



**Burnaby North Secondary School
2010 - 2011**

STUDENT HANDBOOK

Mission Statement:

At Burnaby North Secondary School we commit our minds to discovery, hearts to compassion, and lives to integrity.

Principal:

Ms. L. Archer

Vice-Principals:

Mr. G. Errico

Mr. T. Evans

Mr. D. Mushens

751 Hammarskjold Drive, Burnaby, B.C., V5B 4A1

Telephone: (604) 664-8550 Fax: (604) 664-8559

Website: <http://north.sd41.bc.ca>

Email: north.info@sd41.bc.ca

Burnaby District Information: www.sd41.bc.ca

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ POSTAL CODE _____

PHONE _____

STUDENT NO. _____

PEOPLE TO KNOW

Administration:

Principal	Ms. L. Archer	
Vice-Principal	Mr. G. Errico	Last names A to Heb
Vice-Principal	Mr. D. Mushens	Last names Hec to Ot
Vice-Principal	Mr. T. Evans	Last names Out to Z

Office Staff:	Ms. T. Scaccia	Mr. U. Zelmer
	Ms. G. Bogen	Ms. A. Goss
	Ms. P. Rubino	Ms. C. Thomas
	Ms. J. Brown	Ms. S. Wong

Youth Services Worker: Mr. Ryan McLean

School Liaison Officer: Constable P. Gill

Librarians:	Ms. D. Mihic	Mr. J. Irwin
	Ms. V. Farrell	Ms L. Merola

Career Programs:	Mr. K. Montgomery	Mr. S. Shorthouse
	Mr. S. Spracklin	Ms. D. Yochim (Secretary)

Graduation Transitions Advisor:
Mr. K. Montgomery
Mr. A. Archibald

Department Heads:

Ms. E. Aadland, Student Support Services	Ms. K. McMeiken, Languages
Mr. C. Archibald, Applied Skills	Ms. D. Morgan, Science
Mr. P. Byrne, Visual & Performing Arts	Mr. B. Paré, English
Mr. V. Chan, Excel Programs	Mr. S. Shorthouse, Athletics
Mr. M. Genge, Learning Support Services	Mr. M. van Bylandt, P.E.
Mr. D. Lintott, Social Studies	Ms. J. Young, Math

Counsellors:

Ms. A. Aadland.....	Last names A to Chou
Ms. D. Sutherland.....	Last names Chow to Heb
Ms. M. Lim.....	Last names Hec to Lee
Ms. J. Ingham.....	Last names Leem to Ot
Ms. S. Finnbogason.....	Last names Out to T
Ms. M. Thomson.....	Last names U to Z

A MESSAGE TO STUDENTS

Welcome! We hope your school year will be enjoyable and rewarding. During your school year we encourage you to be an active member of the school and community and to focus on your intellectual and social development. The staff of Burnaby North is here to help and encourage you to develop your full potential.

Burnaby North is a community that values, models and expects creativity, integrity and service from all its members. Individual as well as cooperative effort and achievement are encouraged and recognized. North students demonstrate character and active citizenship. Our school motto is: **Excellence, Discovery and Service.**

Burnaby North School Values, as determined by staff and students are: RESPECT, COMPASSION/CARING, RESPONSIBILITY, HONESTY, FAIRNESS & LOYALTY

Compassion / caring is:

- being sympathetic, considerate, kind and, humane
- being helpful, showing concern for others

Responsibility is:

- being accountable for one's actions
- being reliable, trustworthy, sensible and, dependable

Honesty is

- being truthful, genuine and sincere, having integrity
- not cheating, plagiarizing, lying or stealing

Fairness is

- being just, unbiased, equitable, reasonable
- being impartial, objective, unprejudiced, and operating on a level playing field

Loyalty is

- being faithful and truthful
- supporting the school and community

SAFETY AND SECURITY

For the safety and security of all members of the school community, students should carry their student identification card with them at all times. Any kind of replica weapon, including squirt guns or water pistols, is not permitted. Students must not skateboard, roller blade or use scooters on school property.

EMERGENCY ALARMS

When the alarm sounds, follow instructions:

1. Follow the teacher to the appropriate exit.
2. Depart in a quiet and orderly fashion.
3. Remain with your class well away from the buildings.
4. Re-enter the school when a three-tone signal is sounded.

NO SMOKING POLICY

By law, smoking is not permitted on any school ground in British Columbia.

DISTRACTIONS FROM LEARNING AND TEACHING**RECREATIONAL ELECTRONIC DEVICES**

The use of recreational electronic devices is not permitted when classes are in session. Examples of these devices include - iPods, MP3 players, CD players, games, etc. Students should discuss unique classroom rules regarding these devices with individual teachers.

MOBILE/CELL PHONE POLICY

At Burnaby North, students are not permitted to use cell phones or personal digital assistants (i.e. Blackberries, iPhones) during class time. Cell phones and PDA's are distractions from learning and teaching and are disrespectful to fellow students and teachers.

