

Coquitlam College Brookmere Secondary is dedicated to providing students of all nations with excellent educational opportunities within an atmosphere of scholarly integrity, cultural sensitivity and community engagement.

PROGRAM AND DESCRIPTION

Our High School Program provides a supportive, personalized learning environment where students can complete their secondary education while focusing on academic excellence. We prepare students for graduation and smooth, successful transitions to post-secondary studies.

Our program is certified by the Independent Schools Branch of the Ministry of Education and Childcare of British Columbia.

The two programs offered:

1. Dogwood Diploma
2. Adult Graduation Diploma

The school operates on a September, January, and April trimester schedule, allowing students to complete the program in as little as two years.

Students can take university-level courses to earn credits toward graduation and first-year university credit.

DOGWOOD DIPLOMA

The Dogwood Diploma is awarded to students who successfully complete the provincial graduation requirements. Students require a minimum of 80 credits to graduate and complete the following three assessments: Grade 10 Numeracy Assessment (NME10), Grade 10 Literacy Assessment (LTE10) and Grade 12 Literacy Assessment (LTE12).

Graduation Requirements:

- At least 16 credits must be at the Grade 12 level, include a requirement Language Arts 12
- At least 28 credits must be elective course credits
- At least 4 credits must have an Indigenous-focus
- 52 credits are required from the following:
 - Career-Life Education (4 credits)
 - Career-Life Connections (4 credits)
 - Language Arts 10 (4 credits)
 - Language Arts 11 (4 credits)
 - Language Arts 12 (4 credits)
 - Mathematics 10 (4 credits)
 - Mathematics 11 or 12 (4 credits)
 - Physical and Health Education 10 (4 credits)
 - Science 10 (4 credits)
 - Science 11 or 12 (4 credits)

- Social Studies 10 (4 credits)
- Social Studies 11 or 12 (4 credits)
- An Arts Education 10, 11, or 12 and/or an Applied Design, Skills, and Technologies 10, 11, or 12 (4 credits total)

In addition, students must write the three graduation assessments: NME 10, LTE 10, and LTE 12.

ADULT GRADUATION DIPLOMA

The Adult Graduation Diploma is for adult learners (18 years of age or older) who want to take courses to complete high school and obtain their adult high school diploma.

To complete the Adult Graduation Program, students must earn at least 20 credits. Once enrolled in the program, students may transfer up to two qualifying high school courses; however, they must successfully complete at least three qualifying courses within the Adult Graduation Program to meet graduation requirements.

Graduation Requirements:

- Language Arts 12 (4 credits)
- Mathematics 11 or 12 (4 credits) **

Option 1

- Three 4-credit Grade 12-level Ministry Authorized courses, including External Credential Courses (12 credits)

or Option 2

- Social Studies 11, BC First Nations Studies 12, or Civic Studies 11 (4 credits)
- Two 4-credit Grade 12-level Ministry Authorized course, including External Credential Courses (8 credits)

** Accounting 11 and 12, and Financial Accounting 12 satisfy the mathematics requirement in the Adult Graduation Program.

Students enrolled in the Adult Graduation Diploma program are not required to write the graduation assessments.

GRADING SYSTEM

Grade	Percentage	Points	Credit Mark	Used in GPA
A	86 – 100	4.0	Yes	Yes
B	73 – 85	3.0	Yes	Yes
C+	67 – 72	2.5	Yes	Yes
C	60 – 66	2.0	Yes	Yes
C-	50 – 59	1.0	Yes	Yes
F	Below 50	0.0	No	Yes
I	In Progress	0.0	No	No
W	Withdrawal	0.0	No	No
AUD	Audit	0.0	No	No
SG	Standing Granted	n/a	Yes	No
TS	Transfer Standing	n/a	Yes	No

Honour Roll for Academic Achievement: Overall GPA 3.75 (Grade 10, 11, 12)

Award Winner: Best overall student in each subject (Grade 10, 11, 12)

