

moscrop.burnabyschools.ca

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Teachers: please read this bulletin to your class first period https://moscrop.burnabyschools.ca/school-calendar/

> Wednesday, September 6, 2023 Periods 1, 2, 3, & 4 (Day 1)

#### **WELCOME NEW AND RETURNING STUDENTS!**

We hope that you have had a superb summer and are looking forward to a great year.



#### 2023 – 2024 Bell Schedule

# REGULAR DAY BELL SCHEDULE (Monday – Thursday)

Bell / Period	Time
Flexible Student Support Time	8:40 - 9:10
Period 1 / 5	9:10 - 10:22
Nutrition Break	10:22 - 10:32
Period 2 / 6	10:37 - 11:49
LUNCH	11:49 - 12:29
Period 3 / 7	12:34 - 1:46
Period 4 / 8	1:51 - 3:03

## FLEX / COLLABORATION SCHEDULE (Friday)

Bell / Period	Time
Extended Flex / Collab Time	8:40 - 9:30
Period 1 / 5	9:30 - 10:37
Nutrition Break	10:37 - 10:47
Period 2 / 6	10:52 - 11:59
LUNCH	11:59 - 12:39
Period 3 / 7	12:44 - 1:51
Period 4 / 8	1:56 - 3:03

**ATTENDANCE:** Attendance is the best indicator of success at high school! Parents or guardians must report student's absences, either by sending an email to <a href="mailto:moscrop.info@burnabyschools.ca">moscrop.info@burnabyschools.ca</a> from a parent's email address, or by calling our **Attendance Line** 604-296-6895, **press "2".** Absences will **NOT** be excused when a student calls or leaves a message.

When reporting the absence, please include:

- student's first and last name
- student number
- grade
- date of the absence
- reason for the absence
- and if they will be away for the full or partial day. If the student is away for partial day, please have the student check in at the office so we can record the time the student arrived.

# PROCEDURE FOR APPLYING FOR A COURSE CORRECTION:

- 1. Pick up a course correction form from the Main Office or the Student Services Office (Room 317).
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  - New student with an incomplete timetable
  - Incomplete timetable missing block(s)
  - Incorrect grade level of course

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Thursday, September 7, 2023 Periods 5, 6, 7, 8 (Day 2)

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#### Bell / Period Time Flexible Student Support Time 8:40 - 9:10Period 1 / 5 9:10 - 10:22**Nutrition Break** 10:22 - 10:32Period 2 / 6 10:37 - 11:4911:49 - 12:29 LUNCH Period 3 / 7 12:34 -1:46 1:51 – 3:03 Period 4 / 8

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MoscropLockerINFOtoFamilies2023

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CAFETERIA: The cafeteria is open. Come down and see us!

#### **WORK EXPERIENCE AND VOLUNTEER OPPORTUNITIES**

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- 30-hour students find the forms in the Work Experience TEAM under ASSIGNMENTS. Fill out and submit online through TEAMS.
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# **VOLUNTEER FOR THE CHRISTINE SINCLAIR CENTRE GRAND OPENING** (all grades welcome to apply)

Looking for some interested volunteers to help with our grand opening of Christine Sinclair Centre on Saturday, September 9, from 9:00-3:00.

Here is the link to more information:

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#### **VOLUNTEER WITH THE NEW VISTA SOCIETY - ELDERLY CARE HOME**

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We are seeking enthusiastic and compassionate individuals to volunteer their time and skills to interact with our residents and provide companionship and assistance with various activities under the guidance of a recreation staff. Volunteering at New Vista will not only allow your students to engage in a meaningful interaction with the seniors but also offer them valuable experiences that can complement their academic and personal growth. Participation in this program can be a wonderful way to give back to the community and develop essential skills such as empathy, communication and teamwork. Together, we can foster a culture of caring and compassion while making a positive difference in the lives of our senior residents.

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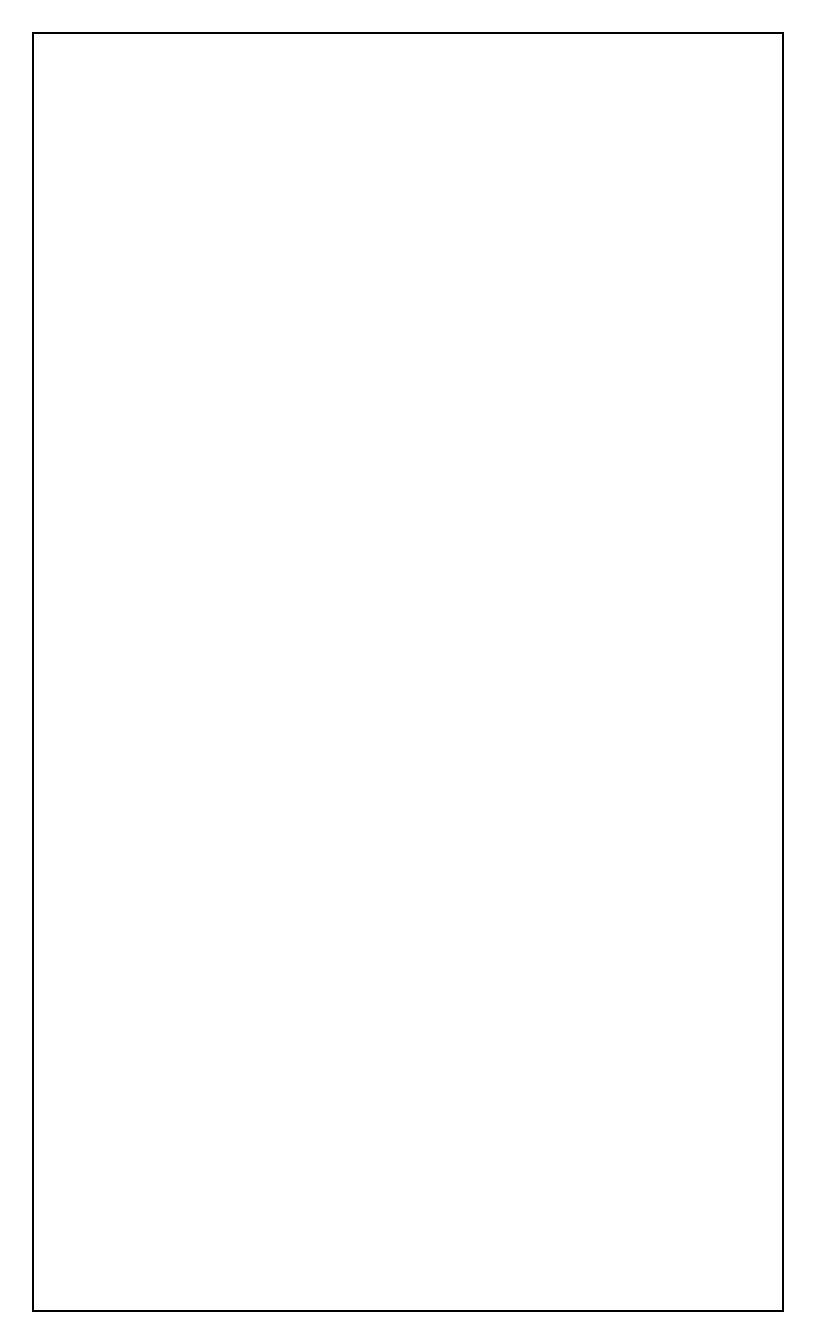
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LBN Mentor Advertisement.png

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Friday, September 8, 2023
Periods 1, 2, 3, 4 (Day 1)
Extended Flex / Collab Time

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Mr. Spracklin & Athletic Leadership Students

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LBN Mentor Advertisement.png
Mentor Information Sheet.pdf



Monday, September 11, 2023 Periods 5, 6, 7, & 8 (Day 2)

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**FOOD SAFE CERTIFICATES ARE IN**: Students who successfully completed the Food Safe course in June last school year, you may pick up your large and wallet size certificates in room 329 from any Home Ec. teacher. Thank you, Home Ec. Department.

