

## **WELCOME TO CHEMAINUS SECONDARY SCHOOL**

The staff of Chemainus Secondary School hope that you find your experience here to be challenging and rewarding. We trust that you will take advantage of the many opportunities to become involved in student life at our school. Whether your interest lie in academics, art or athletics, it is our hope that you take full advantage of the opportunities offered, accept new challenges, make new friends and create good memories.

This agenda has been produced for you and your parents so that all those involved in your education will be better informed regarding the policies and procedures of Chemainus Secondary School. As well the agenda is to assist you in setting goals for your achievement, time management and establishing effective study habits through good planning and organization.

Have a wonderful and successful year!

Ms. Lori Hryniuk  
Principal

Mr. Scott Jackson  
Vice-Principal

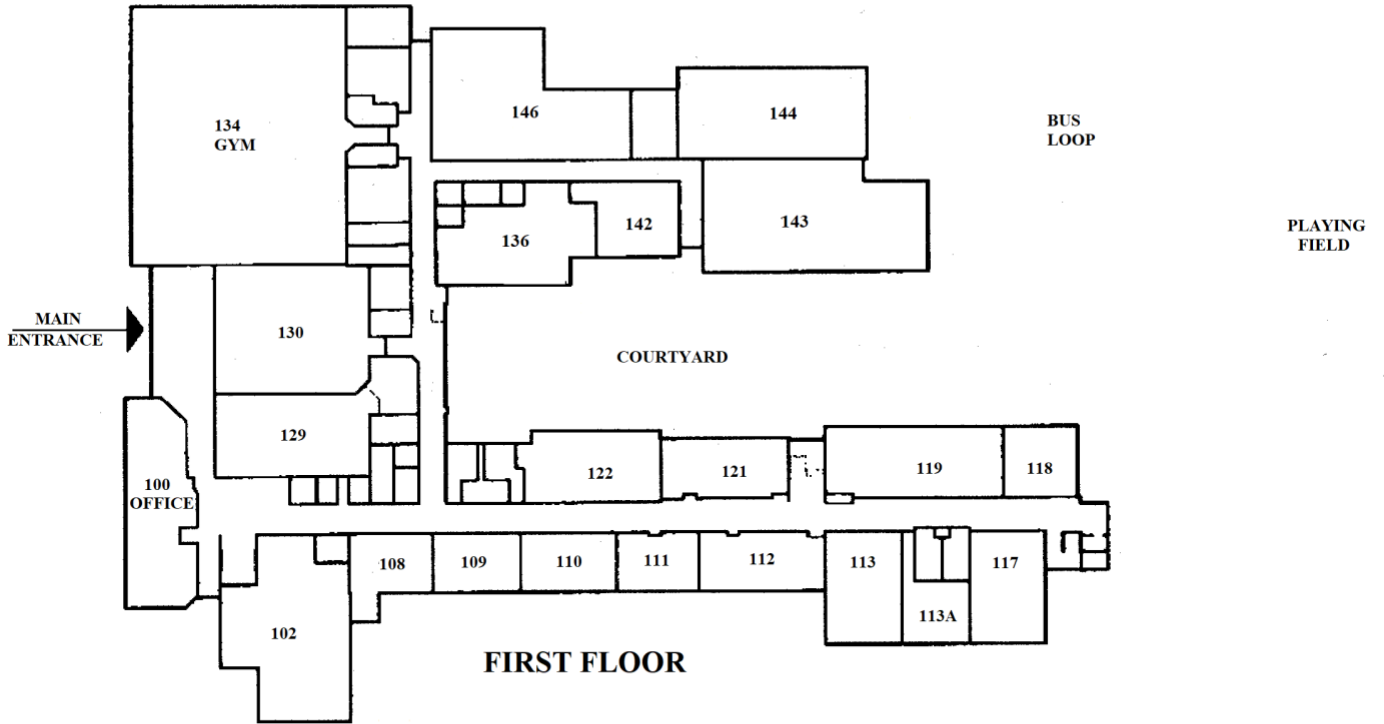
**SCHOOL STAFF 2020-2021**

<b>Name</b>	<b>Position</b>	<b>Email</b>
Ms. L. Hryniuk	Principal Indigenous Education, Career Education	lhryniuk@sd79.bc.ca
Mr. Scott Jackson	Vice Principal Career Education, Leadership	sjackson@sd79.bc.ca
Ms. S. Anderson	Grade 8, Humanities, Drama	sanderson@sd79.bc.ca
Mr. G. Arkell	Humanities	garkell@sd79.bc.ca
Mrs. J. Astren	Physical Education, Grade 8 Math/Science, Computers	jastren@sd79.bc.ca
Mrs. S. Baker	Grade 8 Math/Science, Biology	smbaker@sd79.bc.ca
Ms. K. Bell	Grade 8 Humanities, Learning Assistance	kbell@sd79.bc.ca
Mrs. S. Cave	Humanities, Art	scave@sd79.bc.ca
Mr. G. Culbertson	Counseling, Career Education, Physical Education, Work Experience	gculbertson@sd79.bc.ca
Ms. M. Deeble	Grade 7 Math/Science, Humanities	mdeeble@sd79.bc.ca
Mr. E. Dugas	Metalwork, Woodwork	edugas@sd79.bc.ca
Mrs. N. Henry	Math	nhenry@sd79.bc.ca
Mrs. R. Kane	Art, Metalwork, Woodwork	rkane@sd79.bc.ca
Ms. B. Leonard	Indigenous Studies Humanities 8/9, Yoga	bleonard@sd79.bc.ca
Mrs. K. Magnan	Dance, French, Physical Education, Photography	kmagnan@sd79.bc.ca
Mrs. I. Manhas	Chemistry, Math, Science	imanhas@sd79.bc.ca
Mrs. L. Maslen	Resource and Learning Assistance	lmaslen@sd79.bc.ca
Mr. D. Nadon	Physics, Math, Science	dnadon@sd79.bc.ca
Mr. C Parsons	Physical Education	cparsons@sd79.bc.ca
Ms. J. Pinnell	Foods, Textiles	jpinnell@sd79.bc.ca
Mr. A. Pollock	Biology, Digital Media, Robotics, Yearbook	apollock@sd79.bc.ca
Mr. B. Reeves	Grade 7 Humanities, Woodwork	wreeves@sd79.bc.ca
Mrs. B. Stoochnoff	Counseling, Humanities	bstoochnoff@sd79.bc.ca
Mr. I. Tollefson	Open Learning School	itollefson@sd79.bc.ca
Mr. G. Wall	Digital Media, Library	gwall@sd79.bc.ca
Mrs. J. Ylagan	Learning Assistance	jylagan@sd79.bc.ca

