

KNOWLEDGE AND EMPLOYABILITY COURSES

Background

Mother Earth's Children's Charter School (MECCS) recognizes the need for alternative programs for junior high 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; and
 - 1.3 Have been given written, parental consent for placement in the program.
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; or
 - 2.3 Whose sole criterion for entry is excessively disruptive behaviour.
3. 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.
4. Off-campus courses in partnership with the community may be a component of the Knowledge and Employability courses, subject to
 - 4.1 Approval of the Superintendent;
 - 4.2 Meeting the conditions for Off-Campus Education as required by Alberta Education.
5. Staffing and Facilities

The Superintendent and Principal will determine if the Knowledge and Employability courses will be offered in the upcoming school year.

 - 5.1 The Principal shall, in cooperation with the staff responsible for students of eligible age, determine, to the best of his/her knowledge at that time, those students whose needs would be best served in Knowledge and Employability courses.
 - 5.2 Staffing/program requirements will be determined using the information obtained.

Administrative Procedure 215

6. Referrals

- 6.1 Students referred to Knowledge and Employability courses shall meet the requirements outlined in Procedure 1 and the referral will be submitted on *Referral for Knowledge and Employability Courses* (Form 215-1).
- 6.2 Before students can be enrolled in the program, their parents must sign the *Student Placement Consent Form* (Form 215-2). When the student is under 16 years of age, this form must be signed by parents on an annual basis.

7. Programs

- 7.1 The Program shall meet the standards and requirements of Alberta Education as outlined in Program Information Manual and provincial policy.
- 7.2 The school shall be responsible for arranging the off-campus education sites, subject to the approval of the Superintendent's office.
- 7.3 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.
- 7.4 The school shall be responsible for monitoring student progress.
- 7.5 Evaluation procedures shall be consistent with Administrative Procedure 360.

8. Appeals

- 8.1 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.
- 8.2 All appeals concerning placements, courses, and evaluations shall follow the appeal procedures outlined in Administrative Procedure 390 and Board Policy 12.

References: Sections 39, 54, 60, 61, *School Act*
Guide to Education ECS to Grade 12
Off-Campus Education Guide for Administrators, Counsellors and Teachers

Adopted: June 2011
Amended:
Due for Review: