



**BELL
HIGH SCHOOL**
CEDARVIEW ROAD
OTTAWA 6, ONTARIO

CARLETON
BOARD
OF
EDUCATION

STUDENT HANDBOOK

BELL HIGH SCHOOL

CEDARVIEW ROAD,

OTTAWA, ONTARIO,

K2H 6K1

TELEPHONE 828-9101

Session 1971-1972

Fall Term: September 7th to December 22nd, 1971

Winter Term: January 3rd to March 17th, 1972

Spring Term: March 27th to June 30th, 1972

WELCOME TO BELL HIGH SCHOOL

Bell High is a modern, well-equipped composite school. The teachers are competent and devoted to the process of education. The programme is in keeping with the latest trends but at the same time, it does not lose sight of the traditional values of scholarship and excellence.

You will often hear the words "..... the best you can do." The school will provide the best that it can in educational and social opportunities for you. We expect that you will do the best you can in your studies, in your relationships with your fellow students, in all aspects of your behaviour and in your contacts with your teachers. We know that "the best you can do" is very good indeed.

Best wishes for a happy and successful year.

F. W. MacLean,
Principal.

Bell is your school: Everything you do reflects upon the image that your school has in the community. The way you dress, behave and take care of school property all reflect the attitude that you have toward your school.

Together, I hope we can make Bell the finest school to attend, one where an attitude of co-operation prevails for the welfare of students, staff and administration.

My office door is always open to receive students who have the desire to talk things over.

E. T. Robillard,
Vice-Principal.

THE STAFF

PRINCIPAL

Mr. F.W. MacLean B.A., M.Ed.

VICE-PRINCIPAL

Mr. E.T. Robillard B.Sc. (P.E.)

HEADS OF DEPARTMENTS

Mr. C.M.G. Arthurs B.A. (English)
Mr. C.M. Band B.A. (History)
Mr. N.F. Fantacchi B.A. (Languages)
Mr. D.A. Grant B.Sc. (Mathematics)
Mr. E. Kohlman B.A., B.Ed (Guidance)

Mr. R.N. Neff B.P.H.E. (Physical Education)
Mr. R.D. Parliament B.Sc (Science)
Mr. C.V. Satkevicius (Technical)
Mr. E. Taylor B.A., M.B.E. (Commercial)
Mr. R.G. Sharman B.A. (Co-ordinator of Geography)

TEACHERS

Mrs. A.D. Aboud M.A. (Asst. Head, English)
Mr. J.I. Bell B.A., A.S.A. (Mathematics)
Mr. W.R. Buck B.A., B.Ed (Mathematics)
Mr. A.M. Camelon B. Sc. (Asst. Head, Math)
Mr. D.D. Clark B.Com. (Commercial)
Mrs. M.R. Cragg B.A., M.Ed. (Guidance)
Mrs. D.A. Crowder B.Sc. (Mathematics)
Mrs. J.F. Dean B.A. (Geology)
Mr. J.O.R. Drouin B.A., LPH (French)
Mr. P.J. Fallows (Electricity)
Mr. P. Ferns B.A., BRE (Geography)
Mrs. K. Gale B.A. (French, German)
Mr. J. Gibson (Woodworking)
Mr. R.J. Grant B.Sc. (English)
Mrs. S.M. Gribble B.A. (Mathematics)
Miss S. Gudbranson B.A. (Mathematics)
Mr. R.W. Hartwell B.A. (History)
Mr. D.A. Howell B.A. (French)
Mrs. L.J. Jeays B.A. (English)
Mr. C.D. Jensen B.A. (French)
Mr. S. Kawazoye (Technical)
Mr. F. Kelly B.A. (French)
Mr. F.E. Kendrick B.A. (Commercial)
Mr. W. Kerr B.A. (Geography)
Mr. R. Larson B.Sc. (Science)
Mr. D.J. LeServe B.A. (Languages)
Mr. R.D. MacDiarmid B.A. (History, English)
Miss S.J. Macdonald B.A. (English)
Mrs. D.I. McCartney (Art)

Mrs. A.S. McDonald B.A. (English)
Mr. M.K. Malhotra B.Sc. (Science)
Mr. P.L. Martin B.A. (Latin, French)
Mr. D.B. Mooney B.Sc (Science)
Miss S.R.L. Morgan BPE (Physical Education)
Mrs. D.A. Mulvihill B.A. (English)
Mr. J.J. Murawsky B.A. (Geography)
Mr. S.M. Murphy B.A. (Science)
Mr. H.R. Nelles (Drafting)
Mr. R.J. Nugent B.Sc., BPE (Physical Education)
Mr. N.C. Peyton B.A., B.Ed. (History)
Mr. R.G. Poapst B.A. (English)
Mr. K.M. Poutanen B.Sc (Mathematics)
Miss M.T. Pritchard B.A. (Guidance)
Miss V.M.M. Reis B.A. (History)
Mrs. G.L. Robertson B.A. (Guidance)
Miss C.L. Ronning B.A., B.Ed. (Phys. Ed)
Mr. D. Short B.A., B.Ed. (Science)
Mrs. C.A. Smith B.Sc (Home Economics)
Mrs. S.F. Smits B.A. (Commercial)
Mrs. A.I. Thomson B.A. (Home Economics)
Mr. C.E. Thomson B.Sc (Science)
Mr. C. Wadehra B.A. (Science)
Mr. H.A. Waldie B.A., BPHE (Phys. Ed)
Miss K.R. Waldorf B.A. (English, Latin)
Mrs. L. Webb, B.Sc. (P.E.), B.Ed. (Phys. Ed.)
Mr. J.C. Whiteside B.Eng. (Mathematics)
Miss M.L. Wilkinson B.A. (Librarian)
Mr. W.C.M. Wood (Music)
Mrs. R. Romanko B.A., (Geography)

