

Fairview & Area Learning Store



Bridging Gaps

Building Futures

www.FairviewLearningStore.ca

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2020– 2021 Policy Handbook



History of the Fairview and Area Learning Store

Outreach Education is the fastest growing area of Alberta Education, primarily due to the flexibility it offers to meet the individual needs of the student. At the Fairview & Area Learning Store (FALS), we seek to meet the educational needs of all students who come through our door, so programming is designed to fit the lifestyles and learning styles of our students. As of August, 2011, the Fairview & Area Learning Store officially became Fairview's 3rd high school, as the Learning Store is now a completely independent school; however, we continue to maintain strong partnerships with other Fairview and area high schools. All courses follow the Alberta Education Program of Studies with accreditation towards a high school diploma. Beginning in the 2014-15 school year we added a second teacher who specializes in the math and science disciplines, which enables us to offer the full complement of courses to FALS students.

Interest in opening the Fairview & Area Learning Store (FALS) had been developing since 1999. In the spring of 2004, the concept of a storefront school began to evolve through a series of administrative visitations and tours of other outreach schools in Northern Alberta. In June 2005, Fairview High School Administration presented a power-point presentation to the communities of Cleardale / Worsley, Hines Creek, and Fairview to demonstrate the benefits of such a program in these communities. In August of 2005, one full-time Teacher/Coordinator and two half time Office Manager/Education Assistants were hired. The doors were open to students on September 6, 2005. Since that time, FALS has become an integral part of the Fairview and area community, serving between 90 and 120 students per school year.

In the past twelve years we have been instrumental in providing hundreds of students with the courses needed to fulfill the requirements for their high school diploma. Last year alone we saw seventeen full-time FALS students meet those requirements to attain their high school diploma. We also helped four adults obtain their High School Equivalency Diploma. Not all of those students chose to participate in the Grad ceremonies Fairview High School so graciously includes us in, but we are proud of them all none the less.

Foundation Statement

Fairview and Area Learning Store Mission Statement:

The purpose of the Learning Store is to provide educational options and opportunities for students who, for a variety of reasons, are unable to find success in a traditional high school setting or are unable to access programming at a regular high school. We are committed to forging strong partnerships with other area high schools to provide our students with the greatest possible access to course offerings and to provide their students with courses not otherwise available in order to maximize student success.

Fairview and Area Learning Store Vision Statement:

The Learning Store strives to unlock student potential by meeting the needs of students to build a foundation for success and lifelong learning one student at a time.

At the Learning Store we believe in developing positive and contributing citizens...

- Through success!
- By fostering positive relationships
- By providing individual programming
- Through ownership and accountability

Program Focus

- High school students aged 14 and older who have previously attended school or home based studies;
- Students who enjoy/prefer working independently, and for whom the traditional school day is unworkable;
- Student who are employed or living independently, and for whom the traditional school day is unworkable;
- Students who require a flexible timetable;
- Fourth & Fifth year high school students seeking to complete diploma requirements;
- Students for whom the traditional school setting is educationally, socially and/or emotionally challenging;
- Students requiring greater flexibility for RAP or other programs of interest;
- Students from area high schools who require course offerings due to timetabling conflicts;
- Pregnant & parenting teens;
- Adults who require academic upgrading.

It is a fundamental principle of the Fairview and Area Learning Store that students be offered the widest range of educational options possible so as to best meet the needs, desires, and goals of each student. Consequently, The Fairview and Area Learning Store believes that all area students have the right to access concurrent programming at all three area high schools, FALS, FHS, and STM, and is committed to working with area high schools to make this happen.

Students wishing to Transfer from FHS to FALS

There may be times when FHS students seek to transfer their programming to FALS. The process for such transfers is as follows:

- Parent/s and student will meet with FHS administration to discuss any such transfer
- Parent/s and student will meet with FALS administration to discuss any such transfer
- The administration of both FHS and FALS will consult to determine the appropriateness of any such transfer
- Where it is deemed that such a transfer is in the best interests of the student, a transfer of programming will be permitted

Concurrent Students

A concurrent student is defined as follows:

- Any student registered as a full-time student with any other Fairview or area school, but who accesses one or more courses through the Fairview and Area Learning Store.

Students wishing to participate in concurrent programming must have approval from their home school, the school with whom they are registered, and from their parent/guardian, if the student is under the age of 18 years of age. In addition, the administration of FALS must approve any such blending of programming.

