

# Hugh Boyd Secondary School

## Mission Statement:

*Hugh Boyd Secondary School develops compassionate and respectful young adults, who are well-balanced, principled inquirers with an understanding of their responsibilities within society and as global citizens. Students balance academic excellence with attributes that allow them to realize their potential as whole learners in a dynamic and complex world.*

### **Principal's Comments:**

**Welcome to the 2023-2024 school year!** Hugh Boyd is a wonderfully diverse school with students from different ethnicities, abilities and backgrounds who come together in an inclusive environment. At Boyd, our focus is on *caring for others, striving for excellence, taking risks and overcoming challenges*. Through **hard work, commitment** and **respect** for themselves and others, students at Hugh Boyd will grow to become responsible global citizens and achieve personal success at school and in the community. This agenda provides a useful tool in navigating your way through the school year. Use it to assist with organization and planning which are critical in supporting your own success. Boyd Secondary has a wide range of academic, athletic, and arts programs and a multitude of extra-curricular activities. Make use of the information in this agenda; get involved. Take every opportunity you can to be an active member of Hugh Boyd's community. We want to help you **make 2023-2024 your best year ever!**

Mr. J. Leslie, Principal

### **PRINCIPAL**

Mr. J. Leslie

### **VICE PRINCIPALS**

Mr. A. Onukwulu

Ms. R. Poon

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**This Agenda belongs to:**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_

**POSTAL CODE** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**STUDENT NO.** \_\_\_\_\_ **HOMEROOM** \_\_\_\_\_

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### **HUGH BOYD**

Hugh Boyd Secondary School is named after Richmond's first Reeve – Head Councilman. He was a man who was well liked for his pleasant demeanor and quick sense of humour. Born in County Down, Ireland, Hugh Boyd was one of seven Richmond pioneers who came to Canada seeking fame and fortune. His first stop is reputed to be the Cariboo gold fields, but by 1866 he had ventured south to the warmer climate of southern B.C. It was at that time that he turned his attention to farming with another early pioneer named Alexander Kilgour. In 1873, Boyd married Mary McColl.

The first Richmond Council meetings were held in the Boyd-Kilgour farmhouse on Sea Island. Some say that the name Richmond was selected in honour of Mrs. Boyd's birthplace in England. Hugh Boyd's farming influence is reflected in his advocacy of the "horn of plenty" as Richmond's municipal seal.

## **MIDDLE YEARS PROGRAMME AT HUGH BOYD**

Hugh Boyd Secondary School is an authorized IB World School delivering the Middle Years Programme (MYP). IB World Schools share a common philosophy – a commitment to high quality, challenging, international education that Hugh Boyd Secondary School believes is important for our students.

\*Only schools authorized by the IB Organization can offer any of its three academic programmes: The Primary Years Programme (PYP), the Middle Years Programme (MYP, or the Diploma Programme (and in addition the IB Career-related Certificate). For further information about IB programmes, visit <http://www.ibo.org>

### **Action and Service in the IB Middle Years Programme What is “Action”?**

“Students take action when they apply what they are learning in the classroom and beyond. IB learners strive to be caring members of the community who demonstrate a commitment to service—making a positive difference to the lives of others and to the environment.”

Action can take place in the classroom, in the community, or in the school environment. Students may count classroom service hour based on teacher guidance, when students are learning content through action. In the community, we encourage students to consider their own interests to determine what type of service best suits them. At school, there will be multiple opportunities to volunteer. In taking action, students are encouraged to be caring, concerned, responsible citizens in their school and local communities, and the world at large.

Service hours will be available through the school for students who are not able to achieve all their hours outside of school. Students are encouraged to listen to announcements for opportunities to volunteer. Students are reminded that when volunteering outside of school, they should only do so with parental permission through registered, reputable organizations.

Ten hours of service and action are required in grades 8, 9, and 10 for completion of the IB Middle Years Programme. School service awards and Incentive hours are above and beyond the minimum MYP requirements. See page 21 for recording service in the MYP.

#### ***MYP and School Policies:***

Please visit the website for Hugh Boyd's policies regarding Inclusion, Language, Assessment and Academic Honesty.

## **THE IB LEARNER PROFILE**

The aim of all IB programmes is to develop internationally-minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

***IB learners strive to be:***

<b>Risk-takers</b>	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
<b>Principled</b>	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
<b>Communicators</b>	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
<b>Caring</b>	We show empathy, compassion and respect. We have a commitment to service, and act to make a positive difference in the lives of others and in the world around us.
<b>Inquirers</b>	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
<b>Open-minded</b>	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
<b>Thinkers</b>	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
<b>Balanced</b>	We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and the world in which we live.
<b>Knowledgeable</b>	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
<b>Reflective</b>	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## **GRADE 10 IB MYP COMPLETION REQUIREMENTS**

### **Certificate of Completion with Distinction:**

<b>Criteria</b>	<b>Requirement</b>
Community and Service	-30 hours minimum -completion of service reflection
Subject Area Performance	-completion of all subjects with a minimum of 5 out of 7 on the MYP Overall Level of Achievement in each required discipline.
Personal Project	-completion of all parts of the Personal Project with minimum of 5 out of 7 on the MYP Level of Achievement
Interdisciplinary Unit	-completed in each year of the programme

### **Certificate of Completion:**

<b>Criteria</b>	<b>Requirement</b>
Community and Service	-30 hours minimum -completion of service reflection
Subject Area Performance	-completion of all subjects with a minimum of 2 out of 7 on the MYP Overall Level of Achievement in each required discipline.
Personal Project	-completion of all parts of the Personal Project with minimum of 2 out of 7 on the MYP Level of Achievement
Interdisciplinary Unit	-completed in each year of the programme

