Rockridge
Secondary School
2019-2020

Policies and Procedures Guidebook

Ms. J. Duncan
PRINCIPAL
Mr. G. Thomson & Ms. Jennifer Towers
VICE-PRINCIPALS

5350 Headland Drive
West Vancouver BC V7W 3H2

Telephone: (604) 981-1300
Fax: (604) 981-1301
www.westvancouverschools.ca/rockridge-secondary

ROCKRIDGE MISSION STATEMENT

Rockridge School strives to graduate responsible and creative global citizens in a respectful and diverse environment where relevant learning fosters excellence in personal achievement, compassion, curiosity, and critical thinking.

Rockridge Secondary School offers the International Baccalaureate (IB) Middle Years Programme for students in grades 8 through 10. IB World Schools share a common philosophy—a commitment to improve the teaching and learning of a diverse and inclusive community of students by delivering challenging, high quality programmes of international education that share a powerful vision.

For further information about the IB and its programmes, visit www.ibo.org

THE IB MISSION STATEMENT

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

IB LEARNER PROFILE

The aim of all IB programmes is to develop Internationally Minded people who, recognizing our common humanity and shared guardianship of the planet, help to create a better and more peaceful world. **IB Learners strive to be:**

Inquirers	Knowledgeable	Thinkers
Communicators	Principled	Open-Minded
Caring	Risk-takers	Balanced
Reflective		

In IB MYP, we select from the six global contexts for learning in order to answer the following questions:

- Why are we engaged in this inquiry?
- Why are these concepts important?
- Why is it important for me to understand?
- Why do people care about this topic?

Identities and Relationships: Who am I? Who are we?

Students will explore identity; beliefs and values; personal, physical, mental, social and spiritual health; human relationships including families, friends, communities and cultures; what it means to be human.

Orientation in Space and Time: What is the meaning of "where" and "when"?

Students will explore personal histories; homes and journeys; turning points in humankind; discoveries; explorations and migrations of humankind; the relationships between, and the interconnectedness of, individuals and civilizations, from personal, local and global perspectives.

Personal and Cultural Expression: What is the nature and purpose of creative expression?

Students will explore the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic.

Scientific and Technical innovation: How do we understand the world in which we live?

Students will explore the natural world and its laws; the interaction between people and the natural world; how humans use their understanding of scientific principles; the impact of scientific and technological advances on communities and environments; the impact of environments on human activity; how humans adapt environments to their needs.

Globalization and Sustainability: How is everything connected?

Students will explore the interconnectedness of human-made systems and communities; the relationship between local and global processes; how local experiences mediate the global; the opportunities and tensions provided by world-interconnectedness; the impact of decision-making on humankind and the environment.

Fairness and Development: What are the consequences of our common humanity?

Students will explore rights and responsibilities; the relationship between communities; sharing finite resources with other people and with other living things; access to equal opportunities; peace and conflict resolution.

Concepts:

The MYP identifies 16 key concepts to be explored across the curriculum. These key concepts, shown below, represent understandings that reach beyond the eight MYP subject groups from which they are drawn.

Aesthetics	Change	Communication	Communities
Connections	Creativity	Culture	Development
Form	Global Interactions	Identity	Logic
Perspective	Relationships	Systems	Time, place and space

OUR CORE VALUES

For a school to be successful, students, staff and parents must be committed to a clearly defined set of core values. These values provide direction for school programs and the establishment of a school climate in which each student may have the opportunity to grow as an individual and reach an optimum level of academic, artistic, athletic and personal success.

The following core values serve as our foundation at Rockridge School. We will strive to establish an atmosphere in which:

- Learning is of primary importance and we will not let anyone interfere with this process.
- A balanced curriculum exists between the academic subjects and the exploratory and elective programs.
- Students are recognized and appreciated for putting forth a strong effort. (Focus on doing your best.)
- Students have an opportunity and are encouraged to assume leadership roles.
- Mutual caring exists among students, teachers and parents.
- Students are encouraged to become involved in school activity programs, student government, peer tutoring and more.

