

STUDENT HANDBOOK

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PRINCIPAL

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VICE-PRINCIPALS

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MISSION STATEMENT

The staff of École Cariboo Hill Secondary School is committed to providing a safe learning environment with a variety of opportunities for intellectual, social and physical development. The staff also commits to providing opportunities for students to be involved in leadership, community service, and career development. Our purpose is to prepare students to be conscientious and contributing citizens of the global community.

RIGHTS AND RESPONSIBILITIES

I HAVE A RIGHT TO:

Be recognized as a worthwhile individual.

Live and work in an atmosphere of mutual respect and courtesy.

Be safe and secure from threatening or abusive behaviour.

Be assured that personal possessions will be free from willful damage or theft.

Learn and work in an orderly environment free from unnecessary interruptions or delays.

THEREFORE, I HAVE A RESPONSIBILITY TO:

Conduct myself in a manner worthy of the respect of others.

Treat others and the school environment in a responsible, considerate manner.

Avoid endangering others (e.g. fighting, throwing objects, or exhibiting inappropriate behaviour).

Properly secure personal property and avoid taking or damaging things which are not mine.

Recognize that the marking upon, or other willful damage to, or theft of school property constitutes an infringement upon the rights of others.

Come to school and classes regularly, on time, prepared with all appropriate learning tools, a positive attitude, and appropriate behaviour.

CODE OF CONDUCT

ÉCOLE CARIBOO HILL SECONDARY SCHOOL CODE OF CONDUCT

Our School Code of Conduct applies to all members of the school community who are in attendance at school; at any school-sponsored activity; or in the community, whose conduct has a direct and immediate impact on the maintenance of a safe and positive learning environment.

At École Cariboo Hill Secondary School our practiced values underline the vision we have for ourselves and our graduates as compassionate people demonstrating good character and citizenship – people able to function effectively in an atmosphere of individual and cultural diversity. We respect and expect integrity, honesty, empathy, compassion, altruism and fairness.

We expect to live and work in an environment of mutual respect and courtesy, secure from threatening or abusive behaviour. Our goal is to ensure a safe environment for all.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR

Behaviours that violate the District and/or School Codes of Conduct will result in immediate consequence at the classroom, school and/or district levels. Unacceptable behaviours include violence, intimidation, harassment, fighting, suspected use or suspected possession of drugs or alcohol, use and/or possession of a weapon, theft, vandalism, disrespect, noncompliance, disruption of instruction and learning, inappropriate language, truancy, refusal to complete assigned work, or any other behaviour that undermines a positive school climate.

Consequences may include contact with parents/guardians, alternate learning environments for a set period of time, formal warnings, suspension from school, referral to the RCMP, to counselling, and/or a district student behaviour committee which could result in a change of schools.

ÉCOLE CARIBOO HILL SECONDARY SCHOOL GENERAL INFORMATION

ATTENDANCE

Regular school attendance is a major factor contributing to student success in school. The expectation is that students enrolled at École Cariboo Hill Secondary School will attend school regularly and report on time to scheduled classes.

1. Attendance and lates are recorded in each subject class.
2. Notes for subject teachers from parents or guardians for all absences by all students are required **on the first day back after being absent**. The reason for absences and date(s) of the absence(s) must be stated in the note. The note is to be shown to each subject teacher then turned in to the office. Telephone calls from parents to report absences are encouraged and appreciated. Please call 604-296-6890 – then press 2 (absence line). Or parents may email Cariboo.Info@burnabyschools.ca
3. Notes are required for early dismissal and should be shown to subject teacher(s) whose classes will be missed. Students are then required to sign out in the office.
4. Students who become ill should report to the office. Contact will be made with a parent/guardian before a student may be sent home.
5. Students **must be aware** that unexcused absences may result in consequences such as not being allowed to write tests and not being allowed to hand in assignments late.

LATES

Late arrivals are disrespectful disruptions to classroom procedures and instruction. Students are expected to be present and punctual.

1. Students are expected to make every effort to be on time to class. Use lockers and washrooms between classes, during break and during lunch.
2. Students arriving late between classes are expected to have an administration slip from the previous subject teacher.

EARLY DISMISSAL

Students leaving the school before the end of the day need to submit a note from their parent/guardian to the office. Whenever an unexpected need to leave the school occurs, students need to SIGN OUT at the office.

