

2015 -
2016

Student Handbook



Outreach & Distance
Learning Centre

Evergreen Catholic
Outreach School
& Distance Learning
Centre

HIGH SCHOOL GRADUATION TIMELINE

To earn an Alberta High School Diploma you will need the equivalent of about twenty 5-credit courses. Each course has about seven modules. Do the Math...

You'll need to complete and pass about 140 high school modules!!!

So here's a plan...

Pace	Working year-round	Taking summers off
1 module a week	3 years and 1 month	4 years
1 ½ modules a week	2 years and 4 months	3 years
2 modules a week	1 year and 7 months	2 years
3 modules a week	1 year and 1 month	1 year and 4 months

Or, how does this plan work for you?

Pace	Working year-round	Taking summers off
1 Module every month	13 years and 4 months	16 years
1 Module every two weeks	6 years and 2 month	8 years

It is really important to stick to your plan and stay in touch with your teacher. Ask for help if and when you need it. Don't be shy or embarrassed. We are here to help you.

Don't let anything stop you from succeeding.



Outreach & Distance
Learning Centre

This Outreach handbook belongs to:

Name: _____

Phone: _____

E-mail: _____

Teacher/advisor: _____

Contact information: _____

#120 Hillside Centre
636 King Street Spruce Grove, AB T7X 4K5
Phone: 780-960-0475 Fax: 780-960-0576
Toll-free: 1-866-387-0042
Website: www.ecoutreach.ca

E-mail messages: rcote@ecsr.ca

Phone (messages after hours): 780-960-0475

IMPORTANT HELP NUMBERS OUTSIDE THE SCHOOL

- R.C.M.P..... 911
- Capital Health Centre (Stony Plain)..... 968-3600
- Holy Trinity Parish..... 960-0135
- Distress Line..... 482-4357
- Mental Health Clinic 963-6151
- Victim Services 963-7112
- 24 Hour Child Abuse Hotline..... 1-800-387-5437
- Sexual Assault Centre Crisis Line..... 423-4121
- AADAC..... 968-6466
- Youth Employment 422-426622

Evergreen CSR No. 2 Mission Statement

In response to an expressed need for Christ - centered schools, our Evergreen Catholic Separate Regional Division No. 2 was initiated by the parents of the Catholic community. We openly celebrate our common bond of faith in God.

Following in the footsteps of Jesus Christ and in partnership with the Home and Parish, we are committed to serve each individual student in an atmosphere of Faith, Hope and Love. We strive to educate the whole student spiritually, intellectually, esthetically, emotionally, socially and physically.

Through this mission we promote the highest quality of Catholic education in order to prepare all students to live as compassionate, competent and contributing citizens in a changing society.

Mission Statement for the Evergreen Catholic Outreach School

As stated in the Board's Mission Statement, the board of trustees wishes to prepare all students to live in society. In order to achieve this goal the board feels it necessary to provide alternative programming from a Catholic perspective for students who are at risk of not completing high school. These may include students who:

- need only a few more courses to graduate,
- wish to do academic upgrading,
- wish to take courses not offered at their local high school,
- are working and require a flexible schedule,
- have dropped out of high school or have failed courses,
- have been involved in drugs, criminal activity or sexual abuse,
- find learning difficult in large classes or congested schools,
- are being reintegrated into a typical high school setting,
- have attendance or discipline issues or have been expelled from schools,
- are experiencing mental or physical health problems,
- experience societal pressures such as bullying and homophobia, or
- are heavily involved in sports or fine arts programs.

