

COWICHAN SECONDARY SCHOOL

2021 - 2022

STUDENT HANDBOOK

Cowichan Thunderbirds



Feel the Thunder

2652 James St, Duncan, BC V9L 2X2
Telephone: 250.746.4435 ~ e-Mail: cssecretary@sd79.bc.ca

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Cowichan Campus

2652 James St
Duncan, BC V9L 3A5
250 746-4435

Principals' Message: Welcome to Cowichan Secondary School – a place to learn, form friendships, and have fun. We strive to honour the traditions of the past all the while creating innovations for the future. Our amazing staff works hard to provide challenging academic programs, extensive opportunities for students in the arts, trades, tech and athletics, and to continue a strong commitment to excellence. We encourage students to take advantage of these opportunities and we will do everything we can to help students be successful.

Together students are learning, discovering, taking risks and developing life-long friendships in an environment that is safe, caring, supportive and responsive. Our Mission and Vision for the school can be found on the next page. ***These were written by students!*** We will strive to make that Mission and Vision a reality. To help with this, the school encourages parents/guardians and to be supportive of the school's policies and encourages parental involvement as needed and as appropriate.

Thank You!

Darcy Hoff
Principal

Rhonda Cizeron
Vice Principal

Jennie Hittinger
Vice Principal

MISSION AND VISION



Our Mission and Vision were written by students working in collaborative teams. The students' words were endorsed by staff and parents.

Vision: Create a safe, diverse community where students express their individuality. Help them achieve their goals and life passions in a positive learning environment.

Mission: Teach students to be accepting of others and respect the differences of each individual person, while helping them to pursue their life path. Provide them with the education they need to obtain essential life skills.

Goal: More students being more successful, in more courses.

SCHOOL WEBSITES & Social Media

School Website: css.sd79.bc.ca

Information on all our school sites, including FACEBOOK, Instagram, Twitter and other links are updated regularly. Lots of important information and links to areas of interest may be found on the school website.

INSTAGRAM AND TWITTER: @CowichanSS

Facebook Page: Cowichan Secondary School

What Else Can be Found on our Website:

- Academic and Non-Academic Information and Activities
- Courses available
- Daily Bulletin
- Staff e-mail address list
- Student Handbook
- Our Weekly Newsletter: Friday Files (all issues)
- Information to download our school T-bird App



CSS Bell Schedule

***Our blocks rotate weekly**

1st Block (A): 9:00 am – 11:45 am

2nd Block (B):

lunch break: 11:45 am – 12:30 pm

3rd Block (C):

4th Block (D):

CODE OF SOCIAL RESPONSIBILITY & CONDUCT

The Cowichan Secondary Code of Conduct can be summed up in one word: RESPECT. If we all (students, staff and parents) demonstrate RESPECT at all times, this will be a safe place to learn. To elaborate on what it means to show R.E.S.P.E.C.T. we summarize the following:

RESPONSIBILITY	We will take responsibility for our actions and our schoolwork.
EFFORT	We will put forward our best effort at all times. We will be present and attend our classes and flex block.
SAFETY	We will behave in a safe manner at all times, not doing harm to ourselves and others.
PRIDE	We will demonstrate pride in ourselves, in our work and in our school.
ETHICS	We will behave in an ethical manner, demonstrating honesty and integrity.
COOPERATION	We will work together – students, staff, and parents – to make this a better place.
TOLERANCE	We will be tolerant of differences and we will celebrate diversity.

Our behavior expectations and Code of Conduct are intended to be positive and restorative. Our Code of Conduct is built around “RESPECT” and is supported by the BC Human Rights Code. Our school promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation or age – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment. Our school will treat seriously behavior or communication that discriminates in any way. The Human Rights Code is available online at:

http://www.bclaws.ca/civix/document/id/complete/strateg/96210_01

While our expectations and consequences apply to everyone, we will always take individual situations and special circumstances into consideration.

Principals and vice-principals have the right to regulate student conduct in order to preserve student and staff safety, to avoid disruption of, or interference with, the rights of other students in order to maintain a positive school climate and proper administration and operation of the school. This includes taking all reasonable steps to prevent retaliation by a person against a student who made a complaint of breach of Code of Conduct.

It is important that parents/guardians be informed when serious contraventions of the Code of Conduct occur. When appropriate, district personnel and other outside agencies including the RCMP may also be informed, with the specific goal of resolving the situation in the best interests of both the individual student and the greater school community. If required, the school district has an Appeals Process available at the schools or on the SD79 website.

