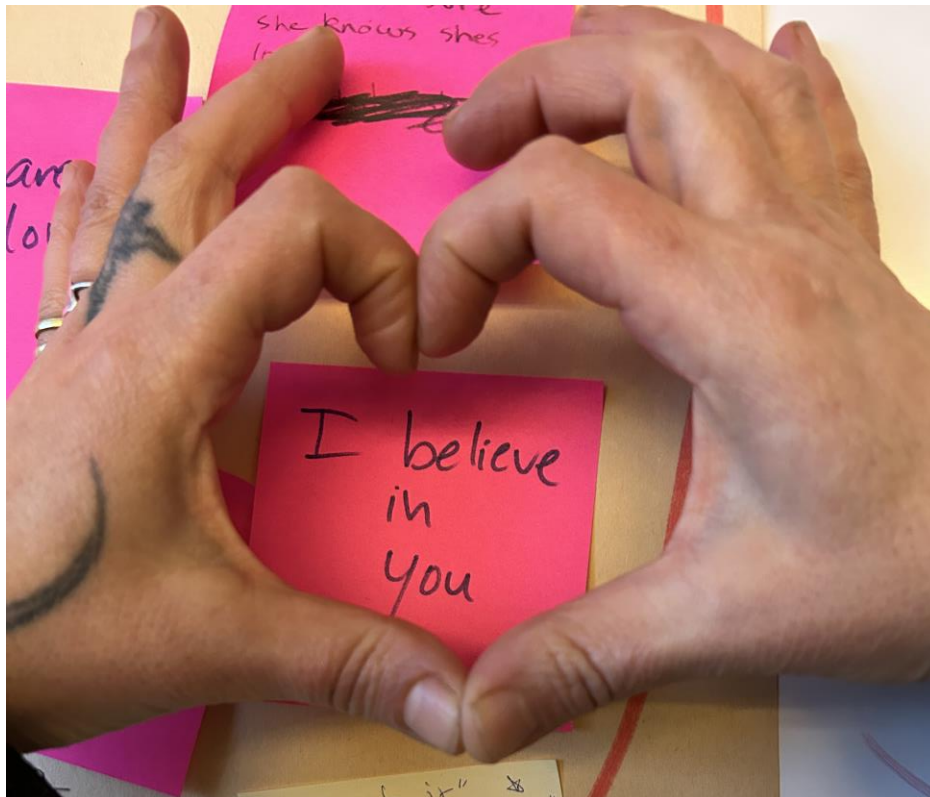
Artemis Secondary School
3020 Richmond Road
Victoria, BC
V8R 4V1

Relationship, Respect, Reconciliation

Program Director: Amy Brassington
Education Director: Emma Cochrane
Text: (250) 208-1042
Telephone: (250) 598-5183
Email: info@artemisplace.org
Website: <https://artemisplace.org/>

Contents

Territory Acknowledgment	3
Vision.....	3
Mission	3
Introduction and History.....	Error! Bookmark not defined.
Reconciliation.....	3
Weekly Schedule	3
School Calendar	4
Artemis Place Secondary School Programs.....	Error! Bookmark not defined.
Inclusive Education.....	5
Counselling Life Skills Program.....	5
Artemis Young Parent Program (YPP)	5
Policies	5=10



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 W̱SÁNEĆ 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 women and trans-youth in our nurturing community, as well as provide an enriched early childhood experience to infants and toddlers of young parents while modeling care-giving skills and supporting each student in their parenting.

Who we are:

Artemis Place Society is a non-profit society overseen by a volunteer Board of Directors. The Society has been providing alternative programs for youth 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, this has been a place where young women and young moms could find support to complete grade 12. Today we welcome youth who are working on mental health goals and would benefit from support in one or more areas of parenting, gender identity, Indigenous identity and cultural connection, and academic support. 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 students and staff in an inclusive respectful workplace for everyone. Artemis Place Society provides three integrated programs: the Young Parent Program, Counselling Program, and the Secondary Graduation Program.

Reconciliation

Artemis Place Society recognizes the important role of educators in ongoing reconciliation work. As such, all offered courses have the First People's Principles of Learning embedded within them to support learning that is holistic, experiential, and beneficial to the learner. We offer Indigenous focused courses as well as ensure that all courses contain content produced by Indigenous people and offer Indigenous perspectives. We regularly host workshops by local Indigenous knowledge keepers and elders. We are committed to our own professional learning and engage in opportunities to further develop our skills in order to provide quality education for all students.

