



Student Handbook 2019-2020

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SCHOOL ORGANIZATION

MESSAGE FROM ADMINISTRATION

We are pleased to introduce this student handbook, which has been prepared for your use. It provides information that is necessary for you to understand the operation of the school. In addition, it contains

- outline of the responsibilities of students, including the Code of Conduct,
- summary of the services and opportunities provided at Brookwood
- year long planning calendar.

School rules at Brookwood are few in number but the expectations for reasonable and responsible behaviour are high. You should read carefully the sections on general information and student responsibilities. They serve as a framework by which we can all work in an atmosphere of cooperation.

At Brookwood, there is an extensive involvement of teachers and students in special activities such as choir, jazz band, concert band, drama, clubs, sports and social events. It is our hope that all students will participate in school activities which are suited to their special interests and abilities. One cannot grow by standing back as a spectator or a receiver; personal growth demands commitment, participation and sound planning.

Most successful business and professional people, and other busy adults, keep a planning calendar to co-ordinate their activities. Successful students also plan their work and other commitments. It is hoped that the format of this handbook will help you to organize your activities and to plan your school work.

The purpose of this handbook is to help all students to identify strongly with their school and its goals. On behalf of the staff, we extend best wishes to you for a very happy and successful school year.

HOW TO USE THIS HANDBOOK

This book is available to you with the hope that it will better organize your time, both at school and at home. It often seems that there just aren't enough hours in a day in order to accomplish everything you want to do, but if you can be organized, you will have time to do everything, whether it be doing homework, participating in extra-curricular activities, or watching your favourite TV show.

Ultimately, this book is only as useful as you make it. If you get in the habit of using it regularly, it will become a life skill, essential for success at school and success in the future.

Time Management: Managing your time effectively is one of the most important skills that you can learn. Not only will it help you be a successful student, but it will also help you keep your life organized for years to come. One of the most important organizational tools that you have at your disposal is the agenda book provided to you in September. Your agenda is set up to be used in the following format:

Planning your time: Use the following principles to help you schedule your time:

- Create a monthly, weekly and daily schedule
- Schedule homework and study time
- Schedule extra-curricular activities
- Schedule down-time
- Be flexible

Using your time:

- Know your Priorities:
 - Know what is important
 - Know dates for upcoming quizzes, tests, projects etc...
 - Make a priority list
- Spend Time on your Priorities:
 - You must schedule time to address your priorities...that project is not going to do itself!
 - Many teachers give time in class to work on assignments and projects...use it wisely!

HOMEWORK

Homework is the work that describes the out-of-class assignments given to students by teachers. To be successful at school, you must be prepared to do work at home as well as in your classes.

Basically, there are three things you can and should be doing at home to complement the work you are doing at school.

1. Complete overnight homework assignments.
2. Prepare for upcoming tests.
3. Research and organize long term assignments.

Here are a few suggestions about doing homework.

- Do your homework alone.
- Have one location in your house that is quiet, private, and well lit where you can concentrate.
- Don't watch television while you are working.
- Make yourself a homework schedule and plan to take a couple of relaxation breaks. One example would be to do some work before dinner and the rest after dinner.
- Before beginning written assignments, spend five minutes reviewing what you have learned in class that day. You will be amazed how regular review will help improve your studying when exam time rolls around.

FLEX TIME AT BROOKSWOOD SECONDARY

What are the expectations of Flex for 2019/2020

1. Students must be signing up for a flex space using the Flex Planner Site – bss.myweeklyplanner.net
2. Students need to remember to sign up for the **TEACHER** and **NOT the CLASSROOM**. Be sure to check where your teacher is if they move to different rooms as part of their teaching.
3. Staff will not let students in their flex space if they have not signed up prior to Flex and arriving at their flex choice
4. SEA Staff will be at exterior doors encouraging students to get to their flex space
5. Admin will be outside ensuring students get to a flex space
6. Teaching staff will be encouraging students to get to their flex choices before second bell during the first period break
7. Teachers will be documenting attendance in their flex choices and Admin will be following up with those not attending their flex choice
8. Students must have an appointment booked and a pink slip to access counselling during flex. Flex is NOT the time to get transcripts or book appointments with counselling
9. The Cafeteria is NOT a flex space for students
10. The Library is for Senior Students who have signed up for it
11. The Gym and Weight room are available for sign up. Individual PE teachers are not available for sign up because they are supervising one of those two spaces.
12. If a teacher is not able to be seen on the Planner Site, that means it is either their Prep Block or they are FULL and are therefore unavailable.
13. Students are only able to sign up for the same flex space three days in a row
14. If a student cannot log-in to the planner site, they should see Mr. Cartlidge in the Library or Mr. Keen in the main office before January 11th

Why are we taking these measures for Flex?

