

ÉCOLE SECONDAIRE
WINDSOR
SECONDARY SCHOOL



**STUDENT AGENDA
2020 - 2021**

931 Broadview Drive
North Vancouver, B.C. V7H 2E9
Telephone: 604-903-3700 Fax: 604-903-3701
Attendance: 604-903-3707
www.windsorsecondary.ca

Principal:

Mr. John McGowan

Vice Principals:

Ms. Nancy Roberts
Mme. Julie Bertrand

THIS AGENDA BELONGS TO:

Name _____

Student # _____ Grade _____

Cover Art by: Jessie Driver – Gr 11



Principal's Message

Welcome!

Situated on the traditional and unceded territory of the Skwxwú7mesh and səliwətał Nations, all of us at École Windsor Secondary are fortunate to learn, share, and grow on the lands of the Coast Salish people. I hope your experiences as a student at our school help you on your own journey through this part of your life and that you enjoy the opportunity of being part of an outstanding school with deep connections to our community.

We take great pride in our diverse and inclusive culture. As a student, you are a major part of what makes our school an exciting and engaging place to learn. I have confidence that over your years at Windsor, you will look for ways to make our school not only better for yourself, but for everyone who enters our building on a daily basis.

At Windsor, our vision is to aspire to be a vibrant learning environment where individuals respect and encourage each other to develop the competencies to thrive in a rapidly changing world.

I encourage you to become involved in the numerous activities that Windsor has to offer – clubs, athletics, music, student leadership and drama can all enrich your school experience and will help you create friendships and memories that will last long after you have graduated.

Part of being in a school community with over one thousand people is accepting the collective responsibility we all have to each other. Respect, kindness, gratitude, and acceptance are important concepts, and our Code of Conduct assists all of us in maintaining the expectations we have of students in understanding these ideas.

I hope that this Agenda will assist you as an organizational and informational tool to plan and manage your time. I also think you will find our school website valuable; it is our most up-to-date and current source of information about your school.

Have a great year!

John McGowan
Principal

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CONTACT LIST

Administration/Office Staff

Mr. John McGowan	Principal – Grade 12	jmcgowan@sd44.ca
Ms. Nancy Roberts	Vice-Principal – Grade 9, 11 & International	nroberts@sd44.ca
Mme. Julie Bertrand	Vice-Principal – Grade 8 & 10	jbertrand@sd44.ca
Ms. Tina Nowaczewski	Administrative Assistant	tnowaczewski@sd44.ca
Ms. Jennifer O'Carroll	Records Clerk	jocarroll@sd44.ca

Counsellors

Ms. S. Maquignaz	Grade 9 Counsellor Grade 11 (A-R) Counsellor	smaquignaz@sd44.ca
Mr. S. Martin	Grade 10 Counsellor Grade 11 (S-Z) Counsellor	smartin@sd44.ca
Ms. M. So	Grade 12 Counsellor International Counsellor	mso@sd44.ca
Mr. D. Lavallée	Grade 8 Counsellor Choices Counsellor	dlavallee@sd44.ca

Teaching Staff

Please see the Windsor website (www.windsorsecondary.ca) for a complete list of Windsor's teachers, contact information and course outlines.

THE WINDSOR CODE OF CONDUCT

“Windsor Excellence Statement”

At Windsor Secondary School, we believe that our school should be a safe place for purposeful learning. The pursuit of appropriate conduct is a shared responsibility among the students, their parents, and the school system. Every individual has the right to learn and work in a safe environment free from discrimination. Representatives of the staff, students, parents, and our family of schools, have developed a school Code of Conduct to establish clear guidelines for safe and effective learning that allows each student to attain his or her goals and aspirations in a positive environment.

As set out in sections 7 and 8 of the Human Rights Code the Windsor Community must respect the feelings of others by:

- Being courteous in words and actions to others
- Not discriminating against others based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender identity, sexual orientation or age.

Moreover, the Code balances the individual's rights and responsibilities with those of the collective Windsor community. Our Code is continuously monitored and reviewed annually by staff, students and parents to allow for evolving issues. Measures will ensure all students, regardless of their sex, race, religion, culture, ability, sexual orientation and gender identity or expression, enjoy a safe, inclusive and welcoming learning environment. The establishment of a school Code of Conduct is required by the Provincial School Act and the North Vancouver Board of School Trustees. The Principal of the school is responsible for administering and supervising the school. They and their designate, including teachers and other appropriate personnel are authorized, in accordance with School Board Policy 302, to exercise authority within the school on all matters concerning the discipline of students. The execution of discipline must be similar to that of a “kind, firm and judicious parent, but shall not include corporal punishment.” (School Act, Section 76(3)).

Windsor students are expected to be good citizens and are required to know, understand, and follow the Windsor Code of Conduct and other applicable laws within this jurisdiction. This includes the North Vancouver District School Board policies, North Vancouver District bylaws and rules, the BC Human Rights Code, and the Canadian Criminal Code. Expectations regarding acceptable conduct are made known to all school staff, students, parents, and the Windsor school community through the Windsor Agenda Book, Windsor Website, and other forms of communication.

The expectations for student conduct are also consistently taught, actively promoted and reinforced by staff. The expectations for student behaviour apply while at school, while traveling to and from school, and while attending all school activities and functions. Students are always expected to conduct themselves in a manner that will bring credit to the Windsor community. Parents and students should be aware that there are rising expectations for

student behaviour as students become older, more mature and progress through the grades. Students are expected to accept increasing responsibility for their actions and can expect consequences reflective of their age.

The Human Rights Code is available online at

http://www.bclaws.ca/civix/document/id/complete/statreg/96210_01

PERFORMANCE FOR WINDSOR EXCELLENCE

We ask students to strive towards Windsor Excellence in the areas of learning, citizenship and attendance. Parents are encouraged to support and reinforce these behaviours and attitudes with their children.

Excellence in *ATTENDANCE* means:

- Attending all classes
- Being on time and prepared for all classes
- Being responsible to see teachers when absent for all or part of any class
- Being attentive in all classes

Excellence in *CITIZENSHIP* means:

- Treating staff, students and Windsor community members with respect
- Complying promptly with any Windsor staff member's reasonable requests
- Being honest, considerate, and caring of others at all times
- Helping to sustain a safe school environment for yourself and others
- Informing an adult in a timely manner of incidents of bullying, harassment or intimidation
- Using language free of profanity, hatred and/or discrimination
- Respecting all public and personal property
- Promoting a green environment by maintaining a clean school and community
- Complying with all school and class rules, policies and expectations that detail student conduct
- Complying with all local, provincial, and Federal bylaws and laws

Excellence in *LEARNING* means:

- Being prepared to learn with a positive attitude and all required materials for each class
- Completing homework and assignments effectively and on time
- Using organizational skills to plan and record school work
- Actively engaging in purposeful learning in all classroom activities
- Consistently trying one's best to practice good work habits
- Always producing your own quality work and not copying, using or plagiarizing other's words
- Complying with all School and District policies that influence learning in the classroom such as the Electronics Use policy, Academic Dishonesty, etc.

ATTENDANCE

There is a direct relationship between attendance and academic success in school. Students absent from class are responsible for obtaining and completing assignments missed. The school regularly checks attendance and will notify parents daily about irregular attendance or tardiness.

If a student is absent, arriving late or leaving early parents are requested to:

- Email **windsor@sd44.ca** or telephone the school and leave a message at **604-903-3707**.
- Be sure to include the student's first and last name, grade, the date of the absence and, if leaving early or arriving late, the expected time of the arrival or departure.

Our callback system will inform all homes of students who have an unexcused absence in one or more classes of school during the day. Please note – the message will state that a class has been missed and parents are encouraged to check their MyEd Family Portal account to confirm missed classes. Please contact the teacher directly if you believe there is any discrepancy in attendance.

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 is subject to disciplinary action. Chronic truancy will be referred to the office and may lead to increased consequences including suspension.

Late for School and Class

Students are expected to be at school and in class on time. Teachers will work to find a solution with students who struggle to arrive at the start of class. Students may be referred to the grade counsellor or grade administrator for further intervention if chronic lateness persists.

If a student arrives late to school, the student should check in at the office and then must report directly to class.

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 have 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.
- Students leaving for or returning from a medical appointment should check in at the main office.
- Any student who leaves the building during class time but does not check out through the office will be considered truant for classes missed.

Extended Absences During School Time

While it is understood that some families may choose to plan family activities while school is in session, Windsor does not condone such absences due to their impact on student learning.

- Parents and students should avoid planning vacations, activities etc. that interfere with scheduled classes. Missed class time and learning opportunities cannot be replicated and some activities and assignments may be impossible to “make-up.”
- Extended absences impact a student’s learning and likely the demonstration of their learning, commonly accomplished through assignments and assessments. The school is not required to provide correspondence materials to facilitate extended absences during the school year.
- The following procedures are required prior to the absence in order to properly inform the school of the details of a student’s extended absence: the student obtains the extended absence notification form from the Main Office; completes all the details on it; and parents sign the completed form. The form is then returned to the Main Office. This form is not an approval form, it simply notifies the school of a student’s absence.
- The responsibility for the decision to take a student out of school and the consequences that result rest solely with the student and their parent/guardian.

Students are required to be available to complete all assessments that are scheduled by teachers or the Ministry of Education. For school assessments, provisions are made only for those students involved in activities such as Provincial or National competitions and of course, serious illness. Parents are asked to respect the school on this issue by ensuring extended absences are not organized during assessments. Please check the school calendar for Ministry Assessment dates. Each year, students in Grades 10 and 12 are required to complete a combination of Graduation Assessments required by the Ministry of Education.

Study Blocks

A study block may be applied for by grade 11 and 12 students. Students are encouraged to use their study blocks productively by completing assignments in order to diminish their work load in the evenings. Study blocks create an academic atmosphere where all students in the school can learn and be successful. A study block may or may not be granted on the basis of the student’s course load, attendance and class history and student reason for application. The application process occurs concurrently with student course programming. A student is not directly supervised during a structured study block and attendance is not taken.

CITIZENSHIP

Safe and Caring School

Student behaviour must comply with the Criminal Code of Canada as well as the BC Human Rights Code. Any person who threatens the safety of the school environment or the safety of an individual may be subject to disciplinary action and, where necessary, to RCMP intervention. This policy includes, but is not limited to:

- Acts of violence or threats of violence.
- Acts of discrimination or contravention of the BC Human Rights Code.
- Incidents of threatening, harassing, intimidating or confrontational language or behaviour which includes written or verbal harassment, misuse of online communication or physical threats. Harassment includes the act of posting comments; pictures or videos about people on social media/online (TikTok, Instagram, Snapchat, Youtube, etc.)
- Possession of a weapon or an imitation of a weapon.
- Possessing and/or discharging of fireworks.
- Possessing, using, distributing or being involved with others possessing or using illegal or restricted drugs or alcohol.
- Vaping and/or smoking is prohibited on school property by all persons.
- Incidents of theft, defacement or damage of the school's or others' property.
- Misuse of school equipment or school property.
- Unauthorized gatherings and unsafe activity on school property.
- Operation of a vehicle or other means of transport (automobiles, rollerblades, skateboards, etc.) in a dangerous manner.
- Using safety equipment including fire extinguishers, fire alarms, smoke-heat detectors, and the fire sprinkler system inappropriately, or causing a false alarm.

Respect and Responsibility

Lack of respect for others or their property will not be tolerated. Lack of respect includes, but is not limited to:

- Failing to meet the standards set out in the BC Human Rights Code that include the prohibited grounds of discrimination. **The Human Rights Code is available online at:**
http://www.bclaws.ca/Recon/document/ID/freeside/00_96210_01
- **The current Provincial Standards for Codes of Conduct Order is available online at:**
http://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m276_07.pdf
- Disrespect for the authority of teachers and other employees of the school, including failure to comply immediately with an authorized and reasonable direction.
- Disturbance at school, on school grounds, or at a school function.
- Any unauthorized gatherings on or adjacent to the school grounds, specifically those that disturb the privacy of nearby residents or that reflect poorly on the public image of the school.

- Use of the school name or logos in association with unsanctioned activities.
- Contributing to garbage or litter build up in the school and community.
- Participation in any conduct unbecoming of school and community standards.

Drugs, Alcohol and Vaping

Students found using, possessing, or being with others involved with drugs, alcohol or vaping at school or at school-sponsored events may be suspended. Subsequent involvement will require a Re-Entry Plan to return to school. Any student found supplying drugs or alcohol to others will be suspended, and/or referred to an outside agency or the RCMP. Please note that if residual evidence or other indicators lead staff to suspect drug, alcohol or vaping use, students may face disciplinary action. The Windsor administration will rarely discriminate between direct and indirect exposure to prohibited substances. It is for this reason that students should not remain in the company of those using drugs, alcohol or vaping products.

Violence, Bullying, Intimidation, Harassment, and Discrimination

Incidents such as fighting, bullying, intimidation, verbal abuse, swearing, hazing, taunting, inappropriate physical touching, harassment, and/or discrimination will not be tolerated. Students involved directly or indirectly in any of these behaviours can expect disciplinary action from the school, including referral to RCMP and outside authorities. Students who incite others to engage in inappropriate behaviours, or who seek retribution against those who have reported incidents, may also face discipline. When any of these actions are carried out online, even outside of school hours and off school property, the school may still take action when the welfare and learning environment of Windsor students are potentially at risk.

Unauthorized Gatherings and Unsafe Activity on School Property

Students who gather on school property without permission may face disciplinary consequences ranging from a warning to suspension and RCMP involvement. Additionally, anyone on school property at any time should refrain from unsafe activities in and on school structures (e.g. the school roof, fences, storage containers, stairwells, railings, blocking entranceways, etc.).

