

PINETREE SECONDARY SCHOOL

STUDENT AGENDA 2022 - 2023



Mr. J. Clarke
Principal

Mr. C. Martin, Mr. M. Rao, Ms. K. Zimmer
Vice-Principals

3000 Pinewood Avenue
Coquitlam, British Columbia V3B 7Y7

***HOME OF THE TIMBERWOLVES
ACCEPTING CHALLENGES TOGETHER***

Telephone: 604 464 2513
Fax: 604 937 8056

Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Telephone: _____

PACK Teacher: _____ PACK #: _____

This is an important document. Please arrange to have it translated.

Ce document est important. On vous recommande de le faire traduire.

To jest wazny do kument. Prosimy o przetlumaczenie go.

此為重要文件,請翻譯成中文。

이것은 매우 중요한 서류입니다, 정확한 번역을 부탁드립니다.

این مدارک از اهمیت ویژه ای برخوردار است لطفا ترجمه شده آن را در خواست بفرمایید.

MISSION STATEMENT

Working with our community, we are dedicated to preparing our students for success in a rapidly changing world by providing a supportive learning environment, which recognizes and respects individual differences, encourages students to challenge personal limits and promotes excellence.

ACCEPTING CHALLENGES TOGETHER

Pinetree staff is committed to providing:
Professionalism, Fairness, Role Modelling
A Caring Attitude
A Safe Environment

Welcome back to Pinetree Secondary School. This is going to be a wonderful year. ***We remain under the guidance of the Provincial Health Officer due to the COVID19 pandemic, and the information on school schedule and events may change over the year.***

Pinetree is a great school with traditions that we are proud of. Our academic program is exemplary, and you will have a wealth of extracurricular opportunities in athletics, music and the arts. Pinetree has a reputation for acceptance and understanding. This is YOUR SCHOOL. We look forward to YOUR contributions.

We trust that, as a Pinetree student, you will commit to working with your peers and staff to learn and grow. Your secondary school years are important. Everyone at Pinetree cares about your success and is willing to provide whatever support you require. We encourage you to ask for help when you need it.

Please use this Agenda and the MySchool Day App as it is your personal time management tool. It contains valuable information about Pinetree Secondary routines and expectations. Please read it carefully.

As school administrators we feel especially privileged to be a part of this school community. We look forward to working with each of you.

Mr. Jeremy Clarke, Principal
Mr. Chris Martin, Vice-Principal (A – J)
Ms. Kelly Zimmer, Vice-Principal (K – P)
Mr. Mark Rao, Vice-Principal (Q – Z)

Pinetree Secondary

School Calendar 2022 – 2023

Schools Open	Tuesday, September 6, 2022
Non-Instructional Day (Common District Day)	Friday, September 23, 2022
Truth & Reconciliation Day	Friday, September 30, 2022
Thanksgiving Day	Monday, October 10, 2022
Non-Instructional Day (Common District/Common Provincial Day)	Friday, October 21, 2022
Remembrance Day Stat Holiday	Friday, November 11, 2022
Schools Close for Winter Vacation (last day in session)	Friday, December 16, 2022
Winter Vacation Period	Monday, December 19, 2022 - Friday, December 30, 2022
Schools Re-open after Winter Vacation	Tuesday, January 3, 2023
Non-Instructional Day (School Based)	Monday, January 30, 2023
BC Family Day	Monday, February 20, 2023
Non-Instructional Day (Common District Day)	Friday, February 24, 2023
Schools Close for Spring Vacation (last day in session)	Friday, March 10, 2023
Spring Vacation Period	Monday, March 13 – Friday, March 24, 2023
Schools re-open after Spring Vacation	Monday, March 27, 2023
Good Friday	Friday, April 7, 2023
Easter Monday	Monday, April 10, 2023
Non-Instructional Day (Common District Day)	Friday, April 21, 2023
Victoria Day	Monday, May 22, 2023
Non-Instructional Day (School Based)	Friday, June 9, 2023
Last Day of School for all Students	Thursday, June 29, 2023
Administrative Day	Thursday, June 30, 2022

GENERAL INFORMATION

SCHOOL OFFICE

Open daily from 8:00 am - 4:00 pm.

SCHOOL COMMUNITY

Pinetree School community is defined as Pinetree Secondary School, Pinetree Community Centre, and Douglas College (specifically the cafeteria). The forest and trails to the west of the school are “out of bounds” and to be used for transit only (to and from school).

