

SECTION 700 – Educational Program

ADMINISTRATIVE PROCEDURE: ALTERNATIVE OUTREACH PROGRAMS

<i>PROCEDURE CODE:</i>	<i>708 AP 003</i>
Policy Reference: 708 – Alternative Programs	

DEFINITION

An outreach program provides 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. A flexible approach is taken to teaching and learning in recognition of individual student needs. Outreach programs serve students of junior and senior high school age.

OPERATIONAL REQUIREMENTS

1. The legislation, as set out by the School Act in Sections 3, 44 and 16 regarding the right of access to education, the powers of Boards and alternative programs will be adhered to in the operation of the Alternative Outreach program(s).
2. The Alternative Outreach program(s) will be funded according to the criteria stated in the current Funding Manual for School Authorities.
3. The Alternative Outreach program(s) must operate as a stand-alone facility that meets Alberta Building Health and Safety Standards for school buildings.
4. The site and facilities used for the Alternative Outreach program(s) will meet Alberta building, health and safety standards for schools.
5. The Alternative Outreach program(s) will consist of Alberta Education approved courses and programs of study.
6. The School Board must ensure that its liability insurance extends to the stand alone Facility for the Outreach Program.
7. A School Board motion must grant approval to the application for a new outreach program to be submitted.
8. The outreach students will have access to a certified teacher for the number of hours indicated in the Guide to Education.

9. Students in the Alternative Outreach program(s) may complete courses in a regular program at the same time they are attending an outreach program.
10. The Alternative Outreach program will provide students with educational services that are additional to the distance learning courses and materials.
11. The Alternative Outreach program(s) will establish and operate with appropriate expectations regarding attendance requirements, performance expectations and student eligibility. These will be detailed in the school handbook.
12. The school leadership will be provided by a designated school principal and an advisory committee composed of representatives from the secondary schools, central office, and appropriate agencies.

PROCEDURES

1. Potential students may be identified by school administrators, community agencies, parents or by self-referral.
2. Potential student participants will complete a detailed application and be accepted into the Alternative Outreach program(s) through an intake process.
3. Flexibility to accommodate the students' working hours, family commitments and personal circumstances will be considered on an individual basis and monitored closely.
4. Student conduct as outlined in Section 7 of the School Act and existing School Board policies will be expected.
5. Regular and punctual attendance is an expectation as outlined in existing regulations and School Division policy.
6. Individual programs/contracts with appropriate timelines will be developed with each student for the completion of high school courses.

REFERENCES

Alberta Education – School Act
Funding Manual for School Authorities

Approved: May 17, 2005
Revised: February 18, 2014

