



École Alpha Secondary School  
4600 Parker Street  
Burnaby, BC  
V5C 3E2  
Website: [alpha.sd41.bc.ca](http://alpha.sd41.bc.ca)

Phone: (604) 296-6865 ♦ Fax: (604) 296-6868  
Twitter @alphaSD41

# PARENT HANDBOOK 2017-2018

## **NON-INSTRUCTIONAL DAYS/STAT HOLIDAYS**

*September 22, 2017  
October 9, 20 & 23, 2017  
November 10, 13 & 24, 2017  
December 25-29, 2017  
January 1-5, 2108  
February 12 & 16 2018  
March 19-30, 2018  
April 2 & 23, 2018  
May 18 & 21, 2018  
June 29, 2108*

## **REPORT CARDS & PARENT/TEACHER EVENINGS**

*September 20, 2017: Parent Information Evening  
October 4, 2017: Grade 12 Parent Information Evening  
October 18, 2017: Parent/Teacher Conferences  
November 21, 2017: Term 1 RC Available online  
January 24, 2018: Open house  
February 6, 2018: Term 2 RC Available online  
March 15, 2018: Parent/Teacher Conferences  
April 27, 2018: Term 3 RC Available online  
June 28, 2019: Final RC Available online*



**TABLE OF CONTENTS**

MISSION STATEMENT .....	3
SCHOOL PHILOSOPHY .....	3
SCHOOL GOALS.....	3
GOAL 1: Literacy.....	3
GOAL 2: Social-Emotional Literacy.....	3
Health and Physical Activity .....	4
Daily Physical Activity (DPA).....	4
Physical activity requirements can be achieved by: .....	4
Requirements:.....	4
PEOPLE TO KNOW .....	5
Administration .....	5
Department Heads.....	5
School Goals .....	5
Student Services.....	5
ALPHA STAFF DIRECTORY .....	6
Teachers.....	6
Support staff .....	7
Office.....	7
Learning Support Services .....	7
Custodial Staff.....	7
Noon Hour Supervisor.....	7
BELL SCHEDULE .....	8
AGENDA PLANNER .....	9
NON-INSTRUCTIONAL DAYS .....	9
TRAFFIC/PARKING .....	9
SCHOOL EXPENSES.....	10
Student Activities .....	10
School Yearbook .....	10
Grade 12 Graduation Ceremony & Dinner/Dance .....	10
Costs Associated with Courses .....	10
STUDENT EVALUATION AND REPORTING.....	11
Report Cards .....	11
Letter Grades and Percentages.....	11
In Progress Reports (I Report).....	11
Honour Roll.....	12
Principal’s Honour Roll .....	12
Work Habits .....	12
Work Ethic List.....	12
Summer Session .....	12
AWARDS AND RECOGNITION.....	13
Alpha Olympian .....	13
Athletic Awards.....	13
Department Awards .....	13
Gold Cord Award .....	13
Provincial Awards Program .....	13

**École Alpha Secondary School**  
**2017 – 2018 PARENT HANDBOOK**



Graduation Program Examinations Scholarship .....	13
Scholarships and Financial Aid.....	13
<b>SCHOOL-WIDE EXAMS AND PROVINCIAL EXAMS .....</b>	<b>14</b>
School Exams/Tutorial Week.....	14
Provincial Exams .....	14
<b>IMPORTANT WEBSITES.....</b>	<b>14</b>
<b>STUDENT SERVICES .....</b>	<b>14</b>
Counselling.....	14
Timetable Changes.....	15
The Student Services Centre.....	15
The Career Centre.....	15
Transcripts.....	15
Library.....	15
Learning Centre – Connect Program (Room 211) .....	16
Peer Tutoring Program .....	16
Peer Mentoring Program .....	16
Graduation Transition Plan: Grade 10-12 .....	16
<b>STUDENT ACTIVITIES.....</b>	<b>17</b>
Students’ Council 2017-2018.....	17
Clubs and Committees .....	17
Alpha Athletic Teams.....	17
<b>BURNABY SCHOOL DISTRICT’S CODE OF CONDUCT .....</b>	<b>18</b>
What is being done? .....	19
Why you should involve an adult:.....	19
How can parents help? .....	19
Who can parents call for assistance?.....	19
Cyberbullying.....	20
Guidelines for Children and Teens:.....	20
<b>SCHOOL POLICIES.....</b>	<b>21</b>
Absences.....	21
Absences – Extended Period .....	21
Academic Honesty.....	21
Bicycles .....	21
Student Attire .....	22
Early Dismissal .....	22
Electronic Devices .....	22
Lates.....	22
Lockers.....	22
Lost & Found .....	22
Grade 12 Graduation Ceremony/Dinner-Dance .....	23
Smoking.....	23
Student Parking .....	23
District Technologies & Information Systems <b>STUDENT DIGITAL RESPONSIBILITY</b>	
<b>GUIDELINES .....</b>	<b>24</b>
<b>ADDITIONAL INFORMATION.....</b>	<b>26</b>



## MISSION STATEMENT

The mission of École Alpha Secondary School staff, together with our parents and our community is to provide a supportive climate in a multicultural environment where all individuals have the opportunity to maximize their talents for the benefit of society. Through academic, creative and extra-curricular pursuits, students and staff are encouraged to develop their potential with a desire to engage in lifelong learning.

## SCHOOL PHILOSOPHY

The primary goal of École Alpha Secondary School is to promote the intellectual development of students through the provision of diverse, challenging and comprehensive programs that anticipate a changing global community.

