

NFLS BRITISH COLUMBIA ACADEMY



BCA SCHOOL RULES

Courtesy and Good Manners: All Students and teachers are expected to treat others with respect, courtesy and kindness.

Absent from School or Absent from Class: Students must have written permission to miss classes or be excused from class. When absent from school due to illness, injury or other reasons, they must bring a note from home, signed by their parents, explaining the reason, as well an official note from their doctor. Attendance is reported on a daily basis to the main office. Records are kept.

Absent from class or school without permission is serious. This is known as "skipping school."

First Time – name is reported to the Principal's office, parents are notified by telephone and student must provide a written note from home explaining this absence.

Second time – student receives a formal verbal warning from the principal and a record of this warning placed on file. Parents are notified and student must provide a written note from home explaining this behavior.

Third time – meeting with parents and student. A second formal written warning is placed on student file. Student must write a letter of apology to school and classroom teacher.

Fourth time – Parent and student meet with vice principal of NFLS. Statement of offence is placed on student file. Statement of offence is placed in school lobby for 3 school days and student is suspended for one day of school.

Continued absence – will result in possible expulsion from school and failure of class.

Attendance and Credit Warning: If a student misses 12 hours of class time or more during one term, they will not meet the required minimum hours of instruction to receive credit for the course.

Class Tardiness: Arriving to class on time is important. If students are late for class they must ask permission to enter the classroom. The classroom teacher keeps daily records and "lates" to class are reported to the office, in both Chinese and BC courses.

Long Term Absence: When parents are planning to remove students from school for an extended amount of time such as for a vacation, they are requested to discuss their plans with the BCA Principal well in advance. The BCA Principal, in consultation with the teachers, may recommend alternate activities for the student to complete while absent or may recommend that parents reconsider their decision to remove the student for this period of time if he believes this will be detrimental to the student's learning process.

Excused Absences: An excused absence is defined as absence due to:

- A personal illness or injury
- Medical or dental appointments
- Death in the immediate family
- Attendance at a funeral or religious holiday
- Other emergencies or unusual circumstances as approved by the administration

Leaving Campus: Parents who do not wish their child to leave the school campus can submit a request for this; otherwise students may be issued a pass to leave campus at lunchtime. Students should not leave campus at any other time except to go to PE or other approved class trips. Written permission must be on file in the main office.

Alcohol: Possession, distribution, sale, or use of alcohol is not permitted on campus or on any school event off campus - suspension or expulsion will result.

Cell Phones, iPhones, iPads, PSP's and Handheld Game devices: Cell phones, iPhones, iPads, PSP's and all handheld game devices are not permitted in the classroom. If students bring cell phones in class, the phone will be confiscated for the day; a second offence will result in loss of phone for the week and finally taken for a month and the parents must come into school to collect the phone.

Laptops in the classroom: Students may only use laptops in the classroom with the Principal's permission. Any student using a laptop inappropriately will have the computer taken away and their parents will be called. **A warning letter will be placed on file.**

Eating and Drinking in class: Food is not permitted in the classrooms at any time, unless a student has the express permission of a teacher. Water is allowed if it is in a container with a securely fastened lid.

Plagiarism and Cheating: All students are expected to be honest with respect to their academic work. Any attempt to submit someone else's work as their own work, copying homework, use of notes, signaling or talking during a test is not permitted. The result will be a fail on the exam or assignment and may result in suspension and expulsion. Cheating during final exams will result in a fail on the exam, immediate parent conference and appropriate punishment, which can include possible suspension or expulsion. Please refer to the MLA style guide in the student planner.

Displays of Affection: Public displays of affection are not permitted. Students must refrain from inappropriate behavior such as intimate and prolonged embraces, kissing, holding hands and similar actions both on campus and at school events.

Dress Code: Students are given a dress code at the beginning of the school year. This includes the requirement to wear the NFLS/BCA school uniform. Inappropriate dress will result in a warning. The second offense will be a call home and a warning letter on file and the student is sent home to get his/her uniform. The third offense will be a meeting with the parents and the student is not permitted on campus. Students should have a spare uniform in their locker so that they can wear uniform even while the other is being washed. If there is a very good reason why they cannot wear uniform one day, they should bring a note from home to the school office so that the Secretary can make an official permission slip for the student to show to teachers during the day. Students should not wear slippers in the classroom. All shoes should have backs.