SMOKING

Pinetree is a smoke-free environment. There is no smoking allowed on school property or at any school function. This includes cigarettes, electronic cigarettes, and vaporizers. The west side of Pinetree Way, the pedestrian overpass, student parking lot, the Community Centre and Douglas College are also smoke-free areas.

VISITORS

It is the Principal's expectation that Pinetree students will not invite visitors to Pinetree from other schools. Pinetree is strictly for Pinetree students. All other visitors are directed to sign-in at the Main Office. It is also expected that Pinetree students do not visit other schools during the school day.

PARKING

We encourage students to walk, bicycle, bus, or be driven to school. Students who do bring a car to school must:

- register cars at the school office and obtain a parking sticker;
- park in student parking lot only (immediately next to the overpass).

The school cannot accept responsibility for theft or damage to cars. Appropriate driving habits must be exercised around and near the school.

LOCKS AND LOCKERS

Students are able to select their own locker by visiting the school website. Use your student number as the username and your birthday as the password. It is the student's responsibility to take care of their lockers and to ensure that their lock combinations are kept safe.

Students should be aware that lockers and locks are school property and are only on loan to the students. Both the locker and lock must be kept in good condition. Only school-issued locks may be used on lockers. Students will be charged for losses or damage that occurs during the year. **DO NOT SHARE LOCKERS OR LOCK COMBINATIONS.**

VALUABLES

Responsibility for all personal belongings' rests with the students. Valuable items and cash should not be brought to school. Students are responsible for the safety of their personal belongings. The school has no responsibility for lost or stolen articles as we do not have insurance to cover these items. Items of value should NEVER be in lockers or unattended at any time.

LOST AND FOUND

The lost and found is in the office. Articles left in the lost and found for over a month will be sent to an appropriate charity.

TEXTBOOKS

It is the student's responsibility to care for all textbooks issued to them. Any lost or damaged books must be paid for by the student. It is the student's responsibility to ensure that textbooks are returned in the same condition in which they were issued.

CAFETERIA

Cafeteria service is available to students daily.

STUDENT PHOTOS

All school photos will be taken on Tuesday, September 6, 2022, during the school day. Artona will be providing information regarding the ordering of photos at the start of the school year. These pictures are also used for their Go Cards at no charge.

YEARBOOK

We will provide an opportunity for students to purchase yearbooks. There will be other opportunities to buy a yearbook later in the year but at an increased cost. This is optional for students. More information on ordering a yearbook will be outlined in September.

EMERGENCY DRILLS

In accordance with District Policy, emergency preparedness drills will be held throughout the year. Staff will explain the procedures in more detail as they occur.

MEDICAL ALERTS

Please provide us with all pertinent medical information to ensure that you have the best possible program at Pinetree. All students with a medical alert must have the appropriate paperwork completed and submitted to the office. Medical alert forms can be found on our school website:

[http://www.sd43.bc.ca/school/pinetree/Parents/Forms/Pages/default.aspx#/=](http://www.sd43.bc.ca/school/pinetree/Parents/Forms/Pages/default.aspx#/)

Any special treatment procedures must be communicated to us in writing so that, in case of an emergency, we are well equipped to handle special circumstances appropriately.

LINEAR/SEMESTER SYSTEM

Pinetree operates on a semester system with a few classes operating as full year. Each block is 79 minutes in length,

except for Wednesdays. Grade 9's do not have a block 1. All students take 4 courses per semester, therefore will have one assigned time 'off block' block during the day. This is a great opportunity to complete schoolwork.

ILLNESS and ATTENDANCE

To report your child's absence, please email the school. pinetreeattendance@sd43.bc.ca, or phone the office, 604-464-2513.

Ill at school

If a student becomes ill at school, they must report this to their teacher. The teacher will then contact the office and the office attempt to contact a parent/guardian/alternate contact for permission for the student to go home. If contact is not made, the student will be kept in the designated isolation area.

Late

It is expected that students will be on time for classes. In the event that a student is late for either Block "1" or any subsequent period, they must report to the main office. Parents are asked to email or phone the office prior to the school start day to notify the office staff of their child's absence.

***Please email or phone each day of absence.

If an absence has extended for more than two or three days, and homework is required, please contact your child's counsellor so that proper arrangements for homework can be made.

Early Dismissal

Students requiring an early dismissal must sign out through the office. An email or phone call from the parent/guardian is required before the student signs out.

