



# Magee Secondary School 2023 – 2024

*We learn together on the unceded and traditional territory  
of the xʷməθkʷəy̓əm (Musqueam) Nation.*

**Dr. A. Schofield**  
Principal

**Ms. B. Dowle**  
Vice Principal

6360 Maple Street  
Vancouver, BC, V6M 4M2

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Website: [magee.vsb.bc.ca](http://magee.vsb.bc.ca)  
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#### Counsellors

Mr. D. Lin  
Ms. P. Miladinovic  
Mr. B. Niek

#### Office Staff

Administrative Assistant: Ms. D. Kwong  
Registrar: Ms. Z. Carpenter  
School Accountant: Mr. J. Li  
Receptionist: Ms. C. Russell

**Multicultural Liaison Workers:** Ms. S. Song 604-754-0372 (Chinese)  
Ms. S. Kim-Oh 604-713-6000, #2407 (Korean)

**Settlement Worker in School:** Ms. E. Chan 604-713-6000, #2485

This agenda belongs to:

Name: \_\_\_\_\_

Student #: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Cover Artwork by Artist: Nina Gu, grade 11

## Magee Block Schedule with FIT (flexible instructional time)

FIT (flexible instructional time) is built into the Magee schedule that gives our students the opportunity to have choice in their learning time. Examples of some ways to use FIT include:

- meeting with teachers for support in subject learning or completing assignments
- attending tutorial sessions
- connecting with counsellors
- collaborating with other students on projects
- individual time to study
- Career Life Connections 12 and Capstone
- Work Experience 11 and 12
- enrichment passion projects.

Ultimately, FIT empowers our students to take ownership of their own learning and gives them the opportunity to develop core competencies such as personal responsibility, self-regulation, goal setting, wellbeing and communication.

### **Bell Schedule:**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 - 8:30	Morning Class	Morning Class	Morning Class	Morning Class	Morning Class
8:30- 8:35	Break	Break	Break	Break	Break
8:35 -9:55	Period 1	FIT 8:35 - 9:15 Break 9:15 - 9:20	Period 1	Period 1	FIT 8:35 - 9:15 Break 9:15 - 9:20
9:55- 10:10	Break	Period 1 9:20 - 10:20	Break	Break	Period 1 9:20 - 10:20
10:10 - 11:30	Period 2	Break 10:20 - 10:30 Period 2 10:30 - 11:30	Period 2	Period 2	Break 10:20 - 10:30 Period 2 10:30 - 11:30
11:30 - 12:15	Lunch	Lunch	Lunch	Lunch	Lunch
12:15 - 1:35	Period 3	Period 3	Period 3 12:15 - 1:15 Break 1:15 - 1:17	Period 3 12:15 - 1:15 Break 1:15 - 1:17	Period 3
1:35 - 1:40	Break	Break	FIT 1:17-1:57	FIT 1:17-1:57	Break
1:40 - 3:00	Period 4	Period 4	Break 1:57-2:00 Period 4 2:00 - 3:00	Break 1:57-2:00 Period 4 2:00 - 3:00	Period 4

### Monday Collaboration AM/PM schedules

AM Collaboration - Period 1 @ 10 am		PM Collaboration – Dismissal @ 1:40 pm	
Collab	8:35 - 9:55	Period 3	12:15 – 12:55
Break	9:55 - 10:00	Break	12:55 – 1:00
Period 1	10:00 - 10:40	Period 4	1:00 – 1:40
Break	10:40 - 10:50	Collab	1:40 - 3:00
Period 2	10:50 -- 11:30		
Nov 6 / Jan 15 / Apr 8 / Jun 10		Sep 18 / Dec 11 / Feb 26 / May 13	
<b>Parent/Teacher Conferences: 2023 Nov 23 &amp; 2024 May 9 early dismissal at 2 pm</b>			

#### Magee FIT (flexible instructional time) Expectations: Questions & Answers

Q: Will my teachers be available during FIT?

*A: Yes. Since FIT is instructional time, teachers are available to support you in your learning. There may be times during FIT that teachers will be collaborating on instructional practice. In these cases, a department representative will be available for student learning.*

Q: Can a teacher assign me to a specific class/task during FIT?

*A: Yes. Since FIT is instructional time, a teacher may specify that you spend your FIT with them, especially if you are behind in your learning in that subject. If more than one teacher requires you to spend FIT with them, it is your responsibility to arrange a schedule and communicate with your teachers. Teachers can also, on occasion, have an entire class come in for FIT to complete a lab, assignment, tutorial, exam, etc.*

Q: Can I go to the classes of teachers who I do not currently have?

*A: Maybe. It is expected that you will be seeking help from your current teachers. Teachers may wish to offer assistance to students that are not currently enrolled in their classes.*

Q: What if a class I want to go to is full?

*A: Classroom spaces may be capped at 30 students (or less depending on the learning space). If your FIT choice is full, make sure you have a second choice ready.*

Q: Can I work in the atrium, rotunda and/or hallways?

*A: The atrium, rotunda and hallways will be available for quiet collaboration and study during FIT. If you choose to select one of these locations for your FIT, please ensure that you are focused on learning and mindful of others around you. Remember that FIT is instructional time. Thank you in advance for keeping the atrium and common spaces quiet and focused on learning.*

Q: What if there is a fire alarm or need for evacuation?

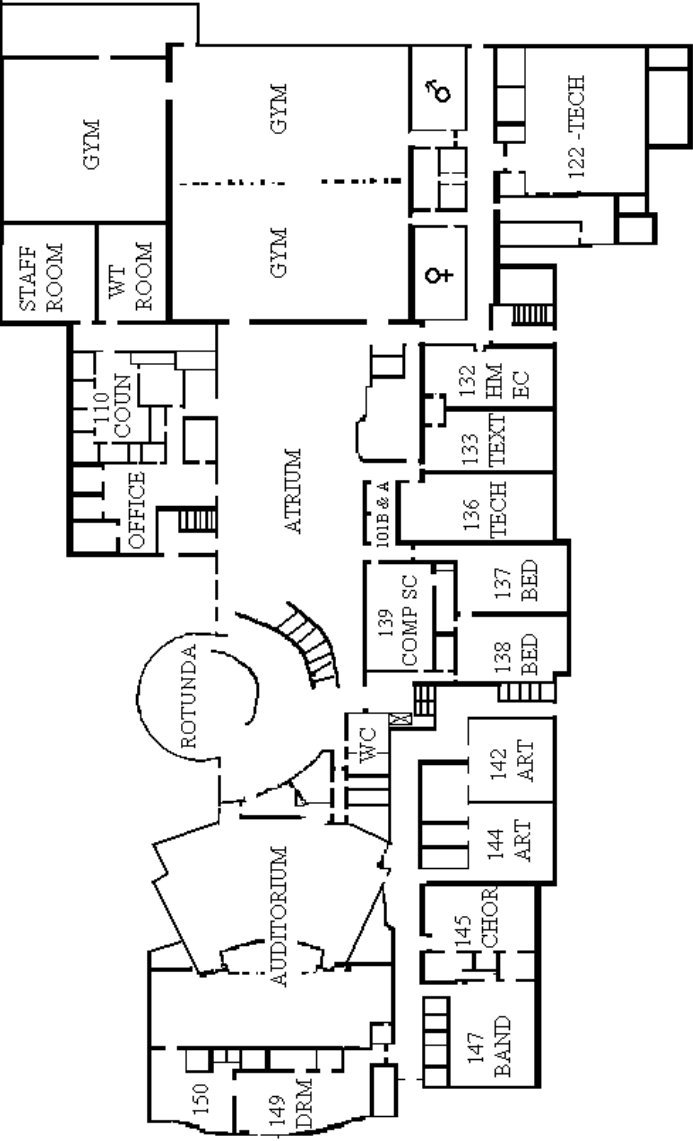
*A: All students and staff respond as they would during regular class*

*time: evacuate the building via the designated exit, and then meet on the south parking lot for marshalling. For morning FIT, you marshal with your Period 1 teacher after evacuation. For afternoon FIT, you marshal with your Period 3 teacher after evacuation. We have some emergency drills scheduled during FIT to practice. (If an evacuation happens before school, you marshal with your period 1 teacher. If evacuation happens during break, lunch, or afterschool, you marshal with the teacher from your previous period.)*

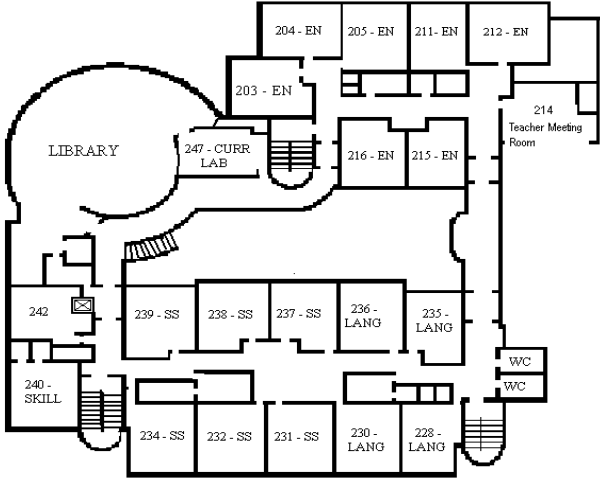
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*Thank you to Walnut Grove Secondary School, Prince of Wales Secondary School, Maple Ridge Secondary School, WJ Mouat Secondary School and Elgin Park Secondary School for your inspiration.*

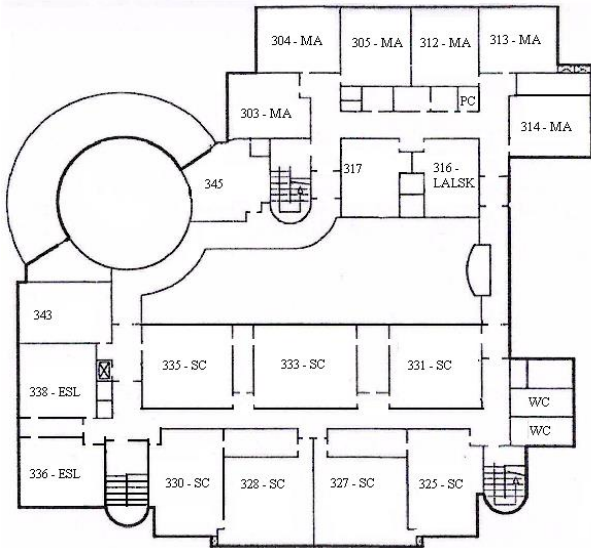
# SCHOOL FLOOR PLAN MAIN FLOOR



**SECOND FLOOR**



**THIRD FLOOR**



## **A MESSAGE FROM THE ADMINISTRATIVE TEAM**

Welcome to a new year at Magee Secondary School! We are pleased to welcome new students to the school as well as all of our returning students. We look forward to working with you!

