

The logo features a grey eight-pointed star with a white outline. The word "STAR" is written in a bold, yellow, serif font with a black outline, positioned over the top points of the star. The words "Catholic" and "Outreach School" are written in a purple, cursive font below "STAR".

STAR Catholic
Outreach School

Student Handbook

An Overview of Outreach

Welcome to STAR Catholic Outreach School and to St. Thomas Aquinas Catholic Schools! Our enthusiastic team continually extend themselves to ensure each student has every opportunity to reach their potential in a safe and supportive environment. Please take a moment to familiarize yourself with the information contained in this handbook and feel free to contact us if you have any questions. We trust that you will have a wonderful school year and we look forward to working with you toward achieving your goals.

Division Mission Statement

“Rejoicing in the way of Christ, we nurture a love of learning in faith-filled Catholic schools!”

STAR Catholic Outreach Mission Statement

“We are a Christ-centered, Catholic community that fosters a hope-filled environment where all students reach high levels of growth and success.”

What is Outreach?

STAR Catholic Outreach strives to provide our students a Christ-centered Catholic education through a self-directed, alternate delivery approach. We reach out to those students whose needs may not be met in the more traditional education model. Our flexible scheduling, anywhere-anytime learning format, hours of operation, year-round calendar and off-campus education programs are all tailored to have the programming fit the student rather than the student fit the program. This delivery model tends to suit students who:

- wish to learn in a more independent manner
- are looking to get ahead in their studies
- need to upgrade (including adult students)
- are experiencing scheduling or peer conflicts
- have commitments outside of school with either work or activities

We work to personalize the student’s learning experience within a caring and faith-filled learning community. Our school follows an independent learning model which means that you – the student – are responsible for setting educational goals for yourself with the assistance of the STAR Outreach staff. Together, we will develop a time frame for your course work to be completed.

Contact Information

**Location**

4906-50 Avenue
Leduc, AB
T9E 6W9

Phone/Fax

780-980-0955 (phone)
780-980-0957 (fax)

Website:

<http://or.starcatholic.ab.ca>

Facebook: Facebook Search: STAR Catholic Outreach School

Hours of Operation

Monday, Tuesday and Thursday	9:30am – 4:00pm
Wednesday	9:30am – 6:00pm
Friday	9:30am -12:30pm (9:30 to 4 in the Summer Term)

Terms:

Term 1 runs September to January

Term 2 runs February to June

Summer Term runs May to July

Note: We are a writing center for diploma exams for November, January, April, & June.

Teacher Hours:

For specific teacher hours please refer to the Google Calendar on our website for up to date information

Mike Malloy (Administrator/Teacher): Off-Campus / Religion /CALM / PE / CTS / Electives
mike.malloy@starcatholic.ab.ca

Brandy Sletten (Administrative Assistant)
brandy.sletten@starcatholic.ab.ca

Jennifer Clement (Teacher): English / Social Studies / Religion
jennifer.clement@starcatholic.ab.ca

Katrina Kloster (Teacher): Math / Science
katrina.kloster@starcatholic.ab.ca

How to Register

For students currently registered at a STAR Catholic Senior High School (Shared Students):

You must be referred by either your Principal or Guidance Counsellor for each course that you wish to take at STAR Outreach (This does not apply to Summer School courses). You will be asked to complete an alternate registration form that you will receive at your current school or pick up at the Outreach. If you are under 18, we will require a parent/guardian signature on the registration form. All fees can be paid with one payment either by cash, cheque or through School Cash On-line.

The following is required to register:

- a completed registration form
- a non-refundable \$5.00/school year Technology Fee per student
- a refundable \$45.00/school year Book Caution Fee a refundable

If not currently registered at a STAR Catholic Senior High School:

You can access the registration package at <https://or.starcatholic.ab.ca/parents/registration>, or pick up all of the necessary forms and documents at the school. You will be required to provide a photocopy of your birth certificate. Also, if you are under 18, we will require a parent/guardian signature on the registration form. All fees can be paid with one payment either by cash, cheque or through School Cash On-line.

