

# **BLACK GOLD OUTREACH SCHOOL**

  

## **STUDENT HANDBOOK**



## ***BEAUMONT SCHOOL***

Alternate Education Services  
5202 - 50 Street  
Beaumont, Alberta T4X 1E5  
Phone (780)-929-5468 Fax (780)-929-5784

<http://bgo.blackgold.ca>





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## **WELCOME**

Black Gold Outreach School is pleased to offer you an alternative to studying in the classroom through self-directed learning, one of the most versatile options for earning school credits. This program allows you to complete courses at school, at work or at home. You also have the option of working with your teachers in person, or by using phone, fax, or e-mail.

We have a proven reputation for successfully providing self-directed learning programs to students. We recognize that independent learners need choices and we are confident that the flexible programming we offer meets that need. Professional and dedicated teachers are available to ensure students are successful in their studies.

## **SCHOOL MISSION AND VALUES**

- *To build relationships within a flexible learning environment*
- *To assist students in planning and meeting their educational goals.*

## **SELF-DIRECTED LEARNING PROGRAM FEATURES**

- Independent self-directed and self-paced study programs for all students
- An attendance or non-attendance based program that allows students to choose a study environment that suits their individual learning styles
- An individualized approach that allows staff to provide a personal plan for each student
- Study hall, one-on-one tutorials, workshops and program planning sessions.

## **REGISTRATION PROCEDURE**

- Book an appointment by calling (780) 929-5468.
- Complete a registration package, bring your birth certificate and most recent report card. Instructional fees are due on registration date (see fees below).
- Meet with a member of the Black Gold Outreach Administration Team to set up an individualized program plan.
- Meet with your subject area teacher to receive course work and a personal academic schedule. Follow up meetings and tutorial times will also be scheduled with your subject area teachers.

## **INSTRUCTIONAL FEES**

Outreach Program (Jr. High and Sr. High)		\$ 80.00
Adult Courses	5 credits	\$ 500.00
	3 credits	\$ 300.00
	1 credit	\$ 100.00
Course Challenge	5 credit	\$ 175.00
	3 credit	\$ 100.00
	1 credit	\$ 50.00
Proctor Exams	per course	\$ 35.00

Withdrawal before 30 days = 100% refund



## HOURS OF OPERATION

The Black Gold Outreach School provides extended hours of service to meet the needs of all our students.

Monday	9:00 a.m. – 7:30 p.m.
Tuesday	9:00 a.m. – 3:00 p.m.
Wednesday	9:00 a.m. – 3:00 p.m.
Thursday	9:00 a.m. – 3:00 p.m.
Friday	9:00 a.m. – 11:30 a.m.

During the 2016-2017 school year there will be several days when the school is closed for staff professional development. Please pay close attention to the dates noted on the calendar page provided in this handbook. Student instructional time will continue to exceed the minimum requirements of Alberta Education.



## STAFF MEETING DATES

Staff meeting dates will generally fall on the first Wednesday of each month. School will be closed at 2:30 p.m.

October 5	March 1
November 2	April 5
December 7	May 3
January 11	June 7
February 1	

## STAFF LIST

<p><b>Dan Lake</b></p> <p>Outreach Administrator Off Campus <a href="mailto:dan.lake@gshare.blackgold.ca">dan.lake@gshare.blackgold.ca</a></p> <p>780-446-3021</p>	<p><b>Deborah Ponich</b></p> <p>Learning Support Psychology <a href="mailto:deborah.ponich@gshare.blackgold.ca">deborah.ponich@gshare.blackgold.ca</a></p> <p>780-929-5468</p>
<p><b>Michelle Haveroen</b></p> <p>Sr. High Social Studies Sr. High English CALM Aboriginal Studies <a href="mailto:michelle.haveroen@gshare.blackgold.ca">michelle.haveroen@gshare.blackgold.ca</a></p> <p>587-985-5151</p>	<p><b>Barney Olsen</b></p> <p>Sr. High Math Sr. High Physics <a href="mailto:barney.olsen@gshare.blackgold.ca">barney.olsen@gshare.blackgold.ca</a></p> <p>587-990-8079</p>
<p><b>Luke Stevenson</b></p> <p>Sr. High Science Sr. High Biology Sr. High Chemistry <a href="mailto:luke.stevenson@gshare.blackgold.ca">luke.stevenson@gshare.blackgold.ca</a></p> <p>587-984-5497</p>	<p><b>Jan Pellegrino</b></p> <p>Education Assistant Sr. High Options <a href="mailto:jan.pellegrino@gshare.blackgold.ca">jan.pellegrino@gshare.blackgold.ca</a></p> <p>780-929-5468</p>
<p><b>Marjorie Stenger</b></p> <p>School Secretary <a href="mailto:marjorie.stenger@gshare.blackgold.ca">marjorie.stenger@gshare.blackgold.ca</a></p> <p>780-929-5468</p>	