- Flex Time is instructional time that teachers have agreed to give up from their teaching day to help students learn time management and organizational skills that will benefit students in the future
- Currently, many students are not valuing this independent time and taking advantage of this time as a "free block"
- Flex Time allows students to get more specific help from teachers so they can better understand their learning
- Flex Time allows students to get homework, projects and studying done before leaving the school for the day; allowing students to have more time for extra-curricular activities, jobs etc. after school
- Flex Time is a forty minute period that allows students to have a break from the typical rigour of a regular classroom and allows the student to have more control over their learning

What supports are in place for student success?

The best support for student success is in class with the help from the teacher. Help can also be provided in Guided Learning Time and after school. If extra support is required, then students may be referred to attend the after school Homework Club or be placed in a Resource block or Learning Assistance block.

HOMESTUDY

Homestudy is a broader term than homework. It involves those parts of school work you do on your own because you wish to improve your learning, including

1. reviewing what has already been covered in class,
2. writing summaries of notes taken in class or making up vocabulary lists, and
3. reading extra books, newspapers, and articles that relate to the topics being covered in a course.

CRITERIA FOR WRITTEN ASSIGNMENTS

These are the "givens". All assignments must meet these criteria before they are submitted. Specific criteria for individual assignments will be provided by your teacher. Assignments must

- have a title,
- have your full name, teacher's name, date submitted and block at the top,
- be neat and legible,
- be written in blue or black ink or typewritten,
- be free of spelling and grammatical errors, and
- be free of plagiarism.

ACADEMIC INTEGRITY

Academic integrity refers to the honest and responsible use of other people's ideas. In order to maintain academic integrity, students must give credit when they are using any ideas that are not their own. Academic integrity includes:

- Creating and expressing your own ideas in your work
- Citing all sources of information used when researching
- Completing your assignments independently or in cases of collaboration, noting who was involved

Plagiarism:

Plagiarism occurs when you use other people's ideas and you do not give credit to the source. Passing off someone else's thoughts and opinions as your own is considered plagiarism. This includes any information found in books, newspapers, websites or textbooks. Copying another student's work is also considered plagiarism. Plagiarism is a serious academic offense and one that our school takes seriously. As an academic student, you are expected to use your own ideas at all times.

Plagiarism includes but is not limited to:

- Copying, quoting, paraphrasing, or summarizing from any source without crediting the source (i.e. cutting and pasting)
- Purchasing a pre-written essay (through internet sites, from a friend or from a student at another school etc.)
- Letting someone else do your work for you
- Submitting someone else's work as your own

What happens if I plagiarize?

Plagiarism is a serious academic offense. Plagiarizing calls into question your integrity as a student. Teachers will respond to plagiarism in accordance with department policy. Teachers and / or Administration will assign a grade of zero for the work handed in and then the following:

- Require a student to re-do the assignment and / or to do an alternate assignment
- Contact Parents
- Record the incident on the student's file
- For repeat offences, possible suspension from school

Adapted from Source:

[http://wiki.ubc.ca/Learning Commons:Chapman Learning Commons/Academic Integrity](http://wiki.ubc.ca/Learning_Commons:Chapman_Learning_Commons/Academic_Integrity)
[http://www.hdsb.ca/Policy/Cheating Plagiarism.pdf](http://www.hdsb.ca/Policy/Cheating_Plagiarism.pdf)

GENERAL INFORMATION

The following is a list of policies and procedures that govern student conduct at Brookswood:

EMERGENCY PROCEDURES

Langley School District has adopted an emergency procedure protocol that contains SIX types of emergencies to help students and staff differentiate between the type of emergency. These emergency types are posted in every classroom and explained and practiced with the school community throughout the year. In the event of a fire emergency, an alarm will sound and students are to follow teachers' directions. Students anywhere in the building must leave the school promptly and quietly, using the nearest exit route as directed by the teacher. Once outside, students must move to the all weather field. Students must then find their teacher who is standing in alphabetical order next to the fence and line up in front of the teacher in order that attendance may be taken. The "all clear" signal, which directs students to return to the building, is indicated by three tones on the school bell system. The use of electronic devices will not be tolerated during emergency drills.

TEXTBOOKS

Textbooks are issued by the classroom teacher or the library who also records the condition of the book. Some of the textbooks are issued for the duration of the course while others are issued for a specified period of time. Students are responsible for their textbooks. They can cost up to \$160.00 each. If a text is lost or damaged, a replacement cost will be charged.

EXPENSES

All students must pay a student activity fee of \$25.00 that helps to finance student activities. In addition, students must provide certain personal use items such as gym strip and notebooks. In some elective courses, especially those that involve project activities, students may be expected to pay for materials used for projects they keep.

