

# A. R. MacNeill Secondary School

## STUDENT HANDBOOK 2016 - 2017



6611 No. 4 Road  
Richmond, British Columbia  
V6Y 2T2

Telephone: (604) 668-6212  
Fax: (604) 668-6202  
Web site: <http://macneill.sd38.bc.ca>

Ms. M. Timmins  
Principal

Mr. L. Banta and Mr. L. Leung  
Vice Principals

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Advisory: \_\_\_\_\_



## MacNeill Code of Conduct

	All Settings	Classroom	Halls/Lounge	Assemblies/ Performances	Off Campus	Online/Electronic Devices
<p><b>P</b>ositive Attitude</p> <p>We participate enthusiastically</p>	<p>I will:</p> <ul style="list-style-type: none"> <li>be actively involved</li> <li>take pride in my accomplishments</li> <li>have a positive and open attitude</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>pay attention</li> <li>participate positively in all activities</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>be considerate of others</li> <li>and speak in a positive way</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>recognize and show appreciation for the presenters</li> <li>listen not talk</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>represent MacNeill with pride</li> <li>show sportsmanship</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>use language that I would feel comfortable saying in person</li> <li>willingly put my electronic devices away when asked</li> </ul>
<p><b>O</b>wnership</p> <p>We are accountable for our actions and choices</p>	<p>I will:</p> <ul style="list-style-type: none"> <li>be responsible for my own behavior and choices</li> <li>admit, fix and learn from my mistakes</li> <li>report safety concerns to an adult</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>follow the class rules</li> <li>take ownership for my learning</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>clean up after myself</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>turn off all electronic devices and put ear phones away</li> <li>follow the seating plan</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>make safe healthy choices</li> <li>remember my actions and choices reflect MacNeill</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>follow the District Internet policy</li> <li>seek adult help if I become aware of a problem</li> </ul>
<p><b>W</b>e not Me</p> <p>We are safe, empathetic and welcoming</p>	<p>I will:</p> <ul style="list-style-type: none"> <li>Treat others as I would like to be treated</li> <li>seek peaceful solutions to support and encourage others</li> <li>make visitors feel welcome</li> <li>be polite</li> <li>follow emergency safety procedures</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>encourage others to do their best</li> <li>help others</li> <li>stop and think before I act</li> <li>and speak</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>share space with others</li> <li>be quiet while classes are in session</li> <li>keep moving and walk on the right in halls/stairways</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>believe in a way that allows everyone to enjoy the performance</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>be kind and helpful</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>be considerate of others when using electronic devices</li> <li>engage appropriate behavior in other users</li> </ul>
<p><b>E</b>xcellence</p> <p>We strive to do our best</p>	<p>I will:</p> <ul style="list-style-type: none"> <li>work to achieve my personal best</li> <li>be a role model</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>complete all work to the best of my ability</li> <li>strive to accomplish my goals</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>encourage others to be POWERFUL</li> <li>Keep my locker clean and tidy</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>detached when I'm answering and contribute in a positive way</li> <li>keep an open mind</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>be honest</li> <li>be trustworthy</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>use technology appropriately to improve my learning</li> </ul>
<p><b>R</b>espect</p> <p>We care for self, each other and our environment.</p>	<p>I will:</p> <ul style="list-style-type: none"> <li>follow expectations and routines</li> <li>accept individual</li> <li>dress appropriately</li> <li>use appropriate language</li> <li>respect property and materials</li> <li>keep it clean...reduce, reuse, recycle</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>follow the teacher's request</li> <li>keep hands and feet to listen to others</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>conduct myself respectfully</li> <li>use appropriate language</li> <li>inform staff when I see inappropriate behaviour</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>remain quiet</li> <li>keep my eyes on the speaker</li> <li>stand and sit easily and calmly, using aisles</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>be respectful of others, public spaces, and private property</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>use polite and appropriate language</li> <li>stop participating in interactions</li> </ul>

## POWER Work Habit Expectations

	Good (G)	Satisfactory (S)	Needs Improvement (N)
<b>Positive Attitude</b> We participate enthusiastically.	<ul style="list-style-type: none"> <li>• Always participates positively in the learning environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Usually participates positively in the learning environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Rarely participates positively in the learning environment.</li> </ul>
<b>Ownership</b> We are accountable for our actions and choices.	<ul style="list-style-type: none"> <li>• Homework/ assignments are always completed and submitted on time.</li> <li>• Conscientious in obtaining and/or submitting missed work.</li> <li>• Seeks assistance when necessary.</li> <li>• Consistently arrives to class prepared with all materials.</li> <li>• Binders/ note books are well organized.</li> </ul>	<ul style="list-style-type: none"> <li>• Homework/ assignments are usually completed and submitted on time.</li> <li>• Occasionally needs reminding of missed work.</li> <li>• Usually seeks assistance when necessary.</li> <li>• Sometimes arrives to class unprepared and/or without materials.</li> <li>• Binders/ note books are somewhat organized.</li> </ul>	<ul style="list-style-type: none"> <li>• Homework/ assignments are often not submitted or submitted late.</li> <li>• Makes little effort to keep up with missed work.</li> <li>• Rarely seeks assistance when necessary.</li> <li>• Frequently comes to class unprepared or without materials.</li> <li>• Binders/ note books are disorganized.</li> </ul>
<b>We not Me</b> We are safe, empathetic and welcoming.	<ul style="list-style-type: none"> <li>• Works cooperatively with all members of the class.</li> <li>• Always willing to include and help others.</li> </ul>	<ul style="list-style-type: none"> <li>• Usually works cooperatively with most members of the class.</li> <li>• Usually willing to include and help others.</li> </ul>	<ul style="list-style-type: none"> <li>• Does not work cooperatively with all members of the class.</li> <li>• Rarely willing to include and/or help others.</li> </ul>
<b>Excellence</b> We strive to do our best.	<ul style="list-style-type: none"> <li>• Consistently produces quality work.</li> <li>• Best effort is consistently applied in all activities.</li> <li>• Consistently makes good use of class time.</li> </ul>	<ul style="list-style-type: none"> <li>• Usually produces quality work.</li> <li>• Best effort is inconsistently applied in all activities.</li> <li>• Usually makes good use of class time.</li> </ul>	<ul style="list-style-type: none"> <li>• Rarely produces quality work.</li> <li>• Best effort is rarely applied in all activities.</li> <li>• Uses class time ineffectively.</li> </ul>
<b>Respect</b> We care for self, each other and the environment.	<ul style="list-style-type: none"> <li>• Always follows classroom rules.</li> <li>• Always shows respect for everyone in the classroom.</li> <li>• Attends regularly and always arrives on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Usually follows classroom rules.</li> <li>• Usually shows respect for everyone in the classroom.</li> <li>• Attends regularly and usually arrives on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Rarely follows classroom rules.</li> <li>• Rarely shows respect for everyone in the classroom.</li> <li>• Often absent or late.</li> </ul>