These programs foster the acquisition of knowledge, attitudes, values, and skills in creating an environment that engenders learning as a lifelong pursuit. Alpha's programs include cognitive, technological, athletic, cultural, aesthetic and personal development components. It is through these programs that intellectual, physical and social growth is enhanced and students are challenged to meet their potential.

The Alpha staff, with its wide range of expertise, is committed to promoting excellence in a learning environment that is stable, challenging and cooperative in nature. This commitment affords Alpha's students the opportunity to draw on assimilated knowledge, skills and experiences that will enable them to live productive and satisfying lives as contributing members of our global society.

At Alpha, we encourage students, staff and parents to share the responsibility for learning in a framework that fosters a sense of familial cooperation. Thus, through continuing positive and supportive exchanges, students are encouraged to develop a strong work ethic, a sense of dignity and self-worth, and an appreciation and respect for people, property and our environment.

## SCHOOL GOALS

École Alpha Secondary School staff have identified two school goals for this year.

### **GOAL 1: Literacy**

- To support and enhance summarizing skills for all students
- To strengthen students' ability to decode and interpret texts
- To further students' ability to inference across a variety of texts/sources

### **GOAL 2: Social-Emotional Literacy**

- **Students** – To identify and engage a group of Gr 8 & 9 students who are at risk, are disengaged with school, and/or have minimal connections to adults in the school community.
- **Staff** – To offer opportunities for professional development and strategies to enhance social emotional learning within their practice.
- **Parents/Guardians** – To provide opportunities for education regarding social emotional learning and school success.



---

## HEALTH AND PHYSICAL ACTIVITY

Active kids are healthier and learn better! Unfortunately, statistics show inactivity and unhealthy choices are impacting our students:

- Three out of five school-aged children in Canada (ages 5-17) are not active enough for optimal growth and development
- One in every four children in B.C. between the ages of two and 17 is overweight or obese

### ***Daily Physical Activity (DPA)***

The Daily Physical Activity requirement helps Kindergarten to Grade 12 students accumulate 60 minutes of physical activity per day for optimal health benefits – though they're encouraged to be active for more than just the minimum daily activity time.

### ***Physical activity requirements can be achieved by:***

- Structured or free-play activities
- Activities during gym, recess, lunch or after school
- Physical Education 10, 11 and 12 – if class time amounts to 150 minutes per week

### ***Requirements:***

Here are the daily physical activity requirements by grade:

- **Up to and including Grade 7:** Schools provide at least 30 minutes of physical activity per day
- **Grades 8 and 9:** Schools can either provide 30 minutes of daily physical activity for students or offer the option of 150 minutes of physical activity per week
- **Grades 10 to 12:** As part of the Graduation Transition program, students engage in 150 minutes of physical activity per week



---

## PEOPLE TO KNOW

### Administration

Principal .....	Mr. Kevin Brandt
Vice Principal (A-K) .....	Mr. Ben Paré
Vice Principal (L-Z).....	Dr. Monica Frank

### Department Heads

Applied Skills (ADST).....	Ms. Deb. Rizzo
Athletics.....	Mr. Nirmal Chandni
English .....	Ms. Amber Norris
Languages .....	Ms. Romina Simian
Learning Support Services.....	Ms. Erin Kidd
Mathematics.....	Dr. Alfred Ojelel
Physical Education (PE) .....	Mr. Allen Tsang
Science .....	Mr. Kent Rockwell
Social Studies .....	Mr. Mike Wong
Student Services .....	Ms. Angela Basran
Visual and Performing Arts (VPA).....	Mr. Kevin White

### School Goals

Literacy Chair .....	Ms. Robyn Temple
Social-Emotional Literacy Chair .....	Ms. Angela Basran

### Student Services

Counsellor (A-Hg) .....	Ms. Angela Basran
Counsellor (Hi-Ne) .....	Mr. Jeremy Berkgigler
Counsellor (Nf-Z).....	Ms. Gina Cordoni
Aboriginal Support Worker.....	Ms. Lorelei Lyons
Advanced Learning/AP Co-ordinator .....	Ms. Amber Norris
Career Programs Advisor .....	Ms. Sandra Chun
Grad Transitions Advisor .....	Ms. Michelle van Duynhoven
International Student Support Worker.....	Mr. Douglas Tai
Librarian .....	Ms. Morgan Haigh
Scholarships.....	Ms. Adrienne McChesney
School Liaison Officer .....	Cst. Koskelainen
Youth Services Worker .....	Mr. Wendel Williams



