



Calgary Board of Education

Forest Lawn High School



2016-2017 Student Parent Handbook

Principal: Darren Dyck

| | |
|--------------------------------------|-----------------|
| Assistant Principal for Students A-G | Patricia Hamlin |
| Assistant Principal for Students H-N | Erik Sprong |
| Assistant Principal for Students O-Z | Mark Anderson |

Success Centre

403-272-6665 ext. 2360

| | |
|------------------------------------|------------------------------|
| Counsellor/Learning Coach Grade 10 | Ms. Janse, Ms. Daniher |
| Counsellor/Learning Coach Grade 11 | Ms. Huisman, Mr. Becker |
| Counsellor/Learning Coach Grade 12 | Mr. Gossen, Ms. Haney (FNMI) |
| Counsellor/Learning Coach ELL | Ms. Boehnert |

Main Office

403-272-6665 ext. 0

Fax : 403-777-7799

Attendance Line: 403-272-6665 ext. 1

forestlawn@cbe.ab.ca



Calgary Board
of Education

Table of Contents Student Parent Handbook

Our student handbook will provide you with information about everything from the courses we offer and graduation requirements to how to get a locker. As you consider choices and create possibilities for your success seek the advice of our teachers, administrators and learning coaches. We believe in you and support you all the way!

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Alberta High School Diploma Requirements

| | | | |
|---|--------------------|---|--------------------------|
| <p>The requirements for entry into post-secondary institutions and workplaces may require additional and specific courses. The High School Diploma is an official document issued by Alberta Education (mailed to your home three months after graduation – October) certifying the holder has completed a prescribed program of instruction and earned a minimum of 100 credits. IMPORTANT – Credits are earned for a course if the final mark is 50% or higher.</p> | | | |
| <p>100 CREDITS including the following:</p> | | | |
| English | 30-1 or 30-2 | Social Studies | 30-1 or 30-2 |
| Mathematics | 20-1, 20-2 or 20-3 | Science 20, 24, 20 or Physics 20 | Biology 20, Chemistry 20 |
| Physical Education 10 | (3 credits) | Career and Life Management | (3 credits) |
| <p>10 CREDITS in any combination from:</p> | | | |
| <ul style="list-style-type: none"> ▪ Career and Technology Studies (CTS) ▪ Physical Education 20 and/or 30 ▪ Locally developed/acquired and locally authorized courses in CTS, fine arts or second languages | | <ul style="list-style-type: none"> ▪ Fine Arts ▪ Second Languages ▪ K & E Courses (Knowledge and Employability) ▪ RAP courses (Registered Apprenticeship Program) | |
| <p>10 CREDITS in any 30-Level Course (<u>In addition</u> to a 30-level English Language Arts and a 30-level Social Studies course as specified above)</p> | | | |
| <ul style="list-style-type: none"> ▪ 35 - level locally developed/acquired and locally authorized courses ▪ 3000 Series: advanced level in Career and Technology Studies courses ▪ 35 - level Work Experience courses ▪ 30 - 4 level K & E Courses (Knowledge and Employability) ▪ 35 - Level RAP Courses (Registered Apprenticeship Program) | | | |

Course credits

Each course is assigned a credit value determined by Alberta Education. A half semester course is worth 3 credits while a full semester course is worth 5 credits. In CTS courses, each module completed earns one credit. A student must achieve a mark of 50% in a course or module to receive credits. We encourage you to have a full schedule, especially in the first and second year of high school.

School Clubs & Committees



- Advanced Acting
- Art Club
- Big Brothers/Big Sisters Mentor
- Chariot Newspaper Club
- CosPlay
- Dance/or Yoga Club*
- Environment Club
- First Nations, Metis, Inuit Club
- Fitness Centre
- LBGTQ
- Games Club
- Improv Club
- International Student Club
- Japanese Anime Club
- Leadership Club*
- Model U.N *
- Peer Ambassadors
- Student Council
- Technical Theatre
- Yearbook Club *
- YMAP-YMCA Achievement

*Credits may be earned at the discretion of the sponsoring teachers.

