

ADMINISTRATIVE PROCEDURE

Students

Outreach Schools

STU #35

Approved: June 2022

Background

The Board's [Divisional Foundational Statements Policy](#) states that Christ The Redeemer (CTR) Catholic School Division's schools are to be safe and caring. This includes a special focus on students whose needs are not met in traditional schools. CTR's Board of Trustees (Board) supports the provision of learning and growth opportunities by establishing Outreach programs, which provide an opportunity for the education of junior and high school students for whom traditional school settings are unsuitable. Outreach schools will continue to build on the Divisional motto of "Leave Not One Heart Behind."

All Outreach programs in CTR will adhere to policies and procedures as outlined in the Alberta Education Act (Act), the Outreach Programs Handbook, and the Alberta Guide to Education.

Procedures

In accordance with the Provincial requirements, the Board's expectation is that all Outreach schools develop a handbook which adheres to, but is not limited to, the following parameters:

1. **Facility:**

- Outreach programs will be offered in stand-alone facilities, separate from buildings already in use as schools.
- The facilities will meet Alberta building, fire, health and safety standards for school buildings.
- The Board will ensure that its liability insurance extends to the stand-alone facility for the Outreach program.

2. **Student Eligibility:**

- Outreach programs will serve students of junior and senior high school age.
- Outreach schools shall serve all resident Catholic students who are desirous of such an educational model. With students enrolled in our resident Catholic schools, the principal of the traditional school in question shall not recommend Outreach without first contacting the principal of the Outreach program in question.
- Outreach schools may also serve non-Catholic students who will be comfortable with the nature of our Catholic school communities as described in this policy and outlined during the registration process.
- Outreach staff will thoughtfully counsel Outreach students and, when advisable, will facilitate the transition of Outreach students back to the traditional school setting.

3. **Attendance Requirements:**

- A flexible approach is taken to teaching and learning in recognition of individual student needs. To this end, attendance contracting is a part of the intake process and is included in the student's *Personalized Program Plan*.
- Contracted attendance will take into account the rigour of the student's academic program.

- The goal for each student is to complete a minimum of two hours on site every day.
- The goal for the program is to have no fewer than 50% of the students on site at any given time.
- It is the role of the school staff, led by the lead teacher on site, to contact students on a daily basis when **they are not in attendance as per their *Personalized Program* expectations.**

4. **Performance Expectations:**

- Students will have performance targets placed in their *Personalized Program Plan* during intake.
- The goal is to consider the needs of each student and determine whether they would benefit from a full program, in which they take their entire course load simultaneously, or an intensive program in which they specialize in one or two courses and complete them over a shorter period of time, enabling them to move onto one or two new courses upon completion.
- The recommended minimum course load for an Outreach student should be two courses at any given time.
- The goal for every Outreach student is to earn a high school diploma within three years of entering grade 10. This is the main consideration in the developing the *Personalized Program Plan* for each student.

5. **Additional Services:**

- Each Outreach facility will have, when enrollment warrants, access to a Youth Worker or a Family School Liaison Worker. These employees will offer personal counseling, academic counseling, career counseling, financial counseling, conflict resolution, anger management, and life skills assistance.
- An addictions counselor will be employed and on call to work with those Outreach students needing assistance.
- Outreach staff will actively assist students in securing Work Experience and RAP placements.
- CTR Catholic's *Career and Post-Secondary Coach* will have time devoted to completing one-on-one academic, post-secondary, and career counseling with each Outreach student.
- The parish priests will be invited in when students may benefit from spiritual counseling.
- Outreach programs may develop character education programs and personal development programs.
- Because course delivery is primarily offered via *The Centre for Learning@HOME*, and there are minimal planning expectations on the staff, the role of the teachers and the support staff on site is to continually work directly with each student both monitoring and promoting their continuous progress. This direct contact leads to improved academic achievements and develops a relationship in which caring mentors can continually *counsel on the floor*.

6. **Faith:**

- Our Outreach programs will be demonstrably Catholic. The goal is for every student to take at least one Religious education course per year. With the Bishop of Calgary's blessing, these students will complete a modified curriculum that will more aptly meet their needs.
- Outreach schools shall be demonstrably permeated with faith. This includes, but is not limited to, ample physical symbolism throughout the facilities, regular communal prayer time, the provision of faith-based guidance and counseling with respect to staff and student relationships, and regular attendance at religious liturgies or Catholic Mass.
- Outreach students will regularly be made aware of their option to engage in RCIT programs.