

Welcome Package



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A Brief Overview of How it Works

Once your enrollment is accepted by our office staff you will receive a welcome email from all your assigned teachers. In this email they will communicate their course expectations and provide you with three different avenues to contact them when you have questions. All of these mediums require internet access or a phone line. Each teacher has a welcome message listed under the student and parent tab on our website

All lessons and instructions for each course are linked onto the Power School portal. Within the first two weeks of class starting you will have access to all work that must be completed. Projected due dates are indicated in Power School. We encourage you to monitor these dates carefully. The role of your teacher is to hold you accountable to meeting these due dates and contacting you at least once per week to discuss your progress in the course.

All summative assessments must be taken at Glenmary School if you live in Peace River. For those Cyber High students who live outside of Peace River your teachers will discuss our summative assessment protocol with you when they email you the course overview.

How much time will it take?

In a traditional school classes take up about 5 1/2 hours per day and homework adds to the count. At Cyber High there may be fewer distractions (especially if you can control your TV and web browsing time) and many students complete all their work in 25-30 hours per week. This number will vary depending on distractions, reading speed, typing ability and the time of year.

School Procedures and Practices

A complete listing of our School Division Administrative Procedures can be found on their website at www.hfcrd.ab.ca. Under the tab “Division”, click on the link “Procedures Manual”.

Please make yourself familiar with the following school practices and expectations.

Registrations

Registrations are accepted throughout the school year in order to provide maximum flexibility for interested students. However, some deadlines exist to ensure that students are successful in the courses they choose. These deadlines are listed below for your information. A list of available courses and our registration form is listed in the appendix.

Students who are enrolled in schools other than a Holy Family Catholic Regional Division School are welcome and encouraged to attend. Through our online learning environment these students have the ability to take any number of courses to recover credits, accelerate their graduation plan or improve their academic standing, while still being enrolled at a different school.

Grade nine students have the ability to enroll in either a full year program or an accelerated half year program. In order for students to be accepted into the accelerated half year program they must meet the following requirements:

- Attend a parent/student/administration meeting. During this meeting administration will determine whether or not an accelerated program would meet the child's individual learning needs.
- The student must create a time management plan and present it to administration during this meeting. A successful accelerated student needs to possess efficient time management skills. A template for this plan is included in the appendix.
- Enroll before September 30th. Enrollments are not accepted after this date, even for students in the second semester.

Withdrawals

Students who do not engage in the course material will work through our system of interventions. This system starts with phone calls from teachers to parents, guardians and students. If these teacher level supports are not effective administration and our Inclusive Education team will begin creating supports for individual students to help them become more successful. If all school level interventions are unsuccessful students will be asked to withdraw from the course using a school based application. This withdrawal is a last resort and always comes with a transition plan for integration into a different high school program.

Deadlines

September 15th: Last day to enroll in a semester one senior high course without administration approval. Students who enroll in a senior high class after this date will create a work plan with administration. This work plan may include action items that involve the student completing part of the course in the first semester, withdrawn at the end of January and then re-enrolled for the second semester to complete the remainder of the course.

February 15th: Last day to enroll in a semester two senior high course without administration approval.

Textbooks

Once a registration has been accepted the enrollment package will be sent to our Librarian for processing. The textbooks will be sent through Canada Post. It is expected that students return the books through Canada Post when the semester or school year has been completed. All assignments and instruction within the first two weeks of the course do not require a textbook. This structure allows students to begin working in a timely manner while the textbook is sent through the mail.

Student Supports

Students enrolled in Cyber High have access to many supports that will make them more successful as they complete their course.

The most effective support for online learners is a supportive home life. This includes parents or guardians who are available to trouble shoot technology issues and assist students in properly managing their time.

Students enrolled in grade twelve courses will be contacted by an administrator or a guidance counselor once in September and once in February to discuss Graduation requirements and post-secondary plans. Students in grade eleven courses will meet with a counselor or administrator once per year, usually in October to check on graduation progress. Students in grade ten will also meet with a counselor or administrator once per year and this usually takes place in November. If parents or students have questions about post-secondary requirements, course options or credits they are encouraged to contact the school at any time and set up an appointment.

School communication takes place through multiple mediums. We encourage all students and parents to “like” us on Facebook, “follow” us on Twitter and ensure their personal email addresses and telephone numbers are kept up to date in our student information system. We communicate school events and information through newsletters, emails and our social media accounts.

Parent Teacher Interviews are hosted four times in a school year. During the first two weeks of October Cyber High teachers will make themselves available for a three hour window in the evening to meet with parents on the phone or through another electronic medium

As a school we meet as a Learning Support Team (LST) each Thursday morning. Teachers have the ability to refer struggling students to these team meetings. The LST then discusses the individual areas of need and creates an action plan and follow up plan for these students.

The school also provides a physical work environment in our Learning Commons for those students who live in the Peace River area. These students can work in our Learning Commons, access the necessary technology and access the support of our Graduation Coach and Cyber High Teachers who are there to support instruction and other student needs.

