

Outreach Student Handbook

2024 - 2025



Westlock Outreach School

“Highschool...Just Different!”

We honor the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries. We acknowledge that the land on which we gather is Treaty 6 territory, an ancestral and traditional meeting ground for many indigenous peoples.

We honor the presence and contribution of the First Nations, Métis and Inuit people who live, work and learn together in our communities.

(PHSD AP 60-20)

Mission, Vision and Values Statement

We offer students a safe and caring learning environment with flexible and individualized learning opportunities and attention to personal and academic goals. We encourage and restore a love of learning, while expecting achievement and celebrating student successes. By building connections and knowledge about our students, we can leverage their strengths and interests in the learning environment, as well as minimize barriers to learning, in order to foster success in school.

OUR MOTTO: High School...Just Different!

OUR PURPOSE: To support students and their growth as humans, as well as to support students to high school completion





Table of Contents

Contact Information and Staff	1
Welcome to Westlock Outreach School!	2
School Expectations	3
Daily Schedule	4
Student Code of Conduct	5
What Does The Code Mean	6
Achievement and Attendance Expectations	7
Adult and Independent Students	8
Independent Student Status	9
All In Meetings/Appealing Marks or Grades	10
Attendance Policy & Procedures/ RF Staples Property	11
Bus Expectations	12
Cell Phones & Electronic Devices	13
Diploma Exams, High School Transcripts & High School Diplomas Dress Code	15
Emergency School Closing/Fees	16
Exam Days & Diplomas	17
Food and Snacks	18
Graduation	19
Guests/Harassment	20
Assessment/Plagiarism	21
Parent-Teacher Interviews, Searching Student Bags & Shelves, Driving to School	22
Smoking / Student Counselling Services	23
Technology Acceptable Use	24
Emergency Numbers	25
School Calendar	26-28
Diploma Exams Schedule	30-32
Fire Procedure	33

Contact Information & Staff

Telephone 780-349-7100

Cell Phone (for texting): 780-294-9364

Mailing Address:

#203, 10619-100 Ave. Westlock, AB T7P 2J4

Facebook:

<https://www.facebook.com/westlockoutreach/>

SCHOOL STAFF

Teacher: Kyla Coulman
kyla.coulman@pembinahills.ca

Admin Assistant/Educational Assistant:
Christine Vachon
christine.vachon@pembinahills.ca

Teacher: Shawn Lawrence
shawn.lawrence@pembinahills.ca

ADMINISTRATIVE STAFF

Principal - Colleen Teske
colleen.teske@pembinahills.ca



FIRE PROCEDURE

1. Dial 911.
2. Educational assistant and teacher will grab their laptop and cellphone to access the attendance record. Students remind teacher about Chester!
3. Students go with Educational Assistant to the muster point across the street, in front of the Home Hardware. In case of bad weather, go into the Home Hardware. Teacher may call the PHRD Transportation Department for a bus - 780- 674-8509.
4. Teacher searches classroom, offices and washrooms, and then proceeds to muster point.
5. Teacher and EA will communicate via cellular phone if either cannot reach the muster point.
6. Teacher or EA will contact RF Staples to report fire evacuation.
7. Teacher will meet with Emergency Response personnel to report if all staff and students have evacuated the building, and any other pertinent information about the emergency.

Welcome to the Westlock Outreach School!

We all have the same goal here at this school – to achieve high school graduation. Each person’s path to this goal is different, and the staff here strive to support everyone on their own path.

Please know that everyone here is a learner, and that means that at times, everyone needs help learning a concept or skill. The staff want to help you and they want **you** to ask for help. If something doesn’t make sense or seems frustrating, ask questions – you will never be turned away!

Everyone at Westlock Outreach School is a unique individual, who wants to be the best person they can be. There will be many opportunities throughout the school year to participate in special presentations, learning sessions, or events. Embrace these opportunities, even if they push you out of your comfort zone – you will learn more about yourself and you might even have some fun!

