



STUDENT HANDBOOK

GRADES 9 – 12 ACADEMIC & ESL

2009 – 2010

MISSION STATEMENT:

To provide a challenging program, in a safe and secure setting, based on Canadian values that lead to success and a post-secondary education.

ADMINISTRATION AND OFFICE STAFF

**Principal – Secondary
Principal – Elementary
Office Administrator
Student Services**

**Mr. Jeff Farber
Mr. John Healey
Mrs. Joan Passmore
Mrs. Jane Phillips
Mrs. Charlotte Ge
Ms. Joy Li**

This handbook belongs to:

Name: _____

Address: _____

BOND'S MISSION IS

The mission of Bond Academy/Bond International College is to provide a challenging program in a safe and secure setting based on Canadian values that lead to success and a post-secondary education for all our students.

Bond Academy and Bond International College is committed to:

- provide students with an environment that will promote Canadian values and their integration into all aspects of life;
- enable all students to reach their full potential to become responsible and contributing members of both our community and the global society;
- offer enrichment and remediation opportunities to further enhance each child's learning;
- ensure academic and personal success for all students;
- maintain high academic standards and promote life-long learning;
- offer a supportive environment that builds self-esteem and confidence;
- develop the power of independent reasoning and the discipline of hard work;
- ensure that students develop the "learning skills" as outlined by Ministry Guidelines;
- encourage social responsibility and provide opportunities for leadership;
- maintain small class sizes that will foster effective communication between teachers and students in an environment of shared Canadian practice, cultural diversity and mutual understanding and respect.

Welcome to the 2009-2010 school year at Bond Academy/Bond International College. Your success is important to us. Our goal is for you to attend class each day to learn and to achieve your credit. The Bond programme is intense but rewarding. You should plan for homework after each class to prepare yourself for work at the next class.

The following guidelines have been put together so that you clearly understand what is expected of you at Bond Academy. If you have any questions, please speak to your teacher, Student Services, or the Principal.

A course calendar is also available for you to use as a resource for school and Ministry expectations, guidelines and your success upon completing all requirements of an OSSD.

CODE OF BEHAVIOUR

Goals

The **Code of Behaviour** has been established by Bond to ensure:

- that all members of this school community are treated with respect, courtesy and dignity.
- that teachers will have the opportunity to teach and that students will have the opportunity to learn.
- that all students will have the opportunity to participate fully and safely in school, whether it be in the classroom, the school yard, special events, sports, extracurricular activities or school trips.
- that the expectations for appropriate behaviour are identified and taught.
- that the process for ensuring that these expectations are followed is consistent and familiar.
- that everyone will develop an appreciation of the impact of their behaviour, both positive and negative, on others.
- that students learn that rules, policies and procedures provide guidelines for behaviour, but that control of behaviour will be internalized as self-control.

Responsibilities

Everyone has responsibility for ensuring the success of Bond's Code of Behaviour. The general expectations are outlined below:

Students:

- Treat everyone with courtesy, respect and dignity.
- Learn the rules.
- Complete assigned work.
- Act in a safe manner.
- Accept and follow the rules and regulations of the school.
- Accept responsibility for their actions.
- Use acceptable strategies to resolve conflict. If necessary, students will be taught appropriate alternatives to resolving conflict.
- Promptly respond to the instructions of supervising staff.

Staff:

- Treat everyone with courtesy, respect and dignity.
- Ensure that students and parents are aware of the policies and expectations of the school.
- Communicate with parents.
- Design strategies that focus on and acknowledge positive behaviours.
- Ensure that they address inappropriate behaviours.
- Maintain a consistent approach, acknowledging positive behaviours and addressing negative behaviours.
- Teach the students alternatives to negative behaviour.

Parent(s):

- Treat everyone with courtesy, respect and dignity.
- Ensure that students and parents are aware of the policies and expectations of the school.
- Discuss and reinforce the expectations with their son/daughter.