- A. All members of the community are expected to show respect for themselves and others, the school facility, and the learning environment.
 - 1. Observe all aspects of the Student Code of Conduct.
 - 2. Be courteous in word and in action to all people in the school.
 - 3. Accept personal responsibility for behavior.
 - 4. Allow others to work without distraction or undue noise.
 - 5. Use appropriate language e.g. free of profanity, homophobia or racial slurs.
 - 6. Comply promptly with reasonable requests by any staff member including coaches, teaching and support staff.
 - 7. Be environmentally responsible. Properly dispose of garbage or recycle in an appropriate container.
 - 8. Do not deface or damage school property.
 - 9. Inform staff, in a timely manner, of any incidents that might negatively impact the learning environment or other students (bullying, violence, harassment or intimidation).
 - 10. No smoking, including vaping, anywhere on school grounds or within 200 meters of the school.

- B. All behaviors must comply with the Criminal Code. Examples of violations that may lead to immediate suspension may include:
 - 1. Possessing weapons or imitations of weapons.
 - 2. Causing a false alarm.
 - 3. Possessing, using, or being under the influence of drugs or alcohol.
 - 4. Violent incidents including written or verbal threats, bullying, intimidation, inciting others to violence, physical assault or fighting.
 - 5. Theft or vandalism.

- C. All are expected to work toward reaching their potential in each of their classes.
 - 1. **Attend all classes** - Attendance is kept for all classes and is mandatory.
 - 2. **Be Punctual** - Be in your class and prepared to learn on time.
 - 3. **Be Prepared** - Students are to arrive to class with the appropriate texts, books and writing materials.
 - 4. **Be Positive** - Actively participate in your learning.
 - 5. **Seek assistance when needed** - For the student who needs extra help, teachers provide times when a student can see them. Take advantage of these opportunities.
 - 6. **Work honestly** - Don't cheat or plagiarize anyone's work and don't allow your work to be used for these purposes.
 - 7. **Do not cause disruptions to the learning environment** - It may be your choice not to learn but distracting or keeping others from learning is unacceptable.

Students can expect to be treated fairly and judiciously for any non-compliance with the Student Code of Conduct that threatens the well-being, safety or learning of others in the school. If non-compliance continues, there will be a progressive series of consequences based on the age and maturity of the student and the severity of the inappropriate behavior. Consequences for non-compliance with the Student Code of Conduct may include, but are not be limited to: verbal warnings, parental contact, service work, detention, restorative justice, suspension or referral to an alternate educational program as determined by the board.

POLICIES AT COWICHAN SECONDARY SCHOOL

Attendance

Regular attendance is essential for school success. Please be aware that students may NOT be able to receive their course credits if they do not attend a significant portion of a course hours. Attendance is key. Lessons are made for YOU and your success. Each month, attendance will be tracked. To be valid for assessment, much of the classwork must be done IN CLASS, and collected in class. Doing work outside of class for assessment, will be under unique situations and documentation, such as a doctor's note, will be required. A discussion with administration will be essential. There are distance learning courses available through the district, but if you are registered at Cowichan Secondary School in a course here, you **must** be actively in attendance.

Tobacco, Alcohol, Drugs

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 be suspended immediately in accordance with School District Policy. A parent or guardian will be notified.

British Columbia Law requires strict enforcement of a tobacco- and vape-free policy anywhere on school property. Violators may be subject to heavy fines and imprisonment. In the interest of the health of all students, smoking and chewing tobacco are not permitted on the school premises, or along the streets adjacent to the school. This now includes a ban on "E-Cigarettes" and Vapes. A violation of this rule may result in suspension from school.

Search & Seizure

The Principal and Vice-Principals have the legal right to search your person or property if they have reason to believe you may be in possession of any illegal substance or property. The administrators may search your clothes, backpacks, bags, locker or vehicle. Any illegal items found will be confiscated. Parents and/or the RCMP may be contacted. Consequences may include suspension. This has been endorsed by parents on our PAC, and upheld by the Supreme Court.

Fighting, Bullying, Harassment and Intimidation

We are committed to providing a healthy and safe environment in which fairness and respect are both taught and modeled. Bullying is verbal, non-verbal, or physical behavior by one or more persons who appear more powerful in some way than their victim. Bullying, harassment or intimidation can take many forms be it physical, emotional, or psychological, and may occur in person or electronic communication – by phone (verbal or text) or through the internet (cyber bullying). Students must follow the SD79 "Internet Acceptable Use Policy". Students who are using the internet or social media to threaten or intimidate others will also be held accountable. This may include suspension from school and, depending on the severity, it may also involve outside agencies including the RCMP. We also have a zero tolerance for fighting. Students involved in fights, or inciting others to fight may be suspended.

Fair Notice: A threat assessment will be initiated when behaviors of violence or threats of violence occur. To keep school communities safe and caring, staff, parents, students and community members have a **DUTY TO REPORT** all threat-related behaviors.

