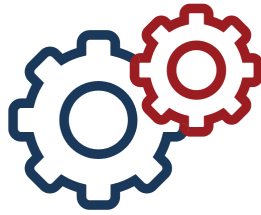


# Student/Parent Handbook



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~ **Connecting with Learners**



## Buffalo Trail Learning Hub: Connecting with learners where they are at, and supporting their needs moving forward in an Alberta Education program.

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## General Information for All Programs

### Registration Forms

Please refer to the type of programming you wish to access (below) for registration information and links.

### Student Registration Deadlines:

- Final Student Registration Dates are as follows;  
Semester 1: 5cr. Course - September 30th  
3 cr. course - October 30th  
1 cr. course - November 30th  
  
Semester 2: 5cr. Course - February 28th  
3 cr. course - March 30th  
1 cr. course - April 30th

### Student Withdrawals:

- **Inactivity in a course** may result in **withdrawal** from the course. A warning will be issued prior to withdrawal.

### 2022-2023 Course cut off dates

To guarantee that assignments and exams can be assessed and reported on the semester's final report card, all assignments and exams **must be received** by no later than:

*Semester 1:* Jan 11th

*Semester 2 / full-year:* June 7th

- **Assignments and exams received after these dates will be assessed as soon as possible but cannot be guaranteed for inclusion on the semester's final report card.**
- The Learning Hub follows a Priority Marking System at semester end. This means that diploma courses, and courses that will be needed for inclusion on a Grade 12 student's transcript, will get marked first; anyone handing in full courses/courses where the timeline wasn't adhered to, will have their assignments assessed **after that** in the order they were received.

### Course Extension Policy:

- Semester 1 students MAY receive a short extension due to extenuating circumstances with written permission from their school Principal and approval by teacher.

## Accessing Student Reports

[Parent Portal](#) - Used to view student progress, report cards, fees, and student information. Sign in information will be sent by BTPS for new registrations. If you are having difficulty accessing this, please contact the school.

[Student Portal](#) - A student can view their progress in courses. Sign in using firstname.lastname and BTPS password

[My Pass](#) - Alberta Education Website where students can:

- Order high school transcripts
- View diploma marks
- Register to write and rewrite diploma exams with online payment
- View and print Detailed Academic Report (DAR)
- View progress towards a credential (diploma or certificate)

## Graduation Requirements, Alberta

There are several options to completing High School in Alberta. Click the links below to discover the requirements for the option you are pursuing:

1. [Alberta High School Diploma](#)
2. [Certificate of High School Achievement](#)
3. [Certificate of School Completion](#)
4. [Alberta High School Diploma as a Mature Student](#)
5. [High school Equivalency Diploma / General Educational Development \(GED\)](#)

## **Program Options:**

- [Outreach Student Programming](#)
- [Online Student Programming](#)
- [Adult/Upgrading](#)
- [Home Education \(parent-directed\)](#)

## **Outreach Student Programming**

### **Rationale:**

- The Vermilion Outreach School was established to provide students with an alternative method to complete high school. Since then we have had many successes and numerous students have completed their high school requirements, completed post-secondary education, and are enjoying meaningful careers.

### **Course Registration Policy for Students Registering for Outreach Programming:**

- An important part of registering at Vermilion Outreach School is to set an appointment with the Principal. This is an opportunity to learn about our school and for us to understand your needs and goals.
- A registration package needs to be completed and a start date established. Students can register at any time throughout the school year, and registration forms are available at the school or on the [Buffalo Trail Learning Hub website](#).
- Staff do ask students for their cell phone numbers in case we need to contact students about courses, attendance or changes to schedules. Your information is still protected and staff will contact you at reasonable times.

### **School Hours**

Our school is managed to provide a range of times to meet the needs of different students.

Monday, Tuesday, Thursday, Friday:	9:00 am to 3:30 pm
Wednesday:	9:00 am to 7:00 pm

## Outreach Student Responsibilities

Students at the Learning Hub are required to follow the BTPS policies regarding student code of conduct (202.7 AP).

### **Attendance:**

Please click on the following link to see a detailed description of the Learning Hub attendance requirements. [Attendance Policy](#)

### **Work Ethic:**

When attending school, students must be on task and working. Weekly goals should be met unless there is a legitimate reason why they have not been met.

