

HIGHLAND SECONDARY



HIGHLAND HAS HEART!

Go Raiders!!

HANDBOOK INFORMATION & SCHOOL PROCEDURES

2023-2024



HIGHLAND SECONDARY

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SCHOOL INFORMATION AND PROCEDURES

ANNOUNCEMENTS

All major information for the day is announced at AG (advisory group) and is available in print form at the office and posted on the website (<https://www.comoxvalleyschools.ca/highland-secondary>). 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 when requested. Appropriate behavior is expected at all assemblies as anywhere else in the school or at a school event.

ATTENDANCE AND LATE POLICY

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/guardians for your absences. Research shows a strong correlation between regular attendance and academic success.

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 (e.g., 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, a phone call to the school office (250-339-5525), using the School Messenger or by clicking “Report an Absence” @ <https://www.comoxvalleyschools.ca/highland-secondary> – will be the expected methods of explaining an absence from **parents/guardians**. Students are not able to report their own excused 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/automated phone call will be sent home each day you have an unexcused absence.

Unexcused absences: Unexcused absences are followed up with school counsellor, or vice-principal. There are many reasons why students disengage from school. We are here to support you. Frequent unexcused absences will result in parent meetings and possible further consequences: See Code of Conduct.

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/guardians.

Field trips: It is the responsibility of each student 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: It is important for you to be punctual for all classes. If you should arrive late to school, first sign in at the office and then 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.

Our Code of Conduct is in line with the school district policy and administrative procedures
See AP 350 and AP 355. Found on the school district website:

Respect, civility, and responsible citizenship

School Board Policy 27 states:

The Board of Education is committed to inclusive, equitable treatment and opportunities for all individuals throughout the system. The letter and spirit of the Canadian Humans Rights Act, B.C. Human Rights Code and the B.C. Declaration on the Rights of Indigenous Peoples Act and the B.C. Multiculturalism Act, shall be observed, supported, and enforced, so that all members of the School District community may work together in an atmosphere of respect where differences are honoured.

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; wear clothing that is appropriate for the intended activity, recognizing that schools are a place of learning and a place of work. We also expect our staff and students to avoid wearing clothing that promotes drugs or alcohol, displays offensive language/images or encourages discrimination.

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 away from 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.

Right to Appeal:

The school district has an appeal process. Parents and students have the right to appeal decisions that are made by staff. Please see AP 152 for more information.

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 PROCEDURES

Hold and Secure Procedure

In the event a hazard, threat or concern exists in our vicinity but not within the confines of our building, a HOLD and SECURE will be announced over the PA. When this is announced, teachers are to ensure students do not exit the building, but classes should continue as normal. Class rotations may be delayed, to ensure students do not leave the building to go to portables, or to their vehicles or elsewhere. All exit doors will be locked by Admin and custodial staff in the event of a Hold and Secure. A Hold and Secure is not a lock down, and students are being told to remain in place because they are safe where they are. Classes outside will be directed inside. Normal class activities proceed.

WHEN YOU HEAR – “HOLD and SECURE”

Follow the directions from your teacher or nearest staff member.

Lock Down Drill Procedure

Lockdown will be called over the PA whenever a person is armed and, in our building, and their purpose is unknown. Also, if we receive a tip that an armed person is in our school, prudence dictates that we call a lockdown. The point is, not every lockdown will necessarily precede violence. Therefore, it is important to take every lockdown event seriously, but do not panic, as the measure may only be precautionary.

WHEN YOU HEAR – LOCK DOWN, LOCK DOWN, LOCK DOWN

1. Follow directions of staff
2. Quickly go to the nearest class door and remain inside
3. Keep away from windows and doors, and out of sight lines.

4. Staff are not allowed to let in students once doors are locked.
5. Stay quiet
6. Barricade door(s) and take cover as appropriate
7. Do not allow anyone in or out of room, under any circumstance, until Incident Commander issues ALL CLEAR AND doors are unlocked by Incident Commander and/or police.
8. If fire alarm goes off during Lock-Down, prepare for evacuation and follow Incident Commander instructions
9. Maintain situational awareness and be prepared to execute further action – (EG. run-hide-fight) as good judgement dictates.

Fire and Earthquake Procedures

1. If an earthquake, students are directed to cover under tables and count to 60 once the shaking has stopped. Then the class will be led out of the building as below unless otherwise instructed by the incident commander.
2. For fire and earthquake drills, students are led out of the building by their classroom teacher. All the classrooms are exited through the outside door. Areas not having an outside door are exited from the nearest outside door. PLEASE ENSURE THAT YOU WALK AWAY FROM THE SCHOOL EXTERIOR WALLS.
3. Teachers are to lead their classes to the upper field. Once there, students and teachers move to designated AG groups. Gold house AG's line up on the far side of the field and Blue house AG's line up on the side closest to the shops.
4. Attendance will be taken, and a runner is to report to Stacey (gold house AG's) and Denise (blue-house AG's). They will be standing by the portables and will be wearing orange visi-vests.
5. Students may re-enter the building upon the instruction of the principal, or incident commander

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
 Mountain Biking
 Badminton
 Ultimate Frisbee

FEES

There are no student activity fee's this school year. Fee's may, however, be charged for individual events, field trips and athletics.

