



ALPHA

École Alpha Secondary School
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Burnaby, BC
V5C 3E2

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PARENT HANDBOOK 2020-2021

NON-INSTRUCTIONAL DAYS/STAT HOLIDAYS

*September 25, 2020
October 12 & 23, 2020
November 11 & 27, 2020
December 21-31, 2020
January 1, 2021
February 15 & 26, 2021
March 15-26, 2021
April 2, 5 & 26, 2021
May 21 & 24, 2021*

REPORT CARDS

*October 16, 2020: Mid-Quarter 1 Marks available online
November 24, 2020: Q1 Report Cards available online
December 18, 2020: Mid-Quarter 2 Marks available online
February 9, 2021: Q2 Report Cards available online
March 12, 2021: Mid-Quarter 3 Marks available online
April 30, 2021: Q3 Report Cards available online
May 27, 2021: Mid-Quarter 4 marks available online
June 29, 2021: Q4 Final Report Cards available online*

***Please note:** Last day of classes and other year-end dates and activities are subject to change



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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

- **Healthy Schools Goal**
To improve educational outcomes by improving overall well-being in students and the broader school community. We will develop practices that focus on improving:
 - Students' physical health
 - Students' mental health
 - Students' sense of community and connectedness
- **Foundational Goal - Literacy**
 - To strengthen student literacy (i.e. reading comprehension) across all disciplines
 - To specifically strengthen the literacy skills in students who are most struggling
 - To implement an evidence-based literacy approach in individual classroom through a collaborative teacher-inquiry project
- **Foundational Goal – Numeracy**
 - To build a sense of shared responsibility for numeracy instruction amongst all staff and departments
 - To build capacity in all teachers for supporting students with numeracy in their specific contexts
 - To develop numeracy lesson plans for courses outside of the Math Department



HEALTH AND PHYSICAL ACTIVITY

Guidelines

To achieve health benefits, youth aged 12 – 17 years should accumulate at least 60 minutes of physical activity daily. This should include:

- Vigorous-intensity activities at least 3 days per week
- Activities that strengthen muscle and bone at least 3 days per week
- More daily physical activity provides greater health benefits

Intensity!

Moderate intensity physical activities will cause teens to sweat a little and to breathe harder.

Activities like:

- Skating
- Bike riding

Vigorous intensity physical activities will cause teens to sweat and be 'out of breath'. Activities like:

- Running
- Rollerblading

Being active for at least 60 minutes daily can help teens:

- Improve their health
- Do better in school
- Improve their fitness
- Grow stronger
- Have fun playing with friends
- Feel happier
- Maintain a healthy body weight
- Improve their self-confidence
- Learn new skills

Parents and caregivers can help to plan their teen's daily activity. Teens can:

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Walk, bike, rollerblade or skateboard to school <input type="checkbox"/> Go to a gym on the weekend <input type="checkbox"/> Do a fitness class after school | <ul style="list-style-type: none"> <input type="checkbox"/> Get the neighbours together for a game of pick-up <input type="checkbox"/> Play a sport such as basketball, hockey, soccer, martial arts, swimming, tennis, golf, skiing, snowboarding... |
|---|---|

Administration

Principal	Mr. Tim Wozney
Vice Principal (A-L)	Mr. Ben Paré
Vice Principal (M-Z)	Ms. Mimi Lim

Department Heads

Applied Skills (ADST).....	Ms. Deb. Rizzo
Athletics	Mr. Nirmal Chandi
English.....	Ms. Amber Norris
Languages	Ms. Maria DiLauro
Learning Support Services.....	Mr. Frank McLean
Mathematics	Mr. Ed Ko
Physical Education (PE).....	Mr. Allen Tsang
Science.....	Mr. Kent Rockwell
Social Studies	Mr. Mike Wong
Visual and Performing Arts	Ms. Cristina McAllister



