



2017-18





KODIAK HANDBOOK

Mr. Todd Clerkson

PRINCIPAL

Mrs. Jody Moss (A-I) Ms. Manjit Rai (J-P)

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VICE-PRINCIPALS

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY _____ POSTAL CODE _____

PHONE # _____ CELL # _____

STUDENT NO. _____ ADVISORY _____

PRINCIPAL'S MESSAGE

Welcome to Heritage Woods Secondary School! We believe that you will experience an incredible school which boasts tremendous facilities, advanced technology, and a FLEX schedule that allows students to take control of their own learning. The staff that will work with you are outstanding and you will be challenged and supported as you journey through the next several years towards graduation. The work our staff and students do together is based upon a school vision of respect, fairness, responsibility, honesty, and caring. We look to you, our students, to create the strong traditions that will make this school meet its goal of success for every student. Please get involved in any way you can. I wish you the best of luck at Heritage Woods and hope that you will challenge yourself and cherish the next few years.

Mr. Todd Clerkson, Principal

ABOUT HERITAGE WOODS SECONDARY

OUR MISSION

To provide a comprehensive educational experience that benefits all students.

OUR VISION

To graduate students who will make the world a better place.



HERITAGE WOODS SECONDARY

CODE OF CONDUCT

Heritage Woods Secondary School's Code of Conduct outlines school expectations and acceptable student behaviour as directed by the School Act 85(2)(c). The Code of Conduct is communicated to students, parents, staff, as well as to visitors and other district staff. The Code of Conduct is taught, reinforced and monitored. Each year the Code of Conduct is reviewed to reflect the school's community needs, and to align with the district and provincial school safety initiatives.

CODE OF CONDUCT: KEY ELEMENTS

Process

The code of conduct was initially developed with parents and staff when Heritage Woods opened in September 2004. The staff, parents and students have been involved in modifying the Code of Conduct in subsequent years as new challenges arise and practices evolve.

Communication

Parents will be asked to read and complete the Code of Conduct through the e-forms on our webpage at the beginning of each school year. The Code of Conduct is referred to when meeting with students and parents when potential infractions to the code occur. The Code of Conduct is also available on the school website for parents, students, staff and the general public. In accordance with Ministerial Order M276107 the Code of Conduct is prominently displayed in the school office and is also provided to all employees.

Implementation

Parents are expected to review the Code of Conduct with their child at the start of the school year and submit the confirmation on the e-form. The Code of Conduct is located on our webpage/HW Community Portal/E-forms/School Policies/School and District Code of Conduct. Staff review the Code of Conduct in the beginning of the year in advisory class with all students. The administrative team meets with all grades in class assemblies at the start of the school year and reviews the Code of Conduct. Staff refer to the Code of Conduct when outlining class expectations, field trip expectations, and expectations of students participating in extra-curricular events such as sports. Student leadership groups such as 'Kodiaks With a Purpose' [KWAP], school hosts, and leadership classes implement the ideals of the school Code of Conduct throughout the year and promote those ideals with peers, staff and our community.

Monitoring and Review

If school staff, students or parents recognize behaviour not covered by the Code of Conduct, they have the opportunity to bring this forward to the school administration for potential inclusion in the Code. Each year, additions or corrections are considered with each group before the Code of Conduct is submitted to the district. Additions or changes to district policies are also reviewed each year and implemented in the Code of Conduct as necessary.

Alignment

Heritage Woods' Code of Conduct is shared and compared to the District Code of Conduct and also our feeder schools' Codes of Conduct for consistency and common language. As grade 9 students enter Heritage Woods Secondary they are provided with a Code of Conduct that they recognize because it is closely aligned with their previous middle school's Code of Conduct.

Standards

a) Statement of Purpose

Heritage Woods Secondary 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, colour, ancestry, place of origin, religion, marital status, physical or mental disability, sex or sexual orientation, or gender identity and expression – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

The Purpose of the Code of Conduct is to:

establish and maintain a safe, caring and orderly environment for a positive learning and teaching climate

clarify and outline school expectations and acceptable student conduct at school, in the community and while acting as school ambassadors

ensure a positive human rights environment that cherishes openness, diversity, fairness, and equity

encourage thoughtful and reflective citizenship

focus on consequences that are restorative and remedial rather than punitive, wherever possible and appropriate.

Conduct Expectations

The following expectations apply to behaviour at school, during school-organized or sponsored activities, and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring or orderly environment of the school, and/or student learning.

Acceptable conduct is demonstrated by:

respecting oneself, others and the school facility

engaging in responsible behaviour in all learning and school activities

(attend classes regularly, be prepared for class, complete all assignments, and use good manners and good common sense)

helping to ensure the school environment is a safe and caring place for all to learn

informing an adult of an unsafe individual or behaviour

modelling respectful and responsible behaviour at school, in the community and while acting as school ambassadors

using technology productively to support and advance learning

Unacceptable conduct is demonstrated by behaviours that:

interfere with the learning and teaching environment of all school members

create an unsafe or dangerous learning environment

demonstrate a lack of caring for oneself, others and the school community

demonstrate bullying -- *bullying includes but is not limited to physical or verbal intimidation, verbal harassment and cyber bullying, occurring on or off school property (District Policy 17)*. harassment, intimidation or exclusion (physical or verbal bullying such as putdowns, name calling, gestures or actions; discriminatory behaviours such as verbal, written or gestured comments regarding a person's race, colour, ancestry, place of origin, political beliefs, religion, physical or mental disability, gender, sexual orientation, physical appearance or health; and all people have the right not to be touched, teased or humiliated)

acts of unkind words or hurtful behaviours towards others; bullying, harassment or intimidation; physical violence or assault; retribution towards someone who 'reported' unsafe or violent incidents

using Cyberspace and current or emerging technologies, on or off campus, in a hurtful manner, that negatively impacts the school environment.