- Co-operation, teamwork and respect for others and their work guide our daily behaviour at school.
- Pride of ownership exists in our school and community. (Respect for property in our school and community is very important.)
- Students and staff work co-operatively to achieve success in the academic areas and in extra-curricular activities.
- Students are aware of the importance of the basic subject areas and how they impact our lives while in school and in future years.
- Students are provided an opportunity to develop interests, creativity and talents.
- The staff is committed to the students' welfare and is dedicated to continuing their professional growth in order to provide excellence in education.
- Parents are invited to get involved in our school through the advisory council, work projects and school volunteer programs.
- Staff, students and parents have opportunities to participate in an evaluation of our school.

SCHOOL COUNSELLORS

The role of a school counsellor is to help in the areas of personal, social, emotional and academic well-being. School counsellors are bound by a code of ethics that includes student confidentiality. An exception to confidentiality occurs when student safety is in jeopardy. In many cases, a student may consult with the school counsellor without parent acknowledgement.

CODE OF CONDUCT – ROCKRIDGE

Statement of Purpose:
At Rockridge, we have high standards for personal conduct. The pursuit of appropriate conduct is a shared responsibility among students, parents and staff members. The purpose of the Rockridge Code of Conduct is to establish and maintain a safe, caring and orderly environment for purposeful learning and to establish and maintain appropriate balances among individual and collective rights, freedoms and responsibilities. The Code of Conduct also outlines expectations for student behaviour. Please note that special considerations may apply to specific students if they are unable to comply with a Code of Conduct expectation due to having an identified disability of an intellectual, physical, sensory, emotional or behavioural nature.

Rockridge 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, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age—in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

Expected Behaviour:
Our expectation is that everyone will adhere to Rockridge's core Code of Conduct.

- Be on time
- Attend Regularly
- Be Prepared
- Show Respect
- Do your best at all times

Acceptable Conduct – includes but is not limited to the following behaviours/expectations:

1. Be considerate, caring, friendly and helpful.
2. Respect self, others and the school regardless of differences.
3. Respect public and personal property.
4. Help make the school a safe, caring and orderly place.
5. Be positive, honest and straightforward with others. Be truthful.
6. Report immediately all incidents of violence, bullying, or harassment to school employees.
7. Refrain from violence or threats of violence.
8. Engage in purposeful learning activities in a timely manner.
9. Be dependable and accountable and attend all classes on time.
10. Respect authority and adhere to classroom, school, and district rules.
11. Act in a manner that brings credit to the school.
12. Maintain appropriate standards of hygiene, dress and language.
13. Understand it is the responsibility of the bystander to report and prevent activities that contravene school and district Codes of Conduct.

The Principal shall, in accordance with School Board policy, exercise paramount authority within the school in matters concerning the discipline of students. The board authorizes the Principal in School District #45 (West Vancouver) to suspend a student in violation of school rules for up to five school days, to adjust or terminate that suspension, and to delegate this authority to other administrative officers.

Unacceptable Conduct:

As we realize that students may have difficulty understanding how the Code of Conduct should be applied in everyday school life, we have provided a list of examples of unacceptable behaviours that would involve a breaking of the Code of Conduct by students and which could result in disciplinary actions.

1. Skipping classes or excessive tardiness
2. Vandalism or other incidents of defacing or damaging personal, school or private property
3. Abusing others physically, verbally, or psychologically. This includes fighting, bullying, cyberbullying, intimidation, threatening or violent behaviours, extorting, or showing intolerance towards others because of their race, culture, dress, or other perceived differences while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school environment.
4. Retribution against a person who has reported incidents
5. Being a bystander or non-active participant in incidents of violence, bullying, or harassment
6. Disrupting classroom learning, official school functions or the privacy of our school's neighbours
7. Possession or use of prohibited drugs, including alcohol and tobacco products. No smoking or vaping is allowed on school property at any time. Students who are present during the use of tobacco or other substances may also face disciplinary action.
8. Possession or use of firecrackers, fireworks or weapons, including any object meant to simulate the appearance of a weapon
9. Plagiarizing or cheating on tests, assignments or projects, or assisting someone else to cheat
10. Defiance of the authority of teachers and other employees; using profanity or confrontational behaviour in dealing with these adults
11. Theft
12. Using inappropriate language or dressing in a way that detracts from the learning environment
13. Going to other schools during the school day, without permission from an administrator
14. Operation of a vehicle or other means of transport in a dangerous manner on school property (including cars, bicycles, rollerblades and skateboards)