School Expectations

3

- Show consideration, courtesy and respect to others and their property. Use language and gestures appropriate for a school.
- Try your best.
- If your best isn't working, ask for help – you won't be refused!
- Attend **more than 2 days** per week.
- Hand in an assignment every week.
- Learning is hard work; Come to school prepared to learn and work.
- Be honest and correct your mistakes.
- Be proud of your school and represent it well.
- Help keep the school clean and welcoming. Tidy up your work area, pick up after yourself, remove outdoor shoes and put them on the shoe rack.
- Smoking is not permitted in front of the building– Please smoke in the parking lot by the dumpster and use the butt receptacle.

April Diplomas 2025

Tuesday, April 1	9AM–1 PM	Français 30–1 Partie A French Language Arts 30–1 Partie A
Wednesday, April 2	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Thursday, April 3	9 AM–12 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Friday, April 4	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Monday, April 7	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, April 8	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, April 9	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, April 10	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Biology 30
Friday, April 11	9 AM–12 PM 1 PM–4 PM	Physics 30 Science 30

June Diplomas 2025

Wednesday, June 11	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Thursday, June 12	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Friday, June 13	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Monday, June 16	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Tuesday, June 17	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Wednesday, June 18	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Thursday, June 19	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Friday, June 20	9 AM–12 PM	Biology 30
Monday, June 23	9 AM–12 PM	Chemistry 30
Tuesday, June 24	9 AM–12 PM	Physics 30
Wednesday, June 25	9 AM–12 PM	Science 30

January 2025 Diplomas

Monday, Jan. 13	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Tuesday, Jan. 14	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Wednesday, Jan. 15	9 AM–12 PM 9 AM–11:30	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Thursday, Jan. 16	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Friday, Jan. 17	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Monday, Jan. 20	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, Jan. 21	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, Jan. 22	9 AM–12 PM	Biology 30
Thursday, Jan. 23	9 AM–12 PM	Chemistry 30
Friday, Jan. 24	9 AM–12 PM	Physics 30
Monday, Jan. 27	9 AM–12 PM	Science 30

Daily Schedule

Monday to Friday 8:30-3:15	
Work Block 1	8:45 to 9:40
Break	9:40 to 9:45
Work Block 2	9:45 to 10:40
Break	10:40 to 10:50
Work Block 3	10:50 to 11:45
Lunch 11:45 to 12:25	
Work Block 4	12:25 to 1:20
Break	1:20 to 1:30
Work Block 5	1:30 to 2:25
Break	2:25 to 2:30
Work Block 6	2:30 to 3:25
Dismissal for Bus Students TBA	



Students are welcome to stay until 4 p.m. if they have their own transportation home.

Student Code of Conduct

5

(the following excerpt has been taken from PHSD AP 50-09)

7. Students will be responsible for:
- 7.1 Attending school regularly and punctually
 - 7.2 Being ready to learn and actively engaging and pursuing their education
 - 7.3 Know and follow the rules of the school and cooperate with staff
 - 7.4 Tell a trusted adult about bullying, harassment, intimidation or any other safety concerns **as soon as they happen.**
 - 7.5 Follow the rules of the school and the policies of the division
 - 7.6 Cooperate with everyone who is authorized to help with student learning within the division
 - 7.7 Use school property and equipment carefully and respectfully
 - 7.8 Do not tamper or disable fire alarms and other safety equipment
 - 7.9 Follow the division's administrative rules relating to smoking, alcohol, and drugs (see AP 50-12 Unauthorized/illegal/stolen substances/items)
8. Students will be responsible and accountable for their behaviour and actions:
- 8.1 While involved in school-sponsored or related activities
 - 8.2 While on school property
 - 8.3 During any recess, lunch or break periods on or off school property
 - 8.4 While using personal or school-owned digital devices for learning
 - 8.5 While travelling to and from school; and
 - 8.6 Beyond the hours of school operation, if the behaviour or action negatively impacts the welfare of individual students or the rules, atmosphere or effectiveness of the school
- (Education Act, Sections 36 (1c) and 37(1c))