### **Cell Phone Use:**

We strive to create a situation similar to a place of work. Cell phones should not be a distraction. There can be consequences if a cell phone is not used in an appropriate way. These complement our Technology Acceptable Use Policy that all students are required to sign upon registration. Students will be asked to put their cell phones away in the event it is impeding their productivity.

### **Dress Code:**

Students are allowed to dress in the manner that they choose as long as it is school appropriate. Students are not allowed to wear clothing that has offensive logos or promote drugs, alcohol, sex, hatred or racism.

### **Bullying:**

Under no conditions is bullying allowed by anyone attending the Learning Hub. This includes verbal, emotional, and physical bullying. To ensure that we are maintaining a safe and caring environment at the Learning Hub, we will follow BTPS's policy on Bullying/Personal/Sexual Harassment (401.2AP).

### **Smoking:**

Smoking is not allowed on any Buffalo Trail Public Schools' property nor is it allowed on any BTPS school trips. This includes smoking of all varieties of tobacco, E-cigarettes/vapes, etc.

### **Drugs/Alcohol:**

Drugs or alcohol are not to be found in or on students while they are at school or on field trips. Students disregarding this policy are subject to suspension and /or expulsion. Students who have a strong odour of either drugs or alcohol may also be suspended.

### **Parking:**

Students can park in the JR Robson student parking lot or on the street.

### **Language:**

Using inappropriate language will not be tolerated.

## Online Student Programming

### **Rationale:**

- The Learning Hub's "Students Online" was developed to supplement and enhance High School programming options for students within Buffalo Trail Public Schools and beyond. Students Online operates in a cooperative manner with divisional schools, balanced with mutual accountability of all parties involved, to help students access courses they may not be able to access in their home school.
- Students Online also serves at-home learners and learners from out of the BTPS division. We can help you work towards obtaining an [appropriate high school diploma](#). We offer the full complement of Alberta Education core courses as well as several complementary (CTS) courses.

### **Students Within Buffalo Trail:**

- **Course Registration (Concurrent BTPS Students):**
  - Any High School based student wishing to enroll with Students Online may only do so with the approval from their school Administration. If permission is not granted, a course fee will be incurred by the student/parent/guardian.
  - **The school administrator from the concurrent school will submit the registration form** for the course(s) requested.
  - Students Online **will not** issue resource materials unless it is requested by the designated school. Any non-consumable resource materials requested are expected to be returned to Students Online upon the student's completion of the course.
- **Course Costs (if not approved by school administration):**
  - \$50.00 per credit per course
  - Example: (\$50/1 credit, or \$150/3 credit, or \$250/5 credit)
- **Exam Protocol:**
  - Students will follow the exam schedule outlined by their Learning Hub teacher for their specific course.
  - The teacher will release exams to concurrent school staff and the **concurrent school will be responsible** for providing a **supervised** time/place for course exams to be written.
  - Students should be proactive and responsible for helping to coordinate exam arrangements.

## Home Students or Students from Outside Buffalo Trail:

- **Course Registration (Home Students or Students from Outside Buffalo Trail):**
  - If you are someone who is schooling from home or are a student outside of the Buffalo Trail Public Schools district, then you will need to register with us directly by following the steps outlined on our [registration page](#).
- **Course Costs**
  - For all course fees, please use the following [link](#).
- **Exam Protocol:**
  - Students will follow the exam schedule outlined by their Learning Hub teacher for their specific course. .
  - Students should be proactive and responsible for helping to coordinate exam arrangements.
  - All exams are to be written at the Learning Hub (Vermilion Outreach School) or any other local school (upon that school's approval).
  - In special circumstances (and with prior arrangement) students may be granted permission to write under the supervision of their Learning Hub teacher over Google Meet or an alternate proctor.
  - Students will be required to provide ID prior to the start of writing exams.

## Things for ALL Online Students to consider:

### Course Delivery:

- All of our courses are taught in an asynchronous manner, meaning that it is the student's responsibility to access, read, and engage with the material. Teachers do not teach live courses, but they can be contacted regularly for help with the material. Teachers will be accessible by email and/or schedule Google Meet sessions.
- Courses are delivered through the Hapara [Student Dashboard](#) or [Google Classroom](#).
- A course outline and schedule of due dates will be provided.
- Students MUST be in regular contact with their teachers throughout their course(s). Failure to communicate with a teacher within a reasonable time period may result in disciplinary action and/or withdrawal.
- Regular contact includes but is not limited to, emails, chats, phone calls and Google Meet.
- A teacher will assess student assignments and tests by providing feedback along the way to further student understanding and success.
- Students Online teachers may, upon receiving work from a student, make the home-school aware of any concerns and suggestions for course streaming. It will remain the responsibility of the home-school and the parents to determine the best path for the student's high school completion.