COURSES AND CREDITSEnglish

Composition 10 (2 credits)

English First Peoples 12

English Studies 12

Literary Studies 10 (2 credits)

Literary Studies 11

Humanities & Social Science

Asian Studies 12

Comparative Cultures 12

Core French Introductory 11

Explorations in Social Studies 11

Physical Geography 12

Social Studies 10

20th Century World History 12

Fine Arts & Applied Skills

Business Computer Applications 12

Career-Life Connections

Career-Life Education

Economics 12

Fitness and Conditioning 11

Fitness and Conditioning 12

Physical and Health Education 10

Visual Arts: Arts Studio 12

Science and Mathematics

Anatomy and Physiology 12

Chemistry 11

Chemistry 12

Foundations of Math and Pre-Calculus 10

Physics 11

Physics 12

Pre-Calculus 11

Pre-Calculus 12

Science 10

Workplace Mathematics 10

COURSE DESCRIPTIONS

English

Composition 10: This course is designed to support student in their development of written communication through a critical process of question, exploring, and sampling. Within a supportive community of writers, students will work individually and collaboratively to explore and create coherent, purposeful compositions. Students will read and study compositions by other writers and consider a variety of styles as models for development of their writing. The course builds students' writing abilities by introducing them to varied structures, forms, and styles of compositions. Students have opportunities to individually and collaboratively study, create, and write original pieces, exploring audience and purpose. They also develop their craft through processes of drafting, reflecting and revising.

English First Peoples 12

This course is grounded in the First Peoples Principles of Learning and is designed for all students. The course focuses on the experiences, values, beliefs, and lived realities of First Peoples as evidenced in various forms of text, including oral story, poetry, song, performance, film, and prose. This course will satisfy the Indigenous course requirement for graduation.

English Studies 12: This course builds upon and extends students' previous learning experiences in English courses. Students will be provided with opportunities to refine writing and comprehension skills in English. With its focus on cultivating critical thinking skills through the exploration of a wide variety of texts, including poetry and prose, this course prepares students for post-secondary and workplace requirements. In addition, students will gain skills to assist in their lives outside of school by improving reading comprehension and writing skills.

Literary Studies 10: This course is designed for students who are interested in the literature of a particular era, geographical area, or these or in the study of literature in general. The course allows students to delve more deeply into literature as they explore specific themes, periods, authors, or areas of the world through literary works in a variety of media. Giving students the choice of a range of literary topics allows them to follow their passion and at the same time:

- increase their literacy skills through close reading of appropriately challenging texts
- enhance their development of the English Language Arts curricular competencies, both expressive and receptive
- expand their development as educated global citizens • develop balance and broaden their understanding of themselves and the world • develop higher-level thinking and learning skills

Literary Studies 11: Literary Studies 11 allows students to delve deeply into literature. Students can explore literary works (fiction and non-fiction) in a variety of media. Giving students the choice of a range of literary topics allows them to follow their passion and at the same time increase their literacy skills through close reading of appropriately challenging texts; expand their development as educated global citizens; develop, balance, and broaden their understanding of themselves and the world; and further develop higher-level thinking and learning skills.

Fine Arts & Applied Skills

Business Computer Applications 12: Businesses use a wide variety of equipment that requires a basic level of technical skill to operate. Using a variety of software, students will develop an understanding of business information systems and improve their keyboard proficiency, critical-thinking abilities, and entrepreneurial and problem-solving skills. Students will learn how to create reports, letters, tables, other useful documents and some advance word processing and desktop publishing skills.

Career-Life Connections: Today's graduates must be able to adapt to ongoing change in many aspects of their lives. Purposeful career-life development, where students learn how to set personally meaningful goals, recognize and cultivate relevant opportunities and supportive relationships, and continually re-evaluate and revise their plans, is a requirement for educated citizens in an ever-changing world. Educated citizens are lifelong learners who continually build on their self-awareness about evolving interests and strengths, and who can use this personal knowledge to inform their career-life choices with flexibility as opportunities and challenges arise.

