

**STUDENT HANDBOOK
2011 - 2012**



**ÉCOLE SECONDAIRE
HANDSWORTH**

SECONDARY SCHOOL

**1044 Edgewood Road
North Vancouver, British Columbia
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**Mr. M. James/Principal
Mr. T. Jones/Vice-Principal
Mr. J. Hasenauer/Vice-Principal**

Student Name: _____

Grade: _____

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WELCOME!

It is with great pleasure that we welcome you to Handsworth Secondary School for the 2011-2012 school year. It is our wish that this year with us will be memorable and productive. A timetable in harmony with the latest in educational programs will afford students at Handsworth with many unique opportunities for learning.

In the past, the students of Handsworth have established a distinguished record of excellence in Academics, Fine Arts, Applied Skills, Athletics, and Service. We invite you to continue that tradition and become active participants in a vibrant school community.

This introductory handbook for students and parents has been prepared to assist you in several ways: in becoming familiar with school policies, events and personnel; in developing a framework for scheduling time; tracking assignments; recording test results, and school activities; and in providing valuable guidelines and information that is most often used by students.

Students and parents are invited to provide input into directions at Handsworth through several student leadership councils and the Parent Advisory Council.

Handsworth is a school marked by outstanding performances by staff and students. This can be best accomplished when students are on time, attend on a regular basis, put forth their best effort, and are positive and productive citizens. All students can be a part of that winning tradition, as we create the future together.

Once again, we extend to you a warm and friendly welcome as we look forward to working with you.

Handsworth Administration and Staff

HANDSWORTH'S MISSION STATEMENT

At Handsworth, we strive to achieve our personal best!

In partnership with parents and the community, Handsworth's mission is to maximize the potential of all students' human endeavours intellectual, cultural, social, aesthetic, creative, and physical. We encourage students to understand the relevance of their education within a larger social and global context. We believe in developing self-esteem, emotional well-being, a respect for others, a desire for life-long learning, and a strong career awareness in a climate that promotes responsible learning.

North Vancouver School District Vision

We provide world-class instruction
and a rich diversity of engaging
programs to inspire success for
every student and bring communities
together to learn, share and grow.

STAFF LIST

ADMINISTRATION

Mr. Mark James
Mr. Tim Jones
Mr. Jeff Hasenauer

ADAMS, Mr. T.
ASSADI, Mr. J.
ATKINSON, Ms. V.
AUDIA, Mr. S.
BARRETT, Mr. M.

BEARE, Mr. D.
BELL, Mrs. T.
BENNETT, Mr. S.
BEST, Ms. S.
BRADY, Ms. A.
BRAUNER, Ms. C.
BURTT, Mr. T.
CARLSON, Mr. D.
CHANDLER, Ms. M.
COUSINS, Mrs. S.
COVE, L. Ms.
CROSS, Ms. M.
DONALD, Mr. J.
ELLWOOD, Ms. L.
FRASER, Ms. S.
FRAUENSTEIN, Ms. T.
GALL, Ms. P.
GALLAHER, Mrs. H.
GAMACHE, Mr. C.
GIBBS, Mr. C.
GIBSON, Mrs. K.
GOULD, Mr. M.
HANSEN, Mr. M.
HOSSEINI KHAYAT, Ms. M.
JACKSON, Ms. K.
JACOBSEN, Ms. L.
JECKS, Ms. S.
JOHNSON, Ms. S.
JOHNSTON, Mr. M.
KABOK, Mr. S.
KLAUSEN, Ms. M.
LANE, Ms. K.
LARMOUR, Ms. M.

Principal
Vice Principal
Vice Principal

Physics
Math
Learning Centre
Social Studies
Business Ed/PE/
Athletic Coordinator
Drama
Administrative Assistant
Science
Secondary School Assistant
English/Social Studies
Science Lab Tech.
Math
Counsellor/Social Studies
Immersion Science/Science
Textiles
PE
Supervision Aide
English/LAC
S.E.A.
Secondary School Assistant
Spanish
English
S.E.A.
Social Studies
Social Studies/Humanities
Math
Fr. Immersion/Fr. Imm PE
Tech Ed
S.E.A.
English
Secondary School Assistant
ESL/Counsellor
Business Ed
Science
Strings
English/Humanities/Planning/PE
English
S.E.A.