INTERNET USE

Access to the Internet is for educational and research purposes. Inappropriate use of the Internet, including the violation of classroom and district rules, is subject to loss of network privileges and other District disciplinary actions. It is the user's responsibility not to initiate access to inappropriate or offensive material. The use of the Internet is a privilege, not a right.

STUDENT DRESS

Decisions regarding student dress require the careful balance of the individual's right to self-expression against the district's responsibility to ensure an appropriate learning environment. Consideration must be given to the health, safety and welfare of the school community. Although choices regarding student attire rest primarily with the parent and student, the district dress code would identify some standards that should assist these decisions and identify consistent expectations in all schools.

To that end, the School Board offers the following guidance so that students learn to make good independent decisions regarding their choice of clothing.

- All members of the school community should dress in ways that are appropriate for their particular roles and show respect for themselves, for others, and for the school. As role models, staff should dress in ways that set good examples for students.
- All members of the school community are expected to wear clothing appropriate for school. Clothing that distracts oneself or others from focusing on teaching and learning is inappropriate. It is not appropriate or respectful to wear clothing that
 - represents or promotes alcohol or drugs;
 - makes sexual reference;
 - uses inappropriate language;
 - depicts or promotes violence, racism, or other discriminations;
 - is intimidating to others; has brand names that relate to profanity.

BURNABY SCHOOL DISTRICT CODE OF CONDUCT

Burnaby School District's Code of Conduct has been established to maintain a safe, caring and healthy learning environment. The purpose of the **Code of Conduct** is to inform all members of the school district community of our shared obligations and responsibilities while in district facilities, while traveling to and from district facilities, and while attending any school district function at any location.

As members of the school district community it is our responsibility to demonstrate positive conduct and refrain from unacceptable behaviours. All members of the school community have an obligation to:

- Support learning
- Promote safety
- Respect property, environment, personal space and privacy
- Model courtesy, compassion and respect

Conversely, the following behaviours are considered unacceptable:

- Interfering with the learning of others
- Engaging in acts of bullying, harassment, intimidation, retaliation, discrimination and/or violence
- Being disrespectful or using threatening language or behaviours (including via Internet communications)
- Bringing weapons, including toys and replicas, to district facility
- Participating in unsafe and/or illegal acts
- Possessing, using or distributing illegal or restricted substances

These lists should not be considered exhaustive.

Whenever possible, incidents will be resolved by discussion, mediation and restitution. Every effort to support individuals and to determine the root causes of behaviour will be made. If the safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations of the **Code of Conduct**, a range of consequences will follow.

All members of the Burnaby School District community have the right to be treated fairly and consistently, and should know and understand this **Code of Conduct**.

GENERAL STUDENT INFORMATION

ATTENDANCE

Regular school attendance is a major factor contributing to student success at school. We expect that students enrolled at Burnaby North Secondary School will attend school regularly and report on time to scheduled classes.

1. Attendance and lateness is recorded in each subject class.
2. If you become ill during the day you must report to the office to obtain parental permission to go home.
3. Notes for subject teachers from parents or guardians are required for all absences and by all **students on the first day back after being absent**. State the reason on the note as well as the date(s) of the absence(s). The note is to be shown to each subject teacher. When teachers of all missed classes have seen the note it should be brought to the office. Telephone calls from parents are encouraged and appreciated.
4. It is your responsibility, when returning to school after an absence, to ask teachers what work you have missed.
5. If your absence will be lengthy, your parents should phone the school counsellor to arrange for work to be picked up where appropriate.
5. Notes are required for **early dismissal** and must be shown to subject teacher(s) whose classes will be missed. **Sign-out in the office.**
6. Please schedule appointments after school hours when possible.

LATES

Late arrivals are disrespectful disruptions to classroom learning and instruction. Students are expected to respect their teacher and classmates by being present and punctual.

1. Students arriving late will report directly to the subject class.
2. If you are late between classes because you were delayed in a previous class, obtain an administration slip from your teacher.
3. Parents are contacted about students who are chronically late for classes.

SCHOOL PHOTOGRAPHS/GO-CARDS

All students have a photo taken for the yearbook and for an ID card paid for by the School Fee. The student card is required to obtain student/concession fares on Translink. Sets of photos may be purchased from the photographer on picture day, September 23rd. Picture re-takes are on October 25th.

FEES AND EXPENSES

BASIC SCHOOL FEES

The following fees are collected at Burnaby North:

Student Activity Fee	\$30
AP Exam Fee	\$120
Yearbook	\$65
School Leaving Ceremony (Gr. 12)	\$65
Dinner/Dance (Gr. 12)	\$100
Dry After Grad (Gr. 12)	\$45
Athletic Teams	\$30 Junior per season \$60 Senior per season
PE 10	\$15 for CPR certification
Band	\$100 instrument rental
AP Studio Art	\$55 enhanced materials for AP component
ACE-IT, Industry Training, and Programs of Choice	Various fees depending on program

***NOTE:** The Student Activity Fee needs to be paid in order to take part in activities or join clubs and teams.*

HALL LOCKERS

Students will share a locker assigned to them by their home room teacher. ***The school is not responsible for articles left in lockers.*** Money and/or valuables should not be kept in lockers. Students are assigned locks and lockers. Locks and lockers are school property. Locker numbers and combinations will be registered in the office; students should not expect privacy regarding items placed in lockers.