Additionally, we may be able to provide service to:

- pregnant and parenting teens
- adults who wish to complete their high school diploma
- families that find that regular schools do not meet their needs

Administration's message

Welcome to ECO. ECO stands for Outreach Catholic Outreach School and Distributed Learning Centre which was founded to serve the diverse and growing needs of our Catholic resident families. The vision was based upon the desire to provide our students with alternative methods to achieve high school graduation and also to have access to an ever growing range of course offerings. Whether students live in a remote community or a larger centre, attend full-time or part-time, have work or family commitments, Evergreen Catholic Outreach (ECO) is able to provide the opportunity to achieve success at the high school level. Students have the opportunity to establish connections with their teachers through personal interaction or using technologies such as e-mail, texting, blogs, wikis, Skype or video conferencing. We believe that personal interactions with mentor teachers are key to student success. ECO can also provide academic and career counseling, referrals to community agencies as well as Dual-Credit, Work Experience and RAP opportunities.

Pastor's prayer

Friendships, given and received, are an essential part of the high school experience. Among them all, I hope that friendship with our Lord Jesus Christ grows ever stronger in your hearts. A journey of education and of life that includes the friendship with Jesus Christ is not only more secure it is also, ultimately, more exciting and interesting. After all, what can be more fascinating than to understand and love creation in the way the Creator understand and loves it?

And so let us all, whether at school, at home or in the parish, do all we can to encourage friendship with Jesus Christ, who said, "but I call you friends, because I have made known to you everything that I have heard from my Father." (John 15, 15).

Guidance and Counseling Services

Within our mandate as a Catholic school, we offer more than academic support to our students. Our own counseling services are available to students as are referrals to Parish and community agencies in the following areas:

- Pastoral services
- Personal
- Crisis
- Educational
- Career
- Community Agencies

OUTREACH FAQs

Welcome. The following is an alphabetical listing of the most frequently asked questions regarding Outreach. If you have any questions after you have reviewed them, please feel free to ask us.

Attendance and Performance

Quite often there are no attendance requirements except that students must commit to and follow a course completion schedule established mutually with their teacher. Student progress is tracked on a regular basis. Students who have not submitted work according to their schedule will be contacted by the teacher or secretary; failure to respond positively to this first reminder will necessitate a call to parent/guardians. Students who still have not met the expectations of completing work per their schedule must accompany their parents/guardians to meet with the Principal. Appropriate interventions will be applied to students who do not honour the condition that they must be self-directed and accountable by attending to their course work.

Books and Materials

Course materials and textbooks are provided. There is a \$100 deposit for books and materials which will be refunded when all are returned in good condition. Students must replace lost or stolen books and materials.

Cheating

When cheating and/or plagiarism occur, a mark of zero will result in the assignment or test. In the case of a diploma exam, the offender will be reported to Alberta Learning.

Code of Conduct (Hillside Centre)

All staff and students work together to ensure that ECO is a safe and caring place. Because we are located in the Hillside Business Centre, all neighbours deserve respect and the right to carry on their business enterprises. There is no loitering allowed. Any behaviour which threatens our good relations with our neighbours cannot be tolerated.

Communication with Outreach

It is important that you stay in touch. There is always free coffee and often other goodies at the school. There are other ways available such as in-person, by phone at 960-0475 or 1-800-387-0042, or through e-mail. The answering machine is available for you to leave a message after hours. E-mail messages can be left at brenaud@ecsr.ca. Kindly refer to the school website at www.ecoutreach.ca for more contact information. ECO also has the contact names and numbers for many outside agencies as well as the Parish.

Computers

The student computers on site at Outreach are for school work purposes only.

Course Completion Timelines

Specific deadlines will be set with an Outreach staff member when you start the course. As a rule, students are expected to complete one module per week. Timelines may be extended to two weeks per module for Diploma courses. Students are also expected to ask for assistance when they need it. Call the school if for any reason you cannot meet your timeline, we can probably help you out. Don't let anything keep you from succeeding.

Credits

All courses carry a credit weight. Evergreen Catholic Outreach will report credits earned on-site or through Distance Learning to Alberta Education in January and June of each year. When applicable, summer school credits are reported in August.

