Bodwell High School

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PARENT ORIENTATION

&

HANDBOOK
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Welcome to Bodwell!

We hope your child’s time with us will be happy and successful. You will find that the staff here are friendly and approachable, and are always willing to help you and your child. You will also find that the more your child becomes involved in the activities of the school, the more rewarding his/her experience will be.

The materials in this booklet are intended to help you and your child adjust to life at Bodwell. They provide important information and tell you about some of our expectations. We hope that this booklet will help ensure that Bodwell is a safe, happy, clean, orderly place for everyone.

PRINCIPAL’S MESSAGE: Ms. Cathy Lee

Bodwell is a school of which everyone – students, staff, parents, and community – can feel proud.

It is a school that seeks to promote in its students those qualities of character that will help them be successful in life: respect, kindness, dedication, hard work, cross-cultural sensitivity, and global thinking. It provides opportunities for students to become actively involved in their learning, and to pursue interests in academics, athletics, the fine arts, and many other areas. With its unique location and cosmopolitan student body, it truly is a “waterfront school that embraces the world.”

I hope you will take advantage of the wonderful opportunities available to you at Bodwell. If you do, you will be well prepared to face whatever life holds in store.

BODWELL CREST

The Bodwell Crest symbolizes what Bodwell education is all about. It shows our view that education should consist of the following:
A Bodwell education, symbolized in the crest, is enlightened and guided by Canadian values, radiating through the universe and embracing all lands and waters.

**SCHOOL PHILOSOPHY**

The goal of Bodwell High School is to offer students a secondary education of high quality and to create a positive learning environment. Students are encouraged to achieve their best in their personal lives as well as in academic studies.

Bodwell High School has drawn students from Asia, North America, Europe, the Middle East, Africa and South America, becoming truly international in outlook and achievement. In a world of constant economic, political and social challenges, we have set a firm goal of educating young people to have a global perspective as well as personal responsibility.

**OUR MISSION**

At Bodwell High School, we provide a culturally diverse environment for students from around the globe, and enable them to become active learners and well-rounded citizens who contribute positively to the world.

**OUR 5 L’S**

**BODWELL STUDENTS…**

- LEARN to excel through English
- LIBERATE the academic mind
- LIVE an active and healthy lifestyle
- LEAD for positive change
- LOOK inward and forward.
STUDENT CODE OF CONDUCT
Requirements for Student Success

1. Attend every class every day, and be on time.

2. Respect the instruction and authority of teachers and staff, and follow all rules and expectations.

3. Stay focused in classes, participate fully, complete all assigned work and practice regular home study.

4. Have a system for keeping track of assignment, grades, and organized notes.

5. Respect the rights and property of others including our facility, neighbours and natural environment.

6. Respect the health and safety of others, including yourself.

7. Respect the learning environment and the right of others to participate fully in the learning process.

8. Display proper conduct, wear the school uniform with pride and demonstrate respectful behaviour toward all staff and students.

9. Tell the truth, take responsibility for misconduct and accept consequences as a result of wrongful behaviour.

10. Seek help from staff whenever a dangerous, unhealthy or concerning situation occurs.
BODWELL PROGRAMS

1) **Secondary Program**
   Completion of our program will result in students obtaining a Dogwood Diploma in British Columbia and prepare for university admission in North America. Admissions to the school are allowed in January, May and September.

2) **Academic and English Preparation (AEP)**
   The program is designed to prepare students in ESL and study skills to proceed onto the regular secondary program. Students are carefully placed at an appropriate level; their progress is regularly evaluated, and they are continuously given feedback. Depending on their English levels, students are expected to study in AEP for one or two terms.

3) **University Summer Programs**
   These 3-6 week short term programs (from July to mid-August) are for primary, junior and high school students to study English and enjoy a cultural exchange in beautiful Western Canada while meeting friends from Canada and other countries. The programs are offered on the campuses of University of British Columbia, University of Victoria, Quest University at Whistler, as well as on the campus of Bodwell High School.
COMMUNICATION BETWEEN PARENTS AND BODWELL HIGH SCHOOL

- **Regular contact** (via email and phone) are always welcome between parents and the school:

  **School Principal (Academics):** Ms. Cathy Lee ([cathylee@bodwell.edu](mailto:cathylee@bodwell.edu))
  **School Principal (Student Life):** Mr. Stephen Goobie ([sgoobie@bodwell.edu](mailto:sgoobie@bodwell.edu))

  **Assistant Principals (APs):**  
  Mr. Jim Burnett ([jim@bodwell.edu](mailto:jim@bodwell.edu)) AP of Student Life  
  Mr. Housam Hallis ([hallis@bodwell.edu](mailto:hallis@bodwell.edu)) AP of Logistics & Events  
  Ms. Bianca Ferrajohn ([b_ferrajohn@bodwell.edu](mailto:b_ferrajohn@bodwell.edu)) AP of Citizenship & Graduation Guidance  
  Ms. Jeri Canderan ([j_canderan@bodwell.edu](mailto:j_canderan@bodwell.edu)) AP of Academic & English Preparation (AEP)

  **Counsellors:**  
  Ms. Meghan Dalziel ([meghan@bodwell.edu](mailto:meghan@bodwell.edu)) - Senior Counsellor  
  Ms. Mirye Kim ([m_kim@bodwell.edu](mailto:m_kim@bodwell.edu)) - Senior Counsellor  
  Ms. Makhbuba Ergasheva ([makhbuba.ergasheva@bodwell.edu](mailto:makhbuba.ergasheva@bodwell.edu))  
  Ms. Luchy Tejero ([luchy.tejero@bodwell.edu](mailto:luchy.tejero@bodwell.edu))  
  Ms. Christy Chen ([christy.chen@bodwell.edu](mailto:christy.chen@bodwell.edu))  
  Ms. Megumi Uehara ([megumi@bodwell.edu](mailto:megumi@bodwell.edu))  
  Ms. Yueli Wang ([yueli.wang@bodwell.edu](mailto:yueli.wang@bodwell.edu))  
  Mr. Simon Yoon ([simon.yoon@bodwell.edu](mailto:simon.yoon@bodwell.edu))

- **Report Cards** are prepared two times a term; after mid-term and final exams. You can access them by internet. Please go to: [http://www.bodwell.edu/highschool/ereport/](http://www.bodwell.edu/highschool/ereport/)

  At the e-Report section of the website, you can choose:

  - View Attendance (with daily updates)
  - View Progress Report (two times per term)
  - View Dorm Report (with monthly updates)

  Please follow these steps:

  (a) Enter student number as login ID and the password is *bodwell*
  (b) After login, you have to enter your son/daughter’s date of birth for verification
  (c) After verification, you will be asked to change the password
  (d) Please note that if you make three wrong attempts with the password, your access will be denied and you will need to contact the school to re-set the account
• **Checking the school calendar:** please visit the school’s website (www.bodwell.edu) under “Community” regularly for both day program and dormitory program dates. It is very important to be aware of semester break duration and arrangements.

