



High Prairie School Division

LAKESIDE

OUTREACH SCHOOL

2019-2020

Handbook

Purpose of this Handbook

This handbook has been developed to provide helpful information about Lakeside Outreach School (LSO) to students, parents, guardians, and the community at large. This handbook will also inform students and parents/guardians as to the expectations we hold of them and the expectations we hold of ourselves. Please do not hesitate to contact a member of the administrative team if you have any concerns or questions.

All HPSD Outreach schools are governed by Administrative Procedure 216.

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Lakeside Outreach Contact Information

Box 127, 117-3rd Avenue NE, Slave Lake AB, T0G 2A0

Phone: 780-849-2992 Email: LSO@hpsd.ca

Operation

Lakeside Outreach is open from 8:30am to 3:30pm every weekday (Monday through Friday).

About Lakeside Outreach School

Principle Beliefs

HPSD Outreach Schools are guided by the beliefs that:

- all students have the right to a quality education,
- all students have talents, skills, and unique abilities,
- all students want to pursue their goals and dreams,
- some students find that regular school programs do not meet their needs, and
- flexibility and individualization can meet the needs of these students.

Background Information

Lakeside Outreach School (LSO) is located at 117 3 Avenue NE, in the heart of Slave Lake. Lakeside offers an alternative learning environment with individualized, flexible programming within a small, personal setting for those students whose needs (educational, psychological, social, or employability) may not be met through a traditional school setting. Attendance expectations and individual program with appropriate timelines are developed with each student for the completion of high school courses and, ultimately, graduation.

Our dedicated staff offers a full range of academic educational programs to provide students with choice and opportunities for success. LSO has an approximate population of 75 students from grades seven to twelve. A majority of the students are blended; they are enrolled in a regular program at a different secondary school while they are attending Lakeside Outreach.

Instruction

HPSD Outreach Programs are built upon individualized, flexible, and self-paced educational programs. Continuous intake throughout the school year allows high school students to reconnect with their education in their own time.

The focus of Outreach programming at Lakeside Outreach School is on students who:

- enjoy and/or prefer working independently in their studies;
- have found the traditional school setting challenging (socially and/or emotionally);
- require a flexible timetable for various reasons including, but not limited to:
 - students who are employed and/or living independently;
 - students who require course offerings not available at their current high school due to timetabling or other conflicts; and
 - students who are pregnant and/or parenting.

Courses are based on Alberta Education Guidelines and are composed of ADLC and teacher-developed assessments. Students will set a target for course and program completion that suits their personal, academic, and/or career aspirations. Full-time students should complete a minimum of fifteen (15) credits per semester to stay on track to graduate.

Staff Directory

Lisa Palko.....	Principal (at Roland Michener)
Email: lpalko@hpsd.ca	
Jessica Sachs-Cardinal.....	Vice-Principal & Teacher (Humanities)
Email: jsachs-cardinal@hpsd.ca	
Kevin Hildingson.....	Teacher (Sciences and Math)
Email: khildingson@hpsd.ca	
Lyndsay Baird.....	Teacher (Jr.high, CTS, Fine Arts and P.E.)
Email: lbaird@hpsd.ca	
Theresa Rachar	Office Manager & Educational Assistant
Email: trachar@hpsd.ca	

Career Coach

A Career Coach provides academic and career counselling; mentoring students on courses, credits, and grades required for high school completion and/or apply to post-secondary programs. This coach liaises with organizations and presents information on available post-secondary programs, career opportunities, scholarships, and programming workshops.

Monica Edwards	Career Coach
Email: medwards@hpsd.ca	

Indigenous Success Coaches

A Success Coach is available to provide support to students and to connect teachers with resources on First Nations, Métis, and Inuit (FNMI) perspectives.

Brooke Ghostkeeper	Indigenous Success Coach
Email: tlcardinal@hpsd.ca	

Wellness Coaches

Wellness Coaches work in our school to promote health and wellness of students. They implement universal programming to enhance mental health; they provide individual and group counselling to students. These coaches liaise with community agencies in order to develop a sustainable culture of positive well-being.

Our school is partnered with Breakfast for Learning, one of Canada's largest nutrition-focused children's charities. Nutritious breakfasts, lunches, and snacks are available to support our students and power their learning.

