

Administrative Procedure 220

ALTERNATIVE EDUCATION

Background

Black Gold Regional Division No. 18 is a leading school division in creating innovative programming to inspire and create success for students. The Division is committed to providing flexible learning options so every student can achieve. Alternative learning choices work in cooperation with Division Schools to insure quality program planning and transition. Course work can be provided online or in print in a variety of environments. These environments can include a blend of school, outreach or home choices.

Every Learner should have fair and reasonable access to educational opportunities regardless of ability economic circumstances, location or cultural background. Their needs and way of life should be respected and valued within an inclusive learning environment. (Inspiring Education: A dialogue with parents, Steering committee report 2010)

Procedures

1. Principals have both the authority and responsibility to determine whether student circumstances or programming logistics justify implementation of other types of instruction.
 - 1.1 Student circumstances include factors such as:
 - 1.1.1 Inability to attend,
 - 1.1.2 Required and extended absences,
 - 1.1.3 Transition toward full reengagement,
 - 1.1.4 Imposition of medical/ mental health conditions, or
 - 1.1.5 Parent or student choice.
 - 1.2 Programming logistics include factors such as:
 - 1.2.1 Irresolvable timetabling conflicts (i.e. cycling of courses),
 - 1.2.2 Availability of specialist instructor, or
 - 1.2.3 Specialized programming (i.e. Registered Apprenticeship Program).
2. All resident students are encouraged to maintain or initiate a registration with a Division school.
3. Division Alternative Education Programs

The Division attempts to meet the needs of all students by offering three distinct alternative learning programs:

- Black Gold Outreach School for High School / Junior High School

- School Based Online Learning / Video Conferencing
- Black Gold Home-Based Education

Division administrators and parents are encouraged to speak to the appropriate Administrator or Coordinator in charge of each of these programs located at Division Office to seek specific information about how programs can be tailored to meet a student's distinct needs.

- 3.1 Black Gold Outreach School is a Division service that offers alternative education programs at the high school level and is designed to address individual student needs. Located in Leduc and Beaumont, Outreach provides students with opportunities to work with teachers in an inviting atmosphere that promotes learning.
- 3.1.1 Outreach programs are to be run as standalone schools at locations separate from regular schools as defined in the Guide to Education.
- 3.1.2 Approval of Outreach programs is by the Superintendent or designate and administration of Outreach programs is under the authority of a Principal.
- 3.1.3 Each Outreach school operating in the Division is expected to develop a student handbook describing such matters as course selections, off-campus learning opportunities, partnerships with community services, agencies, and expectations for students' attendance performance and course completion.
- 3.1.4 The Outreach program administrator (Principal) will, annually prepare a School Results Report for submission to the Associate Superintendent – Learning Services.
- 3.1.5 A resident student may attend the Outreach School when the attendance area Principal and the Outreach Principal or designate, concur that the student would be best served by such a placement.
- 3.1.6 A completed Education Plan will be on file for students of an Outreach School who are not enrolled in any other Division School.
- 3.1.7 If a student transfers from a Division school to an Outreach School after September 30, the school of registration on September 30 must pay all course expenses.
- 3.1.8 Students wishing to participate in Outreach programs are to:
- Be recommended by the Principal of the school at which they would normally be attending and have the support of a parent, unless they have status as "independent" students.
 - Be expected to complete a minimum number of courses and maintain satisfactory performance, as determined by the Outreach Principal or designate.
- 3.1.9 All Credit Enrolment Units (CEU) earned at the Outreach School are retained at the Outreach School.
- 3.1.10 Adult students twenty (20) years of age or older on September 1 of a school year may be able to access courses from an Outreach Centre, subject to payment of a course fee established annually by the Board and an

assessment by the Outreach Principal or designate as to the student's suitability for the program.