Concurrent programming may occur under the following circumstances:

- A student experiences a course conflict
- A student requires a prerequisite that is not offered during the current term at his or her home school
- A student has spares he or she wishes to fill that cannot be filled at his or her home school
- A student requires a programming change mid-semester

Program Components

Education

- Curriculum is accessed through distance learning materials and certified teacher supported learning.
- Continuous intake allows high school students to reconnect with their studies at any time throughout the current school calendar year (high school and part-time adult only).
- Fixed term status will be applied to any student seeking income support funding and must abide by acceptable attendance policies.
- Full-time students are encouraged to complete a minimum of fifteen credits per five month period.
- Students may enrol in diploma courses until April 1 for June examinations.
- The program is flexible to allow for a variety of learning styles and needs.
- Progress Reports and attendance reports are available upon request.

Career Exploration

- Full-time students work in unison with FALS staff to map out high school credits with a focus on post-secondary goals. Resources and staff are available to the student for the purpose of planning both their secondary and post-secondary education. A Senior High Program Planner will be completed for all full-time students.
- Work Experience, Registered Apprenticeship Program, and Green Certificate are all offered to further enhance career prospects for students.

Communication Skills

- The core courses address formal communication skills.
- The teaching staff monitors and discusses student progress with students, and explores different approaches to overcome difficulties in achieving goals.
- The teaching staff assists students when they need to write resumes, fill out forms, or mediate with various agencies.
- Learning strategies are communicated to students in order to enhance and reinforce learning of the material.

Community Awareness

- Community resources are available through varied partnerships. For example, we work closely with Crossroads and Alberta Health Services to ensure access to services.
- Referrals to appropriate agencies occur when the need arises. For example: FCSS, CFSA, FNMI, and ADDAC.
- Life skills programming invites members of the community to educate students on real life issues. For example, work experience, RAP, and Green Certificate programs are all available to our students.
- Lifestyle and leisure pursuits are encouraged through use of community facilities and programs.

Personal Development

- Self-esteem is gained through student ownership of the learning process.
- Students are encouraged to seek out volunteer or work experience placements that are connected to their interests and abilities.
- Opportunities for growth in the physical, intellectual and emotional disciplines are encouraged through self plans or community agencies.

Student Profile

Eligibility

- Students attending this program are high school students 14 years of age and older. The courses offered encompass grade levels 10 through 12.

Performance

- Completion of modules will be mapped out via a Course Outline which is given to students at the beginning of each new course. This Course Outline provides module due dates so courses are completed in a timely manner.
- If a student is not completing their course in the timeframe indicated by the timeline, then the teacher will follow-up with a phone call to student or parent/guardian.

Evaluation

- Courses are composed and evaluated using Alberta Education guidelines, Learn Alberta, ADLC Materials and teacher directed/added assignments and tests.
- For those courses which include a final exam, the exam will be weighted at not less than 30% of the total course. The remaining % will be distributed over the remainder of the course and will reflect actual weighting of each module or test proportionate to the total module and test values.

Active Status:

A student who

- is presently registered;
- has discussed their present schooling plans with the Learning Store teacher;
- has received course materials and is completing assignments within an agreed upon time line.

Administration

Hours of Operation

- Monday to Thursday 8:30 am to 3:30 pm
- Friday 8:30 am to 2:30 pm. (Friday afternoons have been designated for planning and visitations)

Registration Process

- To register as a full-time FALS student, both the student and parent/guardian (if applicable) participate in an appointment with the teacher. The program philosophy and a student school plan are discussed. A tour of the facility and on-site registration occurs at the Learning Store if student chooses to attend on a regular basis.
- Students from area high schools may be accepted for one or more courses based upon the approval of the Fairview & Area Learning Store Principal and FHS principal.

Powerschool/Powerteacher Pro

Powerschool with the Powerteacher Pro is a comprehensive single-source management and communication tool designed specifically to meet student data collection needs of Outreach teachers and administrators.

- This program provides the means to track such items as general information, contact information, progress reporting, potential and actual credits earned, attendance, and course scheduling and tracking.

Fees

- **For full-time FALS** students who are younger than 20 on September 1st, there are no registration fees for the school year.

- For all adult student who are 20 years of age or older on September 1st, the following schedule of fees applies:
- **Adult students** are persons 20 years of age as of September 1 of the current school year. Adult student tuition is \$100.00 per credit, to a maximum of \$500.00 per course.
- Adult students are required to pay course fees in advance of beginning course work. Adults seeking assistance through the Learner Income Support Program **must** have funding secured in advance of beginning course work, and FALS must be in receipt of course fees in advance of adult students beginning course work.

Staff Meetings

- Staff meetings are held on P.D. days and on an as needed basis. All certified staff members are expected to be in attendance.

Community Partnerships

- Partnership with Fairview campus of the Grande Prairie Regional College is a natural fit. Presently, the Green Certificate program is offered to our students through their coordinator. Also, students have an opportunity to participate in Skills Canada, a trades & technology competition held at the GPRC Fairview Campus. We will continue to explore student centred opportunities as they evolve through GPRC.