Diploma Exams Schedule

November 2024

Monday, Oct. 28	9 AM–12 PM 1 PM–4 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A Français 30–1 Partie A French Language Arts 30–1 Partie A
Tuesday, Oct. 29	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Wednesday, Oct. 30	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Thursday, Oct. 31	9 AM–12 PM	Mathematics 30-1 Mathematics 30-2
Monday, Nov. 4	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, Nov. 5	9 AM–11:30 PM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, Nov. 6	9 AM–12 PM 1 PM–4 PM	Physics 30 Biology 30
Thursday, Nov. 7	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Science 30



WHAT DOES THE CODE MEAN?

Be polite and treat others with respect. We use good words and good thoughts towards each other to create a good working environment. Students will be asked to leave if their behaviour makes it difficult for others to work.

Come to school sober. Impaired brains don't learn; impaired people disrupt the learning of others. At school you need to be ready to learn. If substance use is an issue for you or others in your life and you want this to change, we can connect you to supports.

Use the classroom for school work.

Because you need to work to hand in at least one module booklet **every week**, activities like making after school plans, selling/buying stuff on Facebook, bumming cigarettes and lighters (etc.) are not school work, so please do these activities outside of the classroom.

Keep your hands to yourself. Workplace behaviour is expected, so please don't roughhouse or show public displays of affection here.

Please don't break our stuff! Our budget is limited. If you wreck something or make a mess, you will be asked to make it right. This could include a bill for the clean-up and/or repair costs.

All students are expected to:

- Hand in an assignment booklet every week.
- Earn a minimum of 10 credits each semester AND 5 of those credits must be earned by the middle of each semester (November 11 and April 11).
- Students under 16 years of age must attend school every day. (PHSD AP 50-06)
- Attend school every day, for the full day. While specific attendance arrangements may be agreed to for specific students, full-time attendance is the goal for all students.
- Students who have specific attendance arrangements are expected to check in at school and hand in assignments at least once a week.
- Students who have not completed courses within two years must restart their course. Courses that were started in the 2022-2023 school year and not completed will need to be restarted.
- Students who ride PHSD school buses to school are required to stay on school property for the entire school day. Students who ride the bus but do not attend school will have their bus privileges reviewed and possibly removed. (PHSD AP50-06)

Note: Students who earn the bare minimum of 10 credits per semester will take 5 years to complete high school.

May

- 2 PD Day- No School
- 5 All-In Meeting
- 16 Outreach School Staff Only Day
- 19 Victoria Day- No School
- 30 Last day to Register with Vista Virtual school for Summer courses

June

- 9 All In Meeting
- 6 Last day to write Final Exams for Vista Virtual School Courses.
- 11,12, 17-20, 23-28 Diploma Exams
- 19 Last day of Classes and Last Day to hand in Assignments for Semester Two
- 20 and 23 Exams by Appointment Only
- 24, 25, 26 Student Conference days – attendance by appointment only.
- 27 Possible Graduation Day



January

6 Classes Resume: First Day back from Break
 13 All-In Meeting
 14, 15, 17, 20-24, 27 Diploma Exam Days
 20 Last Day for submissions in Semester 1
 22 Last Day to complete exams for Semester 1.
 23, 24 and 27 Student Conference days – attendance by appointment only.

SEMESTER TWO**January**

28 First Day Semester Two
 31 PD Day - No School

February

3 All-In Meeting
 6-7 Teachers' Convention
 17 Family Day- No School/Students
 28 Outreach School Staff Only Day

March

3 All-In Meeting
 14 PD Day- No School
 24-28 Spring Break

April

3, 4, 7-11 Diploma Exam Days
 7 All-In Meeting
 11 Outreach School Staff Only Day
 14-17 Spring Student Reports distributed
 18-21 Easter Weekend

Adult and Independent Students (PHSD AP 50-07)

People who are older than 19 years old on September 1 of a school year are considered Adult Students. Alberta Education's Guide to Education requires that adult students are offered programs through a designated, separate adult program. In Pembina Hills School Division, Vista Virtual School has been designated for adult programming. Find out more at www.vvschool.ca

The Outreach school may offer services to adult students as long as adult students:

- pay tuition for their course in advance of starting;
- call to make appointments to meet with teachers;
- respect that school age learners take precedence over adult learners.

