

OUTREACH STUDENT HANDBOOK

2026-2027



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 to high school completion.

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Contact Information and Staff

Telephone 780-349-7100

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

Find us on Facebook:

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

MAILING ADDRESS:

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

SCHOOL STAFF

Andrew Podolski, Associate Principal

Kyla Coulman, Teacher

Kerstin Weyel, Administrative Assistant &
Educational Assistant

Welcome to Westlock Outreach School!

We all have the same goal 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 – ask questions, you will never be turned away!

Everyone at the Westlock Outreach School is a unique individual, who wants to be the best person that 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

1. Show consideration, courtesy and respect to others and their property. Use language and gestures appropriate for a school.
2. Try your best.
3. If your best isn't working, ask for help - You won't be refused.
4. Consistent daily attendance is expected.
5. Hand in an assignment every week.
6. Learning is hard work; Come to school prepared to learn and work.
7. Be honest and correct your mistakes.
8. Be proud of your school and represent it well.
9. 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.
10. Outreach students may not be on RF property except for scheduled classes.

Daily Schedule

Monday – Friday 8:45-3:15

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 1:25
Work Block 5	1:25 to 2:25
Break	2:25 to 2:35
Work Block 6	2:35 to 3:25

Dismissal for Bus Students 3:20 p.m.

Breaks last for 5-10 minutes and are school wide. Students are expected to use only these break times.

Students are welcome to stay until 3:45 p.m. if they have their own transportation home.

Student Code of Conduct

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

7. Students shall exercise their responsibilities to:

7.1. Attend school regularly and punctually

7.2. Be ready to learn and actively engage in and diligently pursue their education

7.3. Know and comply with rules of the school and cooperate with all school staff

7.4. Inform a trusted adult in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns

7.5. Comply with the rules of the school and the policies of the Division

7.6. Cooperate with everyone authorized by the Division to provide education programs and other services

7.7. Use school property and equipment carefully

7.8. Refrain from tampering or disabling fire alarms and safety equipment

7.9. Adhere to Division administrative rules relating to smoking, alcohol, and drugs (see AP 50-12 Unauthorized/Illegal/Stolen Substances/Items)

8. Students shall be responsible and accountable for their behavior and conduct:

8.1. While involved in school-sponsored or related activities

8.2. While on school property

8.3. During any recess or lunch periods on or off school property

8.4. While using personal or school owned digital devices for learning, entertainment or communication

8.5. While travelling to and from school; and

8.6. Beyond the hours of school operation if the behavior or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s) (Education Act Sections 36 (1)(c) and 37(1)(c))

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 positive 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 every student needs to hand in at least one module booklet **every week**, the classroom is no place for activities like making after school plans, selling/ buying stuff on Facebook, bumming cigarettes and lighters – please do these 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 treat school materials and furniture with respect!
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.

Achievement and Attendance Expectations

All students are expected to:

- hand in at least one 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 7 and April 10).
- 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 2023-2024 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.

Awards

At Outreach we recognize that it is important to honour both academic and nonacademic achievements. The following Awards may be granted to students. Awards Ceremonies take place twice a year, and students who are granted awards and their parents/guardians are invited to attend. Those who are unable to attend will be mailed their awards.

1. Honours Award - Any student who has achieved 80% or better in one or more core subjects.

2. Stellar Hard Hat Award - A student who has been particularly industrious in work completion, whether it be adhering to timelines, credit attainment or the number of *effectively completed* modules submitted.



3. Outstanding Improvement award - A student who has shown dramatic improvement in their skill, knowledge, understanding, attendance or work ethic over the semester.

4. Courageous Classmate- A student who has shown improvement in communication skills with peers or adults (and advocating for others or themselves).

5. Voracious Reader Award- A student who is passionately and consistently engaged in reading and DEAR time.



6. Artfully Creative Award- A student who has used creative problem solving in a unique way *OR* has been particularly creative in their course-related artistic works.

7. Community Contributor award - A student who has added to the richness of our classroom community and shown kindness and compassion to fellow students and/or the greater community via work experience, a volunteer placement, or other positive community activism and engagement (Students receiving this award may also be nominated for a Pembina Hills Citizenship Award).

Pembina Hills School Division Awards:

8. Pembina Hills Citizenship Award - Students can be nominated by staff, community members or other students throughout the school year until May 1st. Recipients are given a certificate and medallion, presented by their school trustee at a school event. Students may receive the award more than once, but only receive a certificate for subsequent awards.