Program Policies

Attendance

- Attendance is not mandatory for full-time Fairview & Area Learning Store students, though regular attendance is strongly recommended. Concurrent students, (students enrolled at another high school), are expected to be at the Learning Store during specified blocks from their regular High School schedule.
- Attendance is mandatory for full-time learners seeking funding eligibility through Learner Income Support. Students must commit to spending a minimum of four hours at Fairview & Area Learning Store per week. After three weeks of non-compliance students will be withdrawn from their course(s) and the Learner Income Supports office will be notified of

- the withdrawn status. These students will be on fixed term status (September to January and February to June) with each term comprising 20 weeks. Students will receive 25 hours of learning opportunity per week.
- Timeclock MTS is a database system that captures attendance of each student as they enter and exit the Learning Store. They must log in and log out each time to accurately calculate hours spent at FALS. Additionally, Powerschool is employed to record attendance for Fairview High School concurrent students so unexcused absences will trigger an automated phone call home.

Conduct

- The Fairview and Area Learning Store is an educational environment and **appropriate public behaviour** is expected at all times. There is a zero tolerance for harassment, destruction of property, or negative behaviours.
- Students unable to conduct themselves appropriately will be required to leave the school for the remainder of that day and will be expected to work on course materials at home. Inappropriate conduct includes, but is not limited to, the following: excessive talking, swearing, off-task behaviour, misuse of school materials and equipment, or otherwise impinging upon the learning of others (see attached: AP 350 and AP 352).

Computer Use

- Computers are available to students for schoolwork at any time of day. Personal use of computers, such as checking e-mail, should be limited to before 9:00 am, 11:45 am – 12:30 pm and after 3:30 pm. Only active status students may access the computers.
- Before using the Internet, **staff and students must respond in the affirmative on the PRSDnet Student User Agreement** embedded in the registration form. The PRSDnet Use Guidelines and Responsibilities for Staff and Students is included in Appendix 4 of the Registration Form Appendix Package given to all registering students/parents. The rules outlined in this agreement are strictly enforced. Students are to read them carefully. Once the above has been completed, the school gives the staff/student a password to enter the system.

Student-Owned Devices

- Students and staff are aware of how student-owned devices may enhance student learning.
- Issues relating to student-owned devices will be clearly articulated for students, parents, and staff. These include:
 - Keeping their devices in a secure location at all times.
 - Responsibility in case of loss, theft or damage.
 - Technical support is not the responsibility of PRSD..
 - Staff and students will be informed on the effective use of student-owned devices in the school.
 - Student cell phones will be used to enhance learning, and inappropriate usage will be addressed one-on-one, as will inappropriate usage of all personally owned devices.
 - Camera functions can only be used under teacher supervision as per privacy legislation. (FOIPP)
 - Teachers will continue to be in-serviced around how to effectively use digital devices to enhance student learning.
 - Students will be shown how to access course content via their personal devices.



Music

- Students are welcome to bring their own music to play on personal devices. Headphones must be used and the music **must** be maintained at an appropriate level so as not to interfere with others.

Smoking

- Students may smoke and/or vap across the street in front of the arena. Cleanliness of the smoking area must be maintained as we share space with other community users. Smoking within 5 meters from the front door is prohibited, as is smoking within 5 meters of the building. Concurrent students are not permitted breaks during their assigned instructional time.

Drugs & Alcohol

- The school does not tolerate the use of these substances on any Fairview and Area Learning Store premises. The principal deals directly with any student found in possession of these substances. If any student is suspected to be under the influence of these substances the student will be dealt with by the principal, and appropriate action will be taken, as per AP 355 (see attached).

Childcare

- Young mothers are encouraged to attend as regularly as possible. Infants or small children may utilize both the utility and lunchroom, under their parent's supervision. Parenting students are encouraged to access appropriate childcare. We will assist in finding appropriate childcare services within the community.

School Partnership

- Fairview High School allows for Fairview & Area Learning Store students to become involved in many extra-curricular clubs, teams, and/or activities that occur at FHS. An extended invitation to attend special assemblies and cultural events will be put forth from FHS administration.

Support Services

First Nations, Metis, and Inuit Program

- This program is to provide support and assist educators with integration of Aboriginal Cultures into the schools and increase FNMI student attendance and achievement. As well there is a Youth Support Worker to provide family support, short-term counselling, and advocacy services to clients within the division.
- Fairview and Area FNMI Liaison is Holly Compton who works with Fairview High School and Fairview & Area Learning Store FNMI students.

Community Counselling & Support

- There are three primary support agencies in the Fairview community that the Learning Store can contact on behalf of students: Family and Community Support Services, Child and Family Services Authority, and Alberta Health Services. Alberta Health Services counselling is available upon request or as required by school administration.

