



École Alpha Secondary School  
4600 Parker Street  
Burnaby, BC  
V5C 3E2

Website: [alpha.sd41.bc.ca](http://alpha.sd41.bc.ca)

Phone: (604) 664-8535 ♦ Fax: (604) 664-8541

E-mail: [alpha.info@sd41.bc.ca](mailto:alpha.info@sd41.bc.ca)

Twitter @alphaSD41

# PARENT HANDBOOK 2015-2016

## *NON-INSTRUCTIONAL DAYS 2015-2016*

*September 25, 2015*

*October 23, 2015*

*November 27, 2015*

*February 19, 2016*

*April 25, 2016*

*May 20, 2016*

## *REPORT CARDS ISSUED*

*Sept. 23, 2015 Meet the Teacher Evening*

*October 21, 2015 Parent/Teacher Conferences*

*November 23, 2015 (Term 1)*

*January 27, 2016 Open House*

*February 5, 2016 (Term 2)*

*March 10, 2016 Parent/Teacher Conferences*

*April 27, 2016 (Term 3)*

*June 29, 2016 (Final)*



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## 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 has identified two school goals for this year.

### GOAL 1: Literacy

- To increase competency levels in reading comprehension strategies, analysis and inferencing for all grade levels.
- To increase competency levels in note taking for all grade levels.

### GOAL 2: Social Emotional Literacy

- To develop, and maintain, authentic, healthy and supportive relationships amongst students and adults in our school community.



## DAILY PHYSICAL ACTIVITY (DPA)

The Province of British Columbia is committed to improving the health and well-being of the citizens of B.C. To this end, the Ministry of Education's Daily Physical Activity requirement is intended to help students develop healthy daily physical activity habits.

The program will augment existing Physical Education, Health and extracurricular activities by mandating that B.C.'s K-12 students participate daily in healthy levels of activity.

### The Need for Daily Physical Activity in Schools

The benefits of an active, healthy lifestyle are well documented. Students who are active on a daily basis are healthier and perform better academically than their inactive peers. The risks of an inactive lifestyle are equally well known.

- 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.

Statistics document the fact that physical education and health courses alone are no longer enough to counteract the increasing temptations of an inactive lifestyle and unhealthy food choices. Health Canada recommends that children and youth achieve 90 minutes of physical activity a day to ensure optimal growth.

By offering students from K to grade 9, 30 minutes of activity daily and requiring grades 10 – 12 students to complete 150 minutes of physical activity a week, the Ministry of Education will help students fulfill that recommendation. Students are encouraged to be active for more than just the minimum daily activity time.

### The DPA Requirement

All students from K to 12 will participate in 150 minutes of physical activity per week. Physical activity may consist of either instructional or non-instructional activities, and can include endurance, strength, and/or flexibility activities.

Students must document and report a minimum of 150 minutes per week of physical activity, at a moderate to vigorous intensity, and this will be part of their Graduation Transitions Program in grade 10-12.

### Tracking your Daily Physical Activity (DPA)

Students should track their DPA using the online tracking system from Learn Now BC. To track DPA online, the link is <http://www.learnnowbc.ca/services/DPALog>. The link may also be accessed through the Students section of Alpha's website.

DPA can also be tracked in the Student Agenda Planner.



## PEOPLE TO KNOW

### Administration

Principal .....	Mr. P. Fester
Vice Principal (A-Lee) .....	Mr. D. Greve
Vice Principal (Lef-Z).....	Dr. M. Frank

### Department Heads

Advanced Learning/AP/Honours.....	Ms. M. Rai
Applied Skills.....	Ms. D. Rizzo
Athletics.....	Mr. N. Chandi
English .....	Ms. A. Norris
Languages .....	Ms. R. Simian
Learning Support Services.....	Ms. L. Ford
Mathematics.....	Dr. A. Ojelel
Physical Education.....	Mr. J. Ogilvie
Science .....	Ms. M. Rai
Social Studies .....	Mr. J. Budai
Student Services .....	Ms. L. Hodgson
Visual and Performing Arts .....	Mr. K. White

