

# BODWELL

## WELCOME HANDBOOK



**Note: A more detailed Student Handbook will be available at the start of the semester.**



## WELCOME TO BODWELL

We hope your child's time with us will be happy and successful. You will find that the staff here are friendly and approachable and are always willing to help you and your child. You will also find that the more your child becomes involved in the activities of the school, the more rewarding his/her experience will be.

The materials in this booklet are intended to help you and your child adjust to life at Bodwell. They provide important information and tell you about some of our expectations. We hope that this booklet will help ensure that Bodwell is a safe, happy, clean, and orderly place for everyone.

---

### MESSAGE FROM MR. PAUL YUEN, PRESIDENT

I founded Bodwell 34 years ago and am still directing the school's development today. Over all these years, I have learned so much from the students and parents about what secondary school education is about. Developing self-confidence, interpersonal skills, and a purpose in life are as important as academics.



You have a unique opportunity to make friends with fellow students from around the world to expand your horizon and learn from each other. This global network will be very useful for a successful career in future. Cross-cultural understanding is also important for the humankind towards peace and harmony.

---

### MESSAGE FROM MR. STEPHEN GOOBIE, HEAD OF SCHOOL and MR. HOUSAM HALLIS, PRINCIPAL

#### To our newest Bodwell Family,

For more than 30 years, students from across Canada and around the world have been converging on the City of North Vancouver, joining together under one roof here at **Bodwell High School**. Our alumni now number more than 7000 strong, many of whom have gone on to successful post-secondary studies and careers in a variety of fields across the globe. Some have even transformed their communities and the greater world through their determination, multicultural mindset, and leadership.

By joining Bodwell as **student**, you are following in the footsteps of these many young global citizens. You are brave – leaving the familiarity of home to challenge yourself in a new environment, to meet new people, discover new passions, and to push yourself to succeed in new ways. We congratulate you on your courage, and we thank your entire family for such support. It is only through family support, and partnership with the staff here at the school, that we have such confidence in each young person who walks through our doors. With this team in place, you'll do great!

**Parents and families**, you too are becoming a part of Bodwell. Be proud to join part of a global network of likeminded parents and caregivers, all wishing for their children to grow, persevere, thrive and enjoy their living and learning at Bodwell. Though not an easy one, you've made the right choice. We can't wait to get to know you and know your hopes for your child.

The countdown is on! We will be busy getting ready for your arrival, and for you to start your new classes. You will be busy too, wrapping up your current schooling, spending time with family, and planning for your upcoming adventure.

We'll be in touch again soon. On behalf of all of the staff here at Bodwell, congratulations on your acceptance, and we look forward to meeting you in the not-too-distant future!

*Stephen Goobie*

Head of School



**Dear new Student, Parents, and Educational Partners,**

On behalf of the entire Bodwell school community, I am thrilled to welcome you to our family! We are honoured that you have chosen Bodwell for your educational journey, and we are committed to ensuring this will be one of the most transformative and memorable experiences of your life.

At Bodwell, we pride ourselves on providing an enriching environment that fosters not only academic excellence but also personal growth. Whether you are joining us for a short time or are here to prepare for your university journey, you will find that the opportunities ahead of you are both exciting and limitless. With a diverse community of students from all over the world, you will have the chance to forge meaningful friendships and learn from a wide range of perspectives, all while receiving the support of our caring and dedicated faculty.

We understand that each student has unique needs, and we have developed a broad range of programs designed to challenge and inspire you. Our personalized academic pathways, boarding and wellness programs, and co-curricular offerings will help you grow not just in knowledge but in character, as you explore your passions and talents both in the classroom and beyond. From after-school activities to leadership programs, you will be encouraged to step outside your comfort zone, expand your horizons, and develop skills that will serve you well into the future.

At Bodwell, your safety, well-being, and success are our top priorities. Our support system includes counsellors, teachers, youth advisors, nurses, and staff who are always ready to guide you, ensuring you feel at home and thrive throughout your time with us. We are deeply grateful to the parents who have entrusted us with the education and care of their children, and we take that responsibility to heart. We are committed to nurturing each student as they grow academically, socially, and emotionally, ensuring they are prepared for success at university and beyond.

Once again, welcome to Bodwell High School. We cannot wait to meet you and share in this exciting new chapter of your life!

*Housam Hallis*

Principal





# BODWELL HIGH SCHOOL

955 Harbourside Drive  
North Vancouver, BC  
V7P3S4, Canada

☎ 604-998-1000

📠 604-998-1150

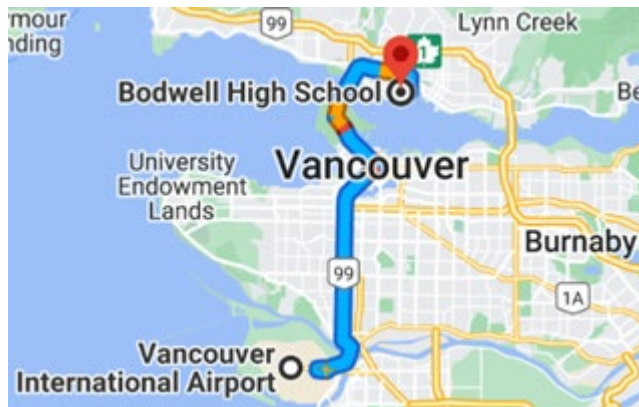
✉ [office@bodwell.edu](mailto:office@bodwell.edu)

🌐 [bodwell.edu](http://bodwell.edu)

## LOCATION

Bodwell is located in the City of North Vancouver, overlooking the harbour. The address is 955 Harbourside Drive in North Vancouver. It takes approximately 45-60 minutes by taxi from Vancouver International Airport, and 20-30 minutes from downtown Vancouver.

From YVR (Airport): Refer to the Google Map details [here](#). From Skytrain Waterfront Station (via Seabus): Refer to the Google Map details [here](#).