LEARNING

Student behaviour must support a productive learning environment in classrooms and school at all times. Interference of a positive learning environment includes, but is not limited to:

- Disturbing the learning opportunities of other students in classrooms.
- Dressing in a manner disruptive to an educational environment including offensive or suggestive slogans.
- Disrupting classes, school routines or activities by inappropriate use of electronic devices.
- Participating in any form of cheating, plagiarism, or academic dishonesty.
- Not completing assignments or other assigned tasks as required.

Dress and Apparel at School

Staff and students at Windsor believe maintaining a respectful, business-like atmosphere is important to academic achievement and citizenship. The school's dress code is not meant to stifle freedom of expression, but to foster a supportive, respectful learning community in which each student's self-esteem is reflected in their behaviour, growth, and achievement.

Apparel at school **should**:

- Allow for individual difference, style, and expression.
- Demonstrate respect for a school / business environment.
- Be appropriate for the intended activity.
- Demonstrate respect for the rights and perspectives of others.

Cheating, Plagiarism, and Academic Dishonesty

Cheating, plagiarism, and academic dishonesty are serious concerns and are not acceptable at Windsor. Students should understand that taking these kinds of short-cuts does not help them to learn or achieve their academic potential.

What Constitutes Cheating, Plagiarism, and Academic Dishonesty?

The following are some of the actions that are considered academically dishonest. This is not an exhaustive list of all forms. If unsure whether or not their behaviour could be considered academically dishonest, students should check with their teacher or the administration prior.

- Submitting assignments, homework, or other material which was copied, purchased, or acquired from someone else or online as their own work.
- Failing to cite or document quoted or paraphrased material or ideas written by someone else from another source.
- Knowingly sharing your work with another student with the intention of letting others copy the assignment.
- Submitting the same essay, presentation, or assignment more than once, whether the earlier submission was at Windsor or someplace else, without the prior permission of the teacher.
- Any attempt to complete an assessment using unauthorized information or communication in any form to another person other than an invigilator.

- Allowing another student to view ones test or assessment.
- Illegally obtaining or looking at an assessment prior to, or during the assessment.
- Altering or changing test answers after submitting the test for grading.
- Texting or electronically copying parts of a test or assignment.
- Knowingly helping another student to cheat.

Consequences of Academic Dishonesty

Students who are involved in any form of cheating, plagiarism or academic dishonesty will be subject to discipline. This discipline could take a variety of forms and may include the following consequences:

- No credit for the work or assignment with no opportunity for make-up.
- Other classroom level consequences assigned by the classroom teacher.
- Notification by the teacher to parents or guardians.
- A record of the incident in the student's school file.
- Possible disqualification from receiving awards and other recommendations or references.

Repeated offences will result in more severe consequences and could include suspension.

WINDSOR TECHNOLOGY AGREEMENT

Windsor and the North Vancouver School District uses Microsoft Office 365 to provide students in grades 4 - 12 with an email account and seven gigabytes of online file storage for student documents. Students have unique secure log-ins and passwords. These email accounts are used for various educational purposes, such as students working collaboratively on MS Teams, Word, Excel, PowerPoint and OneNote projects, and file sharing documents with teachers. Students are expected to act responsibly when using technology at school. Each student is responsible for their own appropriate behavior on any computer or network at the school. General school rules for behaviour and communications apply. The use of school technology equipment and the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for their actions in accessing and utilizing the school's computer resources.

Policy for Cell Phones and Electronic Devices

While it is true that electronic devices have their place in education and can be beneficial to learning in classrooms at Windsor, electronic devices can also be a significant disruption to the learning environment when not used responsibly. Each day instructional time is lost due to smart phone use and the use of other electronic devices. Issues of academic dishonesty have arisen with the evolution of technology. Moreover, devices with photo or recording capabilities can pose significant safety and legal issues for students and the general school community. Therefore, Windsor has developed the following policy to regulate the use of this equipment at Windsor.

Acceptable Electronics Use

- Before and after school instructional time.
- During morning and lunch breaks.
- During class with explicit teacher permission to help meet course learning outcomes. Permission must be obtained prior to use.
- In case of emergency when consistent with staff instructions and directions.
- Students must follow the NVSD Acceptable Use of Technology Agreement and abide by District Policy 302: Student Conduct

Staff Process for handling confiscated devices:

Staff may confiscate electronic devices when used in contravention of stated classroom expectations. The teacher must, however, keep the confiscated electronic device in a secured place until its return to the student. Confiscated devices must be returned to their owner by the end of the same school day during which it was confiscated. If a student is belligerent or refuses to surrender their electronic device, or if the student is a repeat offender, the teacher may refer the offending student to an administrator with their device.

Rules of Computer or Network Use at Windsor

- With regard to privacy, network storage areas may be reviewed by school staff and/or administrators in order to maintain system integrity and ensure that students are using the system responsibly.
- Students must respect the privacy of other students and staff at Windsor by only using their own personal login.
- Students must respect and protect intellectual property by fulfilling all legal requirements to purchase, license and register all software, music and other media.
- Abusive or inappropriate language must not be used when communicating electronically and online bullying or harassment of any kind will not be tolerated.
- Students must use common sense and not provide or post information about themselves or other students that may put them at risk.
- Students must not post pictures or videos of others without their consent.
- Students must not access sites which do not comply with the Windsor Code of Conduct. Should students encounter such material by accident, they should exit the site and report it to their teacher immediately.
- Computers are for academic purposes; therefore, games, YouTube, video streaming, and social media sites are allowed only with the teacher's explicit permission.
- Food or drink is forbidden in the computer labs, library, or around other computers in the school unless otherwise communicated by the teacher or staff member in that area.

Wireless Access on Personal Electronic Devices

The North Vancouver School District provides students access to the 8021X network and the option of utilizing personally owned devices. Secure wireless access is available – please see office staff for instructions on access. When using the school wireless network, students must comply with all District usage policies.

The purpose of these guidelines is to ensure that students and their parents recognize the limitations that the School District imposes on the use of personally owned devices. These guidelines are supplement to the North Vancouver School District Policy 609: Communication Systems and Policy 302: Student Conduct, the School Code of Conduct and the Student Acceptable Use of Technology Agreement. In addition to the aforementioned general rules of technology, the following guidelines and policies apply to the use of all laptop computers and all other mobile internet devices in association with the school wireless network:

- The North Vancouver School District or Windsor Secondary will not be held responsible in any capacity for physical damage, loss or theft of any personally owned device.
- Student use of personally owned devices in the classroom will be at the discretion of the classroom teacher – students must ask prior to usage. Student use of a personally owned device must support the instructional activities currently occurring in the classroom.
- Student devices with camera and video capability must not be used to impinge upon the privacy of students and staff without their prior consent.
- The North Vancouver School District and Windsor Secondary reserves the right to request an inspection, at any time, of any personally owned devices.
- The School District and school will not be held responsible for any damage that may occur as a result of connecting to the network or any electrical power source.
- The parents and/or guardians of any student bringing personal technology to school are responsible for and will reimburse the School District for any damage that their child may cause through the use of the network with his/her personally owned device.

Consequences of the Misuse of Technology

Failure to comply with these guidelines or policies may result in appropriate disciplinary action, which may include, but is not limited to, temporary loss of privileges, warnings, and eventually loss of access to school technology and/or the network.

All Electronics policies including those stated here can be found within the Windsor Code of Conduct document found on the Windsor Website and in every student Agenda book.

GENERAL INFORMATION

Student Services / Counselling

Mr. D. Lavallée	Grade 8 & Choices Counsellor
Ms. S. Maquignaz	Grade 9 & 11 (last names A-R) Counsellor
Ms. S. Martin	Grade 10 & 11 (last names S-Z) Counsellor
Ms. M. So	Grade 12 & International Students Counsellor

The Student Services Department at Windsor assists students in their development through their academic, career, personal, and social journeys. Windsor's counsellors work closely with students, teachers, parents and the community to help students develop the qualities they need to become self-reliant, responsible individuals. Counsellors also provide assistance with program planning, timetable concerns, post-secondary and scholarship information. They have access to a wide range of community services and can assist in suggesting resources for families, parents, and students who need ongoing counselling or therapy. Students are encouraged to make appointments with their grade counsellor via e-mail or stop by Student Services, located across the hall from the main office. Parent inquiries are also welcomed by phone, e-mail or appointment.

The Library

The Windsor Library is open from 8:00 am - 3:30 pm, Monday to Friday for access to print resources in both English and French, desktop computers, (black/white) printer, as well as a place to read and study. Print resources are available for a three week loan period; Kindle e-readers, lapel microphones and a green screen are available for two weeks. The Windsor Library also has an *Audible* account for student access to audiobooks. (Please see the teacher-librarian for access).



If loaned materials are needed for a longer period, an extension can be granted. To ensure maximum availability of library resources, their prompt return guarantees that everyone can enjoy the various library resources at school. *Please note that if library loans are not returned, are lost, or damaged, a replacement cost will be charged.

The Windsor Libguide is the online curated guide with links to the Windsor Library catalogue and many other digital resources. Research support, databases, Indigenous resources, subject guides and much more are available at libguides.sd44/Windsor OR at the QR code above. Students are reminded that all aspects of the Windsor Technology Agreement are in effect while using the library and online resources: students are expected to conduct themselves appropriately and respectfully as digital citizens. Please see the Windsor Technology Agreement section in this agenda for more details.

School Website (www.windsorsecondary.ca)

This is our main instrument of communicating with parents. Student achievement, special events and activities are highlighted. The Windsor newsletter will be emailed home periodically. The school calendar is also found on the website on the bottom middle. Double-clicking on the title "View Calendar" will bring up the calendar for the whole year.

Cafeteria

Students are welcome to eat and socialize in the cafeteria/multipurpose room. Students are reminded to keep the area clean as this is a place for everyone to enjoy.

Student Phone

There is a free student telephone located outside Student Services. Students are encouraged to use the student phone and not their cell phones during instructional time.

School Lockers and Locks

Lockers and locks are provided to students for use throughout the year by request. Both the lock and the locker are loaned to students and shall remain the property of the school. Students are responsible for the locker and lock they are issued, so they should not trade with other students. Some other important reminders are:

- Students should not share lockers or provide others with their combination.
- Students must use only the assigned school lock as the school requires access to all lockers at all times. If a foreign lock is on a locker it may be cut by a school staff member without prior warning in order to gain access.
- Students should not keep valuables in lockers as theft is, unfortunately, a reality. The school is not responsible for any thefts from lockers. If there is property loss, students should inform the office and fill out a Loss of Property form so the school can return property that may be found to the rightful owner.
- Students who do not clean their assigned lockers will be assessed a locker fee of \$10.00. If a lock is not returned they will be assessed an additional \$10.00.

Gym Change Room Lockers

P.E. lockers are available for **day use** only during P.E. class or practices and should not be used as a student's main locker. Students are required to purchase their own locks and lock up items during these classes. It is essential students do **NOT** leave valuables locked or unlocked in the change room as this is an increased area of vulnerability to theft. Concerns with regard to the P.E. locks and lockers should be addressed with the student's P.E. teacher first.

Loss Prevention

Please note that the North Vancouver School District is unable to insure any personal property owned by students including musical instruments, calculators and electronics. The School District will, therefore, not accept any liability for loss or damage of personal property under any circumstances. Students should refrain from bringing personal belongings of value to school, unless absolutely necessary for learning. For more information regarding insurance, please contact your insurance agent providing home owner coverage.

Student Parking

Student may park in assigned parking spots only. Spaces available are limited. Parking is not permitted behind the school gym, in the spaces in front of the Preschool and Dance Studio, or where there is no marked stall/emergency yellow zones. Students who park illegally may be towed without prior warning. Student drivers are expected to register their cars, obey all driving laws including limiting their speed in the school zone and in the parking lot. Registration forms can be picked up in the main office.

Emergency Procedures

Unfortunately, there are situations that could occur in our community that may be a threat to the safety of students and staff. The School District acknowledges its responsibility to ensure that each North Vancouver school staff member provides a safe learning environment and are prepared for any potential crisis, emergency, or violent act. The Windsor Secondary School Critical Incident Response Plan, which is updated annually, details staff and student responsibilities to maintain the safety and welfare of all during an emergency. Planning for such contingencies reduces chaos and trauma, and provides for a quicker recovery. In all emergency situations and drills, students must listen for direction and immediately follow instructions from administration and staff. In the event of a family emergency and parents/guardians need to contact a student during the school day, please call the Main office (604-903-3700) and inform an office staff member that this is an emergency. Office staff will ensure students are contacted immediately.