### School Goals

Social Emotional Literacy Chair .....	Mr. J. Ogilvie
Literacy Chair .....	Mr. B. Meredith

### Student Services

Counsellor (A-I).....	Ms. L. Hodgson
Counsellor (J-Mc).....	Mr. J. Berkbigler
Counsellor (Me-Z) .....	Ms. G. Cordoni
Aboriginal Support Worker.....	Ms. L. Lyons
Advanced Learning Co-ordinator.....	Ms. M. Rai
Career Programs and Graduation Transitions Advisor.....	Ms. S. Chun
Career Programs.....	Ms. S. Ordonez
International Student Support Worker.....	Mr. D. Tai
Librarian .....	Ms. C. Alstad
Scholarships.....	Ms. A. McChesney
School Liaison Officer .....	Cst. Koskelainen
Youth Engagement Support Worker.....	Mr. P. Dutton
Youth Services Worker .....	Mr. M. Lung

### Support Staff

Office Manager.....	Ms. S. Steinhauser
School Accountant .....	Ms. L. Logan
Receptionist .....	Ms. M. Gargaro
Student Database .....	Ms. M. Santoso
Career Centre Assistant.....	TBA
Library Assistant.....	Ms. S. Griffith
Custodial Foreman.....	Mr. L. Cheveldave



## ALPHA STAFF DIRECTORY

### Teachers

Alstad, Ms. Colleen .....	Librarian
Ballard, Mr. Kevin .....	Physical Education
Berkbigler, Mr. Jeremy .....	Planning, Counsellor
Biwer, Ms. Sharon .....	Learning Support Services (Access)
Borders, Ms. Tracy .....	English, Social Studies
Brkich-Lopez, Ms. Michele .....	Art (VPA), Yearbook
Budai, Mr. Jozsef .....	Social Studies (Social Studies Department Head)
Burnaci, Ms. Blerta .....	Science
Cameron, Ms. Heather .....	Math/Science
Chandi, Mr. Nirmal .....	Physical Education (Director Athletics)
Chor, Ms. Man Wing .....	Mini-School Cohort A
Chun, Ms. Sandra .....	Career Programs & Grad Transitions, Leadership
Clark, Ms. Donna .....	Art (VPA), Spanish
Dinunzio, Ms. Francesca .....	French/Spanish
Elesina, Olga Ms. ....	Math
Elliott, Ms. Kate .....	French Immersion
Evanisky, Mr. Russell .....	Technology Education (AS)
Ford, Ms. Lorraine .....	(LSS Department Head), Cohort Support
Fretier, Ms. Pascale .....	French Immersion
Gallagher, Ms. Sandra .....	Bridge Program
Gibney, Mr. Blair .....	Science
Godin, Ms. Catherine .....	French Immersion
Howie, Ms. Christa .....	Learning Support Services
Hunchak, Mr. Andrew .....	Social Studies
Johl, Ms. Hersimer .....	Math
Kim, Mr. Eddy .....	ELL, English, International Student Liaison
Kublick, Ms. Jane .....	Physical Education
Lee, Mr. Henry .....	French
Loukouplos, Ms. Demetra .....	English
McChesney, Ms. Adrienne .....	English, Scholarship
McKillop, Mr. Alex .....	Technology Education, Robotics (ACE-IT)
Manhas, Ms. Bhupinder .....	Alternate Program, English
Meredith, Mr. Brett .....	English
Norris, Ms. Amber .....	English, (English Department Head)
Ogilvie, Mr. Josh .....	Physical Education (P.E. Department Head), Fitness Leadership (ACE-IT)
Ojelel, Dr. Alfred .....	Mathematics (Mathematics Department Head)
Ordonez, Ms. Susana .....	Business Education, Career Programs
PargMurenbeeld, Ms. Estha .....	Mathematics, Science
Pingle, Ms. Laura .....	Home Economics
Rai, Ms. Manjit .....	Science (Science Department Head), Advanced Learning /AP
Rana, Ms. Jayshree .....	Science
Rizzo, Ms. Debra .....	Home Economics (Applied Skills Department Head)
Simian, Ms. Romina .....	French, (Languages Department Head)
Stewart, Ms. Bonnie .....	Dance, Drama
Suttor-Doerksen, Mr. Ken .....	Social Studies, ELL
Thor, Ms. Dallas .....	Mini-School Cohort B
Turner, Mr. Jonathan .....	English
van Duynhoven, Ms. Michelle .....	Hairdressing (ACE-IT)
Vdovina, Ms. Svetlana .....	ELL
Virk, Ms. Susie .....	English/Social Studies
White, Mr. Kevin .....	Music (VPA Department Head)
Wirick, Ms. Tammy .....	Physical Education, Planning, Leadership
Wong, Mr. Arthur .....	Mathematics, Science
Wong, Mr. Mike .....	Math, Social Studies, Technology Liaison