EXTENDED ABSENCE

The administrators and the teachers cannot authorize absences from school for a vacation. Parents must assume responsibility for the decision to take their children out of school. If students are planning an absence, they must bring a note from their parents/guardians to the office to obtain a “**Planned Extended Absence of Student**” form. The completed form needs to be taken to all subject teachers and counsellor for signature, and then signed by the parent. The completed form is returned to the office for an administrator’s signature and filing.

École Cariboo Hill Secondary School's teachers, though not obligated to prepare make-up opportunities, will be encouraged to help students minimize the impact of student absences.

HONOUR ROLL

To qualify for the Honour Roll, students must achieve a cumulative grade point average of 3.0 or above. An "A" = 4.0; "B" = 3.0; "C+" = 2.5; "C" = 2.0; "C-" = 1; "IE" or "F" = 0. Must have 8 courses. Grade 10 and 11 is top 7 courses. Grade 12 is top 6 courses. Cannot have IE or F = disqualified.

EVALUATION AND REPORTING

Students are informed regularly of their progress and are kept informed of their marks. Students are encouraged to keep their own records of achievement in this planner. There are three formal reporting periods during the school year and informal reporting reports. Teachers will make evaluation expectations, class procedures, and course outlines available to students. Late or missed assignments and the make-up of missed work are matters to be discussed with individual teachers.

LEARNING UPDATES

The four-point Provincial Proficiency Scale is used to communicate student learning in all areas of learning. It is a requirement for student reporting in Grades 8-9. The four points on the scale are Emerging, Developing, Proficient, and Extending.

See the calendar for specific dates on formal reporting. Informal reports may be issued at any time during the year.

The Ministry of Education seven-point grading scale is used for Grade 10-12:

- A = (86% – 100%)
- B = (73% – 85%)
- C+ = (67% – 72%)
- C = (60% – 66%)
- C- = (50% – 59%)
- IE = Insufficient Evidence
- F = (0% – 49%)

Insufficient Evidence (IE)

Insufficient Evidence (IE) is when the student, for a variety of reasons, has not provided sufficient evidence of learning in relation to the learning standards. IE is only appropriate when students, parents, and caregivers have an interest in demonstrating further evidence of learning and/or would like to have the student's mark eventually translated into a proficiency scale indicator or letter grade and percentage.

F (0% - 49%)

The "F" letter grade is given when a student has failed to meet the minimum learning intentions for the term or for the course. Opportunity to successfully resolve the "IE" letter grade was given before the "F" was determined.

GOAL SETTING & CORE COMPETENCIES

Student self-reflection aligns with the intent of the provincial curriculum to make students active participants in their learning by working towards personalized goals. Student self-reflection on Goal Setting and Core Competencies is not assigned a proficiency scale indicator or letter grade and percentage.

The core competencies along with literacy and numeracy foundations and essential content and concepts are at the centre of the redesign of curriculum and assessment. Core competencies are sets of intellectual, personal, and social and emotional proficiencies that all students need to develop in order to engage in deep learning and life-long learning.

Communication – The communication competency encompasses the set of abilities that students use to impart and exchange information, experiences and ideas, to explore the world around them, and to understand and effectively engage in the use of digital media.

Thinking – The thinking competency encompasses the knowledge, skills and processes we associate with intellectual development. It is through their competency as thinkers that students take subject-specific concepts and content and transform them into a new understanding. Thinking competence includes specific thinking skills as well as habits of mind, and metacognitive awareness.

Personal and Social – Personal and social competency is the set of abilities that relate to students' identity in the world, both as individuals and as members of their community and society. Personal and social competency encompasses the abilities students need to thrive as individuals, to understand and care about themselves and others, and to find and achieve their purposes in the world.

For more information visit the Ministry of Education's site on Core Competencies: <https://curriculum.gov.bc.ca/competencies>.

PREVENTING THEFT

Avoid theft by leaving valuables at home that are not needed for school. Protect your personal belongings needed for school by carrying them on you, or in your carry bag. Do not share your lock combination with anyone.

REPORTING LOSS AND THEFT

In case of loss or theft, report to the office and complete the appropriate form. A completed form will begin an investigation process. It is necessary to report all textbooks that go missing to your course teacher and to the office.

ACADEMIC INTEGRITY

École Cariboo Hill Secondary School values authentic student work. Cheating and plagiarism are serious infractions, which result in serious consequences involving the course teacher, parents, and an administrator.

LIBRARY

The Library resources are available on loan and students are encouraged to use the library for researching school assignments and for recreational reading.

