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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** HGBH  
**Policy Title:** Outreach School Program  
**Cross Reference:**  
**Legal Reference:** Alberta Education,  
Regulation 1.1.4  
**Adoption Date:** June 27, 1996  
**Amendment or Re-** January 23, 2003  
**Affirmation Date:** May 19, 2009  
**February 27, 2018**

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**POLICY**

THE BOARD OF TRUSTEES OF THE HORIZON SCHOOL DIVISION BELIEVES THAT OUTREACH PROGRAMS PROVIDE OPPORTUNITIES FOR STUDENTS TO CONTINUE AND COMPLETE THEIR EDUCATION WHEN REGULAR SCHOOL PROGRAMS AND SERVICES DO NOT MEET THEIR NEEDS.

**GUIDELINES**

1. Outreach programs shall:
  - 1.1. Provide flexible program options and follow a customized education program in order to meet individual student needs.
  - 1.2. Ensure the program provides students with educational supports and services and training that are in addition to the Programs of Study

**REGULATIONS****Eligibility:**

1. Jurisdiction programs shall serve the needs of students from ages 12 – 19.
2. Although the programs are intended to serve the needs of eligible students residing within Horizon School Division, consideration may be given to non-funded students and those who may apply from outside the jurisdiction.
3. Programs shall focus on those students who are unable to attend or benefit from a regular school program. They may include:
  - 3.1. Working students
  - 3.2. Pregnant and parenting teens
  - 3.3. Students with unique medical problems
  - 3.4. Students who have failed, been unsuccessful in high school or dropped out

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- 3.5. Students who have been or are involved in drugs, criminal activity, and or sexual abuse
  - 3.6. Students who have been bullied, or who find learning in regular schools difficult
  - 3.7. Students coping with mental or physical health issues
  - 3.8. Students who are heavily involved in sports, or fine arts and unable to attend school regularly
  - 3.9. Students who have been directed by the Board to an outreach program
  - 3.10. Students who because of religious or cultural norms, find that regular schools do not meet their needs
4. When deciding on eligibility, the best interests of the individual student shall be the determining factor.

### **Selection:**

1. Students shall be required to submit applications for admission to outreach programs.
2. Staff shall conduct an intake interview based on the *Considerations for Admission* criteria which are as follows:
  - 2.1. Individual circumstance;
  - 2.2. Goals and intent of each individual student.
  - 2.3. Administrative referral from last school attended or out of school for three months;
  - 2.4. Ability to succeed in an outreach learning environment;
3. Final selection, based on the above criteria, shall be the responsibility of the principal.

### **Attendance:**

1. Attendance expectations will vary depending on the needs and circumstances of each student;

### **Program:**

1. Outreach programs must follow Alberta Education curricula and may include locally developed middle school or high school courses.
  - 1.1. The standards of performance that the student is expected to meet must be consistent with those established by Alberta Education;
2. The program must provide students with enhanced educational services that are in addition to Alberta Education curricula. Examples may include:

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- 2.1. opportunities for personal counselling
  - 2.2. education and career counselling
  - 2.3. work experience and training in job and life skills
  - 2.4. anger management
  - 2.5. conflict resolution
3. Individual programs shall be based on an assessment on individual student needs in consultation with the student and his/her parents.
  4. Each student shall have a program plan that includes:
    - 4.1. Performance goals
      - 4.1.1. Students shall be expected to meet standards of performance consistent with those established by Alberta Education.
    - 4.2. Pace for student learning
      - 4.2.1. The pace of student learning shall be set by school staff in consultation with the individual student.
  5. The program plan shall be reviewed regularly with modification of the student’s learning plan and referral to other educational programs if required.
  6. High school students may enroll in a outreach program while maintaining enrollment at a regular school.