The Process for Addressing Inappropriate Behaviour:

- Staff and students will be responsible for identifying and addressing inappropriate behaviour.
- In a conflict situation:
 - Supervising staff will intervene and issue instructions designed to terminate the conflict.
 - Students are responsible for responding immediately to those instructions.
 - Staff will determine a time and location to provide an opportunity for resolution of the conflict or to deal with inappropriate behaviour.
- The process for resolving the conflict is designed to:
 - Provide an opportunity for the students involved to present their viewpoints.
 - Assist students to identify:
 - the degree of their responsibility in the conflict situation.
 - the positive and negative components of their actions.
 - Teach alternate behaviours with the clear expectations that students will accept responsibility for using more appropriate behaviours in the future.
 - Give the students ownership of the problem, actively involve them in determining a solution and, through this process, teach self-discipline.
 - Assist staff in assigning the most appropriate consequence(s).

Consequences

In general, a progression of possible consequences for persistent inappropriate behaviour is outlined below:

- A consequence determined by student participation in the conflict resolution process.
- Parental contact.
- Contact with the Principal.
- Removal of privileges.
- Unable to participate in events off school property.
- In-School Suspension.
- School Suspension.
- School Expulsion.

The above list of consequences is not definitive, nor would the consequences necessarily follow the steps in the order that they appear. For example, a student who deliberately injures someone could be suspended without having proceeded through the various steps. While it is the goal of the school to teach appropriate behaviours, the safety of everyone must be given priority.

PLEASE NOTE:

THERE WILL BE A SUSPENSION FOR BRINGING A WEAPON (GUN, KNIFE OR REPLICAS OF A GUN/KNIFE) ONTO SCHOOL PROPERTY. LASER POINTERS ARE INCLUDED UNDER THIS POLICY. SCHOOL PROPERTY INCLUDES ANY LOCATION OR TIME WHERE STUDENTS ARE PARTICIPATING IN A SCHOOL SANCTIONED ACTIVITY.

GUIDELINES FOR STUDENTS

Attendance/Punctuality

ABSENCES AND SKIPPING CLASSES

Regular attendance is crucial to success in the Bond program. The guidelines of the Ministry of Education require that students receive at least 110 hours of instruction for each credit course. Bond Academy expects all students to attend all classes regularly. Valid documentation must be presented to the teacher/office for missed classes. Persistent absences will be dealt with in the following manner:

For all students:

- 1st notice upon 2 days' absence
 - interview with teacher.
- 2nd notice upon 4 days' absence
 - student warning letter sent to parents/guardian/student
 - interview with Principal.

For Term Program:

- 3rd notice upon 5 day's cumulative absence
 - potential loss of credit/letter sent to parents
 - student MAY be asked/told to drop the course (no refund of fees).

For Semester Program:

- 3rd notice upon 5 day's absence
 - parent/guardian will be called
 - interview with Principal.
- 4th notice
 - warning of withdrawal.
 - letter home.

As mentioned above, a student is at risk of losing a credit if fewer than 110 hours of scheduled time are accumulated for a subject.

Students are expected to attend school daily. Students who skip classes will be referred to the Principal or his designate. Consequences for skipping and class absences may include personal warnings, a letter to parents/guardians and, in some cases, withdrawal of credit. Parental contact will be made whenever required. (No REFUND of fees will be given when a student is withdrawn from a course.)

LATENESS

The classroom teachers/Principal will deal with students who are late for subject classes. Students who are persistently late will be referred to the Principal. The Principal will counsel the student and give an admit slip to the student for entry into the classroom.

SIGNING OUT

Students who need to leave school before the end of the day must discuss this with the Guidance Counsellor or the Principal AND, if permission is given, they must SIGN OUT on the FORM in the Main Office. Students under the age of 18 years must have written permission from their parents/guardians in order to SIGN OUT. (Please see attached summary of Attendance Procedures.)