• **Newsletters to Parents** are emailed every term to all parents and student custodians about school policies, procedures, programs and personnel matters. Please check that you receive them and give us your feedback.
ATTENDANCE POLICY

At Bodwell High School, we believe that all students must do their best in the classes in which they are enrolled. They can only do that if they attend all classes regularly and on time. To encourage punctuality and regular attendance, the following rules are in effect:

PUNCTUALITY

Teachers may ask students to make up missed instructional time due to tardiness in the Learning Center or in detention.

SKIPPING CLASSES

Students absent from classes without a valid reason or permission from school will be subject to progressive disciplinary steps that may lead to detention, suspension and expulsion.

ATTENDANCE

- Any student who is listed as an unexcused absence and/or late will meet with the Assistant Principal at the end of the day or the following day and may be required to serve a detention.
- Students will serve one detention for every unexcused absence or 3 lates.
- Students with serious attendance/detention issues will be placed on a progressive disciplinary steps as follows:
  - Students will receive a warning after four detentions. A letter will be sent to parents or guardians.
  - Students will be placed on attendance probation after 8 detentions and will have a meeting with their Counsellor and the Assistant Principal. A letter will be sent to their parents or guardian informing them that if the student continues not to adhere to our attendance policy, he/she may be asked to withdraw from the school.
  - Students will receive their final warning after their 10th detention and will have a meeting with the Principal, the Assistant Principal and their counsellor. The student who is not already in boarding could be asked to move into our boarding program. A letter will be sent to their parents or guardians informing them that if the student receives any more detentions or misses any classes, he/she will be asked to withdraw from school.
  - The above stated steps will escalate quicker depending on the seriousness of the absenteeism.
- Students who are away from class while participating in a school related activity (sports teams, field trips, etc.) will be an excused absence.
• Students who miss activity days without a valid excuse that is submitted prior to the activity will be counted as unexcused absence and will serve a detention(s) the following day(s) of school
• Students who miss a detention will have to serve two detentions in lieu of the missed one
• In the event of serious absenteeism, the Principal may withdraw a student from a course or expel the student
• The school discourages parents from taking their child/children out of school. Parents wishing to take their child/children out of school for any class(es) must fill out and submit the “Request for Leave of Absence from School” form to the Principal.

If the student is asked to withdraw from school, the remaining tuition fees will not be refunded.

*Remember: Punctuality and regular attendance in classes are critical to improve your academic performance.*
MAJOR SCHOOL RULES: UNACCEPTABLE BEHAVIOUR

To ensure a safe learning and living environment, all students need to know that the school cannot and will not tolerate any of the actions and behaviours described below. Direct involvement in any of these behaviors will result in disciplinary action from the school; indirect involvement in these behaviours may also result in consequences when required.

It is a student’s responsibility to know, understand and follow these rules to the best of their ability. If students have questions or are unsure about a particular rule, they need to ask a school staff for more information. If students have concerns about their own safety or the safety of others as it relates to these rules, they need to inform a staff member as soon as possible.

VIOLENCE & FIGHTING

Students are expected to refrain from acts of violence toward their peers, which include: anything meant to cause physical harm (punching, slapping, kicking and the like); intimidation (making someone afraid); verbal abuse (including using sexual, racial, homophobic or other offensive slurs); and hazing (an activity expected of someone that abuses, shames, or puts them in danger). If a student is physically violent toward a staff member, the student may be expelled immediately.

Students are not to resort to fighting with one another to solve problems. Students should be willing to participate in mediation to resolve conflict between both parties. Factors important to decisions include: the level of physical violence, degree of harm, damage to property, timely resolution of the conflict, etc.

WEAPONS

Weapons are expressly forbidden, including any object used to simulate a weapon or cause harm, such as but not limited to: sharpened objects, projectiles, high-voltage electrical devices, blunt objects, objects used to choke, etc.

DEFIANCE

Students are expected to follow the lawful instructions of staff in order to best ensure the safety and well-being of the school community. If students are defiant, they will be given consequences. Defiance includes refusing to listen to staff, arguing angrily and consistently ignoring the recommendations of staff. Repeated defiance will result in more serious consequences. Intimidation or threatening behaviour toward any staff member will be treated very seriously.

HARASSMENT & BULLYING

Harassment is seen as troubling, bothering and/or annoying someone continually. It is any type of behaviour that is not wanted, offensive or intrusive. Bullying can be defined as using strength and/or power to frighten or hurt others. It is usually aggressive, intimidating, and used to gain advantage over someone else. Sexual Harassment can be defined as unwelcome sexual advances (i.e. gestures), unwelcome requests for sexual activities, and other unwelcomed verbal or physical conduct of a sexual nature.
Some examples of bullying and harassment are as follows:

- Demanding favours (through pressure or force), exercising verbal threats and excessive play fights, or intimidation by physical proximity, circling or pushing;
- Ignoring, isolating, or excluding from what is going on;
- Teasing; constantly criticizing others' differences such as gender, racial or language background, sexual orientation, body shape, and so on.

Students who experience or witness bullying or harassment need to seek help from a staff member as soon as possible.

Taking or sharing of sexual images of any student is not tolerated at the school. It is important to note that the Canadian Criminal Code views the following as “child pornography”, an illegal offense: possession of any image that shows a person who is under the age of 18 years and is engaged in explicit sexual activity, the depiction, for a sexual purpose, of a sexual organ or the anal region of a person under the age of 18 years, and so on.

**OBSCENE BEHAVIOR**

Students are not to engage with one another in sexual activity on campus. Possession or viewing of pornography is not allowed. Sustained and inappropriate public displays of affection (e.g. kissing, sitting on each other’s laps, etc.) will result in consequences depending on the nature and frequency of the behaviour. Students are not to access the halls of students of the opposite gender, and should not seek to isolate themselves in out-of-bounds areas of campus.