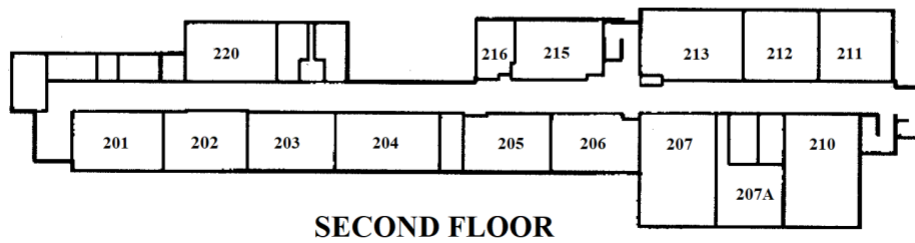
STUDENT  
PARKING

SPORTS  
COURT

EVACUATION MEETING  
POINT



## CHEMAINUS SECONDARY SCHOOL



**CHEMAINUS SECONDARY SCHOOL  
CALENDAR OF EVENTS – 2021-2022**

**September**

7	Tuesday	Opening Day Full Day Gr. 7 & New Students Only
13	Monday	Newsletter
22	Wednesday	Photo Day
23	Thursday	Early Dismissal, 2:10pm – Terry Fox Run
27	Monday	Pro Day - No School
27-1	Mon-Fri	Truth and Reconciliation Week
30	Thursday	Orange Shirt Day

**October**

4	Monday	Newsletter
11	Monday	Thanksgiving - No School
22	Friday	Pro D Day - No School
27	Wednesday	PLC Early Dismissal, 1:10pm

**November**

1	Monday	Newsletter
8	Monday	Photo Retakes
11	Thursday	Remembrance Day No School
12	Friday	Term 1 Ends
17	Wednesday	PLC Early Dismissal, 1:10pm
19	Friday	Report Cards Issued
26	Friday	Pro D Day - No School

**December**

6	Monday	Newsletter
17	Friday	Last Day of Classes
20-31	Mon-Fri	Winter Vacation

**January**

4	Tuesday	School re-opens
10	Monday	Newsletter
26	Wednesday	PLC Early Dismissal, 1:10pm
27	Thursday	Semester /Term 2 Ends
28	Friday	“I” Day
31	Monday	Semester 2 Starts

**February**

4	Friday	Report Cards Issued
7	Monday	Newsletter
18	Friday	Pro D Day – No School
21	Monday	Family Day – No School
22-25	Tues-Fri	Compassion Week
23	Wednesday	Pink Shirt Day

**March**

7	Monday	Newsletter
11	Friday	Last Day before Spring Break
14-18	Mon-Fri	Spring Break
21-25	Mon-Fri	5 Day District Closure
28	Monday	Classes Resume

**April**

4	Monday	Newsletter
11	Monday	Non-Instructional Day-No School
14	Thursday	Early Dismissal, 2:10pm, Term 3 Ends
15	Friday	Good Friday – No School
18	Monday	Easter Monday – No School
22	Friday	Report Cards Issued
27	Wednesday	PLC Early Dismissal, 1:10pm

**May**

6	Friday	Pro D Day - No School
9	Monday	Newsletter
9-13	Mon-Fri	Mental Health Awareness Wk
18	Wednesday	PLC Early Dismissal, 1:10pm
23	Monday	Victoria Day - No School
26	Thursday	INED Celebration-4pm

**June**

7	Tuesday	Awards Ceremony – 9:30am
13	Monday	Newsletter
17	Friday	Last Day of Classes
17	Friday	Grad Ceremony – 7pm
20	Monday	“I” Day
23	Thursday	Report Cards Issued
24	Friday	Admin Day (School Closed)

# CHEMAINUS SECONDARY SCHOOL

2021-2022 TIMETABLE – SEPTEMBER 7, 2021

Times	Period Rotation				
	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 - 10:07	Period A Day 1	Period B	Period C	Period D Day 1	*
	Day 2			Day 2	
10:11 - 11:33	Period B	Period A Day 1	Period D Day 1	Period C	*
		Day 2	Day 2		
11:33 - 12:18	Lunch	Lunch	Lunch	Lunch	Lunch
12:22 - 1:44	Period C	Period D Day 1	Period A Day 1	Period B	*
		Day 2	Day 2		
1:48 - 3:10	Period D Day 1	Period C	Period B	Period A Day 1	*
	Day 2			Day 2	

**Semester 1**

Fridays in **Sept.**    **A B C D**  
 Fridays in **Oct.**    **B A D C**  
 Fridays in **Nov.**    **C D A B**  
 Fridays in **Dec.**    **D C B A**  
 Fridays in **Jan.**    **Rotate**

**Semester 2**

Fridays in **Feb.**    **A B C D**  
 Fridays in **Mar.**    **B A D C**  
 Fridays in **Apr.**    **C D A B**  
 Fridays in **May**    **D C B A**  
 Fridays in **June**    **Rotate**

**2 HOUR Early Dismissals - @ 1:10 pm – Oct. 27, Nov. 17, Jan. 26, Apr. 27 & May 18**

**1 HOUR Early Dismissals –@ 2:10 pm – Sept. 23 & Apr. 14**

2 Hr. Wed PLC Early Dismissal @ 1:10 pm		1 Hr. Thurs Early Dismissal @ 2:10 pm	
Block C	8:45 – 10:07	Block D	8:45 – 10:07
Block D	10:11 – 11:33	Block C	10:11 – 11:33
Lunch	11:33 – 12:18	Lunch	11:33 – 12:18
Block A	12:22 – 1:10	Block B	12:22 – 1:14
Block B	12:22 – 1:10	Block A	1:18 – 2:10

# CHEMAINUS SECONDARY

**Ms. Lori Hryniuk, Principal**  
**Mr. Scott Jackson, Vice Principal**  
**Mrs. Candice Reithaug, Head Secretary**  
**Mrs. Tamara Unrau, Front Desk Clerk**

**lhryniuk@sd79.bc.ca**  
**sjackson@sd79.bc.ca**  
**chss@sd79.bc.ca**  
**chssfrontdesksecretary@sd79.bc.ca**

Please report to the front office if you need assistance. We are happy to help.

## **GENERAL OFFICE**

The general office is open from 8:00 a.m. to 3:30 p.m. The offices of the Principal and the Vice-Principal are located in this area, as are the work areas of the secretaries. You are asked to direct all inquiries to the secretary at the office counter. If you are asked to report to the Principal or the Vice-Principal, you must enter the office through the main front door, inform the secretary of your referral and sit quietly in the waiting area until called.

