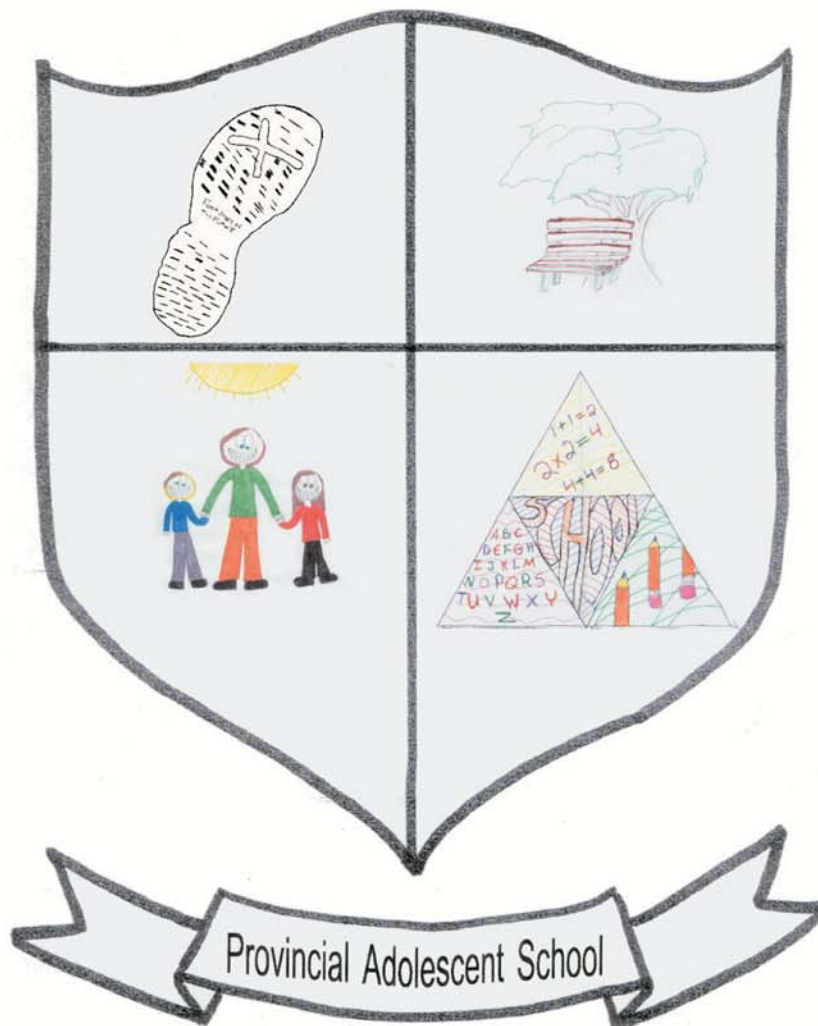


# Provincial Adolescent School Protocol





# *Provincial Adolescent School Protocol*

The Provincial Adolescent School Protocol  
was developed by a joint committee representing the  
Department of Education and the  
Department of Social Services and Seniors

Revised 2005

This protocol can be located on the Department of Education's website at:  
<http://www.gov.pe.ca/educ/index.php3?number=74856&lang=E>

Cover designed by the students at  
Provincial Adolescent School, June 2005





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## *Provincial Adolescent School*

### **Purpose**

The primary purpose of the Provincial Adolescent School (PAS) is to provide an educational site for those students who are residents of the Provincial Adolescent Group Home (PAGH) and who are unable to attend their home school. For accreditation purposes, the curriculum focus is on the four core areas of Language Arts, Social Studies, Mathematics and Science, with cognitive skill development playing an integral role across all four subject areas.

The Provincial Adolescent School may also provide direct service to a small number of day students who present with extreme behavioural difficulties to the extent that these students have temporarily exhausted the resources of the school and school board/district. Acceptance of referrals from a school district/board is dependant on three main factors :

- space available
- prioritized need
- the interaction between the referred student and current students will not be contrary to the best interest of either

Acceptance of day students into the Provincial Adolescent School is a joint decision of the Student Services designate, Department of Education, and the Manager of Adolescent Services, Department of Social Services and Seniors.

It is understood that the student accepted to the Provincial Adolescent School as a day student is still a student of the referring school and regular contact with the staff of the Provincial Adolescent School is essential to monitor progress and to ensure a smooth transition back to the home school.

The length of stay at the Provincial Adolescent School will be as short a term as possible, depending on the needs of the student.