Alcohol and Drugs:
No student shall possess, use, sell, distribute, supply or be under the influence of an alcoholic beverage or an illegal or restricted drug while on school premises, while at any school-organized event or during the regular school day. Where a Principal concludes that a student has violated this rule, the Principal will immediately suspend the student from school for up to five days and inform the Superintendent's office of the suspension. Further disciplinary action may be forthcoming including a suspension to the Superintendent's office.

Tobacco/Vape-Free Environment:
The District recognizes tobacco use/vaping presents a danger to the health of students and adults and that there is a province-wide tobacco ban on all public school property. There will be no use of tobacco on any West Vancouver School District property or within any West Vancouver School District building. All school grounds, buildings and vehicles shall be non-smoking/non-vaping areas at all times, including evenings and weekends. All procedures applying to tobacco use are also extended to cover e-cigarettes and vapes.

Bystander Policy:
School and district policy requires that students share responsibility for the care and safety of their fellow students at Rockridge Secondary School. Students are required to report all incidents of harassment, bullying, and/or violence to school officials. Inaction is not an option and passive bystander behaviour will not be tolerated.

Consequences:
The school Code of Conduct applies 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. When students do not adhere to the Code of Conduct staff will follow a pattern of progressive discipline. Consequences could include, but are not limited to, warnings, phone calls and/or letters to parents, detentions, and suspensions. In cases of serious breaches of the Code of Conduct, the student may be referred to school district officials, police, and/or other agencies. Schools will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of a code of conduct.

Progressive discipline establishes a process of clear, timely, consistent, and documented communications with a student and their parent or guardian to reinforce an understanding of expectations, to provide an opportunity to correct unacceptable behaviour, and to assure due process. The goal of progressive discipline is to modify specific behavior and to encourage acceptable behaviour. Certain behaviours will result in immediate suspension; substance issues will also result in a referral to substance and addiction counseling.

When dealing with students, the administrator may adjust the consequence or disciplinary action based partially on the maturity level and/or the grade level of the student. What is an appropriate consequence or disciplinary action for a senior student may not be appropriate for a junior student. Additionally, special considerations may be provided to students who are unable to comply with these expectations due to a disability of an intellectual, physical sensory, emotional or behavioural nature.

Fair Notice - Response to Threat-Making Behaviour:
In the interest of ensuring safety and security in the school community, there may be times when school administration may conduct a Threat-Risk Assessment. These assessments are in direct response to expressions of violence intended to harm or injure. Threats may be expressed in many ways, including verbal or written form (e.g. on the internet, social media, in person, etc.) and will be taken seriously and responded to accordingly. To keep our school communities safe, staff, students and community members are expected to report all threat-related behaviours.

Each school in our district has a multi-disciplinary Threat-Risk Assessment Team which may include the principal/vice-principal, counsellor, district-level staff, and police. In certain situations, the school district may involve other agencies including the Ministry of Education, the Ministry of Children and Family Development, and the Vancouver Coastal Health Authority. The purpose of the Threat-Risk Assessment Team is to promote the emotional and physical safety of all persons in the school. The team will respond according to specific protocols so that an intervention plan can be developed and implemented.

In the interest of a safe and secure learning environment, threat-risk assessments will be conducted whenever required and will engage all necessary parties, with or without the consent of the threat-maker and/or their parent/guardian.

Protocol:
A threat-making behaviour is defined for these purposes as any action that makes the recipient of such behaviour feel threatened.