Dress Code

We respect individual styles while we take into account the feelings of others. Students are not permitted to wear clothing or accessories that express messages of violence, hate, drugs, alcohol, or profanity. Students who choose to wear inappropriate clothing will be asked to change. Repeated refusal to comply with staff requests will be considered non-compliance.

Weapons

Weapons are any instrument that can be used to injure, harm or intimidate another person. Weapons of any kind are not allowed. Some examples are knives, laser pointers, or any other dangerous objects including fireworks. Any student found in possession of a weapon or replica may be subject to immediate suspension.

Phones and Personal Electronic Devices

Cell phones and any type of personal electronic device must be OFF and OUT OF SIGHT during class time, unless students have teacher permission for their use. Phones can be a large distraction from learning. Please ensure you are listening to your teachers about their expectations for cell phone use. Be polite and aware that these lessons are designed for you and your involvement is essential for school success!

Personal electronic devices (phones, cameras, iPods, MP3 players, tablets, laptops, etc.) are a part of modern society and the school accepts that many students will possess them. However, their application and relevance in the classroom should be limited to teaching and learning. School District 79 Policy clearly outlines the expectations for cell phone use in schools. Teachers and students have a right to teach and learn in a classroom environment free from interruptions by from cell phones and other devices. Teachers may ***give permission*** for students to use these devices in class, but students must ***not assume*** that they have the right to use them, unless the use is outlined in a student's Individual Education Plan (IEP).

If the use of these devices causes any disruption or distraction to the teaching and learning environment, the teacher may ask the student to put the device away. Repeated disruptions may result in the device being taken away from the student. The device will normally be returned to the student at the end of the class. For chronic issues, the device may be taken to the office and returned to a parent at the end of the day. For serious offences, the device may be confiscated as evidence.

For privacy reasons, use of phones and personal electronic devices will NOT be permitted in the washrooms, locker rooms, change rooms, shower rooms or in other environments where their use could create discomfort and embarrassment to the school population. No images of students or staff in schools or at associated facilities or activities are to be uploaded to school, public or private websites without the written consent of the person or persons and/or their parents or guardians, in the photograph or video. Inappropriate use of these devices may result in discipline, which may include suspension and/or involve the police.

The school accepts no responsibility for these devices if they are brought to school and undertakes no responsibility to investigate their misplacement, loss or theft.

Visitors

Visitors are not permitted in district schools during class time. Students are not called from class to receive messages from visitors unless the situation is considered to be of an urgent nature. All visitors must report to the office. Under Covid-19 protocols, only staff and students are permitted in the building. Anyone else looking to enter must call ahead and arrange an appointment.

Litter, Graffiti and Vandalism

While our custodial staff works hard to maintain a clean school, students must help by keeping the school clean, respecting the building and property, and not littering. We want to keep an attractive environment and a good image in our community. Students' deliberately damaging or defacing school property can anticipate that they may be disciplined and they or their parents are expected to pay for any and all damages.

Locks and Lockers

***There will be no lockers until further notice due to Covid-19 health and safety protocols
Students will be assigned a school lock and a school locker when they have paid their student activity fee. Locks and lockers may not be changed without permission. Students are reminded that the school owns the locks and lockers and they are to be treated with respect or students run the risk of losing the locker. School officials, with reasonable suspicion, 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.

Personal Belongings

To guard against possible loss or theft, students are encouraged to keep valuable items at home as the school cannot be responsible for these items. Any lost items are placed in the Lost and Found boxes.

Lateness

Students are expected to arrive at school on time. When students are unavoidably late, they must report to class with as little disruption as possible and following the entry procedures of the teacher.

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. Cheating or academic dishonesty may also mean knowingly falsifying or changing information on assignments or tests without the teacher’s permission.

Consequences for Cheating

Cheating is considered a serious academic offence. First time offenses may be handled less severely than repeat offenses. The following is a list of escalation consequences for cheating

- A teacher may adjust the grade on the assignment/ test, or ask the student to redo the assignment or a similar assignment/ test.
- The parent will be contacted and a member of the administration will speak to the student about their offence.
- The student will be referred to the administration for disciplinary action.
- Close monitoring of this student in all classes may begin to ensure compliance with ethical behavior.
- Serious or repeated incidents may also include a possible in-school or out-of-school suspension

Conduct on School Buses

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 and the school bus driver. By the time a student reaches high school, it is expected that expectations for conduct on school buses is well understood. Details can be found in the SD79 Policy #5155. Please note that inexcusable conduct or vandalism may result in suspension from bus privileges.

Grad Behavior

It is extremely important that grade 12 students take a leading role in demonstrating responsible behavior both as a graduating class and as individuals within the graduating class. At Cowichan Secondary, we hold grade 12’s to a higher standard of behavior. As senior students, we expect a greater awareness and respect for the school’s standards of behavior. Poor behavior may have an impact on a graduating student’s ability to participate in the traditional graduating activities. Only students who are “citizens in good standing” may participate in graduation activities.