EXTRA-CURRICULAR ACTIVITIES

Athletics

Windsor offers a comprehensive Athletic Program for all students. Windsor Athletics holds three mandatory Athlete/Parent Meetings prior to the start of each season. The intent of these meetings is specific communication to all athletes and parents about costs, practice and game expectations and team commitments prior to tryouts. Involvement in athletics complements a student's overall educational program. The objective of extra-curricular athletics at Windsor is to foster a healthy appreciation of competitive individual and team sports. Specifically, our program aims for the pursuit of excellence in the areas of commitment, competition, skill development, cooperation, sportsmanship, leadership, participation and enjoyment by Windsor students. Each sport varies in cost; therefore, when selected for a team, students and parents will receive a letter outlining the breakdown of the costs associated with the sport. Windsor offers students the opportunity to participate in the following sports:

Badminton
Basketball
Cheer
Field Hockey
Football
Golf
Gymnastics

Hockey
Mountain Biking
Rugby
Ski & Snowboard
Team
Soccer
Swimming

Track & Field
Ultimate Frisbee
Volleyball
Wrestling
X-Country Running

Windsor Clubs and Organizations

Club/Group Name	Teacher Sponsor
1. Ambassadors Club	Ms. So
2. Student Athletics Committee	Mr. Fong/Ms. Wood
3. District Student Leadership	Mr. McGowan
4. Garden Club	Mrs. Lee-Sun
5. Gender and Sexuality Alliance	Ms. Maquignaz/Mr. Ward
6. Grad Council	Ms. Wood
7. Green Team	Ms. Palaz
8. Interact Club	Ms. Lazarova
9. Le Franco Club	Ms. Ouellet
10. Model UN	Ms. Layton/Mr. Myers
11. Nat 20	Mr. Myers
12. Roadie Club	Ms. Bertrand
13. Sewing for a Cause	Ms. Lazarova
14. STEM Club	Mr. Farrell
15. Student Council	Mr. Myers/Mr. McGowan
16. Yearbook	Ms. Sihota
17. Yujo Program	Ms. Drew

Clubs and groups are happy to have students join at any time during the year. Some have limited seasons, so it is recommended that students check with the teacher supervisor to find out meeting dates and activity schedules. Teachers volunteer their time for these extra-curricular activities to enrich everyone's school experience. Those offered vary from year to year and may include:

Ambassadors

Windsor's Ambassadors Club is a group dedicated to promoting leadership and diversity. They volunteer time to help Ms. So and the school during events such as the International student and Grade 7 Orientations. While the rest of the school departs for early dismissal, Ambassadors can be seen happily welcoming parents during Parent Teacher Interviews. Throughout their years as an Ambassador, they form strong bonds with each other, the international students, and the school staff. With our motto to welcome and serve everyone, the Ambassadors Club is always open for anyone to join.

District Student Leadership

We are a group of highly engaged and active students who meet regularly to provide leadership, voice, and student perspective on education in North Vancouver. We represent students on many committees, at Board Meetings, and at many event events both locally and throughout the Lower Mainland. Every year we organize a student forum for students in North Vancouver, and often produce a collective project that is meaningful to all students. Our monthly meetings at various secondary schools provide opportunities to engage in discussion and get to know other leadership students from across the School District.

Garden Club

To provide education and networking opportunities and to promote the love of gardening, floral design, civic and environmental responsibility.

Gender Sexuality Alliance

The GSA (Gender Sexuality Alliance) is a club where students can come together to promote awareness, acceptance and equality of the LGBTQ+ community.

Grad Council

A committee of Grade 12's elected in the spring to co-ordinate the following year's grad activities and to help plan and execute all school sanctioned grad events.

Green Team

Windsor Secondary's Green Team is a school club open to students in grades 8 – 12 based around environmental awareness in our community. We strive to make our school and community a cleaner place through weekly street cleanups, garden upkeep and other forms of environmental awareness. At school, we host yearly events such as our community clean-up, District Wide Clean Up Challenge and clothing swap. If you are interested, feel free to take a look at our Instagram @windsor_green_team to see our past projects.

Interact

The Interact Club is a Rotary-sponsored service club, with the core value of "Service Above Self." We are proud to say that our club is sponsored by The Rotary Club of Lions Gate and that our club is noted as being one of the best in the Rotary District 5040. Interact strives to support local and global issues through various volunteer opportunities, within the school and in the community, as well as to provide members with the chance to attend numerous leadership workshops and to participate in international exchange opportunities. Interact runs the full school year and joining at any time is always welcome.

Le Franco Club

Le Franco Club aims to celebrate Francophone culture and the French language by offering a variety of opportunities and activities for Core French and French Immersion students from grades 8 to 12.

Model UN Club

Model United Nations, also known as Model UN or MUN, is an educational simulation and academic competition in which students learn about diplomacy, international relations, and the United Nations. We are looking for enthusiastic students looking for a challenge in providing solutions to world issues.

NAT 20 Club

The NAT 20 club is a group of students that come together once a week to play tabletop games with a primary focus on Dungeon & Dragons. The group meets on various days after school, in order to allow a multitude of players, and plays for 3 to 4 hours per session. Club members are taught the basic principles of the game so they can take on the role of characters and those interested are taught the more intricate elements of the game so they can learn to become Game Masters and actually run campaigns. The ultimate goal of the club is that members will begin their own campaigns outside of the club and expand their social circle by making new friends through Dungeons & Dragons.

Roadie Club

The Roadie Club is Windsor's volunteer technical crew. They are the people who make events at Windsor look and sound great. Roadie Club members learn how to set up and operate sound mixer boards, speakers, microphones, lighting dimmer boards, amplifiers, drum-kits, projectors and much more. To hone their skills, Roadie Club members work alongside performing arts staff as well as local sound and light. Some students choose to get highly involved in the technical side of productions, while others prefer to do the hands on work of moving equipment on and off stage. It's totally up to how each student chooses to be involved and everyone is welcome. There is no specific meeting time - they just get together when a gig is approaching.

Sewing for a Cause

Sewing for a Cause is an amazing opportunity to give back to the community. Throughout the year we will be working on several projects for both local and global organizations. We will also be sewing/crafting fun projects. We have weekly get-togethers. You don't need to have sewing experience to join the club and help make a change in the community.

STEM Club

The STEM Club's goal is to encourage science based learning and growth through discussions, contests, experimentation and peer tutoring in a positive and supportive student environment.

Student Athletics Committee

The Windsor Student Athletics Committee (SAC) is made up of student athletes of all grade levels from Windsor Secondary to provide insight on the student athlete experience. SAC offers input on the regulations and policies that affect student athletes' lives at Windsor Secondary and works to enhance the student athlete experience. Members from the committee will represent students in the Athletic Council.

The mission statement of the Windsor SAC is to enhance the total student athlete experience by promoting opportunity, protecting student athlete

welfare, and fostering a positive student athlete image. The focus of the committee is leadership and production: in the classroom, on their teams, across the school and in the community.

Student Council

The Windsor Student Council is an association that has representatives of our school from Grades 8-12. The executive and grade reps are an elected body. The members at large are volunteers. Besides being a governing body for the school, the Student Council puts on events within the school to raise awareness of causes as well as promote school spirit. We raise money for the Terry Fox Foundation, raise awareness about Anti-Bullying Day and Mental Health, as well as other school initiatives the council may vote on during the year. In addition, the Student Council puts on the Halloween Costume Contest which is held in the Multipurpose Room at lunch on Halloween. We also host the Annual Student Council Santa's Breakfast held the last school day in December from 7:30 to 8:30am. All community and students are welcome at this event. Student Council is an extremely active group within the school representing all grade levels at their meetings that meet once every two weeks.

Yearbook Club

Interested in journalism, photography and graphic design? If so, the yearbook club is a place where you can exercise all three skills! Students work together to build a unique design and theme for each year's book to document and record all of the amazing people, events, clubs, sports, and academics this school has to offer. Join Yearbook to build, collect and remember your best times at Windsor!

Yujo Program

Yugo is Japanese for friendship. This club is for students of all abilities who want to make friends and to have fun. Everyone is welcome and we meet weekly and periodically for special events.

STUDENT FEES

As per Board Policy 706, the Superintendent of Schools reviews annually the schedule of school fees for all schools, and provides this schedule to Trustees for information. Windsor's fee schedule was received by the Board in November 2020.

Student Activity Fee - \$45 – As per the recommendation of the School District Fees Task Force, schools may charge a Student Activity Fee to support student activities, student agenda books, student awards and recognition, special events and assemblies.

Graduation Activity Fee (Grade 12s only) - \$90 – This fee is used to pay for the cost of the graduation ceremony (Orpheum booking, grad gowns, flowers and programs). Other optional school-sanctioned grad activities may incur costs throughout the year.

Yearbook Fee - \$50 – The purchase of a yearbook is completely optional. The book is a review of Windsor people, subjects, and events for the school year. Payment of the \$50 fee **must be made before Spring Break** as the order is placed at this time. Extra books are not usually available in June.

Workbooks - by Course - Where students are required to use workbooks in order to meet the course/subject learning outcomes and/or for assessment, workbooks will be provided free of charge. Students may have the opportunity to purchase workbooks that are suggested for optional, supplemental “practice” and are not marked as part of the students’ assessments. Purchase of these workbooks is completely optional as they are not required for successful completion of the courses’ learning outcomes. These workbooks are available for purchase at cost from the school.

Supplemental Course Fees - by course - In accordance with the School Act, all students at Windsor receive free of charge an educational program sufficient to meet the general requirements for graduation. In accordance with the School Board Fees Order, supplemental fees may be charged for goods and services associated with optional enrichment activities and take home items that extend learning outcomes for students beyond the basic educational program.

Procedures for School Fees

Student fees are available to pay online in October for Semester 1 and February for Semester 2. Prompt payment of these fees allow teachers to purchase the supplies needed for students. For students who withdraw from a course, a refund of fees paid will be prorated up until November 15 for the first semester and April 15 for the second semester. After that time, there will be no refund of course fees.

Textbooks

Textbooks are issued by classroom teachers, some for the duration of the course, others as they are needed. These books are on loan to students. As such, students are responsible for the specific books issued to them, and for returning the books with the correct numbers to the teachers who issued them. If an issued textbook is not returned, is lost, or is damaged, a replacement fee will be charged. Students who lose books or return books with pages missing are charged 100% of the replacement cost of the book. Students who return damaged books are charged 25% to 100% of the replacement cost depending on the amount and type of damage. Yearbooks are withheld until all outstanding debts are cleared.

ASSESSMENT & EVALUATION

Reporting Dates

There are four formal reporting periods during the school year. Interim and/or Progress Reports may be sent home throughout the year and can either indicate that problems are developing, with suggestion for improvement, or compliment the student for good work and/or effort. Other informal reporting can also take place at the discretion of the classroom teacher.

Student Evaluation and Grades 8-9

Students receive a letter grade on all formal reports as outlined by the BC Ministry of Education Letter Grades and Explanations:

- A Excellent or Outstanding Performance in relation to learning outcomes.
- B Very Good Performance in relation to learning outcomes.
- C+ Good Performance in relation to learning outcomes.
- C Satisfactory Performance in relation to learning outcomes.
- C- Minimally Acceptable Performance in relation to learning standards.
- I No demonstration of minimally acceptable performance in relation to learning outcomes in this reporting period.
- F No demonstration of minimally acceptable performance in relation to learning outcomes in this reporting period where an "I" has already been issued.

Student Evaluation and Grades 10-12

Students receive percentages and a letter grade on all formal reports. The chart below lists the B.C. Ministry of Education percentages:

A	(Excellent)	86 - 100%
B	(Very Good)	73 - 85%
C+	(Good)	67 - 72%
C	(Satisfactory)	60 - 66%
C-	(Minimally acceptable)	50 - 59%
I	(In Progress / Incomplete)	Learning standards not yet completed
F	(Failing)	0 - 49%
W	(Withdrawn)	

Work Habits

Excellent (E)

Responsibility: demonstrates an industrious work ethic, ready to work and learn.

Cooperation: a class leader exemplified by a high degree of positive and meaningful participation initiated by the student.

Independence: a keen and enthusiastic learner actively seeking out personal growth and learning opportunities.

Good (G)

Responsibility: all assignments turned in, student is ready to work and learn.

Cooperation: works well with other students and teachers, participates in class in a meaningful way.

Independence: a self-directed learner, takes appropriate initiative and responsibility for learning.

Satisfactory (S)

Responsibility: most assignments turned in, student is usually ready to work and learn.

Cooperation: usually works well with other students and teacher(s).

Independence: often requires direction.

Needs Improvement (N)

Responsibility: most assignments missing, student is frequently not ready to work and learn.

Cooperation: does not work well with other students or teacher(s).

Independence: needs one-on-one attention most of the time.

"I" (In Progress or Incomplete)

This symbol is used to alert students and parents that the student is not demonstrating minimally acceptable performance in relation to expected learning outcomes. Where an "I" is assigned, the student and the parent of the student must be informed and have an opportunity to consult with the teacher in the plan of action specified.