Hair and jewelry: Students are expected to obey the NFLS rules for length of hair (boys - short and tidy, girls -tied up off the neck if hair is long). Boys with long hair will be asked to cut it. Hair colouring is not permitted. Also wearing earrings and nose rings and other body piercing and tattoos is not permitted. Students are warned and advised to remove articles or return hair to original colour. If the situation does not change, parents are notified and a letter is placed on file.

Drugs: Possession, distribution, sale, or use of illegal drugs is an extremely serious offense. The police are immediately called and the matter is turned over to the public authority. The student will be expelled from school once the investigation is completed and the student is found to be involved.

Fighting: Any deliberate, aggressive physical contact with another person that might result in an injury is considered fighting. "Play fighting", "horsing around" can also result in injury and is also prohibited. This is a serious offense and the student will receive a serious warning and a letter in his file. A second offense will result in a parent meeting.

Harassment, Intimidation and Bullying: BCA has a zero tolerance for this behaviour. All reported incidences are investigated. The student's parents are called in and letters will go on file. This includes the use of the Internet and chat lines to spread rumours, intimidate or otherwise bully other students.

Inappropriate Behaviour: Any behavior that disrupts the learning opportunities or threatens the safety of others will not be tolerated.

Science Laboratory: Creating an unsafe situation in the lab could not only harm the student but also others, and will result in disciplinary action.

Obscenities and Profanity: All students are expected to use appropriate language (both English and Mandarin). This also refers to wording and slogans on clothing.

Tobacco Use: Smoking is unacceptable on campus and school trips or in the general vicinity of

the school at any time, and will result in a warning, a letter in the student's file for a second offense and a third offence will result in parents called in for a meeting.

Hats and Sunglasses: It is not appropriate to wear these items in the classroom or in the hallways. Students will be asked to place these items in their lockers.

Student Lockers: At the beginning of each year students rent a locker from the school. For a small yearly fee each student is given a key. The key is to be returned at the end of the year and the locker cleaned out. Anything left in the locker at the end of June will be thrown out (only applies to BCA Nanjing) All students are expected to keep their lockers and desks clean and tidy.

Staff Rooms: Students are not permitted in the staff rooms, unless invited by a teacher.

Computers and Computer Use: Actions performed or initiated on the computer must reflect honesty and ethics from all of our students and staff. Computers and software are intended for education and communication.

There are computers in the library for student use. These computers are intended for school work only. Students may use these computers before or after school. Students are required to purchase any paper they use to print assignments or personal material. In order to use the library computers during class time, as student will need written permission from their classroom teacher.

British Columbia Academy maintains a computer lab in NFLS. Computer rules of NFLS and BCA apply in the computer lab.

Students are **not permitted** to use the computers in the staff room without express permission from a teacher.

General rules for computer use:

- Using email to send offensive, obscene, or harassing messages is strictly forbidden.
- Playing or downloading games on computers is prohibited
- Hacking into the system, or disrupting the system or interfering with the work of others is forbidden and serious consequences will result.
- Users are not allowed to download, install, or copy software without the explicit permission from a supervising staff member.
- Users shall not tamper with, vandalize or obstruct any computer system(s).
- Users are not allowed to access Internet sites that violate moral standards or display offensive material.
- Chat rooms are not to be used.
- Passwords must remain secret. Any attempt to log in as a system administrator, break into restricted or private files or introduce a virus into the system will result in suspension and possible expulsion.
- NO FOOD OR DRINK is permitted in the computer lab or in the library.
- Students must NOT use their USB memory drive in school computers.

Co-Curricular Transcript (CCT)

A Co-Curricular Transcript (CCT) is an official document that records co-curricular activities in which a student participates. This document can be sent to universities along with an academic transcript and become part of your university application package.

The CCT consists of three categories: Leadership, Awards and Recognition and Participation. Entries added on the CCT require commitment/participation of a minimum of 20 hours. Evidence of participation must be provided with the request form.

Leadership

This category shows areas where the student has shown leadership abilities. For example, club leader, team manager, team captain, Student Council, etc...

Awards and Recognition

This category records any awards received by the students. These awards can be academic and/or athletic. For example, Cum Laude Academic Award, Most Outstanding Physics Student of the Year, NFLS Model Student Award, First place in BCA Idol, etc...