In Grades 10 to 12, students explore and research a multitude of education, work-related, and life opportunities to develop the knowledge and the personal and social competencies to manage the next steps in their career-life journeys.

Career-Life Education: This course helps students to develop the skills they need to become self-directed individuals who set goals, make thoughtful decisions, and take responsibility for pursuing their goals throughout life. The course encourages students to explore a range of pathways beyond secondary school, develop health and wellness goals, and polish their employability and financial planning skills.

Economics 12: This course will provide students with the essential skills and knowledge for pursuing post-secondary study in Economics, Business, and Political Science. It will introduce students to the fundamental principles of both macroeconomics and microeconomics, including but not limited to scarcity, supply and demand, Canadian monetary and fiscal policies, profit-maximization, trade, government policies, market structures, money, banking and the stock market and international trade, etc.

Fitness and Conditioning 11: Students will learn how personal fitness can be maintained or enhanced through participation in a variety of activities at different intensity levels. Students will learn how the body moves and functions to stay safe, follow proper training guidelines, and make healthy choices that can help them reach their health and fitness goals.

Fitness and Conditioning 12: This course is a continuation of Fitness and Conditioning 11. Students will learn how personal fitness can be maintained or enhanced through participation in a variety of activities at different intensity levels. Students will learn how the body moves and functions to stay safe, follow proper training guidelines, and make healthy choices that can help them reach their health and fitness goals.

Physical and Health Education 10: Students will try a variety of physical activities that can help improve their personal fitness and encourage an active lifestyle. Students will learn about their strengths, weaknesses, and personal preferences when planning and achieving goals. Students will learn how healthy choices influence, and are influenced by physical, emotional, and mental well-being.

Visual Arts: Art Studio 12

This course is designed to develop students' skills and learn techniques in the following areas of study, using art media that includes pencil, watercolour painting, acrylic painting, pencil crayon, pastel, charcoal and markers. This is a fun, skill-based course that gives students the opportunity to express themselves creatively.

Humanities & Social Sciences

20th Century World History 12

This course will enable students to understand the development of the major global events in the period 1900-1991, and to develop their historical skills. Topics include World War I, World War II; the Cold War; Independence Movements; Revolutions; Civil Rights; and Social & Cultural Developments.

Asian Studies 12

This course will enable students to understand the development Asia from 1850 to the late 20th century, through studying the geography, history, and culture of selected East Asian countries. This course will examine how colonialism, imperialism, resources, and geography have contributed to conflicts and the movement of people in Asia. They will consider how ethnic, regional, and national identities are shaped in part by geography and migration. They will also study the ways in which rapid industrialization, urbanization, and economic growth have created complex environmental challenges.

Comparative Cultures 12: This course examines cultures and societies from around the world. During this course students will be expected to demonstrate an understanding of the following:

- Definitions of culture and how these have changed over time
- The belief systems, social organization, languages and artistic expressions of cultures
- How geographic and environmental factors influenced the development of cultures
- How value systems and belief systems shape cultures
- The Systems of power, authority, and governance of various cultures
- Conflicts within and between cultures

Core French Introductory 11: This course has been developed to offer an opportunity for students who did begin Core French in the elementary grades to enter Core French at the secondary level. It is an intensive course, designed to cover essential learning standards from Grades 5 to 10 in an accelerated time frame in order to prepare students for Core French 11. There is prerequisite for this course, and it is assumed that students would have limited to no background in Core French.

Explorations in Social Studies 11: The course will focus on exploration of themes to Political Studies, Social Justice, and the intentional destruction of peoples and their cultures. Students will learn to use Social Studies inquiry processes and skills to ask questions; gather, interpret, and analyze ideas; and communicate findings and decisions.