## **OPEN DOOR POLICY**

Parents and Guardians are always welcome at this school. The teaching staff and administration are available and willing to address any problems, questions, or concerns you have about school operation. Parents are also welcomed to work as volunteers or to join us for assemblies or other special events. We do require, however, parents who are visiting the school during the instructional day to “sign in” at the office.

## **VISITORS**

All visitors must report immediately to the office and state the purpose of the visit. Approved visitors will be required to wear a visitor’s identification tag. **You are requested not to invite friends or acquaintances to visit you at school.**

## **ATTENDANCE**

Regular attendance is a major factor in determining a student’s success at school. Attendance will be taken in all classes and all absences and lates will be recorded on the student’s report card. If a student has a medical or dental appointment or an illness, it is expected that the parent or guardian will contact the school by phone, email or the student may bring a note signed by the parent or guardian that provides for an excused absence.

Any pattern of unexcused absences will be reported to the administration. This may include a meeting with the parent or guardian to resolve the problem. While regular attendance at school is essential for student success, it is understood that on occasion there may be an unavoidable absence of many days due to a family emergency, medical problem, illness or injury or other reasons. In such cases, it is important that students are able to keep up with their school assignments. Where possible, arrangements to pick up assignments can be made ahead of time by calling/emailing the school or presenting a note to explain the reasons and duration (if known) for the planned absence. Any student who is absent due to a long-term medical problem may be provided with the services of the school district hospital-homebound teacher. Such arrangements should be made with the school counselors.

## **LATES**

All students have a particularly important responsibility to arrive at all classes on time. Please try to remember that a late arrival causes a disruption to the rest of your fellow students and the teacher. An unexcused late arrival demonstrates a lack of respect for the importance of the learning that takes place in that class. It is important to practice good work habits and “on time” behavior is an expectation in the world of work and no less important in school.

Students that show a pattern of unexcused late arrivals may be required to make up missed time and assignments at lunch or after school. Teachers will notify parents. If this becomes an ongoing issue, a referral to the administration will be the next step and may include consequence such as a meeting with the parent or guardian.

## **ILLNESS OR INJURY**

If you become ill during the school day, you should report to the office. A secretary will make arrangements for you to be picked up and taken home, usually by a parent/guardian. Students may rest in the medical room until transportation can be arranged. Staff members may not provide or administer medication to students. All accidents resulting in injury must be reported to your teacher or to the office staff immediately. First-aid treatment and emergency services will be provided as required.

## **EARLY RELEASE**

**Students that are involved in extra-curricular activities such as sports, have a responsibility to personally check with their teachers in advance.** Students must take responsibility for ensuring that assignments are up to date and that work missed due to a class absence is promptly submitted to the teacher. Such arrangements will be made personally between the student and the teacher.

## SCHOOL FEES 2021/2022

The Board of Education reviews fees for schools and academies every school year. The School Act section 82 permits a Board to charge a deposit for educational resources. Boards may also charge fees for materials, supplies, equipment and instruments not considered educational resource materials. Schools may charge deposits for materials given to students and provide refunds upon return.

### STANDARD DISTRICT FEES

- Graduation Fee (basic cost): up to \$60
- Student Activity Fee for Secondary Schools: \$25  
*Covers the costs of guest speakers, school events and activities, student recognition, student leadership, celebrations, and lockers.*

### SPECIALTY/CERTIFICATION FEES

Materials and equipment beyond that which is necessary to meet the required learning outcomes. i.e. woodworking: upgrading from pine to oak for a particular project. Certification fees for courses such as Food Safe and First Aid are charged at a cost recovery basis. Please contact your child's school to confirm fees/upgrade costs.

### SPECIALTY VALUE ADDED PE COURSES

Fees range from \$100 to \$300 per year depending on program expenses, for example:

- Rock Climbing \$100
- Field Hockey \$200
- Ice Hockey \$300
- Soccer \$300

Please contact your child's school to confirm fees.

### ACADEMY FEES

- Frances Kelsey Hockey Academy Fee \$1,325 per year.
- Cowichan Secondary School Rugby Academy Fee \$275 per month or \$2,750 per year for local district students, \$750 per month or \$7,500 per year for students enrolling from out of province, \$1,500 per month or \$15,000 per school year for International students.
- Cowichan Open School Dance Academy Fee \$315 per month or \$3,150 per year.

### REFUNDABLE DEPOSITS

Refundable deposits will be collected for educational resource materials such as textbooks, reusable workbooks and novels. Refunds will be issued once students have returned the educational resource materials.

In some secondary schools the refundable textbook deposit is applied to the graduation fee unless otherwise specified by parent(s).

#### SECONDARY SCHOOL

Chemainus Secondary  
Cowichan Secondary  
Frances Kelsey Secondary  
Lake Cowichan School  
Quamichan School  
Alternate Ed Programs  
Distributed Learning K-12

#### TEXTBOOK DEPOSITS

\$25 (refundable)  
\$25 (refundable)  
\$25 (refundable)  
\$25 (refundable)  
\$25 (refundable)  
N/A  
\$50 (refundable)

### HARDSHIP

Where financial hardship exists that would prevent student participation in a curricular or co-curricular activity, fees will be waived. Fees and deposits will not become a barrier to participation in required activities or programs as per Admin Procedure 506 – Financial Hardship.

Student Fees and textbook deposits can be paid online by registering through [schoolcashionline.com](http://schoolcashionline.com) or by cash or cheque. Cheques should be made payable to **Chemainus Secondary School**.

A Student Activity fee of \$25.00 will be charged to all students at the beginning of September. This fee is to be used to help support school wide activities, Leadership activities and other student organizations within the school that all students may benefit from over the course of the year.

## TEXTBOOKS

The return of textbooks and library books is very important to the school. The replacement of learning resources is costly and may have an effect on the school's ability to fund other equipment and programs. In order to provide the best possible resources for our students with limited funds we each have a responsibility in helping to prevent the unnecessary replacement of expensive textbooks and library books.

A Textbook Deposit of \$25.00 will be charged to all grade 7 & 8 and any new students in grades 9-12 entering the school in September. This is a refundable fee that will be returned when the student graduates or leaves the school provided all borrowed textbooks, library books, calculators or other school equipment on loan have been returned in reasonable condition. We expect all students to take responsibility for the care and return of textbooks at the end of each course for other students to use. Parents will be billed full replacement costs for damaged or missing texts and library books.