INDEPENDENT STUDENT STATUS 9

Students who are between 16 and 18 years of age, and live independently of their parents or guardians, may request in writing to the school principal to attain ‘Independent’ status.

Independent Status students can make decisions about their education without requiring their parents’ consent. The status can be temporary if necessary.

Any student over the age of 18 is automatically granted Independent status, and must give written consent for their parents to be involved in their education.

PREVIOUSLY GRADUATED STUDENTS

Students that have graduated can return to high school if there is space and resources available, as determined by the principal.

Returning graduates will not be considered for the grad list.

All applicable policies and procedures will still apply to previously graduated students.

August

28 First Day for Students

September

2 Labour Day- No School

9 All-In Meeting

16 PD Day - No School

27 Outreach School Staff Only Day

30 National Truth and Reconciliation Day (Orange T-Shirt Day) – No School

October

7 All-In Meeting

18 Student Credit Recovery Day

14 Thanksgiving Day – No School

25 Outreach School Staff Only Day

28, 30, 31 Diploma Exam Days

November

1 PD Day – No School

4 All-In Meeting

4-7 Diploma Exam Days

11-15 – Fall Break - No School

18-22 Fall Student Reports distributed

25 Outreach School Staff Only Day

December

23 - January 5 Christmas Break

January

6 Classes Resume: First Day back from Break

13 All-In Meeting

14, 15, 17, 20-24, 27 Diploma Exam Days

EMERGENCY NUMBERS

25

ADDICTIONS SERVICES 780-674-8239
ADDICTIONS HELP-LINE 1-866-332-2322

CHILD ABUSE HOTLINE 1-800-387-5437

CHILDREN'S SERVICES 780-349-7720
(AFTER HOURS) 1-800-638-0715

COMMUNITY HEALTH 780-349-3316

FAMILY VIOLENCE HOTLINE 780-310-1818

FIRST NATIONS AND INUIT
HOPE FOR WELLNESS 1-855-242-3310

WESTLOCK FCSS 780-349-5900
WESTLOCK FOOD BANK 780-349-4404

HEALTHLINK 811

KIDS HELP PHONE 1-800-668-6868

KIDS HELP PHONE TEXT LINE
Text CONNECT to 686868

MENTAL HEALTH 780-349-5246
HOTLINE 1-877-303-2642

POISON CONTROL 1-800-332-1414

RCMP
780-349-4492

SEXUAL VIOLENCE HELP-LINE 1-866-403-800
(CALL/TEXT)

SUICIDE PREVENTION 1-800-784-2433

TRANS LIFELINE 1-877-330-6366

ALL-IN MEETINGS



10

Once a month, the Outreach staff and students meet to discuss any issues that have arisen or opportunities for students. There may also be invited guests who will talk with staff and students about emerging social issues or other interesting topics. Students can suggest guests or topics to the Outreach staff.

APPEALING MARKS OR GRADES

Any issues with student assessment should be directed to the teacher who has assessed the mark or course. If the issue cannot be resolved, an appeal should be made in writing to the school principal. This needs to be made within one week of the final course assessment being given to the student. The principal will confirm in writing the outcome of the appeal to the student and Superintendent.

ATTENDANCE POLICY OR PROCEDURES

11

Students are expected to attend all day, every day that the school is open. However, every student has a unique learning plan and schedule that suits their needs. Work Experience placements are considered as school attendance.

Note: Students who ride PHPS school buses but do not attend school will have their bus privileges reviewed and possibly removed.

RF STAPLES PROPERTY

Outreach students are not RF Staples students, so they are expected to stay off RF Staples property and away from the area in and around RF Staples, **unless** they have permission or additional programming at RF Staples. Similarly, RF Staples students are not permitted to be at Outreach during class time and may be asked to leave Outreach property at other times.

