



# CALGARY BOARD OF EDUCATION

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## Administrative Regulation 3090 - Outreach Programs

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#### **Preamble**

The School Act gives students between 6 and 19 years of age the right to access an education and it requires school boards to provide educational programs to all of its resident students. Some students find that regular school programs do not meet their needs. To encourage these students to continue and to complete their education, the provincial government provides funding for Outreach Programs and requires school boards to put specific measures into place when educating students in Outreach Programs.

The Calgary Board of Education has a long history of attending to the needs of its students, and has offered programs to students in a variety of educational settings.

- Definitions**      **1(1)**      In this regulation,
- (a)      “**outreach program**” means a program of basic education developed for students aged 12 to 19 years who are enrolled in grades 7 to 12 and who are unable to attend or benefit from a regular school program;

- Application**      **2**      All Calgary Board of Education policies, administrative regulations and procedures apply to the operation of outreach programs, students in outreach programs and Calgary Board of Education employees working in outreach programs.

**PART 1  
ESTABLISHMENT OF AN OUTREACH PROGRAM**

- Requirements**      **3**      The requirements for an Outreach Program are outlined in the following Alberta Learning documents:
- (a)      Policy 1.1.4 Outreach Programs;
- (b)      the Outreach Programs Handbook;
- (c)      the Funding Manual for School Authorities, Outreach Programs.

- Proposal for an outreach program**      **4(1)**      An Area Director, in consultation with the Director of Secondary Education, may submit a proposal for the establishment of an outreach program to the Chief Superintendent or designate by February 1 of the school year prior to the school year in which implementation of the outreach program is to occur, in order to provide sufficient time for consultation, discussion, preparation and approval by the Chief Superintendent or designate, the Board of Trustees and Alberta Learning.
- (2)      Proposals for an outreach program must include the following information:
- (a)      two or more proposed names for the proposed outreach program;
- (b)      identification of a principal responsible for the proposed

outreach program;

- (c) a description of the student population to be served by the program, the anticipated enrolment and an outline of the grades to be offered, senior high school, junior high school or a combination;
- (d) a description of the program to be offered including the Alberta Learning programs of study, locally developed junior or senior high school programs and the program delivery model;
- (e) identification of student registration, attendance, performance and achievement expectations;
- (f) identification of potential stand alone sites or facilities that would be qualify as a stand alone school and would be appropriate for the program and would meet health and safety inspections;
- (g) identification of staff requirements for the program including the principal leadership, certificated teachers and specialized staffing;
- (h) a plan for liaison with and involvement of community agencies;
- (i) a plan for student and program evaluation and program monitoring; and
- (j) a preliminary budget including costs of leased space, utilities, insurance, staff, resources, equipment and other program requirements such as the development of special courses to be offered by the program.

**Approval by the Board of Trustees and Alberta Learning**

- 5(1)** Alberta Learning Policy 1.1.4 requires a school board to pass a motion granting approval to operate each outreach program.
- (2) The Chief Superintendent may recommend to the Board of Trustees the addition of a new outreach program or the deletion of an existing outreach program.
- (3) If an outreach program proposal receives the support of the Chief Superintendent or designate it must be forwarded to the Board of Trustees for consideration and a decision before it can be submitted to Alberta Learning for final approval.
- (4) Upon approval by the Board of Trustees the outreach program proposal must be submitted to the Director of Special Programs Branch with the completed Application to Offer an Outreach Program,

Form 02AL1.1.1 by May 31 for approval for the following school year.

- (5) Upon approval by Alberta Learning, the Chief Superintendent or designate must ensure that
- (a) the Board of Trustees and the principal responsible for the administration of the outreach program are advised that the program has been approved by Alberta Learning; and that
  - (b) instructions are given to list the program as an approved outreach program in Appendix A of this regulation.

## **PART 2 OPERATION OF AN OUTREACH PROGRAM**

- |   |             |   |
|---|-------------|---|
| <b>Facilities</b>                           | <b>6</b>    | An outreach program must be offered in a stand-alone facility that meets Alberta building, health and safety standards for school buildings.                              |
| <b>Insurance</b>                            | <b>7</b>    | Calgary Board of Education liability insurance extends to Calgary Board of Education outreach programs.   |
| <b>Role of the principal</b>                | <b>8</b>    | The principal with designated responsibility for an outreach program is responsible for the administration of that outreach program.                                      |
| <b>Student eligibility and registration</b> | <b>9(1)</b> | Any Calgary Board of Education resident student may be eligible for admission to an outreach program depending on the nature of the program and the needs of the student. |
|   | <b>(2)</b>  | A resident student may be referred to an outreach program by a school principal, Area Director or a Student Services specialist.  |
|   | <b>(3)</b>  | A student may be dually registered in an outreach program and at another Calgary Board of Education school.   |
| <b>Student plan</b>                         | <b>10</b>   | When a student is admitted to an outreach program the principal must ensure that a plan is developed for the student's education that includes                            |

- (a) attendance expectations which will vary depending on the needs and circumstances of each student;
- (b) the standards of performance that the student is expected to meet which must be consistent with those established by Alberta Learning;
- (c) the pace for student learning;
- (d) performance goals;
- (e) a plan for student evaluation;
- (f) reviewing and modification of the student's learning plan and referral to other educational programs if required.

**Student transportation**

**11**

Students who attend an outreach program may be eligible for subsidized transportation in accordance with Administrative Regulation 6095 - Student Transportation.

**Ceasing to operate an outreach program**

**12**

When the Board of Trustees approves the deletion of an outreach the Chief Superintendent or designate must ensure that

- (a) the Alberta Learning Zone Services Director is notified that the outreach program is ceasing to operate, and that
- (b) instructions are given to de-list the program as an approved outreach program in Appendix 1 of this regulation.

**Approved:**  
**1<sup>st</sup> Amendment:**

December 14, 2004  
February 13, 2008

## References

### Legal References:

- School Act, R.S.A. 2000, c. S-3, sections 8, 18, 19, 20, 60(1) and 60(2)

### Alberta Learning References:

- Policy 1.1.4 Outreach Programs
- Policy 2.1.1 School Authority Accountability
- Outreach Programs Handbook
- Funding Manual for School Authorities, Outreach Programs
- Application to Offer an Outreach Program, Form 02AL1.1.1

### Calgary Board of Education Governance Policy References:

- E-1: Mega End
- E-2: Academic Success
- EL-1: General Executive Constraint
- EL-12: Asset Protection

### Calgary Board of Education Administrative Regulation References:

- 6095 - Student Transportation

## **APPENDIX A**

### **Calgary Board of Education Approved Outreach Programs**

The following outreach programs have been approved by the Board of Trustees and Alberta Learning:

1. Discovering Choices
2. Discovering Choices 2 Marlborough Mall
3. START Outreach
4. Westbrook Outreach