Our goal is to provide you with a safe, caring and supportive environment that will furnish opportunities for you to be as successful as possible... the rest is up to you! As you peruse the pages of this student handbook, please pay special attention to our school's Mission Statement and our shared values around behaviour. If you consistently strive to live by both of these while at school, you cannot help but have a successful year.

Always give your best effort to everything you do. Go out of your way to work well with others and involve yourself in your school. We have many events, activities, clubs and sports that will support you to make new friends and learn new skills. The more you give, the more you will receive!

Have a great year!

Dr. A. Schofield – Principal

Ms. B. Dowle – Vice Principal

## **HISTORY OF MAGEE**

Magee is located on the unceded and traditional territory of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam) Nation. It had its formal beginnings in 1913 when the Municipality of Point Grey established its first high school called Point Grey High School. At first, classes met in Eburne Elementary School until a building was ready at 49th Avenue and Maple Street in 1914. Soon after, the name was changed to King George V High School. Because this name caused confusion with the King George High School in Vancouver, residents and students persisted in calling the school "Magee" after Hugh Magee, a pioneer farmer of the area. The name became official in 1927. Over the years, the building had been extended and renovated several times. In September 1999 the New Magee was opened to replace the original school. Phase II consisting of the Fine Arts Wing and the Theatre opened in September 2000.

The school's motto in Latin is "Esse Quam Videri" which means "To be rather than appear to be". The school crest is a shield with a sitting lion superimposed on a capital M. The school colours are red and black. School teams are referred to as the "LIONS".

## **MISSION STATEMENT**

Magee Secondary is committed to:

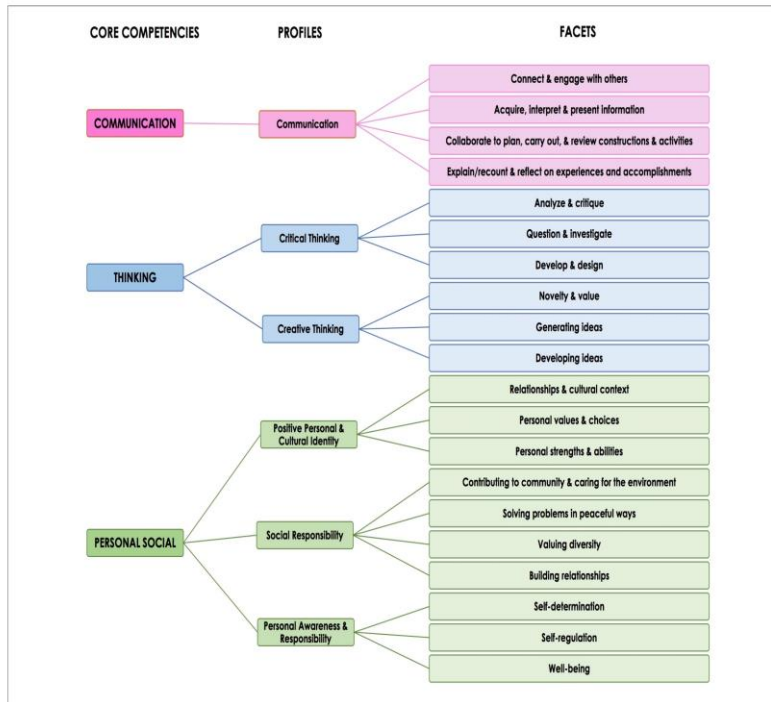
- Developing capable young people
- Promoting creative minds, healthy bodies, ethical values
- Providing a rigorous academic program
- Leading students to take responsibility for learning
- Valuing community and the joy of learning

## 2023-2024 SCHOOL PLAN

The most important work that we can do to improve the success for our students is to be literate with regards to mental health. We need to be aware of what contributes to positive mental health and what detracts from it. Strategies to promote positive mental health are being further explored and implemented throughout the school. This relates to our VSB strategic plan goal of creating a culture of care and social responsibility as well as to our Aboriginal Enhancement Agreement goal of increasing students' sense of pride, self-esteem, belonging, place, acceptance and caring in our schools.

This focus also relates to the development of personal and social core competencies skills, encompassing the abilities students need to thrive as individuals and as community members, to understand and care about themselves and others, and to find and achieve their purposes in the world. These include specific skills, strategies, and dispositions that help students to stay healthy and active, set goals, monitor progress, regulate emotions, respect their own rights and the rights of others, manage stress, and persevere in difficult situations. Students who demonstrate personal awareness and responsibility demonstrate self-respect and express a sense of personal well-being.

Inquiry Question: How can we help our learners gain strategies to promote positive mental health?





## COMMUNICATING STUDENT LEARNING

### Purpose of Assessment

The purpose of assessment is to facilitate learning and move it forward in an equitable and inclusive way. It helps students answer three questions about their learning:

*Where am I now? Where am I going? How do I get there?*

Quality assessment is ongoing and responsive. It informs the instruction cycle and provides **teachers** with evidence to plan. It helps **families** understand and support their children's learning. Most importantly, it provides **students** with meaningful feedback to guide their learning and help them reflect on their growth.

### Ongoing Assessment and Evaluation

At the beginning of each course, students receive a course outline from each teacher highlighting learning objectives in the form of big ideas, curricular competencies, and content topics. Since learning is an ongoing process, assessment and evaluation is cumulative, with emphasis on supporting students to achieve proficiency. All grade 8 and 9 courses in 2021-2022 will use the following proficiency scale to report achievement:

*Proficiency Scale:*

BEGINNING (EMERGING)	DEVELOPING	APPLYING (PROFICIENT)	EXTENDING
The student demonstrates an <i>initial</i> understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a <i>partial</i> understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a <i>complete</i> understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a <i>sophisticated</i> understanding of the concepts and competencies relevant to the expected learning.
<b>IN PROGRESS or INCOMPLETE:</b> The student, for a variety of reasons, has <i>insufficient evidence</i> to determine a level of understanding of the concepts and competencies relevant to the expected learning.			

While grade 10-12 courses may also use the proficiency scales to assess and communicate learning, grade 10-12 classes will continue to use letter grades and percentages to report achievement. All courses will also report on work habits and provide comments on progress of learning.

An "I" (incomplete or in-progress) is assigned when a student has not yet demonstrated sufficient evidence of learning. Before a failing grade "F" can be assigned, an "I", together with details of what the student can do to pass, must be given to students and parents/guardians. An "I" report will clearly articulate which specific learning standards are required and how the student can demonstrate that learning. It will also outline resources and supports to help the student learn. This "I" report plan can be communicated to the parent/guardian by interim, report card, telephone, email, or in-person meetings.

### Reporting Timeline

Semester One:	Oct.11 -	Semester One Formal Interim
	Nov.15 -	Mid-Semester One Report
	Feb.07 -	Final Semester One Report
Semester Two:	Mar.06 -	Semester Two Formal Interim
	Apr.26 -	Mid-Semester Two Report
	Jun.26 -	Final Semester Two Report

Additionally, teachers may issue interim reports as needed.

## RECOGNITION of ACADEMIC EXCELLENCE

### Awards

Students in all grades have the opportunity to receive awards for their outstanding performances in Academics, Athletics, Service and Fine Arts. The awards include certificates, pins and plaques.



## GENERAL INFORMATION



### School Neighbourhood

Out of respect for our neighbours, students are not to loiter on the streets, lanes, boulevards or sidewalks across the streets from the school.

### MyEdBC Student Family Portal

The MyEdBC Student family Portal enables students and families to access information about attendance, course schedule, course requests and report cards. For MyEdBC account support, please go to [vsb.bc.ca/Student\\_Support/General\\_Resources/MyEdBCStudentFamilyPortal](http://vsb.bc.ca/Student_Support/General_Resources/MyEdBCStudentFamilyPortal).

### Student Office 365 for Education Account

The Office 365 Education account includes access to the teams classroom environment as well as email, calendar, word, excel, powerpoint, notebook and onedrive. For Office 365 support, please go to [office365.vsb.bc.ca/for-students](http://office365.vsb.bc.ca/for-students) as well as [office365.vsb.bc.ca/Pages/Logging-into-Office-365-\(VSB\).aspx](http://office365.vsb.bc.ca/Pages/Logging-into-Office-365-(VSB).aspx).

### Student Bulletin

Daily announcements are read by Students' Council representatives at the beginning of period two. Teachers read the printed student bulletin and post it in their classrooms. An additional copy is posted on the bulletin board outside the office. Students are encouraged to listen attentively to the important messages read daily.

### Student Photos

Photos will be taken on Tuesday, September 26. School Photos are important for your students' ID, Go Cards and Yearbook. Students may not borrow any materials from the school library without a Go-Card, so all students must attend school on photo day. Photo retakes will be taken on Monday, October 23.

### School Fees and Expenses

School and Supplemental Fee Schedules will be published in the August 2023 eNewsletter and are outlined on the school website. School fees may be paid online.

**Financial Hardship Policy** - The Vancouver Board of Education Trustees is committed to ensuring that no school-age student will be denied an opportunity to participate in a course, class or program because of an inability to pay fees. Parents and guardians unable to pay some or all of a school fee are invited to speak to their child's teacher, school counsellor, and/or the school Principal before the end of September 2023.

**Food Services**

Food service during the morning break and lunch are available in the Atrium. Garbage must not be left on tables. Students are reminded to keep the area clean by disposing of recyclable items and garbage in the appropriate containers.

**Eating in the Halls / Classrooms**

Students are permitted to eat in the halls **provided that all litter and recyclables are deposited in the receptacles provided.** Permission to eat in classrooms must be obtained from subject teachers. The exceptions are the carpeted rotunda area, and the hallway on the east side of the second floor which serves as a quiet study area; no food is allowed in either of these areas.

**Parking**

Students driving cars to school are required to comply with all Vancouver City traffic and parking by-laws. **Cars parked illegally will be towed away without warning at the owner's expense.** Parking is allowed in the back row of the staff lot only closest to West 49<sup>th</sup> Avenue. Students are not permitted to park in the driveway between Maple and Laburnum Streets.

**Bicycles**

Students who ride their bicycles to school should lock them securely to the bike racks located in front of the school on the Maple Street side. The school will not accept any responsibility or legal liability for the theft of bicycles.

**Field Trips**

Students wishing to attend field trips must submit consent forms signed by parents and affected subject class teachers. Students are expected to present field trip forms to subject teachers at least three days prior to the day of the field trip. However, no student will be denied the opportunity to participate in a required field trip because of cost.

