



L.Y. Cairns School



Program Guide

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Welcome to L.Y. Cairns School

At L.Y. Cairns School, learning is more than completing assignments or passing exams. Here, learning is about discovering how to realize full potential and succeed in the classroom, home and community.

We offer an array of courses which focus on building literacy, numeracy, vocational and employability skills. Students in senior high have opportunities to apply these skills through hands-on work experience in the community. A transition program is offered off-site to support students as they move into the world of work.

Students have access to excellent facilities, which include our library, Wi-Fi access, computer labs, cafeteria, a variety of technical and vocational classrooms, a well-equipped fitness room and gym. Co-curricular clubs and teams complement our programs and are offered before and after school and at lunch time.



L.Y. Cairns School

School features:

- Individualized program plan for each student
- Emphasis on literacy and numeracy skills for all students
- Focus on personal and life management skills
- Assistive and instructional technology
- School to work transition
- Senior high work experience opportunities
- Knowledge and Employability courses

School mission statement:

Our purpose is to help our students develop the knowledge, skills and attitudes to live constructive and meaningful lives.



Admission requirements

To attend L.Y. Cairns, students must be:

- in Grades 7 to 12
- diagnosed with a mild cognitive disability (characterized by academic delays and/or difficulties managing day-to-day activities as measured by an adaptive behaviour scale)
- eligible for Opportunity programming

Students with additional disabilities are reviewed on an individual basis, which may include an in-school observation and a file review.

Student profile

Students must be able to:

- independently manage the school program at L.Y. Cairns
- use a locker and timetable
- work independently in a classroom with one teacher and up to 20 students at the senior high level
- complete mandatory community-based work experience independently at the senior high level
- behave and communicate appropriately

Parents are recommended to discuss schooling options with their child's current teacher. The teacher may contact L.Y. Cairns for clarification and further information about eligibility or programming if required.

Programming

Our students require flexible instruction that meets their needs and abilities. Students attend class based on the number of years they have attended school and complete curriculum that is based on their individual learning needs.

We offer:

- Year 7, 8 and 9 rotation classes
- Math at Years 10, 11 and 12
- English at Years 10, 11 and 12

Parent and community involvement

Our active Parents' Association provides enthusiastic support to the staff and students. The association makes it financially possible for us to offer a nutritious snack to all students before school each morning, three school buses and one van for field trips, camps and work experience and services adapted to our students' needs. Parents' Association meetings are held five or six times per year.

Visit lycairns.epsb.ca and click on Parents to view meeting minutes and a list of website links for parents.

School news and information sharing

SchoolZone is a secure website that provides parents and students with school and student information, including:

- progress reports
- individualized program plans
- school news
- classroom news from participating teachers
- daily homework assignments
- attendance records
- timetables
- course history
- selected online educational resources

Each student and parent or guardian receives their own login to access from our school office.

Newsletters are sent home periodically throughout the year and are also available on the school website.

Student expectations that lead to success

All students and staff are expected to act in a mature, respectful and responsible manner. The district's Student Behavior and Conduct Policy is in effect at all times and is sent home at the start of each school year.

Student conduct must promote the safety and well-being of all members of the school community. We expect students to:

- attend school every day
- wear clothing that is appropriate to a school and/or work environment
- use electronic devices only when given permission to do so
- eat in designated areas
- not possess or use alcohol, drugs or weapons on school property
- speak respectfully and avoid offensive language
- refrain from wearing hats in the classroom (hats are allowed in hallways and the cafeteria)
- make their way to and from school in a safe and responsible manner



Technology use

Students and guardians are required to sign a Technology Use Agreement form. Students will be held accountable for any inappropriate use of computers. All students have Wi-Fi access.

Attendance

Please call our after-hours number at (780) 434-9561 to report student absences. Parents will be contacted by our automated system if their child has an unreported absence.

Homework

Homework will be assigned at the discretion of the teacher. All students receive a school agenda at the beginning of the school year to record assignments, important events and information.

Schedules

Classes begin at approximately 8:50 a.m. and finish at 2:45 p.m. Lunch is from 11:50 a.m. to 12:32 p.m. There is no early dismissal day.