For purposes of the District Risk Assessment Protocol these behaviours could include, but will not be limited to:

- *Immediate Risk Student Behaviours*, which is a student in possession of a gun, or any other weapon while displaying threatening behaviour.
- *High Risk Student Behaviours* which include possession of a weapon, threats to destroy a school or school building, threats to kill or injure others (regardless of the method of delivery of such threats).
- *Worrisome Student Behaviours* including but not limited to drawing disturbing pictures, writing disturbing stories, etc. or internet harassment.

The protocol states that any West Vancouver School District 45 employee having knowledge of student threat making behaviour shall promptly report the information to the principal or designate, who will respond accordingly.

All reported threats will be assessed by the school principal or designate and if deemed necessary the principal will contact the school team, the district team or both.

LOCKS AND LOCKERS

The school provides each student with a locker and combination lock. Students are not to switch lockers or use their own lock. A master list of lockers and lock combinations is kept by the accounting clerk in the office. It is important to keep your lock combination to yourself. There will be a $10.00 replacement charge for a missing lock. P.E. lockers are available for use by students in physical education classes. Students are strongly encouraged to bring a lock to the change room and secure all of their possessions. Parents and students are reminded that neither the school nor the West Vancouver Board has insurance to cover loss of or damage to students' personal property.

ATTENDANCE

Excused Absence from Class:
If a student is ill or will be late for school due to a medical appointment, parents must inform the school (981-1300) before 8:25 a.m. and give the reason for the absence or lateness. Illness, bereavement, or emergencies are generally the only acceptable excuses. It is the students' responsibility to contact teachers or classmates to find out what work was missed.

Students who must leave the school before afternoon dismissal must sign out through the Main Office. If a student does not have a note and a parent cannot be contacted, the student will not be given permission to leave except in exceptional circumstances.

Unexcused Absences from Class:
Attendance is recorded by teachers on the computer network every period. Initially, subject teachers will deal with students about unexcused absences by contacting parents and applying consequences. However, if a student is developing a pattern of unexcused absences or lates, counsellors and administrators will be involved and consequences may include making up missed time or suspension.

Some students get into the habit of arriving at school late. Students are expected to be in class on time and ready to start learning. Parents are encouraged to work with the school and help their children arrive to school early. Acceptable reasons for being late to school include medical appointments and illness, or ferry scheduling disruptions.

Family Holidays and Missed Work:
We do not give permission for students to go on holiday during school time. If parents opt to take their children out, it is their prerogative. Any work missed is solely the student's responsibility. Teachers are not expected to provide extra classes, make-up tests, or specific work to be completed. Parents must be aware that absences, whether excused or not, may have a negative impact on achievement.

ACADEMIC MISCONDUCT

At Rockridge Secondary School academic misconduct is viewed as a serious offence and a breach of the Code of Conduct.

Academic misconduct includes, but is not limited to, cheating of any sort, assisting someone else to cheat, plagiarism, handing in another student's work as your own, copying and/or allowing someone to copy work for evaluation, and handing in material downloaded from the Internet.

As per school policy, the following consequences may be imposed for any incident of academic misconduct:
1. The student may receive a mark of zero for the assignment or test in question and may receive an "N" (Needs Improvement) work habit for the term.
2. A telephone call will be made, or an interim report will be sent home by the teacher explaining the circumstances of the academic misconduct.
3. If enrolled in grade 12, the student may not be eligible to receive any school scholarships.

A letter may be sent home to the parents explaining the infraction and the consequences mentioned above. It should be understood that a second incident of academic misconduct could result in a suspension to the Office of the Superintendent. Furthermore, any reference letters requested by the student would likely need to include a comment regarding the academic misconduct.

If a student is not sure about any assignment, they should check with the teacher before submitting it for marking.

