freedom to excel
Outreach
HIGH SCHOOL

Student Handbook 2024/25

St. Albert PUBLIC SCHOOLS

At Outreach, our mission is to cultivate a safe and supportive learning environment grounded in our core values of respect and compassion. We encourage every member of our school community to demonstrate these values through their actions. We believe that every individual deserves to be treated with dignity and respect. In addition to our foundational values, we also embrace acceptance, reconciliation, harmony, and kindness as essential to nurturing a positive and inclusive school culture.

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 as a 'New Student'

  2. Administration will contact

  3. Provide Personal Identification

  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. Administration will contact

  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 - 20+):**

  1. Complete an Online Registration at outreach.spschools.org as a 'New Student'. NOTE: The student must create a new account and cannot access or use a pre-existing PowerSchool account

  2. Administration will contact

  3. Provide Personal Identification

  4. Payment of applicable Fees

  5. Meet Teachers/obtain course material and/or Google Classroom codes

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

  Refundable Book Deposit $100.00

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

  $550.00- 5-credit course

  $240.00- 3-credit course (CALM)

  $100.00- Learning Strategies

  $100.00- Phys. Ed

  $300.00- Accelerated Course- 4 hours instruction, school exam, and materials with access to Google Classroom

  $100.00- Accelerated School Exam- no materials, no instruction, and time, limited access to Google Classroom

  $125.00- Out of Province Evaluation- Exam Proctor, High School Equivalency

  All fees are subject to a 4% Moneris Fee if paying by card

Communication

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 ensure 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 to 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 Emails are not to be used for personal contacts outside of school.
- MyPass Accounts are to be set up using Personal emails.
- Once a student is no longer registered with the district, the school email will be disabled
- Students have access to school technology (Chromebooks) on-site.
- 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 a login to access payment portals and student marks.
- As directed by Alberta Education Ministerial Order #014/2024, all personal communication devices are to be out of sight during instructional hours

AI Policy

- **Purpose:** To promote academic integrity while allowing students to benefit from AI tools for research and learning.
- **Policy Guidelines:**

  Permitted Use: Students are allowed to use AI for research purposes, including gathering information, brainstorming ideas, and enhancing understanding of course material.

Prohibited Use: Under no circumstances may students use AI as a copy-and-paste tool for submitting coursework. All submitted work must be original and reflect the student's own understanding and analysis.

- **Consequences for Violations**
  - **First Offense**:
  - The student will receive a warning.
  - The offense will be noted in the student's academic record.
  - Teachers will have discretion to allow the student to rewrite the assignment or assign a zero.
  - **Second Offense**:
  - The student will automatically receive a zero for the assignment.
  - The offense will be noted in the student's academic record.
  - The administration will determine if the student will be removed from the course based on the severity of the violation and previous offenses.

Teachers have the authority to determine whether AI tools were used in the completion of student work without the need for definitive proof.

Implementation: This policy will be communicated to all students at the beginning of the course, and reminders will be provided throughout the semester to ensure understanding and compliance.

Review: This policy will be reviewed annually to assess its effectiveness and make necessary adjustments.

By adhering to this policy, students can engage with AI tools responsibly while maintaining the integrity of their academic work.

Code of Conduct

When questionable behaviours are observed, staff will prioritize implementing logical consequences and restorative justice practices that uphold the dignity of every student. Teachers apply effective instructional strategies through a trauma-informed and mental health-aware lens, recognizing and supporting the diverse learning needs of their students. Strong classroom management skills are employed to minimize off-task behaviour. When necessary, staff will communicate with parents and implement appropriate strategies to address concerns or inappropriate behaviours. A school-wide positive behaviour approach fosters a safe, welcoming, and predictable learning environment for all.

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 to reasonably comply with the following code of conduct:
  - Be diligent in pursuing their studies;
  - Attend school regularly and punctually;
  - Cooperate fully with everyone authorized by the Board to provide education programs and other services;
  - Comply with the rules of the school;
  - Account to the student's teachers for the student's conduct;
  - 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.

Attendance Policy

- Currently, at Outreach, Attendance requirements are determined at the time of intake

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 that 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.

St. Albert Outreach Highschool

50 Sir Winston Churchill Ave.

St. Albert, AB, T8N OG4