STAFF LIST

LEUNG, Mr. F.	English/Humanities
LLOYD, Mrs. T.	English/Humanities
MACARIO, Mrs. M.	Foods
MACKENZIE, Mr. G.	Socials
MACLEAN, Mr. S.	Fine Arts
MARSHALL, Ms. S.	FSL
MAURICE, Dr. L.	Science
MAYRAND, Mrs. C.	Drama/Dance
MEARES, Ms. J.	FSL/Fr. Imm.
MURTON, Mr. D.	Science
NESBIT, Ms. J.	S.E.A.
NICHOLS, Ms. P.	Work Experience Facilitator
O'CONNOR, Ms. T.	Planning
OWEN, Ms. L.	FSL
PEATFIELD, Ms. K.	Science/Fr.Imm & English
PISICA, Mr. F.	Math
PREPCHUK, Mr. J.	Counsellor /Planning
PRIMROSE, Ms. C.	Drama
RAIBLE, Mr. R.	English
RIOUX, Ms. F.	FSL/Sciences Humaines
ROBINSON, Ms. R.	Modern Languages
ROSS, Ms. E.	S.E.A.
SCHWEGLER, Ms. S.	Counsellor/Eng./Planning
SEALEY, Ms. L.	Data Entry Clerk
SHANKS, Mrs. V.	P.E.
SHEFFIELD, Mr. B.	Science
SORENSEN, Mrs. D.	Supervision Aide
STAITE, Ms. S.	Science/Math
STAMPER, Mr. E.	English/Psychology
STANHOPE, Mrs. S.	English/Art
STEWART, Ms. V.	Librarian Assistant
STOCK, Mr. N.	Math/Computer Tech.
STOREY, Mr. R.	P.E.
SUTCLIFFE, Ms. J.	S.E.A.
TERNESS, Mrs. L.	Learning Centre/Work Experience/Peer Tutoring
TERVIT, Mrs. C.	Counsellor
TORRES, Mr. F.	Social Studies/PE
TURNER, Mr. R.	Math
WALTERS, Mr. G.	P.E.
WELLBELOVE, Ms. R.	S.E.A.
WOODWARD, Mr. K.	Band
YARAGHI, Mrs. M.	FSL/Fr. Immersion
ZUK, Ms. L.	Librarian

CODE OF STUDENT CONDUCT AND SOCIAL RESPONSIBILITY

Introduction

Staff and administration recognize the many successes, in a wide range of endeavors, that characterize the Handsworth school community. To support and continue this tradition, we include this Code in the Student and Teacher Agenda as a reference guide, and as a public statement of the foundational principles of our safe, caring, and successful learning environment. This Code also appears on our website, and is actively taught to students, both in classrooms and in grade assemblies. It is reviewed annually, along with student conduct trends, to ensure its applicability to emerging situations, its relevance to ongoing research, its extension of Family of School elementary school codes, and its compatibility with other secondary school codes. All members of the Handsworth school community are expected to read, understand, and abide by this code.

Statement of Purpose

The Handsworth *Code of Student Conduct and Social Responsibility* is a product of collaboration among the staff, students, Parent Advisory Council and School Planning Council of Handsworth. Expectations for student behaviour and participation in active learning are based on requirements set out by the *School Act of British Columbia, The B.C. Human Rights Code*, the Board of School Trustees of North Vancouver School District, District Policy 302 and 606, and the Handsworth School staff and administration. The Code thus reflects the school's intention to preserve for all students and staff a safe, non-discriminatory, and welcoming atmosphere for purposeful learning and social interaction. It is also designed to establish and maintain appropriate balances among individual and collective rights, freedoms, and responsibilities

Additionally, the Handsworth Code of Conduct provides guidelines for student behaviour while under the jurisdiction of the school: during the school day, while travelling to and from school, and during any school-sponsored activity or event. It also extends to student behaviour – off school property and outside of regular school hours – that may have a negative impact on the learning environment of the school, on the safety or learning of one or more students, or on the reputation of the school.

The essence of this code may be stated in the following acronym: **PRIDE**

Perseverance, **R**espect, **I**ntegrity, **D**etermination, **E**xcellence

1. ACCEPTABLE CONDUCT

EACH STUDENT IS EXPECTED TO

Develop positive attitudes and behaviour by

- allowing others to work without distraction or undue noise.
- moving around hallways and grounds without causing harm to others.
- caring for school property and equipment.
- using language free from profanity.
- dressing in clean, appropriate clothing.
- ensuring that litter is placed in containers.

2. Participate to the best of his/her ability in school programs by

- working to achieve the objectives set forth for each class session.
- being neat and thorough in completing assignments.
- bringing appropriate equipment and materials to class.
- asking for assistance with school life. There is a wide variety of resources available to help students when needed, including student services, teachers' tutorial time, etc.
- upon return from an absence, immediately conferencing with teachers outside of class time to address missed work. Missed work must be completed and submitted as requested by the teacher.

3. Attend school on a regular basis as demonstrated by

- attending each class regularly and punctually.
- being absent only for significant reason.
- bringing a note or having a parent telephone the school for each absence or late arrival.
- realizing that absence without sufficient reason and/or tardiness will have consequences.

4. Respect the feelings of others by

- be courteous in word and action to others.
- not discriminating against others based on race, colour, ancestry, place of origin, religion, family status, physical or mental disability, gender, or sexual orientation.