BELL SCHEDULE

MONDAY, TUESDAY, THURSDAY, FRIDAY

Block 1	7:40 am – 8:56 am
Block 2	9:00 am- 10:20 am
Block 3	10:25 am – 11:45 am
<i>Lunch</i>	<i>11:45 am – 12:25 pm</i>
Block 4	12:25 pm – 1:45 pm
Block 5	1:50 pm – 3:10 pm

WEDNESDAY

Block 1	7:40 am – 8:56 am
Block 2	9:00 am- 10:00 am
PACK	10:05 am – 11:20 am
Block 3	11:25 am – 12:25 pm
<i>Lunch</i>	<i>12:25 pm – 1:05 pm</i>
Block 4	1:05 pm – 2:05 pm
Block 5	2:10 pm – 3:10 pm

WEDNESDAY SCHEDULE

On Wednesdays we have Enrichment and Support Seminars (ESS) which are **mandatory** for students. All teachers will be available at this time to provide learning seminars and assistance to enhance student learning. Students may choose to go to a teacher OR a teacher may ask them to come in order to provide specific instruction. Students are also encouraged to seek assistance from their classroom teacher whenever they feel they are uncertain of the material.

PACK (PINETREE ADVISORY CONNECTING KIDS)

The main purpose of PACK groups is to introduce Pinetree to students in the first week, to allow for grade 9's to receive Digital Literacy instruction, and to provide Grade 12's their Career Life Connections instruction. The PACK schedule will be posted on the calendar.

ASSESSMENT AND REPORT CARDS

Pinetree's evaluation of students is based upon continuous assessment of student participation and progress.

Achievement is reported in the form of a percentage, or a letter grade (gr 9) and a written or computer comment four times a year. In addition to the four formal reports, interim reports will be sent out approximately five weeks into each term (October and March). These will be available through the student and parent portals.

GRADUATION

In order to participate in our Commencement Ceremony in June 2023 students must be within two courses of graduation (80 credits). Students who are 3 or more courses 'short' of graduation will not be permitted to participate in the Commencement Ceremony. These ceremonies are dependent upon the Provincial Health Office orders with relation to the COVID19 Pandemic. Graduation requirements can be found on the Ministry of Education website.

On the final report of each semester, all "Incomplete" grades are converted to a Pass (C-) or Fail (F) grade.

GRADING SCALE

86-100	A
73-85	B
67-72	C+
60-66	C
50-59	C-
0-49	F

ASSESSMENT PROCESS

EXAMINATIONS

Examinations are one aspect of students' education and are written during class time. Students may not be allowed to make up missed classroom exams without good reason, verified by a parent/guardian or doctor.

The entire assessment process is designed to ensure fair and just treatment of the student. The evaluation model will help to clarify this process.

A. *Teacher*

- Will present a preview of the course and an explanation of the method of assessment of the student
- Will compile written evidence of student achievement and confer with the student on his/her progress

B. *Department*

- Will determine core content of the courses and the methods of assessment
- Staff members teaching the same courses will meet to make assessments

C. *School adjudication*

- The Principal's Adjudication Committee will meet to render a "total school" judgement on special cases that deserve consideration

D. *School appeal*

- If a student or parent makes a special appeal, the principal and staff representatives will meet to ensure that extraordinary situations receive fair judgement prior to a final school decision

E. *District appeal*

- If a special appeal is made by a student or parent, the Superintendent or designated official will convene a meeting to ensure that a final district appeal is considered

PROVINCIAL ASSESSMENTS

All students currently enrolled in grade 9 - 12 MUST have completed the Numeracy and Literacy Assessment 10, and Literacy 12 as a part of their graduation requirements. These assessments do not make up a part of the students' mark.

More information can be found on the Ministry website:

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

AWARDS

Pinetree has a tradition of honouring students who excel in a variety of areas.

Any student wishing to be considered for an award will need to be enrolled in full course loads and must be in good standing within the school.

GRADUATION

Gold Cord and Gold Stoll – based upon the combined grade 11 and 12 courses (not extras):

- Students must have 15 courses, within the regular school day (blocks 1 – 5), enrolled at Pinetree (English 12 must be one);
- Gold stole – top 5%;
- Gold cord – combined average of 86+.

SCHOOL AWARDS

Department award winners – name on plaque and small plaque:

- Student chosen by each department;
- Top female and male athlete (2) – name on plaque and small plaque;
- Students chosen by the coaches and athletic director;
- Courage of Spirit Award (1) – name on plaque and small plaque;
- One student who best represents the ideals of perseverance;
- Nominations by staff, and selection by the awards committee.