24

TECHNOLOGY ACCEPTABLE USE

(PHPS AP 80-05 Technology Acceptable Use)

Each student and staff have signed a PHPS Technology Acceptable Use Agreement, which means:

1. You will not download or install games, programs or other software; you will not reconfigure the setup of any computer.
1. You will use the computers to communicate politely and respectfully, including posting only appropriate pictures, music, videos, information, or other data.
1. You will not reveal your password, personal address or phone number, nor those of others.
1. You will not use the school computers in a way that is disruptive to others.
1. You will use the equipment safely and will not cause intentional damage to any device.
1. You will not tamper with others data or work stations.
1. You will not plagiarize, copy another student's work **or** share your work with other students.

Your digital footprint (files and searches) exist on the PHPS electronic network and can be reviewed by PHPS staff at any time, without cause. If you are found to be in violation of any PHPS policy, you will lose the privilege of using technology while at school.

(PHPS AP 50-12 Unauthorized/illegal/stolen substances/Items)

There is a designated smoking/break area on the side of the building by the dumpster, as neighbouring businesses do not want smokers and students loitering. Students are expected to keep this area clean, and when standing in front of or beside the school, they're expected to behave in a respectable manner. The public is watching.

Lighters, vapes, and tobacco products will be confiscated from anyone displaying them in the classroom.

Counsellors from Alberta Health Services are available for students who wish to stop smoking.

STUDENT COUNSELLING SERVICES

Westlock Outreach students can access various Pembina Hills support staff by making an appointment through the Outreach staff.

We are also able to make referrals for other supports, such as Addictions Counselling, Pregnancy Care, FASD Network, & FCSS. A counsellor from Together Talk will be available weekly.

BUS EXPECTATIONS (PHPS AP 70-205)

- 2.1 The Bus Driver is in full charge of the bus at all times
- 2.2 Classroom conduct is expected
- 2.3 Students must obey the Bus Driver/Monitor promptly and respectfully
- 2.4 The students must be at their designated pickup location five minutes before the scheduled pickup
- 2.5 Use of tobacco, vaporizers, alcohol or drugs is strictly prohibited
- 2.6 Students must not vandalize or damage the bus or other property on the bus
- 2.7 Students must face forward and remain seated at all times. Students must not extend body parts out of the windows.
- 2.8 Littering of any kind will not be tolerated
- 2.9 Inappropriate use of electronic devices on the bus is prohibited
- 2.10 Dangerous objects and/or weapons of any kind are strictly prohibited

Beginning in the Fall of 2024, students in PHSD schools will **not** have access to personal mobile devices during instructional time. This means that personal devices must be turned off and put away during class time.

Personal devices include laptops, Chromebooks, smart phones, music players, Bluetooth headphones, game devices and all accessories associated to these devices.

Students do have access to PHSD Chromebooks, noise cancelling headphones, ear plugs and other methods to assist with customizing the learning environment to their needs.

Restitution

Students who bypass limitations may face remediation, including the following:

First infraction: A conversation and/or reminder of the expectations for devices to be off and put away.

Second infraction: Temporary confiscation of the device. Parents or guardians will be notified by the classroom teacher.

Third infraction: Student may retrieve their PMD from the school administrator at the end of the day.

Fourth infraction: The parent/guardian may retrieve the PMD from the school office after meeting with the school administration.

Fifth infraction: Possible suspension, permanent loss of the device during school hours, and termination of device school network access. The device must be left at the school office during school hours.

PARENT-TEACHER INTERVIEWS

Parent-Teacher interviews can be arranged at any time during the school year by appointment. We have set aside Monday October 21st and Monday March 17th to schedule interviews until 5 p.m. If you are unable to meet during these times, please contact us to arrange an alternate time and date either in person, by telephone, or by virtual meeting..

SEARCHING STUDENT BAGS & SHELVES

(PHPS Interrogation by Outside Agencies/Searches)

PHPS policies state that students suspected of wrongdoings can be asked to empty their pockets or bags. Student shelves are PHPS property and can be searched at any time.

