



ADMINISTRATIVE PROCEDURE 218

OUTREACH PROGRAMS

Background

Some high school students find it difficult or impossible to meet with success in a conventional school and educational system because of personal and/or behavioral difficulties. To encourage these students to continue and complete their education, the Division will respond to the needs of these students by providing Outreach Programs in alternative learning communities or stand-alone schools.

Procedures

1. Suitable programs will be provided for high school students who desire to complete an educational program but cannot succeed in a regular school setting.
 - 1.1 The Outreach Program will provide service to:
 - 1.1.1 Students who are between 16 and 20 years of age and who are not successfully completing a Program of Studies in a regular high school setting.
 - 1.1.2 A young adult with personal challenges (e.g., family problems, substance abuse, school absenteeism and failure, low self-esteem) that conventional schools may not accommodate;
 - 1.1.3 An adult student, over 20 years of age, who wants a Diploma, but cannot or does not want to return to a conventional school classroom;
 - 1.1.4 Working or non-working parents who need upgrading.
 - 1.2 Outreach students, based in part on their personal goals, will be identified as:
 - ◆ Full-time: students targeting to complete 20 credits or more in the school year;
 - ◆ Part-time: student who will complete less than 20 credits in the school year;
 - ◆ Adult students.
 - 1.3 Outreach schools will be continuous entry schools.
 - 1.4 A learning plan will be developed based on the individual needs of all students.

- 1.5 Courses offered in Outreach programs will be in accordance with the Alberta Program of Studies.
- 1.6 Students wishing to register in the Registered Apprenticeship Program or Work Experience must register in at least one academic course through the Outreach School.
2. The provision of professional and other necessary staff is required.
3. The provision of an appropriate location for an Outreach Program is required.
 - 3.1 Outreach programs will exist as stand-alone schools and will be housed in facilities that comply with all Alberta Education and other government requirements.
4. The provision of appropriate supervision for Outreach students is necessary.
 - 4.1 Candidates who wish to enroll in the Outreach Program will:
 - ◆ Investigate the programs and philosophy of the Outreach Program;
 - ◆ Complete the admissions package which includes a questionnaire, and written declaration of intent demonstrating an understanding of the democratic and academic principles of the program;
 - ◆ Successfully participate in an interview with members of the school community.
 - 4.2 All students in the Outreach Program begin with a course which emphasizes goal setting, self-management, time and stress management to form a personal vision. A vision can be seen as a life purpose, a set of goals, or “something left to do”, which gives meaning to students’ lives.
 - 4.3 All students will make an appointment with an Outreach instructor every two weeks for a progress report. Missing two consecutive progress reports will result in an agreement in which the student is placed on leave of absence from the school. Outreach staff will be available to assist in reviewing the student’s personal goals, and to establish expectations for re-entry as an active Outreach student, if that is the student’s decision. Students who, after counseling with Outreach staff, choose not to continue actively in the Outreach program will be withdrawn from the registry.
5. The evaluation of Outreach student progress will be provided.
 - 5.1 Student performance will be continuously monitored by means of:
 - 5.1.1 Module completion in Distance Learning courses;
 - 5.1.2 Diploma Examination results.
6. Outreach programs must operate on a sound financial basis.

- 6.1 The designated supervisor of the Outreach Program will access available funding from all funding sources.
- 6.2 Outreach students will pay any possible registration fees, and, in the case of adult students, tuition fees.

Reference: Section 8, 21, 39, 45, 49, 60, 61, 113, School Act
Outreach Programs Policy 1.1.4
Outreach Programs Handbook

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