LOCKS AND LOCKERS

Students choose a locker online starting in late August. New students to the school can get a locker assigned to them from the main officer. It is their responsibility to keep the locker free of any writing or damage. Students are not permitted to move to another locker or to exchange or share lockers with other students. Lockers must be secured with the supplied combination lock. Because of varying quality of locks, it is mandatory that students purchase the high quality locks provided through the school. In order to provide security for personal belongings, students are advised not to give anyone their lock combination. Locks cost \$8.00.

The gymnasium change rooms are equipped with lockers for student use. Students are required to lock clothing and personal items during P.E. Students can only occupy the P.E. lockers during their P.E. block. Locks will be cut off PE lockers at the end of everyday and the contents of the locker taken to the main office. Please note that all lockers can be searched by the administration at any time.

VALUABLES

Unfortunately, every year a few students have items of value go missing. To prevent this, please

1. make sure your locker is locked with a high quality combination lock or other good quality lock,
2. do not tell anyone your locker combination,
3. lock your bicycle to the bicycle stand, and
4. do not bring anything of significant value to school, including electronics and some articles of clothing.

PUBLIC ADDRESS ANNOUNCEMENTS

The public address system is used to communicate with teachers and students. Announcements are made before school, the start of Flex, at lunch and after school. It is important that all students listen carefully for important information affecting their classes, sports, social events and school procedures.

The school also uses Twitter (@sd35brookswood), MySchool Day App (available for Iphone and Android devices) and the school website with the Bobcat Den.

REPORTING TO PARENTS

Reports of student progress are provided to parents throughout the year. There are three term report cards that include a record of student achievement, marks and work habits. There are also two informal interim reports that include work habits and attendance by subject. There will be two parent-teacher evenings during the year. In addition, teachers and counselors are encouraged to contact parents by telephone or by email as the need arises. Parents are also encouraged to initiate communication with teachers and counselors. Parents can access student progress/attendance through MYED.

SCHOOL FUNCTIONS

When students attend a school function, even when away from school, they are expected to demonstrate responsible behaviour. School functions include dances, athletic events, concerts, trips and any other activity that is being sponsored by the school. All school regulations apply at these functions. Students will be made aware of specific rules and expectations governing these events.

STUDENT RESPONSIBILITIES

KEY SKILLS AND ATTRIBUTES OF A BROOKSWOOD GRADUATE

After asking Brookwood staff, about 300 students, and parents, we have come up with 5 key skills and 5 key attributes/characteristics that we want every one of our students to have developed by the time they graduate from Brookwood. We believe that these 10 skills and attributes/characteristics are important because they will help every one of our students be successful in life beyond Brookwood, as good people, citizens, and contributors to society; they will also open up opportunities for you for the rest of your life. We want these 10 key skills and attributes to be the **GOALS** of what we do at Brookwood in everything we do, as both staff and students. Here are the key skills and attributes, along with some definitions that staff came up with to help make sense of them:

SKILLS:

Communication – Being able to read, think, listen, speak, and write, in terms of both literacy and numeracy skills; learning about different tools to express ideas; being able to express ideas using a variety of media, including visual media.

Organization – Being able to manage time, and having routines that help us be on time, and know what needs to be done, and when. This includes knowing what tools are needed and the ability to prioritize what should be done first.

Critical Thinking – analyzing, examining, listening, questioning, reasoning, inferring, and synthesizing. These skills allow us to evaluate information, our thoughts, and the perspectives of others.

Problem Solving – Identifying a problem, questioning, thinking, researching, planning, while considering all perspectives, and accepting that multiple answers are possible. All this so that, in the end, we make educated and informed decisions.

Collaboration – Working with others to find solutions; respecting the opinions of others; listening to others, while believing that you also have something to offer; working as a team openly and transparently towards a positive, common goal; accepting of one another's failures and successes.

ATTRIBUTES:

Confidence – Believing in one's ability to problem-solve and make decisions; comes from experiencing success, sometimes in small steps, sometimes in learning from mistakes; includes a willingness to take risks.

Respect – Valuing and showing acceptance and tolerance of self, others, and the environment; we give respect, and we must also earn it.

Accountability – Understanding the connection between our actions and the results of our actions, so that we can anticipate consequences; owning up to our mistakes; our sense of responsibility to ourselves and others; doing what we need to do.

Social Responsibility – Becoming informed and aware of issues in the greater community and world; caring about people and issues beyond yourself; and acting in a way that benefits others before yourself.

Pride – Setting goals that are more than just the minimum, and working towards achieving them. Being motivated to start, persevering to the finish, and challenging yourself to do your best.

Langley School District Code of Conduct

The Langley School District believes that everyone has the right to learn and work in a safe, caring, healthy and orderly environment. All members of the school community are expected to maintain an attitude that is cooperative, courteous and respectful. It is a shared responsibility to demonstrate positive conduct while attending any school or District related activity, regardless of time and location.

