MISSION STATEMENT

To foster a strong sense of community that provides opportunities for students to become motivated learners capable of achieving their potential.

Mr. Nick Pascuzzi
Principal

Mr. David Dunkin
Vice Principal

Box 99, Squamish BC V8B 0A1
Telephone: (604) 892-5261
Fax: (604) 892-5618

School Website: http://sd48howesound.org
E-mail: hss@sd48.bc.ca
BELL SCHEDULE 2015 - 2016

Monday to Friday

Warning bell 8:53 am

1st Class 8:58 am (75min)

Class change 10:13 am (7 min)

2nd Class 10:20 am (95 min including REBEL– 17 min)
   (Announcements @ 10:37 am)

Lunch 11:55 am (45 min)

Warning bell 12:33 pm

3rd Class 12:40 pm (73 min)

Class change 1:53 pm (7 min)

4th Class 2:00 pm (75 min)

End of day 3:15 pm

During breaks, students are expected to remain on campus due to short transition times. There is not enough time to get coffee off campus.

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>C</td>
<td>B</td>
<td>D</td>
<td>A</td>
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<tr>
<td>B</td>
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<td>C</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>LUNCH</td>
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<tr>
<td>C</td>
<td>A</td>
<td>D</td>
<td>B</td>
<td>C/D</td>
</tr>
<tr>
<td>D</td>
<td>B</td>
<td>C</td>
<td>A</td>
<td>D/C</td>
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### Early Dismissal Days—Thurs Nov 13, Mon Apr 27

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>8:53 am</td>
<td>Warning bell</td>
</tr>
<tr>
<td>8:58 am (60min)</td>
<td>1\textsuperscript{st} Class</td>
</tr>
<tr>
<td>9:58 am (5 min)</td>
<td>Class change</td>
</tr>
<tr>
<td>10:03 am (77 min including REBEL – 17 min) (Announcements @ 10:20 am)</td>
<td>2\textsuperscript{nd} Class</td>
</tr>
<tr>
<td>11:20 am (40 min)</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:00 pm (5 min)</td>
<td>Warning bell</td>
</tr>
<tr>
<td>12:05 pm (60 min)</td>
<td>3\textsuperscript{rd} Class</td>
</tr>
<tr>
<td>1:05 pm (5 min)</td>
<td>Class change</td>
</tr>
<tr>
<td>1:10 pm (60 min)</td>
<td>4\textsuperscript{th} Class</td>
</tr>
<tr>
<td>2:10 pm</td>
<td>End of day</td>
</tr>
</tbody>
</table>
TEACHERS
Mme. N. Boisvert Art, French Immersion
Ms. F. Booth C Band, J Band, Drama Film TV, Family Studies, Plan10
Mr. G. Carson KPU Carpentry Program
Mrs. K. Cormack French, Leadership
Mrs. C. Cunneyworth Counselling, Hockey Academy
Mr. P. Demers English
Mr. D. Dunkin Vice Principal, PE, Basketball
Ms. C. Dutchen Drama
Mr. D. Fay PE, Athletic Leadership
Ms. L. Flynn Biology, Science 10
Mrs. T. Fox Math
Ms. D. Geller Chemistry, Physics
Mr. D. Greg Math
Ms. A. Harvey Cooks Training
Mr. J. Harwood Outdoor Leadership, Science, Cycling
Mr. P. Heide Social Studies 11, Law 12
Mr. E. Jones Biology, Science 10
Mr. A. Katramadakis Physics
Mrs. D. Kokubun ESL, Special Ed – Life Skills
Mrs. H. Lafreniere Social Justice, Aboriginal Leadership, BC First Nations 12
Mr. M. Lafreniere Learning Support Services
Mr. J. Leslie Tech Ed, Math
Mrs. C. MacDougall InfoTech, Marketing, Science 10, Plan 10
Ms. G. McCormick Counselling
Mr. K. McJannet English, Yearbook
Mr. N. Pasuzzi Principal, Football
Ms. S. Price English, Communications
Ms. M. Roblin Math, Spanish
Mr. G. Ryall Automotive, KPU Automotive Program
Mrs. V. Schenk Tech Ed, Work Experience
Mme. M. St-Pierre French Immersion
Mrs. J. Sutherland Library, DL
Mrs. G. Taylor English
Mrs. S. Timms SS, Plan10, Communications

