

Administrative Procedure 220 - Outreach Schools

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 a choice in 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.

The Outreach Program allows students to access resources that improve their ability to succeed academically and socially. A flexible approach is taken to teaching and learning in recognition of individual student needs. Students shall have access to the number of instructional hours specified in the **Guide to Education: ECS to Grade 12**. Students shall have access to instructional materials that follow the Alberta Education Program of Studies.

Definition

Outreach School can be alternative learning communities or stand-alone schools

Outreach is the provider in Clearview Public Schools and is currently established in the communities of Castor, Coronation and Stettler.

Procedures

1. Outreach will operate as a Clearview program and as an extension of Clearview Secondary Schools.
2. The Deputy 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 an alternative educational environment and accept the value structure of Clearview.
3. The outreach school will be administered under the authority of a designated school Principal.
4. Schools in Clearview will work collaboratively to increase the educational opportunities for students. This may result in students being co-enrolled in multiple schools within Clearview.
5. Students may be eligible to attend an outreach program if they:
 - 5.1. Are younger than 20 years of age on September 1;
 - 5.2. Are 20 years of age or older on September 1 and pay tuition;
 - 5.3. Are unable to attend a school program on a regular basis for a variety of reasons; and
 - 5.4. Prefer to enroll in courses that are provided through an outreach model.
6. The outreach program will provide students with:
 - 6.1. Access to instruction by a certified teacher;
 - 6.2. Opportunity to develop a career portfolio outlining their personal career pathway;

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- 6.3. The required hours of access to instruction; and
- 6.4. The opportunity to link with specialist teachers from other schools in Clearview.

7. The following expectations are established for students enrolled in an outreach program:
 - 7.1. A student enrolled in another school in Clearview should consult with the Outreach principal or designate regarding suitability for enrolment in an outreach program;
 - 7.2. 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;
 - 7.3. The development of a learning plan that will describe the work that will be completed in a time frame agreed to by the teacher;
 - 7.4. A student is expected to complete a minimum number of credits per year and maintain satisfactory performance as determined by the designated principal; and
 - 7.5. 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.

8. The outreach program may make additional services available to students, such as personal counselling, conflict resolution, study skills and time management development.

9. The outreach program will develop a student handbook describing student performance, attendance and eligibility for enrolment.

10. Program monitoring and evaluation will be the responsibility of the designated school principal.

References

Reference: Section 3, 11, 13, 18, 19, 33, 52, 53, 196, 197, 222 Education Act
Guide to Education ECS to Grade 12
Outreach Programs Handbook

Effective: 1996-09-12

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