**Lockers**

One locker is provided for each student at Magee. Each student is responsible for maintaining the locker that he/she is assigned. Students may not switch assigned lockers without permission from the office. **Graffiti or damage to lockers will result in the loss of locker privileges, and students will be charged for repairs.**

**NOTE:** The administration has the right to inspect lockers if there is suspicion or evidence that they are used for illicit or illegal purposes. It is the student's responsibility to ensure both gym and school lockers are secure. **Personal items of value should not be left in lockers. The school cannot be held liable for theft.** Students are encouraged to use PE change room lockers during their PE classes. **These locks must be locked to keep contents secure.**

**Advertising / Posters**

Students must obtain the permission of the administration or activity sponsor before posting or distributing any advertising materials in the school with the exception of Student Council events, all signs are limited to 8.5 x 11 size, and they must be posted on concrete or glass surfaces.

**Textbooks**

Textbooks are provided free of charge subject to being returned in good condition at the conclusion of the course. There is a charge for lost and stolen textbooks, library books, uniforms, and items returned defaced or showing undue wear.

**Yearbooks and other documents may be withheld if students have outstanding debts at the end of the school year.**

**Single-Use Washrooms**

The single-use washroom is located across in the hall by the entrance to the counselling suite. No special permission is required for the use of this washroom. It is for use by any student who wishes to have increased privacy.

## Service Awards

Magee Secondary School values voluntary service to the school and recognizes them in the following way:

<b>All Grades</b>	0 - 100 h	=	Certificate
	101- 300 h	=	Red Certificate
	301 – 550 h	=	Silver Certificate
	551 – 800 h	=	Gold Certificate
	800 h +	=	Silver Pin

Over 800h merits special consideration for awards and scholarships at graduation. Students with less service hours than required for a specific award, must still make their yearly submission in order for future cumulative tallies to occur.

**Note:** Hours of work for courses that already offer credit are **not** considered service hours.

Students are required to keep track of their service hours and submit to the activity sponsor in the spring by the announced spring deadline. Late submissions will NOT be accepted.

## Vancouver Learning Network (VLN)

On-Line learning requires self-discipline and motivation in order for students to be successful. On-line courses are offered by the Vancouver Learning Network (VLN) and are supported by teachers who are not Magee staff.

**Parents/guardians are asked to read the following carefully:**

- Students enrolled in on-line courses may have a block on their timetable designated as UNSCHEDULED and will, therefore, not be directly supervised by a staff member.
- Magee has limited space for students to work on their on-line courses; in general, students should anticipate completing on-line course work at home rather than at school.
- Students who withdraw from a Magee course to take an on-line course will not be able to re-register in the course at Magee during the current school year.
- Only Magee courses are used in the calculation for Principal's List, Honour Roll and Honourable Mention
- Students who are in the school during UNSCHEDULED blocks are expected to study quietly, abide by our Magee Code of Conduct and follow our cell phone policy (off & out-of-sight during class time). Parents should note that students may elect to leave the school during these blocks, and thereby forfeit supervision by the school.

**Students should not miss school time to write VLN exams. VLN offers 5:00pm examination sessions for Vancouver students.**

## EMERGENCY PROCEDURES

### Fire Regulations



#### **EVERYONE MUST LEAVE THE BUILDING.**

Drills are held regularly so that students learn the routine to be used in the event of an emergency. The drill begins when the fire bell rings continuously. Under the supervision of the subject teacher, students leave the building in an orderly manner. This is a serious procedure and students must be prepared to use the designated exits unless otherwise instructed, to close appropriate doors and windows when instructed, to exit quietly without talking, and to remain with their group outside the building. All students must move to the driveway at the south end of the school and report to their teacher for attendance.

Three intermittent rings of the bell signals the end of the drill or that the danger has passed, and students should re-enter the school in an orderly fashion under the direction of a teacher. If the fire bell rings when classes are not in session, students are to proceed directly outside via the nearest exit and move to the driveway at the south end of the school where they should assemble into the last class they were in. In the case of an alarm before school, students assemble in their first classes of the day. All teachers will assemble in alphabetical order West to East. Students in study periods should report to the office staff at the north end of the parking lot. **Note: Each room has an emergency exit route map. This map directs students to the proper designated exit.**

#### **Immediately Following an Earthquake**

As soon as an earthquake tremor is felt, teachers and students in a classroom must:

- **DROP, COVER and HOLD ON.** All individuals must drop to the ground and take shelter under a desk, chair or table for protection from falling objects. In a severe earthquake, people have between 5 and 10 seconds to get to their "safe place" before it will be too difficult to move to a safe place. Hold on to the legs of the desk or chair to ensure that you stay securely beneath it.
- Always face away from windows to avoid injury from imploding glass.
- After the shaking stops, count aloud for 60 seconds to be sure unsecured objects have stopped moving. It is also reassuring to students to count together.
- Ask for quiet to hear instructions.
- **In a gym,** stand against an outside wall.
- **In the hallway,** crouch against a wall, and protect your head.

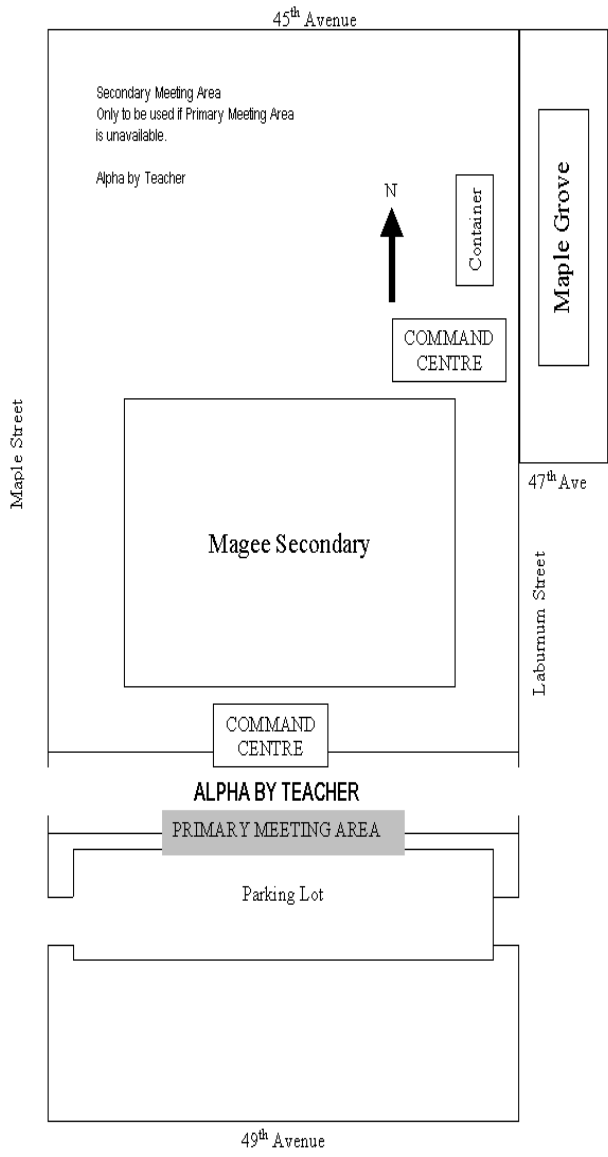
#### **After 60 seconds of CALM:**

- Teachers check for a clear passageway to stairs and exits outside. If clear, the teacher will take the Emergency Folder with instructions and class lists, and prepare to evacuate by the route posted, or another clear route.
- Students assist wheelchair-bound students to the refuge area.
- Students with immobilizing injuries stay in the classroom. Teachers note the names and locations of students to be left behind and report to the command centre outside the school. No one may stay inside with injured students / teachers.
- Watch for fallen wires, particularly on Maple Street, and stay away from trees and poles.
- Students and teachers congregate at the driveway at the south end of the

school where teachers check class lists for missing students.

- Students stay with their subject teachers.
- Teachers without classes report to the command centre to be assigned duties from an administrator.
- Teachers take attendance and note any details about missing students' whereabouts. Completed attendance forms are submitted to the command centre as soon as possible to ensure that all students and staff are accounted for.
- Students in unassigned blocks or on "study" should report to the Command Centre.
- Teachers and students stay together until administrator and engineer have toured the building to determine the extent of damage and, if ruled safe, give instructions to re-enter the building.

# EMERGENCY EVACUATION PLAN



# Staff Emergency Procedures

## Lockdown

Used in response to an armed or dangerous assailant WITHIN the school.

### Lockdown

- Gather people in your vicinity into a secure room – do this quickly
  - Close and secure doors
  - Turn off lights, be quiet, get down low/behind heavy furniture, get out of sight
  - Silence all cell phones and ask they be placed face down on floor
  - Alert other occupants by any means available and/or call 911 - only if safe to do so
- Or Leave Safe If no secure area is available and a safe exit is, then quickly leave the area/school. Report to the designated assembly area and await instructions.

\*Normal activities in the school cease. Await police response.

## Hold & Secure

Used if there is a security concern in the neighbourhood

- Bring everyone into the school and remain inside
  - Secure exterior doors
  - Close exterior window blinds/drapes (if available)
  - No one may enter or exit the school during Hold and Secure
- \*Typically normal activities continue WITHIN the school.

## Room Clear

Used to move people away from a hazard contained in one room/area

- Direct students to leave the room/area and report to designated area (Ex. Library)
  - Summon assistance as needed and appropriate (Ex: First Aid Attendant, Principal/Vice Principal, custodian, 911)
- \*Staff should remain to manage the situation arising or exit if the room is unsafe

## Shelter in Place

Used if an environmental hazard may impact the school

- Bring everyone into the school and remain indoors
  - Secure exterior doors and windows
  - Close exterior window blinds/drapes (if available)
  - Turn off all ventilation systems (if locally available/situation dependent)
  - Staff designates will monitor access to the school via the main entrance.
  - Access may be denied if a risk exists that jeopardizes the safety of occupants
- \*Typically normal activities continue WITHIN the school

## Evacuate

Used to move people out of the school when a hazard exists inside

- Direct students and other staff to exit the school via the shortest safe route
  - Report to and assemble outside at the designated assembly site
- \*Principal or designate will determine next steps

## Drop, Cover, and Hold On

Used in the event of an earthquake, explosion, or any event that shakes the school

- Quickly move away from obvious hazards
  - Drop** - low to the ground
  - Cover** - take Cover under a sturdy table, desks, furniture, or other large sturdy items
  - Hold On** - to the furniture you are under and stay there until the shaking stops
  - After the shaking stops, wait 60 seconds and then Evacuate via the shortest safe route
  - Report to and assemble outside at the designated assembly site
- \*Principal or designate will determine next steps



## School-Wide Security Lock Down

A dangerous intruder is someone whose behaviour suggests a threat. The School-Wide Security Lock down protects staff and students from a dangerous intruder when it is safer to stay in a locked room than leave the building. Never approach a suspicious intruder directly. Teachers should contact the office on the emergency phone (811) immediately.

