

**BROOKSWOOD IS ...  
POSITIVELY SHAPING OUR WORLD THROUGH OUR  
ACTIONS, WORDS AND LEARNING**



## **Student Handbook**

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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

- an outline of the responsibilities of students, including the Code of Conduct,
- a summary of the services and opportunities provided at Brookwood, and
- a 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.

**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.

## **GUIDED LEARNING TIME AT BROOKSWOOD SECONDARY**

### **Frequently Asked Questions:**

#### **Why is BSS implementing Guided Learning Time?**

Guided Learning Time is being brought in due to the request of staff and students to increase the amount of tutorial time offered at the school. The 40-minute class attached to period 1 will provide students an opportunity to gain a greater understanding of the assigned work through increased interactions with the teacher in the classroom.

#### **What are the expectations of the students in Guided Learning Time?**

- After the period 1 break, students are to return to their first block class with work to complete for that class and any other additional work if needed.
- Students are to complete the assignments for period 1 before completing assignments in other subjects. If completely up to date, they may then work ahead or study.
- Students may choose to collaborate with other students on a different subject once period 1 work is complete.
- Students will remain in their period 1 GL for the entire period.
- Students on a study block will be in the library or cafeteria for period 1 and the GL block.

#### **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.

#### **Will students be allowed more choice in terms of where they are for Guided Learning Time?**

As we go through the year, staff will evaluate how well the Guided Learning Time is working and will discuss implementing further steps. This may include allowing students to choose a different class other than period 1 to attend for Guided Learning Time.

### **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.

### **HOMEWORK AND AGENDA BOOKS**

Obviously, this handbook and homework are very closely intertwined. Use your Agenda to help you organize and utilize your homework time.

1. In class, record what work is assigned and when it is due.
2. Before leaving school, refer to your Agenda so that you can take home what you need.
3. Before leaving home in the morning, refer to it again to make sure that you have everything you need for the day.

### **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 may:

- Assign a grade of zero
- Require a student to re-do the assignment
- Require a student to do an alternate assignment
- Contact Parents
- Suspension from school
- Record the incident on the student's file

**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 Plagarism.pdf](http://www.hdsb.ca/Policy/Cheating_Plagarism.pdf)

**GENERAL INFORMATION**

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

**EMERGENCY PROCEDURES**

In the event of an 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 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 \$119.00 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 which purchases this book and helps to finance student activities. In addition, students must provide or purchase 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 are assigned a locker on the first day of school. 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 a 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. 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, at lunch and after school only. It is important that all students listen carefully for important information affecting their classes, sports, social events and school procedures.

## **REPORTING TO PARENTS**

Reports of student progress are provided to parents five times a 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.

## **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 Brookswood 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 Brookswood. 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 Brookswood, 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 Brookswood 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.

## **CODE OF CONDUCT**

The Langley School District Code of Conduct applies to behaviour both on school premises and off school premises where the activities are organized or sponsored by the school, or the activities will have an impact on the school environment. It is our belief that discipline is learned over time and with the modeling and support of the family and school community, our students will learn how to behave in acceptable ways. As students mature, it is expected that they demonstrate greater self-discipline and increasingly better performance aligned with the Graduate Profile.

The Graduate Profile is the vision statement for the District and describes our students in terms of:

1. Ethical and Respectful Citizens
2. Democratic Participants
3. Self-directed Individuals and Skilled and Knowledgeable Learners
4. Collaborative and Quality Contributors

A more complete version is available on the Langley School District website at <http://www.sd35.bc.ca>

Ultimately, the Code of Conduct is a description of student responsibilities that is woven through the following sections.

## **ATTENDANCE**

Regular school attendance is a major factor contributing to student success. It is, as well, a legal requirement. Consequently, close monitoring of student attendance is a feature of this school.

