

Student Name: _____

TA: _____



Mission Statement

*It is the mission of this school to encourage all learners
to strive to reach their potential
in a positive and supportive environment.*

Administration

Mr. Gene Doray, Principal
Mrs. Pam Chudiak, Vice Principal

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Parents, please **CHECK AND SIGN** your son or daughter's planner each week to ensure progress is being made. If you have any concerns, contact his/her Teacher Advisor or subject teacher by email or phone as soon as possible.

2017-18

A.L. Fortune Secondary: Student Planner

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A.L. Fortune Secondary School – Message from the School

The ALF Planner is a very important tool for success. It is a tool for planning, tracking, goal setting and, most importantly, for constant communication between TA, teacher, students, parents and guardians. At A.L. Fortune this communication is paramount to the success of our students. **We ask parents to stay involved in their son/daughter’s education as research shows that this involvement plays an important part in the success of each and every individual.** The student planner is a great method for staying involved and in a self-directed learning model shared involvement is critical.

The Self Directed Learning Model

A.L. Fortune Secondary school is one of numerous schools in the province to offer students a self-directed learning model. This model is built around the principles of learning which state:

- Students learn in different ways and at different rates
- Learning is done in both individual and group settings
- Learning involves the active participation of the learner

In a conventional semester school, students spend approximately 5 hours per week on each course. At ALF, students in Grades 10-12 spend two hours per week (“**set classes**”) on each course and then plan when, where and how much **additional** time they need to spend on each curricular area - with the guidance of their Teacher Advisor (TA). Students will be able to access curriculum specialist teachers in **Learning Centres**, and will learn to organize and manage their study time around their individual curricular needs. Students in Grade 8 and 9 will have more “set classes” and fewer “Learning Centre” blocks in order to gradually learn the organization necessary to become successful in an environment that provides choice and flexibility. Students will be able to focus more energy and time on the courses they find challenging, while being able to “create time” for themselves to pursue other educational/vocational interests.

Please take time to become familiar with each section of the planner. You are asked to **CHECK AND SIGN** your son or daughter’s planner each week to ensure progress is being made. If you have any concerns, contact your child’s Teacher Advisor or subject teacher by email or phone as soon as possible.

ALF STAFF CONTACT LIST

Teaching Staff	
BENNETT, DON	dbennett@sd83.bc.ca
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TOOP, ANNETTE	atoop@sd83.bc.ca
WATERS, RHYS	rwaters@sd83.bc.ca
Support Staff	
DIMMICK, KATHY	kdimmick@sd83.bc.ca
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SCHIELKE, AARON	aschielk@sd83.bc.ca
THOMSON, TERESSA	tthomson@sd83.bc.ca
Clerical	
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CASTLE, TRACEY	tcastle@sd83.bc.ca
STANLEY, TARA	tbryant@sd83.bc.ca
Administration	
DORAY, GENE	gdoray@sd83.bc.ca
CHUDIAK, PAM	pchudiak@sd83.bc.ca

SUCCESS AT A.L. FORTUNE OCCURS WHEN WE WORK AS A TEAM

Students	<ol style="list-style-type: none">1. Plan to Succeed Set realistic and challenging goals.2. Work the Plan Commit to complete the plan.3. Make Teacher Contact Regularly and in a meaningful manner.4. Do Homework Nightly Take responsibility to complete work.
Parents	<ol style="list-style-type: none">1. Communicate Maintain regular contact with the school.2. Check Monitor children's progress.3. Expect Effectively communicate high expectations.4. Connect Become involved in your children's education.5. Encourage Create a home environment that encourages learning.
Teacher/Advisor	<ol style="list-style-type: none">1. Communicate2. Plan and help students set goals3. Advocate4. Monitor progress and attendance5. Be a team member with students and parents

