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August 2018

Dear Reynolds Families:

Welcome to a new school year, especially to those of you who are new to Reynolds. You are joining a wonderful school community and I am confident it will be a positive and successful year for each of your children.

This is the final transitional year towards the new graduation program (which comes into full effect in 2019/20). The major changes you will notice this year have occurred in our English Department. Classes will now be combined for English 10 & 11 and students will choose from one of four options:

1. Composition and Literary Studies
2. Composition and Creative Writing
3. Composition and Spoken Language
4. Composition and New Media

There have also been a number of changes in the Careers Department, most noticeably Planning 10 has been replaced by the new Career-Life Education 10 course.

This year will also see changes in the Provincial Assessment program. We will be introducing the new provincial Numeracy Assessment which is a graduation requirement that students must write. To that end we will have all Grade 11 and 12 students complete this assessment before the end of June; more details regarding the schedule for this assessment will be communicated in the fall. Also note that graduates of 2019 will be the last to write the English 12 government exam; it will be replaced by a Literacy Assessment starting in the 2019-20 school year. More information about all of the new courses as well as the graduation program can be found here <https://curriculum.gov.bc.ca/graduation-info>

Facilities have been busy since the end of last school year here at Reynolds. We have had four new refillable water stations installed in our school, bringing the total to seven stations. In addition 45 new high-end computers were installed in our computer lab and media classes so students are more able to run the graphic design programs in our multi-media classes as well as programs required for our senior IT classes. A new scoreboard is being installed in our gym and hopefully will be completed by the end of summer.

For those families who are new to Reynolds I would like to highlight the personal use agreement regarding technology at Reynolds. In short, it is known as our **"Off and Away"** agreement. This simply means that during instructional time while in class student personal devices are to be powered off and out of sight. As a school we see the value in technology as a tool for learning but are also aware of the research which indicates that personal technology has both benefits and negative influences on student learning. As such, we have reached an agreement about how personal technology will be utilized in our classrooms in order to support students being present in the classroom. We want our students to be present in the class, physically and mentally, paying

attention to their peers and teachers with open and curious minds. There will be a clear signal from the teacher as to when there are appropriate, education-related times to use personal technology and a clear signal as to when personal technology is not required and thus should be *off and away*. *Off and away* applies to instructional time in the classroom and school assemblies. Personal technology use during times such as before school, lunch, between classes, and after school will be up to the individual student and family.

Our hope as a school for the coming year is to ensure we have laid out a clear path for all our students so they can be academically successful with a specific focus on the achievement and social responsibility of Grade 9 students. We want all students who enter Reynolds to feel welcome, connected and supported regardless of what stage they are in in their high school careers. Students, we can already see you walking across the stage at graduation with dignity, purpose, a plan and options and I look forward to accompanying you on your journey to that goal.

Sincerely,

*Tom Aerts*

Principal

### **First Day Schedule (Tuesday, September 4<sup>th</sup>)**

Grade 9 Report to the gym at 9:30 a.m. for an assembly followed by Advisory, then a short run-through of periods A,B,C,D. Dismissal will be by 11:10 a.m. You will meet your teachers and learn where your classrooms are.

Grades 10-12 Report to the gym at 12:30 p.m. before students go to Advisory to pick up their timetables. Dismissal will be by 1:30 p.m.

September 5<sup>th</sup> - 7<sup>th</sup>: These will be regular schools days with normal dismissal times, 3:10 Wednesday and Thursday and 1:10 on Friday. Advisory will be held daily this week between Blocks A & B.

### **Student Schedules/Timetables**

Student timetables will be handed out en masse on our first day of school in September during advisory. For families or students who would like information in advance they are welcome to pick up their timetable any time starting Wednesday August 29<sup>th</sup> outside the school office. If there are student schedule issues that need to be resolved, students/parents are welcome to come by Student Services following the schedule below:

|                                   |                                    |  |
|-----------------------------------|------------------------------------|--|
| Wednesday (Aug 29 <sup>th</sup> ) | 12:00 - 3:00 pm                    | Grade 12's <b><u>ONLY</u></b> - no International Students (ISP)              |
| Thursday (Aug 30 <sup>th</sup> )  | 8:30am-11:30 am<br>12:30pm-3:00 pm | Grade 11's and All ISP Grades <b><u>ONLY</u></b><br>All Grades including ISP |
| Friday (Aug 31 <sup>st</sup> )    | 8:30am- 1:30 pm<br>12:30 -2:00 pm  | All Grades (no ISP)<br>ISP students only                                     |

There will be some ability to make student schedule changes in the first few days of classes but after this period of time it is more difficult. Note that students in multiple programs such as Flex, Soccer, French Immersion and Band have limited options to change their timetables.