Respect Yourself – care about your learning and yourself

Some examples include:

- make positive choices
- be on time and prepared to learn and do your best
- Be a positive contributor to the learning environment

Respect Others – be considerate of the personal feelings, space and belongings of others

Some examples include:

- be polite, honest and communicate respectfully
- be responsible for your actions
- be respectful of personal and cultural diversity

Respect Property – respect the school's environment

Some examples include:

- treat school equipment with care
- clean up after yourself and recycle
- ask before borrowing property

Be Safe - follow school rules and expectations

Some examples include:

- use appropriate hallway etiquette
- report dangerous situations to staff
- follow protocols for positive digital citizenship

All members of the school community are expected to comply with the purpose and spirit of the British Columbia Human Rights Code (Section 7 and 8), including not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity, political beliefs, and age.

Discriminatory conduct includes publishing or displaying anything that could discriminate against another based on accommodation, service and facility, or expose them to contempt or ridicule, on the basis of the above grounds.

The Langley School District encourages positive conduct from all members of the school community. It is not acceptable to directly or indirectly engage in behaviour that is considered:

- dangerous, including fighting or assault (or play fighting)
- discriminatory
- disrespectful, rude or defiant
- interfering with the learning environment
- bullying (including cyberbullying), harassment, intimidation, threatening or violent
- indirect involvement (bystander) in incidents of violence, bullying or harassment
- retaliatory in nature
- unsafe, possessing weapons or replicas and explosives (such as fireworks/firecrackers)
- theft or vandalism
- plagiarism or cheating
- unauthorized leaving of school grounds
- the dangerous use of cars, bicycles, skateboards and other equipment
- possession, use, distribution of any illegal or restricted substances
- illegal, including smoking on school property
- misuse of technology and electronic devices

Forms of unacceptable conduct cited above are some examples and not an all-inclusive list.

Consequences

School safety is paramount. Consequences for behaviour not meeting the Code of Conduct will be applied in a manner that respects individual differences, age appropriateness and past conduct. Whenever possible, incidents will be resolved by discussion, mediation, restorative action, restitution and if necessary, meetings with parents or guardians. Every effort to support students, staff, parents and guardians, and to determine the root causes of behaviour will be made. While the District hopes that strategies are learning experiences, there are times where the following consequences may apply:

- review of school and District expectations
- loss of privileges (i.e. placement in an alternate setting, detention, modified schedule)
- community service
- consultation with School District Staff, RCMP, Fire Department and other community agencies
- Violence Threat Risk Assessment (VTRA)
- suspension (for both students and staff)
- in the case of students, expulsion
- in the case of staff, termination
- in the case of parents and guardians, application of Section 177 of the *School Act*

The consequences cited above are only examples and not an all-inclusive list, and are not necessarily in progressive order. Decisions of District staff are eligible for appeal in accordance with District Policy No. 1205 – Bylaws of the Board – Student/Parent Appeals

The Langley School District Code of Conduct supercedes all previous District and individual school's Codes of Conduct in whatever form and has been structured to align with and adhere to the standards outlined in:

- The *School Act* 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007
- B. C. Human Rights Code
- B.C. Ministry of Education: Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007), both found at www.bced.gov.bc.ca/sco/
- The Langley School District Fair Notice Protocol
- School District No. 35 - Policy No. 7200 – Anti-Harassment and Anti-Discrimination Policy
- School District No. 35 – Policy 6200 – Workplace Discrimination, Bullying and Harassment
- School District No. 35 – Policy 1205 – Bylaws of the Board: Student/Parent Appeals

FAIR NOTICE

RESPONSE TO THREAT-MAKING BEHAVIOUR

School District 35 (Langley) is committed to a safe and supportive environment for all. We take all threatening comments and behaviours seriously. Students, staff and parents should be aware of the District's Violence Threat Risk Assessment Protocol that can be found on the district website at www.sd35.bc.ca and in all school main offices.

What is a Threat?

- A threat is an expression of intent to do harm or act out violently against someone or something
- A threat may be verbal, written, drawn, posted electronically or made by gesture
- A threat may include any high risk behaviour such as possession of a weapon

What is Threat Assessment?

Threat assessment is a process that is followed when a school becomes aware of a threat made against a student, staff member, or the safety of the school building and its occupants. When any form of a threat is made, a threat assessment team will investigate and appropriately enact the District's Violence Threat Risk Assessment Protocol. A threat assessment team is made up of individuals who have received formal threat assessment training.

What Parents and Students Need to Know

- Any threat must be reported to the school administration, counselor or some other trusted adult
- Investigation may involve the police and / or other community agencies
- Investigation may involve locker or personal property searches
- Interviews will be held with the threat-maker and other students or adults who may have information about the threat
- Parents of students who are directly involved will be notified
- Threatening behaviour may result in discipline for a student
- An intervention plan may be developed for the student making the threat and a support plan developed for any individuals targeted by threats

Everyone Has A Duty to Report

Often when we hear in the media about a violent incident, we learn that the threat-maker had made threats in advance of acting violently. To keep our school communities safe, students, parents, staff and community members must report all threat-related behaviours and high-risk activities.