Aboriginal Support Workers
Mr. J. Hamill
Ms. C. Lewis

Custodial Staff
Mr. T. Antone
Ms. M. Blott
Ms. D. Kerr
Ms. S. Newman

Career Programs Assistant
Mrs. L. McHale

Educational Assistants
Ms. R. Daguerre
Ms. F. Filbur
Ms. D. Gould
Ms. C. McKechnie - Cafeteria
Ms. J. Petroff
Ms. M. Rogers

Clerical Staff
Mrs. E. Carson-McLeod
Mrs. L. Plathan
Mrs. A. Smith
A Howe Sound Grad is a student who is learning how the world works, and what his or her place is in the world.

Mission Statement
To foster a strong sense of community that provides opportunities for students to become motivated learners, capable of achieving their potential.

We believe:
all students can be successful
that everyone can learn
everyone has the right to pursue excellence
in a trusting, open, interdependent relationship between students and staff
that the duties and responsibilities of education are a 3-way partnership: teachers, students, and parents
all stakeholders shall have input in decision making
that all teachers must constantly clarify their roles as professionals in a school which is a door to the world, with human and material resources which encourage students to learn, to dream, and to grow.

Therefore, we:
recognize the knowledge requirements created by the shift to lifelong learning and the need to meet the needs of all learners
are committed to our collective responsibilities to act as both the provider of, and the catalyst for curricular programs and activities for all learners
will use creative and flexible techniques for program delivery and evaluation
demonstrate a genuine commitment to ethical and fair treatment of all learners and respect diversity in delivery and evaluation.expect that all stakeholders participate in decision-making and that all decisions are filtered through the framework of our mission statement
will be sensitive to change - within and without
design learning to meet the abilities, needs, and goals for students to benefit the most.
Welcome to Howe Sound Secondary for the 2015-16 school year. This agenda book is an important tool for you to use throughout the year. The opening section is meant to give you the general information on a variety of aspects of life at school, from sports to rules, from pay phones to grad requirements. Use your agenda everyday and have a terrific year at HSS.

**STUDENT ACTIVITIES**
To make the most of your school year, you are encouraged to get involved. Below are some possibilities which vary year by year:

**ATHLETIC TEAMS:**
- Mountain Biking
- Girls Volleyball
- Boys Volleyball
- Girls Basketball
- Boys Basketball
- Cross-Country Running
- Girls Soccer
- Football
- Track & Field
- Golf
- Hockey
- Rugby
- Boys Soccer
- Swimming

**CLUBS:**
- Interact Club
- Book Club
- Diversity Club
- Skiing/Snowboarding
- Cheer Club
- Debate Club

**INTRAMURALS:**
A wide range of activities are made available to students. These activities can occur at lunch time throughout the year. Some examples are floor hockey, badminton, volleyball, basketball, and indoor soccer.

**GENERAL INFORMATION**

**TELEPHONE**
There is a payphone located outside the main office intended for student use. The office phone is available to students for sign outs and emergencies only. HSS is not responsible for the loss of your personal cell phone.
**Lockers**
While the locker to which you are assigned remains the property of the school, you may decorate the interior tastefully, and you are expected to maintain the locker in a neat and tidy condition, free from inappropriate or offensive material and to keep it locked at all times with a school authorized lock. It is important that you notify the office if you change lockers during the year. Lockers may be opened by the school administration if needed.

**Textbooks**
A student will be required to pay for a lost or damaged textbook at the price listed by the Ministry of Education. Students are responsible for the reasonable care of all textbooks.

