

Administrative Procedure 216

OUTREACH PROGRAM

Background

The Division believes that learning is a life-long journey and supports the provision of learning and growth opportunities. Outreach programs are alternative programs that assist students who have dropped out of school in making the transition back into school. They provide an educational alternative for students who, due to individual circumstances, find that the traditional school setting does not meet their needs. The program allows students to access resources that improve their ability to succeed academically and socially in an environment permeated with the Catholic faith. A flexible approach is taken to teaching and learning in recognition of individual student needs.

The Division supports the establishment of Outreach Programs which will provide a supportive non-traditional secondary school for students who require an individualized program.

Procedures

1. The Outreach Program shall be offered at a non-school site that will provide easy access on an ongoing basis to learning and growth opportunities not provided by other Division programs.
2. The Outreach Program must operate within the provisions of the School Act, and the regulations of Alberta Education.
3. All credit courses are to be taught by certificated teachers employed by the Division.
4. The Outreach Program shall provide for supervision and assessment of student achievement.
5. Students will have access to the number of instructional hours as specified in the Alberta Education Guide to Education.
6. Students shall have access to instructional materials that follow Alberta Education Programs of Study.
7. The student and the previously attended school, if appropriate, will be required to complete the necessary application forms before the student will be considered for the Outreach Program. These forms are then submitted to the Outreach School for consideration for admittance to the program.
8. The student, along with his/her parent/guardian, if appropriate, will meet with the Outreach Program teacher to determine the appropriate course of instruction for the student.

9. The Outreach Program teacher and student shall jointly plan the program structure to meet the educational needs of the student. Attendance, punctuality and achievement standards will be included.
10. The Outreach Program staff will provide the appropriate instructional materials and assistance to the students.
11. The Outreach Program staff will be responsible for maintaining a record of all decisions and information pertinent to each student's participation in the program.
12. Assessments will be ongoing, and progress reports and marks will be provided for students/parents.
13. The level of financial support for the Outreach Program shall be based on funding available from Alberta Education.
14. Students will be able to utilize public transportation and/or provide their own transportation to the program.
15. Each outreach school location operates on a school calendar that responds to the needs of the students in that community.

Reference: Section 8, 21, 39, 45, 49, 60, 61, 113, School Act
Outreach Programs Policy 1.1.4
Outreach Programs Handbook
Guide to Education: ECS to Grade 12