**DRUGS**

Using, possessing, or supplying drugs (including marijuana) or direct drug paraphernalia is extremely serious and will result in the student being expelled from school. As possession of drugs (such as marijuana) is illegal in BC, the school police liaison may be involved or contacted to advise in the matter. Students found abusing pharmaceutical drugs or other potentially dangerous substances will also face serious consequences. Students attending events in which drugs are present will be given serious consequences based on the circumstances.

**ALCOHOL**

The legal drinking age in B.C. is 19 and anyone under that age is considered a ‘minor’ under the law; however, for safety reasons *Bodwell students of any age should not consume alcohol* at any time (including for students aged 19 or older). Students found using, possessing or supplying alcohol will be put on behaviour probation and given appropriate consequences. Students attending events in which alcohol is present will also be given serious consequences based on the circumstances. For safety reasons, students will be subject to a breathalyzer test if they are suspected of being under the influence.

It is important to know that according to BC laws, it is illegal for minors to be caught with liquor, buy liquor, or try to buy liquor using false ID. Minors must also not go to establishments that sell liquor for consumption unless with a parent or guardian.
SMOKING

Bodwell is a smoke-free school. For all Bodwell students, no smoking is permitted on or off-campus. Bodwell High School recognizes that smoking and the use of tobacco products present a significant health and safety hazard that can have serious consequences for the smoker and non-smoker and the safety of the school. It is important to know that, according to BC laws, a person must not smoke or use tobacco in or on school property. It is also illegal to sell or give tobacco to anyone under 19.

Students found smoking cigarettes or in possession of direct smoking items (e.g. cigarettes, e-cigarette component, any form of tobacco, etc.) will receive a letter of warning and be placed in the Smoking Cessation Group (SCG). Students assigned to the SCG must attend and fully participate or face additional consequences. Any student who feels they need help to quit smoking should opt into the SCG as soon as possible. Effort in the SCG will be important factors in determining consequences if the student is found smoking during the length of this program. Upon successful completion of the program, students’ disciplinary status may be reviewed, but those who are found a second time, or caught smoking in the school at any time, may be placed on probation. At Bodwell, e-cigarette use and possession is considered as smoking.

THEFT, VANDALISM OR PROPERTY DAMAGE

Students who damage, vandalize or steal the property of the school, their homestay or others must pay for replacements or repairs and will be given serious consequences depending on the circumstances. Anyone who accidentally damages something around the school should tell a staff member immediately.

AWOL (Away-With-Out-Leave/Permission)

It is very important for boarding students to inform the school of their destination and whereabouts when leaving campus. Homestay students should likewise inform their homestay parents. When in the community, students need to ensure they are staying safe, following school expectations and Canadian laws. Students who do not return to the dormitory or their homestay at night without permission, or who stay at an unauthorized off-campus location, may be placed on probation. It is ESSENTIAL that any student who does not return by curfew to phone their dormitory or homestay to explain their whereabouts.

CONSEQUENCES AND DISCIPLINE PROCEDURES

The school has the definitive authority to determine consequences for students who refuse to comply with the rules and policies set out by the school. Important factors in making final decisions include:

- students being honest and forthright,
- students showing genuine remorse/regret
- students actively taking full responsibility for their actions to resolve wrongdoing, and
- students’ previous behaviour record.

Depending on the severity of the offense, parents, guardians, the police or other authorities (Canada Immigration) may be notified and involved. Less severe disciplinary action may be a verbal
warning, detention, or service work. Compensation and/or payment will be required for property damage, theft, loss or external service required to help the student. If the violation warrants, or if multiple violations occur, the student may face expulsion.

Note that for safety reasons, searches of student belongings (rooms in both the dormitory and homestay, lockers, bags, person, etc.) may be conducted when reasonable concerns arise. Our campus is equipped with a security camera system; footage of student activity in common areas is monitored and may be reviewed to gather/confirm information about any situations of concern.

Communication with parents is essential whenever unacceptable behaviour is observed. Parents are expected to provide a timely response and to work together with the school on confirming and implementing consequences, reforming student behaviour and resolving wrongdoing. Formal letters home are sent according to the following system, in which each letter indicates an escalation of seriousness above the previous. Students may advance more quickly through these levels depending on the seriousness and frequency of the violation.

- Letter of warning
- Letter of serious warning
- Letter of probation
- Letter of final warning
- Letter of expulsion

**PROBATION POLICIES**

**Rationale**

In order to ensure a positive learning environment, students are encouraged to achieve their best in their personal lives as well as in academic studies. To ensure this positive learning environment, the school has established guidelines that will:

- Ensure the safety of all Bodwell students
- Ensure students attend class and other commitments on a consistent basis
- Ensure students reach their full academic and social potential.

When students fail to follow these guidelines, the following consequences take effect:

*Behavioural Probation*

A student may be placed on behavioural probation if they break any major school rule, depending on the degree of the offense.

If a student is placed on behavioural probation, the student will remain on probation until further notice. A serious breech of the student’s probation may result in expulsion. At the end of each term, the school administration will review each student’s probationary status and the student’s continued acceptance at Bodwell.

The performance of students who are on behavioral probation will be closely monitored by the school administration. An administrator will meet with the students on a regular basis to provide
them with feedback on their progress, and will communicate the same feedback in writing to the students’ parents or guardians.

**EXPULSION POLICY**

All students are expected to fulfill their responsibilities as Bodwell students, and abide by the rules and expectations of the school. This is necessary in order to keep students safe and ensure they are the right fit to study at Bodwell (i.e. living in another country, away from family, etc.). Students who fail to do this have a severe negative impact on the school community, and may therefore be asked to leave.

**Guidelines:**
A student may be expelled for breaking any of the above rules, depending on the degree and frequency of the offense. In particular, a student may be expelled if he/she:

- Has been placed on behaviour, attendance or academic probation, and fails to adhere to the terms of the probation.
- Engages in major violent or abusive behaviour.
- Possesses, supplies or uses dangerous or illegal substances.
- Is responsible for major damage or serious theft.
- Engages in behaviour that seriously damages the reputation of Bodwell High School (e.g. violence in the community, etc.).

In most cases, the school will make every reasonable effort to identify potential problems at an early stage, to inform the student and his/her parents or guardians of the reason for concern, to give the student an opportunity to improve his/her behaviour, and to provide a reasonable level of support with the active cooperation of parents. However, in cases where the continued presence of the student at the school threatens the safety and well-being of fellow students and staff, expulsion will be immediate.

