

Chatelech Secondary School

STUDENT HANDBOOK

2022-2023

Mr. Sauer, Principal

Ms. Harris, Vice-Principal

Mrs. Arduin, Administration Assistant



We are honoured to live, learn, play and work on the unceded territories of the *shíshálh* Nation.

Location: 5904 Cowrie St.

P.O. Box 1430

Sechelt, BC V0N 3A0

Telephone: (604) 885-3216

Website: <https://chatelech.sd46.bc.ca/>

Online App: <https://chatelech.appazur.com/app/>

PRINCIPAL'S MESSAGE

Chatelech Secondary is a warm and inviting place. At CSS, we strive to provide students with the most variety possible whether it is in our athletics or arts programs, our extracurricular clubs, or method of instruction. We offer a wide variety of athletic options and encourage students to invest into an activity that promotes physical well-being. The arts at CSS has always been an inspiration. Our theatrical plays, student artwork, and musical programs have always received high praise for their level of professionalism. We offer a wide range of clubs and activities for our students and this variety demonstrates the diversity of our students' interests. Whether it be time spent on the Climbing Wall, a foray into a Dungeons and Dragons campaign, or involvement in our Drag Racing team to name a few, students, and staff, can find a place to enrich their learning experience or just have fun with friends.

As your Principal, I am excited about all the opportunities for growth you will have at your disposal. Be involved! A school is more than just an interstate of learning – it is a vibrant community that is only as strong as the people who choose to invest in it. Seek out new ways to enrich your experience, and in the process, we can ensure that all students who walk through our front doors will feel welcomed, safe, and inspired to be the best they can be.

I'm looking forward to a wonderful 2022-2023 school year!

Warm Regards,

Mr. Sauer


CHATELECH SECONDARY SCHOOL VISION

At Chatelech we expect that all members of our community to be:

- ⇒ **respected and supported** as learners (student and staff)
- ⇒ challenged in a climate of **high expectations for student success**
- ⇒ **recognized as individuals** with **diverse backgrounds**
- ⇒ able to flourish socially and emotionally in a safe and orderly environment (Culture of Care)

The **Culture of Care** at Chatelech is the embodiment of our School's Way of Being. The Culture of Care is comprised of four main core values: **Empathy, Respect, Responsibility, and Integrity**. We as a learning community are committed to upholding these values in order to ensure that all members are valued and supported at Chatelech.

WE ARE GUIDED BY OUR
CORE VALUES



Empathy *is how we as individuals understand what others are experiencing as if we were feeling it ourselves.*

Responsibility *means you do the things you are expected to do and accept the consequences (results) of your actions.*

Respect *is a way of treating someone or something. You show respect by being thoughtful, polite and kind.*

Integrity *it about doing the right thing, even when no one is watching; and about courage, honesty, and respect in one's daily interactions.*

CHATELECH SECONDARY SCHOOL

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SCHOOL CALENDAR 2022-2023 SCHOOL YEAR

August	29 – Sept. 2	Locker Day(s) - TBD
September	6	First Day of School
	20	Grade 8 Day at YMCA
	26	Pro-D Day
	30	Orange Shirt Day
October	10	Thanksgiving Day
	21	Pro-D Day
	31	Halloween Assembly
November	10	End of Quarter 1
	10	Remembrance Day Assembly
	11	Remembrance Day Holiday
	14	Start of Quarter 2
	21	Pro-D Day
	30	Early Dismissal
December	1	Early Dismissal
	16	Talent Show/Last Day of Classes before Winter Vacation
	19-Jan. 2	Winter Vacation
January	3	School Reopens
	30	End of Quarter 2/Semester 1
	31	Turn Around Day
February	1	Start of Quarter 3/Semester 2
	6	Pro-D Day
	22	Pink Shirt Day
	20	Family Day Holiday
March	8	Early Dismissal
	9	Early Dismissal
	10	Last Day of Classes before Spring Break
	13 – 24	Spring Break Vacation
	27	Schools Reopen
April	7	Good Friday
	10	Easter Monday
	20	End of Quarter 3
	24	Quarter 4 Starts
	21	Pro-D Day
May	19	Pro-D Day
	22	Victoria Day Holiday

BELL SCHEDULE

2022-2023 Bell Schedule

Monday-Friday

Period 1: 9:00 to 10:08

Flex 10:10 to 10:50

Period 2: 10:52 to 12:00

LUNCH: 12:00 - 12:45

Period 3: 12:45 to 1:53

Period 4: 2:02 to 3:10

Tutorial: 3:10-3:18

Alternate Bell Schedules

The daily timetable changes on days when an assembly is planned or we have early dismissal. The alternate bell schedules are:

Early Dismissal Schedule

Period 1: 9:00 - 10:00

Class Change: 10:00 - 10:05

Period 2: 10:05 - 11:05

Class Change: 11:05 - 11:15

Period 3: 11:15 - 12:15

Lunch: 12:15 - 1:05

Period 4: 1:05 - 2:05

FLEX

A key component of the schedule at Chatelech Secondary School includes FLEX time. There is one 40-minute block of FLEX time Monday to Friday morning. The purpose of FLEX time is to support student independence and choice. To that end, students are expected to be in a space for the duration of FLEX time. Grade 8 and 9 students must FLEX in a classroom while senior students can FLEX in the library or foyer. At times, teachers may require student presence in their class classroom during FLEX time. This is at the discretion of individual teachers.