## COMMUNICATION BETWEEN PARENTS & BODWELL

SCHOOL NUMBER: 1-604-998-1000

**Daytime weekdays:** Front Office

**Evenings & weekends:** Boarding Office

**Overnight:** Emergencies only

Regular contact is always welcome between parents and the school:

<b>DIRECTOR OF SCHOOL DEVELOPMENT</b>	Ms. Cathy Lee ( <a href="mailto:cathylee@bodwell.edu">cathylee@bodwell.edu</a> )
<b>HEAD OF SCHOOL</b>	Mr. Stephen Goobie ( <a href="mailto:sgoobie@bodwell.edu">sgoobie@bodwell.edu</a> )
<b>PRINCIPAL</b>	Mr. Housam Hallis ( <a href="mailto:hallis@bodwell.edu">hallis@bodwell.edu</a> )
<b>HEAD OF BUSINESS SYSTEMS</b>	Ms. Janice Wong ( <a href="mailto:janice.wong@bodwell.edu">janice.wong@bodwell.edu</a> )
<b>ACADEMIC ADMINISTRATORS</b>	
Mr. Shane Chaffey ( <a href="mailto:shane.chaffey@bodwell.edu">shane.chaffey@bodwell.edu</a> ) Vice Principal Ms. Angela Jay ( <a href="mailto:angela.jay@bodwell.edu">angela.jay@bodwell.edu</a> ) Assistant Principal	Ms. Jeri Canderan ( <a href="mailto:j_canderan@bodwell.edu">j_canderan@bodwell.edu</a> ) Assistant Principal & MYP Coordinator
<b>BOARDING ADMINISTRATORS</b>	
Ms. Robyn Fallis ( <a href="mailto:r_fallis@bodwell.edu">r_fallis@bodwell.edu</a> ) Director of Boarding and Short-Term Programs Mr. Ben Fowler ( <a href="mailto:ben.fowler@bodwell.edu">ben.fowler@bodwell.edu</a> ) Program Coordinator	Mr. Jordan Keller ( <a href="mailto:jordan.keller@bodwell.edu">jordan.keller@bodwell.edu</a> ) Assistant Director of Boarding Ms. Danika Kelsch ( <a href="mailto:danika.kelsch@bodwell.edu">danika.kelsch@bodwell.edu</a> ) Assistant Director of Boarding Ms. Jamie Hillman ( <a href="mailto:jamie.hillman@bodwell.edu">jamie.hillman@bodwell.edu</a> ) Senior Program Coordinator

COUNSELLORS	
<p>Ms. Meghan Dalziel (<a href="mailto:meghan@bodwell.edu">meghan@bodwell.edu</a>) <i>Head Counselor</i></p> <p>Ms. Megumi Uehara (<a href="mailto:megumi@bodwell.edu">megumi@bodwell.edu</a>) <i>Senior Counselor</i></p> <p>Ms. Mirye Kim (<a href="mailto:m_kim@bodwell.edu">m_kim@bodwell.edu</a>) <i>University Guidance Counselor</i></p>	<p>Mr. Alex Poshyvanyk (<a href="mailto:alex.poshyvanyk@bodwell.edu">alex.poshyvanyk@bodwell.edu</a>) Ms. Amanda Huang (<a href="mailto:amanda.huang@bodwell.edu">amanda.huang@bodwell.edu</a>) Ms. Arian Talwerdi (<a href="mailto:arian.talwerdi@bodwell.edu">arian.talwerdi@bodwell.edu</a>) Ms. Christy Chen (<a href="mailto:christy.chen@bodwell.edu">christy.chen@bodwell.edu</a>) Mr. Gonzalo Pacheco (<a href="mailto:Gonzalo.pacheco@bodwell.edu">Gonzalo.pacheco@bodwell.edu</a>) Ms. Stella Kim (<a href="mailto:stella.kim@bodwell.edu">stella.kim@bodwell.edu</a>)</p>
COORDINATORS	
<p>Mr. Johnson Chiu (<a href="mailto:j_chiu@bodwell.edu">j_chiu@bodwell.edu</a>) <i>Athletics Coordinator</i></p> <p>Ms. Michelle Melnick (<a href="mailto:michelle.melnick@bodwell.edu">michelle.melnick@bodwell.edu</a>) <i>Arts Coordinator</i></p> <p>Ms. Lisa Lucking (<a href="mailto:lisa.lucking@bodwell.edu">lisa.lucking@bodwell.edu</a>) <i>Assistant Director: Saturday Enrichment</i></p>	<p>Ms. Sugandha Chopra (<a href="mailto:sugandha.chopra@bodwell.edu">sugandha.chopra@bodwell.edu</a>) <i>Co-Curricular Program Coordinator</i></p> <p>Ms. Alexina Bacchus (<a href="mailto:alexina.bacchus@bodwell.edu">alexina.bacchus@bodwell.edu</a>) <i>Community Engagement Coordinator</i></p> <p>Ms. Patrice Mitchell (<a href="mailto:patrice@bodwell.edu">patrice@bodwell.edu</a>) <i>Homestay Services</i></p>

## What do I need to bring?

It's good to start preparing what you'll need to bring to Bodwell. A key point: DON'T bring a lot! Many of you will be sharing a dormitory room with limited space. The less you have, the easier it is to be clean and tidy. Bring only TWO suitcases maximum, and suitcases should not be expensive. During semester breaks, you can store two suitcases at most. In general, if you need something, you can buy it online or here in Vancouver.

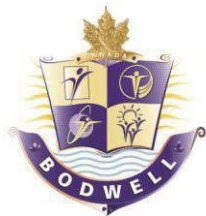
Protect yourself: Although Vancouver is generally safe, DON'T bring anything too expensive (jewelry, etc.), so as not to attract attention. Do not bring or carry a big amount of cash. You should protect your valuables by locking them up at all times. This is each student's responsibility.

### Please be sure start preparing:

- Athletic shoes / sneakers, slippers
- Swim wear & laundry net
- Preferred toiletries
- Warm waterproof jacket, shoes/boots, etc. – it rains a lot in the winter!
- An agenda or organizer for keeping track of dates and assignment deadlines
- **School supplies** – all supplies can be purchased at [nearby stores](#). Typically, needed items include 3 ring binders, scientific calculator, pens, pencils, stapler, ruler.
- Black dress shoes (REQUIRED for your uniform)
- Any medications needed (please show to our nurse)
- Passport (for international students)
- Study permit (for international students)
- Letter of acceptance from the school (print)
- Health insurance documents (print)
- Unlocked mobile phone (SIM-ready)
- Documents submitted for obtaining a student permit
- Clothing
- Black dress shoes (REQUIRED for your uniform)
- Athletic shoes / sneakers
- Indoor shoes or slippers
- Pajamas, underwear, socks
- Swim wear

### Essential Documents





# BODWELL HIGH SCHOOL

955 Harbourside Drive  
North Vancouver, BC  
V7P3S4, Canada

☎ 604-998-1000

📠 604-998-1150

✉ office@bodwell.edu

🌐 bodwell.edu

- Warm waterproof jacket, shoes/boots, etc. – it rains a lot in the winter!

#### Toiletries & Personal Care

- Toothbrush and toothpaste
- Shampoo, soap/body wash (travel size to start)
- Towels (bath and face towels)

- Hairbrush, nail clippers, etc.
- Period products
- Hangers
- laundry net
- Power adapter (Canada uses Type A plug, 110V)
- School Supplies
- Stationery (notebooks, pens, erasers, etc.)