LOST AND FOUND

Personal property found should be brought to the office. Students who have lost a textbook or personal item should complete a 'Lost Item' form at the office.

CAFETERIAS

Healthy foods are available in the cafeterias in the North and South buildings. Cafeterias are open before class in the morning, at nutrition break and during lunch. **The cashier will close the cafeteria to sales at the warning bell in the morning, at break and at lunch time.**

SCHOOL STORES

Burnaby North's school stores are located off the North and South Cafeterias and are open during the break and at lunch. Items for sale include: Burnaby North designer clothing, healthy food and specialty items.

STUDENT PARKING

Parking is available for students in the designated student lot. Parking in other areas is restricted. Drivers are expected to respect the safety of others using the parking lot. Unsafe driving may result in withdrawal of parking privileges. Parking permits (\$10) will be available by application from the school office.

STUDENT SUPPORT SERVICES

COUNSELLORS

Counsellors are available by appointment to discuss learning difficulties, course and career planning or personal problems. See your counsellor before or after school to make an appointment.

YOUTH SERVICES WORKER

Our Youth Services Worker, Ryan McLean, assists students, staff, parents and community agencies as well as enhances the safety, security and well being of students and the school. Ryan can be reached at 604-760-1516 or by e-mail at Ryan.McLean@sd41.bc.ca

SCHOOL LIAISON RCMP OFFICER

Our School Liaison RCMP officer assists students and staff as a member of the student support services team.

HEALTH SERVICES INFORMATION

A doctor is available at the Burnaby Youth Clinic, 250 Willingdon Ave.

Crisis Centre Support Line
604-872-3311

Youth Help Line
1-800-668-6868

CAREER PROGRAMS

The Career Programs office is located in room 116a.. The main programs offered are:

Program Type	Duration	Credit Information
Work Experience	30 hours	Minimum graduation requirement
Career Preparation 12	90 hours	4 Grade 12 credits
ACE-IT (Industry Training)	Alternating Days	Industry training in a variety of careers (up to 32 credits).
Secondary School Apprenticeships	Can be done during school time or at weekends	8 Gr.11 & 8 Gr.12 credits

For students in these programs, the workplace becomes the classroom and provides students with an opportunity to explore career options and gain valuable real-world skills. There are opportunities in many different career areas, so visit Career Programs today to get started.

GRADUATION EVENTS

SCHOOL LEAVING CEREMONY

This formal assembly of Grade 12 students, parents, relatives and friends, marks the completion of 13 years of schooling. The significance and solemnity of the occasion are in keeping with entry into adult society. The use of academic gowns by all participants is required.

In order to attend the School Leaving Ceremony and the Grad Dinner and Dance, you must be formally invited. Invitation letters are sent out in the spring. Students who meet the following criteria may be invited to attend the ceremony:

- are passing a minimum of 68 credits by Term 2 of your Gr. 12 year
- have fewer than 60 unexcused period absences during the current school year
- are students in good standing
- did not attend the School Leaving Ceremony and/or the Grad Dinner/Dance the previous school year

The 2010-2011 School Leaving Ceremony will be held at the Bill Copeland Centre on May 27th. Detailed information regarding the School Leaving Ceremonies and Dinner Dance will be provided during the school year.

Fees for the School Leaving Ceremony are \$65.00 per Grade 12 student (includes cap and gown, and two tickets). Additional tickets are available for \$5 each.

GRAD DINNER/DANCE

A Grade 12 dinner/dance (\$100 per student – no refund after April 1) is sponsored by the school and will be held on June 24th. Invitations are issued in May.

BURNABY NORTH SCHOOL GOAL:

Close the achievement gap for our students by increasing the number of students who achieve the letter grade of C or higher.

BURNABY NORTH is a community that values learning and teaching in a safe, caring and positive climate. The rights and freedoms of individuals are balanced with the collective well-being of all members of the school community. **At Burnaby North we believe in respect for self and others, respect for learning and respect for the environment.**

What does respect look like?

	Respect Yourself and Others	Respect Your Environment	Respect Learning
In all settings we...	<ul style="list-style-type: none"> -respect cultural differences -are courteous and comply with requests of school staff -use respectful language 	<ul style="list-style-type: none"> -recycle, reduce, re-use -respect property -put all garbage in bins 	<ul style="list-style-type: none"> -work to achieve our personal best -respect classes in session -attend all classes on time
In the school we...	<ul style="list-style-type: none"> -consider the needs of others -dress appropriately -respect staff supervision -avoid disturbing classes 	<ul style="list-style-type: none"> -clean up after ourselves and friends -observe the "area" rules, e.g. library 	<ul style="list-style-type: none"> -know and comply with the school rules -attend all classes on time -remain in class
In the classroom we...	<ul style="list-style-type: none"> -attend on time -are cooperative and ready to work -listen with respect -show mutual respect among students and staff -are supportive of the efforts of others 	<ul style="list-style-type: none"> -keep desk/table surfaces clean -handle equipment such as computers with care 	<ul style="list-style-type: none"> -participate in class activities and discussions -bring materials and equipment to class -complete assignments on time -practice academic honesty
On the school grounds and in the community we...	<ul style="list-style-type: none"> -respect property -observe parking regulations -return lost property -refuse to buy, sell or use drugs -watch out for each other on the way to and from school 	<ul style="list-style-type: none"> -work for a clean healthy environment -respect the neighbourhood -keep the school grounds a smoke free environment 	<ul style="list-style-type: none"> -are polite and positive representatives of Burnaby North

ACADEMIC HONESTY

	Top 10 Reasons Students Cheat	Top 10 Ways to Avoid Cheating
1	I do not understand the material	<ul style="list-style-type: none"> • Ask for help (teacher, classmate, Success)
2	I forget to study and I forget to complete homework	<ul style="list-style-type: none"> • Prioritize homework and study obligations • Use your agenda planner • Find interesting ways to study: groups, flash cards, sticky notes • Attend Success or ask a teacher for clarification
3	I miss too many classes.	<ul style="list-style-type: none"> • Avoid spending time with students who choose to skip classes • Make sure you get at least 8 hours sleep each night
4	I attend but don't pay attention.	<ul style="list-style-type: none"> • Ask for a seat at the front of the class • Sit with students that will not distract you • Make sure you get at least 8 hours sleep each night • Eat a well balanced diet
5	I am overwhelmed with too many extracurricular activities.	<ul style="list-style-type: none"> • Limiting extracurricular activities to manageable levels
6	I am overwhelmed with too many difficult courses.	<ul style="list-style-type: none"> • Know your limits by taking a manageable course load
7	I have unrealistic expectations that are sometimes influenced by peers or parents.	<ul style="list-style-type: none"> • Set realistic expectations and personal goals by avoiding comparison with others • Talk to your parents and counselor about your concerns
8	I find the course work too difficult.	<ul style="list-style-type: none"> • Ask your teacher for help • Attend Success • See your counsellor
9	I do not do well on tests.	<ul style="list-style-type: none"> • Find interesting ways to study: groups, flash cards, sticky notes • Ask your teacher about strategies you can use • Speak to the Success teacher about strategies and ask for a handout that outlines the different strategies
10	Everyone else cheats; it is the only way I can get good grades.	<ul style="list-style-type: none"> • Everyone does not cheat. • Achieve your personal best the honest way.

LITERACY STRATEGIES

- Here is a list of Literacy Strategies for you to use when you need help with your course work.

CROSS CURRICULAR LITERACY STRATEGIES

Vocabulary	I look up words I don't know; use new words in my writing or speaking.
Questions	I ask questions while I read.
Connections	I make connections between what I read with my own life, the world around me, and other texts I have read.
Main Idea	I can find the main idea of a text or the author's main point in their writing.
Pictures/Visualizing	I can analyze an image and come up with an explanation and I use pictures to interpret text.
Predictions	I can make predictions about the outcome or conclusion based on what I have read.
Writing outlines	I can create an outline of my ideas before I begin to write anything.
Summarize & Paraphrase	I can summarize in my own words what I have read to make sure I understand the main plot or information.
Take notes	I highlight, underline or write around the text as I am reading to help me better understand it.
Self & Peer Editing	I go over what I have written to check for errors and I have someone else check to help me.
Imagery	I use my imagination to help me see, hear, smell, taste and/or touch what I am reading.

ENGLISH LITERATURE & E. S. L. AND PHYSICAL EDUCATION LITERACY STRATEGIES

See all the strategies in the Cross Curricular chart

MATH LITERACY STRATEGIES

Problem Solving Skills	I can identify unknown vocabulary, draw what you see and summarize what the problem is asking for.
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SOCIAL STUDIES LITERACY STRATEGIES

Bias/Perspective	I can figure out the author's opinion on a topic.
Opinion Forming	I can form an opinion based on gathering information.
Research	I can use books, articles, and the internet to gather information about a topic.
Mapping Skills	I can read a map and know where the capital city is, roads are, mountains and bodies of water.

SCIENCE LITERACY STRATEGIES

Using Charts and Graphs

I use charts and graphs to show quantity or qualities.

HOME ECONOMICS LITERACY STRATEGIES

Lab Practice

I can demonstrating understanding of recipes through actual cooking or baking.

LANGUAGE (FRENCH, SPANISH, JAPANESE, CHINESE etc.) LITERACY STRATEGIES

Retelling or Translating

I can retell the story in my own words or rewriting text in your native language.

Labelling I label pictures to help with vocabulary.

Oral Reading I Read out loud to learn pronunciation.

FINE AND PERFORMING ARTS LITERACY STRATEGIES

Dramatization I act out a script to show my understanding of the text.

Miming I interpret mood, attitude, object, emotion and action through movement.

Dance I can interpret text into form and movement.

Journal Writing I write a reflection on how my performance went.

Listening I can interpret music through listening to tone, line, form, contrast, rhythm and emphasis.

Symbol Decoding (music)

I connect symbols to the sound through demonstration.

TECHNOLOGY EDUCATION LITERACY STRATEGIES

Understanding Instructions

I use visuals, charts, and my own physical work to show my understanding of instructions.

Problem Solving I draw out problems, using technical information to help come up with a solution.

Layout of Production Process

I draw out the steps I need to go through or storyboard.

Machine Operation

I draw how the machine functions or I summarize in my words how it is used.

GET INVOLVED

STUDENT LEADERSHIP

The objective of our student leadership program is to involve as many students as possible in making Burnaby North a school where everyone feels a sense of belonging. The student activities program offers a wide range of activities designed to appeal to a variety of student interests.

STUDENT GOVERNMENT

The Student Government is a board of elected representatives of Burnaby North's student body. The positions are:

Student Government Executive:

President	Daniel Lee
Vice-President	Larry Sit
Secretary	Tacarra Narayan
Treasurer.....	Raymond Lee
Publicity Coordinator	Richard Chen
Social Coordinator	Michelle Ng
Grad Chairperson	Kyle Stapleton
VPA Rep	Lori Lai
Technology Rep.....	Jonathan Feng
Girls' Sports Rep	Rachel Lowe
Boys' Sports Rep.....	Carlin Leung

Grade Representatives:

Grade 12	Jaclyn Lee, Jimmy Zhu
Grade 11	Umang Khandelwal, Jeffrey Want
Grade 10	Teri Miller, John Wei
Grade 9	Kathy Lee, Michael Pan
Honourary Members.....	Melissa Chui, Jasmine Yeh,

STUDENT ACTIVITIES

EXTRA CURRICULAR/CO CURRICULAR ACTIVITIES

Burnaby North offers a variety of extra-curricular activities. Students wishing to get involved in school life will find a number of interesting activities from which to choose. All students are encouraged to join a club, sports team, or take part in an activity. Clubs are organized with the help of students and are sponsored by teachers. If a sufficient number of students become interested in a particular activity and wish to start a club, there are steps to follow: a teacher must be obtained as an advisor and a club request must be presented to the Students' Council and the Administration for approval.

ATHLETICS

Fall Season (begins September 8)	Winter Season (begins November 23)	Spring Season (begins March 8)
Girls Volleyball (8-12) Boys Volleyball (10-12) Boys Rugby (8 – 9) Badminton Jr. & Sr. Field Hockey Swimming Cross Country Running Senior Boys Soccer Swimming	Basketball Skiing/Snowboarding Table Tennis Field Lacrosse Curling	Senior Boys Rugby Tennis Senior Girls Soccer Junior Girls Soccer Netball Jr. & Sr. Golf Track Boys Volleyball (8/9) Mountain Biking

For more information see the Athletics Department Head:

CLUBS AND ORGANIZATIONS:

Meeting times and places are indicated in the school bulletin. All students are invited to participate.

Here are a few examples:

Amnesty International Animation Anime Athletics Council (referees, scorekeepers, timers) Badminton Break Dance Club Cheerleading Chess Christmas Cheer Computers Dance Club Dance Committee Debating and Public Speaking Dry After Grad Fine Arts Council Ganada Geography Challengers	Go Club Grad Council G.S.A. Club Kids Help Phone Karing 4 Kids Leo's Library Club Make a Difference (MAD) Math Challengers Model United Nations Mountain Biking School Reach Science Club Skiing & Snowboarding Club Spirit Committee Sun Run Club Table Tennis Volunteer Club
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EVALUATION and REPORTING

Students are informed regularly of their progress and are kept informed of their marks. Students are encouraged to keep their own records of achievement in this planner. The school year is divided into three terms. Teachers will make evaluation expectations, class procedures, and course outlines available to students. Late or missed assignments and the make-up of missed work are matters to be discussed with individual teachers.

REPORT CARDS

There are three formal report cards issued during the school year. See the calendar for specific dates. Interim reports may be issued at any time during the year, however all students will receive an Interim report in October. The Ministry of Education seven point grading scale is used:

A	=	excellent	(86% - 100%)
B	=	very good	(73% - 85%)
C+	=	good	(67% - 72%)
C	=	satisfactory	(60% - 66%)
C-	=	minimally acceptable	(50% - 59%)
I	=	incomplete	(0% - 49%)
F	=	fail	(0% - 49%)

I (0% - 49%) An "I" letter grade represents an achievement level below 50%. A student who receives an "I" letter grade will need to meet with the teacher of the course in order to receive a plan to successfully demonstrate required learning outcomes.

Following successful resolution of the "I" plan, a passing percentage will be recorded. An "I" not successfully resolved by June 30th will result in an "F" as the final grade.

F (0% - 49%) The "F" letter grade is given when a student has failed to meet the minimum learning outcomes for the term or for the course. Opportunity to successfully resolve the "I" letter grade was given before the "F" was determined.

Note: An "I" report may be issued at any time during the term.

SCHOOL FINAL EXAM GUIDELINES

- Students are expected to write exams at the scheduled time.
- Leaving early on a holiday before the end of the school year is not an acceptable reason to miss an exam.
- See the calendar page in the agenda planner for a complete list of exams and dates.

PROVINCIAL EXAM SCHEDULE

Date	9 am to 11 am	1 pm to 3 pm
June 21 (Tues)	Social Studies 11	Principles of Math 12
		Apps of Math 12
June 22 (Wed)	English 12	Physics 12
June 23 (Thurs)	English 10	Chemistry 12
	History 12*	
June 24 (Fri)	French 12	Geography 12
June 27 (Mon)	Science 10	
	Communications 12	
	Geology 12	
June 28 (Tues)	Apprenticeship & Workplace Math 10	Japanese 12
	Foundations of Mathematics & Pre-calculus 10	Mandarin 12
	English Literature 12*	Spanish 12
June 29 (Wed)	Biology 12*	

Note: exams with an asterisk () are offered electronically only*

GRADUATION REQUIREMENTS

The following table below gives an overview of courses needed to graduate. Courses with an * indicate a final exam must be written as part of the course requirements. Use the following as a guide, but see your counsellor for specific questions:

Required Courses	
Subject Area	Minimum Credits
English 10 *	4
English 11/ Communications 11	4
English 12/Communications 12*	4
Social Studies 10	4
Social Studies 11*	4
Science 10*	4
a Science 11 or 12	4
a Mathematics 10*	4
a Mathematics 11 or 12	4
Physical Education 10	4
Planning 10	4
a Fine Arts and/or Applied Skills 10, 11 or 12	4

Graduation Requirements (con't)	
Total	48 credits
Elective Courses	
Students must earn at least 28 elective credits for Grade 10-12 courses.	28 credits
Graduation Transitions	
Students must earn 4 credits for Graduation Transitions.	4 credits
Overall Total	80 credits
Of the 80 credits for graduation, at least 16 must be at the Grade 12 level, including a Grade 12 Language Arts course. Others may be required or elective courses.	

GRADUATION Transitions 2010 – 2011

To complete your Graduation Transitions you must complete the following components:

- 30 hours of Work Experience or Volunteer Experience**
- 150 minutes per week of Physical Activity**
- A Healthy Living Plan**
- A Transition Plan**
- An exit interview**

Information sessions will be held in the Gallery during September.

30 hours of Work Experience

Students need to have completed their Grade 10 year. Most students wait until Grade 11/12 to complete this requirement, but may come into the Career Programs office in June of their Grade 10 year to set up work experience for the coming summer.

150 Minutes Per Week of Physical Activity

Students must complete and document 150 minutes of moderate to vigorous activity each week throughout the school year. This activity can take place at school, at home, and/or in the community. Students must perform (and document) this activity each year from Grade 10 to Grade 12.

If you are enrolled in a Grade 11 or 12 physical activity course and you document your activities, this will satisfy the activity requirement for these years. Activity log sheets and other important information can be downloaded from the school website.

A Healthy Living Plan

Most students will complete this Healthy Living Plan as a PE assignment. If you did not complete it in PE, you may print it from the school website and submit it to Mr. Montgomery or Mr. Archibald in the Career Programs Office (116a).

A Transition Plan

Most students will have completed the majority of this in Planning 10. Before you can submit it for graduation it must be revised at the start of your Grade 12 year

Important Graduation Transitions Information

Grade 10 Timeline:

- You will start the Transition Plan next year in Planning 10
- You will start the Healthy Living Plan in PE10
- The earliest that you can complete your work experience is the summer holidays of Grade 10, just before you enter Grade 11
- Print the Physical Activity Log and start logging your hours

Grade 11's:

- Grade 11's are encouraged to print and complete their Healthy Living Plans and Transition Plans during the summer holidays
- Come into Career Programs and arrange your work experience
- Print the Physical Activity Log and start logging your hours

If you have further questions, call Mr. Montgomery at 604 664 8898, visit the Career Programs Office in room 116a or visit the school website and click on the **Transition Requirements** icon.

AWARDS & RECOGNITION PRINCIPAL'S LIST

Students who achieve all A's and all G's on their report card in a term will be awarded a Principal's List Award.

HONOUR ROLL

To qualify for the Honour Roll students must achieve a cumulative grade point average (GPA) of 3.0 or above and have no mark below a "C".