Mr. J.F. Hebert (Office Manager)

Mr. W.R. Hill (Head Custodian)

Mrs. E. Campbell (Public Health Nurse)

Mrs. M. Houldsworth (Cafeteria Manager)

Secretaries: Mrs. B. Mortimer, Mrs. C. Bienko, Mrs. M. Bourdeau, Miss D. McNamara, Mrs. J. Cosgrove, Mrs. J. Jenkyns, Mrs. M. Heathcote, Mrs. E. Fontanne, Mrs. B. J. Driscoll.

A/V Technician: Mr. H. L. Caldwell

Teacher-Advisors to the Students' Council: Miss K. R. Waldorf, Mr. K. M. Poutanen

Teacher-Advisor to the Prefect Society: Mr. F. E. Kendrick

Teacher-Advisor to the Yearbook staff: Mrs. L. J. Jeays

Head Girl: Doris Fiszer

Head Boy: Spencer Smith

HOME FORM TEACHERS

<u>Form</u>	<u>Teacher</u>	<u>Room</u>	<u>Form</u>	<u>Teacher</u>	<u>Room</u>
9A	Miss V. Reis	209	11C	Mr. C. Wadehra	107
9B	Mr. W. Kerr	109	11D	Mrs. S. Gribble	231
9C	Mr. R. MacDiarmid	207	11E	Mrs. A. Crowder	232
9D	Mrs. S. Smits	223	11F	Mr. N. Peyton	210
9E	Mr. W. Buck	233	11G	Mrs. A. Mulvihill	125
9F	Miss S. Gudbranson	225	11H	Mr. F. Kendrick	226
9G	Mr. H. Nelles	141			
9H	Mr. P. J. Fallows	142	12A	Mrs. A. McDonald	132
9J	Mr. D. LeServe	204	12B	Miss S. Macdonald	131
9K	Mr. J. Murawsky	212	12C	Mr. R. Grant	133
			12D	Mr. D. Short	102
10A	Mr. R. Larson	101	12E	Mr. D. Howell	203
10B	Mr. C. Thomson	103	12F	Mr. R. Sharman	213
10C	Mr. P. Ferns	106	12G	Mr. C. Satkevicius	143
10D	Mr. C. D. Jensen	201	12H	Mr. E. Taylor	222
10E	Mr. K. Poutanen	227	12J	Mr. S. Kawazoye	148
10F	Mr. J. Whiteside	230			
10G	Mrs. K. Gale	205	13A	Mr. M. Murphy	104
10H	Mr. R. Poapst	130	13B	Mr. D. Mooney	147
10J	Mr. J. Gibson	146	13C	Mr. R. Drouin	202
			13D	Mrs. B. Aboud	127
11A	Miss K. Waldorf	B-1	13F	Mr. R. W. Hartwell	211
11B	Mr. M. Malhotra	105			

MAJOR EVENTS OF THE YEAR

Mon	Sep	20	Student Council campaign and election
Tue	Sep	21	Students' pictures will be taken for the Year Book.
Fri	Oct	1	Grade 13 registration (for Ontario Department of Education)
Mon	Oct	11	<u>Thanksgiving Holiday</u>
Fri	Oct	15	Start of Student Council fund raising drive. Last date for SACU registration.
October	- -		dates to be determined: Testing programme for Grade 9's Blood Donor Clinic
Fri	Nov	5	Commencement
Thu	Nov	11	<u>Remembrance Day Holiday</u>
Mon	Nov	15	Grade 13's will fill out first part of University applications
November	- -		dates to be determined: First report cards Parent interview days
Wed	Dec	1	SACU test for all those planning to go to University: (2 ½ hour aptitude test in the morning, 1½ hour English Achievement test in the afternoon.)
Thu	Dec	23	<u>Christmas Holidays</u>
	to		
Mon	Jan	3	
Fri	Jan	21	First semester ends
	Jan	21 to	
	Feb	4	Formal examinations in all subjects.
January	- -		dates to be determined: Filling out of preliminary option sheets for all students in the school.
February	- -		dates to be determined: Spirit Week Second report cards
Fri	Mar	10	Last date for sending second part of University applications.
	Mar	18 to	
	Mar	26 (inclusive):	<u>Winter Holiday</u>
Fri	Mar	31	<u>Good Friday Holiday</u>
Mon	Apr	3	<u>Easter Monday Holiday</u>
April	-	dates to be determined:	
			Test week, preliminary to distribution of third report cards.
Fri	May	19	Earliest date for University admissions and scholarships to be announced.
Mon	May	22	<u>Victoria Day Holiday</u>
May	-	dates to be determined:	
			Open House
Wed	Jun	7 to	
Fri	Jun	9	Recommendations for June examinations will be issued.
Mon	Jun	12 to	
Fri	Jun	15 -	June examinations
Fri	Jun	30	Final Report cards

ATTENDANCE --

THERE IS ONE BASIC RULE --

ATTENDANCE IS COMPULSORY IN ALL CLASSES
FOR ALL STUDENTS

If you must be away from school, it must be with your parents' knowledge and consent. We will contact your parents from time to time, if your attendance is not satisfactory.