## ALPHA STAFF DIRECTORY

### Teachers

Basran, Angela.....	Counsellor (Department Head)
Berkbigler, Jeremy .....	Counsellor, Aboriginal Support Teacher - Semester 1
Borders, Tracy.....	Social Studies, Humanities, International Student Liaison
Burnaci, Blerta.....	Science
Cameron, Brian.....	French Immersion, Languages (Department Head Semester 1)
Cameron, Heather.....	Math, Scimatics
Cawker, Martina.....	Home Economics, Physical Education
Chandi, Nirmal .....	Physical Education (Athletics Director)
Chun, Sandra.....	Career Programs
Clark, Donna.....	Visual Art
Crowe, Matthew .....	Technology Education
Daniel, Eyal.....	Social Studies, Humanities
DeSousa, Will.....	Music
Dinunzio, Francesca .....	Spanish, Languages
Douglas, Kathleen.....	Physical Education, Leadership
Evanisky, Russell.....	Technology Education, Robotics (ACE IT)
Figursky, Rae.....	Math
Fordyce, Bonnie.....	Visual Art
Fretier, Pascale.....	French Immersion, Languages
Gaughan, Ashling.....	English
Gibney, Blair.....	Science
Gladu, Lovina.....	Hairdressing Program (ACE IT)
Godin, Catherine.....	French Immersion, Languages
Haigh, Morgan .....	Librarian
Hughes, Sandra.....	Math
Hunchak, Andrew.....	Social Studies
Johl, Hersimer/(Vlácil, Andrej).....	Math
Kell, Krista.....	Science, Scimatics, Physical Education
Kidd, Erin .....	Learning Support Services (Department Head)
Kublick, Jane.....	Physical Education, First Aid
TBA.....	French Immersion, Languages
Loukopoulos, Demetra.....	English, Humanities
Magee, Laura.....	Learning Support Services
Manhas, Bhupinder.....	Learning Support Services, English
McChesney, Adrienne.....	English, Scholarship Coordinator
McKinlay, Stephanie .....	Social Studies
Moore, Brenda.....	Science, Math
Murray, Sam.....	Mini-School Grade 8/9, Humanities
Neumann, Elix.....	Mini-School Grade 8/9, Scimatics
Nguyen, Julie .....	ELL, SIOP
Norris, Amber.....	English, (Department Head), Aboriginal Support Teacher Semester 2
Ojelel, Alfred.....	Mathematics (Department Head)
Radmacher, Rachelle.....	Home Economics
Rana, Jayshree.....	Science, Scimatics
Rizzo, Debra.....	Home Economics (ADST Department Head)
Robertshaw, Jady.....	Mini-School Grade 10, English
Rockwell, Kent.....	Science (Department Head), Scimatics
Simian, Romina/(Racine, Ryan).....	Languages, French Immersion (Department Head Semester 2)
Stewart, Bonnie.....	Dance, Drama
Suttor-Doerksen, Ken.....	Social Studies, Pre-employment
Temple, Robyn.....	Drama, Literacy Committee, Student Government
Tsang, Allen.....	Physical Education, (Department Head)
Turner, Jonathon.....	English
van Duynhoven, Michelle.....	Business Education, Graduation Transitions 12
Vance, Mark.....	Technology Education
Vdovina, Svetlana.....	ELL
Virk, Susie.....	Social Studies, Humanities

# École Alpha Secondary School 2017 – 2018 PARENT HANDBOOK



---

White, Kevin .....	Music (Department Head), Yearbook
Wong, Arthur .....	Science, Scimatics
Wong, Mike .....	Social Studies (Department Head), Technology Liaison
Wu, Justin .....	LSS, Access, Pre-employment
TBA .....	Business Education

## Support staff

### **Office**

Ms. Jacqueline Duff.....	Office Manager
Ms. Revy Faria .....	Bookkeeper/Financial Assistant
Ms. Mary Gargaro .....	Receptionist
Ms. Mariska Santos.....	Student Database
Ms. Linda Arbia .....	Career Programs Assistant
Ms. Shannon Griffith .....	Library Assistant
Ms. Flora Ross .....	Science Lab Assistant

### **Learning Support Services**

Victor Lee .....	Educational Assistant
Alyff Rahman.....	Educational Assistant
Lana Rakhlei .....	Educational Assistant
Danuta Skrabucha .....	Educational Assistant
Lily (Chen-Wei) Tong .....	Educational Assistant

### **Custodial Staff**

Mr. Don Asperin .....	Custodian (Afternoons)
Mr. Harold Bosshart .....	Custodian (Days)
Mr. Jacob Borje .....	Custodian (Afternoons)
Mr. Fernando Pineda .....	Custodian (Afternoons)
Mr. Joseph Pollen .....	Custodial Sub-Foreman (Afternoons)

### **Noon Hour Supervisor**


Ms. Anita Loy





## BELL SCHEDULES

TIME	SEMESTER 1	SEMESTER 2
7:30 – 8:35am	AM	AM
Warning Bell 8:35am		
8:40 – 9:58 am	1	1
9:58 – 10:12 am Warning Bell 10:07 am	Nutrition Break	
10:12 – 11:34am	2	2
11:34am – 12:17 pm Warning Bell 12:12 pm	Lunch	
12:17 – 1:35 pm	3	3
1:42 – 3:00 pm	4	4
3:05 – 4:10 pm	PM	PM

 <b>COLLABORATIVE TIME SCHEDULE</b>	
<b>COLLAB TIME</b>	<b>8:40 - 9:41</b>
Block 1	9:48 - 10:50
Nutrition Break	10:50 - 11:03
Block 2	11:03 - 12:05
Lunch	12:05 - 12:50
Block 3	12:50 - 1:52
Block 4	1:58 - 3:00

<b>COLLAB DATES</b>
October 25
November 1, 8, 15, 22, 29
February 7, 14, 21, 28
March 7, 14



---

## AGENDA PLANNER

We will be issuing an Agenda Planner to each grade 8 student in September. This contains useful information about the school, routines and procedures, and the year ahead. The handbook is also a daily diary, which provides space for students to keep a record of class assignments, tests, projects, etc. We will be encouraging students to use their handbook effectively to organize their time and keep up to date in their studies. Success in high school is increased when students can manage their time efficiently and effectively. Please ask to see your child's Agenda Planner.

Students in other grades who would also use an agenda planner can request one at the office.

## NON-INSTRUCTIONAL DAYS

Please be aware of the following dates that have been scheduled:

September 22, 2017  
October 20 & 23, 2017  
November 10 & 24, 2017  
February 16, 2018  
April. 23, 2018  
May 18, 2018

These days are used for teachers to attend Professional Development workshops, conferences and presentations at the school, district or provincial levels. Planning and working together enables teachers to stay current on new developments in educational research and theory and to implement the changes necessary to provide the very best education for our students.