Participation

This category records any activities in which the student participated. For example, club members, team members, volunteer work, etc...

How can you get a CCT?

Students must provide:

- Valid information with evidence (photocopies) in an envelope
- Request form

Request forms are available at BCA office.

Questions? Email Mr.Tardif@rob.tardif@gmail.com

When should you request for your CCT?

It takes about 2-3 weeks to process one CCT. Please give yourself ample time. Check your university application deadline and hand in your request form accordingly.

BCA Awards

中加国际高中 奖项说明

● Honor Roll 荣誉学术奖(每学年四个学期, 每学期颁发)

1st Class Honors—Awarded to all students achieving a 90% average or better in all subjects at the end of each term. (80%/Canadian and 20% Chinese subjects)

一等荣誉奖—每学期均分在90%或以上(含80%加方学科及20%中方学科)

Honors—Awarded to all students achieving an average between 86—89% in all subjects at the end of each term. (80%/Canadian and 20% Chinese subjects)

荣誉奖—每学期均分在86%-89%(含80%加方学科及20%中方学科)

Distinction—Awarded to all students achieving an average between 80—85% in all subjects at the end of each term. (80%/Canadian and 20% Chinese subjects)

优秀奖—每学期均分在80%-85%(含80%加方学科及20%中方学科)

● Grade 12 Valedictorian 12年级毕业生致词代表

There shall be one valedictorian to represent his/her Grade 12 graduating class. The person will be selected by BCA teaching staff and must meet the following minimum criteria:

- have been enrolled at BCA for Grades 10—12
- have an academic average (in all Grade 12 subjects) that is in the 95th percentile of his/her graduating class (based on Term 1 to Term 3 accumulated marks plus the English 12 mark from May)
- have a minimum of 30 volunteer hours in teacher-sponsored clubs/sports teams
- display a positive attitude; display good academic conduct and have excellent attendance

每届毕业生中将有一名作为毕业生致词代表, 该名由中加任教老师推选并需符合下列条件:

- 10年级至12年级均在中加就读
- 12年级均分(所有科目)需在全年级前5%(该均分指的是第一至第三学期的总评分均分以及12年级英语五月省考成绩)
- 完成至少30小时的由中加老师负责的体育、社团活动
- 态度积极, 学术行为规范良好, 优秀的出勤率

● Grade 10, 11 and 12 Top Academic Student Award

10年级、11年级、12年级学术杰出奖

This award will be given to the student who achieves the highest academic average among all students in his/her grade. (Based on accumulative Term 1 to Term 3 marks)

在每个年级中, 成绩最高的学生将获颁此奖(基于第一学期至第三学期的总评分)。

● Grade 10, 11 and 12 Subject Awards 10年级、11年级、12年级学科奖

There will be medals given to the students with the highest three marks in each grade level subject area. The student with the highest mark will win a gold medal; the 2nd highest mark receives a silver medal and the 3rd highest mark receives a bronze medal. (These awards are based on Term 1 to Term 3 accumulated results and are open to all students, including the top overall academic student)

每个年级每门学科的前三名学生将获颁此奖。最高的学生获得金牌, 第二名获得银牌, 第三名获得铜牌(该奖项的评选依据第一学期至第三学期总评分, 所有学生均在候选范围)

● Improvement Awards 进步奖

At the discretion of the subject teacher, students who demonstrate significant improvement in attitude/cooperation, academic average or overall classroom conduct may be recognized with an award.

学生在学习态度、与人合作、学术成绩或课堂表现方面有显著进步时，经学科教师同意，将获得此奖。

● Service Awards 服务奖

These awards will be given to students judged to have provided meaningful service to his/her school and/or community. To be eligible a student must be nominated by a teacher or fellow student using the nomination form provided. This form must outline the student's level of service. The deadline for submitting nominations will be May 22 of each school year. Each nomination form must include the signatures of two of the nominee's current or past teachers. The award winners) will be selected at the same meeting/time as the valedictorian.