1. Attendance is taken in all classes by the teacher. Students are expected to be in every class on time. If your student will be absent, please contact the school at your earliest convenience.
2. Students who need to leave school during the school day must present a note to the office before they attend the first class of the day or parents must contact the office. A parent or guardian must sign out students before leaving the school.
3. If during the school day a student becomes ill, they should report to the counseling office.
4. If a student fails to return after lunch, the student is truant unless there is a telephone call or note from the parent.
5. Every student shall, on the request of a teacher or vice-principal, present a written excuse from his/her parent or guardian for absence or tardiness.

6. All students taking physical education classes are expected to wear proper attire. They are also expected to participate in all activities unless they have a written medical excuse.
7. If you wish to check your student's attendance at any time, please contact the school.

### **LATES**

Our goal is to encourage students to be in class and ready to learn when the bell rings for school in the morning, after lunch, as well as for each class period. However, lates do occur and we expect students to be aware of their responsibilities. If a student is late

1. for first period without an excuse from a parent, he or she reports directly to class. The teacher will provide an appropriate consequence.
2. for first or fourth period and has been excused by a parent, he or she reports to the office before going to class.
3. he or she should wait at the classroom door until admitted at an appropriate break in the lesson.

Students who are late disrupt the instruction process in the classroom. If a student is late too often, the school must respond with progressive discipline.

1. Initially, students will serve in-class detention(s) in the classroom.
2. Habitual lates (after five) will be referred to the administrators. Students will make up missed time with lunch and afterschool detentions.
3. If lates continue, phone calls home and increasing consequences, will ultimately lead to in-school and out-of-school suspension.

Because lates are unacceptable and disruptive, the school will regularly monitor lates.

### **DETENTIONS**

School detentions are given for an infraction of school rules. Classroom detentions are assigned by teachers for specific offences. If a student has more than one detention, it is his/her responsibility to inform both teachers and make alternate arrangements.

### **BROOKSWOOD ELECTRONIC DEVICE POLICY**

Cell phones and other electronic devices may be used before school, between classes, at lunch and after school. In order not to disturb the learning environment of the classroom, these devices must be turned off while class is in session unless they are being

used as educational tools with the usage determined by the teacher.

If a student is using a cell phone or electronic device in violation of school or classroom policy, the student will have the device confiscated by the teacher and returned at the end of the day. On the second offense, the device will be confiscated and turned over to the office and returned at 3:15 p.m.

Recording devices (photos or audio) are not permitted within the school building unless permission is granted by a teacher or administrator.

### **SMOKING**

Scientific evidence clearly indicates that cigarette smoking is a health hazard both for the smoker and for anyone in the vicinity of the smoke. Provincial By-laws state that smoking is not permitted on the school grounds. Programs may be set in place to assist students who are interested in quitting.

### **OFFENCES**

A school must provide a safe and comfortable environment for students to learn effectively. Consequently, certain actions must be dealt with severely by the school, the school board, or the police. These include

1. the use of physical violence or verbal threats,
2. inciting others to fight,
3. the use of foul or offensive language,
4. willful disobedience to school staff,
5. the causing of a false fire alarm,
6. theft or the causing of willful damage, and
7. truancy.

### **GOOD NEIGHBOUR POLICY**

Brookswood students may not enter any building or be on the property of any other school, elementary or secondary, at any time, without obtaining prior approval from a vice-principal or principal at that school.

Instances of approved and authorized arrival would include such things as, but not limited to, interschool athletics, music festivals and drama events. In these cases, both the administration of the host and guest schools have prior knowledge and approve of the activity. All of these examples include a component of teacher/adult supervision. Specifically, what is not permitted is individual or a group of Brookswood students arriving at another

school, of their own volition. The good neighbor policy also applies to students from other schools visiting our school.

### **SERIOUS OFFENCES**

Brookwood Secondary takes a strong stand and will recommend student suspension if:

1. the student is under the influence of, or in the possession of alcohol or drugs while at school or at a school function, or
2. the student is involved in harassment of a physical or racial nature.

### **STUDENT HARASSMENT**

Brookwood is committed to maintaining a learning environment which is free from harassment and bullying. Harassment complaints may be resolved through informal discussion, counseling or confidential mediation.

