

Outreach programs historically focused on students who were considered at-risk of dropping out of school. However, in recent years, the focus has broadened to include a wide spectrum of students with various needs. In accordance with the Mission and Ministry of the Division which is to reach out to all students, outreach programs will be provided in school communities where the program is viable.

Procedures

1. The Superintendent will ensure that any outreach program which is established will adhere to the guidelines and requirements of Alberta Education. The outreach program is to be made open to all students of the community who meet the criteria for enrolment and can work in a Catholic school environment and its value structure.
2. The staff of the outreach program will work with the other schools of the Board to increase the educational opportunities for students.
3. Students may be eligible to attend an outreach program if they:
 - 3.1 Are younger than 20 years of age on September 1 of the school year in which they are registering.
 - 3.2 Are unable to attend a school program on a regular basis for a variety of reasons; and
 - 3.3 Prefer to enroll in courses which are provided through an outreach model.
4. The program will provide students with:
 - 4.1 Encouragement to develop a Career Portfolio outlining their personal career pathway.
 - 4.2 The required hours of access to instruction.
 - 4.3 The opportunity to link with specialist teachers in other schools through the use of technology.
5. A student currently attending another school must have a recommendation from the Principal in order to transfer to the outreach program. The staff of the outreach program will contact the Principal to discuss the recommendation if necessary.
6. The following expectations have been established for students enrolled in an outreach program:
 - 6.1 A student enrolled in another school in the Division must consult with the Principal of the outreach school regarding suitability for enrolment in an outreach program.
 - 6.2 The development of a personalized learning program which includes long and short-term goals necessary to complete the requirements of a high school diploma.
 - 6.3 The development of a learning plan which will describe the work that will be completed in the time frame agreed to by the teacher.
 - 6.4 The management of time in order to achieve defined goals.

- 6.5 The completion of two or more courses per semester, consistent with the guidelines laid out in the *Outreach Program Handbook*.
- 6.6 The treatment of other students and staff members with respect and behavior that is consistent with the values and expectations of the school.

Reviewed/Revised: March 2014 April 2022

Reference: Education Act 18, 22, 33, 52, 53, 196, 197, 222
Guide to Education ECS to Grade 12
Outreach Programs Handbook