

STUDENT HANDBOOK



2023-2024

WINDERMERE SECONDARY SCHOOL

3155 East 27th Avenue
Vancouver, BC, V5R 1P3
Phone: 604-713-8180
Fax: 604-713-8179
windermere.vsb.bc.ca

Administration

Ms. Ranjit Bains	Principal
Ms. Diane Phillips	Vice Principal
Mr. Petr Pospisil	Vice Principal

We would like to acknowledge that we live, work, learn and play on the unceded and traditional territory of the x^wməθk^wəyəm (Musqueam), seilíwítlh (Tsleil Waututh) and sk̓wx̓wú7mesh (Squamish Coast Salish) peoples.

TABLE OF CONTENTS

WINDERMERE SECONDARY SCHOOL

OVERVIEW OF SCHOOL CALENDAR.....	3
SCHOOL SCHEDULE.....	4
SCHOOL MOTTO	6
SCHOOL GOALS	6
WINDERMERE PAST AND PRESENT.....	6
MISSION STATEMENT	7
CODE OF CONDUCT	7

INFORMATION FOR STUDENTS

STUDENT RECOGNITION	9
FIELD TRIPS	9
LOCKERS	9
LOST AND FOUND	9
STUDENT EVALUATION AND REPORTING	9
TEXTBOOKS	10
VISITORS	10
PARKING	10

SCHOOL AND DISTRICT POLICIES

ALCOHOL AND DRUGS	10
ATTENDANCE	10
INSTRUCTIONAL TIME.....	12
CELL PHONE/ELECTRONIC DEVICES	13
DRESS CODE	13
EDUCATIONAL ETHICS	14
SMOKING	14
STUDENT DISCIPLINE	14
VIOLENCE AND WEAPONS	14
RACISM	14
STUDENT THREAT RISK ASSESSMENT PROTOCOL	16

EMERGENCY PROCEDURES

EVACUATE	17
DROP, COVER AND HOLD ON	17
SHELTER IN PLACE	17
LOCKDOWN	18
HOLD AND SECURE	18
ROOM CLEAR	18

SCHOOL ACTIVITIES

ATHLETICS	19
CLUBS AND COMMITTEES	19
STUDENT COUNCIL	19
EXTRACURRICULAR SOCIAL MEDIA	19

STUDENT SERVICES

CAFETERIA	20
COMMUNITY SCHOOL TEAM	20
COUNSELLING CENTRE	20
MEDICAL SERVICES	20
RESOURCE CENTRE	20
TRANSLATION SERVICES	20
WHO DO I CONTACT?.....	21
COMMUNITY RESOURCES	21

WINDERMERE SECONDARY SCHOOL

Overview of School Calendar

CALENDAR 2023 – 2024	
Windermere Secondary School	
School Operation Overview	
Number of Days in Session	188
Number of Days of Instruction	181
Number of Days of Non-Instruction	6 Non Instructional Days 1 Administrative Day (June 38)
Important Dates	
First Day of School for Students	Tuesday, September 5, 2023
Day in lieu of National Day of Truth & Reconciliation	Monday, October 2, 2023
Thanksgiving Day	Monday, October 9, 2023
In lieu of Remembrance Day	Monday, November 13, 2023
Last Day of Instruction Before Winter Vacation	Friday, December 22, 2023
Winter Vacation Period	Wednesday, December 27, 2023 - Friday January 5, 2024
School Re-opens after Winter Vacation	Monday, January 8, 2024
Family Day	Monday, February 19, 2024
Last Day of Instruction Before Spring Vacation	Friday, March 15, 2024
Spring Vacation Period	Monday, March 18 – Thursday, March 28, 2024
Good Friday	Friday, March 29, 2024
Easter Monday	Monday, April 1, 2024
School Re-opens after Spring Vacation	Tuesday, April 2, 2024
Victoria Day	Monday, May 20, 2024
Last Full Day of Pupil Attendance	Thursday, June 27, 2024
Administrative/School Closing Day	Friday, June 28, 2024
Professional Development and Non-Instructional Days (school not in session)	
Friday, September 22, 2023	Professional Development Day (Date set by school)
Friday, October 20, 2023	Professional Development Day (Province wide)
Friday, November 24, 2023	Professional Development Day (District wide)
Friday, May 10, 2024	Professional Development Day (Date set by school)
Friday, February 16, 2024	Professional Development Day (District wide)
Monday, April 22, 2024	Professional Development Day (District wide)
Parent Conference Dates	Early Dismissal Times
Thursday, October 19, 2023	Thursday, October 19, 2023
Thursday, March 14, 2024	Thursday, March 14, 2024

WINDERMERE SECONDARY BELL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		FIT 8:35 - 9:15		FIT 8:35 - 9:15
Period 1 8:40-10:00	Period 1 8:40 - 9:55		Period 1 8:40 - 9:55	
	Break	Period 1 9:15-10:20	Break	Period 1 9:15-10:20
Break		Break		Break
Period 2 10:15-11:35	Period 2 10:10-11:25	Period 2 10:30-11:35	Period 2 10:10-11:25	Period 2 10:30-11:35
Lunch 11:35-12:20	Lunch 11:25-12:10	Lunch 11:35-12:20	Lunch 11:25-12:10	Lunch 11:35-12:20
Period 3 12:20-1:40	Period 3 12:10-1:15	Period 3 12:20-1:35	Period 3 12:10-1:15	Period 3 12:20-1:35
	FIT 1:20 - 2:00pm	Break	FIT 1:20 - 2:00pm	Break
Break	Break		Break	
Period 4 1:50-3:05	Period 4 2:05-3:10	Period 4 1:40-2:55	Period 4 2:05-3:10	Period 4 1:40-2:55

FIT: Flexible Instructional Time

Expanding from previous years' FIT sessions there are now 4, 40-minute blocks of Flexible Instructional Time. These blocks occur weekly on Tuesdays and Thursdays after Period 3 and Wednesdays and Fridays before Period 1. After 2 weeks of training, students will be able to choose where to go to get extra help. All students are required to be in a learning space during FIT. Grade 8s, 9s and 10s will be in one of their teacher's classrooms and grade 11s and 12s will be in one of their teacher's classrooms and will also have the option of being in the library or cafeteria working independently or on group projects.