Services



- Autobody Shop
- Automotive Shop
- Catering
- Computer Labs
- Cosmetology Salon
- E-learn Centre
- Full Service Cafeteria
- Greenhouse
- Health Nurse
- Learning Commons
- Success Centre

Special Events

- Assemblies
- Award Celebrations
- Career Fair
- Cultural Celebrations
- Dance Performances
- Drama Performances
- Guest Speakers
- Musical Performances
- Post-Secondary Day
- Skills Canada
- Science Olympics



Area Programs

Enrollment in these programs must be facilitated by the Area III Specialists.

Paced Learning Program (PLP) Mental Health ELL Program LEAD Level 2,3,4,5

Advanced Placement

The Advanced Placement program at Forest Lawn High School is intended to provide opportunities for students:

- to engage in rigorous exploration of areas of strength and passion in an enriched curriculum
- to holistically interconnect core subjects with other disciplines in the options and trades
- who are academically prepared and motivated to take University/College level courses and potentially earn credits for University level courses

If you are interested in choosing an AP course talk with your Learning Coach, Counsellor or Administrator.



Athletics

- Badminton
- Basketball
- Field Hockey
- Football
- Rugby
- Soccer
- Track & Field
- Volleyball
- Wrestling
- Swim

Complementary Courses and Programs



Fine Arts

- **Advanced Acting**
- **Art**
- **Art 10 Honours**
- **Art 30 AP**
- **Ballet**
- **Choral Music**
- **Contemporary Dance**
- **Dance**
- **Drama**
- **Instrumental Music**
- **Music**
- **Sculpting**
- **Technical Theatre**

Culture & Languages

- **Aboriginal Studies**

Second Language Program

- **French**
- **Spanish**

Physical Education

- **Yoga**

Career & Technology Studies

- **Autobody**
- **Automotive Maintenance**
- **Cisco Networking Academy**
- **Construction**
- **Cosmetology**
- **Creative Cosmetology**
- **CosPlay**
- **Culinary Arts**
- **Design**
- **Fashion Studies**
- **Foods**
- **Horticulture**
- **Mechanics**
- **Off-campus**
 - **Work Experience**
 - **RAP**
- **Photography**
- **Sports Medicine**
- **Sports Performance**
- **Welding & Fabrication**
- **Wildlife Studies**

Social Sciences

- **Creative Writing**
- **Media Services**
- **Psychology**
- **Sport Psychology**
- **World Religions**
- **Yearbook**

Our students have competed at all three levels provincial, regional and National Canada Skills competition in the areas of:

- Fashion Technology
- Autobody Repair
- Auto Service
- Prepared Speech
- Job Skill Demonstration
- Job Interviews
- Cabinet Making
- Carpentry
- Welding
- Baking
- Cooking
- Hairstyling

Main Office

The attendance secretary will help with any questions about recording absent days or your attendance record.

Registration begins in the Main office. We welcome new students and their families.

Sign out for appointments or if you are not feeling well we can assist in calling home.

The SIRS secretary assists you with transcripts and questions you have about your school records.

The business office manager and book keeper answer questions about lockers and fee payment.

A Principal and three Assistant Principals want to connect with you and listen to your successes and challenges. We believe strongly that every student is able to reach their goals and find their successes.

When extending support we coordinate conversations with parents, teachers and outside agencies.

Office staff help you find teachers, know the schedules, get emergency medical help or access resources.

The School Resource Officer is a law related educator, a law-related counsellor and a law enforcement officer. He helps students find positive change.

School Access

FLHS is open between 8:00 a.m. and 4 p.m. Monday through Thursday and 8:00 a.m.- 1:30 p.m. on Friday. You may be involved in activities beyond these hours when you are with a teacher.

