

Self-Contained Classes

Administrative Procedure

Topic:	Self-Contained Classes
Status:	Active
Effective:	September 2016
Revision Date:	January 2025
Review Date:	January 2029
Responsibility:	Superintendent of Education Special Education Services

Intended Purpose

The Halton District School Board believes the first, best placement for students with special education needs is in a regular class in their home school with appropriate supports and programming. The HDSB also recognizes the need for a range of student placements to meet the varying needs, supports and services that students with neurodivergence may require. The school board provides alternative settings, referred to as Self-Contained Classes, as placement options for students with specific exceptionalities, as recommended by the School Resource Team (SRT) and/or approved by the Identification Placement and Review Committee (IPRC). The process detailed in this administrative procedure will ensure timely and appropriate access for students with special education needs to a range of special education placements, and to the corresponding resources and supports.

Procedures

1. The decision to open a new class, and move or close an existing class, is the responsibility of the Superintendent of Education, Special Education Services.
2. A new class is considered once the student demand for spaces exceeds the number of available spaces in accordance with the class size limits set out in Ministry regulations and the HDSB Special Education Plan. A review of student numbers and the number of existing special education classes is undertaken by Special Education Services staff each spring, in connection with IPRC and the annual review process.

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3. In determining the location of each class, consideration will be given to the following factors:
 - a. Geographic location of the students' home schools
 - b. Available classroom space within schools
 - c. Opportunities for students to integrate within regular classes
 - d. Accessibility features and physical configuration of each school
 - e. Overall population size and enrollment projections and trends of each school
 - f. Number of self-contained classes already in the school
 - g. Administrator and Special Education Resource Teacher allocation
 - h. Proximity to other Halton schools and communities
 - i. Languages of instruction within each school
 - j. Other programs offered in each school and in the system
 - k. Number of transitions students will make over time
 - l. School community needs
4. The process for creating and locating new classes, as well as moving or closing existing classes, will include the following actions:
 - a. Determine the need for changes to the number and/or locations of classes through a regular review process
 - b. Collaborate with various departments (e.g., HR, Business Services, Planning, and Facilities, etc.) to ensure the classes are resourced and supported appropriately
 - c. Consult with Special Education Services staff
 - d. Consult with Family of Schools Superintendents
 - e. Consult with Principals of the affected schools
 - f. Communicate with staff, parents and students of the affected classes / schools
 - g. Communicate with the HDSB Special Education Advisory Committee

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Cross-Reference:

Legislation

O. Reg. 298: Class Sizes

Ministry Policy & Program Memoranda

Board Policies, Procedures & Protocols

Program and Accommodation Review Policy

Program and Accommodation Review Administrative Procedure

Long Term Accommodation Plan (LTAP)

HDSB Special Education Plan

Revision History

- January 2025 - minor revisions
- December 2019 - minor revisions