## BUS INFORMATION

Students attending schools within their catchment area and living beyond the established walk limits are eligible for bus service. The established walk limits are 3.5 km for students attending Secondary Schools. Transportation for students attending school of choice (out of catchment) or living within the walk limits are all referred to as Courtesy Rider and may be granted riding privileges provided there is space available on existing routes. Routes will not be altered to service courtesy riders. Students considered a courtesy rider will be prioritized on a furthest distance basis and ridership will not be confirmed until October 1st after routes and loads have been established.

**1) REGISTRATION:** (all registrations require student numbers these can be obtained via the school)

- Bus Registration – [Online Form](#) Transportation can only accept one registration per child. If a student has more than one home address, **all** addresses must be listed.
- Bus Registration – [Printable Registration Form](#) Completed forms with student numbers must be emailed to [busregistration@sd79.bc.ca](mailto:busregistration@sd79.bc.ca)

**2) ROUTES:**

Once registered, student's bus schedules are available through **e-link** this requires student numbers. Please check with e-link often during the school year as times will change if/when adjustments are made. Bus seats are limited and only registered riders may use the bus service.

**3) BUS PASS:**

A photo bus pass will be printed for each student once ridership has been approved. Passes will be available at your school office the last week of August. Mid-September to June, bus passes will be distributed via the bus driver.

Replacement fee for lost and altered passes is \$10.00. Please fill out a Bus Pass Replacement Form.

Please ensure your child(ren) is at the AM bus stop 5 minutes (10 minutes in September) prior to the time indicated as many circumstances (traffic, traffic lights, accidents, road closures, load sizes, etc.) will affect the bus times. Remember that students must ride the buses they are assigned to in order to avoid overload situations.

\*\*If you require further assistance please contact the Transportation Registration Clerk at [busregistration@sd79.bc.ca](mailto:busregistration@sd79.bc.ca) or call 250-748-1066. \*\*

## LOST AND FOUND

Lost and found items are kept in the Lost & Found container in the hallway just outside the main office. Articles you find should be turned in there. If you have lost any of your belongings, look in the last classroom you remember having them, then check the Lost & Found container. Clothing and personal belongings identified with your name can be returned to you more quickly.

## STUDENT VALUABLES - Chemainus Secondary is not responsible for lost or stolen goods.

You are responsible for the care and safety of your personal belongings. You are advised not to bring large sums of money or valuable items to school.

- When making payments to the school, please use the online payment system [schoolcashionline.com](http://schoolcashionline.com) or by cheque.
- If you must bring money or valuables to school, secure them by leaving them in the office or store them in your locker for safe keeping. **Never leave money, jewelry or other valuables in your clothing in the PE change room.** PE lockers can also be rented for \$5 per semester. Do not expect your teacher or coach to hold them for you.
- If you are a victim of theft, report the incident to your teacher and the office staff immediately.

## LOCKS AND LOCKERS

Lockers are assigned to students for use during the school year on the following conditions:

- Students are responsible for the locker that is assigned to them. It is not to be used by any other person.
- Only approved locks may be used on student lockers. The combination of the lock must be registered at the office. Lockers or locks may **not** be changed without permission from the administration.



- The locker may only be used for the storage of books, school supplies and equipment, outerwear, school sports equipment and lunches.
- The locker is to be kept clean and food is to be removed on a regular basis.
- Students are responsible for cleaning and removing all material from their lockers at the end of the year or when they leave the school.
- School officials may search student lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school policies and rules.
- Permission to use the locker may be terminated where a student does not comply with the conditions of use or school policies or rules.
- It is the responsibility of all members of the school community to keep our schools safe. If any student has reason to believe that any locker contains anything that would threaten the safety of other students, staff or any other person, that student is expected to immediately report the information to a teacher or administrator. The name of the student making the report will be kept confidential.
- If you lose your lock, you must purchase a replacement at the office for \$10.00.

***It is absolutely essential that you keep your lock combination confidential.*** Do not tell anyone, not even your best friend. If you forget your combination, the office staff will remind you of it.

### **COMMUNICATION WITH HOME**

The following system is for school and home dialogue to ensure class/school expectations:

1. Teaching staff speaks directly with student – this may be in private – student and staff understand what is expected.
2. Teaching staff informs the parent/guardian directly by phone to explain the issue and relay the message that the learning environment is in jeopardy and unfair to others.
3. A meeting occurs with teaching staff, student and parent/guardian to explain the issue and create a contract of behavior.
4. Teaching staff has administration involved, possibly followed by an out of school suspension until family can ensure compliance.

We have a variety of ways that we relay information to students and families:

1. Check out our school App! Feel free to download!
2. Follow us on Facebook!
3. Read our monthly Newsletter
4. Check out our website! [chss.sd79.bc.ca](http://chss.sd79.bc.ca)

### **CONTACTING TEACHERS**

A list of staff email addresses can be found on page 2 of this agenda book. Messages can be left for teachers by contacting the main office.

## COUNSELLING OFFICE

**Mr. Garry Culbertson, Counselor**

**gculbertson@sd79.bc.ca**

**Students with last name A - L**

**Mrs. Barb Stoochnoff, Counselor**

**bstoochnoff@sd79.bc.ca**

**Students with last name M – Z**

**Mrs. Tina Stanyer, Student Support Worker**

**tstanyer@sd79.bc.ca**

**All Grades**

**Mrs. Angela Peterson, Counselling Clerk**

**chsscounsellingsecretary@sd79.bc.ca**

Two of our teachers are trained as counselors and are available to help you with any problem you may have. Mrs. Stoochnoff and Mr. Culbertson are able to assist you in a variety of ways:

- arranging for help if you are finding your school work too difficult
- listening to your personal or social problems and providing information and suggestions
- referring you to community and professional services
- helping you to choose appropriate courses and careers
- developing your work habits and study skills
- helping you to modify behavior that is interfering with your success
- mediating conflicts that arise between you and other students of the school
- consulting with your advisor teachers, or parents or the school administration

If you want to talk with your counselor, drop by the counseling area and arrange for an appointment by speaking with Mrs. Stoochnoff or Mr. Culbertson directly or with their secretary. Your counselor will contact you as soon as he or she can. You are urged to see your counselor before the concern becomes a crisis. Counselors are not involved in disciplining students, and all information shared with them is kept confidential. Encourage your parents to contact your counselor at any time by telephoning the school.

### **COURSE CHANGES**

Students should understand that the timetable is built on the basis of student requests and every effort has been made to respond to these requests. However, due to limitations of staffing and facilities it will be difficult to accommodate course changes. Course changes will be limited after the beginning of each semester.

### **HEALTH NURSE**

A school nurse from the Margaret Moss Health Unit is available to discuss a variety of health issues. Services include discussing relationships, communicable disease, medical appointments, birth control, pregnancy, and sexually transmitted infections (STI).