## TRAFFIC/PARKING

We ask that the following guidelines be followed:

- Time limited parking is permitted on Alpha Avenue and Parker Street to allow for pick up/drop off of students. If you stop in these areas please be sure that you pull completely out of the flow of traffic and that you face in the correct direction
- Using the horseshoe parking lot as a pick up/drop off area is **NOT** permitted – parking is reserved for staff and visitors
- Parking in the fire lane or driveway is **NOT** permitted
- Do not block lanes or driveways or the flow of traffic



---

## **SCHOOL EXPENSES**

*(PLEASE DO NOT MAKE POST-DATED CHEQUES)*

### **Student Activities**

For grades 8 to 12 fees are \$25.00. This fee includes the student government fee, ID cards, and the school agenda planner and support Clubs, Intramurals and student activities.

### **School Yearbook**

(Optional)

The school yearbook is available at a cost of \$55.00 until December 31, 2016; thereafter the cost is \$65.00.

### **Grade 12 Graduation Ceremony & Dinner/Dance**

School Leaving Ceremony (Saturday, May 26, 2018): A fee of \$80.00 for grade 12 students. Each student receives 2 tickets at no extra cost. Extra tickets are available in May through the main office.

Dinner/Dance (Friday, June 29, 2018): A fee of \$110.00 for students. Parents are welcome to attend our Dinner/Dance at a cost of \$85.00.

### **Costs Associated with Courses**

While there are no course fees, there are field trip costs, upgraded material costs and other consumable costs that students may have. Teachers will discuss these costs with the students as well as send information home.

School fees are collected during the first week of school. The preferred method of payment is through School Cash Online, which can be found at <https://burnaby.schoolcashionline.com>, or through the quick link on Alpha's school website at <https://alpha.sd41.bc.ca>. Cheques made payable to École Alpha Secondary School are also accepted. If sending cheques, please record the student's first name, last name and address on the back of the cheque. Post-dated cheques will not be accepted.



## STUDENT EVALUATION AND REPORTING

### Report Cards

Alpha Secondary functions on a ten-month semester program, where students take eight courses for the full year. Four formal report cards are issued during the year. The final report indicates whether or not students have successfully completed the year's course work.

<b>Parent Information Evening.....</b>	<b>September 20, 2017</b>
Parent-Teacher Interviews.....	October 18, 2017
Term 1 Reports Available online.....	November 21, 2017
Term 2 Reports Available online.....	February 6, 2018
Parent-Teacher Interviews.....	March 15, 2018
Term 3 Reports Available online.....	April 27, 2018
Term 4 (Final) Reports Issued .....	June 28, 2018

### Letter Grades and Percentages

A	=	86 -100%
B	=	73 - 85%
C+	=	67 - 72%
C	=	60 - 66%
C-	=	50 - 59%
F	=	0 - 49%
I	=	In Progress

A student receiving an I letter grade:

- may be making progress but require additional time or support
- has not completed important assignments and the teacher is unable to adequately assess the student's progress

### In Progress Reports (I Report)

Subject teachers use telephone calls, emails, and written reports to draw attention to incomplete work, attendance difficulties, under-achievement and work habits that need improvement. I Reports can be issued any time of year, but in general they are sent home a few weeks prior to each reporting period. Parents may contact individual teachers (the staff directory is available on our website under the top tab "School") with questions or concerns regarding their child's progress.



## Honour Roll

To qualify for the Honour Roll students must achieve a cumulative grade point average (GPA) of 3.0 or above **and** have no mark below a “C”.

To calculate your GPA, each letter grade is worth the following:

- “A” = 4.0
- “B” = 3.0
- “C+” = 2.5
- “C” = 2.0
- “C-“ = 1.0
- “I” or “F” = 0

## Principal’s Honour Roll

Students will have earned Principal’s Honour Roll standing with a GPA of 4.0

## Work Habits

*The following is the Ministry criteria for determining the work habit mark.*

<b>GOOD (G)</b>	
Responsibility:	all assignments turned in, on time for class, ready to work and learn
Cooperation:	works well with other students and teachers
Independence:	self-directed learner, takes appropriate initiative
<b>SATISFACTORY (S)</b>	
Responsibility:	most assignments turned in, seldom late for class, usually ready to work and learn
Cooperation:	usually works well with other students and teachers
Independence:	often needs one on one attention
<b>NEEDS IMPROVEMENT (N)</b>	
Responsibility:	most assignments missing, often late for class, frequently not ready to work and learn
Cooperation:	does not work well with other students and teachers
Independence:	needs one on one attention most of the time

## Work Ethic List

To qualify for the work ethic list, students must achieve a “G” standing for work habits in all courses taken. Lists are posted in front of the school office.

## Summer Session

Summer Session is available for students in Grades 8 to 12. Courses offered include: advance credit, regular credit, preview, and English language development. A Summer Session flyer will be available on the Burnaby School District website in late spring, [sd41.bc.ca](http://sd41.bc.ca)



---

## **AWARDS AND RECOGNITION**

### **Alpha Olympian**

The Olympian is Alpha's top award given to a Grade 12 student who displays leadership qualities, kindness, consideration and humanitarianism, maintains at least a C+ average and/or is involved in athletics and service to the school. The recipient is nominated by the staff and must be an exemplary citizen.

### **Athletic Awards**

Students participating in the athletic programs, intramural/extramural, are considered for athletic awards. Credits are awarded for participation, good sportsmanship and commitment. Senior Athlete of the Year awards are presented at the School Recognition Ceremony in June.

### **Department Awards**

Top students in each department are recognized at the School Recognition Ceremony held in June.