TEACHER ADVISORY ROLE

1. Communication	<ul style="list-style-type: none">• Develop sound assessment of student growth in TA• Set the tone for the day• Communicate with parent, administration and teachers regarding concerns with students• Convey special concerns that come up: safety and emergency procedures• Arrange individual conference with students and parents• Promote a sense of community within TA
2. Planning and Goal Setting	<ul style="list-style-type: none">• Assist in setting daily, weekly, and monthly goals• Teach goal setting• Sign planners daily• Monitor student's record of goals in planner
3. Advocate	<ul style="list-style-type: none">• Respond to teacher and student requests• Attend administrative meetings• Accompany students to make and renew teacher contact• Work with parents
4. Monitor Progress and Attendance	<ul style="list-style-type: none">• Record and monitor attendance in Teacher Connect• Complete preliminary grad checks• Keep students in TA for allocated times• Consult with student, parent, teacher and counsellor regarding proposed course changes
5. Member of Team (Student/ Parent/ Teacher Advisor)	<ul style="list-style-type: none">• Initiate home contact through planner/email/phone• Monitor and promote wellness• Communicate with parents as necessary• Have parents acknowledge TA updates and reports on designated pages through signatures

2017-18 CALENDAR

SEPTEMBER 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labour Day	5 First Day of School	6	7	8	9
10	11	12	13 Gr.7&8 Camp	14 Gr.7&8 Camp	15 Pro-D	16
17	18 Pro-D	19	20	21	22 School Photos	23
24	25	26	27	28	29	30

OCTOBER 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Interims	5	6	7
8	9 Thanksgiving	10	11	12	13	14
15	16 Photo Retakes	17	18	19	20 Pro-D	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9 Pro-D	10 School Closure	11 Remembrance Day
12	13 Remembrance Day Stat	14	15	16	17	18
19	20 Report Cards Issued	21	22	23 Parent Teacher Night	24	25
26	27	28	29	30		

DECEMBER 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 Last Day of Classes	23
24	25	26	27	28	29	30
31						

JANUARY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 School Re-opens	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 End of Semester 1	27
28	29 Start of Semester 2	30	31			

FEBRUARY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Report Cards Issued	6	7	8	9	10
11	12 Family Day	13	14	15	16	17
18	19	20	21	22	23 Pro-D	24
25	26	27	28			

MARCH 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Interims	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Last Day of Classes before Break	17
18	19 Start of Spring Break	20	21	22	23	24
25	26	27	28	29	30 Good Friday	31

APRIL 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Easter Monday	3 School Re-opens	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Pro-D	28
29	30					

MAY 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Pro-D	19
20	21 Victoria Day	22	23	24	25	26
27	28	29	30	31		
JUNE 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 Graduation	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 Report Cards Issued	28 Last Day of School	29	30

COMMUNICATION

Our staff is committed to establishing the most positive learning environment possible. Good communication is a major part of that. If you have a private e-mail please consider sharing it with us. Likewise, regularly check our website (<http://www.alf.sd83.bc.ca>) as we strive to use this mode as way to inform parents and students of up-coming event and student achievements.

Open Door

Feel free to attend parent evenings, call us, or just drop by. We'd love to chat with you.

MOODLE

A.L. Fortune uses Moodle (a learning management system) to enable students easy access to resources. Teachers are able to post classroom assignments/ activities on line so that students may login from home (or from afar) and keep up to date with their work. In some cases, students will also be able to submit their work via Moodle. As many of the A.L. Fortune teaching staff are developing digital resources (videos), it is critical that students access the ALF website on a routine basis.

STUDENT AND PARENT CONNECT

Student Connect

Students can use “**Student Connect**” to look up your school information (attendance, marks, courses, etc.).

1. Go to <http://www.alf.sd83.bc.ca> and click on “Students” (top bar) then “Student Connect”
2. Insert your regular school network User Name and Password (this is what you use to log into the computers at school)
3. Click the “Sign In” Icon.
4. Use the tabs at the top to find what you’re looking for (“Basic” for contact & address information, “Attendance”, “Schedule”, and “Grades” etc.).
5. Using “SendMsg” you can send an e/mail message to the office or specific school personnel.

Parent Connect

Parents can use “**Parent Connect**” to look up your child’s school information (attendance, marks, courses, etc.).