#### Please do NOT bring:

- Bed sheets, comforter, pillow/pillow case, laundry soap (all provided)
- Anything that looks like a weapon, or could cause a fire (e.g. lighter)
- Small appliances such as a kettle, rice cooker, etc. (not allowed in rooms)
- Video games rated M (mature) or A (adult).

**Very important:** DO NOT bring any tobacco, alcohol or drug products, including e-cigarettes. These are not allowed. Bodwell has a strict zero tolerance policy on cannabis (marijuana). **Any student found to be using, possessing or distributing cannabis or cannabis-related items will be dismissed from school.**

On Orientation Day, please **bring the following** to show your counsellor:

1. Latest report card, if not already presented (original versions)
2. Passport, study permit and visa, for international students
3. Any forms that should be returned to the school
4. Payments for outstanding fees (if any)
5. Any medical checkup, doctor's reports on recent illnesses or health concerns and prescriptions.

## How to Access Essential Services: Banking, Phone, and Mail Services

For students' **banking needs**, we invite a local bank representative to Bodwell during New Student Orientation to help students set up an account.

For **cell phones and mobile devices**, students and parents are welcome to consider a local service provider here in Vancouver. Staff are not able to assist with bringing students to a cell phone shop, but students can connect to our campus wi-fi with most devices you bring or purchase.



For **mail and packages**, these can be addressed to your child's full name at the school's address. Mail and packages can be picked up from our Front Office. Students/parents are responsible to know what items are not allowed on campus or in boarding (e.g. vapes – not permitted!).



# What to Expect from Healthcare in Canada



## ARRIVAL TO CANADA

For the first 3 months, students are on private insurance. Private insurance coverage varies by case, but does not cover any pre-existing conditions before coming to Canada. Afterwards, their **Canadian Medical Service Plan** is activated which covers basic medical appointments and services. It does not cover medications, ambulance, dental care, counselling or physiotherapy.

## WHAT DO THE SCHOOL NURSES DO?

As school nurses, we are here to make sure that every student has access to mental and physical health services during their stay at Bodwell. This includes providing assessments, creating care plans when needed, medication management, and collaborating with school staff and community resources.



## SCHOOL NURSES

Students at Bodwell are fortunate to have access to two school nurses. The job of the school nurses is to assess students to determine the next steps. If they determine other resources need to be implemented, they will arrange for the student to see a physician. If not, care will be provided in school with check-ins as needed.



## HOSPITAL OR CLINIC

In Canada, we go to a clinic to see a doctor, not the hospital. **We only go to the hospital if it is a life-threatening issue or requires immediate attention** when the clinic is closed.



## SPECIALIST (IF REFERRED)

When a student sees a physician, the physician may determine if other services/specialists should be involved (i.e. a neurologist (brain doctor) or cardiologist (heart doctor)). You need a referral from a physician to access these resources.

# Boarding Program Guidelines

## Leave Passes

As the “Canadian Parents” of boarding students, we take student safety seriously. It is important that our students “check- out” when leaving campus and “check-in” when they return at the main school entrance. Students need to apply to leave campus by submitting a Leave Pass on the Student Portal.

**Junior students are permitted to leave campus for a maximum of 5 hours per day, and seniors can leave for 7hr maximum.** It is a student’s own responsibility to know how much time they have spent off campus by viewing their leave pass history on the Student Portal.

Students can apply for a leave pass at the following times:

**Monday - Thursday:** 3:30pm – 8:00pm

**Friday:** 3:30pm – 10:00pm **Saturday:**

1:00pm – 10:00pm **Sunday:** 8:00am – 8:00pm

*Holidays & other non-school days:*

- No school the next day: 8:00am – 10:00pm
- School the next morning: 8:00am – 8:00pm

### On-Campus Curfew Times

Monday-Thursday 8:00 PM

Friday & Saturday 10:00 PM

Sunday 8:00 PM

Students who arrive after the posted times will be considered late for curfew.

### Suspension of Leave Passes

Students who fail to return to campus on time or demonstrate unsafe use of their leave pass will have leave privileges revoked for one full weekend. If students are found to be consistently violating leave pass expectations, additional consequences will be assigned. This includes letters of discipline and groundings as necessary.

## Visitor Leave Policy

Only Bodwell Affiliated visitors (homestay or day students, alumni, parents, guardians of current students) can visit the school during boarding hours. Non-Bodwell affiliated visitors are not allowed on campus. All visitors must sign-in and out with boarding staff at the atrium. Visitors can stay for a maximum of 2 hours and must depart campus by 5:30pm. Visitors can be asked to leave at any time and must ensure that they are following school policy.

## Study Hall

As a boarding school, student’s studies are very important. Students must attend study hall from Monday to Thursday. During this time, individual tutoring is available by appointment. Please speak to your counsellor or advisor if you would like to book a tutor. Study hall will take place at the following times:

**Junior Study Hall:** 7:00pm-8:00pm

**Senior Study Hall:** 8:00pm-9:00pm

### Study Hall Expectations

1. Students will arrive to Study Hall on time and prepared.
2. Students will remain in their own classroom.
3. Students are expected to study silently.



---

## Sleep Habits

Good sleep habits are a key component to being a successful student and are essential for a healthy life. Therefore, students need to have a regular routine throughout the week and avoid staying up late and/or sleeping in on weekends. Staff will guide students in developing good sleep habits. Any items (such as music devices, phones, laptop computer, cellular phone) which prevent students or roommates from going to sleep may be taken away. Continued poor sleep habits (e.g., making noise, eating late at night, etc.) may result in consequences and a loss of privileges. Students are expected to be in their own rooms at curfew. **Visiting or sleeping in a friend's room after curfew is prohibited. Students will receive a boarding violation.**

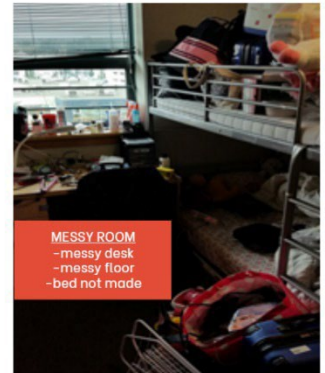
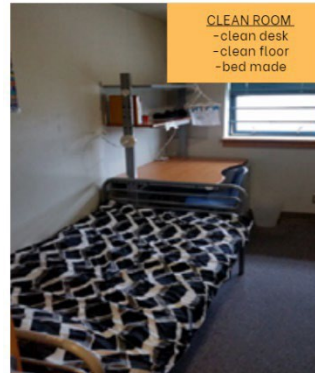
---

## Room Tidiness

Rooms must be kept like the room shown on the left. Rooms will be checked for cleanliness. If students are unable to keep their room tidy, they may lose privileges until their room is clean, such as revocation of leave passes until it is clean.