ACHIEVEMENT WITH HONOURS – MINISTRY OF EDUCATION

A graduating student with an outstanding level of achievement will have the phrase “Achievement with Honours” included on his/her transcript. In order to be eligible to receive this designation on the transcript, a student must:

- Satisfy provincial graduation requirements;
- obtain better than B average in the best 80 credits for required courses and elective credits.

COUNSELLING SERVICES

Counselling/Administrator assignments are alphabetical according to student last name:

Counsellors

A – I	Ms. Hamilton/Ms. Starr until Ms.
K – O	Mr. Nelson
P – Z	Ms. Dhillon

Need help? Let us give you a hand. Drop by our offices or book an appointment through the office. We can help with:

- Success at school
- Course planning
- Career planning
- Post-secondary information, planning, registration
- Academic, personal, emotional, social or family problems
- Provision of student peer mentors/mediators
- Prevention and awareness education
- Crisis intervention and referral to community resources
- Provision of support services such as Career Resource Facilitator and drug/alcohol worker

INDIGENOUS STUDENT SUPPORT

Students of aboriginal ancestry are offered support throughout the district. For information on these support services, please contact your school, or the District's Indigenous Education Department (604-945-7386).

EAL (ENGLISH AS AN ADDITIONAL LANGUAGE)

For students new to Canada whose first language is not English whose English reading and writing is below grade level, EAL classroom and tutorial assistance is provided. The EAL teachers prepare the student for entry into regular classes. EAL instruction is available if the student, teacher, and a counselor agree it is necessary.

LEARNING SERVICES

Learning Services is comprised of a variety of personnel: Learning Support Teachers, Skill Development Teachers, Counsellors, Education Assistants and a Youth Worker. In addition, District personnel are sometimes engaged.

Students who have been designated through the Ministry as requiring educational support (i.e. Individualized Education Plans) will be assigned a Learning Support Teacher. This teacher is a case manager and will make direct contact with the student and their family early in the school year. Individual Education Plan meetings with students, families, counsellors and other support personnel will be set early in the year. The plan may include adaptations, and/or modifications to be able to assist the student in achieving their potential.

Pinetree's model for Supporting Students:

Students may have a scheduled block of support or may be assisted in their class. All students are entitled to universal adaptations to support them in accessing the curriculum as well as in demonstrating their knowledge. If you should have a concern about your child's program, please contact the Vice-Principal or Counsellor.

How can I get help with my coursework?

Always see your teachers first for assistance! The Enrichment Support Seminar (ESS) block is a great time to go to see your teachers. ESS is held every Wednesday between block 2 and block 3. All teachers are available for support and all students must attend.

The Learning Centre may be open for drop-in support during lunch and after school most days. The library and multi-purpose room are open all day as areas to complete work. Should you have any questions or concerns about supports available for your child, please contact your child's counsellor or vice-principal.

ENRICHMENT OPPORTUNITIES

Pinetree offers highly motivated students a variety of individual and group enrichment opportunities designed to enhance their experience at Pinetree Secondary School. Enrichment opportunities include Honours Program and Advanced Placement Seminars and Testing. Teachers can provide extension opportunities throughout the classroom.

Scholarship Meetings:

Working with Counsellors to update students on academic competitions, leadership opportunities, resume writing and scholarship opportunities.

LIBRARY PROGRAMS

The Pinetree School Library is available to students for research, the completion of homework, studying, and recreational reading from 8:00 am to 4:00 pm. In addition to print and audio-visual resources, a computer lab adjacent to the library provides classes, as well as individuals, with opportunities to work with a variety of computer applications. The library is an integral part of Pinetree's instructional program.

THE 'HOWL' & PINETREE TV

The "HOWL" and Pinetree TV are Pinetree's daily bulletin used to publicize all school events. The HOWL is available in hard-copy format from the Main Office. The My School Day App is also a great tool to find out what is going on.

ATHLETICS: SCHOOL TEAMS, INTRAMURAL SPORTS, SCHOOL FUNCTIONS, AND CLUBS

Pinetree offers a wide variety of activities, clubs and events. We hope students will get involved in a number of extracurricular activities as we believe they contribute to the total education of each individual. The offering of any teams, intramural or school events during the year depends on student interest and the availability of teachers, coaches or sponsor. Some activities that we offer are:

TEAMS

Fall

Senior Boys Soccer, Volleyball, Cross Country

Winter

Boys Basketball, Wrestling, Ski and Snowboard

Spring

Track and Field Girls, Soccer, Golf, Tennis, Badminton

INTRAMURALS

Intramural sports operate during the lunch break, with a wide variety of sport activities available for all students.