- 1) Open <http://parentconnect.sd83.bc.ca> in your Web Browser such as Internet Explorer.
- 2) Insert the User Name and Password information as follows:
 - a) enter your email address & password
 - b) Do not have a password? Click on “Forgot MY Password” **Note: this button is a PopUp – if the window does not appear after clicking this button you will have to refer to the message at the top or bottom of this screen and allow for the PopUp.**
 - c) Enter your email address & click “Email me my current password”. You will receive confirmation that your login password has been sent to your email address. If you receive an error message that your email is not correct, please call the school to provide your current email address.
- 3) Parent Forms
 - a) click on the “Reports” tab and select Info Form (SEC)”. Carefully review to determine any information that needs to be updated. Click “Basics” button then the “Edit” button to update information about the guardians, when complete hit “Save”
 - b) Click the “Forms” tab. Once you have read each form, select the response to the right.
 - Personal Consent
 - Outside Media Consent
 - Parent Digital Citizenship Consent (Wifi Access/Computer Use)
 - Verification Form

Wi-Fi INSTRUCTIONS

1. **Parents** - go to 'Parent Connect' (<http://parentconnect.sd83.bc.ca>) and log in (follow the above instructions)
2. Click on 'Parental Digital Citizenship Agreement'.
3. Read the 'Digital Citizenship Policy' and select your response where it shows "No Response". Then click 'Save'.
4. **Students** – go to 'Student Connect' (<http://studentconnect.sd83.bc.ca>) and log in. Follow the same directions as described for parental authorization.
5. ***Wi-Fi activation will only take place if both student and parent/guardian responses to the Digital Citizenship Agreement are 'YES'.***

Y-BLOCK

At A.L. Fortune, the second period each Wednesday is called Y-Block. The intent of this block is multi-faceted: we will be able to host guest speakers and school wide assemblies (without disrupting classroom instruction), while also providing the opportunity to be creative and build school culture. Some weeks may see our students creating a "poetry slamfest" competition and other weeks may showcase the talents of ALF artists, musicians and actors. We will continue to work with students to develop ideas for Y-Block that foster engaging learning experiences.

X-BLOCK

X-block occurs 2nd period each Tuesday and Thursday all year long. The idea for this block came from the notion that students and teachers working together in areas of shared interest could be a powerful learning experience. Each year students and teachers alike will be surveyed about their ideas for "high interest" electives – and we will seek to place likeminded teachers and students together to learn together. Students will have the opportunity to select four X-Block courses (one per term) during the course of the school year.

STUDENT OPPORTUNITIES

Involvement can make your school years far more pleasant and enjoyable. Don't hold back – get fully involved in school life!

Clubs

No matter what your interests, you may find a club that will help you enjoy school and learn more. Students may start clubs of interest to them by convincing other students to join and finding a teacher sponsor.

Extra-Curricular Athletic Teams

You are encouraged to participate in team sports to develop your skills and/or challenge yourself. Typically, we run school teams in volleyball, cross-country running, soccer, basketball, track & field, & golf.

Intramural Sports

Throughout the year the physical education department sponsors noon-hour sports activities. These may include flag football, floor hockey, volleyball, badminton, basketball or soccer. Listen to announcements and check out the gym at lunch; we emphasize participation and fun.

Leadership

Grade 9 to 12 students can take a course called Leadership. Students in leadership earn graduation credit by helping to plan positive and spirit building activities for the school.

Scholarships and Bursaries

ALF students are fortunate to live in a very generous community that provides graduates with bursaries and scholarships. Be sure to apply for scholarships and bursaries in your grade 12 year!

School Store

Our school store is open before and after school and at lunch. A variety of healthy foods are available.

ATTENDANCE

Tardiness

Punctuality is an important work habit to be developed at school. Being late affects your own learning and creates a disruption for others.

- If you are late to any class, you are subject to consequences set by your teacher.
- **Regular tardiness** may be referred to administration.

Be responsible! Be considerate! Be on time!