Awards Program

Students in Cyber High are nominated for awards at the end of each semester. A detailed list of awards that are given to students is listed on our website under the “Students” tab you will see a link for “Awards”.

Full time Cyber High students have the option of participating in our High School graduation program when they secure the appropriate credits for a High School Diploma. The guidelines for a High School Diploma can be found on the Alberta Education website at <http://www.education.alberta.ca/students/planning.aspx>.

Students have the opportunity to attend our Graduation ceremony as a Graduate (full time student), Honorary Grad (part time student) or if travel arrangements do not allow all grade twelve students will be invited to our Celebration of Learning which is held each year in June. Details about this celebration will be communicated to parents and students early in the first semester of each school year.

Technology Requirements

Students need access to the following technology to make them successful in our online environment:

- ✓ Computer (with a microphone and internet access)
- ✓ Access to Power School
- ✓ Access to a Printer and Scanner
- ✓ Ability to navigate through an online collaboration session
- ✓ SMART Notebook
 - Please visit this website to download an application so you can view SMART notebook files that your teacher sends you.
 - <http://express.smarttech.com/>
- ✓ Email Address

Online Course Access

Successful Cyber High students need access to the internet. Our school is working to develop a course delivery method that is simple to interact with and develops communication and collaboration skills that meet the needs of 21st century learners. If you require technical assistance we encourage you to develop the skills of effective problem solvers by first researching your issue through a variety of sources including the internet. If you are unable to solve your problem using the methods available to you please contact our office at 780-624-5659 and we will provide you with the necessary support and assistance to make you successful.

Successful Cyber High students also need an email address. Any email address will suffice however we strongly suggest you create an email address through Google. Our school is moving towards using more Google apps and products that integrate seamlessly with Google. Having one sign in to share your assignments and access some of our collaborative tools will be very beneficial for you. In case you need assistance in creating a Google account please visit these links

This link directs you to the sign up page.

<https://accounts.google.com/SignUp?service=mail>

This link is a short video explaining services through a Google account.

<https://www.youtube.com/watch?v=Kxbli2DpRmc>

The next important piece of information you need to become very familiar with is Power School. Power School is where your lessons, assignments and grade calculations are stored. Parents and students were mailed login and directions for this service when you enrolled in Cyber High. To help make you more familiar with Power School you can watch this short video that helps explain how to access information through this web based portal.

Power School Tutorial:

<http://www.pearsonschoolsandcolleges.com/demos/powerschool/parents/>

The last piece of information that is necessary for all Cyber High students to become successful online learners is a willingness to engage your teachers at least once per week. To help facilitate this engagement our teachers are trained to communicate with you through Skype, a product called SMART Amp that we are slowly integrating into all of our classes and of course through individual phone calls. As per the Alberta School Act you are responsible for attending school regularly, even if you are enrolled in online classes. Cyber High records and measures your attendance through a formula of assignment completion and engagement in at least weekly meetings with your assigned teacher.

Course Outlines

Each student will receive a brief outline of the objectives, content and evaluation procedure for each course that they take. The courses offered at the school have been developed according to the requirements of Alberta Education. Parents are expected to review each subject course outline to become familiar with curriculum coverage, assessment and learner expectations.

Senior High Course Requirements

To earn an Alberta High School Diploma, a student must:

- Earn a minimum of 100 credits.
- Complete and meet the standards of the following courses:
 - i. English Language Arts 30-1 or English Language Arts 30-2
 - ii. Social Studies 30-1 or Social Studies 30-2
 - iii. Math 20-1, Math 20-2 or Math 20-3
 - iv. Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20 (or Science 10 and any other 5-credit Science course: Science 10 or Science 14)
 - Complete and meet the standards and earn credits in the following courses:

Course	Credits
Physical Education 10	3
CALM	3
CTS, Fine Arts, second languages PE 20 and/or PE 30	10

This 10-credit requirement may also be met by:

- locally developed courses in CTS, fine arts, or second languages
- one 36-level course from any occupational cluster of the Knowledge and Employability Course (K&E)
- two 35-level courses from any trade in the Registered Apprenticeship Program.

Other 30-level courses, in addition to English 30-1 or 30-2, Social Studies 30-1 or 30-2, including:

- locally developed courses
- 3000 series, advance level, CTS courses
- 35-level Work Experience courses
- two 35-level courses from any trade in the Registered Apprenticeship Program.

With the High School Diploma requiring 100 credits, we recommend the following minimum credit loads.

- Grade 10: 40+ credits
- Grade 11: 35 credits

- Grade 12: 25 credits

It is the responsibility of the student and the parent to make sure diploma requirements are being met from year to year. It is important that all students contact the school guidance department to discuss their career goals and requirements to meet these goals.

- Program Changes – All students are encouraged to register in a full program of studies. All grade 10 students are to maintain a full program unless otherwise approved by the principal.

Holy Family Cyber High Graduation Requirements

While graduation is seen as the culmination of twelve years of education, the type of activities undertaken in its celebration must be significant, in good taste and within the legal constraints of the law. Above all, no student should be at risk because of the type of activity undertaken.