**Library Services**
*Constance Rulka Library* houses over 10,000 print materials. Students have access to the Internet and special online services on computers in the library, other areas in the school, and at home. To access the library catalogue, various online services, information on new books, special events, etc. go to the *Library Home Page* at: [www.hsslearningcommons.com](http://www.hsslearningcommons.com) For User IDs and Passwords for our online services, contact the teacher-librarian. Student cards will be used as library cards, and will be issued when a student has paid their student fees.

**Student Fees**
Student Fees for all students are $25, which includes the locker rental (with lock), an Agenda book, student identification card and your Student Activity Fee. These fees help to defray the cost of activities sponsored by the Leadership Class. Students must use a school lock. Students are encouraged to pay their fee in the first week of school.

**Food Services**
Howe Sound has a chef’s program that provides snacks at breaks and meals at lunch throughout the year. Listen to announcements for the start of this part of the cafeteria program. The students run the Pit Stop, an outlet selling healthy snacks and drinks at breaks and lunch. Pit Stop hours depend on the schedules of the students running the store.
COUNSELLING SERVICES
The school’s counsellors for 2015-16 are Ms. McCormick and Mrs. Cunneyworth. The role of the counsellor is to maximize the student’s educational opportunities by identifying each student’s unique qualities, aptitudes, and learning styles. Educational counselling includes:
1. course planning and managing for student needs
2. providing feedback for student behaviour that interferes with success; planning for success
3. developing useful study skills and work habits
4. developing skills in self-motivation, coping with stressful situations
5. to help plan for post secondary options
Parents are urged to contact counsellors if they have concerns about their child’s progress.

GRADUATION REQUIREMENTS
Required Courses
Students must earn 48 credits of required courses listed below.
- a Language Arts 10 (4 credits)
- a Language Arts 11 (4 credits)
- a Language Arts 12 (4 credits)
- a Social Studies 10 (4 credits)
- a Social Studies 11/12 = Social Studies 11, Canadian Civics 11, or BC First Nations Studies 12 (4 credits)
- a Mathematics 10 (4 credits)
- a Mathematics 11 or 12 (4 credits)
- a Science 10 (4 credits)
- a Science 11 or 12 (4 credits)
- a Physical Education 10 (4 credits)
- a Fine Arts and/or an Applied Skills 10, 11, or 12 (4 credits)
- Planning 10 (4 credits)

Graduation Transitions Program:
Students must complete 4 credits of Graduation Transitions Program. For information, contact Mrs. Cunneyworth in the counselling office.

Elective Courses
Students must complete a minimum of 28 elective credits. These 28 credits must be from Ministry-authorized courses or Board Authority Authorized courses, but not Locally Developed courses.
Students must complete a minimum of 16 credits at the Grade 12 level, 12 credits in addition to a required Language Arts 12 course. These 12 credits must be from Ministry-authorized or BAA courses. These twelve Grade 12 credits may be for required courses, electives,
Independent Directed Study, or External Credentials or dual credit for post-secondary institutions.

Graduation Program Examinations Scholarships
A student who meets the basic criteria will qualify if he or she meets the following requirements:
- achieve at least a “B” (73% or above) final mark (provincial exam and school mark combined) in one of the Language Arts 12 (Communications 12, English 12, Francais langue premiere 12, or English 12 First Peoples);
- achieves at least one “A” (86% or higher) and three “B”s (73% or higher) on four of his or her best provincial exams (can include the English 12 provincial exam).

$1000 – 5000 students awarded yearly
$2500 – 20 students awarded yearly

COMMENCEMENT CEREMONY ELIGIBILITY
In order to attend the commencement ceremony students must begin the year with the ability to graduate in June. Counsellors check Grade 12 student’s credits and advise any student who may not have enough credits to graduate.

Their potential to graduate will be reassessed at the end of each term. Students are responsible for knowing their graduation status throughout the year.