**SENIOR BOYS' SOCCER TRYOUTS:** Tryouts will be held Sept 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup> from 3:30-5pm at **Burnaby Lake West Sports Complex** on Field #3. See Ms. Gaskell for any questions.



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**GRAD COUNCIL MEETING:** First Grad Council Meeting is this Thursday, September 14<sup>th</sup> at Lunch in room 234. All grade 12s are welcome. We will be electing chairperson. We will discuss fundraising and plan prom! Be there! Mme Bacot/Mme Hayward

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#### **COURSE CHANGE REQUESTS - UPDATE**

A reminder to students that course change requests are made by submitting a blue Course Correction form to the counsellors in Student Services (room 317). Once submitted, counsellors will review the forms and make changes, if possible. Please check MyEd and your email to see if a course change has been made for you. Please note courses are **very full** and elective changes are most likely not possible. Rather, the following criteria are being prioritized by counsellors this week:

- New students who are without courses
- Incomplete timetable (missing a course, or "See Counsellor" in schedule)
- Missing a graduation course/credit
- Incorrect grade level of course (e.g., completed summer school course)

# TRUTH AND RECONCILIATION INFORMATION SESSION

**Attention all students:** as you know Truth and Reconciliation Day is coming up on September 30<sup>th</sup>. We would like to invite students interested in working together as a school community towards Truth and Reconciliation to an information session on **Monday September 18<sup>th</sup> at lunch in room 333**. We will look at various ways to engage with reconciliation and honour Indigenous culture and communities throughout the year. This will include opportunities such as: creating displays around the school, participating, or assisting with the Truth and Reconciliation Assemblies, and assisting or facilitating a student forum to discuss a Moscrop plan for the year. Other ideas are welcome! Please see Ms. Wong or Ms. Campbell for more info. - Moscrop Truth and Reconciliation Committee

**VOLLEYBALL INTRAMURALS FORMS DUE** – *SEPTEMBER 20TH!* Volleyball intramurals are here and will be hosted at lunchtime in the large gym! If you're bored during lunch or enjoy playing volleyball, grab your friends and come down to the large gym to grab a form from the door at the PE office! \$3 per person and the maximum are 10 players per team! Prizes for 1<sup>st</sup> place in the junior and senior bracket are included. We hope to see you there! Mr. Spracklin / Athletic Leadship

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# **VOLUNTEER FOR THE CHRISTINE SINCLAIR CENTRE GRAND OPENING** (all grades welcome to apply)

Looking for some interested volunteers to help with our grand opening of Christine Sinclair Centre on Saturday, September 9, from 9:00-3:00.

Here is the link to more information:

Volunteer Opportunity Poster.pdf

Sign up here:

https://app.betterimpact.com/PublicOrganization/e3238228-03b5-47ae-bc3a-c34b80f003b3/Activity/52ca170d-81b4-44d9-b544-6bd00879e87

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- David Lloyd George Elementary School (8370 Cartier St, Vancouver, BC V6P 4T8)
- Moberly Elementary School (1000 E 59th Ave, Vancouver, BC V5X 1Y7)
- KB Woodward Elementary School (13130 106 Ave, Surrey, BC V3T 2C3)

Starting this term, we will also be accepting applications from Grade 9 students.

LBN Mentor Advertisement.png Mentor Information Sheet.pdf



Wednesday, September 13, 2023

Periods 5, 6, 7, & 8 (Day 2)

### 2023 – 2024 Bell Schedule

# REGULAR DAY BELL SCHEDULE (Monday – Thursday)

Bell / Period	Time
Flexible Student Support Time	8:40 - 9:10
Period 1 / 5	9:10 - 10:22
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# FLEX / COLLABORATION SCHEDULE (Friday)

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Thursday, September 14, 2023

Periods 1, 2, 3, & 4 (Day 1)

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This workshop is open to all young women in high schools **(grades 10-12)**, including women-identifying individuals and non-binary and gender non-conforming students interested in pursuing a career in healthcare and engineering, specifically in orthopaedics. We aim to provide more insight and clarity on careers particularly in the areas of orthopaedics and engineering.

- Check out our website for details of the program and upcoming workshop(s): https://orthopaedics.med.ubc.ca/women-in-orthopaedics/.
- Students can submit an application
   here: <a href="https://ubc.ca1.qualtrics.com/jfe/form/SV">https://ubc.ca1.qualtrics.com/jfe/form/SV</a> 7ZBfoXeFL53wEfQ.

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LBN Mentor Advertisement.png Mentor Information Sheet.pdf



Friday, September 15, 2023

Periods 5, 6, 7, 8 (Day 2)

### 2023 – 2024 Bell Schedule

### REGULAR DAY BELL SCHEDULE (Monday – Thursday)

Bell / Period	Time
Flexible Student Support Time	8:40 - 9:10
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# **COURSE CHANGE REQUESTS - UPDATE**

A reminder to students that course change requests are made by submitting a blue Course Correction form to the counsellors in Student Services (room 317). Once submitted, counsellors will review the forms and make changes, if possible. Please check MyEd and your email to see if a course change has been made for you. Please note courses are **very full** and elective changes are most likely not possible. Rather, the following criteria are being prioritized by counsellors this week:

- New students who are without courses
- Incomplete timetable (missing a course, or "See Counsellor" in schedule)
- Missing a graduation course/credit
- Incorrect grade level of course (e.g. completed summer school course)

# NOTE: DEADLINE TO SUBMIT A COURSE CHANGE FORM IS FRIDAY, SEPTEMBER 15 @ 3:00pm.

#### TRUTH AND RECONCILIATION INFORMATION SESSION

**Attention all students:** as you know Truth and Reconciliation Day is coming up on September 30<sup>th</sup>. We would like to invite students interested in working together as a school community towards Truth and Reconciliation to an information session on **Monday September 18<sup>th</sup> at lunch in room 333**. We will look at various ways to engage with reconciliation and honour Indigenous culture and communities throughout the year. This will include opportunities such as: creating displays around the school, participating, or assisting with the Truth and Reconciliation Assemblies, and assisting or facilitating a student forum to discuss a Moscrop plan for the year. Other ideas are welcome! Please see Ms. Wong or Ms. Campbell for more info. - Moscrop Truth and Reconciliation Committee

**FOOD SAFE CERTIFICATES ARE IN**: Students who successfully completed the Food Safe course in June last school year, you may pick up your large and wallet size certificates in room 329 from any Home Ec. teacher. Thank you, Home Ec. Department.