# SENIOR HIGH PROGRAM

## Enrolment Eligibility

- Students who are currently not living within the Black Gold School District
- Students who currently hold a high school diploma
- Students who are over 20 years of age (note: tuition fees in effect)
- Students directed by the Superintendent
- Resident students who, at the discretion of their principal, would best be served by a Black Gold Outreach placement.

## Senior High Program Planning

Full time high school students may only take one core course at a time. They also must be enrolled in at least one complementary course (Electives). Students that are upgrading may enroll in one core course based on need. They will not be required to take complementary courses (Electives).

## Senior High School Core Courses

### Science

Science 10, 20, 30  
Science 14, 24  
Science 10-4, 20-4  
Chemistry 20, 30  
Biology 20, 30  
Physics 20, 30

### Mathematics

Math 10C, 10-3  
Math 20-1, 20-2, 20-3  
Math 30-1, 30-2, 30-3  
Math 10-4, 20-4  
Math 31

### English Language Arts

English 10-1, 20-1, 30-1  
English 10-2, 20-2, 30-2  
English 10-4, 20-4, 30-4

### Social Studies

Social Studies 10-1, 20-1, 30-1  
Social Studies 10-2, 20-2, 30-2  
Social Studies 10-4, 20-4, 30-4

## **Deadlines for Course Enrollments:**

5 credit	April 13, 2017
3 credit	May 12, 2017
1 credit	June 5, 2017

## **Electives – CTS**

Agriculture	Outdoor Education
Animal Husbandry	Tourism
Career Transitions	Foods
Medical Care Services	Information Processing
Design Studies	Recreational Fitness and Nutrition
Cosmetology	Computer Sciences
Family Studies	Primary Resources- Oil/Gas

## **Other Courses**

Abnormal Psychology 35 (3 credits)  
Aboriginal Studies 10, 20, 30 (5 credits)  
CALM (3 credits)  
First Aid (4 credits) - seminar  
Forensic Science 25 (3 credits)  
French 10, 20, 30 (5 credits), FSL Course Challenge  
Learning Strategies 15, 25, 35 (5 credits)  
Outdoor Education (Leduc)  
Physical Education 10 (3 credits, 4 credits or 5 credits), 20 (5 credits)  
Psychology 20 (General or Personal) (3 credits)  
Yoga 15 (3 credits)

## **Off Campus**

Work Experience 15, 25, 35  
Career Internship 10  
Green Certificate  
Registered Apprenticeship Program (RAP)  
Workplace Safety (HCS 3000/HCS 3010/AGR 3000)



## **Black Gold Outreach High School Attendance Policy**

We recognize that for students to be successful in our program they need to be connected to their teachers. However, we also realize that flexibility is necessary because each student has a unique situation; therefore, for the majority of our high school students there is not an attendance policy.

A small number of students may require a mandatory attendance component to meet the requirements of a program outside of Black Gold Outreach School. In these circumstances students will be required to be signed in and signed out at the secretary's desk. Their attendance will be recorded in Powerschool. Black Gold Outreach School is able to accommodate a small number of mandatory attendance students for up to a maximum of 20 hours per week.

If students on mandatory attendance programs are absent on a day they are regularly scheduled, they will need to provide a reason for their absence. Students' absences will be marked excused if they miss school for health reasons, religious holidays or extra-curricular activities. All other absences will be recorded as unexcused. If students are absent for three consecutive days they will require documentation to verify the reason for their absence.

For students who are receiving funding through **Alberta Works**, please be advised of the following attendance requirements:

- a student receiving support from Alberta Works program will be withdrawn from school if they accumulate ten unexcused absences.
- no learner may be absent, with excused and/or unexcused absences, for more than three consecutive weeks during a training period, unless approved by the Director.
- The school will notify Human Services immediately upon becoming aware of declining attendance and when the learner no longer meets the attendance policy.