Students must be free of debts to the school such as missing textbooks and/or fees. Students who have gross absenteeism are assessed continually as to their ability to graduate. Students participating in disruptive behaviour may not be allowed to attend the commencement ceremony.
REPORT CARDS
Report cards will be issued four times a year. Our semesters will run as follows:


Term 1: Sept 2 – Nov 6: Interim Report mailed Oct 16
                  Midterm Report Card pick up November 12


Term 3: Jan 29 – April 15: Interim Report mailed Mar 4
                  Midterm Report Card pick up April 25

Term 4: Apr 18 – June 28: Final Report Card Mailed June 29

School exams will be scheduled at the end of each semester. Provincial exams are scheduled by the Ministry of Education.

ACHIEVEMENT INDICATION

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>86 – 100 %</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>73 – 85 %</td>
<td>Very Good</td>
</tr>
<tr>
<td>C+</td>
<td>67 – 72 %</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>60 – 66 %</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>50 – 59 %</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>0 – 49 %</td>
<td>Very Poor</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete/In Progress</td>
<td></td>
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HONOUR ROLL STATUS

<table>
<thead>
<tr>
<th>Status</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>Principal’s List</td>
<td>86-100%</td>
</tr>
<tr>
<td>First Class Honours</td>
<td>80-85%</td>
</tr>
<tr>
<td>Honour Roll</td>
<td>73-79%</td>
</tr>
</tbody>
</table>

Final Honour roll calculations are based on Semester One Final marks and Semester Two Midterm marks.

Calculations

- Grade 12 students must have taken a minimum of 6 different four-credit courses to qualify for any of the Honour Roll lists.
- Grade 11 students must have taken a minimum of 7 different four-credit courses to qualify for any of the Honour Roll lists.
- Grade 10 students must have taken a minimum of 8 different courses to qualify for any of the Honour Roll lists.
• Percentages are calculated on your best six course marks for Grade 12, your best seven courses for grade 11 and all courses for Grade 10.
• Honour Roll cannot have a mark less than “50%”

AWARDS CEREMONY
Certificates of Excellence and course recognition awards are presented at the end of the year. Parents are invited to take part in this celebration. Service, Athletic, Outstanding Citizenship, and Principal’s List students are also recognized at the end of the year.

GRADE 12 AWARDS
SCHOLARSHIPS AND BURSARIES
The community in Squamish offers many awards and bursaries to support the students in our school. Most involve academic excellence (marks are calculated on achievement on Semester One Final marks and Semester Two midterm marks) and service to the community; some are related to athletics. See your counsellor for further details. Booklets and details will be available in the spring.

TOP AWARDS:

All-Round Male and Female: A graduating, grade 12 student who demonstrates excellence in academics with a minimum first class honours standing and involvement in extra-curricular activities and/or citizenship.

Margaret Marchant Service Award: This award goes to a student, selected by the staff, who has made an outstanding contribution to the school by enthusiastically undertaking extra responsibilities and cheerfully fulfilling those commitments often without recognition. This is a student who goes the extra mile to make life easier for other students and staff.

Outstanding Citizenship: A student who demonstrates community service, good will towards others and is a positive role model.

Sounder: A graduating student who best exemplifies the qualities of a Howe Sound graduate as determined by the staff each year.
DROPPING/CHANGING COURSES POLICY

Students can discuss course changes with their counselor within the first two weeks of each semester.
If a Grade 12 student wishes to drop a course after the second week, the following procedure will be required:

- The parent(s) should be involved in and in agreement with the decision as the first step
- The student should then discuss dropping the course with first the teacher, then the counselor.
- In cases of questionable reasons, or if the request is later on in the semester, the student must meet with the Principal to have his/her request approved.

Students in grades 10 - 11 will NOT be able to drop courses.
If any grade 12 students is allowed to withdraw from a course, students will not be allowed to have a study or be unsupervised in the MPR. They will be assigned to a room where a teacher will be available to supervise their progress.

**Students should be aware that** to be eligible for Honour Rolls Grade 12’s MUST have a minimum of 6 different courses from HSS.
CODE OF CONDUCT

Howe Sound Secondary School (HSS) Code of Conduct

The HSS Code of Conduct is designed to provide guidelines for appropriate student behavior while under the jurisdiction of the school, while at any school-sponsored function or when engaging in the activity will have impact on a Safe, Caring, and Orderly School environment.