### **Gold Cord Award**

The Gold Cord is awarded to students at the School Leaving Ceremony at the end of Grade 12. To receive a gold cord, you must achieve honour roll standing for each term in Grade 10, 11 and 12.

### **Provincial Awards Program**

The Provincial Awards Program is intended to award student achievement, motivate high school students to graduate, and encourage students to pursue further education through post-secondary institutions and job-training programs. The Provincial Awards Program comprises the following components: Graduation Program Examination Scholarships, District/Authority Awards and Secondary School Apprenticeship Scholarships (SSA).

### **Graduation Program Examinations Scholarship**

The Graduation Program Examinations Scholarship recognizes students' academic excellence across the suite of graduation provincial exams. Graduation Program Examination Scholarships are capped provincially at 5,000 (\$1000) and 20 (\$2500) awards to the top students based on their exam percentage score. See our School Website for eligibility requirements. <http://.alpha.sd41.bc.ca>

### **Scholarships and Financial Aid**

Each student must submit a school application form in order to be considered for eligibility to receive a scholarship(s) or bursary (financial aid). Scholarship information can be found under the Students top tab on our website, <http://alpha.sd41.bc.ca>.



## SCHOOL-WIDE EXAMS AND PROVINCIAL EXAMS

### School Exams/Tutorial Week

Students in all grades may write exams in selected courses during the weeks of January 22 - 26 and June 18 - 22, 2018.

### Provincial Exams

In 2017/18, Provincial Exams are required for English 12, Communications 12 and Français langue seconde-immersion12 only. These exams are worth 40% of the final grade. The dates for the provincial exams are in the student calendar.

Final marks for provincially examinable courses are available online at [www.bced.gov.bc.ca/exams](http://www.bced.gov.bc.ca/exams) approximately one month after exam sessions.

### IMPORTANT WEBSITES

École Alpha Secondary School .....	<a href="http://alpha.sd41.bc.ca">alpha.sd41.bc.ca</a>
Alpha Scholarship Website .....	<a href="http://alphascholarships.wordpress.com">http://alphascholarships.wordpress.com</a>
Burnaby School District .....	<a href="http://sd41.bc.ca">sd41.bc.ca</a>
Ministry of Education .....	<a href="http://www.bced.gov.bc.ca">www.bced.gov.bc.ca</a> (policies, graduation requirements, career planning, etc.)
Post-Secondary Application Service .....	<a href="https://applybc.ca">https://applybc.ca</a>
Provincial Exam Information .....	<a href="http://www.bced.gov.bc.ca">www.bced.gov.bc.ca</a>
Scholarship Information .....	<a href="http://www.studentawards.com">www.studentawards.com</a>
Scholarship Information .....	<a href="http://www.scholarshipscanada.com">www.scholarshipscanada.com</a>
Internet Safety .....	<a href="http://www.mediasmarts.ca/parents">www.mediasmarts.ca/parents</a>

### STUDENT SERVICES

- |                            |                                 |
|----------------------------|---------------------------------|
| ➤ Aboriginal Support       | ➤ International Student Support |
| ➤ Career Programs Advisor  | ➤ School Liaison Officer        |
| ➤ Counsellors              | ➤ School Psychologist           |
| ➤ Grad Transitions Advisor | ➤ School Safety Specialist      |

### Counselling

Counsellors have been trained to assist students regarding academic, financial, social and personal matters as well as helping them meet educational goals. It is with this objective in mind that students are encouraged to meet with their counsellors as the need arises. Parents are also welcome to contact their child's counsellor at any time through the year.

Counsellors are assigned by the first letter of the student's last name.

Ms. Angela Basran	A – Hg
Mr. Jeremy Berkbigler	Hi - Ne
Ms. Gina Cordoni	Nf - Z



---

## **Timetable Changes**

Students who have a timetable error should meet with a counsellor immediately in order to correct the timetable in the first week of each semester. Course changes during the year may not always be possible.

## **The Student Services Centre**

- Individual Counselling
- Post-secondary school planning
- Grad checks
- Post-secondary day, applications, early admission information
- Appointments with liaison officers from post-secondary institutions

## **The Career Centre**

- Work experience: 30 hrs and Career Preparation information
- Graduation Transition Plan information
- Volunteer information
- Resumes, letters of application and interview skills assistance

## **Transcripts**

Transcripts are available from Ms. Santoso in the school office. Students must give a minimum of 2 days' notice. Students can request a copy of their transcript by either completing the "Transcript/Record Request form" available at the front desk at the office or by email at [Mariska.Santoso@sd41.bc.ca](mailto:Mariska.Santoso@sd41.bc.ca). A fee of \$10 for the first and \$5 for additional transcripts are charged to graduates from previous years. There is no charge for current students

## **Library**

HOURS: 8:15 a.m. – 3:45 p.m. and Lunch

The library has large English and French fiction and non-fiction collections, as well as magazines that are available for borrowing. Students can check-out up to five books at a time, for two weeks each. We also subscribe to several online databases with top-quality information for research. We have a computer lab for classes and additional computers in the library for individual student use. Students are expected to use these computers for school work and not for watching videos or gaming. Printing and photocopying is free for the first two pages, and then costs 10 cents per additional page.

Students coming to the library during class time must have a note from their teacher and are expected to work or read quietly. Students may use the library while on a spare, but must sign-in when they arrive. Food and drinks, other than water, are not allowed in the library.

Please always remember to log out of the computer, take your flash drive, and push in your chair when you leave.

Online resources may require the User ID "bbyalpha". For more information and a link to the library catalog, go to <http://blogs.sd41.bc.ca/alpha-library/>





## Learning Centre – Connect Program (Room 211)

Alpha's Learning Centre provides services for all students who may require additional learning assistance and support with course work.

