



EDUCATIONAL SERVICES 12 – Outreach Programs

Date: June 30, 2004

Responsible Administrator: Superintendent

1.0 RATIONALE

Alternate learning programs may be provided for students who, for various reasons, are not successful in the regular high school setting.

2.0 PROCESS

- 2.1 Outreach programs will be operated within the regulations and guidelines outlined by Alberta Learning.
- 2.2 A teacher will provide instruction, monitor student progress, evaluate student achievement and report the results of student achievement.
- 2.3 Student academic performance and attendance will be monitored by the school through individual learning plans developed in consultation with the student and parent/guardian where appropriate.
- 2.4 The Division will not provide transportation service to the Outreach Program.
- 2.5 Adult students will pay a tuition fee plus the regular instructional materials fee. All students will pay the Division instructional materials fee for each school year.

3.0 GUIDELINES

- 3.1 Student registration is open to:
 - 3.1.1 High school students not registered in another school;
 - 3.1.2 Adult students seeking high school courses;
 - 3.1.3 Students who are not served by other programs or courses within the Division;
 - 3.1.4 Students referred to the program by the school principal, Director of Student Services, or the Board.

References: *Board Policy: F/1/22*

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- 3.2 Student registration will include a placement interview, development of a learning plan and payment of the tuition and instructional material fee(s). Student's registration is not complete until all fees are paid.
- 3.3 The supervising teacher will maintain a file of decisions and information pertaining to each student's participation in the Outreach Program.

References: *Board Policy: F/1/22*