



## Information Booklet



**St. Albert**  
PUBLIC SCHOOLS

## **St. Albert OUTREACH HIGH SCHOOL-INFORMATION BOOKLET**

50 Sir Winston Churchill Ave, ST. ALBERT, AB T8N 0G4

Phone (780) 458-0839     [orp@spschools.org](mailto:orp@spschools.org)

At Outreach our mission is to build a safe and caring learning culture that aligns with our school values, respect and compassion. It is based upon the belief that every member of our school community will foster respect and compassion through their actions, and that every individual is entitled to be treated with dignity and respect. Additional values include acceptance, reconciliation, harmony and kindness.

### **School Hours: (Doors open at 8:30 am)**

Monday – Thursday:     9:00 - 3:30

Tuesday:                 9:00 – 3:30

Friday:                    9:00 – 1:00

The first Wednesday of every month is early dismissal at 1:00 pm

### **Registration/Intake:**

#### **If a student is new to the District or attending Outreach High School only:**

1. Complete an Online Registration at [outreach.spschools.org](http://outreach.spschools.org) as a 'New Student'
2. Arrange a telephone or in person meeting with Administration
3. Provide Birth Certificate or Passport
4. Payment of applicable Fees
5. Meet Teachers/obtain course material and/or google classroom codes

#### **If a Student is currently attending a Public High School in the District:**

1. See a counsellor at their current school and request a course from Outreach. The Counsellor will contact Outreach directly or provide a referral form/Acceptance is conditional on Outreach Class sizes and availability
2. Arrange a telephone or in person meeting with Administration if requested
2. Provide Birth Certificate or Passport – If there is none on file
3. Payment of applicable Fees
4. Meet Teachers/obtain course material or google classroom codes

#### **If a Student is a returning Grade 12 (completed Grade 12 at another Public High School in the District or an Adult Student):**

1. Complete an Online Registration at [outreach.spschools.org](http://outreach.spschools.org) as a 'New Student'. NOTE The student must create a new account and cannot access or use a pre-existing Power School account
2. Arrange a telephone or in person meeting with Administration
3. Provide Birth Certificate or Passport
4. Payment of applicable Fees
5. Meet Teachers/obtain course material and/or google classroom codes

## How does it Work?

1. Students collaborate with administration to build their own program from Alberta Education approved courses and set their own long and short-term goals in order to complete the requirements for a high school diploma.
2. Students work independently, with full access to teacher supports in a self-directed comfortable friendly environment.
3. The Outreach setting can accommodate students who require flexible hours and individualized programming. This is not online schooling; there are in-person attendance requirements.
4. Programs at Outreach follow the Alberta Education curriculum and Alberta Education high school credits are awarded upon course completion.

### Fees:

Payable at the time of registration –cash/Debit/cheque/MC/VISA  
All debit and all credit card payments are subject to a 4% Moneris Transaction Fee

### Students under 20 years of age

Student Association Dues	\$10.00 (\$5.00 per semester)
Refundable Book Deposit	\$100.00

### Adult Fees (Students over 20 years of age as of September 1)

\$550.00 (non-refundable) per course for one year of instruction and support from the date of registration  
\$220.00 (non-refundable) Accelerated course, 2 hours instruction and final exam  
\$ 75.00 (non-refundable) Access to materials and exam (no teacher instruction)<sup>3</sup>  
\$ 75.00 Evaluation/High School Equivalency  
\$ 75.00 Out of Province Evaluation, Exam Proctor  
\$250.00 3 credit course (CALM)  
\$100.00 Learning Strategies, CTS, Physical Education

NSF cheques will result in an administration fee equivalent to the fee charged back to the school by the banking institution

## Attendance and Transportation

Research indicates that attendance is a powerful predictor of school performance. At Outreach we have the flexibility to customize schedules that best fit individual student needs; we strive to ensure opportunity for students to reach their academic goals.

- Parents/guardians are encouraged to call the school (780-458-0839) to inform the school administrative assistant or leave a message on the answering machine of an absence.

- Cases of chronic absenteeism are profoundly difficult situations and may involve individual interventions. Discussions with school counsellors, administrators, parents and teachers will be offered to help find internal and/or external community supports.

Attendance requirements are determined at the time of intake. Attendance is recorded and all students, including adult students, are required to sign in and sign out daily. Sign-In Sheets are located in the front office. In an emergency, if a student must leave the school during assigned school hours, they must notify Outreach staff.