Weekly Schedule (example):

	Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-9:30	1	Learning Inspiration	Learning Inspiration	Learning Inspiration	Learning Inspiration	Learning Inspiration
9:30-10:50	2	Quick Bake	English	Foods/ Art	Social Studies/ Art	Academics
11:00-12:15	3	Boxing/ Community Meeting	Marketplace	Foods/ Art	Science Ventures/ Art	Brunch
12:15-1:00	LUNCH	Community Lunch				
1:00-2:00	4	SEA Group	Parent's Group	Q+/Art	PE/Active Living/Art	1pm dismissal on Friday
2:10-3:00	5	Academics	Academic	Art/Textiles	PE/Active Living/Art	
3:00-4:00	6				PE/Active Living	

School year Calendar

September 2024						
Su	M	Tu	W	Th	F	Sa
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 2024						
Su	M	Tu	W	Th	F	Sa
		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 2024						
Su	M	Tu	W	Th	F	Sa
					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 2024						
Su	M	Tu	W	Th	F	Sa
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 2025						
Su	M	Tu	W	Th	F	Sa
			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 2025						
Su	M	Tu	W	Th	F	Sa
						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 2025						
Su	M	Tu	W	Th	F	Sa
						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					

April 2025						
Su	M	Tu	W	Th	F	Sa
		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 2025						
Su	M	Tu	W	Th	F	Sa
				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 2025						
Su	M	Tu	W	Th	F	Sa
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 2025						
Su	M	Tu	W	Th	F	Sa
		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		

- Awareness Weeks
- First and Last Day
- Graduation
- Term Ends
- Pro-D Days
- School Closed
- IEP Progress Meetings
- Report Cards

Awareness Weeks

- Truth and Reconciliation: 9/24 to 9/27
- Celebrate Diversity: 2/18 to 2/21
- Transgender Visibility: 3/31 to 4/4
- Mental Health Awareness: 5/5 to 5/9

School Schedule
 Monday: 8:45 am – 3 pm
 Tuesday: 8:45 am – 3 pm
 Wednesday: 8:45 am – 3 pm
 Thursday: 8:45 am – 3: 45 pm

Main Telephone: (250) 598-5183
Attendance Line: (250) 208-1042
Email: info@artemisplace.org
Website: artemisplace.org

Inclusive Education

Artemis Place Secondary School is a tuition-free, Inclusive 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 Inclusive Education Plans (IEP) which outline each student's personal and academic goals. Students write and review their IEP regularly with their teacher/counsellor and parent or guardian. Students work towards completion of the Dogwood Diploma. At eighteen years of age, students may choose to work towards an Adult Dogwood Graduation Diploma.

Counselling Life Skills Program

Our counselling program partners each student with a Youth and Family Counsellor (YFC). YFCs provide a caring, non-judgmental, and confidential counselling environment for all students. They help students develop meaningful goals and strategies and 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. Life Skills programming is offered 3 times a week: Social Emotional Awareness (SEA) Group, Parent's Group, and Q+.

Artemis Young Parent Program (YPP)

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 both indoors and outside to support all aspects of children's well-being, while nurturing their cultural and familial traditions. The team of ECEs and YFCs offer 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.



Policies:

ERASE Bullying

More information on Bullying and Harassment is found in the web resource titled “Prevention and Management of Harassment and Bullying – Artemis Place”. Like all schools in BC, Artemis Place Secondary School participates in the ERASE Bullying program. You can find more information about this at <https://www2.gov.bc.ca/gov/content/erase>. All bullying will be addressed in our community. Online bullying that impacts students will be addressed even if it is outside of school hours. Furthermore, our harassment and Bullying policy is on our website listed under publications. Connect with a Director, counsellor or teacher for support.

Child Abuse Reporting

Artemis Place Society 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 Agreement

Every member is an important part of the Artemis Place Society 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. The community agreement is discussed in our intake meeting and reviewed through our the year.

Safety

Artemis Place Society is committed to providing a safe learning environment for all children, students, staff, and school visitors. When student behaviour compromises the safety of the school, staff will address directly and work towards creating safe boundaries. If our school cannot provide the support we will refer families to alternate resources. This can mean transition to other educational programs.