If you are harassed

- don't ignore harassment,
- don't feel guilty,
- tell the harasser when conduct is inappropriate and unwanted and tell them to stop, and
- approach a counselor, teacher, administrator, parent or trusted adult for support.

If you witness harassment

- refuse to join in,
- support the student being harassed, and
- encourage the student being harassed to inform a teacher, counselor or administrator about the incident.

# 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](http://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.



**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.

Counseling 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 \$5 each. All students must have a parking pass by Oct. 1. No parking is allowed in the drop-off lane. Cars will be barred from school property if they are used in an unsafe manner. Observe all traffic rules and display an 'N' or 'L' where required.

## **STUDY BLOCKS**

In order for the student to qualify/receive a Study Block, a form must be signed by a parent/guardian and returned to the main office as soon as possible. During the study block, students may choose to leave the school grounds if parents have signed Section B of the permission form. Students on a study block must be in the cafeteria, in the library at the beginning of the block or off campus (as long as the permission form has been signed) This policy has been developed to ensure student safety. In the event of an emergency, it is imperative that school staff can identify the whereabouts of all students. Parent permission may be revoked at any time for reasons such as, but not limited to, academic standing, poor driving, or other irresponsible behavior.

## **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**

Brookwood has three counselors who 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**

Brookwood provides many modified courses for students who have learning difficulties. For some students however, 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.

### **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.

### **LIBRARY**

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**

There is a telephone available on the counter in the main office in case of emergency or special needs. Students must ask for permission before using the office telephone. The telephones are not to be used during class or between classes.

## **OFFICE AREA**

The offices of the principal, vice-principals and working areas of three school secretaries are contained in the general office. Also included in this area are the public address system and the conference room.

Secretaries are available to help students before and after school and during the lunch hour.

Normally, students will not come to the office during classes or between periods unless they are signing out and leaving early. If students are asked to report to the principal or vice-principal, they must enter the office and sit quietly in the student waiting area.

## **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 AWARDS**

### **HONOUR ROLL**

Each term we recognize student achievement with an Honour Roll. We publish it through the parent newsletter. To be included on the honour roll, a student must attain an average of 80% or better. At the end of the year, to receive an academic excellence award at our

Awards Assembly, a student must attain an average of 90% or better for the school year.

## **AWARDS**

At Brookwood, student accomplishment and effort are encouraged and recognized in many ways. Each year, certificates, plaques, trophies and scholarships are presented to students who have achieved significantly. The awards assembly in June features presentations in service, athletics and academics and ends with inspirational and memorials.

The inspirational awards are The Ike Sinden-Stubbs Memorial, The Steven Jackson Inspirational Award, The Chris Friesen Inspirational Award and The Caroline Fitton Humanitarian Scholarship. The Gene Macdonald Award and the Dylan Reichelt Memorial Award is for service to school and community.

## **VALEDICTORIAN CRITERIA**

Beginning in the 2011-2012 school year, selection of the valedictorian for the graduating class will be based on the following criteria:

- A student's top six grade 12 courses that are deemed as academic grade 12 courses by the universities (ie. All provincially examinable courses plus Law 12 and Comparative Civilizations 12) Also included are any Advanced Placement (AP) courses. These courses may be taken in a student's grade 11 or grade 12 year of study.
- All courses must be taken at Brookwood in order to be eligible.
- For courses taken in a student's grade 12 year, only the school mark will be used in the calculation. If a student writes a provincial exam for a grade 12 course taken in the grade 11 academic year, the higher mark between the school mark and the blended mark will be used.