## Non-Teaching Personnel

### *OFFICE*

Ms. Sherry Steinhauser..... Office Manager  
Ms. Lori Logan ..... Bookkeeper/Financial Assistant  
Ms. Mary Gargaro ..... Receptionist  
Ms. Mariska Santoso..... Student Database

TBA ..... Career Programs Assistant  
Ms. Shannon Griffith ..... Library Assistant  
Ms. Flora Ross ..... Science Lab Assistant

### *STUDENT SERVICES*

Ms. Lorraine Hodgson..... Student Services Department Head & Counsellor (A – I)  
Mr. Jeremy Berkgigler ..... Counsellor (J-Mc)  
Ms. Gina Cordoni ..... Counsellor (Me-Z)  
Cst. Jari Koskelainen ..... School Liaison Officer  
Mr. Marquis Lung ..... Youth Services Worker  
Mr. Philip Dutton..... Youth Engagement Support Worker  
Mr. Douglas Tai..... International Student Support Worker  
Mr. Eddy Kim..... International Student Liaison  
Ms. Lorelei Lyons ..... Youth Family Worker-Aboriginal

### *LEARNING SUPPORT SERVICES*

Ms. Janna Cormack..... Educational Assistant  
Mr. Doug Hatch..... Educational Assistant – Bridge Program  
Mr. Andrew Morrison..... Educational Assistant  
Ms. Lana Rakhlei ..... Educational Assistant  
Ms. Emilia Szubska..... Educational Assistant  
Ms. Lily Tong..... Educational Assistant

### *CUSTODIAL STAFF*

Mr. Larry Cheveldave..... Custodial Foreman  
Mr. Don Asperin ..... Custodian (Afternoons)  
Mr. Jacob Borje ..... Custodian (Afternoons)  
Mr. Fernando Pineda ..... Custodian (Afternoons)  
Mr. Joseph Pollen ..... Custodial Sub-Foreman  
Mr. Keith Warhurst ..... Custodian (Days)

### *NOON HOUR SUPERVISOR*

Ms. Anita Loy



**BELL SCHEDULE**

<b>TIME</b>	<b>SEMESTER 1</b>	<b>SEMESTER 2</b>
7:30 – 8:35am	X	X
Warning Bell 8:35am		
8:40 – 9:59am	1	1
9:59 – 10:12am Warning Bell 10:07am	Nutrition Break	
10:12 – 11:31am	2	2
11:31am – 12:21pm Warning Bell 12:16pm	Lunch & Success Program in Room 211	
12:21 – 1:40pm	3	3
1:47 – 3:06pm	4	4
3:11 – 4:26pm	Y	Y

 <b>COLLABORATIVE TIME SCHEDULE</b>	
<b>COLLAB TIME</b>	<b>8:40 - 9:40</b>
Block 1	9:45 - 10:50
Nutrition Break	10:50 - 10:58
Block 2	11:03 - 12:05
Lunch	12:05 - 12:50
Block 3	12:55 - 1:57
Block 4	2:04 - 3:06

<b>COLLAB DATES</b>
October 7, 14, 28
November 4, 18, 25
February 17, 24
March 2, 30
April 6, 13



## 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 this book and encourage its use to stay current in homework assignments.