If you must be away from school, it is your responsibility to find out what work you have missed, and get it done. Your teachers will help you, but you must ask for that help.

If you arrive at school late, come to the office for a permit (and to explain your reason for being late) and go to class.

If you are late for class between periods, you must make your explanations to the teacher of the class you are entering. You have a maximum of five minutes to change classes; it usually takes considerably less than that.

If you return to school after an absence of half a day, come to the office, leave your note and get a permit to class.

If you return to school after an absence of a day or more, take your note to your home room teacher.

N.B. Notes: Students in Grades 9 to 12 are required to bring notes explaining their absences. The note should state the date(s) of the absence and the reason, and be signed by a responsible adult. A telephone call to the office or to the school nurse is acceptable.

The school administration appreciates being informed when a student is going to be away for a considerable period of time. (See note under "Visiting Teacher Service".)

If you wish to leave school before the end of the day (e.g. to keep an appointment), come to the office before the beginning of the morning or afternoon session, leave your note and get a permit to leave. On your way out, come to the office and sign out in the book provided.

If you are in Grade 13, your attendance responsibilities are to your subject teachers. Attendance is compulsory in all classes, and if you miss a class, you must account for your absence to the teacher. If, in the opinion of any teacher, your attendance is unsatisfactory, he or she will report the matter to the Vice-Principal and he will take whatever action is necessary.

Grade 13's may leave the school in spare periods or use any of the areas indicated below. Students in Grades 9 to 12 may not leave the school without permission from the office. Any student may leave the school during the noon hour.

REGULAR ATTENDANCE IS NECESSARY FOR SUCCESS IN SCHOOL. IT IS ALSO PART OF YOUR LEGAL OBLIGATION AS A STUDENT TO ATTEND REGULARLY AND ON TIME. WE KEEP ATTENDANCE RECORDS BECAUSE WE ARE CONCERNED ABOUT YOUR SUCCESS.

ORGANIZATION OF THE SCHOOL

GENERAL:

Bell High School is a composite high school with Technical and Business and Commerce facilities as well as a full range of academic courses. It operates on the principle that all subjects are available to all students, within the limitations of timetable and space. The school has an excellent Library, and student participation in athletics both Interscholastic and Intramural is at a high level.

Student affairs are looked after by the Students' Council which is elected in the fall and presided over by the Head Boy and Head Girl. Representatives of the council are part of COR (Carleton's Outer Ring) which is the central students' organization for all the secondary schools in Carleton County.

SUBJECT PROMOTION:

Students are marked and promoted on their work in individual subjects, not on the average of their year's work. The student gets credit for what he passes, and he repeats (or substitutes other subjects) for what he fails. It is possible for a student to take subjects in two or three grades at the same time.

INDIVIDUAL TIMETABLES:

There are a few compulsory subjects (e.g., English in Grades 9 to 12) but otherwise the student chooses the subjects he wishes to take. The student must be sure to take the subjects required by the universities for entry into the course of his choice. The Guidance Department offers advice and has the latest sources of information from the universities and colleges, but the ultimate choice of subjects must remain the student's responsibility.

LEVELS OF DIFFICULTY AND PRE-REQUISITES:

Most academic subjects are offered at more than one level of difficulty; e.g., Grade 9 Mathematics exists as MAT160 (enriched), MAT150 (regular, 5-year) and MAT140 (basic, 4-year). The student chooses, either by preference or experience, the level at which he wishes to study each subject, and should choose as high a level as his abilities permit. Both the enriched and the 5-year level subjects lead on to Grade 13 and all forms of post-secondary education. The 4-year subjects terminate at Grade 12 and it is not possible to go from a 4-year Grade 12 directly into Grade 13.

Some subjects (e.g., Art, Music, Home Economics) are not differentiated as to level of difficulty.

Normally, each subject is pre-requisite to the one above it; that is, you must pass Grade 9 (5-year) Mathematics before you may try Grade 10 (5-year) Mathematics. There are exceptions, and the Guidance Department is prepared to consult on advanced placement or changes between 4 and 5-year level subjects upon request.

PROMOTION STANDARDS:

A mark of exactly 50 means that the student has made somewhat less than 50% but in the opinion of the teacher, he deserves standing in that subject on the basis of his effort. However, it is a strong recommendation that the student take no further work in that subject without repeating or going to Summer School to improve his understanding of the basic material of the subject.

A student who fails a 5-year subject may be given 50% in the same subject at the 4-year level, particularly if it is the last subject required for a diploma. The same restrictions remain on further subjects in the same area of study.

A student who receives 51% is considered to have an earned pass, and there are no restrictions on his proceeding to further work.

SEMESTERS:

The school year is divided into two equal halves with the dividing point coming at the end of January. Some subjects, such as many of those in the Technical area, are only one semester in length and final exams are held when the semester ends. When the credit system for calculating diploma standing comes into effect in September 1972, it will be possible for students to earn half credits for a single semester's work.

REPORTS AND PROMOTIONS:

Four reports are issued to parents during the year; in early November, February, April and June, we try to inform parents of the students' progress and eventual promotion. Under the subject promotion system, the student progresses in the subjects which he passes and repeats or changes the subjects which he fails. No averages are calculated because each student is on his own individual timetable and overall comparisons with other students are not valid.

The mark in any subject on a report card is calculated by combining the student's term mark (assignments, class work, etc.) and the examination or final test mark on a 50-50 basis.