### “Soji” (Cleaning) Time

On Sunday evenings, students will ensure they organize their belongings and the hall. All boarding rooms should have their doors propped open during this time. If students do not organize their rooms or meet cleanliness expectations, they may receive a ban from leaving campus until their room is shown to be properly cleaned.



### Bed Linens

Beds are to be made each day. Students are expected to change their bed sheets every two weeks. New sheets will be provided to students who are using Bodwell linens.

---

## Meal Service

To take part in the Bodwell meal services, you must use your student ID card. If you do not have your student ID card, you will not be able to take advantage of the meal services. You are allowed to access the meal services 4 times a day. If you want a larger portion of food when you eat, please ask the cafeteria staff for more. **Cafeteria plates and cutlery are not allowed in the boarding halls.** Students found with cafeteria dishes in boarding spaces will be issued a detention.



### Outside food

Students can order food for delivery only if the meal is prepaid. **Students are not allowed to have energy drinks; they will be confiscated.** All food delivery orders must arrive by on-campus curfew time (8:00pm)

---

## Living in Boarding, Moving to Homestay, and “Boarding Graduation”

### Community Participation

Participation is NOT optional, but not all program components are mandatory. Participation in activities, outings and hall- based activities are highly encouraged to help integrate into the boarding community, make new friends, and also contribute to the success of their Houses in inter-house competitions.

### Developing Life Skills

Effort in developing life skills is a MUST. Only students who demonstrate strong life skills will be allowed to move out of Boarding to Homestay. Good feedback on Boarding Reports is essential to demonstrate this and be approved to move into the Homestay Program.

## Boarding Graduation

Students who have participated in the Boarding Program for 2 or more terms are eligible for “graduating” from the Boarding Program with a special distinction: Boarding Life Skills Achievement Award (overall life skills of 4.5 - 5 over 2 recent reports).

### Life Skills

---

One of the aims of the Boarding Program is to help students develop and strengthen life skills. These include:

#### Self-Care

- Physical (hygiene, eating, exercise, sleep, freedom from addiction)
- Emotional/mental (stress & anger management, balance, self-awareness, mental health)
- Personal Management (Time management, taking care of personal belongings)

#### Interpersonal skills

- Relationships (making friends, being a good roommate, healthy relationships)
- Communication (conversations, body language, manners)
- Interaction (conflict resolution, intercultural communication)

#### Leadership

- Role modelling (community involvement, cultural pride & acceptance of diversity, decision making)
- Initiative (pursuing opportunities, community contribution, advocacy)

#### Boarding Life Skill Reports

Students (& their parents) will receive two (2) “Boarding Reports” per term, giving an assessment of the student’s life skills development and participation in the Boarding community. Life skills are assessed on a scale of 1 (poor) to 5 (excellent). Boarding Report results are very important for accommodation decisions at Bodwell.

#### Homestay

Students who are approved to move to homestay and decide to make the move must commit to living in homestay for the entire term. Homestay applications will open roughly 2 months prior to the start of any new term. Please speak to the Director of Boarding for more details.

Since the dormitory is designed for youth aged 13–18, students turning 19 during a term may be required to move to homestay because 19 is considered the age of adulthood in BC.

Most students start out their time at Bodwell **living in boarding.**



The **Boarding Program** provides a safe, active and inclusive place where residents strengthen their life skills and mature into responsible adults.



For those who are ready, moving to the **Homestay Program** is a chance to challenge themselves in a more independent setting, living with a Canadian family and learning more about the local community.

### Electronic Device Usage

---

Bodwell recognizes the importance of technology in our students’ daily lives. We strive to work with students to develop a healthy balance between recreational screen time and other commitments. In order to maintain this balance and ensure students have sufficient time to engage in other activities, Bodwell has implemented the following policies:

- Electronic devices are not to be used after “Lights Out” (see schedule).
- Recreational use of electronic devices (including for the purpose of gaming) is permitted, subject to students’ ability to demonstrate active participation in the Boarding Program, good academic standing and healthy sleep/curfew routines.
- Students must not circumnavigate the school internet network by using a VPN and/or mobile tethering/hot spotting.
- Students are permitted to have the following electronic devices in their possession:
  - One cellphone
  - One personal laptop computer (excluding school-issued device)
  - One additional tablet device or similar (including handheld gaming devices)

### Cellphone Collection for Junior Boarding Students

For residents of our junior boarding hall, additional guidelines apply to ensure a balanced routine and adequate rest. Students are required to hand in their cellphones each night from Sunday to Thursday by 10:30pm.

Students (Junior & Senior) who are not adhering to the above may have devices confiscated and/or further disciplinary action.

## BODWELL UNIFORM & STUDENT APPEARANCE

You have just received your Bodwell School uniform. This identifies you as a Bodwell student. You should wear your uniform proudly!

Please write your name clearly on each item, especially your tie. There are special white nametags on each item. If you lose part of your uniform, you will be expected to pay to replace it.

All students are expected to be dressed in Bodwell School issued uniform until 3:30pm, including students that live in the dormitory. Students will be issued detention if they are not properly dressed in their school uniform unless they have a note from the Vice Principal or Assistant Principal.

You will also be given a uniform for your physical education class. You cannot wear your P.E. uniform for other classes. Your P.E. uniform must be worn during P.E. class. Other athletic clothing or your school uniform are not allowed.

Any alteration to school uniform is prohibited. This includes alterations to school uniforms not done under Bodwell supervision. i.e., hemming of pants and kilts. Students are required to purchase new items if their uniform is found to have been altered.