服务奖将授予为学校或社会做出突出贡献的同学。如欲参与评选，学生需先由老师或同学通过递交提名表进行提名，提名表中需说明该学生服务的具体内容，提名的截止日期为每学年的5月22日。每份提名表需由两名被提名者的任教老师签字。该奖项与毕业生致词代表同一时间评选产生。

● Academic Athlete of the Year 年度学术及运动奖

Each year there will be one plaque presented to the male and female students who best combine sports and athletics. To be eligible a student must meet the following criteria:

- have participated in at least 2 teacher sponsored sports at BCA
- have a minimum school average of 80%
- have made a significant contribution to the school community
- have a positive attitude and be a believer in fair play/sportsmanship

每学年，结合学术及体育两方面综合表现，两名学生(男、女各一名)可获得年度学术及运动奖。获得该奖项的学生需满足下列条件：

在中加参加了至少两项由老师负责的体育活动

在校均分不低于80%

对学校做出突出贡献

积极向上，遵循公平竞争的体育精神

● Individual Athletic Awards 运动员奖

Each coach/chaperone of a sports team can name up to two medal winners for their individual sport. The medals can be given for any of the following categories:

- Most Valuable Player
- Most Improved Player
- Rookie of the Year
- Team Leader
- Most Spirited Player

每支运动队的教练或负责老师可提名最多两名学生获得运动员奖，该奖项可基于以下任意类别颁发：

- 最具价值球员
- 最佳进步球员
- 年度新星
- 队长
- 最具体育精神球员

MLA Style Guide

The documentation style of the Modern Language Association (MLA) is used by college and university students, primarily for literature and humanities classes. The following guidelines are adapted from the Grant MacEwan College Writing & Learning Services *MLA Style Documentation*, January 2010. For more information on MLA citations go to the *MLA Handbook for Writers of Research Papers*, 7th edition, 2009.

BCA students should **always** check with subject teachers for any specific requirements or preferences that may differ from the standard MLA guidelines presented below.

What is Plagiarism?

Plagiarism is presenting the words or thoughts of another writer as if they were your own. When you write a paper, and you learn information from other sources to use in your paper, you must always tell your reader where you learned the information. If you do not, it is considered plagiarism. Whether you are quoting directly or putting the ideas of an author into your own words, which is called paraphrasing, you **must** formally acknowledge the source of your material. Even though most plagiarism is unintentional, there are serious consequences for plagiarizing in writing assignments.

In order to acknowledge your source and avoid plagiarizing it, you must always cite your source by giving your reader information that will correspond to a bibliography page of your paper. These are called in-text citations. Depending on the style you are using, you will need, at the very least, and author and a page number included in your in-text citation. You also must include a bibliography (sometimes called a works cited page or a references page).

Remember, **every idea (direct quote or paraphrase)** from **every** source that you use in your paper **must** be cited even though you may have used your own words to explain the idea.

Quoting helps reinforce your paper. Citing gives the facts and quotes legitimacy.

I, _____ (student's name) understand the definition and consequences of plagiarism and will follow the guidelines below.

Student Signature _____

Date _____

Grade 10

BCA Style Guide

General Format

- Type your paper
- **Double-space** both your **paper**, and your **Works Cited page**.
- Use **one inch margins (2.5 cm)** and a 12-point, easy-to-read font, and left-hand justify your margins.
- In the header, include your English name and Chinese family name, class, teacher name, course, project name and date of submission.
- **Center** your essay title before your first paragraph. Capitalize all principal words.
- **Indent** all paragraphs five spaces or one tab.
- Use **one space** after punctuation.
- **Number pages** bottom left.

SAMPLE

Sally Li
100
Mr. Teacher
English 10
September 10, 2010

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Remember, every idea (direct quote or paraphrase) from every source that you use in your paper must be cited even though you may have used your own words to explain the idea.

Quoting helps reinforce your paper. Citing gives the facts and quotes legitimacy.

Titles of Works in Your Paper and the Works Cited List

- Capitalize first, last and principal words of titles regardless of how titles are printed on your sources (books, magazines, websites, etc...).
- *Italicize* (or Underline when writing your paper) the title of **any independently published work**: a book, play, journal, pamphlet, magazine, radio or TV program, film, cassette or CD, ballet, opera, painting or sculpture, website or government publication.
- Use **double quotation marks** (“ ”) around titles of smaller works published within larger works, e.g. poems, short stories, articles, essays, and chapters of books, articles online.

Documenting Sources in the Body of the Paper (In-text Citations)

Quoting

- When you quote, write words **exactly**, and note the source by providing the **last name/s** of the author/s and the **page/s**.
- For quotations, the period comes **after** the bracket.