# FREQUENTLY ASKED QUESTIONS



## **What options do I have for completing a course?**

- Print based
- On-line
- Print and on-line

## **How do I hand in completed course work?**

- In person
- Finish a module by the due date, sign and date it
- Put the module in the appropriate intake basket
- Check your personal file folder in the file cabinet for marked work

## **How often do I hand in work?**

- Every week or as directed by your teachers. Students are expected to follow the completion schedule decided upon at intake

## **How and when is work evaluated?**

- Instructors specify the weightings for different aspects of the course
- Interim marks can be obtained from your instructor at any time
- Throughout most courses, students are expected to write module tests as determined by the instructor. Tests can be written whenever a student has the teacher's permission and feels prepared to write. Students must sign in the test writing binder.

## **What happens if I fall behind?**

- Meet with your course instructor
- Re-assess if the course level is appropriate
- If no work is submitted in one month, high school students will be withdrawn from the course. In order to reactivate student files, permission must be obtained and an action plan for course completion created.

### **How do I pick up more materials?**

- Course materials can be picked up from your teacher or from the secretary.

### **What happens if I fail or submit incomplete modules?**

- Assignment is returned to the student for corrections or completion
- Module is re-submitted

### **How do I withdraw from a course?**

- Meet with your course instructor
- Complete a withdrawal form and return all textbooks

### **Will I receive a refund if I withdraw?**

- Upon request, refunds will be given after withdrawal forms are completed and all materials are returned.
- The student registration fee of \$80 will be fully refunded if a student withdraws within 30 days of registration. No refunds will be issued after this date.

### **What if I relocate to another city/town?**

- You may continue your studies at your new location providing you are able to make arrangements to return completed work and write exams. Upon completion all books must be returned.

### **How will I know about events or new procedures?**

- Come in at least once a week to see your instructor
- Telephone, text or e-mail your instructor. Contact information is available on the staff list
- Read the signs posted on the whiteboard at the school entry.
- Newsletters will be e-mailed out. Read them and pay special attention to any time changes or significant dates, also look at the calendar printed in this handbook.
- Check the Black Gold Outreach School website

### **What if I lose or damage a textbook?**

- The cost of the lost/damaged book is charged to the student

### **What counselling service is available?**

- On site counselling for high school courses/programs, post secondary education and careers is available



### **When is graduation?**

- Students who satisfy the requirements for receiving an Alberta High School Diploma will be invited to celebrate the event in a graduation ceremony held at the end of June

## **OUTREACH PROTOCOLS**

Outreach is intended as a place where students can receive tutorial assistance, write an exam, access computers or course materials. It is also intended as a quiet work space for students.

- All students are welcome but only those who work quietly and independently may stay.
- Students who disrupt the work of others will be asked to leave immediately.
- Students are asked to refrain from talking on their cell phone inside the school building.
- Students are expected to adhere to a dress code. Dress should reflect a respectful attitude to a learning environment. Students should refrain from provocative or suggestive clothing. Clothing should not express anti-social sentiments or use profanity.
- As of April 1, 2003 possession of tobacco products by students is illegal per Bill 208 and smoking is not permitted within the vicinity of Black Gold Outreach School.
- If a student is presumed to be under the influence of Drugs or Alcohol, the parent/guardian will be contacted and the student sent home. Administrative action may take place.



## **COMMUNICATION WITH BLACK GOLD OUTREACH SCHOOL**

### **Black Gold Student e-mail**

Students can send work between home and school using their Black Gold email account. This site will require a user ID and password similar to logging in to a school computer. Students should contact the secretary for access information.

### **Reporting Periods Dates**

Reporting period dates are as follows:

November 9	Semester I Midterm
January 30	Semester I Final
April 13	Semester II Midterm
June 28	Semester II Final

Parents and students can access grades live through the PowerSchool portal at any time. If you do not have password access, please contact the school.

### **Newsletters**

Information notices will be e-mailed monthly to parents when necessary. It is imperative that e-mail addresses are included on the registration form so that all parents receive notification of events happening at our school.