Students have a responsibility to respect the rights and dignity of others and to become actively involved in their own academic learning and social growth.

Conduct Expectations

Acceptable conduct is demonstrated by:

- respecting oneself, others and the school’s facility, resources and grounds
- engaging in responsible behavior in all learning and school activities (attend all classes regularly, be seated in your seat by the second bell, be prepared for class, complete all assignments, and use good manners and good common sense – to the best of one’s abilities)
- modeling respectful and responsible behavior to their peers and younger students, in the community and while acting as school ambassadors
- conducting oneself in a manner which in no way compromises the safety or well-being of others
Safe & Caring School Environments:
Are Free From Acts Of

- bullying, cyber-bullying, harassment and marginalization
- threat and intimidation
- violence in any form
- abuse in any form
- discrimination in any form including race, color, gender, religious beliefs, sexual orientation, ancestry or national origin
- retribution against a person who has reported incidents

Do Not Tolerate the Presence Of

- plagiarism
- theft and vandalism
- intoxicating or banned substances
- weapons or replica weapons and explosives
- intruders or trespassers (All visitors to the school must first report to the office)

Or Misuse Of

- Cyberspace/Cell Phones/Electronic Devices/Computers
  - students are to be aware that they may be subject to discipline (or, if applicable, confiscation of personal property) for misuse of technology if it negatively impacts on the school environment

Forms of unacceptable conduct cited above are only some examples and not an all-inclusive list.
Consequences

Consequences will be applied to unacceptable conduct in accordance with the School District Safe & Caring Schools Disciplinary Guide. Progressive discipline methods based on the severity and the frequency of the behavior as well as age of the student will be implemented to alter the inappropriate and/or unsafe behavior. Consequences will focus on being restorative rather than punitive in nature.

Notification

As circumstances warrant, administrators have a responsibility to advise other parties following an incident:

- parents/guardians of the student offender(s)
- parents/guardians of the student victim(s)
- School Board officials will be contacted as required by School District Policy, (i.e. Level I, II and III suspensions)
- police and other agencies as required by law
- school staff and school community as deemed appropriate by the school administrator and/or District administration

HSS Code of Conduct has been structured to align with and adhere to the standards outlined in:

- The *School Act* 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007
- *B.C. Human Rights Code*, (SD 48 Policy No. 502.1, 502.2 and Regulation No. 502.2)
ATTENDANCE POLICY

At Howe Sound Secondary, we believe that regular attendance and punctuality is fundamentally important. To increase the probability that students will succeed, we expect you to:

- attend 100% of the time except for illness or emergency. An absence can only be excused by a parent or guardian.
- arrive at classes on-time, prepared to learn. Students should not request permission to leave classes except for illness, or in an emergency situation. Where possible, appointments should be scheduled outside of school hours.
- remain in their classes for the first 15 minutes and last 15 minutes of each block.
- have parents/guardians inform the school in advance by telephone, 892-5261, or in writing, when late, or when absent.
- discuss any absence with teachers. Missed work and assignments are the responsibility of the student. Make-up opportunities may be provided at the teacher’s discretion. Students may receive a Fail if they miss classes and do not make arrangements with their teachers for missed time and/or work.
- sign out at the office if required to leave during the school day. We expect the parent/guardian’s written permission for early dismissal. In cases where written permission is not provided the office staff will phone to obtain verbal permission from the parent/guardian.

If lates or absences become habitual, a parent/guardian will be notified in writing and should this behaviour continue removal from the class and/or school may result.

During breaks, students are expected to remain on campus due to short transition times. There is not enough time to get coffee off campus.

DURING INSTRUCTIONAL TIME, STUDENTS ARE EXPECTED TO BE ENGAGED IN LEARNING IN THEIR CLASSES. STUDENTS ARE NOT ALLOWED TO LOITER IN THE MPR OR IN THE HALLWAYS.