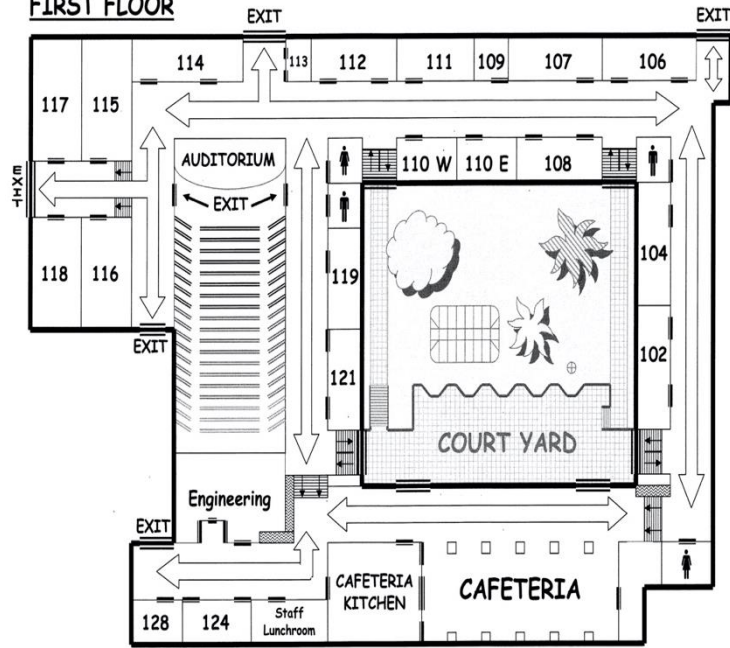
The introduction of FIT is a district wide initiative which follows the BC Ministry of Education mandate that "Students benefit from more flexibility and choice of how, when, and where their learning takes place. This will become increasingly important as B.C. takes a more inclusive approach to education, ensuring all students – regardless of ability or background – benefit from a learning environment tailored to maximize their potential."

	Collab. Day (am)	Collab. Day (pm)	Early Dismissal
8:40 - 10:01	Collab Time 8:40 - 10:01	Period 1	Period 1
	Break 10:01 - 10:10		
10:01 - 10:15	Period 1 10:10 - 10:50	Break	Break
10:15 - 11:36	Break 10:50 - 10:55	Period 2	Period 2
	Period 2 10:55 - 11:36		
11:36 - 12:21	Lunch	Lunch	Lunch
12:21 - 1:42	Period 3	Period 3 12:21 - 1:02	Period 3 12:21 - 1:12
		Break 1:02 - 1:07	Break 1:12 - 1:17
1:42 - 1:47	Break	Period 4	Period 4
1:47 - 3:08	Period 4	Period 4 1:07 - 1:47	Period 4 1:17 - 2:08
		Collab Time 1:47 - 3:08	

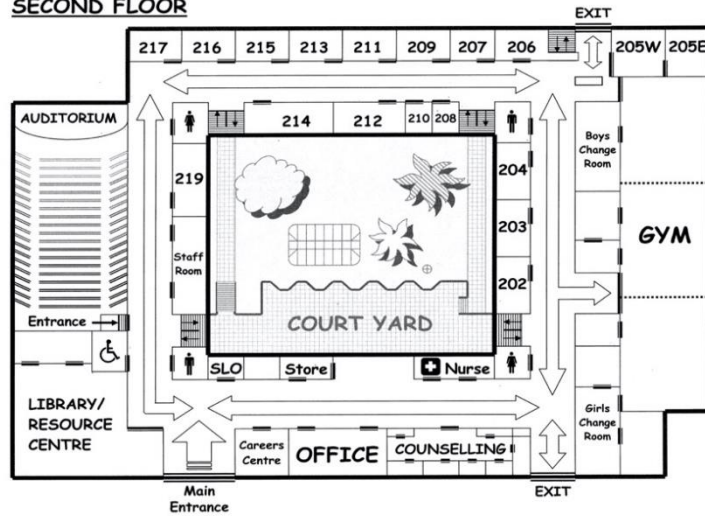
- Collab Days:** September 25, 2023 (am)
October 30, 2023 (pm)
November 27, 2023 (am)
December 18, 2023 (pm)
February 26, 2024 (am)
April 29, 2024 (pm)
May 27, 2024 (am)
June 26, 2024 (pm)

