



# **ÉCOLE SECONDAIRE ARGYLE SECONDARY SCHOOL**

**Grade 8 Transition Guidebook  
2017-2018**

## **Grade 8 Transition Guidebook**

### **Welcome to Argyle Secondary**

Whether your Grade 8 child is the first of your children to enter high school or the last, this guide is designed to help you and your child feel at home at Argyle. It provides basic information about our school and culture, what we expect from our students and how they can make the most of their schooling at Argyle.

<b>Principal:</b>	Mr. Michael Kee (gr. 12)
<b>Vice Principals:</b>	Ms. Caren Hall (gr. 8, 10) Mr. Greg Hockley (gr. 9, 11)
<b>Counsellor (gr. 8):</b>	Mr. Paul Ruben
<b>Main Office:</b>	Mr. Doug Peake, Administration Ms. Bernice Wood, Reception Ms. Dianne Forhan, Reception
<b>Contact by Phone:</b>	General Inquiries – 604-903-3300 Report Student Absences – 604-903-3314
<b>Address:</b>	1131 Frederick Road North Vancouver BC V7K 1J3
<b>School Website:</b>	<a href="http://www.argylesecondary.ca">www.argylesecondary.ca</a>

## **Mission Statement: Learning for Success**

The Primary Role of Argyle Secondary School is to assist the student in the ongoing process of becoming an educated person by providing a nurturing environment.

The educated person is thoughtful and capable of making independent and informed decisions. This individual is curious, interested in lifelong learning, capable of acquiring, evaluating, sharing, and communicating information and able to draw from a broad spectrum of knowledge. The individual is self-motivated, has a sense of self worth, pursues excellence, strives to be physically healthy and derives satisfaction through achievement.

This person is a responsible citizen who respects others, accepts the importance of family, community, nation, and the world, and is aware of Canada's cultural heritage. This individual has the skills necessary to function in and adapt to a changing world.

Argyle Secondary School enrolls approximately 1300 students in grades eight through twelve including 90 international students from around the world. Our dedicated staff of 72 teachers, 3 administrators, 27 support staff, and 6 custodians who are committed to the success of Argyle's students. We have an outstanding record of student achievement, provide excellent programs in specialty areas and offer a wide range of co-curricular activities.

## **General Information**

### **Hours of Operation**

School	7:15 am to 6:00 pm
Main Office	8:00 am to 4:00 pm
Office Voicemail	24 hours (604-903-3300)
Attendance Message Line	24 hours (604-903-3314)
Library	8:00 am to 4:00 pm
Cafeteria	8:00 am to 1:45 pm

## Communication

### **School Website:** [www.argylesecondary.ca](http://www.argylesecondary.ca)

Our website is our first line of up to date information for students and parents. Student achievement, special events and activities are also highlighted. We encourage all students and parents to bookmark and check the school website often for informational updates and celebratory messages.

### **School Announcements**

P.A. notices are read every morning at 10am and are also posted daily on our school website and across the hall from the main office. We do not interrupt classes during the day with student messages; only very urgent messages are hand delivered to students.

### **School Connects**

We will be sending messages via phone and email. Please ensure that your email address is up to date so that you will receive these important updates. For email changes/updates please contact the main office at 604-903-3300.

### **School Newsletters**

School newsletters will be distributed by email and posted on our website.

### **Student Telephone**

A student phone is available in the main office.

### **Twitter**

Subscribe to @agyleschool for regular tweets about school events and news.

## **General Information**

### **Main Office**

The school office is open from 8:00 AM to 4:00 PM Monday to Friday. The office staff is always ready to assist you. The school phone number is 604-903-3300 the attendance number is 604-903-3314 and the school fax number is 604-903-3301. Please leave messages for teachers via email. A list of all staff emails is available on the website under "Staff Info". After 4:00 PM parents can also access the school voicemail to leave messages.

### **Calendar of Events**

A comprehensive calendar of events will be posted to the web site and printed in the student agenda books. Please refer to this calendar for school closure dates, early dismissals, report card distribution, school exam period, concerts, tournaments and many other important events happening throughout the school year.

### **School Nurse & Medical Records**

A Community Health Nurse is assigned to the school on a liaison basis. Her primary functions are immunization and supporting students with their health. It is very important that parents provide the school with complete and up-to-date medical information.