Illegal acts, such as possession or use of a weapon; possession, use, or trafficking of illegal chemicals, drugs or restricted substances; theft of school or other's property; vandalism to school or other's property; involvement with or solicitation of intruders and trespassers. Smoking (tobacco or e-cigarettes) is not permitted on school grounds. E-cigarettes/Vaporizers are not permitted on school grounds as they present a safety risk.

Note:

"As per Section 8 of Human Rights Code of British Columbia, students shall not discriminate against others on the basis of the race, religion, colour, ancestry, place of origin, marital status, family status, age, sex, sexual orientation, gender identity or expression, or physical or mental disability. Furthermore, as per Section 7 of the Human Rights Code of British Columbia, no student shall publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the aforementioned bases."

students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise.

search by school officials of a student under their authority or a search of student property may be undertaken if the school has reasonable grounds to believe a school rule has been or will be violated, and that the evidence of that violation will be found in the location or on the person of the student being searched. Students know that their teachers and other school authorities are responsible for providing a safe learning environment and maintaining order and discipline at school. As a result, they must know that, where reasonable grounds exist, this may require searches of students, their lockers and their personal effects and the seizure of prohibited items.

Students should also be aware that the schools may collect, use and disclose personal information about students for the purposes of investigating and addressing student misconduct, safety and maintaining order and discipline in school. Such collection and use of student information may include information that is obtained from witnesses or collected from other secondary information sources (e.g. social media). All personal information of students collected by the school will be collected in compliance with and under the authority of the Freedom of Information and Protection of Privacy Act (ss. 26(a),(b), and(c)) and the School Act. Questions about the collection, use or disclosure of student personal information should be directed to the Associate Director of Information and Learning Technologies Stephen Whiffin, at swhiffin@sd43.bc.ca.

Rising expectations:

As students proceed through their years at Heritage Woods, we expect that they demonstrate more respect and responsibility in regards to the code of conduct.

Consequences

Consequences will be applied to unacceptable student conduct. The consequence will be implemented based on the severity and the frequency of the behaviour. Progressive discipline methods will be implemented to alter the inappropriate and/or unsafe behaviour. Consequences and the support will be preventative and restorative. Some of these methods could include one or more of the consequences below:

students participating in meaningful consequences for the unacceptable behaviour

school or community counselling

conflict resolution strategies including restorative practices

small group mediations

informal suspension or "timeouts" – at school or home

Community Service

partial day school programs

positive Behaviour supports

formal suspension: District Code of Conduct: Suspension Process –Level I, II or III (for serious or dangerous behaviours).

special considerations may apply to the imposition of consequences on a student with special needs if the student is unable to comply with this Code of Conduct, due to a disability of an intellectual, physical, sensory, emotional or behavioural nature.

the school and District will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a Code of Conduct.

Notification:

Due to the nature of the unacceptable behaviour the school staff will contact the following people:

parents of the student offender(s)

parents of the student victim(s)

Coquitlam School Board officials will be contacted as required by school district policy, e.g. Level I, II and III suspensions

police and other agencies as required by law

school staff and school community as deemed appropriate by the school and/or district administration

RESOURCEFUL PEOPLE AT HERITAGE WOODS COUNSELLING DEPARTMENT

Mrs. S. Martin (A-I), Mr. P. Gangnes (J-P),

Ms. K. Leeden (Q-Z). Counselling help is provided in
the following areas:

- program and course selection; academic counselling and problem-solving; tutorials; study skills
- orientation to the school
- post-secondary, vocational and career planning
- personal counselling and decision-making
- support in crises; referrals to community agencies
- scholarships

POST-SECONDARY & CAREER RESOURCES CENTRE

Post-Secondary Information

Current calendars for most post-secondary training institutions in North America; some calendars from Europe, Australia and New Zealand.

- Information about trades, technologies and apprenticeships
- ApplyBC - online application service to all universities in B.C. and many trade/technology and colleges as well
- Internet access to most universities/colleges, trade/technology and private training schools
- Video loan service of many post-secondary orientation videos

Career Employment

- Casual job referral service
- Resume writing and cover letters
- “Bridges” - Online career exploration and information program
- “Choices” - Computer based career exploration program, which includes profiles on 1054 career titles, educational and training opportunities
- Internet access to HRDC pages and links
- Portfolio 12 - resources person - classroom presentations

RESOURCE CENTRE

Mrs. P. Vance and Ms. K. Watt

The centre provides support to any student who is experiencing difficulties in any subject area. Specialized topics, such as study skills, test taking and test preparation strategies, as well as note taking hints are provided. Computer tutorials in English grammar and mechanics supported by a language lab are available on request. Individualized assistance is offered in paragraph and essay development. Support teachers are available for students who need extra help in Math and Science, English and Social Studies. These teachers may visit students in classrooms, and/or require students to meet with them outside of class. When failure is likely, academic support becomes mandatory. We ask parents to support these programs as we work together to ensure student success.

ENGLISH AS AN ADDITIONAL LANGUAGE

Ms. A. Lee

E.A.L. offers the following services:

- Canadian cultural knowledge
- background material in various subject areas
- vocabulary, pronunciation; and public speaking
- reading, writing and comprehension skills

LIBRARY

Ms. M. Ferrer – Head Teacher-Librarian

Through its collection, programs and facilities, Heritage Woods Secondary School Library aims to:

- promote and support literacy and the love of reading
- promote and support the teaching of information literacy
 - students develop the skills and attitudes necessary to access, evaluate, and utilize information effectively and ethically in order to become independent lifelong learners

Students are welcome to come into the library to browse through our collections, work quietly on their homework, use the Internet for school-related assignments, and/or read materials during library hours Teachers who have booked a section of the library for whole classroom research have priority over student drop-ins.

GENERAL INFORMATION

SEMESTER SYSTEM

Most courses at Heritage Woods Secondary are offered on the semester system. Students in grade 9, 10 & 11 and many grade12's will take four courses a semester for a total of eight a year. Courses on the semester system will be completed in a five-month period and will be taken for one hour and ten minutes each day.

Please note: Due to scheduling, students may not be allowed to retake courses to improve their marks. Therefore, every student should do his or her best the first time through. Students wishing to upgrade may have to do so through Continuing Education.

