

## **Purpose/Background**

The RVS Community Learning Center (CLC) is an outreach program that supports programming for students in grades 9 to 12 with unique and diverse needs who, if approved to attend, may find that the alternate setting, schedule, or approach to course delivery provides a learning environment conducive to their success.

The CLC offers a learning environment that allows for a high level of flexibility where students demonstrate independence in their studies, while having the support of their teachers. Students registered at a CLC follow the Alberta Program of Studies in accordance with their individually designed learning program.

Requests to enroll at the CLC are considered on a case-by-case basis with input from the legal guardian(s), the staff of the CLC, and the staff of the student's designated school. Decisions on student registration with the CLC are made by the RVS Schools Department in consultation with the Learning Department.

## **Procedures**

### **1. Student Eligibility**

- 1.1. A Rocky View School (RVS) resident student may be eligible for admission to a CLC depending on the nature of the program required and the needs of the individual student.
- 1.2. A resident student may be directed to a CLC by the Superintendent of Schools or designate.
- 1.3. A resident parent may request to have their child attend a CLC by following the Out of Attendance Area application (OOA) process.
  - 1.3.1 Upon receipt of the OOA, the principal of the CLC will review the parent request and accompanying document(s) and gather further information from the home school regarding the application by contacting the home school principal.
  - 1.3.2 Prior to approving or not approving the OOA application, the CLC principal will consult with their Area Director.
  - 1.3.3 The CLC Principal will notify the parent and the home school of the decision.

### **2. School Inquiry**

- 2.1 Before any discussion with parent/student about a possible CLC enrolment, the principal of a home school may inquire with the Area Director responsible for CLC regarding a student placement in a CLC. It is expected that the school team and divisional team have been consulted prior to this inquiry.

- 2.2 The strategies, accommodations, and supports that have been provided for the student will be shared with and reviewed by the Area Director.
- 2.3 Area Director of the CLC will review the inquiry with the Director of Learning Supports.
- 2.4 If it is determined that the CLC is an appropriate school, the parent and student are invited by the home school to discuss the possibility of attending a CLC. If the parent is in agreement, the parent follows the OOA process to attend a CLC.

### **3. Learning Plan**

When a student is admitted to a CLC, the CLC principal will ensure that an individualized learning plan is developed that includes the following:

- 3.1 Areas of interest, strengths, challenges, successful learning strategies and expectations of the program which may include learning strategies, campus activities, assessment strategies, etc.
- 3.2 Attendance expectations.
- 3.3 Behaviour expectations.
- 3.4 Course completion expectations.
- 3.5 Supports required (academic and personal).
- 3.6 Where applicable, plan for transition back to the student's community school.
- 3.7 The student's individualized learning plan is to be reviewed and potentially adapted as required throughout the school year.

### **4. Enrolment Review**

Continued enrolment at the CLC is reviewed annually by the CLC team, in consultation with the student/family.

#### *Reference:*

- Section 3, 11, 13, 18, 19, 33, 52, 53, 196, 197, 222 Education Act
- Guide to Education ECS to Grade 12
- Outreach Programs Handbook