### **Visitors**

All visitors are required to report to the office upon arrival. Parents should not drop off items directly to classes; please bring items to the office.

### **Argyle's Timetable**

Argyle's timetable is designed to accommodate 8 classes in a "day 1 - day 2" rotation. Within that timetable there is space for teacher tutorials either before or after school or at lunch. Please contact teachers directly to inquire about times for extra help. Each student is expected to be in the next class and ready to go before the bell. Students are reminded that consistent punctuality and attendance is very important. Classes are in session from 8:35am to 3:00pm (subject to change).



	Week 1					Week 2					Late Start Wednesday	
	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday		
7:20-8:25 AM Early Morning Classes												
8:35-9:55 AM	1	5	2	6	3	7	1	5	2	6	Staff Development 8:35-9:50 AM	
10:00-11:20 AM	2	6	3	7	1	5	2	6	3	7	2 or 5 9:55-10:55 AM	
11:20-11:35 AM			Break									3 or 6 11:00-12:00 PM
11:35-12:55 PM	3	7	1	5	2	6	3	7	1	5	1 or 7 12:15-1:15 PM	
12:55-1:40 PM		LUNCH					LUNCH				LUNCH 1:15-2:00 PM	
1:40-3:00 PM	4	8	4	8	4	8	4	8	4	8	4 or 8 2:00-3:00 PM	

## Attendance

At Argyle Secondary School, the essence of our educational programs occurs in classrooms with students working with teachers and support staff. Explanations, clarifications, discussions, opportunities for feedback, group work, and other active classroom learning opportunities are invaluable components of an effective learning environment. Students who attend regularly have the best chance of learning and academic success. Those who do not attend, miss opportunities and are at greater risk of reduced academic performance. It is the students' responsibility to attend all classes.

If a student is absent, parents are requested to:

- **Telephone the school on the morning of the absence and leave a message at 604-903-3314**
- Send a note with the student stating the date and reason for the absence when the student returns to school.

Our callback system will inform all homes of students who have missed one or more classes of school during the day. Parents are encouraged to discuss classes missed with their child and to contact the school with any concerns. Please note the period indicated in the phone message refers to the time of the day missed.

E.g.: A message stating that 'period two' was missed refers to the second class scheduled on that day, not the block missed.

## Truancy

Truancy is defined as 'an absence from school without valid reason' Students absent from class without permission are truant. If students cannot find their class, if they feel ill, or if they plan to be dismissed early they should report directly to the office. A student who is found to be truant may be given detentions. Continued truancy may lead to increased consequences including suspension and/or transfer from Argyle.

## Student Illness and Medical Appointments

Students who become ill during the school day are required to report to the Main Office. The student will be permitted to go home only after staff has obtained parental permission. If no parent can be contacted, the student will be asked to remain at school under the care of staff. The school is not permitted to provide or administer medication to students without the written authorization of the family physician.

## **Early Dismissal for the Day**

In some cases it becomes necessary for students to leave school before the end of the school day. Students wishing to leave school early must provide the office with parent/guardian's written permission for early dismissal and, if approval is given, the student must sign out at the office. In cases where written permission is not provided, the office staff will contact parents or guardians for verification.

**Note: Students who leave the school without signing out are considered truant.**

## **Lates**

It is the students' responsibility to ensure that they are punctual. The School Act states that students are expected to be at school and in class on time.

## **Extended Absences**

If a student is unavoidably absent from school for medical reasons or because of serious family problems, parents are requested to contact the school office. The office or counsellors will ensure teachers are informed so that appropriate arrangements can be made for the student to make up assignments and missed tests.

If a student is absent for family holidays or for other non-medical reasons, the school and teaching staff cannot be expected to make special arrangements for missed work and tests. Although the school does not give approval for such absences, it is still necessary to complete an extended absence form to inform teachers. These forms are available in the main office. The responsibility for the decision to take a student out of school and the resulting consequences must rest with the student and the parent. Extended absences seriously affect the teaching, learning, and evaluation process. We strongly discourage parents from taking students on holidays during the school term.

School based and Ministry exams are scheduled in June. Students are required to be available to write all exams that are scheduled by teachers or the Ministry at the scheduled time. School based allowances can be made due to serious illness. If a Ministry exam cannot be written due to illness a doctor's note is required and the student will need to write at the next Provincial sitting. Parents are asked to ensure that family vacations are not organized until after the last day of instruction in June.