5. Respect the property of others by

- not taking the property of others.
- not damaging or hiding the property of others.
- not defacing or damaging lockers, textbooks, or other school property.
- being environmentally responsible by disposing of garbage and recyclables in the appropriate receptacles.

6. Avoid conduct that interferes with others' health and safety by

- not using physical violence, verbal threats, bullying, intimidation or harassment in or around the school.
- not possessing weapons or imitation. weapons in or around the school.
- not causing false fire alarms.
- not possessing, using or selling fireworks.
- not using foul, offensive, or discriminatory language.

7. Respect, and, if desirable, participate in appropriate decision-making processes by

- understanding and contributing to the efforts of Students' Council, Grad Council, and other duly established school groups and clubs.
- communicating concerns to Students' Council grade representatives
- participating in surveys and other information-gathering measures enacted by the school system.

8. Use procedures of due process when necessary by

- discussing problems with relevant people, be they fellow students, teachers, parents, counsellors, or administrators.
- seeking adult support by reporting any form of intimidation, bullying, harassment, or discrimination to a staff member.

2. UNACCEPTABLE CONDUCT

The following section outlines examples of misbehaviour that seriously undermines the safe and orderly functioning of the school. Students involved in these actions can expect serious consequences from the school (see Consequences for Misbehaviour).

Drugs and Alcohol

Students found using, possessing, or being with others involved with drugs or alcohol at school or at school-sponsored events, will be suspended and referred to the C.A.T.S. (Constructive Alternatives to Teen Suspension) Program. Subsequent involvement in drugs or alcohol will require a Re-Entry Plan (explained in the Consequences section) to return to school. Any student found supplying drugs or alcohol to others will be suspended, and/or referred to an outside agency or the police. Please note that if residual evidence or other indicators lead staff to suspect drug or alcohol use, students may still face disciplinary action. The Handsworth administration will rarely discriminate between direct and indirect exposure to prohibited substances. It is for this reason that students should not remain in the company of those using drugs or alcohol.

Violence, Swearing, Bullying, Intimidation, Harassment, and Discrimination

Incidents such as fighting, bullying, intimidation, verbal abuse, swearing, hazing, taunting, inappropriate physical touching, harassment, or discrimination of any kind will not be tolerated. Students involved directly or indirectly in any of these behaviours can expect strong disciplinary action from the school, including police involvement. Students who incite others to engage in inappropriate behaviours, or who seek retribution against those who have reported incidents, will also face discipline. When any of these actions are carried out through electronic communication (e.g. by phone or Internet), even *outside* of school hours and *off* school property, the school may still take action when the welfare and learning environment of Handsworth students are potentially compromised.

Weapons

Weapons of all kinds including any object used to simulate a weapon are expressly forbidden at school. Students involved with weapons will be suspended and may be referred to the police.

Defiance of Staff

Students are expected to adhere to the authority and direction of staff members. In serious cases, consequences for defiance to staff may include suspension or withdrawal from Handsworth.

Truancy and Chronic Absenteeism

Teachers will inform parents of unexcused absences. Students absent from classes without a valid reason will be subject to progressive disciplinary steps ranging from detention to suspension.

Smoking and Tobacco Products

In accordance with Bill 10 (*The Tobacco Control Act*) and Board Policy 804, all schools are to be totally tobacco-free. These regulations apply to

- Students, parents, and school employees.
- School visitors, on-site workers, and guests.
- Anyone attending non-school activities in schools or on school grounds.
- Anyone in school vehicles
- Anyone in private vehicles parked on school property.
- All tobacco products such as cigarettes, chewing tobacco etc.

Theft, Damage to Property, and Vandalism

Students who damage or steal school property or the property of others, regardless of intent (e.g. prank), may be suspended and expected to pay for replacement or repairs. Deliberate vandalism of school property, including graffiti, may result in suspension. Anyone who accidentally damages something or witnesses damage around the school should inform the office or a staff member immediately.

Possession, Use, Sale, or Purchase of Any Type of Fireworks

The use, possession, sale, or purchase of *any type* of fireworks is expressly forbidden at or around schools due to the potential hazards they pose, and to the disruption they cause to the learning environment.

Causing a False Emergency Alarm

Emergency bells and procedures exist for student and staff safety. Students found causing false emergencies of any kind can expect strong action from the school, including suspension and police involvement.

Disrespect for the Community

Be respectful of our neighbours in the community. Do not intrude onto private property, leave garbage, gather in large groups, or use offensive language.

Unauthorized Gatherings and Unsafe Activity on School Property

Students who gather on school property without permission may face disciplinary consequences ranging from a warning to suspension and police involvement. Additionally, anyone on school property at any time should refrain from unsafe activities in and on school structures (e.g. the school roof, fences, storage containers, stairwells, railings etc.).