**Procedures:**

1) The student’s counselor and school administrators will meet to establish the course of action to be followed. At this meeting, all of the facts of the case updated will be presented in writing, updated, and verified.
2) The student will meet with his/her counselor and a Principal to be informed of their expulsion.
3) A Principal will write a letter to the parents/guardians and, where necessary, the student’s agent, informing them of the notice of expulsion and the reasons for it. The letter will also inform them of the school’s refund and appeal policies, if applicable. Counsellors will ensure that the letter is translated (if necessary) and sent to the parents/guardians and agent immediately.
4) Parents/guardians will have a one-week period in which to appeal an expulsion. Meanwhile, arrangements will be urgently made for the expulsion of the student by the parents or their designates (e.g. flight bookings, interim accommodation arrangements, communications regarding visas, etc.). Arrangements to leave Bodwell accommodations should be made as soon as possible.
5) Until the student’s departure, he or she will be provided a space to wait during class time. Outside of the class time, boarding students may be grounded to campus.

6) If the parents/guardians have not appealed, or have appealed the decision and the appeal is rejected, and all arrangements are in place, the student will be informed of his/her expulsion from school.

7) The counselor will help the student to follow the arrangements agreed upon, together with dormitory staff or the homestay coordinator, and expedite the student’s timely removal from school.

8) Once the student has left the school, he/she will not be allowed back into the school building without the prior consent of a Principal.

**APPEAL POLICY & PROCEDURES**

As a principle of fair procedure, a parent/guardian and/or student may appeal a disciplinary action where the education, health, or safety of the student is significantly affected. Students and parents who wish to appeal a decision affecting their ability to study at Bodwell can bring the matter to the School Management Committee for a review. Both parents and the student should be a part of the appeal process. Parents and the student should be prepared to propose a detailed plan for the student to follow to ensure success if they are to be potentially allowed to remain at the school. The plan must include involvement and active support of the parents or guardian. The School Management Committee will meet to review the plan determine the outcome of the appeal.

Minor matters will be handled in an informal process between parties involved.
ENGLISH ONLY POLICY

Reasons for the English Only Policy

- Students come to Bodwell High School to learn English
- Students must acquire the ability to communicate well in English so as to be able to function in an international community
- Many students during the student evaluation process complain of students speaking non-English in the classroom
- It is polite to speak a common language so that everyone can understand one another

English Only Policy and the Areas in Effect

There are “English Only Zones” located in the following areas at specific times:

- All classes and field trip learning situations
- Front lobby at all times
- During Study Time in the dormitory

Incentives for Abiding By the English Only Policy

- “English Only Policy” Student of the Month Awards
- Improved English proficiency
ACADEMIC PROBATION

A student may be placed on academic probation under the following circumstances:

- If he/she fails 50% of his/her courses or his/her overall GPA is 1.0 or under
- If he/she does not complete assignments on a regular basis
- If a student is re-taking a course and his/her marks indicate that no progress has been made since the previous semester.

Students on academic probation are expected to bring their GPA above 1.0 and pass more than 50% of their courses by the next report card.

Students on academic probation who are re-taking a course must raise their average mark by the next report card. Students who do not meet those objectives or are placed on academic probation more than once will have to meet with the Principal, their counselor and/or Assistant Principal to present their case as to why their acceptance at Bodwell should continue.

**Time of Review:** Academic probation meetings will take place one week after the midterm report cards and in the first 2 weeks of the following term to review the final report card.
CHEATING

Students suspected of cheating on exams or handing in assignments done by other individuals without appropriate acknowledgement in a bibliography will be disciplined. This also includes plagiarism, defined by dictionary.com as “an act of instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.” Incidences of cheating will be recorded in the student’s discipline file.

Examples of cheating:

- CHEATING is inappropriate referencing from a book or a website
- CHEATING is looking at another person’s answers during a test
- CHEATING is showing someone your answers during a test
- CHEATING is using cheat-notes or unauthorized technology to write an exam
- CHEATING is copying your homework from someone else
- CHEATING is lending your homework to a student so that he or she can copy it
- CHEATING is copying answers written by someone else, such as a magazine, book or website
- CHEATING is getting your tutor or friend or relative to do your work for you

CHEATING is not tolerated at this school, and those caught will be severely punished

Consequences:

- 1st cheating incident: student will receive a mark of zero.
- 2nd cheating incident: student will receive a written warning from the Principal or Assistant Principal.
- 3rd cheating incident: student will be put on probation or could face expulsion.
INFORMATION TECHNOLOGY (IT) POLICY

THINGS TO REMEMBER

- **BHSD is a school computer** and its main purpose is to support **student learning** and educational goals. Students should use their own device (eg. other computer, tablet or smartphone) for personal use such as entertainment or gaming.

- All school related **software and applications in BHSD** will be either pre-installed or distributed by school’s IT Department. Student users cannot install any programs by themselves. If there is any missing software or application they should contact **IT Help Desk**.

- All users are responsible for using school devices and networks appropriately in a manner that is consistent with the **Acceptable Use of School Computer Network and Internet Policy**. Any prohibited use may lead to disciplinary action and/or suspension or limitation of school IT resources.

- Students may contact **IT Help Desk** if any problems occur with their BHSDs or school IT resources during their stay with the school. Office is located on the 2nd floor in **Room 222, open between 9am to 5pm, Monday to Friday**. Email and IM service are also available via **helpdesk@bodwell.edu**.

- BHSD and its accessories are **school assets** and should be **handled with care**. Any existing attachments such as sticker labels should not be removed or altered.

- Student users need to return the device to school in a **good working condition** when they leave Bodwell. Any damages to the hardware or missing parts will be settled against the **damage deposit**

A complete version of the Bodwell IT Policy can be downloaded by following this link:

FIELD TRIP POLICY

Policy Statement: Bodwell High School supports sponsoring educational day and overnight field trips to a various locations in the province.

These trips help to enrich students’ educational experiences by:

1. helping foster a deeper cultural awareness of Canada

2. helping students improve their interpersonal skills and introducing them to different types of outdoor activities enjoyed in British Columbia

3. allowing students to see and experience as much of Canada as possible during their stay at Bodwell, as sometimes it is difficult to visit these places on their own

4. providing students the opportunity to explore educational sites that are covered in the B.C. Ministry Curriculum

Educational trips are considered an integral part of the students' education. For a complete list of all school events and activities please visit:

http://www.bodwell.edu/highschool/calendar/

The costs for these events are included in the activities fee unless specified in a separate letter, as would be the case for the Victoria trip and other overnight trips that will be partially subsidized by the school.