## Reporting Student Achievement

### Reporting Dates

There are three formal reporting periods each followed by a report card during the school year:

Term One:	September – November
Term Two:	December - March
Term Three:	April - June

### Parent-Teacher Interview Dates

Term One:	November
Term Two:	March / April

Interim and/or Progress Reports may be sent home throughout the year and may indicate a snapshot of current student learning. Other informal reporting can also take place at the discretion of the classroom teacher.

### "I" In Progress or Incomplete

This symbol is used to alert students & parents that the student is not demonstrating minimally acceptable performance in relation to expected learning outcomes. When students and parents are informed of an "I", the teacher will specify a plan of action that the student must undertake to achieve the necessary learning outcomes. An "I" reporting symbol must be assigned before an "F" letter grade can be given. Students with "I's" or "F's", or "Needs Improvement" on their term and final reports do not qualify for Honour Roll status.

### Final Assessment

Final assessments or exams take place within classrooms for the last month of school. Teachers will communicate details as the end of the year approaches. Students are required to be present to write all exams or participate in final assessments at the appropriate times. Please ensure that family holidays, trips and other events take place after the end of the school year.

## General Resources

### Argyle Library

The library is an extension of the classroom and as such, it is an integral part of Argyle's educational system. The focus of the library is the acquisition and promotion of materials, both English and French, which support the curriculum. Current resources promote and encourage leisure reading and learning activities.

In addition, another important objective of the library is to promote information technology skills. This enables students to locate, gain access to, retrieve, evaluate and synthesize vast amounts of information. Computer workstations, laptops, and e-readers are available to students for online educational research and reading throughout the day.

The library also provides quiet study and reading areas for use during students' unstructured time: before and after school, break and at lunch.

### Student Services – Counselling Department

The school counsellors provide a wide range of services to students. These services include course planning, career education, post-secondary information, interest inventories, scholarship and bursary information, new student orientation, personal counselling support, and referrals to other school system services or non-school agencies. Although each counsellor is assigned specific grade responsibilities, students may seek assistance from any counsellor. Counselling offices are located down the hall from the Main Office. Appointments are made through the individual counselor.

#### Counsellors:

Grade 8	Mr. Paul Ruben	<a href="mailto:pruben@sd44.ca">pruben@sd44.ca</a>	604-903-3628
Grade 9	Ms. Erin Malone	<a href="mailto:emalone@sd44.ca">emalone@sd44.ca</a>	604-903-3617
Grade 10	Ms. Vikki Dash	<a href="mailto:vdashkevich@sd44.ca">vdashkevich@sd44.ca</a>	604-903-3629
Grade 11	Mrs. Shawn White	<a href="mailto:swhite@sd44.ca">swhite@sd44.ca</a>	604-903-3638
Grade 12	Mrs. Katherine Sigurdsson	<a href="mailto:ksigurdsson@sd44.ca">ksigurdsson@sd44.ca</a>	604-903-3618
Choices	Ms. Kelly Greene	<a href="mailto:kgreene@sd44.ca">kgreene@sd44.ca</a>	

## **Lockers**

Students are assigned a locker and combination lock for the year for safekeeping of their school materials. Students should not share lockers or lock combinations with other students. Students may or may not choose to use their locker. If they do, students are required to use the locker/lock assigned to them. Please note that lockers are the property of the school. The school reserves the right to open and inspect lockers. Locks must be returned on the final day of classes or students will be charged a \$5 fee. If your son/daughter forgets their combination or has difficulty opening their locker please have them come to the Main Office for assistance.

We encourage all students to lock their items in a locker in the change rooms during PE classes. Students may buy a PE lock or bring a lock from home; this lock must be removed at the end of each PE class.

Students are urged not to bring valuables such as jewelry and electronic devices to school. Students are responsible for the care and safety of all their personal belongings. The school cannot accept responsibility for lost, damaged or stolen items.

## **School Fees**

Students are asked to pay a \$45.00 student activity fee that includes an agenda book, an identification card, and supports the general student activities. The Argyle Yearbook is sold in advance for \$45 to interested students at the beginning of the year. A number of elective courses have a supplementary fee to offset the cost of specialized materials. Students are issued textbooks at no charge but are responsible for returning the books in good condition. Assessments will be made at the end of the year for lost or damaged textbooks and other missing school items. Fees are reviewed on a yearly basis by the School Board and are posted on the school website.

