



## Outreach Schools/Programs

### Background

It is recognized that some students may require flexible learning environments and programming for a wide variety of reasons. This offers a holistic approach to education by considering the student's total needs.

### Guidelines

#	Procedures	Roles and Responsibilities
1	The teachers in outreach programs will establish and operate with appropriate expectations regarding attendance, performance and behavior. These will be detailed in the local school handbook.	Teacher
2	Potential students may be identified by school administrators, community agencies, parents or self-referral.	Teacher
3	Potential student participants will complete an application form and be accepted into the outreach program through an interview process.	Teacher
4	The hours of operation may be established to accommodate individual students' needs. Working hours, family commitments and personal circumstances will be considered on an individual basis and monitored closely.	Teacher
5	Individual student programs or contracts with appropriate timelines will be developed with each student for the completion of courses. These will be signed by the student and the teacher and placed in the student's file.	Teacher
6	The KTCEA outreach program will adhere to the KTCEA CCC in the deliverance of instruction.	Teacher Specialist

### Definitions:

Not Applicable

### Reference:

Not Applicable

### Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Learning Services & Academic Success.