In 1971-72, it is planned to have only two sets of formal examinations, one at the end of the first semester in January, and the other in June. Subject teachers will issue recommendations to exempt from the June examinations those students whose work is satisfactory and whose mark for the year is approximately 60%.

AWARDS:

A revision of the awards system is presently under way to make it more appropriate for the subject promotion and credit systems.

Two major changes have been dictated in the diploma awards. Upon successful completion of 27 credits, the student will be awarded a Secondary School Graduation Diploma. A credit is defined as 110 to 120 hours of classroom work, which is one period per day for a school year, and is therefore, exactly what we have previously called a "subject" or an "option." The Diploma itself does not specify whether it is a 4-year or a 5-year one, and does not specify any branch of study, as Arts and Science. A "transcript of achievement" will be issued with the diploma, and it will state the subjects and the level of difficulty.

The Grade 13 diploma is still called the Secondary School Honour Graduation Diploma, and it will now be granted upon the successful completion of six Grade 13 credits rather than seven as heretofore.

It should be noted that the diplomas are granted by the Minister of Education upon the recommendation of the school. They may be granted at any time during the school year as soon as the necessary credits are accumulated.

It is planned to emphasize proficiency in individual subjects at all levels and grades in the future, rather than using the student's overall average as a measure of his excellence. The Honour Society will be maintained and newly designed awards are in preparation. The Scholarship Society will also continue.

The school has always been supported generously by the Board and by many firms and organizations in the community in the provision of prizes. We expect that we will continue to have our Commencement early in November to express our appreciation of the students who have excelled scholastically.

GENERAL INFORMATION

DAILY ROUTINE:

All students will be in their home rooms at 9:15 A.M. for the home room period, and should plan their activities in order to be there a few minutes earlier. The home room period will last 10 minutes, and will be followed by four 40 minute classes, ending at 12:05 P.M. A maximum of five minutes is allowed for students to move from one class to the next. The class times for all grades are the same.

The lunch hour lasts from 12:05 to 1:05 P.M., and students are to be in the classrooms of the first afternoon period ready to start promptly at 1:05. The four afternoon classes end at 3:45 P.M., and there is no home room period at the end of the day. Students are free to leave the school during the lunch period.

The times for sports days and other differing routines are posted in all classrooms.

COMMUNICATIONS:

Each morning, a Daily Bulletin is printed in the office and distributed to all rooms, before the home room period. It consists of two sections: PLEASE READ for important announcements affecting the whole school, and PLEASE POST, for club, team and social announcements. The PLEASE READ section is to be read aloud in each room during the home room period, and the bulletin is to be posted in a prominent place on the bulletin board. The deadline for the submission of announcements is 8:45 A.M.

Clubs, teams and social organizations are urged to use regular spaces on the bulletin boards for their notices so that the members will get into the habit of consulting those places. Notices regarding student activities require the approval of the Head Boy or Head Girl. All others require the approval of a teacher.

As far as possible, the public address system will be used for announcements only in the last few minutes of the last period in the morning, and such notices should be kept to a minimum to avoid disruption of classes.

STUDENT FEES:

With the approval of the Carleton Board of Education, a fee of \$5.00 is collected from each student in Grades 9 to 12, and \$3.00 in Grade 13. The fee will be collected in the first week of the fall term by the home room teachers.

The money is used to support activities in the school which are not covered by the school budget--supplementary instructional materials, the intramural athletic programme, support of the year book, etc.

INJURY TO STUDENTS -- INSURANCE:

Every student is expected to take reasonable precautions for his own safety at all times and the staff exercises appropriate supervision over student activities. There are occasions, such as when dealing with dangerous materials or equipment, field trips etc., when accidents do occur. The Board and the Staff cannot accept responsibility for injury to students, but in emergencies, the staff members will act as they would if someone were ill or injured at home or on the street.

A medical expense accident policy will be made available through the school shortly after the fall term starts.

SCHOOL BUS REGULATIONS:

The Carleton Board of Education provides bus transportation without charge to students who live a mile or more from the school. The buses chartered by the Board are considered to be school property and the drivers to be employees of the Board. All rules which apply to students in the school also apply to all aspects of their use of school buses.

1. Be at your scheduled bus stop on time. In bad weather, buses are sometimes late but rarely more than a few minutes. If a bus fails to appear, do not telephone the school. Make every effort to get to school regardless of the time you arrive, by any means you can.
If the weather is very bad and the buses cannot run, announcements will be made over all local radio stations shortly after 7:00 A.M.
2. Obey the bus driver promptly and courteously.
3. Carry your student identification card at all times and present it whenever the bus driver asks to see it. The driver is fully authorized to refuse transportation to any student who disobeys his instructions, and he will report the matter to the school authorities.
4. Smoking on school buses is strictly forbidden.
5. Except for emergencies, buses are required to stop only at the designated intersections. Do not ask the driver to stop at any other place.
6. Provincial regulations impose heavy penalties for the overloading of buses, and each bus is given a full load by the school authorities. When you are assigned to a particular bus, travel on that bus only. The Board does not provide buses to transport students to or from any place other than the stop nearest their homes.
7. Students are expected to exercise care and courtesy in getting on and off the buses, both at the school and at the loading points throughout the school area. Students must not rush towards the buses until they have stopped at their loading points and the doors are opened.