Physical Geography 12: Students explore physical processes related to the earth's water, land, and air. They investigate how these processes shape the planet's natural characteristics and affect human systems, how they are involved in the creation of natural disasters, and how they influence the impacts of human disasters. Students apply the concepts of geographic thinking and the geographic inquiry process and use spatial technologies to analyse these processes, make predictions related to natural disasters, and assess ways of responding to them.

Social Studies 10: This course focuses on Canada from 1914 to present day. This course offers students the opportunity to explore how Canada has developed socially, politically, economically and, culturally as a nation both at home and on the world stage. Students will also study the geographical features of Canada, the nation's government structure, and its political and legal systems. Students will consider topics from multiple perspectives and learn to question the justification and evidence for the interpretations of events and issues.

20th Century World History 12: This course will enable students to understand the development of the major global events in the period 1900-1991, and to develop their historical skills. Topics include World War I, World War II; the Cold War; Independence Movements; Revolutions; Civil Rights; and Social & Cultural Developments.

Science & Mathematics

Anatomy and Physiology 12

This course focuses on cell and human biology, allowing you develop an interest and understanding of science by investigating how the human body systems are integrated to maintain homeostasis. This course is based upon a course once called Biology 12.

Anatomy and Physiology 12 is recommended for students planning to study sciences, especially health science, at university.

Chemistry 11

A student with an interest in chemistry and how it is applied in today's world will enjoy Chemistry 11. A lab-oriented course requiring no previous chemistry background, Chemistry 11 involves the study of atoms, molecules and matter, chemical reactions, solution chemistry and organic chemistry. The course may deal with optional topics such as environmental chemistry, nuclear chemistry and how chemistry concepts are relevant in everyday life.

Chemistry 11 is recommended for all students planning to study sciences at college or university.

Chemistry 12

Chemistry 12 builds on students' experience in Chemistry 11 and has an emphasis on the many ways in which atoms, molecules and ions interact. Many interesting experiments help students

to understand the rates of chemical reactions, chemical equilibrium, analysis of ions in solution, acid-base chemistry and electrochemistry.

Chemistry 12 is recommended for all students planning to study sciences at college or university.

Foundations of Math and Pre-Calculus 10

The course will concentrate on algebra, number theory and operations, relations and functions, trigonometry, measurement, and logical reasoning. This course is designed to provide students with the mathematical understandings and critical thinking skills identified for entry into post secondary studies.

Physics 11

This course aims to introduce students to the foundations of Physical Science and to develop a scientific attitude toward understanding and describing how the world behaves. In this introductory level course, the topics covered include the study of kinematics (mathematics of motion), vector diagrams, gravity, the fundamental forces (electrical, gravitational and nuclear), and nuclear and quantum physics.

This course requires students to have good mathematical ability. Physics 11 is recommended for students planning to study sciences at college or university.

Physics 12

This course is a continuation of the concepts covered in Physics 11. In Physics 12, a problem-solving approach is taken with various topics that include kinematics, vectors, equilibrium forces, circular motion, work and kinetic energy, collisions/momentum, gravitation, electric charges/fields, electric potential, current and resistance, magnetic fields and magnetism, electromagnetism and quantum physics.

Students need to have a solid understanding of kinematics including uniform acceleration, Newton's Laws, graphical methods, single-dimensional momentum and energy. Physics 12 is recommended for students planning to study sciences at university.

Pre-Calculus 11

This course is designed to provide students with the mathematical understandings and competencies identified for entry into post-secondary programs that require the study of theoretical calculus. The course will focus on topics that include relations and functions, trigonometric, polynomial functions and graphing. Pre-Calculus 11 fulfills the mathematics requirements for graduation.

Pre-Calculus 12

This course is designed to provide students with the mathematical understandings and competencies identified for entry into post-secondary programs that require the study of theoretical calculus. The course will focus on topics that include combinatorics, binomial expansion, composite functions, transformations of graphs, exponential and logarithmic

functions, polynomial factoring, radical and rational functions, trigonometry, equations and identities.