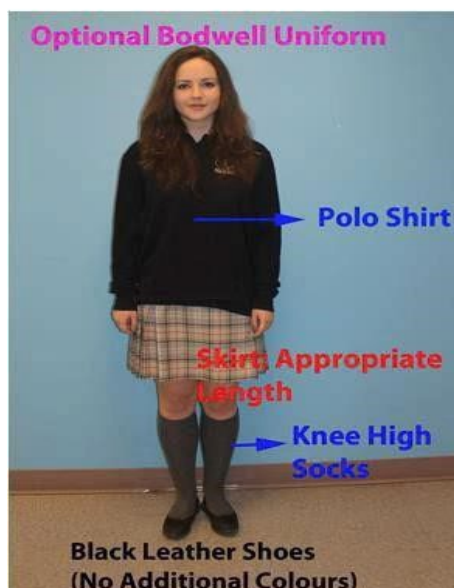
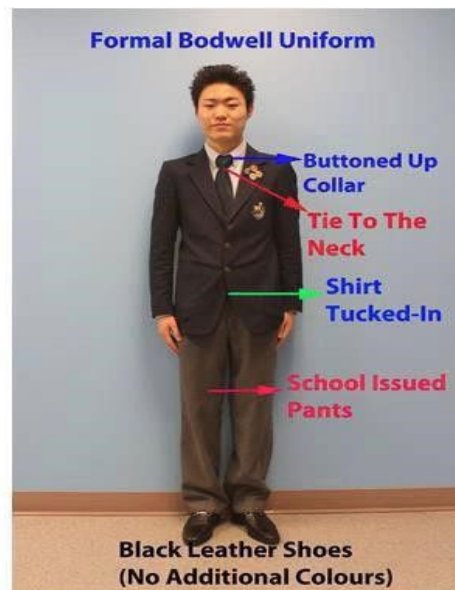
### Males must wear school issued:

- Blue long-sleeved shirt (*tucked in*) with the tie and the school issued grey pants
- Grey pants (the waist of the pants must be above the hip bones)
- Tie (*tied properly, under the collar of the buttoned blue shirt*)
- Black leather shoes (*no other colours may be on the shoe. Black or grey socks must be worn with the shoes. No short socks are allowed*)
- Blazer or sweater on formal occasions (*note: sweaters may not be worn without a dress shirt underneath*)
- Short-sleeved white polo shirt should only be worn during summer session (*April 15th-September 30th*)

- Optional long-sleeved navy polo shirt

Females must wear school issued:

- White long-sleeved blouse with the tie and kilt
- Kilt/skirt (*that is appropriate and conservative in length*). Optional grey pants are available.
- Tie (*tied properly, under the collar of the buttoned white blouse*)
- Black leather shoes (no sandals, no boots, and no heels higher than 5cm)
- Bodwell black or grey knee-high socks or tights, worn with the kilt and black leather shoes (*No short socks or leg warmers allowed*). No leggings or fishnets are allowed.
- Blazer or sweater on formal occasions (*note: sweaters may not be worn without a dress shirt underneath*)
- A short-sleeved white polo shirt should only be worn during summer session (*April 15th-September 30th*)
- Optional long-sleeved navy polo shirt



## ASSEMBLIES

Assembly days are formal days. On these days, all students must wear their blazers and ties. Assemblies and other formal events will be announced ahead of time. Students will not be allowed into the class or to assembly without their full uniforms. No polo shirts, sweaters or grad sweaters on formal days. Students should go to the washroom before the assembly, not during.

## GENERAL APPEARANCE

- Inappropriate and offensive clothing items are prohibited and will be confiscated.
- Hair Colour: your hair colour should be natural colour.
- New tattoos and facial piercings are not allowed once you start attending Bodwell.
- Non-issued school clothing items (coats, sweaters, hats, scarves, etc.) cannot be worn while in school.
- Hoodies cannot be worn over your head during the school day. •Bodwell School uniform must be worn under any Bodwell issued sports gear.

## CONSEQUENCES

Students should not come into class or assemblies without their uniforms worn properly. Students without proper uniforms will face consequences.

- 1st uniform violation: student will receive a verbal warning from the teacher/staff.
- 2nd uniform violation: student will receive detention from an administrator.

Students who arrive at the assembly without their proper uniforms will have to assist in clearing the chairs at the end of the assembly and possible other consequences such as detention, cleanup duty, etc.

## CARE OF YOUR BODWELL UNIFORM

Most items can be washed in the washing machine and dryer. The blazer must be dry-cleaned. The kilt (*skirt*) should be washed on a gentle cycle in cold water. It should be hung up to dry. Do not put the kilt in the dryer!

## Major School Rules: Unacceptable Behaviour

It is a student's responsibility to know, understand, and follow these rules to the best of their ability.

### Alcohol

The legal drinking age in B.C. is 19 and anyone under that age is considered a 'minor' under the law; however, for safety reasons Bodwell students of any age should not consume alcohol at any time (including for students aged 19 or older). Students found using, possessing, or supplying alcohol will be put on behaviour probation and given appropriate consequences. Students attending events in which alcohol is present will also be given serious consequences based on the circumstances. It is important to know that according to BC laws, it is illegal for minors to be caught with liquor, buy liquor, or try to buy liquor using false ID.

### Smoking (Cigarettes & E-Cigarettes/Vapes)

For all Bodwell students, no smoking is permitted on or off- campus. Bodwell High School recognizes that smoking and the use of tobacco products present a significant health and safety hazard that can have serious consequences for the smoker and non-smoker and the safety of the school. It is important to know that, according to BC laws, a person must not smoke or use tobacco in or on school property. It is also illegal to sell or give tobacco to anyone under 19. Students found smoking cigarettes or in possession of direct smoking items (e.g., cigarettes, e- cigarette component, any form of tobacco, etc.) will receive a letter of discipline.

### Drugs

Using, possessing, or supplying drugs (including marijuana) or direct drug paraphernalia is extremely serious and will result in the student being expelled from school. As possession of drugs (including marijuana) is illegal for minors in BC, the school police liaison may be involved or contacted to advise in the matter. Students found abusing pharmaceutical drugs or other potentially dangerous substances will also face serious consequences. Students attending events in which drugs are present will be given serious consequences based on the circumstances.

**Bodwell has a zero-tolerance policy for drugs (including marijuana). Students will be sent**

**home.**

### Promotion of Unacceptable Behaviour

To maintain a safe and healthy school environment, the promotion of the above unacceptable behaviors is not permitted. This includes but is not limited to: Wearing clothing or displaying objects that promote drug and alcohol use or overtly violent images, consumption or possession of products that mimic banned substances (0% alcoholic beers or other drinks, CBD or other Cannabis-like products).

Students will receive formal discipline if these standards are not properly met.



### Violence & Fighting

Students are expected to refrain from acts of violence toward their peers, which include anything meant to cause physical harm (punching, slapping, kicking and the like); intimidation (making someone afraid); verbal abuse (including using sexual, racial, homophobic or other offensive slurs); and hazing (an activity expected of someone that abuses, shames, or puts them in danger).

### Weapons

Weapons are expressly forbidden, including any object used to simulate a weapon or cause harm, such as but not limited to: sharpened objects, projectiles, high-voltage electrical devices, blunt objects, objects used to choke, etc. Lighters or other flammable objects are dangerous in the dormitory setting and are also not permitted. **Note:** Nerf and water-bead guns are considered simulated weapons and also are not permitted on campus.

### Defiance

Students are expected to follow the lawful instructions of staff in order to best ensure the safety and well-being of the school community. Defiance includes refusing to listen to staff, arguing angrily and consistently ignoring the recommendations of staff.