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## **A.R. MACNEILL SECONDARY SCHOOL**

We are a relatively new secondary school in the Richmond School District, opening our doors in September 2003 with 300 students. The school began with students in grades 7 and 8 in the Fine Arts and Science Academies and the Incentive School with grade 8 to 10. A grade was added each year and we are now at 800 students. The Class of 2017 will be the tenth MacNeill graduating class.

The school was named after Allan Roy MacNeill, a distinguished educator. Mr. MacNeill, moved from Ontario to Vancouver in 1910, where he completed his schooling at U.B.C. and began his career in education in the Richmond School District. His first teaching position was in 1925 at Bridgeport School, moving on to Principal of Richmond High School in 1928. In 1959 he became Director of Secondary Instruction, where he remained until he retired in 1968. Mr. MacNeill played an integral part of the growth and changes in local education. He had an active interest in high school sports and he was instrumental in making school facilities available for students' extracurricular activities.

In the spirit of Mr. MacNeill's dedication to involve students in all aspects of school, we at MacNeill encourage students to participate in the many opportunities available. The enthusiasm and interests you have should be developed to their maximum. Take advantage of your school and share something you enjoy with others. Get involved and help continue to make MacNeill a great place to learn!

## **HERE ARE SOME HELPFUL PEOPLE**

**PRINCIPAL**  
**Ms. M. Timmins**

**VICE PRINCIPALS**  
**Mr. L. Banta and Mr. L. Leung**

### **COUNSELLORS**

**Ms. J. Cantwell**

**Ms. D. Pasin**

Get to know your counsellor, and don't be afraid to make an appointment if you need help. You can make an appointment with the counsellor before school, at lunch, or after school, or by leaving an appointment request form in the counselling area.

Counsellors can help you and your parents in the following ways:

1. Orientation to the school.
2. Individual counselling of a social or personal nature.
3. Guidance in course selection and timetables.
4. Information for educational planning.
5. A liaison between students, teachers, and parents.
6. Referral to community and professional services.

**LIBRARIAN**  
**Mrs. W. Phillips**

**LIBRARY TECHNICIAN**  
**Mrs. R. Hercus**

The library is open before school, at lunch and after school. All students are given a library orientation session early in the school year. If you happen to miss the session, the Librarian will be pleased to help you personally.

### **ADMINISTRATIVE ASSISTANTS**

**Ms. H. Wong, Mrs. T. Aldridge, and Mrs. T. Sedola**

Administrative Assistants do a variety of jobs for you, including answering general questions regarding school activities, signing you into the school if you are late, confirming permission for early dismissals, preparing and printing your report cards and transcripts and phoning home when you are absent.

## **BUSINESS ASSISTANT**

### **Ms. M. Ng**

Ms. Ng's office is located in the main office. She is the person to see if you are asked to submit any money owing to the school or if you have any questions about your locker or textbooks.

## **CAREER CENTRE**

### **Ms. M. Mayer**

The Career Centre is part of the Counselling Department. It offers students an opportunity to explore career and post-secondary options and to obtain information and/or applications on the following: labour market trends, careers, post-secondary programs, Language Proficiency Index (LPI), TOEFL, SAT, ACT, scholarships, exchange programs and employment or volunteer opportunities. Students may also be able to sign out some of the post-secondary calendars. The career centre is open two days a week. Please see the schedule posted on the door.

## **EDUCATIONAL ASSISTANTS**

Educational Assistants support individual and small groups of students in their classes and around the school during breaks.

## **NOON HOUR SUPERVISORS**

Three noon hour supervisors support students by helping to ensure that students are safe during the lunch break.

## **MAINTENANCE PERSONNEL**

### **Mr. D. Isley, Daytime Custodian**

The custodians, Mr. Isley and 4 afternoon custodians, do a lot of work to keep the building clean and livable. You can help them by picking up your own garbage and reporting any spills. If your locker is stuck or broken, they can assist you.

## **SCHOOL NURSE**

### **Ms. J. Henry**

The school nurse is a resource to students and teachers providing information and counselling on topics such as nutrition, illness, immunization, lifestyle, and community resources. The nurse is at the school one morning a week. When not at the school, the nurse can be reached by phone at 604-233-3150.

### **R.C.M.P. LIAISON OFFICER**

An R.C.M.P. Liaison Officer is assigned to every secondary school in the Richmond School District. The objectives of the School-Liaison program are to:

- promote a positive image of policing among the young people and enhance their knowledge and appreciation of the Criminal Justice System.
- promote Crime Prevention and Public Safety programs within the ten secondary schools.
- promote a visible deterrent to the undesirable elements that may trespass and / or affect the peace and security of school.

In addition, our Liaison Officer speaks to classes and provides advice and support to anyone who needs it. Students may leave messages for our R.C.M.P. Liaison Officer in the Liaison Officer's mailbox in the main office.

### **COMMUNITY SUPPORT SERVICES TELEPHONE DIRECTORY**

Chimo Youth Counselling Program	604-279-7100
CHIMO Crisis Line (English)	604-279-7070
Richmond Health Department Youth Clinic	604-233-3204

### **HELPFUL HINTS**

***Don't forget . . . your first source  
of help is your subject teacher***

**Students need to become involved...**

Take advantage of your school. Get involved and help make MacNeill a GREAT school!

## **MacNeill Student Expectations.....**

### **As an A.R. MacNeill student I should...**

Know, follow, & act P.O.W.E.R.ful at all times. Also:

- Work hard to develop my strengths and explore new ideas
- Conduct myself at all times in a respectful manner
- Treat others in a friendly, cooperative, and courteous manner
- Assist the school in its efforts to maintain a safe and clean environment
- Do the best I can at all times and in all ways!
- Participate actively in school activities/events/projects

### **No student is permitted...**

To interfere with the right of a teacher to teach, or with another student's right to learn.