Student Services

Counsellor (A-I).....	Mr. Steve Bermann
Counsellor (J-P).....	Mr. Jeremy Berkbigler
Counsellor (Q-Z).....	Mr. Vijay Mann
Indigenous Youth Engagement.....	Ms. Lorelei Lyons
Advanced Learning/AP Co-ordinator.....	Ms. Amber Norris
Career Programs Advisor.....	Ms. Nicola Gillam
Grad Transitions Advisor.....	Ms. Nicola Gillam
International Student Support Worker	Mr. Douglas Tai
Librarian.....	Ms. Morgan Haigh
Scholarships	Ms. Adrienne McChesney
School Safety Specialist.....	Mr. Wendel Williams

ALPHA STAFF DIRECTORY

Teachers

Borders, Tracy.....	English, Social Studies, International Student Liaison
Brown, Juliet.....	Humanities 8-10 (Mini School)
Burnaci, Blerta.....	Science
Cameron, Heather.....	Math
Cawker, Martina	Home Economics, Physical Health Education
Chandi, Nirmal	Athletic Director, Physical Health Education
Clark, Donna	Visual Art
Daniel, Eyal	Social Studies
Deacon, Krista.....	Science
de Sousa	Choir
Di Lauro, Maria.....	Languages Department Head, French
Dinunzio, Francesca	French, Spanish
Douglas, Kathleen (Derbitsky, A.).....	Physical Health Education, Leadership
Dubé, Pierre	French Immersion
Evanisky, Russell	Robotics and Electronics
Figursky, Rae	Math
Finlayson, Philip	CLE, Social Studies, Woodwork, Technology Education
Ghazinezhad, Pari.....	CLE 10
Gibney, Blair.....	Science
Gillam, Nicola	CLC 11/12, Work Experience
Gladu, Lovina	ACE IT-Hairdressing
Godin, Catherine	French Immersion
Graham, Tyler	French, French Immersion
Haigh, Morgan	Librarian
Harvey, Bill	French Immersion, French
Haywood, Janisha.....	Connect
Hope, Natalie	French Immersion
Huang, Shan	Mandarin
Hull, Kam.....	Physical Education
Hunchak, Andrew	Social Studies
Ko, Ed.....	Math Department Head, Math
Kublick, Jane.....	Physical Education, First Aid
Lam, Lori	Math
Lawrence, Marlene.....	Visual and Graphic Art
Loukopoulos, Demetra	English
McAllister, Cristina	English, Drama, VPA Department Head

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McChesney, Adrienne	English, Scholarship Coordinator
McLean, Frank	Learning Support Services Department Head, Connect, Peer Tutoring
Milbradt, Sonia	Science
Moore, Brenda	Scimatics 8-9 (Mini School), Physics
Nguyen, Julie	ELL, English
Norris, Amber	English Department Head, Advanced Placement Department Head
Ojelel, Alfred	Math
Pomeroy, Natasha	Connect, Science
Radmacher, Rachelle	Home Economics
Rana, Jayshree	Science, Connect
Ranford, Cassidy	Dance
Rizzo, Debra	ADST Department Head, Home Economics, Mentorship
Robertshaw, Jady	English
Rockwell, Kent	Science Department Head
Savile, Alicia	Business Education
Suttor-Doerksen, Ken	Pre-employment, AP Psychology
Teng-Davis, Stella	Media Arts/Yearbook
Tong, Lily	Access
Tsang, Allen	Physical Education Department Head, Student Government
Tsang, Eric	Music
Turner, Jonathon	English
Vance, Mark	Drafting, Technology Education, Woodwork
Vdovina, Svetlana	ELL
Virk-Sull, Susie	Social Studies
Vlácil, Andrej	Connect, Math
Wong, Mike	Social Studies (Department Head), Technology Support

Support staff

Office

Ms. Jacqueline Duff	Office Manager
Ms. Laura Batista	Bookkeeper/Financial Assistant
Ms. Mary Gargaro	Office Support Clerk
Ms. Rebecca Kong	Student Database
Ms. Linda Arbia	Career Programs Assistant
Ms. Mercedes Saul	Library Assistant