Cheating and Plagiarism

Cheating is the use of unauthorized materials, items, or devices to gain an unfair advantage in schoolwork (especially tests), and includes copying another's work, *and* allowing one's work to be copied by another.

Plagiarism is a form of cheating that involves claiming another's ideas or writing as one's own without proper acknowledgement. The term applies equally to an entire assignment, or any part of it. Submitting assignments done by others, including assignments downloaded from the web without references will be seen as a form of dishonesty.

Consequences for Cheating and Plagiarism

Confirmed incidences of cheating and plagiarism will be recorded in the student's discipline file. Additional information on plagiarism is included under "Responsible Use of the Internet".

Possible consequences for first occurrence of cheating or plagiarism include

- receiving a zero for the assignment or test.
- being required to explain one's actions to a parent, and the parent contacting the teacher before the student returns to class.
- having all of one's teachers informed of the incident.
- being required to meet with the grade administrator.

Possible consequences for a second occurrence of cheating or plagiarism include

- a letter in the student's permanent file.
- a failing grade in the course.
- removal from the course.
- ineligibility for the honour roll.
- ineligibility for the Passport to Education.
- ineligibility to receive awards and scholarships.
- ineligibility to participate in grad events.
- ineligibility to enroll or re-enroll in a course.
- ineligibility to have a reference letter written by the administration.

3. CONSEQUENCES FOR MISBEHAVIOUR

The Handsworth staff and administration consider misbehaviour to fall on a continuum of seriousness: the less serious end is exemplified by occasional lateness to class; the more serious end by violence with a weapon. These two extremes imply a graduated range of behaviour that necessitates a corresponding range of responses. The school's responses to misbehaviour will be rational, consistent, and fair. Disciplinary action, whenever possible, will be preventative and restorative, rather than merely punitive. The administration will take into account factors such as the severity and frequency of the offence(s), as well as the age, maturity, and ability of the student in question. In most cases, as students mature, there is the expectation of increased responsibility and self-discipline; therefore, progressively increasing consequences for misbehaviour may apply. Considering these background factors, consequences may include, but may not be limited to, verbal warning, parental contact, written and/or in-person apology to victims, written learning packages, detention, in-school suspension, community service, out-of-school suspension, or referral to an alternate educational program as determined by the board. Contraventions of the Criminal Code (such as involvement with drugs and alcohol, violence, threats of violence, possession of a weapon or replica, vandalism, theft, causing a false emergency alarm etc.) will involve suspension, and, if applicable, a Re-Entry Plan (explained below). In addition, these cases usually require the involvement of the police.

Suspension and the Re-Entry Plan

In the case of a suspension from school, a student's continuance at Handsworth is contingent upon the successful completion and commitment to the school **Re-Entry Plan**. The purpose of the Re-Entry Plan is to provide meaningful consequences in an educationally purposeful way that will impress upon the student the importance of taking responsibility, and being accountable for his or her actions. It is hoped that an outcome of the successful completion and commitment to the Re-Entry Plan will be personal growth as a function of learning from one's mistakes. Details of Re-Entry Plans are determined on a case-by-case-basis and will be communicated clearly to the students and parents involved.

4. NOTIFICATION

Depending on the seriousness of a particular breach of the Code of Conduct and Social Responsibility, school administrators may have the responsibility of informing other parties. For example:

- Parents of the offender.
- Parents of the victim(s).
- School staff.
- School district officials, as required by district policy.
- Police and/or other agencies, as required, or allowed, by law.
- All parents.

5. POLICIES AND PROCEDURES

Visitors

All visitors are required to report to the Main Office upon arrival.

Students are not to invite visitors to Handsworth, and should make arrangements to meet them away from the school grounds outside of school hours. By the same token, Handsworth students should not visit other schools when they are in session.

School-Sponsored Activities

Students participating in school-sponsored activities such as athletic competitions, field trips, work experience, etc., will be considered as having an excused absence for any class missed due to the activity. However, they are still responsible for any missed work in these classes. Students will not have to bring a note from their parent/guardian to be allowed to make up the missed work as long as the teacher permission form has been signed by all the student's teachers.

Attendance

Students registered at Handsworth are expected to attend school and be on time for all scheduled classes. Parents are expected to support the school in these matters by seeing that their son/daughter is in attendance and on time. We believe at Handsworth that regular attendance is a prerequisite to enable learners to develop their individual potential and to acquire the knowledge, skills, and attitudes needed to contribute to a healthy society and a prosperous economy. Absenteeism interferes with teachers' assessment of student learning. Students are responsible for completing the course requirements when they are absent.