STUDENTS' MOTOR VEHICLES ON SCHOOL PROPERTY:

1. Students' vehicles will enter and leave by the south entrance and be parked only behind the school, front end in, off the pavement. No spaces are reserved. It may be necessary to form double rows. THERE IS TO BE NO STUDENT PARKING IN FRONT OF OR BETWEEN THE WINGS OF THE SCHOOL.
A special section for the parking of motorcycles is reserved close to Cedarview Rd., near the softball backstop.
2. The Bell Arena property is not part of the school grounds and is not to be used as a student parking lot.
3. The speed limit on the school grounds is 15 miles per hour, but the presence of school buses, the road conditions and the number of pedestrians using the roadways dictate that vehicles must be driven with extreme caution.
4. Vehicles shall be locked when parked, and must not be used at any time as a meeting place or lunch room. The registered driver will be held responsible for the use of his vehicle, whether he is personally involved or not.
5. Parking on Board property is a privilege which may be withdrawn at any time if it is abused.

TEXTBOOKS:

All textbooks are provided by the Board for students in Grades 9 through 12. Loss of a book, or damage beyond reasonable wear and tear must be paid for by the student at the end of the year. Textbooks are now so expensive that they must be made to last three or four years.

Students in Grade 13 must buy all of their own textbooks. Many of them are sold through the school Supply Room, and information is posted about local merchants who offer books for sale.

Laboratory Manuals, pre-printed work books etc. are not supplied by the Board and are sold at cost to the students in the school as they are required.

TELEPHONES:

A pay telephone is located in the main foyer for the use of students. The office lines are very busy and are usually not available to students. Incoming calls to students will not be conveyed to them unless they are from their parents, or some emergency is involved.

LOCKS AND LOCKERS:

Each student is assigned a locker and may not use any other locker without first obtaining the permission of the Vice-Principal. These lockers are not particularly secure in spite of our best efforts to maintain them, and no one should ever leave money or valuable property in a locker. The school accepts no responsibility if anything is taken from a student's locker.

Any suitable combination lock may be used on any locker. The form teachers will assign the lockers and make a record of the combination of the lock to be used by each student early in the school year.

The Principal, or a staff member designated by him, has the legal right to open any student's locker at any time if he deems it necessary.

SMOKING:

Students are permitted to smoke only in the smoking area between the centre and Technical wings inside the paved parking area, and then only before and after school and during the noon hour. Students who smoke anywhere else on the school grounds may be suspended for up to three days.

TIMETABLED SPARE PERIODS:

Students in Grades 9 and 10 who have spare periods in their timetables may spend them either in the Library or in the supervised Study Hall (the Cafetorium).

Students in Grades 11, 12 and 13 may spend their spares in either of the places mentioned above, or they may use the Free Area, in the lower lunch room below the Cafetorium. This area is supervised by senior students under an arrangement with the Students' Council, which is also responsible for the facilities provided there. The room is open from 8:00 A.M. to 5:00 P.M. daily.

Students enrolled in Grade 13 only may leave the school during their spare periods.

A student in any grade who has a spare in periods 1, 4, 6, or 9 each day may arrange with the Vice-Principal to be absent from the school during those periods.

NIGHT SCHOOL:

Night schools are operated by the Ottawa Board of Education, and Carleton students may attend them only with the permission of their day school Principal.

The night schools are intended for adults and their programmes are often quite different from those offered in day schools. We are instructed by the Ottawa

Board officials to grant permission for a student to attend night school only if he lacks one subject for a diploma, or if he needs a subject which cannot be provided for him in day school.

If permission is granted to a student to take a subject at night school, he will receive the same credit for it as he would for a day school subject, as soon as he presents his night school certificate at the school office.

ORGANIZATIONS AND CLUBS:

The Students' Council plays an important part in organizing the life of the school and has always had an excellent relationship with the school administration. One of its main functions is to convey the wishes of the students to the Principal and Vice-Principal, and vice versa.

The Council executive is headed by the Head Boy and Head Girl, who are elected in May each year. The Council members are elected in September and represent all grades in the school.

The Prefect Society consists of senior students who are elected each spring. It is a service organization which performs many useful duties in the school, one of which is a tutoring service for younger students.

Special Interest Clubs: the school encourages the formation of clubs based on school subjects, hobbies, particular interests such as Orienteering, and various careers.

The Boys' and Girls' Athletic Associations are active in promoting intramural sports and providing referees and coaches for games.

PHYSICAL EDUCATION:

Physical Education is obligatory for all students except those in Grade 13, unless excused by a medical certificate. Students in Grades 9 and 10 have four periods per week of Gymnasium, Health Education and other activities. Those in Grades 11 and 12 have three periods per week. The successful completion of four years of work in Physical Education is a requirement for a Secondary School Graduation Diploma.

The required dress for gym classes is as follows:

Girls: Brown gymnasium tunic, white socks, white rubber-soled running shoes.

Boys: Brown shorts, white T-shirt, white socks, rubber-soled running shoes and an athletic supporter.

This equipment will be sold at the school during the first two weeks of the term, but may be purchased elsewhere if the parents so desire. The cost (less shoes) is approximately \$5.50 for boys and \$4.50 for girls. Students are not permitted to take part in gym activities in street clothes.

Interscholastic, house league and club competitions are carried on in most sports. Permission for a student to engage in interscholastic sports may be withdrawn if his or her academic work is not satisfactory.

Students participating in interscholastic athletics will be required to provide permission from their parents before they will be accepted as candidates for any team. It is recommended that all students have a medical examination prior to school opening.

Age classification:

Boys: Senior--under 20 (for football, under 19); Junior--under 16.

Girls: Senior--under 20; Junior--under 16.

