

Date: June 18, 2025 **Agenda Item:** 8.10

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Jonathan Konrad, Deputy Superintendent, Education Services

Subject: **Administrative Procedure 855: Alternate Programming and Learning Opportunities**

Background:

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

Administrative Procedure 855 has been updated to clarify the roles and responsibilities related to student placement in alternate programs, including outreach, home education and out-of-division schooling. Revisions reflect current legislative references, reinforce transportation and tuition expectations and ensure consistent decision-making processes in support of diverse student needs across resident and non-resident contexts.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

- | | |
|--------------------|--|
| COMPETENCY: | (4) Leading Learning |
| INDICATORS: | b. providing learning opportunities, based on research informed principles of effective teaching, learning and leadership, to support building the capacity of all members of the school community to fulfill their educational roles; and
e. ensuring that staff have access to resources, programs and expertise to support them in meeting their professional responsibilities and in addressing the learning needs of all students. |
| COMPETENCY: | (6) School Authority Operations and Resources |
| INDICATORS: | a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements;
c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness; and |

e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

Governance Implications:**Education Act****Alternative programs**

(2) A board may offer an alternative program to a student whose parent requests it where, in the opinion of the board,

(a) the board has sufficient resources and facilities to offer the alternative program, and

(b) the alternative program is appropriate to meet the student's education needs.

Home education programs

20(1) A parent of a student may provide, at home or elsewhere, a type of home education program for the student in accordance with the regulations.

Off-campus education programs

22(1) A board may provide off-campus education programs for its students.

Continuing education

23(1) A board, in addition to meeting its obligations under section 11(1), may develop or provide courses to any person on any subject.

Policy 225: Role of the Board**Education Planning and Programming**

The Board shall deliver appropriate education programming to meet the needs of all students enrolled in a school operated by the Board and to enable their success

Administration is prepared to respond to questions at the June 18, 2025, Public Board meeting.

Attachment(s):

1. Administrative Procedure 855 - Alternate Programming and Learning Opportunities
- Tracked Changes

855: Alternate Programming and Learning Opportunities

Responsible Administrator: ~~Deputy Associate~~ Superintendent Education Services

PURPOSE

Sturgeon Public Schools provides programming that meets the educational needs of resident students as outlined in the Education Act.

While the instructional needs for most students are accommodated within the Division's schools, the learning needs of some students maybe provided in an alternate learning environment or program.

Decisions regarding student placement shall involve the parent/guardian and student, teacher, the school Principal and the Director, Learning Support, and shall consider, but not be limited to, the following:

- Programming needs of the student;
- Programming options available, and
- Student and parent/guardian preferences.

PROCESS

The ~~Deputy Associate~~ Superintendent Education Services is responsible for maintaining this Administrative Procedure.

PROCEDURE

1. Every placement decision must be directed toward the educational interest of the student and must consider the impact of the decision on the total population of students served, as well as the availability of resources.
2. Relevant educational, psychological and medical documentation will be used in a determination of the programming needs of the student.

Resident Students

3. Principals shall ensure that resident status is established at the time of enrolment of all students.
4. Principals shall ensure that appropriate assessments are available prior to admission at the school level.
5. If a parent/guardian requests an alternative placement in the school or division, the Principal shall, where appropriate for the student's educational program, assist them to find a suitable alternative placement.

6. The Principal shall ensure that the parent/guardian is aware that transportation is the responsibility of the parent/guardian when a placement is selected outside of attendance boundaries.

6.1 If there is space on an existing bus and route, requests for transportation may be considered.

7. If parent(s)/guardian(s) request an alternative school placement for a student with identified needs, the Director, Learning Support shall, where appropriate for the student's educational program, assist them to find a suitable alternative.

8. The Director, Learning Support shall ensure that the parent/guardian is aware that, unless directed by the Director, Learning Support to attend a program of need, transportation is the responsibility of the parent/guardian when a placement is selected outside of the attendance boundary.

8.1 If there is space on an existing bus and route, requests for transportation may be considered.

9. If the Principal is considering a placement change for a student which involves a change of program or school, the Principal shall ensure that:

9.1 Prior to a decision, discussions are held with the parent/guardian, teacher, student and the receiving Principal about an alternate school placement regarding the rationale for the change and the placement options which are available.

10. If the Principal is considering a programming change for a student with identified needs, which involves a change of school, the Principal, in partnership with the Director, Learning Support, shall ensure that:

10.1 Prior to a decision, discussions are held with parent/guardian, student and the receiving school Principal regarding the rationale for the change of programming and the placement options which are available; and

10.2 When a placement change is being considered for the subsequent school year, these discussions shall be held as soon as possible.

11. A parent/guardian seeking a placement that is out of their attendance boundary will be accepted into Division schools provided the space and resources to serve student needs are available at the school level.

11.1 Transportation is the responsibility of the parent/guardian. If there is space on an existing bus and route, requests for transportation may be considered.

12. If the Division does not offer programming which the Division deems necessary to meet a student's learning requirements, the Division shall sponsor the student in an out-of-division placement.

13. Prior to a decision for out-of-division placement, there shall be a review of:

13.1 The student's programming needs; and

13.2 Placement options available within the Division.

14. The Superintendent shall be responsible for approving an out-of-division placement, which involves responsibility by Sturgeon Public Schools. Requests for out-of-division placements initiated by the parent/guardian shall be directed, in writing, to the Director, Learning Support.

15. Decisions relating to a request will be made within forty school days of receipt of the request.

16. Where a requested out-of-division placement is not approved, the Director, Learning Support shall advise the parent/guardian of appeal procedures.