WINDERMERE SECONDARY FLOOR PLANS

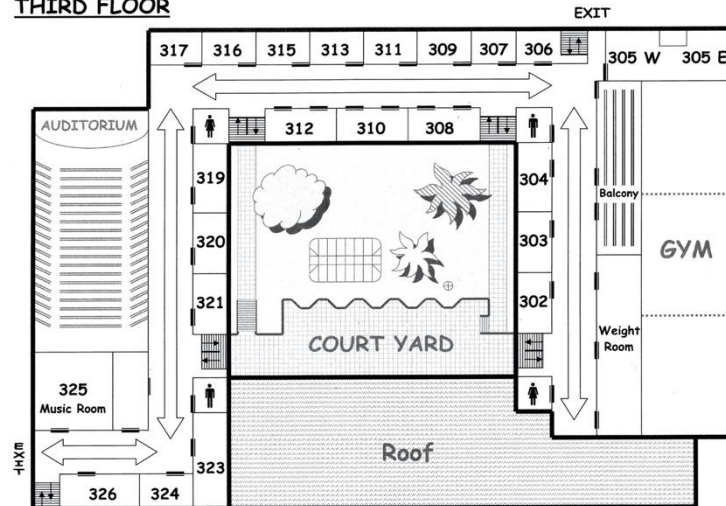
FIRST FLOOR



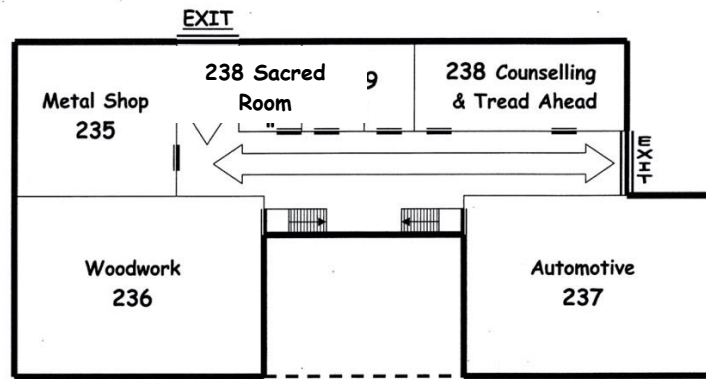
SECOND FLOOR



THIRD FLOOR



TECHNICAL STUDIES BUILDING



Graphic: Robert Best, YFW

SCHOOL MOTTO

FACTA NON VERBA - Actions not Words

SCHOOL GOALS: Windermere has two school goals:

- To increase classroom and community engagement to improve student success and learning
- To increase knowledge, awareness, appreciation of and respect for Indigenous histories, traditions, cultures and contributions among all students

WINDERMERE PAST AND PRESENT

Windermere was officially opened on Friday, December 1, 1961. Orange and blue were adopted as our school colours. Since its establishment, Windermere has been recognized for its excellent academic achievements, outstanding athletic programs, exceptional fine arts department, community involvement, and environmental activism.

Today Windermere has an enrollment of approximately 1000 students. Windermere is a diverse community. There are over forty languages spoken within the student body. Windermere encourages students to live up to the school motto: Facta Non Verba (Actions not Words). Through courses, clubs, extra-curricular activities and our Community School Program, students are provided with opportunities to demonstrate leadership and contribute to the school and community.

MISSION STATEMENT

We are committed to developing the intellectual, social, aesthetic, and physical potential of all students in a challenging and safe environment. Our mission is to:

- provide resources for the acquisition of knowledge & skills
- enable students to adapt in a changing world
- promote mutual respect, self-esteem, and cooperation
- develop social and personal responsibility
- foster cultural and aesthetic awareness
- encourage physical fitness
- lay the foundation for life-long learning

WARRIOR CODE OF CONDUCT – R E A C H

Respect	I will treat myself, my peers, my teachers, and my school with respect.
Excellence	I will strive for personal excellence by giving my best effort in everything I do.
Attitude	I will remember that I can choose the way I think and feel about things.
Courage	I will find the courage to do what I know is right.
Honesty	I will act with integrity and honesty.

STATEMENT OF PURPOSE

We at Windermere are committed to developing the intellectual, social, aesthetic, and physical potential of all students in a challenging and safe environment. Our mission is to:

- provide resources for the acquisition of knowledge and skills
- enable students to adapt in a changing world
- promote mutual respect, self-esteem, and cooperation
- develop social and personal responsibility
- foster cultural and aesthetic awareness
- encourage physical fitness
- lay the foundation for life-long learning

HUMAN RIGHTS

Specifically, Windermere 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, family 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.

STUDENT RESPONSIBILITIES

In accordance with our statement of purpose and the BC Human Rights Code, the expectations for students in terms of responsibility and conduct are to:

- Attend all classes
- Be on time for all classes
- Bring the materials needed for all classes
- Make a good effort in your studies
- Conduct yourself in a safe and courteous manner
- Treat every human being with respect and dignity
- Abide by our school's Code of Conduct - REACH
(Respect, Excellence, Attitude, Courage and Honesty)

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

UNACCEPTABLE BEHAVIOUR & PROGRESSIVE DISCIPLINE PLAN

The following behaviours are considered unacceptable:

- Any form of retaliation against a student who cooperates with school authorities in order to enhance the safe operation of the school
- Possession of use of weapons or objects that may be construed as weapons
- Possession, use, or distribution of illegal or restricted substances
- Actions to degrade the orderly operation of the school
- Actions that create unsafe conditions
- Bullying, harassment, or intimidation
- Inhibiting the learning of others
- Theft or damage to property
- Physical violence

In addition, the Windermere community disapproves strongly of any behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation (prohibited grounds set out in the BC Human Rights Code) and school authorities will respond accordingly.

RISING EXPECTATIONS

As students become older, more mature, and move through successive grades they are expected to develop increasing personal responsibility and self-discipline. Accordingly, there are increasing consequences for unacceptable behaviour as students become older and more mature.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOUR

Responses to unacceptable conduct will be logical, consistent and fair. The severity and frequency of unacceptable conduct, as well as the age, maturity, and special needs (if any) of individual students are considered in determining disciplinary action. Consequences, wherever possible, are preventative and restorative rather than punitive.

NOTIFICATION

School officials have a responsibility to advise other parties of serious breaches of the code of conduct. These parties may include staff, parents/guardians of an offender, parents/guardians of a victim, school district officials, police officers, and/or other agencies as required by law.

SUSPENSIONS

In accordance with the School Act, Sec. 85(2)(ii) and (d), the Board authorizes the Principal or designate of any school in the district to suspend a student from attendance at school for up to five days.

Suspensions may be for the following reasons:

- a. because a student is willfully and repeatedly disrespectful to a teacher or to any other employee of the Board carrying out responsibilities approved by the Board.
- b. because the behaviour of the student breaches the District Code of Conduct or policy and/or has a harmful effect on others or the comply with the School Code of Conduct.

Suspensions over five days are made in consultation with the appropriate Director of Instruction as per the District Student Code of Conduct, AP 350. As per AP 350 6.7.1 an educational program must be provided.

INFORMATION FOR STUDENTS

STUDENT RECOGNITION

Awards are presented in recognition of a student's academic achievement and extra-curricular involvement beginning when students enter the graduation program in Grade 10. A student must demonstrate good citizenship and be in good standing to be considered for any Windermere awards.