### **Website**

<http://bgo.blackgold.ca>

Visit our website to discover the most up-to-date information about:

- the programs we run
- the courses we offer
- our staff list and contact information
- our calendar of events
- our awards and scholarships
- provincial testing and diploma exam information
- newsletters





# STUDENT SUPPORT SERVICES

## **Learn Alberta Library System**

Alberta students can access numerous resources and research materials at the Learn Alberta website. This online library can be found at:  
[www.learnalberta.ca](http://www.learnalberta.ca) User ID LA03, Password 8049

## **On-Line Practice Exams**

On-line exams can be obtained at [www.exambank.com](http://www.exambank.com). Click on Alberta K-12, then choose the grade level and exam that you wish to write. Log in with the user name “outreach2” and password “goodluck”.

## **Diploma Exam Preparation**

Previous released diploma exams can be downloaded at [www.education.alberta.ca](http://www.education.alberta.ca). Click on the ‘students’ tab and then on Previous Diploma Exams and Keys.

## **Online Student Services**

Online Transcript Applications

([www.education.gov.ab.ca/learning/studentsservices](http://www.education.gov.ab.ca/learning/studentsservices))

Online Student Loan Applications

([www.alis.gov.ab.ca/studentsfinance/eap.asp](http://www.alis.gov.ab.ca/studentsfinance/eap.asp))

ALIS

Your Internet gateway to career, learning and employment information.

([www.alis.gov.ab.ca](http://www.alis.gov.ab.ca))

Trade Secrets

Learn about Alberta’s Apprenticeship and Industry Training System.

([www.tradesecrets.org](http://www.tradesecrets.org))



## Black Gold Regional Division No. 18 2016-2017 SCHOOL YEAR CALENDAR

Monthly Calendar							Teacher Days	Student Days	Dates & Details		
AUGUST 2016	SUN	MON	TUES	WED	THUR	FRI	SAT	2	0	August 30 & 31 - Teacher Workdays (No Students)	
			1	2	3	4	5				6
	7	8	9	10	11	12	13				
	14	15	16	17	18	19	20				
21	22	23	24	25	26	27					
28	29	30	31								
SEPTEMBER 2016	SUN	MON	TUES	WED	THUR	FRI	SAT	21	20	September 1 - School Commences - FULL Day September 5 - Labour Day (Schools Closed) September 16 - Staff Planning & Development (No Students): (Morning) Welcome Back & LSA Ceremony (To follow) Staff Planning & Development	
	4	5	6	7	8	9	10				
	11	12	13	14	15	16	17				
	18	19	20	21	22	23	24				
25	26	27	28	29	30						
OCTOBER 2016	SUN	MON	TUES	WED	THUR	FRI	SAT	20	20	October 5 - Early Dismissal October 10 - Thanksgiving Day (Schools Closed)	
	2	3	4	5	6	7	8				
	9	10	11	12	13	14	15				
	16	17	18	19	20	21	22				
23	24	25	26	27	28	29					
30	31										
NOVEMBER 2016	SUN	MON	TUES	WED	THUR	FRI	SAT	20	19	November 1 - Staff Planning & Development (No Students) November 2 - Early Dismissal November 10 - Mid-Term Break (Schools Closed) November 11 - Remembrance Day (Schools Closed)	
	6	7	8	9	10	11	12				
	13	14	15	16	17	18	19				
	20	21	22	23	24	25	26				
27	28	29	30								
DECEMBER 2016	SUN	MON	TUES	WED	THUR	FRI	SAT	17	16	December 2 - PD Day: ATA Institute (No Students) December 7 - Early Dismissal December 26 - 30 - Christmas Vacation (Schools Closed)	
	4	5	6	7	8	9	10				
	11	12	13	14	15	16	17				
	18	19	20	21	22	23	24				
25	26	27	28	29	30	31					
JANUARY 2017	SUN	MON	TUES	WED	THUR	FRI	SAT	17	16	January 2 - 6 - Christmas Vacation (Schools Closed) January 9 - School Resumes January 11 - Early Dismissal Diploma Exam Provincial Achievement Test Diploma Exam & Provincial Achievement Test January 31 - Staff Planning & Development (No Students)	
	1	2	3	4	5	6	7				
	8	9	10	11	12	13	14				
	15	16	17	18	19	20	21				
22	23	24	25	26	27	28					
29	30	31									
<b>Semester 1: August 30, 2016 - January 31, 2017</b>							<b>97</b>	<b>91</b>			
FEBRUARY 2017	SUN	MON	TUES	WED	THUR	FRI	SAT	19	17	February 1 - Semester 2 Commences February 1 - Early Dismissal February 9 & 10 - ATA Teachers' Convention (No Students) February 20 - Family Day (Schools Closed)	
	5	6	7	8	9	10	11				
	12	13	14	15	16	17	18				
	19	20	21	22	23	24	25				
26	27	28									
MARCH 2017	SUN	MON	TUES	WED	THUR	FRI	SAT	18	16	March 1 - Early Dismissal March 3 - Staff Planning & Development (No Students) March 24 - PD Day: ATA School-Based (No Students) March 27 - 31 - Spring Break (Schools Closed)	
	5	6	7	8	9	10	11				
	12	13	14	15	16	17	18				
	19	20	21	22	23	24	25				
26	27	28	29	30	31						
APRIL 2017	SUN	MON	TUES	WED	THUR	FRI	SAT	18	17	April 5 - Early Dismissal April 14 - Good Friday (Schools Closed) April 17 - Mid-Term Break/Easter Monday (Schools Closed) April 18 - Staff Planning & Development (No Students)	
	2	3	4	5	6	7	8				
	9	10	11	12	13	14	15				
	16	17	18	19	20	21	22				
23	24	25	26	27	28	29					
30											
MAY 2017	SUN	MON	TUES	WED	THUR	FRI	SAT	22	21	May 3 - Early Dismissal Provincial Achievement Test May 19 - Staff Planning & Development (No Students) May 22 - Victoria Day (Schools Closed)	
	7	8	9	10	11	12	13				
	14	15	16	17	18	19	20				
	21	22	23	24	25	26	27				
28	29	30	31								
JUNE 2017	SUN	MON	TUES	WED	THUR	FRI	SAT	22	20	June 7 - Early Dismissal June 28 - Last School Day with Diploma Exam & PAT June 29 - Teacher Workday & Last Diploma Exam June 29 & 30 - Teacher Workdays (No Students) Diploma Exam Diploma Exam & Provincial Achievement Test	
	4	5	6	7	8	9	10				
	11	12	13	14	15	16	17				
	18	19	20	21	22	23	24				
25	26	27	28	29	30						
<b>Semester 2: February 1 - June 30, 2017</b>							<b>99</b>	<b>91</b>			
TOTAL = Operational Days-Teachers / Instructional Days-Students							<b>196</b>	<b>182</b>	(Aug-Dec/16: 80-T & 75-S; Jan-June/17: 116-T & 107-S)		