This is a demanding and challenging course. Students not only require mathematical ability but also solid and consistent work habits.

Science 10

The Science 10 course encourages students to work together in a laboratory setting to safely investigate a variety of topics in the four major science areas. Topics covered in the course include Genetics (heredity, DNA, natural selection and evolution), Chemistry (atomic theory, compounds and chemical reactions), Physics (radiation, potential and kinetic energy) and Astronomy (the Big Bang). The goals of the course are to increase scientific knowledge, to promote critical thinking skills and proper lab skills, and to instill appropriate attitudes about safety.

Workplace Mathematics 10

This course is designed for students who want to strengthen their numeracy skills for real-world applications in everyday life and future workplaces. The course emphasizes practical problem-solving, allowing students to see how mathematics is applied in common situations such as personal finance, measurement, data analysis, and workplace tasks. Students will learn to interpret and create graphs and charts to represent data clearly, convert between metric and imperial units in contexts such as cooking, building, and travel, calculate surface area and volume for objects used in trades, packaging, or design, apply trigonometry to real-life right-angle measurement problems such as heights, ramps, and ladders, analyze data using mean, median, and probability to support decision-making, and develop financial literacy skills, including understanding income, deductions, and budgeting.

EARNING CREDITS FOR OTHER LEARNING

Students can earn credit for other learning in the Dogwood Diploma and Adult Graduation programs by earning credit through equivalency, challenge, external credentials, post-secondary credit and independent directed studies.

Course Challenge

A student can challenge a high school course if he or she:

1. is currently enrolled at the College.
2. has not completed the course through previous enrollment.
3. can give compelling evidence that he or she will succeed in the challenge.
4. shows that the challenge is linked to his or her student learning plan.

Procedures:

1. meet with counsellor and subject instructor.
2. determine eligibility for process.
3. the challenge process will provide the school mark.

Equivalency

Students who complete high school courses outside of British Columbia may receive credit for a comparable course in BC through equivalency.

In order to receive credit through equivalency, students must provide the appropriate documents as proof of successful completion of the course and meet with the Counsellor.

International students whose educational program was not instructed in either English or French for at least two years prior to arriving in British Columbia must earn credits through instruction from a British Columbia-certified instructor (not through Equivalency review or Challenge process) for the following courses:

- Language Arts 11
- Language Arts 12
- A Science 11 or 12
- A Mathematics 11 or 12
- A Social Studies 11 or 12
- Career-Life Education

International students must earn graduation credit in Career-Life Connections under supervision of a board of education or an independent school authority.

External Credentials

Students can earn external credentials in courses, programs, and assessments that are developed outside the BC school system and taken either inside or outside the regular classroom setting.

It is the student's responsibility to present the documentation from the external institution as proof of successfully completing the course. The Counsellor will need to examine the credential, and should verification be required, the Counsellor will need to contact the external institution.

Only those external credentials in the British Columbia Ministry of Education Course Information for the Graduation Programs can be applied toward graduation.

External Dual Credit Post-Secondary Courses

Students who successfully complete a course at Coquitlam College or present an official transcript from an institution which is a member of the British Columbia Transfer System are entitled to have the course count towards secondary school graduation. All such completed post-secondary courses count as elective Grade 12 level courses and are assigned four credits. Courses that qualify must lead to a post-secondary credential, including courses in certificate programs of one year or less, two-year diploma programs, and full degree programs.

Independent Directed Studies (IDS)

Students must demonstrate the ability to work independently to participate in IDS. They do not need to complete the approved classroom course curriculum before they pursue IDS in that course. An IDS must be based on the learning outcomes of a Ministry-Developed Ministry-Approved Language Template or Board/Authority Grade 10, 11 or 12 courses. IDS courses can only count towards the elective courses in the Dogwood Diploma and cannot count towards the Adult Graduation Diploma.