To be eligible for Principal's List, Honour Roll, and the School Scholarship program, Grade 10 students must be enrolled in 8 Windermere courses; Grade 11 students must be enrolled in 7 Windermere courses; and Grade 12 students must be enrolled in 6 Windermere courses. Grade averages are calculated using the minimum number of Windermere courses a student is required to be enrolled in. Courses that are excluded from calculations of grade averages include: Career Preparation, Work Experience, Community Service, and Academic Strategies.

Honour Roll is calculated once a year at the end of the final reporting period for students in Grades 10 to 12. Students achieve Honour Roll status if they achieve a minimum average of 80% and no mark below 67%.

Principal's List is calculated once a year at the end of the final reporting period for students in Grades 10 to 12. Students with all As and no mark below an A will achieve Principal's List status.

Windermere School Scholarship Program is open to all graduating students. A wide range of scholarships donated by alumni and community members are available to Windermere graduating students each year. To be eligible for the school scholarship program, students must be enrolled in a minimum of six Windermere courses and will be required to complete a general scholarship application in April. Recipients are determined by our Scholarship Committee comprised of teaching staff and administration.

FIELD TRIPS

Students wishing to attend field trips must get consent forms signed by parents. A portion of the costs of field trips may be assessed to participating students. However, no student will be denied the opportunity to participate in a required field trip because of cost.

LOCKERS

Every student is provided with a locker and lock to store personal belongings and school supplies. The locker and lock are the property of the school and students do not need to purchase the lock. For security reasons, students are required to use their assigned locker and are not permitted to change or share lockers. Students should not share their locker combination with anyone. It is also recommended that students buy a lock for use on the gym lockers provided while they are participating in P.H.E. classes. **NO MONEY OR VALUABLE ITEMS ARE TO BE LEFT IN A LOCKER.** Neither the school nor the Vancouver Board of Education has insurance to cover the loss by theft of, or damage to, personal property.

LOST AND FOUND

The Lost and Found is in the school office. Students who have lost or found valuables should report to the school office.

STUDENT EVALUATION AND REPORTING

All courses follow assessment policies under the direction of the Ministry of Education and Child Care and the VSB. However, assessment and evaluation of student learning varies course by course. Please refer to the course syllabus provided by teachers for specific information.

Communication of Student Learning occurs via report cards issued 3 times each semester with an Interim, Mid-Semester, and Final Report Card. At these regular reporting times, students and parents receive the published report cards online by logging onto their MyEducation BC account. Parent-Teacher Interviews are scheduled after the first report card.

In addition to written reports, communication about students' progress may take place by telephone or through conferences requested by the teacher, the counsellor, or the parent/guardian. Parents should feel free to contact the school at any time regarding matters affecting their children. Counsellors, who receive copies of all formal and interim reports sent home, are available to inform parents or guardians about their children's progress.

TEXTBOOKS

Textbooks are issued and collected by subject teachers. The care and maintenance of these books is the responsibility of individual students. Subject teachers will check and assess textbooks at least once during the school year. Students are charged for lost or damaged textbooks. Charges are based on replacement costs. Yearbooks and other items are withheld if there are any outstanding charges against a student.

VISITORS

All visitors must report to the main office.

A notice "Information for Visitors/School Access" is posted at most entrances. Authorized visitors are encouraged to contact the school to make appointments to see teachers, counsellors, or administrators. Students are not permitted to have relatives, friends or acquaintances from "dropping in" for casual conversation or non-school-related activities.

PARKING

There is no student parking provided on the Windermere school site. Students are asked to be considerate of neighbours when parking on the street and to note "Residents Only" parking areas.

SCHOOL AND DISTRICT POLICIES

The Vancouver School Board has policies regarding student conduct. The Board believes that "proper student behaviour is essential to the development of responsible and self-disciplined citizens and essential to the operation of effective schools" (Admin Procedure 350). These policies are upheld by the school. They cover all school board buildings and grounds and are in effect at school, and at school sponsored functions. For the most up to date policies, please visit the school website.

ALCOHOL AND DRUGS

No student may be in possession of or under the influence of illegal or non-prescribed drugs or alcohol in the school, in the vicinity of the school, or at school sponsored functions. Any infraction will be considered serious and will result in the immediate implementation of school and Board policies dealing with student discipline.

ATTENDANCE

Attendance is very important to success in school. All students are expected to attend all their classes for the entire period. It is recommended that families book appointments outside of school time and avoid taking extended vacations.

Frequent or prolonged absences negatively impact academic achievement. Students who are chronically late and/or absent will be required to make improvements to attend classes and arrive to class on time. Failure to do so may exclude students from being able to participate in school activities.

I. ABSENCES

A. EXCUSED ABSENCES:

1. Policy: Absences will be excused for the following reasons:
 - a. Illness
 - b. Medical/dental appointments (which cannot be easily scheduled outside of school hours)
 - c. Religious holidays and special ceremonies
 - d. Bereavement/family emergencies
 - e. Authorized in-school service, with an *Administration Slip*
 - f. Organized school activities with subject teacher's notification (field trips, sporting events etc.)
2. Procedures:
 - a. When a student is ill, a parent/guardian is requested to telephone the school receptionist about the expected duration of the absence.
 - b. On the day of return to school, the student must bring a signed note from his/her parent or guardian that shows the student name and number, the date(s) absent and the reason for the absence(s).
 - c. The student must have the note signed by his/her teachers, whose classes were missed, and then the student must take it to the receptionist once all of the appropriate teachers have signed the note and the receptionist will enter an excused absence in the student's record.
 - d. It is the student's responsibility to see the teacher to inquire about making up any work missed during an excused absence.

Sample Absence Note:

<p>DATE Please excuse _____ <i>(Name)</i> _____ <i>(Student # / Grade)</i> from school on _____ <i>Date(s)</i> My child was _____ <i>(ill, at doctor's appointment, etc.)</i></p>

ANY ABSENCE THAT DOES NOT FIT THE ABOVE CRITERIA OR ANY ABSENCE FOR WHICH THE ABOVE PROCEDURES ARE NOT FOLLOWED WILL BE TREATED AS AN UNEXCUSED ABSENCE. (SEE "B" below.)

