



**HIGHLAND SECONDARY**

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HANDBOOK  
INFORMATION  
&  
PROCEDURES  
2016-2017



# HIGHLAND SECONDARY

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## SCHOOL INFORMATION AND PROCEDURES

### ANNOUNCEMENTS

All major information for the day is announced at AG is available in print form at the office and posted on the website ([highlandsecondary.ca](http://highlandsecondary.ca)). Other messages are given over the PA just before lunch and at the end of the day. Students are requested to listen to these announcements before they are dismissed from class.

### ASSEMBLIES

We have regularly scheduled assemblies, as well as other assemblies for special events. All students are required to attend. Appropriate behavior is expected at all assemblies.

### ATTENDANCE AND LATE POLICY

Those of you who attend school regularly are likely to achieve higher marks and be more successful. The attendance policies and procedures at Highland Secondary School reflect this belief by strongly encouraging you to attend regularly and be accountable to your teachers and parents for your absences.

It is your responsibility to attend all classes regularly unless prevented from doing so by **EXCUSED** reasons. *If a student is sick they are to report to the office where a parent/guardian will be contacted. The school will not allow a student to leave the school without talking to a parent/guardian or emergency contact (eg. Grandparents, aunt, uncle). Students must also sign out/in at the office for appointments, etc. and a note, telephone call or email from a parent/guardian is required.*

**Excused absences** are defined as illness, medical or dental appointments, school field trips, or other unavoidable causes. A note from parents, a phone call to the school office (250-339-5525) or by clicking “Report an Absence” @ [highlandsecondary.ca](http://highlandsecondary.ca) – will be the expected methods of explaining an absence. All teacher advisors, teachers, counsellors and administrators contact parents as required. If you miss classes for school-authorized activities, you are responsible for making arrangements to receive and complete work being missed at your teacher’s convenience. An email will be sent home each day you have an unexcused absence.

**Unexcused absences:** You will face a range of consequences. The **progressive discipline system** will apply.

**Extended absence:** If you are absent for family holidays or other non-medical reasons, the school and teaching staff cannot be expected to make special arrangements for missed work and tests. Although the school cannot approve such absences, it is strongly recommended that the school be given advance notice. The responsibility for the decision to take you out of school, and the resulting consequences, must rest with you and your parents.

**Field trips** are a privilege. It is the responsibility of each of you to inform your teachers well in advance of the field trip and ask for permission to be absent. A teacher or administrator may refuse permission for you to go if your attendance, effort, or behaviour is a problem. It is your responsibility to make up all work missed while away.

**Illness:** If you become sick during the day, explain to your teacher you need to be excused. For safety and security reasons you should not leave the building. Instead, report directly to the office, where the school secretary will call home for you and let you into the medical room until your parents can arrange to take you home. The office cannot give out aspirins or any other medications.

**Late Policy:** When you arrive late you cause unfair disruptions to other students, their teachers and administration. It is important for you to be punctual for all classes. If you should arrive late to school go directly to your class. Excessive lates without excuse will be dealt with through the school's **progressive discipline system**.

**Study blocks** are available only for Grade 12 students through an application process. Students will be granted one study block based on criteria such as their schedules and their previous attendance and behavior records. These blocks are intended for study and homework completion and are not considered a "spare". You will be required to report for attendance. The Library is available for study blocks and students should not be wandering the halls or interrupting classes during this time.

## **CODE OF CONDUCT AND BEHAVIOUR EXPECTATIONS**

A school is a community that promotes responsibility, respect, civility and academic excellence in a safe environment. All students, parents, teachers and staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for their actions. The Highland Secondary Code of Conduct sets clear standards of behaviour. It specifies the consequences for student behaviour that does not comply with these standards. The Highland Secondary Code of Conduct applies to all individuals involved in the school – students, parents or guardians, volunteers, teachers and other staff members – when they are on school property, on school buses or at school-authorized events or activities.

Responsible citizenship involves appropriate participation in the civic life of the school. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others. Members of the school community have a responsibility to maintain an environment where conflict and differences can be addressed in a manner characterized by respect and civility.