STUDENT RESPONSIBILITIES

The ultimate responsibility for success belongs to each individual student.

CELL PHONE/ELECTRONICS USE

Cell phones are permitted in class only with permission from the teacher. Teachers will clearly indicate to students when cell phone use is deemed appropriate and refusal to comply with a teacher's direction will result in a student having their phone confiscated.

Cell phones may be confiscated and returned at the end of class. Repetitive infractions will result in the cell phone taken to the office to be returned by an administrator. **Refusal to hand over the phone is an act of non-compliance and will be referred to the office for disciplinary action.**

We understand the need for parents to contact their children during the day for appointment booking and after school plans, but we request that all texts and calls be placed and answered during breaks or lunch, not during instructional time as it is disruptive to the learning of others. Family emergencies requiring more immediate contact should be reported to the office whereby staff can notify students in person.

Important Note: Use of electronics, other than cell phones, is at the discretion of the teacher. It is the student's responsibility to learn and abide by the individual rules of each teacher.

LOCKERS

Lockers are assigned to each student. Students in grades 9-12 must pay any outstanding fees prior to obtaining a locker. The locker **belongs** to the school and is on loan to you. Students are responsible for the locker assigned to them at the beginning of the year – no trading or moving please. Lockers may only be used for the storage of books, school supplies and equipment, outerwear, school sports equipment and lunches.

At the end of the year, students are expected to remove all items, wipe the inside of the locker clean, ensure there are no stickers or graffiti inside or outside the locker and return their lock. The cost to repair lockers with structural damage will be charged to the student responsible.

Very Important Locker Advice:

- **All locks must be school assigned locks. (If there is a special consideration, please ensure that you have spoken to the office and permission to use a non-school issued lock will be reviewed)**
- **Do not tell ANYONE else your combination.**
- If your lock becomes damaged or someone else has discovered your combination, immediately trade it in for a new one at the office.
- **Never leave your combination set to the last digit.**

Please note: School Administrators are authorized to open a locker, with or without notification, in circumstances of emergency or safety concern, or to carry out a search when the presence of illegal substances is suspected.

We recommend that students do NOT bring valuables to school. Any wallets and jewelry should be given to the PE teacher, not left in gym lockers during PE class. Any incidents of theft should be reported immediately but please note that the school cannot be responsible for the loss of personal belongings, including electronics.

DRESS REGULATIONS

Students are expected to dress appropriately by meeting reasonable standards. This means that:

- shoes must be worn at all times inside the building;
- articles of clothing that have direct or indirect inappropriate messages or graphics (e.g. messaging about alcohol, drugs, racism or sexism or profanity etc.) must not be worn.
- Undergarments should be minimally visible.
- **Important note:** “Reasonable standards” means as in a place of business or professional work place.
- **If items of clothing are deemed inappropriate by school staff, students can expect to be asked to either change their clothing or put on an outer garment.** If students refuse to comply with staff or administration on this matter, parents will be contacted and it will be deemed as a discipline matter.

VAPING/SMOKING

Chatelech is a vape and smoke-free school. Smoking and vaping are not permitted on any school grounds, which includes the upper parking lot. The use of chewing tobacco and dip as well as electronic cigarettes/’vapes’ is also not permitted. The consequence for violating this policy will be escalating discipline up to and including parental contact and in school suspension if there are repeat incidents.

SKATEBOARDING/BIKING

Skateboarding/Biking is not permitted on school grounds without a helmet. In order to ensure student safety, we ask that students do not perform tricks or engage in excessive speeds in the parking lot or in drop off/pick up areas. Students are welcome to use their skateboards at the Skate Park adjoining the school parking lot during non-instructional time.

ALCOHOL AND DRUGS

A student who has consumed or is in possession of alcohol or drugs and is on any school premises, or at any school function, will face suspension and/or referral to a counsellor. Following district suspension guidelines, the consequence may include being transferred to another school. **Students may lose the privilege of participating in school activities possibly including team sports, dances, Grad Formal, Prom & Banquet and/or Dry Grad activities at the end of the school year.**

“MISSING SCHOOL – MISSING OUT”

Student achievement is directly related to attendance.

SKIPPING CLASS & UNEXCUSED ABSENCE

The discipline resulting from an unexcused absence will be dependent upon the age of the student but will be escalating in nature (warning, detention, in-school suspension, suspension).

- Parents will be contacted by the school's auto dialer, by the teacher or administration, and missed instruction will be expected to be made up.
- Chronic absences will result in a meeting with the student, their parent and the teacher involved to develop a plan to address the problem. Saturday School is an option that we have used.
- If the problem continues, terms and conditions will be set by administration. If these conditions are not met, the student may be suspended or withdrawn from school and a referral to another school may be made.