### **Intake Procedures for Day Students**

1. Referring school contacts the School District/Board Special Education Consultant to request referral to Provincial Adolescent School.
2. Upon agreement of the School Board/District Special Education Consultant, the referring school completes a referral/intake form outlining concerns and strategies to date, as well as current academic standing.
3. The School Board/District Special Education Consultant forwards the referral form to the Student Services designate, Department of Education.
4. The Student Services designate, Department of Education, and the Manager of Adolescent Services will consult and inform the Board/District Special Education Consultant of their decision.
5. If accepted, a meeting is arranged with the home school, parents, staff of Provincial Adolescent School and, as necessary, Board/District representative and Student Services designate, Department of Education. At this meeting, goals and objectives for the student and staff of the Provincial Adolescent School are set. As well, a school contact person is chosen and a follow-up meeting date is set.

## ***Re-Entry Procedures***

1. Staff of the Provincial Adolescent School discuss with the home school contact and the board/district contact the timing and conditions for re-entry to the base school.
2. A teacher at the PAS will initiate contact with the Student Services Consultant at the School Board/District and the Student Services designate, Department of Education, to arrange a meeting date. At this meeting, the goals and objectives for the student will be reviewed and a procedure for re-entry to the home school will be developed.
3. Should the student be completing their school year at the Provincial Adolescent School and re-entering a different school in the fall, the Student Services Consultant at the District/Board will arrange a meeting with the staff at the Provincial Adolescent School, the former home school contact, and appropriate personnel at the incoming school. Notification of the meeting will be forwarded to the Student Services designate, Department of Education.

## *Roles and Responsibilities*

The Provincial Adolescent School is a collaborative program between the Provincial Adolescent Group Home and the Department of Education. Operational decisions are made by the combined management team led by the Youth Services Co-ordinator, Department of Education, and the Manager of Adolescent Services, Department of Social Services and Seniors.

The role of the Provincial Adolescent Group Home in this collaboration is to provide physical space, youth worker staff support and program consultation to the Department of Education supervisors and teachers assigned to the school. The PAGH management has a role in admission and discharge decisions for the school based on the needs of residents of the Provincial Adolescent Group Home.

The role of the Department of Education in this collaboration is to provide teaching staff, program consultation and a program of educational/teaching resources consistent with departmental standards to students of the Provincial Adolescent School. The program is specialized to meet the academic, behavioural and special learning needs of students with a view to returning students to the regular school system.

### *Outline of Responsibilities*

#### *Provincial Adolescent Group Home (PAGH)*

- advises home school of all residents of PAS protocols
- provides heated, lighted space for classrooms, offices and time out space and provides for any permanent alterations or renovation of facility
- provides two youth workers regularly as classroom support and additional staff as required.

- provides appropriate relevant background information to school staff on resident or in-care students and potential or past residents
- provides transportation of students for school activities, pending written consent from parents/guardians of day students
- provides regular consultation with management team of PAGH to teachers and managers for all students
- ensures school is notified of all PAGH admissions and discharges to initiate the required school conference

#### *Department of Education*

- provides adequate teaching allocation and supervision to school
- provides appropriate multi-grade curriculum and special education resources as required
- provides classroom and office equipment for self-sufficient school operation consistent with Department standards
- consults with PAGH on school admission and discharge decisions
- involves students, parent(s)/guardian(s) and home school in educational planning
- arranges and conducts admission and re-entry discharge conferences on all students

***Coordinator, Department of Education/Manager Adolescent Services, Department of Social Services and Seniors***

**Role**

- collaborate to ensure that the agreed roles and responsibilities of the partner organizations are fulfilled in a consistent and timely manner to meet the objectives of the PAS. These roles and responsibilities include the commitments to equipment, material, facilities, staffing, programming and financial resources

**Duties**

- approve jointly day student admissions to, and all student exits from, the PAS program
- monitor the on-going development of the program each semester
- provide administrative direction consistent with regional/departmental policies
- provide appropriate training opportunities of staff development
- ensure consistent supervision and evaluation to staff performance
- ensure appropriate consultation and problem solving mechanisms are implemented to manage operational and personnel issues

***Teachers***

**Role**

- based on provincial curriculum, deliver a school program to address the individual behavioural and learning needs of students who are not effectively functioning in the regular school settings.

**Duties**

- as outlined in the School Act Sec., I., 98 (1993)
- provide appropriate instruction
- provide input into admission decisions for day students
- develop Individualized Education Plans to address the needs of students, in consultation with involved professionals
- communicate regularly with parents/guardians/custodian and home school on student's progress
- ensure reasonable supervision of students during the day
- outline the expectations of the nature of support and assistance required from Youth Workers
- provide input into case planning for students with involved professionals and staff of the Provincial Adolescent Group Home
- meet regularly with PAGH House Manager and/or Shift Supervisor
- initiate year-end and re-entry conferences with home schools for all students
- report to the Student Services designate, Department of Education regarding curriculum, programming and discipline issues
- ensure adequate documentation as required

- ensure medication is dispensed as required with appropriate written consent
- evaluate student progress and make recommendations for return to his/her home school

### ***Youth Workers***

#### **Role**

- to provide support and assistance to teachers, to manage student behaviour, provide appropriate interventions for students in crisis and assist with assigned school work.

