

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 700 – Educational Program

ADMINISTRATIVE PROCEDURE: SPECIALIZED PROGRAM PLACEMENT

PROCEDURE CODE:	708 AP 004
Policy Reference: 708 Alternative Programs	Exhibits: 708 E 001 - Application for Student Placement in a Specialized Program 708 E 002 - Specialized Program Letter to Parents 708 E 003 - Specialized Program Placement Permission Form 708 E 004 - Specialized Program Placement Exit Form

PROGRAM PURPOSE

Medicine Hat Public School Division supports educating all students in an inclusive setting. Neighbourhood or local schools shall be the first placement option considered by schools, in consultation with parents, school staff, and, when appropriate, the student.

The Division recognizes the need for specialized programming for some students for whom the inclusive setting does not currently meet their needs.

Inclusion is a way of thinking and acting that demonstrates universal acceptance and promotes a sense of belonging for all learners.¹

As such the following criteria will be used to determine access to the Specialized Program.

PROGRAM DESCRIPTION

Functional, adaptive and communication skills including independent living, life, social and employment skills are emphasized through a variety of activities within the school and the community. Assessment techniques reflect the classroom learning experiences which are based on modified expectations of the Alberta Education Programs of Studies. Assessments may include: samples of daily work or portfolio; checklists, observation (formal and informal); specific task performance or group work; professional judgment; tests (formal, informal, oral and

¹ Alberta Education <https://education.alberta.ca/inclusive-education/what-is-inclusion/>

written); self and peer assessments. An Instructional Support Plan (ISP) is used as a mode of sharing and reporting. Students in this program may spend time in a specialized setting, the regular classroom setting, community settings or, in most cases, a combination based on individual learning goals and objectives. An emphasis is placed on the development of skills required for the highest level of independent functioning the student is capable of, to facilitate the transition to adult life.

ELIGIBLE STUDENTS

Students throughout the Division who meet the eligibility guidelines may be placed in the Specialized Program. Please contact the Associate Superintendent, Student Services, for further information on eligibility criteria.

PROCEDURES

1. Placement

1.1. Admission to the program is made through consultation with parents and Division staff after assessment and achievement data are obtained. If a student meets the program criteria and placement in the Specialized Program is agreed upon, the following steps must be followed:

- 1.1.1. An application for Specialized Program Placement (708 E 001 – Application for Student Placement in a Specialized Program) must be completed and forwarded to the Associate Superintendent, Student Services with documentation including current assessment data and program recommendations.
- 1.1.2. If the Program Placement is approved by Student Services in consultation with the school, the application will be signed and returned to the school. Once this is done, written parent permission for placement must be obtained. The signed permission form (708 E 003 – Specialized Program Placement Permission Form) must be returned to Student Services with a copy placed on the student's record.
- 1.1.3. If the parent signs the agreement recommending the placement, the student will be placed in the Specialized Program and a letter confirming the placement will be issued.
- 1.1.4. The student will remain in the Specialized Program until school completion unless a formal exit process has been enacted. (708 E 004 - Specialized Program Placement Exit Form).

2. Graduation

2.1. Students in this program work toward a Certificate of School Completion or a Certificate of High School Achievement. Students are recognized during graduation ceremonies in their 3rd year of high school.

3. Staffing



- 3.1. Given that the Program is specialized, teachers will be placed or hired specifically for those positions. Teachers might be assigned within the school but it will not simply be an internal principal-determined reassignment.
- 3.2. Educational Assistants in the Specialized Program will also be hired or reassigned with input from the Superintendent or designate.
- 3.3. The Superintendent or designate will look at teacher schedules and discuss with the principal any situations where there appears to be a discrepancy between the Specialized Learning staffing allocation and the actual teacher assignments.

ADMINISTRATIVE PROCEDURES – EXHIBIT

[708 E 001 Application for Student Placement in a Specialized Program](#)

[708 E 002 Specialized Program Letter to Parents](#)

[708 E 003 Specialized Program Placement Permission Form](#)

[708 E 004 Specialized Program Placement Exit Form](#)

Approved: February 25, 2019

Revised: _____

