

ADMINISTRATIVE PROCEDURES

SUBJECT: EDUCATION PROGRAMS – CARE AND/OR TREATMENT, CUSTODY AND CORRECTIONAL (CTCC) FACILITIES

BACKGROUND

The Lambton Kent District School Board is committed to the success and well-being of every child and youth.

The Ministry of Education, through Legislative Grants, provides opportunities for school boards to enter into education agreements with government approved care, treatment, custodial and correctional facilities. The Lambton Kent District School Board is an approved district school board able to provide a CTCC Educational Program.

CTCC Programs are designed for students who are unable to attend school because they are in care, treatment or correction/custody facilities. As an integrated part of Ontario's education system, Education Programs provide critical support to meet the needs of children and youth who cannot attend school due to their primary need for care, treatment and/or rehabilitation services and facilitate transitions to future educational success.

Children and youth in Education Programs are among the most vulnerable and at risk of not completing elementary and/or secondary education. Although the children and youth have primary needs other than education, the Ministry recognizes that maintaining continuity of education during periods of care, treatment and/or rehabilitation complements and supports treatment objectives and supports improved life outcomes for these children and youth.

APPROVED FACILITIES WITHIN THE LAMBTON KENT DISTRICT SCHOOL BOARD

<u>APPROVED FACILITY</u>	<u>ASSIGNED HOME SCHOOL</u>
CHOICES	Elementary – H.W. Burgess School Secondary – Wallaceburg District Secondary School
CKCS – Elementary	Indian Creek Road School
CKCS – Secondary	John McGregor Secondary School
Huron House	Elementary – Lakeroad School Secondary – Alexander Mackenzie Secondary School

ROLES AND RESPONSIBILITIES

Teachers:

Due to the unique circumstances of Education Programs, teachers may perform any or all of the following duties, in addition to those set out in the [Education Act](#):

- Collect information about the child or youth from any previous school and/or school board and share it, as needed, with staff of the CTCC Services;
- Act as an education representative on a multidisciplinary team;

Teachers (continued)

- Provide CTCC Services staff with information which may assist in making decisions pertaining to discharge from the CTCC Services, development of the Education Program, and relevant contacts in the school system;
- Develop transition plans for children and youth entering and exiting an Education Program in co-operation with CTCC Services staff and staff of any previous or receiving school;
- Collect information about the child or youth from the CTCC Services staff upon exiting the Education Program and transmit it to staff of any receiving school and/or school board;
- Participate in a collaborative manner in Ministry monitoring as requested, including the pre-population of information in the monitoring report template; and,
- Facilitate transitions by maintaining close relationships with any previous school and/or school board.

CCTC Education Program Administrator:

- Supervise the Education Program and staff;
- Communicate with educational staff all relevant school and district information, including professional development activities;
- Assist in the selection of staff;
- Liaise with partner agency and facility staff; and,
- Authorize the granting of Secondary School credits.

System Coordinator of Special Education:

- Assist in the selection of teaching staff;
- Conduct the necessary performance appraisals;
- Ensure the students are registered on the appropriate CTCC Facility register;
- Manage the program's budget;
- Develop and adhere to an admission and transition procedure in accordance with Ministry of Education's most current Guidelines for Approval and Provisions of Care and/or Treatment, Custody and Correctional (CTCC) Program;
- Assist and provide support for programs for students with special needs;
- Facilitate staff learning opportunities;
- Liaise with partner agency and facility staff;
- Negotiate annual agreements with CTCC Facilities to provide treatment programming;
- Assist with conflict resolution to the agreement for the CTCC program;
- Chair the admission and transition School Based Team (SBT) meetings;
- Ensure collaboration with the person responsible for supervision of CTCC Services involved in the Education Program in order to support the most effective outcomes for children and youth;
- Make application for programs in care, treatment, custody and correctional facilities to the Ministry of Education in collaboration with appropriate community facilities; and,
- Establish the committee to review the admission and transition procedure for students.

PURPOSE OF A CTCC EDUCATION PROGRAM

As an integrated part of Ontario's education system, Education Programs provide critical support to meet the needs of children and youth who cannot attend school due to their primary need for care, treatment and/or rehabilitation services and facilitate transitions to future educational successes.

As much as possible, children and youth should attend school. Where a child or youth has special education needs, these needs should be accommodated, if possible through programs and services offered through the school board/school. For more information please refer to [Special Education in Ontario Kindergarten to Grade 12, Policy and Resource Guide, 2107](#). Education Programs are only for children and youth who cannot attend school because of their primary needs for care, treatment and/or rehabilitation services provided by CTCC Services.

A CTCC Education Program provides an additional layer of educational supports for the child while their primary needs for care, treatment and/or rehabilitation services are being supported, in hopes that school programming and educational connections are maintained. Additionally, a CTCC placement can assist students to identify individual successful practices that may be implemented as the child/youth transitions back to his/her home school setting.

Instruction is offered from primary grades to high school completion. Working with facility staff, community professionals, the student's home school, and the parents or guardians, the CTCC Education Program's goal is to help all students develop both the personal and academic skills needed to successfully return to their school, or go on to post-secondary education, job training, or employment.

LENGTH OF PLACEMENT IN A CTCC EDUCATION PROGRAM

A placement at a CTCC Education Program supports students as they focus on their primary need for care, treatment and/or rehabilitation services and as such placements could be expected to range between a few weeks and 12 months, as a guideline. Schools are expected to remain actively involved with the youth for the entirety of their placement in the CTCC Education Program to ensure a successful transition back to the regular day school setting. Plan of Care team meetings will happen at a minimum of every 6 months and the home school is expected to participate. For the duration of their CTCC Education Program placement, students are removed from the regular school register and placed on the CTCC register. Upon transition from the CTCC Education Program, students will be registered on the home school register.