Learning Support Services

Ms. Marcia Atkinson	Education Assistant (Braille)
Ms. Sarah Blakey	Education Assistant
Ms. Leesa Blankert	Education Assistant
Ms. Lynn Chen	Education Assistant
Mr. Shams Chowdhury	Education Assistant
Ms. Maria Funaoro	Education Assistant
Ms. Anne Go	Education Assistant
Ms. Michele Griffin	Education Assistant
Ms. Carrie Maclean	Deaf/Blind Intervenor
Mr. Addam Rahman	Education Assistant
Ms. Lana Rakhlei	Education Assistant
Ms. Danuta Skrabucha	Education Assistant

Custodial Staff

Mr. Don Asperin	Custodian (Afternoons)	Mr. Gabriel Leung	Custodian (Days)
Mr. Jacob Borje	Custodian (Afternoons)	Mr. Joseph Pollen	Custodian Sub-Foreman (PM)



BELL SCHEDULES

Junior Bell Schedule		Senior Bell Schedule	
AM Class	7:30 - 8:40	AM Class	7:30 - 8:40
Period 1	8:45 - 11:35	Flex Time	8:45 - 9:15
Lunch	11:35 - 12:10	Period 1	9:15 - 11:25
Period 2	12:15 - 2:45	Lunch	11:25 - 12:10
PM Class	3:00 - 4:15	Period 2	12:15 - 2:25
		PM Class	3:00 - 4:15

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 planner 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 planner 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.

TRAFFIC/PARKING

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**.
- All students using the parking lot must have a student parking pass from the office. There is a \$20.00 deposit, which will be refunded when the parking pass has been returned (in good condition) to Ms. Duff in the office. Refund cheques will be mailed to parents at the address we have on file.
- 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.

SCHOOL EXPENSES

(Post dated cheques are not accepted)

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.burnabyschools.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 Activities

For all students in grades 8 to 12, activity fees are \$30.00. This fee is used for student ID Cards, student government, school agenda planner (for grade 8 and international students only), and to support Clubs, Intramurals and student activities.



School Yearbook (Optional)

The school yearbook is available at a cost of \$55.00 until December 31, 2020; thereafter the cost is \$65.00.

Grade 12 Graduation Ceremony & Dinner/Dance

School Leaving Ceremony: (Tuesday, June 1, 2021) A fee of \$80.00 for grade 12 students includes a cap and gown to keep, a grad folder and 2 tickets for the ceremony at Bill Copeland Arena. Extra tickets are available to purchase in May through the main office.

Dinner/Dance (TBA): A fee of \$125.00 for students.

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 and will send information home.

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 students have successfully completed the year’s course work.

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 requires 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 phone 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, are sent home a few weeks prior to each reporting period. Parents may contact individual teachers for information regarding their child’s progress.

Honour Roll/Principal’s Honour Roll

To qualify for the *Principal’s Honour Roll* students must achieve a cumulative grade point average (GPA) of 4.0. To qualify for the *Honour Roll* students must achieve a 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
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Work Habits

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

GOOD (G)	
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
SATISFACTORY (S)	
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
NEEDS IMPROVEMENT (N)	
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, burnabyschools.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 and 11, and for Term 1, 2 and 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

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institutions and job-training programs. The Provincial Awards Program comprises the following components: BC Achievement Scholarships, District/Authority Awards, and BC Excellence and Pathway to Teacher Education Awards. Please see the following website for eligibility requirements: <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/scholarships/provincial-scholarships>

Scholarships & Financial Aid

Each Grade 12 student must complete a **student profile** form in order to be considered for eligibility to receive school and district scholarships or bursaries (financial aid). Scholarship information can be found on **Alpha's scholarship blog** which can be accessed through the school website: <https://blogs.sd41.bc.ca/alpha-scholarships/>

PROVINCIAL ASSESSMENTS

Students in all grades may write exams in selected courses during the weeks of November 2 – 6, 2020, January 25 – 29, 2021 and April 12 – 16, 2021.

