



# HPSD Outreach Schools Handbook

## 2016– 2017 Handbook

### **Focus of the HPSD Outreach Schools Program**

- Students who enjoy/prefer working independently;
- Student who are employed or living independently;
- Students who require a flexible timetable;
- Students for whom the traditional school setting is socially and/or emotionally challenging;
- Students from area high schools who require course offerings due to timetabling and other conflicts.
- Students be offered the widest range of educational options possible so as to best meet the needs, desires, and goals of each student.

[All HPSD Outreach Schools are governed by Administrative Procedure 216](#)

# Program Components

## Education

- Curriculum is accessed through distance learning materials and certified teacher supported learning.
  - Continuous intake allows high school students to reconnect with their studies at any time throughout the current school calendar year (high school and part-time adult only).
  - Full-time students are encouraged to complete a minimum of fifteen credits per five month period.
  - The program is flexible to allow for a variety of learning styles and needs.
  - Progress Reports are available upon request.
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- **Career Exploration**
  - Full-time students complete a portfolio assignment that addresses their career plans as a precursor to receiving further materials, unless previously completed at another school.
  - The Career Coach and staff are available to the students for the purpose of planning both their secondary and postsecondary education. The Career Coach is available to counsel students on available post-secondary programs and career opportunities. The Career Coach also supports students through promotion of dual credit program opportunities, scholarship and bursary promotion and the introduction of professional development activities.
  - Work Experience, Registered Apprenticeship Program, and Dual Credit are all employed to further enhance career prospects for students.

## **Communication Skills**

- The core courses address formal communication skills.
- The teaching staff monitors and discusses student progress with students, and explores different approaches to overcome difficulties in achieving goals.
- The teaching staff assists students when they need to write resumes, fill out forms, or mediate with various agencies.
- Learning strategies are communicated to students in order to enhance and reinforce learning of the material.

## **Community Awareness**

- Community resources are available through varied partnerships. For example: Multi Rec Centre is available for use by our students taking Physical Education.
- Northern Lakes College facilities are available for swimming in SL
- HP Aquatic facility is available for PVO students to take swimming as part of the PE program

- Swan River School Gym is available for Kinuso Outreach students
- Referrals to appropriate agencies occur when the need arises.
- Life skills programming invites members of the community to educate students on real life issues.
- Lifestyle and leisure pursuits are encouraged through use of community facilities and programs.

### **Personal Development**

- Self-esteem is gained through student ownership of the learning process.
- Students are encouraged to seek out volunteer or work experience placements that are connected to their interests and abilities.
- Opportunities for growth in the physical, intellectual and emotional disciplines are encouraged through self plans or community agencies.

## **Student Profile**

### Eligibility

- Students attending this program are 14 years of age and older. The courses offered encompass grade levels 7 through 12. J

### **Performance**

- Completion of modules will be discussed and goal-setting strategies utilized help students meet their course completion goals.

### Evaluation

- Courses are composed and evaluated using Alberta Education guidelines, ADLC Materials and teacher directed/added assignments and tests.
- For those courses which include a final exam, the local exam will be weighted at 25% of the total course. The remaining 60-70% will be distributed over the remainder of the course and will reflect actual weighting of each module or test proportionate to the total module and test values.

## **Administration**

### Hours of Operation

- Monday to Friday 8:15 am to 3:15 PM

## Registration Process

- To register as a student, both the student and parent/guardian (if applicable) participate in an intake interview with the Principal. During the interview Outreach program philosophy, student responsibilities, expectations and a personal student plan are discussed. .
- Blended students are welcome at the Outreach Schools and communication with the student's home school constitutes part of the intake process and comprehensive education plan.

## Staff Meetings

- Staff meetings are held at least once a month and on an as needed basis. All staff members are expected to be in attendance.

# Program Policies

## Attendance

- Regular attendance is strongly recommended. Blended students are expected to be at the Outreach school during specified blocks from their regular high school schedule.

## Conduct

- HPSD Outreach schools are educational institutions and as such **appropriate public behaviour** is expected at all times. There is a zero tolerance for harassment, destruction of property, or negative behaviours.

## Cell-phones / Electronics

- As long as phones are not heard, a student may have one upon his or her person on vibrate. If a call needs to be made or received (vibration) then the student is to proceed to the building lobby.

## Music

- Students are welcome to bring their own music to play on personal stereos. Headphones must be used and the music **must** be maintained at an appropriate level so as not to interfere with others.

## Smoking

- Adult students may smoke in designated areas off HPSD property.

## Drugs & Alcohol

- Our schools do not tolerate the use of prohibited substances on any school premises. The principal deals directly with any student found in possession of these substances. If any student is suspected to be under the influence of these substances the student will be dealt with by the principal and sent home. Parents/Guardians will be notified along with the RCMP at the discretion of the principal.

### Childcare

- Young mothers are encouraged to attend as regularly as possible. Infants or small children may utilize a room so specifically designated, under their mother's supervision.

## **Support Services**

### First Nations, Metis, and Inuit Program

- A Success Coach is available to provide support students and assist teachers with infusing Aboriginal perspective into the learning process and increase FNMI student attendance and achievement.

### Community Counselling & Division Supports

- Following are some primary support agencies/individuals that all Outreach students can access:
- Wellness Coach
- Grad Coach
- Family and Community Support Services,
- Child and Family Services Authority,
- and AADAC.

### Wellness Coach

We have a wellness coach who is at our school part-time. The wellness coach's duties are to be a support for students in crisis by doing one-on-one interventions, offer information to students about healthy eating, exercise and other dimensions of wellness, and post bulletin boards with positive wellness information. Ultimately, our wellness coach is available to be a positive support for our students in all aspects of their education.

### Nutrition & Wellness

- We have a fridge and microwave oven students can use to store/cook snacks and lunch items.
- Breakfast and healthy snacks are provided for students throughout each day