

**MEDICINE HAT SCHOOL DISTRICT NO. 76**

**ADMINISTRATIVE PROCEDURES**

|                                               |                                                       |
|-----------------------------------------------|-------------------------------------------------------|
| <b>TITLE: Integrated Occupational Program</b> | <b>POLICY REFERENCE:<br/>720 Alternative Programs</b> |
| <b>PROCEDURE CODE:<br/>720 P 006</b>          |                                                       |

**BACKGROUND**

The Integrated Occupational Program is an alternative program that can be offered to students from the ninth year to the twelfth year of schooling. This culminates in the students being able to enter into employment or continue with an education program.

The district recognizes that some students learn best and achieve success through concrete learning experiences that can be provided by integrating academic skills in occupational contexts. The district also recognizes that these students may also require assistance and support in developing their self-worth.

**PROCEDURES**

1. The district will develop and keep written policies, guidelines and procedures for the development or adaptation of programs for students in the Integrated Occupational Program in keeping with the intent of provincial policies, guidelines and procedures.
2. The Director of Curriculum & Instruction, in consultation with school-based administrators, Student Services personnel and teachers, will develop district standards for identifying and assessing students in the Integrated Occupational Program.
3. The Integrated Occupational Program is offered as a “school within a school” where participation in the large school is encouraged wherever possible and practical.
4. Parental involvement in the Integrated Occupational Program is considered essential for student success. The Integrated Occupational Program department will coordinate and consult with the feeder schools and other resource personnel in the identification, assessment and placement of students in the Integrated Occupational Program. In special circumstances, an alternate process may be considered.
5. The Integrated Occupational Program department will develop individual goal plans for the students.
6. The district will monitor and evaluate the Integrated Occupational Program.
7. The Integrated Occupational Program will complete an annual report which will be part of the Medicine Hat High School Annual Report.

8. There will be two entry points into the Integrated Occupational Program; September and February. Students who are considered for the fall start must be accepted into the program by June 30 of the previous school year.
9. The students will adhere to the terms of the student contract or their placement in the Integrated Occupational Program will be reviewed.
10. School-based administration and teaching staff will be authorized to operationalize the policy, guidelines and procedures to maximize the effectiveness of the Integrated Occupational Program.

**Approved:**  
**May 17, 2005**