In general, the activities are divided into two parts: the part that is organized by the school community and the part that is organized by the parents and students. The part organized by the parent is outside the realm of responsibility of the school. If a before/after grad activity does not involve alcohol, then the school may be involved. Graduation activities organized by the school may be subject to change from year to year and traditional formats should not be assumed. Grad fees may be charged rather than engaging in fundraising.

Graduation Ceremony Requirements

The school community has the responsibility to organize an event to recognize the achievements of their students who have completed or have the ability to complete the requirements for graduation as recognized by Alberta Education.

In order to take part in the school-based ceremonies, each student must be eligible to graduate from the program in which they are registered. This means:

- a) Grade 12 student enrolled in a high school diploma program will:
 - satisfy the requirements for a diploma as per Alberta Education (i.e. 100 credits and meeting the course requirements) and
 - have completed, with passing grades and satisfactory attendance of 60% of all their correspondence modules, CTS, Work Experience and Special Projects by April 30th
 - Knowledge and Employability students will be enrolled in a program that will satisfy the requirements for a Certificate of Achievement as per Alberta Education.
 - Learning Needs students will be recognized upon exiting from their school development program.

b) Graduating Holy Family Cyber High students must meet Religious Studies requirements.

- Students registering in Grade 10 must complete Religious Studies 15, 25 & 35.
- Students registering in Grade 11 must complete Religious Studies 25 & 35.
- Students registering in Grade 12 must complete Religious Studies 35.

In order that the students are well aware of those qualified to take part in the ceremonies, students will be notified by the guidance counselor. A student may appeal and, if so, the following procedure will be followed:

- a) The matter is first brought to the attention of the guidance counselor who will investigate the appeal and either confirm the appeal or turn it down.
- b) If the appeal is turned down, the matter is brought to the attention of the principal who will investigate the matter and give a response to the appeal in writing to the student.
- c) The final appeal is to the Superintendent and the School Board.

The principal has the authority to make decisions for the eligibility of students.

Plagiarism

Each case of plagiarism will be dealt with in a way that will allow for education of the individual in question. Discussions with the student will determine the student's understanding of plagiarism and how their actions are to be considered so. This will be conducted by the teacher and administration. If willful plagiarism has been concluded, the following steps will be enacted:

- a) The work in question will not be graded. The student will need to repeat the work.
- b) Additional offenses will result in disciplinary consequences such as suspension. Suspension length will vary based on the type of offense and the level of truthfulness when provided evidence is compelling; as well the grade level of the student will be considered.
- c) When it has been determined that a student has plagiarized, a letter will be sent home (accompanied by a phone call) that will indicate the charge and the potential of future consequences, as well as instructions as to the expectation to redo any of the plagiarized work.
- d) Any work left incomplete after specified due dates have passed will not receive a mark for the assignment.

Plagiarism undermines the idea of academic integrity and those who engage in it cause harm to themselves and their academic community. Education of how to avoid and eliminate plagiarism will be continually offered within our school.

Summative Assessments

For security purposes and to help you develop test taking strategies that will be necessary when you write a Diploma exam in your grade twelve school year, you will write all your summative assessments in a supervised setting. For students in the Peace River geographical area this means arranging a time at Glenmary School. For those students not in the Peace River area we will support you in setting up a supervised location at your nearest school. This means you will be required to travel to take summative assessments. If this is an issue for you please contact our administration to determine your options.

School Attendance Practice

Holy Family Cyber High School follows:

School Division Administrative Procedure 330 which can be located at <https://docushare.hfcrd.ab.ca/docushare/dsweb/View/Collection-13312>

And the Alberta School Act which can be found at

<http://www.education.alberta.ca/departement/policy/legislation/regulations.aspx>

Students are required to attend school regularly and punctually. It shall be the responsibility of students and parents/guardians to ensure compliance with this requirement and the responsibility of schools to ensure that students and parents/guardians are informed promptly when the attendance of students is not satisfactory.

Absences are currently tracked and recorded through participation in weekly collaboration and discussion sessions with the teacher and through work completion. Each week teachers record a formative mark into PowerSchool that we use to reflect attendance. A mark of E (Excellent) indicates that the student is on pace to finish the course according to the semester timelines. A mark of Pf (Proficient) indicates that a student is no more than one lesson behind. A mark of B (Basic) indicates that a student is one lesson behind and did not engage the teacher in the weekly interaction. A mark of NM (Not Meeting) indicates the student is two lessons behind. A mark of ABS (Absent) indicates the student has not engaged the teacher in the past two weeks and is more than two lessons behind.

- Excused absences are defined as illness, medical and dental appointments, death in the immediate family, religious holidays, emergencies, field trips and absences sanctioned by a school administrator.

Once students' absences exceed 15% contact will be made with both the home and the Division Attendance Officer. The student will be given a specific time period to improve their attendance along with the necessary school supports. If the attendance does not improve then a second letter will be sent to the Division Attendance Officer requesting a meeting with the Officer, parents/guardians, students and school personnel.