Privacy Matters

The School District is subject to personal information privacy laws, and will undertake the collection of this information in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from publicly available open source media sites. The School District will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

SD35 will follow up on every reported threat.



CLASSROOM EXPECTATIONS

The teachers at Brookwood believe that every student wants to be a successful learner. In order to bring about this success, each teacher has developed a learning climate appropriate to his or her subject discipline. The teachers' expectations and regulations will be explained to students in the first few days of class. Students are then required to follow these rules set out in each of their classes.

CLOTHING

Clothing regulations in the school are established for safety reasons and in order to maintain a suitable school atmosphere. The following guidelines should help you decide what is appropriate.

1. Students must dress in an appropriate manner, not in clothing that is more appropriate for the beach or an evening party.
2. Students must wear shoes at all times--no roller blades, or skateboards allowed anywhere in the school.
3. Students must wear gym strip in physical education classes--no black marking running shoes.
4. Students may be required to wear special safety clothing in areas such as labs and shops.
5. Students must not wear inappropriate slogans or "badges" and name brands promoting inappropriate substances.
6. Students must not wear clothing that has references to drugs, alcohol, sex, rude or racist language.

Teachers, Counsellors and Administrative personnel will approach students who do not adhere to the above guidelines.

GYMNASIUM

Although primarily a teaching area, the gymnasium is also used before and after school and during lunch hour. Because of its heavy use, students are urged to do their best to keep it clean and in good condition. Food is not allowed in the gym. All students are expected to wear proper gym strip, including t-shirts, when using this facility. No street shoes are allowed in the gym.

TO AND FROM SCHOOL

Walking - Students are expected to respect traffic lights and to use sidewalks and/or designated walkways. Be aware of the traffic; use all safety sense. Please respect the property rights and privacy of our neighbours.

Bicycles - Students riding bicycles to and from school are expected to obey traffic regulations en route to and from school. Bicycles must be parked in the bike racks and locked while on school property. Student loitering around the bike racks is prohibited.

School Bus - Students riding the school bus are expected to obey the rules and regulations as outlined by the bus driver. Failure to do so may result in the suspension of the privilege of riding on the school bus.

Autos - Only staff are permitted to park in the lot closest to the tennis courts. Student parking is located to the west of the school. Parking Passes are necessary for all students and these are obtainable at the office for \$20 each. All students must have a parking pass by Oct. 1. No parking is allowed in the drop-off lane. Students will have their parking privileges revoked and cars will be barred from school property if they are used in an unsafe manner, which includes, but is not limited to speeding, vaping in them on property, and disobeying "N" and "L" laws. Students must observe all traffic rules and display an 'N' or 'L' where required.

STUDENT COURSE LOAD

In 2019-2020, changes in the Provincial Graduation program come into effect. These changes will have an impact on students in Grades 11 and 12. In particular, students in Grade 11 will be required to take an additional course, Career Life Connections, for graduation. This means that in order to complete Graduation requirements, Grade 11 students will be expected to enroll in 8 courses (a full course load) that include necessary academics and elective courses along with Career Life Connections. Students wishing to reduce their course load (for Youth train in trades, Work in Trades, WEx...etc.) will need to meet with Counsellors at the beginning of June to have their timetables reviewed. Our goal is that each student be on track to complete a minimum of 96 credits toward Provincial Graduation requirements surpassing the minimum required by the Ministry. Study blocks will be discouraged and granted only on a case-by-case basis with an application and consultation with parents and student.

SCHOOL AFTER HOURS

On most days, the school is open until approximately 10:00 p.m. for students to access their lockers if they have forgotten homework. Students are not allowed in the building on weekends unless there is a supervising teacher. Students planning activities must ensure that there is a sponsor teacher present.

STUDENT SERVICES

COUNSELLING

Brookswood counselors are available to students, staff and parents. Counselors work with students in a variety of ways including: helping them choose appropriate courses, working with the students who are having course difficulties, and assisting students who are having personal problems. If students require a meeting with a counselor, they are encouraged to make appointments with the counseling office secretary well in advance. Parents are invited to communicate with counselors at any time. Appointments can be made by phoning the school at 604-530-2141.

LEARNING ASSISTANCE

For some students additional help may be necessary so that they can be successful in school. This is the purpose of our Learning Assistance Centre.

Enrolment is limited with placement based on a needs basis either through teacher recommendation or student/parent request. Students receive extra help in their courses in addition to learning organizational and study skills. Homework Club is also available after school.