### **SCHOOL CODE OF CONDUCT = POWER**

The MacNeill POWER matrix was implemented in the 2009-2010 school year. You will find the matrix after the front cover of this Agenda. The matrix is organized with the key concepts of expected actions: **P**ositive Attitude, **O**wnership, **W**e not Me, **E**xcellence and **R**espect. The intent of the MacNeill Code of Conduct is to provide guidance, direction, and information to staff, students, parents, and members of the community regarding some of the policies and procedures at A.R. MacNeill Secondary. At a minimum, all members of the MacNeill community are expected to observe and follow this guide at all times.

Where there are instances that are in direct contravention of the Code of Conduct, a number of strategies to resolve the issue may be observed. Dependent upon the nature of the issue, these strategies may include, but are not limited to:

- Peer Mediation
- Financial Repayment (Restitution)
- Collaborative Problem Solving
- Mediation (facilitated by administration or counseling)
- Referral to School Based Team (SBT)
- Parental Consultation
- Referral to Outside Agency (Counselling, RCMP etc.)



- Removal of Privileges (extra-curricular, activities, grad events, etc.)
- Student Conference
- Detention
- School Service
- Suspension

### **CONDUCT IN THE COMMUNITY**

As members of the A.R. MacNeill community, students are expected to conduct themselves in a responsible manner. This includes ensuring that neighboring properties are kept clean and interactions with community members are respectful.

### **DRESS CODE**

It is understood that clothing represents the personal expression and culture of an individual, but individual choice should not result in dress that is offensive or distracting to others. Articles of clothing which promote alcohol or drug use, explicit or subtle images and words which depict overt violence, sexuality, profanity, racial or gender discrimination, or which demean an individual or group are not acceptable.

Clothing can reflect personal style while maintaining standards that are appropriate and conducive to a healthy, safe and productive environment. It is expected that school dress will be appropriate and safe for the intended activity: the teachers in labs, art classes, technical education shops and the gymnasium will identify specific requirements. For health and safety reasons, appropriate footwear must be worn at all times.

Members of the school community are asked to use their common sense when choosing attire for school. Clothing that is appropriate for other activities may not be appropriate for school.

### **ATTENDANCE – ABSENCE/LATE PROCEDURES**

We request that a parent or guardian phone the school's **Early Warning system at 604-668-6278** if your son/daughter is going to be away ill or will be tardy. In this instance, a written excuse is not necessary, but each absence or tardiness must be confirmed by a parent or guardian. The school's automated message service will call each parent/guardian to confirm a child's absence from school each day unless the parent makes a telephone call prior to 9:00 a.m.

Synvoice, an automated message service, is used daily to contact home phone numbers and emails with a message if the student has been absent and unexcused for any classes during the day.

If parents/guardians have not phoned the school regarding the absence, students are required, upon their return to school, to present a written note to the office stating the date(s) and reason for absence.

Frequent or prolonged absences will make it difficult for students to keep up with the course material and could lead to a failing grade. It is the student's responsibility to complete all work missed while absent.

### **HOMEWORK**

Upon request, the secretarial staff can arrange for homework to be sent home if a student is absent for more than 3 days due to illness. Please allow at least 24 hours to contact teachers and collect the work. Teachers are not responsible for providing homework for students away on holidays.

### **LATES**

It is important that students know when school starts and organize their day to arrive to school on time. This will ensure that students don't miss important instructions often given at the beginning of the class and don't disrupt others.

**The school day starts at 8:30 a.m. Students are expected to be in their first period classes by this time.** Punctuality and attendance are recorded on the report card. If a student arrives to school late, he/she reports to the office for a late slip that is presented to their first period teacher. They will be marked late. Students arriving late will not be permitted into class without a pink late slip.

Persistent lates will result in parental contact to resolve the problem. If students are late to other classes during the day, the individual teacher will handle the situation.

Students are expected to arrive to all classes on time and with all required materials.

### **EARLY DISMISSAL**

Students who wish for any reason to be dismissed before school ends must first present a note at the office (or have a parent phone the school secretary to confirm), and then sign out on the appropriate form. If a student becomes ill or is injured at school, parental contact must be made before the office staff approves early dismissal. Under NO circumstances is a student to leave the school before the regular dismissal time without first reporting to the office. If the student goes home for lunch and cannot return to school, the office must be informed that afternoon by telephone.

### **P.E. MEDICAL EXCUSES**

If you are unable to take part in P.E. classes because of medical reasons or injury, you must bring a note for each day you cannot take part. If you have a medical problem, which means you will not be able to take P.E. for extended periods of time, you must bring a note from your doctor.

### **STUDENT TRUANCY**

Regular, consistent attendance is vitally important to success being achieved in school. The School Act of British Columbia states that parents and guardians are legally responsible for ensuring attendance of their school-age children. Any student who does not attend class and does not have prior permission from their parents/guardians and/or the school is truant. Repeated truancy will result in a parent conference to resolve the problem. Students may lose the opportunity to continue to attend the school due to chronic truancy.

### **ACADEMIC MISCONDUCT:**

#### **Plagiarism - Cheating**

At MacNeill all students are expected to adhere to a high level of intellectual integrity. Consequently, assignments and tests submitted by each student for grading should be his/her own work.

*Plagiarize:* “ to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source: to commit literary theft: present as new and original an idea or product derived from an existing source”[www.merriam-webster.com](http://www.merriam-webster.com)

### **What does plagiarism include?**

Plagiarism applies to both printed, electronic, and unpublished material.

Plagiarism includes:

- Using not only direct quotations and paraphrases from other sources, but also information and ideas without documentation of the source.
- Copying someone else's assignment or a portion of it and submitting it as your own.
- Turning in work done or heavily edited by tutors, parents, siblings or friends as your own.
- Turning in purchased papers or those found on the Internet as your own.

### **What does cheating include?**

- Sharing or showing an assignment/homework with another student whether you believe it will be copied or not.
- Giving or receiving answers during tests.
- Stealing a copy of a test.
- Using any form of memory aid during a test without permission by the teacher.
- Using summaries (Cliffs Notes, etc.) instead of reading the literary work.
- Translating an assignment from another language and submitting it as your own original work.