B. UNEXCUSED ABSENCES:

The following represents the continuum of procedures and consequences of unexcused absences:

Unexcused Absences	Intervention Level	School Outcomes
1-3 missed classes in a single subject (consecutively OR within a single term)	Teacher/ Parent/ Student	<ul style="list-style-type: none"> • Phone call home • Student attends Tutorial to make up missed work and/or • <i>Absence/Late Report</i> sent home
Further absences (beyond 3 missed classes but not "continued" or "chronic")	Teacher/ Parent/ Student/ Counsellor	<ul style="list-style-type: none"> • Phone call home • Interview with counselor and/or • Attendance summary sent home
Continued absences (more than 7 unexcused absences within a term but not "in a row")	Teacher/ Parent/ Student/ Counsellor/ Administration	<ul style="list-style-type: none"> • Attendance warning letter (with an attendance printout) and/or • Parent Interview and/or • Interview with administrator and/or • <i>Attendance Card</i> and/or <p>Administrator may decide to restrict student's participation in certain school activities (e.g., sports teams, extra-curricular activities etc.)</p>
Chronic absenteeism (continuously and consistently missed classes)	Teacher/ Parent/ Student/ Counsellor/ Administration	<ul style="list-style-type: none"> • Second parental interview and/or <p><i>Attendance Contract</i> stating consequences for non-attendance (e.g., ineligible for sports team and clubs/activities, home schooling, alternative educational program, ceremony privileges denied, timetable dropped etc.)</p>

II. LATES

1. Policy:
 - a. Students must arrive to class BEFORE the bell rings.
 - b. Students who arrive late should report directly to their class.
 - c. Staff will keep and report accurate late records for early intervention.
 - d. Lates are only excused when the student has been given a yellow *Administration Slip* from a staff member OR the teacher has received a phone call from a staff member indicating a student will be late for class.
 - e. Students must present a yellow *Administration Slip* before being admitted to class OR must show up to class within a reasonable amount of time after the teacher has received a phone call indicating a student will be late.
2. Procedures: The following represents the continuum of procedures and consequences of unexcused lates:

Unexcused Lates	Intervention Level	School Outcomes
Late	Teacher/Student	<ul style="list-style-type: none"> • Teacher will speak to the student who arrives late, explaining it is the student's responsibility to be in class on time, prepared to work
3 lates	Teacher/Parent/Student	<ul style="list-style-type: none"> • Teacher will call home and complete an <i>Absence/Late Report</i>, which will be given to the office. The student will be notified that a note is to be sent home.
5 lates (within a term)	Student/Parent/Student/Counsellor	<ul style="list-style-type: none"> • Teacher will phone home indicating the problem is continuing and/or • The grade counsellor will be notified
Chronic lates	Student/Parent/Student/Counsellor/Administration	<ul style="list-style-type: none"> • The counsellor will meet with the student and/or • Parent Interview and/or • Meeting with administration, followed by letter home stating consequences (e.g., disqualification for awards and scholarships, ineligible for sports teams and/or extra-curricular activities)

III. CLASS INSTRUCTIONAL TIME

1. Policy:
 - a. ALL students will remain in their classroom for the entire period.
 - b. Students must use the sign-in/sign-out sheets provided in each classroom.
 - c. The use of lockers and vending machines are not permitted during class time.
2. Procedures:
 - a. If a student comes to class unprepared, the solution to this problem must be solved within the classroom. Going to the locker should be LIMITED.
 - b. Individual teachers can decide whether or not food or drink is consumed in their classrooms, but it must be brought with the student at the beginning of class.

NOTE: There are FOUR exceptions to the above policies:

- a. STUDENTS ON BATHROOM BREAKS:

Students will know that:

 - ii. They must sign-in when they return.
- b. STUDENTS WITH AN EARLY DISMISSAL:
 - i. Students can be dismissed for a variety of reasons. Their names will appear in the bulletin, or they will be provided with a yellow *Administration Slip* from their coach or sponsor to give to their teacher. Coaches and sponsors realize the importance of class time and will give the students just enough time to get what they need from their lockers and go to the event. Teams/groups will meet OUTSIDE at the front of the school to prevent disruptions to classes.
 - ii. Teachers are not to dismiss students early or part way through the period as a "reward" for completing work ahead of time, good behaviour, etc.
- c. STUDENTS WITH STUDY BLOCKS:

Students with study blocks are expected to using the time to study in the cafeteria or library but NOT in the halls.

d. **STUDENTS SENT TO THE OFFICE:**

If a student is being sent to the office, teachers must call the office first to let the appropriate administrator, counsellor, or office staff member know that the student is on the way.

IV. FIT Block

1. Policy:

- a. Students must attend the FIT Block if invited by a teacher and be in class.
- b. If not invited to attend, students will be given the choice of which teacher to visit for help and must be in a learning space.
- c. Students are not permitted to be in the halls or leave the school during FIT.

2. Procedures:

- a. All students should have a plan in place on where they will go for FIT. Make sure to have 2 classrooms in mind. If your first choice of class is full, you will need to find another.
- b. Grades 8-10 must be in a classroom.
- c. Grades 11 & 12 should be in a classroom for help, the Library or Cafeteria for independent study or group work.

VI. EARLY DISMISSALS

No student is allowed to leave the premises during instructional time without permission. Requests for a temporary absence are to be accompanied by a note signed by a parent/guardian and are to be presented to the office prior to leaving school. It is the responsibility of students to inform the subject teacher(s) of an early dismissal BEFORE the dismissal time and to sign out in the office before leaving. If students return to school after a temporary absence, they are to sign back in at the office and then go directly to their classes.

CELL PHONE / ELECTRONIC DEVICES POLICY

Electronic devices must be turned completely off (not on vibrate) and kept out of sight during class time and in the hallways while classes are in session. Use of electronic devices is permitted only at the discretion of school personnel during class time and during emergencies. No electronic devices are permitted to be turned on in washrooms, locker rooms, change rooms, shower rooms or other environments where use could create discomfort or embarrassment for the school population.