Referrals can be made for other services, i.e. nutrition/eating disorders, hearing, STI testing and counseling. The nurse will be available monthly in the counseling office.

An appointment can be arranged through your counselor or the counseling secretary. For more information or to contact a health nurse immediately, please call the Margaret Moss Health Unit at (250) 709-3050 and ask to speak with a *Youth Health Clinic Nurse*.

### **HOSPITAL HOMEBOUND HELP**

If you are absent for an extended period due to illness or injury, arrangements may be made for the district based Hospital-Homebound teacher to provide individualized instruction and supervision in your home or hospital room. Please contact your counselor to arrange for home support.

## COMMUNICATING STUDENT LEARNING (Grade 7-9)

### REPORTS

Assessment and curriculum are interconnected. Curriculum sets the learning standards that give focus to classroom instruction and assessment. Assessment involves the wide variety of methods or tools that teachers use to identify student learning needs, measure competency acquisition, and evaluate students' progress toward meeting provincial learning standards.

B.C.'s assessment system has been redesigned to align with the BC curriculum. Assessment of all forms will support a more flexible, personalized approach to learning and measure deeper, complex thinking. B.C.'s educational assessment system strives to support student success by providing timely, meaningful information on student learning through multiple forms of assessment.

The renewed B.C. curriculum is competency-driven. This emphasis on curricular competencies – the skills, strategies, and processes that students develop within each area of learning – is a new feature. Curriculum, instruction, and assessment are refocused on “doing.” These shifts support students' development of curricular competencies and the core competencies. Our new focus on the development of competencies (what students can do) is influencing classroom instruction and assessment practices. Increasingly, formative criterion-referenced assessment is creating the basis for responsive communication between students, parents, and teachers on where students are in their learning (“Where am I now?”) and what students need to do to improve (“Where to next?”).


Proficiency Scale Reports are provided to parents/guardians two times during the year, February and June. These reports include Proficiency Scales for each course and attendance. Teacher comments are also included in the body of the report to provide an important summary relating to student progress. Parents can play an important role in student learning and are encouraged by the school to become involved. Please feel free to phone or email teachers. Interviews may be requested by parents/guardians as well.

The report to your parents is a reflection of your achievement, attitudes, work habits and effort. Assignments will be evaluated on the basis of established criteria with proficiency scales assigned accordingly. You are encouraged to assess your own progress throughout the year. Be sure to ask your teacher what you can do to help improve your performance.

### REPORT CARD DATES 2021-2022

February 2022

June 2022

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.

## SCHOOL EXPECTATIONS



### Code of Conduct – at a glance

Do I understand the expectations at Chemainus Secondary?

- Yes! I am a **responsible** learner.
- Yes! I am a **respectful** member of the class and community.
- Yes! I am striving for excellence.
- Yes! I understand that all choices have consequences.
- Yes! I am responsible with how I use and treat technology.
- Yes! .... I am becoming an independent adult.

**\*School and District Expectations at all times\***

## CHEMAINUS SECONDARY CODE OF CONDUCT

### Statement of Purpose

The staff at Chemainus Secondary believe our school should be a place for safe, purposeful learning. Consequently, and in accordance with the responsibilities assigned to it by the School Act and by the Board of Trustees, the school expects that students will actively participate in their assigned education program through effort and punctual, regular attendance.

Expectations of student behavior, school rules, and School Board policies shall apply to students at Chemainus Secondary School while going to and from school and while attending any school curricular or extra-curricular function or activity.

Our Code of Conduct guides our behavior in and out of school. Everyone in our community – students, teachers, and parents is responsible for promoting and protecting the values that underlie our Code of Conduct.

### Acceptable Conduct

- Have no contact with alcohol, drugs, or weapons during the school day while at school or on or around the school grounds, or in attendance at any school sponsored event in the community at any time.
- Act as responsible members of the school neighborhood, by being courteous to people living in the area, by refraining from disturbing or disrupting their daily activities and by being respectful of their property.
- Adhere to this Code of Conduct while traveling to and from school and while off the school premises during the lunch hour or at other times during the school day.
- Students are to wear clothing appropriate to a workplace/learning environment.

## **Unacceptable Conduct**

- Any action that disturbs the learning of fellow students and/or the learning environment.
- Any action that jeopardizes a student's personal well-being or safety and/or the safety or well-being of fellow students.
- The use of verbal or electronic hate/abuse. (bullying, cyber-bullying, uttering threats, etc.)
- Acts of discrimination (including and not limited to publication, display or service denial) on the basis of race, religion, marital status, family status, physical or mental disability, sex or sexual orientation as outlined in the BC Human Rights Code.
- Wearing inappropriate dress (those with inappropriate logos, drug paraphernalia).
- Acts of bullying, harassment, intimidation, physical assault, or retribution against a student or person who has intervened to prevent or report incidents to staff.
- Use/possession/being in the vicinity of illegal/restricted substances and/or weapons.
- Plagiarism and academic dishonesty.

## **Rising Expectations/Disciplinary Action**

Whenever possible and appropriate, consequences for breaches of a code are restorative in nature rather than punitive. Disciplinary action at Chemainus Secondary School will be determined by each individual situation. Chemainus Secondary School has the responsibility to inform the necessary parties of serious breaches in our Code of Conduct. Any student who violates School Board Code of Conduct or the School Code of Conduct will be subject to disciplinary action. In all instances, the severity and frequency of unacceptable conduct, as well as the age and maturity of students will be considered in determining appropriate disciplinary action. We recognize that special consideration may apply to students with special needs, if they are unable to comply with the Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioral nature.

It is also expected that students, as they become older, be held to an increasing level of personal responsibility and self-discipline.

Chemainus Secondary values our students and our school culture. The administration and staff continually endeavor to maintain student anonymity and offer an environment of safety and well-being for those who come forward with information related to any breach of our Code of Conduct.

## **SCHOOL DISTRICT #79 CODE OF CONDUCT**

The following regulations apply to the *Code of Conduct* approved by the Board of School Trustees. You are subject to this code of conduct while on the school premises, as well as your travels between home and the school, and at all games and sponsored school functions whenever and wherever held. You are required to:

- attend school regularly and punctually
- observe school rules and school codes of conduct
- respect the rights of others and their property
- respect the health and safety of others
- respect the educational process and the learning environment of others
- act with due regard to the authority vested by the *School Act*, and the School Board and its employees conduct yourself in a manner that brings credit to your school at all times and support initiatives that reinforce these responsibilities

## **CONDUCT ON SCHOOL BUSES (AP351)**

All students are expected to abide by the rules of good conduct while traveling on the school bus.