Students should identify the source (e.g., Bibliography) of any work done by someone else. Consequences will be assigned if this expectation is not met.

### **Consequences for Academic Misconduct**

Involvement in plagiarism and/or cheating is fundamentally dishonest and unethical. Both truly violate what we value as a learning community at MacNeill School. Students found guilty of plagiarism or cheating may face exemption from the Principal's Honour Roll, Honour Roll, Honourable Mention, Raven Roll, scholarships and/or bursaries for the year in which the instance occurred. Students can expect to receive a mark of "0" on the work in question, parents to be contacted, counselors and administration to be notified and the incident documented in the main office. Repeated incidents of such activity may result in suspension from school.

# **Richmond School District Expectations.....**

## **DISTRICT CODE OF CONDUCT**

The Richmond School District has established a Code of Conduct that serves as the foundation for all schools in Richmond to establish their school rules and policies. At MacNeill, we firmly believe in providing and establishing a positive climate and a safe, healthy environment that encourages and supports thoughtful, effective teaching and learning. To that end, it is expected that all members of the school community will conduct themselves in an ethical and lawful manner that demonstrates respect for self, others, property and the environment. A violation may warrant intervention or disciplinary action.

It is expected that all members of the school community (staff, students, parents and guests) will:

- Respect the rights of others
- Respect the health and safety of others
- Respect the property of others
- Respect the legitimate authority of the school administrative officers and staff
- Respect and take pride in the school building
- Respect the diversity of the school community
- Respect the non-smoking nature of the district schools and property
- Respect the individual rules within each school
- Behave in an ethical and lawful manner
- Behave in a considerate and courteous manner
- Behave in a safe and responsible manner
- Not threaten, harass, intimidate, or assault, in any way, any person within the school community; and
- Not be in possession of weapons, dangerous articles, alcohol or illegal drugs while in school or at school functions

The staff of MacNeill expect students to behave in a responsible, respectful manner at all times. The policies of the school and school district shall apply in school and at all school functions.

## **HARASSMENT, INTIMIDATION AND FIGHTING**

No student will be subjected to physical or verbal harassment or intimidation by another student. All students must feel at ease when attending school. Harassment and intimidation of other students will not be tolerated. The consequence for harassment, intimidation, and/or fighting will be parental contact, involvement of the RCMP Liaison Officer and possible suspension.

## **FIREWORKS**

Possession of firecrackers is prohibited by law in Richmond, as is possession of fireworks. Involvement with either of these will result in parental contact, school suspension, and may also be reported to the R.C.M.P.

## **SMOKING (School Board Policy 502.4-R)**

Smoking is not permitted in the school, on the grounds, in the area near the school, or at any school sponsored activities. The consequence for an infraction of this school rule will be parental contact and may result in suspension. E-cigarettes and vaporizers belong in this category.

## **DRUGS AND ALCOHOL (School Board Policy 502.4-R)**

The seriousness of drug and alcohol related problems (either possession of, or under the influence of drugs or alcohol) cannot be overemphasized. Possession of drugs (including alcohol) for illegal purposes or for purposes that would be deemed to have a harmful effect on the character or persons of other pupils falls under Section 103, 191 and Section 5 of the School Act Regulation.

For these reasons, students are forbidden to be in possession of, or under the influence of drugs (including alcohol) in the school, on the grounds or in the area near the school, at any time during the school day, or at any school sponsored activities.

*1<sup>st</sup> offence* - parent and R.C.M.P. contact plus mandatory 3-day suspension and completion of the CATS Program at Richmond Addictions.

*2<sup>nd</sup> offence* - 5-day suspension plus referral to private counseling with Richmond Addictions and notice of possible expulsion if another offence occurs within the school system.

*3<sup>rd</sup> offence* - recommend to the Board of Education, through the Superintendent of Schools, that the student undergo a Board of Review after a 5-day suspension; and that the student be referred to Support Services for counseling and rehabilitation. Re-admission will be based on a recommendation of the Superintendent of Schools to the Board of Education after receipt of a report from Support Services.

**WEAPONS (School Board Policy 502.3)**

A weapon is defined as anything used or intended for use in causing death or injury to persons, whether designed for that purpose or not, or anything used or intended for use for the purpose of threatening or intimidating any persons. The Board considers the possession of a weapon, on or near school property or at school events, as a threat to the safety and security of students and staff. Any student found to be in possession of a weapon will be subject to severe disciplinary action and/or criminal charges.

Please note that “weapons” include pocketknives of any description, pepper spray, mace or any similar form of repellent, starter pistols and cap guns, as well as any imitation weapons. If, for a specific curricular or extra-curricular reason, a student wants to bring an item to school that even remotely resembles a weapon, he or she must first receive permission from an administrator. Failure to do so may result in a weapons violation.

If a student is in possession of a weapon or has used a weapon in any way, the following disciplinary action will be taken:

- inform police to determine if criminal charges will be laid
- referring the incident to a School District Board of Review to determine follow-up action which may include transfer to another school or expulsion
- suspension for up to 5 days or more in order to investigate
- notifying the Board of School Trustees

### **RACISM (School Board Policy 103)**

Students in Richmond come from diverse cultures and racial backgrounds. All students, no matter what their origin, race or ethno-cultural background, have the right to be treated with respect and understanding. The Richmond Board of Education has a strong commitment to the elimination of racial incidents in the school system. Incidents of this nature will be dealt with firmly, including parental contact and follow-up action.

### **SUSPENSION PROCEDURES**

Students who are suspended lose the opportunity to attend the school for a specified period of time. Suspended students may not attend any school related activity (curricular or extra-curricular) during the time of their suspension and may forfeit their participation in future school activities (i.e. field trips, teams, clubs, dances, etc.)

During their suspension, students must complete any work that they will miss due to their absence. On the first day back from suspension, the student, prior to going to his or her class, must show the completion of all requested work. If work is not completed, the student will not be admitted back to the school.

### **MacNeill School Information.....**

#### **BICYCLES**

Bicycles should be securely locked in bicycle racks in front of the school. Students are encouraged to register their bicycles through the Richmond R.C.M.P.