CLUBS

There is a club's day in the fall, please listen for the announcements or check the APP. Anyone who wishes to set-up a club must go through the process which will be distributed in September.

FUNDRAISING

Fundraising and special event information will be distributed in the fall.

LEARNING HONESTY POLICY

Pinetree aspires to develop honest, ethical and accomplished students capable of being responsible citizens in Canadian society.

Since educational achievement should reflect an individual student's honestly acquired skill, knowledge and ability, students who participate in any activities that undermine the integrity of educational achievement at Pinetree are serving neither their own nor society's best interests. Any form of cheating or school learning dishonesty will not be tolerated at Pinetree. The school has a zero tolerance for not reporting. All incidents must be reported.

Cheating is defined as any attempt by a student to complete an examination, assignment, or assessment by unfair means.

Unfair means may include any one or more of the following:

- plagiarism – the unacknowledged use of another person's work and the presentation of that work, in whole or in part, as one's own or assisting in the act of plagiarism by allowing one's work to be used in this fashion. This may include presenting the words or ideas of another as one's own or submission of the same work to more than one teacher without the teacher's consent.
- obtaining or providing unauthorized information concerning all or part of an assignment or examination prior to or during the examination, taking an examination for another student or arranging for another person to take an exam in one's place.
- altering or changing test answers after submission for grading, altering or changing grades after grades have been awarded or altering or changing other academic records.
- making any other attempt to alter grades using means that have not been or would not be approved by your teacher.
- using unauthorized materials including the use of unauthorized electronic devices or information during an exam or assignment.

Cheating could include a student getting editing "help" which results in a finished product not reflective of the student's ability to express themselves.

NOTE: If a student is not sure about any assignment they should check with the teacher before submitting it for marking. This is a place where it is “better to be safe than sorry.”

Progressive Discipline - When the school learning honesty policy is broken, the following actions will be taken:
a referral will be made to the student counsellor
counsellor will meet with the student and put a note in student's file if warranted, or if it is a second referral, counsellor will refer to the appropriate vice-principal.

For all referrals to a vice principal, the following may occur on a first or subsequent infraction:

- parent contact and a formal letter to the parent from the vice-principal
- a letter to all the student's teachers informing them of the incident
- a directive by the administration will be given to teachers and counsellors that no letters of reference or recommendation be written for the student for the current year a note of the infraction on the student's computer discipline record disqualification from all school awards (including honour roll) for the year

At the discretion of the teacher, the following may occur on a first or subsequent infraction:

- an obligatory final exam and/or additional assignments to assure the validity of the student's achievement

At the discretion of the administration, the following may occur on a first or subsequent infraction

- suspension
- administrative transfer or any other consequence that the administration deems fit

CODE OF CONDUCT

I. INTRODUCTION

Pinetree Secondary School's Code of Conduct outlines school expectations and acceptable student behaviour as directed by the School Act 85(2)(c). Pinetree 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 - in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment. 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.

II. CODE OF CONDUCT: KEY ELEMENTS

These 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.

1. Process

The School Planning Council (SPC) reviews the 'Code of Conduct' document. All partnerships including parents, staff and students consult with their members and present suggestions and changes. The SPC collectively finalizes the Code of Conduct document.

2. Communication

The SPC reps communicate process and consultative collection of information. The document is published in the agenda book, on my43, and in newsletters. The Code of Conduct is discussed with students in September at grade-wide assemblies. Ongoing communication with parents happens in PAC and at parent group meetings throughout the year.

3. Implementation Implemented by numerous structures:

- PACK class (9-12)
- Student Council meetings
- Newsletters
- Staff meetings/PAC meetings/Pro-D settings
- my43 website
- Grade-wide assemblies

4. Monitoring and Review

The Code of Conduct is reviewed once a year in April or May. Ongoing review of the Code of Conduct is carried out in staff, student and parent settings.

5. Alignment

The Code of Conduct aligns with the Safe, Caring and Orderly Schools document. It is also aligned with Pinetree Secondary's social responsibility goal: To improve communication and connections between students, staff and community.