**VOLLEYBALL INTRAMURALS FORMS DUE** – *SEPTEMBER 20TH!* Volleyball intramurals are here and will be hosted at lunchtime in the large gym! If you're bored during lunch or enjoy playing volleyball, grab your friends and come down to the large gym to grab a form from the door at the PE office! \$3 per person and the maximum are 10 players per team! Prizes for 1<sup>st</sup> place in the junior and senior bracket are included. We hope to see you there! Mr. Spracklin / Athletic Leadership



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The deadline to apply is Friday, October 13<sup>th</sup>.

# **STEM MENTORSHIP OPPORTUNITY!!** (Great for Capstone Mentoring too!)

**Girls SySTEM Mentorship** is a non-profit organization based in Canada that strives to bridge the gap between men and women in STEM. We believe that early intervention at a young age is critical for young women interested in STEM. The program provides a space for encouragement and aims to increase diversity in the STEM workforce by pairing self-identifying young women in grades 7-12 (ages 12-18) with professional mentors from a diverse range of STEM fields. In doing so, mentees can gain first-hand knowledge of STEM early on, which we believe is vital in building the confidence to succeed in the future.

Some of the benefits of becoming a mentee include:

Free one-on-one mentoring with a professional in STEM Access to monthly workshops and events to further your STEM interests A platform to connect with other like-minded individuals

Applications to become a mentee for the 23/24 program year are now open.

Visit our website and apply to become a mentee: www.girlsystemmentorship.com.

Although our program targets self-identifying young women, it is open to students of any gender. We ask that mentees are able to commit 1-2 hours a month. Our program is hybrid; therefore, we provide virtual and in-person opportunities to accommodate everyone. Mentee applications **close on September 15**<sup>th</sup>, **2023**.

Mentees will be paired with the mentor that we see most fitting based on shared interests and goals, hobbies, and overall compatibility. More information can be found on our website <a href="https://www.girlsystemmentorship.com">www.girlsystemmentorship.com</a>.

# VOLUNTEER WITH THE NEW VISTA SOCIETY - ELDERLY CARE HOME 7232 New Vista Place, BBY <a href="https://newvista.bc.ca">https://newvista.bc.ca</a>

We are seeking enthusiastic and compassionate individuals to volunteer their time and skills to interact with our residents and provide companionship and assistance with various activities under the guidance of a recreation staff. Volunteering at New Vista will not only allow your students to engage in a meaningful interaction with the seniors but also offer them valuable experiences that can complement their academic and personal growth. Participation in this program can be a wonderful way to give back to the community and develop essential skills such as empathy, communication, and teamwork. Together, we can foster a culture of caring and compassion while making a positive difference in the lives of our senior residents.

#### Interested Gr 11 & 12 students can contact their assigned Career Advisor.

(Ms. Wong, Ms. Wispinski or Ms. Dato) \*also looking for musicians / pianists

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Monday, September 18, 2023

Periods 1, 2, 3, 4 (Day 1)

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Flexible Student Support Time	8:40 - 9:10
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Tuesday, September 19, 2023

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#### **OUTREACH: DROP IN SUPPORT**

Outreach (room 332-Learning Support) is available every block as an alternative learning space. To access the Outreach classroom, you would need to first seek permission from your teacher prior to dropping in for support with your work. Feel free to drop into Outreach during class time and receive assistance from a peer tutor and/or teacher. Ms. Georgilas, Mr. Ehl, & Ms. Devi

#### **GRADE 8 REPRESENTATIVE POSITION – STUDENT GOVERNMENT**

Hey Moscropians! Are you interested in becoming a member of Moscrop's Student Government? Do you like planning events? Do you want to be the voice and leader of your student body? Then make sure to apply for the Grade 8 Representative Position in this year's Student Government! **Applications are out Monday, September 25th, outside room 116!** Make sure to abide by all the rules and refrain from any early advertising as that will result in an immediate disqualification. Student Government / A. Greenside

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**CLUBS WEEK.** Hey Moscrop! Are you a leder of an approved new or previously existing club at Moscrop? If so, clubs week will be happening in October. For a spot to advertise your club at Clubs Week, please fill our club renewal form and a sign-up form, which can be found on @moscropstudentgov's linktree! Get those in by September 29. Ms. Greenside

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#### **TERRY FOX FUNDRAISER**

Hey Panthers! Come down to the foyer at lunch on Wednesday, September 20<sup>th</sup> and 21<sup>st</sup> to show your support for cancer research. For every toonie raised, your name will be entered into a prize draw for a chance to win an assortment of candy/snacks. Hope to see you there! Leadership/Mr. Hunter

### TERRY FOX RUN SCHEDULE (BLOCK 6/ DAY 2)

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\*\*Please be present for attendance for your Block 6 class. Grades will then be called down to the starting line\*\*

**PLACE DES ARTS\_is excited to announce that we are accepting applications to join our 2023-2024 Youth Arts Council!** Place des Arts created our Youth Arts Council to encourage local teens to engage with the arts community. This dedicated group of teen volunteers meets regularly from Sep-Jun to organize and host two youth-oriented events each year and advise Place des Arts on teen engagement. See linked poster for more details and application form. 2023 2024 Youth Arts

Council Recruitment Poster.pdf Ms. Dato

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Wednesday, September 20, 2023

Periods 1, 2, 3, 4 (Day 1)

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# REGULAR DAY BELL SCHEDULE (Monday – Thursday)

Bell / Period	Time
Flexible Student Support Time	8:40 - 9:10
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#### FRIDAY SEPTEMBER 22 IS A PROFESSIONAL DEVELOPMENT DAY FOR TEACHERS

Classes are not in session and students do not come to school.

#### **NEW CLUBS**

Do you have a good idea for a new club? Come down to the office to pick up a caucus form and book a caucus meeting to get your club idea approved! To be included in Clubs Week, you must be approved by Caucus by September 27. Please also note, all clubs must have a sponsor teacher. Ms Greenside

**CLUBS WEEK.** Hey Moscrop! Are you a leader of an approved new or previously existing club at Moscrop? If so, clubs' week will be happening in October. For a spot to advertise your club at Clubs Week, please fill our club renewal form and a sign-up form, which can be found on @moscropstudentgov's linktree! Get those in by September 29. Ms. Greenside

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**VOLLEYBALL INTRAMURALS FORMS DUE** – *SEPTEMBER 20TH!* Volleyball intramurals are here and will be hosted at lunchtime in the large gym! If you're bored during lunch or enjoy playing volleyball, grab your friends and come down to the large gym to grab a form from the door at the PE office! \$3 per person and the maximum are 10 players per team! Prizes for 1<sup>st</sup> place in the junior and senior bracket are included. We hope to see you there! Mr. Spracklin / Athletic Leadership