BELL SCHEDULE

Regular Bell Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Block 1 8:00-9:12				
Block 2 9:16-10:28				
FLEX 10:28-10:57	FLEX 10:28-10:57	FLEX 10:28-10:57	FLEX 10:28-10:57	FLEX 10:28-10:57
Block 3 11:01-12:13				
LUNCH 12:13-12:53	LUNCH 12:13-12:53	LUNCH 12:13-12:53	LUNCH 12:13-12:53	LUNCH 12:13-12:53
Block 4 12:57-2:09				
Block 5 2:13-3:25				

Early dismissal Monday (1st Monday of the Month – No FLEX)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Block 1 8:00-9:12	Block 1 8:00-9:12	Block 1 8:00-9:12	Block 1 8:00-9:12	Block 1 8:00-9:12
Block 2 9:16-10:28	Block 2 9:16-10:28	Block 2 9:16-10:28	Block 2 9:16-10:28	Block 2 9:16-10:28
Block 3 10:32-11:45	FLEX 10:28-10:57	FLEX 10:28-10:57	FLEX 10:28-10:57	FLEX 10:28-10:57
LUNCH 11:45-12:26	Block 3 11:01-12:13	Block 3 11:01-12:13	Block 3 11:01-12:13	Block 3 11:01-12:13
Block 4 12:30-1:43	LUNCH 12:13-12:53	LUNCH 12:13-12:53	LUNCH 12:13-12:53	LUNCH 12:13-12:53
Block 5 1:47-3:00	Block 4 12:57-2:09	Block 4 12:57-2:09	Block 4 12:57-2:09	Block 4 12:57-2:09
	Block 5 2:13-3:25	Block 5 2:13-3:25	Block 5 2:13-3:25	Block 5 2:13-3:25

FLEX TIME

PHILOSOPHY: FLEX is a period of instructional time built into the HWSS timetable which allows students to have some choice and control over their own learning. It is a time for students to complete school work, seek help from their classroom teachers, or to go deeper with their learning. For the most part, students can choose how they want to use their FLEX time to improve their chances of being successful. Typically, this means that students are expected to attend one of the classes in their current schedule. That said, teachers can work with students to ensure that students are making good educational choices about their use of flex time and have the right to demand more from their students.

ADVISORY

Every student is assigned to an advisory teacher who assists with the distribution of report cards and the student graduation transition process for grades 10-12. Advisory blocks occur when necessary and are sometimes used to deliver information related to school-wide themes.

SCHOLASTIC ENDEAVOURS

GRADE 9 COURSE REQUIREMENTS

Students in grade 9 will complete eight (8) courses. The courses taken will include:

Compulsory Courses

1. English 9 or 9H
2. Social Studies 9 or SS 9 Cultural Exchange
3. Science 9
4. Mathematics 9 or Math 9/10 Accelerated

5. Physical Education 9

Elective Courses

6. Language or Elective
7. Elective
8. Elective

GRADUATION COURSE REQUIREMENTS (GRADE 10-12)

Even though graduation may be several years away, students in grade 10-12 must make sure they meet the following requirements in order to successfully achieve a Graduation Diploma (B.C. Dogwood Graduation Diploma). Please note that a Graduation Diploma does not guarantee entry into post-secondary institutions. Students should insure they understand the requirements for the institutions they are interested in by checking with their counsellor, or Career Resource Facilitator. Students can also get this information directly from the institution of their choice.

REQUIREMENTS

- Students must complete a minimum of 80 credits (equivalent to twenty 4-credit courses) over the 3-year graduation program.
- 48 credits are required including:
 - Language Arts (English) 10-12 (12 credits)
 - Social Studies 10 (4 credits)
 - Social Studies 11, Can Civics 11 or BC First Nations 12 (4 credits)
 - Science 10 (4 credits)
 - A Science 11 or 12 (4 credits)
 - A Mathematics 10 (4 credits)
 - A Mathematics 11 or 12 (4 credits)
 - Planning 10 (4 credits)
 - Physical Education 10 (4 credits)
 - A Fine Arts or Applied Skill 10-12 (4 credits)
- 28 additional credits must be made up of elective credits
- An additional 4 credits is granted upon successful completion of a student's Grad Transitions Course
- a minimum of 16 credits at the grade 12 level
- All students are required to complete a Provincial Examination worth 40% of the final grade in English or Communications 12.

ENRICHMENT PROGRAMS

The secondary curriculum offers challenging programs for students, at all levels. Students may specialize in a number of subject areas by taking two or more courses in one subject area. In addition, certain enrichment/honours courses will be scheduled if enrolment warrants. Currently these courses are: English 9, 10 & 11 Honours, Math 9/10 Accelerated and Social Studies Cultural Exchange grade 9, 10 & 11. Placement in these courses is based on student desire and previous teacher recommendation.

ACADEMIC ASSISTANCE

All students may need additional assistance at different times during the school year to meet the learning outcomes of the courses they are taking. We hope that students requiring some support will begin by meeting with their teacher during class time, Flex block or at a time agreed upon by the teacher. If a student is not meeting the outcomes of the course with this level of support, external tutoring or extra resource time may be required.

Some students may be offered the assistance of Peer Tutors, strong students who can assist others with organization and understanding of assignments. Peer Tutors will not do the work for the students who are struggling but will help them successfully complete their own work.

Some students may be assigned to the Resource Centre for additional support with a trained teacher.

STUDENT EVALUATION

An Interim and two formal report cards will be issued to parents in each semester. Please see our website for exact dates. **Heritage Woods Secondary follows the Ministry Guideline for grading.**

Achievement	Percent
A excellent	86 - 100
B very good	73 - 85
C+ satisfactory	67 - 72
C satisfactory	60 - 66
C – satisfactory	50 - 59
F unsatisfactory	0 - 49

WORK HABITS

Students will receive a G (Good) S (Satisfactory) or N (Needs Improvement) for each course on each report card. Potential employers frequently request student work habits from schools before offering jobs to students.