- Students will show care, courtesy, common sense and respect for each other, the school bus driver and adults.
- The driver shall be in complete charge of the school bus. Directions must be followed promptly and courteously. When necessary, drivers have the authority to assign students to designated seats. In the event of an emergency, students are to remain in the bus unless instructed otherwise.
- Students are to remain properly seated at all times, and remain seated until the bus comes to a complete stop. Students will not extend any part of their body out of the windows.
- Students are to avoid behavior, which may divert the driver's attention. Horseplay and objectionable language will not be tolerated.
- Belongings carried onto the bus must be contained in a gear bag, which can be easily managed and held by the student. All items must fit comfortably in the passenger's space without extending into the aisle or interfering with other passengers.
- Items of a size or nature considered to be hazardous to other passengers will not be carried on the bus. (e.g. hockey sticks, sharp objects, etc.)
- When crossing the roadway, students shall only cross in front of the bus.
- Consumption of food/beverages is not permitted.
- Students are to assist in keeping the bus clean at all times.

Please note that inexcusable conduct or vandalism may result in suspension from bus privileges.

## **POLICY AND POLICIES TO NOTE**

### **USE OF ELECTRONIC DEVICES – Tools not Toys. (AP 140, 145, 146)**

The use of personal electronic devices (cell phones, iPods, cameras, electronic games etc.) is strictly forbidden during class time unless the teacher has given permission to do so. We prefer that students not bring these devices to school. **If electronic devices are brought to school do not leave them unattended.** Please ensure that these items are safely stored in your locker. **The school cannot be responsible for lost or stolen property/phones.**

Under no circumstances should cell phones or other communication devices be turned on in a classroom unless the teacher or school administration has given the student express permission. There may be some allowances for family emergencies. Students may make personal calls or send text messages at the end of the class or at lunchtime. Emergency phone calls may be made from the office. If you are unable to access a phone for emergency reasons, please see a secretary in the main office for assistance.

The use of video recording devices, camera phones, voice recorders or any other electronic devices that can record conversations, sounds or photographic images within a classroom, washroom, change room or any other space in the school where a person(s) is unknowingly being recorded, is considered a very serious offence. It is unethical and, in some cases, unlawful to make such recording without permission. Such recordings may result in a suspension and could potentially lead to serious legal action beyond the school.

### **ALCOHOL AND ILLEGAL DRUGS (AP356)**

The District prohibits the use of alcohol or drugs by students while on school property or at school-sponsored events. This is inclusive of e-Cigarettes, vaping and medicinal marijuana etc. The District supports a proactive and comprehensive approach to substance abuse, which emphasizes these four areas of activity:

- Youth Prevention and Engagement
- Parent Engagement
- Curriculum Development and Implementation
- Restitution / Disciplinary Action
- **Students who possess, consume or who are under the influence of alcohol or illegal drugs while they are under the jurisdiction of the school may/can be suspended immediately in accordance with School District Policy.** A parent or guardian will be notified.

### **WEAPONS (AP357)**

The District believes that students, staff and visitors to a school have the right to pursue their affairs in a safe and protective environment. The District considers the possession or use of any weapon by anyone, other than a peace officer, on or near school premises or at school events, to be a serious threat to the safety and security of students and staff.

The School District policy defines a weapon as:

- Anything used, designed to be used, or intended for use in causing death or injury to any person or for the purpose of threatening or intimidating any person, and without restricting the generality of the foregoing, includes any firearm or any device prohibited or restricted under the Criminal Code of Canada.
- Anything that is a replica, facsimile, imitation or toy designed (guns, slingshots, knives, swords etc.) or intended to replicate the foregoing
- Anything else that, in the opinion of the Principal, is potentially dangerous in the hands of a particular student or in a particular situation.

Under no circumstances should a student bring a weapon to school. Any object that is deemed to be a weapon will be confiscated and turned over to the police for destruction. Any person caught in possession of a weapon will be automatically suspended.

### **SMOKE and VAPOUR FREE ENVIRONMENT (AP162)**

New legislation in effect on September 1, 2007, spells out strict enforcement of a non-smoking policy anywhere on school property. Violators may be subject to heavy fines and imprisonment. In the interest of the health of all students, smoking, vaping and chewing tobacco are not permitted on the school premises. This includes all vapes/e-cigarettes. A violation of this rule may result in suspension from school.

### **FIGHTING, INTIMIDATION AND BULLYING (AP358)**

All students have a right to attend school, free of the threat of physical abuse. **Those students involved in fights or intimidation or inciting others to fight while they are under the jurisdiction of the school may be suspended.** Their parents or guardians will be notified immediately.

Students that utilize the internet to engage in online/cyber-bullying will also be held accountable for their actions. Any student that threatens another via the internet may be subject to suspension.

## **VANDALISM**

Students that deliberately damage, deface or otherwise destroy school property will be suspended. They or their parents will be expected to pay for the damage.

## **CHEATING**

Cheating may be described as “academic dishonesty”. Academic dishonesty means presenting, as your own work, material produced by or in collaboration with others, or permitting or assisting others to present your work as their own.

## **DISHONESTY HAS OCCURRED**

- when a student turns in the work of another student and misrepresents this work as his or her own work. (i.e. handwritten material, computer reproduced work, copied test answers, duplicated audio or visual tapes, memory sticks or digital video discs).
- when a student knowingly permits another student to duplicate work and to deliberately misrepresent that work as his or her own.
- when a student writes a test for another student.
- when two or more students collaborate on an assignment (without the teacher’s knowledge) and each student represents the collective work of the group as his/her own individual work.
- when a student steals or obtains examinations, answer keys or other testing information from the teacher’s files, computer directories, memory stick or other sources.
- when a student steals or obtains another student’s work from a computer directory, or memory stick.
- when a student modifies or deletes another student’s or a teacher’s computer files.
- when written or printed material is used in a test situation without the subject teacher’s permission.
- when a student copies either published or unpublished work of another person without giving the appropriate credit i.e. plagiarism.

## **DISHONESTY HAS NOT OCCURRED**

- when students have permission to collaborate on a project.
- when students receive advice from teachers, teaching assistants, staff members or parents.
- when students engage in a general discussion on the nature of an assignment, the requirements of an assignment or how an assignment is to be carried out.
- when students compare independent solutions to an assignment in order to better understand the nature of the assignment.
- when students engage in discussion of course concepts, ideas, vocabulary etc. in preparation for an exam.

## **CONSEQUENCES FOR CHEATING**

Cheating is considered a serious academic offence. The nature of the consequence may vary according to the magnitude of the offence.