Students not adhering to the classroom and school policies regarding acceptable use of electronic devices may be subject to intervention and consequences as outlined in our Code of Conduct. School staff are expected to model appropriate electronic device use that is consistent with the above policy.

DRESS CODE

Members of our school community – staff, students, parents and guests, are expected to attend school and school related functions in appropriate dress of their choice that should conform with established health and safety requirements for the intended activity and is not obscene and does not promote alcohol or drugs, display offensive language or images, encourage discrimination or cause a disruption.

Should an individual's dress be deemed not appropriate, they will be made aware of this in a respectful and discreet manner and will be asked to cover up an offending item or may be asked to go home and change.

EDUCATIONAL ETHICS

Windermere Secondary School aspires to develop honest, ethical and accomplished students, capable of being responsible citizens in Canadian society. Educational achievement reflects an individual student's subject area performance and honestly acquired skill, knowledge and ability. Students who cheat are serving neither their own nor society's best interests. Some examples of cheating include:

- Plagiarizing/copying material from any source (e.g. other students, the Internet, a tutor) without appropriate acknowledgement. This includes all assigned work - essays, assignments, homework, lab reports, computer programs, drawings, sketches, designs, and video or audio recordings.
- Supplying information or work of any kind to another student with the knowledge that it may be copied or used for marks.
- Copying from another person's test paper or knowingly allowing another student to copy from your test paper.
- Unauthorized communication of any kind during a test.
- Bringing or using unauthorized notes or equipment (i.e., electronic translators, programmable calculators, etc.) for a test.
- Being absent without an acceptable reason from a test or class assignment.

Staff at Windermere endorse the following policy to ensure the integrity of student achievement. On the first occurrence of an educational ethics infraction the following actions will be taken:

- The teacher will complete a Student Educational Ethics Infraction form. A record will be entered on the student's electronic file.
- Student will be referred to the grade administrator.
- Student will receive a "0" on the test/assignment until an alternate assessment is determined.
- Parents will be contacted. A letter and a copy of the Educational Ethics form will be sent to parents signed by the administrator and teacher.
- Student will not be eligible for school student recognitions such as Honour Roll or Principal's List.
- A student registered in Grade 12 will be ineligible for school-based scholarships. The Grade 12 administrator will provide the school Scholarship Committee with a list of such infractions prior to the scholarship selection process.

SMOKING

No person may smoke or vape in the school building, on the school grounds or at any school sponsored function.

STUDENT DISCIPLINE

Any student who violates School Board or school policy will be subject to disciplinary action, which may include:

- an interview with an administrator
- notification of parents/guardians
- participation in a restorative process
- in-school suspension
- community service
- referral to counselling or a treatment program
- suspension from school
- referral to the Vancouver Board of Education Discipline Review Committee for action by the Board of Trustees
- police involvement

Windermere will treat seriously behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation (prohibited grounds set out in the BC Human Rights Code). Student discipline will take into account the frequency and severity of the behaviour, as well as the age, maturity and special needs, if any, of the student. In some cases,

violation of school or district policies may also be a violation of the criminal code and result in police investigation and possible charges.

VIOLENCE AND WEAPONS

The Vancouver School Board works hard to ensure that schools are safe places for students. Board policy states that violence of any kind will not be tolerated. Any form of violence or intimidation that threatens the health, safety and welfare of students is not acceptable.

Violence includes verbal, written, or physical threats, bullying, fighting or emotional or sexual abuse. Weapons are defined as anything that is used with the intent to hurt or frighten someone.

Students are not permitted to have weapons. Any student found with a weapon, involved in a violent act, or soliciting others to commit an act of violence will be disciplined.

RACISM

The Windermere community disapproves strongly of any behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation (prohibited grounds set out in the BC Human Rights Code). Racism will not be tolerated in our school. School authorities will treat very seriously any occurrences of these unacceptable behaviours and will respond accordingly.

WHAT SHOULD I DO IF . . . ?

If you have been affected by or know of others who have been affected by harassment, violence, weapons, drugs, or alcohol, it is important that you talk to a counsellor, teacher, administrator, or anyone else in the school that you trust, so that others can help to solve the problem.

PROTOCOL FOR STUDENTS WHO POSE A THREAT TO OTHERS IN OUR SCHOOL COMMUNITY



STUDENT THREAT RISK ASSESSMENT PROTOCOL: Notice to our students and parents/guardians/caregivers

The Vancouver School District and our community partners are committed to having safe, caring and inclusive schools. In the event that a student makes a threat of violence or harm to other students, staff or the school community the school will initiate the VSB student risk threat assessment process.

THE VSB STUDENT THREAT RISK ASSESSMENT PROCESS

What behaviours initiate a student threat risk assessment?

A Student Violence Threat Risk Assessment will be initiated for behaviours including:

- Serious violence or violence with intent to harm or kill;
- Verbal/ written/ drawn threats to harm or kill others;
- Online threats to harm or kill others;
- Possession of weapons (including replicas);
- Bomb threats;
- Fire setting;
- Acts of racism, discrimination or hate
- Sexual intimidation or assault; sextortion
- Gang related intimidation and violence

Duty to report threat making behaviour

Maintaining a safe, caring and inclusive school community is the responsibility of everyone in the school community. Students, staff, parents/ guardians/ caregivers and community members **must report** all threat related behaviours to their school administrator.

What is a threat?

- An expression of intent to do harm or act out violently against someone or something.
- Threats may be verbal, written, drawn, made through gestures or posted on the Internet.

Duty to Respond

All threats must be taken seriously and require a response that includes investigation and intervention. Our goal is to respond to threats and maintain a safe and caring learning environment.

Each school has a multi-disciplinary School Threat Risk Assessment Team which includes the School Administrator(s), Area or School-based Counsellor(s), and School Liaison Police Officer. A school may also involve district resource staff and community partners such as Child and Youth Mental Health in the threat assessment process.

What is the purpose of a Student Threat Risk Assessment?

