



OUTREACH PROGRAM

Background

Board Policy 1: Board Mandate, Mission, Vision, Values and Goals identifies the mandate of the Board as providing students with a complete offering of learning opportunities delivered within the context of Catholic teachings and tradition. It is recognized that not all students are able to be successful in a traditional school environment for a wide variety of reasons. In order to meet the needs of these students, the division will operate grade 7 – 12 outreach programs based upon student needs and the availability of resources. The goal of the program will allow students to access resources with a flexible approach to teaching and learning that may improve their ability to succeed academically and socially.

Procedures

1. The Outreach Program must be operated in accordance with Alberta Education Outreach Programs requirements.
2. The Superintendent or designate shall be responsible for the approval of the outreach program. The administration of the program is under the authority of the Outreach Principal.
3. The Outreach Program must be coded as a school and eligible students must be coded appropriately in the student information system.
4. Outreach Programs must follow Alberta Education curricula and may include locally developed middle school or high school courses.
5. The Outreach Programs shall make additional services available to students, such as personal and career counselling, conflict resolution, study skills training, time management, and work experience.
6. Each Outreach Program must have a handbook that includes, but is not limited to the following information:
 - 6.1 Student eligibility
 - 6.2 Intake process
 - 6.3 Academic programming
 - 6.4 Attendance
 - 6.5 Academic expectations

7. During the initial intake and at the beginning of each school year a learning plan will be created to establish student goals, clarify expectations, and commitment required in the program and develop an attendance plan. This plan will be revisited and adjusted as necessary throughout the year to help students experience success.
8. Grade 10 – 12 students enrolled in Holy Spirit Catholic School Division community high schools may enroll in courses concurrently through Outreach Programs if there is space available.

References **Sections 3, 11, 13, 18, 19, 52, 53, 196, 197, 222, *Education Act*
Guide to Education: ECS to Grade 12
*Outreach Programs Handbook (2009)***