Ball is entered in the Carleton section of the Ottawa Secondary Schools Athletic Association, together with all the other Carleton schools. Winning teams in this section will enter play-offs with other city section winners.

The Physical Education Department has its own awards system of bars, crests and trophies, and credit for participation in sports is a factor in deciding the winners of several school trophies.

SERVICES PROVIDED FOR STUDENTS

GUIDANCE:

The Guidance Department of the school exists for the purpose of assisting the students with their educational vocational, personal and social decisions.

As most of you are aware, there has been a tremendous expansion in the variety of post-secondary educational opportunities in the last decade. In the vocational field, there has been a similar expansion in the variety of types of work.

Thus, in order that you may make intelligent and informed decisions, you must not only understand yourself, but also inform yourself about the educational and career information which is available to you at any time in the Guidance Reading Room.

Plans for further education or for entrance into employment should not be made under pressure of time; therefore, it is necessary that, long before you graduate, you begin to plan. This you can best do by consulting your counsellors and by making ample use of the educational and career information in the Guidance Office.

Students should feel free to request an interview with a counsellor whenever they feel the need to do so. The usual procedure is to make the request through the Guidance secretary before or after school, or at noon. Usually, interviews can be arranged in two days or less, following the request. In emergency situations, students may get permission from their subject teachers to be excused from class and come directly to the Guidance Office.

We attempt to provide each student with a routine counselling interview at least once a year. At the present time, more than half the interviews which are held are requested by students, and requested interviews take precedence over all others. Interviews with parents are also welcomed.

PSYCHOLOGICAL SERVICES:

Psychological consultation and a wide range of special educational programmes and assistance are available through the school. Arrangements for these services are made through the Guidance Department, the school Nurse or the Vice-Principal. Through the Student Services office of the Carleton Board of Education, contact is made with many public agencies of the region to enlist their support.

PLACEMENT SERVICE:

A member of the school Guidance staff acts in liaison with the Placement Office of the Ottawa Board of Education to encourage graduates to take post-secondary training and to assist them in finding employment (either part-time or permanent) related to the kind of training they have received in high school.

Arrangements are made to send students in the Business and Commerce and Technical classes out to local firms as part of their school work. The experience often aids the students in their choice of a career, and some receive offers of employment from the firms with which they are associated.

SCHOOL NURSE:

The nurse is assigned to the school by the Ottawa-Carleton Regional Health Unit. She is a qualified Public Health Nurse and her duties extend beyond the school to include family consultations and help with any public health problems which arise.

The nurse is responsible for co-ordinating the various services made available to the school by the Regional Health Unit. These include:

1. Preventive Dental Services: an educational programme and the administration of special treatment to help prevent dental cavities. Referrals are made to family dentists as necessary.
2. An immunization program: protection is offered to the students against tetanus and poliomyelitis. A periodic tuberculin test is given to all students, teachers and the non-teaching staff.

In her professional role, the nurse also undertakes the following activities:

1. Health counselling.
2. Vision and hearing screening.
3. Following up health problems communicated to her by previous schools or by parents.
4. Referrals to physicians and other health services in the community.
5. Provision of information and source materials on public health topics. The nurse works closely with the Physical Education Department in their work in health education.
6. First aid in case of accidents. In case of illness or serious accident, the parents will always be notified.

CONTACTS WITH PARENTS:

A secondary school is a community of more than a thousand young adults working under the supervision of seventy teachers and thirty non-teaching staff. Each student is following his individual time-table and for a considerable part of the time, he is quite independent of actual supervision.

In such a situation, the individual can get lost or get into difficulties which will impede his educational progress. The staff is continually striving to overcome the impersonal nature of such a system without appearing to intervene in the young person's precious sense of independence.

When someone in the school contacts a student's parents, he does so with the intention of informing the parents of something that they ought to know, or of enlisting their help in a difficult situation. It is always hoped that the call will be received in the spirit in which it is intended.

We also make contact with the parents of our students in other ways:

1. The four reports of the students' progress (November, February, April and June) are actually "reports to parents". The student knows his marks long before the reports are issued.
2. Special invitations are issued to parents to visit the school for parent-teacher interviews, Open House (usually in the spring), concerts, plays and many other occasions.
3. Special publications are issued: the Student Handbook in September, the Programme Booklets in January before the next year's option sheets are filled out. Newsletters are prepared when special events take place in the school.

THE LIBRARY:

In 1968, the library was moved to its new quarters in the John Dawson Library, at the north-east corner of the school. It is one of the best equipped and organized school libraries in the area.

The library is a quiet place where students are invited to study, do research, and discuss shared school projects. The twenty-one carrels on the mezzanine offer privacy for individual study; the lounge area at the entrance may be used for discussion; the main floor provides for general reading, reference and circulation. Our collection numbers about 18,000 books and 100 periodicals.

The growing use of research methods of teaching results in constantly increased demands on library facilities, and special efforts are made to ensure that students are served efficiently. Throughout the school day they may seek help from the teacher-librarian and her assistants, and from student members of the Library Club.

THE CAFETERIUM:

The services of an excellent cafeteria are available in the school. The student may buy his lunch at a reasonable cost or he may eat a lunch prepared at home, perhaps supplementing it with milk, soup or dessert.

For appearance and convenience, students are expected to return their trays and used dishes to the disposal wicket and to put all waste material in the receptacles provided.

