

*Logo created by previous student and graduate Chantelle Manybears*

Student Handbook

2021 – 2022

##### Career Pathways & NSD Flex Learning School Team

|  |  |  |
| --- | --- | --- |
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Career Pathways School

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School Telephone 1-800-360-1360

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### School Background

Mistassiniy Outreach (Career Pathways) School is an integral part of the Bigstone Cree Nation, Metis Zone 5, Municipal District No.17 and Northland School Division No.61.  Mistassiniy Outreach (Career Pathways) School has been in operation for over twenty years.  The school serves students and their families as an alternative to the traditional education system.  The Outreach School provides many academic High School courses for students throughout Northland School Division No.61.

Mistassiniy Outreach (Career Pathways) School fosters a safe and caring environment for students who need to find success and continue their education.  The school provides students with an additional opportunity to complete course and graduation requirements, including credit recovery for students who are working part-time or full time, young parents and students who cannot meet the attendance requirements to succeed in a traditional high school system.

### Mission Statement

To ensure that all students have the opportunity to acquire the knowledge, skills and attitudes required to be self-reliant, responsible, contributing members of society.

### Career Pathways Philosophy

* All students have a right to an education.
* Learning is an individual and unique process that accommodates individual learning styles through differentiated instruction.
* Learning is a lifelong process.
* Parents are the primary educators with support from the school and the community.
* Individuals learn best in a safe, supportive and caring environment.
* All educational decisions are made in the best interests of the student.
* All individuals have the right and responsibility to maximize their potential

###### What are the Advantages of this School?

**PROMOTES STUDENT MOTIVATION**

* Program flexibility allows students to determine the subject to work on, the time

and place.

* Curriculum is enhanced with personalized tutoring and use of web-based resources.

**PROMOTES PARENTAL INVOLVEMENT**

* Parents participate in their child's lessons and assignments.
* Parents become active participants in their child’s rate of progress and success.

**PROMOTES INCREASED SELF-ESTEEM**

* Students work in a safe, supportive and caring environment.
* Decrease students’ stress by reducing a “sense of competition” with other students.
* Student’s self-esteem improves as successes are experienced through

personal performance.

**PROMOTES RESPONSIBLE DECISION-MAKING**

* Open-campus
* Students determine time, place of work in relation to social considerations.
* Students determine work pace that is aligned with personal goals.
* Students may choose to balance part time employment with academic responsibilities.

### It is intended for students who…

* are self-motivated and work better on their own than in a traditional classroom
* wish to challenge the curriculum at an accelerated rate
* are comfortable working in a computer environment
* will be away from attending school for extended periods of time
* require flexible scheduling to accommodate extracurricular activities
* are experiencing difficulty working in a regular classroom

Career Pathways Circle of Courage – Foundation

The Circle of Courage model portrays four growth needs of all children: Belonging, Mastery, Independence, and Generosity. This philosophy emerged from collaboration of [Martin Brokenleg](https://en.wikipedia.org/wiki/Martin_Brokenleg), a professor of [Native American Studies](https://en.wikipedia.org/wiki/Native_American_Studies), and [Larry Brendtro](https://en.wikipedia.org/wiki/Larry_Brendtro), a professor in children's behavior disorders. They studied how traditional [indigenous cultures](https://en.wikipedia.org/wiki/Indigenous_cultures) reared children without resorting to coercive discipline. The Circle of Courage is illustrated as a [medicine wheel](https://en.wikipedia.org/wiki/Medicine_wheel) with four directions.

In 1990, the Circle of Courage was outlined in the [Solution Tree](https://en.wikipedia.org/wiki/Solution_Tree) publication, *Reclaiming Youth at Risk*, by [Larry Brendtro](https://en.wikipedia.org/wiki/Larry_Brendtro), [Martin Brokenleg](https://en.wikipedia.org/wiki/Martin_Brokenleg), and Steve Van Bockern who were then colleagues at [Augustana College](https://en.wikipedia.org/wiki/Augustana_College_(South_Dakota)).

