

KNOWLEDGE AND EMPLOYABILITY COURSES

Background

The Division recognizes the need for alternative programs for secondary students, so that all students have appropriate opportunities to continue their education and to prepare for entry into further education or an occupation. The Knowledge and Employability courses are an alternative available to students who learn best through concrete, practical learning experiences, and who require an integrated program that enhances their academic and occupational competencies.

Procedures

1. The Knowledge and Employability courses are intended for students who
 - 1.1 Are 12 years 6 months or older on September 1;
 - 1.2 Have learning styles, abilities and needs that are best met through an integrated, practical approach to teaching and learning;
 - 1.3 Have been given written, parental consent for placement in the program; and
 - 1.4 Have been referred by the Associate Superintendent of Student Learning, school administrative staff, classroom teacher, student's parents, or the student him/herself.
2. The Knowledge and Employability courses are NOT intended for students
 - 2.1 Who require special needs programs, including students with educable mental handicaps and students with trainable mental handicaps;
 - 2.2 Whose needs for remediation can be addressed through the elective components of regular courses or through remedial classes;
 - 2.3 Whose sole criterion for entry is excessively disruptive behaviour.
3. For students placed in Knowledge and Employability courses, the Division accepts responsibility for transportation to and from the location where the student is directed to enroll in such a program.
4. During the annual budget process, the Superintendent will determine the locations/grade levels for the Knowledge and Employability courses that will be offered in the Division's schools the following school year. It is expected that, where possible, grade level service at a location will be maintained in order to provide stability for the students registered at that location.



5. The program shall be flexible, permitting entry and exit (where practical) to or out of the program as the variety of student needs are identified. Program transfers will be handled in accordance with specifications outlined by Alberta Education.
6. Off-campus courses in partnership with the community shall be a component of the Knowledge and Employability courses, subject to
 - 6.1 Approval of the Superintendent;
 - 6.2 Meeting the conditions for Off-Campus Education as required by Alberta Education.
7. Referrals
 - 7.1 Students referred to Knowledge and Employability courses shall meet the requirements outlined in Procedure 1. Before they can be enrolled in the program, their parents must sign a Student Placement Consent Form. When the student is under 16 years of age, parents must sign this form on an annual basis.
 - 7.2 Referrals shall be directed to the principal of the school housing the Knowledge and Employability courses, who shall ratify the referral in consultation with Knowledge and Employability teachers and the Associate Superintendent of Student Learning.
8. Programs
 - 8.1 The program shall meet the standards and requirements of Alberta Education as outlined in Program Information Manual and provincial policy.
 - 8.2 The principal or designate shall be responsible for arranging the off-campus education sites, subject to the approval of the Superintendent's office.
 - 8.3 Each student in the program shall have an individual timetable developed to meet the needs of the student. Integration of Knowledge and Employability students into regular courses is encouraged wherever possible.
 - 8.4 The principal or designate shall be responsible for monitoring student progress.
 - 8.5 Evaluation procedures shall be consistent with Administrative Procedure 360.
9. Appeals
 - 9.1 If it is deemed advisable that a student be removed from the Knowledge and Employability courses, parents shall be given written notification of the decision, and the opportunity to appeal the decision with appropriate personnel, before it becomes final.
 - 9.2 All appeals concerning placements, courses, and evaluations shall follow the appeal procedures outlined in Administrative Procedure 390 and Board Policy 13.

Reference: Section 39, 54, 60, 61, School Act
Integrated Occupational Program Policy 1.4.2
Guide to Education ECS to Grade 12
Off-Campus Education Guide for Administrators, Counselors and Teachers