If a dangerous intruder is known to be inside the school, an administrator will issue the following message over the P.A. system:

**THIS IS A FULL LOCK DOWN. ALL TEACHERS, PLEASE SECURE YOUR CLASSROOMS AND INITIATE SCHOOL-WIDE LOCK-DOWN PROCEDURES. THIS IS A FULL LOCK DOWN.**

**This announcement will be followed by a distinct tone on the P.A. and flashing amber lights in the atrium, rotunda, and each of our three gymnasiums.**

**During class time:**

Teachers will **first and foremost, ensure their own personal safety and the safety of the students.**

1. Gather students into the nearest classroom;
  - Check the hall for passing students and direct them to immediately enter the classroom;
  - Close and lock door(s);
  - Close windows and blinds and turn off lights;
  - Keep students away from doors, windows and outside walls.
2. Remain calm and reassure students;
  - Ask for quiet (no talking);
  - Record the names of students present, and any who are currently missing from the room. Answer the phone, or ask another adult to answer the phone;
  - Collect information about all communication devices in the room; do not use them;
  - Do not use classroom computers to communicate.
3. Follow directions from the administrator or police (who will identify themselves);
  - Do not open doors or resume activities until instructed to do so.
  - Students should not be dismissed into the hallways even if the bell tone signals the end of class.**
  - Hold students in the secured classroom until an ADMINISTRATOR announces on the PA system that the lock-down is over, and that it is safe to release students.**

**P.E. Classes / Students Outside time:**

Do not enter the building. P.E. classes should go to the far north end of the field (by the large tree). Remain there as a group.  
Record the names of all students in the teacher's care.  
Return to the school after instructions by the administration or police to do so.

**Students On a Study Period:**

Report to the nearest classroom and follow the instructions of the teacher.

**During FIT and Break Times:**

All staff and students proceed to the nearest room where space is available and follow the procedures above.

## **ACADEMIC HONESTY POLICY**

Magee Secondary School expects that all students conduct themselves as responsible citizens. Educational achievement reflects skills, knowledge, and ability that are developed through honest and ethical behaviour.

**Cheating includes, but is not limited to, the following common examples:**

- Plagiarizing/copying ideas or material from any source without appropriate acknowledgement.
- Supplying information or work of any kind to another student with the knowledge that it may be copied or used for assessment.
- Submitting an assignment more than once, *without the knowledge of the teacher*.
- Submitting an assignment completed fully or partially by another person who may or may not be a student at Magee.
- Obtaining or providing information concerning all or part of an examination prior to, or during, the examination.
- Making any other attempt to improve grades using means that have not been or would not be approved by a member of the Magee teaching staff.
- Altering and submitting any evaluated work or academic record for the purpose of improving one's standing.
- Absence from a test for the purpose of gaining an advantage with additional study time.



**Consequences:**

- The parent(s)/guardian(s) may be notified.
- The incident may be recorded in a central file.
- The student's teachers may be notified.
- The student may not be eligible for the Principal's Lists, Honour Roll, and/or Honourable Mention for the Honour Roll.
- The student may not be eligible for school-based scholarships.
- The student may be denied the right to participate in extra-curricular activities.
- The student may not be eligible for reference letters from staff.
- The student may be suspended and/or transferred.

## Code of Conduct

### A. Statement of Purpose

- To ensure a safe, productive and respectful learning environment.
- To outline the rights and responsibilities of all members of the Magee community.
- To clarify and publish expectations for student behaviour while at school, while going to and from school, while attending any school function or activity and/or in any circumstance which may impact on the school community.

### B. Conduct Expectations

#### Acceptable Conduct

The Magee Code of Conduct was developed and endorsed by staff, groups of students and the Magee School Planning Council. The Magee Code of Conduct promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental ability, sex or sexual orientation in respect to discriminatory publication and discrimination in accommodation, service and facility in the school environment.

Magee Secondary is organized and operated on the assumption that students in a Grade 8-12 school are on the verge of adulthood and thus are attending with the desire to participate and learn. This means that students at Magee must accept personal responsibility for learning, for attending classes, and for completing work or assignments. In pursuing their education, students are expected to respect the rights of others. Students who have chosen to come to Magee should understand that certain specific regulations must be enforced so the school can operate in the best interests of all.

#### School Expectations

The Magee School Community	Classrooms / Teaching Areas	Common Areas
<ul style="list-style-type: none"> <li>• Be respectful and supportive of others, their ideas and opinions.</li> <li>• Do not bully or harass others.</li> <li>• Use appropriate and respectful language.</li> <li>• Use good manners.</li> <li>• Refrain from inappropriate physical contact.</li> <li>• Follow school rules.</li> <li>• Follow Magee's academic honesty policy at all times.</li> <li>• Dress in a way that does not offend or distract others.</li> <li>• Respect school and personal property and equipment.</li> <li>• Clean up after yourself. Use garbage and recycling containers.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time.</li> <li>• Bring required materials, including agenda.</li> <li>• Listen and participate actively and respectfully.</li> <li>• Work to the best of your ability.</li> <li>• Respect other students' right to learn.</li> <li>• Behave safely.</li> <li>• Follow school rules with respect to use of electronic devices.</li> <li>• Take care of equipment, books and furniture.</li> <li>• Respect classroom rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hallways and stairways passable at all times.</li> <li>• Be quiet while classes are in session. Study blocks are for quiet study.</li> <li>• No running outside of the gymnasium.</li> <li>• Only use sporting equipment in the gymnasium or outside.</li> <li>• Do not sit on tables.</li> <li>• Report spills to a staff member.</li> <li>• Keep locker and surrounding area clean.</li> <li>• Respect displays, art and posters.</li> <li>• Keep washrooms clean.</li> <li>• Follow school rules with respect to use of electronic devices.</li> </ul>

Social Media	Guests to Magee	Assemblies
<ul style="list-style-type: none"> <li>• Protect yourself: be careful about what personal information you share online.</li> <li>• Act responsibly and ethically: EVERYTHING you post is PUBLIC and PERMANENT.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow all classroom rules.</li> <li>• Treat Substitute teachers (EOCs) / student teachers and guests with respect at all times.</li> <li>• Be helpful.</li> </ul>	<ul style="list-style-type: none"> <li>• Show respect for speakers.</li> <li>• Remain seated, with feet on the floor.</li> <li>• Clap at appropriate times</li> <li>• Enter and exit quietly.</li> <li>• Remove hats.</li> <li>• Bring only necessary items.</li> <li>• No electronic devices.</li> </ul>

### Unacceptable Conduct

- Behaviours that:
  - Interfere with the learning of others
  - Interfere with an orderly environment
  - Create unsafe conditions
- Acts of:
  - Bullying, harassment or intimidation
  - Discrimination (as defined by the BC Human Rights Code – on the basis of race, colour, ancestry, place of origin, political belief, marital status, family status, physical or mental ability, sex, sexual orientation, age and unrelated criminal or summary convictions)
  - Physical violence
  - Retribution against a person who has reported incidents
- Illegal acts, such as:
  - Possession, use or distribution of illegal or restricted substances
  - Possession or use of weapons
  - Theft of or damage to property

**Note: Behaviours (both acceptable and unacceptable) cited in the code of conduct are examples only and not an all-inclusive list. Special considerations may apply if a student is unable to comply with the expectations due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.**

### Rising Expectations

As students become older, more mature, and move through successive grades:

- they are expected to develop increasing personal responsibility and self-discipline.
- there are increasing consequences for inappropriate behaviour/ unacceptable conduct.

### C. Consequences

The severity and frequency of unacceptable conduct as well as the age and maturity of students are considered in determining appropriate disciplinary action:

- responses to unacceptable conduct are consistent and fair.
- disciplinary action, wherever possible, is preventative and restorative, rather than punitive.

- students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct.

A breach of these rules, including the defiance of school authority, is a serious offence, and may result in a disciplinary record, suspension, transfer or a combination of these consequences. In some cases, it may be appropriate for the school to involve the participation of parents/guardians, subject teachers, counsellors, administrators, VSB officials, community agencies and the Police. Discipline can take a variety of forms, such as reprimand, detention, service work and loss of privileges; however, disciplinary action, wherever possible, will aim to be restorative, rather than punitive. Student age and maturity is a factor in assigning discipline with the clear expectation that as students move through successive grades, they will assume increased personal responsibility and self-discipline.

#### **D. Notification**

The Magee school staff may have a responsibility to advise other parties of serious breaches of the code of conduct. For example:

- Parents of the student offender(s)
- Parents of the student victim(s)
- School district officials – as required by school district policy
- Police and/or other agencies – as required by law
- All parents – when deemed to be important to reassure all members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it

## **School Rules**

### **School Attendance**

Attendance is taken in each class and entered into the school computer on a daily basis. Acceptable reasons for absence are:

- illness
- school field trips, career prep, work experience
- school business
- parent request

Parents/guardians of students who are absent due to illness are asked to send an email to **magee@vsb.bc.ca** excusing your child's absence. Send the email to their teachers as well and make sure to add the following information:

- Student's full name
- Student number
- Date(s) and classes you were absent for
- Reason for absence

Students who become ill during the school day and wish to go home must inform their teacher and then go to the office to sign out. Students will be permitted to sign out only after a parent or guardian has been contacted by the office.

**Unscheduled Blocks**

Students without a scheduled block are expected to be actively involved in studying at the school. Card-playing, socializing and wandering in or around the school are not acceptable uses of study blocks. Cell phones must be "off and out of sight" during unscheduled blocks.

**Course Changes**

Students should settle their timetables early in the school year. For semester one, **September 22** is the last day for students to request a course change and **February 15** is the last day for semester two course changes.

**Withdrawal from Courses during the School Year**

Students cannot withdraw from a course except in exceptional circumstances. Course withdrawal forms are available from counsellors. Students are to submit completed forms and the required documentation to their grade counsellor for consideration. A parent/admin conference might be needed to discuss withdrawal options.

**Disciplinary Jurisdiction**

Students engaged in behaviour that interferes with the general welfare of students or safety of the learning environment of the school may be subject to disciplinary action even when this behaviour occurs away from school property or during a time when the student is not under direct school supervision, such as lunch hour or commuting to and from school.

**Illegal Drugs and Alcohol**

No student may be under the influence of, or in possession of, alcohol, illegal or non-prescribed drugs in or around the school, or at school-sponsored functions, including field trips, school travel, extracurricular activities, music trips and sporting events. An infraction is serious and will result in the immediate implementation of school and VSB policies dealing with drugs and alcohol, and possible suspension or transfer of the students involved.