Only students who are “citizens in good standing” may participate in graduation activities.

Any student in grade 12 who is suspended for up to five days or more will have the privilege of participating in graduation activities automatically suspended pending an appeal process. The restoration of graduating privileges may only occur through an appeal to the Cowichan Secondary Appeals Committee. A letter will be sent to the parent of the offending student explaining the policy and the appeal process. Students who refuse to participate in the appeal process will not have their graduation privileges restored.

This Appeals Committee will consist of members of the staff and administration. Offending students must arrange a meeting with the Appeals Committee. Students may appeal the privilege of attending graduation activities. The offending student must agree to perform community service as an act of “restorative justice” for the graduating class, staff and parents who work hard to ensure that these are positive and memorable events. Offending students must complete a minimum of 15 hours of community service. This must be verified by a member of the chosen community organization. Community service must be completed within six weeks from the meeting date with the Appeals Committee.

The student may select to perform the service to the school community or to a community charity or organization of his/her own choice. Alternatively, the school will arrange for a sponsor community charity or organization for which the community service can be completed.

Any incident that results in a school suspension three weeks or less prior to the date of graduation walk-up may not be appealed. The student will forfeit the privilege of participating in the event.

NOTE: Grad Walk-Up is a privilege you must earn. If you lose the privilege of attending this event, you may still receive your Graduation Diploma.

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 Duncan Fire Department, volunteer firemen must leave their jobs and respond if the alarm is set off. **IT IS A SERIOUS 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,
- count to 60; earthquakes rarely last longer than 60 seconds, and count to 60 again (for aftershocks)
- follow your teacher out of the school to the assembly area.

Intruder Procedures

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

Your safety as a student in this school has a very high priority to the community, parents and staff members alike. It is very important that you are familiar with the school’s Intruder Policy. We want you to be aware of how you detect an uninvited visitor or “intruder” to this school. We want you to know how to respond if you spot someone in the school or on school property who does not appear to belong. Signs are posted on every public entrance to the school that *Visitors Must Report to 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. **Only visitors that have an appointment should enter the building under Covid-19 health and safety protocols.**

Suspension of Classes for Weather or Other Causes

The school will remain open by District 79 Policy 3500 on all regularly scheduled days except in extraordinary circumstances “...where the health, welfare, or safety of the students is in jeopardy”. In such extraordinary circumstances, only the Superintendent of Schools can make the final determination as to the suspension of classes. This may occur in the event of inclement weather, power failure or other emergent situations.

In the event of inclement weather, e.g. excessive snowfall and/or dangerous driving conditions, the Superintendent will determine whether the buses will run and schools will remain open. If severe weather conditions exist prior to the opening of school in the morning, the Superintendent will contact local radio stations to make such an announcement. Normally this will be done by approximately 7:00 a.m. Parents and students are advised to listen to 89.7 FM (Duncan), 100.3 CKKQ (Victoria) and 102.3 CKWV (Nanaimo) for such announcements or check the school district website at www.sd79.bc.ca.

In the event of a power failure or other such emergency that occurs prior to opening of the school, the Superintendent will follow the same procedure as that followed during inclement weather conditions and parents and students are advised to listen to their local radio station.

If there is a power failure or other emergency during the school day, the superintendent will assess the situation and determine whether classes will be suspended for the balance of the school day. If it is determined that classes will be suspended, the superintendent will direct the busses to the school for an early pickup. Students that normally drive or walk home will be released to go home early.

STUDENT SERVICES

Counseling, career, academic, scholarship, graduation and other information may be found on the school website at: css.sd79.bc.ca To stay up to date, the most current information can be found through the 'Friday File'

Counseling

Counselors are available to help you with any problem you may have. Counselors are able to assist you in a variety of ways:

- Arranging for help if you are finding your schoolwork too difficult
- Listening to your personal or social concerns and providing information and suggestions
- Referring you to community and professional services
- Helping you to choose appropriate courses and careers and to develop a personalized learning plan
- Developing your work habits and your study and self-motivation skills
- Helping you to modify behavior that is interfering with your success
- Mediating conflicts that arise between you and other students of the school
- Intervening on your behalf if you are at risk and working with you, your family and teachers to enhance your opportunities for success; and consulting with your 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 them directly or with the counseling secretary. Your counselor will contact you as soon as they 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 may be difficult to accommodate course changes. Course changes will be limited after the beginning of each semester.

Work Experience

Work Experience is a practical part of career education, which enables you to discover the demands and responsibilities of the work world. The Work Experience Program is available to those who are aged 15 years or older and provides job related experiences. This work may be paid or unpaid, but must meet WorkSafe BC requirements. If you are interested, please see the Career Centre.