LEARNING SUPPORT SERVICES

This department offers additional help for students designated by the Ministry of Education as having specific learning differences. Placement is based on specialized assessments. Students may be referred through the school based team.

LEARNING COMMONS

Our library is available for classes during the school day and is also open for student use during lunch hour, before school and after school for serious, quiet study.

The library is open for students during their study block; however, classes that are booked into the library by a teacher have priority. General reading items are placed on a three-week loan. Most books may be signed out and some reference materials may be placed on a restricted (over-night) loan. Library Staff will be pleased to help if students need help obtaining information. Food and drink are not allowed in the library.

CAFETERIA

The school cafeteria serves lunches and snacks daily. Students are asked to deposit all litter in the garbage containers.

To support our Special Education program, we ask students to please put drink recyclables in the appropriate receptacles throughout the building. It is important that we keep our environment clean both inside and outside of the school.

TELEPHONE

The students have access to a phone through the main office. In situations of need, parents may call the office to contact their children or leave a message.

MEDICAL ROOM

If students are ill, they should report to the counseling secretary. The medical room is located in the counseling office. The medical room is designed to provide basic first aid only. The school provides no medication.

Accidents and emergencies should be referred to a teacher immediately. If you wish to go home because of an accident or illness, you must check with the counseling office secretary and then sign out.

LOST AND FOUND

Our "lost and found" is located outside the general office area. Students are warned not to bring large sums of money or valuables to school.

During P.E. class, valuables such as watches and jewelry should be locked in your main locker, not your P.E. locker, and not left in pockets and purses in the changing room. Students are responsible for the care and safety of all of their personal belongings. The school cannot accept responsibility for lost or stolen articles.

STUDENT OPPORTUNITIES

CLUBS AND ACTIVITIES

Brookswood Secondary School 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. Some of the clubs and activities are:

Multicultural Club	Grad Council	Robotics Club
Music	Students' Council	
Student Leadership	Weight Lifting Club	
GSA	Cats Crew Ambassadors	

ATHLETICS

Brookswood has an excellent athletic program which enables students to develop skills in a sequential manner in grades 8 through 12. Participation on a school team involves a commitment and responsibility to the team and school, but the rewards are great. Many Brookswood students have gone on to excel in athletics at the Provincial and National level. Some of the teams and their seasons are:

Fall

Boys' Soccer
Cross Country
Swimming
Volleyball

Winter

Basketball
Wrestling

Spring

Badminton
Girls' Soccer
Golf
Hockey

Rugby
Tennis
Track/Field

STUDENT COUNCIL

The Student Council organizes and co-ordinates various social functions for the benefit of the students throughout the year. The council consists of an elected president, grade reps, secretary, treasurer and vice-president.

Social functions vary from year to year, but usually include activities such as student dances, dress-up days, Christmas hamper drive and other special events.

WHERE TO GO

IF YOU ...

THEN ...

Are late and have been excused	- sign in at the office
are late without being excused by a parent	- go directly to class
need to leave the school	- sign out at the office
have an accident	- if in class, see the teacher, and notify the counseling office immediately
lose a textbook	- inform your teacher
are ill	- go to the Counselling office
were absent from school	- have parents telephone the school or bring a note to the office
want to report a change of address or phone number	- go to the main office
want to see a Counselor	- see the counseling secretary
want to use the telephone	- Phone available on office counter. Please ask to use it. (not during class time)
want to join a team	- see the coach or talk to the Athletic Director.