The following is required to register:

- a completed registration form
- a signed *Appropriate Use of Technology Agreement*
- a photocopy of birth certificate or proof of permanent residency/landed immigrant status
- a non-refundable \$5.00/school year Technology Fee per student
- a refundable \$45.00/school year Book Caution a refundable

Before beginning your course, you must discuss course content and expectations with your teacher. At this meeting a timeline for course completion will be developed and you will receive your course materials or be informed when they will be available.

General Information

Facility

STAR Outreach has a non-attendance policy. This means that you are **not required** to attend our school for any specific period of time, but you are always welcome to work at our facility. In fact, if you are able to attend, we recommend it! We have independent carrels, tables for small groups, and computer stations with printer access for research and writing. Our kitchen area has a fridge and microwave for student use. We gather for daily prayer each day and encourage students to support our Mercy Projects. As part of the St. Thomas Aquinas Roman Catholic School division, STAR Outreach has access to all support services offered by the division. Below are student conduct guidelines, for more information please see our School Division's Student Code of Conduct Administrative Procedure (AP 350) at:



<https://www.staratholic.ab.ca/division/documents#category/6161>

Electronic Devices

Students may access the school's Wi-Fi network for cell phones and personal laptops upon staff approval and submission of a signed *Acceptable Use of Technology Agreement*. All registered students who have submitted a signed Division Technology Agreement will receive a google account. A reminder that technology used in the school should be for course work only.

We ask that students use personal electronic devices sparingly when in the school. You may have your phone on vibrate, but we ask that you please step outside to take a phone call so as to not interrupt other students. If you wish to listen to your own music, you are encouraged to bring headphones and keep the volume at a reasonable level. Please ensure that when working at the Outreach you are not disruptive and are being respectful toward staff and fellow students. **Should your phone/electronic device become a distraction further use will be at the discretion of the teachers. You are not allowed to be on any electronic devices when reviewing corrected modules.**

Dress

Students are expected to support standards of dress and grooming that reflect the school's purpose as a place of learning. Students need to be sensitive to the values and expectations of our Catholic community. The following guidelines will be observed:

- Cleanliness and neatness – Clothes and shoes should be clean.
- Safety and health – Shoes must be worn at all times.
- Clothes must not display slogans or graphics which are disrespectful, controversial, obscene, and/or involve drugs or alcohol.
- Be modest in your dress - revealing clothing is inappropriate.

