

Alternate Program
- Referral and Admission Procedure -

1. Initial Referral

- Referrals are made through the program planning process at the home school.
- Referrals may also be made by parents through the Coordinator of Student Services, or designate; the home school will be contacted
- Whenever possible involving alternate program staff in the program planning meeting is best practice. If applications are received where this has not happened, Coordinator of Student Services, or designate will follow-up.

2. Application:

- Applications are obtained from the student's home school or from the South Shore Regional School Website
- Applications are to be submitted to South Shore Regional School Board by June 1 with decisions made by June 30. Schools and parents are encouraged to submit applications at any time. Other referrals will be considered throughout the year considering space and class make-up. High school applications for second semester must be submitted by January 1.
- There will be a secondary intake process similar to above prior to September 1st and as need throughout the year.

3. Screening Process:

- Application is reviewed by screening committee:
 - i. Coordinator of Student Services, or designate
 - ii. Administrators of the alternate programs, or designate
 - iii. Alternate School staff, if input needed
 - iv. Others as appropriate
- Decision options by the screening committee
 - i. Student accepted and placed
 - ii. Further information required before a decision can be made
 - iii. Interview is required before a decision is made
 - iv. Student not accepted at this time but application will be kept on file
- Applications will be forwarded to the most appropriate program or kept on file for future consideration
- A transition meeting will be held before the student begins. The meeting will include discussion of personal, academic and transition goals for the student. Person's attending the meeting:
 - i. Student and parent/guardian or advocate
 - ii. Administration or representative
 - iii. Alternate Program Teacher(s)/Counsellor
 - iv. Home school staff representative
 - v. Coordinator of Student Services, or designate, if necessary