6. Standards

a) Statement of Purpose

- establish and maintain a safe, caring and orderly environment within which to teach and learn;
- clarify and outline school expectations and acceptable student conduct;

- ensure a positive environment that values, diversity, fairness, and equity;
- encourage thoughtful and reflective citizenship.

b) Conduct Expectations

Acceptable conduct is demonstrated by:

- respecting oneself, others and the school facility;
- engaging in responsible behaviour in all learning and school activities (attending classes regularly, being prepared for class, completing all assignments, and using good manners and 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 or situation;
- modeling respectful and responsible behaviour at school, in the community and while acting as school ambassadors;
- practicing 'Ethics of Information Use' (see 'Intellectual Dishonesty') by always citing research sources (text, sound, graphics, video, etc.);
- dressing appropriately for the school learning environment that is respectful to oneself and others;
- adhering to SD43's "Digital Responsibility for Students", AP140-2;
- appropriate and responsible use of network and internet on or off campus;
- students shall not discriminate against others on the basis of the race, colour, ancestry, place of origin, marital status, family status, age, religion, sex or sexual orientation, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia (Section 7 and 8), nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds;
- 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.

Unacceptable conduct, demonstrated by behaviours that:

- interfere with the learning and teaching environment of any school members;
- create an unsafe or dangerous learning environment;
- demonstrate a lack of caring for oneself, others and the school community;
- negatively impact the school environment;
- demonstrate bullying, 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;

All people have the right not to be touched, teased or humiliated); through or by means of:

- 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;
- inappropriate or misuse of network or internet (i.e. MSN, Facebook, twitter, Instagram, social media sites, etc.) in a hurtful manner on or off campus;
- use of banned substances such as all tobacco products (including cigarettes, electronic cigarettes or E-cigarettes and chewing tobacco) and alcohol on campus;
- 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;
- illegal acts, such as gambling for money, goods, services or any other items (note: playing card games or other activities are acceptable without gambling for money, goods or service, etc.);

**Behaviours cited above are only some examples and not an all-inclusive list.

Rising expectations:

As students' progress through grades 9-12, behavioural expectations will rise so that:

- student levels of maturity, personal responsibility and self-discipline will improve;
- consequences for unacceptable conduct in senior grades will likely result in more serious consequences;
- older students will model positive behaviours for their peers and younger students;

c) 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 following:

- students participating in meaningful consequences for the unacceptable behaviour;
- school or community counselling;
- conflict resolution strategies;
- small group mediations;
- informal suspension or time out
- partial day school programs;
- behaviour plans;
- formal suspension

Suspension Process

- Level I, II or III (for serious or dangerous behaviours)
 - responses to unacceptable conduct are pre-planned,
 - consistent and fair
 - disciplinary action, wherever possible, is preventative as well as restorative, rather than merely punitive
 - students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct
 - 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 in nature

Notification

- Depending on the nature of unacceptable behaviour, the school staff will contact the following people:
 - parents or guardians of the student offender(s);
 - parents or guardians of the student victim(s) will be contacted;
 - 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;
 - staff and school community as deemed appropriate by the school and/or district administration

A 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 District Manager of Information Services, Stephen Whiffin, swhiffin@sd43.bc.ca.

The *Pinetree Secondary School Code of Conduct* has used the structural set up, designated passages and terminology from the BC Ministry of Education Standards Department Safe, Caring and Orderly Schools Document: The Guide Publisher: National Library of Canada Cataloguing in Publication Data Victoria, British Columbia ISBN 0-7726- 5120-5

The Safe and Caring School Document can be found on the internet at www.bced.gov.bc.ca

Policies and Administrative Procedures

June 2022

Complete copies of the following policies and administrative procedures (APs) are available on the school district website: www.sd43.bc.ca (under Board of Education)

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
- 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.

Student Threat Assessment Protocol: A student threat assessment will be initiated by the school's multi-disciplinary Violent Threat Risk Assessment (VTRA) team when behaviour includes, but is not limited to serious violence, or violence with intent to harm or kill, verbal/written threats to harm/kill others, internet/social media threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire-setting.

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

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

Procedures: As a general expectation, parents are to be advised that schools are open. If parents believe the local conditions are unsafe, they may keep their child at home or arrange his/her early dismissal. If schools are to be closed before classes begin, an announcement will be made by 6:30 a.m. on the school district website and school websites. Announcements may also be made on School District 43 (Coquitlam) (SD43) social media and local radio stations. For more information visit: www.sd43.bc.ca/NewsEvents/Pages/EmergencyInformation.aspx.

4. 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.

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.

5. Tobacco and Vapour Products Free Environment – AP 171

All school property is designated “tobacco and vapour product free”. Therefore, every person, including a student, employee or visitor, is prohibited from smoking, using tobacco or vapour products of any kind, or holding lighted tobacco on school property at any time, including non-school hours.