### **Certificate of Participation:**

<b>Criteria</b>	<b>Requirement</b>
Community and Service	-Completed -completion of service reflection
Subject Area Performance	-Completed subjects according to individualized programming
Personal Project	-Completed
Interdisciplinary Unit	-Completed

## 2023/2024 TIMETABLE

Hugh Boyd Secondary will continue as a semester school for the 2023-2024 school year. Students will take four courses in the first semester, followed up four different courses in the second semester. **Semester 1** will run from **September 5<sup>th</sup>-January 29<sup>th</sup>**, and then **Semester 2** will go from **January 30<sup>th</sup>- June 21<sup>st</sup>**. Regular Classes on Mondays, Wednesdays and Fridays are 80-minutes long, with a 10-minute break between classes.

There will be 60 minutes of **Personal Learning Time (PLT)** on **Tuesdays and Thursday mornings from 8:30 – 9:25 AM**. Students are encouraged to use this time productively by seeking extra help from teachers, preparing for assignments, completing homework, doing group work, finishing projects, etc. Classes on Tuesdays and Thursday are 65 minutes,

The school will have **Collaboration days** on the first Wednesday of each month (excluding September and January) where staff use this time to collaborate with each other to plan teaching units and activities for the diverse learners in the school. Students have a later start at 9:50 AM on these days. Classes on Collaboration days will be 60 minutes each.

### **BELL SCHEDULES** (2023-2024 school year)

MON			TUES			WED		
A	8:30 AM	9:50 AM	PLT	8:30 AM	9:25 AM	B	8:30 AM	9:50 AM
BREAK	9:50	10:00	BREAK	9:25	9:30	BREAK	9:50	10:00
B	10:00 AM	11:20 AM	A	9:30 AM	10:35 AM	A	10:00 AM	11:20 AM
BREAK	11:20AM	11:30	BREAK	10:35	10:45	BREAK	11:20	11:30
C	11:30 AM	12:50 PM	B	10:45 AM	11:50 AM	D	11:30 AM	12:50 PM
LUNCH	12:50	13:35	BREAK	11:50	12:00	LUNCH	12:50	1:35
D	1:40 PM	3:00 PM	C	12:00 PM	1:05 PM	C	1:40 PM	3:00 PM
			LUNCH	13:05	13:50			
			D	1:55 PM	3:00 PM			

  

THURS			FRI		
PLT	8:30 AM	9:25 AM	A	8:30 AM	9:50 AM
BREAK	9:25	9:30	BREAK	9:50	10:00
B	9:30 AM	10:35 AM	B	10:00 AM	11:20 AM
BREAK	10:35	10:45	BREAK	11:20	11:30
A	10:45 AM	11:50 AM	C	11:30 AM	12:50 PM
BREAK	11:50	12:00	LUNCH	12:50	1:35
D	12:00 PM	1:05 PM	D	1:40 PM	3:00 PM
LUNCH	1:05	1:50	***ALTERNATE DAY 1/2 ROTATIONS		
C	1:55 PM	3:00 PM			

### **Collaboration Day Bell Schedule**

First Wednesday of the month		
B	9:50 am	10:50 am
BREAK	10:50	11:00
A	11:00 am	12:00 pm
BREAK	12:00	12:10
D	12:10 pm	1:10 pm
LUNCH	1:10	1:55
C	2:00 pm	3:00 pm

## **STUDENT EXPECTATIONS**

### **CODE OF CONDUCT**

The Board of School Trustees is dedicated to providing a school community that has a positive and safe climate that allows purposeful teaching and learning to take place. 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.

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-private and public;
- respect the legitimate authority of the school administrative office and staff;
- respect and take pride in the school's physical facilities;
- respect the diversity of the school community;
- respect the nonsmoking nature of district schools and property;
- respect the individual rules within school;
- behave in an ethical and lawful manner;
- behave in a considerate and courteous manner;
- behave in a safe and responsible manner at all times;
- **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 Hugh Boyd expects students to behave in a **responsible** and **respectful** manner at all times. Disrespectful behaviour towards others in the school and/or community, including fighting, harassment, and intimidation, will not be tolerated and will be dealt with firmly. The policies of the school and school district shall apply in school and at **all** school functions including fieldtrips.

### **HEALTHY SCHOOL STATEMENT**

We believe there must be a balance between mind, body and spirit in a healthy school. We strive to encourage students to make healthy lifestyle choices about diet, physical activity, stress reduction and addictive behaviours.

Hugh Boyd is a caring school where students, staff, and parents learn together in a safe environment based on trust and mutual respect. Our purpose is to provide opportunities for all learners to realize their potential and pursue their goals.

## **ACADEMIC HONESTY**

At Hugh Boyd, we expect all students to do their best work and adhere to a high level of intellectual integrity. Consequently, assignments and tests submitted by students for grading should be their own work. Be careful of plagiarism (even unintentional). Always credit your sources.