Work Habits

CRITERIA	G	S	N
Ready to Learn	Consistently ready to learn at the start of class; never or rarely late	Usually ready to learn at the start of class; sometimes late	Seldom ready to learn at the start of class; often late
Personal Responsibility for Learning	Organized; prepared for class; seeks help when required	Usually organized; usually prepared for class; sometimes seeks help when required	Disorganized; rarely brings materials to class; rarely seeks help when required
Time on Task	Remains on task without reminders	Sometimes needs reminders about staying on task	Frequently off task; often needs reminders about staying on task
Working with Others	Demonstrates cooperation and respect; contributes positively	Usually demonstrates cooperation and respect; usually contributes positively	Has difficulty demonstrating cooperation and respect; disrupts learning
Use of Electronic Devices	Non-distracting; used for academic purposes at appropriate times	Occasionally distracting; Not always used for academic purposes	Distracting; frequent use for non-academic purposes
Homework and Assignments	Homework and assignments consistently complete and on time	Homework and assignments sometimes incomplete or late	Homework and assignments frequently incomplete or late

"I" REPORTS

Throughout the school year it is possible that students and parents will receive an "I" report from the school. The "I" indicates that the student is "in progress" and has not yet demonstrated minimally acceptable mastery of the learning outcomes for the course. The "I" is a Ministry of Education requirement and must precede a failing grade.

The "I" report indicates what the student must do in order to eliminate the "I" standing and successfully complete the course. Generally, teachers will provide a list of outstanding assignments and test results, and indicate the timeline in which the work must be completed so that parents can work with students at home. Students with "I"s at the end of semester may be required to come in for extra help and to complete assignments during exam week.

The "I" must be changed to a mark for the final reporting period. Students who do not meet the requirements of the "I" report will receive a failing grade for that course and will have to repeat or take an alternate course offering.

HONOURS STANDING ON TRANSCRIPTS

In order to be eligible for the Heritage Woods Honour Roll (including being eligible for Honours with Distinction status), students must complete a minimum of 8 courses at Heritage Woods in a given school year.

*Exceptions:

- One of the 8 courses can be an on-line course if it is taken through Coquitlam Open Learning
- Students taking a reduced load due to enrolment in a Resource block or medical reasons may be eligible for Honour Roll
- Epic students must take at least 6 courses at Heritage Woods to be eligible for Honour Roll (all 6 courses will be counted).

Grades 9-12: Must achieve at least a 'B' letter grade in top 7 of 8 courses.

*Grade 12s must complete 8 courses plus Grad Transitions.

Honours with Distinction:

Grades 9-12: Must achieve an 'A' letter grade in top 7 of 8 courses.

*Grade 12s must complete 8 courses plus Grad Transitions.

***Honour Cord:* Will be presented at Commencement to Grade 12s who achieve Honours with Distinction in their Grade 12 year.

Super "G": Must receive a 'G' work habit in every class.

*Honour Roll and 'Super G' will be calculated from the first semester final report card and the mid-term formal report card from second semester.

HERITAGE WOODS SECONDARY AWARDS

The Major Awards: Recognizing excellence in each of the four major areas, plus the best all-round student. The major awards are presented for each grade level 9-12.

- 1) **Curricular**
 - Top academic student at each grade level
- 2) **Performing and Producing:** Students who have excelled in performing and producing activities in a wide variety of school areas, above all others.
 - Top Performing and Producing student at each grade level
- 3) **Social Responsibility:** Students who have made the school a better place for all students. Criteria is excellence in service and leadership in a wide variety of school areas, above all others.
 - Top Social Responsibility student at each grade level
- 4) **Athletics:** Female and Male Athletes of the Year at each grade level
- 5) **Best All-Round Students:** Minimum criteria is excellence in at least three of the awards areas (Curricular, Performing & Producing, Social Responsibility and Athletics).

Curricular Awards

School Based

- **Honour Roll** (must achieve at least a 'B' letter grade in top 7 of 8 courses).
- **Honours with Distinction** (must achieve an 'A' letter grade in top 7 of 8 courses)
- **Super G** ("G" in every class, on final reports of first and second semester)
- **Top Student** in each course over the year

Department awards

- **Outstanding Student**
- **Teacher's Pride**
- **Outside of School** - outstanding achievements by students in Math contests, Science contests, etc.

APPEALING MARKS (ADJUDICATION)

If a student's final standing in a course is appealed, the principal, after due consideration of all relevant factors and consultation with the teacher involved (and perhaps with the department head), will make the final decision.

DPA and GT

Daily Physical Activity (DPA) and Grad Transition (GT) are a requirement for graduation set out by the Ministry of Education. These courses are not included in the course-count for Honour Roll, or Honours with Distinction.

SCHOOL DISTRICT APPEALS PROCESS

Our school district has a formalized Appeals Process. This process gives parents and students the right to appeal decisions or actions of teachers and administrators on issues concerning the education, health, and safety of students.

The appeals process involves discussing the issue with the person or persons involved in the initial action, and if not resolved there, moving to the next stage of appeal. The stages of appeal are as follows:

1. Discuss the issue with the teacher involved, or
2. If it is the school administration's actions that are being questioned, start the discussion at this level
3. If still unresolved, appeal to the zone assistant superintendent
4. If still unresolved, appeal to the superintendent
5. If the matter is still unresolved, the appeal may be made to the School Board through a School Trustee

ATTENDANCE AND LATES

We request that parents/guardians use the on-line Absence Report, (www.sd43.bc.ca/secondary/heritagewoods/parents/forms/pages/default.aspx) or phone the school at 604-461-8679 if their child is going to be away ill. Parents may call at any time before school and speak to a secretary or leave a voicemail message. In this case, a written excuse is not necessary for the office. (Some teachers may require a note for any absence; your son or daughter can inform you if he/she needs a note for any of his/her teachers.)