## **STUDENT OPPORTUNITIES AND SERVICES**

Throughout the year you will have an opportunity to participate in a wide range of extra-curricular activities. These activities are organized or sponsored by the school or leadership to help you to develop interests and pursue hobbies. School life is as interesting and rewarding as students, individually and collectively, are prepared to make it. Discover the rewards of participation, by committing your time and energy to the enrichment of your school life. Students often find future jobs in areas of interest developed in extra-curricular programs.

## **SCHOOL TEAMS**

We are proud of our comprehensive athletic program and the students who represent our school in inter-school competition. Teams are organized for midget (grade 7/8), junior (grade 9/10) and senior (grade 11/12) aged athletes. Games are usually played after school or on weekends. The emphasis is on participating and making your best effort. In the past, teams have included volleyball, ice hockey, basketball, soccer, golf, badminton, cross country, track & field and several others. Because they enjoy working with young people, many teachers are eager to volunteer their time to coach or sponsor teams. Take advantage of their interest and play on as many teams as you are able.

## **INTRAMURAL SPORTS**

The school offers a very full intramural program at lunchtime, in the gym from Monday to Friday each week. A variety of sports including indoor soccer, basketball, badminton, volleyball and other activities are held throughout the year. Listen to daily announcements covering sign up time and get involved. See your PE teacher for details if you have any questions.

## **SCHOOL CLUBS**

There are many other opportunities for students to be involved with extra-curricular activities. Working on the school yearbook and joining a math or science club are just a few of the many activities that you can participate in. If you want to organize a group or activity, an administrator will help you find a teacher sponsor.

## **LIBRARY LEARNING COMMONS**

The Library Learning Commons provides curricular support for all students and teachers. An online catalogue is available for quick and easy searching of the library collection from any school computer.

Students who frequent the library are expected to be working on schoolwork. Students who are there merely to 'socialize' will be asked to leave. All students are expected to have a teacher's permission to use the library or lab during class time. Loans of print resources are for two weeks and up to three items may be borrowed at a time. All items may be renewed.

## **COMPUTER LAB**

Students have access to two computer labs in the school and internet access for educational use. Each lab has an acceptable use policy and it is the student's responsibility to know and follow the policy of the labs in which they work. Installing personal software on school computers is forbidden. Students that deliberately change settings or download games or other materials that are not related to course work or otherwise violate the signed computer use agreement, may lose their computer access privileges for a time to be determined by the administration.

## **GYM**

In addition to its use as an instructional area, the gymnasium is also used for supervised activities outside of regular classroom hours. Students are encouraged to take care of this facility by adhering to the following: food and drinks are not to be consumed in the gym or change rooms, approved footwear must be worn at all times, all personal belongings should be stored in lockers or left at home. There are a limited number of lockers in the change room that may be rented. Please help to keep this facility clean and well maintained.

## **PE STRIP**

Acceptable P.E. Strip (runners, T-shirt, shorts and/or tracksuit) must be worn during all P.E. classes. If you have any difficulty remembering to bring your strip, simply keep an extra set of P.E. strip in your locker.

## **MULTI PURPOSE ROOM**

The Multi-Purpose Room provides a facility for a variety of functions. The primary focus is for school based performance events and small assemblies. Providing the area is kept clean and respected, this area may be used for lunchtime seating.

## **CHEMAINUS SECONDARY ZERO WASTE SCHOOL**

Our goal is to reduce, reuse/re-purpose, recycle and become a waste free school.

Please use the recycling containers provided to return your cans and bottles. You are responsible for picking up your litter and depositing it in a garbage container. As responsible citizens and neighbors we must work to keep our surroundings litter free, both inside and outside the school. Look for recycling centers and "Do Your Part".



## STUDENT SAFETY

### EMERGENCY EVACUATION AND FIRE ALARMS

In the event of a fire or other emergency, an alarm will sound. Students are expected to follow the instructions of their teachers and move quickly to the assembly area on the field. It is important to maintain order and quiet so that instructions can be clearly heard and attendance may be taken effectively.

As the fire alarm system is connected to the Chemainus Fire Department, volunteer fire members must leave their jobs and respond if the alarm is set off. **IT IS A CRIMINAL OFFENCE TO DELIBERATELY CAUSE A FALSE FIRE ALARM.** If you accidentally set off a fire alarm, report to the office staff immediately.

### EARTHQUAKE PROCEDURES

When you feel an earth tremor:

- take cover under or beside a desk or table and face away from windows
- assume the crash position on your knees, head down, with one hand clasping your neck or head and the other holding onto the furniture
- when the shaking stops, count to 60
- check for injuries and survey the area for hazards before moving from cover
- evacuate the school quickly and cautiously, following your teacher to the assembly area

### INTRUDER PROCEDURES

During the regular school day, visitors that are on school business including guests, presenters, school nurses, school photographers, School District maintenance staff or itinerant teachers must all wear a clearly visible School District 79 “Visitors” badge or they must be directly accompanied by a staff member while in the school. During the regular school day, parents are expected to report directly to the main office for an appointment or to pick up a student. Visitors that are not in the school on official business are considered “intruders” or “unwelcome” visitors.

If you become aware of an intruder in the school please report this information to the main office or the closest staff member immediately. This is especially important if you suspect that the person is in the school to do harm to another student or adult in the building.

Please be prepared to describe the individual (e.g. male/female, height, color of clothing, hair length or other distinguishing features). This will assist the school administrators to more easily identify the intruder. Please be prepared to describe what area of the school this person was last observed in and the elapsed time since the person was spotted.

Regular intruder drills will be practiced during the school year to ensure student safety. Your advisor will review the drill procedures with you to ensure that you are aware of how to respond in the event of an Intruder Alert.

## REVIEW OF AGENDA

I have read the student handbook (this page and the previous) with my son or daughter. We are aware of the school’s policies and procedures.

**Student Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

# NEED HELP?

## School & Community Resources for Families in the Chemainus Area

### 1. Health Services

**Public Health Nurse (school health nurse)** is available in the counselling centre of the school on scheduled Mondays from 10:45 am – 11:30 am. Students may drop in or schedule for services. Confidential services include:

- Sex education and decision making
- Access to counsellors, doctors and/or drug and alcohol support if requested

**The Margaret Moss Health Unit** located at 675 Canada Avenue in Duncan also provides these same services and has drop in clinics on the following days/times:

- Mondays 2:00 pm – 4:00 pm (pill pick up only for current clients)
- Thursdays 2:00 pm – 4:00 pm (all services for new and current clients)

**Students are welcome to contact the Margaret Moss Health Unit at 250-709-3050.**

### 2. Child and Youth Mental Health

#### **Intake Clinics for Families in the Cowichan Region**

Tuesdays 9:00 am – 11:00 am and 1:00 pm – 3:00 pm at 161 Fourth Street, Duncan (250-715-2725). No appointments required for first-time visitors. Older children and youth are encouraged to attend the intake clinic with their families. Youth have the option of attending the clinic on their own as a private self-referral.