Attendance Expectations

- Parents are expected to contact the school by telephone to excuse their child's legitimate absence from school, be it for one class, or the entire day. Students living on their own are expected to call the school.
- Students who demonstrate ongoing poor attendance may face disciplinary consequences ranging from detention to withdrawal from Handsworth.
- Teachers will report poor attendance and punctuality to parents / guardians through a variety of reporting methods.
- Parents electing to take students out of school for extended periods for reasons other than illness, such as vacations, do so at the risk of affecting the student's achievement. In such cases, students and parents are encouraged to make prior contact with teachers. Please note that teachers are not required to provide additional tutoring services, materials, or tests for such absences.
- Students who arrive late to class may be required to provide documentation from a parent, staff member, or administrator.
- Unexcused lateness will result in disciplinary consequences from the classroom teacher, and, if necessary, from the administration.

Course Changes

Course changes require permission of a counsellor or administrator.

Dress Code

Part of the school's role is to prepare youth for life beyond school years, and students should dress in a manner appropriate for a work or business setting.

Apparel at school should

- allow for individual difference, style, and expression.
- demonstrate respect for a school / business environment.
- be appropriate for the intended activity.
- demonstrate respect for the rights and perspectives of others.

Apparel at school should not

- be offensive or distracting;
- be sexually provocative and/or revealing.
- promote use of illegal drugs or alcohol, violence, weapons, or display offensive language / images.
- promote values in conflict with school / community values. (e.g. racism, sexism, discrimination of any kind, etc.).

Cell Phones and Other Communication Devices

These devices must be turned off, stored out of sight, and remain unused during class time. Students contravening this policy can expect a series of progressive consequences from school staff, including confiscation of the device, parental involvement, and administrative intervention. The use of a communication device in relation to any form of assessment (e.g. assignment, quiz, test, or exam) will be treated as cheating according to school, district, and Ministry of Education policy.

Other Electronic Devices

The use of any other electronic devices (such as listening devices) during class time is subject to the teacher's instructions, and must not otherwise interfere with educational processes. The unauthorized use of any electronic device in relation to any form of assessment (e.g. assignment, quiz, test, or exam) will be treated as cheating according to school, district, and Ministry of Education policy.

School Exams, Provincial Exams, and Other Forms of Assessment

Students and parents should be aware that there are very specific policies, procedures, rules, and requirements for the writing of school and provincial exams: punctuality, allowable materials, electronic devices, consequences for cheating, etc. Handsworth applies provincial exam policies to the administration of school exams and other forms of assessment. This information is made publicly available on our website. Students and parents are also encouraged to review provincial exam policies and procedures on the Ministry of Education website : <http://www.gov.bc.ca/bced/>.

Vehicles and Skateboards

Student vehicles must be parked in the designated student parking area in the north portion of the parking lot. There is no fee for this service. Failure to drive with due care and attention on or around school property will result in the denial of further parking privileges, and may also involve the police. Cars parked in fire lanes or other prohibited areas may be towed at the owner's expense. Skateboards are not to be used on school property for obvious safety reasons.

Emergency Alarms and Drills

Students must be prepared to vacate the building whenever an alarm is sounded. It is always important to stay calm and follow the instructions of any staff member. The emergency procedures for fire and earthquake will be explained in your homeroom and posted in each classroom.

Snowfall Procedures

During heavy snowfall, schools will remain open unless declared otherwise. Please refer to the NVSD website by 7:00 am, or listen to local radio broadcasts for school closure messages. When school remains in session and traffic is compromised by snow, students are encouraged to walk to school. If driven to school, students should be dropped off at the nearest major intersection (e.g. Capilano and Edgewood) to reduce traffic congestion near the school.

Medical Concerns

A student who feels ill while at school is asked to report to the reception desk in the main office. Accidents and emergencies should be reported to the office as soon as possible. The office staff will attempt to contact parents as soon as possible if a student should be sent home or should seek medical attention. In serious cases, the school will call an ambulance. All medical alert information must be reported to the office annually at time of registration. Please be aware that the school staff and administration do not administer medications.

Lockers

Lockers are the property of North Vancouver School District #44. The school administration reserves the right to administer a damage-to-locker fine (\$15) and/or to revoke locker privileges for neglect or abuse of the locker. As well, the administration reserves the right to gain access to the locker at any time. Students are assigned lockers through their homerooms at the beginning of the school year, and must retain their assigned locker unless they receive permission to change lockers. Students are responsible for the cleanliness and orderliness of their lockers - inside and outside. P.E. lockers are available for day use only, and students must purchase their own locks for this purpose. All lockers must be secured at all times. **The school administration and staff are not responsible or liable for lost or stolen articles.**

Textbooks

Students are assigned textbooks by their subject teacher, who will keep a record of serial numbers. Students must return their book in good condition upon the request of the teacher or at the conclusion of the course. There is no rental charge; however, a student who loses or damages a textbook will be assessed a replacement or damage fee. Refunds will be issued if lost textbooks are found and returned to the Administrative Assistant.

