



SUN WEST
SCHOOL DIVISION

Success for all

Independent Education Program (IndEP) Handbook

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Mission Statement

The mission statement of Sun West School Division Independent Education Program (IndEP) is to develop student learning skills and life skills for today and the future. Every student should have the chance to realize their full potential in an atmosphere of respect, trust, and equity in a mature and safe environment. The Independent Education Program is designed to meet the needs of students who have not achieved success in a regular school format.

School Program

The Independent Education Program operates as part of the local school program in Sun West School Division at off-site locations in Biggar, Kindersley, Outlook and Rosetown. The Independent Education Program consists of regular courses which accommodate the needs of students through an individualized program. Students receive instruction from a variety of sources, including classroom teachers, distance learning, and Great Plains College. Courses offered follow the Saskatchewan Ministry of Education curriculum focusing on success at grades 10, 11 and 12. Graduating students will be able to achieve a grade 12 standing through either a 24 credit or Adult 12 program.

Independent Education Program Committee

The Sun West School Division team responsible for the operation of the Independent Education Program consists of a Superintendent of Student Support Services, the local school administration, and the Independent Education Program teacher. The committee's role is to make decisions regarding student admissions and removal, student programming, and to monitor student progress.

Selection Criteria

The program is designed to meet the needs of the students who may require support:

- to attend school regularly
- for academic performance
- with a flexible school environment
- for mental/emotional health issues

Students must demonstrate their ability to work successfully in an independent learning environment. Consideration is also given to the compatibility of the student applying with the established social dynamics of the classroom. Students must have attempted to complete grade nine or be sixteen years of age to attend the program. In exceptional circumstances, a candidate who does not meet the prior requirements may be considered.

Program Expectations

The Independent Education Program is not designed for everyone. Courses are demanding and require self-discipline and long-term planning. Independent Education Program students are expected to:

- attend regularly and arrive on time.
- report to the Independent Education Program teacher if absent (phone call/text, email, or verbal contact at previous class).
- regularly ask for help when needed.
- respond to reasonable requests by the teacher.
- display a positive and respectful attitude to all.
- meet the goals set in their individual academic program.

Schedule

The Independent Education Program operates on a Monday to Friday schedule with school day hours closely aligned with the local school. The Sun West School Division school year calendar applies to the Independent Education Program students.

Entrance & Registration (school specific)

Each candidate will be expected to complete Form 219-1 Independent Education Program Application as well as a registration package provided by their local school. The school package may include:

- School registration form
- School Code of Conduct
- Administrative Procedure 140 Responsible Use of Technology
- Form 140-1 Student Acceptable Technology Acknowledgement of Understanding
- Form 180-1 Parent Permission for Publishing Photo, Work, Name, Phone, Internet, Community Trips
- Other documents as required

An interview process will occur with teacher, student and parent (if applicable) prior to entrance into the program.

For various reasons, students may be asked to withdraw from the program. If this situation arises, a letter will be sent to the student clarifying the reasons for the requested withdrawal. Students may reapply at a later date if the previous reasons for removal have been resolved.

Reporting (school specific)

Refer to Form 219-2 - Independent Education Program Progress Report

Parent/Guardian Visits

If you wish to meet with the teacher, please call to make an appointment or visit the school. We appreciate regular parent contact.

Technology

The Independent Education Program has several computers with internet access. Students are encouraged to use the computers and internet to complete their daily work. Independent Education Program students will complete the responsible use of technology agreement at the time of their registration in the program.

School Code of Conduct

The Independent Education Program learning environment is to be one of mutual respect where all can succeed in a safe learning environment. Students attending Independent Education Program are expected to follow the guidelines outlined by the Code of Conduct at their specific schools. The Code will be reviewed with the student at the time of registration. In addition, the following specific guidelines will be observed:

- Sun West School Division is a *smoke-free environment*. There is no smoking or vaping permitted in the building or on school grounds. Independent Education Program students will be responsible for following the regulations established by the landlords if the program is hosted in a rented facility.
- The Independent Education Program *does not tolerate* violence, alcohol or drugs. Students displaying inappropriate behaviour, in possession of, or assumed to be under the influence of drugs or alcohol, will be addressed by the Independent Education Program teacher in consultation with the school administration. If students attend school while under the influence of drugs or alcohol they will be removed to an appropriate and safe location (i.e. home, RCMP, school) until the situation can be resolved. A responsible adult may be contacted to assist the student involved.

Student Support Services

Student Support Services will be made available to students in the Independent Education Program. These services may be accessed by contacting the Independent Education Program teacher who will provide the appropriate support and information for the student. That support may include:

- personal counselling
- guidance counselling
- addictions counselling
- academic assessments.

Graduation (school specific)

Students may participate in a graduation ceremony at the Independent Education Program location or at the local school provided they have fulfilled the established graduation eligibility requirements of that school.