To calculate your GPA, each letter grade is worth the following:

"A"	=	4.0;
"B"	=	3.0;
"C+"	=	2.5;
"C"	=	2.0;
"C-"	=	1.0;
"I" or "F"	=	0.

The Honour Roll will be calculated in January, April, and June.

- Grade 8, 9 and 10 must carry no fewer than 8 courses.
- Grade 11 must carry no fewer than 7 courses.
- Grade 12 must carry no fewer than 6 courses
- Students who are on the Honour Roll Terms 1, 2 and 3 will receive recognition during the school year.

HONOUR CORD

The Honour Cord is awarded to students at the School Leaving Ceremony who have obtained Honour Roll status in all terms of the Graduation Program.

WORK ETHIC HONOUR ROLL

To qualify for the Work Ethic Honour Roll students must achieve a ‘G’ standing for their work habits in all courses taken.

- Grade 8, 9 and 10 must carry no fewer than 8 courses
- Grade 11 must carry no fewer than 7 courses
- Grade 12 must carry no fewer than 6 courses

GUIDELINES FOR WORK ETHIC

The following attributes are expected of Burnaby North students:

- Responsibility
- Leadership
- Cooperation
- Motivation

The degree to which these attributes are demonstrated will determine a student’s Work Ethic mark (Good, Satisfactory, and Needs Improvement). The Criteria for a student’s work ethic mark is described below.

Criteria for Work Ethic

		G	S	N
Responsibility	Student completes assigned work	<i>consistently</i>	<i>usually</i>	<i>occasionally</i>
	Student is on time	<i>consistently</i>	<i>usually</i>	<i>occasionally</i>
	Student is ready to work	<i>consistently</i>	<i>usually</i>	<i>occasionally</i>
	Student stays on task	<i>consistently</i>	<i>usually</i>	<i>occasionally</i>
Leadership	Student models good behavior	<i>consistently</i>	<i>usually</i>	<i>occasionally</i>
Cooperation	Student works well with others	<i>consistently</i>	<i>usually</i>	<i>occasionally</i>
Motivation	Student does what is required	<i>consistently</i>	<i>usually</i>	<i>occasionally</i>

PRINCIPAL’S AWARD

Students may receive a Principal’s Award during the school year based on a teacher’s recommendation for outstanding work on a project or assignment.

SERVICE AWARDS

Service Awards recognize students who give outstanding service to the school.

Qualification for service awards is based on the following:

1. teacher nomination
2. student submission of monthly Service Hours Reports

Service hours are determined based on the following criteria:

- hours must be done outside of class time
- hours may not be used to gain course credit
- hours may not be included if the student was paid for his/her work
- hours may not include regular club meetings and activities

SCHOLARSHIPS, BURSARIES, AWARDS, PASSPORT TO EDUCATION

- a) **Provincial Examination Scholarships**
These scholarships are awarded based on a student's ministry score on Grade 12 Provincial Exams. Scholarships are intended to further students' post-secondary education.
- b) **Provincial District Awards**
Students with a concentration of courses (at least five) in Business Ed., Technology Ed., Home Economics, Visual or Performing Arts, or a combination of the above and are not going to university are eligible.
- c) **University Entrance Scholarships**
Students may apply directly to various post-secondary institutions for consideration based on G.P.A. and extra-curricular involvement in athletics, the arts, and student government.
Application forms will be made available through Student Services.
- d) **Local Scholarships and Awards**
Students are considered for a variety of school and community awards based on G.P.A. and extra-curricular involvement in athletics, the arts, student government and school and community service.
- e) **Bursaries**
Students are selected according to G.P.A. and demonstrated financial need.
Information is circulated during the year on Financial Aid bulletins posted in the Library, En 12/Com 12 classrooms, and Newsletters.
- f) **Passport to Education**
Students in Grades 10 and 11 are eligible to earn \$250 each year to offset the cost of future tuition fees.
Students in Grade 12 are eligible to earn \$500 to offset the cost of future tuition fees.

LIBRARY INFORMATION

The Library is open daily from 8:15 – 3:45. You may come before school, at lunch, after school or between classes to use the Library. **During class time, an administration slip or copy of your timetable with valid study block is required.**

You are expected to work quietly doing homework, research or leisure reading. Using cell phones, eating food or candy, chewing gum, and drinking (including water) in the library is not allowed. Always remember to log out of the computers, take your disks, push your chairs in and pick up your print jobs when you leave.

What resources are available to me?

The library has an extensive print and non-print collection. You will need your Go Card to sign out library resources.

- Fiction and non-fiction resources can be borrowed for **two weeks**.
- Reference books, magazines, vertical files, videos and DVDs are due back **the next school day**.
- Up to **five** resources may be borrowed at a time

You can access the library catalogue as well as other online resources, including Internet links, online encyclopaedias, e-books and online databases by going to <https://north.sd41.bc.ca> and following the link to the library website.

To further your research, **it is recommended you have a Burnaby Public Library card** in order to access the public library's online resources.

What are the Gale and EBSCO Databases?

