

OUTREACH PROGRAM

Background

The Division supports the establishment of Outreach Programs that provide a supportive, alternative secondary school setting for students who require flexible programming to meet individual student needs.

Procedures

1. The Outreach Program shall be offered at a non-school site that will provide easy access on an ongoing basis to learning and growth opportunities not provided by other divisional programs.
2. Outreach programs shall operate within the provisions of the School Act and the regulations of Alberta Education and the Administrative Procedures of Livingstone Range School Division.
3. Certified teachers employed by the Livingstone Range School Division No. 68 shall be responsible for all credit courses.
4. The Outreach Program shall provide for supervision and assessment of student achievement.
5. Students shall have access to the number of instructional hours as specified in Alberta Education's Guide to Education.
6. Students shall have access to instructional materials that follow Alberta Education's *Program of Studies*.
7. Funding for the program should be through special grants and the generation of Credit Enrolment Units earned by students in this program.
8. Students and the previously attended school(s) will be required to complete the necessary application form(s) before they will be considered for the Outreach Program. These forms, along with the students' cumulative records, are then submitted to the Outreach Program for consideration for admittance. All students admitted must have the approval of the School Principal.
9. The students, along with their parent, if appropriate, will meet with the Outreach Program Teacher to determine program placement.

10. The Outreach Program Teacher and student shall jointly plan the educational programs. Attendance, punctuality and achievement standards will be included in that plan.
11. The Outreach Program staff shall be responsible for maintaining a record of all decisions and information pertinent to each student's participation in the Program.
12. Assessment shall be ongoing and progress reports and marks will be provided for students and parents as outlined in Admin Procedure 360. IPPs will be reviewed a minimum of twice per year.
13. Students will be able to utilize school division transportation, in accordance with *Board Policy 16: School Attendance Areas*.
14. Each Outreach Program location shall operate on a school calendar that responds to the needs of the students in that community.

REFERENCES

Section 8, 21, 60, School Act
Policy 1.1.4 Outreach Programs
December, 2003

Updates: July, 2012