*Approved - February 10, 2016 / Amended - April 11, 2016*

## 2016-2017 SCHOOL CALENDAR

September	1	Classes commence (full day)
	16	Professional Dev. Day - school closed
October	5	Staff Meeting Early Dismissal (2:30)
	10	Thanksgiving Day – school closed
November	1	Professional Dev. Day - school closed
	2	Staff Meeting - Early Dismissal (2:30)
	9	Mid-term Reporting Period
	10	Mid-Term Break (School Closed)
	11	Remembrance Day – school closed
December	2	Professional Dev. Day – school closed
	7	Staff Meeting - Early Dismissal (2:30)
	26 - Jan 6	Christmas Vacation – school closed
January	9	Classes Resume
	11	Staff Meeting - Early Dismissal (2:30)
	15 - 27	Diploma Exams
	30	Semester 1 Final Reporting Period
	31	School Closed-Teacher Workday
February	1	Semester 2
	1	Staff Meeting - Early Dismissal (2:30)
	9/10	Teachers’ Convention – school closed
	20	Family Day – school closed
March	1	Staff Meeting – Early Dismissal (2:30)
	3	Professional Dev. Day – school closed
	27-31	Spring Break – school closed
April	3	Classes Resume
	5	Staff Meeting - Early Dismissal (2:30)
	13	Semester 2 Mid-term Reporting Period
	14-17	Good Friday, Easter Monday - school closed
	18	Professional Dev. Day - school closed
May	3	Staff Meeting - Early Dismissal (2:30)
	19	Professional Dev. Day – school closed
	22	Victoria Day – school closed
June	7	Staff Meeting - Early Dismissal (2:00)
	15-27	Diploma Exams
	28	Last Day of Classes
	28	Semester 2 Final Reporting Period