The VSB student threat assessment process is used to:

- ensure the safety of students, staff, parents and others.
- ensure a full understanding of the context of the threat.
- understand factors contributing to the threat makers' behaviour.
- be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker.
- promote the emotional and physical safety of all.

What happens in a Student Threat Risk Assessment?

- Information is gathered from multiple sources including open source digital publicly available data. This may include interviews with the threat-maker, student(s), staff and parents/ guardians/ caregivers to assess the level of risk.
- The School Threat Assessment Team examines the information collected and in consultation with community partners, determines the level of risk.
- Appropriate intervention plans are developed, implemented and shared with parents/guardians, staff and students, as required. Information shared throughout the risk/threat assessment process will respect the individual's right to privacy and the safety of all.

Can I refuse to participate in the threat assessment process?

It is important for all parties to engage in the Threat Risk Assessment process. However, if for some reason there is a reluctance to participate in the process, by the threat maker or parent/guardian, the threat assessment process will continue in order to ensure a safe and caring environment for all.

Collection Notice

The School District is subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from online sources is only obtained from open source sites. The School District will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

Please visit the school's website for a full-size version of this important document!

EMERGENCY PROCEDURES

EVACUATE

Used to move people out of the school when a hazard exists inside and the Fire Alarm rings

Whether classes are in session or not, students are to follow the same procedures.

1. Students are to leave the building with their classroom teacher in an orderly fashion through the nearest exit.
2. Students are to move away from the exits and move on to the gravel field located at the north side of the building where they will assemble according to their homerooms.
3. Classes assemble on the gravel field closest to the school. Students not in an enrolling class are to report to command post.
4. The last student out of the classroom and school must close the door.
5. Students are not to re-enter the building until they hear the three blasts of the school bell and/or P.A. announcement.
6. Upon re-entry, students are to proceed quietly to their classrooms.

DROP, COVER and HOLD ON

Used in the event of an earthquake, explosion, or any event that shakes the school

1. Quickly move away from obvious hazards
2. **Drop** - low to the ground
3. **Cover** - take **Cover** under a sturdy table, desks, furniture, or other large sturdy items
4. **Hold On** - to the furniture you are under and stay there until the shaking stops
5. After the shaking stops, wait 60 seconds by counting out loud and then Evacuate silently via the shortest safe route
6. Report to and assemble outside at the gravel field
*Principal or designate will determine next steps

SHELTER IN PLACE

Used if an environmental hazard may impact the school

1. Bring everyone into the school and remain indoors
2. Secure exterior doors and windows
3. Close exterior window blinds/drapes (if available)
4. The engineer will turn off all ventilation systems (if locally available/situation dependent)
5. Staff designates will monitor access to the school via the main entrance.
6. Access may be denied if a risk exists that jeopardizes the safety of occupants
*Typically normal activities continue WITHIN the school

LOCKDOWN

Used in response to an armed or dangerous assailant WITHIN the school.

Lockdown

1. Gather people in your vicinity into a secure room – do this quickly
2. Close and secure doors
3. Turn off lights, be quiet, get down low/behind heavy furniture, get out of sight
4. Silence all cell phones and place them face down on floor
5. Alert other occupants by any means available and/or call 911 - only if safe to do so

Or Leave Safe If no secure area is available and a safe exit is, then quickly leave the area/school. Report to the designated assembly area at Slocan Park and await instructions.

*Normal activities in the school cease. Await police response.

HOLD AND SECURE

Used if there is a security concern in the neighbourhood

1. Bring everyone into the school and remain inside
2. Secure exterior doors
3. Close exterior window blinds/drapes (if available)
4. No one may enter or exit the school during Hold and Secure

*Typically, normal activities continue WITHIN the school.

ROOM CLEAR

Used to move people away from a hazard contained in one room/area

1. Direct students to leave the room/area and report to designated area (Ex. Library)
2. Summon assistance as needed and appropriate (Ex: call First Aid Attendant, Principal/Vice Principal, custodian, 911)

*Staff should remain to manage the situation arising or exit if the room is unsafe

PLEASE NOTE: Unless absolutely necessary, students will not be relocated to another school or Emergency Reception Centre. The Emergency Procedures Plan is provided above. This Plan outlines procedures to be followed in the event of emergency from Earthquakes or Dangerous Goods Incidents and is compatible with the City of Vancouver's Emergency Plan.

SCHOOL ACTIVITIES

ATHLETICS

Thanks to the many volunteers, Windermere has been able to offer teams in the Vancouver Secondary Schools Athletic Association in a number of different sports, though not all teams may be offered every year.

FALL	WINTER	SPRING
Cross country	Senior boys basketball	Senior badminton
Juvenile boys rugby	Senior girls basketball	Junior badminton
Bantam boys rugby	Junior boys basketball	Bantam badminton
Senior boys soccer	Junior boys basketball	Senior boys rugby
Junior boys soccer**	Juvenile boys basketball	Junior boys rugby
Senior boys volleyball	Bantam boys basketball	Senior girls soccer
Senior girls volleyball	Bantam girls basketball	Junior girls soccer
Junior boys volleyball	Wrestling**	Bantam girls soccer
Junior girls volleyball		Track & Field
Juvenile girls volleyball		Senior Ultimate
Bantam girls volleyball		Junior Ultimate
		Juvenile boys volleyball
		Bantam boys volleyball
		Cheer team
		Golf**
		Tennis**

Although all students are encouraged to participate, athletics is considered extra-curricular so students must first be accountable for their attendance, behaviour and effort in class in order to earn the privilege of taking part in the athletic program.

Once a team is selected all athletes are responsible for attending all practices, meetings, and games, and cannot quit unless given prior consent from the athletic director and coach.

CLUBS AND COMMITTEES

Windermere offers many different clubs and services to meet the needs and interests of the student body. Students are encouraged to participate in as many clubs as they would like. Although all students are encouraged to participate, clubs and committees are considered extra-curricular so students must first be accountable for their attendance, behaviour and effort in class.

Information on current clubs will be available by late September each year.