Policy 906

For information regarding possible review of a particular action taken by the school or district, please visit the NVSD website (www.nvsg44.bc.ca). Review information can be found under Administration/Policies and Procedures/900 Series, Board Bylaws/Bylaw 906.

GENERAL SCHOOL INFORMATION

GYMNASIUM

The Physical Education Department insists that all students wear proper gym strip during class time. EACH YEAR STUDENTS ARE REMINDED NOT TO BRING VALUABLE ITEMS TO THE GYMNASIUM OR TO THE CHANGE ROOMS. THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.

Students **are not** to use the Gym Facilities without the permission and supervision of approved staff.

FEES

Grad Fee - \$50.00

- used to defray graduation activities

General School Fee - \$40.00

- approved by the School Board
- used to support student activities

Yearbook - \$40.00

- optional

Course Levy - (optional)

- approved by the School Board
- used to supplement type of material used in the course
- levy is variable depending on the course

THE LIBRARY RESOURCE CENTRE

The Handsworth Library Resource Centre is an extension of the classroom and is a very important part of Handsworth's educational program. The Library Resource Centre tries to provide an area for quiet study, reading and research. Students are asked to respect the fact that the library is a *quiet study area* and must be treated as such.

Both the English and French collections provide a valuable source of books, periodicals, videos, and DVDs for students and staff. There are 27 “research only” computers as well.

NO FOOD OR DRINK IS TO BE BROUGHT INTO THE LIBRARY RESOURCE CENTRE.

***LIBRARY RESOURCE CENTRE HOURS ARE
8:00 A.M. TO 4:00 P.M. (unless otherwise posted)**

Please check out the Library's online resources:

Online Catalogue: <http://eps.nvsd44.bc.ca>

Handsworth Library Website:

<http://nvsd44.bc.ca/SchoolSites/Handsworth/Library.aspx>

COUNSELLING

A counselling service is available for students attending Handsworth. The Counsellors assist students with academic planning, decision making, and exploring interests, abilities and goals. They are also available to discuss personal concerns.

COURSE PLANNING

Students may seek assistance from the Counsellors when selecting courses each year and how they relate to occupations and Post-Secondary institution requirements.

CAREER EDUCATION

Calendars, brochures and pamphlets are available in Student Services to assist students with career decisions and Post-Secondary education.

PERSONAL CONCERNS

Counsellors are available to discuss the many questions or concerns that may arise, such as the following:

"I don't know how to make friends"

"I'm failing Math"

"What will I do when I graduate?"

We would encourage all students to use the counselling resources within the school.

Parents are also encouraged to discuss concerns with the Counsellors. Conferences may be arranged by phoning (604) 903-3600.

LEARNING CENTRE

Students who experience learning difficulties and need additional help to be successful in school may be self-referred to the Special Programs Resource Team. Each student referred will be considered and be given appropriate support by school staff so that he/she can be successful in school. Students seeking help should speak to their Subject Teacher, Counsellor, or special programs teacher.

CAFETERIA

Food Service: 8:00 a.m. - 1:30 p.m.

The Cafeteria is open to students for most of the day and is a popular spot for studying and socializing. It is expected that students will share in the responsibility of keeping the cafeteria clean. Eating in the hallways is not permitted, however, there are other designated areas for this purpose.

LOST AND FOUND

Any questions you have should be directed to the office staff. Anything found should be put in the lost and found boxes. Students are warned not to bring large sums of money or valuables to school. During P.E. class, items such as watches and jewelry should be locked in your locker and not left in pockets and purses in the change room. Students are responsible for the care and safety of all their personal belongings. The school cannot accept responsibility for lost or stolen articles.

TELEPHONES

The Main Office telephones are reserved for **STAFF USE ONLY!** In **EMERGENCY SITUATIONS ONLY**, students may ask the office staff for permission to use the office telephones. One free student phone is available and is located at the main entrance of the school.

STUDENT OPPORTUNITIES

There are many opportunities for leadership at Handsworth. Clubs and teams are great opportunities to learn about leadership and organization.

CLUBS AND ACTIVITIES

Handsworth offers opportunities for students to become involved in a variety of clubs and activities. Although these clubs require commitment in time and energy they are a rewarding and important part of school life.

ATHLETICS

Handsworth has an excellent athletic program which enables students to develop skills and a level of excellence in a sequential manner through Grade 8, 9, 10, 11 and 12. Participation on a school team involves a commitment in time and energy as well as a responsibility to the team and school but the rewards are great. Many students have gone on to excel in their area at the Provincial level. The various teams and seasons are:

FALL

Volleyball
Field Hockey
Soccer (Boys)
Rowing
Cross Country
Football
Badminton

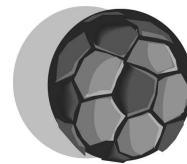
WINTER

Basketball
Skiing
Gymnastics

SPRING

Rugby
Track/Field
Tennis
Golf
Soccer (Girls)
Mountain Biking
Extreme Frisbee

All school sports are self-funded. A player will be assessed a fee at the beginning of the season. Fees will cover costs such as referees, scorers, timers, uniforms etc.