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.

Food Services

Food Services are available through Gibby's cafe.

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.

Student Vehicles and Parking

Students who drive a vehicle to school are asked to use the student parking lot on the west side of the school or the one on the east side of the Community Centre. Refrain from parking in other community center parking lot or in the fire lanes at the back of the school. Students are advised not to park in the staff parking lot. These spots are numbered and assigned to staff only. Students who ignore this direction may have their car towed at their own expense.

We expect that students will operate their vehicles in a safe and responsible manner in the parking lot and on the roadways adjacent to the school. Reckless driving or speeding may lead to a loss of parking privileges on school property and/or a recommendation to parents that the vehicle remain at home for a period of time. Drivers who ignore these expectations may be reported to the RCMP.

Bicycle Security

Those who ride bicycles to school should park them in the bike rack between main building and commerce building. Your bicycle should be left securely locked. A \$20.00 bicycle lock is a wise investment to protect an expensive bicycle. Since missing bicycles are not the responsibility of the school, you are advised not to ride expensive bicycles to school.

Illness or Injury

If you become ill during the school day, you should report to the office. Any Covid-19 related symptoms must be immediately reported to the office. A secretary will make arrangements for you to be picked up and taken home, usually by a parent/guardian or emergency contact. 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.

Student Photos

All students must have a photo taken for use in school records, the yearbook, and student cards. There is no charge for this service. However, if you wish to purchase a color photo package, you may do so by paying the fee set by the photographer. There is a second opportunity for those who are absent at the time of the photographer's first visit.

Student Fees

A Student Activity fee of \$25.00 will be charged to all students at the beginning of September. This School Board approved fee is used to offset costs of the Student Handbook, Guest Speakers, Assemblies, School Spirit, Student Leadership activities and other student organizations within the school that all students may benefit from over the course of the year.

A one-time Textbook Deposit of \$25.00 will be charged to all Grade 10 students and any new students in Grades 10-12 entering the school. This is a refundable fee that will be credited to the graduation fees or when a student leaves the school provided all borrowed textbooks, library books, calculators or other school equipment on loan has been returned in reasonable condition.

Course Fees are no longer being charged for any reasonable consumption of consumable materials such as wood, metal, food and art. Teachers in each elective course budget a certain amount per student for projects e.g. clay for ceramics in art, food for cooking, film for photography etc. When students elect to use a greater quantity of materials or more expensive materials than has been budgeted for to complete a project, the student may be required to pay the additional cost.

Fees can be paid by cash, debit or credit card, or through our online program. Cheques are NOT preferred but they can be made payable to *Cowichan Secondary School*.

No student will be denied any reasonable opportunity to participate in activities due to financial hardship. Parents or guardians who find themselves in a difficult financial position may contact the school administration in confidence, to make alternate arrangements.

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

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. 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.

Lost and Found

Lost and found items are kept in the Lost & Found container in the hallway. 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. Items left in the lost & found for a period of time are donated to charity.

Student Valuables

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, try to arrange to pay by debit card, cheque, or our online method.
- 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.** Do not expect your teacher or coach to hold them for you.
- If you are a victim of theft, report the incident to the office staff immediately.

Bus Information

School bus transportation is provided for all students in our attendance area outside of the walking limits. The students who use this service are expected to conduct themselves in a courteous, co-operative manner and follow the instructions of the bus driver. For further information, please contact the Transportation Department at 748-1066.

STUDENT EVALUATION, AWARDS & SCHOLARSHIPS, GRADUATION REQUIRMENTS

Reports

Formal progress reports are provided to parents/guardians four times during the year. Reporting dates will be posted on the school website at css.sd79.bc.ca. Progress reports include achievement levels for each course, attendance and work habits. Teacher comments are also included in the body of the report to provide an important summary relating to student progress. Parent-Teacher Interviews are available upon request by either the parent or the teacher. Parents can play an important role in student learning and are encouraged by the school to become involved. The report to your parents is a reflection of your achievement, attitudes, work habits and effort and it is essential that you attend all meetings as well – you need to be a part of your own educational discussions! Assignments will be evaluated on the basis of established criteria with marks 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. Attendance and work production in class will be essential for success.

Provincial Exams

There are changes in progress for the Graduation Program and Assessments. The old “Provincial Exams” are now phased out. They were being replaced by new assessments for Literacy & Numeracy. Here is a link for helpful information regarding these changes: <https://curriculum.gov.bc.ca/graduation-info>. Students in grade 10 will write a Provincial Graduation Numeracy Assessment and a Provincial Graduation Literacy Assessment. Starting in the 2021-2022 school year, students in grade 12 will also write a Provincial Graduation Literacy Assessment.