Teachers and students need to develop an IDS plan that includes:

- i. A process for ongoing facilitation and assessment.
- ii. Criteria for determining successful completion of the IDS.
- iii. A credit value (one, two, three or four credits) for the proposed IDS.

The Principal needs to approve the IDS arranged between the teacher(s) and student(s).

Students can refer to the below guidelines set by the British Columbia Ministry of Education and Childcare regarding Earning Credit through Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Directed Studies.

[Earning Credit through Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Directed Studies](#)

Students can also refer to the International Student Graduation Credit guidelines.

[International Student Graduation Credit](#)

Registration at Other Institutions

Students on the Dogwood Diploma wishing to register in courses at other institutions, night school, summer school, other continuing education or adult education programs are required to obtain prior permission from Student Services. This permission will normally only be granted if the student cannot take the course at the school because of a scheduling conflict and/or requires the course for graduation in that semester. Students are advised that they may be required to provide to the other institution official picture identification as well as an official letter of permission from Coquitlam College Brookmere Secondary. The student is also responsible for supplying the office with the results of any authorized courses completed elsewhere.

STUDENT RESPONSIBILITIES AND CONDUCTAttendance and Lateness

Students are expected to attend all classes regularly. Instructors record attendance each day. Full attendance is essential to school success. Students who have missed a class for valid reasons will not be penalized for missed tests or quizzes. Although, missing classes even for a valid reason, is likely to unfavourably affect a student's academic standing. Instructors will assist students who have missed classes; however, instructors are not responsible for making up lost time.

Students who are late for class are expected to enter quietly and politely to avoid disruption. Consistent lateness may also cause academic problems.

Prolonged absences for underage students will result in contacting parents to determine the problem; adult students will result in meeting with the counsellor and/or instructor.

Code of Conduct

Students are expected to maintain a responsible standard of conduct, behavior and dress.

Students must conduct themselves in a manner that is respectful of the rights, well-being and property of others, and that facilitates a safe and effective learning and working environment. Honesty, mutual respect, civility, and good citizenship are promoted and expected at the school.

Students are encouraged to report breaches of student conduct to their instructor or another school staff member.

The College may impose disciplinary measures for the code of conduct and actions may include a warning, probation, suspension, or expulsion. For students under the age of 19 who have breached the standards of conduct, the College will inform the parents/guardians of the conduct and disciplinary action. International students who have breached the standards of conduct may not be eligible to receive a study permit renewal letter when their study permit expires.

All members of the school community “shall not discriminate against others based on race, colour, ancestry, place of origin, family, or marital status, physical or mental disability, age, sex, or sexual orientation, or for any other reason set out in the Human Rights Code of British Columbia, nor shall anyone publish or display anything that would indicate an intention to discriminate against another or expose them to contempt or ridicule based on any such grounds.” All reasonable steps will be taken to prevent retaliation against anyone who has made a complaint of a breach.

Student Academic Responsibility

Academic integrity means being honest in all your academic work. Students are expected to complete their own work and give proper credit when using the ideas, words, or work of others. Plagiarism occurs when someone uses another person’s work without acknowledging the source. While learning often involves reading, researching, and building on the ideas of others, it is important to show your own understanding and clearly cite your sources.

Academic misconduct also includes cheating on exams; helping others cheat; submitting work completed by another person; falsifying or altering lab or research results; impersonating another student during an exam; providing false information on academic records; or changing academic records.

The school may apply actions for academic misconduct depending on the seriousness of the situation. These may include a warning, reassessment of the work, a failing grade for the course,

suspension, or expulsion from the College. For students under the age of 19, parents or guardians will be informed of the incident and the outcome.

Students are responsible for knowing and following the College's policies and procedures while enrolled. These policies are available through the student portal, the College website, and other official College publications.

STUDENT LIFE

Counselling

All students are encouraged to seek guidance from a counsellor for both academic and personal concerns. When appropriate, counsellors may refer students to the College's Health and Wellness Consultant or Mental Health Consultant, particularly in situations where additional support is needed.

