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| | | **Administrative Procedure**<br>**Modified Courses** |
| | **Department:** | **Student Programs** |
| | **Approved by:** | **Leadership Council** |
| | **Date Approved:** | **February 5, 2024** |
| | **Revision Date(s):** | **April 8, 2025** |
| | **Review Date:** | |
| | **External References**<br>• *The Education Act, 1995* | |
| | **Internal References**<br>• Inquires and Complaints Administrative Procedure<br>• Form – Modified Course Enrolment | |

## Purpose

- This administrative procedure establishes the steps and guidelines for implementing Modified programming within Saskatchewan Distance Learning Centre (Sask DLC).

## Scope

- This procedure applies to all students enrolled in Sask DLC programs who require modified courses to address their specific academic needs.

## Policy Statement

- Sask DLC is dedicated to offering inclusive and equitable education to all its students. In situations where teachers and administrators believe that a student is incapable of meeting the outcomes and indicators of regular programs, Sask DLC provides modified courses that cater to their specific academic needs.

- Modified programing is only available for Sask DLC full time and part-time students in Grade 10 to 12.

- Local school divisions enrolling students in modified courses with Sask DLC are responsible for ensuring compliance with their locally developed Administrative Procedures for enrollment in modified courses, which may include obtaining and retaining signed parental consent before registration. Documentation confirming parental awareness and agreement to the modified programming may be requested by Sask DLC upon enrollment.

## Procedures:

1. In most cases, students are placed in regular programs with the Adaptive Dimension being utilized.

2. If the student is not successful with the Adaptive Dimension applied, it may be recommended the student register for modified courses. The teacher would make the initial recommendation to their Campus Administrator.

3. The recommendation is discussed with the Student Support Teacher, Academic Advisor, the Campus Administrator, the student involved and parents/guardians prior to placement in a modified course.

4. Involvement of Student Support Services may be required as achievement and cognitive testing may be completed prior to making a decision on final placement.

5. Based on the discussions and assessments, the Campus Administrator in consultation with the Student Support teacher, will make a decision as to the program in which the student will be placed.

6. A student enrolled in a modified course(s) shall remain with the course teacher. Student Support Teacher and Educational Assistants may provide support, but the regular course teacher is responsible for the program.

7. Parents/Guardians and the student will be consulted and provided with an opportunity to meet with the staff. The following information is to be provided to the parents/guardians and student:
   a) program goals and content;
   b) differences between regular and modified courses;
   c) career and post-secondary implications; and,
   d) rationale for recommending the program.

8. Parents/guardians must sign and complete the form "Modified Course Enrolment" indicating their awareness that their child is in a modified course(s). This form must be updated and signed each year to reflect the student's educational plan for that year. The parents/guardians have the right to discuss their child's educational options with the Campus Administrator prior to a final decision being made.

9. If Parents/Guardians refuse the placement in Modified Courses, Student Placement form must be completed.

10. Parents always have the right to bring their concerns to the Chief Executive Officer or designate as a final step in the process as per Administrative Procedures for Inquiries and Grievances.