Student Finance

- The Learning Store teacher is to oversee any forms that come in from Learner Supports that relate to student financing. The teacher will follow up with the student before any monies are handed over to ensure school planning involves required attendance. This involves a minimum of four hours per week attendance. **Students intending to access funding through Learner Income Support must submit their application well in advance of the desired learning time frame in order to allow processing time. Any questions on the program should be directed to Learner Income Support 1-800-222-6485. <http://www.humanservices.alberta.ca/AWonline/ETS/3849.html>.**
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Transportation

- Bus transportation is available to any rural students who register at the Fairview & Area Learning Store. Students must be dropped off and picked up at their allotted times in front of the Fairview & Area Learning Store building. Unless a student has a Block A or Block D class at FHS, drop-off and pick-up for FALS students is not permitted at FHS.

Kitchen

- We have a fridge and microwave ovens students can to use to store/cook snacks and lunch items.
- Coffee, tea and bottled water will be available to all students.

FAIRVIEW & AREA LEARNING STORE
Fire Drills/Lockdown/Emergency Evacuations

Section 710

According to the Fire Prevention Act, schools in Alberta are required to hold a minimum of six fire drills per school year. These drills must be documented. At Fairview & Area Learning Store (FALS), in order to maximize the safe evacuation of both students and staff, the routines outlined below will apply.

1. When a student enrolls at FALS, the Principal or Office Manager will review with him/her the fire escape evacuation route from each exit from the building.
2. Fire/Evacuation Routes must be posted beside applicable exits.
3. All fire drills/evacuations are to be carried out according to the following routine:
 - a) Anyone who detects a fire will immediately communicate to a staff member so the staff member can raise the alarm.
 - b) The Office Manager is responsible for students in the east classroom and the bathrooms. She will also pick up a cell phone and the student list for roll call from the front counter prior to leaving the building.
 - c) The Principal is responsible for students in the west classroom, lunchroom and the back storage room.
 - d) All rooms should empty quietly, in single file, beginning nearest the door.
 - e) The student who arrives first at the classroom or outside door will hold the door open until the building is empty. The student will wait for the staff member(s), precede the staff member(s) out, and close the door.
 - f) Students are to proceed outside quietly and meet on the steps of the Curling Rink located across the street where they are to answer the roll call which will be requested by the teacher.
 - g) The Principal is to report the fire, missing students and any other concern by phoning the Superintendent.
 - h) Fire drills should be characterized by order, silence, and above all, a lack of panic.
 - i) Prior to any fire drill, and immediately following any such drill, the Principal shall contact the appropriate authorities regarding the activation of alarms.
4. In case of a real fire or evacuation the Principal will notify the fire department and/or the police as soon as possible.
5. Emergency Alarms at noon or during noon or during non-instructional times.
 - a) The evacuation of the school must be carried out, as per the above instructions, and then a search must take place that the evacuation has been effected.
6. If students and staff are subjected to extended evacuation, arrangements will be made to

move to the arena.

7. The RCMP will be notified and they shall notify the town authorities.
8. The Principal or designate will notify CKYL and CJXX radio stations with appropriate news releases.
9. Parents may contact their child by visiting the arena.
10. When a decision is made to dismiss students they will be dismissed from either the arena or school. An announcement will be made on CKYL and CJXX concerning dismissal.

LOCKDOWN PROCEDURE

In the event that a lockdown is required the following procedure will be followed:

1. Upon noticing a threat or having been advised of a threat, the Office Manager will call-out, "Lockdown, Lockdown, Lockdown."
2. Any students or staff working in the reception area will retreat to the nearest unoccupied washroom and lock the door behind them. If no washrooms are available students will go through Principal's office into the file room at the back of his (her) office.
3. The Office Manager will grab her (his) cell phone if possible, and, along with any students working in the office area beside the Office Manager will proceed to the Principal's office. The Office Manager will lock the first door. They will then retreat into the filing room and lock the door, thus placing two locked doors between them and any potential threat. At that point the Office Manager will call 911 and advise emergency services of the threat and her (his) location as well as how many students are in the filing room with her (him). The Office Manager and any students will remain in this safe place until the Principal advises them that the situation has been resolved.
4. Any students working in the east classroom, as well as the Educational Assistant will retreat to the west classroom. The Principal will wait beside the door to close and lock it after the last student or staff member has come through it.
5. From the west classroom, students and instructional staff will retreat to the back room and lock the door, thus placing two locked doors between themselves and any potential threat. The Principal will call 911 and advise emergency services of the threat and his or her location. Staff and students will remain locked in until advised by emergency services that the situation has been resolved; and the Principal will confirm the all clear by calling the local RCMP detachment for confirmation. Only upon confirmation will staff and students exit the back room.