Absences

Regular attendance is a **key to academic success**. If you will be away, you must get **your absence CLEARED**. Follow the procedure top of page 12:

Your parent/guardian should call or email the office (alf@sd83.bc.ca) before 9 AM when you will be away. Your job is to remind them to do this. This will clear your absence. Calls made before 8 AM will be handled by the school's answering machine, which is fine.

If a call to the school has not been made on the day of your absence, you'll need to bring in a note to your classroom teachers and the office or have your parent/guardian call the office.

Truancy

School staff gladly takes on the work caused by students' absences for illness, family emergencies and other acceptable reasons that cannot be avoided. Truancy refers to avoidable and unpermitted absences (ie. skipping). Teachers and the administration will work collaboratively to deal with "truant" students. Consequences will vary according to the case [ie. in-school suspension, parent meetings, ineligibility for extracurricular activities (ie. dances, sports...)]. In addition, at their teacher's discretion, students must make up the work they missed on their own time (lunch, before or after school).

Family Holidays

We respect families' decisions to take holidays that suit their situation. However, if you do decide to go on holidays during regular school time, we ask that you provide as much notice as possible to each teacher (a note or email to the teaching staff would be helpful) and keep in mind that teaching staff cannot always anticipate what work will be missed. Sometimes, work will need to be made up upon return. It is the student's responsibility to catch up on missing learning activities.

Early Dismissal from School (sign out procedures for ALL grade levels)

When you need to leave early follow this procedure:

- Bring a note from your parent/guardian indicating permission to leave early.
- Show the note to your classroom teacher. Then bring it to the office to record your early departure on your attendance card.

'Work at Home' Permission Form

Due to the unique nature and the variety of learning opportunities at A.L. Fortune, there may be occasion for students to work and learn outside the school in a very productive way. A number of students have asked to work and learn in alternate settings and some have indicated that they believe that they are able to work effectively at home. Since A.L. Fortune is built on a foundation of self-directed learning, we have decided to consider this a viable working situation. As a result, we have created this permission form and will grant students the opportunity to work off site on a trial basis once there is agreement between parent/guardian and the Teacher Advisor. If student performance is maintained or enhanced, we will look at expanding this opportunity in the future.

If you would like to grant your child permission to work at home occasionally throughout the year without being marked "absent" please fill out the 'Work at Home' form that is found at the back of the Student Planner.

Medical Room

Students who become ill during the school day should sign out and go home if parental consent can be obtained. Students are to inform the teachers of classes that will be missed. If parents can't be reached, junior students will be signed into the medical room. Senior students may be dismissed at office discretion.

Physical Education Class Exemptions

If you are well enough to come to school but have good reason not to participate in PE, a note from a parent or doctor is required for presentation to your PE teacher. You will be required to remain in the PE class and may be asked to participate as much as you are able. You may be required to make up the missed time.

NORTH-OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83 - DRESS CODE

Students are responsible for being appropriately attired at all times and in all places.

Appropriate dress is considered to be that which:

- is safe;
- is free from any reference which promotes alcohol, drugs, gangs, hate, obscenity, profanity, racism/discrimination, sex and/or violence;
- is not disturbing or distracting to others within the school setting;
- is similar to office or retail workplace attire.

STUDENT CODE OF CONDUCT, STUDENT & PARENT RIGHTS AND RESPONSIBILITIES, AND DISCIPLINE PROCEDURES AND PRACTICES

APPLICATION

A.L. Fortune Secondary and School District 83's (North Okanagan-Shuswap) code of conduct and rules apply at all times when students are under school supervision or attending school functions whether on or off school property, and whether in or out of school time. This includes lunch break and travelling to and from school, as well as field trips where inappropriate behavior can harm our school's reputation.

The code of conduct describes school expectations and acceptable student behavior as directed by the School Act 85(2)(c)(i). It is derived from the Ministry of Education's goal for Human and Social development, and is designed to promote a safe, caring and orderly school for the purpose of learning. ALF supports the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation.

PURPOSE

The purpose of our student conduct expectations is to provide a safe and positive learning environment. An effort will be made to preserve individual freedom but this will be subject to the need to protect the needs of the school community and culture as a whole.