CHATELECH CODE OF CONDUCT

1. STATEMENT OF PURPOSE:

The Chatelech Code of Conduct is designed to establish and maintain

- safe, caring and orderly environments for purposeful learning and,
- appropriate balance between individual and collective rights, responsibilities and freedoms

The Code of Conduct provides guidelines for student behaviour while at school, while going to and from school and while attending any school function or activity at any location.

2. EXPECTATIONS:

Acceptable conduct:

- act with respect and dignity toward others;
- act with respect toward our school and our community;
- treat others how you would like to be treated, and
- solve conflict in a peaceful manner.

Unacceptable conduct:

- interfering with the learning of others (e.g. creating disruptions, etc.)
- interfering with an orderly environment (e.g. disrespect, rudeness, cheating, chronic lateness, etc.)
- creating unsafe conditions (e.g. play fighting, etc.)
- no discrimination on the basis of *gender expression, gender identity or sexual orientation* (Bill 27, Human Rights Code Amendment Act, 2016)
- acts of bullying, discrimination, harassment (verbal, physical, and sexual) or intimidation
- violence (physical and verbal, including harsh language)

- retribution against a person who has reported incidents
- illegal acts, such as:
 - possession, use or distribution of illegal or restricted substances
 - possession or use of weapons
 - theft of or damage to property

Rising Expectations:

Chatelech students are expected to grow in their capacity for

- personal responsibility and self-discipline.
- acceptance of increasing consequences for inappropriate behaviour.

CONSEQUENCES:

All people make mistakes and all of us are expected to learn from and grow beyond our misconduct and mistakes. The severity and frequency of unacceptable conduct as well as the age, maturity and special needs of students are considered in determining appropriate disciplinary action.

- wherever possible, disciplinary action is preventative and restorative, rather than merely punitive.
- the following serve as some examples of disciplinary actions:
 - after-school or lunch hour detention
 - in-school or out-of-school suspension
 - time out (i.e. time is provided for all parties involved to calm down, gather all relevant information or arrange necessary meetings)
 - restorative justice circles led by trained community facilitators

STUDENT SERVICES

We offer an array of services for students and parents. Our focus is on the intellectual, behavioural, emotional, social, physical, and career development of each student. We use the School-Based Team to plan, problem solve and coordinate services. Students or parents who wish to work with the School-Based Team to address a concern can make arrangements to do so through the counsellors or administrators.

CONTACTS

Principal	Mr. Sauer
Vice-Principal	Ms. Harris
Administrative Assistant (Finances)	Mrs. Arduin
Office Assistant/ Communications	Mrs. Bachand
Office Assistant (Records)	Mrs. Demeter
Programming, Counselling	Mr. Smith/Ms. Pierce/Mr. Beckingham
Inclusion Support Services	Ms. Aube/Ms. Curling/Mr. l'heureux
Shine On	Ms. Wagner
Librarian	Ms. Sharkey

COUNSELLING SERVICES

Our counsellors are here to help you with course and post-secondary education planning, resolving conflicts and personal issues that interfere with success at school.

INCLUSION SUPPORT SERVICES

Our Inclusion Support Services Department works with students who are eligible for an individualized education program. Students, parents and teachers may make requests for any of the services offered by this department through any member of the School-Based Team.

LIBRARY SERVICES

The CSS library offers students and staff a wide range of resources and services, from print materials (books, textbooks, magazines, comics) to digital options (e-books, audiobooks, and subscription databases). Students and staff sign out Chromebooks for use during the day or take home an iPad to read or listen to a digital book. The library offers printing and scanning services, and is the Tech Support hub for the school. Our courtyard offers an outdoor space to read, study, and access the student WiFi network. Clubs such as Dungeons & Dragons, and the Gardening Club, are supported by the library and programming such as Hour of Code, Coast Reads, and monthly Take-away Maker projects are offered here. The library staff also support teachers through collaboration and co-planning, field trip support, and curating collections of resources for use in the classroom, as well as offering instruction on evaluating information sources, data, media and digital literacy, and digital citizenship. Through Reader's Advisory, the library aims to connect all students to the information that they need, and stories they will enjoy.

ATHLETICS

Our athletic program has a fine record of achievement and participation. Our extra-curricular athletic program normally includes teams in Volleyball, Basketball, Cross Country Running, Ice Hockey, Ski & Snowboard, Wrestling, Ultimate, Golf, Track & Field, Mountain Biking and Rugby. Students are encouraged to listen to daily announcements for information about our sports teams as well as follow team activities on the School App. The annual fees to participate in our athletic program are \$45 for the first team sport and \$20 each for any additional teams. Extra fees will be charged to students to use our Fitness Studio during non-instructional time. Students will be charged \$45/year. Studio times will be posted outside the fitness room as well as being posted in the SWAAG (School Week at a Glance).