**MOSCROP ATHLETICS APPAREL STORE IS NOW OPEN!** Hey Moscropians, is your wardrobe looking a little plain or are you looking for a gift for a friend? Well look no further! The **Moscrop Athletics apparel store is open now until September 22**<sup>nd</sup>! You can find amazing items such as hoodies, shirts, crew necks, backpacks, and hats. Click

the link below to order your merch! Don't miss out on this new fall edition;) <a href="https://moscropsecondary2023.itemorder.com/">https://moscropsecondary2023.itemorder.com/</a> Mr. Spracklin / Athletic Leadership

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Thursday, September 21, 2023

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#### ATTENTION OPEN DOOR CLUB MEMBERS and all Other Interested or Concerned Students and Staff

You may be aware that there were anti LGBTQIA+ protests all over Canada yesterday. Moscrop is a welcoming and inclusive environment that strives to make space and give respect to people of all gender identities and sexual orientations. Please come to Room 319 (Ms. Green's room) at lunch today to discuss these troubling events, to seek support and to be in community. Open Door Club will meet every Friday at lunch for the rest of the year. New students and staff are always welcome. Ms. Green

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After watching the video, please:

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- 2) Hand in your form by September 25/26 (to your English class OR 313)

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**GRADE 8 STUDENTS!** You should have received a permission form from your mentors for the GRADE 8 RETREAT *happening on October 6.* Please get your parent/guardian to sign it and give it back to your PERIOD 1 Teacher *no later than October 4.* You do not need to get your teachers to sign it as everyone will be at the retreat. Extras can be found in the office. **PLEASE NOTE: Students will meet at the Shadbolt Centre at 9:00am and will be dismissed from the Shadbolt Centre at 2:30pm.** Ms. Quelch/Ms. Langille

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## TERRY FOX RUN SCHEDULE (BLOCK 6/ DAY 2)

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Help us connect with young leaders in your community who want to develop their confidence. Please refer all applicable students in your network by sharing this application link: <a href="https://minervabc.ca/learning-to-lead/">https://minervabc.ca/learning-to-lead/</a>

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Council Recruitment Poster.pdf Ms. Dato

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You'll have a chance to connect with top universities, graduate schools, and professional schools from Canada and around the world. Whether you're interested in studying in Canada or abroad (or aren't sure yet), this is a great opportunity to start taking the next step in your education.

**Details:** Thursday, September 28<sup>th</sup>, 2-6pm (with free seminars offered between 1pm - 6pm), at the Vancouver Convention Centre at Canada Place, East Ballroom

Register: <a href="https://www.studyandgoabroad.com/registration-form">https://www.studyandgoabroad.com/registration-form</a>

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After watching the video, please:

- 1) Fill out the Student Information Tracking and Training Form (that will be made available through your English class/ 313)
- 2) Hand in your form by September 25/26 (to your English class OR 313)

If you have any questions, feel free to e-mail Ms. Wong/ Ms. Wispinski/ Ms. Dato, or visit us in 313/312A.

Grade 12s / parents - CLC 12 runs September - February. Access the CLC 12/Capstone Schedule HERE Grade 11s / parents - CLC 11 runs February - June. Access the CLC 11 Schedule HERE Contact Laura.Dato@burnabyschools.ca if you have any questions about these two courses.

#### **WORK EXPERIENCE AND VOLUNTEER OPPORTUNITIES**

Reminder to grade 11 and 12 students that completed work experience over the summertime to hand in all paperwork ASAP to get proper credit.

- 30-hour students find the forms in the Work Experience TEAM under ASSIGNMENTS. Fill out and submit online through TEAMS.
- 80-hour students hand in the completed purple and blue folder to your career advisor.

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This workshop is open to all young women in high schools **(grades 10-12)**, including women-identifying individuals and non-binary and gender non-conforming students interested in pursuing a career in healthcare and engineering, specifically in orthopaedics. We aim to provide more insight and clarity on careers particularly in the areas of orthopaedics and engineering.

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The deadline to apply is Friday, October 13<sup>th</sup>.

VOLUNTEER WITH THE NEW VISTA SOCIETY - ELDERLY CARE HOME 7232 New Vista Place, BBY <a href="https://newvista.bc.ca">https://newvista.bc.ca</a> We are seeking enthusiastic and compassionate individuals to volunteer their time and skills to interact with our residents and provide companionship and assistance with various activities under the guidance of a recreation staff. Volunteering at New Vista will not only allow your students to engage in a meaningful interaction with the seniors but also offer them valuable experiences that can complement their academic and personal growth. Participation in this program can be a wonderful way to give back to the community and develop essential skills such as empathy, communication, and teamwork. Together, we can foster a culture of caring and compassion while making a positive difference in the lives of our senior residents.

<u>Interested Gr 11 & 12 students can contact their assigned Career Advisor.</u>
(Ms. Wong, Ms. Wispinski or Ms. Dato) \*also looking for musicians / pianists

## **VOLUNTEER FOR THE LEARNING BUDDIES NETWORK FALL 2023 PROGARM (Gr 9-12 welcome to)**

We will be running the following in-person sites in addition to our online programs:

- Mosaic Family Centre (7009 Kingsway, Burnaby, BC V5E 1E5)
- Sunset Community Centre (6810 Main St, Vancouver, BC V5X 0A1)
- Surrey City Centre Library (10350 University Dr, Surrey, BC V3T 4B8)
- Kingswood Elementary School (235 Kingswood Dr, Brampton, ON L6V 3B3)
- Westridge Elementary School (510 Duncan Ave, Burnaby, BC V5B 4L9)
- David Lloyd George Elementary School (8370 Cartier St, Vancouver, BC V6P 4T8)
- Moberly Elementary School (1000 E 59th Ave, Vancouver, BC V5X 1Y7)
- KB Woodward Elementary School (13130 106 Ave, Surrey, BC V3T 2C3)

Starting this term, we will also be accepting applications from Grade 9 students.

LBN Mentor Advertisement.png Mentor Information Sheet.pdf



## Tuesday, September 26, 2023 *Periods 5, 6, 7, 8 (Day 2)*

### 2023 – 2024 Bell Schedule

## REGULAR DAY BELL SCHEDULE (Monday – Thursday)

Bell / Period	Time
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## **CLC 12 SCHEDULE**

Dates/Deadlines	Description
September 19 – 26	Watch Video #1 by Sept 26 for full marks
October 4	Capstone Proposal Due
October 17 – October 26	Window to Sign up for a 10 min. Capstone Conference
October 29	Mentor Guide #1 Due
October 30 – November 9	Attend scheduled Capstone Conference
November 20-28	Watch video #2 by Nov 28 for full marks
December 10	Assignment #2 Deadline +
	Mentor Guide #2 Due
December 13-January 10	Watch Video #3 by Jan 10 for full marks
January 23	Mentor Guide #3 Due
Friday, January 26	Capstone Presentations today!
January 29	Deadline to submit Final Reflection & Final Representation



Wednesday, September 27, 2023 *Periods 1, 2, 3, 4 (Day 1)* 

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#### ART FOR MS. SJODIN

Attention all students who were fortunate enough to be taught by Ms. Sjodin at Moscrop over the last few years. Please come to Ms. Quelch's room (321) at lunch Wednesday, Thursday and Friday this week to celebrate her life and honour her memory in creating a collective art piece. All are welcome.

