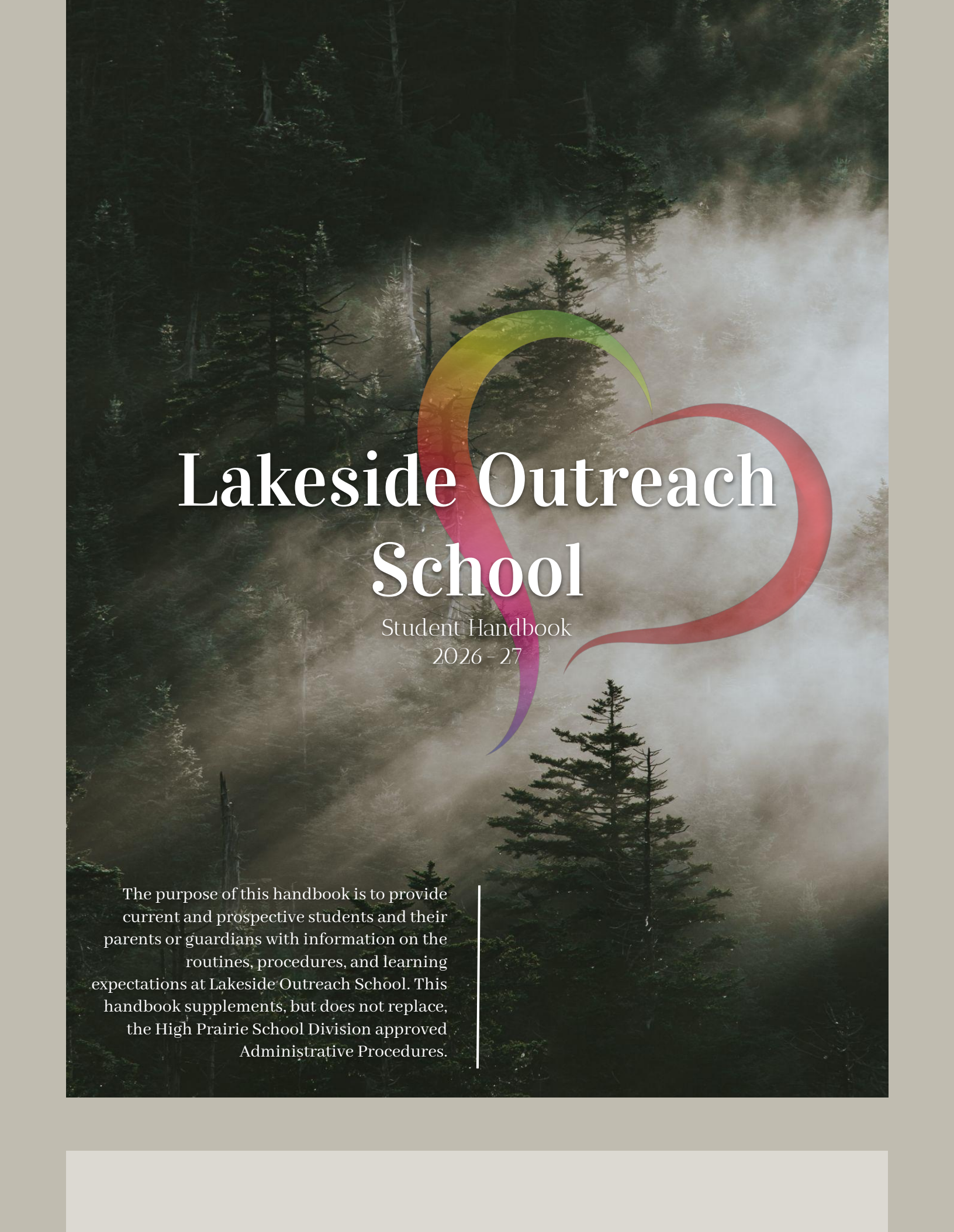




Lakeside Outreach School

Student Handbook
2026 - 27

The purpose of this handbook is to provide current and prospective students and their parents or guardians with information on the routines, procedures, and learning expectations at Lakeside Outreach School. This handbook supplements, but does not replace, the High Prairie School Division approved Administrative Procedures.

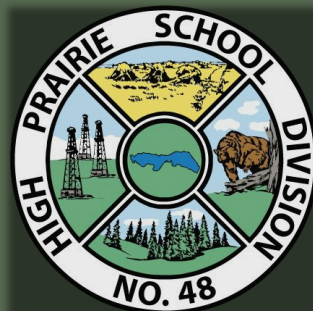
LAKESIDE OUTREACH
SCHOOL WOULD LIKE TO
ACKNOWLEDGE THAT WE
WORK AND LEARN ON
THE ANCESTRAL AND
TRADITIONAL TERRITORY
OF THE INDIGENOUS
PEOPLES IN THIS AREA.
THIS LAND HAS BEEN AND
WILL CONTINUE TO BE
HOME OF THE CREE,
DENE, MÉTIS, AND OTHER
FIRST NATIONS WITHIN
THE BOUNDARIES OF
TREATY 8. WE ALSO WISH
TO ACKNOWLEDGE THE
TRADITIONAL
KNOWLEDGE HOLDERS
AND ELDERS WHO ARE
STILL WITH US TODAY
AND THOSE WHO HAVE
GONE BEFORE US.