For example,

“Quote only words . . . that are particularly interesting, and keep all quotations brief”
(Gibaldi 109).

Note: There is only one space between the author's last name and the page number.

OR

Gibaldi warns, “Quote only words . . . that are particularly interesting, and keep all quotations brief” **(109).**

Facts and Statistics

- If you use a fact or statistic, find a source to show that this is true and cite it.

Paraphrasing or Summarizing

- You may want to refer to an author's idea or comment by putting it in your own words, but **you still must cite your source**, using the author's last name and the page number/s.

For example,

Thornton shows that the energy of Lawrence's writing results from his technique of identifying with his characters. His perspective and empathy change from one character to the next (46).

OR

Babies who are not allowed to be with their mothers experience negative effects: lack of sleep, introversion, and interrupted physical and mental growth (Gallico, 67).

**Find the Original Quote Whenever Possible!
Do Not Use Websites That List Famous Quotes!**

Works Cited Page Guidelines

The Works Cited page at the end of your paper includes **only the sources** from which you have quoted, paraphrased or used a fact, so others will be able to locate the same sources.

- **Center** the title Works Cited in plain, regular font.
- **Number** the page/s sequentially as part of the paper.
- **Double space** the entire Works Cited page. Each new entry uses a hanging indent.
- Use **one-inch** margins.
- List sources **alphabetically**, according to the last name of the authors or title of work if no author is available.

Preparing the Works Cited List

It is important for you to prepare your Works Cited list in advance, so you will know what information to use in the in-text citations within your paper. If in doubt, please see your instructor.

Examples of Works Cited Entries

Books

Book by One Author

Author (Family Name, Given Name). *Title of book* (in Italics). Edition. Place. Publisher, date.

Yen Mah, Adeline. *Chinese Cinderella*. 1st edition. New York. Laurel Leaf, 2001.

Two or More Books by the Same Author (in this case Yen Mah)

Author (Family Name, Given Name). *Title of book* (in Italics). Edition. Place. Publisher, date.

---. *Falling Leaves: The True Story of an Unwanted Chinese Daughter*. 1st edition. Great Britain. Penguin Group, 1997.

Miscellaneous Print & Non-Print Sources

Television Program or Radio Broadcast

"Drugs and Guns." Narr. David Sutherland. Writ. Eugenie Vink. Dir Jonathan Ward. *60 Minutes*.

CBS. WCBS, New York, 8 Sept. 2006. Television.

Note: The network's name (CBS) is included along with the call letters and city of the local station (WCBS, New York)

Welles, Orson, dir. "The War of the Worlds." By H.G. Wells. Adapt. Howard Koch. *Mercury*

Theatre on the Air. CBS Radio. WCBS, New York, 30 Oct. 1938. Radio

Note: Other information such as writer, director, narrator, and/or performers may be included if available. "If your reference is primarily to the work of a particular individual [the director Orson Welles in the example above], cite that person's name before the title' (MLA 194).

Song from a Sound Recording (e.g. CD)

Holiday, Billie. "God Bless the Child." Rec. 9 May 1941. *The Essence of Billie Holiday*.

Columbia, 1991. CD.

Performance (play, opera, ballet, concert)

Hamlet. By William Shakespeare. Dir. John Gielgud. Perf. Richard Burton. Boston

Shakespearean Troupe. Jubilee Auditorium, Boston, MA. 4Mar. 1964. Performance.

Interview That You Conducted

The following elements should be included in an interview that you conducted.

Name of Person Interview. Type of interview (personal, Telephone, E-mail). Date or dates.
Jones, Patricia. Personal Interview. Edmonton, 12 September 2003.

Published or Broadcasted Interview

Gibson, Mel. Interview by James Lipton. *Inside the Actors Studio*. Bravo. BRAV, New York. 25
May 2007. Television.

Special Cases of Documentation and In-text Citation

- Use **square brackets** when you **insert changes, additions, or explanations** into a quotation.

We must recognize that “their [professional writers] method is to write a rough draft, let it sit for a while, and then submit it to a process of revision and fine tuning’ (Setward, Bullock, and Allen 89).

- Use **ellipsis points** (three periods with a space before and after each period) to show you have omitted material from a quotation.

Duff states that “the long-cherished belief that the Romantics were not interested in genre . . . has now been dispelled” (2).