Courtney Harrington.....	Wellness FASD Coach
Email: charrington@hpsd.ca	
Lisa Gall	Wellness Coach
Email: lgall@hpsd.ca	

Program Policies

Enrolment Eligibility

Individuals are allowed to participate in Outreach Programs provided that they

- are 19 years of age on September 1 of the current school year; and
- have the legal right to education in the province of Alberta

Registration Process

Any student who meets the enrolment eligibility criteria may apply to the principal for consideration. Potential students will complete an application form and be accepted into the Outreach program through an interview process. The student (and the parent/guardian if the student is under 18 years old) will be required to meet with an administrator and discuss program philosophy, student responsibilities and expectations, and a personal student plan.

Students who wish to have a blended program must first discuss their course plan with an administrator from their primary school. Roland Michener Administration will provide students with a registration package and a note stating that the student has permission. Blended students are required to attend in their registered block and are not to be in the building during the time they are registered in a class at RMS. Attendance and course progress is reported back to RMS administration.

Blended Students Schedule:

Block 1: 8:30 – 9:55

Block 2: 10:15 – 11:30

Block 3: 12:30 – 1:45

Block 4: 2:15 – 3:30

Junior high students can attend LSO in rare circumstances. Junior high students who wish to attend LSO should contact the principal, Lisa Palko at Roland Michener School. Junior high students are required to attend every day from 8:30 – 3:30.

School Fees

Please refer to the HPSD Fee Schedule found on the HPSD.ca website under Divisional documents <http://www.hpsd.ca/common/pages/DisplayFile.aspx?itemId=9343114>

Some projects in CTS courses may have a cost recovery component. These projects will be discussed with the students and parents before the project is begun.

Textbooks and Materials

Textbooks and materials are available in the classroom for student use. **All students should have a pair of indoor shoes for wear at the Outreach and when participating in Phys. Ed. classes.**

If you would like to be able to take textbooks home or keep textbooks in your locker, the Lakeside Outreach may charge a Refundable Security Deposit per course. A new textbook will be ordered for students who choose to pay this fee.

- The deposit will be refunded if the learning resources are returned in good condition within a year.
- If the textbooks are not returned, students will be charged in accordance with the HPSD Fee Schedule.
- Students who have not attended or submitted assignments for a period of 60 days will be requested to return the textbooks and will be refunded the deposit.

Visitors

All visitors to any Outreach location (including family, friends, and former students) must report to the Administrative Assistant and sign into the building. To ensure the safety and comfort of staff and students, we ask that students refrain from having out-of-school friends visit the building. Prospective students are more than welcome to visit and ask questions.

Attendance

Daily attendance is recommended for all students; learning and achievement are directly related to attendance. However, attendance expectations will be individualized to the student's unique circumstances. Blended students will be expected to be at the Outreach school during specific blocks from their regular school schedule. Students who are fifteen years old or younger are **required by law** to attend school; we expect to see our junior high students every day.

Teachers and school staff will be in regular contact with all students. However, if a student has not submitted assignments for any courses for over 45 days, the student will be withdrawn from the course and will become an inactive student. Inactive students must meet with the Principal or Vice Principal to reregister in courses. In the case where a student is inactive, administration will not write a letter of enrollment.

The school will advise the student (and their parents, if the student is a minor) when the student's attendance becomes a concern and may request a meeting to work cooperatively to develop courses of action. If necessary, the school will take further action to ensure attendance is in compliance with school regulations, HPSD administrative procedures, and the *School Act*.

Planned Activities

All co-curricular events, including field trips and celebrations, have been planned by Outreach Staff during regular school hours to enhance the learning culture of the program. As co-curricular activities, they are part of the programming we provide for our students and staff. In order for a student to be included in a field trip, their behaviour, completed coursework, and ability to follow school rules will be taken into consideration.

Reporting Student Achievement

Using the username and password provided by Lakeside Outreach, students and parents can view and monitor student progress by accessing Maplewood. Maplewood can be accessed through the Student Achievement button, under the Quick links menu on the Lakeside Outreach website or by using the High Prairie School Division app. Parents and students may also request a printed report card or progress report at any time.

Summer School

In the past, Lakeside has held a summer session, lasting for the month of July. Courses are individualized and self-paced. However, one month is sufficient for most students to complete on senior high course, but only if the student is focused and dedicated. We expect registered summer students to attend on a daily basis for the month. Summer courses must be completed by July 31 and cannot be carried over into the next school year.