Students who may be carrying-over old courses with Provincial Exams attached should talk to their counsellor or administrator to ensure that their Grad Plan is up-to-date. Here is a link for helpful information regarding these changes: <https://curriculum.gov.bc.ca/graduation-info>.

MINISTRY LETTER GRADES

LETTER GRADES AND DEFINITIONS

A	(86-100%) Excellent or Outstanding Performance in relation to learning outcomes
B	(73-85%) Very Good Performance in relation to learning outcomes
C+	(67-72%) Good Performance in relation to learning outcomes
C	(60-66%) Satisfactory Performance in relation to learning outcomes
C-	(50-59%) Minimally Acceptable Performance in relation to learning outcomes
I	No demonstration of minimally acceptable performance in relation to learning outcomes in this reporting period
F	No demonstration of minimally acceptable performance in relation to the learning outcomes for the course
W	Student has withdrawn from the course
SG	Standing Granted. Acceptable level of performance though normal requirements not completed
TS	Transfer Granted. Standing is granted based on records from an institution other than a school
RM	Requirement Met. This symbol is used to indicate the successful completion of Grad Transitions in Grade 12.

Appeal of Final Letter Grades

If you wish to appeal an assigned final letter grade initiate the established Final Letter Grade Appeal Procedure for the school.

Final Letter Grade Appeal Procedure

- First contact the teacher to discuss the evaluation.
- If you are unsatisfied, contact the vice-principal.
- If you are still unsatisfied, contact the principal.
- If the matter is still unresolved contact the School Board Office to initiate the district level appeal procedure.

Note: *To appeal a Final Semester 1 letter grade the parent or student must initiate the Appeal Procedure within one week of the issue of the final mark.

*To appeal a Final Semester 2 letter grade the parent or student must initiate the Appeal Procedure immediately after the reports are issued as the school closes the next day for the summer.

Work Habits

GOOD (G)

Responsibility: all assignments turned in, on time for class, ready to work and learn

Cooperation: works well with other students and teachers

Independence: self-directed learner, takes appropriate initiative

SATISFACTORY (S)

Responsibility: most assignments turned in, seldom late, usually ready to work and learn

Cooperation: works well with most other students and teacher(s)

Independence: needs one-on-one attention some of the time

NEEDS IMPROVEMENT (N)

Responsibility: most assignments not turned in, often late, many times not ready to work and learn

Cooperation: does not work well with other students or teacher(s)

Independence: needs one-on-one attention most of the time

Scholarships and Bursaries

Numerous scholarships and bursaries are made available to graduating students through the generosity of community organizations, service clubs, business groups and post-secondary institutions. These financial awards, which range in value from \$100 to \$5000 or more, are presented to deserving students who plan to further their education. In general, bursaries are presented on the basis of academic achievement, citizenship and need for financial assistance and scholarships on academic achievement and community leadership.

District Scholarships and Awards of up to \$1250, based on excellence in areas of study that include indigenous languages & culture, fine arts, applied design/skills/technology, physical activity, international languages, community service, or technical/trades training. More information will be given to Grade 12 students in the Spring.

The Ministry of Education sponsors scholarship programs, and information can be found on their website: <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/provincial-scholarships>

SCHOOL AWARDS

Honour Roll

Honour Roll or Honours with Distinction standing is calculated using GPA (Grade Point Average). Honours with Distinction is earned with an A average. Honour Roll is earned with a B average. GPA is based on a 4 point scale. A = 4.0, B = 3.0, C+ = 2.5, C = 2.0, C- = 1.0

At the end of the school year, deserving students are awarded Honour Roll or Honours with Distinction standing. At the Grade 10-12 level, GPA will be calculated based on an average of the Final Semester 1 mark and the Term 3 mark. To be eligible for this standing, students in Grade 10 and Grade 11 must be fulltime and complete eight or more courses and students in Grade 12 must take at least six courses. Honour Roll with Distinction requires a GPA of 3.8 or higher and Honour Roll requires a GPA of 3.0 to 3.79.

*To have any courses taken outside of CSS (i.e. SIDES, Dual Credit etc.) included in Honour Standing calculations, students or parents must submit documentation of a final mark to the Vice-Principal.

Subject Awards

Subject awards may be given to students who excel in a particular subject. They are determined by Departments through teacher nomination, and may be given out in individual classes.

Major School Awards

Student accomplishment is recognized at the end of the school year for Grades 10-12. Recognition is given to those who strive for excellence in the areas of scholastics, diligence, service, fine arts and athletics, in the form of certificates and silver and gold "C" pins. Major awards are presented to the most outstanding student in each of these areas. Certificates are presented to the most accomplished student in each course or subject area.