## Student Activities and Clubs

Argyle offers the students a wide variety of extracurricular activities. Getting involved is a great way for your child to adapt to their new school. Opportunities for Argyle students may include the following:

### School Clubs

For a complete listing of current club offerings please visit our website and click on “Students→School Clubs”

### 2016-2017 Clubs

District Student Leadership Council
Drama Club
Ukelele Club
Best Buddies
Raising Awareness
Caring Club
Grad Council
GSA (Gender Sexuality Alliance)
Model UN
Schools for Africa
Book Club
Environmental Club

## Athletics

Argyle takes pride in offering a comprehensive athletic program that promotes excellence in terms of participation and performance. With the largest athletic program on the North Shore, Argyle has an average of 900 student-athletes competing in 20 different sports each year. In order to achieve such great success, we depend on three groups to participate actively in our program: coaches/sponsors, athletes, and parent/spectators.

It is hoped that students will get involved in a number of extra-curricular activities. Staff volunteer their time as sponsors and coaches because they know how beneficial extra-curricular activities can be in the total education of the student. However, the formation of any teams, intramural or school events during a given year depends on student interest and the availability of staff sponsors/coaches and community coaches. We look forward to your participation in our program.

Up-to-date information on the sports offered can be found at the beginning of each season on the school's website: [www.argylesecondary.ca](http://www.argylesecondary.ca) or in the athletics display case in the cafeteria.

The teams that may compete during the following seasons are as follows:

<b>Fall (Sept – Nov)</b>	<b>Winter (Nov – Feb)</b>	<b>Spring (Mar – May)</b>
Rugby (Bantam)	Basketball	Track & Field
Football (Jr./Sr.)	Wrestling	Soccer (Girls- Jr./Sr.)
Field Hockey (Girls)	Gymnastics	Golf
Cross-country running	Skiing/Snowboarding	Mountain Biking
Volleyball (Girls)	Cheer & Dance	Rugby (Jr./Sr.)
Soccer (Boys -Jr./Sr.)		Tennis
Swimming		Ultimate
		Volleyball (Boys)
		Badminton

**Athletic Fees\*** (Fees are approximate and subject to change.)

\*A complete listing of estimated athletic fees is included in the Argyle Agenda Book and on the Course Planning Guide available on the school website.

### Fall

Bantam Boys Rugby	\$50-\$80
Bantam Girls Volleyball	\$120-\$160
Cross Country Running	\$40-\$60
Swimming	\$80-\$100
Jr. Field Hockey	\$140-180

**Winter**

Bantam Boys Basketball	\$200-\$250
Bantam Girls Basketball	\$250-\$280
Gymnastics	\$200-\$250
Wrestling	\$100-\$150
Ski/Snowboard	\$200-\$220

**Spring**

Mountain Biking	\$100-\$150
Golf	\$100-\$200
Track & Field	\$80-\$120
Ultimate	\$40-\$100
Tennis	\$40-\$60
Jr. Girls Soccer	\$130-160
Volleyball (Boys)	\$100-\$200
Badminton	\$30-\$60

**Parent Participation**

Argyle welcomes the active participation of its parents – spend time at the school, get to know the staff, attend your child’s extracurricular activities, visit the school website, and read each newsletter. Working together as a school community, we can give our young people a great start and ongoing support through their years at Argyle.

**Volunteer Opportunities**

Argyle’s many student events throughout the year often require the energy and assistance of parent volunteers. Parents wishing to volunteer as coaches in the extracurricular athletic program are encouraged to contact the Athletic Director if it is sports related. For other volunteer opportunities, please contact the Grade Administrator. Ask your child if you can help with any extracurricular activities – whether it’s coaching, or building sets for a theatre production– there’s always an opportunity for parents to get involved!

**Argyle Parent Advisory Council (PAC)**

The simplest way to get involved and find out what’s happening at the school is to attend Parent Advisory Council (PAC) meetings held monthly in the library, and visit the PAC page of the school website under the ‘Parents’ tab.

## **Frequently Asked Questions**

### **What is Argyle's Academic Record?**

Argyle consistently ranks among the top schools in British Columbia.