Students (and parents in case of overnight trip) will be given an itinerary that outlines the activities in which they will be participating. It also includes the expectations and responsibilities that they must abide by. Participating students will be expected to comply with all safety guidelines and precautionary measures covered in the program orientation.
You have just received your Bodwell school uniform. This identifies you as a Bodwell student. You should wear your uniform proudly!

**Please write your name clearly on each item, especially your tie.** There are special white nametags on each item. If you lose part of your uniform, you will be expected to pay to replace it.

All students are expected to be dressed in Bodwell school issued uniform until 3:40pm, including students that live in the dormitory. Students will not be allowed into class if they are not properly dressed in their school uniform unless they have a note from the AP of Student Life.

You will also be given a uniform for your physical education class. You cannot wear your P.E. uniform for other classes. Consequently, you cannot wear your school uniform for P.E class.

Any alteration to school uniform is prohibited.

**Boys must wear school issued:**

- Blue long-sleeved shirt (tucked in) with the tie and the school issued grey pants
- Grey pants *(the waist of the pants must be above the hip bones)*
- Tie *(tied properly, under the collar of the buttoned blue shirt)*
- **Black leather shoes** *(no other colours may be on the shoe. Black or grey socks must be worn with the shoes. No short socks are allowed)*
- **Blazer or sweater on formal occasions** *(note: sweaters may not be worn without a dress shirt underneath)*
- Short-sleeved white polo shirt should only be worn during summer session *(May-August)*
- Optional long-sleeved navy polo shirt

**Girls must wear school issued:**

- White long-sleeved blouse with the tie and kilt
- Kilt/skirt *(that is appropriate and conservative in length)*. Optional grey pants are available.
- Tie *(tied properly, under the collar of the buttoned white blouse)*
- **Black leather shoes** *(no sandals, no boots, and no heels higher than 5cm)*
- Bodwell black or grey knee-high socks or tights, worn with the kilt and black leather shoes *(no short socks or leg-warmers allowed).* No leggings or fishnets are allowed.
- **Blazer or sweater on formal occasions** *(note: sweaters may not be worn without a dress shirt underneath)*
- A short-sleeved white polo shirt should only be worn during summer session *(May-August)*
- Optional long-sleeved navy polo shirt

**Assemblies**

Assembly days are formal days. On these days, **all students must wear their blazers and ties**. Assemblies and other formal events will be announced ahead of time. Students will not be allowed into the class or to assembly without their full uniforms. **No polo shirts on formal days**.

House Captains are allowed to wear their house colour polo shirts during assemblies.
General Appearance:

- Inappropriate and offensive clothing items are prohibited and will be confiscated.
- Hair Colour: your hair colour should be natural colour.
- New tattoos and facial piercings are not allowed once you start attending Bodwell.
- Non-issued school clothing items (coats, sweaters, hats, scarves, etc.) cannot be worn while in school.
- Hoodies cannot be worn over your head during the school day.
- Bodwell school uniform must be worn under any Bodwell issued sports gear.

Consequences

Students should not come into class or assemblies without their uniforms worn properly. Students without proper uniforms will face consequences.

1st uniform violation: student will receive a verbal warning from the teacher/staff.
2nd uniform violation: student will receive a detention from the Assistant Principal of Student Life.

Students who arrive at the assembly without their proper uniforms will have to assist in clearing the chairs at the end of the assembly and possible other consequences such as detention, cleanup duty, etc.

Care of your Bodwell Uniform

Most items can be washed in the washing machine and dryer. The blazer must be dry-cleaned. The kilt (skirt) should be washed on a gentle cycle in cold water. It should be hung up to dry. Do not put the kilt in the dryer!
SAFETY TIPS

Vancouver is a safe city, and violent crime is not common and not very likely to occur to a resident or student. As in any other big city, however, thefts, pick-pocketing, and small crimes do happen. This material was produced to educate students on crime prevention so that they can have a safe and enjoyable stay in Vancouver.

The most common type of crime is theft. DO NOT leave your purse, backpack, or other property unattended in public places.

ON THE STREET

Be alert. Walk with confidence. Walk with your head up. Be aware of who is and what is around you and be careful when someone approaches you with a simple question. Leave strange or uncomfortable situations. Trust your instincts. Always tell your roommate or host family where you are going and when you will be back.

- before going out ask advice for the best routes to events, restaurants or shopping
- change direction if you feel you are being followed; go to the nearest store, restaurant, or call someone on your cellphone
- do not carry large amounts of money (cash), and do not show money in public; use bank / debit cards instead
- never share your PIN number or let others see it
- keep your passport in a safe place at home; instead carry a photocopy of your passport and other ID
- don’t go out alone or accept rides with strangers; do not hitchhike
- don’t use headphones when walking / jogging; they make it difficult to hear an approaching car or stranger
- don’t carry weapons; they are illegal and can be used against you
- don’t argue or fight if robbed – yell loudly
- fight back to protect yourself if you are attacked; try to stop or distract the attacker so that you can escape and call 9-1-1

OUT AT NIGHT

At night, walk on well-lit, busy streets. Try to be with someone. Walk in the middle of the sidewalk. Avoid isolated areas such as parks where there are no other people around. Carry a whistle or other personal safety device. Scream or yell loudly if attacked.

- taxis are a good way to get home - know the taxi company and number of the taxi in case you have any problem
- the drinking age in B.C. is 19 years
• drinking in public places such as parks, beaches, cars, or on the street is illegal
• drugs such as cocaine, heroin, marijuana and nightclub drugs such as Ecstasy, love drugs and GHB are illegal (and people do on occasion die from rave party drugs). Do not use or possess drugs at any time - foreign students caught possessing marijuana would probably be deported

STRANGERS & STREET PEOPLE

Street people who ask you for money are sometimes called "panhandlers." Many of them suffer from drug and alcohol addictions. If you give them money you will be encouraging their addictions.

There are many social agencies in the community that help street people by giving free meals, shelter, and counselling. If you want to help street people please contribute to a good charity.

Please ignore panhandlers. If they continue to bother you, talk to your local Community Policing Centre.