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.

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.

Ms. Stephanie Baker is the Gold House Vice Principal and Mr. Wayne Kuhnert is the Blue House Vice Principal. Gold House consists of 17 AG's: G1 – G17 and Blue House also consists of 17 AG's: B1 – B17. 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, designed to support your personal and academic experiences, as well as prepare you for graduation. AG is considered instructional time and you are required to attend. For a teacher advisory list, please visit our website.

GYM

We have a beautiful and accessible school gym. Highland is proud of their athletics and other activities. The gym is to be used **only when a staff member is there to supervise.**

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 searched at any time. You are not permitted to switch lockers with other students as you are responsible for the original locker assigned to you. You may not post pictures or decorate the outside of your locker. Pictures/decorations put inside 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 in the Green Wing hallway and in the gym between the change rooms. 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. Highland values academic honesty. Plagiarism is a violation of the School Code of Conduct and will result in consequences. See the code of conduct for more information.

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. Clubs need a sponsor teacher. If you are interested in having a club that does not currently meet, find a sponsor teacher to assist you with getting it started.

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 <https://www.comoxvalleyschools.ca/highland-secondary/> on a regular basis for updated information, current events and activities.

TECHNOLOGY RIGHTS AND RESPONSIBILITIES

We have a wealth of technology available for students to use at Highland. School technology is primarily for schoolwork and not for entertainment. Social media platforms such as Facebook, YouTube, MSN Messenger, Twitter, Bit Torrent, to name a few, can cause security problems and take up band width in the system and 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 revoked. 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 PERSONAL 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 unless otherwise allowed by the teacher. If you receive calls or messages during class time you could lose the privilege of carrying your phone or personal device during the school day. Other electronic devices 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

Some classes will issue you a textbook. Students are responsible for any losses or damages to textbooks. **A new book will not be issued until payment for lost texts has been arranged.**

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:

<https://www.comoxvalleyschools.ca/student-transportation/> for full information.

Student Vehicles: If you drive your vehicle to school, you must park it in the *designated student parking area* 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 are not permitted to be on school property and will be asked to leave.

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 April and is usually distributed in June. If you are interested in creating the yearbook, be sure to sign up for our Yearbook classes.

STUDENT SUPPORT SERVICES

INDIGENOUS EDUCATION SUPPORT

Our Indigenous Support Workers are here to help with academic, social emotional and cultural support for individual or small groups of indigenous students. All referrals for indigenous support workers 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. Please come down to room

COUNSELLING

Your school counsellors, Mr. Swanson (Blue House) and Ms. Dixon (Gold House), as well as Jason McLean (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.

INCLUSION SUPPORT (Learning Assistance)

If you need help with your schoolwork beyond the classroom supports, we have supports you can access. In addition to curricular goals, learning supports 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 support program provides educational supports 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 REPORTING

G 8/9 students:

You will be assessed on a continuous basis. Reporting will take the form of a Provincial Proficiency Scale:

Proficiency Scale				
	Emerging	Developing	Proficient	Extending
	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

Grade 10-12 students:

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:

Provincial Letter Grades Order.

A	86–100	The student demonstrates excellent or outstanding learning in relation to the learning standards.
B	73–85	The student demonstrates very good learning in relation to the learning standards.
C+	67–72	The student demonstrates good learning in relation to the learning standards.
C	60–66	The student demonstrates satisfactory learning in relation to the learning standards.
C–	50–59	The student demonstrates minimally acceptable learning in relation to the learning standards.
F	0–49	The student has not demonstrated, or is not demonstrating, minimally acceptable learning in relation to the learning standards. Prior to assigning an F, it is important students, parents, and caregivers are made aware of any concerns and given a chance to address the needs of the student.

IE N/A Insufficient Evidence: The student, for a variety of reasons, has not provided sufficient evidence of learning in relation to the learning standards

Report Cards Semester Courses:

The school year is divided into two semesters of two terms each. A LEARNING UPDATE is issued in mid-November and March, as well as a SUMMARY OF LEARNING at the end of each Semester in January and June.

Report Cards Annual Classes (Linear Courses)

A LEARNING UPDATE will be communicated to families in November, January April. A SUMMARY of Learning will be communicated in June.

Term Courses (Grade 8 Electives)

A summary of learning will be issued at the end of each term class in November, January, April, and June.

Student Self-Reflection of Core Competencies and goal setting will take place in 3 written reports.

Graduation Policy

We, at Highland, recognize the graduation ceremony is the pinnacle the school year and the goal all our students hope to reach. Students who are in grade 12 may participate in our school completion ceremony. If you are not eligible to graduate by the spring of your grade 12 year. You may wish to participate in the ceremony with your peers. You are only permitted to attend ONE Highland school leaving ceremony in your secondary school years.

ACES (After Class Extra Support)

Throughout the year we will be offering our ACES support. It occurs after school, Wednesday and Thursday, in Room 124 and runs from 3:30 to 4:30. Students are offered supervised academic support to reach academic success. This program is both voluntary and, in some cases, required, depending on the needs of the student. Additionally, students may also receive extra help at lunch time in Room 114.