**Cellular Telephones**

Unless permitted by the teacher, cellular telephones are not to be turned on during class time. They are to be turned off and kept out of sight. The "Off and Out of Sight" policy applies to all locations inside the school building. If they are on during class without teacher permission, they may be confiscated and turned over to parents. Cell Phones or other electronic devices are not to be used to record or photograph others in the school or on school property without previously received permission.

**Other Personal Listening Devices**

They are to be turned off and kept out of sight in classrooms, unless specific permission has been granted by the teacher.

**Laser Pointers** are not permitted at school.

**Gambling**

Gambling of any kind is not allowed in the school building or on school property. Students gambling on school property may be referred to an administrator.

**Fireworks and Fire Crackers**

Students are not to bring fireworks, firecrackers, or explosive devices to school, or to be in possession of fireworks, firecrackers or explosive devices on school property, under any circumstances. Violations of this rule will result in referral to the administration.

**Skateboards, In-Line Skates, and Scooters**

Skateboards, in-line skates and scooters are not permitted to be used in the building or on school property, and if used, will be confiscated and turned over to parents. Students who bring them to school must place them in their locker until they leave the school.

**Smoking and Vaping**

In the interests of promoting a healthy life style, students are encouraged not to smoke and may not smoke or use vapour products on school grounds. In accordance with the Vancouver City By-Law prohibiting smoking in public places, students, and all other persons are not permitted to smoke anywhere in the building or on the school grounds.

**Snowballs**

For safety reasons, snowball throwing is not allowed on or near school property. Students who ignore this rule may be dealt with in a serious manner.

**Violence Prevention Policy: Vancouver Public Schools - Safe Places To Be**

The Vancouver School Board (VSB) works hard to ensure that our schools are safe places for students. The VSB violence prevention policy states that violence of any kind will not be tolerated. This policy covers all school board buildings and grounds, and is in effect during all school related and/or sanctioned activities (eg. field trips).

**How Is Violence Defined?**

Violence comes in many forms including verbal or written threats, physical, emotional or sexual abuse or harassment, racial harassment, or bullying. Any form of violence or intimidation that threatens the health, safety or welfare of students or staff or causes them to feel their health, safety, or welfare is threatened is not acceptable.

**What Disciplinary Actions Will be Taken?**

Any student found with weapons, involved in a violent act or soliciting others to commit a violent act will be dealt with on an individual basis. In all cases, the school administrator will notify the student's parent or guardian. As well, one or more of the following actions may be taken depending on the nature and severity of the situation:

- the police may be contacted and the student may be charged with a criminal offence;
- the matter may be referred to the Student Discipline Review Committee;
- the student may be suspended or transferred to another school ;
- the student may be required to participate in a special counselling program.

**What Should I Do If I ...?**

If you or others you know have been affected by harassment, bullying, violence, weapons, drugs or alcohol, it is important that you talk to a counsellor, teacher, administrator, school liaison officer, or someone else in the school whom you trust, so that others can help to solve the problem.

**Visitors / Intruders**

All visitors are asked to report to the school office to obtain permission to remain in the building. Students must discourage relatives, friends or acquaintances from "dropping in" for casual conversation or non-school-related activities. Intruders or persons who are unauthorized to be in our school or on our grounds will be challenged. If these people are found to not have any legitimate business at the school, they will be treated as trespassers. Repeat offenses will result in prosecution.

**Weapons**

The VSB policy states that students are not to be in possession of any object (weapon) that can be used to threaten or harm another person or be used with the intent to hurt or frighten someone. Possession, threat or use of a weapon may lead not only to transfer or suspension, but also to the laying of criminal charges.

**Consequences Related to Student Discipline**

Any student who violates School Board Policy or School Rules will be subject to disciplinary action, which may include:

- an interview with an administrator;
- notification of parents/guardians;
- in-school suspension;
- community service or litter clean up;
- referral to counselling or a treatment program;
- suspension from school;
- expulsion from Magee.

In some cases, violation of school or district policies may also be a violation of the criminal code and result in a police investigation and possible charges.

**Suspensions**

In accordance with the School Act, Sec. 85(2)(ii) and (d), the Board authorizes the Principal or designate of any school in the district to suspend a student from attendance at school for up to five days.

Suspensions may be for the following reasons:

- a. because a student is willfully and repeatedly disrespectful to a teacher or to any other employee of the Board carrying out responsibilities approved by the Board.
- b. because the behaviour of the student breaches the District Code of Conduct or policy and/or has a harmful effect on others or the learning environment of the school.
- c. because the student has failed to comply with the School Code of Conduct.

Suspensions over five days are made in consultation with the appropriate Director of Instruction as per District Policy (<http://www.vsb.bc.ca/district-policy/jgd-r-district-student-code-conduct-regulation>)



## SCHOOL ACTIVITIES

### Students' Council

The Students' Council is responsible for planning and organizing student activities, and maintaining a liaison between students and staff and the School Consultative Committee.



Occasionally, members at the Students' Council is represented on committees requiring students' viewpoint.

### 2023-2024 Student Council Members:

<b>President</b>	Daniel Koo / Aidan Joa
<b>Vice-President</b>	Richard Wang
<b>Secretary</b>	Athena Yu
<b>Treasurer</b>	Caprice Chen
<b>Clubs Coordinator</b>	Christian Bevilacqua Malcolm Chan
<b>Communications Rep</b>	Juli Koo
<b>Diversity Rep</b>	Grace Qiu
<b>Graphic Designer</b>	Jane Lee Tinklyn Xiang
<b>LALS Rep</b>	Josh Mah
<b>Mascot</b>	Noah Romano
<b>Promotion Officer</b>	Caique Kloss Justine Tang
<b>Sports Rep</b>	Emma Seto
<b>Technology Reps</b>	Logan Soong Ophelia Yeung
<b>VDSC Reps</b>	Cynthia Yu James Shin
<b>Grade 12 Reps</b>	Jayden Vo Adela Tsang
<b>Grade 11 Reps</b>	Wyatt Stewart Angel Shields
<b>Grade 10 Reps</b>	Hayley Zeng Arman Sidhu
<b>Grade 9 Reps</b>	Gloria Peng Chanwoo Hwang

## Clubs

Magee has many different clubs which are sponsored by staff. Students are encouraged to participate in one or more of these extra-curricular activities including:

Animal Rights	Film Society	Newcomers'
Anime	Food Issues and Health	Peer Tutoring
Art	French Conversation	Player's
Automobile	Gay Straight Alliance	Power of Education
BC Children's Hospital	Global Connections	Africa
Band	Grad Committee	Reach for the Top
Beads and Fashion	HOPE club	Scorers and Timers
Best Buddies	JK Dance	Ski & Snowboard
Cadence Music	Library	SPY
Canadian Cancer	Lions' Den	Students' Council
Society	Magic	Tech/Lighting
Chinese Traditional	Math	Timers and Scorers
Culture	Math Tutoring	Traditional Instrument
Christian Fellowship	Mental Health	Terry Fox
Cross Country Running	Awareness	Volunteers
Debate	Metalwork	Whistle Blowing Club
E-Sports	Mr. Jay's Cool Club	World Vision
Environmental/Recycling	Model United Nations	Young Entrepreneurs

## Planning School Food Fundraisers: A Check List

### Is the Food Safe?

- Consult with someone who has Food Safe Level One about how you plan to keep the food safe.
- If you are buying prepared food to sell, is the food prepared in a kitchen that has an operating permit?
- Is there a sink nearby with hot water, soap and paper towel where servers will be able to wash their hands before serving food?
- Have you arranged to have someone check that the temperature of perishable food is kept < 4°C or > 60°C ?
- If dishware is to be used, do you have access to a three compartment sink or dishwasher to wash, rinse and sanitize dishware?
- Do you have questions about food safety? If so, call the health department at 604-675-3800.

For other information to keep foods safe visit:

[www.vch.ca/your\\_environment/food\\_safety](http://www.vch.ca/your_environment/food_safety) - Vancouver Coastal Health

[www.foodsafe.ca](http://www.foodsafe.ca) - Food Safe Certification

[www.health.gov.bc.ca/protect/food-safety-module/files/home.htm](http://www.health.gov.bc.ca/protect/food-safety-module/files/home.htm) - Online Food Safety course

[www.fightbac.org](http://www.fightbac.org) - Information about safe food handling

### Is the Food Healthy?

- Have you checked the Guidelines for Food and Beverage Sales in BC Schools [www.bced.gov.bc.ca/health/criteria\\_charts.pdf](http://www.bced.gov.bc.ca/health/criteria_charts.pdf) and [www.brandnamefoodlist.ca](http://www.brandnamefoodlist.ca) to find out whether at least 50% of foods you want to sell are "Choose Most" and up to 50% are "Choose Sometimes"?
- Does the meal include at least three of the four food groups from Canada's Food Guide?
- Does the meal include vegetables or fruits?

**To help make Fundraising More Environmentally Friendly, consider:**

- Incentives for students to bring their own cutlery, chopsticks, plate or mug
- Foods served with minimal packaging
- Requesting packaging that is biodegradable or compostable
- Creating a plan to deal with the waste produced, eg. Compost collection, recycling
- Local and in season items
- Using the SeaChoice seafood guide when serving fish or sushi - [www.seachoice.org](http://www.seachoice.org)
- Organically produced items
- Vegetarian options

**Other Tools and Information:**

Healthy Fundraising for Schools - A guide filled with fundraising ideas. Available from [www.dashbc.org](http://www.dashbc.org)

Bake Better Bites - Recipes for baked foods that meet the Guidelines for Food and Beverage Sales in BC Schools. Available from [www.healthyeatingatschool.ca](http://www.healthyeatingatschool.ca)

Healthier Foods - A Fact Sheet on how to make fast-food healthier for students [www.bced.gov.bc.ca/health/healthier\\_foods.pdf](http://www.bced.gov.bc.ca/health/healthier_foods.pdf)

## ATHLETICS

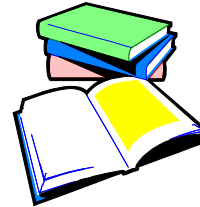
Come out and support our team spirit by joining in one or more of the following sports. Play like a Lion!



## STUDENT SERVICES

### Resource Centre - Library

A large collection of curriculum-related print and non-print materials is provided for student use. Almost all items are circulated for two-week periods or overnight loans.



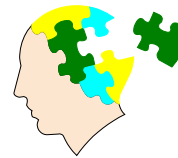
Resource services consist of:

1. Access to school resources & to external electronic database;
2. Instruction in finding, evaluating, collecting, organizing & using information;
3. Assistance in selecting novels & nonfiction reading;
4. Advice on research processes & sources.