The North Okanagan/Shuswap School District Code of Conduct

Students are expected to become responsible citizens as they learn the connection between their rights and their responsibilities. They are also to understand that school is a public place where their actions can affect others. Therefore, it is important to conduct themselves in an ethical fashion (with consideration for others). Specifically, it is expected that . . .

- Students are to be given the opportunity to learn and teachers are to be given the opportunity to teach without disruption.
- Students are expected to attend class on a regular basis and to participate constructively in the learning process and in appropriate decision-making procedures.
- Students have the right to feel safe and to be treated with respect and courtesy.
- Students are responsible for respecting the rights and dignity of others in learning environments free of discrimination as set out in the BC Human Rights Code and participating actively and productively in their academic learning and social growth.

Acceptable Conduct

Acceptable behavior is demonstrated by (but not limited to):

- Promoting an environment of understanding and mutual respect
- Ensuring that the educational rights of all members of the school community are respected
- Respecting the facilities and the properties of others
- Regular attendance and punctuality
- The use of acceptable and appropriate language
- Responding with cooperation to the reasonable requests of any staff member
- Informing an adult, in a timely manner, of any known bullying, harassment, or intimidation
- Wearing clothing appropriate to a place of business
- Being a positive ambassador for our school throughout the community
- Cleaning up after oneself
- Setting high standards for personal achievement and applying good effort in all curricular areas

Prevention

Keeping our school and the members of our school community safe requires the cooperation of all its members. Students are expected to tell an adult when they are aware of any actions that could harm individuals or the school as a whole (e.g. fights, bullying, etc.).

Bottom Lines

ALF maintains the following **bottom lines** which need to be maintained in order to continue attending the school:

- Students must follow clear and reasonable requests by staff members. Students who fail to do so will be considered to be in Direct Defiance of a staff member and will face consequences.
- Students must try to complete the work assigned to them. Students who are failing and not trying may be sent home pending a parent meeting.
- Students must attend classes on a regular basis. Students who fail to do so may be sent home pending a parent meeting.
- Students must not use or be under the influence or be in possession of drugs or alcohol while at school or school-related events. Failure to comply will result in an out of school suspension and may require a district hearing.
- Weapon possession or use while at school or during a school-related event will result in an indefinite suspension pending a district hearing.
- Bullying, cyber-bullying, harassment, intimidation, or physical violence will not be tolerated and will result in the student being sent home pending a parent meeting.
- Use of tobacco products on school grounds is not permitted. Students using tobacco products on school grounds (ie. "chew", smoking...) will be referred to the administration for consequences.

Notification

When there is a breach of school Code of Conduct, school officials have the responsibility to advise the following:

- Parents of offenders, victims
- School district officials as required by school district policy
- Police and/or other agencies, as required by law

Guests

Except for unusual circumstances and pre-approved by school administration, guests are not permitted during class time, as this can be disruptive to education. To bring a guest to a dance, permission from administration is required. Students are responsible for all actions of their guests.

Hallways

During instructional time hallways are off limits except when permission is given to get from one place to another, run an errand, or get a drink of water, etcetera. In addition, students are generally not permitted in the halls for the first and last 20 minutes of each class (**the 20/20 rule**) because it is expected that you come to class prepared!

Language

Language appropriate in an office setting is what is appropriate here. Profanity is not acceptable.

Locks and Lockers

You are responsible for your locker and its contents at all times. Lockers must be kept locked when unattended with a school-approved combination lock. The combination must be registered at the office. Lockers remain the school's property and for health and safety reasons may be opened by the school administration at any time.

Scent & Fragrances Policy

The A. L. Fortune Community includes several staff and students who have serious and in some cases life threatening allergies to perfumes, colognes and other scented products. This necessitates that ALF be a "scent reduced campus."

Smoking

Provincial law and district regulation prohibits smoking on school grounds. Students are not permitted to go for a "smoke" during instructional time or in between classes.

Bus Expectations and Procedures

Bus transportation is a privilege and ensuring a safe and pleasant ride for everyone is essential. The bus driver is fully in charge of his/her bus.

