



# Mandate of Sturgeon and Morinville Learning Centres

## RATIONALE

The Sturgeon School Division believes in addressing the need of an alternate learning environment for students wishing to continue their education but are unable to do so in the regular high school environment.

While providing a more flexible approach to instruction, academic success is the primary focus of the Learning Centres. The ultimate goal of the program is for each student to achieve a high school diploma or requisite courses for enrollment in a post-secondary institution.

Emphasis is placed on organizational skills such as goal setting, time management, independent and cooperative learning. The concept of self-help is important at the Learning Centre, as we seek to cultivate the skills in students to be independent, self-directed and life-long learners.

## BELIEF STATEMENT

Key to the program is the belief that all students have a right to an education. Students must accept the ultimate responsibility for taking advantage of that opportunity. We accept that learning rates, styles, and abilities vary from individual to individual and that learning takes place in multiple settings. We foster the notion that as a learning community within a larger community, service is an important part of learning. We acknowledge the need to include opportunities for community service where possible within the instructional program. There are programs appropriate for students within the Sturgeon School Division, and see our mandate as offering an alternative high school program for self-motivated students whose skills allow them to succeed within the Learning Centre environment.

## SCHOOL FEATURES

The small school nature of the Learning Centres provides for informal, but supportive teacher-learner relationships. Students are treated as adults, and are extensively involved in the planning of their educational program. Personalized education plans incorporating modules, one-to-one tutorials, meetings, and group or individual learning projects assist each student in achieving their personal academic objectives. Students are encouraged to work at their own pace, reaching for a personal level of mastery, and learn to balance time with success. Generally, Distance Learning modules are the primary instructional tools, although computer assisted instruction, work experience and locally developed resources may be components of the instructional methodology.

- Offer a full complement of courses to achieve a high school diploma – with the exception of Physical Education and some specialized courses.
- Provide additional educational opportunities for students who, while capable of success in a regular education program, do not currently feel that they are successful in pursuing their educational goals in a traditional school setting.
- Provide learning opportunities both off and on campus.
- Create a learning community sensitive to the needs of individual students.
- Provide more flexible approaches in terms of attendance.
- Provide flexible timetabling for students to work at a pace best suited to meet their needs.
- Emphasize the importance of organizational skills such as goal setting, time management, and independent work skills.

## LIMITS TO STUDENT ENROLLMENT

Given the significant staff skills needed to deliver a broad range of courses to students and the nature of student needs, we may find ourselves having to limit enrollment. Courses may be deemed to be full if the circumstance of overall student service demands outweighs our ability to reasonably provide the delivery of quality programs to all students. Students who have been formally identified with severe or mild and moderate learning needs must be granted special permission before registration can be accepted.

## HOURS OF OPERATION

### Sturgeon Learning Centre

Monday, Tuesday & Friday 8:30 a.m. - 4:00 p.m.  
Wednesday 8:30 a.m. - 8:00 p.m.  
Thursday 8:30 a.m. - 6:00 p.m.

### Morinville Learning Centre

Monday, Thursday & Friday 8:30 a.m. - 4:00 p.m.  
Tuesday 8:30 a.m. - 6:00 p.m.  
Wednesday 8:30 a.m. - 8:00 p.m.



## SUMMER HOURS:

We are open the month of July. Summer hours are 9:00 AM to 2:00 PM Monday, Tuesday, Thursday and Friday and 9:00 AM to 7:00 PM on Wednesdays. Students completing 30-level courses in July can write their diploma exams in August.

## ORIENTATION

All prospective candidates making application to enroll at a Learning Centre will participate in a registration process, including an examination of personal goal setting, time management, and self-management. It is essential that students clearly define their objectives, goals, and commitment prior to beginning another educational endeavor. It is also important for each individual to recognize the need to clearly plan for and work towards achievement of personal goals and objectives.