- **SCHOLASTICS** - Presented to students who maintain a high level of achievement, Honours with Distinction (GPA 3.8) and Honour Roll (GPA 3-3.79).
- **SERVICE** - Presented to students who, through voluntary service in the school, make a significant contribution to improving the school and enriching the school life of fellow students. All teachers, coaches and administrators will be asked to submit a list of students' names which will be weighted according to the time and effort spent. Service with Distinction qualifies a student for a "C" as defined below.
- **ATHLETICS** – Presented to students who have participated on at least two major extra-curricular teams in one year or have been a member of a team, which qualified for the Provincial Championships.
- **FINE ARTS** – Presented to fine arts students in good standing who have excelled in a significant extra-curricular manner in the fine arts areas while representing the school and who have been nominated by their teachers (e.g. Film & Music Festivals, Art Exhibitions, National Contest Winners etc.).
- **SILVER "C" AWARD** – Presented to students in good standing who in a school year excel in at least two of the areas of scholastics (Honours with Distinction), service (with Distinction as nominated by staff), fine arts, or athletics.

- **GOLD “C” AWARD** – Presented to students in good standing who in a school year excel in at least three of the areas of scholastics (Honours with Distinction), service (with distinction as nominated by staff), fine arts, and athletics.
- **PLATINUM “C” AWARD** – Highest award given for excellence in all areas: service, fine arts, athletics, and Honours with distinction.
- **CITIZEN OF THE YEAR** - This award is considered to be one of the most important Honours that can be made to a graduating student at the annual Valediction Ceremony. This award is given to an individual who has demonstrated outstanding leadership and service to the school. Students have ideally participated in assisting and/or leading in a variety of services to the school and their peers e.g. athletics, clubs, student council, grad council, or served as a liaison between the school and one or more community groups or organizations. Students must have served as a role model to others, willingly offering assistance to fellow students and staff when required. Students must also have a minimum 2.5 GPA during their graduating year.
- **GOVERNOR GENERAL’S BRONZE MEDAL** – This prestigious medal is considered to be the highest award that can be earned by a graduating student for academic achievement. The Governor General’s bronze medal is awarded annually at the Valediction Ceremony to the graduating student who has achieved the highest academic average (GPA) based on all BC Ministry of Education recognized courses completed during grades 11 and 12.

GRADUATION

Valediction Ceremony (Grad Cap and Gown Walk-Up)

You are invited to participate in the Valediction Ceremonies in late June if you have met the graduation or school completion requirements at the end of the previous semester or if you have the potential to do so in June. Participation in graduation ceremonies is a privilege, not a right. A list of students who will be invited to the ceremonies is posted in late May. A fee is charged to cover the cost of arena rental, gown rental, and cap purchase.

Some Grade 12 students may not be invited because they have:

- no reasonable expectation of meeting the graduation requirements during the current school year;
- participated in a previous graduation ceremony;
- displayed serious negative behavior in the school or community during the school year;
- failed to meet financial obligations regarding the student activity and grad class fees, lost textbooks and library books.

A Grade 12 student whose name does not appear on the posted list may appeal to the principal in writing, indicating the reasons why that student should be invited to the Valediction Ceremonies (see Grad Behavior Policy)

Your transcript of Grades, which indicates whether or not you have graduated, is forwarded to you in August by the Ministry. Certificates indicating that all graduation requirements have been met are made available to graduates in June or August, depending on when the requirements are met.

Valedictorian Eligibility

This student is chosen by the graduating class to represent their voice at the graduation ceremonies. It should be a student in good standing at the school who is chosen because he/she:

- can articulate well the voice of the graduation class.
- is a good all-round full-time registered student who has been successful at school.
- has been involved in many student activities during their years at Cowichan Secondary.
- can visualize and project your goals for the future, to the graduates, parents and, invited guests.

Student Graduation Program

You should be familiar with the requirements for Graduation as they influence course planning decisions. Please take the time to read the following sections.

Graduation Requirements for Students in Grade 10, 11, and 12

Students in British Columbia will receive a B.C. Certificate of Graduation (or “Dogwood Diploma”) when they successfully complete the provincial graduation requirements.

- Here is a link for helpful information regarding these requirements: <https://curriculum.gov.bc.ca>
- All grade 10, 11 & 12 subjects will appear on the graduation transcript including all examinable and non-examinable courses.

Students require a MINIMUM of 80 credits (equivalent to 20, 4 credit courses from grade 10, 11, 12) to graduate. Most of our students earn more than the minimum. Students should check with their counsellor if they have questions. Here is an overview:

- At least 16 credits must be at the Grade 12 level, including a required Language Arts 12;
- At least 28 credits must be elective course credits;
- 52 credits are required from the following:
 - Career Life Education (4 credits) and Career Life Connections (4 credits)
 - Physical & Health Education (4 credits)
 - Science 10 (4 credits) and a Science 11 or 12 (4 credits)
 - Social Studies 10 (4 credits) and a Social Studies 11 or 12 (4 credits)
 - A Math 10 (4 credits) and a Math 11 or 12 (4 credits)
 - A Language Arts 10, 11, and a required 12 (12 credits total)
 - An Arts Education 10, 11, or 12, and/or an Applied Design, Skills, and Technologies 10, 11, or 12 (4 credits total).
- In addition, students must also complete the three new graduation assessments.

