



Background

It is recognized that not all students are able to be successful in a traditional school environment for a wide variety of reasons. An outreach program is an alternative learning program for potential and early school leavers that will enable them to complete their high school program. It offers a holistic approach to education by considering the student's total needs.

Procedures

1. The superintendent shall ensure that any outreach program that is established will adhere to the guidelines and requirements of Alberta Education Policy governing Outreach Programs. A copy of the policy may be obtained from the Alberta Education website.
2. The teachers in outreach programs will establish and operate with appropriate expectation regarding attendance, performance and behavior. These will be detailed in the local school handbook.
3. Potential students may be identified by school administrators, community agencies, parents or self-referral.
4. Potential student participants will complete an application form and be accepted into the outreach program through an interview process.
5. The hours of operation may be established to accommodate individual students' needs. Working hours, family commitments and personal circumstances will be considered on an individual basis and monitored closely.
6. Individual student programs or contracts with appropriate time lines will be developed with each student for the completion of courses. These will be signed by the student and the teacher and placed in the student's file.
7. It is expected that a student would complete a minimum of two courses per year.