6. Race Relations – AP 205

The District 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.

7. Formal Intervention and Suspension of Students – AP 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 behavior.

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.

8. Personal, Discriminatory, and Sexual Harassment – AP 356

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, fear and discrimination.

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).
4. Unresolved matters may be referred to the Board as per Board [Policy 13](#).

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 SD43 personnel will seek a resolution to the problem as quickly as possible.

ACTION PLAN FOR LEARNING 2022 – 2023

The Action Plan for Learning is posted on our school website. Visit or click [https://www.sd43.bc.ca/school/pinetree/About/APL/Pages/default.aspx#/=](https://www.sd43.bc.ca/school/pinetree/About/APL/Pages/default.aspx#/)

EMERGENCY EVACUATION ROUTES 2022 – 2023

Rooms & Areas	Exit Route	Pinetree Crossing
A100, A101, A102, A103, A104, Library, A200, A201, A202, A203, A204	Foyer Doors (Douglas side) Centre Stairs to foyer doors	Overpass
A215, A216, A217, A218, A219,	South exit to Douglas College side	Overpass
A105, A106, A107, A108, A117, A118, A119, Office, Counselling, Staff Room	South East exit into courtyard	North Crosswalk
A109, A110, A111, A112, A113, A114, A115	North East Staircase into staff parking lot	North Crosswalk
A208, A209, A210, A211, A212, A213, A214	North East Staircase into staff parking lot	North Crosswalk
B204, B205, B207	North West Staircase into staff parking lot	North Crosswalk
A116, B100, B101, B102, B103, B104, B105, B106, B107, B108, Port A, Port C, Port D	Exterior classroom doors	North Crosswalk
A205, A206, A207, A220, A221, A222	South East Staircase out to sidewalk on Pinetree Way	North Crosswalk
B200, B201, B202, B203	South West Staircase to main South exit (by café)	South Crosswalk
Drama, Music, Band	South East hall exit doors	South Crosswalk
Gymnasium	South West rear exterior doors	South Crosswalk
Cafeteria	South exterior doors	South Crosswalk
CC Weight room, ASLA, Mat room	Exit closest to mat room (to school patio)	Overpass

1. Class led out of the building using the designated exit route listed
2. Class led across Pinetree Way to Cunnings Field via the assigned crosswalk for the classroom you were in.
3. Attendance taken provided to the Command Centre in the centre of the field
4. An Administrator will give the "All-Clear". At this time, we will begin an orderly return to the school building following the protocol indicated below:

ASSEMBLY AREAS AT CUNNINGS FIELD

Gr 9 Classes – Northwest quadrant
 Gr 10 Classes – Northeast quadrant
 Grade 11 Classes – Southwest quadrant
 Grade 12 Classes – Southeast quadrant

RETURN ROUTES

Grade 12 Classes – 1st dismissal – return via overpass
 Grade 11 Classes – 2nd dismissal – return via north crosswalks
 Grade 10 Classes – 3rd dismissal – return via overpass
 Grade 9 Classes – 4th dismissal – return via north crosswalks