As the new graduation program changes,
please see the Ministry of Education’s
website for all of the latest information:

<https://curriculum.gov.bc.ca>

STUDENT ACTIVITIES

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 student government 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.

***2021 / 2022 – Student activities must follow the Public Health Officers guidelines for Learning Groups and physical distancing.

Student Leadership

Students are encouraged to get involved in school activities. Students may sign up to be part of a Leadership Class, or they may volunteer to be leaders and helpers in other formal and informal ways. See your principal or vice-principal if you would like to get involved.

School Dances

With the support of teacher supervisors, Student Leadership Groups sponsor a number of school dances. You may invite an approved guest and you must purchase your ticket in advance. Your late admission may be approved. Once you leave a dance, you may not return. Dances are social occasions intended for the enjoyment of all students. ***Dances postponed until further notice due to Covid-19 protocols.

WARNING: Any student that arrives at a school dance under the influence or in possession of alcohol or drugs may be automatically suspended. Please be aware that ignoring this warning could impact the future of dances for all students. Please do not jeopardize this very important student event for others.

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 junior and senior 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 field hockey, volleyball, basketball, ice hockey, wrestling, swimming, rugby, soccer, golf, badminton, cross country, track & field and other sports. Because they enjoy working with young people, many teachers and community members 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. ***2020/2021 – Student activities must follow the Public Health Officers guidelines for Learning Groups and physical distancing. Furthermore, there will be no inter-school play until restrictions are lifted.

Accident Insurance

Students and their families are encouraged to get accident insurance. The school and/or the district do not provide accident insurance for students. Participation is voluntary and the costs are paid by the parent or guardian. Information applications may be made on-line at www.insuremykids.com. Questions should be directed to Reliable Life Insurance Company toll free at 1-800-463-5437.

SCHOOL FACILITIES

School Hours

The school will be open as of 8 a.m. each morning.

General Office

The general office is open from 8 am to 3:30 pm. The offices of the principal and the vice-principals are located in this area, as are the work areas of three secretaries. The public address system and the medical room are also located in the general office.

You are asked to direct all inquiries to the secretaries at the office counter. If you are asked to report to the principal or a vice-principal, you must enter the office and sit quietly until called.

Library

LIBRARY WEBSITE <http://www.sd79.bc.ca/wordpress/csslibrary> or visit the school website to find the direct link to the library there as well. The library website features “Noteworthy” information and “Book of the Week” posts as well as:

- Access to the library catalogue
- Links to references
- The Student Style Guide
- Links to Provincial Exam information/sample exams
- Subject links
- Book recommendations
- Our magazine list
- Reading/author links
- A link to “World Book Online” resources

The Library Resource Center provides curricular support for all students and teachers. A 31-station general access computer lab adjoins the library, and offers Internet access, word processing programs and other applications to classes and individuals. A fully automated catalogue is available on-line for quick and easy searching of the library collection from any school computer.

Computer Labs

Students have access to three “general use” computer labs in the school and Internet access for educational use. We have additional labs for specialized computer courses. 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.

Wireless Access: Students also have password-protected access to wireless internet throughout the school. Wireless access must also follow the SD79 "Internet Use" policy.

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.

Telephone

There is a student phone available in the counselling office.

**STAFF EMAIL ADDRESSES:
Available on the school website at css.sd79.bc.ca**

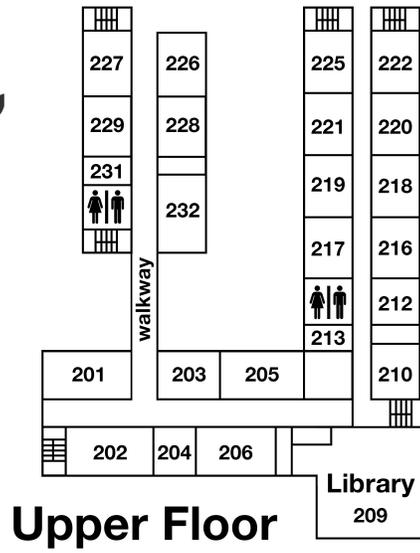
FOLLOW CSS ON SOCIAL MEDIA! We're a team and this is a great way to stay in touch! Important updates and information for students will be regularly posted through our website, Facebook, Twitter, & Instagram

Facebook Page: Cowichan Secondary School

Twitter and Instagram @CowichanSS



COWICHAN SECONDARY SCHOOL



Main Floor