HEALTH AND COMMUNITY INFORMATION

GENERAL <ul style="list-style-type: none"> • Foundry BC – youth access to Health & Social Services • Ron Andrews Rec Centre • Lions Gate Hospital • North Vancouver RCMP • North Shore Multicultural Society • Work BC Employment Services Centre – North Shore Youth • ChatLine for Youth 	<p>foundrybc.ca</p> <p>604-987-7529 nvrc.ca</p> <p>604-988-3131 vch.ca</p> <p>604-985-1311</p> <p>604-988-2931 nsms.ca</p> <p>604-988-3766 ywcavan.org</p> <p>604-872-3311 www.youthinbc.com</p>	SEX, BIRTH CONTROL & PREGNANCY <ul style="list-style-type: none"> • Elizabeth Bagshaw Clinic • Everywoman's Health Centre • Options for Sexual Health • North Shore Health-Community Health Nurse • BC Centre for Disease Control 	<p>604-736-7878 www.bagshawclinic.ca</p> <p>604-322-6692 www.everywomanshealthcentre.ca</p> <p>604-731-4252 www.optionsforsexualhealth.org</p> <p>604-983-6700</p> <p>604-707-2400 www.bccdc.ca</p>
ABUSE - SEXUAL, PHYSICAL & EMOTIONAL <ul style="list-style-type: none"> • Children & Adolescents HELPLINE • Children who witness abuse • Ministry for Children & Families • North Shore Family Services • Vancouver Rape Relief • Rape Crisis Centre 24hr sex assault 	<p>604-310-1234</p> <p>604-987-0366</p> <p>604-981-0008 604-660-4927 For 24 Hr. help</p> <p>604-988-5281 familyservices.bc.ca</p> <p>604-872-8212 www.rapere reliefshelter.bc.ca</p> <p>604-255-6344 www.wavaw.ca</p>	NUTRITION & EATING DISORDERS <ul style="list-style-type: none"> • Be Real Clinic (Disordered Eating Clinic) • BC Children's Hospital • North Shore Health <p>Also see school nurse (Wednesdays 12 – 2 pm – office in Student Services), family doctor, or counsellor</p>	<p>604-992-4814</p> <p>604-983-6700 www.bcchildrens.ca</p> <p>604-983-6700</p> <p>www.healthyeatingatschool.ca</p>

ALCOHOL & OTHER SUBSTANCE ABUSE <ul style="list-style-type: none"> Alcohol and Drug line BC Info 24 hrs Alateen 	604-660-9382 www.bc211.ca 604-688-1716 bcyukon-alanon.org	SHELTER RUNAWAY EMERGENCY <ul style="list-style-type: none"> Youth Outreach Line Ministry of Children and Family Development 	604-660-9376 604-660-4927 After 4:30 pm
EMOTIONAL & DISTRESS COUNSELLING <ul style="list-style-type: none"> Crisis Intervention North Shore Neighborhood House Youth Outreach Child and Adolescent Program North Shore Youth Safe House 	604-872-3311 604-987-8138 604-688-0551 nsnh.bc.ca 604-987-8138 Local 217 604-983-6719 1-877-789-6884 society.hollyburn.ca/nsysh.php	NORTH SHORE STUDENT INFO <ul style="list-style-type: none"> North Shore 24-hr Line for Youth Services Info Public Health Nurse On-Call (Mon -Fri 9am-5pm) North Van Recreation Commission West Van Community Services 	604-990-2244 604-983-6700 604-987-PLAY 604-925-7270
LEGAL INFORMATION <ul style="list-style-type: none"> North Shore Legal Aid Services Ombudsman for Youth (investigates complaints) Victims Information Line 	legalaid.bc.ca 604-980-7000 1-800-567-3247 www.bcombuds-person.ca 1-800-563-0808 bc211.ca	GENERAL HEALTH INFORMATION <ul style="list-style-type: none"> Dial 811 or go to www.HealthLinkBC.ca Callers to 811 can speak to a nurse (24/7), a dietitian (9am-5pm Monday through Friday) or a pharmacist (5pm-9am) 	
SMOKING AND VAPING <ul style="list-style-type: none"> Quit Now www.quitnow.ca Health LinkBC https://www.healthlinkbc.ca/health-feature/electronic-cigarettes Surgeon General https://e-cigarettes.surgeongeneral.gov/ 			

2021-2022 Windsor School Timetable



Semester 1 - September 8, 2021 – January 27, 2022

Week 1

Time	Monday				Tuesday				Wednesday				Thursday				Friday			
	Day 1				Day 2				Day 1				Day 2				Day 1			
8:30-9:11 am																				
9:11-9:20 am																				
9:20-11:40 am	Period 1				Period 3				Period 1				Period 3				Period 1			
11:40-12:40pm																				
12:40-3:00pm	Period 2				Period 4				Period 2				Period 4				Period 2			

Week 2

Time	Monday				Tuesday				Wednesday				Thursday				Friday			
	Day 2				Day 1				Day 2				Day 1				Day 2			
8:30-9:11 am																				
9:11-9:20 am																				
9:20-11:40 am	Period 3				Period 1				Period 3				Period 1				Period 3			
11:40-12:40pm																				
12:40-3:00pm	Period 4				Period 2				Period 4				Period 2				Period 4			

Semester 2 – February 1, 2022 – June 22 , 2022

Week 1

Time	Monday				Tuesday				Wednesday				Thursday				Friday			
	Day 1				Day 2				Day 1				Day 2				Day 1			
8:30-9:11 am																				
9:11-9:20 am																				
9:20-11:40 am	Period 5				Period 7				Period 5				Period 7				Period 5			
11:40-12:40pm																				
12:40-3:00pm	Period 6				Period 8				Period 6				Period 8				Period 6			

Week 2

Time	Monday				Tuesday				Wednesday				Thursday				Friday			
	Day 2				Day 1				Day 2				Day 1				Day 2			
8:30-9:11 am																				
9:11-9:20 am																				
9:20-11:40 am	Period 7				Period 5				Period 7				Period 5				Period 7			
11:40-12:40pm																				
12:40-3:00pm	Period 8				Period 6				Period 8				Period 6				Period 8			

2021

JANUARY

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FEBRUARY

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NOVEMBER

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DECEMBER

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2022

JANUARY

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FEBRUARY

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MARCH

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MAY

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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Schoolhouse Publications Inc.
 3988 Still Creek Avenue, Burnaby, BC Canada V5C 6N9
 1465 Slater Road, PO Box 5007, Ferndale, WA USA 98248
 Phone: 1-800-747-2111
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NAME: _____

SCHOOL NAME: _____

The Student Planner is a Day Timer

No matter what occupation you pursue, whether you become a lawyer, business executive, musician, homemaker, parent, educator, or whether you open your own business--you **MUST** manage your time effectively in order to be successful. Daily time management is especially important in the life of a student.

Start by:

...recording your daily class assignments and drawing a line through when completed.



...recording your personal commitments: birthdays, dates, job, team schedule of games, practices, exam dates, deadlines for long term assignments, meetings--anything you need to remember.

12 Monday	<div>Ma. p. 230 #11-29</div> <div>Hamlet: read chap 3,4,5 for</div> <div>Wed.</div> <div>French: finish vocab.</div>	✓ ✓ ✓ ✓
Basketball 3:00		
phone Pat		
Physical Activity:	Time (min.):	
13 Tuesday	<div>Hamlet: finish chap 5</div> <div>Biology: study chap 3 notes</div> <div>Ma. corrections, do p. 231 (setl only)</div>	2 1 1
present for Mom		
Physical Activity:	Time (min.):	
14 Wednesday	<div>Biology: review chap 3, study chap 4 notes</div> <div>French: exer. 2 p. 84 (even no. only)</div> <div>Mom's Birthday French exam returned: finish corrections</div>	34 43
Physical Activity:	Time (min.):	

The “✓” section may be used:

- as a checklist (see Mon.)
- for prioritizing (see Tues.)
- and/or for record keeping (see Wed.)

The Student Planner is a Goal Setting Tool

“A goal is a dream with a deadline.”

To turn our dreams into reality, we must map out a specific plan as to how to achieve them. “Inch” your way there by setting smaller achievable goals toward that dream. Write these small goals in your Student Planner as a promise to yourself and as a signpost that you are “on track.” For example, if one of your goals is to jog 4 mi (7 km) a day, use your planner to “map out” how far you expect to be running in OCTOBER, DECEMBER, etc. until that final goal is reached.

The Student Planner is a Long Range Planner

The ability to plan long range projects and meet deadlines (thereby avoiding the "black hole" of procrastination) is also a vital skill in every walk of life. As a student you can develop this skill by training yourself to pace your work.

Here's how:

JULY	
Bees actually have two stomachs - a regular stomach and another that acts as a backpack to store nectar drawn from flowers. Honeybees increase their weight by up to one half when their honey sac is full!!	
✓ Hamlet worksheet Biology: review all notes, study definitions	Thursday 15
	call Al re. car
	picture money due
Physical Activity:	Time (min.):
Ma: review exer. p. 240	Friday 16
	Biology Exam
	Work 4-10
Physical Activity:	Time (min.):
Saturday 17	Sunday 18
Pat's party! ★	
-scored 1 basket unassisted -shocked mom-washed her car! -Sandy second at prelim trials	memos/notes: We make a living by what we get; we make a life by what we give. -Sir Winston Churchill

Write test day or due date in the space provided and highlight. (See Biology--Friday.)

Divide the task into manageable pieces and write them in the Assignments section. For example, see Biology--Tuesday, Wednesday, and Thursday. (Ideally you will be given class time to do this. If not, do it on your own at home.)

When making your plan: take into consideration your other commitments as they will affect your plan. For example, will your mother's birthday impact on the amount of time you have to study on Wednesday? If so, make allowances for that when you make your Study Plan.

We often unknowingly sabotage our own dreams by our negative attitude toward ourselves. We seem to easily remember our failures but forget our own successes. In an effort to keep a positive attitude, many successful people keep a private "Victory Record" in which they record their own successes as a reminder to themselves that they can achieve. Use your planner to do the same. Record not only your own positive experiences, but also those positive things you see around you.

AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Civic Holiday (Can.)	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOTES

SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 Labour Day (Can.) Labor Day (U.S.)	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOTES

[illegible]

OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11 Thanksgiving Day (Can.) Columbus Day (U.S.)	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 Halloween						

NOTES

[illegible]

NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7 Daylight Saving ends: turn clocks BACK 1 hour	8	9	10	11 Remembrance Day (Can.) Veterans Day (U.S.)	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Thanksgiving Day (U.S.)	26	27
28	29	30				

NOTES

[illegible]

DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Christmas Eve	25 Christmas Day
26 Boxing Day (Can.)	27	28	29	30	31	

NOTES

[illegible]

JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16 Martin Luther King Jr. Day (U.S.)	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES

[illegible]

FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Valentine's Day	15	16	17	18	19
20	21 Family Day (Can.) Presidents' Day (U.S.)	22	23	24	25	26
27	28					

NOTES

[illegible]

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13 Daylight Saving begins: turn clocks AHEAD 1 hour	14	15	16	17 St Patrick's Day	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOTES

APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Good Friday (Can.)	16
17 Easter Sunday	18 Easter Monday (Can.)	19	20	21	22 Earth Day	23
24	25	26	27	28	29	30

NOTES

[illegible]

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8 Mother's Day	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Victoria Day (Can.)	24	25	26	27	28
29	30 Memorial Day (U.S.)	31				

NOTES

[illegible]

JUNE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19 Father's Day	20	21	22	23	24	25
26	27	28	29	30		

NOTES

[illegible]

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

					1 Canada Day (Can.)	2
3	4 Independence Day (U.S.)	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOTES



Physical Activity: _____

Time (min.): _____

▼

Physical Activity: _____ Time (min.): _____

Physical Activity:

Time (min.):

The Continental Divide of the Americas designates the line at which water flows to the east, mainly into the Atlantic Ocean or to the west, mainly into the Pacific Ocean. It follows a high line of mountain peaks from Alaska to Tiera del Fuego.

✓			Thursday 02
	Physical Activity:		Time (min.):
			Friday 03
	Physical Activity:		Time (min.):
Saturday 04		Sunday 05	

memos/notes:	We know what we are, but know not what we may be. -William Shakespeare

SEPTEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



06 Monday

Labour Day (Can.)

Labor Day (U.S.)

Physical Activity:

Time (min.):

07 Tuesday

Physical Activity:

Time (min.):

08 Wednesday

Physical Activity:

Time (min.):

SEPTEMBER

Have you ever heard crickets in the day time? They were probably grasshoppers. Grasshoppers are usually awake during the day, while crickets are awake in the evening. Grasshoppers make their sound by rubbing a leg against a wing.

✓	Thursday 09
Physical Activity:	Time (min.):
Friday 10	
Physical Activity:	Time (min.):
Saturday 11	Sunday 12

memos/notes:

A different world cannot be built by indifferent people.
-Peter Marshall

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



Time (min.):

✓

Time (min.):

Time (min.):

SEPTEMBER

About 8% of children and 2% of adults suffer from food allergies. When you suffer from a food allergy, your body thinks that the food protein is harmful, and therefore reacts by fighting back.

[illegible]

memos/notes:

Learning is not compulsory...
neither is survival.
-W. Edwards Deming

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



Physical Activity: _____

Time (min.): _____

Time (min.):

Time (min.):

Physical Activity: _____

Time (min.): _____

Time (min.):

SEPTEMBER

The Sahara is the world's second largest desert after Antarctica. It is almost as large as the United States at over 9,000,000 km². Located in North Africa, it may be as old as 2.5 million years.

	✓	Thursday 23
Physical Activity:		
Time (min.):		
		Friday 24
Physical Activity:		
Time (min.):		
Saturday 25	Sunday 26	

memos/notes:

A "No" uttered from deepest conviction is better and greater than a "Yes" merely uttered to please, or what is worse, to avoid trouble.
-Mahatma Gandhi



Physical Activity: _____ Time (min.): _____

The Australian Outback is the remote and arid interior and northern territory that makes up 70% of Australia's landscape. Australia is the world's second driest continent, and is home to an estimated 200,000 animal species. About 83% of the world's mammals are native to Australia.

✓	Thursday 30
Physical Activity:	Time (min.):
Friday 01	
Physical Activity:	Time (min.):
Saturday 02	Sunday 03

memos/notes:

You must do the thing you think you cannot do.
-Eleanor Roosevelt

OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



04 Monday

Physical Activity: _____ Time (min.): _____

✓

05 Tuesday

Physical Activity: _____

Time (min.): _____

06 Wednesday

Physical Activity: _____

Time (min.): _____

Hurricane names are predetermined by the World Meteorologist Organization. The first hurricane of the season starts with A, the next B and so on. When an unusually destructive hurricane hits, that name is retired. Since 1954, 40 names have been retired, including “Katrina”.

✓			Thursday 07
Physical Activity:		Time (min.):	
			Friday 08
Physical Activity:		Time (min.):	
Saturday 09		Sunday 10	

memos/notes:		Character builds slowly, but it can be torn down with incredible swiftness. -Faith Baldwin

OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



11 Monday

Thanksgiving Day (Can.)
Columbus Day (U.S.)