Course Material

You will be expected to provide your own textbooks for all of your courses. The school will not be responsible for ordering any textbook. If you lose or damage loaned materials, you must pay for the loss or damage. Please purchase your books as soon as you can. ALL STUDENTS MUST PURCHASE THE PRESCRIBED PUBLISHER TEXTBOOK AS INDICATED BY YOUR TEACHER. OTHER BOOKS ON THE SAME SUBJECT AND LEVEL (but different publisher) CAN BE USED AS REFERENCE BOOKS. ALL REQUIRED BOOKS ARE FOUND ON OUR WEBSITE (www.bondacademy.ca). YOU MAY ORDER BOOKS ON-LINE.

Daily Schedule

School starts at 8:45 a.m. Classes begin promptly at 8:55 a.m. and end at 3:24 p.m. for all grades. From 3:33 p.m. to 4:00 p.m., there is a remediation/enrichment/homework **period** for all students.

Lunch is from 12:15 p.m. – 1:10 p.m.

Evening courses are from 4:15 p.m. to 5:27 p.m. - Supper Break - 6:30 p.m. to 7:42 p.m.

Assessment Policy

At the beginning of your course, your teacher will give you a handout and review with you how your final mark will be calculated. If you have any questions about the assessment policy, ask your teacher. You must come in and check your final exam and final mark on the last day of the course. If you think that your final mark is incorrect, you must ask about it before the next semester begins. The assessment and evaluation policy complies with the Ministry Policy of Program Assessment and Evaluation. Your teacher will explain its expectations and guidelines.

Final Exams

Every student enrolled at Bond Academy (grades 9-12) must write the mid-term and final exams (or take part in evaluative activities) on the designated examination dates. You will be informed of these dates and times one week before your scheduled final exam.

Student Conduct

The Ministry of Education requires all schools to enunciate a code that is consistent with Ministry and Bond policies and provides clear expectations with regards to acceptable and unacceptable behaviours. Bond Academy supports the following policies to ensure a safe learning environment for all students.

Dress:

Students must come properly dressed, from home, in their uniforms.

Headgear such as hats, bandanas, etc., are not allowed and must be removed upon entering the school property. Any infraction to the wearing of the uniform will result in a student being sent home. Specific uniform expectations are provided at the office or on the school website.

Drugs, Alcohol, Smoking and Gambling:

Under no circumstances is smoking, gambling or the use of alcohol and drugs tolerated on school property. Any student caught smoking, or in the possession of or under the influence of drugs or alcohol, will be **withdrawn** from school immediately.

Race and Sex Equity:

Bond Academy condemns and will not tolerate any expression of racial/ethnic or sex bias in any form by administration, staff or students. Verbal exchanges that include racially and ethnically or sexually derogatory terms will not be tolerated under any circumstances.

Violence:

Any violence, physical or otherwise, such as possession of a weapon, constitutes immediate suspension and a possible expulsion from our school without refund.

Wilful damage to property and vandalism will result in appropriate actions being taken. It is the responsibility of the students to keep the environment of Bond Academy as clean as possible. You are not allowed to eat or drink in the classrooms or in the halls.

Fire Alarms:

If the fire alarm sounds, you must leave the building according to your teacher's direction. It is a criminal offence to tamper with alarms or fire equipment.

Proper language is to be used at all times. Foul and obscene language will not be tolerated. English is the language of the classroom at all times.

Electronic devices such as cell phones, pagers, and laser pointers are not permitted in the classroom or during scheduled instructional times and should be turned off. If they ring or are used in the classroom, students must surrender them to the office for storage.

Plagiarism (passing off someone's work as your own):

Students who plagiarize on an oral or written assignment will receive a mark of zero for that assignment.

Visitors:

All semester programs offer an intensive learning experience. Visitors are not allowed in the school. Please do not invite or plan to see friends during the 8:30 a.m. to 4:30 p.m. period.

Parking:

The parking of student cars will be permitted in designated areas only – north parking lot, by the pool area.

Smoking:

Bond Academy is a smoke-free facility as mandated by the Ministry of Education. Smoking must occur off **school property**.