NO FOOD IS TO BE TAKEN FROM THE CAFETERIUM, LOWER LUNCH ROOM, FOYER AREA, EXCEPT WHEN A LUNCH-MEETING IS BEING HELD ELSEWHERE UNDER THE SUPERVISION OF A TEACHER. LUNCHES ARE NOT TO BE EATEN ANYWHERE OUTSIDE THE BUILDING AT ANY TIME.

The Cafetorium is used as a supervised study room during class hours and as an assembly hall as required.

THE BOOK STORE:

The Book Store is located next to Room 124 and is operated in part by students in the Merchandising and Marketing classes. The hours of business are posted on the door. All Grade 13 text books are on sale there during the first few weeks of the school year, and pens, paper and other school supplies are available throughout the year.

"LOST AND FOUND" SERVICE:

Lost books and personal property should be turned in to the office. Money and valuable articles are kept in the school office vault and announcements made about them. Other items are placed in the ticket wicket in the foyer to be claimed by their owners. The service is operated by students, and the hours will be announced.

VISITING TEACHER SERVICE:

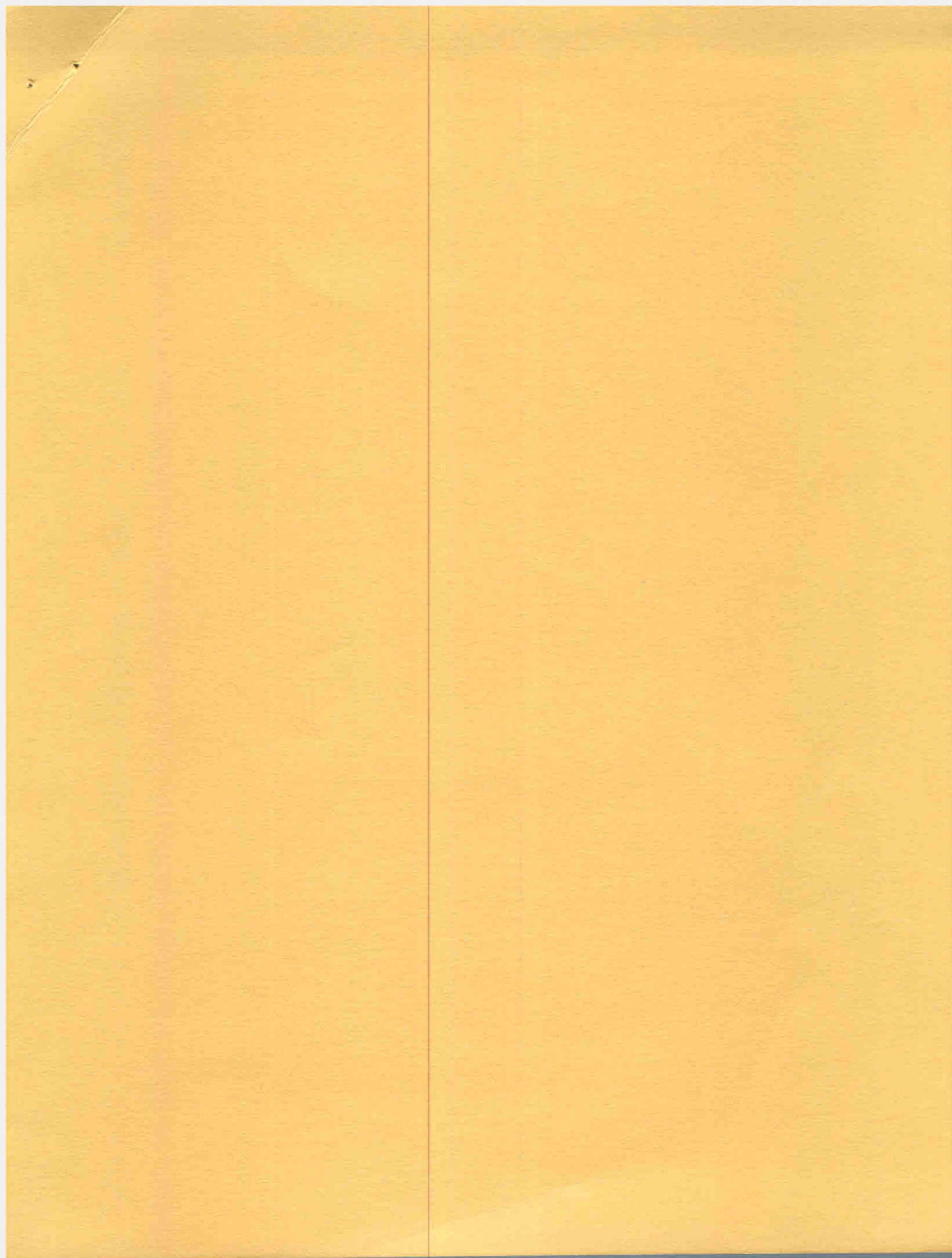
This service is provided for students who are ill or injured and who expect to be absent from school for at least a month. The family physician must agree that the student is well enough to spend the required amount of time on study and the completion of assignments.

When this situation arises, the parents are asked to contact the Nurse, the Guidance Department or the Principal and arrangements will be made to have qualified teachers visit the home and supervise the student's work.