BUSES & SKYTRAIN

• know your route and bus schedule before you leave; choose busy, well-lit bus stops after dark
• sit at the front of the bus near the driver
• after 9:00 p.m. you can ask the bus driver to stop at the street closest to your destination (between bus stops); you must exit from the front door (not available on express buses)
• when on SkyTrain sit in a car with lots of people; move to another seat if someone bothers you
• all SkyTrain platforms have a yellow safety area monitored by cameras
• if you are harassed, use the emergency phones on the SkyTrain platform or emergency button on the train

SCAMS & FRAUD

Never give or loan money to a person who approaches you on the street, and never give cash for a cheque. People will take advantage of your trust. Some examples are:

• "I need money for a hotel / bus."
• "I lost my wallet; I need money for gas for my car; I'll pay you back tomorrow."
• "I don’t have a bank account in the city, can you cash my $1,000 cheque in your ATM?"
• It is fraud to have a fake identification card according to the RCMP

PURCHASES/SHOPPING

When you buy something, make sure that you get a receipt and are charged the right amount.

• make sure that your card is returned promptly
• never give your credit card information or copies of your card unless you are ready to buy something

(from Vancouver Police Department)
TUTORS

- use only tutors authorized from your school
- use caution when contacting tutors through advertisements and at the library, and watch for persons who claim to be tutors or conversation partners but are not qualified (some tutors are seeking inappropriate relationships)

RELATIONSHIPS/SEXUAL ASSAULT

If you want to stop a friendship, be very clear that you don’t want to see the person anymore. If they continue to bother you, tell a teacher or friend about the situation.

If someone is bothering you, tell him or her to stop. For example, "GO AWAY", or "STOP BOTHERING ME!" Do not worry about hurting their feelings or being nice. If you are not clear, they might not stop. If they continue to bother you then tell somebody nearby.

Assault is illegal in Canada. A husband cannot hit his wife, a boyfriend cannot hit a girlfriend, and a roommate cannot hit another roommate.

SEXUAL ASSAULT

Sexual assault or rape is when someone forces or pressures you to have sex or touch you in a sexual way when you do not want to be touched. When we think about sexual assault, many of us think about a stranger attacking in a dark alley. But most sexual assaults occur with someone we know (a date, a friend, a housemate, a tutor etc.).

You may feel embarrassed or ashamed, but rape is never your fault. Get medical treatment immediately and report it to police or a rape counsellor.

- remember, NO means NO – you have the right to say NO, no matter what has happened – be direct and assertive, and let your date know your limits clearly and firmly
- learn how to stop an unwanted sexual advance or any behaviour that makes you uncomfortable
- if you don’t know your date well, stay in public places with other people nearby
- tell your host family or a friend where you are going
- be prepared to find your own way home (carry money for a taxi or transit, or call someone for a ride)

BICYCLING

- traffic rules for bikes are the same as for cars; observe signs, and traffic signals.
- don’t ride on the sidewalk or in crosswalks
- you must wear a helmet
- front and rear light are required at night
- lock your bike frame and wheel at all times to a solid bike rack (a u-lock is recommended)

(from Vancouver Police Department)
BANK MACHINES (ATMS)

- DO NOT share your PIN (personal identification number) with anyone
- use different PINs for each debit and credit card
- memorize your PIN – DO NOT write down your PIN and carry it with you
- DO NOT deposit an unfamiliar cheque and then give cash to a stranger
- DO NOT use personal information (i.e. date of birth, social insurance number or SIN, B.C. driver's license number, or your address) as your PIN; if you lose your ID, these may be the first numbers a crook will try to access your bank account
- DO be aware of suspicious activity and overly friendly individuals loitering at ATM machines – DO NOT talk to them while banking

(from Vancouver Police Department)
SCHOOL SUPPLIES

Required

2. English/Foreign language dictionary  for Academic and English Preparation Program (most available through Chapters on-line store)
3. 3-ring binders with organizers
4. A scientific calculator or graphing calculator (ask your math teacher for details)
5. Pens, pencils, ruler, eraser
6. 3-hole punched ruled and grid paper

Recommended

Thesaurus, glue stick, scissors, pencil crayons, coloured felt pens, scotch tape

School Supplies can be found in the following stores:  Staples, Real Canadian Superstore, London Drugs, and Walmart

REMINDEERS ABOUT CLASSROOMS

➤ Music players of any kind are NOT to be used during class time
➤ All cellular phones or other communication devices must be turned OFF and put AWAY during class
➤ DO NOT bring any food or drinks into any classrooms, computer rooms, the library, the music room, the theatre, or the gymnasium. Only bottled water is allowed
➤ Remember to treat all people with kindness and respect and they will treat you the same way in return
# GRADUATION PROGRAM PLAN - Winter 2016

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>When</th>
<th>When</th>
<th>Planned Prov. Exam</th>
<th>Time</th>
<th>Student Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. English 10</td>
<td>4</td>
<td></td>
<td></td>
<td>Thursday, April 7th, 2016</td>
<td>9:00am – 12:00pm</td>
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<tr>
<td>2. Mathematics (FMP) 10</td>
<td>4</td>
<td></td>
<td></td>
<td>Friday, April 8th, 2016</td>
<td>9:00am – 12:00pm</td>
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<tr>
<td>3. Planning 10</td>
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<td>4. Social Studies 10</td>
<td>4</td>
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<tr>
<td>5. Physical Education 10</td>
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<tr>
<td>6. Science 10</td>
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<td>7. Science 11 (One of)</td>
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<td>Thursday, April 7th, 2016</td>
<td>9:00am – 12:00pm</td>
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<td>Biology 11</td>
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<td>Chemistry 11</td>
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<td>Earth Science 11</td>
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<td>Physics 11</td>
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<td>Science &amp; Technology 11</td>
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<td>8. English 11</td>
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<td>9. OR Pre-Calculus 11</td>
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<td>Foundations of Mathematics 11</td>
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<tr>
<td>10. Social Studies 11</td>
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<td>11. OR English 12</td>
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<td>Communications 12</td>
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<tr>
<td>12. Fine Arts or Applied Skills 10, 11, or 12</td>
<td>4</td>
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<td></td>
<td>Thursday, April 7th, 2016</td>
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</tbody>
</table>

## ELECTIVE COURSES: A Minimum of 28 Credits

Of the 80 credits for graduation, **at least 16 credits (4 courses)** must be at the **Grade 12 level**, including a Grade 12 Language Arts course (English 12 or Communications 12). Others may be required courses or elective credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>When</th>
<th>When</th>
<th>Planned Prov. Exam</th>
<th>Time</th>
<th>Student Initial</th>
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<tbody>
<tr>
<td>13. Grade 10/11/12 Elective</td>
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<td>14. Grade 10/11/12 Elective</td>
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<td>15. Grade 10/11/12 Elective</td>
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<tr>
<td>16. Grade 10/11/12 Elective</td>
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<td>17. Grade 12 Elective</td>
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<td>18. Grade 12 Elective</td>
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<td>19. Grade 12 Elective</td>
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## REQUIRED Graduation Transitions: 4 credits

