

PURPOSE

Revised This funding provides for education programs for students placed in **institutions** such as hospitals, young offender centres, treatment centers, youth assessment centers, and women's shelters.

CONDITIONS

1. **School jurisdictions** authorized to provide an education program in an institution operated or approved by the Government of Alberta may qualify for institutional program funding. Funding is provided for students who reside in an institution or a group home with an educational program approved by Alberta Learning and who are:
 - a) in the custody of Alberta Justice under the *Corrections Act*, the *Corrections and Conditional Release Act* (Canada), the *Young Offenders Act* (Canada), or
 - b) in the custody of a director of Child Welfare, or have a guardian appointed under the *Child Welfare Act*, or
 - c) in long term medical care with a Regional Health Authority, or
 - d) a temporary resident of a women's shelter and requires protection from physical, psychological or sexual abuse.

These are students who have been placed in the institution because they require care and protection, or they pose a danger to themselves or others, or they require extensive treatment and therapy.

2. **School jurisdictions** must have approval from the **Minister** and a contract/agreement with Alberta Learning in order to provide an educational program to students in the institution. Application for program approval should be submitted to the Director of the Special Programs Branch of Alberta Learning.
3. Institutional funding will only be provided for eligible students who:
 - a) Reside in the institution; and
 - b) Are deemed to be resident students of the government as defined in section 44 of the School Act and as outlined in condition #1; and
 - c) Must receive their education program in the institution because they are not able to attend a local community school or the local community school cannot provide an appropriate program.

New

Alberta Learning will not provide funding to cover the education program costs for non-eligible students attending institutional programs as outlined above (i.e., students who do not reside in the institution and/or who are not resident students of the government). These would include day students, students placed by the school authority providing the institutional program, tuition students from another school jurisdiction, or tuition students from out-of-province.

- Revised** 4. Students with severe disabilities who reside in an institution will be funded through Institutional Program funding.

REQUIREMENTS

School jurisdictions with a contract or approval to provide an education program in an institution are required to:

- Revised** 1. Ensure all eligible institutional students are registered as grants program code 550, in order to receive Institutional Program Funding for the students.
- Revised** 2. Submit a budget of reasonable and eligible costs using form 02AL1.6 to the School Finance Branch by April 30 for the following school year. See Requirement #10 for further instructions.
- Revised** 3. Any significant changes to an approved budget must be submitted with a letter explaining the need for additional funds to the Special Programs Branch for approval.
- Revised** 4. Submit a statement of actual program costs and revenues using form 02AL1.6 to School Finance Branch by October 15 of the following school year. Funding will be based on the net actual cost of providing the program for costs approved on the budget. See Requirement #10 for further instructions.
- New** The Special Programs branch may request explanation for cost categories where actual costs significantly exceed the approved budget amount for that category.
5. Keep a daily attendance record for all students.
6. Submit an Annual Institutional School Profile Report form for the previous school year to the Special Programs Branch by October 15.
7. Ensure that the program provided in the institution is of comparable quality to other school programs provided by the **school jurisdiction**. The institution's educational program shall be considered an integral part of the **school jurisdiction** and subject to the same level of planning, evaluating and reporting required by provincial and local policy.
- New** 8. For approval of new institutional programs, school jurisdictions must send a written proposal, which provides a description of the program, and a budget to the Director of the Special Program Branch by May 1 of the school year previous to the school year being applied for.

Revised

9. For confidentiality and safety reasons, Women's Shelter programs are not required to submit a listing of student names and student ID numbers with their final costs. However, if the program has claimed Basic Instruction funding for these students, this revenue should be shown on the budget and final forms.

New

10. **Instructions for Completion of 2002-2003 Institutional Funding Applications**

Important: There are two categories of institutional programs - **Regular and Mixed programs**. Regular institutional programs only have institutional students (i.e. students who were placed in the institution by a government agency and they reside in the institution). Programs of this type should complete the Regular Institutional Program form.

Mixed institutional programs have both institutional students and non-institutional students. Non-institutional students are students who were not placed by a government agency and do not reside in the institution (i.e. day students, students placed by the school jurisdiction, tuition students from another school jurisdiction or tuition students from out-of -province.) Programs of this type should complete the Mixed Institutional Program form.

Instructional Salary Costs

- a) Certificated Salaries & Benefits: teacher/school administration salaries and benefits.
- b) Uncertificated Salaries & Benefits: teacher assistants and office staff.
- c) Substitute Teacher(s): costs for substitute teachers when teachers or teacher assistants are not in school.

Supplies and Services Costs

- a) Professional Development: staff training, conferences, and in-services.
- b) Educational Supplies: materials & resources which students/teachers require for the educational program, such as textbooks, notebooks, videos, pens/pencils etc.
- c) Educational Services: costs for educational or psychological assessments directly related to providing the educational program such as reading, math, I.Q., fine motor/gross motor.

Note: Counseling, therapy or psychiatric services are not to be included in this category as these are the responsibility of the government agency operating the institution.

- d) Office Supplies: materials for the administration of the school program such as paper, pens, binders, files.

Note: Office capital equipment such as audio-visual equipment, copiers, staff computers, furniture, fixtures for the classroom or office are not to be included in this category as these costs are the responsibility of the government agency operating the institution.

3. Technology Costs

Computers and computer upgrades, peripherals (printers for instructional use, peripherals for special needs students), technical support, and software for teacher and student use that supports the learner outcomes identified by Alberta Learning.

Technology costs will be calculated using the lesser of the following amounts:

- a) Actual costs, or
 - (i) For regular institutional programs that have only institutional students, \$500 X the daily average number of students (line D of the budget form), or
 - (ii) For mixed programs (i.e. programs with institutional students and non-institutional students), \$500 X the daily average number of institutional students (line E of the budget form), or
- b) Maximum of \$10,000 total per year. Requests over the maximum amount require prior approval from the Education Manager for Institutions at the Special Programs Branch.

Revenues:

Please list the Basic Instruction revenues you received (or plan to receive) for the institutional students who were enrolled on September 30 (note: these students should be coded as 550 in order to receive funding). List other funding you received for institutional students in your program, but do not include any Institutional Funding payments you have received. Also, do not include System Administration funding, as this funding is provided to cover central office/system administration costs (which are not to be included on this budget). For Mixed Institutional programs, please ensure that the revenues reported are only for institutional students. Revenues for non-institutional students should not be included.

Average Number of Students Enrolled:

To calculate the average number of students enrolled:

- Step 1: Determine the number of students enrolled **for each month** that the program operated. Note: students who are enrolled for more than one month will be counted for each month attended (i.e. if a student attends the program for 3 months, then the student would be counted for each of the 3 months attended). For 2002-2003 Budgets, please use monthly enrolments from the 2001-2002 school year. For 2002-2003 Finals, please use monthly enrolments for the 2002-2003 school year.
- Step 2: Add up the enrolments for each month to get an annual total.
- Step 3: Divide the annual total by the number of months the program operated to determine the average number of students enrolled.

Average Number of Institutional Students Enrolled: (Mixed Programs only)

Use same formula as above for average number of students enrolled except only use the number of institutional students and do not include the non-institutional students who are enrolled.