If parents are not able to make contact with the school providing a reason for the student absence a note should be provided upon student return. Frequent or prolonged absences will make it difficult for students to keep up with the course material and could lead to a failing grade. It is the student's responsibility to complete all work missed while absent.

Please note: The school requires confirmation from parents for early dismissals.

STUDENTS SHOULD BE AWARE OF THE FOLLOWING:

Attendance is taken in all classes. Students are expected to be on time for every class.

1. The number of class absences, work habits, and subject mark will be reported on each term's report card.
2. Attendance problems will be discussed initially with the counsellor and may then be referred to an administrator. A meeting of the student, parent(s), administrator, and counsellor may be called to problem-solve if attendance problems persist.
3. Persistent irregular attendance, coupled with unsatisfactory achievement, will lead to a review of options for the student in order to best meet our goal of student success.

SMOKE FREE ENVIRONMENT

In accordance with School District #43's **Smoke Free Environment Policy & Regulations (I-A-66)** no smoking is permitted in the school building or on the school grounds. This includes e-cigarettes/vapourizers.

VEHICLE REGISTRATION

In order to maintain good relations with the immediate Heritage Woods community and for security reasons as well, students and staff who drive motor vehicles to school shall register them during the first week of school or when they are able to bring a car to school. Please complete this information at the office.

MEDICAL ROOM/ILLNESS

The medical room is a temporary facility for students who become ill during the school day. Students must notify the office before proceeding to the medical room. **Students who wish to go home because of illness must check out with the office – a parent, guardian or alternate adult must be reached before a student can be sent home.**

TEXTBOOKS

Students are assigned various textbooks with specific numbers. At the time of book collection we expect each student to be accountable for the books originally assigned. Students submitting books other than their own will be charged for lost books. Students returning damaged books will be charged for the damage. Students with outstanding fees or textbooks may have yearbooks held back until accounts are cleared.

LOST AND FOUND

The Lost and Found bins are located in the Music and PE wings. Articles left in the lost and found for over a month may be sent to an appropriate charity or disposed of.

If you lose something such as small valuables, Jewellery, phones, wallets, etc., please check with the office receptionist as these are usually handed into the main office

LOCKERS

Information will be coming out in August regarding the process for assigning lockers. You are permitted to use only the lock and locker assigned to you. Loss of the lock will result in a replacement cost. Keep your combination a secret. **All locks must remain on these lockers.** You may hang pictures, etc. in your locker (with masking tape or magnets) but may not write on or scratch surfaces. Lockers are the property of the school and the administration has the right to search a locker if they have reason to believe it contains inappropriate materials.

Please ensure that student possessions are always locked in a locker. Leaving possessions in a non-secure area in the change rooms may result in theft of these items. Don't take the chance. Lock your possessions up!! This is extremely important for any type of electronics. Leave these in your regular locker!

P.E. LOCKERS

The cost to purchase a PE lock is \$6. This is non-refundable and the lock belongs to the student. They can use it as a PE lock for the full time that they are at Heritage Woods. **Using regular school locks that should be on the students locker is not permitted in the PE change rooms; these must remain on the school locker.**

PE Lockers are for use during your PE class and all items need to be removed at the end of each class.

PLAGIARISM

Students must avoid any of the following:

1. Copying another person's work (in whole or in part) and claiming authorship. This includes essays, assignments, lab reports, computer programs, drawings, sketches, or designs, whether they are the product of another student or of someone outside the school, including previously published work
2. Supplying work of any kind to another student in the knowledge that it will be copied, even if that knowledge includes an expectation that the copy will be changed enough to conceal the fact that it is a copy
3. Copying from another person's test paper or allowing someone to copy from your test paper
4. Bringing unauthorized notes or equipment into a test
5. Unauthorized communication (including electronic text messaging, email, chat, etc.) of any kind during an assessment or test
6. Being falsely absent from a test or class assignment and then consulting one or more classmates before making up the assignment
7. Copying the work of another student who took the same course prior to the student in question
8. Missing a test or an assignment without a valid reason, or justifying the absence with a forged note

Heritage Woods Secondary considers cheating, in any form, a serious academic infraction. At a minimum, students will lose the marks for any work involved in cheating or plagiarism, parents will be notified and the administration will be involved. Additional consequences may result depending on the nature of the infraction.

STUDENT DRESS

We recognize that clothing is an avenue of personal expression; however, students are not to wear articles of clothing that promote alcohol, drugs, overt sexuality or which use inappropriate language. Schools are a place of work and students are expected to dress for a casual work setting. Students may be asked to replace or cover inappropriate attire. In the classroom, students are expected to follow teacher expectations regarding the wearing of hats.

HOMEWORK POLICY

Homework includes two types of home study:

1. Assigned Work - This normally constitutes work started in class. The work not completed in class can be considered homework and should be completed as instructed by the teacher.
2. Review Work - Each school night a student should spend some time on each subject taken that day reviewing the material. In addition, a home study plan should be done on a different subject each night.

Because of essential review, a student should never be in a position to say "I have no homework tonight."

CELLULAR PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

These items cannot become a distraction in class. Students may be asked to turn off these devices during classroom instruction. Continued disruption will result in the device being safely stored for the student. Teachers may ask students to lock up electronic communication devices such as cell phones, before quizzes, tests or exams. If issues persist with an individual student, the privilege of their phone use at school may be reviewed.

USE OF CELL PHONES, PERSONAL COMPUTERS AND ELECTRONIC DEVICES IN THE SCHOOL COMMUNITY

Cell phones or electronic devices, which may include cameras, text, or video capabilities, must be used appropriately at school and during school activities. Students may be subject to discipline for **on or off campus** misuse of technology that negatively impacts an individual or the school community.

PERSONAL COMPUTERS (LAPTOPS AND OTHER HANDHELD DEVICES)

The wireless computer network at Heritage Woods encourages the appropriate educational use of a variety of student-owned equipment. Only student devices that meet a minimum standard of security and authentication will be entitled to access the school network. We will have these minimum requirements available through our office in the Fall.