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:

Friday, September 25, 2015
Friday, October 23, 2015
Friday, November 27, 2015
Friday, February 19, 2016
Monday, April. 25, 2016
Friday, May 20, 2016

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.

**Graduation Ceremony/Dinner-Dance**

School Leaving Ceremony: A fee of \$80.00. Each student receives 2 School Leaving Ceremony tickets. Extras tickets are available in May.

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	7:00pm	School Leaving Ceremony	Bill Copeland Arena
June 17	6:00pm	Grad Dinner/Dance	Pinnacle Hotel Vancouver

**School Yearbook**  
(Optional)

The school yearbook is available at a cost of \$50.00 until December 31, 2015; thereafter the cost is \$60.00.

**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. Cheques are payable to École Alpha Secondary School. Please record the student's name and address on the back of the cheque. Post-dated cheques will not be accepted.

Fees can also be paid online at <https://burnaby.schoolcashonline.com> and parents are encouraged to use this option. School Cash Online may also be accessed through a quick link on Alpha's website at <https://alpha.sd41.bc.ca>



## 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.

***Meet-the-Teacher Night..... September 23, 2015***

Parent-Teacher Interviews..... October 21, 2015

Term 1 Reports Issued ..... November 23, 2015

Term 2 Reports Issued ..... February 5, 2016

Parent-Teacher Interviews..... March 10, 2016

Term 3 Reports Issued ..... April 27, 2016

Term 4 (Final) Reports Issued ..... June 29, 2016

### 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 also contact the counsellor or individual teachers with questions or concerns regarding their child's progress.



### Honour Roll – Grade 8 - 12

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. Each department at Alpha has developed a rubric 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

Taken from <http://www.bced.gov.bc.ca/reportcards/templates>

### Work Ethic Award

To qualify for the work ethic award, students must achieve a “G” standing for work habits in all courses taken.

### 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 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, can achieve credits toward athletic awards. Credits are awarded for participation, good sportsmanship and commitment. Junior and 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: Five Year Honour Roll Award

A five-year honour roll award will be presented based on honour roll standing on the final report for each year in grade 8-11 and for honour roll standing in Semester 1 and Term 3 in grade 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, Secondary School Apprenticeship Scholarships (SSA), and Passport to Education Awards.

## 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 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 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 week of January 25 - 28 and June 22 - 28, 2014. The schedule will be made available before each exam on our website.

### *Provincial Exams: January 25-28 & June 22-28, 2016*

Provincial Exams are required for some courses, grades 10-12 at the end of each semester. The dates for the provincial exams are in the school calendar.

- English 10, Math 10, Science 10 and Social Studies 11, have required Provincial exams that are worth 20% of the final grade.
- English 12, Français Langue 12 and Communications 12 have required Provincial exams that are worth 40% of the final grade.

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/exams">www.bced.gov.bc.ca/exams</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.bewebaware.ca">www.bewebaware.ca</a>



## STUDENT SERVICES

- |                                 |                              |
|---------------------------------|------------------------------|
| ➤ Counsellors                   | ➤ Career Program Advisors    |
| ➤ Youth Services Worker         | ➤ Grad Transitions Advisors  |
| ➤ School Liaison Officer        | ➤ Settlement Worker          |
| ➤ Aboriginal Support Worker     | ➤ Youth Engagement Worker    |
| ➤ International Student Liaison | ➤ Aboriginal Support Teacher |

### 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.

Counsellors are assigned by the first letter of the student's last name, however, any student should feel free to consult any counsellor.

Ms. L. Hodgson	A – I
Mr. J. Berkbigler	J – Mc
Ms. G. Cordoni	Me - Z

### Timetable Changes

Students who have a timetable error should meet with a counsellor immediately in order to correct the timetable.

### 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 through the office. Students must give at least 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 [alpha.info@sd41.bc.ca](mailto:alpha.info@sd41.bc.ca). A fee of \$2 per transcript is 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 a large fiction and non-fiction collection, and magazines, available for borrowing. We subscribe to several online databases with top-quality information for research. We have a computer lab for classes and five computers for individual student use. Printing and photocopying is free for school assignments; otherwise, we charge 10 cents/page.

