



## NEW WESTMINSTER SECONDARY SCHOOL

---

835 8<sup>th</sup> Street  
New Westminster, BC  
V3M 3S9

Telephone: (604) 517-6220  
FAX: (604) 517-6204  
Website: [www.nwss.ca](http://www.nwss.ca)

### Planning 10 – Information & Outline

Dear Parent or Guardian of Planning 10 students:

My name is Chad Oatway and I will be teaching your daughter or son the curriculum of the required Planning 10 course.

I am very excited about the information covered in this course. You will find an overview of Planning 10 attached to this letter. The course is designed to focus on graduation requirements, education and career planning, health, and finances. I am positive that after you read this information, you will realize how important the concepts, topics and information will be for your son or daughter.

Planning 10 will help all students learn the skills, knowledge and attitudes required to take control of their learning and their lives. It is my hope that this course will help prepare all students for a productive, fulfilling, rewarding life after high school graduation. The world is a changing place and all people must learn to be flexible and adaptable.

ATTENDANCE is very important, as this is an active participation class. Many of the activities, discussions, assignments, and experiences cannot be made up if a class is missed. It is requested that all appointments be booked, if possible, before or after school hours. Also, if your daughter or son is going to be absent, please contact me prior to the missed class and encourage her/him to contact me about missed learning outside of class time.

Many of the topics and issues discussed can be controversial or sensitive in nature. The primary purpose of the Health section is to help students build their personal skills, including decision making and behavior related to relationships, sexuality, and substance abuse. It is my goal to help students develop life skills and to assist them to integrate factual information into their own behaviors and attitudes. All topics and skills dealing with sensitive issues will be presented with integrity in a clearly defined, organized manner. Please read over the course outline and if you have any concerns, suggestions, comments or questions, contact me via e-mail at:

[coatway@sd40.bc.ca](mailto:coatway@sd40.bc.ca)

### Student Expectations

1. Display **initiative** towards all class activities and assignments as well as assuming the necessary **responsibility** towards their successful completion.
2. Conduct themselves in a **responsible** and **mature manner**.
3. Attend class **on time** and **actively participate**.
4. **Have appropriate class equipment**. Notebook and writing equipment for organizing classroom materials.
5. **Personal Electronic Devices**. It is the student's responsibility to use personal electronic devices appropriately and **RESPECTFULLY** while in the classroom at the teachers discretion. A further review of school Code of Conduct will provide further details.

# **COURSE OUTLINE**

## **INTRODUCTION**

- Course outline & expectations, class building & leadership activities, introduce personal health & wellness, and intro Graduation Transition Program – planning for grade 12

## **CAREER, FINANCE, AND EDUCATION PLANNING**

- Finding skills & interests, occupational exploration / Focus Area Project, financial planning, developing dreams & goals, resumes & cover letter writing, workplace standards, safety & labor laws

## **PERSONAL LEADERSHIP AND HEALTH**

### **PERSONAL DEVELOPMENT & SKILLS**

- Discrimination, bullying, self-esteem, mental health, communication, reframing, and anger & conflict management

### **PERSONAL HEALTH**

- Substance misuse, stress / time management, driving, nutrition, physical activity & fitness, mental health, spirituality, and injury prevention

### **HUMAN SEXUALITY & RELATIONSHIPS**

- Sexuality, contraception, sexually transmitted infections, abstinence, safer sex, sexual harassment & abuse, healthy relationships, and decision making & problem solving

## **Course Evaluation**

### **Class Assignments & Projects (80%)**

- Based on completion and organization of classroom assignments (30%), Focus Area Project (15%), Resume and Cover Letter Writing (15 %), and Person Health Projects (20%)

### **Employability Skills (20%)**

- Based on both teacher and student evaluation according to a student developed rubric criteria on what they would look for in an employee as an employer.

### **Graduation Transition Program (Completion)**

- Program and information are introduced and started in Planning, but credit is given in grade 12. Program must be completed in order to graduate.

Thank you for taking the time to read this letter. Should you have any questions, please feel free to contact me regarding illness, course content & evaluation, or your son or daughter's progress.

**It is best to contact me via e-mail** at [coatway@sd40.bc.ca](mailto:coatway@sd40.bc.ca). For more information on the course activities and expectation parents/ guardians can visit my website at:

<http://coachcoatway.com>.

Please keep this page for your records and fill out the other page and return it with your daughter or son.

Sincerely,

Chad Oatway  
Physical Education, Home Economics, & Planning Teacher  
Football & Wrestling Coach  
Ski & Snowboard Club Coordinator  
New Westminster Secondary School  
"Home of the Hyacks"

