

Administrative Procedure 301

Orientation of Students

Background

The district supports an orientation program for all students proceeding from a feeder elementary school to a secondary school in Renfrew County District School Board. The district also supports an orientation program for all students proceeding from elementary schools where they have completed the program offered at the junior level and are entering a school which provides a program at the intermediate level.

Procedure

1. The orientation program will be limited to a half-day for students entering another elementary school and to one day for students entering a secondary school.
2. At the discretion of the principal, in consultation with the Director or designate, the district will provide transportation and also a meal allowance at a reasonable cost for each student engaged in the orientation program.

Orientation of Elementary Students to Other Elementary Schools

1. The receiving school principal will prepare a registration form for distribution to the feeder school.
2. The receiving school principal will present an overview of the program of studies in the school to the feeder school graduating students and their parents.
3. Visits of the graduating students to the receiving school are organized by the receiving school principal in co-operation with the feeder school principal.

Orientation of Elementary Students to Secondary Schools

1. Elementary homeroom teachers will devote at least four periods to a study of secondary school diploma requirements, preferably in the fall term.
2. A general overview of programs will be presented to the elementary principals and teachers by the secondary school principal or designate.
3. A general overview of programs will be presented to the parents and grade eight students by the secondary principal and/ or guidance staff.

4. The secondary school principal will prepare a program of studies, registration cards and grade nine option sheets for distribution to elementary schools, preferably in January/February.
5. Registration cards and option sheets will be returned to the secondary school principal early in the calendar year. The option sheets should enable students to select academic or applied courses at the appropriate level of difficulty.

Students Recommended for Special Education Programs

1. The feeder school principal convenes a meeting of the staff to consider the graduating students with exceptional learning needs.
2. The principal of the feeder school shall prepare a list of exceptional students in each area of exceptionality for the receiving school principal.
3. The feeder school principal is responsible for communicating to the receiving principal information about the program currently provided for these students, the degree of student success and details about recommendations from teachers and from an Identification, Placement and Review Committee.
4. The principals of the sending and receiving schools shall arrange a joint I.P.R.C. meeting. The sending school principal is responsible for notifying the parent/guardian of the time and place of the joint I.P.R.C. meeting.
5. The parents of students with special needs shall be involved as appropriate in discussions with the principal or designate(s) of the receiving school to plan a positive orientation to the new school and new program.
6. When the Renfrew County I.P.R.C. is considering a student from a Catholic District school, the Administrator of Special Education invites the principal or designate(s) from the Catholic District board to sit as a member of the I.P.R.C. This representative will also describe the school's current educational program and student evaluation information to the County I.P.R.C.
7. It is particularly important that the receiving principal do everything possible to ensure that students who have been declared exceptional learners have a well-planned and positive experience in their first days of attendance in the secondary school.

Programs for Other Students with Learning Problems

1. There are many other students with special learning needs, who have not been identified by an I.P.R.C. as requiring a program for exceptional students. The elementary school principal shall convene a meeting of members of the school staff to consider grade seven and eight students whose level of achievement is at

- or below grade six level, or other students who are unlikely to succeed in the academic or applied programs and will require additional support in secondary school.
2. The purpose of the meeting is to explore the program options that are available and to develop program recommendations for these students in the secondary school setting.
 3. The parents of these students shall be involved in the planning process.

Legal Reference

Education Act S. 265

Ontario Regulation 298—Operation of Schools S. 30; S. 31

Ontario Regulation 181/98—Identification and Placement of Exceptional Pupils

Ontario Regulation 306—Special Education Programs and Services

Guideline OSR—Ontario Student Record