Teachers in each grade and subject area will reinforce the importance of academic honesty through lessons, assignments, class discussion, and other formal or informal means. Students will be taught note taking, citing, and bibliography skills with escalating degrees of sophistication for each grade. Students are responsible for ensuring their work is not plagiarized. Plagiarism applies to both printed as well as unpublished material, and includes:

- using not only direct quotations and paraphrases from other sources, but also information and ideas without documentation of the source. When students paraphrase information from another source, the source still must be cited
- copying someone else's assignment or a portion of it and submitting it as your own
- copying all or part of another source and submitting it as your own original work
- turning in work done or heavily edited by tutors, parents, siblings or friends as your own
- In the Modern Languages department (Language B), the use of an electronic translator for all or parts of sentences and paragraphs constitutes plagiarism. Individual words or expressions which are used as a result of a translator, dictionary, or other external source must be underlined and cited/sourced
- turning in purchased papers or those found on the Internet as your own

The purpose of evaluation of work is to make informed judgments about student learning using valid evidence. *Cheating is not acceptable, and will have consequences.*

Cheating includes:

- Sharing or showing an assignment/homework with another student whether you believe it will be copied or not (includes copying homework)
- Giving or receiving answers during tests
- Stealing a copy of a test (includes taking a picture of a quiz or test without teacher permission)
- Using any form of memory aid during a test without permission by the teacher (includes using a translator or information stored in a calculator)
- 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
- Copying all or part of another source 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.*

**Note:** There is a difference between academic achievement and behavior. If caught cheating, work habits marks will be affected, and students should be given another opportunity to show their learning in a way deemed appropriate by the teacher. If the requirements are still not met, students may receive a “zero”.

For more information, including consequences and procedures, please see the Academic Honesty Policy on the school website.

Academic misconduct will have a negative impact on a student's eligibility for in-school awards and/or scholarships. Students will most likely be excluded from receiving school scholarships regardless of other factors such as marks or community service.

## **HELPFUL PEOPLE**

### **ADMINISTRATION**

Principal	- Mr. J. Leslie
Vice-Principal	- Mr. A. Onukwulu
Vice-Principal	- Ms. R. Poon

### **COUNSELLORS**

Mr. P. Lam	(A-L)
Ms. M. Takada	(M-Z)

Although your counsellor is initially assigned alphabetically, you can see either one. Drop by to see your counsellor or leave a note to make an appointment. 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 selections and timetables.
4. Information for educational planning.
5. A liaison between students, teachers, and parents.
6. Referral to community and professional services.

### **CAREER COUNSELLING ADVISOR**

Mr. H. Ng

The Career Resource Centre at Hugh Boyd provides a wide range of career information and information applications for post-secondary programs.

The Career Resource Centre acts as a planning area for students by offering individual interest inventories and participation in the computerized career research program CHOICES.

Students may access the Career Resource Centre either on a drop -in basis, through a counsellor, or by teacher referral. Parents are invited to use the centre and may arrange an appointment.

### **ADMINISTRATIVE ASSISTANTS**

*Ms. B. Lacson, Ms. M. Lo, Ms. J. Fan*

The office staff do a variety of jobs, including signing you out of the school if you have to leave, getting your homework assignments when you are absent (if you request them), and phoning home when you are absent.

**Remember to thank them!**

### **BUSINESS ASSISTANT**

*Ms. J. Jang*

Ms. Jang is located in the main office. She is the person to see for items related to money and student accounts.

### **LIBRARIAN**

*Ms. Leung, Ms. Moor*

The library is open before school, during lunch and after school. In Grade 8, all students are given a library orientation session early in the school year. Your student card is used to sign out library books. Please return your books on time and only take out books for yourself.

The Hugh Boyd library staff are here to assist with research assignments and your selection of recreational reading.

The Boyd library program has been developed to teach students, through their class assigned research projects, the information literacy skills so necessary in this information age. The teacher-librarian is always available to collaborate with classroom teachers in designing projects that satisfy the learning outcomes related to resource-based learning appropriate to each grade level. We are also available to help individual students with their research.

All books in our library may be checked out. Most books are two-week loans, graphic novels and magazines are one week and reference books are overnight loans. Please try to return books on time, in consideration of others who may need them.

The library is open all day. Many classes are booked into the library by classroom teachers and students on spares are also welcomed to work here.

Enjoy your library, but please be mindful of other users who are there to do school work. The primary purpose of a school library is to support learning.

## **THE LEARNING CENTRE**

The Learning Centre provides additional support for all students as needed. The Learning Centre is staffed by a team of teachers with specialties in English, Humanities, Math, and Learning Support.

## **MAINTENANCE PERSONNEL**

*Mr. J. Camales - Head Custodian*

The custodial staff does a lot of work to keep the building a clean and enjoyable place to work and study. You can help them and your whole school community just by picking up your own garbage, recycling, and reporting any spills. If your locker is stuck or broken, they can assist you.

## **PARENT ADVISORY COUNCIL**

Our PAC group meets periodically throughout the year. The meetings promote parent involvement in the school and allow parents to be part of the decision making process. The meetings are informal and provide an opportunity for all parents to get to know each other and school personnel; please join us.

## **STUDENT COUNCIL**

Student Council aims to foster school spirit and model high ideals in conduct, leadership and scholarship. The objectives of Student Council are to organize and promote activities for the students of Hugh Boyd Secondary and to encourage the spirit of friendliness, cooperation and communication between students, staff and administration. We emphasize service to others, unselfish leadership and cooperative effort.

All members of Student Council are expected to demonstrate good citizenship and have established a commitment to positive work habits both in and outside of the classroom. All members will maintain good standing in their courses and abide by the school code of conduct. If you have any suggestions or ideas for events, please speak to your class reps or any Student Council member. Or better yet, get involved and join the Student Council yourself!