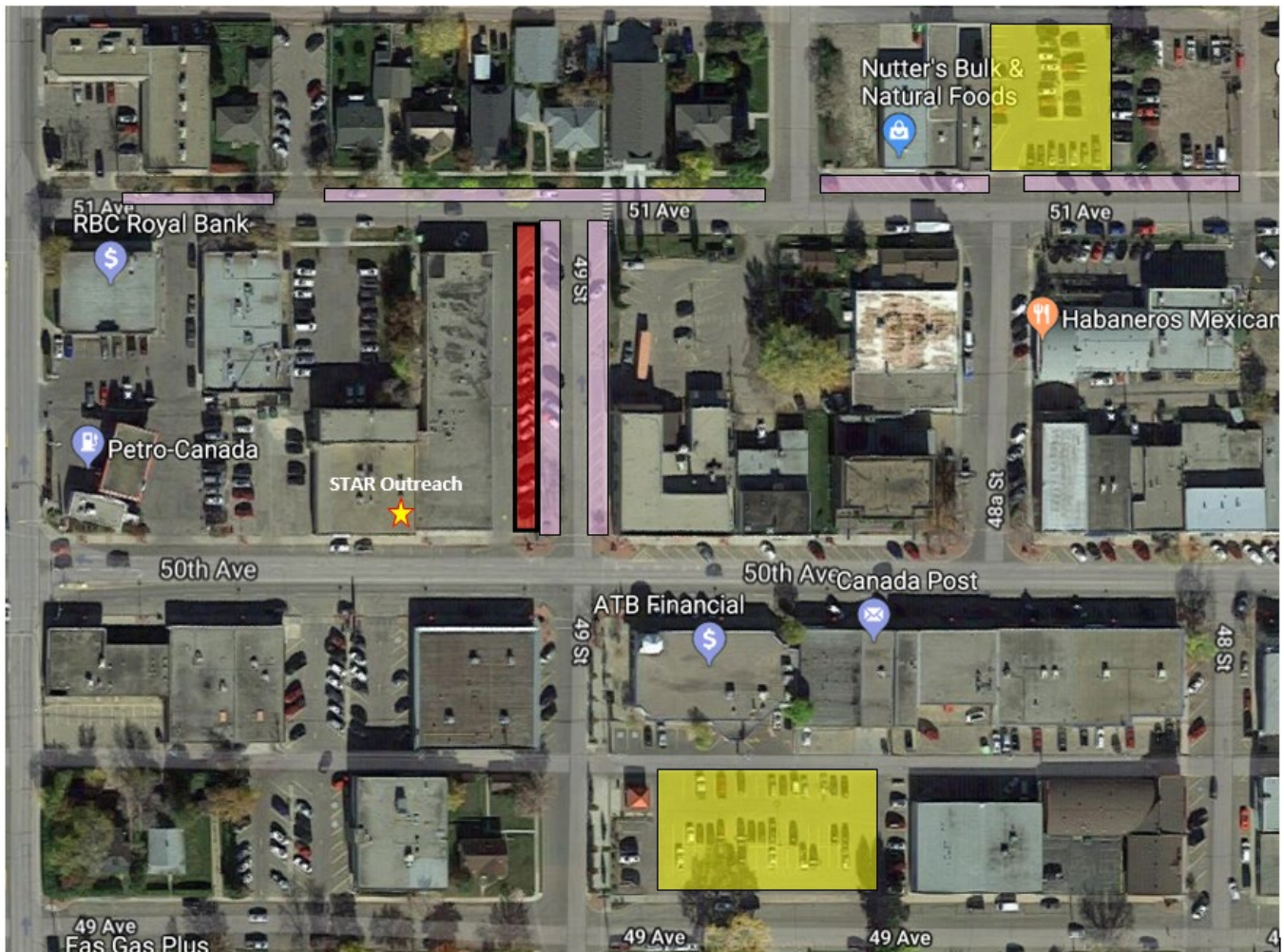
School personnel reserve the right to make any required judgments in the above areas and address any concerns.

Prohibited Substances

STAR Catholic Outreach is a smoke-free campus for all students, staff and visitors. This includes the parking lot and inside vehicles on school property. Students also cannot be under the influence or in possession of drugs or alcohol, or have in their possession paraphernalia related to drugs or alcohol while attending school or during school supervised activities. Failure to adhere to these guidelines will result in immediate disciplinary action. **In order to maintain a safe environment student property is subject to searches of a general administrative nature for contraband and rule violations.**

Parking

Students attending STAR Outreach are encouraged to park in the lot behind the ATB on the corner of 50th Ave and 49th St. For stops of 2 hours or less at the Outreach you are welcome to park in any of the street parking marked in yellow on the map. **Please do not park in the Staff Parking Area (including the Visitor Stalls) on the west side of the building facing Petro Canada. Vehicles parked in the Legion parking lot are subject to being towed.**



 Public Parking – No Hourly Limit

 Public Parking – 2 Hour Limit

 Legion Customer Parking Only
Vehicles May Be Towed

The Independent Learning Environment

The courses at STAR Outreach are designed to be completed independently. Teachers are available at the school for one-on-one assistance when students require help, but there are no scheduled instruction times. It is up to you, the student, to be working through materials and making notes as you go. **Teachers will contact students in order to discuss their coursework, address any concerns, and suggest areas in which the student can improve.**

When you begin a course, you will typically receive a textbook/resource and your first module or the access procedures to on-line courses. The module is often a coil book and an accompanying assignment booklet. Consider the coil book to be your teacher. It will direct you, lesson by lesson, to various textbook information, practice questions, online resources, and a multitude of other support materials. It is strongly suggested that you make notes as you work through the coil book, and **only attempt the module assignment when directed to do so in the instructional material.** If you jump straight to the assignment book, you will be missing all kinds of information that is necessary to do well on the assignment! The assignment book cannot possibly cover all of the information contained in the final exam, so doing the work within the coil book will enable you to be more successful on your final exam. Your teacher will set up a timeline with you to complete your course before the end of the semester, but our general policy is to allow students one to two weeks to complete a module.