To ensure student success, the library staff is available to provide as much assistance as possible.

### Skills Development

The Skills Development Centre provides direct, strategic instruction to students with mild to moderate learning disabilities. Study skills and learning strategies are applied to students' academic course work independently and/or cooperatively in small groups with Peer Tutors or teacher assistance and serves as a resource centre for students of all grades.



### Counselling Services

Counselling is a support service provided to each student by grade counsellors who are able to offer comprehensive planning, career education and personal/social counselling services. Such services are provided through the guidance program, individual and group counselling, and consultation with parents, teachers, in-school support services, and outside agencies when necessary. Appointments are based on student self-referral, counsellor, teacher, parent and administrative request.

### Alcohol and Drug Prevention Counsellor

Magee's Alcohol and Drug Prevention Counsellor works directly with the school on a part-time basis. These services include education for students, parents and staff, health promotion and risk reduction, prevention and early intervention counselling on an individual or group basis, individual and family assessments, and referrals to appropriate agencies. Students may self-refer, or be referred by counsellors, teachers, administrators, parents, guardians, or friends.

### Community Health Nurse

The Community Health Nurse is available for consultation through the Pacific Spirit Community Health Centre. The office is located at 2110 West 43<sup>rd</sup> Avenue, telephone #: 604-261-6366. The nurse is available to discuss questions about birth control, STD's, pregnancy, stress, smoking and other worries.

### Health Resources - Illness

The school nurse is available only a few hours each week but a First-Aid attendant is available during school hours. All cases of illness, accident or injury must be reported to the office. Injured or ill students should never go home without informing someone of their injuries.

**Multicultural Home School Workers**

The Vancouver School Board employs several multicultural home school workers to assist students and parents in communication and involvement in the school system. The worker for the Cantonese/ Mandarin language is Susanna Song and the worker for the Korean language is Sharmaine Kim-Oh. Their offices are located at Magee Secondary 604-754-0372 and Killarney Secondary 604-713-6000 (voice mailbox # 2407) respectively. Speakers of other languages are also available by request.

**SWIS Worker**

The Settlement Worker assists new families in the settlement process into the Vancouver community. To contact Magee's SWIS worker, Elisabeth Chan, please call 604-713-6000 (voice mailbox # 2485).

**Community Resources for Students and Families**

The following services are available outside of the school to help students and families who have concerns. They can be contacted directly and confidentially, and most are free of charge.

**YOUTH CLINICS**

Youth clinics are free and confidential. Services available include: birth control, STD diagnosis and treatment, pregnancy testing and referral; and general medical problems.

**Boulevard Youth Clinic**

2110 West 43rd Avenue

Tuesday

Tel: 604-261-6366

2:30 - 5:30 pm

**Broadway Youth Resource Centre**

691 East Broadway

Monday / Thursday

Tel: 604-709-5720

2:30 - 5:30 pm

**Commercial Drive Youth Clinic**

1145 Commercial Drive

Thursday

Tel: 604-253-3575

2:30 - 6:00 pm

**Evergreen Youth Clinic**

3425 Crowley Avenue

Tuesday

Friday

Tel: 604-872-5217, (3469)

3:30 - 6:00 pm

2:00 - 4:30 pm

**Knight Street Youth Clinic**

6405 Knight Street

Monday

Thursday

2:00 - 4:30 pm

5:30 - 8:00 pm

**Mid-Main Youth Clinic**

3998 Main Street

Wednesday

Info Tel: 604-709-6400

2:30 - 5:30 pm

**Pine Tree Clinic**

1985 West 4<sup>th</sup> Avenue

Mon/Tue/Thr/Fri

Wednesday

Saturday

Tel: 604-736-2391

9:00 - 12:00 pm

2:00 - 5:00 pm

9:00 - 12:00 pm

2:30 - 7:30 pm

1:00 - 4:00 pm

**THREE BRIDGES COMMUNITY HEALTH CENTRE**

1292 Hornby Street

Monday - Friday

Saturday

Youth only service: Wednesday

Tel: 604-736-9844

8:30 - 8:00 pm

10:00 - 5:00 pm

3:30 - 5:00 pm

## **DOCTOR**

See your family doctor. If you need a new doctor call the College of Physicians at 604-733-7758.

1. **HOSPITALS**

BC Children's Hospital	604-875-2345
St. Paul's Hospital	604-682-2344
Vancouver Hospital	604-875-4111
  
2. **EMERGENCY**

Poison Control Centre	604-682-5050
Crisis Line	604-872-3311
Helpline for Children	604-310-1234
Kids Help Phone	1-800-668-6868
  
3. **ALCOHOL AND DRUG**

Alcohol and Drug Info/Referral	604-660-9382
Addiction Services	604-660-3082
Deyas Youth Detox	604-251-7615
  
4. **SEXUALITY INFORMATION AND SUPPORT**  
**(also see Youth Clinic)**

AIDS Vancouver	604-681-2122
Gay/Lesbian/Transgender/Bisexual Support	604-684-5307
Incest/Sexual Abuse Centre	604-874-2938
Planned Parenthood	604-731-4252
Sexual Assault Service (BC Women's)	604-875-2881
STD Control (AIDS and STD Testing)	604-660-6161
Vancouver Rape Relief	604-872-8212
WAWAW Rape Crisis Centre	604-255-6344
Youth Co (AIDS support/Info)	604-688-1441
  
5. **EMOTIONAL & MENTAL HEALTH**

Battered Women's Support Service	604-687-1867
Child/Adolescent Response Team	604-874-7043
Kids Help Line	1-800-668-6868
Ministry of Children & Families	604-660-5437
Parent Support Services Society of BC	604-669-1616
Parents Together	604-325-0556
West Side Mental Health Team	604-873-6733
Kitsilano Mental Health Team	604-736-2881
Vancouver Community Mental Health Service	604-874-7626
  
6. **EATING DISORDERS**

BC Children's Hospital	604-875-2345
Eating Disorders Centre	604-806-9000
Healthy Attitudes Program	604-321-6151
  
7. **COMMUNITY CENTRES**

<b>Dunbar Community Centre</b> 4747 Dunbar Street	604-222-6060
<b>Kitsilano Community Centre</b> 2960 Larch Street	604-257-6976
<b>Kerrisdale Community Centre</b> 5851 West Boulevard	604-257-8100
<b>West Point Grey Community Centre</b> 4397 West 2 <sup>nd</sup> Avenue	604-257-8140

- |  |                                       |
|--|---------------------------------------|
| <b>8. MULTICULTURAL SUPPORTS</b>   |                                       |
| Immigrant Support Services   | 604-681-2561                          |
| MOSAIC   | 604-254-9626                          |
| SUCCESS  | 604-684-1628                          |
| <b>9. POLICE AND LEGAL</b>   |                                       |
| Crimestoppers  | 604-669-TIPS                          |
| Legal Aid Services   | 604-601-6000                          |
| Victim Services  | 604-717-2737                          |
| Youth Against Violence   | 1-800-680-4264                        |
| <b>10. OTHER COMMUNITY RESOURCES</b>   |                                       |
| Canada Employment  | 1-800-206-7218                        |
| Dial-A-Dietician   | 604-732-9191                          |
| ICBC Dial-A-Claim  | 604-520-8222                          |
| Transit Information  | 604-521-0400                          |
| Vancouver School Board   | 604-713-5000                          |
| <b>11. YOUTH HEALTH WEBSITES</b>   |                                       |
| <a href="http://www.teengrowth.org">www.teengrowth.org</a>                     | Health emotions, sex info & more!     |
| <a href="http://www.health4teens.org">www.health4teens.org</a>                 | All kinds of topics for teens         |
| <a href="http://www.freevibe.com/index.shtml">www.freevibe.com/index.shtml</a> | Drug myths and drug facts             |
| <a href="http://www.motiv8.com">www.motiv8.com</a>                             | Making decisions and setting goals    |
| <a href="http://www.kidshealth.org/">www.kidshealth.org/</a>                   | Teen health information               |
| <a href="http://www.girlsinc.org">www.girlsinc.org</a>                         | Girls only website                    |
| <a href="http://www.planetahead.com">www.planetahead.com</a>                   | New condomania website                |
| <a href="http://www.teenhealthnet.com">www.teenhealthnet.com</a>               | Alcohol and drug information          |
| <a href="http://www.sexualityandu.ca">www.sexualityandu.ca</a>                 | Information on birth control and STDs |
| <a href="http://www.ayn.ca">www.ayn.ca</a>                                     | The Aboriginal Youth Network          |
| <a href="http://www.notobacco.org">www.notobacco.org</a>                       | Tobacco quitting tips                 |
| <a href="http://www.cigarette-slayer.com">www.cigarette-slayer.com</a>         | No smoking videos                     |

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## Magee Anthem

We are Magee

Strong proud and free

We live on eternally

You will feel our spirits soar

as you hear our lions roar

We are Magee!

We are Magee!

## Glossary of Common Mathematical Terms

<b>Absolute value</b>	The distance between any real number and 0 on a number line.
<b>Altitude of a Triangle</b>	A line segment XY, where X is a vertex of the triangle, Y lies on the line through the other two vertices, and XY is perpendicular to that line.
<b>Average</b>	Also known as the <b>mean</b> , it is found by dividing the sum of the numbers by the number of numbers.
<b>Axes</b>	The intersecting perpendicular number lines on a graph.
<b>Capacity</b>	The greatest volume that a container can hold.
<b>Clockwise</b>	The same direction as the movement of the hands on an analog clock.
<b>Coefficient</b>	The numerical factor of a term; e.g. in the term $3x$ , the coefficient is 3.
<b>Common Denominator</b>	A number that is a multiple of each of the given denominators.
<b>Congruent</b>	The same size and shape.
<b>Consecutive</b>	Parts that follow in order; e.g. 1,2,3,4
<b>Constant</b>	A particular number.
<b>Coordinate Plane Cartesian</b>	The 2-dimensional or (x,y) plane. Also known as the plane.
<b>Conjecture</b>	A generalization, or educated guess, made using inductive reasoning.
<b>Data</b>	Facts or information.
<b>Database</b>	An organized and sorted set of information.
<b>Diagonal</b>	A line segment that joins two vertices of a figure, but is not a side.
<b>Distortion</b>	A transformation in which a figure is expanded, compressed, or turned so that the image is not congruent to the original.
<b>Equidistant</b>	The same distance apart.
<b>Exponent</b>	The raised number used in a power to show the number of repeated multiplications of the base; e.g. in $x^4$ , the exponent is 4.
<b>Extrapolate</b>	To estimate a value <i>beyond</i> known values.
<b>Frequency</b>	The number of times an item or event occurs.
<b>Hypotenuse</b>	The side opposite the right angle in a right triangle.
<b>Integers</b>	The set of positive and negative counting numbers and zero.
<b>Interpolate</b>	To estimate a value <i>between</i> two known values.
<b>Interval</b>	The value of a regular distance or space between values.
<b>Line of symmetry</b>	A line that divides an object or figure into mirror images.
<b>Negation</b>	A statement that has the opposite meaning of a given statement.
<b>Parallel lines</b>	Lines in the same plane that do not intersect.
<b>Per</b>	Out of, divided by, for each. For example, " <i>per capita</i> " means <i>for each person</i> , " <i>per annum</i> " means <i>for each year</i> .