### **Respect, civility and responsible citizenship**

School members must:

- respect and comply with all laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions and treat them fairly regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect the rights of others to work in a learning environment;
- dress in a manner that does not cause a health or safety concern, promote or signify violent intent or illegal acts, or because of its appearance or extremity of fashion, is distracting to the learning process.

## **Matters of Physical Safety**

### **Weapons**

A weapon shall be defined as an object or instrument used to fight, intimidate, destroy, defeat, physically injure, or jeopardize the safety of another person.

School members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

### **Smoking and the use of Tobacco products**

School members must:

- not use tobacco or vaping products on the school grounds or at any school function off of school grounds.
- not sell tobacco or vaping products.

### **Alcohol and Drugs**

School members must:

- refuse to engage in or be knowingly involved in the possession, consumption, promotion, sale or provision of tobacco or vaping products, alcohol, narcotics or related substances or paraphernalia.

### **Physical Aggression**

All school members must:

- not inflict or encourage others to inflict bodily harm on another person; seek staff assistance, if necessary, to resolve conflict peacefully.

## **CONSEQUENCES**

Comox Valley School District employees shall utilize procedural fairness in matters regarding discipline and shall develop and enforce rules and policies in a fair manner. Reasonable and appropriate sanctions will be applied to all situations. Sanctions will vary depending upon the severity of the incident but may include counselling, restitution, and suspensions (in school, out of school, indefinite). The rationale for consequences and review procedures will be communicated to both students and parents/guardians.

## **ROLES AND RESPONSIBILITIES**

School Boards provide direction to their schools that ensure opportunity, excellence and accountability in the education system.

The School Board:

- develops policy that set out how their schools will implement and enforce the Code of Conduct and all other rules that they develop as related to standards for respect, civility, responsible citizenship and physical safety;

- ensures an effective intervention strategy and response to all infractions related to the standards for respect, civility, responsible citizenship and physical safety;
- provides opportunities for all staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence and safe learning and teaching environments.

The Principal and the Vice Principals, under the direction of their School Board, take a leadership role in the daily operation of a school. The Principal and the Vice Principals provide this leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- communicating regularly and meaningfully with all members of their school community.

Teachers and school staff, under the leadership of their Principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour.

Staff uphold these standards when they:

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves and for others. Students demonstrate respect and responsibility when they:

- come to school prepared, on time and ready to learn;
- show respect for themselves and for others,
- refrain from bringing anything to school that may compromise the safety of others;
- follow the established rules and takes responsibility for their own actions.

Parents/Guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents/Guardians fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues.

Community members are essential partners in making our schools and communities safer and they fulfill this responsibility when they:

- support and respect the Code of Conduct for Highland Secondary School,
- follow the protocol developed with the Comox Valley School District.

## **EMERGENCY DRILLS AND EVACUATION**

At the sound of the **fire** alarm you must leave the building promptly and quietly by the appropriate fire exit, under the direction of your teacher. You must stay clear of the building and away from the routes for

emergency vehicles. You are to report to your AG's designated spot for attendance on the playing field at the back of the school. This is important both for your safety and for the safety of those who would be sent to look for you.

Once you are on the back field, you must stay together, with your teacher, in the designated safety area. One of the administrators will inform you when it is safe to re-enter the building. In case of an earthquake alarm, you must act quickly to comply with the instruction of your teacher. If an earthquake occurs during a break, take cover and when the shaking stops, move to your AG's designated spot on the field behind the school to await further instruction.

## **EXTRA-CURRICULAR SPORTS – SEASONS OF PLAY**

### Fall

Soccer - Gr. 8, 9, Jr. & Sr. Boys

Volleyball - Gr. 8, 9, Jr. & Sr. Girls and Boys

Cross Country Running

### Winter

Basketball – Gr. 8, 9, Jr. & Sr. Girls and Boys

Ski Team

Snowboard Team

### Spring

Golf

Soccer - Gr. 8, 9, Jr. & Sr. Girls

Track and Field

## **FEES**

Students are asked to pay a \$25.00 fee to cover the cost of student leadership activities, fine arts performances, career planning, a student recognition, the student phone and extra-curricular activities. These fees have been approved by the PAC, the SPC and the School Board.