PAPER AND PRINTER USE BY STUDENTS

Due to budget constraints, the school cannot afford to produce assignments for students outside of classes for which fees are paid. Students who complete work on home computers need also to print their assignments at home and turn in the finished product to their teacher.

EXTRA-CURRICULAR ACTIVITIES AT HERITAGE WOODS

Extracurricular activities are activities outside the regular school curriculum and include participation in: theatre, athletic teams and/or individual sports, clubs, and councils. Being a part of an extra-curricular activity at Heritage Woods helps create a positive and active culture in our school. At Heritage Woods, academics are of the utmost importance and students must have good overall academic standing in order to participate in an extracurricular program. Programs and academics are not exclusive of each other and the expectations in all areas are of equal importance.

In order to participate in extracurricular programs it will be expected that students will uphold the following guidelines:

- a) Attend all classes and be on time for all classes (excused only with parent/guardian permission)
- b) Maintain a minimum work habit of satisfactory in all classes
- c) Show exemplary and positive behavior in all classes
- d) Have all work/assignments complete and up-to-date
- e) Maintain a passing grade in all classes

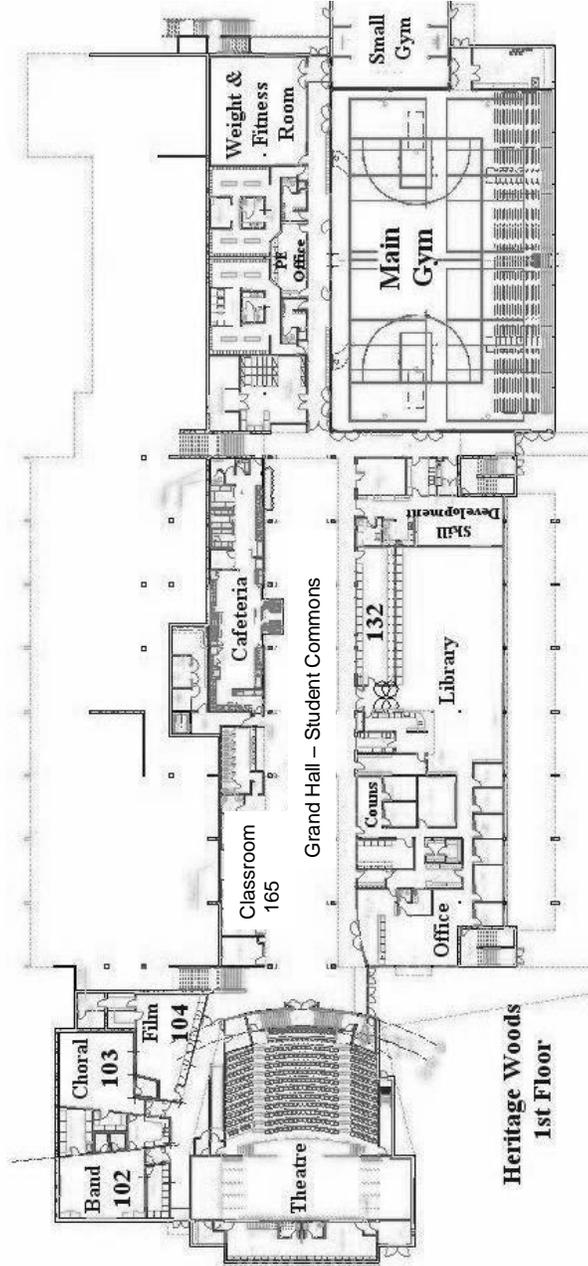
Failure to meet one or all of these guidelines may result in the following:

- a) Suspension from the extracurricular program until the above guidelines are met
- b) Meeting with student, parents, administration/teacher, and the program director
- c) The student will no longer be able to participate in the extracurricular program

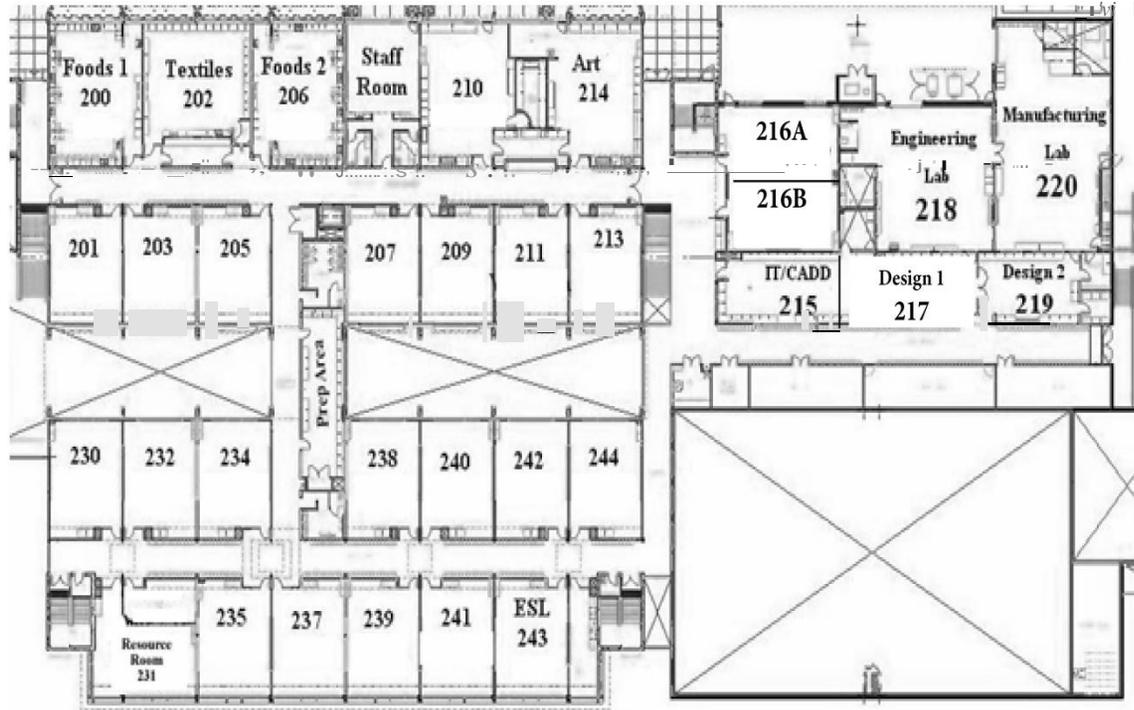
Sponsors of any extra-curricular program may have additional policies pertaining to student expectations.



