

RISING EXPECTATIONS

When dealing with students, staff may adjust the consequences or disciplinary action based partially on the maturity level of the student, grade level of the student and the ability of the student to understand expectations and/or control their behaviour.

PROGRESSIVE DISCIPLINE POLICY

When a student fails to adhere to the Code of Conduct the staff and/or administration will follow a pattern of progressive discipline. Progressive discipline establishes a process of clear, timely, consistent, and documented communications with a student and their parent or guardian to reinforce an understanding of expectations, to provide an opportunity to correct an inappropriate behaviour. Whenever possible, consequence will be restorative in nature.

RETALIATION PREVENTION

All reasonable steps will be taken to prevent retaliation against a person who has given information or lodged a complaint concerning a violation of the School Code of Conduct.

IN THE CLASSROOM OUR EXPECTATIONS ARE:

Respect Yourself and Others:

- be open minded and positive
- encourage new ideas and do not put others down
- show mutual respect

Respect Learning and Teaching:

- be prepared and on time
- be cooperative and attend regularly
- practice academic honesty (i.e. do not cheat or plagiarize)

Respect the School Environment:

- keep the school clean
- treat the school with care (i.e. textbooks, computers, school equipment, lockers)
- keep desks, walls, tables and chairs clean and free of writing

IN ALL SETTINGS OUR EXPECTATIONS ARE:

Respect Yourself and Others:

- keep your hands off others and their belongings
- address others politely and respectfully
- only use physical displays of affection that are appropriate for a school setting

- do not discriminate, bully, threaten or harass others
- dress appropriately according to the Chilliwack Secondary Dress Code

Respect Learning and Teaching:

- do not disrupt classes or the learning of others
- do not be disruptive in the hallways during class time (i.e. socializing, wandering)
- follow rules of conduct in specific areas (i.e. library, buses, gym, classrooms and hallways)

Respect the School Environment:

- do not possess or use drugs, alcohol or weapons
- use appropriate language at school and at school sponsored activities (i.e. verbal, music)
- put all litter in the garbage
- do not deface or vandalize school property

DRUGS AND ALCOHOL POLICY

Students must not be under the influence or in possession of drugs or alcohol during school hours or during any school related event. The consequence for not adhering to the above rule is that the student will lose the opportunity to attend Chilliwack Secondary School.

WEAPONS

Weapons of any kind are prohibited on school premises and students who are found with knives, pellet guns, replicas of guns, or other dangerous objects such as laser pointers will be subject to disciplinary action up to and including referral to District Discipline Review.

STUDENT DRESS CODE

As a school, we are a place of business and students are expected to demonstrate good judgment in terms of appropriate dress. While on school property, students may not wear clothing that makes graphic or verbal reference to sex, drugs, alcohol or that is violent or discriminatory in nature. Students are asked to not wear clothing that is overly revealing. Some examples of clothing that may not be acceptable are, bare midriffs, spaghetti straps and low necklines. In addition, shirts should be worn, and underwear should be covered. Students will be asked to replace inappropriate clothing with proper attire. Our rule is quite simple: if it is offensive to anyone, we are going to ask you not to wear the item.

ATTENDANCE

There is a direct link between success in school and regular, punctual attendance. Students **must** have parents/guardians contact the school by phone or note when unavoidably late or absent. Students are responsible to make up missed work and assignments. If a student is truant from class, he/she will be assigned an After School Detention (ASD) to makeup the missed time and classroom instruction. Repeated truancy may result in a Yellow or Red Card. Students unable to adhere to conditions of a Red Card will attend a Discipline Meeting with parents and the appropriate Vice Principal or Principal. See the Progressive Discipline model.

SKATEBOARDS AND ROLLER BLADES

Skateboards, roller blades and scooters may not be used on school property. If the wheels touch the floor in the school, they will be confiscated.

SCHOOL DANCES AND GUESTS

Anyone who is not a Chilliwack Secondary student in good standing must have school administration permission to attend a school dance/function. Permission forms must be filled out and submitted to the office at least 48 hours before the dance. Students not in attendance the day of the dance will not be permitted to attend the dance.

VENDING MACHINES

Students may not use vending machines during class time.

PARTIAL TIMETABLES

It is an expectation that ALL students will have a full timetable. Partial timetables will only be permitted in extraordinary circumstances. Students who have less than a full timetable should arrive in time to get to their next class and leave the school promptly after class.