TABLE OF CONTENTS

1. General Information
 - a. [School Background](#)
 - b. [2024-2025 School Staff](#)
 - c. [Daily Operations](#)
 - d. [Daily Student Timetable](#)
 - e. [School Supply Information](#)
2. Enrolling At Lakeside Outreach School
 - a. [Enrollment Eligibility](#)
 - b. [Registration Process](#)
 - c. [Course Offerings](#)
3. Teaching & Learning Expectations
 - a. [Course Delivery](#)
 - b. [Assessment & Reporting](#)
 - c. [Academic Integrity](#)
 - d. [Learning Support](#)
 - e. [Student Enrichment & Character Education](#)
 - f. [Student Code of Conduct](#)
 - g. [Attendance](#)
 - h. [Additional Information on Student Conduct](#)
 - i. [Technology Conduct and Cell Phone Policy](#)
 - j. [Expectations of Staff and Other Stakeholders](#)
4. Health & Safety
 - a. [Nutrition](#)
 - b. [Building Security & Safety](#)
 - c. [Emergency Response Plan](#)
 - d. [Helplines & Community Resources](#)



LAKESIDE OUTREACH SCHOOL
HIGH PRAIRIE SCHOOL DIVISION
780 - 849 - 2992
350 6 AVE. NE, SLAVE LAKE, ALBERTA, T0G 2A2
LSO@HPSD.CA
[HTTPS://LSO.HPSD.CA/](https://LSO.HPSD.CA/)

GENERAL INFORMATION

“TO INSPIRE, LEAD, AND EMPOWER SUCCESS THROUGH ACCOUNTABILITY AND RESILIENCE, CREATING A CULTURE OF LIFELONG LEARNING.”



SCHOOL BACKGROUND

Lakeside Outreach School is located in the town of Slave Lake, within northern Alberta's municipal district of Lesser Slave River, approximately 257 km north of Edmonton, on the southeast shore of Lesser Slave Lake and the junction of Highway 2 and Highway 88. The school offers an alternative learning environment to high school students, with flexible programming they are able to independently work through, in-person or at a distance. A dedicated team at Lakeside Outreach School, including teachers, learning support, a career coaches, wellness coach and Indigenous education coach, seek to assist students in achieving their academic goals, while also preparing them to be socially responsible and to succeed locally and globally.





2026-27 LAKESIDE OUTREACH SCHOOL STAFF

Principal	Deanna Sloan
Vice Principal	Tiffany Seymour
Teacher	Lyndsay Baird
Secretary	Theresa Rachar
Educational Assistant	Blake Carpenter
Career Coach	Breanne Paulson
Indigenous Education Coach	Angela Blize
Learning Support Teacher	Amanda Bradley

DAILY OPERATIONS

Hours of Operation

Monday - Friday 8:30am - 4:00 pm

School Year Calendar

August 31, 2026 - June 28, 2027

[CLICK HERE](#) to access High Prairie School Division's 'School Year Calendar,' which indicates all holidays and non-instructional dates for the current school year.

DAILY ON-CAMPUS TIMETABLE

8:30am	School Opens to Students
10:00am - 10:15am	Break
10:30am - 11:30am	Scheduled Cooking Modules
11:30am - 12:30pm	Lunch
1:45pm - 2:00pm	Break
2:00pm - 3:30pm	Physical Education 10-20-30
3:30pm	School Closes to Students

SCHOOL SUPPLY INFORMATION

In general, students may require the following supplies for organizational and work completion purposes:

- 1 binder with dividers and notepad
- 2 blue or black pens
- 2 pencils
- 1 eraser
- 1 highlighter
- 1 headphones

Students who attend campus in-person can access WiFi and a Chromebook between the hours of 8:30am - 3:30pm daily. In order to complete coursework at home, students will require:

- Internet
- Internet-Ready Device
- High Prairie School Division Students Login Information



ENROLLING AT LAKESIDE OUTREACH SCHOOL

High school students who meet the following requirements are eligible to enroll at Lakeside Outreach School:

- Student has the legal right to education in the province of Alberta.
- Students are under nineteen years of age on September 1 of the current school year.
- Students are working towards a high school diploma.

Registration Process

NEW STUDENTS

New high school students in the region, who meet enrollment eligibility and are interested in a flexible

and independent learning environment, may apply to Lakeside Outreach School by contacting the school during their regular hours of operation to schedule an interview.

Students will be enrolled through an interview process, to determine if the school environment and learning expectations at Lakeside Outreach School are in the best interest of the student, and whether course requests are currently available. The student and their parent/guardian, if the student is under the age of eighteen, will be required to meet with an administrator or career coach to develop an academic plan the school is able to support. A birth certificate must also be provided before a student is placed in classes.



[Click Here To Register](#)

Prospective students should complete a registration form online prior to their scheduled interview. A copy of their birth certificate must also be provided at the interview.



ENROLLING AT LAKESIDE OUTREACH SCHOOL

CURRENT HIGH PRAIRIE SCHOOL DIVISION STUDENTS

Students attending other High Prairie School Division schools may seek to transfer or enroll in a blended learning program, through a partnership with Lakeside Outreach School, for a variety of reasons. To begin this process, students or parents/guardians must contact their current school's career coach, who can advise the student on availability of courses at Lakeside Outreach School, and how this option might successfully fit into their academic plan. If it is determined to be a feasible option, the career coach will complete a 'Student Transfer Application.'

A committee will review the 'Student Transfer Application' within five school days. The secretary at Lakeside Outreach School will contact the student and/or family directly to register once approved.

Blended students are expected to attend and/or complete coursework during designated blocks and are not to be on-site during times when they are registered in classes at another High Prairie School Division school.





COURSE OFFERINGS

Semester 1 2025 - 2026

Foods	Art 10/20/30
Physical Education 10-20-30	Science 14
Workplace Safety	Science 24
Work Experience	Science 10
Community Volunteerism 1 & 2	Science 20
Career & Technology Studies	Biology 30
Registered Apprenticeship Program	Math 10-3
Dual Credit	English Language Arts 10-2
	English Language Arts 20-2
	Social Studies 30-2



COURSE OFFERINGS

Semester 2 2025 - 2026

Foods	Science 14
Physical Education 10-20-30	Science 24
Workplace Safety	Biology 20
Work Experience	Science 30
Community Volunteerism 1 & 2	Math 10-2
Career & Technology Studies	Math 20-3
Registered Apprenticeship Program	Social Studies 10-2
Dual Credit	Social Studies 20-2
Career & Life Management	English Language Arts 10-2
Art 10/20/30	English Language Arts 30-2

“High Prairie School Division will inspire students to learn, lead, and succeed in an ever-changing world.”

hpsd.ca

TEACHING & LEARNING EXPECTATIONS



COURSE DELIVERY

Most courses are delivered via Google Classroom, and require students to independently work through a flexible and self-paced educational program. Students are responsible for viewing all course materials, assigned texts and conducting their own research in order to successfully complete teacher-developed summative assessments linked to Alberta Education’s Programs of Study. On-campus teacher support is available daily at Lakeside Outreach School, and distance learning students can also schedule phone calls and virtual meetings with their teachers, as needed.