Physical Activity:

Time (min.):



12 Tuesday

Physical Activity:

Time (min.):

13 Wednesday

Physical Activity:

Time (min.):

OCTOBER

The porcupine is the second largest rodent native to North America. It has incisor teeth ground down by constant gnawing on hard substances. It is covered in quills, which, if embedded in an attacker, work deep into the flesh as the barbed ends of the quills expand with moisture.

Thursday 14

Physical Activity:

Time (min.):

Friday 15

Physical Activity:

Time (min.):

Saturday 16

Sunday 17

memos/notes:

When I am delivering my very best, then that is when I feel successful. -Art Fetting

OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



18 Monday

[illegible]

19 Tuesday

[illegible]

20 Wednesday

[illegible]

OCTOBER

Glaciers can take a year to move as far as a human can walk in minutes, but they have sculpted mountains and carved valleys by slowly grinding against the rock. Glacial ice is the largest reservoir of the fresh water on earth.

[illegible]

memos/notes:

The mark of a good leader is to know when it's time to follow.
-Susie Switzer

OCTOBER 2021



25 Monday

Physical Activity:

Time (min.):

✓

26 Tuesday

Physical Activity:

Time (min.):

27 Wednesday

Physical Activity:

Time (min.):

OCTOBER

Did you ever lie down in an open field or park and watch the clouds go by? There are four main types of clouds. They are Cirrus, Alto, Stratus and Cumulus.

[illegible]

memos/notes:

**Learning is a treasure
that will follow its
owner everywhere.
-Chinese Proverb**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



Physical Activity: _____

Time (min.): _____

✓

Physical Activity: _____

Time (min.): _____

The world’s largest salt flat is located 653 m above sea level and covers 2,000 km² in Bolivia, South America. It becomes mirrorlike when a thin layer of water lies on top. This reflectivity makes it useful in calibrating scientific equipment from outer space.

✓			Thursday 04
		Physical Activity:	Time (min.):
			Friday 05
		Physical Activity:	Time (min.):
Saturday 06		Sunday 07	
		Daylight Saving ends: turn clocks BACK 1 hour	

memos/notes:		It is during our darkest moments that we must focus to see the light. -Taylor Benson

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



Physical Activity: _____ Time (min.): _____

Volcanoes erupt when there is a break in the earth's crust (the outermost layer) which allows any liquid rock from below to come to the surface. Historically, a few eruptions have blown off the tops of mountains, such as Mt. St. Helens in Washington State.

✓	<div>Thursday 11</div> <div>Remembrance Day (Can.) Veterans Day (U.S.)</div>	<div>Thursday 11</div> <div>Remembrance Day (Can.) Veterans Day (U.S.)</div>
	<div>Physical Activity:</div> <div>Time (min.):</div>	<div>Friday 12</div>
	<div>Physical Activity:</div> <div>Time (min.):</div>	<div>Saturday 13</div>
	<div>Sunday 14</div>	<div>Sunday 14</div>

memos/notes:

We would accomplish many more things if we did not think of them as impossible.
-C. Malesherbes

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



Time (min.):

Time (min.):

Time (min.):

NOVEMBER

All living things have been classified by scientists using seven different categories. From the largest to the smallest they are: Kingdom, Phylum, Class, Order, Family, Genus and Species. Try coming up with an mnemonic to remember these!

[illegible]

memos/notes:

Learning how to learn is life's most important skill.
-Tony Buzan



Time (min.):

Physical Activity:

Time (min.):

Physical Activity:

Time (min.):

Owls have the ability to move their heads almost completely around. This is necessary because unlike humans they are unable to move their eyes around in their sockets.

✓	<div>Thursday25</div> <div>Thanksgiving Day (U.S.)</div> <div>Physical Activity:Time (min.):</div>	
	<div>Friday26</div> <div>Physical Activity:Time (min.):</div>	
	<div>Saturday27</div>	<div>Sunday28</div>

memos/notes:	<div>Perseverance is not a long race; it is many short races one after another. -Walter Elliott</div>
--------------	---

NOV/DEC 2021

S	M	T	W	T	F	S
	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



29 Monday

[illegible]

30 Tuesday

[illegible]

01 Wednesday

[illegible]

The earth takes 365.25 days to orbit the sun.
 The moon takes almost 28 days to orbit the earth.

✓			Thursday 02
	Physical Activity:	Time (min.):	
			Friday 03
	Physical Activity:	Time (min.):	
			Saturday 04
			Sunday 05

memos/notes:	The universe is change; our life is what our thoughts make it. -Marcus Aurelius Antoninus	

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Physical Activity: _____

Time (min.): _____

✓

Physical Activity: _____

Time (min.): _____

Physical Activity:

Time (min.):

DECEMBER

Humans' ears and noses never stop growing. We hold a similar trait with parrots. Their beaks never stop growing! In order to keep the beak from growing too long, they chew on hard items to chisel it down.

✓	Thursday 09	
Physical Activity:		
Time (min.):		
	Friday 10	
Physical Activity:		
Time (min.):		
Saturday 11		
Sunday 12		

memos/notes:

If you can't feed a hundred people, then feed just one.
-John Murray

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Physical Activity: _____

Time (min.): _____

✓

DECEMBER

On July 21, 1969, Neil Armstrong became the first man on the moon. His historic first words, drafted by Neil and his wife, were: "One small step for man, one giant leap for mankind."

Thursday 16

Physical Activity:

Time (min.):

Friday 17

Physical Activity:

Time (min.):

Saturday 18

Sunday 19

memos/notes:

**He who angers you conquers you.
-Elizabeth Kenny**



20 Monday

✓

21 Tuesday

22 Wednesday

DECEMBER

Humpback whales undertake one of the longest migrations on earth – going from Alaska to Hawaii in 30-39 days or less! They consume about 907 kg of fish in a single day. They store this energy reserve in a layer of blubber which allows them to go without food in the winter.

✓	Thursday 23	
Physical Activity:		
Time (min.):		
	Friday 24	
	Christmas Eve	
Physical Activity:		
Time (min.):		
Saturday 25		
Christmas Day		
Sunday 26		
Boxing Day (Can.)		

memos/notes:

Wisdom is knowing what to do next, skill is knowing how to do it, and virtue is doing it.
-David Starr Jordan

DEC 21/JAN 22

S	M	T	W	T	F	S
	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



27 Monday

28 Tuesday

29 Wednesday

Physical Activity: _____

Time (min.): _____

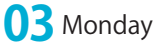
Mt. Everest is the highest mountain on Earth. The first successful ascent was in 1953 by Sir Edmund Hillary. Though many since then have also made successful climbs, including 16-year old Temba Tsheri, many others have lost their lives in the attempt.

✓	Thursday 30	
Physical Activity:		
Time (min.):		
	Friday 31	
Physical Activity:		
Time (min.):		
Saturday 01		
New Year's Day		
Sunday 02		

memos/notes:

**The secret of happiness is to
admire without desiring.
-Francis H. Bradley**

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



04 Tuesday

05 Wednesday

Physical Activity: _____

Time (min.): _____

JANUARY

Every day the ocean tides rise and fall. That is due in part to the gravitational pull of the moon as it orbits the earth. Other factors also at work are the force created by the earth's spin and the sun's gravity.

Thursday 06

Physical Activity:

Time (min.):

Friday 07

Physical Activity:

Time (min.):

Saturday 08

Sunday 09

memos/notes:

**A pretty face and fine clothes
do not make character.
-Congolese Proverb**

JANUARY 2022

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



10 Monday

[illegible]

11 Tuesday

[illegible]

12 Wednesday

[illegible]

JANUARY

Depending on where you live, you might have quite extreme seasonal temperatures. The planet Mercury has temperatures far beyond what we could ever experience. During the day it can get as hot as 400°C and in the evening as low as -180°C .

✓	Thursday 13	
Physical Activity:		
Time (min.):		
	Friday 14	
Physical Activity:		
Time (min.):		
Saturday 15		
Sunday 16		

memos/notes:

Trust your hunches. They're usually based on facts filed away just below the conscious level.
-Dr. Joyce Brothers

JANUARY 2022



17 Monday

Martin Luther King Jr.
Day (U.S.)

Physical Activity:

Time (min.):

18 Tuesday

Physical Activity:

Time (min.):

19 Wednesday

Physical Activity:

Time (min.):

JANUARY

In a cave, stalagmites are the pillars of stone you see coming from the ground up. Stalactites are those that form from the cave ceilings. One of the largest stalagmites is located in Cuba. It is over 65 m tall! That is around the height of a 20-storey building!

✓	Thursday 20	
Physical Activity:		
Time (min.):		
	Friday 21	
Physical Activity:		
Time (min.):		
Saturday 22		
Sunday 23		

memos/notes:

Be glad today. Tomorrow
may bring tears. Be brave
today. The darkest night will
pass. And golden rays will
usher in the dawn.
-Sarah Knowles Bolton

JANUARY 2022

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



24 Monday

[illegible]

25 Tuesday

[illegible]

26 Wednesday

Physical Activity:	Time (min.):
--------------------	--------------

Frogs play an important role in the balance of nature, as they eat millions of insect pests as well as some small invertebrates. They are cold blooded, but lack scales and breed in water—a biological trait that distinguishes them from reptiles.

✓			Thursday 27
	Physical Activity:		Time (min.):
			Friday 28
	Physical Activity:		Time (min.):
Saturday 29		Sunday 30	

memos/notes:		The greatest gift you can give another is the purity of your attention. -Richard Moss

JAN/FEB 22

S	M	T	W	T	F	S
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					



31 Monday

[illegible]

01 Tuesday

[illegible]

02 Wednesday

[illegible]

memos/notes:

It is not good to know more
unless we do more with what
we already know.
-R.K. Bergethon

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					



Physical Activity: _____

Time (min.): _____

✓

Physical Activity: _____

Time (min.): _____

FEBRUARY

Did you know that the surface area of your lungs is about the size of a tennis court? You breathe in and out an average of twenty times a minute! That is about once every three seconds! During that time you breathe in about 6 litres of air.

✓			Thursday 10
Physical Activity:		Time (min.):	
			Friday 11
Physical Activity:		Time (min.):	
Saturday 12		Sunday 13	

memos/notes:		Better to understand a little than to misunderstand a lot. -Lord Chesterfield



Valentine's Day

✓

Physical Activity: _____

Time (min.): _____

FEBRUARY

African elephants are an endangered species. Once ranging from south of the Sahara Desert to northern South Africa, now they are mostly confined to parks and reserves. Loss of habitat has led to a decline in numbers. They are also killed for the ivory of their tusks.

Thursday 17

Physical Activity:

Time (min.):

Friday 18

Physical Activity:

Time (min.):

Saturday 19

Sunday 20

memos/notes:

**Mistakes are the
portals of discovery.**
-James Joyce

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					



Family Day (Can.)
Presidents' Day (U.S.)

	✓
Physical Activity:	
Time (min.):	

Physical Activity: _____ Time (min.): _____

Physical Activity: _____ Time (min.): _____

Ludwig van Beethoven, a famous composer, was deaf most of his life. He learned to compose music by feeling the vibrations from the music on the piano through his feet. Sound is a vibration that propagates as an acoustic wave. People with hearing perceive the waves through their ears, Beethoven used his feet!

✓			Thursday 24
		Physical Activity:	Time (min.):
			Friday 25
		Physical Activity:	Time (min.):
Saturday 26		Sunday 27	

memos/notes:		Be curious always! For knowledge will not acquire you: you must acquire it. -Sudie Back

FEB/MAR 22

S	M	T	W	T	F	S
	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



28 Monday



01 Tuesday

Physical Activity: _____

Time (min.): _____

02 Wednesday

The Sun is 150 million km away from the Earth. The speed of light is 299,792 km/s. Even though it is moving very fast, it takes sunlight about 8 and a half minutes to reach the Earth's surface.

[illegible]

memos/notes:

Laugh at yourself first before anyone else can.
-Elsa Maxwell

MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



07 Monday

[illegible]

08 Tuesday

[illegible]

09 Wednesday

[illegible]

MARCH

You have seen the suffixes “ology” and “onomy” before, but do you know the difference between them? “Ology” means “the study of” and “onomy” means “the science of.” As an example: biology is the study of life, and taxonomy is the science of classifying living organisms.

✓	Thursday 10	
Physical Activity: Time (min.):		
	Friday 11	
Physical Activity: Time (min.):		
Saturday 12		
Sunday 13		
Daylight Saving begins: turn clocks AHEAD 1 hour		

memos/notes:

The superior man is modest in his speech, but exceeds in his actions. -Confucius

MARCH 2022



14 Monday

✓

15 Tuesday

16 Wednesday

Physical Activity: _____ Time (min.): _____

The North pole does not actually have any land. Instead it is made up of sea ice. Water normally freezes at 0 °C, but because of its high salt content, ocean water freezes around -1.8 °C.

✓			Thursday 17
			St. Patrick's Day
	Physical Activity:		Time (min.):
			Friday 18
	Physical Activity:		Time (min.):
Saturday 19		Sunday 20	

memos/notes:	Even in the bleakest times, there are gifts to be discovered. -Jann Mitchell

MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



21 Monday

[illegible]

22 Tuesday

[illegible]

23 Wednesday

[illegible]

MARCH

Bottlenose dolphins often live for 30 to 50 years. They consume 6-15 kg of food per day, feeding on a variety of fish, squid, octopus and other sea life. Dolphins use echolocation – bouncing sounds off objects to determine location and high pitched clicks to stun their prey.