Bus **memos** are given to students as warnings for inappropriate behavior. Students may not take the bus again until the memo is signed by their parent/guardian.

A bus **letter** suspends bus privileges until a meeting convened by the school and attended by the student, his/her parent/guardian and the district Manager of Safety and Transportation, resolves the issue.

Cheating and Plagiarism

Academic conduct and in particular cheating and plagiarism are a part of our student code of conduct.

Plagiarism occurs when another's words, ideas or work (an invention, a lyric, music, a picture, a research paper, an Internet article, etc.) are submitted as one's own or used without the creator's permission. Plagiarism is easily avoided by crediting (citing) all the work of others that you include in yours. Your teacher or librarian can show you how. Plagiarism is a form of cheating. Cheating is a serious breach of academic conduct and personal integrity.

When either has occurred, administration and parents will be informed and no marks will be awarded for the work involved. A pattern of cheating may lead to withdrawal from a course since we cannot assess a student when we are not confident that the work is the student's own.

SAFETY AND EMERGENCY PLANS

Allergies and Medical Assistance

Many students and staff suffer from a range of serious allergies and medical concerns. It is essential that students with medical conditions that could require treatment at school provide up-to-date information to the school. See the office staff for a medical information form.

Sudden Illness While at School

Students who are ill are expected to report to the main office. They will be directed from there and parents will be informed if necessary.

Earthquakes

If an earthquake occurs, it is important that you drop to the floor, take cover under something solid (like your desk) and take hold of your cover (so that it is not shaken away from you).

Fire Drills

When the fire alarm rings, everyone must evacuate the building safely and quickly. Attendance is taken outside, and teachers send a list of missing students to the secretary at the front of the building. All students will meet in the pre-arranged location set by their TA teacher. Regardless of when the drill takes place, attendance will be taken in TA groupings.

Lockdown

Lockdown protects staff and students from a threat inside the building when it may be more dangerous to evacuate than to stay in a secured room. During a lockdown, you must stay in (or return immediately to) your room. The door will be locked and no one will be let in until an “all clear” notification. Stay away from windows and doors in lockdown.

Room Clear

If school staff need you to leave an area (classroom, gym, etc.) an order for room clear will be given. If this occurs, leave the room without delay.

COMPUTER USE POLICY

The Provincial Learning Network (PLN) which provides our Internet access requires that students and staff abide by the following policies:

- Do not access Internet Radio or Video streaming services
- Do not play on-line multi-player games.
- Do not download music or video files
- Do not use file-sharing programs
- Do not open email attachments before virus scanning them.

The following rules apply to all computer activity:

- Keep your password protected and do not allow others to use it.
- Use the Internet in a responsible, ethical and appropriate manner.
- Never use any other person’s account to access the network.
- Do not install any programs.
- Use and treat the computers at ALF responsibly and respectfully

If you agree to these terms you may use the school computers, the Internet and the PLN. Abuse will result in a deactivation of your ID and password.

ACADEMICS

Awards – End of Term

- **Effort List:** Students with all “G’s” for effort will be recognized.
- Students that exhibit **excellence in citizenship, service and/or leadership** will also be recognized.

Awards – End of Semester

- **Principal’s List:** Students receiving straight “A’s”.
- **Honour Roll:** Students with an average greater than 85.5%.
- **Merit List:** Students with an average of 72.9% - 85.49%.
- **Effort List:** Students with all ‘G’s for effort.

The minimum course load for qualification is 3 grade-awarding courses in the semester. Students with an Incomplete or Failing mark are ineligible.

Awards – End of Year

- **TOP ACADEMIC (GRADES 8-11)**
For the students with the highest average percent for all courses.
- **TOP ACADEMIC (GRADE 12)**
For the top academic grade 12 student. This award is based on the rigor and achievement.
- **SUBJECT**
Presented to the top students in each subject.
- **MOST IMPROVED**
Awarded by grade to the student who has demonstrated the greatest improvement in attitude, academic achievement, or both.
- **CITIZENSHIP**
The junior, senior and top citizen awards are presented to those who best epitomize a model ALF citizen. Generally, recipients are respected by peers, include others, make “good company”, and are excellent school ambassadors.
- **ATHLETICS**
Presented by grade to those determined to be the best athletes.