CAREER & LIFE MANAGEMENT (CALM)

CALM is a required course for graduation that is delivered during the second semester, via a seven day ‘blitz’ that requires students to attend for full days, in-person. Local experts with knowledge around personal, resource and career choices are invited into the classroom to speak to students throughout the seven days, culminating in a field trip to various local businesses to learn about career pathways in the area. This year, CALM is scheduled to take place from March 13-21, 2025.

FOODS

Students at Lakeside Outreach School have two options available in order to earn Foods credits:

1. Students can access learning tasks through the Foods teacher, to be completed independently and submitted, along with video and photo evidence of the preparatory work, process and final product.
2. Students can sign-up for in-person cooking classes to earn Foods credits.

Please use the 2025-2026 LSO Foods & Nutrition Program [link](#)



PHYSICAL EDUCATION

Students at Lakeside Outreach School have access to an in-person, community supported physical education program, that takes place at various local venues daily, from 12:30pm to 1:45pm. On Mondays and Wednesdays Slave Lake's Multi-Rec Centre typically hosts the physical education class, while the Tuesday and Thursday venue varies by month.

Please use the 2025-2026 PE 10/20/30 Schedule [link](#)

LAKESIDE OUTREACH SCHOOL'S JUNIOR PROFESSIONAL DEVELOPMENT DAYS

LAKESIDE OUTREACH SCHOOL'S JUNIOR PROFESSIONAL DEVELOPMENT DAYS GIVE STUDENTS THE OPPORTUNITY TO PARTICIPATE IN HANDS-ON LEARNING EXPERIENCES CONNECTED TO ALBERTA EDUCATION'S CAREER & TECHNOLOGY STUDIES (CTS) CURRICULUM. "THE CTS PROGRAM IS DESIGNED TO DEVELOP SKILLS THAT SENIOR HIGH SCHOOL STUDENTS CAN APPLY IN THEIR DAILY LIVES WHEN PREPARING FOR ENTRY INTO THE WORKPLACE OR FOR FURTHER LEARNING OPPORTUNITIES." THESE 'JR. PD DAYS' WILL BE DEDICATED TO COLLABORATION AND LEARNING WITH COMMUNITY EXPERTS, THROUGH WORKSHOPS, FIELD TRIPS, INDIGENOUS LAND-BASED LEARNING EXPERIENCES AND GUEST SPEAKERS. STUDENTS WHO PARTICIPATE IN THESE EVENTS CAN EARN ADDITIONAL CREDITS TOWARDS THEIR HIGH SCHOOL DIPLOMA.



ASSESSMENT & REPORTING

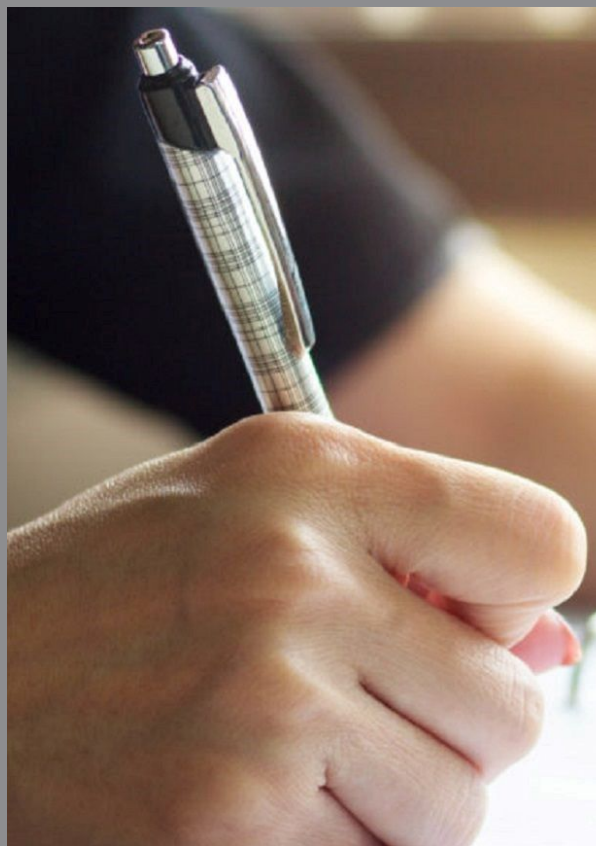
Teacher assessment practices are guided by [Alberta Education's Teaching Quality Standard](#), [High Prairie School Division's Administrative Procedure 360 - Curriculum Planning, Assessment And Reporting](#), and High Prairie School Division's Handbook of Fair Assessment and Reporting Practices. Lakeside Outreach School teachers value the importance of varied and quality assessments, and the need to take into consideration observation, conversation and product data to most accurately determine final grades.

UNIVERSAL LITERACY ASSESSMENTS

At the beginning of both school semesters, students enrolled in English Language Arts courses at Lakeside Outreach School will be expected to complete two literacy assessments, from which the data is used to identify learning needs and enhance instructional support. These include the Highest Level of Achievement Test (HLAT) and Reading Comprehension Assessment Tool (RCAT).

HLAT - Writing assessment completed at the beginning and end of a student's English Language Arts course.