## 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

<b>SI VOUS ...</b>	<b>PUIS ...</b>
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

## THE "DO" LIST OF BROOKSWOOD

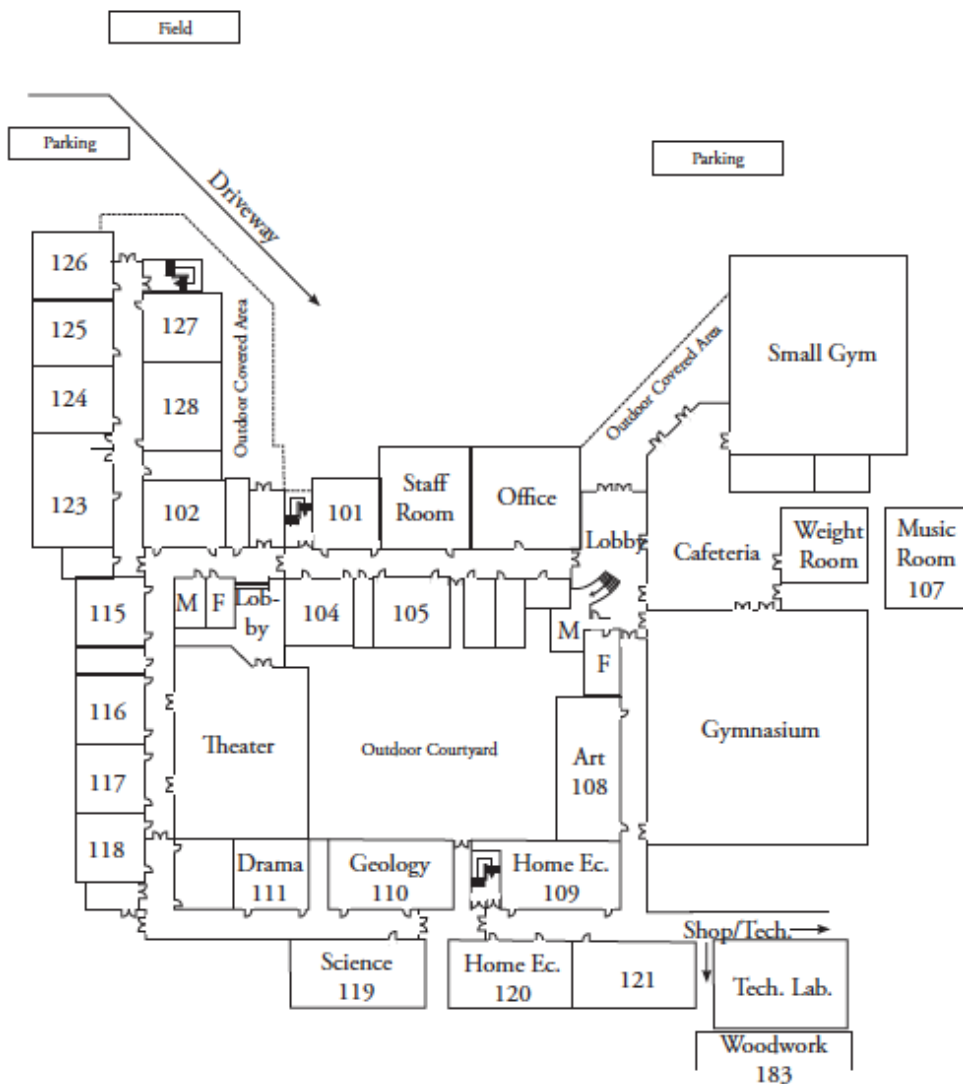
This section was written by our grade 12's outlining their "Do" expectations at school.

- Do combat the forces of boredom (i.e. get involved!)
- Do use the garbage cans! (And no, the ground is not a garbage can--no matter how hard it tries to deceive you.)
- Do have respect for the school, for others and for yourself (and remember teachers are people too.)
- Do get fully dressed in the morning (despite popular myth, no one wants to see your underwear.)
- Do refrain from smoking on school grounds, no matter how much you want to get lung cancer.
- Do attend school. It's actually a legal requirement--not even joking.
- Do remember it's high school, not grade one. This is the big leagues now.
- Do be kind.
- Do try. It makes your time here a heck of a lot easier.

- Aubrie, Zoé, Kristen, Mackenzie  
Brookswood Graduates 2005



# Brookwood Secondary School Main Floor Plan



# Brookwood Secondary School Upstairs Floor Plan

