

KNOWLEDGE AND EMPLOYABILITY

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 (K&E) courses are designed for students who meet the criteria and learn best through experiences that integrate essential and employability skills in occupational contexts.

The courses provide students opportunities to enter into employment or continue their education. K&E courses are for students in Grades 8 to 12 who demonstrate reading, writing, mathematical and/or other levels of achievement two or three grade levels below their age-appropriate grade. Students may combine K&E courses with other junior/senior high school courses or transition in or out of K&E courses throughout Grades 8 to 12.

Procedures

1. K&E 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 (Form 215-2);
 - 1.4 Through WIAT testing measures 2 to 3 grade levels below their age-appropriate grade;
 - 1.5 Have been referred by the school administrative staff, classroom teacher, student's parents, or the student him/herself, and submission of Form 215-1 and Form 215-2 (approved by the Director of Learning - Inclusion).
2. K&E courses are NOT intended for students:
 - 2.1 Who require specialized programs, including students with severe cognitive disabilities;
 - 2.2 Whose needs for remediation can be addressed through the elective components of regular courses or through accommodations or adaptations;
 - 2.3 Whose sole criterion for entry is excessively disruptive behaviour.
3. K&E courses are to be made available to students who meet the criteria at their designated school.
4. 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.
5. Off-campus courses in partnership with the community shall be a component of the K&E courses, subject to:
 - 5.1 Approval of the Superintendent;
 - 5.2 Meeting the conditions for Off-Campus Education as required by Alberta Education.

6. Referrals

- 6.1 Students referred to K&E courses shall meet the requirements outlined in Procedure 1. Before they can be enrolled in the program, their parent(s) must sign the *Knowledge and Employability Student Placement Consent* (Form 215-2). When the student is under 16 years of age, this form must be signed by parents on an annual basis.
- 6.2 Referrals shall be directed to the Principal who will ensure all requirements have been met. The referral will then be submitted to the Director of Learning - Inclusion for approval.

7. Programs

- 7.1 The Program shall meet the standards and requirements of Alberta Education as outlined in the **Knowledge and Employability Courses Handbook**.
- 7.2 The school shall be responsible for arranging the off-campus education sites, subject to the approval of the Superintendent or designate.
- 7.3 Each student in the program shall have an individual timetable developed to meet the needs of the student. Integration of K&E 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 K&E courses, staff will meet with parents/guardians to determine next steps in programming.
- 8.2 All appeals concerning placements, courses, and evaluations shall follow the appeal procedures outlined in Administrative Procedure 390 and Board Policy 14.

Reference: Section 22, 52, 53, 60, 61 Education Act
Guide to Education ECS to Grade 12
Knowledge and Employability Courses Handbook Grades 8-12

Related APs: Assessment of Student Learning (AP 360)
Appeals (AP 390)

Forms: Knowledge and Employability - Referral (215-1)
Knowledge and Employability - Student Placement Consent (215-2)

Amended: November 2022