The Library is available for student use **before school, during lunch, and after school.**

ASSEMBLIES

Assemblies are held several times during the school year and vary in length and purpose. Students will observe the following guidelines:

1. Proceed to the assembly in an orderly manner under the direction of your supervising teacher.
2. Recognize that assemblies are formal meetings where behaviour is formal and approval is shown by applause.
Whistling, stamping of feet, or other loud noises are not acceptable.
3. Remain seated at the conclusion of the assembly until directed to leave.
4. Refrain from wearing hats during assemblies.

TEXTBOOKS

All books are loaned to students by the school district. In case of loss or theft, students will be charged for those books not returned at the end of the school year and for those books which show excessive wear or damage.

LOCKERS

Lockers will be issued through the Online Locker Software to students. Student lockers are school property and may be subject to search at any time. Students must use the assigned locker. It is not permissible to use any other locker or lock. Students are responsible for maintaining a clean locker at all times. Should students have difficulties with the locker, they should go to the office for assistance. Although the school provides you with a hall locker, the school is not liable for the loss of any items from them. Students are advised to have a combination lock for P.H.E. (class use only).

Students should not bring valuables to school or keep them in lockers. Cellphones, jewelry, handheld games, expensive clothing and money are frequent targets of theft. Students are also warned against bringing valuables to the gym and should never leave them unattended in their bags or in the locker room.

- Do not share your combination with others.
- Promptly report thefts to the office.
- Always make sure that your locker is securely closed and locked when you leave it.
- Vandalism of lockers will result in serious consequences.

FINANCIAL ASSISTANCE

Upon request, financial assistance can be arranged so that students are able to participate in school programs and/or activities. Arrangements should be made through a counsellor or a vice-principal.

NO SMOKING/VAPING

All students are actively encouraged to make healthy lifestyle choices. SMOKING/VAPING IS NOT PERMITTED in the building or on the school grounds at École Cariboo Hill Secondary School by students, staff or members of the public.

CELLULAR PHONES/PERSONAL DIGITAL DEVICES

Students are permitted to bring their cell phone to school and use them during transition periods and lunch. Cell phones can be used as a learning tool during instructional time, but ultimately students are asked to become familiar with each teacher's classroom usage policy and guidelines. Students are responsible to take care of their own cell phones and other personal electronic devices.

LASER POINTERS

Students **are not permitted** to use or possess laser pointers at École Cariboo Hill Secondary School.

DISTRICT DRESS CODE

Decisions regarding student dress require the careful balance of the individual's right of self-expression against the district's responsibility to ensure an appropriate learning environment. Consideration must be given to the health, safety and welfare of the school community. To find this balance between individual freedom, social convention, and functionality, a precise definition is difficult to achieve. Although choices regarding student attire rest primarily with the parent and student, the district dress code would identify some of the standards that should assist these decisions and identify consistent expectations in all schools. To that end, the Board offers the following guidance so that students learn to make good independent decisions regarding their choice of clothing.

- All members of the school community should dress in ways that are appropriate for their particular roles and show respect for themselves, for others, and for the school. As role models, staff should dress in ways that set good examples for students.
- All members of the school community are expected to wear clothing appropriate for school. Clothing that distracts oneself or others from focusing on teaching and learning is inappropriate. It is not appropriate or respectful to wear clothing which:
 - Represents or promotes alcohol or drugs;
 - Makes sexual reference;
 - Uses inappropriate language;
 - Depicts or promotes violence, racism or other discrimination;
 - Is intimidating to others.

MOTOR VEHICLES AND PARKING

Students who drive vehicles to school are expected to drive carefully and to comply with the following regulations:

- All student vehicles parked on the school grounds **MUST** be parked in the designated student Parking lot.
- The speed limit for all school driveways and parking lots is 10 km/hr.

STUDENT SERVICES

The Student Services department assists students regarding academic, financial, social, and personal matters. Students are assisted in setting educational, vocational and personal goals. Students experiencing problems and who require assistance are encouraged to visit the Student Services Centre.

FIRST AID SERVICES

First Aid is available next to Student Services.

STUDENT ACTIVITIES

Students are encouraged to participate in activities according to their interests. Announcements and notices of starting dates and times for various activities are posted in the Student Bulletin and/or made via the P.A. system and school website.

SPORTS OFFERINGS

A. Extra-curricular sports:

Badminton	Golf	Skiing /	Track and Field
Basketball	Netball	Snowboarding	Volleyball
Cross Country	Rugby	Soccer	Wrestling
Field Hockey	Running	Tennis	

B. Intramural Games

Teams for each activity are formed by students. The Coordinator schedules intramural games and they happen during lunch.

CLUBS AND COMMITTEES

Provide many opportunities to promote school involvement and encourage students to pursue projects and activities that interest them. Some clubs include:

Anime Club	Drama Productions	Green Team
Arts Council	Dungeons & Dragons	GSA
Board Game Club	E-Sports	Multi-Cultural Club
Crochet Club	Free2B	Music Council
Disc Golf	Grad Council	Student Government

STUDENT GOVERNMENT

The Student Government is the main body for representing student views and concerns. It plans and co-ordinates school social activities and service projects.

SCHOOL LEAVING ACTIVITIES

This meaningful, formal assembly of Grade 12 students, parents, relatives and friends, marks the completion of 13 years of formal schooling. The significance and solemnity of the occasion are in keeping with formal entry into the adult society. The use of academic gowns by all participants is required.

Detailed information regarding the School Leaving Ceremonies and the Graduation Dinner-Dance will be provided in a letter to parents.

The cost of the School Leaving Ceremony is \$80.00 per Grade 12 student (includes cap/gown and two tickets). \$5.00 will be charged for each additional ticket. The Grade 12 dinner/dance (\$135.00 per student) is sponsored by the school and is held in June of each year. Parents are invited to attend for one hour. Invitations are issued well before the event.

DRY GRAD

A Dry Grad event is organized and run by parents and is supported by the school. It takes place following the dinner/dance event. **Cost: \$55.00**

SCHOOL FEES

Grade 8 – 11:

Student Fee (agenda planner incl.)	\$ 30.00
School Yearbook	\$ 60.00 - \$55 Early Bird before October 31, 2024 optional)
Parent Advisory Council (PAC) Fee	\$ 10.00 / \$15.00 / \$20.00 (optional)

Please add applicable PHE Fee:

PHE 8 field trip fee	\$ 30.00
PHE 9 field trip fee	\$ 30.00
PHE 10 field trip fee (includes CPR)	\$ 30.00

Grade 12:

Student Fee (agenda planner incl.)	\$ 30.00
School Yearbook	\$ 60.00 - \$55 Early Bird before October 31, 2023 optional)
Parent Advisory Council (PAC) Fee	\$ 10.00 / \$15.00 / \$20.00 (optional)
School Leaving Ceremony	\$ 80.00
Grad Dinner/Dance -	\$135.00
Dry Grad Event	\$ 55.00

School Fees will be collected at the office during the morning break, lunch and after school. School fees can also be paid online. For the link to pay fees online, please go to the Cariboo Hill website: <http://cariboohill@burnabyschools.ca> **AP exam costs are \$150.**

If you are paying fees at the school, we would prefer ONE CHEQUE (made out to "Cariboo Hill Secondary School") for each student and we issue one receipt for each student. Please keep all receipts in order to avoid misunderstandings at the end of the school year.

CAREER LIFE CONNECTIONS (CLC)

Students must successfully complete CLC 11 and CLC 12 in order to receive a high school diploma (Ministry Dogwood Certificate).

CLC 11: This course focuses on career-life development and covers topics such as career-life choices, networking, career-life balance, mentors, goal setting, and lifelong learning. Students will use district software to develop a Career Connections Portfolio and will apply these topics to their own career-life exploration journey.

CLC 12: This course focuses on post-secondary planning and includes the presentation of a Capstone project. This project is a learning opportunity for students to reflect and share in personally meaningful ways. The purpose of the Capstone is for students to demonstrate their knowledge, competencies, and passion(s) that they can offer the world, as they integrate personal interests and strengths with preferred future possibilities.

DISTRICT TECHNOLOGIES & INFORMATION SYSTEMS DIGITAL RESPONSIBILITY GUIDELINES FOR STUDENTS

Burnaby School District provides students with access to Digital Technologies and Information Systems as a means to enhance their learning. Students have access to, amongst other things, public websites, secure virtual classrooms, discussion boards, video files, digital pictures, audio files, library systems, e-mail, file storage, printing, encyclopedias, wikis, blogs, texting, social media and messaging tools.

The District will endeavour to:

- ensure safe, orderly, and caring physical and digital learning spaces;
- impose guidelines on what students may see and do in digital environments;
- inform parents of potential risks.

Digital Responsibility Guidelines apply to all students using District Technologies or technological devices within Burnaby School District. Students are expected to review and adhere to these guidelines or in the case of younger children, parents/guardians are expected to review these guidelines with your child. To be issued access privileges to District Technologies and Information Systems, all users must fill out the Online Permission Forms which include the District Technologies & Information Systems Student Acceptable Use Agreement.

DIGITAL RESPONSIBILITY GUIDELINES

DO:

- Use District and personally owned devices and digital tools for educational purposes
- Follow copyright laws and acknowledge and respect the ownership of others for their creative works
- Keep your personal information (last name, home address, phone numbers, picture, passwords) private
- Respect the privacy of other students and adults
- Report uncomfortable, unsafe, or inappropriate behaviour or messages to your teacher or principal
- Treat others fairly and with respect
- Understand that digital tools such as e-mail, messaging, social networks, websites, wikis, blogs, texting are not guaranteed to be private

DO NOT:

- Share your passwords
- Take and use someone else's identity (their name, password)
- Falsify your identity
- Take pictures or videos of others and share them without their permission
- Hurt or mistreat others by what you create or share
- Harass, stalk, bully, threaten, insult, abuse, or attack others
- Damage computer systems, networks, digital tools or content
- Access secure information owned by others without their permission
- Use information or work of others as your own without their permission
- Use software programs that are not provided by the District or that are not free or purchased by you for your personally owned device
- Use District or personally owned devices for commercial, illegal, or malicious purposes
- Use District or personally owned devices to operate file sharing services
- Access or distribute pornographic or obscene pictures, videos, audio or text
- Meet with someone you met online without your parent(s) or guardian(s) approving

For more information on District Technologies and Information Systems, parents are encouraged to review Burnaby Board of Education Policy 7.90.0

SCHOOL CONTACTS

DEPARTMENT HEADS:

Advanced Placement & Scholarships	Mrs. S. Da Silva
Applied Design Skills & Technologies	Mr. D. Yung
Athletics	Ms. H. Nasu
English	Ms. D. Larisch
Languages	Ms. L. Cavaliere
Learning Support Services	Mr. W. Sisler
Math	Mr. J. Storback
Physical & Health Education	Ms. A. van Duynhoven
Science	Ms. D. Brovold
Social Studies	Ms. C. Jansen
Student Services	Ms. W. Lum
Visual & Performing Arts	TBD

STUDENT SERVICES:

Counsellors	Ms. W. Lum (A – I) Mr. A. Sidhu (J – V) Ms. N. Bains (W - Z)
Career Life Education / Career Life Connections Advisor	Ms. K. Jackson
Indigenous Success Teachers	Ms. M. Rhodes
Indigenous Youth Engagement Worker	Mr. B. Larabee
International Student Support Worker	TBD
Safe School Specialist	Mr. M. Lung
School Psychologist	Ms. J. Nordahl
Settlement Workers	Ms. A. Bagheral & Mr. T. Beyene

TEACHER LIBRARIAN

Ms. D. Kawas

AWARDS & RECOGNITION

AWARDS	Qualifications
Honour Roll	Students who attain a grade point average of 3.0 - 3.49
Honour Roll with Distinction	Students who attain a grade point average of 3.5+
Principal's List	Students who attain a grade point average of 4.0
Conditions	<p>Students may not have an IE or F in any course. Must have 8 courses. Grade 12: must not have fewer than 6 courses all year combined Grade 10-11: must not have fewer than 7 courses all year combined YTT programs will be used to calculate GPA Only Cariboo Hill courses will be used to calculate GPA.</p> <p>Calculations will be calculated as follows: Grades 10 - 11 – best of 7 courses Grade 12 – best of 6 courses</p>
Service Awards	<p>Presented to students who make a service contribution to the school or community:</p> <p>School Service Hours Certificates & Community Service Hours Certificates:</p> <p> Level 1 = 25-49 hours Level 2 = 50-99 hours Level 3 = 100-199 hours Level 4 = 200+ hours</p>
Above and Beyond Awards Evening	An evening for presenting Awards of Excellence for Grade 8 – 11 students.
Scholarships and Financial Aid	<p>Information on scholarships, awards and bursaries are available: Blog: https://sandradasilva1.wixsite.com/chsscholarships Grade 12 Teams Or see Ms. Da Silva in Room 303</p>
Gold Cord	Presented to graduating students who achieve Honour Roll status in every term in grades 10 – 12.