Fees

Fees are charged to cover materials used in rotation classes. Materials are used for projects that the students will be able to bring home. There is also a fee charged for the swimming and bowling components of our junior high physical education. Fee information is sent home in September.

Lockers

Lockers are loaned to our students at no charge. Students are required to bring their own locks.

Bus passes

Students may purchase an Edmonton Transit System (ETS) bus pass at the school's Business Office.

Yellow bus can be arranged for students who are unable to use ETS. We will submit a transportation request to our district's transportation department once a student registers with L.Y. Cairns.

Yellow bus pass fees are set by Edmonton Public Schools in the spring each year.



Reporting student progress

Assessment for learning are used throughout the school. Students are also involved in self-assessment within their classes. Progress reports are issued three times per year.

Parent/teacher interviews will be conducted after the first and second progress reports.

Individualized program plan (IPP)

Each student has an IPP that identify strengths and areas for growth. IPPs are developed by homeroom teachers with guardian and student input. IPPs set individual goals, measure progress, record effective strategies and accommodations, list specialist assessments and establish a transition plan for each student. IPPs are reviewed every reporting period.

Student awards

Recognition of student achievement is an important part of our school. Students have opportunities to be recognized for growth in a number of areas, including:

- academics
- behavior
- vocation or work experience

Major awards are presented at our formal Year 9 and Year 12 graduation ceremonies.

Healthy eating

All students receive a snack each day before school starts at no cost thanks to our Parents' Association.

Student meals can be purchased from the school cafeteria. In addition to regular menu items, a daily special meal is prepared.

Clubs/co-curricular activities

There are numerous activities for students to participate in during and after school. At lunch, students can take part in the following supervised activities:

- sports and intramurals
- fitness room - aerobic and weight training equipment
- games room - social recreational games including pool, foosball and electronic games
- computer room - Internet access for information, research and games
- quiet lunch and movie

The following clubs and teams are available after school:

- Ski Club
- junior high boys and girls basketball teams
- junior high soccer team (co-ed)
- senior high boys basketball and football team
- senior floor hockey team



Intramurals

Students are assigned a house colour along with their homeroom classmates.

Houses compete against each other in lunch time activities such as indoor soccer, basketball and dodge ball. Points are gained by either participating in the game or by cheering on your house as a spectator.

The gym and the fitness room are open for drop-in use every lunch hour.

Athletics

L.Y. Cairns has a vibrant athletics program. The Colts compete against other junior and senior high schools in several sports. In the past, we have offered the following team sports:

- basketball
- football
- soccer
- track and field
- slow pitch
- in-house floor hockey league (for senior high students)

Student Services

Student Services provides direct and indirect services to students, parents and teachers. We regularly access an Edmonton Public Schools social worker and other consultants from the Inclusive Learning Team.

Community resources are accessed as needed. Our school nurse administers student medication, co-ordinates with Alberta Health Services and assists students and families with student health concerns.

Personal counselling is provided for students in crisis situations. Ongoing support is referred to community agencies.

Career counselling is co-ordinated within the classroom, work experience and during small group sessions. Transition planning is part of the IPP process. We also have a Transition Support Program for students after Year 12.

Self-identified First Nation, Métis and Inuit (FNMI) students may choose to participate in weekly group activities related to their culture such as crafts, language and storytelling. These groups are led by our FNMI Liaison who also supports FNMI families and students in the classroom.



Grade 7 orientation

On the first day of school, new students are:

- met at the door and guided to their new classrooms
- assigned lockers in the vicinity of their classrooms
- assigned a class with students of similar reading ability
- given a tour of the school

In the first two weeks, developing accurate and successful programming is achieved by assessing and evaluating students in order to confirm their reading and math levels.

Note: Although students are placed in classes the first day, all classroom placements are tentative. Once reading levels are established, final class placements are confirmed.

Junior high courses

Language Arts 7, 8 and 9 uses several reading programs, methods and approaches to introduce new skills and reinforce existing skills.

Math 7, 8 and 9 allows students who are at similar grade levels to develop and improve math skills.