SCHOOL COMPUTER USE POLICY

Computers are for educational purposes such as working on research, completing school assignments, retrieving school assignments from email and/or communicating with others in the district. The following guidelines apply to computer use during school hours:
1. No games, chat, or other entertainment activities
2. No inappropriate sites.
3. Students must use their own logins
4. One student per computer, unless students are working on a group assignment and have permission from school staff.
5. Students are not to tamper with the computer hardware, including all connections.
6. Students may use their personal laptops to access the school's wireless network. The computer policy applies to both personal and school computer use at the school.
7. Downloading programs or data onto the school computer or network puts the network at risk due to viruses, which is why downloading is not permitted. If uncertain, please ask prior to downloading any information.
8. Students who do not follow the policy guidelines may lose their computer privileges.

District Guidelines for student access to district electronic information systems is available at: http://westvancouverschools.ca/wp-content/uploads/2015/08/AP140-DistrictElectronicInformationSystemsAcceptableUseGuidelines.pdf

District Guidelines for use of personal electronic devices (PEDS) are available at: http://westvancouverschools.ca/wp-content/uploads/2015/08/AP145-UseofPersonalElectronicDevices.pdf

EXAMINATIONS/ASSESSMENTS

School-based
School-based final exams are typically written by grade 8 to 12 students during early to mid-June. The timing and number of exams will vary, depending on the grade level and individual student course loads.

Parents and students need to be aware of the following policies: No student, under any circumstances, will be permitted to write any assessment prior to its regularly scheduled time.

Students who miss an assessment due to extenuating circumstances may have their case reviewed by a committee consisting of the grade administrator, counsellor, subject teacher and department coordinator. Should permission be granted to write a make-up exam, a time will be assigned for late June. If permission is not granted, the student may receive a zero (0) mark for that exam. Parents should contact administrators before any planned absence.

Provincial Assessments:
All dates, times, policies and procedures for Provincial Assessments are mandated by the Ministry of Education. Non-attendance or arriving more than 30 minutes beyond the start time requires the students to take that assessment at a later date.

Students in grade 12 are no longer required to write the English 12 or Communications 12 Provincial Exam.
Provincial Assessments include Literacy 10 and 12, and the Graduation Numeracy Assessment, which students will have up to three opportunities to write during their grade 10 – 12 years.

Grade	Assessment(s)	
10	Literacy	Numeracy
11	Numeracy	
12	Literacy (excluding the 2019-2020 year)	

RECOGNITION FOR EXCELLENCE

Students will be recognized during the year for outstanding achievement in all subject areas as well as for citizenship, service and contributions to the school. We will also recognize all students who work hard regardless of their grades. Awards presented to students include: Honours with Distinction and Honours for notable academic achievement along with the following awards:

Caulfeild Village Merchants' Community Spirit Award:
Awarded to two students in each grade, 8 – 11, for community spirit both inside and outside of the school. Recipients are leaders in a community-minded club with either a local or global focus. These students take action and have contagious enthusiasm that raises the energy and productivity of their clubs.

Morgan Backhouse Award:
Awarded to a Grade 9 student who exemplifies the following characteristics:

- Shows a real concern for others and exhibits a genuine kindness and fellowship.
- Is well-rounded and an exemplary school citizen
- Is of good academic standing and is involved in athletics

Rockridge Prestige Award:
Awarded to two students in each grade, 8 – 11. Students who are selected by the awards committee excel in academics, sports or fine arts, and citizenship, and:

- Have displayed solid academic achievement
- Are involved in extra-curricular or volunteer activities in the school or community

- Display recognized merit in at least one school activity
- Are respected by peers and teachers
- Have demonstrated leadership qualities

Rock Solid Award:
Awarded to a student in each grade, 8 – 11, who has been noticed helping out around the school without being asked, or for no recognition. The student will be one who sees a situation where help is required and willingly steps forward to address that need.

Principal's Award of Merit:
Awarded to two students in each grade, 8 – 11. These students will have been exemplary school citizens, will have made a significant contribution to extra-curricular life at Rockridge, and will have maintained an excellent academic record.