Incomplete Work

The staff expects students to complete all assigned work (ie. homework, ungraded practice work, supplementary work...). If you are failing a course or have any incomplete work your teacher may issue you an “I”. The “I” is a listing of the incomplete work that needs to be done. Students with an “I” are expected to develop a suitable plan for completing their “I”. “I” work MUST be completed by the deadline and those who fail to do so will be referred for further intervention.

Withdrawal from a Course

Course changes are routinely permitted until the end of the second week of each semester. Course changes and withdrawals may be permitted up until one week after the first interim report of a semester, provided that a suitable replacement course is available and the student has obtained the permission of his or her parent, the receiving teacher, the counselor, and an administrator. After this time withdrawals will normally not be permitted.

MINISTRY APPROVED LETTER GRADES & DESCRIPTIONS		
Symbols	%	Description
A	86 – 100	Excellent or outstanding performance in relation to the Prescribed Learning Outcomes
B	73 – 85	Very good performance in relation to the Prescribed Learning Outcomes
C+	67 – 72	Good performance in relation to the Prescribed Learning Outcomes
C	60 – 66	The student demonstrates satisfactory performance in relation to expected learning outcomes
C-	50 – 59	Minimally acceptable performance in relation to the Prescribed Learning Outcomes
I	Incomplete	Has not demonstrated the minimally acceptable performance in relation to the Prescribed Learning Outcomes
F	0 – 49	Failed or Failing -- Has not demonstrated the minimally acceptable performance in relation to the Prescribed Learning Outcomes

W	Withdrawal	According to the policy of the board and upon request of the parent, or when appropriate for the student, the Administrative Officer may grant permission to withdraw from a course or subject
SG*	Standing Granted	Although completion of normal requirements is not possible, a sufficient level of performance has been attained to warrant, consistent with the best interest of the student, the granting of standing for the course.
TS*	Transfer Standing	May be granted by the Administrative Officer on the basis of an examination of records from an institution other than a school as defined in the School Act. The Administrative Officer may assign a letter grade instead.

Work Habits

G – Good	<ul style="list-style-type: none"> • Works to best of ability • All work is completed on time • High on-task rate in class • Takes initiative • Cooperative/positive role model
S - Satisfactory	<ul style="list-style-type: none"> • Most work is completed • Meets deadlines most of the time • Inconsistent effort
N – Needs Improvement	<ul style="list-style-type: none"> • Insufficient work completed • Makes little effort • Works only under direct supervision • Often uncooperative

HOW SCHOOL FEES ARE ADDRESSED AT ALF

Students have the choice of demonstrating the basic prescribed learning outcomes for a course or they may demonstrate those learning outcomes with a more enriched approach that will require the students to supply their own materials (or purchase those materials through their teacher). Students will continue to demonstrate the basic prescribed learning outcomes unless the course fee is paid for the enhanced option. It is school policy that families who are unable to pay due to financial hardship should contact the school administration to make arrangements for payment or to have the fees waived. We appreciate your support with this process. Our plans for the different program areas are as follows:

Art

- Students are responsible for purchasing their own supplies. **OR**
- Students may opt to pay a one-time supply payment that will allow them access to the art supplies they need for the length of the course. This is done through the art teacher.

Foods

- Students have the option of meeting the basic learning outcomes without having to pay fees.
- However, students who want to demonstrate the learning outcomes for the course with a more hands on and enriched approach will be required to supply their own materials. To do this, students opt to pay a one-time supply payment that will allow them to access the supplies they need for the length of the course.

- Students in Home Economics 10 wishing provincial certification for Food Safe will need to pay a \$25 fee, mandated by Interior Health Authority, to cover costs.

Shop Courses

- All students have the opportunity to create cost-free projects that meet the learning outcomes for the course.
- Students who wish to “enrich” their projects will need to supply their own materials or purchase the necessary materials through the shop teacher. An example of an “enriched” project might be making a cabinet out of oak instead of demonstrating the techniques used to make a cabinet with scrap wood.