RCAT - Reading comprehension assessment completed at the beginning and end of a student's English Language Arts course.



Diploma Exams

Students enrolled in diploma courses at Lakeside Outreach School will typically write their diploma exams at Roland Michener Secondary School at the end of the semester in which they finish their coursework, and as per [Alberta Education's Diploma Exam Schedule](#).

As of September 1, 2023, diploma exams will be weighted at 30% of a student's final mark. 70% of the final mark comes from their coursework. To pass a diploma exam course, students must earn a final combined mark of at least 50%. Students are able to access their diploma exam marks on [myPass](#) approximately three weeks after writing diploma exams.

Students can find information about writing diploma exams, including guides and exemplars for each course by visiting the following website: <https://www.alberta.ca/writing-diploma-exams>



REPORTING

Lakeside Outreach School teachers are committed to ensuring students receive timely feedback on coursework and that digital markbooks are updated every ten school days. In addition to quarterly report cards being emailed home, students and parents/guardians are able to track student progress regularly by accessing digital markbooks through the family portal online.

[CLICK HERE](#) to access the family portal.

The school's office administrator can be contacted at 780-849-2992 for support in gaining access to the family portal, if needed.

REPORT CARD DATES

- ★ Jan 28th – Report Cards
- ★ Jun 28th – Final Report Cards Go Home.
Last Day for Students

PARENT TEACHER INTERVIEWS

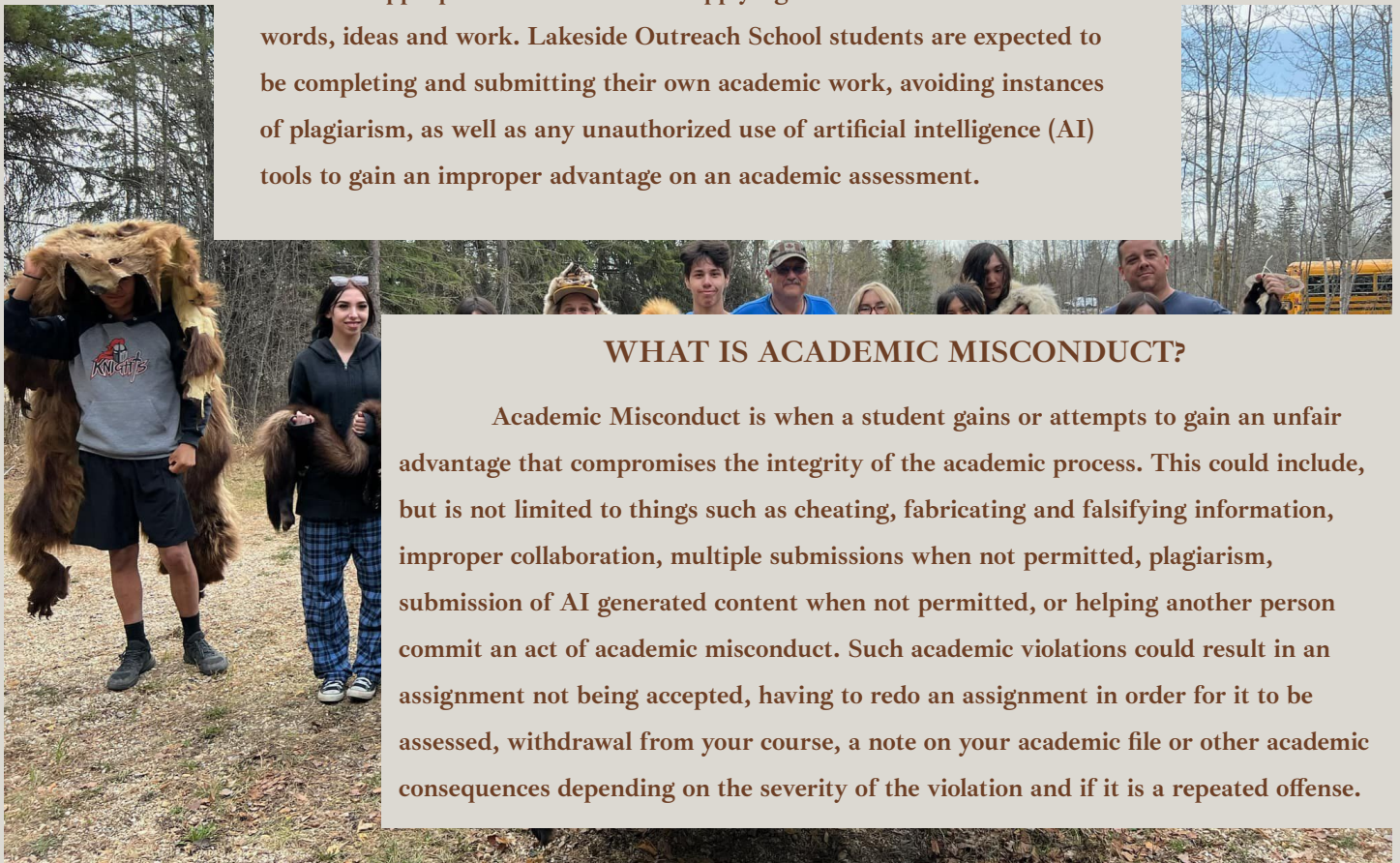
- ★ Nov 19 (Thursday) – 5-7 PM
- ★ Apr 15th (Thurs) – 5-7 PM

ACADEMIC INTEGRITY



Academic integrity is a “commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action” ([International Center for Academic Integrity](#), 2014).

All students are responsible for gaining the skills and knowledge related to appropriate citation and for applying these skills to all borrowed words, ideas and work. Lakeside Outreach School students are expected to be completing and submitting their own academic work, avoiding instances of plagiarism, as well as any unauthorized use of artificial intelligence (AI) tools to gain an improper advantage on an academic assessment.



WHAT IS ACADEMIC MISCONDUCT?