9. Annual Grade 12 Citizenship Award - Grade 12 students apply for this award on the Pembina Hills website by April 15. One student will be selected to receive \$500 and a letter of congratulations, presented by their school trustee at the fall School Awards Ceremony.

For both of the above awards, students must demonstrate at least three of the following:

Responsibility, helping others, positive attitude, kindness, goal attainment, listening, honesty, courage, respect, concern for others, dependability. **(PHSD Policy 27)**

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 (VVS) has been designated for adult programming. Find out more at www.vvschool.ca

Adult fees at VVS are set at \$185 per credit.

INDEPENDENT STUDENT STATUS

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.

Bus Expectations

(PHSD AP 70-105)

- 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 pick up.
- 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.

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 behind 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.**

RF Staples Property

Outreach Students are only allowed on RFS property for scheduled classes, and are expected to arrive and leave RFS promptly. Please do not linger around the RFS property.

Outreach students without classes at RFS are expected to stay off RFS property and away from the area in and around RFS, (including the alleyways and parking lots).

Electronic Devices

(AP 80-07)

Ministerial Order #104/2024 limits the use of Personal Mobile Devices (PMDs) by students. PMDs include any personal device used to communicate or access the internet including: cell phones, tablets, laptops and Bluetooth devices. Students may not have access to PMDs during instructional time. This means that personal devices must be powered off and put away during class time.

In addition, all social media sites will be blocked on the school network and division-managed 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. Teachers may allow students to use PMDs for educational purposes with approval of the school principal and the Deputy Superintendent, Education Services.

Restitution

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

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

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

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

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

Fourth 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.

Technology Acceptable Use

(PHSD AP 80-05)

When you registered, you agreed to the PHSD 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.
2. You will use the computers to communicate politely, and respectfully, including posting only appropriate pictures, music, videos, information or other data.
3. You will not reveal your password, personal address or phone number, nor those of others.
4. You will not use the computer in a way that is disruptive to others.
5. You will use the equipment safely and will not cause intentional damage to any device.
6. You will not tamper with others data or work stations.
7. You will not plagiarize or copy others' work.

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

A note about Artificial Intelligence:

Artificial Intelligence (AI) tools like ChatGPT should only be used with prior approval from your teacher. Each use must be explicitly permitted, even for different assignments.

It is best to avoid using AI unless guided by your teacher, as it may not always provide relevant information and can cause confusion by introducing concepts that are not in your course. If you need help, please ask your teacher first. AI-generated responses, verbal or mathematical, will not be accepted.

Students suspected of using AI to complete assignments will be managed according to the Plagiarism policy stated later in this handbook.

Emergency School Closing

(PHSD AP 70-101)

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

Fees

(PHSD AP 30-06, PHSD RA-7)

Outreach students will pay instructional fees as follows:

Technology Fee: \$35

If required, students may pay:

Field Trip Fee: \$15

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

Students who participate in Graduation will pay for costs incurred, for example, participating in the Graduation Ceremony may require a fee of approximately \$75 paid to RFS to cover cost of decorations, rental and cap and gown purchase. Additional costs for grad-branded clothing, graduation photos will be at the discretion of the grad and their family.

Assessment

(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.

PLAGIARISM

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. Students may be asked to complete the assignment in the classroom under the direct supervision of staff. 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.

REPORTING STUDENT PROGRESS

Student progress will be reported through the use of:

- Student-created Learning Plans that will be created in September and updated by students continuously.
- Student Progress Reports will be handed out to students in November and April.
- Report Cards are handed out in February and mailed out at the end of June.
- Parents and Students have continuous access to marks through the PowerSchool website at <https://powerschool.pembinahills.ca/public/> Parents/guardians should reuse their existing PowerSchool account year after year.



HIGH SCHOOL TRANSCRIPTS AND HIGH SCHOOL DIPLOMAS

High School Transcripts and diplomas are now accessed through the Alberta myPass 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>



Students can register for diploma exams using myPass.

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 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.

PARENT-TEACHER INTERVIEWS

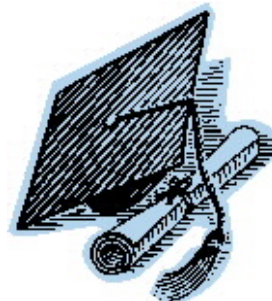
Parent-Teacher interviews can be arranged at any time during the school year by appointment on Monday, Wednesday and Friday afternoons, however we have set aside Monday October 19st and Monday March 22 to schedule interviews until 5 p.m. If you are unable to meet during these times, please contact us to arrange an alternate time and date.

Parents may choose in person, telephone or virtual meetings. These are most productive if they can involve the teacher, student and parent.