The model was adopted to youth services in [South Africa](https://en.wikipedia.org/wiki/South_Africa) during the administration of [Nelson Mandela](https://en.wikipedia.org/wiki/Nelson_Mandela) under the leadership of Minister Geraldine Moloketi and Lesley du Toit. This led in 2005 to the Response Ability Pathways (RAP) curriculum which provides training on applying the Circle of Courage to all who work with youth.[[2]](https://en.wikipedia.org/wiki/Circle_of_Courage#cite_note-2)

The Circle of Courage provides the philosophical foundation for the work of Reclaiming Youth International (RYI), a 501(c)(3) non-profit company dedicated to helping adults better serve children and youth who are in emotional pain from conflict in the family, school, community, peer groups or with self.

Directly taken from this resource <https://en.wikipedia.org/wiki/Circle_of_Courage>

##### Circle of Courage - Explanation and Materials

### Frequently Asked Questions

1. **What are Career Pathways School days and hours of operation?**

September until the end of June, Monday to Friday from 8:30 AM to 3:30 PM.

1. **How do I enroll at Career Pathways School?**

You may apply to enroll at CPS any time during the year by completing an application form at CPS’s main office (2783 Neewatin Drive in Wabasca). You may choose to enroll as a full-time student, a concurrent student (take one or more courses through your primary school). Concurrent students who are already enrolled at another school in Northland School Division must obtain permission from their principal before enrolling in a course(s) at Career Pathways School.

1. **How many courses may I enroll in at one time? And how long do I have to complete a course at CPS?**

Students in grades 10-12 must enroll in a minimum of two academic courses at a time. All courses **must** be completed within a semester.

Semester 1: September to the end of January.

Semester 2: February to the end of June.

Note: Students who need more time to complete a course should communicate with school staff regularly to ensure academic success and course completions.

1. **What procedure is to be followed when completing and submitting coursework or tests?**

Students may complete their assignments by paper and pencil or directly on- line within the google classroom using their computer, tablet or device. Assignments may be mailed, emailed or dropped off at the CPS office. Tests are written at CPS in person or online under the supervision of professional staff.

1. **Can a student receive help from a teacher when completing a course?**

A teacher has been assigned to mark each course. They are also available to assist students through tutorials, by web-based collaboration software, email and/or by telephone.

1. **What is the cost of enrolling in a course through CPS?**

All textbooks, novels, chrome books, calculators and other school supplies provided must be signed out. Students who do not return school property will not be reregistered until these are returned and in good condition.

1. **How does one obtain information regarding a student’s progress?**

There are several methods that may be used to obtain student progress reports.

* + Students will receive telephone calls, emails and or text messages on a regular basis from their teacher or the student liaison person to discuss their progress.
  + Students may also contact their teacher to acquire such information.
  + Progress reports will be distributed and or mailed at each report card period mid-November, end of Semester 1 in January, mid-April and end of Semester 2 in June.

1. **Do the courses at CPS lead to a high school diploma?**

Yes! All courses correspond to the Alberta School Curriculum. Students may receive their high school diploma once all their graduation requirements are met.

1. **What practices contribute to a student’s success at CPS?**

Plan your time carefully, be organized, find a quiet place to work and stay on schedule.

Contact the teacher and ask questions if you are having difficulties.

Review your marked assignments and tests to determine areas for improvement and ask your teacher if assignment marks you are not satisfied with may be re-submitted.

Write your quizzes or tests as soon as you have received the marked work and with adequate preparation.

Monitor your progress and achievement. If you need an extension to your completion date, discuss this with your teacher, principal or the teacher-assistant student liaison.

## Completion of Courses and Final Mark Appeals

Once a student has written the course's final exam, he or she will be considered to have finished the course.

Students will be assigned zeros for any work that is not completed by the end of the semester and the student’s final mark will be calculated.

The student may continue their course and will be re enrolled for the next semester if they need additional time.