Diploma Exams

Course work in Diploma exam courses counts for 70% of the final mark with the final provincial exam weighted at 30%. Diploma exams are written at Outreach. Writing dates are provincially mandated – see the Alberta Education website as they do change each year. You must apply well in advance to write Diploma exams. Our staff can help you with the application. As they become available, dates will also be posted at www.ecoutreach.ca.

Discipline

Negative behaviour which affects the safe operation of the school or neighbouring businesses will be dealt with internally or may include the assistance of parents, counsellors, or the police.

Distance Learning Courses

Students registered in Evergreen CSRD No.2 schools may be limited to one distance learning course at a time. Students will be considered co-registered and must have their school principal's permission to register in courses at Outreach.

E-mail

Students may only use e-mail on site for research or course work.

Evaluation

Each course or module must be completed to at least a 50% standard in order to move on to the next course or module. Each course has an outline and evaluation guide which will be given to the student prior to beginning the course. Typically, course work accounts for up to 70% of the

final grade and up to 30% for the final exam. Certificated teachers use both formative and summative evaluation to grade and provide feedback to students. Completed and graded modules must stay in the school. It is strongly recommended that students make and keep study notes. Students may use the completed modules to study at Outreach.

Fees

Age 16 – 19: For students who have not turned 20 years of age by September 1st of the current school year, there is a \$40 non-refundable registration fee and a \$100 instructional materials caution fee per course which is refunded when all materials are returned in good condition.

Age 20+: If space is available, we may be able to register adult students. All above fees apply plus there is a \$100 per credit non-refundable course fee.

Grade designation

High school students are not given a grade designation but only registered in individual courses.

Guests to the school

Guests are not permitted in the school without permission. Loitering is prohibited at the Hillside Business Centre.

Hours and Teacher Schedules

Teachers work varying hours at Outreach. Their individual schedules will be posted on the Outreach website. The school is open from 8:00 – 4:00 Monday to Friday. During peak times Outreach is open until 6:00 pm on Wednesdays and part of Spring Break.

Junior High Courses

Students in grades 7, 8, and 9 may take courses through Evergreen Catholic Junior High Outreach provided they are currently registered in their local Evergreen CSRD No. 2 school. Students will be considered co-registered and parents/guardians must have their local school Principal's permission to register in courses at Outreach. Counseling services and program assistance are available.

Library

We have a small resource library. With permission and valid student ID, students may be allowed to use the library at the local Catholic high school.

Parent-Teacher Conferences

There are no scheduled parent-teacher conferences. School staff is available throughout the year to discuss student progress. Call the school for an appointment should you want to meet. If a student is over 18 years of age, we require proof of the student's permission to discuss their progress with parents or guardians.

Parking

There is limited but adequate parking in front of the school.

Photocopying and printing

A "per page" printing charge for printing and photocopying may apply.

Plagiarism

No student shall submit work as the student's own in any academic writing, essay, research project or assignment in a course or module.

Registration

All students must be registered with Evergreen CSRD No.2 The form is available to download on-line and at your local Catholic high school. If the student is under 18, it must be signed by a parent or guardian. Over 18s are required to provide a birth certificate and picture ID. You may also come directly to the Outreach school for advice on course selection and help to fill out a registration form. Payment is required with registration. If you're already registered at a school and you're not sure what to do or what to take, start by talking to your local school counsellor or principal. (See Distance Learning Courses information)

Report Marks

Using a student or parent login and password, marks are available anytime on connectEd. A report card is issued at the end of each semester.

Rutherford Scholarships

All marks are submitted to Albert Education and therefore any Rutherford eligible courses taken at Outreach or through Distance Learning will qualify.

School Hours

The school is open from 8:00 – 4:00 Monday to Friday and also until 6:00 pm on Wednesdays during peak times. Note that completed and marked modules may not leave the school; therefore if you want to study from them, you will need to study from them at the school or obtain special permission.

Smoking

Smoking is not prohibited in the school or within 5 meters of all business doorways.