Academic Misconduct is when a student gains or attempts to gain an unfair advantage that compromises the integrity of the academic process. This could include, but is not limited to things such as cheating, fabricating and falsifying information, improper collaboration, multiple submissions when not permitted, plagiarism, submission of AI generated content when not permitted, or helping another person commit an act of academic misconduct. Such academic violations could result in an assignment not being accepted, having to redo an assignment in order for it to be assessed, withdrawal from your course, a note on your academic file or other academic consequences depending on the severity of the violation and if it is a repeated offense.

Career Coach

A career coach is scheduled to be at Lakeside Outreach School one half day per week, available by appointment to provide academic and career counselling; mentoring students on courses, credits, and grades required for high school completion and/or how to apply to post-secondary programs. This coach liaises with organizations and presents information on available post-secondary programs, career opportunities, scholarships, and workshops. All students enrolled in Lakeside Outreach School will be expected to participate in general meetings with the school's career coach as part of the enrollment and academic planning process.

Indigenous Education Coach

An Indigenous education coach is scheduled to be at Lakeside Outreach School one day per week. These coaches collaborate with teachers and administrators to ensure all students deeply understand Canadian history, including Indigenous perspectives, treaties, land agreements, the legacy of residential schools, and contributions of Indigenous culture in shaping our Canadian identity. They also liaise with local Elders and Knowledge Keepers, work to ensure all teachers feel supported in meeting competency five of [Alberta's Teaching Quality Standard](#), and help ensure that students are connected to authentic learning experiences and resources.

Learning Support Teacher (LST)

A learning support teacher is scheduled to be at Lakeside Outreach School one half day per week, and is available to collaborate with administration, teachers, students and families in supporting inclusion at Lakeside Outreach School. Learning support teachers work with staff to develop Instructional Support Plans (ISPs), promote the implementation of universal accommodations, brainstorm modification strategies, provide professional development opportunities, champion literacy and administer or connect families to resources for academic or psychological testing.

Lakeside Outreach School is a community oriented learning environment that seeks to establish a safe, caring, welcoming and respectful atmosphere where all students can be successful. Staff and students enrolled at Lakeside Outreach School have access to a variety of resources to support academic achievement, cultural infusion, wellness and career readiness

Library Program

Lakeside Outreach School has a small in-house selection of books available for study and recreational reading. Full time students can also access library resources from across the school division by contacting our school secretary to request a text. In addition, students' High Prairie School Division credentials provide them access to a variety of ebooks and audiobooks on [SORA](#), the student reading application.

Little Free Lakeside Library

Along the walkway between Lakeside Outreach School and CJ Schurter School you will find the Little Free Lakeside Library, an initiative supported by the school to promote literacy throughout our community. It offers free books to visitors and promotes a "take-a-book, give-a-book" philosophy amongst those that frequent it. You can find it on the official [Little Free Library World Map!](#)

Read & Write For Google Chrome

Using their High Prairie School Division login students have free access to [Read & Write for Google Chrome](#), an extension that includes reading, writing and study tools. Text-to-speech and speech-to-text are two key functions of interest for students using this extension.



STUDENT ENRICHMENT & CHARACTER EDUCATION

Lakeside Outreach School students have many opportunities throughout the year to enrich their learning through various “junior” professional development days, field trips, workshops, guest speakers, alternative assignments, apprenticeships, dual credit courses and personalized timelines for course completion. Students are expected to be leaders and role models when interacting in and with the community, through our established programming. This is discussed and modeled by school staff. In addition, student character and success at school is celebrated on a daily basis, culminating in monthly student recognition awards:

- ★ ‘Citizen of the Month’ is awarded monthly to a Lakeside Outreach School student that positively contributes to a safe, caring, welcoming and respectful learning environment, and demonstrates leadership in the school and community.
- ★ ‘Athlete of the Month’ is awarded monthly to a Lakeside Outreach School student that positively contributes to the school’s Physical Education program and/or the local sporting community and demonstrates good sportsmanship, alongside an understanding that student athletes value academic progress.
- ★ ‘Monthly Masterchef’ is awarded monthly to a Lakeside Outreach School student who shows leadership and responsibility in the kitchen, collaborates well with others, and produces creative and/or well received dishes.



STUDENT ENRICHMENT & CHARACTER EDUCATION

VOLUNTEERISM:

- COMMUNITY VOLUNTEERISM I & II (CCS 1080 & CCS 2080) ARE TWO CTS CREDITS AVAILABLE FOR STUDENTS TO PURSUE AT LAKESIDE OUTREACH SCHOOL, IF THEY CHOOSE. ALONGSIDE A BIT OF COURSEWORK, FIFTEEN VOLUNTEER HOURS PER CREDIT ARE REQUIRED AND SCHOOL STAFF CAN ASSIST STUDENTS IN CONNECTING TO VOLUNTEER OPPORTUNITIES IN THE COMMUNITY THROUGHOUT THE YEAR.

SUPPORTING POSITIVE BEHAVIOUR:

- THROUGH COMMUNITY PARTNERSHIPS WITH LOCAL ORGANIZATIONS SUCH AS [COMMUNITY FUTURES](#), [NORTHERN HAVEN SUPPORT SOCIETY](#), [FCSS](#) AND OTHERS, LAKESIDE OUTREACH SCHOOL OFFERS VOLUNTARY LEARNING EXPERIENCES, FACILITATED BY LOCAL EXPERTS, WHICH ARE CONNECTED TO CTS CREDITS SUCH AS CCS 3050 - SUPPORTING POSITIVE BEHAVIOUR, HSS 2030 - PERSPECTIVES ON INTERPERSONAL RELATIONSHIPS AND OTHERS.
- EACH YEAR LAKESIDE OUTREACH SCHOOL CONTRIBUTES TO COMMUNITY SAFETY BY FACILITATING FIRST AID AND CPR TRAINING FOR A GROUP OF STUDENT LEADERS INTERESTED IN PURSUING THIS VALUABLE SKILL AND EARNING TWO CREDITS.