The Gale (also known as Cengage) and EBSCO databases are excellent, comprehensive, up-to-date sources of information that include full-text magazine and newspaper articles, multimedia, and e-books that are not available using search engines such as Google.

For Databases: *CPI.Q, Student Resource Centre Gold, Gale Virtual Reference Library, Biography Reference Library*

Go to: <http://infotrac.galegroup.com/itweb/41bnss?id=student>

Username: 41BNSS **Password:** bns

For Databases: *EBSCO, EBSCO Science Resource Centre, EBSCO History Resource Centre, World Book Online*

Go to: <http://search.ebscohost.com/login.aspx?authtype=ip,uid&custid=s1499323>

Username: bbynorth **Password:** north04

Computers and Internet

Library Internet use is restricted to research for school assignments. **The library's computers are not an open lab.** The computers are dedicated solely to **supporting the curriculum in the language of instruction.** Everyone is issued a user name and password after they have signed the *Burnaby North Acceptable Use Contract*. Computers may be monitored to ensure appropriate use.

The use of the network/Internet is a privilege, not a right. Inappropriate use, including any

violation of these conditions and rules, may result in cancellation of the privilege. The Burnaby School District is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by an account holder or user.

Think before you print. The first two pages are free for you and/or your group, and then you pay 10¢/page. Always use 'Print Preview' feature to select the pages you want printed.

Please note: In the library, computer games are not permitted. Library staff must be able to read what is on the screen. With permission, you can access your email to either send homework home or to retrieve homework.

What is the Library Club?

In September, interested students are invited to attend an organizational meeting where they apply to be a member of one of our committees. *Circulation Desk Workers* and *Shelvers and Helpers* work before school, at lunch or after school on assigned days. *Decorators* are students with artistic flair who decorate the library. *Archivists* gather articles and photos to maintain archives of activities and achievements of Burnaby North students. The *PR Committee* publicizes library events and promotes reading around the school. The *Bibliophile Committee* writes and produces the library newsletter, and the *Vikings Talk* members promote the *Vikings Read* selections. Library Club members earn service hours.

What is “Vikings Read” and “ELL Vikings Read”?

Vikings Read is a challenge for all students, staff and parents to read 10 nominated books throughout the school year and then select their favourite. *ELL Vikings Read* is a modified version of the original program where ELL students are encouraged to read five pre-selected titles. Both programs are open to all staff and students. Online voting begins in May and a winner is announced at the end of the month. The book that receives the most votes will be the book recommended for all Vikings to read.

What happens if I have a late or lost library resource?

Overdue notices are distributed each month during Block A. If you receive a notice you should come to the library immediately. You will have your borrowing privileges suspended until all lost or damaged materials are either returned or paid for. It is the school's policy to withhold annuals, and/or report cards, and Internet access until you have either returned or paid for overdue/lost materials.

May I please borrow...?

The library does not provide or lend materials such as paper, glue, tape, scissors, rulers, pens, etc. Glue sticks are available for purchase.

How much does it cost to photocopy and/or print?

Photocopies are 10¢ per page and are available in black & white only. The photocopier provides change up to \$2. When printing from a computer, the first two pages are free for you and/or your group. Additional pages cost 10¢ each.

What is plagiarism?

Plagiarism is using others' words, ideas and/or work of any format without clearly acknowledging the source of that information. It does not matter whether the plagiarism was intentional or not.

To avoid plagiarism, you must give credit (i.e., in your "Works Consulted" list) whenever you:

- quote or paraphrase another person's spoken or written words;
- use a person's idea, opinion, or theory; or,
- use facts, statistics, graphs, images or any piece of information in any format that is not common knowledge

Possible consequences for plagiarism range from being required to redo the assignment to suspension from school.

How do I set up my bibliography to cite resources used in my research?

It is important to document the source of the ideas you have discovered in your research as well as images you have used. While sources can be cited in a number of different styles, consistency is the most important requirement. Burnaby North Library recommends using MLA Style. For detailed information on how to prepare a "Works Consulted" page, refer to the link on our library website home page.

SCHOOL TIMETABLE

Regular Bell Schedule

Warning Bell	8:40		
Period 1	8:45	to	10:02
Nutrition Break	10:02	to	10:11
Period 2	10:17	to	11:35
Lunch	11:35	to	12:14
Period 3	12:20	to	1:37
Period 4	1:43	to	3:00

Block Rotation

	Day 1	Day 2	Day 3	Day 4
Period 1 8:45–10:02	A	E	B	F
Nutrition		Break		
Period 2 10:17–11:35	B	F	A	E
Lunch		Break		
Period 3 12:20–1:37	C	G	D	H
Period 4 1:43–3:00	D	H	C	G

Tutorial Day Schedule

Tutorial	8:45	to	9:29
Period 1	9:25	to	10:40
Break	10:40	to	10:49
Period 2	10:55	to	12:00
Lunch	12:00	to	12:39
Period 3	12:45	to	1:50
Period 4	1:56	to	3:00