#### **SKATEBOARDS, LONGBOARDS AND IN-LINE SKATES**

Although for personal health reasons we encourage students to walk, bicycle or skate to school, due to safety concerns, students are not allowed to use or do any 'tricks' or maneuvers on their skateboards, longboards, bikes or in-line skates in the school. Students who choose to ignore this rule will have their skateboard, longboard, bike or skates confiscated and a meeting will be arranged with parents/guardians prior to the equipment being returned.



## **PERSONAL ELECTRONIC DEVICES**

MacNeill recognizes that many students have electronic devices including iPods, smartphones, other mp3 players and portable game systems. Students are reminded that these electronics **are not** to be used during instructional time. Students should not be using devices, or listening to mp3 players in class unless permitted by the teacher. Music devices and games should be turned off and put away during class time.

Electronics and personal music devices which are used contrary to this policy may be temporarily confiscated by the teacher. Persistent issues will be referred to the administration. *Prolonged exposure to high levels of music from modern music devices can lead to permanent hearing loss.* For more information see: <http://www.mayoclinic.com/health/hearing-loss/GA00046>

**The school cannot be held responsible for damage, loss, or theft of any of these items.**

## **CELL PHONES**

MacNeill recognizes that the use of cell phones is prevalent within our community and has been established as one of the primary means of communication. Regardless:

- Students must have their cell phones turned OFF during class time and keep them out of sight so as not to be a distraction in class to themselves or others.
  
- Specifically, cell phones may not be used during class time to make or receive calls, take photos, use as a calculator, check the time, or text other people.

Cell phones that are used or seen during class time may be temporarily confiscated by the teacher or sent to the office for safe-keeping. Persistent issues will be referred to the administration.

If students need to use their cell phone during the day, etiquette dictates that they go outside the building to do so at the break or at lunch time.

When a parent or guardian has an emergency where they must contact a student during school time, the parent or guardian should phone the school secretary and explain that it is an emergency and the student will be called from class.

In the rare instance where a student must have access to their phone, the student should inform administration at the start of the day and an allowance may be made at the discretion of administration.

### **CAMERAS and CAMERA PHONES**

Pictures of copyrighted material can only be taken with the proper permission. Pictures of students or teachers can only be taken with the knowledge and consent of the individual being photographed. In addition, students are not permitted to post images of staff or students on the Internet without prior consent. Consequences for actions contrary to this policy may include parental contact or RCMP referral where appropriate.

**The school cannot be held responsible for damage, loss, or theft of any of these items.**

### **COMPUTER USE**

There are three Mac labs, one PC lab, and the library where students have access to computers. All students must have read and signed the Computer Use Agreement form before they are issued a network login and password. Damage or misuse of privileges of school computers or peripherals may result in any of the following actions: remuneration; suspension of privileges; detention; suspension from school. *See MacNeill's Internet Use Policy at the end of this section.*

### **DANCES, ATHLETICS, and FIELD TRIPS**

Students at MacNeill are reminded that their participation in school dances, athletic programs, and field trips are bound by the district and school code of conduct. These events are considered extensions of the school regardless if they are conducted upon the school property or not. All district and school policies and guidelines are in effect at all times while participating in these events.

## **LIBRARY BOOKS**

To avoid paying fines and losing library privileges, return books on time. No student is to sign out books for another student. This could jeopardize your own borrowing privileges.

## **LOCKERS**

Lockers will be assigned by your Advisory teacher in homeroom groups. The assigned locker is the only one you are permitted to use. School combination locks must be used. Keep your combination a secret. **Sharing a locker with a friend is not permitted.** Day lockers are available for student use in the PE changing rooms. Students must provide their own locks. Valuables must not be brought into the changing rooms. The school will not be held responsible for lost or stolen items and will not replace them.

### **Guidelines regarding student lockers:**

1. Students are responsible for the locker, which is assigned to them, and it is not to be used by any other person.
2. Only school-approved locks may be used on student lockers. Any other locks will be taken off.
3. The locker is to be kept clean and free of any writing. Food should be removed on a regular basis.
4. Stickers are not to be placed on any locker surface.
5. No illegal substances, weapons or other prohibited or offensive materials are to be placed in school lockers.
6. School officials may search student lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school policies and rules.
7. Permission to use the locker may be terminated when a student does not comply with the conditions of use or school policies/rules.
8. It is the responsibility of all school members of the school community to keep our schools safe. If any student has reason to believe that any locker contains anything that would threaten the safety of other students, staff or any other person, that student is expected to immediately report the information to a teacher or administrator. The name of the student making the report will be kept confidential.

***To ensure security, students must not share their lock combinations with anyone! The school is not responsible for replacing lost or stolen articles or money.***

## **LOST AND FOUND**

**Students are advised not to bring anything of value to school.** All of your possessions should be kept locked in your locker. Items of real value may be left in the office. However, if you should lose something, first check the last class you remember having it in, and then check the “Lost and Found” box located just outside the office in the Lounge.

**The school is not responsible for replacing lost or stolen items.**

## **FOOD SERVICES**

Cafeteria service is available before school, at lunch and recess. No purchase of food and drinks can be done during class times, or between class change times. Vending machines with juice and water are also available for use before school, at noon, and after school. Please eat your lunch only in the designated areas. Be sure to clean up after yourself and use the appropriate disposal containers provided.

## **LOUNGE AREA and LUNCH TIME**

The lounge area is a common area that is available for all students to eat their lunch. As it is a busy place with many students coming and going, students are asked to use the garbage and recycling bins, clean their table and area before they leave. If it is the end of the lunch period students are asked to stack their chairs to assist the custodian.

## **RECYCLING**

The school is concerned about the environment and has a vibrant recycling program. Listen to the announcements for how you can help out and be sure to use the recycling containers. Cleaning up your garbage after eating makes life easier for everyone. Let’s all work together to keep all areas of our school clean!

## **PARKING and VEHICLES**

Students are reminded that the operation of motor vehicles on school property is bound by the Motor Vehicles Act. As such, students who do not possess a valid driver’s license or vehicle insurance are not permitted to operate a motor vehicle on the school property. Contravention of this will result in the automatic contact of the RCMP.

Students who are eligible to drive to school are required to register their license and vehicle with the school business assistant. Parking passes will be issued and must be displayed in the vehicle at all times while at school.