[illegible]

memos/notes:

A friend is one who knows you and loves you just the same. -Elbert Hubbard

MAR/APR 2022

S	M	T	W	T	F	S
	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



28 Monday

[illegible]

29 Tuesday

[illegible]

30 Wednesday

[illegible]

Do you have 20/20 vision? That term comes from being able to read a chart from 20 ft (6 m) away. However you could have better vision, perhaps 20/2 like a hawk. That means a hawk could read something at 20 ft (6 m) away but we would need to be 2 ft (61 cm) away. Those are some good eyes!

✓			Thursday 31
Physical Activity:		Time (min.):	
			Friday 01
Physical Activity:		Time (min.):	
Saturday 02		Sunday 03	

memos/notes:		To climb steep hills requires a slow pace at first. -Shakespeare

APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



04 Monday

✓

05 Tuesday

06 Wednesday

Physical Activity:

Time (min.):

APRIL

When you think of insects, do you think of spiders? Spiders are not actually considered insects; they are arachnids. Insects have three pairs of legs and three main body parts (head, thorax and abdomen), whereas arachnids have four pairs of legs and two main body parts (cephalothorax and abdomen).

[illegible]

memos/notes:

It is well to give when asked but it is better to give unasked, through understanding.
-Kahlil Gibran

APRIL 2022



11 Monday

Physical Activity: _____ Time (min.): _____

12 Tuesday

Physical Activity: _____

Time (min.): _____

13 Wednesday

Physical Activity: _____

Time (min.): _____

memos/notes:

**The best way to cheer yourself up is to try to cheer somebody else up.
-Mark Twain**

APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



18 Monday

Easter Monday (Can.)

Physical Activity:

Time (min.):

19 Tuesday

Physical Activity:

Time (min.):

20 Wednesday

Physical Activity:

Time (min.):

Cheetahs can travel as fast as 113km/h, making them the fastest land animal. Unfortunately cheetahs have some weaknesses. They can't see very well in the dark, and they are not able to climb trees. If they feel threatened by other animals, instead of fighting back, they will most likely give up their prey.

Thursday 21

Physical Activity:

Time (min.):

Friday 22

Physical Activity:

Time (min.):

Saturday 23

Sunday 24

memos/notes:

The only true wisdom is in
knowing you know nothing.
-Socrates

APR/MAY 2022

S	M	T	W	T	F	S
	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



25 Monday

Physical Activity:

Time (min.):

26 Tuesday

Physical Activity:

Time (min.):

27 Wednesday

Physical Activity:

Time (min.):

The Venus fly trap resides in bogs which are acidic and have few nutrients; therefore, it supplements its root-gathered nutrition with insect snacks. It has a set of long capture leaves fringed with trigger hairs so that any insect that bends a single hair is captured and digested.

✓			Thursday 28
		Physical Activity:	Time (min.):
			Friday 29
		Physical Activity:	Time (min.):
Saturday 30		Sunday 01	

memos/notes:	He who asks is a fool for five minutes, but he who does not ask remains a fool forever. -Chinese Proverb

MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



02 Monday

[illegible]

03 Tuesday

[illegible]

04 Wednesday

[illegible]

**A man never discloses his own character so clearly as when he describes another's.
-Jean Paul Richter**

MAY 2022



09 Monday

[illegible]

10 Tuesday

[illegible]

11 Wednesday

[illegible]

memos/notes:

Always accept good fortune
with grace and humility.
-Mark L. Mika

MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



16 Monday

17 Tuesday

Physical Activity: _____

Time (min.): _____

18 Wednesday

The heart is continually pumping blood throughout your body. Did you know that the heart pumps an average of 72 beats per minute? That is an average of 4,320 beats per hour and 103,680 beats per day!

Thursday 19

Physical Activity:

Time (min.):

Friday 20

Physical Activity:

Time (min.):

Saturday 21

Sunday 22

memos/notes:

In the cookies of life, friends
are the chocolate chips.
-Unknown

MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



23 Monday

Victoria Day (Can.)

Physical Activity:

Time (min.):

24 Tuesday

Physical Activity:

Time (min.):

25 Wednesday

Physical Activity:

Time (min.):

Sharks have electrosensors which are located in their nose. They use these sensors to detect prey which have released electrical signals while in distress.

[illegible]

memos/notes:

Happiness comes of the capacity to feel deeply, to enjoy simply, to think freely, to risk life, to be needed.
-Storm Jameson

S	M	T	W	T	F	S
30	31	1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



Memorial Day (U.S.)

Time (min.):

Physical Activity:

Time (min.):

Physical Activity:

Time (min.):

Have you noticed how much it hurts when you do a belly-flop in the pool? Why is that? Well, there is a high density of molecules that are at the surface between water and air. This surface tension is much harder to break when you are hitting it all at once. When you dive, your hands are only a small surface that breaks through the surface tension.

✓			Thursday 02
		Physical Activity:	Time (min.):
			Friday 03
		Physical Activity:	Time (min.):
Saturday 04		Sunday 05	

memos/notes:		Some people are moulded by their aspirations, others by their hostilities. -Elizabeth Bowen

JUNE 2022



06 Monday



07 Tuesday

08 Wednesday

Physical Activity: _____

Time (min.): _____

memos/notes:

The mark of a good leader is to know when it's time to follow.
-Susie Switzer

JUNE 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



13 Monday

[illegible]

14 Tuesday

[illegible]

15 Wednesday

[illegible]

Hummingbirds are the smallest and fastest birds in the world. They can easily escape predators like snakes, falcons, jays and cats (unless taken by surprise). Hummingbirds' flight patterns are similar to helicopters going up, down, sideways, backwards, and even upside down!

✓	Thursday 16
Physical Activity:	Time (min.):
Saturday 18	Sunday 19 Father's Day

memos/notes:

Never do a wrong thing to make a friend or to keep one.
 -Robert E. Lee

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



20 Monday

21 Tuesday

22 Wednesday

memos/notes:

Even from a foe a man
may learn wisdom.
-Greek Proverb

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



JUNE/JULY

Yogurt is a good source of both protein and calcium. However, not all yogurt is made equal. Look for one that contains active cultures. *Lactobacillus*, *acidophilus* or *bifidus*. These are helpful in maintaining a healthy immune system and digestive tract.

[illegible]

memos/notes:

Understanding human needs is half the job of meeting them.
-Adlai Stevenson

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



05 Tuesday

06 Wednesday[illegible]

memos/notes:

We make a living by what we get; we make a life by what we give.
-Sir Winston Churchill

JULY 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



11 Monday

Physical Activity: _____ Time (min.): _____

✓

12 Tuesday

Physical Activity: _____

Time (min.): _____

13 Wednesday

Physical Activity: _____ Time (min.): _____

You need oxygen to breathe and function, and so do cars with internal combustion engines. The car uses oxygen to burn the gas. Think about the oxygen being used by all those vehicles – plan your journeys efficiently and cleverly. Where does the power come from to run an electric vehicle?

✓			Thursday 14
Physical Activity:		Time (min.):	
			Friday 15
Physical Activity:		Time (min.):	
Saturday 16		Sunday 17	

memos/notes:	If you have much, give of your wealth; if you have little, give of your heart. -Arabian Proverb

JULY 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



18 Monday

[illegible]

19 Tuesday

Physical Activity:	Time (min.):
--------------------	--------------

20 Wednesday

There is evidence that there were huge dragonflies living millions of years ago. The largest fossil found to date had a 76.2 cm wingspan. Presently, there are dragonflies in Costa Rica with a 19 cm wingspan.

✓			Thursday 21
Physical Activity:		Time (min.):	
			Friday 22
Physical Activity:		Time (min.):	
Saturday 23		Sunday 24	

memos/notes:		The difference between what we do and what we are capable of doing would suffice to solve most of the world's problems. -Mahatma Gandhi

JULY 2022



25 Monday

Physical Activity: _____

Time (min.): _____

26 Tuesday

Physical Activity: _____

Time (min.): _____

27 Wednesday

memos/notes:

Whoever acquires knowledge and does not practice it resembles him who ploughs his land and leaves it unsown. -Gulistan

AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



01 Monday

[illegible]

02 Tuesday

[illegible]

03 Wednesday

[illegible]

AUGUST

The equator divides the planet into the northern and southern hemispheres. It runs through 13 countries: Ecuador, Columbia, Brazil, Sao Tome and Principe, Gabon, Republic of Congo, Uganda, Kenya, Somalia, Republic of Maldives, Indonesia and Kiribati.

[illegible]

memos/notes:

You must have long range goals to keep you from being frustrated by short range failures. -Charles Noble

AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



08 Monday

[illegible]

09 Tuesday

[illegible]

10 Wednesday

[illegible]

Water is an extremely important part of your body. The tissue within your brain is made up of about 85% water. Your entire body is about 60% water. That is why it is important to keep hydrated, your body needs it!

[illegible]

memos/notes:

**Wherever you are -
be all there. -Jim Elliot**

AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



15 Monday

Physical Activity:

Time (min.):

16 Tuesday

Physical Activity:

Time (min.):

17 Wednesday

Physical Activity:

Time (min.):

AUGUST

Lightning can occur not only in thunderstorms but also in snowstorms, intense forest fires, nuclear detonations and volcanic eruptions.

[illegible]

memos/notes:

The most I can do for my friend is simply be his friend.
-Henry David Thoreau



Time (min.):

▼

Time (min.):

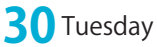
Time (min.):

The Continental Divide of the Americas designates the line at which water flows to the east, mainly into the Atlantic Ocean or to the west, mainly into the Pacific Ocean. It follows a high line of mountain peaks from Alaska to Tiera del Fuego.

✓			Thursday 25
Physical Activity:		Time (min.):	
			Friday 26
Physical Activity:		Time (min.):	
Saturday 27		Sunday 28	

memos/notes:	We know what we are, but know not what we may be. -William Shakespeare

S	M	T	W	T	F	S
	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



Physical Activity: _____

Time (min.): _____

SEPTEMBER

Have you ever heard crickets in the day time? They were probably grasshoppers. Grasshoppers are usually awake during the day, while crickets are awake in the evening. Grasshoppers make their sound by rubbing a leg against a wing.

✓		Thursday 01	
Physical Activity:		Time (min.):	
Friday 02			
Physical Activity:		Time (min.):	
Saturday 03		Sunday 04	
memos/notes:		A different world cannot be built by indifferent people. -Peter Marshall	

JULY

4 Monday
Independence Day

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

9 Saturday

10 Sunday

11 Monday

12 Tuesday

13 Wednesday

14 Thursday

15 Friday

16 Saturday

17 Sunday

18 Monday

19 Tuesday

20 Wednesday

JULY

Thursday 21

Friday 22

Saturday 23

Sunday 24

Monday 25

Tuesday 26

Wednesday 27

Thursday 28

Friday 29

Saturday 30

Sunday 31

AUGUST

1 Monday
Civic/Provincial Day (Can.)

2 Tuesday

3 Wednesday

4 Thursday

5 Friday

6 Saturday

7 Sunday

8 Monday

9 Tuesday

10 Wednesday

11 Thursday

12 Friday

13 Saturday

14 Sunday

15 Monday

16 Tuesday

AUGUST

Wednesday 17

Thursday 18

Friday 19

Saturday 20

Sunday 21

Monday 22

Tuesday 23

Wednesday 24

Thursday 25

Friday 26

Saturday 27

Sunday 28

Monday 29

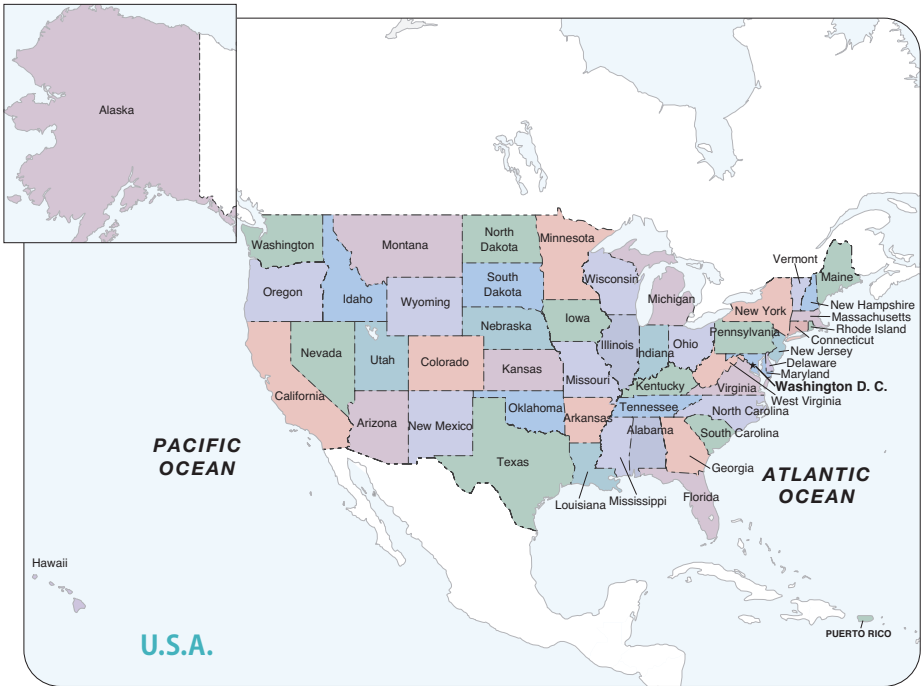
Tuesday 30

Wednesday 31

It is a practical idea to have a “contact” person in each class - someone you can call in case you were absent, or confused regarding an assignment or information given during class.

[illegible]

CANADA & U.S.A.