STUDENT CODE OF CONDUCT



RESPECT YOURSELF

- I WILL GIVE MY BEST EFFORT EVERY DAY.
- I WILL ATTEND SCHOOL REGULARLY.
- I WILL BE PUNCTUAL FOR CLASS.
- I WILL BE ACCOUNTABLE FOR MY BEHAVIOR.
- I WILL ASK FOR HELP WHEN I NEED IT.
- I WILL USE APPROPRIATE LANGUAGE IN THE CLASSROOM, HALLWAY, AND GREATER SCHOOL COMMUNITY.
- I WILL BE RESPECTABLE IN APPEARANCE.
- I WILL MODEL GOOD CITIZENSHIP AT ALL TIMES.

RESPECT OTHERS

- I WILL RESPECT AND COOPERATE WITH OTHERS IN BOTH MY WORDS AND ACTIONS.
- I WILL REFRAIN FROM, REPORT AND NOT TOLERATE BULLYING OR BULLYING BEHAVIOR DIRECTED TOWARD OTHERS IN VARIOUS FORMS.
- I WILL ACKNOWLEDGE AND EMBRACE THE DIFFERENCES IN ALL OF US. I WILL NOT DISCRIMINATE AGAINST OTHERS BASED ON AN INDIVIDUAL'S RACE, COLOUR, ANCESTRY, PLACE OF ORIGIN, RELIGIOUS BELIEFS, GENDER IDENTITY, PHYSICAL ABILITY, MENTAL ABILITY, OR SEXUAL ORIENTATION.
- I WILL TAKE APPROPRIATE MEASURES TO ASSIST THOSE IN NEED.

RESPECT THE SCHOOL

- I WILL SHOW CARE AND REGARD FOR SCHOOL PROPERTY.
- I WILL BE A POSITIVE AMBASSADOR FOR MY SCHOOL, IN MY COMMUNITY AND OTHER COMMUNITIES.
- I WILL USE TECHNOLOGY APPROPRIATELY IN THE CLASSROOM AND GREATER SCHOOL COMMUNITY.
- I WILL DISPOSE OF GARBAGE APPROPRIATELY AND RECYCLE WHEN APPROPRIATE.

STUDENT CODE OF CONDUCT



UNACCEPTABLE BEHAVIORS

- EXAMPLES OF UNACCEPTABLE BEHAVIORS, NOT LIMITED TO:
 - POSSESSION OF OR ACTIVE CONTACT WITH A WEAPON ON A STUDENT'S PERSON, OR IN A PLACE OF THEIR KEEPING
 - THREATS
 - WILLFUL DAMAGE TO SCHOOL PROPERTY OR THE PROPERTY OF OTHERS
 - CONDUCT OR ENCOURAGING CONDUCT, WHICH ENDANGERS ONESELF OR OTHERS
 - USE OR DISPLAY OF IMPROPER, OBSCENE OR ABUSIVE LANGUAGE
 - ACTS OF BULLYING, CYBERBULLYING, HARASSMENT, OR INTIMIDATION
 - THEFT
 - ASSAULT
 - HAZING OR INITIATION ACTIVITIES
 - DISRUPTIVE BEHAVIOR, WILLFUL DISOBEDIENCE, OR DEFIANCE
 - USE, POSSESSION OF, OR DISTRIBUTION OF DRUGS, ALCOHOL, OR INHALANTS IN SCHOOL OR ON SCHOOL PROPERTY
 - INTERFERENCE WITH THE ORDER OF THE SCHOOL DAY
 - TAMPERING WITH SCHOOL SAFETY EQUIPMENT

CONSEQUENCES FOR UNACCEPTABLE BEHAVIORS

- ALL CONSEQUENCES WILL BE MONITORED BY SCHOOL ADMINISTRATORS AND GUIDED BY BEST PRACTICES.
- CONSEQUENCES WILL TAKE INTO ACCOUNT THE NATURE OF THE UNACCEPTABLE BEHAVIOR, THE STUDENT'S AGE, MATURITY, AND INDIVIDUAL CIRCUMSTANCES.
- SUPPORTS WILL BE PROVIDED TO THOSE IMPACTED BY INAPPROPRIATE BEHAVIORS, AND THOSE WHO ENGAGE IN THE ACT(S).
- CONSEQUENCES WILL FOLLOW A PROGRESSIVE DISCIPLINE SCHEDULE AND INCLUDE, BUT NOT BE LIMITED TO: VERBAL REPRIMAND, RESTITUTION, DETENTION, SUSPENSION, RECOMMENDATION FOR EXPULSION, ETC.

ATTENDANCE

Daily attendance will be tracked by the school secretary, based on who attended campus in-person each day. However many students will have part-time and distance learning plans in place that do not require daily attendance and where course progress will be a more important indicator of engagement and success. Lakeside Outreach School students will not receive phone calls home for individual absences. The school will utilize a progressive communication and discipline plan to address attendance and course-completion issues:



Step #1 - If a student has not submitted coursework within ten school days, the student or parent/guardian will receive a call from a Lakeside Outreach School teacher to discuss student progress and next steps.



Step #2 - If no course work is completed within five school days (fifteen days in total without course submissions or communication with the teacher), a follow-up email will be sent by an Outreach teacher to the student and parent/guardian discussing growing concerns about student progress.



Step #3 - If a student has not submitted coursework within twenty school days, the student may be required to commit to an attendance plan or withdraw from the course.