Pinetree Secondary School

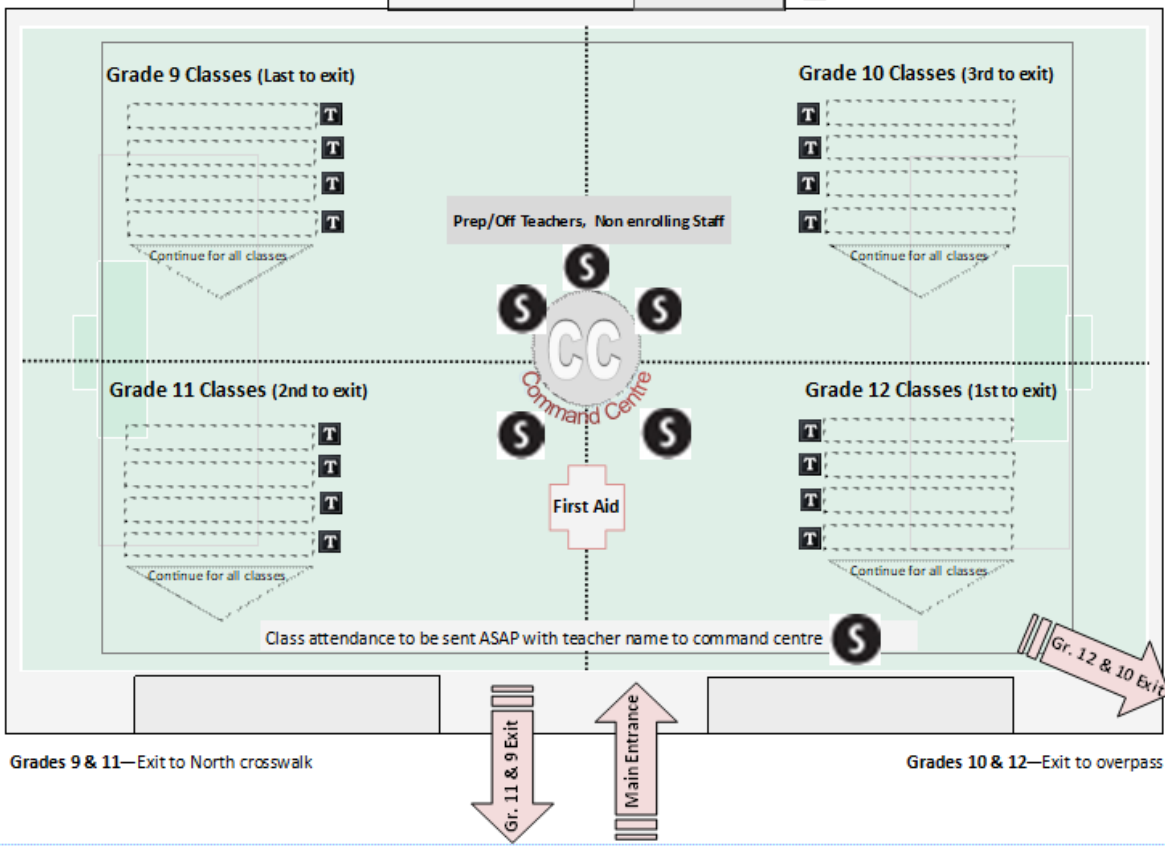
Cunnings Field Evacuation Map - Sept 2020



Bleachers

T = Teacher S = Secretary

Pinetree Way

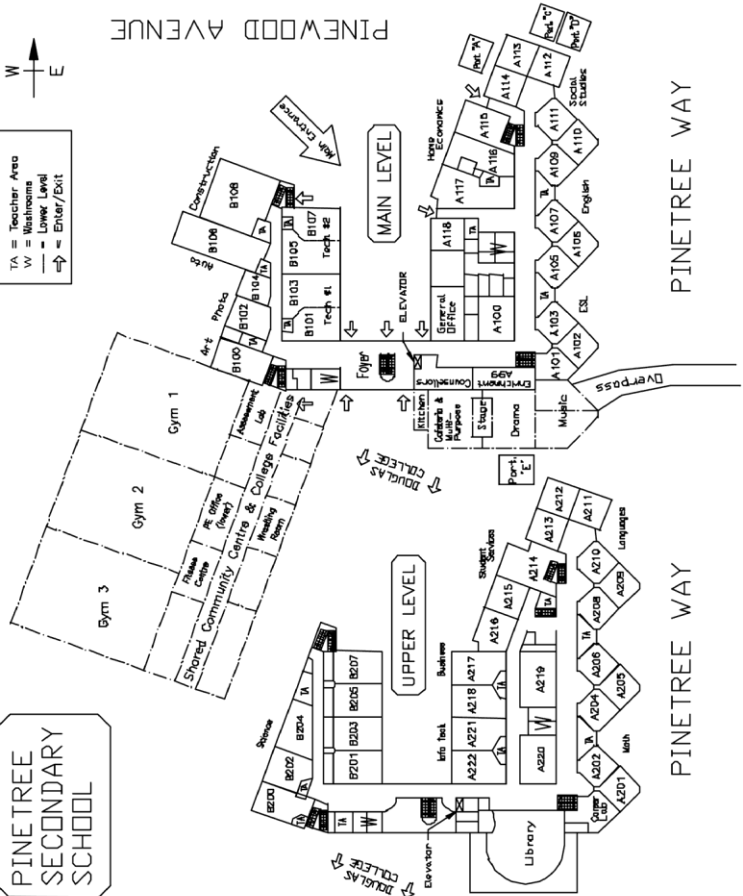


PINETREE SECONDARY SCHOOL

TA = Teacher Area
 W = Washroom
 — = Locky/Land
 ⇨ = Enter/Exit



PINEWOOD AVENUE



PINETREE WAY

PINETREE WAY