Learning support teachers and subject specialist teachers are available to provide small group and individualized support for students throughout the school day.

As we operate with an open door policy and a drop-in model, students of any/all abilities are welcome to attend the Learning Centre to receive additional support.

## Peer Tutoring Program

École Alpha Secondary School provides a full credit course for interested grade 11 and 12 students as peer tutors. Peer tutors work with students in classes throughout the school. Students who may be interested in this program should see their counsellor.

## Peer Mentoring Program

Peer Mentors work with other students through guided instruction and will be assigned to collaboration sessions where they interact with younger students in a leadership roll.

### 10 Tips to Get Good Grades and be Successful In School

- ✓ **\*\*Attend all your classes\*\***
- ✓ Take classes that are right for you
- ✓ Be organized—use your agenda!
  - ✓ Listen in class
  - ✓ Take good notes.
  - ✓ Do every assignment
  - ✓ Participate in class
  - ✓ Study ahead for tests
- ✓ Eat right, exercise, and get enough sleep
  - ✓ Get help when you need it

## Graduation Transition Plan: Grade 10-12

The Graduation Transition Plan is a Ministry Graduation Requirement. Students will be introduced to the Graduation Transitions requirements in Planning 10 and will be required to complete the Graduation Transition course requirements by the end of their Grade 12 year:

1. Personal Health:
  - 150 minutes a week of moderate to vigorous physical activity
  - Personal Healthy Living Plan
2. Community Connections:
  - 30 hours of work experience or community service
3. Graduation Portfolio:
  - Transition Plan
4. Career and Life:
  - Student led interview/presentation



## STUDENT ACTIVITIES

Alpha’s activities are developed, organized, and run by Students’ Council, Grad Council, Fine and Performing Arts Council (FPAC), and Sports Council. Alpha’s Students’ Council and Grad Council were elected for the 2017-2018 school year in May 2017. Election for Grade 8 Student Council representatives will take place in October 2017. FPAC will be selected in the Fall.

Alpha has always offered a wide variety of sports and other social activities for students. Students should check the daily bulletin to learn of all upcoming activities. Any student may join any club at any time. Participation in school activities is a wonderful way to meet people and make friends.

### Students’ Council 2017-2018

President .....	Kaylee Nguyen
Vice-President .....	Mina Garlick
Secretary .....	Georgia Cheung
Treasurer .....	Chloe Wen
Public Relations Director.....	Chris Yorke
Grad Council Reps.....	Alicia Reil & Matthew Shewfelt
Grade 11 Reps .....	Chadd Hennig & Spencer Ng
Grade 10 Reps .....	Ben Reil & Lauren Sidhu
Grade 9 Reps .....	Hannah Sidhu
Grade 8 Reps .....	TBA (elected in fall)

Students’ Council Sponsor:  
Ms. Robyn Temple

## Clubs and Committees

Clubs and Committees are two important links to our school and to our community. All students have the opportunity to belong to any of the sponsored groups. If students wish to start a new club they must first find a staff member as a sponsor.

### Alpha Athletic Teams

<i>FALL</i>	<i>WINTER</i>	<i>SPRING</i>
<b>Boys Rugby</b> (Gr. 8-9) <b>Boys Soccer</b> (Gr. 8-12) <b>Boys Volleyball</b> (Gr. 10-12) <b>Cross Country</b> (Gr. 8-12) <b>Girls Volleyball</b> (Gr. 8-12) <b>Swimming</b> (Gr. 8-12)	<b>Boys Basketball</b> (Gr. 8-12) <b>Girls Basketball</b> (Gr. 8-12) <b>Gymnastics</b> (Gr. 8-12) <b>Skiing</b> (Gr. 8-12) <b>Wrestling</b> (Gr. 8-12)	<b>Badminton</b> (Gr. 8-12) <b>Ball Hockey</b> (Gr. 8-12) <b>Boys Rugby</b> (Jr. & Sr.) <b>Boys Volleyball</b> (Gr. 8-9) <b>Girls Netball</b> (Jr. & Sr.) <b>Girls Soccer</b> (Jr. & Sr.) <b>Golf</b> (Gr. 8-12) <b>Mountain Biking</b> (Gr. 8-12) <b>Tennis</b> (Gr. 8-12) <b>Track &amp; Field</b> (Gr. 8-12) <b>Ultimate Frisbee</b> (Gr. 8-12)



---

## BURNABY SCHOOL DISTRICT'S CODE OF CONDUCT

**Burnaby School District's Code of Conduct has been established to maintain a safe, caring and healthy learning environment.**

It is the shared responsibility of students, staff, parents/guardians and the broader community, to demonstrate positive conduct while attending any school or District related activity, at any location.

All members of the school community have an obligation to:

- Support learning
- Promote safety
- Respect property, environment, personal space and privacy
- Model courtesy, compassion and respect

All members of the school community must refrain from engaging in any in-person or digital communication or behaviour that is considered to be:

- Interfering with the learning and working of others
- Bullying, harassing, intimidating, retaliating, discriminating or violent
- Unsafe or illegal use or distribution of illegal or restricted substances, or the possession of weapons or replicas

All members of the school community are expected to comply with the purpose and spirit of the BC Human Rights Code, including not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

Every effort will be made to support individuals and to determine the root causes of behaviour. If the safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations of the Code of Conduct, a range of consequences will follow. Whenever possible, incidents will be resolved by discussion, mediation and restitution.