- 3.1.11 The Outreach program may make additional services available to students, such as personal and career counselling, conflict resolution, study skills training, time management and work experience.
- 3.2 Junior High School Students who wish to attend the Outreach program will be granted for a resident student for whom the attendance area Principal and the Outreach Principal, in consultation with the Associate Superintendent Learning Services and Student Services where required, concur the student is best served in an Outreach program placement.
 - 3.2.1 An Education Plan must be completed by the sending Principal in consultation with the Outreach Principal or designate.
 - 3.2.2 If a student is accepted by Outreach after the September 30 funding deadline, the resident school will be required to pay all course fees.
 - 3.2.3 Students are expected to attend classes every day for at least half the day or whatever program attendance expectations are deemed necessary based on student need.
 - 3.2.4 Junior High School Outreach students must be registered in a full program of courses and attend classes every day for at least half a day or as designated by the Outreach Principal or designate.
- 3.3 Online / Video Conference Programming
 - 3.3.1 As of 2013–2014 the Division will no longer subscribe to Alberta Distance Learning (ADLC) online courses. The Division will only subscribe to print materials from ADLC. Individual schools and individual students may subscribe to the ADLC online materials at their own cost if they so choose. Schools and students will have access to online materials developed by the Division through Moodle. Check with the Learning Services Coordinator – Online Delivery for availability.
 - 3.3.2 The Learning Services Coordinator – Online Delivery will coordinate the delivery of the Online program, support teachers in the delivery of Online courses, support courses delivered through Video-conferencing and work with teachers to enhance the current online courses.
 - 3.3.3 Working with the Learning Services Coordinator – Online Delivery, schools can create programs, courses and personalized learning plans that best meet the students' needs at their school. Schools can access these resources to:
 - 3.3.3.1 Access courses through video conferencing that allow schools to connect to provide specific programming for smaller groups of students.
 - 3.3.3.2 Provide coursework to small groups or individual students by accessing online learning (through Moodle) where students can access courses under the direct supervision of a teacher within the school.

- 3.3.4 Registration in an online or video conferencing class requires permission of the Principal who will consult with the Learning Services Coordinator – Online Delivery prior to registration.
 - 3.3.4.1 0.10 FTE teacher allocation per five (5) credit course available to the school teaching the course via video-conference.
 - 3.3.4.2 Minimum of twelve (12) student course completions from Warburg, Thorsby, Calmar and/or New Sarepta schools to qualify for allocation.
 - 3.3.4.3 Twenty dollars (\$20) per successful student course completion to the school where the students receive instruction.
 - 3.3.4.4 Student retains registration at local school.
 - 3.3.4.5 CEUs credited to the school where the students receive instruction.
 - 3.3.4.6 Responsibility for supervision/tutorial guidance remains with the school where the students receive instruction.
 - 3.3.4.7 Current budget: 1.0 FTE teacher plus ten thousand dollars (\$10,000).
- 3.3.5 Refer to Appendix.
- 3.4 Home Based Education
 - 3.4.1 Black Gold Home-Based School is an alternative learning program that provides flexible options for students to complete coursework within the home environment. Home-Based School assists parents in providing traditional parent supervised programs as well as providing distance programs under the guidance of a teacher. Under the recommendation of the Principal, programs can be blended to allow students to attend school part of the day, while completing other course work at home.
 - 3.4.2 Teacher Directed Distance Education – is a distance learning opportunity where students are connected to the Alberta Distance Learning Centre (ADLC) or a Division online course and complete coursework meeting the Alberta Education curriculum objectives under the direction of a teacher.
 - 3.4.2.1 Teacher Directed Distance Learning education is available for students from grade 1-12. There is no funding grant for these courses. Parents of high school students are required to place a deposit for course fees. These fees are only charged if a student does not successfully complete the course.
 - 3.4.2.2 Parents of students in grades one to nine are required to pay any applicable course fees.
 - 3.4.3 Parent Directed Education –whereby a parent assumes the responsibility of teacher for deciding on curriculum objectives, materials and assessment.
 - 3.4.3.1 Families who choose Parent Directed Education are funded by Alberta Education and are entitled to a reimbursement of 50% of the per student funding for purchase of school materials.

- 3.4.3.2 Students wishing to enrol in Parent Directed Education must be Alberta residents and register by September 30 to secure the funding grant.
- 3.4.3.3 Refer to Administrative Procedure 270 - Parent Directed Education for additional information.

Reference: Section 8, 21, 39, 45, 49, 60, 61, 113 School Act
Guide to Education ECS to Grade 12
Administrative Procedure 270 – Parent Directed Education