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### KRISPY KREME DONUTS

Attention cool people, if you like donuts and spending money, come on down to the foyer at lunch this week Monday to Friday to support Grad Council! The donuts are yummy, we promise. These are presale orders for the Thanksgiving long weekend. Pick up will be Friday Oct.6<sup>th</sup> at the front entrance of the school. **\$13 a box or 2 boxes for \$24.** Thank you for supporting Grad Council!

## UNIVERSITY OF TORONTO IS AT MOSCROP ON FRIDAY, SEPTEMBER 29 (10:40am to 11:30am)

This presentation is open to all Grade 12 students who are interested in learning more about the University of Toronto, including its admissions process and programs offered. To attend, you must sign up in Student Services in advance, and come to the library immediately **after** the Truth & Reconciliation Assembly in period 1. Students who attend this U of T presentation will be given a late slip to return to their period 2 class at 11:30am. Ms. Vancic

## "IN SCHOOL" VOLUNTEER SERVICE HOURS

Students who give of their time beyond the requirements of a course and in service to the school will receive recognition year end. Here is a summary of the minimum "in-school" volunteer hours required to receive recognition:

Grade 8s	20 hours or better
Grade 9s	30 hours or better
Grade 10s	40 hours or better
Grade 11s and 12s	60 hours or better

Last week of each month, please submit your Record of Service Hours (for the months September 2023 to April 2024) to Ms. Clements in the office. Deadline for all records submissions is April 30, 2024. Service hours for May and June 2024 may be submitted for inclusion the following year. Ms. Clements

"IN SCHOOL" SERVICE HOUR RECORD for September 2023 is due next week, October 3-6. Please hand in your Service Hours Record (green form) to Ms. Clements in the Office. Make sure that your name is

legible otherwise you risk not getting credit for the service. Service Hours Record must be submitted MONTHLY. Forms are available at the Office. Ms. Clements

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**Details:** Thursday, September 28<sup>th</sup>, 2-6pm (with free seminars offered between 1pm - 6pm), at the Vancouver Convention Centre at Canada Place, East Ballroom

Register: <a href="https://www.studyandgoabroad.com/registration-form">https://www.studyandgoabroad.com/registration-form</a>

# WOMEN IN ORTHOPAEDICS (WORTH) WORKSHOP OPPORTUNITY! Saturday, October 28th, from 9 am to 12 pm.

The workshop will take place at BC Children's Hospital.

This workshop is open to all young women in high schools **(grades 10-12)**, including women-identifying individuals and non-binary and gender non-conforming students interested in pursuing a career in healthcare and engineering, specifically in orthopaedics. We aim to provide more insight and clarity on careers particularly in the areas of orthopaedics and engineering.

 Check out our website for details of the program and upcoming workshop(s): <a href="https://orthopaedics.med.ubc.ca/women-in-orthopaedics/">https://orthopaedics.med.ubc.ca/women-in-orthopaedics/</a>. • Students can submit an application

here: <a href="https://ubc.ca1.qualtrics.com/jfe/form/SV">https://ubc.ca1.qualtrics.com/jfe/form/SV</a> 7ZBfoXeFL53wEfQ.

The deadline to apply is Friday, October 13<sup>th</sup>.

### **CAREER PROGRAMS SEPTEMBER VIDEO PRESENTATION**

To all **grade 11's and 12's, please check your school e-mail** for a video presentation from the Career Programs office outlining information on work experience (30/80 hours), as well as CLC 11 and 12.

After watching the video, please:

- 1) Fill out the Student Information Tracking and Training Form (that will be made available through your English class/ 313)
- 2) Hand in your form by September 25/26 (to your English class OR 313)

If you have any questions, feel free to e-mail Ms. Wong/ Ms. Wispinski/ Ms. Dato, or visit us in 313/312A.

Grade 12s / parents - CLC 12 runs September - February. Access the CLC 12/Capstone Schedule HERE Grade 11s / parents - CLC 11 runs February - June. Access the CLC 11 Schedule HERE Contact Laura.Dato@burnabyschools.ca if you have any questions about these two courses.

## **CLC 12 SCHEDULE**

Dates/Deadlines	Description
September 19 – 26	Watch Video #1 by Sept 26 for full marks
October 4	Capstone Proposal Due
October 17 – October 26	Window to Sign up for a 10 min. Capstone Conference
October 29	Mentor Guide #1 Due
October 30 – November 9	Attend scheduled Capstone Conference
November 20-28	Watch video #2 by Nov 28 for full marks
December 10	Assignment #2 Deadline +
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December 13-January 10	Watch Video #3 by Jan 10 for full marks
January 23	Mentor Guide #3 Due
Friday, January 26	Capstone Presentations today!
January 29	Deadline to submit Final Reflection & Final Representation



Thursday, September 28, 2023 Periods 5, 6, 7, 8 (Day 2)

## 2023 – 2024 Bell Schedule

## REGULAR DAY BELL SCHEDULE (Monday – Thursday)

#### Bell / Period Time Flexible Student Support Time 8:40 - 9:10Period 1 / 5 9:10 - 10:22**Nutrition Break** 10:22 - 10:32Period 2 / 6 10:37 - 11:49LUNCH 11:49 - 12:29Period 3 / 7 12:34 -1:46 Period 4 / 8 1:51 - 3:03

# FLEX / COLLABORATION SCHEDULE (Friday)

Bell / Period	Time
Extended Flex / Collab Time	8:40 - 9:30
Period 1 / 5	9:30 - 10:37
Nutrition Break	10:37 - 10:47
Period 2 / 6	10:52 - 11:59
LUNCH	11:59 - 12:39
Period 3 / 7	12:44 – 1:51
Period 4 / 8	1:56 - 3:03

#### ART FOR MS. SJODIN

Attention all students who were fortunate enough to be taught by Ms. Sjodin at Moscrop over the last few years. Please come to Ms. Quelch's room (321) at lunch Wednesday, Thursday, and Friday this week to celebrate her life and honour her memory in creating a collective art piece. All are welcome.

**TERRY FOX RUN** is today, **Thursday, September 28**<sup>th</sup>. It's Terry Fox's 43<sup>rd</sup> anniversary this year! In 1980 Terry Fox ran across Canada in his Marathon of Hope and inspired a nation to help cure cancer! "A Dream as Big as Our School!" is this year's Moscrop initiative to help continue Terry's mission and raise money for cancer research. We are asking every Moscrop student to donate \$1 to reach our school goal of \$1600! Bring your loonie out to the finish line to donate right after you run! Loonie collection will also take place in the foyer at lunch on September 20<sup>th</sup> and 21<sup>st</sup>. With just one loonie from everyone we can change peoples' lives! – Leadership Team/Mr. Hunter

## **TERRY FOX FUNDRAISER**

Hey Panthers! Come down to the foyer at lunch on Wednesday, September 20<sup>th</sup> and 21<sup>st</sup> to show your support for cancer research. For every toonie raised, your name will be entered into a prize draw for a chance to win an assortment of candy/snacks. Hope to see you there! Leadership/Mr. Hunter

## TERRY FOX RUN SCHEDULE (BLOCK 6/ DAY 2)

The schedule is as follows below. Please remember to dress appropriately, do not walk on the neighbours' lawns, and do not cut the route. Thank you. Mr. Hunter

Flex Time:	8:40-9:10	LUNCH:	11:49-12:29
Block 5:	9:10-10:22	Block 7:	12:34-1:46
Block 6	10:37-11:49	Block 8:	1:51-3:03

<sup>\*\*</sup>Please be present for attendance for your Block 6 class. Grades will then be called down to the starting line\*\*

**KRISPY KREME DONUTS:** Attention cool people, if you like donuts and spending money, come on down to the foyer at lunch this week to support Grad Council! The donuts are yummy, we promise. These are pre-sale orders for the Thanksgiving long weekend. Pick up will be Friday Oct.6<sup>th</sup> at the front entrance of the school. **\$13 a box or 2 boxes for \$24.** Thank you for supporting Grad Council!