**Obscene Behaviour & PDA Policy:** Students are not to engage with one another in sexual activity



on campus. Possession or viewing of pornography is not allowed. Sustained and inappropriate public displays of affection (e.g. kissing, sitting or laying on each other's laps, etc.) will result in consequences depending on the nature and frequency of the behaviour. Students are not to access the halls of students of the opposite gender and should not seek to isolate themselves in dark or out-of-bounds areas.

### **Harassment & Bullying**

Harassment is seen as troubling, bothering and/or annoying someone continually. It is any type of behaviour that is not wanted, offensive or intrusive. Bullying can be defined as using strength and/or power to frighten or hurt others. It is

usually aggressive, intimidating, and used to gain advantage over someone else. Sexual Harassment can be defined as unwelcome sexual advances (i.e., gestures), unwelcome requests for sexual activities, and other unwelcomed verbal or physical conduct of a sexual nature.

### **Theft, Vandalism, or Property Damage**

Students who damage, vandalize, or steal the property of the school, their homestay or others must pay for replacements or repairs and will be given serious consequences depending on the circumstances. Anyone who accidentally damages something around the school should tell a staff member immediately.

## **CONSEQUENCES & DISCIPLINE PROCEDURES**

The school has the definitive authority to determine consequences for students who refuse to comply with the rules and policies set out by the school. Important factors in making final decisions include:

- Students being honest and forthright,
- Students showing genuine remorse/regret,
- Students actively taking full responsibility for their actions to resolve wrongdoing, and,
- Students' previous behaviour record.

Depending on the severity of the offense, parents, guardians, the police or other authorities (*Canada Immigration*) may be notified and involved. Less severe disciplinary action may be a verbal warning, detention, or service work. Compensation and/or payment will be required for property damage; theft, loss or external service required helping the student. If the violation warrants, or if multiple violations occur, the student may face expulsion.

Note that for safety reasons, searches of student belongings (*rooms in both the dormitory and homestay, lockers, bags, person, etc.*) may be conducted when reasonable concerns arise. Our campus is equipped with a security camera system; footage of student activity in common areas is monitored and may be reviewed together/confirm information about any situations of concern.

Communication with parents is essential whenever unacceptable behaviour is observed. Parents are expected to provide a timely response and to work together with the school on confirming and implementing consequences, reforming student behaviour and resolving wrongdoing. Formal letters home are sent according to the following system, in which each letter indicates an escalation of seriousness above the previous. Students may advance more quickly through these levels depending on the seriousness and frequency of the violation. When factors allow, an "Update to" letter may be issued as a mid-point between each disciplinary level. However, a "final warning" is indeed final, meaning the single final opportunity before dismissal.

- Letter of warning
- Letter of serious warning
- Letter of probation
- Letter of final warning
- Letter of expulsion

### **ATTENDANCE POLICY**

At Bodwell High School, we believe that all students must do their best in the classes in which they are enrolled. They can only do that if they attend all classes regularly and on time. To encourage punctuality and regular attendance, the following rules are in effect:

### **PUNCTUALITY**

Teachers may ask students to make up missed instructional time due to tardiness in detention.

### **SKIPPING CLASSES**

Students absent from classes without a valid reason or permission from school will be subject to progressive disciplinary steps that may lead to detention, suspension, and expulsion.

## **General Boarding Rules**

### **Personal Items**

---

A student's room door must be shut when not occupied to prevent theft. Please do not prop open boarding room doors or keep keys in the handle. Important documents such as passports, money, jewelry, and plane tickets need to be stored safely in the locked drawer of the student's desk cabinet. The school is NOT responsible for lost or stolen items. Students are also not allowed to have pets of any kind. Students should not have anything that is potentially dangerous, including tattoo guns, candles, lighters and other flammable objects. Body weight scales are not permitted in the boarding halls. If you need to weigh yourself, please see Nursing.

Note that for safety reasons, searches of student belongings (rooms in both the dormitory and homestay, lockers, bags, person, etc.) may be conducted when reasonable concerns arise.

### **Rooms Keys, FOBS, and Locks**

Students must safeguard their room keys and FOBS. A replacement fee of \$20 will be charged for a new room key, FOB or lock. Students must inform staff as soon as their key or FOB goes missing. All students must have their FOB's with them at all times. Students cannot enter or exit the school or boarding areas without them. Room keys are not to be left in the door handle and will be removed by staff without warning.

### Desk Locks

Students must use a school-provided lock on this drawer. Personal locks will be removed immediately by school staff. If you do not know your lock combination, please ask a boarding advisor to help you.

---

## Speakers and Loud Noise

Any device or speaker that is played in a boarding common space will be confiscated. Music must contain CLEAN lyrics with no profanity or racist language. Sub-woofers are not allowed.

---

## Cooking Appliances

Due to safety and fire code regulations, students are not allowed to have any electrical appliances in their possession. This includes refrigerators, hot plates, rice cookers and electric kettles. There is no cooking to be done in the lounges. Note: Irons are ONLY to be used in the lounges. Students need to respect the refrigerators provided for shared hall use and not store raw meat in them.

---

## Boarding Furniture and Damage to Property

All furniture in student's rooms must NOT be moved. Further, students are not to add additional furniture to their rooms. **Students are only permitted to use their assigned bed/desk/wardrobe (letter A/B/C/D).** Students are not permitted to dye their own hair on school property. Rooms are to be left in good condition upon leaving. Any damage to the walls, furniture, floor, phone, windows, lights, etc., will be the responsibility of the student. Fees will be charged as per the cost of repair. Anyone who accidentally damages something around the school should tell a staff member immediately.

### Decorating Rooms

Students must use 'sticky tac' only to attach posters to their room walls. Do NOT use tape, glue or push pins, as these destroy the paint on the walls. **LED light strips are not permitted as they damage the paint.** Inappropriate images (e.g. pornography, drugs, alcohol, etc.) are not allowed to be displayed in rooms.



---

## Vehicles

Because of safety issues as well as limited parking, students living in the dormitory are NOT allowed to have vehicles. Students are not permitted to rent vehicles for use as transportation to and from school and/or dormitory.

---

## Bike & Skateboard Rentals

In order to rent a bike, you must pass the bike assessment organized by a boarding staff. You then can rent the bike/skateboard from the boarding office. You must return the bike/skateboard by 9:30 PM, or when your allotted time is up. If you do not return the bike/skateboard or do not wear your helmet, then you will be banned from bike/skateboard rentals. Any damage will be assessed and will be charged back to you.