Driving To School

(PHSD AP 50-31 and AP 70-117, AP 70-120)

Students may not drive themselves or other students to school-sponsored activities such as field trips. Parking is available in front of the Outreach School. Students who drive to school need to be aware of two school policies:

- Private vehicles are off limits to other students during breaks. This means that students should not be in private vehicles during class time or at breaks.
- Outreach students will not drive other PHSD students around during the school day.

Assessment

21

(PHSD AP 60-10)

A wide variety of assessment activities will be used to monitor student progress. This includes formative assessment where feedback is provided to students to help them grow their skills and summative assessment that determines the degree to which a student has mastered a skill.

Assessment information will be collected in a variety of ways including conversations, observations, student self-assessment and student-created products.

PLAGARISM

Students found to be submitting another student's work or AI generated material in summative or formative assignments or course work will be provided with a re-do of the assignment within a reasonable period of time.

At the end of a semester, any re-do assignments that are not submitted will receive a grade of 0. (AP 60—10 1.5.2)

Students found to be cheating on Final Exams or Final Assessments will be required to show their learning in an alternative format.

14



Sasquatch believes in you. Do you believe in Sasquatch?

DIPLOMA EXAMS, HIGH SCHOOL TRANSCRIPTS AND HIGH SCHOOL DIPLOMAS

Transcripts and diplomas are now accessed through the MyPass portal. Diploma exams are booked through this portal. In the fall, all Grade 11 and 12 students will be provided with information to sign up for MyPass.

<https://public.education.alberta.ca/PASI/myPass>

DRESS CODE

The Outreach school is a place of work. These items are considered inappropriate for workplace attire: profanity, obscene gestures/pictures or promoting anti-social behavior, such as racism and/or alcohol use. Clothing must appropriately cover the torso, groin and legs, regardless of gender or activity. Students will be asked to cover or reverse clothing deemed by the staff to be offensive or not-school-appropriate.

GUESTS

Students may not have guests in the school, and will be encouraged to meet with guests outside of the school at break times. Persons unlawfully at school may be charged with trespassing under the Alberta School Act.

HARASSMENT

(PHPS AP 20-20 Discrimination, Harassment, Bullying and Violence)

Harassment means conduct or communication in any form (including technology use (computer, internet, e-mail, messaging, cell phone, etc.)) of attitudes, beliefs, or actions, whether intentional or unintentional, toward an individual or group of people, which might reasonably be perceived as unwelcome.

If serious enough, a single act or expression can constitute harassment. Harassment occurs when an individual is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, gender, physical disability, mental disability, marital status, family status, source of income, age, ancestry, colour, place of origin, or sexual orientation. Harassment may be either subtle or blunt.

Harassment of any kind will not be tolerated. Please alert staff of any concerns.

GRADUATION

19

Westlock Outreach students participate in the RF Staples Grad each June. Outreach students and parents are eligible to participate in the Grad Council, Grad Meetings and the Grad Parent Council. Westlock Outreach students pay the same fees and follow the same policies as RF Staples Grads.

Grade 12 students will start the year on the Grad List if they have achieved 60 or more credits. The Grad list will be revised in October, December, February, April and June 1. To remain on the Grad list students must:

- Achieve 80 credits (for diploma) or 70 credits (for certificate) by the end of Semester 1
- Have completed or be registered to complete all diploma courses and exams by June 30
- Be on track to achieve all of their required credits by June 1.

Graduating students can participate in the following:

Grad photos at RF Staples
Grad ceremony
Grad fundraising
Grad banquet and social
Group Grad photo
Grad book
Grad clothing

Grads have their own Grade 12 Google Classroom where Grad information is posted. Outreach staff are not responsible for passing along Grad information or keeping Grads or parents informed of upcoming events.