STUDENT COUNCIL

The Student Council is an organization of students from all grade levels who meet once per week to plan student activities. They act as a liaison between the Student Body and the Administration. The Student Councils responsible for organizing and running activities such as school dances, talent shows, fashion shows, Spirit Week, fund-raising activities, and many other activities which make the school a more vibrant place to be. These students benefit immensely from the organizational and leadership opportunities they receive throughout the year.

The 2011 - 2012 Student Council Members

Eric Warner	President
Jamie Hills	Vice-President
Ismail Askin	Secretary
Linda Tang	Club Coordinator
Alex Mladen	Treasurer
Jennifer Joy Anderson	Publicity
Laura Wynne	Grade 12 Rep
Leo Gong	Senior Grade 11/12 Rep
Mike Lim	Grade 10 Reps
Jana Ghimire	
Kevin Lee	Grade 9 Reps
Chenia Anderson	



Grade 8 Reps

(to be elected in September)

ATHLETIC COUNCIL REPS

Bailey Cove
Jason Lim

MEMBERS-AT-LARGE

Golzar Doroudi	Keara Farnan
Poonam Sandhu	Yeon Joo Son

DISTRICT HONOUR ROLL CRITERIA

Students are recognized as achieving honour roll status in term 1 and term 2 based on their grade percent average. The following criteria apply to honour roll calculations:

1. Honour Roll with Distinction (Grades averaging 89.5% or higher);
2. Honour Roll (Grades averaging 85.5% to 89.4%);
3. Honourable Mention (Grades averaging between 79.5% and 85.4%);
4. Eligible, school-based courses count towards Honour Roll. Courses taken through correspondence, Distributed Learning, etc. do not count;
5. The following minimum number of eligible, school-based courses will be used in Honour Roll calculations:
 - Grades 8 – 10: 8 courses (or the equivalent of a full district program load – e.g. academies, Peak Performance Program, etc.);
 - Grade 11: 7 courses;
 - Grade 12: 6 courses (Transition Planning must also be taken but is not eligible).
6. students will be ineligible for honour roll if they receive:
 - an Incomplete (I) or Failing (F) grade;
 - a “Needs Improvement” (N) for a Work Habit.
7. Courses ineligible for honour roll calculation: Teacher Assistant 11, Transition Planning 12, Leadership 11, Peer Tutoring, Career Explorations and Work Experience.
8. For year-end honour roll awards, calculations will be based on the first two terms.
9. Honour Roll calculations depend on our developing technological resources. Please note that any emergent changes to this policy will be duly announced in our newsletters and on our website.

PASSPORT TO EDUCATION

Recognizes student achievement in Grade 10 to 12

Grade 10 \$250.00 (in effect 2004/05)

Grade 11 \$250.00 (in effect 2005/06)

Grade 12 \$500.00 (in effect 2006/07)

Total \$1000.00

Eligibility and Criteria:

- Full time attendance Public School or Group 1 or 2 Independent School
- Must be a Canadian Citizen or a Landed Immigrant
- Based mostly on course marks and up to 1/3 on school determined factors for Grade 10s and 11s
- Redeemable at Post-Secondary Institutions

SCHOLARSHIPS AT HANDSWORTH

Handsworth offers a number of Scholarships/Bursaries to graduating students based on the following criteria

- Full Course Load - minimum of 6 plus Planning 12
- Academics (classes taken only at Handsworth)
- Number and difficulty of courses
- Volunteer service to Handsworth and/or in the community
- Visual and Performing Arts
- Athletics
- Financial Need

External Scholarships are also available. See your Counsellor and frequently check the Scholarship Bulletin and web sites for updates.



EARTHQUAKE PREPAREDNESS GUIDELINES

PROCEDURES FOR HOLDING CLASSROOM EARTHQUAKE DRILLS

Classroom Earthquake Drill

During an earthquake drill or at the first sign of ground shaking, students demonstrate their ability to react immediately and appropriately.

DROP AND COVER TURN AWAY FROM WINDOWS STAY UNDER SHELTER UNTIL SHAKING STOPS LISTEN FOR INSTRUCTIONS

Following the teacher's command, students will:

1. Immediately **TAKE COVER** under desks or tables, hold onto legs, and **TURN AWAY**.
2. Remain in sheltered position for at least 60 seconds.
3. Be silent and listen to instructions.