<b>Percent</b>	A fraction or ratio in which the denominator is 100.
<b>Perimeter</b>	The distance around a two-dimensional object.
<b>Perpendicular</b>	Intersecting at right angles (90°).
<b>Perspective</b>	The different views of an object, for example, top, bottom, side, front.
<b>Probability</b>	The ratio of the number of ways a specific outcome can occur to the total number of possible outcomes.
<b>Proportion</b>	A statement that two ratios are equal.
<b>Rate</b>	A comparison of two measurements with different units, such as 9m/s.
<b>Ratio</b>	A comparison of numbers (with the same units), such as 4:5.
<b>Reflection</b>	The flip transformation of an object in a mirror.
<b>Rounding</b>	Approximating a number to the next highest (or lowest) number; for example, rounding 3.46 to the tenths place is 3.5, and rounding 4.34 is 4.3.
<b>Scale</b>	The ratio of the distance between two points on a map, model, or diagram to the distance between the actual locations. Also defined as the numbers on the axes of a graph.
<b>Slope</b>	A measure of the steepness of a line, also known as <b>gradient</b> . Measured as rise/run ("rise over run").
<b>Scientific Notation</b>	A way of expressing long numbers in a shorter form using powers of ten; e.g. $0.00000000000427 = 4.27 \times 10^{-12}$ .
<b>Spreadsheet</b>	A computer program that stores information in cells and uses formulas to perform a variety of computations. A particular type of database.
<b>Survey</b>	An investigation of a topic to find out people's views.
<b>Variable</b>	A letter or symbol used to represent a number.
<b>Vertex</b>	The common endpoint of two intersecting rays or line segments.
<b>Venn diagram</b>	A diagram where the elements of sets are represented by points within closed loops.
<b>x-axis</b>	The horizontal number line in the Cartesian coordinate system.
<b>y-axis</b>	The vertical number line in the Cartesian coordinate system.

**MAGEE LIBRARY:**  
**Works Cited: MLA Handbook 8<sup>th</sup> Edition**

This Works Cited Style Guide is based on the *MLA Handbook for Writers of Research Papers* 8<sup>th</sup> Edition. It has been **SLIGHTLY MODIFIED** for Magee Secondary School. Many instructors will have different style guides they prefer. The key is to **ASK** your instructor which style guide they want you to use **BEFORE** you start your research! You must write down the information for your Works Cited at the top of your page **before** you start taking notes. A good Works Cited will use a **variety** of resources, with a **minimum** of three different types of resources, and **corroborate your internet findings with PRINT sources.**

1. The Works Cited appears at the **end** of your assignment on a **separate 8½" x 11" page** with your Name, the Date, your Block, and your Teacher's Name in the top right hand corner, and with the **title Works Cited centered** at the top of the page below your name etc.
2. Use **1" margins** on all four sides of your page.
3. Correct any grammatical mistakes. (**Especially remove all incorrect CAPITAL & lower-case letters.**)
4. Type using **standard fonts. For example,** Times New Roman or Calibri, and **font size 11-12.**
5. Entries are arranged **alphabetically** by the first word in the entry (usually the author's last name). When the title begins with "A", "An" and "The", type the full title including the words "A", "An" and "The". **Ignore "A", "An" and "The" when alphabetizing, i.e. use the second word to alphabetize.**
6. Do **NOT number** the entries. Do **NOT** use bullets, dashes, sub-headings or categories.
7. **DOUBLE-SPACE ALL ENTRIES (WITHIN AND BETWEEN)**
8. **Indent** the second and subsequent lines **one tab** (one inch—called a hanging indent).
9. **Publishing Date.** You must use the most RECENT date given.
10. **Abbreviations:** Abbreviate the names of some months. Use a period after the abbreviation. **NEVER double up punctuation.** See the list of Abbreviations at the end of examples.
11. **Punctuation is very important.**

**PRINT RESOURCES:**

**With one author:**

Newton, David E. *The End of Life As We Know It: Overpopulation:*

*7 Billion People and Counting.* Enslow Publishing, 2016.

Waite, P.B. *Macdonald: His Life and World.* McGraw-Hill Ryerson,

1975.

**With two authors:**

Hart, Kathleen A., and Alice C. Heim. *Sentences, Paragraphs and*

*Essays: An Integrated Approach: Canadian Edition.*

McClelland and Stewart, 1982.

**With three or more authors, use the first author listed and then the “et al.” abbreviation:**

Silverstein, Alvin, et al. *AIDS: An All-About Guide for Young Adults*. Enslow Publishing, 1999.

**With no author:**

“Smile, You’re In the Database.” *Macleans*, vol. 130, no. 4, May 2017, p.4.

**Part of a PRINT resource (an article, a definition, a story within a collection):**

Hampel, Clifford A., and Gessner G. Hawley. “Epichlorohydrin.” *Glossary of Chemical Terms, 2<sup>nd</sup> Edition*. Van Nostrand Reinhold Company, 1982, p. 103.

Gatehouse, Jonathan. “The Interview: Wayne Gretzky on What It Takes to Win a Stanley Cup, How NHL Players Have Changed, and Why He Only Ever Wore Used Skates.” *Maclean’s*, vol. 129, no. 41, 17 Oct. 2016, pp. 12-13.

**DIGITAL RESOURCES:**

**Website/Blog/YouTube...(the “free” internet):**

Lashley, Felissa R. “Emerging Infectious Diseases at the Beginning of the 21st Century.” *MedScape*, 1 Jan. 2006, [www.medscape.com/viewarticle/528306\\_3](http://www.medscape.com/viewarticle/528306_3).

Waite, P.B. “Confederation.” *The Canadian Encyclopedia*, 17 June 2015, revised by Richard Foot and Michelle Filice, Historica Canada, [www.thecanadianencyclopedia.ca/en/article/confederation/](http://www.thecanadianencyclopedia.ca/en/article/confederation/).

“Severe Acute Respiratory Syndrome.” *Wikipedia: The Free Encyclopedia*, Wikimedia Foundation Inc., 23 Feb. 2017, [en.wikipedia.org/wiki/Severe\\_acute\\_respiratory\\_syndrome](http://en.wikipedia.org/wiki/Severe_acute_respiratory_syndrome).

Hawthorne, Tom. “Black History Month: A Time to Remember Joe Fortes.” *Tom Hawthorne’s Blog*, taken from *The Globe*

*and Mail*, 8 Feb. 2012, <http://tomhawthorn.blogspot.ca/2012/02/black-history-month-time-to-remember.html>.

"*Buffy the Vampire Slayer: Unaired Pilot 1996.*" *YouTube*, uploaded by Brian Stowe, 28 Jan. 2012, [www.youtube.com/watch?v=WR3J-v7QXXw](http://www.youtube.com/watch?v=WR3J-v7QXXw).

Timms, Philip T. "Item: CVA 677-591 – [Joe Fortes diving into water at English Bay]." *City of Vancouver Archives*, <http://searcharchives.vancouver.ca/jor-fortes-diving-into-water-at-english-bay>. Accessed 6 Apr. 2017.

**\*Accessed date needed as posted date is missing.**

"British Columbia Housing Starts for Urban Areas and Communities." *British Columbia*, Province of British Columbia, Feb. 2017, <http://www.bcstats.gov.bc.ca/Files/3ed931fc-b3c2-4aaa-bda8-4c2611afe9e4/HousingStarts.pdf>.

**Database/eBook/subscription service resource without a doi (the "paid for" internet):**

"Central Core Disease." *The Gale Encyclopedia of Genetic Disorders*, edited by Laurie J. Fundukian, 3rd ed., vol. 1, Gale, 2010, pp. 279-280. *Gale Virtual Reference Library*, [go.galegroup.com/ps/i.do?p=GVRL&sw=w&u=39ma&v=2.1&it=r&id=GALE%7CCX2468400092&asid=48033cf1094586bc7d562ca77f6510e2](http://go.galegroup.com/ps/i.do?p=GVRL&sw=w&u=39ma&v=2.1&it=r&id=GALE%7CCX2468400092&asid=48033cf1094586bc7d562ca77f6510e2).

Scott, Darwin F. "Essays on Renaissance Music in Honour of David Fallows: Bon Jour, Bon Mois Et Bonne Estrenne." *Notes*, vol. 69, no. 2, Dec. 2012, p. 336. *EBSCOhost*, [search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=82989566&site=ehost-live](http://search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=82989566&site=ehost-live).

**Database/eBook/subscription service resource with doi (the “paid for” internet):**

Takemoto, Tina. "Queer Art / Queer Failure." *Art Journal*, vol. 75,

no. 1, Spring 2016, p. 85. EBSCOhost,

doi:10.1080/00043249.2016.1171547.

**OTHER RESOURCE TYPES:**

**Interview**

Ramsay, Josh. Personal Interview. 15 May 2017.

Phillips, Don. Email correspondence. 18 June 2017.

Smith, Janet. Telephone conversation. 20 Apr. 2017.

**Class Lecture/Handout**

Forgeron, Jann Marie. “BC Provincial Elections 2017.” Class

Handout, 25 Apr. 2017.

Pearson, Susan. Class Lecture, 30 May 2017.

**Library Catalogue**



## WORKS CITED ABBREVIATIONS GUIDE

The following abbreviations are for your Works Cited page only. If you include dates or other abbreviations listed below in the body of your work, they must be written out in full.