Shared campus with Jack James

Career and Technology Studies (CTS) courses are designed to provide students with hands-on experience. Some of the shops are at the Jack James campus and arrangements are made for you to travel from one campus to the other. CTS credits are required for your high school diploma, so check out your options and ask your learning coach for details.

Completion Days

Each semester there will be completion days. You have the opportunity to work with your teachers individually or in smaller groups. It is expected that you take advantage of this tutorial help.

| | | | |
|------------------|------------|-------------|--------|
| First Semester: | October 19 | November 23 | |
| Second Semester: | March 15 | April 26 | June 2 |

Further completion times are available at the end of each semester.

| | |
|------------------|----------------------------------|
| First Semester: | January 23 through to January 27 |
| Second Semester: | June 19 through to June 23 |

Remember ... it is necessary to complete the essential outcomes to receive the minimal grade in a course. Some students will be required to attend these days.

Assessment

We will be having many conversations about assessment during the year with you and your parents. These conversations will be important so that we broaden our understanding of assessment as essential for learning, growth and future goals - not just number grades. Assessment happens daily during class time and throughout the year as well as report card time.

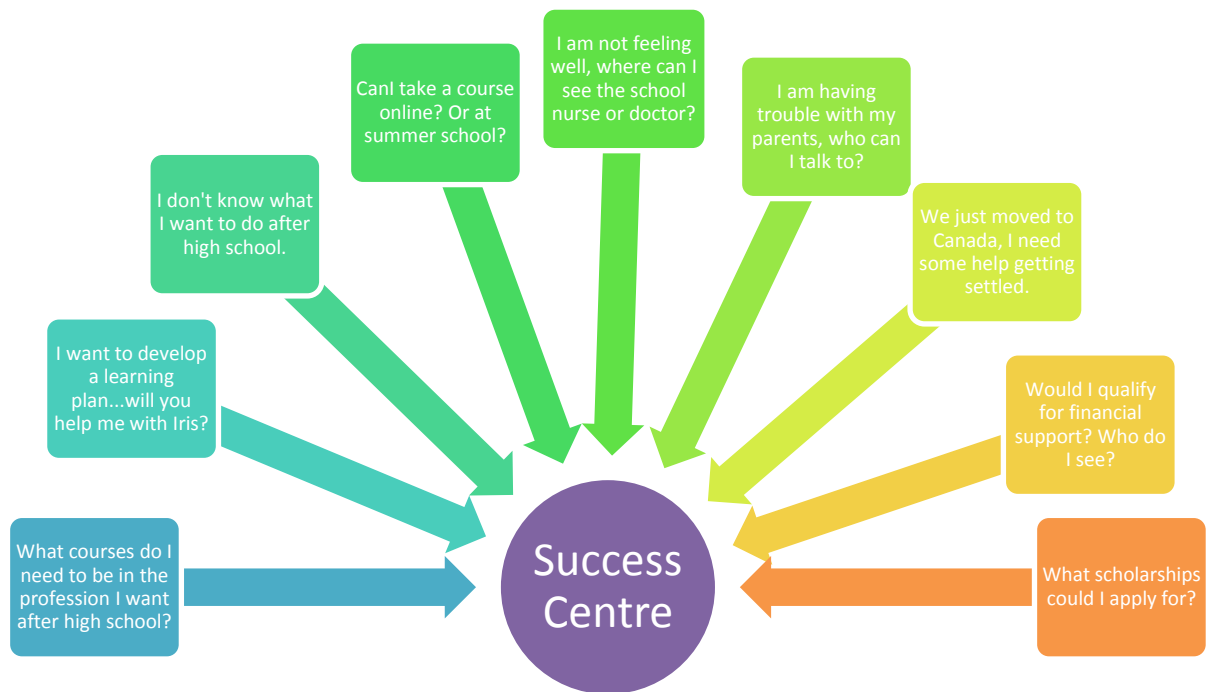
Interim reports are distributed at a mid-point in each semester and report cards sent out at the end of the semester. Face – to - face conferences follow shortly after the interim report card.