Once your module assignment is complete, you may hand it in to your teacher at the Outreach. If you attend one of the other high schools in St. Thomas Aquinas School Division, you may hand in your completed work at the school office or to a designated staff member. A new module will be given to you upon the receipt of your completed module.

If you hand in a module and receive a mark that is less than 50%, your teacher will discuss with you ways to improve your mark.

Once you have completed all of the coursework, there will be a final assessment (with the exception of a few courses). For non-diploma courses, you will write a closed-book final exam worth 30% of your mark. Making your module work (including your mid-term exam) worth 70% of your mark. For diploma courses, your term work along with a school mid-term and final exam will make up 70% of your final mark and your diploma exam the remaining 30%. Final exams and reviews must be written to receive credit in the course. **For all school final exams you are permitted to bring in a one page, original, handwritten, (double-sided) note sheet. This sheet will need to be approved by your teacher prior to starting your exam. For exams written at other STAR high schools, your note sheet needs to be approved by your contact teacher prior to writing and returned to STAR Outreach with your exam.**

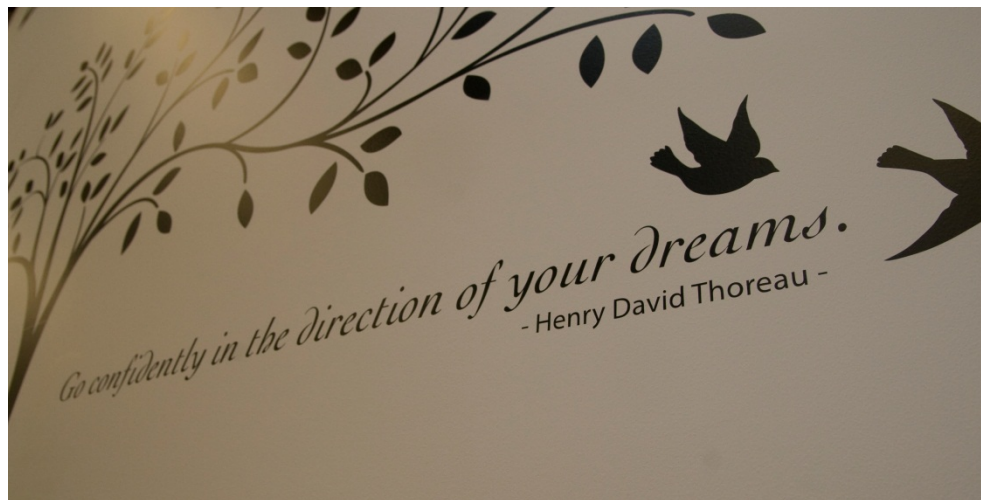
All course material is to be turned in prior to writing your final or diploma exam. Students are responsible for all lost or damaged materials beyond the caution fee.

Your course marks can be viewed on our mark program. If you have not received an access email, please contact the school secretary to obtain your username, password and instructions. Marks are submitted after each of our three terms.

If you should fall behind in your course, we will follow the process below:

1. If you have not contacted teacher or turned in any work within 30 days of starting a course an email will be sent to you, your counsellor/designate (for shared students) and your parents (for students under 18 years of age) regarding your withdrawal from the course.
2. If you have completed less than half the course by the mid-term point an email will be sent to you, your counsellor/designate (for shared students) and your parents (for students under 18 years of age) to determine your intentions with the course in question.