---

## Out-of-Bounds Areas

1. Homestay or Day students are not permitted access to boarding spaces.
2. The 2<sup>nd</sup> floor hallway is off limits on weekends and after school (except for study hall).
3. Students are not to be in any classrooms (including the kitchen) without direct staff supervision.
4. Students are not to access the halls of students of the opposite gender.

---

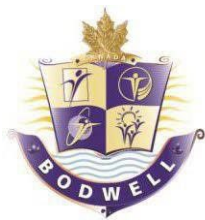
## Away with Permission (AWP) Policy

Students wishing to be away overnight from their accommodation must make arrangements to be at a location with a responsible adult (25 years or older) and follow all boarding and school rules while away (including curfew). Please see the current AWP guidelines below:

- Unlimited AWP's with parent/legal guardian
  - There is no maximum number of nights when staying with a parent/legal guardian, although being away often from the boarding program prevents a student's ability to join in important activities and engage in the boarding community. Parents/legal guardians are also able to take their children out on school nights if they wish but must ensure the students are on time for school the following day
- 1 AWP/month with family & close family friend age 25+. This includes aunts/uncles/siblings, cousin's, grandparents ect, UNLESS that person is the legal guardian of the student. Determining who is a close family friend is at the discretion of the counsellor in collaboration with the parents.

### Important AWP Notes

- All AWP requests must be submitted to your counselor by Wednesday before the AWP is set to begin.
- Students are only permitted to have an AWP on a non-school night (if the next day is a holiday, Pro-D Day, or there is no school). Friday night is a school night due to the inclusion of Saturday Enrichment. Students can have an AWP on a Friday if there is no Saturday school the following morning.
- There is a limit of two students per AWP address/contact person at once.
- Students are not permitted to go on AWP with a student of the opposite sex.
- Your AWP may require that the responsible adult to come to the school in person to show photo ID. Staff can not make exceptions for this requirement.



# BODWELL HIGH SCHOOL

955 Harbourside Drive  
North Vancouver, BC  
V7P3S4, Canada

☎ 604-998-1000

📠 604-998-1150

✉ [office@bodwell.edu](mailto:office@bodwell.edu)

🌐 [bodwell.edu](http://bodwell.edu)

Students who stay away without leave/permission (“AWOL”) may be placed on behavioral probation and possibly asked to leave the boarding program/school if it happens again. It is ESSENTIAL that any student who does not return by curfew phone the dorm or their homestay to let us know their whereabouts. If a student has not received an email confirmation stating that their AWP is confirmed, and they leave campus or their homestay and do not return by curfew they will be placed on behavioral probation and have their AWP privileges revoked for the rest of the term. They will also serve a weekend grounding.

## ENGLISH ONLY POLICY

### REASONS FOR THE ENGLISH ONLY POLICY

- Students come to Bodwell High School to learn English
- Students must acquire the ability to communicate well in English so as to be able to function in an international community
- Many students during the student evaluation process complain of students speaking non-English in the classroom
- It is polite to speak a common language so that everyone can understand one another

### ENGLISH ONLY POLICY AND THE AREAS IN EFFECT

There are “English Only Zones” located in the following areas at specific times:

- All classes, co-curriculars and field trip learning situations
- During Study Time in the dormitory

Incentives for Abiding By the English Only Policy

- Dedication to English Language Learning Awards
- Improved English proficiency



**BODWELL  
HIGH SCHOOL**

955 Harbourside Drive  
North Vancouver, BC  
V7P3S4, Canada

☎ 604-998-1000

📠 604-998-1150

✉ office@bodwell.edu

🌐 bodwell.edu

## WEEKLY BELL SCHEDULE & BLOCK ORDER

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:15 - 9:30	<b>A</b>	<b>E</b>	<b>D</b>	<b>C</b>	8:05-9:15 Embedded Team Times	
					<b>B</b> 9:25 - 10:26	<b>S1</b> 9:25 - 10:45
9:35 - 10:50	<b>B</b>	<b>A</b>	<b>E</b>	<b>D</b>	<b>C</b> 10:31 - 11:32	
						<b>S2</b>
10:55 - 12:10	<b>C</b>	<b>B</b>	<b>A</b>	<b>E</b>	<b>D</b> 11:37 - 12:39	11:05 - 12:25
Lunch	12:10 - 12:55				Lunch 12:39 - 1:23	
12:55 - 2:10	<b>D</b>	<b>C</b>	<b>B</b>	<b>A</b>	<b>E</b> 1:23 - 2:24	
2:15 - 3:30	<b>E</b>	<b>D</b>	<b>C</b>	<b>B</b>	<b>A</b> 2:29 - 3:30	
3:40-4:40	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	