Learning Communities

A Learning Community is often organized to increase the amount of time a group of students may spend together with the same instructors or it may be organized around integrating curriculum from two or more courses. This year Grade 10 Learning Communities will meet with the same teacher in Humanities and Math/Science for year long courses. Final grades for these courses and course codes (10-1, 10C) will be assessed all year and assigned in June. This provides the flexibility to allow students to reach the highest course level they are capable of while building year long relationships with their teachers.

Success Centre

Learning Coaches, Counsellors and a Career Practitioner work from our Success Center. Helping you answer questions and solve problems of any sort is their business. They will also be working out of the Learning Commons, Dream Catcher Room, Learning support room as well as your classrooms. Specific Learning Coaches are dedicated to English Language Learners, First Nations/Metis/Inuit Learners and students with IPP's.



Other services that are here to support you in your school life, home life or personal life can be accessed through the Success Center, the Main office or through teachers are:

- Alberta Health Services-Youth Addiction
- Alberta Mentor Foundation for Youth
- Alex Health Bus
- CHR-Public Health Nurse
- Calgary Distress Centre
- Calgary Family Services
- Calgary Immigrant Women's Association
- Calgary Sexual Health Centre
- Centre for Newcomers
- City of Calgary Youth Probation
- Discovery House
- Forest Lawn Boys and Girls Club
- Girls Culture Club
- Hull Child and Family Services
- Immigrant Youth Outreach Project-CCIS
- John Howard Society
- McMann Youth, Family, Community Services
- Metis Calgary Family Services
- Non-Abusive Futures
- Red Cross
- School Nurse
- Youth Fair Gains-Momentum

Career Centre



The Career Centre serves as a focus for career activities in the school and the community. Students, parents/guardians, and teachers are able to access

- Information and direction on researching occupations and exploring career possibilities
- Assistance in developing career plans for post-secondary and career goals
- In-class workshops and assistance with resume writing, interviewing skills and work search strategies

Guidance with bursary, scholarships and post-secondary application Visit our school website for more information: <http://schools.cbe.ab.ca/b813/students/Scholarships.htm>

Learning Commons

The Learning Commons gives you access to print, digital resources and a maker space. In addition to visiting the Learning Commons with your class, you are welcome to use the space before school, at lunch, after school and during study periods.

Please have your school photo ID ready - you will need to for using the technology and borrowing resources.

Find the Digital Learning Commons at www.cbe.ab.ca/b813

Test Centre

You will be able to write tests, quizzes etc. in a teacher-supervised test centre. Please arrange this with your teacher and bring your school photo ID with you. The test center is open Tuesdays and Thursdays after school.

School ID

Please have your ID with you when you are at school. It will help you borrow books, be identified in your classes, write exams and verify you are a Forest Lawn student. We are a closed campus which means all visitors need to get a pass from the office to be in the hallways or classrooms.

HomeLogic

HomeLogic is the parent and student portal for the Calgary Board of Education to access attendance and student grades and levels of achievement.

Access the HOMELOGIC page via the school website at www.schools/b813.

Iris

Iris, (a software learning tool) will be introduced to all students and is available to help you communicate about yourself as a learner and share this information with your teachers and learning coaches.

My CBE Account

Sign up for a
[My CBE
Account](#)

Paying your child's
school fees and
booking

Parent/Teacher
Interviews is quick,
easy and convenient.
To set up an account,
your email address
must match what the
school has on file and
you will need your
child's CBE student
ID.

Questions?
We are here to help.
T: 403-272-6665
forestlawn@cbe.ab.ca

Appeals

If you do not agree with your grade, seek the advice of your teacher, then Learning Leader of the course, your Learning Coach or Administrator. It is important to note that an appeal should be in a timely fashion, within a day or two of the mark being issued.