**All members of the Burnaby School District community have the right to be treated fairly and consistently, and should know and understand this Code of Conduct.**



---

## What is being done?

The Burnaby School District has taken a proactive approach to dealing with school violence by encouraging and fostering a positive school climate through a number of initiatives. These include:

- Developing classroom curriculum which addresses issues of violence
- Providing violence awareness presentations to students, staff and parents
- Developing strategies which increase students' self-esteem
- Providing conflict resolution training to students, staff and parents
- Providing information, films, videos and literature
- Acting consistently in matters involving student discipline
- Ensuring that students requiring support have access to trained professional staff
- Working closely with law enforcement agencies
- Developing, communicating and enforcing firm policies on weapons and violence in schools.

Remember: It is your right to be safe, and you are the main person in ensuring that safety. Ask for help or advice from any adult in the school.

### *Why you should involve an adult:*

There are a number of reasons why students sometimes choose not to involve an adult. The fact is, by not involving an adult, a code of silence ensures that the intimidators can continue to do what they please.

### *How can parents help?*

Parents and guardians can play a significant role in eliminating violence. As parents or guardians, you should be aware of:

- Your child's behaviour
- The behaviour of your child's friends
- The district's policies on weapons and violence
- The consequences of unreported violence

Once parents become aware of these policies, they are encouraged to discuss them with their children. Any violent incident should be reported to an administrator and the police.

### *Who can parents call for assistance?*

If violence is a problem for parents or students, there are many agencies and people who can provide assistance. Including:

- Your school vice principal
- Your school counsellor
- Alpha School Safety Specialist
- Alpha RCMP School Liaison Officer
- Burnaby School District Manager of Youth Services

For more information about these policies, or if you have any questions, please contact any of the above people.



---

## Cyberbullying

Because most incidents of bullying occur off adults' radar screens, it's important that young people learn to protect themselves online and respond to cyberbullying among peers when they encounter it.

### ***Guidelines for Children and Teens:***

- Guard your contact information. Don't give people you don't know your cell phone number, instant messaging name or e-mail address.
- If you are being harassed online, take the following actions immediately:
  - ❖ Tell an adult you trust - a teacher, parent, older sibling or grandparent.
  - ❖ If you are being harassed, leave the area or stop the activity (i.e. chat room, news group, online gaming area, instant messaging, etc.).
  - ❖ If you are being bullied through e-mail or instant messaging, block the sender's messages. Never reply to harassing messages.
  - ❖ Save any harassing messages and forward them to your Internet Service Provider (i.e. Hotmail or Yahoo). Most service providers have appropriate use policies that restrict users from harassing others over the Internet - and that includes kids!
  - ❖ If the bullying includes physical threats, tell the police as well.
- Take a stand against cyberbullying with your peers. Speak out whenever you see someone being mean to another person online. Most kids respond better to criticism from their peers than to disapproval from adults.



---

## SCHOOL POLICIES

### Absences

Students are expected to attend all scheduled classes. ***If students are absent from school a parent/guardian should call the office to let us know 604-296-6865.*** Parents receive daily absence information through phone and/or email updates.

Upon returning to school, students are requested to present a note to their teachers from their parent or guardian. The note should be submitted to the office so the absence can be excused.

### Absences – Extended Period

If you know you are going to be absent for an extended period of time, please pick up a 'Notification of Extended Absence' form from the office and have it signed by each of your teachers, your parent/guardian, and yourself. Then submit it to the office. It is the students' responsibility to make up work missed due to any extended absence.

### Academic Honesty

Academic honesty is a fundamental component of the learning process. Students should be aware that plagiarism and cheating contradict academic integrity. Plagiarism is the unacknowledged use of another person's work in any form, from any source, and the presentation of that in whole or in part, as one's own. Cheating is any attempt by a student to complete an examination, translation, assignment, homework or assessment by unfair means. Unfair means may include any or all of the following:

- Obtaining or providing unauthorized information through verbal, visual communication of unauthorized use of books, images (photos, posters, drawings), notes, text, Internet, electronic resources or other materials.
- Translation without sourcing e.g. using as your own work a source written in another language that has been translated into English.
- Obtaining or providing information concerning all or part of an examination prior to or during the examination.
- Taking an examination or doing an assignment for another student, or arranging for another person to take an exam or do an assignment in one's place, or handing in someone else's work as your own.
- Altering or changing test answers after submittal for grading, altering or changing grades after grades have been awarded, or altering or changing other academic records once these are official .
- Making any other attempt to improve grades using means that have not been or would not be approved by your teacher.

### Bicycles

Bicycles should be securely locked in the bicycle racks in the front courtyard. Students are encouraged to register their bicycles with the Burnaby RCMP. Bicycle riders are reminded to wear their helmets.



---

## Student Attire

Decisions regarding student dress require the careful balance of the individual's right to self-expression against the district's responsibility to ensure an appropriate learning environment. Consideration must be given to the health, safety and welfare of the school community.

- All members of the school community are expected to wear clothing appropriate for school. It is not appropriate or respectful to wear clothing that:
  - Represents or promotes alcohol or drugs
  - Makes sexual references
  - Uses inappropriate language
  - Depicts or promotes violence, racism, or discrimination
  - Is intimidating to others

## Early Dismissal

If a student needs to leave school for an appointment, it is requested they bring a note from home to show their teachers. Students report to the office to sign out. Students should **never leave the school premises during class hours without first signing out at the office.**

## Electronic Devices

Electronic devices can detract from the learning environment in the classroom. Students are asked to respect the classroom rules as outlined by individual teachers at the beginning of the year.

## Lates

Being on time maximizes learning time and shows respect for other students and the teacher. If you arrive late you will report directly to your class. Individual teachers will then deal with these lates as appropriate.