During the earthquake drill, teachers will:

1. Take cover.
2. Talk calmly to students.
3. Review procedure for evacuating classroom.

DETERMINE AND DISCUSS PROCEDURES FOR EVACUATING THE BUILDING

Building evacuation following an earthquake is **IMPERATIVE** due to the possibility of secondary hazards, such as explosions and fires.

Because surprises lead to confusion and anxiety, students and staff should be told what to expect and how to navigate safely. To emphasize that evacuation takes place only after ground shaking ceases, building evacuation should be practiced as an extension of classroom "drop-and-cover" drills.

Student Acceptable Use of Technology Agreement

Every North Vancouver student has access to the School District's technological resources, including an individual user account and internet service. This access is provided via the Provincial Learning Network (PLN) - the Ministry of Education's secure, high-speed network, which serves B.C.'s public schools and colleges through a centrally managed intranet. PLN provides web-content filtering which is designed to reduce the risk of students accessing inappropriate or harmful sites.

This use of technology agreement describes a responsible digital citizen at school, at home as well as in personal life.

Respect and Protect Self

- I will show respect for myself through my actions, and will ensure that the information I post online will not put me at risk.
- I will select appropriate online names, and will consider how the information and images that I post could affect my present and my future.
- I will not publish personal details, contact information or a schedule of my activities.
- I will not post personal information about my life, experiences or relationships.
- I will not make offensive comments or post images of others without their consent. I understand that once I share something online, there's no getting it back.
- I will immediately report any attacks or inappropriate behaviour directed at me.
- I will protect my passwords, accounts and resources.

Respect and Protect Others

- I will show respect to others by not using electronic media to bully or harass other people.
- I will not visit sites that are degrading, pornographic or inappropriate. If I accidentally access a questionable site, I will leave it immediately.
- I will not abuse my rights of access or enter other people’s spaces or areas.
- I will protect others by reporting abuse, and by not forwarding inappropriate materials or communications.
- I will abide by the School Code of Conduct and District Policy 302: Student Conduct.

Respect and Protect Others’ Property

- I will respect the property of the North Vancouver School District, the school, and others.
- I will protect intellectual property by fulfilling all legal requirements to purchase, license and register all software, music and other media.
- I will request permission to use resources, where necessary, and will suitably cite any and all uses of websites, books, media, etc.
- I will act with integrity.

By signing this agreement, I will act in a moral and ethical manner that demonstrates respect for myself and towards others. I agree to follow the principles that define a responsible digital citizen as outlined in this agreement, and accept that failing to follow these principles will result in appropriate disciplinary action by the school which may include, but is not limited to, loss of access to district technological resources.

Student Name:

Student Signature:

Parent Name:

Parent Signature:

Date: _____

Personally-Owned Devices Usage Guidelines for Students

Introduction

To enhance the education of its students, the North Vancouver School District provides students access to its Guest wireless network and the option of utilizing personally-owned devices. The purpose of these guidelines is to ensure that students and their parents recognize the limitations that the School District and the School imposes on the use of personally-owned devices when they are used at school in conjunction with the wireless network.

These guidelines are supplement to the North Vancouver School District Policy 609: Communication Systems and Policy 302: Student Conduct, the School Code of Conduct and the Student Acceptable Use of Technology Agreement. These guidelines and policies apply to the use of all laptop computers and all other mobile internet devices.

General Usage Guidelines

1. The School District will not be held responsible in any capacity for physical damage, loss or theft of any personally-owned device.
2. Student use of personally-owned devices in the classroom will be at the discretion of the classroom teacher. Classroom teachers may prohibit, restrict or regulate use of personally-owned devices.
3. Student use of a personally-owned device must support the instructional activities currently occurring in the school environment.
4. Students should be aware that the use of mobile devices could cause distraction for others, especially in regards to audio. Therefore, audio must be muted unless otherwise directed by a school authority.

General Usage Guidelines (Continued)

5. Student devices with camera and video capability must not be used to impinge upon the privacy of students and staff.
6. Before school, at lunch, and after school, students may use their personally-owned devices only for instructional purposes and only in adult-supervised areas.
7. By bringing personally owned devices to school, students and their families accept that school authorities may inspect the device and its contents to ensure compliance with school and District codes of conduct, policies and guidelines, including the Student Acceptable Use of Technology Agreement.
8. Students use the guest wireless network at their own risk. The School District will not be held responsible for any damage that may occur as a result of connecting to the Guest wireless network or any electrical power source.
9. The parents and/or guardians of any student bringing personal technology to school are responsible for and will be required to reimburse the School District for any damage that their child may cause through the use of Guest wireless network with his/her personally-owned device.

Usage Consequences

Failure to comply with these guidelines and policies may result in disciplinary action by the school which may include, but is not limited to, loss of access to the Guest Wireless and other school discipline.