Exam Writing

Final exams need to be written the day they are scheduled. If you miss a diploma exam you will need to write during the next session. For school exams there are very few exceptions where students are permitted to write at a different time. This protects the integrity of the assessment. Please see an administrator to consider your options. Please note: family holidays, or early leaves, are not considered a legitimate reason for exemption.

E-Learn

FLHS provides a teacher during designated blocks to help you complete courses online. Please see people in the Success Centre.

Sports Teams

Check out the bulletin board located by the Phys Ed office to find out about game times or team tryouts. Pay attention to the daily announcements, TV monitors and look for posters around the school. Talk to any one of the Phys Ed teachers or team coaches to get involved.

Clubs & Activities

Get involved in your school through clubs and activities. Students who are actively involved in extra curricular activities do better in school. The clubs and activities are advertised through TV monitors, posters and announcements.

Fitness Room

All students have access to the Fitness Schedule. The schedule is on the door! Have your photo ID handy for entrance.

Academic Integrity

The learning process involves selecting and using resources to obtain additional information. Students are reminded to cite resources used in their assignments and not to plagiarize the work of others. **Plagiarism is a serious academic offence** and will be dealt with by the teacher and/or administration.

*Please join us
for our School
Council Meetings
the third Tuesday
of the month in
the main office
conference room.*

forestlawn@cbe.ab.ca



To ensure you can receive messages from the Calgary Board of Education and our schools, please do the following:

To subscribe to receive commercial messages (such as picture days, field trips, yearbooks and more), go to www.cbe.ab.ca/subscribe to enter your email address and click **Subscribe**. Use the primary email address on file at the school.

To opt-in to receive text messages, text the word **YES** to the six-digit number **724665**.

Attendance

The Calgary Board of Education believes that there is a strong positive relationship between attendance and successful education. You are required to attend regularly and punctually so that we have a school environment which supports and fosters excellence in learning, teaching and other school activities.

Procedures:

- Please have your parent/guardians call our Attendance Line 403 272 6665 and press 1 to report an absence or late entry. The attendance line is open 24 hours/day.
- After three absences your subject teacher will discuss attendance with you. You will work towards an action plan if necessary and your parents will be contacted. If your attendance continues to be a problem for your studies, a letter will be sent home, and support will be available through your Learning Coach and Administrator.
- Sign out book: if you leave the building during class time for an appointment please sign out in the main office.
- Lates: Please go directly to your class and check in with your teacher who will have marked you absent. They will change your attendance to show your late arrival.

Extended Leaves

Please see your administrator if you are going on an extended leave or holiday from school. Together we can discuss how this impacts your learning and course requirements.

It is important to note that it is not the school's or Calgary Board of Education's responsibility to provide homework to students who will be away on an extended absence. Section 13(5) of Alberta School Act, excuses students from attending school only if due to sickness or other unavoidable cause, religious holidays, suspension/expulsion or permission from the Board.

This absence will be listed as an inexcusable absence in your school attendance record.

Student Parking

Please make sure to get a parking pass from the Main Office before parking in the Student Parking lot (north-east parking lot – back of the school). The pass should be displayed in your car to remain in the parking lot.

Independent Student

The *Age of Majority Act* states: "Every person attains the age of majority and ceases to be a minor on attaining the age of 18 years." The *School Act* defines an Independent Student as being "18 years of age or older, or 16 years of age or older and living independently or who is party to an agreement under section 57.2 of the *Child, Youth and Family Enhancement Act*". Under FOIP, public bodies (this includes CBE) can only disclose information to parents or guardians of minors. Your parent (or anyone) must have written consent from any adult individual to share the personal information of that adult individual.

Lockers

Every student receives a hallway locker as well as a small locker for PE. Lockers are for individual use. Protect your belongings by not sharing your combination and making sure the lock is secure. If you are having trouble with you lock or locker, please see the Business Office or the Main Office. Please ensure you use your locks as the school cannot assume responsibility for items lost or stolen.

