



302.12AP Outreach Program

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AMENDED:	2020.05.04
APPROVED:	2020.05.13 (2016.09.24)
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LEGAL REFERENCE:

- Funding Manual for School Authorities
 - ECS to Grade 12 Guide to Education
 - Alberta Outreach Programs Handbook (2009)
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CROSS REFERENCE:

- [302-10AP Multi-School Programming](#)
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BACKGROUND:

Buffalo Trail Public Schools believes that outreach schools exist to provide programming for those students whose unique learning needs are not best served in a traditional school program.

DEFINITION:

Priority School: the school that a student registers in for their high school programming.

PROCEDURES:

Outreach programs shall be run as stand-alone schools.

Outreach programs shall meet the legislative and policy requirements of operating a school: e.g. designating a school principal, establishing a school council, preparing four-year education plans, following school closure regulations, and providing school annual results reports.

Students who are nineteen (19) years of age or less on September 1 of the current school year and are over the age of 15, are eligible to be enrolled in outreach schools. Adult learners (over the age of 19) may take courses to complete their high school requirements or to gain entry to a post-secondary program at a cost per course. For updated reference click [here](#).

Students who currently attend a *priority school* may be eligible for acceptance into an outreach program as per 302-10AP Multi-School Programming.

The role of the designated school principal of the outreach school is to:

- Make additional services available to students, some of which may include personal and career counseling, conflict resolution and anger management training, study skills, time management sessions and job site training and/or work experience.
- Structure attendance policies and expectations so that they meet the needs and circumstances of each individual student. The individual attendance expectations are to be clearly set out in the student's educational plan and/or contract.
- Ensure that students are meeting the standards of performance consistent with those established by Alberta Education and Buffalo Trail Public Schools.
- Ensure that individual student programs will be established collaboratively with the student and the professional teaching staff, consistent with the student's determined potential.
- Ensure students are assessed in both a formative and summative manner in accordance with jurisdiction initiatives for learner outcomes and assessment practices.
- Develop a student handbook describing such matters as course selections, off-campus learning opportunities, partnerships with community services, agencies, and expectation for students' attendance performance and course completion.