### **What if my child needs extra help?**

Teachers are available to assist students during tutorial periods. Taking advantage of tutorials is a key element to academic success at Argyle. Each teacher's tutorial schedule is posted in his or her classroom. Many departments both hold tutorial sessions where teachers and senior students are available to help anyone who is in need.

### **Where can my son / daughter study in unstructured time?**

The following areas are open for study:

- Library & Quiet room
- Cafeteria
- Many teachers open their classrooms at lunch

### **Homework and Home Study – tips from a former Argyle Parent**

Argyle teachers and administrators believe students should be doing a minimum of one hour of homework and review five nights a week. Many of our Grade 8 students do much more; however, this is the minimum suggested to build skills needed at the senior level. Study skills, learning styles and exam preparation skills are integrated in all classes. We understand that homework may often be a source of frustration between you and your teenager – something no one wants or needs – so here are some suggestions, which may help:

Get to know the names and subjects taught by each of your child's teachers. This gives the student the message that you are interested and willing to become involved. Attend meetings and parent-teacher interviews and participate in the Parent Advisory Council. Set aside a consistent period of time and place designated as family study time where everyone is involved in reading or writing of some sort. Show your child that education is valued in your home, not simply because it will make a person more marketable, but because it teaches life-long skills. Be a good listener. Let them know you understand their feelings of frustration if they share an unpleasant school experience with you. Students don't learn if you do the work for them; it is of much more benefit to coach them, support them and encourage them. Don't make idle threats. Maintain a sense of humour!

**Where can I find staff emails?**

Staff emails are listed on the school's website under the "Staff Information" tab.

**What happens if my child is ill?**

If your child is ill before school, please phone the attendance line 604-903-3314 and report the absence. If the child will be away for more than 3 days, you can call the grade 8 counsellor and request that homework be collected. If your child becomes ill or is injured at school, a parent will be contacted.

**What services does the Counselling Department provide?**

The counselors provide personal, educational and career counseling, as well as referrals to outside community support. Students can also choose to speak with any of the counsellors.

**What happens if I need to contact my child in the event of an emergency?**

Students are not allowed to use their cell phones during class time. In the event of an emergency, please call the Main office (604-903-3300) and someone will get your child immediately so you can speak with him or her. Make sure to tell the staff member that this is an emergency.

**What if my child fails a course?**

Students are promoted or failed by course, not by grade. The failed course must be repeated in Grade 9 (the next school year) or at summer school.

**What about Summer School as it is currently organized?**

The North Vancouver School District provides some Full Credit and Review and Completion High School courses through Summer School, though not all courses are available. A student must have attained a reasonable amount of the learning outcomes and should be recommended by their classroom teacher to enroll in any Review & Completion course. The Full Credit courses are full grade courses; the Review and Completion courses are pass or fail only. Please check the NV Summer School website for more information.

### **How will I keep an eye on my child in high school?**

Parents of children making the transition from elementary to high school will likely begin to notice changes in feelings of independence in their children. This is natural but should not be mistaken as a reason to become detached from their child's schooling. Get to know your child's timetable and teachers' names and keep a copy of their timetable at home. The best way to contact a staff member at Argyle is through email. A staff e-mail list is on the Argyle website under the tab Staff Information. Talk to your child about their classes, friends and activities. Have a look at their Agenda Book – you should find assignments, project due dates, and upcoming tests/quizzes written down. If you are concerned about academic progress, please phone or email your child's teacher or counsellor.

It helps to know what's going on behind the scenes as well. Participate in Argyle's Parent Advisory Council, attend meetings, visit their website, and register to receive email updates to keep you advised of important issues and events at Argyle. Consider volunteering for the School Planning Council and contributing to the development of Argyle's School Plan.

### **How can my child decrease the chance of theft of personal belongings?**

Your child can avoid being a victim of theft by leaving money and valuables at home, using only the assigned school lock for their locker, keeping their locker combination confidential, and not leaving personal belongings unlocked in the PE change rooms. Music devices and cell phones are two of the most common items reported stolen so be particularly conscious of these items. Report lost or stolen items to the office in hopes they will be found and turned in, but please understand that the school cannot replace missing items.