**NEW APPROVED CLUBS:** If you have visited caucus and your club was approved, you are in time to be included in Clubs Week. So we have the information we need for the master clubs list and to include you in Clubs Week - please fill out the link tree @moscropstugov or view the form by September 29th <a href="https://docs.google.com/forms/d/e/1FAIpQLSdMUDKxGfOzfm3sN08SEGTTeNMukPGZ5wR2dE\_sSW3RBtW9OA/viewform">https://docs.google.com/forms/d/e/1FAIpQLSdMUDKxGfOzfm3sN08SEGTTeNMukPGZ5wR2dE\_sSW3RBtW9OA/viewform</a> Student Government / Ms. Greenside

**NEW CLUBS:** Hey Moscrop, still thinking about starting a new club even though you didn't make it into Clubs Week? You can still start your club, here's how: come down to the office to pick up a caucus form, book a caucus meeting to get your club idea approved, note - all clubs must have a sponsor teacher. Once your club is approved the Student Caucus Reps will pass on your club info to the All-Clubs Rep, Shelley Luo. You will be added to the master clubs list, and you are free to begin operating! Feel free to contact Shelley Luo at her school email with any questions. Student Government / A. Greenside

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ALL CLUB LEADERS & CLUB MEMBERS: Moscrop is excited and looking forward to your events and fundraisers this year. Before these things start happening, we need to make sure everyone is aware of the procedures the school has in place regarding caucus, club accounts, cashboxes, payments, facility booking forms and advertisements. Refer to the bulletin attachment which outlines all these details. Thank you! Ms. Greenside (Student Government Teacher) and Ms. Fello (Moscrop Office Bookkeeper)

**PA IDOL:** Moscrop Student Government is holding our annual PA IDOL. If you would like to audition to be one of Moscrop's new PA announcers for this year, apply today though the link below or in our Instagram bio, @moscropstudentgov. Get those applications in before **Friday, October 6**<sup>th</sup>. Once you've filled the form out, check your email for updates on auditions which will be happening after school on October 16<sup>th</sup> & 17<sup>th</sup> in the library. **Application** 

**Form:** <a href="https://forms.office.com/r/ge06TjdtzK">https://forms.office.com/r/ge06TjdtzK</a> For more info and updates, follow Moscrop Student Government on Instagram. -Student Government / A. Greenside

### **GRADE 8 REPRESENTATIVE POSITION – STUDENT GOVERNMENT**

Hey Moscropians! Are you interested in becoming a member of Moscrop's Student Government? Do you like planning events? Do you want to be the voice and leader of your student body? Then make sure to apply for the Grade 8 Representative Position in this year's Student Government! **Pick up an application outside of room 116!** Make sure to abide by all the rules and refrain from any early advertising as that will result in an immediate disqualification. Student Government / A. Greenside

**HOT POTATO INITIATIVE** at Moscrop is opening executive team positions! If you're looking to gain leadership experience and positive connections, apply today through the link in our Instagram bio @hpi.mss. We will be closing applications on September 29<sup>th</sup>. If you want to know more about the Hot Potato Initiative, check out our website, Instagram or meet us during Club's week! HPI/Ms Greenside

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This presentation is open to all Grade 12 students who are interested in learning more about the University of Toronto, including its admissions process and programs offered. To attend, you must sign up in Student Services in advance, and come to the library immediately **after** the Truth & Reconciliation Assembly in period 1. Students who attend this U of T presentation will be given a late slip to return to their period 2 class at 11:30am. Ms. Vancic

## CANADIAN UNIVERSITIES EVENT - Wednesday, October 4th 9:00am-10:45am

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**CORNFEST:** Hey Panthers, Cornfest will return on October 5, (Day 2)! Senior Leadership / Mr. Hunter

## **SPIRIT WEEK:**

Tuesday, October 3	Tote-Bag Day
Wednesday, October 4	Cozy Sweater Day
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Friday, October 6	Funky Socks Day

Keep an eye out for upcoming events and updates. Senior Leadership / Mr. Hunter

"IN SCHOOL" VOLUNTEER SERVICE HOUR RECORD for September 2023 is due next week, October 3-6. Please hand in your Service Hours Record (green form) to Ms. Clements in the Office. Make sure that your name is legible otherwise you risk not getting credit for the service. Service Hours Record must be submitted MONTHLY. Forms are available at the Office. Ms. Clements

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Grade 8s	20 hours or better
Grade 9s	30 hours or better
Grade 10s	40 hours or better
Grade 11s and 12s	60 hours or better

Last week of each month, please submit your Record of Service Hours (for the months September 2023 to April 2024) to Ms. Clements in the office. Deadline for all records submissions is April 30, 2024. Service hours for May and June 2024 may be submitted for inclusion the following year. Ms. Clements

**GRADE 8 STUDENTS!** You should have received a permission form from your mentors for the GRADE 8 RETREAT *happening on October 6*. Please get your parent/guardian to sign it and give it back to your PERIOD 1 Teacher *no later than October 4*. You do not need to get your teachers to sign it as everyone will be at the retreat. Extras can be found in the office. PLEASE NOTE: Students will meet at the Shadbolt Centre at 9:00am and will be dismissed from the Shadbolt Centre at 2:30pm. Ms. Quelch/Ms. Langille

### **CURRENT GRADE 10 OR 11 STUDENTS: SHAD 2024 – APPLICATIONS NOW ACCEPTED**

Are you interested in Science Technology Engineering Arts Math? SHAD is an amazing opportunity to spend the month of July at one of 21 Canadian Universities. Visit the website for application details and more information about this exciting program. <a href="https://www.shad.ca/apply/">https://www.shad.ca/apply/</a>

## **LEARNING TO LEAD: Applications now open**

At Learning to Lead, we help **self-identified girls in grades 10-12** unlock the full potential and power of leadership within themselves. We fiercely believe that every individual has a unique gift of leadership that should be uncovered, celebrated, and strengthened. Registrations are now open for this free leadership program!

Learning to Lead™ is all about helping youth increase **Self-Knowledge**, **Connection**, and **Confidence**. Our curriculum supports youth to discover how to use their strengths and personal values to guide their journey of self-confidence. Participants leave the program with greater self-awareness, access to a network of peers and mentors who will support them on their educational and career journeys, and the inspiration to take on new challenges and opportunities.