Cheating:

Any student found inappropriately completing a test, quiz, exam and/or assignment will receive a mark of zero.

Dropping a Course:

This must be done prior to the 5th day of the beginning of a course, otherwise there is NO REFUND. This must be done prior to the 5th day after Midterm reporting for Semester Programs and 1 day after Midterm reporting for Term programs.

Students are reminded that attending Bond Academy should be a rewarding experience for all students. Failure to adhere to the above standards may result in the following consequences: interview by appropriate school personnel; parental involvement, removal of privileges; detention; restitution for damages; behavioural contracts and counselling; police involvement; and/or removal from program with no refund.

OTHER SCHOOL INFORMATION

1. LOCKERS:

Lockers will be assigned to you by your Home Form (Period 1) teacher. Combination locks must be used and may be purchased from Office Depot, Wal-Mart, etc. You must register your lock combination and locker number with your Home Form teacher. Lockers are school property and are on loan to students for the storage of books, necessary clothing and lunches. **Lockers may be opened by administration, if necessary.**

2. SECURITY OF VALUABLES:

Bond Academy does not accept responsibility for the loss or the theft of student's valuables. Large sums of money, expensive watches, clothes and other valuables should be left at home. **Under no circumstances should valuables be left in any locker or change room.**

3. PERMISSION TO TAKE A COURSE(S) AT ANOTHER SCHOOL:

Written permission, on the appropriate form, is required for any course at any time or date.

4. DROPPING A COURSE

You must complete a Course Drop Form found in the Student Services office. You have 5 days from the first day of classes to drop a course with a 75% refund for the course. After that time there is no refund.

There are 5 days after the midterm exam/test to which the course can be removed from your transcript.

5. **School starts at 8:45 a.m. Students are required to be in their 1st period class at 8:55 a.m. *sharp* for opening exercises.**

6. **The daily schedule is shown on the following page.**

7. **The yearly calendar, with important dates, is included in this handbook.**

8. The schedule for the Cafeteria is posted. Please adhere to the times.

9. **Food is not permitted in the hall or Classrooms**

TIMETABLE 2009 - 2010

Teachers are available in the classroom at 8:45 a.m. National Anthem begins at 8:55 a.m.

PERIOD 1	8:55 A.M. – 10:07 A.M.	72 Minutes
AM BREAK	10:07 A.M. – 10:25 A.M.	For all grades (18 minutes)
PERIOD 2	10:25 A.M. – 11:40 A.M. AM ANNOUNCEMENTS 11:37 A.M. – 11:40 A.M.	72 Minutes + 3 minutes Announcements
PERIOD 3A	11:45 A.M. – 12:15 P.M.	30 Minutes
LUNCH	12:15 P.M. – 1:10 P.M.	55 Minutes
PERIOD 3B	1:10 P.M. – 1:52 P.M.	42 Minutes
HOME FORM	1:52 P.M. – 2:02 P.M. PM ANNOUNCEMENTS	(10 minutes - Announcements, special instructions, assignments, guidance & administration.)
PM BREAK	2:02 P.M. – 2:12 P.M.	For all grades (10 minutes)
PERIOD 4	2:12 P.M. – 3:24 P.M.	72 Minutes
***** Note Below	3:33 P.M. – 4:00 P.M.	Homework/Tutorial Help <ul style="list-style-type: none"> • all teachers will be available in assigned rooms • discipline reporting
PERIOD 5	4:15 P.M. – 5:27 P.M.	72 Minutes
PERIOD 5 (cont'd)	6:30 P.M. – 7:42 P.M.	72 Minutes

******* PLEASE NOTE:**

- Monday, Tuesday, Wednesday and Thursday of each week will be an opportunity for students to work with teachers on a voluntary basis for assistance in their academic studies. All teachers will be in their assigned room. A list will be posted of locations for all teachers. Teachers will be available each day until 4:00 p.m.
- Teachers may also schedule a student to report to the classroom for Period 6 for issues of academic help, discipline, guidance or any other request deemed necessary. Students are required to report, **without failure**, to the teacher during Period 6 requested by the teacher. Students who do not report will be held accountable by the teacher and administration.