SUBJECTS OFFERED IN BELL

SUBJECT	GRADE 9	GRADE 10			
ACCOUNTING					
ART		ACT245			
AUTO THEORY	ART145	ART245			
AUTO PRACTICE					
BIOLOGY					
BOOKKEEPING	BKK140				
BUS. ORG. & MANAGE					
BOYS' PHYS. ED.	BPE145	BPE245			
CONSUMER EDUCATION	CED150				
CHEMISTRY					
COMPUTER MATH					
DATA PROCESSING					
ECONOMICS					
ENGLISH	ENG140	ENG240	ENG		
	ENG150	ENG250	ENG		
	ENG160				
FRENCH	FRE140	FRE240	FRE		
	FRE150	FRE250	FRE		
	FRE160	FRE260	FRE		
GEOGRAPHY			GGY340	GGY440	GGY550
			GGY350	GGY450 ✓	
GEOLOGY				GLY440 ?	
				GLY450	
GERMAN		GRM250	GRM350	GRM450	GRM550
GIRLS' PHYS. ED.	GPE145	GPE245	GPE345	GPE445	
HISTORY			HIS340	HIS450	HIS550
			HIS350		
HISTORY/GEOGRAPHY (semestered)	H-G140	H-G240			
	H-G150	H-G250			
HOME ECONOMICS	HEC145	HEC245	HEC345	HEC445	
LATIN	LAT150	LAT250	LAT342	LAT342	LAT550
MATHEMATICS	MAT140	MAT240	MAT340	MAT440	MAT551 ✓
	MAT150	MAT250	MAT342	MAT442	MAT552 ✓
	MAT160	MAT260	MAT350	MAT450 ✓	MAT553 ✓
MAN IN SOCIETY			MIS340		
MERCHANDISING		MER245			
MARKETING			MKT345	MKT445	
MUSIC	MUS145	MUS245	MUS345	MUS445	
OFFICE PRACTICE			OPR340	OPR440	
PHYSICS			PHY340		PHY550 ✓
			PHY350 ✓		
SCIENCE	SCI140	SCI240			
	SCI150	SCI250			
	SCI160	SCI260			
SHORTHAND		SHD245	SHD342	SHD342	
SPANISH		SPA250	SPA350		
AUTO	TAU145	TAU245			
BLDG. CONSTRUCTION			TBC345	TBC445	
DRAFTING	TDR145	TDR245	TDR345	TDR445 ✓	
ELECTRICITY	TEL145	TEL245	TEL345	TEL445 ✓	
WELDING	TEW145	TEW245	TEW345	TEW445	
WOODWORKING	TWW145	TWW245			
TYPING	TYP145	TYP245			
WORLD POLITICS				WPL440	





SUBJECTS OFFERED IN BELL HIGH SCHOOL

SUBJECT	GRADE 9	GRADE 10	GRADE 11	GRADE 12	GRADE 13
ACCOUNTING		ACT245	ACT345	ACT445	
ART	ART145	ART245	ART345	ART445	
AUTO THEORY			AUT303	AUT403	
AUTO PRACTICE			AUP303	AUP403	
BIOLOGY			BIY340		BIY550
BOOKKEEPING	BKK140				
BUS. ORG. & MANAGE				BOM450 ?	
BOYS' PHYS. ED.	BPE145	BPE245	BPE345	BPE445 ✓	
CONSUMER EDUCATION	CED150				
CHEMISTRY				CHM440	CHM550 ✓
				CHM450 ✓	
COMPUTER MATH			CMA342	CMA342 ?	
DATA PROCESSING			DPR345		
ECONOMICS				ECN440 ?	
ENGLISH	ENG140	ENG240	ENG340	ENG440	ENG551
	ENG150	ENG250	ENG350	ENG450 ✓	ENG552 ✓
	ENG160				
FRENCH	FRE140	FRE240	FRE340	FRE440	FRE550
	FRE150	FRE250	FRE350	FRE450 ✓	FRE551 ✓
	FRE160	FRE260	FRE360		
GEOGRAPHY			GGY340	GGY440	GGY550
			GGY350	GGY450 ✓	
GEOLOGY				GLY440 ?	
				GLY450	
GERMAN		GRM250	GRM350	GRM450	GRM550
GIRLS' PHYS. ED.	GPE145	GPE245	GPE345	GPE445	
HISTORY			HIS340	HIS450	HIS550
			HIS350		
HISTORY/GEOGRAPHY (semestered)	H-G140	H-G240			
	H-G150	H-G250			
HOME ECONOMICS	HEC145	HEC245	HEC345	HEC445	
LATIN	LAT150	LAT250	LAT342	LAT342	LAT550
MATHEMATICS	MAT140	MAT240	MAT340	MAT440	MAT551 ✓
	MAT150	MAT250	MAT342	MAT442	MAT552 ✓
	MAT160	MAT260	MAT350	MAT450 ✓	MAT553 ✓
MAN IN SOCIETY			MIS340		
MERCHANDISING		MER245			
MARKETING			MKT345	MKT445	
MUSIC	MUS145	MUS245	MUS345	MUS445	
OFFICE PRACTICE			OPR340	OPR440	
PHYSICS			PHY340		PHY550 ✓
			PHY350 ✓		
SCIENCE	SCI140	SCI240			
	SCI150	SCI250			
	SCI160	SCI260			
SHORTHAND		SHD245	SHD342	SHD342	
SPANISH		SPA250	SPA350		
AUTO	TAU145	TAU245			
BLDG. CONSTRUCTION			TBC345	TBC445	
DRAFTING	TDR145	TDR245	TDR345	TDR445 ✓	
ELECTRICITY	TEL145	TEL245	TEL345	TEL445 ✓	
WELDING	TEW145	TEW245	TEW345	TEW445	
WOODWORKING	TWW145	TWW245			
TYPING	TYP145	TYP245			
WORLD POLITICS				WPL440	