Study Groups

The school may be available if a group of students would like to meet to study or do research.

Telephones

The school phone is only available for short monitored calls.

Tests

Course final exams are written on-site. Teachers will provide a specific day and time for you to attend. Diploma exams are to be written at Outreach. Even if you finish the course work early, the Diploma final exam may only be written on the dates as published on the. You must apply directly to Alberta Education and pay a re-write fee to re-write a Diploma exam. The school staff can help you with the on-line application.

Transportation

Students are responsible for their own transportation to and from Outreach, and Work Experience and RAP sites.

Withdrawal

Withdrawal from a course is on the day we are notified of withdrawal, not when we last received material.

Work Experience

If you would like to take Work Experience for High School credits, we can guide you. All sites must be approved by our staff. Students must complete HCS3000 – which is a CTS module entitled Workplace Safety Systems - as a pre-requisite to Work Experience. Our staff can also help students begin the Registered Apprenticeship Program (RAP.)

DISTANCE LEARNING FAQs

What is distance learning?

Students must be able to work as motivated self-directed active participants. Setting and attaining goals in a reasonable time are key. Students receive their courses in chunks called modules. Students may select to do their work with pen and paper or on-line.

Is Distance Learning easy?

No, not really. Students need to be more self-directed than students who meet in a regular class at a regular time. Most work is done independently. Distance learning courses have the same content as courses in other high schools in Alberta.

How, when, and where do I hand in completed work and get new course work?

To be the most efficient, you are welcome to come to the Outreach school in Spruce Grove. You may work with a teacher here or simply come into to drop off a completed module and pick up new work. Students at Saint Mary School in Westlock and Gerard Redmond in Hinton are to hand their modules into the school secretary who will fax them to Outreach.

HIGH SCHOOL DIPLOMA REQUIREMENTS

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

<p>100 CREDITS including the following:</p> <ul style="list-style-type: none"> • English 30 - 1 or 30 – 2 or Français (French Immersion) 30 • Social Studies 30-1 or 30-2 • Mathematics 20-1, 20-2, or 20-3 • Science 20, Science 24, Biology 20, Chemistry 20, or Physics 20 • Physical Education 10 (3 credits) • Career and Life Management (3 credits) • 10 credits in any combination from: <ul style="list-style-type: none"> ○ Career and Technology Studies (CTS) ○ Fine Arts ○ Second Languages ○ Physical Education 20 and/or 30 ○ Locally developed/acquired and locally authorized courses in CTS, fine arts, second languages, Knowledge and Employability or IOP occupational courses Knowledge and Employability or IOP occupational courses ○ Registered Apprenticeship Program 	<ul style="list-style-type: none"> • 10 CREDITS IN ANY 30-LEVEL COURSE (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE.) <p>These courses may include:</p> <ul style="list-style-type: none"> • 35-level Locally developed/acquired and locally authorized courses • 3000 Series; Advanced Level in Career and Technology Studies Courses • 35-level Work Experience • 30-4 level Knowledge and Employability course or 36-level IOP course • 35-level Registered Apprenticeship Program • 30-level Green Certificate Specialization
---	--

Credits are earned with a minimum mark of 50% in a subject.

PROGRAM PLANNING WORKSHEET

Plan your present and proposed program to guarantee you will meet your future plans.

Grade 10				Grade 11				Grade 12			
Course Name	#	Mark	Credits	Course Name	#	Mark	Credits	Course Name	#	Mark	Credits
English			5	English			5	English			5
Social			5	Social			5	Social			5
Mathematics			5	Mathematics			5	Religion 35			5
Science			5	CALM 20			3				
Religion 15			3	Religion 25			3				
Phys Ed 10			3								

SUBJECT DESCRIPTIONS

RELIGIOUS EDUCATION PROGRAM

Prior to receiving a high school completion diploma from Outreach, students must complete at least ONE of the Religious Education courses shown below.