## School Supplies

With respect to purchasing school supplies we do not have a supply list for each grade. Students typically require binders with loose-leaf paper and pens and pencils. Teachers will inform students during the first week of classes of any additional supplies they may need.

## School Calendar

A detailed calendar showing all school events is posted on the school website <https://reynolds.sd61.bc.ca/> and will be emailed home to all families at the beginning of the school year. Keep in mind that dates and times are subject to change and the most up to date calendar will be on our website.

## School-Home Communication

The main method of the school communicating with parents is via email which we use to send out timely reminders of key events and of course our website <https://reynolds.sd61.bc.ca>.

The most important communication is the communication between the classroom and home. Parents are encouraged to connect with their children's teachers; please direct questions and/or concerns to the subject teacher. Many teachers will also email home regular reports and many have their own websites, where additional information can be found regarding course learning outcomes, current areas of study and access to resources.

Please report an absence and direct any information requested for attendance to our attendance email address at [reynoldsattendance@sd61.bc.ca](mailto:reynoldsattendance@sd61.bc.ca).

## Social Media

Reynolds actively engages with the community through social media. You can get daily updates, interesting information and a sense of what is happening in our school community. Many students and parents are already following us online. Here is how you can connect with us:

Facebook: <https://www.facebook.com/reynolds3963/>

Twitter: [@reynolds\\_high](https://twitter.com/reynolds_high)

Instagram: [reynoldssecondaryvictoria](https://www.instagram.com/reynoldssecondaryvictoria)

Parents are welcome to contact any of the Reynolds administrative team at any time.

Tom Aerts, Principal

[taerts@sd61.bc.ca](mailto:taerts@sd61.bc.ca)

Gillian Braun, Vice Principal

[gbraun@sd61.bc.ca](mailto:gbraun@sd61.bc.ca)

Courtney Campbell, Acting Vice Principal

[ccampbell@sd61.bc.ca](mailto:ccampbell@sd61.bc.ca)

## Parent Participation

Parent participation is welcomed, encouraged and important to our success as a school community. The Reynolds' Parent Advisory Council (PAC) generally meets the **first Wednesday** of each month and provides the perspective of parents in all aspects of the school's operation as well as parent education. The first PAC meeting of the 2018/2019 school year will be Wednesday, September 5<sup>th</sup> at 7:00 p.m. Please feel free to contact me or the PAC chair, Roe Campbell ([reynoldspacchair@gmail.com](mailto:reynoldspacchair@gmail.com)) for more information about the Reynolds PAC or opportunities for parent participation.

Your 2018/19 PAC executive is

|            |                  |  |
|------------|------------------|--|
| Chair      | Roe Campbell     | <a href="mailto:reynoldspacchair@gmail.com">reynoldspacchair@gmail.com</a>         |
| Vice Chair | Connie McConnell | <a href="mailto:reynoldspacvchair@gmail.com">reynoldspacvchair@gmail.com</a>       |
| Treasurer  | Tara Black       | <a href="mailto:reynoldspactreasurer@gmail.com">reynoldspactreasurer@gmail.com</a> |
| Secretary  | Brian Cornfield  | <a href="mailto:reynoldssecondarypac@gmail.com">reynoldssecondarypac@gmail.com</a> |

## Class Meeting Schedule 2018-2019

### 7:30 - 8:25: Before School Classes

|   | Mon   | Tues  | Wed   | Thurs | Fridays                              | Early Dismissal Schedule for Collaboration Block* |
|---|-------|-------|-------|-------|--------------------------------------|---|
| <b>8:25<br/>9:50</b>                    | 1A    | 2B    | 1A    | 2B    | <b>8:25<br/>9:22</b><br><br>1A       | Block A<br>8:25 - 9:35                            |
| <b>9:55<br/>11:17</b>                   | 2B    | 1A    | 2B    | 1A    | <b>9:27<br/>9:39</b><br><br>Advisory | Block B<br>9:40 - 10:50                           |
| <b>11:17<br/>12:12</b>                  | LUNCH | LUNCH | LUNCH | LUNCH | <b>9:44<br/>10:41</b><br><br>2B      | Lunch<br>10:50-11:50                              |
| <b>12:17<br/>1:40</b>                   | 3C    | 4D    | 3C    | 4D    | <b>10:41<br/>11:06</b><br><br>Lunch  | Block C<br>11:50 - 12:50                          |
| <b>1:45<br/>3:10</b>                    | 4D    | 3C    | 4D    | 3C    | <b>11:11<br/>12:08</b><br><br>3C     | Block D<br>12:55 - 1:55                           |
| <b>3:15 - 4:30</b> After School Classes |       |       |       |       | <b>12:13<br/>1:10</b><br><br>4D      | Collaboration Block<br>2:00 - 3:10                |

\* Early Dismissal for Teacher Collaboration Blocks will occur on the following dates at 1:55 pm unless otherwise noted.