Help us connect with young leaders in your community who want to develop their confidence. Please refer all applicable students in your network by sharing this application link: <a href="https://minervabc.ca/learning-to-lead/">https://minervabc.ca/learning-to-lead/</a>

We have three upcoming Learning to Lead opportunities:

#### L2L Fall:

Weekly virtual sessions on Wednesdays, October 4, 11, 18, and 25, 6 - 8pm (reg deadline: Sept 29) **L2L STEM:** A virtual weekend from Friday, October 20<sup>th</sup> to Sunday, October 22<sup>nd</sup> for youth interested in STEM fields (reg deadline: Oct 13)

**L2L Tech:** A virtual weekend from Friday, November 17<sup>th</sup> to Sunday, November 19<sup>th</sup> for youth interested in Tech (reg deadline: Nov 10)

**PLACE DES ARTS\_is excited to announce that we are accepting applications to join our 2023-2024 Youth Arts Council!** Place des Arts created our Youth Arts Council to encourage local teens to engage with the arts community. This dedicated group of teen volunteers meets regularly from Sep-Jun to organize and host two youth-oriented events each year and advise Place des Arts on teen engagement. See linked poster for more details and application form. 2023 2024 Youth Arts

Council Recruitment Poster.pdf Ms. Dato

## **LEARN MORE ABOUT STUDY AND GO ABROAD OPPORTUNITIES**

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January 23	Mentor Guide #3 Due
Friday, January 26	Capstone Presentations today!
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**CALENDAR DATE CHANGE.** Please note that the date has changed for the Artona Photo Retakes from Tuesday, October 17 (Day 1) to Friday, October 27 (Day 2). This includes the Grad Group Photo.

## **Moscrop School Procedures for Fundraising & Events**

Please be mindful of the following...

#### Caucus:

- All events must be approved by Caucus before you start them
- Book a caucus meeting through the office meeting times take place on Wednesday mornings
- Do not start advertising for your event until it has been approved (see details below)
- Once approved be sure to submit a facility booking form if required (see details below)
- Once approved be sure to submit a cashbox request form if required (see details below)

#### **Club Accounts & School Funds Policy:**

- All clubs who handle money for event or fundraising purposes must set up a club account with the office
- Every penny earned during a fundraiser is to be deposited into the club account and Moscrop will issue a school cheque to the organization
- All expense receipts need to be submitted to the office for reimbursement by a school cheque
- Be sure to keep original itemized CAD \$ receipts for all your expenses (separate from personal expenses) and attach them to a "Cheque Request" slip from the office

#### Cash Box Float:

- Cash box floats are available from the office (\$5 is provided in advance)
- Cash box floats need to be requested with 24-hour notice or more!
- Winter Holiday and Valentine's time are extra busy, more notice is better to secure one
- "Cash Box Float Request" slips may be picked up from the office

#### Payments & Reimbursement:

- Canadian currency is accepted by the office only
- No "I owe u" payments are permitted
- No torn bills
- No personal e-transfers are permitted
- Every penny earned during a fundraiser is to be deposited into the club account and Moscrop will issue a school cheque to the organization
- Deposits may be made by filling out a "Deposit Slip" from the office
- All expense receipts need to be submitted to the office for reimbursement by a school cheque
- Be sure to keep original itemized CAD \$ receipts for all your expenses (separate from personal expenses) and attach them to a "Cheque Request" slip from the office
- All receipts submitted for reimbursement must be in English (i.e. ensure to make local purchases as receipts in other languages cannot be accepted)
- All receipts must be submitted within one month of activity

## **Facility Booking Forms:**

• If you require a facility in the school for your event (i.e. Foyer, Multi, Gym, Foods room etc.) be sure to fill out a blue facility booking form from the office to confirm your facility

## **Advertisements:**

- PA and Staff & Student Bulletin announcement slips may be picked up at the office
- Bulletin announcements for the following day are due by 1pm
- Each event may put up a max of 10 posters on the 10 communication boards throughout the school i.e. refrain from posting in stairwells, around water fountains, or on glass
- We strive to conserve paper, keep our school looking neat and to create a one-stop-shop communication board for the student body of all things happening at Moscrop
- Posters hung in other areas will be removed
- Please remove your posters when your event is finished 😂



Friday, September 29, 2023 *Periods 1, 2, 3, 4 (Day 1)* 

## 2023 – 2024 Bell Schedule

## REGULAR DAY BELL SCHEDULE (Monday – Thursday)

Bell / Period	Time
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**TRUTH AND RECONCILIATION ASSEMBLY:** We will be having a school wide assembly during period 1 and 2 to honour Orange Shirt Day and the National Day for Truth and Reconciliation. Elder Dr. Roberta Price will be returning as our special guest.

## Classes will be called down in the following order:

Period 1: at 9:30am – Grade 11 and 12 teachers will accompany classes to the large gym at approx. 9:30am, after the P.A. announcement.

Period 2: at 11:00am – Grade 8, 9, and 10 teachers will accompany classes to the large gym after nutrition break, after the P.A. announcement.

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## **SPIRIT WEEK:**

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Wednesday, October 4	Cozy Sweater Day – Moscrop Apparel
Thursday, October 5	Plaid Day – CORNFEST
Friday, October 6	Freaky Feet Friday!

Keep an eye out for upcoming events and updates. Senior Leadership / Mr. Hunter

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Ms. Quelch/Ms. Langille

## **VOLUNTEER FOR THE BONSOR BIG BOO!**

See poster information: <a href="Million: City of Burnaby-Big Boo Volunteer Orientation Oct 2023 1.pdf">Million: City of Burnaby-Big Boo Volunteer Orientation Oct 2023 1.pdf</a>

### **CURRENT GRADE 10 OR 11 STUDENTS: SHAD 2024 – APPLICATIONS NOW ACCEPTED**

Are you interested in Science Technology Engineering Arts Math? SHAD is an amazing opportunity to spend the month of July at one of 21 Canadian Universities. Visit the website for application details and more information about this exciting program. <a href="https://www.shad.ca/apply/">https://www.shad.ca/apply/</a>

#### **LEARNING TO LEAD: Applications now open**

At Learning to Lead, we help **self-identified girls in grades 10-12** unlock the full potential and power of leadership within themselves. We fiercely believe that every individual has a unique gift of leadership that should be uncovered, celebrated, and strengthened. Registrations are now open for this free leadership program!

Learning to Lead™ is all about helping youth increase **Self-Knowledge**, **Connection**, and **Confidence**. Our curriculum supports youth to discover how to use their strengths and personal values to guide their journey of self-confidence. Participants leave the program with greater self-awareness, access to a network of peers and mentors who will support them on their educational and career journeys, and the inspiration to take on new challenges and opportunities.