Note: When you omit a sentence or more, you would use **four** ellipsis points (literally a period and three ellipsis points):

“It’s generally best to research a topic that you feel strongly about If your essay is to be interesting and convincing, it needs to be written from a strong point of view” (Meyer 9).

- To **quote poetry**, use line numbers in place of page numbers. You may incorporate **up to three lines in your text**, using a slash (/) with a space on either side to indicate the end of a line. Poetry quotations of **more than three lines** should be **indented** one tab on the left margin.

Short quotation of poetry:

The *Rape of the Lock* imitates the epic tradition with its opening lines: "What dire offense from amorous causes springs, / What mighty contests rise from trivial things, / I sing" (1-3).

Long quotations of poetry:

In "The Song of Wandering Aengus," "Yeats' description of the metamorphosis from a fish to a beautiful girl is shown by the shift in pronouns from "it" to "one":

When I had laid it on the floor
I went to blow the fire aflame,
But something rustled on the floor,
And some one called me by my name:
It had become a glimmering girl. (9-13)

- **Quoting from plays:** If a play does **not** have acts, scenes or line numbers, use the author's last name and page number on which you found the information.

However, if a play is written in verse, give the act, scene and line number(s) in parentheses, with periods separating the various numbers. Alternatively, you may cite the act and scene in your introductory remarks and then add the line numbers(s) at the end of your quotation (or paraphrase) in parentheses:

Shakespeare's *Othello* is confident, calm and reasonable. As Roderigo and Iago prepare to fight, Othello commands them, "Keep up your bright swords, for the dew will rust them" (1.2.59).

OR

In act 1, scene 2, Shakespeare's Othello is confident, calm and reasonable. As Roderigo and Iago prepare to fight, Othello commands them, "Keep up your bright swords, for the dew will rust them" (59).

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It is important for you to prepare your Works Cited list in advance, so you will know what information to use in the in-text citations within your paper. If in doubt, please see your instructor.

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Books

Book by One Author

Author (Family Name, Given Name). *Title of book* (in Italics). Edition. Place. Publisher, date.
Yen Mah, Adeline. *Chinese Cinderella*. 1st edition. New York. Laurel Leaf, 2001.

Book by Two or Three Authors

Jansen, Joyce C., and Holly Bustard. *Writing Skills: 101 Ways to Improve Them*. Toronto, ON: Gage Publications, 2006.

Note: Only the first author's name is inverted.

Book by More than Three Authors (using et al.)

Steward, Kay L., et al. *Essay Writing for Canadian Students*. 5th ed. Scarborough, ON: Pearson, 2003.

If there are more than three authors, name only the first and add **et al.**, meaning "and others."

Chapter or Article in an Edited Book/Anthology

Author of article. Title of article or chapter (in quotation marks). *Title of Book* (in italics) Editors.
Place: Publisher, date. Pages.

Beechey, Veronica. "Women and Production: A Critical Analysis of Some Sociological Theories of Women's Work." *Feminism and Materialism: Women and Modes of Production*. Eds. Annette Kuhn and Ann Marie Wolpe. London, UK: Routledge, 1978.

Short Story, Poem, or other Short Work in an Anthology (3 or fewer editors)

(Anthology is a collection of works of the same style/genre. It is similar to your English 11 textbook.)

Browning, Robert. "My Last Duchess." *The Harbrace Anthology of Literature*. Eds. Jon C. Stott, Raymond E. Jones, and Rick Bowers. 3rd ed. Toronto, ON: Nelson, 2002. 169-71.

Articles in Print Periodicals

Author of article. Title of article or chapter (in quotation marks). Name of journal (in italics) Vol. issue (date): pages.

Albada, Kelly F. "The Public and Private Dialogue about the American Family on Television." *Journal of Communication* 50.4 (2000): 79-100.

Articles in a Newspaper

Chang, Kenneth. "The Melting of Antarctica." *New York Times* 2 Apr. 2002: F1.

Articles in a Magazine

Paul, Annie M. "Self-Help: Shattering the Myths." *Psychology Today* May-June 2001:60-68.

Sample Works Cited Entries for Electronic Sources

An Online Book

Roberts, Edgar V. *Writing About Literature*. 10th ed. Upper Saddle River, NJ: Prentice Hall, 2003. *Ebrary*. Web. 15 May 2008.