Other Courses

- Students have been charged fees in the past to help cover the costs of doing certification tests or going on field trips.
- These tests and field trips will now be considered optional.
- Students who do not want to participate in these activities will be given alternative assignments which will help them meet the learning outcomes of the courses.

SOME OF THE FEES CHARGED AT ALF

All of the fees listed below are in compliance with the Ministry regulations. Please note that fees are paid per block of each course. If a student takes two blocks of the same kind of course, i.e. Woodwork, he/she must pay the fee for **each** block. All fees should be paid before materials or workbooks are issued. **If a student cannot pay the fees, please contact an administrator immediately.**

Student Materials Fee (to cover costs associated with producing materials for students (paper, toner, planner, etc.)	\$20.00
Grad Fee (grade 12's)	\$110.00
Grade 7&8 Camp	\$40.00
Yearbook (before November 1 price)	\$45.00
Yearbook (after November 1 price)	\$47.00
Yearbook (@ Arrival)	\$50.00
Locks	\$7.00
Visual Arts Sketch Book & Materials	\$15.00-\$30.00
Explorations 8 Enhanced Course	\$10.00
Foods 10 Enhanced Course	\$25.00
Foods 11, 12 Enhanced Course	\$30.00
Woodwork/Carpentry Joinery 10-12 Enhanced Course (plus materials as needed)	*\$20.00
Metalwork 9-12	materials as needed
Automotive Technology 10-12 Enhanced Course	*\$20.00
Autobody 9-12	*\$50.00
Textiles 10-12 Enhanced Course (plus project material)	*\$6.00
Hockey Academy	\$375
Athletic Fees (paid only by student that play on school teams):	
Grade 8	**\$25.00
Grade 9, 10	**\$30.00
Grade 11, 12	**\$35.00

- * Basic fee to cover cost of sundry materials. The student will also have to purchase materials used in projects.
- ** This fee is paid **per sport** in a year. The fee must be paid at the level the student plays at, i.e. a grade 8 plays a junior sport he/she pays the junior fee.

GRADUATION REQUIREMENTS

Graduation requirements in British Columbia are evolving. Please refer to <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation> for updates.

GRADE 12 GRADUATION CERMONIES

Grade 12 participation in the graduation ceremony is dependent on:

1. Being in a position to meet all graduation requirements by the June 1st (including On Track, EOP and DL courses). Refer to the “Course Planning Worksheet” section to the courses that you need for graduation.
2. Not being under suspension or other code of conduct sanction.



HEALTHY EDUCATION

Being a teen can be tough, and sometimes asking important questions may be even tougher for you. Here is some quick information and resources that can be a starting place to getting those answers!

Healthy Relationships

SEVEN CARING HABITS

LISTENING
SUPPORTING
ENCOURAGING
RESPECTING
TRUSTING
ACCEPTING
NEGOTIATING

SEVEN UNKIND HABITS

CRITICIZING
BLAMING
COMPLAINING
NAGGING
THREATENING
PUNISHING
BRIBING

Mental Health

Mental health is a vital part of your overall well-being, and is impacted by your genes (inherited biological makeup) and environmental factors (home life, school, friends/family, etc.). Mental health issues are not a choice, and just like with any other illness, they are treatable! Check out the following websites for more information:

- www.keltymentalhealth.ca
- www.mindcheck.ca
- <http://mantherapy.org>

Youth in Crisis

If you find yourself in crisis with mental health issues or even suicide, the following website has a number that puts you in touch quickly (less than 30 seconds) with someone 24/7. There are also options to chat online.

- <https://crisiscentre.bc.ca/>

Sexual Health

Talking about sex can be tough. Why not start by checking out these great online resources?

- <http://www.teensource.org/>
- <https://sexetc.org/>
- <http://www.sexandu.ca/>

Counselling Centre

Our Counselling Centre has a great section on our website (<http://alfmoodle.sd83.bc.ca/> - you will have to log in first) with further resources. **Of course, you are always welcome to see a counsellor anytime – discussions are confidential.**