### **STUDENTS' COUNCIL**

A.R. MacNeill's Student Council's main focus is to promote a positive, fun and inclusive school environment by planning and running many fun activities for the entire student body, such as dances, theme days, and pep rallies. All students are welcome to attend the meetings.

If you and your friends have an idea for a fun event, please join us and make it happen. Members should bring their lunch, a pen and agenda to all meetings.

Students' Council is just one of the many ways that students can contribute to the school climate and gain service hours

### **STUDY PERIODS**

Students at MacNeill are expected to take 6 courses to be eligible for the Honour Rolls and Scholarships. When students have a Study Period in their timetable they are encouraged to make effective use of that time. Specifically, a study Period is a privilege and not a right. Students in grade 12 may apply for a study period through the counselling center. Students are expected to respect their peers who are in regular classes and not disturb them by visiting classes or making excessive noise. Students on a Study Period may work on assignments or study for tests in the lounge area, or the library with permission of the librarian. Students are encouraged to meet with their counselor to discuss this option if they are unclear as to how best to make use of this time.

### **TELEPHONES**

Office phones are to be used by students only for emergencies.

### **TEXTBOOKS**

Your subject teachers may issue textbooks. Take care of your textbooks, as you will be required to pay for damaged and lost books at the end of the year. When textbooks are collected at the end of the year, students must hand in the textbook originally issued to them (number must match). Your yearbook may not be issued until your outstanding fees are paid.

**\*\*\*MACNEILL'S INTERNET USE POLICY\*\*\***

*SUMMARY OF THE CONDITIONS, RULES, AND ACCEPTABLE USE AGREEMENT EDUCATIONAL OPPORTUNITIES PROVIDED BY THE INTERNET:* We believe computer technology will enhance educational opportunities by allowing students and staff to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and staff, and significantly expand their knowledge base.

*PROPER AND ETHICAL USE:* Students and staff must understand and practice proper and ethical use of this learning tool. This document makes clear the conditions, rules, and acceptable uses when students and staff use District provided Internet access.

*Students have an opportunity to access MacNeill's wireless network on their personal devices. Use of this network should be limited to basic internet use for educational purposes only. If the network is used to upload or download files for non-educational purposes, the school district may block access to the network. Please turn off all file sharing software while in the school.*

**1. CONDITIONS AND RULES FOR USE:**

- a) Transmission, printing, communication or publication of any information or material in violation of any Court order or any federal, provincial, municipal, common or other law including, without limitation, any law relating to copyright, trade-marks, trade secrets, government security, obstruction, obscenity, threats, defamation, harassment, privacy, conspiracy, promotion of hatred or discrimination is prohibited.
- b) School or District use of the Internet for commercial activities is generally not acceptable. Use for product/service advertisement or political lobbying is also prohibited.
- c) Email accounts shall be used only for curricular use and under the supervision of a teacher.
- d) Do not impersonate anyone or attempt any unauthorized access or violation of any security feature of MacNeill Secondary School, the Richmond School Board, or anyone else on the network.

e) If you can identify a security problem on Internet, you must notify a system administrator. Do not demonstrate the problem to other users.

Examples of activities NOT allowed by students or adults:

Hacking into computer systems  
Sending or creating computer viruses  
Searching for unacceptable material

## **2. Encounters with Controversial Material**

Users may encounter material, which is controversial, and which users, parents, teachers or administrator may consider inappropriate or offensive. It is the users' responsibility not to initiate access to such material. MacNeill Secondary School or the Richmond School Board may, but shall not be obliged to, restrict access to network material, but in any event shall have no duty to regulate the content of material on the network or the user's access to that material. Specifically, the following examples are types of Internet sites that must NOT be accessed by students:

Pornographic sites, photographs of nude people, software pirate sites, illegal drug promotion sites, graphically violent sites, bomb making sites, terrorist sites, virus sites, sites promoting racism

Students should not access the following types of sites at school:

Chat rooms, shopping sites, religious cult sites, computer game sites, *Facebook* or similar social networking sites or email.

### **3. Monitoring**

MacNeill Secondary School and the District reserves the rights to review any material on user e-mail accounts and to monitor log files and fileserver space in order for the School and District to make determinations on whether specific uses of the network are inappropriate.

### **4. Email Etiquette**

Email should only be used when, in the opinion of the supervising teacher, it is necessary to achieve desired outcomes for a school course or program. With respect to email accounts, all users are expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate or potentially offensive language. Do not engage in activities prohibited under Canadian law.
- c) Do not reveal your personal address or phone number, or those of other students or colleagues.
- d) Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities (R.C.M.P.) and may result in the loss of user privileges.
- e) Do not send chain letters.
- f) Treat all communications and information accessible via the network as private property. Do not repost personal email that you receive to public forums (e.g., listserves, newsgroups) without the permission of the author.
- g) Students are advised that uploading video onto *YOUTUBE* (or a similar host site) or posting comments or photos on social networks such as *FACEBOOK* (or a similar social host site) makes them vulnerable to negative exposure. In cases where inappropriate, detrimental or violent material is posted, students may face serious consequences administered by the school in response to such involvement.



**5. Privilege**

The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, will result in cancellation of the privilege. MacNeill Secondary School is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user privileges at any time.

**6. PENALTIES FOR IMPROPER USE:**

Any user violating these rules, Canadian laws or posted classroom and District rules are subject to loss of network privileges and any other District Disciplinary options, including R.C.M.P. involvement. Vandalism or harassment will result in cancellation of user privileges.

**USER:** I understand and will abide by the above Conditions, Rules and Acceptable Use Agreement. I further understand that any violation of the above Conditions, Rules, and Acceptable Use Agreement is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action.

<p><b>Date:</b> _____      <b>Homeroom Teacher:</b> _____</p> <p><b>User</b> _____ (print First and Last names)</p> <p><b>Signature:</b> _____ (user signature)</p>
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**PARENT OR GUARDIAN:** (If you are under the age of 19, a parent or guardian must read and sign this agreement.) As the parent or guardian of this student, I have read the Global Computer Network Use Agreement. I understand that this access is intended for educational purposes. I also recognize that it is impossible for MacNeill Secondary School or the Richmond School Board to restrict access to controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission to allow Internet access for my child and certify that the information contained on this form is correct. In consideration for permitting my child access to the network, I agree to indemnify and save MacNeill Secondary School and the Richmond School Board harmless from any cost, damage or liability either may suffer as a result of or in any way relating to my child's access to the network.