## **HELPFUL HINTS**

### **KEYS TO SUCCESS:**

At Hugh Boyd, we believe that all students can be successful if they:

- Attend all classes on time
- Be responsible for learning – participate in classes and bring your school supplies.
- Complete all work to the best of your ability.
- Be respectful of everyone in the school community and our neighbourhood.

## **FRAMEWORK FOR ENHANCING STUDENT LEARNING:**

School District No. 38 (Richmond) has created a new framework for enhancing student learning. (See: <https://boyd.sd38.bc.ca/our-school-story>). This framework is intended to enable each school to create a shared vision, based on values and needs of their community in order to enhance student learning and to build an optimistic future for all students. **Richmond School District Vision:**

- To build an inclusive and respectful community that fosters curiosity, creativity, engagement, and rigor for all.

## **BICYCLES**

Please **lock your bike in the racks provided**. You might also want to register your bicycle through the Richmond RCMP. The school is not responsible for stolen bicycles.

## **LOCKERS**

Lockers and locks will be assigned in homeroom. Please **do not** change lockers or locks without approval. You each have your own locker; there is no need to share. To keep your belongings safe, your combination should remain strictly confidential. Boyd cannot replace or compensate you for items that go missing. You are also responsible for the condition of your locker. Please do not mark your locker with anything permanent. Be responsible.

## **LOST AND FOUND**

Please don't bring anything of great personal value to school (either monetary or sentimental). All of your possessions should be kept locked in your locker. Lockers are provided and are quite safe (as long as you **keep your combination private**), but it is still better to keep your valuables at home. If you should lose something, first check in the last class you remember having it, and then check the Lost and Found (at the office).

## **PHYSICAL EDUCATION (PE) REQUIREMENTS**

PE strip is required. Proper shorts or track pants, appropriate t-shirt or sweatshirt, and running shoes (non-marking soles only) must be worn. We recommend that you keep an extra set of PE strip in your locker. Showers are available for student use. **Do not leave money or valuables in the Gym Change Rooms.** It is recommended that you use the special day lockers in the PE change rooms to lock up valuables during PE class. Bring your own lock for day use only.

## **PHYSICAL EDUCATION (PE) MEDICAL EXCUSES**

If you can't take part in PE classes because of medical reasons or injury, you need to bring a note that covers the duration of your medical excuse. If you have a medical problem that will not allow you to take PE for an extended period of time, you must bring a note from your doctor.

### **CAFETERIA**

Hugh Boyd will be bringing in a food-service provider this year. **Stacey Green Catering** will be operating out of the food preparation area near the Drama classroom. Students will be able to purchase muffins, cookies, drinks, hot breakfasts and lunch specials all year long. Once the menu is established and prices are advertised, we want all of our students to keep this in mind as a healthy option for breakfast, lunch and snacks.

### **LITTER**

Everyone has the responsibility to keep our buildings, grounds and surrounding community free of litter. Be a positive role model and remember to pick up your garbage and recycle your waste.

### **RECYCLING**

The school is concerned about the environment and has a healthy, well-established recycling program. Listen to the announcements for how you can help out!

### **TELEPHONES**

There is a phone in the office that you can use with permission from the office staff. Please keep calls short.

### **TEXTBOOKS**

You will get your textbooks from your subject teachers. Take care of them so you don't get charged for damaged or lost books at the end of the year. When textbooks are collected at the end of the year you must hand in the exact same textbook you received from your teacher (the number must match).

### **PARKING**

Students are to park in the southeast parking lot (by the tennis courts). Parents dropping their children off at the school in the morning and/or picking them up in the afternoon, please remember to use the front entrance and exit. The staff parking lot is not a drop off area for students.

## **SCHOOL POLICIES**

### **ATTENDANCE**

Parents/guardians, please phone the school's Early Warning system at **604-668-7813** if your son/daughter is going to be absent or late with a valid reason.

Unexplained absences will result in a *Synrevoice* message from our automated messaging system. If there is a perceived error in your child's attendance, please discuss this with your child and then contact the school to update your child's attendance report. Frequent or prolonged absences make it difficult for students to keep up with course work and could lead to failing grades. It is the student's responsibility to complete all work missed while absent.

Upon request, the counsellor or secretarial staff will arrange for homework to be sent home. It usually takes 1-2 days to arrange for homework. Requests should only be made if the anticipated absence is to be for **3 days or more**. Please allow enough time for processing. Note: teachers are not required to assign homework for students on holiday.

### **EARLY DISMISSAL**

If you need to leave school early for an appointment or you're not feeling well, please report to the office. We need to contact your parent before you leave. If you go home for lunch and can't return because you're ill please have your parent / guardian call the school.

### **FIELD TRIPS AND SCHOOL FUNCTIONS**

Students must have signed parental and teacher permission to participate in any Hugh Boyd field trip. Students are responsible for obtaining and completing work missed while on a field trip. Poor behavior while on a field trip may result in loss of the privilege of attending or participation in field trips and extracurricular events. All school rules apply to field trips and school related functions.

### **PUNCTUALITY**

You need to be on time for class with all required materials. When you arrive on time, you hear the important instructions given at the beginning of the class. When you are late, you need to sign in at the office to get a late slip. You may receive a consequence if you're late frequently.

#### ***Having trouble getting up in the morning?***

Some solutions:

1. Get enough sleep. Teenagers need at least 9–10 hours of sleep each night.
2. Realistically review your schedule.
3. "Unplug" from telephone, chat sites, social networking sites, video games etc. at least 1 hour before sleep time to give yourself a chance to unwind and prepare for sleep.
4. Having trouble falling asleep? Have a warm bath/shower. Try some distractions: relaxation techniques, soft music, or reading before sleep to quiet your mind.