It is important to note that:

- Lockers are the property of the Calgary Board of Education and therefore on loan to students
- Students are responsible for care, damage and cleanliness of their lockers
- School Administration has the authority to do locker searches for just reason or cause
- On withdrawal, student lockers not emptied are cleared by school personnel.

Additionally, CBE Policy 6014 Student Searches states; “the following may be subject to search: students, school desks, lockers, storage areas used by students, articles and objects belonging to or used by students on school board premises or during off-site activities including backpacks, clothing, purses, suitcases, coat bags and electronic information resources used by students.”

Dress Code

Forest Lawn High School is a learning community and the place of work for students and staff. Dress should be modest and appropriate for the school setting and clothing and accessories should reflect a safe and secure environment. Chains, armbands, gloves, bandanas or dress associated with negative connotations are not appropriate. Gang specific paraphernalia is not permitted.

Food in Classrooms

Food items that meet with the Calgary Board of Education’s Nutrition policy AR 3047 <http://www.cbe.ab.ca/policies/policies/AR3047.pdf> may be permitted at teacher discretion.

Cell phone and other devices

We encourage you to bring your own technology to school. This may include cell phones, I pads, tablets, etc. We encourage the use of technology in the learning process.

We need to be responsible digital citizens and it will be taught in class. Cell phone usage is permitted in our building but the use of phones during instructional time is at the discretion of the teacher. Appropriate use of phones in the classroom ranges from research to collaboration to planning. Please review the Acceptable Use of Technology policy:



Student Code of Conduct

The Calgary Board of Education is committed to providing students and staff with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. With this in mind, the CBE is creating a system-wide Student Code of Conduct (Administrative Regulation 6005) with input from students, parents and CBE employees. This new code of conduct will apply to all CBE schools, and beginning in the 2016/17 school year, individual schools will no longer have their own codes of conduct. All CBE students are expected to abide by the new system regulation, which will be posted to our Administrative Regulation page <http://www.cbe.ab.ca/about-us/policies-and-regulations/Pages/Administrative-Regulations.aspx>.

Bell Schedule

Forest Lawn High School

DAILY SCHEDULE

September 2016 – June 2017

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------------------|----------------------------|----------------------------|----------------------------|------------------------|
| J Block 7:25-8:25 | J Block 7:25-8:25 | J Block 7:25-8:25 | J Block 7:25-8:25 | J Block 7:25-8:25 |
| Warning Bell 8:25 am | Warning Bell 8:25 am | Warning Bell 8:25 am | Warning Bell 8:25 am | Warning Bell 8:25 am |
| Period 1 8:30-9:58 | Period 2 8:30-9:58 | Period 1 8:30-9:58 | Period 2 8:30-9:58 | Block 1 8:30-9:35 |
| Period 2 10:01-11:29 | Period 1 10:01-11:29 | Period 2 10:01-11:29 | Period 1 10:01-11:29 | Block 2 9:38-10:43 |
| Lunch Break 11:29-12:11 | Lunch Break 11:29-12:11 | Lunch Break 11:29-12:11 | Lunch Break 11:29-12:11 | Break 10:43-11:00 |
| Warning Bell 12:11 | Warning Bell 12:11 | Warning Bell 12:11 | Warning Bell 12:11 | Warning Bell 11:00 |
| Period 3 12:14-1:42 | Period 4 12:14-1:42 | Period 3 12:14-1:42 | Period 4 12:14-1:42 | Block 3 11:03-12:08 |
| Period 4 1:45-3:13 | Period 3 1:45-3:13 | Period 4 1:45-3:13 | Period 3 1:45-3:13 | Block 4 12:11-1:16 |
| J Block 3:15-4:45 | J Block 3:15-4:45 | J Block 3:15-4:45 | J Block 3:15-4:45 | J Block 1:20-2:20 |

Important Dates 2016-2017 Calendar

For a detailed calendar please visit our website: <http://schools.cbe.ab.ca/b813/> .