## **GRAD COUNCIL**

Each year volunteers from grade 12 form a grad council. This council, along with staff and parents plan graduation fund raising and activities throughout the year, as well as preparing for the convocation at Filberg Park and post-grad celebrations at Mt. Washington.

## **GRADUATION TRANSITION PLAN:**

All grade 12s are expected to complete a Graduation Transition Plan. It is a four credit self-directed course under the supervision of their advisor. It consists of Work Experience, Daily Physical Activity, a Grad Transitions Handbook and an Exit Interview. Students are given the materials needed to complete this course in September of their graduation year.

## **HOT LUNCH PROGRAM**

Hot lunches are available on certain days at the concession for a reasonable price. Please watch the morning announcement for the daily menu.

## **HOUSE AND TEACHER ADVISOR SYSTEM**

Our school is divided into two groups called Houses. Your House Vice-Principal will be the administrator who deals with any school issues or concerns you may have.

Mr. Brian McAskill is the Gold House Vice Principal and Mr. Lee McKillican is the Blue House Vice Principal. Gold House consists of 16 AG's: G1 – G16 and Blue House also consists of 16 AG's: B1 – B16. Each house has advisor groups led by a teacher that meet every morning. Your advisor is there to help you with day-to-day concerns making certain you are connected to available services within the school when you need them. A wide range of activities take place during AG time, including the Graduation Transition Plan. These activities are designed to support your personal and academic experiences, as well as prepare you for graduation. Therefore, they are not optional, and attendance counts toward your graduation portfolio assessment. For a teacher advisory list, please visit our website.

### **INTRAMURALS**

The gym is open at lunch throughout the year for organized activities and open gym. Listen to the daily announcements for details.

### **LOCKS AND LOCKERS**

In September your AG will issue you with a lock and locker. You will be charged \$5.00 if you lose your lock or break it. Lockers are school property so can be checked at any time. You are not permitted to switch lockers with other students as you are responsible for the original locker assigned to you. It is your responsibility to maintain your locker free of graffiti. Clean-up of lockers due to graffiti or repairs due to willful damage will be charged to the student assigned to that locker. Pictures put on locker doors are to be appropriate. The school does not assume responsibility for items lost or stolen from lockers. **Please do not leave valuable items in your locker.** Keep your combination private and your locker locked. For security reasons, only school issued locks are permitted. Personal locks will be removed at your expense.

### **LOST AND FOUND**

The lost and found is located in front of the School Office. Large sums of money and valuables should not be brought to school. During PE classes, all valuable items should be locked up, not left in pockets or purses in change rooms. Personal items are the students' responsibility.

### **OUTSIDE MEDIA IN SCHOOLS**

Media (including radio, television, newspapers, and other print and online media) are sometimes permitted or invited to come to the school or to school activities and allowed to take photos or video or conduct interviews with students, for the purposes of promoting public understanding of school programs, building public support for public education, and encouraging student achievement.

If you do not want your child to be involved in such activities, you need to:

- Tell your child to avoid these situations,
- Tell your child's teacher of your wishes,
- Complete the "No, I/We DO NOT GIVE MY CONSENT ..." section of the Protocol and Consent Form that is sent home each September and ask the school and school district to take reasonable steps to avoid this type of publication of your child's name, image, or personal information by outside media.

Note that school and district staff cannot control news media access, photos/videos taken by the media or others in public locations (such as field trips or off school grounds) or school events open to the public, such as sports events, student performances, school board meetings, etc.

### **PERSONAL INFORMATION CONSENT**

Schools and Districts are authorized to collect, use, and share student personal information that is directly related to and necessary for their educational functions. For other school or education-related purposes, parental or student consent is required.

The Board of Education of School District No. 71 (Comox Valley) is seeking your consent to collect, keep, use and share photographs, videos, images, and/or names of students in a variety of publications and on the school or District's website(s) for education related purposes, such as recognizing and encouraging student achievement, building the school community, and informing others about school and District programs and activities.