Additional Information On Student Conduct

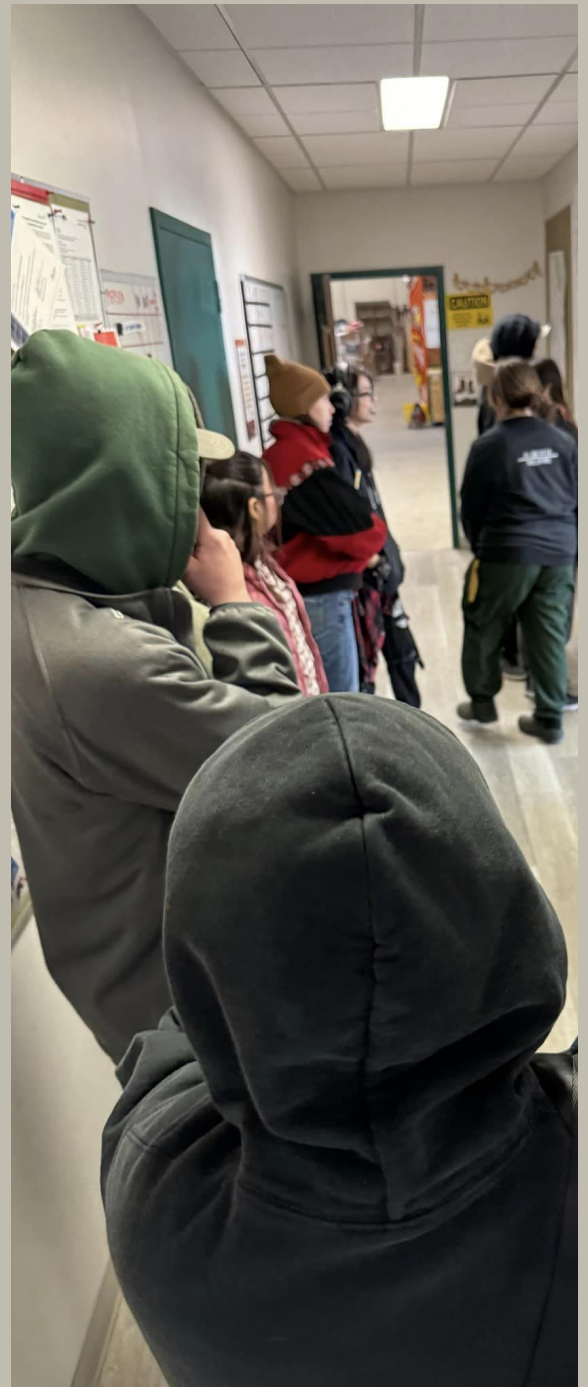
BULLYING

At Lakeside Outreach School, we define bullying as “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 Lakeside Outreach School’s learning community.

SMOKING, DRUGS, AND ALCOHOL

Lakeside Outreach School, in cooperation with families, community, and law enforcement agencies, has a responsibility to focus on prevention by educating students about substance abuse problems. 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.

Smoking and vaping is not permitted on school property. High Prairie School Division has installed vape detectors in all of their junior and senior high schools to address the growing issue of vaping. Students are not to vape on neighbouring private or public property either. Leaving the school property to vape during the school day is not acceptable. Students who are caught vaping will have their vapes and vape products confiscated and disposed of, and will face a one to five day out-of-school suspension, depending on the individual case. As with any incident contravening the school code of conduct, the opportunity to participate in extracurricular activities or attend field trips or excursions may be restricted as well.



Parking

Staff, students and visitors to Lakeside Outreach School may park in the west parking lot, between the CJ Schurter/Lakeside Outreach School property and Slave Lake’s Legacy Centre. Two schools and a daycare are accessed from this parking lot, so drivers should exercise increased caution, and follow all traffic signs and laws.

TECHNOLOGY CONDUCT

Students have access to school-owned devices to complete coursework, while at Lakeside Outreach School. All students must complete a 'Technology User Agreement' before using school-owned devices. Students who violate this agreement may lose access to High Prairie School Division technology. It is a general policy that all technology owned by the 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.

CELL PHONE POLICY

As per the Government of Alberta's '[Ministerial Order 014/2024](#)' and High Prairie School Division's '[Cell Phone Use in Schools Stakeholder Information 2024](#),'

"students are allowed to carry cell phones to school, but they must be turned to silent and stored out of sight during instructional time. It is strongly recommended that students keep their cell phones in their lockers during these times."

Instructional time at Lakeside Outreach School is anytime students are receiving direct instruction from a teacher or attending a scheduled in-person learning experience such as a cooking module, physical education class, academic field trip or guest presentation at the school.

While students who attend Lakeside Outreach School in-person may access their cell phones when working independently, this activity will be monitored by teachers on site and the student could face increased restrictions if appropriate academic progress is not being achieved while attending school.

Teachers and support staff are expected to follow the general guidelines laid forth in High Prairie School Division's 'Cell Phone Use in Schools Stakeholder Information 2024' as well, modeling responsible use of technology to students during the school day. The only time staff cell phone usage is permitted at school is:

- a. when cell phones are being used as an instructional tool and the class, as a whole, is using this tool for educational purposes, or
- b. when the cell phone is required for two-factor verification.

EXPECTATIONS OF STAFF & OTHER STAKEHOLDERS

Teacher Expectations

Teachers can strengthen our learning environment by committing to the following expectations:

- Have a broad knowledge of curriculum and instruction in order to demonstrate achievement of the competencies set out in the '[Alberta Education Teaching Quality Standard](#)'
- Believe in the ability and potential of students
- Treat students respectfully and be empathetic, tolerant, accepting, and fair

Support Staff Expectations

Support staff can strengthen our learning environment by committing to the following expectations:

- Assist students in their learning and school activities
- Provide information about various community support services
- Believe in the ability and potential of students
- Treat students respectfully and be empathetic, tolerant, accepting, and fair

Parent/Guardian Expectations

Parents/Guardians can strengthen our learning environment by committing to the following expectations:

- Maintain positive communication with school staff
- Encourage and enable students to attend school, complete their school work, and attend school events
- Attend parent-teacher interviews and school events
- Work with the school to solve problems in a collegial and positive manner



[CLICK HERE TO ACCESS
CANADA'S FOOD GUIDE](#)

HEALTH & SAFETY

Nutrition

Lakeside Outreach School offers an extensive nutrition and foods program that is both connected to curriculum, and feeding our learning community daily. It is guided by Canada's Food Guide, [Alberta Nutrition Guidelines for Children and Youth](#), and High Prairie School Division's [Administrative Procedure 241 - Nutrition](#), which asserts that "Healthy eating is an integral part of growth and development, and good nutrition is conducive to student learning. Therefore, High Prairie School Division (HPSD) is committed to creating supportive school environments for good nutrition and lifelong well-being by encouraging healthy eating for all students and staff."