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
<th>When</th>
<th>When</th>
<th>Planned Prov. Exam</th>
<th>Time</th>
<th>Student Initial</th>
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<tr>
<td>20. Work Experience (Minimum of 30 hrs.)</td>
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<tr>
<td>21. Graduation Transitions</td>
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<td></td>
<td>Thursday, April 7th, 2016</td>
<td>9:00am – 12:00pm</td>
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</table>

University Plan and Requirement Notes

### Block A

Winter 2016: January 2016 – April 2016

**AP Art & Art 12**

**AP Calculus 12 & Calc 12A**

**Calc 12B**

**Comp 10A**

**Eng 10A**

**Eng 11A**

**Eng 11C**

**Eng/Writ 12A**

**Eng 12D**

**Eng 12E**

**Math 10A**

**Plan 10A**

**PreCalc 12A**

**PreCalc 12B**

**Bio 11**

**Comm 12**

**Comp 10B**

**Comp 10C**

**Eng 11B**

**Eng/Writ 12B**

**Eng 12C**

**Law 12**

**PreCalc 11A**

**PreCalc 12C**

**SC 10A**

**SS 10A**

**SS 11A**

**AP/Mandarin 12**

**Art 11/12A**

**Bio 12**

**Chem 11**

**Chem 12A**

**Comp 11A**

**Comp 11B**

**Eng 10B**

**Eng 10C**

**Hist 12**

**PE 10/11/12B**

**Phys 12A**

**Planning 10C**

**SS 10B**

**SS 11B**

**SS 11C**

**Art 11/12B**

**Band 10/11/12C**

**Chem 12B**

**Econ 12**

**FOM 11**

**French 10**

**Geo 12**

**ICT 11**

**Math 10B**

**PE 10/11/12C**

**Phys 11A**

**Phys 11B**

**Phys 12B**

**Plan 10B**

**PreCalc 11B**

**PreCalc 11C**

**Psych 12**

**SC 10B**

**AEP 10/11 (4D)**

**will select electives in block A**

### Block B

**AEP 10/11 (1) & (2)**

**will select electives in block C**

### Block C

**AEP 10/11 (3) & (4A, B, C)**

**will select electives in block D**

Completed on: ____________________________  
Student Signature: ________________________

Updated on: Tuesday, December 1, 2015

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AROUND THE SCHOOL

- Do not leave your items in the hallway or cafeteria. Please use your locker. Anything left lying around may be given to charity.
- If you have lost something, check to see if it is in the large wooden box marked “Lost and Found” in the cafeteria. If you lost something valuable like electronics or jewelry, please at the front office to see if it has been turned in.
- A telephone is available for student use during lunch time and after school. You may ask for it at the front office.
- Students are not allowed in the teacher’s area. If you need to see your teacher, please use the WHITE phone near the offices to contact him/her.
- Be considerate! Clean up after yourself by putting garbage in the waste cans, cans and bottles in the recycling bins, paper in recycling boxes, and dirty dishes in the collection area.

PUBLIC ANNOUNCEMENTS

Every day, the Daily Announcements are posted on two televisions: in the lobby and in the cafeteria. There is also a printed copy on the bulletin board in the cafeteria. All other information can be found on Bodwell’s online calendar. Go to www.bodwell.edu and click on the calendar for a list of events.

TEXTBOOKS

Your teachers may loan you textbooks to use during the term. Students must return their textbooks on the day of their final exam. Failure to return textbooks to the respective teacher who loaned them will result in deductions from the individual’s textbook deposit. Books are expensive in Canada, so make sure you take care of your books and do not lose them.

YOUR LOCKER AND LOCK

To keep your belongings safe, you will receive your very own locker and combination lock to use for the year.

Having a locker comes with great responsibility:

- Remember to keep your locker safely locked at all times and to keep your combination number a secret.
• The locks are the property of Bodwell High School. Do not switch locks with your own lock or another student’s lock as you will face the consequences of getting that lock cut which will cost you a $50 fine
• The lock is on loan to you while you attend the school. When you are finished studying at the school (or at the end of the summer semester, whichever comes first), your locker must be emptied of all personal belongings and your textbooks must be returned to your teachers
• Students may not change lockers without permission from the front office

HOW TO OPERATE YOUR LOCK

1. Turn the knob right two whole turns and stop at your first combination number
2. Turn left one whole turn past the first combination number and stop at your second number
3. Turn right and stop at your third number
4. Pull on lock to open
RECYCLING

The school is concerned about environmental issues locally and globally; consequently, the school actively participates in processes and activities that help to sustain our local environment and to keep natural habitats clean. Students are required to participate in maintaining our school and in helping our local environment, specifically by recycling paper products and beverage containers.

Paper Products

To recycle used paper and cardboard, they can be placed in boxes marked with “Paper Recycling” found in each classroom as well as in the main lobby.

Beverage Containers

Beverage containers refer to aluminum cans, tin cans, plastic bottles, glass bottles, pouches, and drink boxes that contain either pop (carbonated drinks), juice, or water. (*Milk products and soy products are not included in this system)

- When empty, these items can be placed in the blue bins found in each classroom, and in the front lobby.

  Please do not place any garbage in the blue bins!

- If you are in the cafeteria, these empty containers can be placed in the two rectangular black bins marked with “Aluminum Cans”, “Plastic Bottles”, and “Drink Boxes”. These are located near the gym door and the entry to the music room.
ABOUT THE LIBRARY

- If you want to borrow a book, you must take it to the counter in the library and have it signed out by the librarian.

- When you return a book, you must bring it back to the library and hand it in at the counter. DO NOT put the book back on the shelf by yourself; the book must be entered into the computer as “returned”. Students have to pay fees for late returns or the loss of library books.

- You may keep a book for up to 2 weeks. The fine for overdue books is $0.25 per day.

- If you would like to keep a book for more than 2 weeks, bring the book back to the library and have it renewed by the librarian.

- Reference Books (such as dictionaries and encyclopedias) may NOT be borrowed from the library. They must be kept in the library for all students to use.

- Magazines are reference materials; they CANNOT be removed from the library.