### **Should I be concerned about drugs and alcohol at Argyle?**

As at any place where a large number of people gather, drugs and/or alcohol are a fact of life. We would be naive to believe otherwise. However, we do know the use of drugs and/or alcohol by students at Argyle is minimal. Your best defense is to educate yourself about drug and/or alcohol use and speak candidly with your son or daughter about your concerns. An honest discussion goes a long way. If you have specific concerns about drug or alcohol use within the jurisdiction of the school, please contact an administrator.

**Do a lot of kids at Argyle smoke?**

Fortunately, the number of students who smoke seems to be dropping. In any case, smoking is not permitted on any North Vancouver School District property or in the surrounding areas. This includes the use of e-cigarettes, vaping devices, and all tobacco products in accordance with the Province of British Columbia's regulations and School District Policy.

**Argyle is so big: I'm nervous about my child getting involved with the "wrong crowd." What can I do?**

Teen years are difficult ones for many kids and parents; however, if communication has been good to this point, there is no reason for it to change. Your children will meet all sorts of new people. Stay involved by asking for surnames, addresses and phone numbers. Ask the 'new' friends over and get to know their parents. If there is a social event, make sure there is appropriate supervision. Know what is happening, how your child is getting there and home, and at what time. Emphasize that your main objective is ensuring safety and their wellbeing. Argyle is a large high school with a large group of caring staff members to help watch over your child's wellbeing.

**What should my child do if they are bullied or witness others being bullied?**

Argyle does not tolerate bullying, harassment or intimidation. Students should report incidents of bullying to a trusted adult at the school and at home. Staff members are trained in detecting bullying and dealing with reports or incidents of bullying. Anti-bullying programs are delivered to students during the school year.

**Can children use cell phones and electronic devices at Argyle?**

Cell phones and other electronic devices can enhance but can also disrupt the learning environment in the classroom. Students are not to use electronic devices during instructional time unless explicit permission from the teacher has been given prior to use. Otherwise, electronic devices must be turned off and put away during class time.

Parents are asked not to phone or text-message their children on their cell phone during the school day. If an emergency arises please contact the school and a message will be passed on to your child.