Emergency Response Plan

Our first concern, when it comes to an emergency, is the health and safety of students and staff. Our school division has developed an 'Emergency Response Plan' intended to address emergency situations that may occur at school. School disaster plans have been designed to deal with situations such as natural disasters, severe weather conditions, fires, violent behaviour and criminal acts. For more specific information, please refer to High Prairie School Division's [Administrative Procedure 178](#). Throughout the school year, Lakeside Outreach School will practice and discuss emergency response drills such as fire drills, lockdowns etc. These drills help all students and staff in the building prepare to respond in case of emergency.

Responding To Threats Of Violence

All threats against people and/or facilities shall be taken seriously. The purpose of threat assessment is to determine whether a person poses a threat, not to determine if a person made a threat. When investigating and responding to a threat to commit violence, schools will use the Comprehensive School Threat Assessment Guidelines (CSTAG). CSTAG is a problem-solving approach to violence prevention that involves both assessment and intervention with individuals who have threatened violence toward others. Following the CSTAG assessment, other administrative procedures dealing with the safety of the school and student discipline may apply. High Prairie School Division's [Administrative Procedure 343](#) contains more specific information about this process.

Emergency School Closure

Please note that it would be extremely rare for a school to close, even in cold/severe weather. Lakeside Outreach School will remain open between 8:30am-3:30pm, even when buses are canceled due to severe weather and road conditions. High Prairie School Division's [Administrative Procedure 130](#) states that "the Superintendent or the Safety Officer shall close a school and dismiss students and/or employees from attendance if closure is ordered by an appropriate officer of the provincial government, or the health and/or safety of students or employees is endangered."

[Click Here](#) to check on the bus status of High Prairie School Division school buses on any given day.

Building Safety & Security

Lakeside Outreach School is a secure building that remains locked at all times. The first set of doors, at the front, is unlocked from 8:30am-4:00pm daily, allowing visitors to enter and sign-in, before staff provides access to the office and main classroom area.

Students

Students who attend Lakeside Outreach School in-person will enter through the front doors, upon arrival, and sign in to the designated logbook that is accessible inside of the entrance. They will then be provided access to the locked building. Students are also asked to sign out of the building when they leave at breaks, lunch or for the day.

Visitors

Parents/Guardians and other visitors to Lakeside Outreach School, who wish to meet with a staff member, should call and speak with the secretary to determine availability and schedule call backs or in-person meetings at the school. Visitors to the school will enter through the front doors, upon arrival, and sign in to the designated logbook that is accessible inside of the entrance. They will then be provided access to the locked building and will be directed by the secretary. Visitors are asked to sign out of the building when they leave for the day.

HELPLINES & COMMUNITY RESOURCES

The numbers below are a few of the many community resources and helplines available to students and families:

Anonymous Hotlines (Toll-Free)

- Addiction Helpline: 1-866-332-2322
- Al-Anon/Alateen: 1-888-425-2666
- Canadian Indian Residential Schools Crisis Line: 1-866-925-4419
- Child Abuse Hotline: 1-800-387-5437
- Health Link: 8-1-1
- Indigenous 'Hope For Wellness' Helpline: 1-855-242-3310
- Kids Help Phone: 1-800-668-6868 or text 'CONNECT' to 686868
- Lesbian, Gay, Bi & Trans Youthline: 1-800-268-9688
- Mental Health Helpline: 1-877-303-2642
- Rural Distress Line: 1-800-232-7288
- Suicide Crisis Helpline: 988 (text or phone)
- Talk Suicide Canada: 1-833-456-4566 or text 'start' to 45645
- Trans Lifeline: 1-877-330-6366

Online Counselling

- <http://youthspace.ca> - Text, chat and email options
- <http://kidshelpphone.ca> - Wednesday to Sunday, 4pm to Midnight
- <http://edmonton.cmha.ca> - Online 1-on-1 Mental Health Support

Victims Services

- Faust: 780-355-3609
- High Prairie: 780-523-3490
- McLennan: 780-324-3061
- Peace River: 780-624-6626
- Slave Lake: 780-849-6884

Mental Health and Addictions Services

- Addiction and Mental Health Intake Line: 1-888-594-0211
- High Prairie Assertive Outreach Services (18+): 780-523-6491
- Leigh's Counselling Services: 587-594-9855 (Leigh Sheldon)
- Intuit Counselling & Consulting Inc.: 780-849-4885 (Kim Versloot)
- Northern Alberta Psychological Services: 780-849-2171 (Candace Brown)
- Wholistic Counseling & Wellness: 780-805-4933 (Michelle Grieve)

Native Counselling Services of Alberta (Criminal Justice Assistance)

- High Prairie: 780-523-3282
- Slave Lake: 780-849-4914

Other Resources

- Northern Haven Support Society (Women's Shelter Crisis Line): 780-849-4418
- DragonFly Counseling & Support Centre (Sexual Assault Services): 1-866-300-4325
- FCSS Slave Lake: 780-849-8003
- WJS Slave Lake: 587-990-2457
- Slave Lake Food Bank: 780-849-3039
- High Prairie and District Children's Resource Council: 1-866-218-6859
- [When Grief/Loss Hits Close to Home: Tips for Caregivers](#)
- [Addressing Grief: Brief Facts and Tips](#)