## STUDENT EXPECTATIONS AND RESPONSIBILITIES:

1. **COMPLETING WORK AND ACADEMIC SUCCESS:** Although daily attendance is not required at the Learning Centres, it is important that as part of the planning and goal-setting process, attendance requirements are discussed and established. Failure to comply with attendance expectations may result in withdrawal from a course.
2. **RESOURCES:** Students may sign out materials to take home, but the sign out periods should be as short as possible. All materials must be signed out before they leave the building. Replacement of lost or damaged materials is the student's responsibility.
3. **STUDENT WORK:** Although students are encouraged to work collaboratively, each student must complete their own assignments. Plagiarism is not acceptable and may lead to a range of responses from a failing grade to a recommendation of expulsion.
4. **POSITIVE WORKING CLIMATE:** It is expected that while at the Centre, each student contribute to the positive working atmosphere of the Centre. Behaviour that detracts from this learning environment or prevents other students from completing their work is not acceptable and will not be tolerated. All students and staff have a right to a quiet instructional setting. Students are expected to remain at school, but; if they leave the building, they assume complete and sole responsibility for their safety while out of the school.
5. **ALCOHOL:** The use or possession of alcohol while under the school's jurisdiction, will result in one or more of the following: transfer of the student to the custody of parents, suspension from school, expulsion from school, or involvement of law enforcement agencies.
6. **ILLEGAL SUBSTANCES:** Students found in possession of illegal substances will be brought to the School Division's Discipline Committee with a recommendation of expulsion for a minimum of one semester. In addition, the student may be required to provide proof of external drug counseling before returning to the Learning Centre. In the event a student becomes a repeat offender, the student shall be permanently expelled from the Learning Centre. An administrator and/or teacher will contact the parents/guardians of students who appear to be under the influence of illegal substances while at school or school related functions.
7. **CREDITS:** All course work must be completed for the student to receive credit. Partial credit is not available.
8. **HEALTHY ATMOSPHERE:** Sturgeon School Division provides a smoke-free environment in all of its schools.
9. **CELL PHONE / ELECTRONIC DEVICES:** Cell phones, Blackberries, MP3 players, iPods and similar electronic devices are not to be seen, heard or used anywhere on school property from 8:30 A.M. to 8:00 P.M. This includes use as music and multimedia players and cameras. Violation of this policy will result in the device in question being immediately confiscated and turned over to an Administrator in charge.
  - **First Offence:** the device in question will be picked up by the student at the end of the day from the Administrator in charge.
  - **Second Offence:** a parent or guardian is required to pick up the device in question from the Administrator in charge.
  - **Third & Subsequent Offences:** suspension procedures.

If a student must be contacted for any reason during the school day, parents/guardians should contact the learning centre and the message will be relayed to the student.

**NOTE:** Alberta Education policy states that students may not bring cell phones and/or personal audio devices into the examination room.



## MARK APPEAL PROCEDURE

Students may wish to appeal a unit or assignment mark. Students who wish to appeal a final mark should first discuss the situation with the teacher concerned. If the matter is not resolved then the student or parent may complete a written statement of appeal to the principal. Students must state the nature of the concern and the grounds for the appeal. The student must submit the appeal to the principal within thirty (30) days of receipt of the mark. The principal will receive the appeal and investigate further details as needed. The principal will render a decision within 2 weeks of receiving the appeal. The student has the right to appeal the principal's decision to the Superintendent but must do so within one week of receiving the principal's decision.

## COURSE CHALLENGES

In keeping with Alberta Education guidelines, full time Learning Centre students may challenge a course provided they meet the necessary criteria. If the student is dual enrolled, the student will be referred to the school where resources are available to handle a course challenge. See the administration for details of the process. Please note the application deadlines are October 1 and March 1 of each year.

## VISITORS TO THE SCHOOL

Parents/guardians and other relatives of students are welcome in the Learning Centre as their positive involvement in the student's program is welcome and appreciated. Please appreciate that the primary responsibility of the school is to provide a sound educational opportunity and a safe and caring environment for students and staff. To this end, uninvited visitors or persons who, in the eyes of staff, conduct themselves in an unacceptable manner will be asked to leave. Those who chose not to leave when asked may be issued a trespassing warning and, if necessary, be charged with trespassing. In some cases, the person may be banned from the school.

## HIGH SCHOOL DIPLOMA REQUIREMENTS

100 credits including the following:

| PROGRAMS                             | MINIMUM CREDITS | ELIGIBLE COURSES   |
|--------------------------------------|-----------------|--|
| English                              | 15              | English 30-1 or English 30-2 and the prerequisites   |
| Social Studies                       | 15              | Social 30 or 33 and the prerequisites  |
| Mathematics                          | 10              | Applied Math 20, Pure Math 20, or Math 24 and the prerequisites  |
| Science                              | 10              | Science 20, Science 24, Biology 20, Chemistry 20, Physics 20 and the prerequisites   |
| CALM                                 | 3               | Career and Life Management   |
| Physical Education                   | 3               | Physical Education 10  |
| CTS or Fine Arts or Second Languages | 10              | 10 credits from Career and Technology Studies (CTS) or Fine Arts or Second Languages or Physical Education                   |
| Additional Courses                   | 10              | In addition to English and Social Studies at the 30 level, a minimum of ten credits must be earned in other 30 level courses |

## STUDENT MEDICAL CONDITIONS:

It is our desire to ensure the safety of students in our care; therefore we need key medical information about students in our care. If a student is receiving medication or medical treatment or has been diagnosed with a severe allergy or other illness, that may impact him/her or others, **it is essential that this information be shared in written form by parents and students with the school.**

## BEHAVIOUR

Students shall conduct themselves so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing their studies
- Attend school regularly and punctually
- Cooperate fully with everyone authorized by the board to provide education programs and other services
- Comply with the rules of the school
- Account to their teachers for their conduct
- Respect the right of others



## **SAFETY/HARASSMENT**

For students to perform at their optimum level, they have to feel safe. Acts of physical violence, intimidation, and harassment remove the ability of students to feel safe. Both the School's and the School Division's policies on harassment recognize the severity of these types of infractions. If a student threatens another person or student(s) in a neighbouring school which, (1) insults the student, (2) decreases a positive school climate and/or (3) results in damage to student, school, public or private property, then that person may be charged by the R.C.M.P. with willful damage or mischief and/or be suspended. Repeat or flagrant offenses may result in expulsion.