Students coming to the library during class time must have a note from their teacher and are expected to work or read quietly. Don't bring food or drinks other than water, please. Remember to log out of computers, take your flash drives, and push your chairs in when you leave.

For more information and a link to the library catalog, go to <http://blogs.sd41.bc.ca/alpha-library>

## LEARNING CENTRE

ROOM 211

Alpha's Learning Centre provides services for students requiring learning assistance and course support. Both group instruction through literacy development and academic strategies are provided as well as individualized help. Students of all abilities attend the Learning Centre.

## CONNECT PROGRAM

Alpha's Connect Program is an open door learning support model. Students are not scheduled into blocks of support but are able to access support at anytime in the school day.

Connect is open from 8:00 am to 4:00 pm.



## Peer Tutoring Program

Alpha Secondary provides a full credit course to train 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 will interact with younger students in a leadership roll.

### 10 Things 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 PE 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. Career and Life:
  - Transition Plan
  - 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 have been elected for the 2015-2016 school year in May 2015. Election for Grade 8 and 9 Student Council representatives will take place in October 2015. 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 2015-2016

President .....	Mia Phillips
Vice-President .....	Jennifer Seto
Secretary .....	Janelle McKenzie
Treasurer .....	Marcus Chui
Publicity Coordinator .....	Kyle Staples
Grade 12 Reps .....	Oliver Morrison-Harding & Annie Zhang
Grade 11 Reps .....	Kevin Zhou & Philman Yeung
Grade 10 Reps .....	Viola Chao & Kaylee Nguyen
Grade 9 Reps .....	Luca Piccola & Leila Khan
Grade 8 Reps .....	TBA (elected in fall)

Students' Council Sponsors:  
Ms. M. van Duynhoven



## 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>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 including the possession, 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 gender, race, colour, ancestry, place of origin, religion, marital status, physical or mental disability or sexual orientation.

Whenever possible, incidents will be resolved by discussion, mediation and restitution. Every effort to support individuals and to determine the root causes of behaviour will be made. 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.

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 Youth Services Worker
- 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:<sup>1</sup>*

- 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.

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<sup>1</sup> Taken from [www.bewebaware.ca](http://www.bewebaware.ca)



## SCHOOL POLICIES

### Absences

Students are expected to attend all scheduled classes. ***If you are absent from school: please have your parent/guardian call the office to let us know 604-664-8535.*** Parents receive daily absence information through phone and/or email updates.

Upon returning to school, students are required 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.



## Dress Code

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 you should need to leave school for an appointment, bring a note from home to show your teachers. Report to the office to sign out. **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.

### Medical Services

Emergency medical problems are to be reported to the office or teacher in charge. A member of the school First Aid Team will be called to deal with emergencies. Students who become ill at school should report to the office. Parents will be contacted if the student needs to go home. It is important that school records include an emergency contact name and phone number.

### School Events

In order for students to be eligible to participate in school events, students must be in “good standing”. Student report cards and teacher input will be used to assess whether a student is in good standing. In general, students who are earning passing grades, attending classes regularly and who have Good or Satisfactory Work Habits are considered eligible to participate. Students who demonstrate poor Work Habits, (N’s on their previous report card) may not be eligible to participate. Students in “good standing” must also demonstrate regular attendance throughout the school year. All school rules and policies are in effect for school events.

### School Leaving Ceremony & Grad Dinner Dance

All Burnaby secondary schools will hold their 2015-2016 School Leaving Ceremonies at the Bill Copeland Centre in Burnaby. Detailed information regarding the costs associated with School Leaving Ceremonies and the Graduation Dinner-Dance will be provided in a letter to parents.

### 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.

### Student Parking

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

- All student vehicles parked on the school grounds **MUST** be parked in the designated student parking areas.
- 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 works
- Keep your personal information private (like last name, home address, phone numbers, picture, 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
- 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**

**PLEASE KEEP THIS DOCUMENT**



## 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
want drug and alcohol information	- see Youth Services Worker, 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"**

For a list of community resources access [WTF411.ca](http://WTF411.ca)