Important Websites

École Alpha Secondary School	alpha.burnabyschools.ca
Burnaby School District	burnabyschools.ca
Ministry of Education	www.bced.gov.bc.ca (policies, graduation requirements, career planning, etc.)
Post-Secondary Application Service.....	https://apply.educationplannerbc.ca/
Provincial Exam Information	www.bced.gov.bc.ca
Scholarship Information	www.studentawards.com
Scholarship Information	www.scholarshipscanada.com
Internet Safety.....	www.mediasmarts.ca/parents

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.

Mr. Steven Bermann	A - I
Mr. Jeremy Berkbigler	J - P
Mr. Vijay Mann	Q - 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

Career Education Department

- Work experience: 30 hrs Career Exploration and 80 hours Work Experience Program
- Career Life Connections (Grade 11)
- Graduation Capstone Information (Grade 12)
- Volunteer information
- Resumes, letters of application and interview skills assistance

Transcripts

Transcripts for current students are available from Ms. Kong 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 Rebecca.Kong@burnabyschools.ca.

LIBRARY LEARNING COMMONS

HOURS: 8:15 a.m. – 3:45 p.m. and lunch *unless otherwise posted

Alpha's Learning Commons (library) houses the school's large fiction and non-fiction sections, both in English and in French. Numerous magazines and e-readers are also available for borrowing. Students can check-out up to five books at a time, for two weeks each. The school also subscribes to several online databases with top-quality information for research. The library has a number of computers available for either class bookings or individual student use, but it is expected that students use them for schoolwork exclusively. Printing 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.

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

Learning Centre – Connect Program (Room B124)

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 & BE SUCCESSFUL IN SCHOOL

- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ **Attend all your classes** ✓ Take classes that are right for you ✓ Study ahead for tests ✓ Eat right, exercise, and get enough sleep ✓ Get help when you need it | <ul style="list-style-type: none"> ✓ Be organized – use your agenda! ✓ Listen in class ✓ Take good notes ✓ Participate in class ✓ Do every assignment |
|--|--|

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 President and one PR position were elected in June 2020 for the 2020/2021 school year. Election for Grade Representatives and Executive positions will take place in the fall of 2020. 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 2020-2021

President	Amy Ricker & Shaw-Ern Seel
Public Relations	Emily Ma
Public Relations (Social Media).....	Vincent Ng
Secretary (Executive).....	Scarlett LaQuaglia
Treasurer (Executive)	Barton Wang
International Student Representative	Ekaterina Polikanova
Indigenous Representative	Joan Mack-Yang
Visual & Performing Arts Representative	Jessica Marciante
Sports Council Representative.....	Charmie Li
Member at Large.....	Joseph Ovsenek
Grade 12 Representatives	Vanessa Faccione & Hannah Sidhu
Grade 11 Representatives	Katie Liu & Lilah Williamson
Grade 10 Representatives	Lola Stojakovic & Aashraya Prasad
Grade 9 Representatives	Ziya Merchant, Brooklyn Ricker
Grade 8 Representatives	Linden Swadling, Anuska Dsouza

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, complete a Student Club Proposal Form and visit the

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Administrative team to get the club approved. The Admin. team meets at 2:30 pm on Wednesday afternoon through teams.

Alpha Athletic Teams

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

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, extension 2.*** 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

Students who are going to be absent for an extended period of time, should pick up a 'Notification of Extended Absence' form from the office. The form needs to be signed by each teacher, a parent/guardian, and the student. It may then be submitted to the office. **Please Note:** 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.



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- 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 at the front of the building. 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 must 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. Students may not bring their own lock to 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



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- 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 small gym. For smaller or more valuable lost items, ask at the office.

Smoking/Vaping

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/VAPING 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



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- 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
- 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 School Safety Specialist	- 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

"Promoting Safe Schools Together"