

Appendix A

Approval of Education Programs for Pupils in Care and/or Treatment, Custody and Correctional Facilities (Section 23 Programs)

Application Process:

The Ministry of Education recognizes the importance of providing education for students who cannot attend a local school program because of their primary need for the services provided by a care and/or treatment, custody or correctional facility.

As you are aware, a board may enter into a written agreement to provide educational programs for school-aged children/youth who attend a care and/or treatment, custody or correctional facility. An application for funding may be approved by the Minister on the basis that it meets Ministry requirements outlined in the *Education Act* and Regulations.

The request for renewal funding of an educational program must be prepared by the District School Board and submitted to the appropriate Regional Office of the Ministry of Education. If the request is for a new or expanded program, a rationale for the program or expansion must also accompany the electronic file. As well, a signed application summary page and signed agreements are to be submitted to the Regional Office by the dates outlined in the attached letter.

The electronic application form necessary for the board to apply for approval and for grant purposes for the 2011-2012 school year including 2012 summer school programs, is available at: <http://faab.edu.gov.on.ca>

Funding:

When an application is approved, funding will be allocated to school boards as per the Grants for Student Needs as follows:

- the salary of the teacher(s) and related employee benefits
- the salary of the educational assistant(s), if applicable, and related employee benefits
- a program amount
- a one time furniture or equipment amount

The number of teachers and PTR are determined based on the following considerations:

- student enrolment and attendance
- the facility's mandate with respect to the nature of the treatment and the profile of the clients
- attendance patterns
- an understanding of the educational needs of the students
- an understanding of local needs/resources

Note: Summer school staff remuneration is provided at continuing education rates for the number of instructional hours worked.

Educational Assistants:

Funding for an educational assistant may be granted where careful analysis of the delivery of the total program indicates that the education component cannot be delivered without greater individualization. An educational assistant is employed only for educational purposes under the direction of a teacher.

Attendance:

Students in the care and/or treatment, custody or correctional facilities must not be recorded as a pupil of a board for funding purposes. These students must be reported only on the facility's attendance register until transition has been completed.

For grant purposes, the staffing guidelines considered by the Ministry of Education will be based on the full-time student enrolment that meets the following criteria:

- school-aged children/youth must attend the facility's educational program
- enrolment must be recorded in a manner acceptable to the Ministry of Education
- attendance will be reported by adding the number of days of attendance of all school-aged children/youth and dividing it by the number of instructional days in that month (average monthly enrolment)

Student Transition:

School board and facility staff are expected to plan effective transitions so that students receive continuous programs and services with a minimum of disruption when they are admitted to and/or demitted from a care and treatment or custody facility.

The probability of a successful transition is significantly increased when both education program staff and the receiving school staff work with parents, community agencies and providers to develop coordinated transition plans for these students. Access to information about each student's education plan, needs and support during the transition period and a written transition plan assists the student in making a successful transition.

Essential Elements for Education Programs:

The specific elements as detailed in the *Ministry of Education Essential Elements for Education Programs for Pupils in Government-Approved Care and/or Treatment, Custody and Correctional Facilities – February 2009* should characterize the education program. These elements provide a reference point for the expected service level and should guide the planning and the delivery of education programs comparable to those in the publicly funded school system.

The Essential Elements include the following categories and overall statements:

- Assessment, Evaluation and Reporting on Student Achievement
- Instruction and Intervention
- Transition Planning
- Information Management and Reporting to the Ministry of Education

Request for BSID and OEN numbers:

The Information Management Branch provides school identification numbers (BSID Numbers) to every facility in which a funded program is offered. Questions regarding the school number should be directed to: onsis_sison@ontario.ca. Questions relating to the assignment of an Ontario Education Number should be forwarded to: oen_niso@ontario.ca.

Transfer of Special Equipment:

The *Special Education Funding Guidelines: Special Equipment Amount (SEA), 2011-12* will provide a summary of the Ministry of Education's expectations for the transfer of equipment purchased with the Special Equipment Amount. The school board and the facility must agree on the necessary arrangements for the transfer of all equipment.