16

EMERGENCY SCHOOL CLOSING

(PHPS AP 70-101 Emergency School Closing (Threats, Inclement Weather, Power Failures, and Water Shortage))

It is very rare that an emergency closure would be necessary. If school buses are cancelled, the schools usually remain open. PHPS will contact major radio stations to disseminate the news of any school bus cancellations or emergency school closures. The School Division updates its “Bus Route Status Report” on the PHPS website every day.

FEES

There are no instructional fees at Outreach, however there may be fees for field trips or special events like bowling.

Adult students will pay tuition for courses, set at \$202.04 per credit for the 2024-2025 school year. A five-credit course would cost \$1010.20 (5x\$202.04)

All students are liable and shall pay for any lost or damaged materials.

EXAM DAYS & DIPLOMAS

For all other courses, we would like to encourage you to use Friday for Exams. Exams need to be scheduled **by you** with your teacher on the appropriate days (see Calendar).

Outreach students may complete diploma exams at the Outreach School. If an Outreach student has completed a diploma course at RF Staples, they will need to request to write the exam at the Outreach School through the Outreach principal.

Diploma exams are available in November, January, April, June and August. See the schedules at the back of this book for exact dates and times.

To be registered for a diploma exam sitting at the Outreach School, all students must have 1/2 of the modules for a course handed in and marked by these deadlines:

- September 26 for November Exams
- October 30 for January Exams
- February 14 for April Exams
- April 7 for June Exams

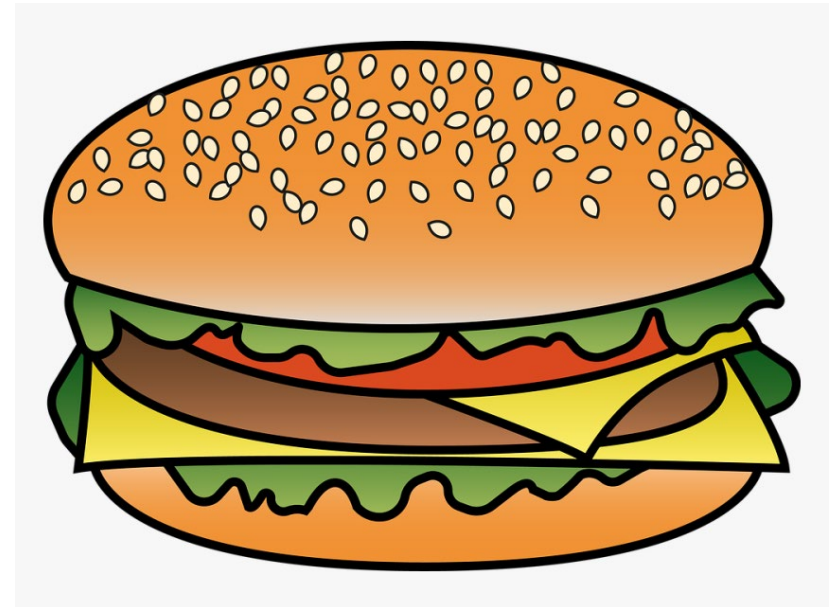
August exam registrations are done with Vista Virtual school through the Alberta

FOOD AND SNACKS

Thanks to the school nutrition fund, we have some access to funds for school snacks, breakfast materials, or the occasional meal.

Students are welcome to utilize the kitchen area and available foods to prepare lunch for each other. Food should be consumed during breaks or lunch only. Students may have a water bottle or beverages at their desk throughout the day.

Students are responsible for washing their own dishes or loading them into the dishwasher.



**PERSONAL PASSWORDS AND
USERNAMES FOR SCHOOL**

Pembina Hills Login:

Pembina Hills Password:

MyPass Login:





MyPass Password:

BluePrint Username:

BluePrint Password:

Checking In : How are your feeling?



Blue	Green	Yellow	Red
			
<p>Sick Sad Tired Bored Moving Slowly</p>	<p>Happy Calm Good to Go Focused Ready to Learn</p>	<p>Frustrated Worried Silly/Wiggly Anxious Excited</p>	<p>Mad/Angry Mean Yelling/Hitting Out of Control I Need Time and Space</p>