**ALL LEVELS
OF ESL BEGIN
EACH MONTH**



*BOND ACADEMY - SECONDARY
BOND INTERNATIONAL COLLEGE
ACADEMIC CALENDAR 2009-2010*

Starting Dates Grade 9, 10, 11, Semester Program: Sept. 8/09; Feb.1/10. **Grade 12:** 4 Terms: Sept. 8/09; Nov. 10/09; Feb. 1/10; Apr. 20/10. **ESL:** Sept.8/09; Oct.6/09; Nov.10/09; Dec.10/09; Mar.8/10; Apr. 20/10; May 19/10. **ESL & Academic Summer Semester:** July 5/10; August 4/10

SEPTEMBER / 2009

S	M	T	W	T	F	S
			1	2	3	4
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			

***September 3, 4, 2009**

P.D. Days

***September 7, 2009**

Labour Day (no school)

***September 8, 2009**

First Day of Semester I, Term I & ESL

***September 28, 2009**

Staff Meeting

OCTOBER / 2009

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

***October 6, 2009**

ESL Starts

***October 12, 2009**

Thanksgiving (no school)

***October 26, 2009**

Staff Meeting

NOVEMBER / 2009

S	M	T	W	T	F	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					

***November 5, 6, 2009**

Final Exams for Grade 12 & ESL
Mid Term Exams for Grades 9, 10, 11

***November 9, 2009**

Exam Take Up
Turnaround Day Grade 12 & ESL

***November 10, 2009**

First Full Day of Term II & ESL

***November 25, 2009**

P.D. Day (no classes)

DECEMBER / 2009

S	M	T	W	T	F	S
			1	2	3	4
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		

***December 10, 2009**

ESL Starts

***December 18, 2009 to**

January 1, 2010
Christmas Holidays

JANUARY / 2010

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
24/31	25	26	27	28	29	30

***January 1, 2010**

New Years' Day

***January 3, 2010**

Last Day of Winter
Holidays

***January 4, 2010**

First Day Back From Winter
Holidays

***January 27, 28, 29, 2010**

Final Exams Grade 9, 10, 11, 12 & ESL

FEBRUARY / 2010

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

***February 1, 2010**

1st Day of Semester II, Term III
& ESL. Exam Returns

***February 12, 2010**

P.D. Day (no classes)

***February 15, 2010**

Family Day (no school)

MARCH / 2010

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			

***March 8, 2010**

ESL Starts

***March 12 -19, 2010**

Mid Winter Break
(no school)

APRIL / 2010

S	M	T	W	T	F	S
					1	2
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	

***April 2, 2010**

Good Friday
(no school)

***April 5, 2010**

Easter Monday
(no school)

***April 15, 16, 2010**

Final Exams for Grade 12 & ESL
Mid Term Exams Grades 9, 10,11

***April 19, 2010**

Exams Take Up
Turnaround Day Grade 12 & ESL

***April 20, 2010**

First Full Day of Term IV & ESL

MAY / 2010

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
23/30	24/31	25	26	27	28	29

***May 19, 2010**

ESL Starts

***May 24, 2010**

Victoria Day (no school)

JUNE / 2010

S	M	T	W	T	F	S
			1	2	3	4
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			

***June 25, 28 & 29, 2010**

Final Exams Grades 9, 10, 11, 12

***June 30, 2010**

P.D. Day (no classes)

JULY / 2010

S	M	T	W	T	F	S
					1	2
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

***July 1, 2010**

Dominion Day
(no school)

***July 5, 2010**

First Day of ESL and Academic
Summer Semester I

***July 30, 2010**

ESL Ends

AUGUST / 2010

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				

***August 2, 2010**

Civic Holiday

***August 4, 2010**

First Day of ESL and Academic
Summer Semester II

***August 31, 2010**

ESL Ends