A parent/guardian (or student) may appeal a final mark (as per School District Policy). In the case of an appeal, the Principal (or his/her designate) will:

1. Determine the fairness and appropriateness of all assignments, quizzes and the final mark.
2. Check as to the correctness of the awarded marks for assignments, quizzes and the final exam.
3. Check for accurate mark entry.
4. Complete an overall manual check regarding the calculation of the final mark.
5. Report the findings to the appellant, the teacher and the superintendent

**ALBERTA HIGH SCHOOL DIPLOMA:**

**GRADUATION REQUIREMENTS (ENGLISH)**

|  |
| --- |
| The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses. |
| **100 CREDITS**  including the following: |
| ENGLISH LANGUAGE ARTS – 30 LEVEL  (English Language Arts 30-1 or 30-2) |
| SOCIAL STUDIES – 30 LEVEL  (Social Studies 30-1 or 30-2) |
| MATHEMATICS – 20 LEVEL  (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3) |
| SCIENCE – 20 LEVEL**1**  **2**, Science 24, Biology 20, Chemistry 20 or Physics 20) |
| PHYSICAL EDUCATION 10 (3 CREDITS)**3** |
| CAREER AND LIFE MANAGEMENT (3 CREDITS)**4** |
| 10 CREDITS IN ANY COMBINATION FROM:   * Career and Technology Studies (CTS) * Fine Arts * Second Languages**5** * Physical Education 20 and/or 30**6** * Locally developed/acquired and locally authorized courses in CTS, fine arts , second languages, Knowledge and Employability occupational courses or IOP occupational courses   •Knowledge and Employability courses  •Registered Apprenticeship Program courses |
| 10 CREDITS IN ANY 30-LEVEL COURSE  (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE)**7**  These courses may include:   * 30-level locally developed/acquired and locally authorized courses * Advanced level (3000series) in Career and Technology Studies courses * 30-level Work Experience courses**8** * 30-level Knowledge and Employability courses * 30-level Registered Apprenticeship Program courses * 30-level Green Certificate Specialization courses * Special Projects30 |

**1**The science requirement—Science 20 or 24, Biology 20, Chemistry 20 or Physics 20—may also be met with the 10-credit combination of Science 14 and Science 10.

**2**Science 20 is not available in Francophone schools.

**3**See information on exemption from the physical education requirement.

**4**See information on exemption from the CALM requirement.

**5**Students may earn any number of credits in the study of second languages, but only a maximum of 25 language credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

**6**Students entering Grade 10 in the 1998–1999 school year and subsequent school years will be able to use Physical Education 20 and/or 30 to meet this 10-credit requirement.

**7**30-level English language arts or 30-level social studies courses from a different course sequence

may not be used to meet the 30-level course requirement.

**8**Students may earn any number of credits in Work Experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

**FURTHER NOTES:**

* For 30-level courses that have a diploma examination, the final course mark consists of a blend of the school-awarded mark and the diploma examination mark.
* For more information, students in Francophone programs should consult the Alberta High School Diploma Requirements for French First Language–Francophone.
* Mature students should consult the Mature Students section for applicable requirement

**CERTIFICATE OF HIGH SCHOOL**

**ACHIEVEMENT REQUIREMENTS**1 **(ENGLISH)**

|  |
| --- |
| The requirements indicated in this chart are the minimum requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses. |
| **80 CREDITS**2 |
| ENGLISH LANGUAGE ARTS 20-2 OR 30-4 |
| MATHEMATICS 10-3, 14 OR 20-4 |
| SCIENCE 14 OR 20-4 |
| SOCIAL STUDIES 10-2 OR 20-4 |
| PHYSICAL EDUCATION 10 (3 CREDITS)**3** |
| CAREER AND LIFE MANAGEMENT (3 CREDITS)**4** |
| 5 CREDITS IN**5**  •30-level Knowledge and Employability occupational course, or  •30-level Career and Technology Studies (CTS), or  •30-level locally developed course with an occupational focus  AND 5 CREDITS IN  •30-level Knowledge and Employability Workplace Practicum course, or  •30-level Work Experience course**6**, or  •30-level Green Certificate course**7** |
| OR |
| 5 CREDITS IN  •30-level Registered Apprenticeship Program (RAP) course**8** |

**1**Students enrolled in senior high school IOP as of January 2006 may choose to complete the requirements for the Certificate of High School Achievement or the Certificate of Achievement

(see Appendix 3).

**2**To qualify for a Certificate of High School Achievement, students must successfully complete a minimum of one academic Knowledge and Employability course.

**3**See information on exemption from the physical education requirement.

**4**See information on exemption from the CALM requirement.

**5**To transition to the new Certificate of High School Achievement, 36-level IOP occupational courses may be used in lieu of 30-level Knowledge and Employability occupational courses.