EMAIL & INTERNET USE

It is District #33 policy that all students complete an "Acceptable Use of Internet Access" form signed by parents/guardians prior to using the Internet or email at Chilliwack Secondary. Inappropriate use will result in a loss of privileges.

ELECTRONIC DEVICES

At Chilliwack Secondary we believe that technology is becoming increasingly important in the area of teaching and learning. It is important for students to understand that electronic devices are to be used in the classroom as learning tools only. Therefore, teachers will use their discretion as to what is an acceptable use of technology in the classroom. Misuse of electronic devices will lead to progressive discipline as outlined in the Code of Conduct.

VISITORS

All visitors to the school during regular school hours are required to report to the office. Students wishing to bring a guest to the school for the day should ask permission of their teachers and sign their guest in at the office with an administrator.

COMMENCEMENT PARTICIPATION

Only students enrolled in a Graduation Program or School Leaving Certificate Program completed in June 2013 will be permitted to participate in the 2013 Commencement ceremony. Students must be aware that dropping a course can impact graduation requirements and therefore exclude commencement participation in June. If a student withdraws from a course or is not able to pass all courses required to graduate, the student will not participate in the year-end commencement ceremony or banquet and dance or dry grad activities.

VALEDICTORIAN

A Valedictorian is a representative of a graduating class who speaks on behalf of the graduates at the commencement ceremony. This honour is usually bestowed on an outstanding representative of the graduation class.

The criteria for the Chilliwack Secondary Valedictorian are:

- minimum 3.5 GPA
- involvement in service, athletics and fine arts
- excellent communication skills (speaks well in public)
- exemplary citizens

Students are nominated by other students. A committee of staff members will provide a short list of candidates to the Grade 12 students who will vote to elect their valedictorian.

ACCIDENTS

If a student is injured, he/she or another student should seek help from a teacher or supervisor and report the incident immediately. The teacher in charge will complete a written report. If medical attention is required outside of school, the parents will be contacted. If parents are unavailable, the student will be taken for medical attention.

FIELD TRIPS

Permission forms are sent home each time a class or group leaves the school. Please complete each form and make sure you return it to the school promptly. Students', who do not return a signed permission form, will not be allowed to participate in the activity.

STUDENT PHOTOS

The entire student body is photographed at no cost for the Yearbook and for student cards. Students may order various packages at cost.

GRAD PHOTOS

Grads sign up for a photo appointment in November. A sitting fee is charged by the photographer (\$25 approximately). Grad photos (without package) may be taken at no cost to the student. This photo is used in the yearbook and on the student composite.

ACADEMIC SUPPORT BLOCK

Students will only be eligible for an Academic Support Block if they:

- have an extremely heavy academic course load and have approval from the principal
- are taking a course outline and have arranged a support block with a counsellor

HONOUR ROLL

To qualify for the Honour Roll you must achieve

4.00	GPA	Principal's List
3.51 – 4.00	GPA	A Honours
3.00 – 3.50	GPA	B Honours
All G's		Vice-Principal's List

All courses are considered.

PERCENTAGE SCALE AND GRADE POINT

Percent	Letter Grade	Grade Point	Grade Point Range
86 – 100	A	4	3.51 - 4.0
73 – 85	B	3	3.0 - 3.50
67 – 72	C+	2.5	2.5 - 2.99
60 – 66	C	2	2.0 - 2.49
50 – 59	C-	1.5	1.5 - 1.99
	I	1.0	
0 – 49	F	0	0.00

LETTER GRADES

Report cards contain letter grades according to the following values in relation to the expected learning outcomes for the subject or grade.

The student demonstrates:

- A excellent or outstanding performance on the expected learning outcomes
- B very good performance on the expected learning outcomes
- C+ good performance on the expected learning outcomes
- C satisfactory performance on the expected learning outcomes
- C- minimally acceptable performance on the expected learning outcomes

- I (In progress or Incomplete) the student requires additional time to meet the expected learning outcomes
- F Fail. The student has not demonstrated minimally acceptable performance

PASSPORT TO EDUCATION

Students in Grades 10, 11 and 12 placing in the top 30% of their grade level who are enrolled as full-time students are eligible to receive a passport stamp. Students in Grade 12, Passport to Education is based upon their marks in school and qualify in the top 30% category for each grade level. The value is:

Grade 10 = \$250

Grade 11 = \$250

Grade 12 = \$500

The value of the earned passport is redeemable after graduation at most post-secondary educational institutes in B.C. Please note: students may qualify for one or more years but not necessarily receive for all three years.