### **DRESS CODE**

Your clothing at school should demonstrate a respect for the diverse members of the Boyd community. *Your clothing should be appropriate for school.* If your clothing is deemed inappropriate by an administrator, you may be asked to go home and change.

Students are not to display offensive words, slogans or references to alcohol or drugs on their clothing; clothing should not distract others from learning. *Common sense should dictate the appropriateness of your dress.*

### **INAPPROPRIATE BEHAVIOUR**

At Hugh Boyd, individuals are respectful of the rights of all members of our learning community. We expect that you will demonstrate respect by following school and classroom rules. If you act inappropriately you may face a range of consequences which can include detentions, parent/guardian involvement, denied access to extra-curricular activities, and suspension.

### **HARASSMENT, INTIMIDATION AND FIGHTING**

We want you to feel at ease when attending school; harassment or intimidation is not tolerated at Hugh Boyd. There will be consequences for harassment or intimidation whether it is physical, verbal or electronic. Please let an adult know if you need help or if you know of someone who is involved in a harassment / intimidation situation.

### **ANTI-RACISM POLICY**

The students and staff at Hugh Boyd Secondary are committed to taking an active role in combating racism and discrimination in all its forms. We as a school community work hard to create an inclusive environment that promotes the ideals of equity, equality, and diversity so that every member of our school feels respected, accepted and safe regardless of race.

### **NON-SEXIST ENVIRONMENT**

The staff and students of Hugh Boyd promote a non-sexist environment through integration, the use of non-sexist language, and non-sexist educational activities. Our school is one in which all students are wholeheartedly accepted without discrimination based on gender stereotypes.

### **THEFT**

The best defense against acts of theft is to not bring valuable items to school. Protect your belongings and do not leave money or other valuables in an unattended bag, locker or changing room. Students involved in theft will face serious consequences, including suspension and loss of extracurricular privileges.

**Protect your valuables! Leave them at home!**

### **VISITORS**

For safety reasons, Hugh Boyd School and surrounding grounds are reserved for students and staff on school days and during school functions. Unauthorized visitors are not permitted. Similarly, Boyd students are not to visit other schools during regular school hours. Visitors to the school must report to the office.

### **FOOD DELIVERY TO THE SCHOOL ADDRESS**

Any outside food delivered to the school must be authorized and accepted by a Boyd Staff Member. Students are NOT permitted to have food delivered to the school's address during instructional time.

## **SMOKING AND VAPING**

***All Richmond schools, including Boyd, are smoke/vape-free.***

Smoking is an *extremely* unhealthy behaviour. We all know this – students, parents and staff. We strongly encourage our small minority of smokers/vapers to quit. As with all Richmond School District property, smoking/vaping will **not** be accepted anywhere on Boyd grounds. This includes before school, at break, lunch and after school. We believe that most of the students at Boyd who smoke or vape do it for social reasons only. If you know your child will need help quitting, please let the school know so we can work with you. A smoke-free, healthy student body is our goal.

- **REMINDER:** All public and private kindergarten to Grade 12 schools in B.C. are tobacco and vape-free under the [Tobacco and Vapour Products Control Act](#) and [Regulation](#). This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes vehicles, parking lots, sports fields, driveways, courtyards, and private vehicles parked on school property. **The smoking or holding of lighted tobacco or lighted herbal material (e.g. shisha) and the use or holding of electronic smoking devices (e.g. e-cigarettes and hookah pens) are also prohibited on school property.**

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

You may not have any illegal drugs or alcohol at school, on the grounds, or in the area near the school, at any time during the school day, or at any school sponsored activities. Consequences may include parent/guardian contact, R.C.M.P involvement, suspension or expulsion. This policy also extends to being under the influence of drugs or alcohol at school or at any school event. The same consequences will apply.

## **ELECTRONICS**

***The responsible use of smart phones, laptops, and other electronics during instructional time is solely at the invitation / discretion of the teacher, and only for the purposes of teaching and learning.*** If there is a concern around usage of personal electronic devices in the classroom, it will be addressed by the teacher with the student and/or parent. If concerns persist, a teacher may refer the student to an administrator. Responsible use of electronics during school hours is expected. Internet use for any purpose which is contrary to the intent of our district Code of Conduct is strictly prohibited. This includes all forms of cyber-bullying, violence, threats and harassment directed at students, staff members, or the school. This applies to school, work and home internet use. With respect to misuse of electronic device and social media, infractions can result in parent contact, suspension, and possible referral to the RCMP.

## **WEAPONS (School Board Policy 502.3)**

Weapons, on or near school property or at a school event, are a threat to the safety and security of our students and staff. A weapon is anything used



or intended for use in causing injury or death to persons, whether designed for that purpose or not or anything used or intended for the purpose of threatening or intimidating any persons. Consequences may include parent/guardian contact, R.C.M.P. involvement, suspension or expulsion.

### **FIREWORKS**

Possession of firecrackers is prohibited by law in Richmond, as is possession of fireworks by individuals under the age of 18 years. Involvement with either of these will result in parental contact, and /or school suspension and a report to the RCMP.

## **STUDENT EVALUATION**

Students will receive four report cards and two interim reports throughout the year (two report cards and an interim in each semester). In September, teachers will outline their criteria for evaluation.