Semester 1

| | |
|-------------------------|---|
| August 24 | Success Centre Opens |
| August 29 | Admin and Office Staff In |
| August 30, 31 | Photos, Fees, Lockers |
| August 31 | Teachers In |
| September 1, 2 | Teachers In |
| September 5 | Labor Day – No Classes |
| September 6 | First day of Classes, Picture Day |
| September 22 | Iris Student Learning Plan Day- No Classes ELL Parent Night, Grade 10 Parent Night, Meet the Teacher |
| September 23 | Professional Development Day- No Classes |
| September 30 | Terry Fox Run |
| October 7 | Iris Day |
| October 10 | Thanksgiving Day – No Classes |
| October 19 | Completion Day |
| October 21 | Picture Retakes |
| October 24 | Interim Reports Go Home |
| October 27 | 12:00 pm Dismissal Parent Teacher Interviews 2:00-7:00 pm |
| November 4 | Term 2 Starts |
| November 10 | Remembrance Day Assembly |
| November 11 | Remembrance Day- No Classes |
| November 23 | Completion Day |
| November 25 | Professional Development Day- No Classes |
| December 2 | Organizational Day-No Classes |
| December 17 – January 2 | Winter Break – No Classes |
| January 3 | Classes Resume |
| January 16 | ELA 30-1/30-2 Part A Exam (pm classes – periods 1 & 2) |
| January 17 | Social 30-1/30-2 Part A Exam (pm classes – periods 3 & 4) |
| January 18-20 | Regular Classes |
| January 23 | ELA 30-1/30-2 Part B Exam-No Classes |
| January 24 | Social 30-1/30-2 Part B Exam-No Classes |
| January 25 | Math 30-1/30-2 Exam-No Classes |

| | |
|------------|--|
| January 26 | Biology 30 Exam-No Classes |
| January 27 | Chemistry 30 Exam-No Classes |
| January 30 | Physics 30, Science 30 Exams-No Classes |
| January 31 | ELL & International Orientation, Grade 9 Tours, parent night |

Semester 2

| | |
|-----------------|--|
| February 1 | Semester 2 Starts, term 3 starts, Report Cards Go Home |
| February 3 | Professional Development Day-No Classes |
| February 16, 17 | Teachers Convention – No Classes |
| February 20 | Family Day – No Classes |

| | |
|--------------------|---|
| March 15 | Completion Day |
| March 21 | Interim Reports and IPPs Go Home |
| March 23 | Parent Teacher Interviews & IPP Signing 1:00-7:00 pm– No Classes |
| March 24 | Iris Day-No Classes |
| March 25 – April 2 | Spring Break – No Classes |

| | |
|----------|---|
| April 3 | Classes Resume |
| April 14 | Good Friday – No Classes |
| April 17 | Professional Development Day-No Classes |
| April 26 | Completion Day |

| | |
|--------|-------------------------------------|
| May 19 | Iris and IPP signing Day-No Classes |
| May 22 | Victoria Day-No Classes |
| May 25 | Grad Ceremony |
| May 26 | Organizational Day-No Classes |
| May 27 | Grad Banquet |

| | |
|---------|--|
| June 2 | Completion Day |
| June 14 | Last day of regular classes |
| June 15 | ELA 30-1/30-2 Exam Part A – No Classes |
| June 16 | Social 30-1/30-2 Exam Part B – No Classes |
| June 21 | Aboriginal Day |
| June 22 | ELA 30-1/30-2 Exam Part B – No Classes |
| June 23 | Social 30-1/30-2 Exam Part B – No Classes |
| June 26 | Math 30-1/30-2 Exam- No Classes |
| June 27 | Chemistry 30 Exam- No Classes |
| June 28 | Biology 30 Exam- No Classes |
| June 29 | Physics 30, Science 30 Exams-No Classes |
| June 29 | Report Cards, Security Deposits in the rotunda |
| June 30 | Appeals Day-No Classes |