## Lockers

School lockers are available for student use. These lockers belong to the school and contents must be appropriate for school. Lockers may be accessed by administration if misuse is suspected. The school is not liable for the loss of any items. To reduce theft or loss from your locker:

- Do NOT leave money or valuables in your locker. Leave all valuables at home
- Do NOT give your locker combination to anyone
- Promptly report thefts to the office
- Always make sure your locker is securely closed and locked when you leave it

## Lost & Found

The Lost & Found is located outside the main office. For smaller or more valuable lost items, ask at the office window.



---

## Grade 12 Graduation Ceremony/Dinner-Dance

School Leaving Ceremony: A fee of \$80.00 for students. Each student receives 2 School Leaving Ceremony tickets at no cost. Extras tickets are available in May through the main office.

Dinner/Dance: A fee of \$110.00 for students. Parents are welcome to attend our Dinner/Dance at a cost of \$85.00.

May 26 2:00 pm	School Leaving Ceremony	Bill Copeland Arena
June 29 6:00 pm	Grad Dinner/Dance	Pinnacle Hotel Vancouver

## Smoking

All students are actively encouraged to make healthy lifestyle choices. In keeping with healthy living, School Board Policy and the Tobacco Control Act (March 2008), **SMOKING IS NOT PERMITTED** on school property; vapes/ecigs are included herein.

## Student Parking

Students who drive vehicles to school are expected to comply with the following regulations:

- The speed limit for all school driveways and parking lots is 10 km/h.
- All school driveways have been designated by the Fire Department as “Fire Lanes”. Therefore parking is not allowed in these lanes. Vehicles parked illegally, especially in “Fire Lanes”, will be towed away/impounded at the expense of the violator.





## DISTRICT TECHNOLOGIES & INFORMATION SYSTEMS STUDENT DIGITAL RESPONSIBILITY GUIDELINES

Burnaby School District provides students with access to Digital Technologies and Information Systems as a means to enhance their learning. Students have access to, amongst other things, public websites, secure virtual classrooms, discussion boards, video files, digital pictures, audio files, library systems, e-mail, file storage, printing, encyclopaedias, wikis, blogs, texting, social media and messaging tools.

The District will endeavour to:

- *ensure safe, orderly, and caring physical and digital learning spaces;*
- *impose guidelines on what students may see and do in digital environments;*
- *inform parents of potential risks.*

**Digital Responsibility Guidelines** apply to all students using District Technologies or technological devices within Burnaby School District. Students are expected to review and adhere to these guidelines or in the case of younger children, parents/guardians are expected to review these guidelines with their child.

To be issued access privileges to District Technologies and Information Systems, all users must fill out the **District Technologies & Information Systems Student Acceptable Use Agreement**.

### DO

- Use District and personally-owned devices and digital tools for educational purposes
- Follow copyright laws and acknowledge and respect the ownership of others for their creative work
- Keep your personal information private (like last name, home address, phone numbers, pictures and passwords)
- Respect the privacy of other students and adults
- Report uncomfortable, unsafe, or inappropriate behaviour or messages to your teacher or principal
- Treat others fairly and with respect
- Understand that digital tools such as e-mail, messaging, social networks, websites, wikis, blogs and texting are not guaranteed to be private

### DO NOT

- Share your passwords

**École Alpha Secondary School  
2017 – 2018 PARENT HANDBOOK**



- 
- Take and use someone else's identity (their name, password)
  - Falsify your identity
  - Take pictures or videos of others and share them without their permission
  - Hurt or mistreat others by what you create or share
  - Harass, stalk, bully, threaten, insult, abuse, or attack others
  - Damage computer systems, networks, digital tools or content
  - Access secure information owned by others without their permission
  - Use information or work of others as your own without their permission
  - Use software programs that are not provided by the District or that are not free or purchased by you for your personally-owned device
  - Use District or personally-owned devices for commercial, illegal, or malicious purposes
  - Use District or personally-owned devices to operate file sharing services
  - Access/distribute pictures, videos, audio or text that contains inappropriate nudity/language
  - Meet with someone you met online without parent/guardian consent

**For more information on District Technologies and Information Systems, parents are encouraged to review Burnaby Board of Education Policy 7.90.01**



## ADDITIONAL INFORMATION

Students: What to do if students:

IF YOU...	THEN...
are late	- report to class
have an accident or become ill	- if in class, see class teacher, otherwise come to the office
lose a textbook	- inform your teacher, go to the office, check the lost and found
were absent	- bring a note to your teachers and then to the office
have a new address or phone number	- go to the office
lose something	- check the lost and found - go to the office
want to talk to a Counsellor or Youth Services Worker	- go to the Counselling Centre - complete a request slip if no one is available
want to join a team	- participate in team tryouts - talk with your P.E. teacher
want to find a friend	- join an activity, intramurals, clubs, councils , or a sports team
want to have fun during noon hour	- participate in intramurals, clubs and attend special events planned by the Leadership Councils
want academic help	- see your teacher, attend the Connect Program, or go to the Learning Centre during Lunch
want drug and alcohol information	- see Mr. Wendell Williams, School Safety Specialist - Counselling Centre
feel threatened or if you are bullied	- see an adult, your teacher, a counsellor, the Youth Services Worker or a Vice Principal - tell your parents

*Your Student e-Magazine*



**"Where ALL students have a voice."**



- ❖ **Report Bullying & School Crime Anonymously!**
- ❖ **Post Opinions & Creative Works!**
- ❖ **Read Articles by Other Students!**

*Check it out at:*

**[www.PSSTWorld.com](http://www.PSSTWorld.com)**

**"Promoting Safe Schools Together"**