Graduation

Westlock Outreach students participate in the RFS Grad Ceremony each June.

Graduating students can choose to participate in any of the following:



- Grad photos at RFS
- Grad ceremony
- Grad fundraising
- Grad ring
- Group Grad photo in May
- Grad book
- Grad clothing
- Grad banquet and social

Grad Events:

Grad Ceremony – this is the day-time ceremony when students wear their cap and gown, listen to speeches and receive a scroll. Students pay a fee to participate and can keep their cap and gown. Family members do not need tickets to attend.

Grad Celebration – this is the evening banquet and party where students wear formal attire and walk in a ‘grand march’. This event is organized with a parent committee who contact other parents using text and phone calls. Tickets are required to attend.

Grad Communication

Grade 12s will be added to a RFS Grade 12 Google Classroom where all communication about grad takes place. Outreach staff do not have access to this Classroom and are not responsible for passing along Grad information or keeping Grads or parents informed of upcoming events.

Grad List:

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.

Diploma Exams

Outreach students may complete their diploma exams at the Outreach School if they have completed the course with an Outreach Teacher.

For Outreach students who have completed their diploma course at another school, if you wish to write the diploma exam at the Outreach School, please speak to the Outreach Principal to make arrangements.

Diploma exams are available at the Outreach schools in November, January, April and June. Students wishing to write diploma exams in August will need to write them at another school offering the August exam sitting. 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 25 for November Exams**
- **October 30 for January Exams**
- **February 13 for April Exams**
- **April 7 for June Exams** You may not start a diploma course after this date.

Student Life and Activities

ALL-IN MEETINGS

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.

DRESS and CLOTHING EXPECTATIONS

Together we are working to prepare students to work in various professional settings. Students are expected to dress according to the weather and in a manner that shows respect for an educational environment. Clothing considered inappropriate for classroom attire includes: displays of 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.

FOOD AND SNACKS

Snacks and lunch items are available at the Outreach school everyday. Breakfast is served until 9:45 am.

Students may use the microwave or prepare food at breaks and lunch time; please consume any grab and go snacks the rest of the time.

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 in the dishwasher.

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 (PHSD AP 20-20)

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 deliberate or unintentional, towards an individual or group of people, which might be reasonably known to be 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.

OUTSIDE BREAKS

Students who take breaks outside are expected to keep any area that they use clean and when outside behave in a respectable manner. Remember: The public is watching and you are an ambassador for our school.

SEARCHING STUDENT PROPERTY (PHSD AP 50-19)

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



SMOKING (PHSD AP 50-12)

Pembina Hills School Division does not allow for smoking on or in any property or vehicle they rent or own. If students, staff or visitors smoke, they are encouraged to stand 5 metres from entrances to any building and ensure that they are off school property.

Lighters, vapes and tobacco products will be confiscated if they are found in the classroom.

Students who wish to receive counselling to cease smoking can ask for a referral to Counsellors from Alberta Health Services.

STUDENT COUNSELLING SERVICES

Westlock Outreach students can access various supports by making appointments through the Outreach staff or Student & Family Advocates. Referrals to community resources such as Addictions Counselling, Pregnancy Care Centre, FASD Network, FCSS, are also available.

A Wellness Coach will be available regularly for Outreach students to meet with.

STUDENT HEALTH AND WELLNESS

Students should not attend school if they are feeling sick, particularly if they have fever, new or worsening cough, vomiting, diarrhea or serious headache. We are a small school and sickness can spread fast in our small space.

If a student becomes ill or injured while at school, staff will contact the parents first and then try emergency contacts listed on the registration. Please keep this information updated.

Parents are responsible for transporting ill/injured students. An ambulance may be called if parents are unable to transport students to necessary medical facilities.

Emergency Numbers

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

School Calendar 2026 – 2027

August	31	First Day for Students
September	7	Labour Day- No School
	9	All-In Meeting
	18	PD Day - No School
	24	½ way point for November Diploma courses
	30	National Truth and Reconciliation Day– No School
October	7	All-In meeting
	12	Thanksgiving Day – No School
	23	PD Day - No Student
	29 - Nov. 6	Diploma Exam Days
	30	½ way point for January Diploma courses
November	2-6	Diploma Exam Days
	10	Remembrance Day Service at 11 am
	11-13	– Fall Break - No School
	18	All In Meeting
	16-20	Fall Student Reports distributed
December	21-January 3	Christmas Break
January	4	Classes Resume: First Day back from Break

- 13 All-In Meeting
- 14-28 Diploma Exam Days
- 15 Last Day to hand in assignments for Semester 1.
- 22 Last Day to complete exams for Semester 1.
- 25, 26 and 27 Student Conference days – attendance by appointment only.