Article in an Online Magazine or Newspaper

Quade, Alex. "Elite Team Rescues Troops Behind Enemy Lines." *CNN.com*. Cable New Network, 19 March 2007. Web. 15 May 2008.

Nonperiodical Publications on the Web

Works cited entries for nonperiodical sources contain as many relevant and available items (but not necessarily) all from the list below. If you cannot find some of the following items, cite what is available in the following order:

1. Name of the author, compiler, director, editor, narrator, performer, or translator of the work
2. Title of the work (italicized if the work is independent; in roman type and quotation marks if the work is part of a larger work)
3. Title of the overall Web site (italicized), if distinct from item 2 (If not otherwise recorded in the entry, the name of a creator of the overall Web site, such as its editor, may be listed following the title of the site.)
4. Date of publication.
5. Medium of publication (Web)
6. Date of access (day, month, and year)
7. Include URL in angle brackets (< >).

Use a period after each item above except the publisher, which is followed by a comma.

Preparing the Works Cited List

It is important for you to prepare your Works Cited list in advance, so you will know what information to use in the in-text citations within your paper. If in doubt, please see your instructor.

Examples of Works Cited Entries

Books

Book by One Author

Author (Family Name, Given Name). *Title of book* (in Italics). Edition. Place. Publisher, date.

Yen Mah, Adeline. *Chinese Cinderella*. 1st edition. New York. Laurel Leaf, 2001.

Book with an Author and Editor

Austen, Jane. *Sense and Sensibility*. Ed. Claudia Johnson. New York, NY: Norton, 2001.

A Translation

Give the name of the author first, the **after** the title of the course, name the translator and, if included, the editor. Arrange them in the order they appear on the title page of your source (MLA 164).

Levi, Primo. *Survival in Auschwitz: The Nazi Assault on Humanity*. Trans. Stuart Woolf. Ed. Jonathan Andrews. New York, NY: Collier-MacMillan, 1987. Print. Trans. Of *Se questo e un uomo*. Torino: Einaudi, 1958.

Sample Works Cited Page

Works Cited

- Austen, Jane. *Sense and Sensibility*. Ed. Claudia Johnson. New York: Norton, 2001. Print.
- Bronte, Charlotte. *Jane Eyre*. Ed. Howard Higgins. 2006. *Charlotte Bronte Information Page*. 6 September 2006. Web. 12 June 2008.
- Browning, Robert. "My Last Duchess." *The Harbrace Anthology of Literature*. Ed. Jon C. Stott, Raymond E. Jones, and Rick Bowers. 3rd ed. Toronto: Nelson, 2002. 169-71. Print.
- Jansen, Joyce C. and Holly Bustard. *Beginner English: What Every International Student Needs to Know About English*. Toronto: Gage Publications, 2006. Print.
- . *Writing Skills: 101 Ways to Improve Them*. Don Mills, ON: Oxford University Press, 2007. Print.
- Minkova, Donka, and Robert Stockwell, eds. *Studies in the History of the English Language: A Millennial Perspective*. Vol. 39. Berlin: Mouton, 2002. Print.
- Mohanty, Jitendra M. "Indian Philosophy." *The New Encyclopedia Americana*. 5th ed. 2005. 973-85. Print.
- Radford, Andrew. "The Gentleman's Estate in Ford's *Parade's End*." *Essays in Criticism* 52 (October 2002): 314-32. Print.
- Shapiro, Arnold. "Wuthering Heights as a Victorian Novel." *Studies in the Novel* 1.3 (Fall 1969): 284-96. Excerpt from *Nineteenth Century Literature Criticism*. Ed. Joanne Cerrito and Paula Kepus. Vol. 35. Detroit: Gale, 1992. 150-55. Print.
- "Zebras: The New Endangered Species." *Zoology Today and Tomorrow* 17.3 (Summer 2007): 78-102. Print.

Quick Reference

Quoting

"Quote only words . . . that are particularly interesting, and keep all quotations brief" (Gibaldi 109).

Note: There is only one space between the author's last name and the page number.

Paraphrasing/Summarizing

Thornton shows that the energy of Lawrence's writing results from his technique of identifying with his characters. His perspective and empathy change from one character to the next (46).

Books

Author (Family Name, Given Name). *Title of book* (in Italics). Edition. Place. Publisher, date.