Wednesday, September 26<sup>th</sup>

Wednesday, October 24<sup>th</sup>

Wednesday, November 28<sup>th</sup>

Wednesday, January 30<sup>th</sup>

Wednesday, February 27<sup>th</sup>

Wednesday, April 24<sup>th</sup>

Thursday, May 16<sup>th</sup> (at 1:10 p.m.)

## Class Meeting Schedule

### For Week One

7:30 - 8:25: Before School Classes

|                | Wed      | Thur     | Corn Roast<br>Friday          |
|----------------|----------|----------|-------------------------------|
| 8:25<br>9:40   | 1A       | 2B       | <sup>A</sup><br>8:25 - 9:20   |
| 9:45<br>10:00  | Advisory | Advisory | Advisory<br>9:25 - 9:40       |
| 10:05<br>11:17 | 2B       | 1A       | B Block<br>9:45 - 10:40       |
| 11:17<br>12:12 | LUNCH    | LUNCH    | Break<br>10:40 - 10:50        |
| 12:17<br>1:40  | 3C       | 4D       | <sup>C</sup><br>10:55 - 11:50 |
| 1:45<br>3:10   | 4D       | 3C       | <sup>D</sup><br>11:55 - 12:50 |

- Corn Roast after school on Friday September 7<sup>th</sup>.

# REYNOLDS SECONDARY SCHOOL

## Code of Conduct

The Three R's (Respect/Responsibility/Relationships) provide for a safe and caring school community. It is expected that all members of the Reynolds School Community will abide by the BC Human Rights Code by promoting a climate of understanding and mutual respect where all are equal in dignity and rights. At no time will a member of the school community be subject to discriminatory publications or discrimination in accommodation, service and facility in the school environment.

The code of conduct applies to all students while under the supervision of the school. Students who conduct themselves away from school in a manner that potentially creates a negative effect on the learning environment may also be subject to discipline.

### ***RESPECT***

- Behave in a manner that ensures the health, safety, and well-being of yourself and others
- Treat others with respect both at school and in the community
- Use polite language
- Dress in a fashion that is appropriate for school
- Abide by the personal device agreement

### ***RESPONSIBILITY***

- Attend school regularly; account for all absences
- Arrive to class on time with all the necessary materials
- Attend Learning over Lunch (LOL) and The Learning Centre (TLC) when requested
- Behave in a manner that respects the learning environment
- Adhere to individual classroom rules and all school, district, and community rules and expectations
- Demonstrate personal responsibility in maintaining the physical environment of the school; keep our school clean
- Inform a "tellable" adult in a timely manner of incidents of bullying, harassment or intimidation

### ***RELATIONSHIPS***

- Build and sustain healthy relationships within the school and with the community
- Represent Reynolds Secondary in a positive manner at all times
- Solve problems in peaceful ways
- Respect the rights and property of others

### ***SCHOOL EXPECTATIONS***

- Violence, bullying, and harassment (physical, emotional, sexual, social and/or verbal) will not be tolerated.
- Retribution against a person who has reported incidents is unacceptable and all reasonable steps will be taken to prevent this by the School Board and / or its agents.
- CRD by-laws prohibit smoking on school property (this includes e-cigarettes and vapor pipes); students are not permitted to smoke in view of the school or in areas that interfere with pedestrian, cycling or vehicular traffic.
- Involvement with drugs or alcohol during school hours or at school sponsored activities is not permitted and will result in suspension.
- Weapons of any kind are prohibited on school premises and at school sponsored activities.
- Visits to other schools during the school day including lunch hour, breaks, and study blocks are not permitted.

- Students are expected to give proper attention to personal appearance and to dress appropriately for school and school functions.
- A student's dress and appearance shall:
  - be safe, appropriate and not interfere with the instructional process,
  - include footwear at all times,
  - not include items that are disrespectful to others' race, colour, religion, creed, national origin, gender orientation or disability,
  - not include logos that promote and/or endorse the use of controlled substances including but not limited to drugs, alcohol or tobacco,
  - be free from logos that promote sexual promiscuity.

### ***CONSEQUENCES***

Students who do not behave in a manner consistent with the 3 R's may expect the following consequences. The severity of the offence and maturity of the student will be considered in determining the appropriate consequence.

- Assignment of detention
- Assignment of school service time or other acts of restitution
- Participation in conflict resolution and/or mediation
- An opportunity to change or cover up inappropriate clothing
- In-school suspension
- Suspension from school for a period of one to five days, or
- Suspension from school for a period exceeding five days with a referral to School District #61 Principals' Review Committee

Parents/guardians will be notified of all serious and/or repetitive breaches of the code of conduct.