#### **Duties**

- assist in supervision of all students
- assist individual students during the school day in consultation with teachers

- maintain youth worker presence in each class unless otherwise directed
- supervise student time-outs as required
- provide direction to students prior to class, at breaks and following class while on school premises
- consult daily with teachers to ensure a consistent approach to students
- report to teachers all relevant information and events on student behaviour or program issues
- exercise discipline and address behaviour as required for all students
- document incidents as required
- report to PAGH supervisors all relevant information from school

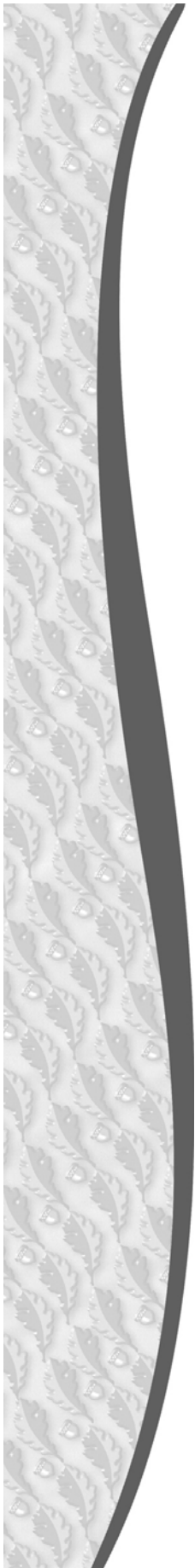


## *Problem Solving*

The goal of this collaborative program in terms of problem solving is that issues are resolved at the lowest levels of authority possible. It is acknowledged that teachers are responsible for the operation of their classes. However, the school program exists primarily within the context of a residential treatment milieu, as well as an alternative education setting.

Therefore it is critical that cohesion and clarity in approach with day students and residents be maintained. The following are guidelines for decision making in the day-to-day operation of the school.

- Teachers are in charge.
  - Teachers have the primary responsibility for the day to day operation of the school program and have authority for such operational decisions.
  - Teachers may delegate authority for supervision to youth workers. Decisions on suspension from class or in-school detention are the sole responsibility of teachers.
  - Youth Workers are responsible to address presenting behavior of students in the school setting and recommend further action to teachers.
- Decisions on disciplinary action will involve discussion with teachers and Youth Worker
  - Decisions on suspension or discharge from the school program will involve consultation between management of the Provincial Adolescent Group Home and Department .of Education
  - Operational or performance issues involving Youth Workers will be referred to the Provincial Adolescent Group Home Manager who will report to the Manager of Adolescent Services
  - Operational or performance issues involving teachers will be referred to the Youth Services Coordinator and Director of Student Services, Department of Education.
  - Any formal change in operation or procedural guidelines will involve consultation with the Youth Services Coordinator, Department of Education, and the Manager of Adolescent Services, Department of Social Services and Seniors.



*Forms*

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Department of Education

Ministère de l'Éducation



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## Provincial Adolescent School *Referral/Intake Form*

Forward to School Board/District Special Education Consultant

Date: \_\_\_\_\_

### *General Information*

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Phone # (h) \_\_\_\_\_ (w) \_\_\_\_\_

Address \_\_\_\_\_

Father's Name \_\_\_\_\_ Phone # (h) \_\_\_\_\_ (w) \_\_\_\_\_

Address \_\_\_\_\_

Guardian(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

### *Other People in the home:*

Name/Relation	Age	School & Grade (if applicable)
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Social Workers, Probation Officers and/or Board Personnel Involved (if applicable)

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

### *Medical Information*

Medications \_\_\_\_\_

Physical Challenges/Concerns \_\_\_\_\_

Allergies \_\_\_\_\_

**Academic Information** ( Please feel free to add additional information on a separate sheet.)

**I. Current Academic History:**

Current School \_\_\_\_\_ Grade \_\_\_\_\_

School Contact Person \_\_\_\_\_ Title \_\_\_\_\_

<b>Subject</b>	<b>Texts Used</b>	<b>Marks Accumulated</b>
Language Arts	_____	_____
Math	_____	_____
Science	_____	_____
Social Studies	_____	_____