## **INTERNET ACCESS**

Students registered at the Learning Centres have the opportunity to access the Internet through technology available at the school. Access to the Internet is a privilege and to be used for sanctioned purposes only after the student has been granted permission by the Learning Centre staff. The inappropriate use of the Internet will result in loss of privileges and further sanctions if deemed necessary by the school.

## **PARKING**

Students are asked to respect the needs of fellow students and neighbouring businesses and their need to access their business.

## **STUDENT EVALUATION**

Evaluation of students' work will vary because many evaluative methods are used at the Learning Centres. Some of these include the following: quizzes, written and oral presentations, projects, reports, Internet searches, exams, computer software projects and provincial exams. Within the introductory phase of each course, teachers give the students outlines of the content and the objectives of the courses.

## **INSTRUCTIONAL MATERIALS FEES**

Instructional Materials Fees (which includes all textbooks and reference materials) and other fees must be paid at registration. Students are responsible for the textbooks that are issued to them and will be charged for missing or damaged texts.

## **STUDENT SERVICES (GUIDANCE & COUNSELLING)**

The Learning Centres work with the Sturgeon School Division and neighbouring schools to provide guidance programs and counselling services. The services are intended to aid individuals in making career choices, in overcoming problems that may interfere with their studies, and in acquiring skills that will be useful in making sound and satisfying life choices. The following services are available to students:

- A. Educational Counselling
  - Selection of courses
  - Program planning
  - Graduation requirements
  - Post-secondary education entrance requirements
- B. Financial Assistance
  - Scholarship information
  - Bursary grants and loan information for high school and
  - Post-secondary education
- C. Career Counselling
  - Exploration of related occupations
- D. Personal Counselling
  - Referrals to community agencies such as Family School Liaison Workers

## **GRADUATION CEREMONIES**

In order to participate in the graduation ceremony at the Learning Centre, a student shall have completed all of the requirements toward a High School Diploma. As a general rule the graduation ceremony is tailored to the wishes of the majority of graduands and may be held in the fall following students' successful completion of requirements.

## **ACCIDENTS**

In the event of an accident, first aid is administered as appropriate to the situation. If a student requires further attention at a hospital, the parents are contacted. An ambulance may be called, as staff deem necessary, to ensure the safety of the student.



## REPORT CARDS/PARENT-TEACHER INTERVIEWS

A student receives feedback as the student completes each module within a course. Given the individual schedule of each student, this feedback will occur as the student progresses through the course. A report card is issued at the end of each semester. Parents are encouraged to discuss their child's progress and may also make an appointment to see any teacher.

## SCHOOL TIMETABLE - SCHOOL YEAR

The Learning Centres follow a yearly schedule similar to other schools in the Sturgeon School Division except the Learning Centres are also open during some weekday evenings as well as the month of July. Please call the Learning Centres for exact opening and closing dates for each year/summer.

## LEARNING CENTRE EXPECTATIONS

### Students, Staff and Parents Make Learning Happen at the Learning Centres

Together,

- we agree that school is the #1 priority for students.
- we commit our energy and resources to our common goal - giving students the best possible education.
- we recognize and support each other's efforts and strive for improvement.
- we are a team that makes good decisions that enable the Learning Centre to be the best school possible.

### Expectations for Students

As a student at the Learning Centre,

- I will respect my peers and their rights to the highest quality education.
- I will respect staff and all others who make up the Learning Centre community.
- I will use appropriate language while at school or involved in school related activities.
- I will be prepared for class, be on time with my assignments, and be an active learner.
- I will do my part to look after the school building and property.
- I will be a good citizen of the Learning Centre and the connected communities.

### Expectations for Staff

As a staff member at Learning Centre,

- I will model the behaviour expected from students.
- I will be positive.
- I will continually strive to improve the educational processes that take place at the Learning Centre.
- I will keep students and their parents informed as to student progress.
- I will be committed to enabling students to achieve at as high a level as possible.
- I will respect students as individuals.
- I will consistently enforce policies adopted for our school.

### Expectations for Parents

As a parent,

- I will help ensure that students are punctual and attend regularly.
- I will discuss and monitor students' assignments and achievements.
- I will work to overcome problems that could hinder student progress.
- I will help students to make program choices and set career goals.
- I will respond to communication from the school.



## AVAILABLE COURSES

### Core Courses

Biology 20, 30  
CALM  
Chemistry 20, 30  
English 10-1, 10-2, 20-1, 20-2, 30-1, 30-2  
Math 14, 24, 31  
Applied Math 10, 20, 30  
Pure Math 10, 20, 30  
Math 10 Prep  
Physics 20, 30  
Science 14, 24, 10, 20, 30  
Social Studies 10-1, 20, 30, 10-2, 23, 33

### CTS/Option Courses

Career Transitions  
Community Health  
Enterprise and Innovation  
Financial Management  
Forestry  
Legal Studies  
Registered Apprenticeship Program  
Tourism Studies  
Work Experience