### **Grades 8 - 10**

Students in Grades 8, 9 and 10 are assessed on MYP levels. Each course has 4 criteria, and each criterion is assessed on an 8-point scale (0-8). At the end of the course, the combined levels for all four criteria will be combined into an Overall Level of Achievement (OLA) out of 7. This final level provides a snapshot of the student's development and progress in each course. For a detailed description of the criteria for each course and the MYP level descriptors, please see the Hugh Boyd website. Students will also be assessed on the MYP "Approaches to Learning" according to the following descriptors: *Novice, Learner, Practitioner or Expert*.

### **Grades 11 – 12**

The percentages and letter grades are for the Graduation Program are:

<b>A</b> 86% and higher	<b>C</b> 60 – 66%
<b>B</b> 73 – 85%	<b>C-</b> 50 – 59%
<b>C+</b> 67 – 72%	<b>I, F</b> 49% or less

**Note:** If your percentage is less than 49%, you will be assigned an "I" (Incomplete). If you don't complete the course requirements, the "I" turns into an "F" (Fail).

### **Provincial Assessments**

To graduate, students must complete three provincial Assessments: Graduation Numeracy Assessment 10, Graduation Literacy Assessment 10, and Graduation Literacy Assessment 12. The assessments are not tied to a specific course, but rather evaluates a student's numeracy and literacy skills developed over time. Students are evaluated on a four-point scale of proficiency (Emerging, Developing, Proficient, Extending). Students can take a provincial assessment a maximum of three times, and there will be various sitting times throughout the year (November, January, April, June). More detailed information about the Graduation Program and Provincial Assessments can be found at <https://curriculum.gov.bc.ca>.

## **GRADUATION INFORMATION**

### **Graduation – New Graduation Program Requirements**

The BC Certificate of Graduation or “*Dogwood Diploma*” is awarded to students who successfully complete the provincial graduation requirements. To graduate, students require at least 80 credits total. For more information: <https://curriculum.gov.bc.ca/graduation>

### **Career-Life Connections and Capstone**

All students must successfully complete the **Career-Life Connections** Course and the **Capstone Project** and Presentation by the end of their Grade 12 year in order to graduate. For more information, please see: <https://curriculum.gov.bc.ca/curriculum/career-education/all/career-life-education>

## **HONOURS**

Honour roll will be determined at the end of the school year only.

### **HONOUR ROLL - GRADES 8 – 10**

To earn a place on the Honour Roll, students need to achieve an average of 5 or higher (out of 7) on the MYP Overall Level of Achievement in their classes, to be calculated at year-end. Students with an ‘N’ (Novice) in any term for the Approaches to Learning skills will not be awarded Honour Roll.

### **PRINCIPAL’S ROLL OF DISTINCTION GRADES 8 – 10**

To earn a place on the Principal’s Roll of Distinction, grade 8 – 10 students need to achieve an average of 6 or higher (out of 7) of the MYP Overall Level of Achievement in their classes, to be calculated at year-end. Students with an ‘N’ (Novice) in any term for the Approaches to Learning skills will not be awarded Distinction.

### **HONOUR ROLL – GRADES 11 – 12**

Honour Roll recognizes students’ outstanding achievements. To earn a place on the Honour Roll, you will need an average of 80% or higher. For Grade 12’s, honour roll is based on your best 6 courses (and you must have at least 6 courses).

**Please note**, an “I” in any course will disqualify students from honour roll eligibility.

### **PRINCIPAL’S ROLL OF DISTINCTION GRADES 11 and 12**

This is to recognize exceptional achievement. You need an average of 90% or higher.

**Please note**, an “I” in any course will disqualify students from roll of distinction eligibility.

## **AWARDS**

Awards are granted in recognition of a student's academic achievement and/or extra-curricular involvement. **A student must demonstrate good citizenship and a respect for the code of conduct throughout the school year to be considered for a Hugh Boyd Award.** To help you set your goals, the following is a list of the main Hugh Boyd awards.

### **ALLAN FLETCHER AWARD – TOP ALL-AROUND STUDENT**

This is a memorial award, which was designated for the student whose achievement in the academic, extra-curricular, and service areas has been outstanding over their years of high school. It is not necessarily awarded every year.

### **BILL GOODMAN AWARD**

This is a memorial award that is presented to the student who exhibits exceptional personal attributes in citizenship, sportsmanship, participation and leadership during his/her year at Hugh Boyd. The student must have participated on at least one school team.

### **DOUG PHILIP AWARD**

This award is given to a student who excels in at least two areas of Applied Skills. Service and Citizenship are also considered.

### **SHOWCASE AWARD**

This award is given to a student who excels in at least two areas of Fine Arts. Service and Citizenship are also considered.

### **THUNDERBIRD AWARD**

This is a special award for a student whose progress has shown the most significant improvement. It is not necessarily awarded every year.

### **TOP ALL AROUND STUDENT AWARD**

This award, is designated for the students in Grade 8, 9, 10 and 11 whose achievement in the academic, extra-curricular, and service areas has been outstanding over the year. It is not necessarily awarded every year. Students who receive an "I" or "N" for work habits are excluded. Students must be taking at least 6 SD #38 courses.

### **TOP ACADEMIC AWARDS**

These awards shall be presented to the student(s) at each grade level with the most outstanding overall academic achievement for the year. Students who receive an "I" or "N" for work habits are ineligible. Students must be taking at least 6 SD #38 courses at Hugh Boyd to be considered.

### **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 department.

### **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 community. In order to be eligible for a Minor Service award, students must have a minimum of 30 hours. Students with more than 100 hours will receive a Major Service award. Your service to the Hugh Boyd community is greatly appreciated.

### **TOP SERVICE AWARDS**

These awards shall be presented to the student at each grade level who has contributed outstanding service to the school. This award will not necessarily be distributed every year.