Remember: Our goal is to assist you in achieving your goals!



Plagiarism Guidelines

As a student of our school, you should be aware that STAR Catholic Outreach School takes plagiarism very seriously. We do not wish to encourage any form of dishonesty at our school. As well, we know that the consequences of plagiarism as you continue on in your education become more and more serious. As a STAR Catholic Outreach student, you should be aware of the following information:

What is Plagiarism?

Plagiarism, like cheating, is an act that directly challenges the concept of intellectual honesty. It occurs when a person....

- Hands in someone else's work as their own. This applies to direct presentation of someone else's work, a paraphrase of their work, or even direct inclusion of turns of phrase from someone else's writing. In these instances, the plagiarism is most likely intentional. Even when you are "working with" another student or receiving help from a tutor/parent, the work you hand in must be in your own individual and unique words.
- Cites sources improperly. Again, this applies to direct quotations, paraphrased ideas, and even turns of phrase. In these instances, the plagiarism may well be unintentional, but it is still plagiarism nonetheless. (*from 2learn.ca Education Society's "Net Know-how"*)

How to Avoid Plagiarism:

- If you do not understand how to complete an assignment, ask your teacher for help. They will be able to support you completing your assignments yourself. This will ensure that you will understand the material and will be able to show this understanding on your final exam and in future courses. By copying, you are stopping yourself from learning the material which can majorly impact your success in the future.
- Ask your teacher for examples of the type of assignment that you are working on. For example, if you are writing an essay, an example of another essay may help you organize your ideas.
- Keep copies of your rough work (brainstorming, pre-writing activities, rough drafts, etc.) If your teacher has any doubts that the work you have handed in is your own, you can show them this original work.
- Keep a research log. When finding information, graphics, pictures, etc. that you will need for your assignment, make sure that you are keeping track of where the information is coming from. Write down (or copy and paste) ALL of the information you will need for your bibliography or works cited page.
- Make sure you are citing any ideas, direct quotes, pictures, etc. within your assignment or in a bibliography or works cited page. If you are unsure how to cite sources, please consult with your teacher or check on-line.

Consequences of Plagiarism at STAR Catholic Outreach:

If your teacher suspects that you have plagiarized some or all of your work, they will contact you to discuss the work you have handed in. At minimum, your course work will be considered incomplete until the work in question has been properly completed. Parents and/or the school administration (for shared students) will be contacted by the course teacher to discuss the incident and further consequences. For more information about plagiarism, you can talk to your teacher or take a look at the following:

<http://www.netknowhow.ca/NKHPLoverview.html>

Obtaining a High School Diploma

There are several required courses that students must complete in order to obtain a high school diploma. STAR Outreach is able to offer you all of the courses that you need to earn your diploma! The requirements are as follows:

– a **minimum** of 100 credits, including:



1. English Language Arts 30-1 or 30-2
2. Social Studies 30-1 or 30-2
3. Math 20-1 or 20-2 or 20-3
4. Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20
5. Physical Education 10 (minimum 3 credits)
6. CALM 20
7. 10 credits in 30-level courses **other than ELA or Social Studies**
8. 10 credits in CTS, fine arts, and/or second languages

See the Alberta Education website for more specific and detailed information on requirements for an Alberta High School Diploma and Certificate of High School Achievement.

STAR Catholic Outreach Commencement Participation Policy

Annually we celebrate the successes of our students at our Graduation and Awards Ceremony in June. Since we are unable to determine a student's final standing by the end of June (due to the scheduling of Diploma exams) our ceremony recognizes those students who are 'on track' to fulfill the requirements. All potential graduates will receive a letter from the school during Term 2 with more detailed information. In order to be eligible to participate in our commencement ceremony a student must satisfy the following criteria:

1. Be in a position to qualify for an Alberta High School Diploma/Certificate of High School Achievement by the end of the July (August Diploma sitting for Diploma Courses) for the current school year.
2. Complete all courses required to receive a diploma/certificate to a point by the second Friday in May where the course teacher feels the student will indeed successfully complete the course in the current school year.
3. Be in good standing within the school as defined by school and division policy.
4. Successfully complete at least one Religious Education course in senior high.