Human Relations/Social Studies 7, 8 and 9 explores decision-making, social skills, relationships and human sexuality. Students develop co-operation and teamwork skills.

Physical Education focuses on participation, co-operation, sportsmanship and skill development. Junior high students participate in phys ed classes three times a week during the school year and have opportunities to visit the fitness room through their rotation classes.

Year 7 and 8 rotation classes

Students in Year 7 and 8 complete an eight week rotation in the following subjects for approximately half of the instructional day:

- Art
- Computers
- Science
- Social Studies
- Foods
- Animal Science
- Health
- Fitness
- Woods
- Sewing
- Music
- Thinking Before Acting and Walk the Talk (decision-making classes)



Year 9 rotation classes

Students in Year 9 complete an eight to ten week rotation in the following subjects for approximately half of the instructional day:

- **Art and Design** introduces students to a variety of educational and recreational activities such as ceramics, lapidary, photography, weaving, graphic arts, jewelry and leatherwork.
- **Outdoor Pursuits and Safety Skills** promotes healthy living and responsible outdoor activities. Students improve their awareness, respect for personal abilities and limitations, develop applicable outdoor skills, confidence and teamwork skills. Topics covered may include, but are not limited to, tents, improvised shelters, stoves and lanterns, bush craft and survival skills, fires and fire safety, camp tools, food and water, wild plants and animals, map skills and navigation, weather, first aid, sports and games, day hikes and accessing public transit.
- **Foods** explores food preparation, knife skills and cleaning. Students prepare dishes such as pasta, apple pies and soup, along with many other baking and multicultural dishes. Nutrition through Canada's Food Guide is studied.
- **Health** focuses on relationships and making good choices. Students learn about healthy boundaries, how body systems work, birth control and sexually transmitted infections.
- **Wood** introduces students to the safe, proper use of hand and power tools. Students complete individual projects applying skills learned.
- **Science** covers selected junior high science objectives, often in conjunction with Woods projects.
- **Social Studies** explores the Year 9 topic of the United States, with an emphasis on mapping, geography and research skills.
- **Fitness** provides students opportunities to participate in weight training and cardiovascular exercise.



Graduation certificates

To meet the diverse needs of our student population, we offer two graduation certificates.

Certificate of School Completion

This certificate recognizes students who have attended school and completed the following courses:

- English at Years 10, 11 and 12
- Math at Years 10, 11 and 12
- Six vocational courses - credits may be given if student meets curriculum expectations
- Six successful work experience placements - 15 credits
- Career and Life Management (CALM) 20
- Two option classes each semester
- Physical Education 10 - 5 credits – optional class for credits

The majority of our student population will complete the requirements for this program over a three year period.

Upon consultation with parents and school administration, students may have the option of returning for a second year of Grade 12.

Certificate of High School Achievement

This certificate recognizes students who have successfully completed a combination of Knowledge and Employability, and Career and Technology Studies courses.

Students who wish to pursue this certificate must demonstrate good work ethic, completion of homework assignments and reading comprehension at a minimum of a Grade 4 level. Students will need a referral from previous teachers to be considered for this program.

Students must have 80 credits and complete and meet the standards for the following courses:

- English 10-4, 20-4 and 30-4
- Social Studies 10-4 and 20-4
- Mathematics 10-4 and 20-4
- Science 14
- Physical Education 10
- Career and Life Management (CALM) 20
- Vocational and technology courses - 40 credit minimum with 10 credits at the 30 level

Students will need to review and plan their programs each year to ensure successful completion.

Senior high courses

English 10-4, 20-4 and 30-4 (5 credits each) focuses on communicating through writing, speaking, reading, viewing and listening.

English at Years 10, 11 and 12 emphasizes functional literacy, individualized according to student abilities. Students are challenged to build on previous knowledge and skills.

Reading 15 (3 credits) teaches reading comprehension strategies to students. Students practice in class and are encouraged to apply reading strategies in their other classes.

Math 10-4 and Math 20-4 (5 credits each) consist of practical math courses which prepare students for real life math problems. Students develop skills in budgeting, banking, consumerism and using math in the work place.