Help us connect with young leaders in your community who want to develop their confidence. Please refer all applicable students in your network by sharing this application link: <a href="https://minervabc.ca/learning-to-lead/">https://minervabc.ca/learning-to-lead/</a>

We have three upcoming Learning to Lead opportunities:

#### L2L Fall:

Weekly virtual sessions on Wednesdays, October 4, 11, 18, and 25, 6 - 8pm (reg deadline: Sept 29) **L2L STEM:** A virtual weekend from Friday, October 20<sup>th</sup> to Sunday, October 22<sup>nd</sup> for youth interested in STEM fields (reg deadline: Oct 13)

**L2L Tech:** A virtual weekend from Friday, November 17<sup>th</sup> to Sunday, November 19<sup>th</sup> for youth interested in Tech (reg deadline: Nov 10)

**PLACE DES ARTS\_is excited to announce that we are accepting applications to join our 2023-2024 Youth Arts Council!** Place des Arts created our Youth Arts Council to encourage local teens to engage with the arts community. This dedicated group of teen volunteers meets regularly from Sep-Jun to organize and host two youth-oriented events each year and advise Place des Arts on teen engagement. See linked poster for more details and application form. 2023 2024 Youth Arts

Council Recruitment Poster.pdf Ms. Dato

### **LEARN MORE ABOUT STUDY AND GO ABROAD OPPORTUNITIES**

## Study and Go Abroad SchoolFinder Fair

You'll have a chance to connect with top universities, graduate schools, and professional schools from Canada and around the world. Whether you're interested in studying in Canada or abroad (or aren't sure yet), this is a great opportunity to start taking the next step in your education.

**Details:** Thursday, September 28<sup>th</sup>, 2-6pm (with free seminars offered between 1pm - 6pm), at the Vancouver Convention Centre at Canada Place, East Ballroom

Register: https://www.studyandgoabroad.com/registration-form

## WOMEN IN ORTHOPAEDICS (WORTH) WORKSHOP OPPORTUNITY!

Saturday, October 28th, from 9 am to 12 pm.

The workshop will take place at **BC Children's Hospital.** 

This workshop is open to all young women in high schools **(grades 10-12)**, including women-identifying individuals and non-binary and gender non-conforming students interested in pursuing a career in healthcare and engineering, specifically in orthopaedics. We aim to provide more insight and clarity on careers particularly in the areas of orthopaedics and engineering.

- Check out our website for details of the program and upcoming workshop(s): https://orthopaedics.med.ubc.ca/women-in-orthopaedics/.
- Students can submit an application

here: https://ubc.ca1.qualtrics.com/jfe/form/SV 7ZBfoXeFL53wEfQ.

The deadline to apply is Friday, October 13<sup>th</sup>.

#### **CAREER PROGRAMS SEPTEMBER VIDEO PRESENTATION**

To all **grade 11's and 12's, please check your school e-mail** for a video presentation from the Career Programs office outlining information on work experience (30/80 hours), as well as CLC 11 and 12.

After watching the video, please:

- 1) Fill out the Student Information Tracking and Training Form (that will be made available through your English class/ 313)
- 2) Hand in your form by September 25/26 (to your English class OR 313)

If you have any questions, feel free to e-mail Ms. Wong/ Ms. Wispinski/ Ms. Dato, or visit us in 313/312A.

Grade 12s / parents - CLC 12 runs September - February. Access the CLC 12/Capstone Schedule HERE Grade 11s / parents - CLC 11 runs February - June. Access the CLC 11 Schedule HERE Contact Laura.Dato@burnabyschools.ca if you have any questions about these two courses.

#### **CLC 12 SCHEDULE**

Dates/Deadlines	Description
September 19 – 26	Watch Video #1 by Sept 26 for full marks
October 4	Capstone Proposal Due
October 17 – October 26	Window to Sign up for a 10 min. Capstone Conference
October 29	Mentor Guide #1 Due
October 30 – November 9	Attend scheduled Capstone Conference
November 20-28	Watch video #2 by Nov 28 for full marks
December 10	Assignment #2 Deadline +
	Mentor Guide #2 Due
December 13-January 10	Watch Video #3 by Jan 10 for full marks
January 23	Mentor Guide #3 Due
Friday, January 26	Capstone Presentations today!
January 29	Deadline to submit Final Reflection & Final Representation

## **SCHOLARSHIP INFORMATION**

ATTENTION Grade 12's interested in finding out more about Scholarships:

- a TEAM has now been created, see link below:
  - Join the Scholarship Team (Grad 2024)
  - o Join code: wusjr9r
- Watch the video posted in the TEAM for general information
- Join me for an Information session on Wednesday, October 4<sup>th</sup> during LUNCH (11:55 12:30) in room 320 if you have any questions (the session will begin at 11:55 with the video, followed by Q & A at 12:15)

See you there! - Ms. C. Wong

**CALENDAR DATE CHANGE.** Please note that the date if you did not have your photo taken on September 14, the Artona Photo retake day has changed from Tuesday, October 17 (Day 1) to Friday, October 27 (Day 2). The Grad Group Photo will also be taken on Friday, October 27.

## **Moscrop School Procedures for Fundraising & Events**

Please be mindful of the following...

#### Caucus:

- All events must be approved by Caucus before you start them
- Book a caucus meeting through the office meeting times take place on Wednesday mornings
- Do not start advertising for your event until it has been approved (see details below)
- Once approved be sure to submit a facility booking form if required (see details below)
- Once approved be sure to submit a cashbox request form if required (see details below)

#### **Club Accounts & School Funds Policy:**

- All clubs who handle money for event or fundraising purposes must set up a club account with the office
- Every penny earned during a fundraiser is to be deposited into the club account and Moscrop will issue a school cheque to the organization
- All expense receipts need to be submitted to the office for reimbursement by a school cheque
- Be sure to keep original itemized CAD \$ receipts for all your expenses (separate from personal expenses) and attach them to a "Cheque Request" slip from the office

#### Cash Box Float:

- Cash box floats are available from the office (\$5 is provided in advance)
- Cash box floats need to be requested with 24-hour notice or more!
- Winter Holiday and Valentine's time are extra busy, more notice is better to secure one
- "Cash Box Float Request" slips may be picked up from the office

#### Payments & Reimbursement:

- Canadian currency is accepted by the office only
- No "I owe u" payments are permitted
- No torn bills
- No personal e-transfers are permitted
- Every penny earned during a fundraiser is to be deposited into the club account and Moscrop will issue a school cheque to the organization
- Deposits may be made by filling out a "Deposit Slip" from the office
- All expense receipts need to be submitted to the office for reimbursement by a school cheque
- Be sure to keep original itemized CAD \$ receipts for all your expenses (separate from personal expenses) and attach them to a "Cheque Request" slip from the office
- All receipts submitted for reimbursement must be in English (i.e. ensure to make local purchases as receipts in other languages cannot be accepted)
- All receipts must be submitted within one month of activity

## **Facility Booking Forms:**

• If you require a facility in the school for your event (i.e. Foyer, Multi, Gym, Foods room etc.) be sure to fill out a blue facility booking form from the office to confirm your facility

## **Advertisements:**

- PA and Staff & Student Bulletin announcement slips may be picked up at the office
- Bulletin announcements for the following day are due by 1pm
- Each event may put up a max of 10 posters on the 10 communication boards throughout the school i.e. refrain from posting in stairwells, around water fountains, or on glass
- We strive to conserve paper, keep our school looking neat and to create a one-stop-shop communication board for the student body of all things happening at Moscrop
- Posters hung in other areas will be removed
- Please remove your posters when your event is finished 😂