

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Functional Integrated Programs	CODE: HHBA
LEGAL STATUS: Board Motion #104.07	DATE APPROVED: 30 Apr 07

Background: The Board of Education believes that some students with significant multiple or intellectual disabilities who require qualitatively different, individualized programs at the Secondary level and who cannot have their needs met using the Adaptive Dimension and/or the Alternative Education Programs, should be provided with a Functional Integrated Program to respond to their particular learning needs.

POLICY: **A Principal may register a student in a Functional Integrated Program according to the guidelines and procedure approved by the Board of Education. The Director of Education shall decide on any special situation not covered by policy.**

- Guidelines:**
1. A student may be considered for enrolment in a Functional Integrated Program at St. Mary High School provided the following criteria has been met:
 - a) The student is at least 14 years, 8 months old.
 - b) The student meets the criteria for Level II Intensive Supports Funding Recognition as outlined by Saskatchewan Learning (Proposed Draft *Education Regulations*, 2006).
 - c) The student has not met with success in the regular program even after the Adaptive Dimension has been utilized extensively at each grade level.
 - d) The student is unable to meet curriculum outcomes in a regular, modified or Alternative Education program.
 - e) The student has a Personal Program Plan that includes at least four areas of development that reflect the individual needs of the student.
 2. Students will be selected for enrolment in a Functional Integrated Program using the following selection process:
 - a) The Special Educational teacher recommends a student for a Functional Integrated Program. This recommendation has been discussed with the student, parent(s), regular classroom teacher(s), school administrator, career guidance counsellor, and Coordinator of Special Education. The placement has been deemed appropriate by the school administration and team members.
 - b) Achievement and cognitive assessment has been completed prior to making a final placement decision.
 - c) The following information has been provided to the parent(s) and

students prior to placement in a Functional Integrated Program:

- i) Rationale for recommending a Functional Integrated Program.
 - ii) Differences between Functional Integrated, Alternative Education and Regular Education Programs.
 - iii) Methods of program delivery.
 - iv) Program goals and content.
3. Completion of a Functional Integrated Program does not represent completion of a Regular Education Program. Upon graduation, the student will receive an official transcript that does not contain any marks or subject areas. The transcript will state that the student has successfully completed a department approved Functional Integrated Program.
 4. Based on discussions and assessments, the principal, along with the student and his/her parent(s) will make a decision as to program placement.
 5. Enrolment in a Functional Integrated Program does not limit a student from taking regular courses to complete requirements for completion of high school.

Adapted from Policy, Guidelines and Procedures for Functional Integrated Programs, Saskatchewan Learning, 2006.

Procedures:

1. If the decision has been made to enrol the student in a Functional Integrated Program, parent(s), guardian(s), and the student must sign a form indicating their agreement (Appendices A and B). Students enrolled in a Functional Integrated Program must be registered with the Registrar's Office.
2. When registering students in a Functional Integrated Program, the school must ensure that the program selection identified on the Student Data System for the student indicates a Functional Integrated Program. Once enrolled, the school will not forward any marks to Saskatchewan Learning until the student has completed the Functional Integrated Program.
3. When the student completes a Functional Integrated Program the school will inform the Registrar's Office. Upon notice of completion of a Functional Integrated Program, the Registrar's office will provide the student with a transcript indicating successful completion of a Department Approved Functional Integrated Program.
4. Students in a Functional Integrated Program will have a Personal Program Plan. Parent(s), guardian(s) are invited to be an active part of the development of the Personal Program Plan. Signatures on the PPP indicate that they have been part of the process. In cases where

parents choose not to participate in the development of the PPP or sign agreement to the PPP, reasons for refusal and attempts to contact and invite parents are documented.

Adapted from Policy, Guidelines for Procedures for Alternative Education Programs, Saskatchewan Learning, 2006.



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PARENTAL/CAREGIVER PERMISSION FOR STUDENT PLACEMENT IN A FUNCTIONAL INTEGRATED PROGRAM

Name: _____ **Date of Birth:** _____
Grade: _____ **School:** _____

As a result of formal and informal assessment and consultation with parent(s)/caregiver(s), teachers, and educational personnel, it is the recommendation of the educational team that your child be placed in a Functional Integrated Program.

Completion of and signing of the student registration form each year of the program will indicate the courses the student completes in that year. Upon graduation the student will receive an official transcript from Saskatchewan Learning that does not contain any marks or subject areas. The transcript will state that the student has successfully completed a department approved Functional Integrated Program.

Parental Consent Statement

I clearly understand the recommendation and hereby give permission for the Functional Integrated Program placement described above. I understand the rationale for and the implications of this placement and realize that my child:

- a) will be working on a selected number of the developmental areas specified in the Functional Integrated Program
- b) will not meet the current admission requirements for post-secondary educational institutions.

Date

Signature of Parent/Guardian

Signature of Parent/Guardian

This form must be completed and filed in the student's cumulative file. The completion and signing of the registration form each year will imply continuing consent.



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STUDENT AGREEMENT FOR PLACEMENT IN AN ALTERNATIVE EDUCATION PROGRAM

Name: _____ Grade: _____

School: _____

I have discussed and fully understand the following:

- program goals and content
- differences between Regular Education and Alternative Education Programs
- differences between a Regular Grade 12 and an Alternative Education Grade 12 diploma and the implications for career and post-secondary choices
- methods of program delivery
- reason for recommending the program.

I, _____ (student's name)
agree with

placement in an Alternative Education Program at the _____ grade level.

Signature of Student

Date

Note: This agreement form must be completed each year the student is in an Alternative Education Program. A copy must be provided for the parents and the student, with the original attached to the student's Personal Program Plan (PPP) and retained in the student's school file.