SCHOLARSHIPS

Rockridge has developed a rich tradition of scholarship support for students who have exhibited academic excellence and outstanding school and community involvement. Scholarships reward those students who have challenged themselves academically, have excellent attendance, have shown leadership, citizenship and/or improvement, and have a history of 'giving back' to their school and community – whether it is through clubs, athletics, student government, or volunteer commitments. Students must be enrolled in eight courses and maintain six percentage-granting courses throughout the entire year. School service must be documented through the Rockridge library. Senior students are encouraged to capture their accomplishments in a 'Scholarship Resume' which is a required portion of the Rockridge Scholarship application process. Some scholarships require additional applications. Students are encouraged to monitor the school website and listen to announcements for additional scholarship application deadlines.

SERVICE AWARDS

The purpose of School Service Awards is to recognize those students who, through their time, effort and results, have made contributions to the school community. In May/June, forms may be picked up from the library, completed detailing the hours spent and contributions made, and sponsor teachers then sign off on the forms to verify school service, and they are then submitted to the library.

Bronze Medal:	**= 30 to 60 hours of service**
Silver Medal:	**= 61 to 100 hours of service**
Gold Medal:	**= 101 +hours of service**

HONOUR ROLL POLICY

Honour Roll is based on Rockridge Secondary School or West Vancouver School District performance. External courses (courses outside of Rockridge Secondary School or West Vancouver School District) will not be included in the Honour Roll calculation. A student on the Dogwood program has their Honour Roll status calculated using their top six or seven courses depending on their grade. Students enrolled in the Pursuit program may have their honour Roll status calculated on all enrolling courses if they do not meet the minimum enrollment requirements for their grade as described below. A student on the Evergreen program has their Honour Roll status calculated based on meeting the outcomes of their Individual Education Plan**.** Each student who achieves honour roll will be presented with a Certificate of Achievement. Specific grade requirements are listed on the following pages:

Grades 8-10

- Honour Roll status will be calculated based on a student's 7 best courses using final International Baccalaureate (IB) grades or final letter grades/percentage marks for non-IB courses.
    - A calculated average of an IB final grade of 5 or higher and an average of 79.5% – 85.4% for non-IB courses will be recognized as Honours.
    - A calculated average of an IB final grade of 6 or higher and an average of 85.5% – 100% for non-IB courses will be recognized as Honours with Distinction.
- Students must not have a failing grade in any of their enrolling courses (less than a level 3 in IB; less than 50% in non-IB)
- Approaches to Learning (ATL) skills are important. Students must complete and submit their ATL skill reflections within the school year.
- Students must successfully complete Career Education 8, 9 or Personal Project 10; however, those marks are not included in honour roll calculations.
- Grade 8s & 9s must complete 5 or 10 hours of approved community service (respectively) and complete a reflection. At this time grade 10s do not have a service requirement.
- Those students who receive an "I" on their final report card will have their honour roll status calculated upon conversion of the "I".
- Students must be enrolled in a minimum of eight courses at Rockridge Secondary School or in the West Vancouver School District.

Grades 11-12

- The final (term three) report card will be used to calculate Honour Roll status for students in grade 11. The term two report card will be used to calculate Honour Roll status for students in grade 12.
- Honour Roll will be calculated based on a student's 6 best courses with letter grades/percentage marks.
    - A calculated average percentage of 79.5% – 85.4% will be recognized as Honours.

- A calculated average percentage of 85.5% – 100% will be recognized as Honours with Distinction.

- Students must not have a failing grade (less than 50%) in any of their enrolling courses

- Work habits are important. Grade 11 students who earn an "N" (Needs Improvement) for their work habits on their term three report card are not eligible for Honour Roll. Grade 12 students who earn an "N" for their work habits on their term two report card or whose work habits decline significantly in term three are not eligible for Honour Roll.

- Those students who receive an "I" on their report card will have their Honour Roll status calculated upon conversion of the "I".

- Students must be enrolled in a minimum of eight courses at Rockridge Secondary School or in the West Vancouver School District:

    - Career Life Connections, Academic Tutorial, and Learning Assistance can be included provided that at least six enrolling courses have letter grades/percentages assigned to calculate the overall average.