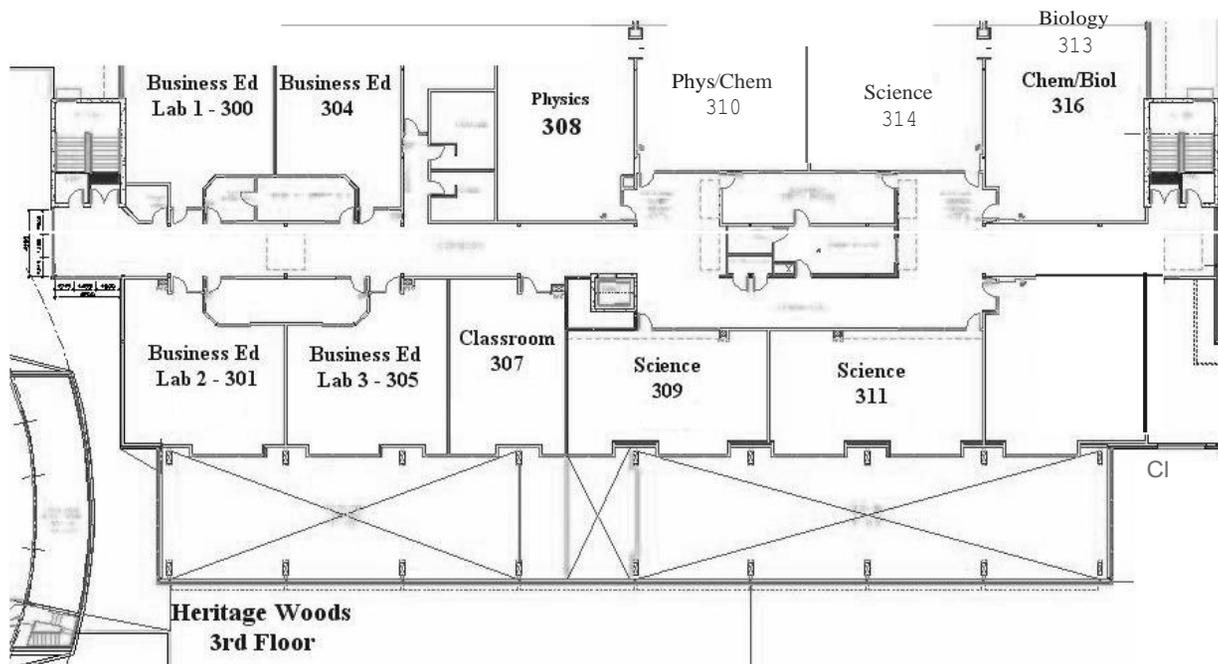
HERITAGE WOODS LEVEL 1



1.)



2.)



**HERITAGE WOODS SCHOOL CALENDAR
IMPORTANT DATES 2017-18**

Schools Open (Photo Day)	Tuesday, September 5, 2017
Pro D Day	Friday, September 22, 2017
Thanksgiving Day	Monday, October 9, 2017
Pro D Day	Friday, October 20, 2017
Semester 1 Mid Term Reports issued	Thursday, November 9, 2017
School not in Session	Friday, November 10, 2017
Remembrance day	Monday, November 13, 2017
Non-Instructional Day for Redesigned Curriculum	Friday, November 24, 2017
Schools Close for Winter Vacation (last day in session)	Friday, December 22, 2017
Winter Vacation Period	December 25, 2017-January 5, 2018
Schools Re-open after Winter Vacation	Monday, January 8, 2018
Last day of Semester #1	Friday, January 19, 2018
Flex Opportunity Week	January 22 – January 26, 2018
School Based Pro D – school not in session	Monday, January 29, 2018
First Day Semester #2	Tuesday, January 30, 2018
Semester 1 Report Cards Issued	Friday, February 2, 2018
School Not in Session	Friday, February 9, 2018
BC Family Day	Monday, February 12, 2018
Pro D Day	Friday, February 23, 2018
Parent/Teacher Conference	Thursday, March 15, 2018 (2:00 – 6:00 pm)
Schools Close for Spring Vacation (Last Day In Session)	Friday, March 16, 2018
Spring Vacation Period	March 19 –March 29, 2018
Good Friday	Friday, March 30, 2018
Easter Monday	Monday, April 2, 2018
Schools Re-open after Spring Vacation	Tuesday, April 3, 2018
Semester 2 – Mid Term Reports Issued	Thursday, April 19, 2018
Pro D Day	Friday, April 20, 2018
PRO – D Day (school based)	Friday, May 18, 2018
Victoria Day	Monday, May 21, 2018
Grad Dinner/Dance	Saturday, June 16, 2018
After Grad	Saturday/Sunday June 16-17, 2018
Commencement Ceremony	Saturday, June 23, 2018
Report Cards Issued	Thursday, June 28, 2018
Administrative Day	Friday, June 29, 2018

Calendar dates can change. Please refer to the school website and select the calendar link for the most current dates. www.heritagewoods.sd43.bc.ca

School District No. 43 (Coquitlam) Policies and Administrative Procedures

Complete copies of the following policies and administrative procedures are available for your viewing at the school office and on the district website:

<http://www.sd43.bc.ca/Board/Policies/Pages/default.aspx> **About SD43/Publications/Policies**

1. District Code of Conduct – Policy 17

The Board believes it has a responsibility to establish expectations of students as part of its governance role for the District. The Board further believes that the responsibility for student discipline in school is shared among students, staff and parents. Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Educators are responsible for establishing a positive school climate in which structure, support and encouragement assist the students in developing a sense of self-discipline and responsibility. Parents are responsible for establishing a positive learning atmosphere in the home, knowing school policies and procedures, supporting the school in the enactment of these policies and procedures, and encouraging their children to understand and respect these policies and procedures. To support these aims, the Board has established a District Code of Conduct for Students, which shall be followed in all schools.