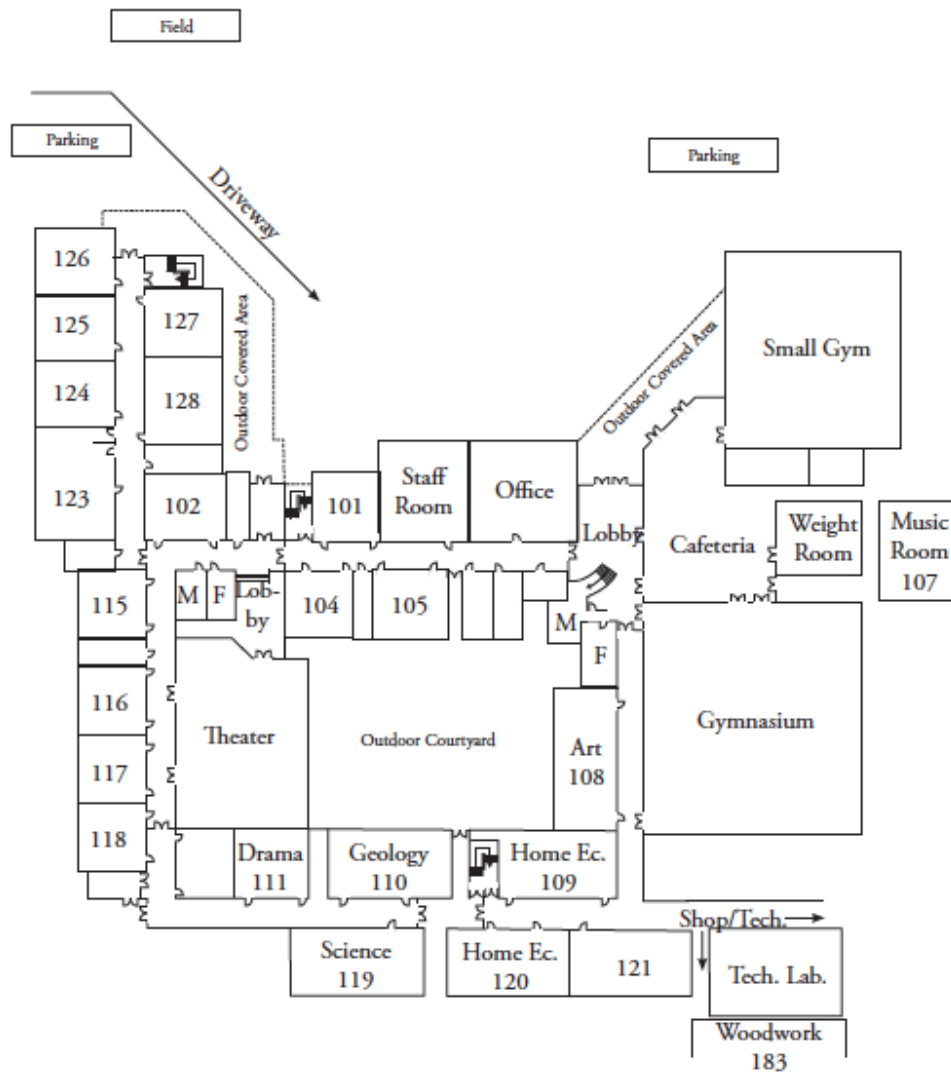
OÙ ALLER

SI VOUS ...

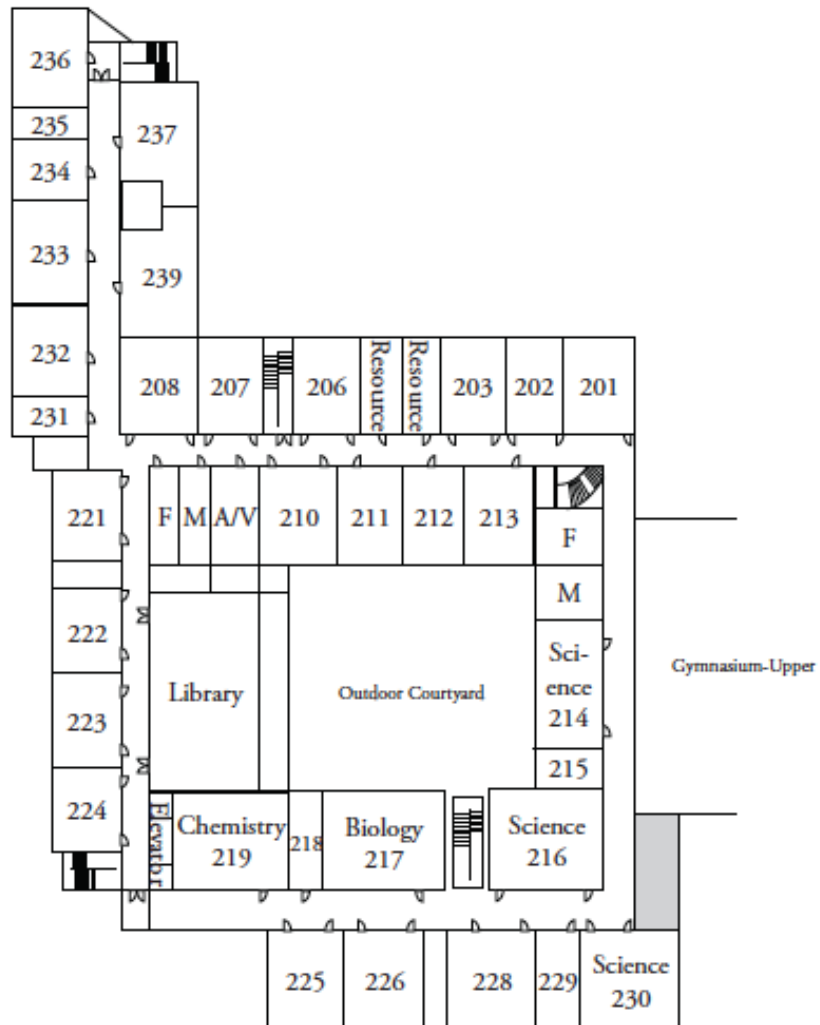
PUIS ...