**6**Refer to the *Off-campus Education Handbook* for additional information.

**7**Refer to the Alberta Education website for additional Green Certificate information.

**8**Refer to the *Off-campus Education Handbook* for additional information.

**High School Courses offered**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Grade 10** | **Grade 11** | **Grade 12** |
| English | English 10-1  English 10-2  English 10-4 | English 20-1  English 20-2  English 20-4 | English 30-1  English 30-2  English 30-4 |
| Social Studies | Social Studies 10-1  Social Studies 10-2  Social Studies 10-4 | Social Studies 20-1  Social Studies 20-2  Social Studies 20-4 | Social Studies 30-1  Social Studies 30-2  Social Studies 30-4 |
| Mathematics | Math 10C  Math 10-3  Math 10-4 | Math 20-1  Math 20-2  Math 20-3  Math 20-4 | Math 30-2  Math 30-3 |
| Science | Science 10  Science 14  Science 10-4 | Science 20  Science 24  Biology 20  Physics 20  Chemistry 20  Science 20-4 | Science 30  Biology 30  Physics 30  Chemistry 30 |
| Career & Life Management |  | CALM 20 |  |
| Physical Education | PE 10 | PE 20 | PE 30 |
| Work Experience | Work Experience 15  (1 – 10 credits) | Work Experience 25  (1 – 10 credits) | Work Experience 35  (1 – 10 credits) |
| Art | Art 10 (3 or 5 credits) | Art 10 (3 or 5 credits) | Art 10 (3 or 5 credits) |
| Aboriginal Studies | Aboriginal Studies 10 | Aboriginal Studies 20 | Aboriginal Studies 30 |
| Foods | FOD 1010:  Food Basis  FOD 1020:  Contemporary Baking  FOD 1030:  Snacks & Appetizers | FOD 2040:  Cake & Pastry  FOD 2050:  Bread Products  FOD 2150:  Safe Food Handling | FOD 3030:  Creative Baking  FOD 3060:  Food Presentation |

Note: this is just a sample of courses this school offers, contact the school

Students enrolling at CPS

1. A Northland School Division/CPS student registration form must be completed for each student by a legal guardian if they are under the age of 18 years old. An independent student, 18 years old and older, will be required to fill out the registration form themselves and sign it. A copy of the student’s birth certificate, Alberta Health Care Card, Treaty Status card (if applicable) and or Metis card (if applicable) is necessary to enroll students.
2. A “Student Conduct Form” must be completed at the time of enrollment. An interview date and time will be established to review each student’s High School Planning Chart in school with a teacher. A copy will be emailed and or sent home to parents and guardians.
3. All high school students who enroll in two academic courses at a time and will be required to complete at least one academic course before starting another one. This ensures that students complete courses and earn the High School credits needed to complete High School. *\*Students do not have to wait for a new semester to start more courses, they can work at an accelerated rate\**
4. High School Completion (Graduation). If a student is within the required credits to potentially graduate that school year upon registration, they and their parents will be notified and placed on a tentative graduation list by November. This list will be revisited by the end of Semester 1 (January) and students who are on track to complete their requirements by the end of Semester 2 will remain on the graduation list and participate in the High School Commencement celebration.
5. Students have one semester (4 months) to complete a course. If the student needs additional time, they must speak with their teachers and principal.
6. It is expected that students’ hand in coursework on a regular basis in order to meet their course completion deadlines. Failure to do so may result in a request for withdrawal for independent.
7. High School students are reminded that they will be placed into one of the following classifications at the end of each semester:

* if a student has completed their course, their final mark will be calculated, entered into Power School as a permanent mark
* if a student was enrolled in a course and have not submitted any work or partially completed the course. The incomplete assignments and exams will be awarded a mark of zero and a final mark will be calculated. This final mark will be entered into PowerSchool as a permanent mark.

Note: As an Outreach School, the semester system is still applicable. Therefore, it is essential to attend school regularly, hand in completed course work regularly, communicate with school staff regularly and notify school staff if there are changes in your routine to attend school or hand in work. We will do our best to support you in school and at home to complete your courses.

We want to thank you for supporting the Career Pathways School and entrusting us with your education.

With Respect,

Career Pathways Team