Math at Years 10, 11 and 12 provides individualized instruction according to student ability. Students learn practical math skills, numeracy and problem solving for every day. Students are challenged to build on previous knowledge and skills.

Science 10-4 (5 credits) explores various science topics including:

- energy transfer technologies
- investigation
- properties of matter
- matter and energy systems
- matter and energy in environmental systems

Social Studies 10-4 (5 credits) is the study of globalization, the process by which the world is becoming increasingly connected and interdependent.

Social Studies 20-4 (5 credits) is the study of various forms of nationalism. Students apply their perceptions to their own identity and sense of citizenship.

Physical Education 10 (3 credits) emphasizes active living through a broad range of activities. Students will develop a knowledge and appreciation for total fitness and wellness.

CALM 20 (Career and Life Management) (3 credits) provides students with independent living skills. Students learn about making personal choices, career planning and financial planning.

Vocational and technology course descriptions

Students learn valuable employability skills and specific skills to each course. Students will have the opportunity to earn credits when they meet the requirements for the modules. Students will take two vocational courses per year.

Animal Science takes place in a classroom that houses different types of mammals, reptiles, birds, insects and fish. This course offers insight into the world of animals and life sciences.

Topics vary according to the interests of the students, but may include:

- The study of biological terms
- life cycles
- characteristics of major animal groups
- research projects

Students learn how to safely care for these pets, work independently and co-operatively, understand and follow instructions, communicate effectively, and take responsibility and initiative.

Art and Design introduces students a variety of mediums for creative expression. Students explore painting, 3-D malleable and non-malleable sculpture, leatherwork, silk screening, jewelry making, drawing the human form, glasswork, carving, graphic arts, and the elements and principles of art and design. Through hands-on work, students are able to explore, discover and master new skills and, as artisans, learn about how to create marketable pieces.

Automotives develops students' skills in repairing and maintaining vehicles, buses and small engines. Topics of study will include major and minor tune-ups, vehicle inspections, tire service, vehicle maintenance, vehicle service and care, vehicle detailing, autobody, electrical components, cooling systems, engine lubrication systems, brake systems and engine fundamentals. In addition, students will complete a variety of projects related to these projects. Students will also learn how to do a safety inspection check when purchasing a vehicle.

Commercial Foods balances both practical kitchen skills with classroom learning. This course provides students interested in a career in the food industry to gain skills in three areas of the commercial kitchen.

- **Range Kitchen:** Students prepare hot entrées, soups, hot sandwiches, sides, starches, and assorted vegetable dishes. Students also complete different catering orders and are introduced to fine dining classical dishes.
- **Garde Manger Kitchen:** Students prepare cold sandwiches, salads and assorted spreads.
- **Bakery:** Students prepare different breads, cookies, cakes, and assorted sweets.

Students also focus on safety and sanitation in all areas of the kitchen.

Art/Media Communications introduces students to the many aspects of Microsoft Office (Word, Publisher, Excel and PowerPoint), Internet research methods, how to create visual presentations and photography. Students will learn about the different parts of a camera, photography types and will have many hands on opportunities to enhance their skills. We also cover stop motion film making. Students can earn 5 credits at the 10, 20 and 30 level.

Cosmetology 10-4, 20-4 and 30-4 (5 credits each) is the study of hair and esthetics. These courses combine theory and hands-on work. Students explore hair styling, hair cutting, hair colouring, manicuring, skin care and facials, salon management and employment.

Fashion Studies allows students to explore their creativity by constructing clothing and decorative items. All students sew with the electronic machines in the lab and have an opportunity to work with the embroidery machines.

K & E credit modules: Fabrics 10-4, Fashion Textiles 20-4 and Fashion Textiles 30-4

Foods introduces students to the kitchen and food safety, measuring, recipe use, baking basics, snack and meal preparation, and meal planning according to Canada's Food Guide.

Horticulture provides students with practical skills in daily care of houseplants and commercial greenhouse crops. Emphasis is placed on understanding the plant's basic needs, propagation, and maintenance. Greenhouse operation, grounds keeping, pruning and floral design are also covered. Students apply science, math, reading and creative design skills within horticulture theory. Students in the spring semester focus much of their attention towards the production of plants for our annual plant sale.