SEMESTER TWO

February

- 1 First Day Semester Two
- 3 All-In Meeting
- 4-5 Teachers' Convention
- 12 ½ way point for April Diploma courses
- 15 Family Day- No School/Students
- 26 Outreach School Staff Only Day

March

- 3 All-In Meeting
- 19 PD Day- No School
- 22 Parent Teacher Interviews
- 26-April 4 Spring Break and Easter

April

- 5 First Day Back after Spring Break
- 7 ½ way point for June Diploma courses
- 6-14 Diploma Exam Days
- 15 Application Deadline for Grade 12 Citizenship Award

- 14 All-In Meeting
- 12-16 Spring Student Reports distributed
- 30 PD Day- No School

May

- 5 All-In Meeting
- 24 Victoria Day- No School
- 28 Last day to Register with Vista Virtual school for Summer courses

June

- 2 All In Meeting
- 4 Last day to write Final Exams for Vista Virtual School Courses.
- 7 PD Day - No School
- 8-25 Diploma Exams
- 18 Last day of Classes and Last Day to hand in Assignments for Semester Two
- 22 and 23 Exams by Appointment Only
- 23, 24, 25 Student Conference days – attendance by appointment only.
- 29 Possible Graduation Day

Diploma Exams Schedule:

November 2026

November 2026

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

Thursday, October 29	9 AM–12 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
	1 PM–4 PM	Français 30–1 Partie A French Language Arts 30–1 Partie A
Friday, October 30	9 AM–12 PM	Social Studies 30–1 Part(ie) A
	9 AM–11:30 AM	Social Studies 30–2 Part(ie) A
Monday, November 2	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
	1 PM–4 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Tuesday, November 3	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Wednesday, November 4	9 AM–12 PM	Chemistry 30
	1 PM–3:30 PM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, November 5	9 AM–12 PM	Physics 30
	1 PM–4 PM	Biology 30
Friday, November 6	1 PM–4 PM	Science 30

Diploma Exams Schedule: January 2027

January 2027

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams must remain SECURED before and during the administration. Teacher perusals are permitted. Refer to the Diploma Exam Rules and Policies for detailed guidelines. All diploma exams, except those that are asterisked (*), must remain SECURED after the administration and be returned to Alberta Education and Childcare.

Thursday, January 14	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Friday, January 15	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Monday, January 18	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Tuesday, January 19	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Wednesday, January 20	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Thursday, January 21	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Friday, January 22	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Monday, January 25	9 AM–12 PM	Biology 30
Tuesday, January 26	9 AM–12 PM	Chemistry 30
Wednesday, January 27	9 AM–12 PM	Physics 30
Thursday, January 28	9 AM–12 PM	Science 30

Diploma Exams Schedule: April 2027

April 2027

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

Tuesday, April 6	9 AM–12 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
	1 PM–4 PM	Français 30–1 Partie A French Language Arts 30–1 Partie A
Wednesday, April 7	9 AM–12 PM	Social Studies 30–1 Part(ie) A
	9 AM–11:30 AM	Social Studies 30–2 Part(ie) A
Thursday, April 8	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Friday, April 9	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
	1 PM–4 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Monday, April 12	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Tuesday, April 13	9 AM–12 PM	Biology 30
	1 PM–4 PM	Physics 30
Wednesday, April 14	9 AM–12 PM	Chemistry 30
	1 PM–4 PM	Science 30

Diploma Exams Schedule: June 2027

June 2027

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams must remain SECURED before and during the administration. Teacher perusals are permitted. Refer to the Diploma Exam Rules and Policies for detailed guidelines. All diploma exams, except those that are asterisked (*), must remain SECURED after the administration and be returned to Alberta Education and Childcare.

Friday, June 11	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Monday, June 14	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Tuesday, June 15	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Wednesday, June 16	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Thursday, June 17	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Friday, June 18	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, June 22	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, June 23	9 AM–12 PM	Biology 30
Thursday, June 24	9 AM–12 PM	Chemistry 30
Friday, June 25	9 AM–12 PM	Physics 30
Monday, June 28	9 AM–12 PM	Science 30

Fire Procedure

1. Dial 911.
2. Educational Assistant and Teachers will grab their laptops and cell phones to access the attendance record.
3. Students will go with the Educational Assistant to the muster point in front of Home Hardware. In the case of bad weather, go into Keri's Cafe.
4. Teacher will search offices, laundry room and washrooms, and then proceed 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 RO 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.

