

OUTREACH PROGRAM

Background

This Division believes that learning is a life-long journey and supports the provision of learning and growth opportunities. We 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 alternative program.

The outreach school will work with various community partners such as Family Community Support Services (FCSS), Catholic Social Services, the Youth Volunteer Centre, Linking Generations and other potential community partners and local parish communities to attempt to meet the students' needs.

This outreach program will serve students of junior and senior high school age as well as adult learners.

Procedures

1. Approval of the outreach program is by the Superintendent or designate and the administration of the program is under the authority of the outreach principal.
2. The outreach program is to run as a stand-alone school at a location separate from regular schools.
3. Students wishing to participate in outreach programs must:
 - 3.1. Be recommended by the school that they normally attend and have the support of a parent/guardian, unless they have status as an "independent" student.
 - 3.2. Be fully aware of both the possible benefits and potential limitations of the program.
 - 3.3. Be expected to complete a minimum number of courses and maintain satisfactory performance, as determined by the outreach principal.
 - 3.4. Meet with the outreach program teacher to determine the appropriate course of instruction

- 3.5. Attend school regularly (minimum 65 percent attendance is required)
 - 3.6. Commit to the achievement of program goals in a flexible, informal and supportive learning environment
 - 3.7. Focus on successful achievement
 - 3.8. Demonstrate measurable progress on a supervised long-term and/or short-term learning plan. 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
 - 3.9. Demonstrate the willingness to build relationships characterized by mutual respect and a focus on learning
 - 3.10. Follow all the administrative procedures of the Division
4. Adult students twenty (20) years of age or older on September 1 of a school year may be able to access courses from an outreach program, subject to payment of a course fee established annually by the Board and in assessment by the principal as to the student's suitability for the program.
 5. The outreach program must operate within the provisions of the Education Act, and the regulations of Alberta Education.
 6. All credit courses are to be taught by certificated teachers employed by the Division.
 7. The outreach program shall provide for supervision and assessment of student achievement.
 8. Students will have access to the number of instructional hours as specified in the Alberta Education Guide to Education.
 9. Students shall have access to instructional materials that follow Alberta Education Programs of Study.
 10. The outreach program staff will provide the appropriate instructional materials and assistance to the students.
 11. The outreach program will make additional services available to students, such as personal and career counselling, conflict resolution, study skills training, time management and work experience.
 12. Assessments will be ongoing, and progress reports and marks will be provided for students/parents.

Reference: *Education Act*, SA 2012, c E-0.3, ss. 3, 11, 13, 18, 19, 33, 52, 53, 196, 197, 222
Guide to Education ECS to Grade 12