SCHOLARSHIPS & BURSARIES

Although scholarships and bursaries and loans directly affect Grade 12 graduating students, younger students should begin early in their high school years to prepare for these awards.

Conscientious attention to attitudes and work habits will pay off. Considerable financial awards are given out each year. Graduating students must check with a counsellor or Mrs. Hill in the Career Centre. The deadline for applying for scholarships and bursaries administered by CSS is early March. Students need to include a career statement, two letters of reference, a budget form and transcript.

TAKE CORNELL STYLE NOTES TO IMPROVE YOUR GRADES!

Class and book notes form the foundation for student success in academic classes. Successful students stress the importance of good note taking skills. Learning to take thorough, usable reference-worthy notes from lectures, books, discussions, etc. takes time and practice. Cornell style notes have been used in law schools for many years. Here's how to get started on taking Cornell Style notes.

Format your notebook paper for Cornell Style notes	<ul style="list-style-type: none"> • write the date, class, topic & page number at the top • mark a wide left margin (approx. 1/3 of the page)
Consider the left hand column the place for study questions and main ideas	<ul style="list-style-type: none"> • consider the right hand column the place for specific information explanations, examples and so on • while taking notes, write in the right hand column <ul style="list-style-type: none"> • use abbreviations and paraphrasing to capture content • use symbols or highlight important information • include graphics when relevant
Within 24 hours of taking notes use the left hand 1/3 column to develop study questions and identify main ideas.	<ul style="list-style-type: none"> • skip lines between ideas

After you have created your questions, summarize the main ideas, reflect on your learning, and analyze the information you have recorded at the bottom of the page.

ATHLETIC AWARDS

	Point Allocation
Member of School Team	10 Points
Outstanding Member of School Team	Up to 20 Points
Participant in BC Championships	10 Points
	Awards
Small Block	40 – 80 Points

Large Block	81 – 100 Points
Certificate of Merit	100 – 120 Points
Plaque	Grade 12s – More than 120 Points

STUDENT VEHICLE PARKING

Chilliwack Secondary School provides a limited number of spaces for students to park their vehicles on-site. These parking spaces are located on the West side of the cafeteria. **Students are NOT permitted to park in any space labeled “STAFF” or “VISITOR.” Any student vehicle parked in a “STAFF” or “VISITOR” parking space will be towed at the student’s expense.**

Students are encouraged to park their vehicles on our neighbouring streets when the parking spaces allocated for students on-site are full. Students are reminded that they are not permitted to sit in their vehicles before school, during the school day or after school for safety reasons.

PARENTS

Parents are encouraged to join the **Parent Advisory Committee**, which meets on the first Monday of every month at 7:00pm in the library. All parents are welcome to join this group which plays an important role in improving the school for students.

Parents, is this a typical conversation with your child?

Parent: **“Do you have any homework?”**

Student: **“No. I finished all my homework at school.”**

Your new response might be:

Parent: **“Good! But you still have at least one hour of home study to do.”**

Daily home study is very important: Reviewing the day’s work, correcting mistakes from a test, studying for the next test, reading for school, reading for pleasure, reviewing and updating the student planner, organizing for the next day.

OFFICE

The office is open from 7:45am to 3:45pm. The Administration, the Business Manager, Ms. Saunier, and our secretaries, Ms. Clarke, Ms. Christison, Mrs. Laderoute, and Mrs. McKay are available to assist you.

LATES

It is expected that students will be in class on time. Being on time means being in class, sitting down, with materials, ready to begin before the bell rings. Students who are late disrupt the teacher’s lesson, waste time of office staff and negatively impact other students’ learning.

SIGNING OUT

Students who leave during the school day must sign out at the office with parental/guardian permission.

STUDENT MESSAGES

The office staff will take messages for students from parents/guardians only. We do not page students during school hours, but will announce messages over the PA. Emergencies are

handled on an individual basis. We do not take messages from friends, employers, etc. Please make arrangements with these people before or after school hours.

COUNSELLING CENTRE

The school counselling center offers a complete range of counseling services. These services include course planning, career information, post-secondary school requirements, financial assistance, local bursary and award information, personal counselling, and career counselling.

Our counselors are:

Mr. J. Ogmundson (Grade 10)

Mr. C. Olafson (Grade 11)

Ms. G. Beshara (Grade 12)

LEARNING ASSISTANCE

Learning Assistance services are available for students at CSS. Mr. Bridge and Mrs. Dorish are on hand to provide assistance in such areas as reading, writing, math and study skills. Students can access learning assistance through counsellors or through School Based Team.