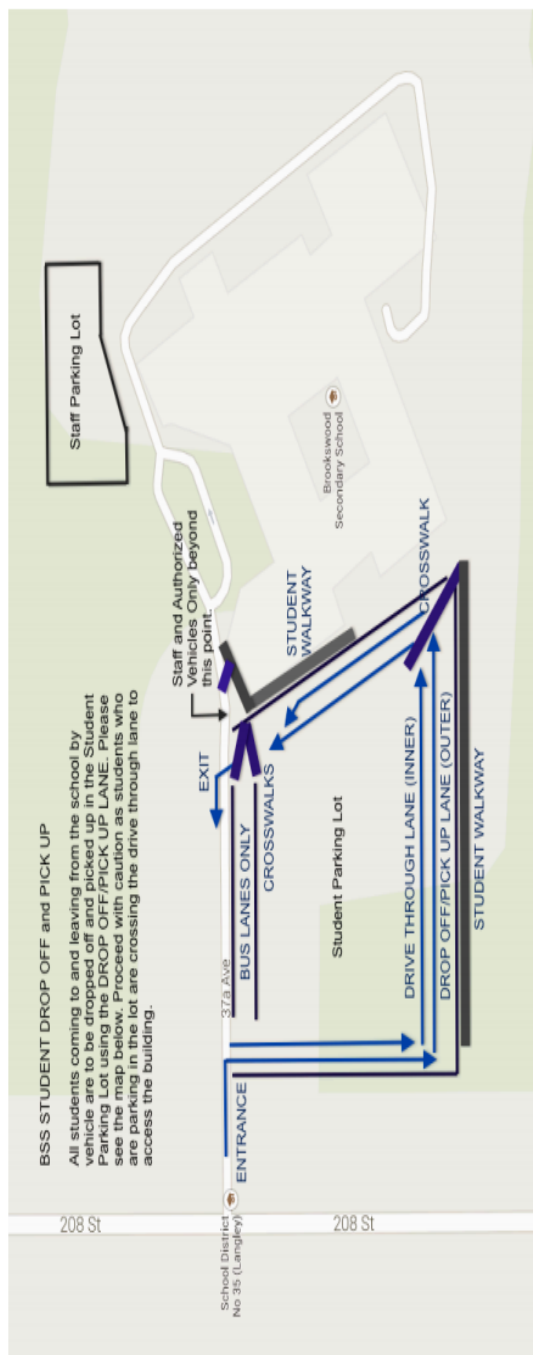
vous êtes en retard et vous êtes excusé (e)	- allez au bureau
Vous êtes en retard sans être excusé(e) par un parent	- allez directement à votre classe
Vous avez besoin de quitter l'école	- allez au bureau pour vous excuser
Vous avez un accident	- informez votre professeur
Vous êtes malade	- allez au bureau des conseillers
Vous étiez absent(e) de l'école	- dites à vos parents de téléphoner à l'école ou apportez une note au Bureau
Vous voulez changer d'adresse ou numéro de telephone	- allez au bureau
Vous voulez voir un conseiller	- allez au bureau des conseillers pour prendre un rendez-vous
Vous voulez utiliser le téléphone	- allez au bureau et demandez poliment!
Vous voulez vous joindre à une équipe	- parlez à l'entraîneur de l'équipe ou au directeur athlétique

Brookwood Secondary School Main Floor Plan



Brookwood Secondary School Upstairs Floor Plan





Langley District Online Resources

The Langley School District has made it possible for students to have free access to these online resources.

















Students may access these at school & at home.

Go to the school Library Learning Commons web site:

<https://bss.sd35.bc.ca/student-life/the-library/>

Login: *langley* and **password:** *langley35*

Contact your teacher librarian or library staff for further information.

<p>Early World of Learning provides many opportunities for younger students to explore language and learning through activities, songs, stories, and reading.</p>	<p>K - 2</p> 
<p>The WorldBook Online collection provides differentiated access to encyclopedic information and a variety of ways to interact and access it.</p>	<p>3 - 9</p> <div></div>
<p>A unique subset of World Book Online is Science Power, with a wide array of Science Learning Activities provided at two reading levels.</p>	<p>3 - 6</p> 
<p>National Geographic Kids (NGK) provides access to years of NGK magazines and other publications.</p>	<p>5 - 7</p> 
<p>Passport to the Internet provides Internet safety learning in an engaging game interface.</p>	<p>4 - 7</p> <div></div>
<p>EBSCO databases are provided with grade level focus. Each of the three databases searches millions of primary and secondary source documents, including hundreds of magazines. Reading levels are selectable through the advanced search functionality.</p>	<p><i>Also offered through explora</i></p> <div><p>3 - 7 </p><p>8 - 12  </p><p>  </p><p>7 - 12 </p></div>
<p>KnowBC is a set of BC-focused encyclopedia and print resources.</p>	