For example, student names, and/or images may be used or shared in

- School and District communications, such as newsletters, brochures, reports in limited or public circulation;
- School and District websites, social media sites (e.g. Facebook), and online video (e.g. YouTube), with limited or public access
- Videos, CDs, and DVDs designed for educational use only.
- School yearbook

### **PLAGIARISM**

Plagiarism is theft of intellectual property through improper use of, or failure to give credit to, another person's ideas – be they written, visual, or auditory. It ranges from inadvertently neglecting to use quotation marks or cite references to blatantly copying an entire paper, or parts of a paper, and claiming it as your own. After investigation, if a teacher determines that plagiarism has occurred:

1. The student will re-do the assignment under supervision.
2. The teacher will inform the administration, the teacher-advisor and record the incident in the disciplinary record in the office.
3. The teacher or teacher-advisor will inform the parent of the plagiarism.
4. A second offense of plagiarism will result in a one-day suspension plus zero for the assignment. Suspension automatically results in a letter being placed in the student's file.
5. Further incidents of plagiarism will result in more serious disciplinary action.
6. Plagiarism is cheating and unethical and is counter to Highland's expectations for our students.

### **SCHOOL CLUBS**

The school has a number of clubs that run on an interest basis. Early in September, there will be a club sign up for anyone interested in becoming involved in any of these activities.

### **STUDENT COUNCIL**

Each year students are asked to volunteer to participate in leadership activities around the school. Additionally, we have a Student Council whose primary role is to consult with the principal on matters pertaining to the school. Watch for announcements at the beginning of the year to get involved.

### **SCHOOL WEBSITE**

Please check our school website at [highlandsecondary.ca](http://highlandsecondary.ca) on a regular basis for updated information, current events and activities.

### **TECHNOLOGY RIGHTS AND RESPONSIBILITIES**

We have an extensive computer network available for student use. However, the computers are primarily for schoolwork and not for entertainment. Certain programs such as Facebook, YouTube, MSN Messenger, Twitter, Bit Torrent, to name a few, can cause security problems and take up so much bandwidth that the system hampers regular use. Therefore, there can be no P2P file sharing at any time. Students may use their school email address to transfer files to and from home.

Access to the school computers is a privilege, not a right. You must sign a computer use agreement before your account will be activated. Students who misuse the computers will have their computer privileges removed. If you have lost privileges more than once for misuse, you may lose your account permanently. In a move to save printing costs, you will only be allowed 50 pages a semester unless otherwise authorized. Print off your work with care.

### **TELEPHONES AND ELECTRONIC DEVICES**

A student phone is available in the foyer. Please take care of it and use it only during break, at lunch or before and after school. Remember to keep calls short. You are permitted personal phones, but they must be turned off during class time. If you receive calls or messages during class time you could lose the privilege of carrying your phone during the school day. Other electronic devices such as iPods are permitted, but may not be used during class time without permission from the subject teacher. Non-compliance could lead to the requirement that the device remain at home.

### **TEXTBOOKS**

You will get one free set of textbooks, but you have to pay for any losses or damages. **A new book will not be issued until payment for lost texts has been arranged with your parents.** They are expensive so take care of them!

### **TRANSPORTATION**

#### **Buses:**

Public transit: Monthly bus passes and bus schedules are available in the main office or on their website <http://www.bctransit.com/regions/com/>

School Bus: please visit the School District's website:

<http://www3.sd71.bc.ca/About/busing/Pages/default.aspx>

for full information.

**Student Vehicles:** If you drive your vehicle to school, you must park it in the *designated student parking lots* which can be found behind and to the side of the staff parking lot. Vehicles are not to be parked in the front, back or sides of the school. These are emergency, bus and maintenance accesses only. Violators could have their vehicles towed and lose parking privileges.

**Bicycles:** There is a lock up area provided for you if you ride your bicycle. It is located by the back entrance. Make sure you lock it up when you leave it as the school takes no responsibility for loss or damage.

**Skateboards:** It is school district policy that skateboards are not to be used on the school property. If you bring your skateboard to school, please carry it to the building and store it in your locker or on the skateboard rack located by the back entrance.