REFERRAL TO CTCC EDUCATION PROGRAM

Education Programs are only for children and youth who cannot attend schools because of their primary needs for care, treatment and/or rehabilitation services provided by CTCC Services. A placement at a CTCC Educational Program may be appropriate for a student for whom the School Based Team has explored an exhaustive list of strategies and supports available to them within the classroom and at the school. The SBT, including the Multi-Disciplinary Team, through consultation with board level supports (e.g. Coordinator, Student Support, High Needs, Psychoeducational Clinicians), believe that the child would be best supported for a brief term of additional supports offered by the CTCC classroom and meets the criterion for admission.

ADMISSION TO A CTCC EDUCATION PROGRAM

CTCC Education Program placement requests are determined by committee. Giving consideration to the child's educational needs, and their primary need for care, treatment and/or rehabilitation services, the committee determines eligibility of children for the program. In addition to eligibility criterion, available space in the CTCC Education Program is a factor. The Memorandum of Understanding states the specified number of students served and number of classes available for each CTCC Education Program.

Committee Composition:

- Superintendent of Education - Special Education;
- System Coordinator of Special Education;
- System Coordinator - Multi-Disciplinary Team; and,
- Manager of Psychological Services.

Who May Submit a Referral:

- Principal; and/or,
- CTCC Partners.

PLAN OF CARE MEETINGS

Prior to entry into a CTCC Education Program, a Plan of Care intake meeting will be held. Plan of Care meetings will include:

- System Coordinator of Special Education;
- Administration of Home School; and,
- Staff from CTCC Education Program, including education and treatment staff.

During the initial Plan of Care meeting, an Education Plan, a Treatment Plan and a Transition Plan will be established. Each of the above plans will be updated as appropriate, and will be reviewed at the six-month and twelve-month Plan of Care meetings.

EDUCATION PLANS

Education Plans should be individualized and have a focus on:

- Instruction and Intervention; and,
- Assessment, Evaluation and Reporting on Educational Achievement.

See Section D of the [Guidelines for Approval and Provision of Care and/or Treatment, Custody and Correctional \(CTCC\) Programs 2018-19](#) for specific information.

The Education Program is based on the [Ontario Curriculum](#). Instruction is differentiated based on the strengths, interests and needs of each child or youth, and delivered in a flexible and often individualized manner. Whenever possible, they are coordinated and integrated with the facility's management and treatment programs. They are designed to maximize the educational outcomes for all students.

TRANSITIONS FROM A CTCC EDUCATION PROGRAMS

Student transitions to their home school are expected to occur at the twelve-month Plan of Care meeting, or at a time most appropriate to meet the needs of the child, (i.e., start of the next semester or term). An extended stay at the CTCC Education Program may be considered if the SBT determines this as a best option for the child. Final approval for an extension shall be granted by the System Coordinator of Special Education.

MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding (MOU) is established for each CTCC Education Program. The MOU is the formal agreement between the school board and the CTCC Facility/Services. The mandatory components of the MOU include:

- A staffing plan that sets out the number of teachers and educational assistants to be employed by the school board for the purposes of the Education Program;
- The responsibilities of the school board and the CTCC Facility; and,
- The number of places in the Education Program for children and youth.

FUNDING

A child or youth in an Education Program must not be recorded as a pupil of a school board and is not eligible for funding, on either a full-time or part-time basis, as a pupil of the school board. These children and youth must be reported for funding purposes only on the register of the Education Program.

See Section K of the [Guidelines for Approval and Provision of Care and/or Treatment, Custody and Correctional \(CTCC\) Programs 2018-19](#) for specific information.

PERSONAL INFORMATION

Any collection, use or disclosure of personal information by school boards in connection with the OSR is subject to the purposes and limitations set out in section 266 and s. 266.3 of the Education Act. Subsection 266(2) of the Education Act also provides that consent may be obtained for the use or disclosure of personal information not already provided for by s. 266(2).

Collection, use and disclosure of personal information are also subject to other applicable legislation, which may include:

- Child and Family Services Act;
- Freedom of Information and Protection of Privacy Act (FIPPA);
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Occupational Health and Safety Act;
- Personal Health Information and Protection Act, 2004 (PHIPA);
- Provincial Offences Act (POA);
- Youth Criminal Justice Act (YCJA);
- When applicable, the school board must also consult the Ontario Student Record (OSR) Guideline (“OSR Guideline”) issued by the Ministry of Education; and,
- The Guide to Ontario Legislation Covering the Release of Students’ Personal Information (revised: June 2011) issued by the Information and Privacy Commissioner of Ontario might also be of assistance.

CONFIDENTIALITY

School boards must also ensure that all documents in the OSR, including the OST, the Ontario Secondary School Diploma and the Education Plan (including the transition plan), do not disclose that a child or youth was in an Education Program.

Education Program staff shall request the OSR be transferred to the Education Program for every child and/or youth in a timely manner.

Education Staff with the CTCC Education Program will ensure that they obtain and securely transfer the OSRs from any previous schools to Education Programs and from Education Programs to a board in situations where a student transitions back to a board.

Implementation Date: June 13, 2001

Revised: March 10, 2004, June 3, 2008, April 3, 2012 and August 26, 2018

References:

[Education Act, R.S.O. 1990, c. E.2](#)

[Ministry of Education Guidelines for Approval and Provision of Care and/or Treatment Custody and Correctional \(CTCC\) Programs](#)