STUDENTS' COUNCIL

Windermere Student Council is an important aspect of every Windermere student's high school life. These elected members of Council are individuals who are dedicated to building school spirit and creating a school that is in the best interests of all students. Student Council meetings are held at least once a week to discuss matters regarding the student body. We embrace different visions and opinions, which is an extremely vital feature of our democratic society. The regular Council meetings are open to all Windermere students. If there is a specific concern or suggestion, we highly encourage students to see any one of the Council members to address the matter.

EXTRACURRICULAR SOCIAL MEDIA

Social media accounts representing athletic teams, clubs or any other student organization are **not permitted**. The sponsor teacher may create a 'Teams' page for students to communicate. Student Council and Grad Council are permitted social media accounts, but they must be created and monitored by the principal or vice principal(s).

STUDENT SERVICES

CAFETERIA

The cafeteria is open to students before school, during break and at lunch. At those times, students may purchase a variety of foods prepared daily by students from salads and drinks to sandwiches and feature entrees. Students are asked to clean up after their meal to maintain a clean and tidy environment.

COMMUNITY SCHOOLS TEAM

The Windermere Community Schools Team (CST) works in the Windermere Family of Schools, including Bruce, Carleton, Collingwood, Grenfell, Nootka, Norquay and Renfrew Elementary Schools and Windermere Secondary School. The CST recruits, trains, and coordinates students to be leaders in active, educational, and fun after-school programs as well as many other community events and opportunities.

COUNSELLING CENTRE

The Counselling Centre is available to students who wish to seek assistance with personal and school problems. There is a counsellor assigned to each grade group, and that counsellor is there to guide the students through to their graduating year. All counsellors are there to support and help students throughout secondary school.

MEDICAL SERVICES

A First Aid Attendant is available for anyone who requires medical attention. Students should report to the office for assistance from the first aid attendant or if they have questions or concerns about medical or safety issues.

LIBRARY LEARNING COMMONS

The Windermere Library Learning Commons is the main information centre of the school. The library contains thousands of items such as books, magazines, references, newspapers, paperbacks, computers, CD's, video and audio tapes. The library also serves as an important co-operative teaching and learning centre where students who need and want help with their academic studies and recreational pursuits can do so with the help of teacher-librarians, library club members, parent volunteers and community service students.

TRANSLATION SERVICES

Vancouver Board of Education Multi-Cultural Liaison Workers (MCLW) and Settlement Workers in Schools (SWIS) are available to provide translation and other assistance for most of the languages spoken in Windermere students' homes. Parent/guardians requiring translations of any school information should contact the school office or your child's counsellor.

WHO DO I CONTACT WITH QUESTIONS/CONCERNS ABOUT....?

...content, progress, learning in a course	Classroom Teachers
...registration for next year's courses	Grade Counsellor
...graduation requirements	Grade Counsellor
...support for my child with learning needs	Program Case Manager/School Based Resource Teacher (SBRT)
...support for my child with social emotional needs	Grade Counsellor
...support for Indigenous learners	<i>Academic:</i> Indigenous Engagement & Enhancement Teacher (IEET) <i>Social-Emotional:</i> Indigenous Engagement & Enhancement Worker (IEEW)
...support for substance use/misuse	Supporting and Connecting Youth Engagement & Prevention Worker (SACY)
...support for peer conflict, social media issues, etc.	Safe & Caring Schools Worker (SCSW)
...support for language interpretation	Multi-Cultural Liaison Workers (MCLW)
...support for English Language Learners (ELL)	Classroom Teacher
...support for International Program students	Grade Counsellor or Administration
...student transcripts	Student Records Clerk
...student password assistance	Office Staff
...general inquiries about school procedures	Office Staff
...school website / bulletins	Receptionist

COMMUNITY RESOURCES

This is your link to help if you have a problem or a worry. There is no need to feel alone. Reach out to the appropriate contact, or first consult your school counsellor. These and many more resources are available to you.

MEDICAL SERVICES & EMERGENCY SUPPORT

Crisis Centre - Distress Line	604 872-3311
Ministry of Children & Family Development	
Daytime	604 660-2421
After Hours Help Line	604-310-1234
Kids Help Phone	1800 668-6868
Vancouver Rape Relief & Shelter	604 872-8212
Family & Child Abuse (after hours)	604 660-4927

FREE CONFIDENTIAL YOUTH CLINICS

Commercial Drive Youth Clinic	604 253-3575
Evergreen Youth Clinic	604 872-2511
Knight Street Youth Clinic	604 321-6151
Mid-Main Youth Clinic	604 786-2228
Eating Disorders Resource Centre	604 875-2084
Healthy Attitudes Project	604 321-6151
Facts of Life Line	604 731-4252

IMMIGRANT & MULTICULTURAL SERVICES

MOSAIC	604 254-0244
SUCCESS (Mandarin and Cantonese)	604 684-1628
Multicultural Support	604 871-6637

PARENT & FAMILY SUPPORT

SWIS (Settlement Workers in Schools)-(National)	416-322-4950 (Ext. 247)
SWIS Workers at VSB (local)	604-713-5696
Min. of Employment & Income Assistance	604 660-3224

Parents Together (24-hour line)	604 325-0511
Parent Support Services	604 669-1616
Planned Parenthood	604 731-4252
Northeast Mental Health Team	604 253-5353

YOUTH SUPPORT SERVICES

Broadway Youth Resource Centre	604 709-5720
Children's Hospital Youth Help Line	604 875-2345 (Ext. 6802)
The Centre (Gay & Lesbian Youth Support)	604 684-6869
Alateen	604 688-1716
Renfrew Park Community Centre	604 257-8388
Collingwood Neighbourhood House	604 435-0323
Youth against Violence	604 775-4264

VANCOUVER INFORMATION SERVICES

www2.vpl.vancouver.bc.ca/redbook/

YOUTH SERVICES IN EAST VANCOUVER

www.eastvanzone.com

For additional numbers please refer to the Windermere website windermere.vsb.bc.ca under Counselling Department.