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Albania – Tirana
Andorra –
Andorra la Vella
Austria – Vienna
Belarus – Minsk
Belgium – Brussels
Bosnia & Herzegovina – Sarajevo
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Croatia – Zagreb
Czech Republic – Prague
Denmark – Copenhagen
Estonia – Tallinn
Finland – Helsinki
France – Paris
Germany – Berlin
Greece – Athens
Hungary – Budapest
Iceland – Reykjavik
Ireland – Dublin
Italy – Rome
Latvia – Riga
Liechtenstein – Vaduz
Lithuania – Vilnius
Luxembourg – Luxembourg
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Switzerland – Bern
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United Kingdom – London
Vatican City – Vatican City

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Rwanda – Kigali
Sao Tome & Principe – Sao Tome
Senegal – Dakar
Seychelles – Victoria
Sierra Leone – Freetown
Somalia – Mogadishu
South Africa – Pretoria
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Swaziland – Mbabane
Tanzania – Dar es Salaam
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Armenia – Yerevan
Azerbaijan – Baku
Bahrain – Manama
Bangladesh – Dhaka
Bhutan – Thimphu
Brunei – Bandar Seri Begawan
Cambodia – Phnom Penh
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Georgia – Tbilisi
India – New Delhi
Indonesia – Jakarta
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Iraq – Baghdad
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Kazakhstan – Astana
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Oman – Muscat
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Philippines – Manila
Qatar – Doha
Russian Federation – Moscow
Saudi Arabia – Riyadh
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Thailand – Bangkok
Turkey – Ankara
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Vietnam – Hanoi
Yemen – Sanaa

Australia/Oceania

Australia – Canberra
Fiji – Suva
Kiribati – Tarawa
Marshall Islands – Majuro
Micronesia – Palikir
Nauru – Yaren
New Zealand – Wellington
Palau – Koror
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Samoa – Apia
Solomon Islands – Honiara
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Vanuatu – Port-Vila

North America

Antigua & Barbuda – St. John's
Bahamas – Nassau
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Belize – Belmopan
Bermuda – Hamilton
Canada – Ottawa
Costa Rica – San Jose
Cuba – Havana
Dominica – Roseau
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Guatemala – Guatemala City
Haiti – Port-au-Prince
Honduras – Tegucigalpa
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South America

Argentina – Buenos Aires
Bolivia – Sucre
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Africa

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Botswana – Gaborone
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Cameroon – Yaounde
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Central African Republic – Bangui
Chad – N'Djamena
Comoros – Moroni
Congo – Brazzaville
Dem. Republic of Congo – Kinshasa
Djibouti – Djibouti
Egypt – Cairo
Equatorial Guinea – Malabo
Eritrea – Asmara
Ethiopia – Addis Ababa
Gabon – Libreville
Gambia – Banjul
Ghana – Accra
Guinea – Conakry
Guinea-Bissau – Bissau
Ivory Coast – Abidjan
Kenya – Nairobi
Lesotho – Maseru
Liberia – Monrovia
Libya – Tripoli
Madagascar – Antananarivo
Malawi – Lilongwe
Mali – Bamako
Mauritania – Nouakchott
Mauritius – Port-Louis
Morocco – Rabat
Mozambique – Maputo
Namibia – Windhoek
Niger – Niamey
Nigeria – Abuja

PERIODIC TABLE

1A		2A		Alkaline earth metals										Transition metals										Other metals										Noble gases			
H Hydrogen 1.0079		He Helium 4.0026																																			
Li Lithium 6.941		Be Beryllium 9.012																																			
Na Sodium 22.9898		Mg Magnesium 24.305																																			
K Potassium 39.0983		Ca Calcium 40.08																																			
Sc Scandium 44.9559		Ti Titanium 47.88																																			
V Vanadium 50.9415		Cr Chromium 51.996																																			
Mn Manganese 54.9380		Fe Iron 55.847																																			
Co Cobalt 58.9332		Ni Nickel 58.69																																			
Cu Copper 63.546		Zn Zinc 65.41																																			
Ga Gallium 69.72		Ge Germanium 72.64																																			
As Arsenic 74.9216		Se Selenium 78.96																																			
Br Bromine 79.904		Kr Krypton 83.80																																			
Rb Rubidium 85.4678		Sr Strontium 87.62																																			
Y Yttrium 88.9059		Zr Zirconium 91.224																																			
Nb Niobium 92.9064		Mo Molybdenum 95.94																																			
Tc Technetium (98)		Ru Ruthenium 101.07																																			
Rh Rhodium 102.906		Pd Palladium 106.42																																			
Ag Silver 107.868		Cd Cadmium 112.41																																			
In Indium 114.82		Sn Tin 118.71																																			
Sb Antimony 121.76		Te Tellurium 127.60																																			
I Iodine 126.905		Xe Xenon 131.29																																			
Ba Barium 137.33		La Lanthanum series																																			
Cs Cesium 132.905		Ce Cerium 140.12																																			
Fr Francium (223)		Pr Praseodymium 140.908																																			
		Nd Neodymium 144.24																																			
		Pm Promethium (145)																																			
		Sm Samarium 150.36																																			
		Eu Europium 151.96																																			
		Gd Gadolinium 157.25																																			
		Tb Terbium 158.925																																			
		Dy Dysprosium 162.50																																			
		Ho Holmium 164.930																																			
		Er Erbium 167.26																																			
		Tm Thulium 168.934																																			
		Yb Ytterbium 173.04																																			
		Lu Lutetium 174.967																																			
		Hf Hafnium 178.49																																			
		Ta Tantalum 180.948																																			
		W Tungsten 183.8																																			
		Re Rhenium 186.207																																			
		Os Osmium 190.23																																			
		Ir Iridium 192.22																																			
		Pt Platinum 195.08																																			
		Au Gold 196.967																																			
		Hg Mercury 200.59																																			
		Tl Thallium 204.383																																			
		Pb Lead 207.2																																			
		Bi Bismuth 208.980																																			
		Po Polonium (209)																																			
		At Astatine (210)																																			
		Rn Radon (222)																																			
		Fr Francium (223)																																			
		Ra Radium (226)																																			
		Ac Actinium series																																			
		Th Thorium 232.038																																			
		Pa Protactinium 231.036																																			
		U Uranium 238.029																																			
		Np Neptunium 237																																			
		Pu Plutonium (244)																																			
		Am Americium (243)																																			
		Cm Curium (247)																																			
		Bk Berkelium (247)																																			
		Cf Californium (251)																																			
		Es Einsteinium (252)																																			
		Fm Fermium (257)																																			
		Md Mendelevium (258)																																			
		No Nobelium (259)																																			
		Lr Lawrencium (262)																																			
		Unk Unknown Elements																																			

57 La		58 Ce		59 Pr		60 Nd		61 Pm		62 Sm		63 Eu		64 Gd		65 Tb		66 Dy		67 Ho		68 Er		69 Tm		70 Yb		71 Lu	
Lanthanum 138.906		Cerium 140.12		Praseodymium 140.908		Neodymium 144.24		Promethium (145)		Samarium 150.36		Europium 151.96		Gadolinium 157.25		Terbium 158.925		Dysprosium 162.50		Holmium 164.930		Erbium 167.26		Thulium 168.934		Ytterbium 173.04		Lutetium 174.967	
89 Ac		90 Th		91 Pa		92 U		93 Np		94 Pu		95 Am		96 Cm		97 Bk		98 Cf		99 Es		100 Fm		101 Md		102 No		103 Lr	
Actinium 227.028		Thorium 232.038		Protactinium 231.036		Uranium 238.029		Neptunium 237		Plutonium (244)		Americium (243)		Curium (247)		Berkelium (247)		Californium (251)		Einsteinium (252)		Fermium (257)		Mendelevium (258)		Nobelium (259)		Lawrencium (262)	

Parts of Speech:

Noun: names a person, place or thing	mother, school, banana
Pronoun: takes the place of a noun	I, she, we, it
Adjective: describes or modifies a noun	nice, arrogant, awesome
Verb: indicates an action or a state of being	sing, run, is, need
Adverb: modifies a verb, an adjective or another adverb	slowly, repeatedly, very
Preposition: shows the relationship of a noun to a verb, adjective or another noun	on, by, to, in, of, for, from
Conjunction: connects other words, phrases or sentences	because, and, or, but
Interjection: calls attention to what is being said	Yes! Wow! Yikes!

Types of Sentences:

Declarative: makes a statement	The ice cream is in the freezer.
Interrogative: asks a question	Where are the car keys?
Imperative: gives commands or requests	Hand in your assignment.
Exclamatory: expresses a strong feeling	I've been robbed!

Punctuation:

Question Mark (?) ends an interrogative sentence	Can you come over to play?
Period (.) ends a declarative sentence	She left early.
Exclamation Point (!) ends an exclamatory or imperative sentence	I can't believe we won!
Comma (,) separates elements in a series, or clauses in a compound sentence	Bring a pencil, pen, ruler and compass.
Semicolon (;) signals more pause than a comma, but less than a period	Meet me there; it is easy to find.
Colon (:) signals that a list is coming ahead	For the recipe you will need: chocolate chips, flour, milk and nuts.
Dash (-) indicates a break in thought; used for emphasis	Our best runners - Susan and Kim - were not there.

Quotations Marks:

Use double quotation marks:

- 1) for a direct quotation "What doesn't kill me makes me stronger."
--Friedrich Nietzsche
 - 2) in most dialogue "I am going to a movie with Jenny on Saturday," he replied.
 - 3) for titles of songs, literary works, movies, television series, etc. The movie "Network" is on TV Friday.
- Use single quotation marks to enclose a quotation within a quotation.
- "She yelled 'Stop!' when the bus pulled away," Dan added.

Apostrophe:

- 1) used to show a contraction I'll mail my application to you right away.
- 2) used to show possession He paid for the gas when he used Dan's car.
The teachers' conference is next week.
The Browns' house is next door.

SPELLING

Commonly Misspelled Words:

abundant
absence
acceptable
accessible
accidentally
accommodate
accomplishment
accuracy
acknowledge
acquaintance
acquire
adequately
admission
adolescent
advantageous
advertise
aerial
aesthetic
against
aggravate
a lot
all right
allege
allegiance
amateur
analyze
annihilate
apparent
appearance
appropriate
audience
awfully
awkward
bargain
bankruptcy
beautiful
belief
beneficial
breath
breathe
brilliant
bureaucracy
business
calendar
camouflage
changeable
character
chief
complement
completely
compliment
conceivable
condemned
connoisseur
conscience
conscientious
consciousness
controversy
criticized
cruelty
curriculum
curiosity
dealt
deceit
definitely
develop
diagonal

difference
dilemma
division
doesn't
don't
efficient
eighth
eligible
embarrassed
emphasize
envelope
environment
epitome
espionage
exaggerate
excel
existence
experiment
exuberant
facsimile
familiarize
fascinate
fascist
february
financially
forfeit
forty
gauge
government
guarantee
guidance
harassment
height
hygiene
hypocrisy
illogical
immediately
independent
indispensable
inevitable
influential
inoculate
interference
invariably
irresistible
label
lawyer
leisurely
license
liquor
lonely
luxury
magnificent
maintenance
malicious
marriage
maybe
meant
mediocre
mischievous
mortgage
mysterious
naive
necessary
negotiate
neurotic
noticeable

nucleus
nuisance
obedience
occurrence
omission
opportunity
orchestra
outrageous
pageant
parallel
parameter
peculiar
permanent
permissible
persistent
phenomenon
physician
playwright
pleasant
pneumonia
politician
precede
preference
privilege
propaganda
psychoanalysis
psychology
pursue
questionnaire
received
recommend
rehearsal
representative
restaurant
reveal
reversible
rhythm
scarcity
schedule
siege
technique
tendency
seize
separate
signature
sincerely
soluble
souvenir
stationary
stationery
statistics
straight
succeed
succession
summarized
superintendent
surprise
susceptible
symbolic
synonymous
temperature
tendency
therefore
thorough
thought
tomorrow
tragedy

transcend
transparent
tried
truly
twelfth
unanimous
undoubtedly
universal
used to
useful
usually
vacuum
vertical
vigilance
villain
weird
whistle
yacht
yawn

Spelling Rules:

1. i before e except after c, or when sounded as a
e.g. receive
freight
2. When a verb ends in i.e., change the i.e. to y before adding the suffix ing
e.g. die becomes dying
tie becomes tying
3. When a word ends in y preceded by a consonant, change the y to i before adding the suffix (unless the suffix begins with i. If the suffix begins with i, keep the y.)
e.g. envy becomes envious
study becomes studying
4. Keep the final e before a suffix beginning with a consonant
e.g. advertise becomes advertisement
waste becomes wasteful.
5. With the suffixes able and ous, don't drop the e before the suffixes if the word ends in a soft ce or ge
e.g. knowledge becomes knowledgeable
outrage becomes outrageous
replace becomes replaceable
6. Doubling the final consonant when a suffix is added to a two syllable word.

In the US: most words do not,
e.g. counsel becomes counselor

In Canada: most words do,
e.g. counsel becomes counsellor
7. When a word ends with more than one consonant, don't double the final consonant when adding the suffix.
e.g. drown becomes drowning
conform becomes conforming

Guidelines for WORKS CITED: using the MLA (Modern Languages Association) format, 8th ed.

It is necessary for us to record all sources (whether print or non-print) used while preparing academic work and to list those sources on the "Works Cited" section at the end of your paper. The MLA format is widely used today, however there are other reference and citation methods. Please confirm that MLA format is the preferred method at your institution.

The eighth edition of the MLA Handbook, published in 2016, rethinks documentation for an era of digital publication. The MLA now recommends a universal set of guidelines that writers can apply to any source and gives writers the tools to intuitively document sources.