Instruction and Assessment Procedures

Most instruction is provided using ADLC materials. However, a teacher is assigned to each course and is responsible for ensuring that students complete the course with mastery and within an agreed upon time frame. Teachers may decide to modify, supplement, or delete sections of the ADLC materials to best suit the student's needs and abilities.

To ensure that course grades are valid, students will be required to prove understanding of material before the graded assignment booklet is provided. Each student is provided with a course plan that states how the grade will be calculated. However, if there is a discrepancy of more than 20% between the final and/or midterm grade and the course mark, the teacher has the discretion to use only the exam grade as the grade for the course.

Code of Conduct

We aim to foster a learning community where individuals experience personal consideration and are be treated with dignity and fairness. The Code of Conduct is designed to ensure a quality teaching and learning environment. We believe that “students have a right to learn; teachers have a right to teach; and no one has a right to prevent this from happening.”

Behaviours that interfere with the learning of others or infringe on their rights are subject to consequences. These consequences may include, but are not limited to, suspension, expulsion, and/or involvement of the RCMP.

Expectations of Students

Student Rights

- to ask questions and voice their opinion uninterrupted and without being ridiculed
- to be treated fairly and with respect by students and teachers
- to learn without being distracted or disturbed
- to feel safe from physical or verbal violence and threats
- to be addressed by their preferred name, gender identity and pronouns
- to learn in a clean and healthy environment

Student Responsibilities

- to respect the rights of other students and teachers
- to complete their courses at an agreed-upon schedule
- to strive to exceed their individual attendance expectations
- to exhibit appropriate behaviour that contributes to a welcoming, caring, respectful, and safe learning environment
- to respect the diversity of others and foster a sense of belonging in the school community
- to not tolerate bullying or bullying behaviour directed towards others in the school, whether or not it occurs within the school building
- to be held accountable for their own conduct

Expectations of Staff

Teacher Expectations

- to have a broad knowledge of curriculum and instruction
- to believe in the ability and potential of Outreach students
- to treat Outreach students respectfully and be empathetic, tolerant, accepting, and fair

Support Staff Expectations

- to assist students with special needs in their learning and their school activities
- to provide information about various community support services
- to assist students and teachers in learning activities, as directed by teaching staff
- to believe in the ability and potential of Outreach students
- to treat Outreach students respectfully and be empathetic, tolerant, accepting, and fair

Expectations of Parents and/or Guardians

Parents and guardians of students can be supportive of the Outreach Program by

- keeping in contact with the program staff to determine the progress of the student
- encouraging and enabling the student to attend school and to complete their school work attending special events and celebrations at the school
- attending parent-teacher interviews
- working with the school to solve problems in a collegial and positive manner

Bullying

We define bullying “repeated and hostile or demeaning behaviour where the behaviour is intended to cause harm, fear, or distress” to one or more individuals in the school community. Bullying comes in three common types; verbal, social (including cyber-bullying), and physical.

Bullying adversely affects:

- a student’s ability to learn,
- healthy relationships and school culture, and
- the school’s ability to educate its students.

Bullying will not be accepted on school property, at school-related activities, or in any other circumstance where engaging in bullying will have a negative impact on the school climate.

Technology Conduct

Students have access to school owned devices while at school to do their work. All students must complete a Technology User Agreement before using school-owned devices. Students who violate this agreement may lose access to HPSD technology.

It is our general policy that all technology owned by High Prairie School Division (including computers, laptops, Chromebooks, iPads, etc.) will be used in a responsible, efficient, ethical, and legal manner. Any behaviour that does not meet this standard can result in the revocation of the user’s privileges or other appropriate consequences.

Smoking, Drugs, and Alcohol

Our school, in cooperation with families, community, and law enforcement agencies, has a responsibility to focus on prevention by educating students about substance abuse problems. The possession, use, or distribution of prohibited or controlled substances is illegal and will not be permitted on school premises or during school activities. We will ensure that students who possess, are under the influence of, or traffic in alcohol and/or drugs while under school supervision receive fair and appropriate consequences. Adult students (those over the age of 18) may smoke in designated areas off HPSD property. Cigarette butts must be placed in an ashtray.