Adult Education at Outreach

Alberta Education offers funding for students who are 19 years of age or younger **as of September 1st**. For mature students (those who are 20 years old as of September 1st), STAR Outreach can offer high school credit but a tuition fee applies to all courses. These fees can be paid with one payment either by cash, cheque or through School Cash On-line. For mature students, the total tuition will be \$550 for a 5-credit course offered by Outreach. See below for payment structure:

- 1) Upon registration, a \$250 fee is required
 - \$5.00/school year (non-refundable Technology Fee).
 - \$45.00/school year (refundable Book Caution Fee).
 - \$200 (non-refundable course fee)
 - 2) After writing the mid-term, the remaining \$300 course fee is required prior to receiving the next module.
- Mature students can challenge a diploma exam without taking formal instruction in the course. Please contact the school if interested in this option.
 - For students going through Alberta Works, please contact the secretary.

Course Challenges

Any student has the opportunity to challenge a course (where allowed by Alberta Education) by completing the final exam. To do this you need to apply to the school administrator. Note that this only applies to the school awarded mark portion for diploma exam courses as students still need to write the diploma exam to be eligible for a final course mark and credit in that course. Students must be a registered at the Outreach to challenge a course.

Exam Proctoring

Exam proctoring is offered as STAR Catholic Outreach depending on both staff and room availability. The fee for students is \$35.00 per exam. Please contact us for more information.

Off-Campus Education

Work Experience

Do you work part time or volunteer regularly? Students who do, are 15 years old and successfully complete a 1 credit prerequisite course (HCS3000: Workplace Safety Systems) are eligible to register for Work Experience.

There is a total of 30 credits that students can earn through Work Experience, 10 credits in each of Work Experience 15, 25, and 35. A credit is earned for every 25 hours worked. Of the 30 credits, a **total of 15** can be applied towards your high school diploma.

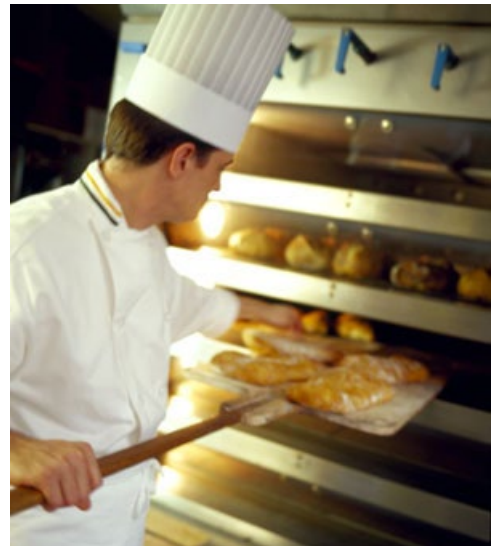
Registered Apprenticeship Program

Are you interested in a trade? STAR Catholic Outreach offers students the opportunity to participate in the Registered Apprenticeship Program (RAP) to earn credits and 1000 hours toward apprenticeship certification. All RAP students must be 15 years old and complete both HCS3000: Workplace Safety Systems and HCS3010: Workplace Safety Practices. Once the prerequisite courses are complete and a position has been secured, students will begin work in their trade. After a probationary period, students are registered as apprentices.

A total of 40 credits can be earned through the Registered Apprenticeship Program. All of these credits may be applied toward a high school diploma, but all other graduation requirements must also be met.

Green Certificate

The Green Certificate is an Off-Campus Program that looks at any one of the following areas of study: Beekeeping, Cow/Calf, Dairy, Feedlot, Field Crop, Greenhouse, Sheep, Swine (Pigs) and Equine. To register in the program, you must be 15 years of age and have successfully completed AGR3000. In this program students can not only earn their Green Certificate but also 16 credits in their area of study.



Please speak with our Off-campus Coordinator if you are interested in any of our Off-Campus Programs.