Religious Studies 15

A new Grade 10 religious education program prepared by the National Office for Religious Education (NORE) entitled Christ and Culture will be implemented September 2002. The principal aim of Christ and Culture is to assist Grade 10 students, with the help of the Gospel, to participate as Catholics in the shaping of our culture. The program, developed for English Catholic schools across Canada, establishes strong connections with students' daily lives; provides opportunities for discussion, research and inquiry; studies implications for Christian moral behaviour, and looks at who we are as Church. Students will study the principles that guide Catholics in understanding their role in culture, explore modern day culture in the light of those principles, and find ways to celebrate Christ in our culture.

Religious Studies 25

Themes for this course are to examine the Christian Scriptures as the sacred story of the Christian Community and to get a deeper understanding of the Bible, to find out about the historical Jesus to enable us to experience and know Christ through a study of Christian scriptures, and to examine the various dimensions of religion in the world and religious personalities from world religions.

Religious Studies 35

The theme for this course is Relating. This is applied to the religious diversity among Christian communities. Students examine human relationships from dating, through marriage to family life. In this context we present the Sacraments of the Catholic Church.

RELIGIONS OF THE WORLD 30

The objectives of the courses in religious studies are to provide an opportunity to experience a number of cultural, historical and contemporary issues from a religious point of view, and through the study of religion as a separate discipline to “develop a philosophy based upon values conducive to ethical and moral behaviour and reflected in an understanding of human worth.” The topics in WR 35 will include; Modernity and Religion, Catholic Identity in the Modern World, Eastern Tradition, Western Tradition, and The Story of Canadian Aboriginal Spirituality.

CAREER AND LIFE MANAGEMENT (CALM)

The aim of senior high school Career and Life Management (CALM) is to enable students to make well informed, considered decisions and choices in all aspects of their lives and to develop behaviours and attitudes that contribute to the well-being and respect of self and others, now and in the future. CALM is the core course for health literacy at the senior high school level in Alberta.

PHYSICAL EDUCATION

Students must complete Phys Ed 10 to qualify for a high school diploma. PE 10 at Outreach is done by completing some written assignments and logging hours in the various components of physical activity done at home or in the community.

SECOND LANGUAGES

Second language courses are available through on-line distance learning only.

CAREER AND TECHNOLOGY STUDIES

Single modules or entire strands may be studied in a number of areas. Strand and module descriptions are available on-line and from counselors and school offices for:

- Communication Technology
- Community Health
- Design Studies
- Information Processing
- HCS3000 – Workplace Safety Systems
- Legal Studies

SOCIAL SCIENCES

- Aboriginal Studies 10-20-30
- Forensics
- Psychology (Various)
- Sociology
- World Geography

DUAL CREDIT COURSES

- Health Care Aide (HCA) - 32 credits
- Administrative Professional (ADP) – 46 credits
- Play (6 credits)
- Oil & Gas (3 credits)
- CISCO Computer Network & Systems (5 credits)
- See counselor for others

WORK EXPERIENCE

Work Experience 15, 25, 35

These courses allow a student to enter into employment as an integral part of their school program. Under the cooperative supervision of a teacher-coordinator and an employer in the community, students can accumulate up to 15 credits over their high school career in the work experience program.

RAP

Registered Apprenticeship Program

Alberta's innovative Registered Apprenticeship Program (RAP) allows full-time high school students to begin apprenticeship training program as early as Grade 10, earning credit toward both a high school diploma and an apprenticeship program at the same time. Hours of work are decided together by the employer, the RAP apprentice and the school. RAP apprentices are paid at least minimum wage. Their apprenticeship technical training is normally delayed until after high school. To receive credits under RAP, the student must be a registered apprentice in one of Alberta's designated trades. They can register in up to eight RAP courses in a trade, with each RAP course involving 125 hours of on-the-job learning and worth five credits. To ensure that they earn high school credits, students must seek approval from the school to enroll in RAP courses.