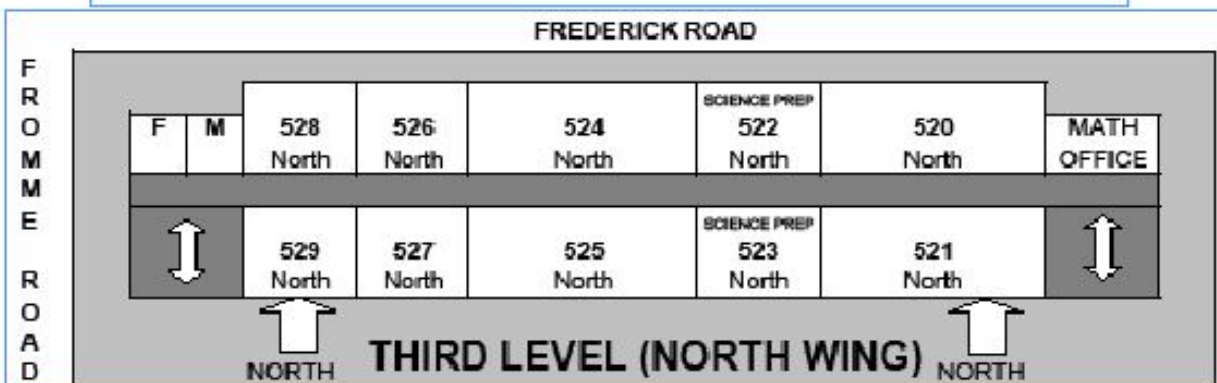
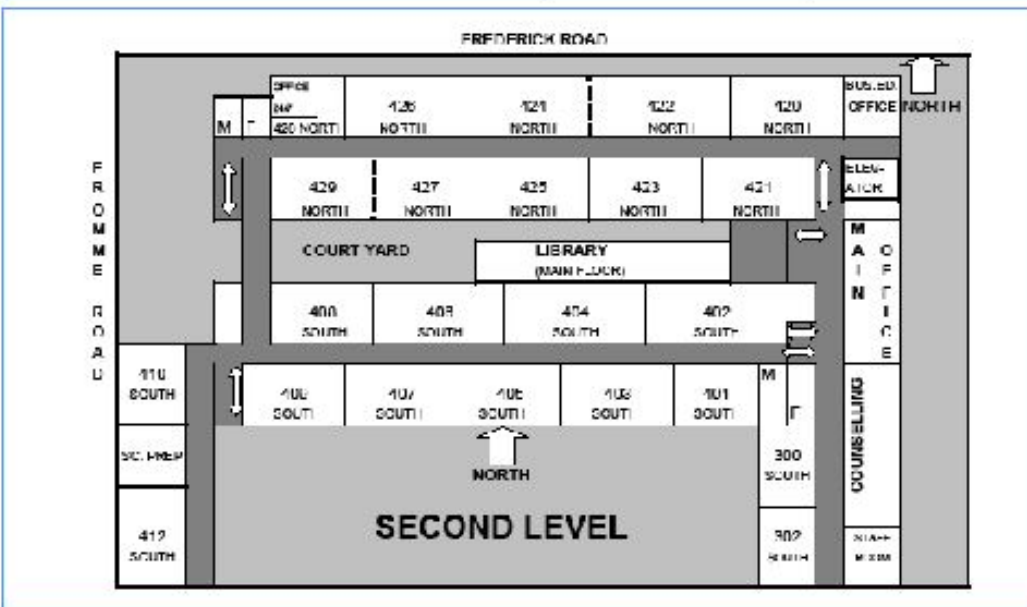
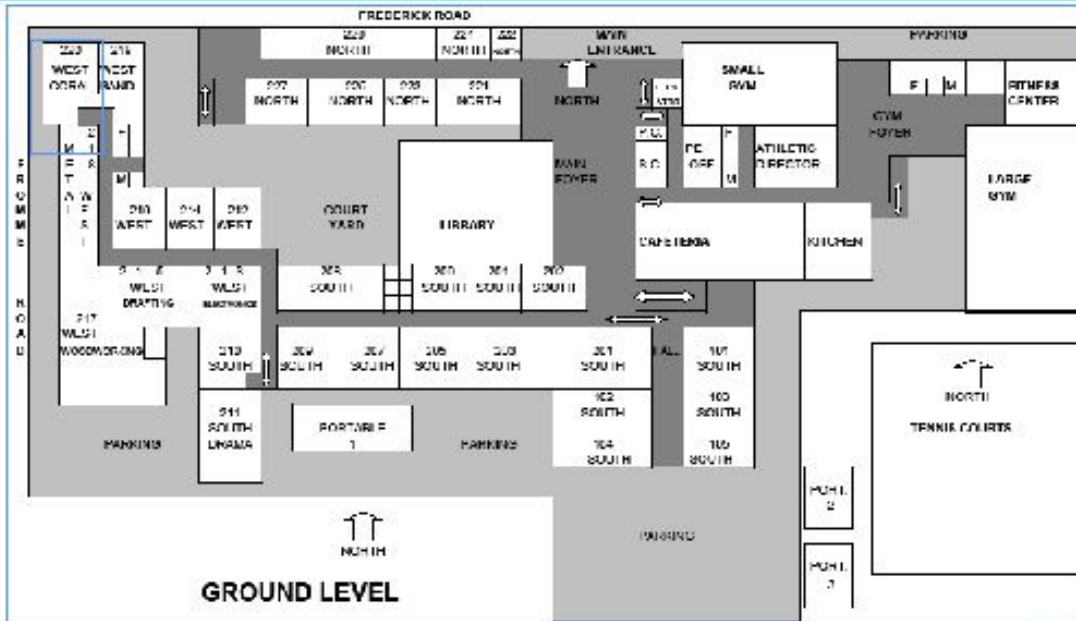
## **What school supplies does my child need for grade 8?**

Students will need the following school supplies in grade 8:

- Binders:
  - Many students use two D-ring binders- one for day 1 and one for day 2. Some students prefer more binders with only 1 to 2 subjects in each.
- Loose-leaf lined paper for binders
- Dividers for each binder
- Pencil case with pens, pencils, erasers, ruler, highlighter
- Scientific calculator with fraction and trigonometric keys.
- PE strip, running shoes & a lock
- Sturdy backpack

This is a general supply list; classroom teachers will inform students of any additional supplies needed. We recommend students keep extra paper and pencils in their locker.

## ARGYLE SCHOOL MAP



# WELCOME TO ARGYLE

*We are excited to have you as part of our school community.*