17. If unable to resolve a dispute regarding placement, the Director, Learning Support shall direct the student to a placement; advise the parent/guardian in writing of the placement and of their right to appeal the placement, provide information on the process to be followed; and furnish the Superintendent with a written record of information pertinent to the decision and the disagreement.

18. Out-of-division placements shall be reviewed and approved on an annual basis. The Director, Learning Support shall communicate programming and placement decisions for the subsequent school year for a student placed out-of-division to parent/guardian no later than May 31.

Non-Resident Students

19. Parent(s)/guardian(s) of non-resident students seeking admission to SPS schools shall complete a SPS Registration Form to establish legal name, age, and citizenship. Under the Education Act, Section 4, a student is a resident student of the board in which the student's parent/guardian resides.

20. Non-resident students may be accepted into SPS schools provided the space and resources to serve student needs are available at the school level.

20.1 Transportation is the responsibility of the parent/guardian. If there is space on an existing bus and route, requests for transportation may be considered.

21. The Division reserves the right to deny the registration of students who require additional services beyond the resources provided through Alberta Education funding. If the registration is accepted, tuition fees will be charged to the sending school jurisdiction on a cost recovery basis and registration will be held until payment is received. If the Division is unable to program to meet the needs of the student, then responsibility for programming reverts to the sending school jurisdiction.

22. Principals shall ensure that tuition fees are covered by a sponsorship letter or that suitable arrangements have been made for payment before students in the following categories can be admitted to SPS schools:

22.1 Students over the age of 19 as of September 1 in that school year;

22.2 Foreign students (in Canada on a student visa and parent/guardian living outside of Canada);

22.3 Students sponsored by Indigenous and Northern Affairs Canada (INAC) or resident students of a reserve;

22.4 Students whose parent/guardian reside outside of Division boundaries.

23. Parent/guardian of students or independent students subject to a tuition fee shall obtain a letter of sponsorship for fees from the school jurisdiction or government agency responsible.

24. Non-resident student programming costs shall be determined annually by the Secretary Treasurer.

25. If a non-resident student's residency status changes to resident while in attendance at a Division school, the changes shall be recorded in the student record and tuition fees shall be refunded on a pro-rated basis.

Mature Students

26. Students who turn 19 on or prior to September 1st, and are eligible for funding under the Education Act Section 3(a) will be served in Division high schools when:

26.1 Resources (programs, classes and necessary supports) are available.

26.2 Normal transportation is available (or transportation is provided by the student).

26.3 The student, Principal and Director, Learning Support determine that a school placement is appropriate for the student turning 20 during the school year.

26.4 The final decision regarding placement rests with the ~~Deputy Associate~~ Superintendent, Education Services.

Outreach Programs

27. The Division Outreach Program is an alternate learning program that may be available to high school students who, for various reasons, are not successful in the traditional high school setting.

27.1 Outreach Programs are available to resident and non-resident students. Non-resident students must have their primary registration with Sturgeon Public Schools.

27.2 Programs will focus on those students who are unable to attend or benefit from a traditional school program.

27.3 When determining eligibility, the best interests of the individual student will be the deciding factor.

27.4 When a student enrolls in the Outreach Program as well as another Sturgeon Public School, the administrators of the schools involved will ensure the appropriate personnel coordinate the programming.

27.4.1 Students may enroll in a partial program at an Outreach Centre while maintaining enrolment in other Sturgeon Public Schools.

27.4.1.1 Students enrolling in the Outreach Program must indicate if they are enrolled in another school.

27.5 Attendance expectations at an Outreach Program will vary depending on the needs and circumstances of each student. These expectations are set out in the individual student's plan or contract.

Program

28. Outreach Programs will follow the Alberta Education Programs of Study and may include locally developed senior high courses.

29. To support student success the outreach program must provide students with educational supports and services that are in addition to the Programs of Study. Examples of these services include: personal and career counselling, conflict resolution, anger management training, gifted and talented programs, time management training, and study skills.

29.1 Individual programs will be based on an assessment of individual student needs and created in consultation with the student and his/her parents/guardians.

29.2 Students, in consultation with professional staff, will have the primary responsibility to develop and implement their own individual programs.

29.3 Outreach Programs will provide the equivalent of 25 hours of access to a certificated teacher for each credit offered.

30. Student registration is open to:

30.1 High School students

30.2 High School students referred to the program by the school principal, Director, Learning Support or the Board.

31. Student registration will include a placement interview, development of a learning plan and payment of tuition and Complementary Learning Resource fee. Student's registration is not complete until all fees are paid.

31.1 All students will pay the Division Complementary Learning Resource fee for each semester/school year.

32. Transportation is not provided to the Outreach Program.

Home Education

33. Sturgeon Public Schools recognizes home education as a parent-directed alternate program under the Education Act and Home Education Regulation (AR 89/2019).

34. Parents/guardians choosing home education may do so under the supervision of Sturgeon Public Schools, or by notifying another willing supervising board, as outlined in provincial legislation.

35. The Deputy Superintendent, Education Services, or designate is responsible for overseeing home education programs supervised by the Division and ensuring compliance with all legislative requirements.

References:

Education Act: Sections 3, 4, 11, 20, 43

Board Policies:

245: Appeals Regarding Student Matters

500: Student Transportation Services

~~815: Outreach Programs~~

Admin Procedures:

300: Security of Personal and Division Information

464: Fees

Alberta Education Guide to Education

Alberta Education Outreach Handbook

Home Education Regulation 89/2019