COMPULSARY STUDY HALL

At Chilliwack Secondary we expect that all students will be successful. Students who have incomplete work, or are at risk of failing a course will be assigned to mandatory study hall at lunch. Missing study hall will result in disciplinary action from an administrator.

CAFETERIA

Our cafeteria, under the direction of teacher, Chef McDougall, offers a variety of snacks and excellent meals at break and lunch. Students must return trays to the cafeteria and put garbage in cans. Trays and ketchup containers cannot be taken out of the cafeteria. The cafeteria staff includes Mrs. Booker, Mrs. Cutajar, and Ms. Touchet.

TEXTBOOKS

When a textbook is issued, a student signs out the text. Students are billed for texts not returned. Many texts now cost in excess of \$75. Students can decrease the chance of loss by writing their name and the name of their teacher in every textbook.

FIRE, EARTHQUAKE & LOCKDOWN DRILLS

Students should be familiar with the exits from the rooms in which they receive instruction. Fire drills and earthquake drills should be taken seriously. When an alarm rings, students should exit the building quickly and quietly report to their assigned areas, stay off tarmac and stay at least 30 metres from

the building until three bells indicate it is safe to re-enter. The fire alarm system and fire extinguishers are for protection of property and lives. We practice lockdown drills with our students regularly, our staff and students know the procedures needed to keep themselves safe

and out of sight during a lockdown situation. For safety reasons, students will be instructed to turn off cell phones or other communication devices during lockdowns. Lockdowns are critical incidents and unauthorized communications can hamper the efforts of the RCMP and school personnel to keep students safe. It is imperative that parents or other members of the public do NOT call schools directly during a lockdown. In a real event, the RCMP will assign a spokesperson to provide any available information and to answer questions about a lockdown situation.

FALSE FIRE ALARM

A student guilty of triggering a fire alarm, without just cause, may be dismissed from school. Under the Criminal Code a fine of \$500, six months in jail or both can be given by the courts for tampering with fire equipment.

BUS STUDENTS

The bus driver is in complete charge of the bus. Students must abide by School Board regulations in order to retain their bus riding privileges. For information regarding bus routes and times please call transportation at 604-792-1255.

EXAMINATIONS: PROVINCIAL/CROSS GRADE

Students enrolled in the following subjects: English 12, Communications 12, Literature 12, First Nations 12, may write the corresponding provincial exam. English Language Arts 12/Communications 12 exams are mandatory. These exams are worth 40% of their mark. Students are required to write the Social Studies 11 Provincial Exam. This exam is worth 20% of their mark.

Students are required to write Provincial Exams if they are enrolled in English 10, Science 10 and Math 10. These exams are worth 20% of their mark. Provincial Exams must be written before credit for the course can be attained. Provincial Examinations **must** be written as scheduled. If a Provincial Exam is missed a student may write the exam at the next scheduled examination period, which is usually several months later. Subject teachers put on required study/preparation sessions prior to provincial exams. Refer to the calendar section of this handbook for specific dates/times of the provincial exams.

Cross Grade exams are written by all students in academic courses. These formal exams are worth a portion of the final grade in that course. Students are required to write final exams in all subjects for which they have a scheduled exam. A timetable of exams will be made available in January and May. Students must write their exams on the scheduled date and time set by the school. If a student cannot write due to extenuating circumstances and is to be considered **absent excused** (as defined by the school's attendance policy), his/her parents or guardians must notify the school prior to the scheduled writing time of the exam. If there is an exam schedule conflict between two exams, then the student must inform his/her teacher. Alternative arrangements may be made to accommodate the student at the discretion of the administration if these procedures are followed. Students who are **absent unexcused** from final exams or who are absent but have not contacted the school to excuse an absence, will be

awarded a mark of zero (0%) on the final exam. No alternative writing of the exam(s) missed will be arranged.

COURSE FEES

Students taking some courses may be assessed a fee for the cost of consumable materials.

LIBRARY

Library services are available before and after school, at break, and at noon as well as during class time.

LOCKERS

Only a school lock may be used on lockers. Do not share your locker with others; keep your possessions in your locker. All locker changes must be done through the offices. Your school cannot be responsible for lost, stolen or damaged items, so don't bring expensive items to school.

TEACHERS ON CALL

Our school is fortunate to have capable people who can fill in whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Help ensure that these are good impressions by being as polite, helpful and considerate as you would be with your regular teachers.