K & E credit modules: Horticulture 10-4, Greenhouse and Nursery 20-4, and Greenhouse and Nursery 30-4

Metals explores the safe practice of three welding procedures, machine and hand tool use, and the fabrication process. Time to build projects is provided, and safety is emphasized and expected. Students with appropriate skills and interest are encouraged to participate in welding shops during work experience. Students challenge the Knowledge and Employability Fabrication stream through three five-credit classes.

Woods provides students opportunities to work safely in a shop and jobsite environment with machines, power and hand tools. Students start with a small project, reading and following a plan. Students must plan their work, set up their cuts and reduce waste. Students will also explore various areas in the construction industry from framing to finish work.

Credit modules: basic tools, solid stock construction, manufactured material, multiple materials and wood frame construction

Work Experience 15, 25 and 35 (3-5 credits each) is integral to preparing our students for the future. Each school year, students complete two work experience placements within the community. These placements last for three weeks at a job site away from the school. During these placements, students do not attend classes at school.

Students develop:

- job search skills
- resumé preparation
- interview skills

It is the student's responsibility to find a work experience placement with help from family, friends and teachers. Students are guided throughout the entire process by teachers and our work experience office.

Did you know?

L.Y. Cairns has work experience partnerships with approximately 1,500 businesses.



Registered Apprenticeship Program (RAP)

RAP allows students to earn hours toward their apprenticeship training while attending school. Students receive school credits and a wage for their time working in a trade. They also receive apprenticeship hours once they are registered with the Alberta Apprenticeship Board.

Students are required to apply. They must be passing credit-level courses and complete job safety training courses. Students are encouraged to enter RAP in Year 11.

For more information, visit tradesecrets.alberta.ca.

Transition Support Program (TSP)

TSP supports students who have completed high school. The program provides assistance in the following areas:

- career exploration
- job search
- employability or vocational skills training
- volunteering
- money and time management
- consumerism
- relationships and sexuality
- recreation and leisure

Assured Income for the Severely Handicapped (AISH)

humanservices.alberta.ca/disability-services/aish.html

AISH provides financial and health benefits for adult Albertans with a permanent disability that severely impairs their ability to earn a living. The level of benefits depends on income and assets.

The maximum living allowance is \$1,588 per month and additional benefits (personal income support benefits) may be provided to meet a client's special needs.

Apply for AISH six months before turning 18. Application forms can be found online or call 780-644-9992 to request a form.

Family Support for Children with Disabilities (FSCD)

humanservices.alberta.ca/disability-service/14855.html

FSCD assesses the physical, social, emotional, environmental, developmental and behavioral needs of children. This program helps families:

- plan for transition
- identify resources specific to disabilities
- with lifestyle planning
- connect to adult service system
- determine eligibility and complete applications

For more information about FSCD or new legislation, call your regional Child and Family Services Authority or the provincial program at 780-427-2551 or toll-free at 310-0000.

Persons with Developmental Disabilities (PDD)

humanservices.alberta.ca/disability-services/pdd.html

Parents are the legal guardians until the child turns 18. An application may take six months to complete so it should be started well before their 18th birthday.

Guardianship involves a court process and there is a cost for registering with the court (the cost may be waived in certain situations). For more information, call 780-427-0017.

Location:

4th Floor, 9942 - 108 Street, Edmonton

Public Trustee

humanservices.alberta.ca/guardianship-trusteeship/office-of-the-public-trustee.html

Trusteeship is for individuals who may need help in managing monthly income and expenses. The trustee is a person who assists in handling the financial and legal affairs of the person with disability. Formal trusteeship is obtained through a court order; informal is arranged through private agreement. For more information, call 780-427-2744.

Location:

4th Floor, Brownlee Building, 10365 - 97 Street, Edmonton



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EDMONTON PUBLIC SCHOOLS

Edmonton Public Schools is helping to shape the future in every one of our classrooms.
We're focused on ensuring each student learns to their full potential and develops the ability,
passion and imagination to pursue their dreams and contribute to their community.