### **TOP FEMALE/MALE ATHLETIC AWARDS**

One award recognizing outstanding athletic ability and performance as well as exemplary citizenship may be awarded to a female and a male student at each grade level.

### **ATHLETIC AWARDS**

Athletic awards shall be given for exceptional athletic skill and citizenship in two or more athletic activities during one school year. Activities must involve representative school teams that compete in an organized league involving other schools.

## **HOMEWORK AND HOMESTUDY**

### **HOMEWORK**

Homework is important. It may be assigned for a number of reasons:

- a. To check students' understanding of concepts discussed in class (e.g. writing a paragraph entitled "*What Democracy means to Me*");
- b. To provide practice (e.g. working out math questions);
- c. To serve as preparation for future classes (e.g. reading ahead in a textbook); and
- d. To complete work not completed in class.

### **HOMESTUDY**

Homestudy is a broader term than homework. It may include homework assigned by a teacher, but it also involves those parts of schoolwork you choose to do on your own, because you want to learn. Homestudy could be:

- Reviewing what has been covered in class;
- Writing summaries of notes taken in class; and
- Reading extra books that enhance your understanding of a subject.
- Pre-reading material in preparation for upcoming classes.

Although on any given day you may have no assigned homework, you can always do homestudy, since reviewing notes and doing supplementary reading are a continuous process.

We believe that studying and learning outside of the classroom is a necessary and important part of lifelong learning. Homework is a normal part of secondary and post-secondary education and can serve many helpful and positive purposes for students. "Homework" is defined as completing schoolwork or preparing for a test at home that is due the next day or in the near future. "Home study" includes extended activities such as rewriting and reviewing class notes or reading ahead in your novel or textbooks on most evenings and that developing regular study habits will have a positive effect on learning and student achievement. The following guidelines are recommended homework time frames for all secondary students in Richmond:

- **Grade 8 & 9**            **no more than 75 minutes per evening**
- **Grade 10**             **no more than 90 minutes per evening**
- **Grade 11 & 12**       **no more than 2 hours per evening**

At Boyd, the primary focus for students should always be achieving as much academic success as possible; however, students must be allowed to maintain a balance between academic and other pursuits. Success in school relies on the strong and effective partnership between the home, the school and the student. Active support from parents/guardians in the completion of homework is recommended and encouraged.

**How many of these "study habits of successful students" do you practice regularly?**

- 1) **Go to class prepared to learn.** Make a commitment to yourself to listen and participate in your classes-you will enjoy your classes more and learn more.
- 2) **Be organized.** Use this student agenda booklet daily. It is very important to keep track of due dates and events. Similarly, develop a system to keep track of all your class notes and handouts – it is much easier to study and prepare if you have all the information in the correct order in your binder.
- 3) **Complete your work.** If you strive to complete and submit all of your work to the best of your ability, you will do as well as you possibly can – what else can we ever ask of ourselves?
- 4) **Practice home study regularly.** On some nights you may not have any homework- then time should be spent on home study. Home study will compliment and support what you are learning in class. A regular habit of reviewing and re-writing your notes, re-reading handouts or textbook pages or reading ahead in the text will make you better prepared for class and upcoming tests and will greatly reduce the need to "cram" the night before.
- 5) **Ask questions and get help.** If you are having difficulty understanding or need some extra help – ask your teacher. Also, an excellent way of participating actively is by asking and answering questions during class discussions.

## **SCHOOL ACTIVITIES**

Many activities are offered at noon hour and after school for all students. You will hear announcements of meetings and events over the P.A. – so listen carefully. Extra-curricular activities help make school fun and exciting, so – **GET INVOLVED!** Examples of clubs and sports at Hugh Boyd:

### **CLUBS**

Art Club  
Dance Club  
First Responders  
GLOW  
Interact Club  
Improv Club  
Lego Club  
Library Monitors  
Unity Club  
Urban Garden Club  
Yearbook (also a class)

### **SPORTS**

Badminton  
Basketball  
Field Hockey  
Golf  
Soccer  
Track & Field  
Ultimate  
Volleyball  
X-Country

## **STUDENT COUNCIL**

The Student Council is responsible for overseeing and coordinating student activities. It plans student activities, raises funds for charities, and sponsors clubs and special events. This council provides an opportunity for students to gain experience in leadership and responsibility. All students from Grade 8-12 are welcome and encouraged to join student council. Meetings are informal and as needed all year long.

## **GRAD COMMITTEE**

Graduation activities consist of the Winter Formal, Boat Cruise, Valedictory, and Grad Banquet and Dance. Both the Valedictory and Dinner/Dance take place in June. The Grad Committee organizes and plans other events for their class including the Boat Cruise and other special events and is an excellent leadership opportunity for senior students.

## **MUSIC**

Hugh Boyd's Music program is excellent. There are many ensembles to choose from Band (Junior, Intermediate and Senior), Jazz Band (Junior and Senior), Choir and Drumming. All musical ensembles are credited courses. Students are welcome if interested in learning how to sing or play and instrument, previous experience is not necessary. Students who choose to perform in any ensembles are expected to commit to practicing on their own, as well as attending all rehearsals, performances, and festivals.

## THEATRE

Hugh Boyd's theatre program provides a great opportunity for students to be involved on stage or backstage. Students may audition for the major production put on each year whether or not they are currently taking theatre classes. Get involved in Boyd's fabulous theatre program!

