

ADMINISTRATIVE PROCEDURE NO. 224

OUTREACH PROGRAM

Background

It is recognized that students are able to be successful in a variety of school environments. The Board believes it is reasonable to provide choice in Catholic Christian programming for those students who elect to complete their education in a non-traditional manner. An outreach program will be provided for funded students who choose to attend and benefit from alternate school programs.

Procedures

1. The Superintendent will ensure that the outreach program will adhere to regulations and guidelines as stated by Alberta Education. The outreach program is available to all students of the community who meet the criteria for enrolment and can work in a Catholic educational environment and accept the value structure of the Division.
2. The outreach school will be administered under the authority of a designated school principal.
3. Schools in the division will work collaboratively to increase the educational opportunities for students. This may result in students being co-enrolled in multiple schools within the division.
4. Students may be eligible to attend an outreach program if they:
 - 4.1 Are younger than 20 years of age on September 1;
 - 4.3 Are 20 years of age or older on September 1 and pay tuition;
 - 4.4 Are unable to attend a school program on a regular basis for a variety of reasons; and
 - 4.5 Prefer to enroll in courses which are provided through an outreach model.
5. The outreach program will provide students with:
 - 5.1 Access to instruction by a certified teacher;
 - 5.2 Opportunity to develop a career portfolio outlining their personal career pathway;
 - 5.3 The required hours of access to instruction; and
 - 5.4 The opportunity to link with specialist teachers from other schools in the Division.

6. The following expectations are established for students enrolled in an outreach program:
 - 6.1 A student enrolled in another school in the Division should consult with the outreach principal or designate regarding suitability for enrolment in an outreach program;
 - 6.2 Consultation with a staff member in the development of a personalized learning program that includes the goals necessary to complete the requirements of a high school diploma;
 - 6.3 The development of a learning plan that will describe the work that will be completed in a time frame agreed to by the teacher;
 - 6.4 A student is expected to complete a minimum number of credits per year and maintain satisfactory performance as determined by the designated principal; and
 - 6.5 The treatment of other students and staff members with respect and behaving in a manner that is consistent with the values and expectations of the school.
7. The outreach program may make additional services available to students, such as personal counseling, conflict resolution, study skills and time management development.
8. The outreach program will develop a student handbook describing student performance, attendance and eligibility for enrolment.
9. Program monitoring and evaluation will be the responsibility of the designated school principal, under the supervision of the Superintendent of Schools.