**DATE:** \_\_\_\_\_

**PARENT /GUARDIAN :** \_\_\_\_\_  
(print First and Last names)

**SIGNATURE :** \_\_\_\_\_

## **STUDENT ACADEMIC REPORTING AND AWARDS**

### **REPORTING**

Your subject teachers should report your class performance to you on a regular basis. Teachers will also report on your progress to your parents in a formal way through interim reports and three report cards during the school year. Teachers use the following percentage breakdown as a guide for assigning letter grades:

A = Excellent	(86% - 100%)
B = Very Good	(73% - 85%)
C+ = Good	(67% - 72%)
C = Satisfactory	(60% - 66%)
C- = Minimally Acceptable	(50 - 59%)
I = Incomplete	(40% - 49%)
F = Fail, final grade	(0% - 39%)

Note: On the Final report card students with 40-49% in English, Math, Social Studies and Science will be eligible to register for remedial summer school so they have the opportunity to PASS the course. Remedial summer school registration information will be attached to the final report card. Those with an "F" (less than 40%) will be required to repeat the course the following year.

### **REPORT CARDS**

Report cards are issued three times a year: December, March, and June. The report card provides a record of course grade/percentages, work habits, attendance and teacher comments for each subject taken. Percentages are not stated on report cards for grade 8 and 9.

### **INTERIM REPORTS**

These are subject-by-subject reports designed to notify parents of student progress, effort or need for improvement. These reports are issued mid-term 1 and 2.

### **PARENT-TEACHER CONFERENCES**

Conferences may be requested by parents or teachers anytime throughout the school year. Scheduled parent - teacher interviews take place at the mid-term of term 1 and after the second term report

card and are by appointment with subject teachers. Parents are strongly encouraged to attend these conferences. Students will be dismissed early on parent-teacher conference days.

### **PROVINCIAL EXAMINATIONS**

The dates for provincial exams are listed on your MacNeill Calendar pages in June in this agenda. All grade 12 students will write a Provincial exam in English 12 or Communications 12. Grade 12 Provincial exam results account for 40% of the student's mark as required by the Ministry of Education. All Grade 11 students write a Provincial Exam in Social Studies 11. Grade 10 students will write Provincial Exams in Science 10, Math 10, and English 10. Grade 10 and grade 11 Provincial exams will account for 20% of the student's mark.

### **HONOUR ROLLS**

#### **PRINCIPAL'S HONOUR ROLL**

Students at MacNeill are expected to take 6 courses in order to be eligible for the Principal's Honour Roll. Students in Grades 8-12 must have straight A's when all eligible courses are calculated. In addition, students must not receive any 'N's on their report card as referenced in the Raven Roll below.

These awards shall be presented to students in recognition of academic excellence demonstrated through achieving Principal's Honour Roll for the year.

#### **HONOUR ROLL**

Students at MacNeill are expected to take 6 courses in order to be eligible for the Honour Roll. Students in Grades 8-12 must have straight B's or better when all eligible courses are calculated. In addition, students must not receive any 'N's on their report card as referenced in the Raven Roll below.

These awards shall be presented to students in recognition of academic excellence demonstrated through achieving Honour Roll for the year.

## **HONOURABLE MENTION**

Students are expected to take 6 courses in order to be eligible for Honourable Mention. Students in Grades 8-12 must have an overall average of 73% or better. In addition, students must not receive any 'N's on their report card as referenced in the Raven Roll below.

These awards shall be presented to students in recognition of academic excellence demonstrated through achieving Honourable Mention for the year.

## **RAVEN ROLL**

At MacNeill, we value students' work habits. Students receiving all "G's" on their report cards will be acknowledged as recipients of a "Raven Roll" designation. Students must be taking a minimum of 6 courses.

Attitude, effort, cooperation, participation, and the ability to work well with others are very important aspects of effective learning. Following prescribed Ministry guidelines; MacNeill uses the following designations for work habits:

G	Good
S	Satisfactory
N	Needs Improvement

Set a goal to achieve straight G's on all report cards ... a goal that every student should strive for.

These awards shall be presented to students in recognition of effort and work habit excellence demonstrated through achieving Raven Roll for the year.

## **AWARDS SYSTEM**

Awards are granted annually in recognition of a student's academic competence, work habits, service, athletics and special accomplishments. A student must demonstrate good citizenship and a respect for the Richmond District Code of Conduct and *Raven Power* throughout the school year to be considered for any MacNeill Award. To help you set your goals, here is a list of the main MacNeill awards.

### **SUBJECT AWARDS**

Awards shall be given to the top student in each subject area at each grade level who has demonstrated academic excellence and/or outstanding achievement measured against the criteria set down by the individual departments.

### **SERVICE AWARDS**

Service awards shall be presented to those students who have made outstanding contributions of their own time and energy for the benefit of others in the school. These hours are recognized for school related events and activities within the current school year. Course based service hours will not be considered. In order to be eligible for a service award, students must have a minimum of 20 hours to receive Level One, a minimum of 45 hours to receive Level Two and a minimum of 80 hours to receive Exceptional.

### **THE BARBARA RAYNOR OUTSTANDING SERVICE AWARD**

Named for A.R. MacNeill Secondary School's first principal, Barbara Raynor. This award goes to the student who has contributed the most hours of their time in a variety of ways within the school to make A. R. MacNeill the great place it is.

### **A.R. MACNEILL SPIRIT AWARD - LEADERSHIP AWARD**

This award is presented to the student who exhibits exceptional personal attributes in citizenship, participation and leadership during his/her year at A.R. MacNeill. It is not necessarily awarded every year. This student must be able to effectively balance classroom and extra-curricular responsibilities.

### **MOST IMPROVED STUDENT AWARDS**

In order to receive this award, a student must show a noticeable improvement in several of the following areas: academics, attitude, citizenship, responsibility, organization and attendance and punctuality. It is not necessarily awarded every year.

**RAVEN AWARD**

The Raven Award is given at each grade level. The student who receives this honour is deemed to excel in academics, citizenship, and exemplifies the attributes of POWER in several areas (ex. Fine arts, athletics, and school service). Furthermore, the student will exemplify the Raven Spirit (POWER) both in-school & beyond the walls of the school. It is not necessarily awarded every year.