## SCHOOL CALENDAR (SPRING 2025 TO FALL 2025)

Spring 2025 (February 2025– June 2025)	
FEB 3 (MON)	<b>Dormitory Opens for New Students</b> (No Arrivals Prior)
FEB 4 (TUE) @ 8:15AM	<b>Orientation, Placement Test &amp; Course Selection</b> (New Students Only)
FEB 5 (WED) @ 8:15AM	<b>Classes Begin &amp; Opening Assembly</b> (All Students)
FEB 19 (WED)	<b>Final Day for Regular Academic Courses Enrolment</b>
FEB 17 (MON)	<b>No School</b> (Family Day Holiday)
APR 7 (MON) – 9 (WED)	<b>Midterm Evaluations</b> (Classes as Usual)
APR 14 (MON) – APR 21 (MON)	<b>Spring Holiday</b> (No Classes/Teachers, Office Open)
APR 19 (SAT)	<b>Dormitory Opens for April In-Take Students</b> (No Arrivals Prior)
APR 22 (TUE)	<b>April In-Take &amp; New Student Orientation</b>
MAY 19 (MON)	<b>No School</b> (Victoria Day Holiday)
JUN 18 (WED) – 19 (THURS)	<b>Final Examinations End. Non-Returning Students Must Depart By June 22<sup>nd</sup>, 2025</b>
JUN 20 (FRI)	<b>Graduation Ceremony</b> (All Graduates)
JUN 22 (SUN)	<b>Last day to depart dormitory except for July students</b>
JUN 23 (MON)	<b>Semester Wrap-Up &amp; Reporting: No Classes*</b>
JUL 1 (TUE)	<b>School Main Office Closes</b> (Canada Day Holiday)
JUN 24 (TUE) – JUL 1 (TUE)	<b>Semester Break</b>
Summer Courses (July 2025)	
JUN 28 (SAT)	<b>Dormitory Opens for New Students</b> (No Arrivals Prior)
JULY 2 (WED) @ 8:15AM	<b>Orientation, Placement Test &amp; Course Selection</b> (New Students Only)
JULY 2 (WED) @ 8:15AM	<b>Classes Begin &amp; Opening Assembly</b> (All Students)
JULY 31 (THURS)	<b>Final Examinations &amp; Last Day of July Courses</b>
AUG 1 (FRI)	<b>Last Day to Depart from Boarding</b> (not returning students)
AUG 1 (FRI) – SEP 1 (MON)	<b>Semester Break</b>
Fall 2025 (September 2025 – February 2026)	
AUG 25 (MON)	<b>Dormitory Opens for New Students</b> (No Arrivals Prior)
AUG 27 (WED) – AUG 29 (FRI)	<b>Orientation, Placement Test &amp; Course Selection</b> (New Students Only)
AUG 28 (THU)	<b>New Teachers Orientation</b>
AUG 29 (FRI)	<b>First day for Day Back to Teachers</b>
AUG 30 (SAT)	<b>First day for returning students to report to dormitory</b> (no early arrival will be accepted)
SEP 1 (MON)	<b>No School</b> (Labour Day Holiday)
SEP 2 (TUE) @ 8:15AM	<b>Classes Begin &amp; Opening Assembly</b> (All Students)
SEP 30 (TUE)	<b>No School</b> (Truth & Reconciliation Day)
OCT 13 (MON)	<b>No School</b> (Thanksgiving Day Holiday)
OCT 24 (FRI)	<b>Provincial Pro D Day</b>
NOV 3 (MON) – NOV 7 (FRI)	<b>Midterm Evaluations</b> (Classes as Usual)
NOV 8 (SAT)	<b>Dormitory Opens for New Students</b> (No Arrivals Prior)
NOV 10 (MON)	<b>November In-Take</b>
NOV 11 (TUE)	<b>No School</b> (Remembrance Day Holiday)
DEC 22 (MON) – JAN 4 (SUN)	<b>Winter Break</b>
DEC 25 (THU)	<b>No School</b> (in lieu of Christmas' Day Holiday)
DEC 26 (FRI)	<b>No School</b> (in lieu of Boxing Day Holiday)
JAN 1 (THU)	<b>No School</b> (in lieu of New Year's Day Holiday)
JAN 22 (THURS) – 23 (FRI)	<b>Final Examinations</b>
JAN 25 (SUN)	<b>Last day to depart dormitory for non-returning students</b>
JAN 26 (MON)	<b>Term Wrap-Up &amp; Reporting: No Classes</b>
JAN 27 (TUE) – FEB 1 (SUN)	<b>Semester Break</b>

\* Students are not required to attend classes on that day

\*\*Dates in this calendar are subject to change. Please consult <http://bodwell.edu/blog/calendar/> for up-to-date information.

# BODWELL BOARDING SCHEDULE

MONDAY to THURSDAY - REGULAR SCHOOL DAY SCHEDULE	
Time	Activity
7:25 AM	Breakfast is served
8:00 AM	Halls close and alarm. No re-entry to halls.
8:05 AM	Breakfast ends
8:15 AM	Classes start
3:30 PM	Classes finish. Boarding halls open. Students not taking G courses can leave campus with approval.
3:45 PM	G1 Begins.
4:30 PM	G1 Ends.
4:40 PM	G2 Begins.
5:30 PM	G2 Ends and Dinner is served.

FRIDAY SCHOOL DAY SCHEDULE	
Time	Activity
8:20 AM	Wake Up begins
8:45 AM	Breakfast is served
9:20 AM	Halls close. No re-entry to halls.
9:20 AM	Breakfast ends
9:25 AM	Classes start
3:30 PM	Classes finish. Boarding halls open. Students can begin to leave at 3:30 with approval.
<b>**No G-Block on Fridays**</b>	
SATURDAY ENRICHMENT MORNINGS SCHEDULE	
Time	Activity
8:20 AM	Wake up begins
8:45 AM	Breakfast is served
9:20 AM	Halls close
9:20 AM	Breakfast ends
9:25 AM	Classes start
12:15 PM	Classes end

**Students found upstairs in boarding spaces during class time (including S-Block) will have their Leave Pass revoked for the day. This includes sleeping-in late on a school day or an Enrichment Day, as well as going upstairs in boarding spaces anytime boarding is closed.**

**JUNIOR BOARDING SCHEDULE (Courage House)****MONDAY to THURSDAY - BOARDING JUNIOR**

Time	Activity
5:30pm	Dinner is Served
6:30pm	Evening Programming Free Time
7:00pm	Study Time from 7:00pm-8:00pm.
8:00pm	Continued Free Time Students are not permitted to leave campus. Optional: Group Work Study Time
9:30pm	Curfew: All Students in Halls, General Quiet Begins
10:00pm	Students in Own Room
10:30pm	Internet Cut-Off and Cellphone Collection Lights Out Grand Silence

**FRIDAY & SATURDAY - BOARDING JUNIOR SCHEDULE**

Time	Activity
10:00pm	All Students on Campus
11:00pm	Curfew: All students in Halls
11:30pm	Students in Own Room Grand Silence Lights Out

**SUNDAY - BOARDING JUNIOR SCHEDULE**

Time	Activity
8:00pm	All students on Campus
9:00pm	Curfew: All students in Halls Soji Time Begins Internet Cut-Off
9:30pm	Soji Ends General Quiet Begins
10:00pm	Students in Own Room
10:30pm	Cellphone Collection Lights Out, Grand Silence

**Internet Cut-Off Times:**  
 Sunday-Thursday 11:00pm  
 Friday & Saturday 12:45am

**SENIOR BOARDING SCHEDULE****MONDAY to THURSDAY - BOARDING SENIOR**

Time	Activity
5:30pm	Dinner is Served
6:30pm	Evening Programming Free Time
8:00pm	Study Time from 8:00pm-9:00pm. Students are not permitted to leave campus.
9:00pm	Optional: Group Work Study Time
9:30pm	Curfew: All students in Halls
10:00pm	General Quiet Begins
10:30pm	Students in Own Room
11:00pm	Internet Cut-Off Lights Out Grand Silence

**FRIDAY & SATURDAY - BOARDING SENIOR SCHEDULE**

Time	Activity
10:00pm	All Students on Campus
11:00pm	Curfew: All students in Halls
12:00am	General Quiet Begins Students in Own Room
12:30am	Lights Out, Grand Silence

**SUNDAY - BOARDING SENIOR SCHEDULE**

Time	Activity
8:00pm	All students on Campus
9:00pm	Curfew: All students in Halls Soji Check
10:00pm	General Quiet Begins
10:30pm	Students in Own Room
11:00pm	Lights Out Grand Silence

**Weekend Mealtimes (Non-School Days)**  
 Breakfast is served 9:00-10:00am  
 Brunch is 11:00am-12:00pm.

We look forward to  
seeing you soon  
on campus!