**Academic Dishonesty:**

- In cases of academic dishonesty the Learning Hub teacher, in collaboration with the concurrent school, will reach a decision on an appropriate course of action or consequence.

**Attendance:**

- Please click on the following link to see a detailed description of the Learning Hub attendance requirements. [Attendance Policy](#)

## **Adult/Upgrading**

### **Rationale:**

- Learning Hub out of district online courses are intended for adults looking to complete a diploma, college students needing a course, or students elsewhere looking to get ahead or catch up on their elementary or secondary education. We offer courses that can help you obtain an Alberta High School Diploma, Certificate of Achievement, High School Equivalency Diploma, or complete high school as a Mature Student.

### **Course Registration:**

- To register for any online course, **first** complete our online [registration inquiry form](#).
- If accepted, you will then be required to complete the [BTPS online registration form](#) and [Technology User Agreement](#).
- You will then be registered for the course and a welcome letter, including instructions will be sent to your personal email address.
- The instructions will explain how to use your new @btps.ca email address, which is **the email you will then use to** access your courses and for **all** communication with teachers at the Learning Hub.

### **Course Costs:**

- For all course fees, please use the following [link](#).

### **Course Delivery:**

- Courses are delivered through the Hapara [Student Dashboard](#) or [Google Classroom](#).
- A course outline and schedule of due dates will be provided.
- Students **MUST** be in regular contact with their teachers throughout their course(s). Failure to communicate with a teacher within a reasonable time period may result in disciplinary action and/or withdrawal.
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- A teacher will assess student assignments and tests by providing feedback along the way to further student understanding and success.

### **Exam Protocol:**

- Students will follow the exam schedule outlined by their Learning Hub teacher for their specific course. .

- Students should be proactive and responsible for helping to coordinate exam arrangements.
- All exams are to be written at the Learning Hub (Vermilion Outreach School) or any other local school (upon that school's approval).
- In special circumstances (and with prior arrangement) students may be granted permission to write under the supervision of their Learning Hub teacher over Google Meet or an alternate proctor.
- Students will be required to provide ID prior to the start of writing exams.

### **Academic Dishonesty:**

- In cases of academic dishonesty the Learning Hub teacher, in collaboration with the concurrent school, will reach a decision on an appropriate course of action or consequence.

## **Home Education (parent-directed)**

Home education is a parent-directed approach to educating a student in Grades 1 to 12 at home or elsewhere in which they are responsible for making all education decisions.

Parents choose curriculum resources and methodology consistent with their family's beliefs and consistent with the [Home Education Regulation](#).

Beginning September 1, 2020, a parent or guardian may choose 1 of 2 home education programs:

- **Supervised by school** authority (funded): a home education program supervised by a willing public, separate or francophone school board or accredited funded private school. ***Eligible for funding*** from Alberta Education.
  - ***If*** you are a parent ***considering home educating*** your child(ren) ***under BTPS supervision*** please contact the Learning Hub directly for additional information.
  - Each year, parents have the responsibility to notify their supervising school authority of their intent to home educate their child through the [Home Education Notification Form – Supervised by School Authority](#)
  - In order to receive their portion (50%) of the home education grant, if a parent has chosen to home educate with a supervising school authority, the parent must have notified and been accepted by an associate board or associate private school regarding the home education program by September 30.

- **Not supervised by school authority** (notification only, non-funded): a home education program not supervised by a school board or accredited funded private school. **Not eligible for funding** from Alberta Education.
  - Each year, parents have the responsibility to notify the Minister of Education of their intent to home educate their child. There are two available options including the [Home Education Notification Form – Not Supervised by School Authority](#) (PDF, 394 KB) or through an online form in the Provincial Approach to Student Information (PASI) accessible in [myPass](#)

Parents looking to start or refine a home education program should refer to the [Home Education Handbook](#)