### **VISITORS**

For safety and security reasons, all visitors are required to report to the office upon arrival. Visitors who have an important purpose are always welcome at Highland SS. Those who have no purpose for being in the school will be asked to leave. Please arrange for your friends to meet you outside of school time.

### **YEARBOOK**

We will be publishing a yearbook this year and it will be available for students to buy at a cost of \$45.00. The yearbook must be ordered by the end of October and is usually distributed in June. If you are interested in creating the yearbook, be sure to sign up for Digital Publishing.

### **STUDENT SUPPORT SERVICES**

## **ABORIGINAL EDUCATION SUPPORT**

The Aboriginal Support Worker is here to help with academic, behavioural and cultural support for individual or small groups of Aboriginal students. All referrals for the resource assistant come through the School Based Team which meets on a weekly basis. Support for students is provided during elective blocks on a short-term basis unless other arrangements are made.

## **COUNSELLING**

Your school counsellors, Mr. Swanson (Blue House) and Ms. Kotapski (Yellow House), as well as Terry Papiernik, (Youth Care Support Worker), are here to help students, teachers and parents with a variety of concerns. They can be found in the Student Services area besides the main office. They can help you:

- To do educational or career planning
- To handle personal problems in your life on a totally confidential basis,
- And/or your parents to find some assistance in working out common concerns.
- To find community supports.

You can speak to a counsellor by making an appointment at their office.

## **INTERNATIONAL STUDENTS**

We are proud to host a number of international students each year and the flags of their many countries are displayed in the foyer. Students come from all over the world to learn about our culture, our language and many go on to graduate. Hopefully you will take the opportunity to get to know some of these students, not only to help them with the language, but also to help you learn more about the world outside Canada.

## **LEARNING ASSISTANCE**

If you need more help than your teacher can offer, we have a Learning Assistance Program. In addition to curricular goals, this program offers extra support for skills such as: studying, reading, writing, and writing exams. In some cases, we also have peer tutors who may be able to provide assistance.

## **ADVANTAGE PROGRAM**

This behaviour program provides educational support for students encountering difficulties in regular classes. Students are supported academically for core courses and are integrated for elective classes. Although referral to the program is usually through the School Based Team, for some behavioural situations students may be directly referred to the program by the administration.

## **STUDENT EVALUATION**

### **Grading System**

Letter grades indicate your level of performance as it relates to the expected learning outcomes for each subject or course and grade. Many teachers use grade based performance standards to assess student work. Listed below are the grades and equivalents:

- A exceeding grade level expectations 86 - 100%
- B fully meeting grade level expectations 73 - 85%
- C+ almost meeting grade level expectations 67 - 72%
- C minimally meeting grade level expectations 60 - 66%
- C- barely meeting grade level expectations 50 - 59%
- F not meeting grade level expectations 0 - 49%
- I incomplete – work must be completed by a specific date

**Report Cards**

The school year is divided into two semesters of two terms each. An interim report is issued in mid-October and March, as well as a formal report at the end of each term in November, February, April and June. Parent –Teacher interviews can be arranged at any time of the year, but formal opportunities to meet the teacher will occur several times over the year. Please consult the district calendar for the exact dates.

**Graduation Policy**

We, at Highland, recognize the graduation ceremony is the pinnacle the school year and the goal all our students hope to reach. Therefore, only students who have met the graduation requirements will walk the stage.

**Homework Club**

Throughout the year we will be offering our Homework Club support. It occurs after school, Wednesday and Thursday, in Room 125 and runs from 3:30 to 5:00. Students are offered supervised academic support to reach academic success. This program is both voluntary and required, depending on the needs of the student. Additionally, students may also receive extra help at lunch time in Room 114.

**HONOUR ROLLS, AWARDS AND BURSARIES**

We have many awards at Highland. Each reporting period you can earn a spot on the Principal's Honour Roll, Honour Roll, or Effort Roll. At the end of the year, students who have been repeatedly on these lists will be recognized at an Awards Night. Students do not qualify for any of these rolls if they receive an N (needs improvement). Bursaries are offered on the basis of student financial need, achievement, and other requirements – for more info visit [highlandsecondary.ca](http://highlandsecondary.ca)