The information included here is an introduction and should be viewed as a quick reference guide. It is recommended that you consult your instructor before proceeding.

Get resources, FAQ's, tips on writing, and more at <https://style.mla.org>

Instead of asking, "How do I cite a book [or DVD or Web page]?" the writer creates an entry by consulting the MLA's list of **Core Elements**, these are the elements common to most works. They are assembled in a specific order. If a core element does not exist or cannot be found, omit it from the reference.

MLA Core Elements

- 1) **Author**, Personal author(s), editor(s), corporate author, director
- 2) **Title of source**, Book title, article title, chapter title, title of TV episode, Film title
- 3) **Title of container**, Book title, journal title, title of TV series
- 4) **Other contributors**, Translators, performers
- 5) **Version**, Edition, abridged/unabridged, director's cut
- 6) **Number**, Volume and issue numbers, season and episode numbers
- 7) **Publisher**, Publishers, university presses, organizations, governments, production companies
- 8) **Publication date**, Use the date most pertinent to you, full dates given in this format: 24 Aug. 2016
- 9) **Location**, Page number(s), web address, DOI, stable URL, time on a recording, DVD disc number

Some sources are whole and some are part of one or two containers and so require the repetition of some core elements for each container. Add the elements to your reference entry from 1. Author through to 9. Location, then add any second elements in that same order. For example, journal articles from databases have two containers: the first is the journal in which the article is contained and the second is the database which contains the journal.

Material Type	In-text Citation	Works Cited
Book with one author	(Brinkley 525)	Brinkley, Alan. <i>The Unfinished Nation: A Concise History of the American People</i> . 7th ed., McGraw Hill, 2014, p. 525.
Electronic book	(Hardy 58-60)	Hardy, Thomas. <i>Far From the Madding Crowd</i> . The Floating Press, 2009. <i>eBook Collection (EBSCOhost)</i> .
Chapter/essay from a book/anthology	(O'Brien 689)	O'Brien, Tim. "The Things They Carried." <i>Literature: Reading Fiction, Poetry, and Drama</i> , edited by Robert DiYanni, 6th ed., McGraw Hill, 2007, pp. 684-97.
Article from a scholarly journal in a database	(Tucker et al. 159)	Tucker, Virginia M., et al. "Learning Portals: Analyzing Threshold Concept Theory for LIS Education." <i>Journal of Education for Library and Information Science</i> , vol. 55, no. 2, Apr. 2014, pp. 150-65. <i>Academic One File</i> , db12.lincweb.org/login?url=http://go.galegroup.com/=481641178d785366b35d618e23308ebf. In this example, [Academic OneFile] is the database and second container so it is italicized.
One page of a website/one blog post	(Meade)	Meade, Rita. "It's Not Too Late to Advocate." <i>Screwy Decimal</i> , June 2016, www.screwydecimal.com/2016/06/its-not-too-late-to-advocate.html .

In-Text Citation

According to B.F. Skinner, behavior analysis is necessary for society because "almost all major problems involve human behavior" (24).

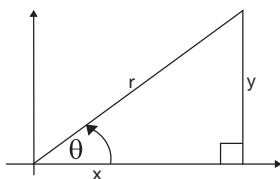
or

Behavior analysis is necessary for society because "almost all major problems involve human behavior" (Skinner 24).

Any source information that you provide in an in-text citation must correspond to a source in your Works Cited page.

MATHEMATICS

Trigonometry Ratios:

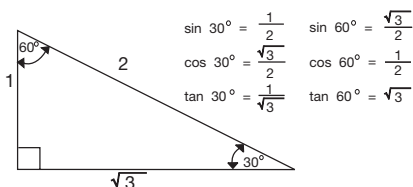
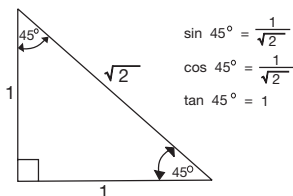


Memory Tip: SohCahToa

$$\sin \theta = \frac{y}{r} \left(\frac{\text{opp.}}{\text{hyp.}} \right) = \frac{1}{\csc \theta}$$

$$\cos \theta = \frac{x}{r} \left(\frac{\text{adj.}}{\text{hyp.}} \right) = \frac{1}{\sec \theta}$$

$$\tan \theta = \frac{y}{x} \left(\frac{\text{opp.}}{\text{adj.}} \right) = \frac{1}{\cot \theta}$$

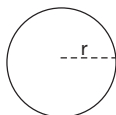


Geometry Formulas:



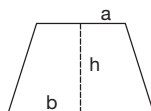
Rectangle

Perimeter = $2(l+w)$
 Area = lw



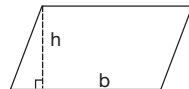
Circle

Circumference = $2\pi r$
 Area = πr^2
 r = radius



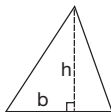
Trapezoid

Area = $\frac{1}{2}(a+b)h$



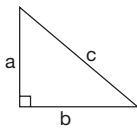
Parallelogram

Area = bh



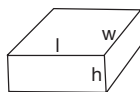
Triangle

Area = $\frac{bh}{2}$



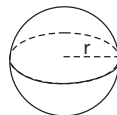
Right Triangle

(Pythagorean Theorem)
 $c^2 = a^2 + b^2$



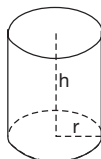
Rectangular Prism

Surface Area = $2lw + 2wh + 2lh$
 Volume = lwh



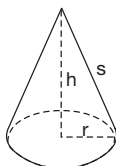
Sphere

Surface Area = $4\pi r^2$
 Volume = $\frac{4\pi r^3}{3}$



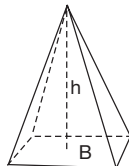
Cylinder

Surface Area = $2\pi rh + 2\pi r^2$
 Volume = $\pi r^2 h$



Cone

Surface Area = $\pi r^2 + \pi rs$
 Volume = $\frac{\pi r^2 h}{3}$



Pyramid

Volume = $\frac{Bh}{3}$
 (B = area of base)

Multiplication Chart:

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105
8	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225

Order of Operations:

Brackets
Exponents
Division
Multiplication
Addition
Subtraction

Quadratic Formula:

The solutions to $ax^2 + bx + c = 0$ are: $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$

Units of Measurement:

English System:

Linear measurement

- 1 foot (ft.) = 12 inches (in.)
- 1 yard (yd.) = 3 feet
- 1 mile (mi.) = 1760 yd (5280 ft.)
- 1 acre = 4840 yd² = 43560 ft.²
- 1 sq. mile = 640 acres

Metric System:

Linear measurement

- 0.001m = 1 millimetre (mm)
- 0.01 m = 1 centimetre (cm)
- 0.1 m = 1 decimetre (dm)
- 10 m = 1 decametre (dam)
- 100 m = 1 hectometre (hm)
- 1000 m = 1 kilometre (km)

Conversion Table:

When you have:	and you want:	multiply by:
centimetres (cm)	inches (in.)	0.3937
inches (in.)	centimetres (cm)	2.5400
metres (m)	feet (ft.)	3.2808
feet (ft.)	metres (m)	0.3048
kilometres (km)	miles (mi.)	0.6214
miles (mi.)	kilometres (km)	1.6090
gallons (gal)	litres (L)	4.5461
litres (L)	gallons (gal)	0.2200
ounces (oz)	grams (g)	28.413
grams (g)	ounces (oz)	0.0353
pounds (lb)	kilograms (kg)	0.4536
kilograms (kg)	pounds (lb)	2.2046

To convert Fahrenheit to Celsius:

Subtract 32, multiply by 5, then divide by 9.

To convert Celsius to Fahrenheit:

Multiply by 9, divide by 5, then add 32.

STRATEGIES

Time Management:

- discover your “prime time”—the period of day when you are the most productive -- and study then
- study difficult (or boring) subjects first
- don't study for long periods of time without a break
- make use of waiting time at the dentist office, bus stop, etc. (get into the habit of carrying 3x5 cards with vocabulary, formulae, etc. to study)
- turn your cell phone off during class and while studying

Stress Management:

- seek out friends who are positive and supportive
- keep yourself in good studying shape: get plenty of sleep, exercise, and nutritious food
- plan for some fun activities once in a while but don't overdo it!
- confront problems when they occur rather than avoiding them and allowing them to fester
- set goals for how much you want to accomplish during each study session
- if you're having difficulty with a course, the smart thing to do is to seek help now—from a teacher, another student or a tutor.
- don't wait until you are too far behind!

Organization:

- have a space at home strictly for homework/study sessions
- make sure your space is well lit and well ventilated, as well as stocked with paper, pens, ruler, dictionary, etc.
- make sure your space is not too comfortable (You don't want to fall asleep!)
- use a desk or another flat surface rather than studying on the floor or sprawled across your bed
- file all assignments, papers, returned tests etc. in a binder so they can be found easily as needed
- use your student planner as suggested and keep it with you all day
- in the evening, think about your commitments for the next day and organize them in your mind

Classroom Survival:

- arrive on time with all the necessary materials
- arrive prepared!
 - homework completed
 - assigned reading completed
- be an ACTIVE listener
 - STOP talking!
 - make sure your cell phone is off and out of sight
 - look directly at the speaker
 - try to listen so as to anticipate what the speaker is going to say
 - look for clues from the teacher that indicate what he/she considers important
 - if you don't understand something that is said in class either ask immediately for clarification, or ask after class -- but don't let it go!
- avoid sending "I don't care" messages to your teacher!

Textbook Savvy:

- first, carefully read the questions at the end of the chapter (so you can look for answers as you read)
- next, do an overview of the titles, introductory and summary paragraphs to learn more about the chapter
- as you read, pay particular attention to words in boldface or italics, bulleted or numbered sections, tables and pictures
- at the end of each section write, in a few key words or sentences, the major points covered
- in class, focus your listening and relate what you have read to what the teacher is saying. If you have any questions about what you read in the text, ask for clarification

STRATEGIES

Note Making:

BEFORE Class

- whenever possible, preread the material that will be covered in class
- review your notes from the last class

DURING Class

- date notes and number all pages - especially if using a 3-ring binder
- make notes brief - develop your own shorthand
- use margins for writing key words, starring (*) what has been emphasized by the teacher, or your own thoughts, marking something you don't understand, etc.
- look for clues from your teacher that indicate what he/she considers important (changes in voice inflections, lists, pauses for emphasis, anything written down on the board, etc.)
- take notes in point form rather than paragraph form
- skip a few spaces between each notation in case you want to add additional points later
- ask questions if something is unclear

AFTER Class

- coordinate your textbook notes with your classroom notes as soon as possible after the class - perhaps put them on the computer
- review your notes within 24 hours for the best retention, and review often after that
- make up several possible exam questions from the class and make sure you could answer them

Test Taking:

- arrive early with the necessary supplies to avoid undue stress
- on the back of the test, immediately jot down the facts, formulae and details you have in your memory that you might forget
- next - skim over the exam so you can plan your time - allow more time for the high value questions - allow additional time to review your work at the end of the test
- read the directions very carefully - underline or circle keywords
- you don't have to do the questions in order - do the easiest questions first - they may help jog your memory for the more difficult questions
- on multiple choice questions, read each choice before answering and watch out for qualifying words like always, never and only

What is a Resume?

A resumé is a summary of your education, skills, accomplishments and experience designed to secure the interest of a prospective employer. Look at it as a selling tool. Its purpose is to get you a job interview.

IDENTIFICATION

Objective:

Education:

Work Experience:

Skills:

Personal Interests:

References:

References available upon request

General Tips:

- should be one to two pages in length
- should be neat, organized, and consistent in style
- information should be brief and to the point
- in each category list the most recent information first and continue in a reverse chronological order
- stress your accomplishments
- spelling and grammar are important - proof, proof!
- ask individuals beforehand if you can use their name as a reference

Content and Organization:

There is no absolutely correct way to organize your resume so don't be afraid to be unique - the following is a guideline only

Identify yourself - as a header to your document indicate your full name, mailing address, telephone number and email address

State your objective - a very important part of your resume - don't leave it out; state the specific kind of job you are looking for

Include appropriate categories - first think about the needs of the prospective employer; what skills do you think he/she is looking for in an employee?

Arrange your resume in categories that will accentuate the skills and abilities you have which are most appropriate for the position. Some suggested categories are:

Education

Work Experience

Volunteer Experience

Special Skills

Computer Skills

Personal Interests

Memberships

Accomplishments

Language Proficiencies

Additional Information

References - List your references - include their full names, titles, addresses, phone numbers and email addresses. If space is a problem, it is acceptable to write, "References available upon request."

Job Interview:

Once you have secured a job interview, remember to do the following:

- research the prospective employer and come prepared to answer technical and personal questions
- be on time and dressed appropriately
- introduce yourself and shake hands upon beginning the interview
- bring letters of reference if possible
- listen intently to the interviewer
- keep a positive attitude. Think as a winner!

ACADEMIC GOALS

People who are successful are often those who have TRAINED themselves to set goals AND have worked out detailed plans on how they will reach these goals. They are not merely dreamers who WISH for things to come true - they are PLANNERS who work out how to accomplish what they want step-by-step.

Academic Goals First Reporting Period:

Subject										Grade Point Average
Grade Goal										
Actual Grade										

How I plan to improve my score _____

Academic Goals Second Reporting Period:

Subject										Grade Point Average
Grade Goal										
Actual Grade										

How I plan to improve my score _____

Academic Goals Third Reporting Period:

Subject										Grade Point Average
Grade Goal										
Actual Grade										

How I plan to improve my score _____

1001

[illegible]

]

[illegible]

1000

[illegible]

]

[illegible]

1401

[illegible]

]

[illegible]