Yen Mah, Adeline. *Chinese Cinderella*. 1st edition. New York. Laurel Leaf, 2001.

Short Quotations

The *Rape of the Lock* imitates the epic tradition with its opening lines: "What dire offense from amorous causes springs, / What mighty contests rise from trivial things, / I sing" (1-3).

Articles in Print Periodicals

Author of article. Title of article or chapter (in quotation marks). Name of journal (in italics) Vol. issue (date): pages.

Albada, Kelly F. "The Public and Private Dialogue about the American Family on Television." *Journal of Communication* 50.4 (2000): 79-100.



Grade 12 Add/Drop Policy (2017-2018)

A course may be added to a student's study program only within the first 4 weeks of the course start date (Sept 3). Any withdrawals after this time will be noted on the transcript, and academic record in the school files, with a standing of "W". Such standings will *not* be included in computing averages.

Students may withdraw from courses outside the limits described above with only signed permission from first the Parent(s), Principal, Teacher (Drop), Teacher (Add) and final confirmation from the Superintendent. Such withdrawals will be recorded as a "W" on the student transcript. **Students must continue to attend class until they receive written permission from all the above parties.**

A student who stops attending a course, does not write the final exam or otherwise fails to complete course requirements will be given an "F" on their transcript.

September 1 to September 8, 2017:

No course can be added/dropped in the first week.

September 11 to September 30, 2017:

A course add/drop form is required to be filled out and students must receive permission of the Parent(s), Teacher and Principal.

October 1 to the end of Term 2:

Any course drops will result in a "W" on the transcript. A course add/drop form is required to be filled out and you must first receive signed permission of the Parent(s), Teacher and Principal.

Term 3 to Year End:

No course drops will be permitted during this time, except in exceptional circumstances.

Please Note:

- * Course drops cannot result in a total course load of less than 6 G12 courses, one of which must be an elective course.
- * G12 English, Transitions or P.E may not be dropped as they are compulsory courses that are required for graduating with a BC Dogwood Diploma.
- * There will be no refund of fees paid when a course is dropped.
- * Students must adhere to the advice of BCA administration for changes to be official.
- * Students are not to assume permission from any other person, or organization.



NFLS BRITISH COLUMBIA ACADEMY
南京外国语学校 中加国际高中

30 EAST BEIJING ROAD, NANJING CHINA 210008 Tel: 0086-25-83282339 Fax: 0086-25-83282336 E-mail: nflsbca2011@163.com

Grade 12 Course Add/Drop Form (2017-2018)

Student's Name:	
Grade 12 Class:	
Course to be ADDED:	Course to be DROPPED:
Teacher Signature:	Teacher Signature:
REASONS FOR CHANGE:	
SIGNATURES (REMINDER – PLEASE CAREFULLY READ ADD/DROP POLICY):	
Signature of Student:	Date:
Signature of Parent(s):	
Signature of Principal :	NOTES:
Schedule Change Date:	

2017-2018 Standardized Test Dates

<p>IELTS Test Dates in 2017</p>	<p>Sept. 9, 16, 21, 30 Oct. 5, 14, 21, 28 Nov. 2, 4, 11, 25 Dec. 2, 9, 14, 16</p> <p>From 2017 NEEA IELTS Online Registration Website: ielts.efest.edu.cn</p>
<p>TOEFL Test Dates in 2017</p>	<p>Sept. 9, 16, 17, 24, 30 Oct. 14, 15, 21, 28, 29 Nov. 4, 11, 12, 18, 25, 26 Dec. 2, 9, 10, 16, 17</p> <p>From NEEA TOEFL IBT Online Registration Website: toefl.efest.net.cn</p>
<p>2017-2018 International SAT Test Dates</p>	<p>October 7, 2017 December 2, 2017 March 10, 2018 May 5, 2018</p> <p>From 2017 The College Board Website: collegeboard.org</p>
<p>2017-2018 International SAT Subject Test Dates</p>	<p>August 26, 2017 October 7, 2017 November 4, 2017 December 2, 2017 May 5, 2018 June 2, 2018</p> <p>From 2017 The College Board Website: collegeboard.org</p>
<p>2017-2018 ACT Test Dates</p>	<p>September 9, 2017 October 28, 2017 December 9, 2017 April 14, 2018 June 9, 2018</p> <p>From The ACT Website: act.org</p>