Specifically

The Board believes that appropriate student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. To this end students are expected to:

- be aware of and obey all school rules;
- attend classes punctually and regularly;
- work cooperatively and diligently at their studies and with home assignments;
- respect the rights of all persons within the school including peers, staff and parents;
- respect the legitimate authority of the school staff;
- respect the school's physical school facilities;
- respect the ethnic diversity of our school community;
- behave in a safe and responsible manner at all times; and
- not threaten, harass, bully, intimidate or assault, in any way, any person within the school community
- not be in possession or under the influence of drugs and/or alcohol

2. Violence, Intimidation and Possession of Weapons - Policy 18

The Board believes that schools are purposeful places where students and staff must be able to work, learn and play without the threat of physical or psychological harm. Schools are characterized by sensitivity and respect for all individuals, an environment of non-violence, clear student behavioral expectations and disciplinary practices that are enforced consistently and fairly. The Board acknowledges its role in providing secure learning environments which are safe from threats, violence or intimidation.

3. Suspension of Students – AP (Administrative Procedure) 355

The effective management of student discipline is a necessity in establishing safe, caring and orderly school environments that foster student learning needs. When student misconduct occurs, the school and District must respond fairly, quickly, and effectively, imposing a disciplinary consequence that is appropriate to the circumstances and that reinforces for the student involved and students generally, appropriate standards of student behaviour.

The Principal has overall responsibility for the maintenance of student discipline and school rules. Under the general supervision of the Superintendent and subject to administrative procedures, a Principal and/or Vice Principal has the authority to suspend or remove a suspension imposed on a student.

4. Race Relations – AP 205

School District 43 acknowledges the challenge of becoming responsive to the needs of a pluralistic society and affirms that the racial, ethno-cultural, linguistic and religious diversity of its students, staff, and community is a source of enrichment and strength for Canada.

As an educational institution, the District has a special responsibility to develop positive values, attitudes, knowledge and practices by developing a framework which will promote and support equity, justice and access to all.

5. Personal, Discriminatory, and Sexual Harassment – AP 165

The District recognizes the right of all students and staff members to learn and work in an environment free from personal, discriminatory or sexual harassment.

The District, all staff members, students and people within school communities shall have a responsibility to promote, monitor and maintain learning environments and workplaces that are free from harassment.

6. Digital Responsibility for Students– AP 140.2

The District endorses the provision of district-wide network and Internet services to support student learning. While there are many benefits, there is also potential for misuse. Students are not permitted to create, distribute or access any material which is not suitable for classroom learning. (See also our district brochures “Appropriate Use Guidelines for the Internet” and “Appropriate Use Guidelines for E-Mail”. These are on the district website at www.sd43.bc.ca under News & Events/Publications)

When using technology, District Electronic Mail (email) services, Social Networking, Collaboration, Blogging, Media sharing tools, in relation to their role, students and staff are expected to act as appropriate digital citizens as laid out in the procedures.

7. Tobacco Free Environment – AP 171

The Board declares that all buildings under its jurisdiction and all school grounds shall be designated “tobacco free”. This “no smoking” policy shall be followed by students, staff, parents and visitors at all times.

8. Closure of Schools for Extreme Weather Conditions – AP 132

In the case of extreme weather conditions, the Superintendent of Schools has authority on behalf of the Board, to temporarily close a school.

Procedures: As a general expectation, parents should be advised that schools are open. If parents believe the local conditions are unsafe, they should keep their child at home or arrange his/her early dismissal. If schools are to be closed before morning classes begin, an announcement will be made on local radio stations CKNW (980), CKWX (1130) and CBC (690) by 8:00 am if possible, and posted on the district website.

9. Resolution of Student or Parent School Concerns – AP 380

The District encourages students and/or parents to discuss their questions or concerns regarding the education of their children with school personnel as early and as directly as possible.

Procedures: Students or parents who disagree with or wish to question decisions or actions that are taken by teachers and/or administrators are expected to seek a resolution by pursuing the following steps:

A. Teacher or Classroom Level Problem

1. Discuss the matter directly with the teacher whose judgement or decision is being questioned.
2. If not resolved, discuss your concern with the Principal.
3. If still unsatisfied with the outcome, discuss your concern with the Assistant Superintendent. (contact the Board office at 604-939-9201 or email information@sd43.bc.ca)
4. Unresolved matters may be referred to the Board.

B. Principal or School Level Problem

1. Discuss directly with the Principal the action, policy, procedure or practice being questioned.
2. If not resolved, refer to the Assistant Superintendent. (see contact information above)
3. If not resolved, refer to the Board as per Board Policy 13

It is expected that School District personnel will seek a resolution to the problem as quickly as possible.

Aboriginal Programs for students of Aboriginal ancestry are offered throughout the district. For information on these programs please contact your school, or the Aboriginal Education Department at 604 -945-7386.

MEDICAL ALERT

We are required to maintain a safe and efficient procedure for all students who attend school. If your child has a medical condition that requires precautionary treatment of medication at school, please complete the Medical Alert form on the community portal under Parent eForms and contact your school to obtain the required "Request for Administration of Medication at School" form. Please complete the form, sign it, and return it to the school as soon as possible. This procedure complies with School Board Procedures. If there are any questions, please contact the principal.

***Every parent/guardian must complete the
School Policies form
on the community portal under Parent eForms***



- 1) *The School Policies include parent consent forms for: (School Notices, Release of Information under Special Circumstances, Release of Student Photographs and Video, Walking Field Trip and Social Media Consent)*
- 2) *Emergency Release*
- 3) *Medical Alert*
- 4) *Volunteer*
- 5) *Driver Volunteer*
- 6) *Personal Owned Devices*
- 7) *Absence Report*