Reporting Periods

There are four reporting periods in November, February, April and June. Report cards are distributed in February, April and June. In each of the reporting periods a progress meeting with your connection counsellor and teacher is scheduled. The focus documents are the IEP and report card.

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 Secondary School hosts a graduation ceremony each June and this event is always a special time to celebrate the hard work and determination of our students. Capstone Project is an essential component of Grade 12.

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 least twice per year.

Student Transcript Service

There is a free online transcript service where students can print or forward their transcripts at <http://www.studenttranscripts.gov.bc.ca>.

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

Please inform the front office if you are expecting visitors. They 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 closure decisions of the Greater Victoria School District (SD61). SD61 will announce by 7AM whether school will be closed. If there has been no announcement, then school is open. The school may also 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.

Emergency Preparedness

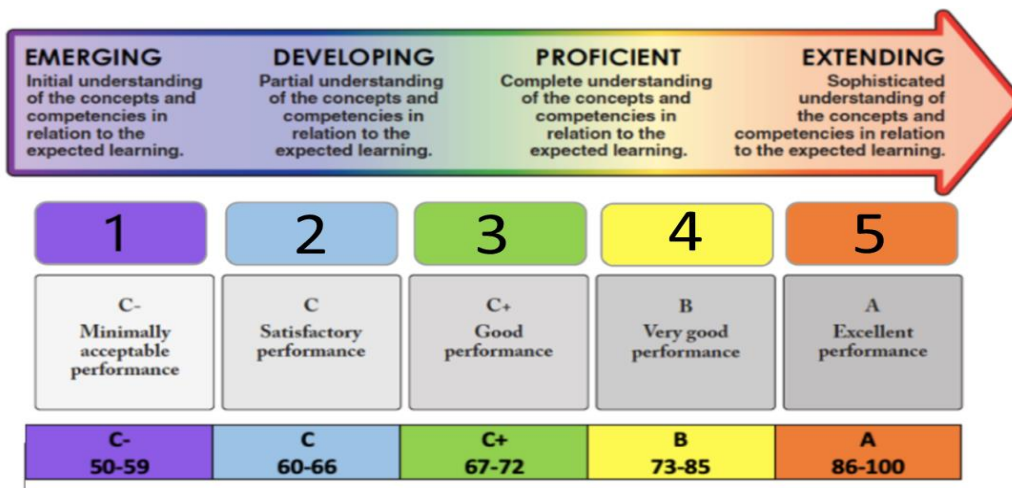
Artemis Place Society does regular emergency drills throughout the year for fire, earthquake, lockdown. Saanich Fire and Saanich Police will usually attend one drill per year to support the learning and to ensure best practices.

Core Competencies:

The Core Competencies are sets of intellectual, personal, and social and emotional proficiencies that all students need in order to engage in deep, lifelong learning. Along with literacy and numeracy foundations, they are central to British Columbia's K-12 curriculum and assessment system and directly support students in their growth as educated citizens. <https://curriculum.gov.bc.ca/competencies> Artemis Place Secondary School reports on the core competency goals of each student through their Inclusive Education Plans each reporting period.

Assessment:

We follow the BC proficiency scale:



Inclusive Education Plan (IEP):

The Inclusive Education Practice process:

- Collaborative, ongoing consultation with the student, families, teachers, counsellors and outside agencies, healthcare workers.
- The students are active in requesting access to support. Teachers and counsellors are receptive to and promote student goals.

Core Competency Goals		
Core Competency Goal Area/Domain	<ul style="list-style-type: none"> • Core Competency Goal – Cultural, Social, Personal (Identified by the student through intake and student learning profile.) • A curricular competency goal may also be included 	
Objective & Current Performance	Instructional Strategies & Who Implements	Method of Measuring
Objective is defined by the student.	What will the teacher do to support? What will the YFC do?	Evidence of learning.
Review: Mid year reviews and adjustments are made to the IEP. May and June review and transition plans are written. Attention to designations and referrals are made with student and families' consent.		



Attendance

The school delivers a full-time program, and the goal is for students to attend full-time. If a student faces a barrier, they will be supported through their Inclusive Education Plan. Longer absences from Artemis Place Secondary School need documentation from the medical system. The school will notify parents or guardians by email of any unreported absences.

Students are asked to let the office know by 11 am if late or absent Text: (250) 208-1042 or call the office: 250-598-5183 ext. 0 or Email: info@artemisplace.org