The school encourages students not to face challenges alone. Counsellors and consultants are available to provide support, help address concerns, and connect students with appropriately trained professionals when needed.

Field Trip

All students participating in a curricular or extra-curricular field trip require medical insurance. Students under 19 years of age must have a parent/guardian signed consent form submitted prior to the field trip. Students over 19 years must provide a signed waiver form prior to the field trip.

All students must adhere to college policies whether the field trip is on campus or off-campus.

Homestay Program

The school has an excellent homestay program that offers safe and welcoming home where friendship and lifelong connections are made with Canadian Families.

If you are under 19 years old, Canadian law requires that you have a custodian while studying in British Columbia. A custodian is an adult who lives in Canada (often your homestay parent) and takes legal responsibility for your care and safety while you are here. Our homestay program includes a notarized custodianship document when requested.

Students interested in homestay are advised to apply well before commencement of their studies. Homestay applications are available on our website.

Medical Insurance

The College provides initial medical coverage through a private plan for students not eligible for coverage through the British Columbia Medical Plan. The current cost of the private plan is \$47.00 per month. It is mandatory that all students have medical coverage to participate in curricular and extra-curricular activities.

Parking

Underground public parking is available to students for a fee, and it is recommended to park in the designated area for building 2920 for easy entrance into the campus.

Student Identification Cards

Student I.D cards can be obtained at the bookstore Monday to Friday from 9:00 a.m. to 4:30 p.m. Students must provide a valid government photo identification to obtain a student I.D. card.

Students who are 14 to 18 years of age in the High School and English Studies programs may be eligible for a concession compass card. Students need to be full-time and attend classes regularly. Students will need to provide their Coquitlam College Student I.D. card to purchase a concessions compass card online with TransLink.

STUDENT SAFETYBullying and Harassment

Coquitlam College has zero tolerance to bullying and harassment. Students with any complaints should advise the staff immediately. The Principal and/or Counsellors will discuss the situation with the victim and according to the information received, appropriate action will be taken.

- Discussion with the perpetrator of his/her actions
- Verbal warnings
- Dismissal from the College
- Parental contact if a student is under the age of 19
- Police intervention

The College has zero tolerance for any type of violent behavior, physical or non-physical. Students displaying this type of behavior will be required to follow the same protocol as found in the Prevention of Bullying and Harassment Policy 3.1.4 website.

General Personal Safety

- Do not walk alone at night – take a friend or call a friend. Even if your destination is only a block or two away, be safe.
- Avoid short cuts, remote areas, and poorly lit locations.
- Be aware of your surroundings. Walk with your head up.
- When you take a taxi, Uber, Lyft, ask the driver to wait until you are safely inside your building.
- Let family or friends know your plans and expected time to return. A phone call saying you will be late will prevent unnecessary worrying.
- Trust your intuition. If a situation or person makes you feel uncomfortable for whatever reason, go with your feelings. Immediately remove yourself from the area or person.
- If someone threatens you, run away and scream loudly.
- Call 911 about any suspicious activity or behaviour you witness. (Know your location)
- Never get into a car with someone you don't know.
- Do not ride with friends who drive dangerously.
- Be cautious with strangers. Try to meet people through mutual friends.

Fire Drill Regulations

Periodic fire drills will be held throughout the semesters to give students practice in exiting the building orderly and quickly.

Students who are responsible for pulling a fire alarm for any reason other than reporting a fire may be charged a fee to cover the cost of resetting the alarm. Subsequent violations will result in a fine plus suspension or expulsion.

Students must realize that pulling an alarm may take an emergency service away from a life-threatening situation.

Smoking and Vaping Regulations

In compliance with the British Columbia Tobacco and Vapour Products Act, Coquitlam College is a “tobacco and vapour free” campus. Students who ignore the policy will receive a warning. A second violation will result in a formal report in the student’s file, and a third violation may result in suspension for (5) school days.