- You will receive an overdue notice when your books are late. You must follow up immediately.

- Students who have not returned all their library books will not receive school documents such as transcripts or report cards.

- Reading books is a good way to improve your English. If you need help choosing a book that is a good level for you, ask your teacher or the librarian for suggestions.

- The library is meant to be a quiet place for studying and reading. Any conversations must be quiet and kept to a minimum. The “English Only Policy” must be observed.
<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<tr>
<td>8:15-9:49</td>
<td>A</td>
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<td>9:56-11:30</td>
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<td>LUNCH</td>
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<td>11:30 AM TO 12:15 PM</td>
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<td>12:15-1:49</td>
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<td>1:56-3:30</td>
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Term Calendar

Winter 2016 (January – April)

January 4 (Monday) @ 8:15 am               School ASSEMBLY, classes begin immediately after
January 6 (Wednesday)                           New Students: Orientation, Placement Test, Course Selection
February 8 (Monday)                               Last day to enroll in regular academic courses
Week of February 8                                Family Day – School Holiday, no classes
March 25, 28 (Friday, Monday)               MIDTERM EXAMINATIONS – Classes as usual
April 11, 12 (Monday, Tuesday)              Good Friday/Easter Monday – School Holiday, no classes
April 13 – 24                                  FINAL EXAMINATIONS for Academic Students

Summer 2016 (May - August)

April 22 (Friday) @ 8:15 am                    New Students: Orientation, Placement Test, Course Selection
April 22 (Friday) @ 9:00 am                    Professional Development Day for Teachers
April 25 (Monday) @ 8:15 am                        School ASSEMBLY, classes begin immediately after
April 27 (Wednesday)                                Last day to enroll in regular academic courses
May 23 (Monday)                                           Victoria Day – School Holiday, no classes
Week of June 6                                           MIDTERM EXAMINATIONS - classes as usual
July 1 (Friday)                                               Canada Day – School Holiday, no classes
July 28, 29 (Thursday, Friday)                  FINAL EXAMINATIONS for Academic Students
July 30 – August 28                                 TERM BREAK – classes not in session
August 2 (Tuesday)                                                 Last day dorm open – ALL dorm students to leave by end of day
August 3 (Wednesday)                                Dormitory is CLOSED for break – No students present
August 8 – 10                                             PROVINCIAL EXAMS for all Summer 2016 courses*

Fall 2016 (September - December)

Sep 6/7 (Tues/Wed) @ 8:15 am               New Students: Orientation, Placement Test, Course Selection
Sep 8 (Thurs) @ 8:15am                        ASSEMBLY – All Students. CLASSES BEGIN immediately after.
Sep 13 (Mon)                                            Last day to enroll in regular academic courses
May 14, 15 (Thurs, Fri)                                PROVINCIAL EXAMS – English 12 (Rewrite only) & Comm 12 Only
Oct 10 (Mon)                                               Thanksgiving Day – School Holiday
Week of Oct 17                                          MIDTERM EVALUATIONS – Classes as usual
Nov 11 (Fri)                                                   Remembrance Day – School Holiday
Dec 15, 16 (Thurs, Fri)                              FINAL EXAMINATIONS
Dec 17 (Sat) – Jan 2 (Mon)                          TERM BREAK – Classes not in session

*All students in EN10, SCI10, MA10, SS11, COM12, EN12, please note your PROVINCIAL EXAM dates.
**Dates in this calendar are subject to change. Please consult http://www.bodwell.edu/highschool/news-calendar/school-calendar/ for up-to-date information.
This form is to be completed and submitted to school counsellors 48 hours in advance of any overnight stay; that is, arriving before 5:00pm on Wednesdays

PERMISSION TO BE ABSENT IN DORMITORY OR HOMESTAY

Student’s name ____________________________________

Student’s email ______________________________

☐ Bodwell High School Dormitory (On-site) Room #______

☐ Homestay, Host Name: ______________________________

Date of Absence ______________________

Destination:

Address ______________________________________________________

Telephone Number ______________________________

Adult Contact (Name & Relationship) _______________________________

Reason for Absence:

___________________________________________________________________

___________________________________________________________________

WAIVER:

I understand that in the case of overnight stays away from school, my child will not be under the supervision of Bodwell School personnel or designate and I agree to hold the school faultless in any injury, mishap, or event that might occur during, or as a result of, the period of absence.

Parent or Guardian’s Signature: ______________________________

Email address: ____________________________________________

COUNSELLOR’S APPROVAL: ______________________ DATE: __________

HALL ADVISOR’S APPROVAL: ______________________ DATE: __________
Request for Leave of Absence from School

Dear Parents,

This request must be submitted 10 school days ahead of time to the Principal. A reply to parents will be made within 3 days after the request is received. When a reply is given, the status of the leave being excused or not excused will be described, and the consequences including ways to make up work will be included.

If your child has any unusual reasons to be absent from school, this form must be properly completed. A verbal message or an informal note from your child, or a short email from you will not be sufficient.

Sincerely,

Cathy Lee
Principal-Academics

Dear Principal,

Re: Name of Student: __________________________

Date of Birth: __________________________________

Please note that my child needs to be away from school on ________________________ (specifying exact dates) due to the following reasons:

______________________________________________________________________________________________________

During this time he will be staying at ______________________________ (place of his stay) and he is supervised by:

______________________________________________________________________________________________________  

(Name of parent/guardian)                                                      (Contact phone number & email)

Name of Parent: ________________________________

Signature: _________________________  Date: ___________________________
**TRANSLINK BUS SCHEDULE**

**Effective - September 7, 2015**

### 231 Harbourside/Lonsdale Quay

From Lonsdale Quay via Carrie Cates Court, Lonsdale Ave, Esplanade, Forbes, 3 St, 2 St, 1 St, Fell, Harbourside Dr to terminus at 900 Block.

From Harbourside Dr at 900 Block via Harbourside Dr, Fell, 1 St, 2 St, 3 St, Forbes, Esplanade, Lonsdale Ave, Carrie Cates Court to Lonsdale Quay.

<table>
<thead>
<tr>
<th>MONDAY TO FRIDAY</th>
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<tbody>
<tr>
<td><strong>Leave Lonsdale Quay Bay 9</strong></td>
<td><strong>Leave Harbourside Drive #58736</strong></td>
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<tr>
<td><strong>Arrive Harbourside Drive (E)</strong></td>
<td><strong>Arrive Lonsdale Quay (E)</strong></td>
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<td>7.17</td>
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