**TOP ACADEMIC AWARD**

The Top Academic Award is given at each grade level to the student who has made the most outstanding academic achievement for the year.

**ROY MACNEILL AWARD – SERVICE TO THE SCHOOL AND COMMUNITY**

This award is presented to the student who exhibits exceptional personal attributes in citizenship and participation in the school and community. It is not necessarily awarded every year.

**POWER AWARD**

Students at each grade level may be recognized for outstanding citizenship and demonstrating consistent POWERful behaviour across all settings within the school and community. These students are known to be positive role models, have 'flawless' character (e.g., show overall kindness, helpfulness and respect to all students and staff), take risks, contribute significantly to a positive classroom and school climate and strive to do their best.

**A.R. MACNEILL ATHLETICS AND ATHLETIC AWARDS**  
**HOME OF THE RAVENS**

The Athletics program is designed to offer students an opportunity to participate in a wide range of extra-curricular sports while representing their school. The Athletics program at MacNeill promotes sportsmanship, leadership, commitment, discipline, co-operation, and responsibility.

Research has shown that there is a strong correlation between one's physical fitness and academic performance. MacNeill Secondary has fielded teams in the following areas:

FALL SPORTS: Boys Soccer, Swimming, Cross-Country, Sr. Boys Volleyball, Girls Volleyball, Girls Field Hockey

WINTER SPORTS: Girls Basketball, Table Tennis, Boys Basketball, Curling

SPRING SPORTS: Badminton, Table Tennis, Track & Field, Ultimate, Gr. 8-10 Boys Volleyball, Golf, Girls Soccer, Golf

**RAVEN ATHLETIC POINTS**

Student-athletes, who compete for MacNeill in a sport will receive RAVEN ATHLETIC POINTS. These points will be tallied at the end of each year and added to each student's cumulative total.

**Points**

100 points	for each Raven team you represent
50 points	for advancing past Richmond competition level.
50 points	for each championship won at any level.
50 points	for satisfactorily managing a Raven team.

**Awards**

800 points	JUNIOR LETTER
1500 points	SENIOR LETTER
2000 points	RAVENS' ATHLETICS HONOUR ROLL

**TOP ATHLETE AWARDS**

Top Athlete awards are given to a male and female student at each grade level for exceptional athletic skill and citizenship in athletic activities during one school year. Activities must involve representing school teams that compete in all organized league play involving other schools. They are not necessarily awarded every year.



## DAILY SCHEDULE

**Monday, Tuesday, Thursday, Friday**

<b>Time</b>	<b>Day One / DayTwo</b>
<b>8:30 – 9:45</b>	<b>Period 1-1 / 2-1</b>
<b>9:48 – 11:03</b>	<b>Period 1-2 / 2-2</b>
<i>11:03 – 11:21</i>	<i>Nutrition Break</i>
<b>11:21 – 12:36</b>	<b>Period 1-3 / 2-3</b>
<b>12:39 – 1:04</b>	<b>Advisory</b>
<i>1:04– 1:44</i>	<i>Lunch</i>
<b>1:44 – 2:59</b>	<b>Period 1-4 / 2-4</b>

## DAILY SCHEDULE

### Wednesday Schedule

<b>Time</b>	<b>Day One / Day Two</b>
<b>8:30 – 9:34</b>	<b>Period 1-1 / 2-1</b>
<b>9:37 – 10:41</b>	<b>Period 1-2 / 2-2</b>
<b>10:44 – 11:19</b>	<b>Advisory Class</b>
<b><i>11:19 – 11:49</i></b>	<b><i>Nutrition Break</i></b>
<b>11:49 – 12:53</b>	<b>Period 1-3 / 2-3</b>
<b>12:56 – 2:00</b>	<b>Period 1-4 / 2-4</b>

## COLLABORATION TIME SCHEDULE

### Tuesday (CT Day)

<b>Time</b>	<b>Day One / Day Two</b>
<b>8:30 – 9:45</b>	<b>Collaboration Time</b>
<b>9:45 – 10:48</b>	<b>Period 1-1 / 2-1</b>
<b>10:48 - 11:06</b>	<b><i>Nutrition Break</i></b>
<b>11:06 – 12:09</b>	<b>Period 1-2 / 2-2</b>
<b>12:12 – 1:16</b>	<b>Period 1-3 / 2-3</b>
<b>1:16 – 1:56</b>	<b><i>Lunch</i></b>
<b>1:56 – 2:59</b>	<b>Period 1-4 / 2-4</b>

**This schedule is in effect ONLY on the dates listed below:**

September 27 (Day 2)    February 14 (Day 2)  
October 25 (Day 2)    March 28 (Day 1)  
November 29 (Day 1)    April 11 (Day 1)  
January 31 (Day 1)    May 9 (Day 2)

## COLLABORATION TIME SCHEDULE

Wednesday (CT week only)

<b>Time</b>	<b>Day One / Day Two</b>
<b>8:30 – 9:43</b>	<b>Period 1-1 / 2-1</b>
<b>9:46 – 11:00</b>	<b>Period 1-2 / 2-2</b>
<b><i>11:00 – 11:30</i></b>	<b><i>Nutrition Break</i></b>
<b>11:30 – 12:43</b>	<b>Period 1-3 / 2-3</b>
<b>12:46 – 2:00</b>	<b>Period 1-4 / 2-4</b>

**This schedule is in effect ONLY on the dates listed below:**

September 28 (Day 1)    February 15 (Day 1)  
October 26 (Day 1)    March 29 (Day 2)  
November 30 (Day 2)    April 12 (Day 2)  
February 1 (Day 2)    May 10 (Day 2)

# Service Hours Log

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student No.: \_\_\_\_\_

Advisory No.: \_\_\_\_\_ Advisory Teacher name: \_\_\_\_\_

Students should use this log to keep track of their service hours for the year. Service hours are recognized at the end of the year and provide helpful information when writing a resume. Hours and contributions *to the school only* are considered for Service Awards. Please see page for complete details.

Event	Date	Number of Hours	Teacher Name	Teacher Signature
Page 1: Total Hours				

Event	Date	Number of Hours	Teacher Name	Teacher Signature
Page 2: Total Hours				
Page 1: Total Hours		+		
Page 1+Page 2 Total Hours		=		