Administrative Procedures Manual	Administrative Procedure 221
	Outreach Programs
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: September 2019, August 2016
LEGAL REFERENCE:	Section 3, 11, 13, 18, 19, 52, 53, 196, 197, 222 Education Act 2019 Guide to Education ECS to Grade 12 Outreach Programs Handbook

Background

There is a growing need for Outreach Programs to complement and enhance current programming for students who may become or are early leavers for any reason. If the Division is to foster a learning community in which every student succeeds, Outreach Programs must be available to students.

Outreach Programs provide education to students for whom traditional school settings are unsuitable. Outreach Programs support the educational, psychological, social and employability needs of students. The primary goal of Outreach Programs is to assist students to obtain a high school diploma or equivalent in an alternative setting.

Procedures

1. Eligibility

    1.1   Outreach Programs will serve the needs of students aged twelve to nineteen (12 to 19) years who are enrolled in grades 7 to 12.

    1.2   Programs will focus on those students who are unable to attend or benefit from a regular school program. These students may include at-risk students, dropouts, teenage parents, students with unique medical or health challenges, working students and others with unique needs or learning styles.

    1.3   When determining eligibility, the best interests of the individual student will be the deciding factor.

    1.4   Students may enroll in a partial program at an Outreach Program while maintaining enrolment in other courses at their local high school, with the approval of the Principal.

2. Attendance

    2.1   Attendance expectations at an Outreach Program will vary depending on the needs and circumstances of each student.

3. Program of Studies

    3.1   Outreach Programs will follow the Alberta Education Programs of Study and may include locally developed junior high and/or senior high courses.

    3.2   The program will provide students with enhanced educational services that are in addition to online education courses and materials. Examples of these services include:

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3.2.1 Personal and career counseling,

3.2.2 Conflict resolution,

3.2.3 Time management,

3.2.4 Anger management training, and

3.2.5 Study skills.

3.3 Individual programs will be based on an assessment of individual student needs and created in consultation with the student and parent(s) or guardian(s).

3.4 Students, in consultation with professional staff, will have the primary responsibility to develop and implement their own individual program.

3.5 Outreach Programs will provide the equivalent of twenty-five (25) hours of access to a certificated teacher for each credit offered.

4. Performance and Evaluation

4.1 Students are expected to meet standards of performance consistent with those established by Alberta Education.

4.2 The pace of student learning will be set by each individual student in consultation with professional staff.

4.3 Performance goals will be established by the student in consultation with professional staff, consistent with the student's determined potential.

4.4 Students will be evaluated on a regular basis using appropriate evaluation approaches, as well as through achievement tests and diploma examinations, when appropriate.

4.5 If a student is not experiencing success in an Outreach Program, his/her program will be reviewed and modified, or other program options will be explored.

5. Administration

5.1 Responsibility for administration of Outreach Programs will rest with the designated Principal(s).

5.2 All Board policies and Division administrative procedures will be adhered to.

5.3 Staff of Outreach Programs will work closely with external support agencies to help serve the needs of Outreach students.