## HUGH BOYD ATHLETICS' POLICIES & AWARDS

Hugh Boyd has a long-standing tradition of offering a variety of sporting activities in which students can participate. With student commitment to attending all scheduled games, practices and meetings, Hugh Boyd's athletic department will do its best to develop student-athlete ability, sportsmanship and leadership skills. The following policies apply to our student-athletes:

- 1) Payment of the sport fee is required before your team's first game. Fees vary depending upon the sport, some sports are more expensive to run than others. If you are financially unable to pay, please contact one of the administrators or the business assistant.
- 2) Student athletes are responsible for maintaining their own uniforms, keeping them in good condition, and returning them at the end of the season. Uniforms that have been damaged or lost are the responsibility of the student who was issued the uniform. The student will be required to pay a damage fee issued by the Athletic Director if the uniform is not returned in the same condition as when it was assigned.
- 3) Once a student and his/her parent has signed the required forms (provided by coaches) pertaining to athletic activities, they are committed to that sport for the season. **If a student decides to quit a team before the season is over, he/she should be aware that he/she may not be allowed to take part on any other Hugh Boyd team for the remainder of the school year, nor be considered for an athletic award.**
- 4) Once selected to a school team, a student is expected to maintain a level of academic achievement, attendance, effort, and behavior consistent with the expectations of the school and consistent with the ability of the student.
- 5) A student who is absent from school, due to sickness, on the day of an inter-school competition which their team is competing in, will not be permitted to compete, but may be present to support the team.
- 6) Any student who participates in an extra-curricular activity shall adhere to all rules and regulations as set out by the Richmond Secondary Schools Athletic Association (R.S.S.A.A.) which is the governing body of all extra-curricular athletic activities in Richmond.
- 7) As per the RSSAA Rules and Regulations regarding the Student-Athletes Code of Conduct, (8.2.1, 8.2.2 and 8.2.3) student athletes should:
  - **Treat Everyone with Respect**
  - **Exercise Self Control at all times**
  - **Play Fair**
- 8) Playing time during games will not always be equal for all players. Playing time will be determined by the coach and usually depends on attendance, effort and behaviour at practice and in games. In certain situations, coaches will be able to play all of their players equally, and in other situations playing time will be adjusted to meet the needs of the team.

## **ATHLETIC AWARDS POINTS SYSTEM**

There are two categories of athletic teams at Hugh Boyd:

**Major Sports:** Basketball, Soccer, Volleyball

**Minor Sports:** Badminton, Cross Country, Golf, Swimming, Track & Field, Ultimate

Student-athletes are awarded points based on their commitment to the team and to their personal skill development. Student-athletes can earn up to 10 points per major sport and up to 5 points per minor sport. They will also have the ability to earn up to 2 bonus points. Points are tracked for the entire time a student-athlete is at Hugh Boyd.

Student-athletes are recognized at the Athletic Awards Banquet for the points that they have accumulated over the school year.

- To earn a bronze medal, a student must earn 20 points
- To earn a silver medal, a student must earn 40 points
- To earn a gold medal, a student must earn 60 points
- To earn a black plaque, a student must earn 80 points
- To earn a gold plaque, a student must earn 100 points



## **COMMUNITY SUPPORT SERVICES**

**CHIMO Crisis Line** 604-279-7070

**CHIMO Youth Counselling Services** 604-279-7077

**Family Services** 604-731-4951

**Gay & Lesbian Pride line** 604-684-6869

**Help Line for Children (24 hours)** 604-310-1234  
(Hotline for reporting abuse and neglect)

**Kids' National Help Phone** 800-668-6868  
(Talk to trained counsellors about problems)

**Ministry of Children & Families Youth Office** 604-660-1044

**RAS – Richmond Addiction Services** 604-270-9220

**Richmond Health Department & Youth Clinic** 604-233-3204  
604-233-3150

### **Richmond Youth Clinic**

*Free and confidential clinics (drop-in or by appointment):*

Mon:	3:30-5:30	@	Health Dept, 8100 Granville Ave.
Tues:	2:00-4:00	@	Cambie Community Ctr., 12360 Cambie Rd.
Wed:	3:30-5:30	@	Health Dept, 8100 Granville Ave.
Fri:	1:00-4:00	@	Health Dept, 8100 Granville Ave. ( <i>appt. only</i> )

**Richmond Mental Health Team** 604-273-9121

**Richmond Youth Service Agency** 604-271-7600

**S.U.C.C.E.S.S** 604-279-7180  
(United Chinese Community Enrichment Services Society)

**Touchstone Family Association** 604-279-5599

**Vancouver Crisis Line (24 hours)** 604-872-3311

**Youth Against Violence** 800-680-4264

**Gang & Youth Line or text line** 604-836-6381

## **Richmond Public Health Services**

Public Health Nurses in high schools:

- Act as a support and resource to help students, families and school staff access appropriate health services
- Offer immunizations to students in Gr 9 and at the Richmond Immunization clinic
- Provide sexual health services at Richmond Youth Clinic.

### **Richmond Youth Clinic:**

Free and confidential sexual health services for youth under 21, including:

- STI testing/treatment, birth control, morning after pill, pregnancy testing, PAP testing, mental health counseling/referral

Clinics:

Mon/Fri    appts **only**

Tue        appts and **drop in** (Cambie location)

Wed        appts and **drop in**

Call **604-233-3204** for more information or to make an appointment



Follow us @VCHRmdYouth

### **Richmond Immunization Clinic:**

Every Tues - Call **604-233-3176** for an appointment

***Both services offered at Richmond Public Health, 8100 Granville Ave.***