Presenting Academic Weaknesses \_\_\_\_\_

\_\_\_\_\_

Presenting Academic Strengths \_\_\_\_\_

\_\_\_\_\_

Social Behaviour \_\_\_\_\_

\_\_\_\_\_

Special Abilities/Interests \_\_\_\_\_

**II. Previous Academic History:**

Previous Schools Attended \_\_\_\_\_

Years in School \_\_\_\_\_ Grades Repeated \_\_\_\_\_

**Standardized Assessment**

Psycho Educational Assessments on File Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where can they be found? \_\_\_\_\_

Assessment Requested Yes \_\_\_\_\_ No \_\_\_\_\_

Please specify \_\_\_\_\_

***Interventions***

Strategies/Supports Attempted to Date

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Interventions by School Student Services Team:

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What Interventions have been most Successful?

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Reason for Referral:

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What do you expect the Provincial Adolescent School to do for this Student?

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**Please feel free to add additional information you feel is appropriate.**

Personal information on this form is collected under Section 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988 c.F-15.01 as it relates directly to and is necessary for purposes of providing services to students and will be used for purposes of school operations and administration.



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## Provincial Adolescent School *Verification of Credits*

This is to certify that \_\_\_\_\_ attended classes at the Provincial Adolescent School from \_\_\_\_\_ to \_\_\_\_\_.

The following is a record of work completed during attendance at the Adolescent School. Textbooks used, topics covered and, where applicable, marks attained are as follows:

Dated _____  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p style="text-align: center;"><b>Signatures, Provincial Adolescent School Teachers</b></p>
--

<b>Approved</b>	
<hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <p style="text-align: center;"><b>Date</b></p>	<hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <p style="text-align: center;"><b>Signature</b> <b>Special Education Consultant, Board/District</b></p>



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## Provincial Adolescent School *Reentry/year End Report*

Teachers: \_\_\_\_\_

Phone: 368-6226

Date: \_\_\_\_\_

Student: \_\_\_\_\_ Home School: \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

Attendance: \_\_\_\_\_ days of a possible \_\_\_\_\_ days

Reason for Referral to Provincial Adolescent School:

Objectives for Student While Attending Provincial Adolescent School

### Progress on Objectives

A. Academic:

*Subject:*

*Comments:*

**B. Social/Personal:**

**Note:** Please contact the School Counsellor or the District Special Education Consultant regarding personal issues and concerns.

**Forward to:** Home School  
Provincial Adolescent Group Home  
School Board/District Special Education Consultant  
Student Services, Department of Education





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# *Provincial Adolescent School*

## 200\_

**Name:**

**Date:**

<b>Days Absent</b>
<b>Days Present</b>

**Marks:**

Marks for work completed at the Provincial Adolescent School

--

***Goals and Comments:***



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## Provincial Adolescent School *Participation, Release and Indemnification for Activities*

Throughout the school year, students attending the Provincial Adolescent School may be provided the opportunity to participate in educational activities and events that occur during the regular school day and are not situated on school property.

Any activity may involve a certain element of risk. Accidents may occur while participating in or traveling to and from such activities. These accidents may cause injury and occur without fault on the part of the Department of Education, its employees, agents, or the facility where the activity or event is taking place. In allowing the student to participate in such events, the parent or guardian assumes the risk associated with an accident occurring.

For the purpose of this form, an activity is defined as any event which occurs during the regular school day and is held in a location away from school property.

### *Acknowledgment and Permission*

We have read the above, and we give permission for (student's name)\_\_\_\_\_ to attend or participate in any and all activities, as defined above, for which he/she may be eligible. We provide this permission with the assurance that no such event or activity will take place without prior notification being sent to us outlining the nature of the event (or series of events), the date(s) and time(s). At the time of such notification, we reserve the right to refuse permission for the student to attend the particular event.

We recognize the potential for injury or property damage, and we agree to assume the risks associated with these activities and events. We also recognize that failure on the part of the student to obey school rules or failing to follow the rules or instructions laid out by teachers, support staff, or people helping to stage the event (e.g. theatre ushers, lifeguards, etc.) may result in the student being subjected to disciplinary action.

**Release and Indemnification** - In consideration of the Provincial Adolescent School allowing the student to participate in the activities listed above, we hereby agree to release, and hold harmless, the School, the Department of Education, its employees, support staff, volunteers, agents, heirs, executors, and administrators from actions, causes of action, claims, suits and demands of whatever nature including negligence, except for the gross negligence of the School or the Department of Education and its employees, support staff, volunteers and agents. We understand that this release applies to any injury, loss or damages sustained while participating in or being transported to or from these activities.

\_\_\_\_\_  
Signature of Parent or Guardian  
or Student (age 18 or over)

\_\_\_\_\_  
Date