### Abbreviations for Months of the Year:

Jan.	January	May	May	Sept.	September
Feb.	February	June	June	Oct.	October
Mar.	March	July	July	Nov.	November
Apr.	April	Aug.	August	Dec.	December

**DO NOT put a period after the months May, June, or July. You are NOT abbreviating them!**

### Common Scholarly Abbreviations:

et al.	and others	e.g.	example
Ed.	Edition	ed./Ed.	Editor
p.	page	pp.	pages
vols.	Volumes	no.	number

**Magee Library Homepage:** <http://mageelibrary.wordpress.com/>

**Magee Library Catalogue, eBooks, & Databases:**

<https://library.vsb.bc.ca/>

(login with your student number and self-created password)

**Database subscriptions** have a **harmonized** username and password:

Username: 39MA or 39ma (it is not case sensitive)

Password: library

### INFORMATION FOR GRADUATING STUDENTS ONLY:

You may be required to do a Works Cited next year in University or College that is NOT MLA style (there ARE many different style-guides and Professors have their own preference). Most styles require the SAME information, it is just formatted differently. If you are asked to write a paper in APA style, please use the following conventions (and using the same examples and sample Works Cited provided below in your Agenda):

**\*\*\*NOTE that in APA a Works Cited is entitled REFERENCES\*\*\***

Waite, P.B. (1975). *Macdonald: His life and world*. McGraw-Hill

Ryerson.

Smile, you're in the database. (2017 May 4) *Macleans*, 130(4), p.4.

**Textual References are also different in APA: for the e.g. above an APA TR would be:**

(Waite, 1975, p. #)

(Smile, 2017, p. 4)

**NOTE: The date is directly after the Author, or Article title (not in "quotation marks" & in parenthesis). You DO NOT need to capitalize each word. Note also the commas!**

Susan Pearson  
Social Studies 10  
15 May 2017  
1-4 – Mrs. Forgeron

#### Works Cited

- “British Columbia Housing Starts for Urban Areas and Communities.” *British Columbia*, Province of British Columbia, Feb. 2017, <http://www.bcstats.gov.bc.ca/Files/3ed931fc-b3c2-4aaa-bda8-4c2611afe9e4/HousingStarts.pdf>.
- “*Buffy the Vampire Slayer*: Unaired Pilot 1996.” *YouTube*, uploaded by Brian Stowe, 28 Jan. 2012, [www.youtube.com/watch?v=WR3J-v7QXXw](http://www.youtube.com/watch?v=WR3J-v7QXXw).
- “Central Core Disease.” *The Gale Encyclopedia of Genetic Disorders*, edited by Laurie J. Fundukian, 3rd ed., vol. 1, Gale, 2010, pp. 279-280. *Gale Virtual Reference Library*, [go.galegroup.com/ps/i.do?p=GVRL&sw=w&u=39ma&v=2.1&it=r&id=GALE%7CCX2468400092&asid=48033cf1094586bc7d562ca77f6510e2](http://go.galegroup.com/ps/i.do?p=GVRL&sw=w&u=39ma&v=2.1&it=r&id=GALE%7CCX2468400092&asid=48033cf1094586bc7d562ca77f6510e2).
- Forgeron, Jann Marie. “BC Provincial Elections 2017.” Class Handout, 25 Apr. 2017.
- Forgeron, Jann Marie. “Literary/Visual Techniques for Political Cartoons.” Class Handout, 6 Mar. 2017.
- Gatehouse, Jonathan. “The Interview: Wayne Gretzky on What It Takes to Win a Stanley Cup, How NHL Players Have Changed, and Why He Only Ever Wore Used Skates.” *Macleans*, vol. 129, no. 41, 17 Oct. 2016, pp. 12-13.
- Hampel, Clifford A., and Gessner G. Hawley. “Epichlorohydrin.” *Glossary of Chemical Terms, 2<sup>nd</sup> Edition*. Van Nostrand

- Reinhold Company, 1982, p. 103.
- Hart, Kathleen A., and Alice C. Heim. *Sentences, Paragraphs and Essays: An Integrated Approach: Canadian Edition*. McClelland and Stewart, 1982.
- Hawthorne, Tom. "Black History Month a Time to Remember Joe Fortes." *Tom Hawthorne's Blog*, taken from *The Globe and Mail*, 8 Feb. 2012, <http://tomhawthorn.blogspot.ca/2012/02/black-history-month-time-to-remember.html>.
- Lashley, Felissa R. "Emerging Infectious Diseases at the Beginning of the 21st Century." *MedScape*, 1 Jan. 2006, [www.medscape.com/viewarticle/528306\\_3](http://www.medscape.com/viewarticle/528306_3).
- Newton, David E. *The End of Life As We Know It: Overpopulation: 7 Billion People and Counting*. Enslow Publishing, 2016.
- Pearson, Susan. Class Lecture, 30 May 2017.
- Phillips, Don. Email correspondence. 18 June 2017.
- Ramsay, Josh. Personal Interview. 15 May 2017.
- "Severe Acute Respiratory Syndrome." *Wikipedia: The Free Encyclopedia*, Wikimedia Foundation Inc., 23 Feb. 2017, [en.wikipedia.org/wiki/Severe\\_acute\\_respiratory\\_syndrome](http://en.wikipedia.org/wiki/Severe_acute_respiratory_syndrome).
- Scott, Darwin F. "Essays on Renaissance Music in Honour of David Fallows: Bon Jour, Bon Mois Et Bonne Estrenne." *Notes*, vol. 69, no. 2, Dec. 2012, p. 336. EBSCOhost, [search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=82989566&site=ehost-live](http://search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=82989566&site=ehost-live).
- Silverstein, Alvin, et. al. *AIDS: An All-About Guide for Young Adults*. Enslow Publishing, 1999.
- "Smile, You're In The Database." *Macleans*, vol. 130, no. 4, May 2017, p.4.



Smith, Janet. Telephone conversation. 20 Apr. 2017.

Takemoto, Tina. "Queer Art / Queer Failure." *Art Journal*, vol. 75, no. 1, Spring 2016, p. 85. EBSCOhost, doi: 10.1080/00043249.2016.1171547.

Waite, P.B. "Confederation." *The Canadian Encyclopedia*, 17 June 2015, revised by Richard Foot and Michelle Filice, Historica Canada, [www.thecanadianencyclopedia.ca/en/article/confederation/](http://www.thecanadianencyclopedia.ca/en/article/confederation/).

Waite, P.B. *Macdonald: His Life and World*. McGraw-Hill Ryerson, 1975.

#### GENERAL RULES FOR TEXTUAL REFERENCES

Please note this is a **summary** of the *MLA Handbook*, the eighth edition. You may encounter a source that this summary does not explain, in this case please ask one of the Teacher-Librarians.

1. You **must** indicate **Author's Last Name and page #** in each citation when available.
2. When an author is not available, **question the source**; however, if you decide to use it then do the following:
  - a. Indicate the **First Few Words** in your Works Cited entry that differentiate this source from all others in your list
  - b. Pay attention to your entry—include quotation marks and italics!
3. Textual references **must** appear after both **direct quotations and indirect quotations (paraphrases)**. The **ONLY** elements of your paper that will not be referenced will be your **own opinions/evaluation** statements.
4. **IF YOU DO NOT REFERENCE FROM A SOURCE IN THE BODY OF YOUR TEXT, YOU MAY NOT INCLUDE THAT SOURCE IN YOUR LIST OF WORKS CITED!**
5. References are treated as **part of your sentence** and therefore included **within** your punctuation marks. The **ONLY** exception is with long (more than four lines), direct quotations. In this case, the textual reference stands on its own.
6. Punctuation Rules are **VERY** complicated in textual references. There are many exceptions to the basic rule so here is a **SUMMARY** of the important rules, including examples:

**\*see examples on the next page\***

**I. The BASIC ENTRY – Print & Electronic, with page numbers included:**

- a. Author's last name and page # e.g. (Newton 147)
- b. "Article Title" and page # e.g. ("British" 2)
- c. With two authors e.g. (Hart and Heim 17)
- d. With 3 or more authors e.g. (Silverstein et al. 12)
- e. "Article Title" in pdf file e.g. ("Smile" 4)
- f. "Article Title" in electronic/on-line  
e.g. ("Central Core Disease" 279-280)

Please note the **LACK** of punctuation, EVEN if the punctuation is present in the Works Cited entry—**NO COMMA, NO PERIOD. (et al. is an abbreviation, NOT a punctuation mark)**

**II. ELECTRONIC ENTRY with NO page numbers:**

- a. Author's Last Name e.g. (Lashey)
- b. "Article Title" e.g. ("Severe Acute Respiratory Syndrome")

**III. An ENTRY if you need to include TWO or more pieces of information:**

- a. Author's last name, "Article Title,"  
e.g. (Waite, "Confederation")
- b. Author's last name, *Book Title* page #  
e.g. (Waite, *Macdonald* 220)

Please note the **REQUIRED COMMAS** between EACH piece of additional information **inside the parenthesis**, even though this punctuation does NOT appear in the Works Cited entry. The punctuation still **DOES NOT** appear before the page number(s)!

**TRUNCATING** entries occurs when the entry is too long (more than five words, as a general rule). The rule is to truncate your entry to make the textual reference **as brief as clarity and accuracy permit**, but to still be able to distinguish it from another source in your WC.

Core competencies & Criteria: Communicating Learning, Critical Thinking Ethics and Decision Making-Recognizing Intellectual Property Rights and using information ethically Inquiring & Questioning-Conduct Independent research with guidance. Locate and use relevant, and current resources Evidence and Interpretation-Assess the value and credibility of resources. Evaluate, Organize, and Interpret the information researched		
Concerns	Proficient	Extending
	<p><b>WC on a Separate Page:</b> with Title in centre, and Name, Date, Block and Teacher’s Name in the top right-hand corner, spelled correctly in plural!</p> <p><b>Correct use of Margins:</b> 1” margins on all 4 edges of WC. <b>Correct use of Fonts, and Font Size:</b> Uniform, plain font, font size 12. Easy to see difference between the regular letters and the Italicized letters</p>	
	<p><b>Correct Spacing: Double Space:</b> Spacing is identical within and between entries, whole WC is double spaced</p>	
	<p><b>Correct use of Hanging Indent:</b> all entries which are longer than 1 line use a hanging indent of 1 tab or 5 spaces</p>	
	<p><b>Entries Arranged in Alphabetical Order,</b> there are NO subheadings or categories, no numbers, bullets, dashes according to the 1<sup>st</sup> word in each entry-ignoring the A, An, and the The</p>	
	<p><b>Completion of Entry:</b> All entries have <u>all</u> the correct pieces of information required, correct format used, &amp; dates are abbreviated if appropriate</p>	
	<p><b>Correctness of the Entry:</b> All entries have all of the correct pieces of information in the correct spot in the entry. <b>Correct use of Punctuation:</b> “Titles” &amp; <i>Titles</i>, Periods &amp; Commas, no grammatical mistakes, no all UPPER case or all lower-case words</p>	
	<p><b>***VARIETY Resources Used*** A minimum of 5 diverse resources,</b></p>	
	<p><b>mix of print and electronic, secondary sources, could have some primary sources</b></p>	
	<p><b>*** QUALITY of Resources Used*** reputable, current, authoritative, accurate, corroborated, and balanced</b></p>	