### 3. Food Banks

**Harvest House Food Bank** 9814 Willow Street, Chemainus 250-246-3455

**Chemainus United Church** 9:30 am – 11:30 am 250-246-3463 (Pick up food)

**Warmland Community Church** 1586 Joan Avenue, Crofton 250-246-2982

**Cowichan Valley Basket Society** 5810 Garden Street, Duncan 250-746-1566

(Distributes hampers 10:00 am – 1:30 pm Monday, Wednesday, Friday and 2<sup>nd</sup> and 3<sup>rd</sup> Thursday of every month)

### 4. Counselling and Other Services for Individuals and Families

#### **At School**

*Counselling office: Counsellors, Student Support Workers and Aboriginal Support Worker*

*North Cowichan Youth Room, Penelakut Counselling Services*

*Quiet Room 108*

**Aboriginal Child & Youth Mental Health** 250-741-5701 Nanaimo

*\*Intake, families and/or youth can self-refer themselves at the office Wednesday, Thursdays 9am-3pm.*

**Ministry of Children and Family Development** 250-715-2725 Duncan

*\*Intake, families and/or youth can self-refer themselves at the office on Tuesdays 9am-3pm.*

**Big Brothers/Big Sisters** 250-748-2447

**Canadian Mental Health Association** 250-746-5521

**Cowichan Bereavement Support Services** 250-701-4242

**Cowichan Family Life Association;** affordable peer counselling & community groups 250-748-8281

**Cowichan Mental Health & Substance Use;** through Canadian Mental Health Assoc. 250-597-1372

**Cowichan Valley Youth Services Society;** Individual & family counselling 250-748-0232 (formerly COS)

**Cowichan Women Against Violence** 250-748-7000

**Crisis Line Vancouver Island** 1-888-494-3888 (7 nights/week 6:00 pm – 10:00 pm) [www.vicrisis.ca](http://www.vicrisis.ca) (chat now)

**Crisis Text Vancouver Island** 250-800-3806 (text only; 7 nights/week 6:00 pm – 10:00 pm)

**Discovery Family and Youth Substance Counselling** 250-737-2029

**Disordered Eating** 250-746-5521 *Canadian Mental Health*

**Early Psychosis Intervention (On Board Program)** 250-701-5910 *17-25yrs assessments, counselling*

**Family Transitions for Divorced or Separated Parents** 250-709-3050 *Margaret Moss/Duncan Health Unit*  
**Grandparents raising a child (or other relative) support** 1-855-474-9777  
**H'ulh-etun Health Society**; All health care for Halalt & Lyackson First Nations 250-246-9495  
**Hiiye'yu Lelum (House of Friendship)**; holistic programs & services for indigenous people 250-748-2242  
**Kids Help Line** 1-800-668-6868 [www.kidshelpphone.ca](http://www.kidshelpphone.ca) **Text anytime 6868**  
(Free, anonymous, confidential phone, web and text counselling for young people of all ages)  
**Lalum'utul' Smuneeen (Child & Family Services)**; Cowichan Tribes 250-746-1002  
**Ministry of Child and Family Development (CCI and Guardianship)** 250-715-2725  
**Ministry of Child and Family Development (Aboriginal)** 250-715-2737  
**Open Door Youth Services Centre**; through Canadian Mental Health Assoc. – helps with basic needs: food, showering, laundry, some medical care. 371 Festubert Street, Duncan 250-732-2395  
**Penelakut Health** 250-246-9885  
**Sexual Abuse** 250-746-5521 *Canadian Mental Health*  
**Somenos Safehouse/Transition House** 250-748-8544  
**Suicide Line** 1-800-784-2433  
**Teen Support** 250-748-0232 *Cowichan Valley Youth Services*  
**Ts'ewulhtun Health Centre**; Cowichan Tribes 250-746-6184  
**Victim Link BC**; Toll free, confidential 24/7 info & referral service for all victims of crime 1-800-563-0808  
**Warmland House & Outreach**; Emergency housing & counselling support 250-715-1132  
**Warmland Women's Support Services Society** (victim assistance, advocacy) 250-710-8177  
**Youth Against Violence** [info@youthagainstviolenceline.com](mailto:info@youthagainstviolenceline.com) 1-800-680-4264  
(24/7, anonymous, confidential, in your language)

## **5. Resources**

**At School - Additional Academic Help** *Lunch & Learn, every day in the Library, Room 108 @ lunch, Learning Lab*  
**BC Mental Health & Addictions Information Line** 1-800-661-2121  
**Bell Let's Talk Day** *Great videos & resources*  
**CMHA (Canadian Mental Health Association)** [www.cmha.ca](http://www.cmha.ca)  
**Foundry** [www.foundrybc.ca](http://www.foundrybc.ca) (Offers youth 12 -24 health and wellness resources, services & supports)  
(Closest location is based out of Victoria)  
**Kelty Mental Health, BC Children's Hospital** [www.keltymentalhealth.ca](http://www.keltymentalhealth.ca)  
**Mindcheck.ca**  
**Schizophrenia Awareness** 250-709-2985  
**Take the challenge now.net**  
**Teenmentalhealth.org**

**REMEMBER you can also call 911 or go to the hospital**

# 50 Ways to Take a Break

Take a Bath

Listen to Music

Take a Nap

Go to a body of water

Watch the clouds

Light a candle

REST your legs up on a wall

Let out a sigh

Fly a Kite

Watch the stars

Write a Letter

Learn something **NEW**

Listen to a guided relaxation

Read a Book

sit in **NATURE**

Move twice as slowly

Take Deep Belly Breaths

**MEDITATE**

Notice your Body

Call a Friend

Meander around Town

**WRITE** in a journal

Buy Some Flowers

Find a relaxing scent

Walk Outside

Go for a run

Take a bike ride

Create your own coffee break

View some **ART**

Eat a meal in **SILENCE**

Turn off all electronics

Go to a park

Pet a furry creature

read or watch something **FUNNY**

Examine an everyday object with Fresh Eyes

Drive somewhere **NEW**

Go to a Farmers Market

Forgive Someone

Engage in small acts of **KINDNESS**

**COLOR** with Crayons

Make some **MUSIC**

Climb a Tree

Let go of something

Put on some music and **DANCE**

Do some gentle stretches

Print on a surface other than paper

Write a quick poem

Read poetry

Give Thanks