## **Attendance Policy**

- Adult Students must make appointments with their teacher prior to coming in for assistance.
- Come in with the expectation that you are going to work and learn!
- After setting realistic goals according to the student's personal situation and ability, students are expected to follow through on commitments regarding attendance, punctuality, and achievement.
- Be considerate and respectful towards other students, staff, and guests.
- Students attending on a regular basis are expected to have a parent/guardian contact the Outreach School staff when they are unable to attend.
- Have respect for school property. No Smoking or Vaping in or on school property.
- Respect everyone's right to an education. Do not disturb others when they are learning or teaching.
- Acceptable standards of academic behaviour such as arriving with necessary working materials (binders, paper, pens, pencils, calculators, etc.), being able to work independently without disturbing others, and continued self-motivation through the setting and accomplishment of daily short-term goals are necessary to be successful in school subjects.
- **Behaviour:** We all have our bad days - frustrations, disappointments, rebuffs, and setbacks can make us angry enough to lose it. However, we expect conduct appropriate to young adults in a small learning setting. Students are to behave in a manner that does not interfere with the rights of others. Show respect for others and their property.
- All regular high school students are expected to complete a **minimum** of 2 courses per semester.
- Visitors are to report to the main desk, sign in and sign out.
- Musical devices are allowed if kept at a low volume. This privilege will be removed if it is abused. Students must have their own headphones.
- The usage of cell phones during school hours is permitted providing the phone is visible to the teachers and does not distract the student or other students in the class.

Students are responsible for their own transportation to and from school. The City of St. Albert offers free public transit for any high school student attending our schools.

## **Code of Conduct and Expectations**

### **Code of Conduct**

When questionable behaviours are noted, an attempt will always be made to implement logical consequences and restorative justice practices that encourage and maintain the dignity of every student. Teachers use effective teaching strategies, using a trauma-informed and mental health lens, when meeting with students and considering their unique learning needs. Teachers use appropriate classroom management skills to minimize off-task behaviour. Where required, staff will notify parents and implement strategies to address concerns or inappropriate behaviors. A school-wide positive behaviour approach effectively promotes a safe, accepting and predictable environment for learning and teaching.

To achieve this, students are called upon to know, respect and comply with the guidelines as set out in the Alberta School Act, Section 12:

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- (a) Be diligent in pursuing their studies;
- (b) Attend school regularly and punctually;
- (c) Cooperate fully with everyone authorized by the Board to provide education programs and other services;
- (d) Comply with the rules of the school;
- (e) Account to the student's teachers for the student's conduct;
- (f) Respect the rights of others.

It is an expectation that Outreach High School students honour the St. Albert Public Schools Student Code of Conduct and the Outreach High School Code of Student Conduct. Sustaining a safe and caring learning environment at Outreach High School is a guiding principle that is practiced and witnessed in our day-to-day encounters.

### **School Expectations**

No action toward another student, regardless of the intent of that action, will or can intend to cause harm, fear or distress to that student.

1. No action toward another student within the school community will or can intend to diminish the student's reputation within the school community.
2. Any action that contributes to a perception of bullying or threatens safety, whether it occurs during school time, or after school hours, or whether by electronic or other means, will be addressed by the school if it is determined that the actions impact the well-being of the alleged victim within the school community.

3. Any action that humiliates or contributes to diminishing the reputation of a student because of race, religious beliefs, colour, gender identification, gender expression, physical disability, mental disability, ancestry, age, place of origin, marital status of parents, source of income of parents or family circumstances of a student may be applicable to an assessment of harassment.
4. No report by a student that they are being “harassed” or “bullied” will be ignored by a school official. The official will report the incident to the school principal who shall investigate the matter.
5. In establishing consequences for bullying, teachers and the principal will use corrective interventions that consider the context of the circumstance, the behavioural history of the students involved, and the age/stage of development of the student.

A parent of a student has the responsibility:

- to take an active role in the student’s educational success, including assisting the student in complying with the legislated expectations for students (Section 12), to ensure that the parent’s conduct contributes to a welcoming, caring, respectful and safe learning environment,
- to cooperate and collaborate with school staff to support the delivery of specialized supports and services to the student,
- to encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals other school staff and professionals providing supports and services in the school, and
- to engage in the student’s school community.

The school values parent participation within our school community to support the safety, well-being and success of all our students.

## **STUDENT**

- benefits from learning experiences by engaging with teachers and course materials
- completes assignments to the best of their ability
- attends school according to their pre-determined individual plan
- promotes a positive learning environment within the school
- recognizes and supports learning as a life-long process
- develops the skills to be an advocate for themselves

### **In relation to others, student will:**

- respect self and others and strive for understanding
- interact in a kind and compassionate manner
- appreciate our diverse and inclusive community
- respect the rights of all individuals including personal safety and dignity
- respect public and personal property

## **Communication**

- recognize that effective communication creates a healthy school environment and accepts that listening is as important as speaking in a respectful manner with staff, students and school community

## **Accepts Responsibility:**

- accepts responsibility and possible consequences for their actions
- to check in with teachers for learning and assessment feedback

## **Activities and Extra-Curricular**

The school supports student involvement in monthly activities and events. The school's activities are developed in collaboration between students, administration and teachers. Activities include Games Nights, Lunch'n'Learn, Yoga/Fitness Room, participation in blood donor clinics and District activities as they become available. All students are welcome to join at any time but must have permission from their teacher and meet the student responsibilities.

## **Community**

We have support from Alberta Health Services for active counselling in areas such as smoking cessation, drug recovery and rehabilitation, mental health, safe and healthy eating and a variety of other topics. The school works closely with other agencies to support student voice and activism. The school also offers Phys Ed, and bridges to community supports, including access to onsite counsellors and social workers. Contact Admin for further details.

## **How are my courses weighted?**

- Teachers provide a course outline with specific weighting set out. Most courses have a school final exam.
- 30 level core courses have a final exam and a diploma exam. The diploma exam is weight is determined by Alberta Education

## **Are there report cards?**

There are no formal reporting periods but a summary report can be found on PowerSchool or on MyPass.Alberta.ca. Students receive course marks as they complete assignments for each course. Parents/guardians are invited to contact the school at any time throughout the year to inquire about the student's progress. Parents/guardians are also welcome to participate and/or visit the program.

Each student's overall progress is assessed on an ongoing basis. In certain cases, a student may be recommended to withdraw from the school until such time as they can again give their full concentration to their studies. Parent-teacher interviews are conducted once per semester and we encourage parents to contact us at any time.

Requirements and materials vary from course to course, so please see your supervising teacher for expectations and instructions. It is the responsibility of each student to understand the course requirements. Reviews for final exams are available for most courses.

## **How does marking work?**

Each assignment booklet completed will be marked according to the completeness and understanding of the work as well as neatness and legibility. Students who fail an assignment have the option of re-doing that assignment. It is the responsibility of the student to come in and go over the assignments with a teacher.

## **Drugs and Alcohol!**

The district is very clear on the policy towards drugs, alcohol and schools (Drug Free Protocol for St. Albert Schools). We understand students may have problems or challenges that require support; we are prepared and able to support students with addictions and consumption issues. However, Outreach students are still expected to respect the district protocol.

## **What Policy? Where do the guidelines come from?**

*St. Albert Public Schools BOARD POLICY E-100 (Sept 28, 2016)*

1. The division has a responsibility to provide an alternative to traditional school programs for those students, who for a variety of reasons, find that traditional school programs and services do not meet their needs. The division supports Outreach school as a flexible program delivery model.
2. The division Outreach School's programming is consistent with the Outreach Programs Handbook (2009).
3. The division Outreach School's programming is primarily available to high school students and typically serves students aged 14 to 19.
4. Students who are enrolling in their fourth and fifth year of high school are generally directed to enroll at Outreach.
5. Whenever a student enrolls in Outreach School as well as another St. Albert Public School, the administrators of the schools involved will ensure the appropriate personnel coordinate the programming.

5.1 Students enrolling in the Outreach school will be asked if they are enrolled in another school as well.

## **COMMUNICATION AND CONTACTS**

Outreach High School encourages students and parents to contact the office or staff with questions or concerns. Teachers will communicate with parents and students via telephone and email. Both students and parents should provide an email address and cell phone numbers to assure open communication channels. **Returning Grade 12 Students (over 18) and Adult Students (over 20) must sign a Consent to share information with a Parent if they wish their parent/guardian have access to their school information.**

### **Student Email/Access to student technology**

All registered students are provided with a school login/email address and password. Students must use their school email for any online learning such as Google Classroom and to communicate with teachers.



**Student school email are not to be used for personal contacts outside of school.**  
**Alberta MyPass accounts are to be set up using a personal email.**  
**Once a student is no longer registered in the district/school email will be disabled.**

Students have access to school technology (Chrome Books) onsite.

### **PowerSchool**

PowerSchool is the student information system used by the St. Albert Public Schools. Students are provided with a login to access the status of their courses. Parents are provided with login to access payment portals and student marks.