



Department: Programs and Services
Section: Special Education

Scope:

This administrative procedure applies to all staff whose responsibilities include identification, program planning, and/or delivery of program and services to students with special needs, and to legal guardian(s) of such students.

Responsibility:

It is the responsibility of the Director of Programs and Services to ensure this administrative procedure is implemented by school principals.

Implementation:

This administrative procedure will be implemented by school principals, assisted as needed by appropriate school staff, and by the Coordinator of Student Services, assisted as needed by regional Student Services staff.

Procedures:

1. (a) Any teacher who observes behavioral or learning patterns in a student that indicate a need for consultation or detailed assessment, shall complete *Form AP403.c- Request for Consultation* and give it to the principal, or
 - (b) When a legal guardian(s) observes behaviour from the student which suggests the need for detailed assessment, he or she shall confer with the student's teacher and arrange for the teacher to complete and submit *Form AP403.c- Request for Consultation* to the principal.
2. (a) The principal (or designate) shall discuss the need for assessment with the legal guardian(s), complete the *Form AP403.c- Request for Consultation* with the legal guardian(s), and then complete a *Form AP403.f- Consent for Student Services*, and obtain the legal guardian(s)'s signature on the form.
 - (b) The principal shall sign the *Form AP403.c-Request for Consultation* and forward both it and the *Form AP403.f-Consent for Student Services* to the Coordinator of Student Services.
 - (c) The principal shall ensure that a *Form AP403.f - Consent for Student Services* is acted upon only when the date of consent is in the current school year.
3. The Coordinator of Student Services shall refer the request to the regional Student Services staff member who would be appropriate for the student and service in question.
4. Prior to completing the assessment, the Student Services staff member shall meet with the following to gain additional insight into the reasons for the referral:
 - i. classroom teacher
 - ii. resource teacher

- iii legal guardian(s)
5. The staff member shall conduct the appropriate assessment, consisting of:
 - i. classroom observations
 - ii. analysis of work samples
 - iii. formal and informal assessment strategies
 6. (a) Upon completion of the information gathering phase of an assessment, the staff member shall inform the facilitator of the Program Planning Team.
 - (b) The facilitator shall schedule a Program Planning Team meeting at the earliest time convenient for the expected participants.
 - (c) The staff member shall share information learned during the assessment and permit parties at the meeting to collaborate on recommendations.
 - (d) Minutes of this meeting shall be recorded and placed in the student's Cumulative Record Card.
 7. The Student Services staff member shall complete the final assessment report and forward the completed report to the facilitator. The facilitator shall send a copy of the report to the legal guardian(s).
 8. (a) The Program Planning Team shall review all relevant information, which may include assessment information from outside agencies, and decide whether an individual program plan is required, or whether program accommodations are sufficient to meet the student's needs.
 - (b) If an IPP is required, the Program Planning Team shall follow Administrative Procedure AP403.5- Individual Program Plan (IPP) Development.
 - (c) If an IPP is not required, the classroom teacher shall ensure that program accommodations are recorded in the student's Cumulative Record Card, using *Form AP403.e- Suggested Possible Accommodations (or equivalent school-based form)*.
 - (d) As provincial curricular outcomes for the student have not changed, teachers shall ensure that program accommodations are not recorded on student report cards or transcripts.
 9. The facilitator shall file copies of the report in the student's resource file and Confidential Documents Envelope.
 10. The principal shall ensure that any request for sharing of student information is processed only according to the requirements of the AVRSB Policy BP403.11 and Administrative Procedure AP403.11 - Access to Student Records.
 11. (a) The Coordinator of Student Services shall ensure that only qualified Student Services staff members may administer psycho-educational assessments (such as WISC III).

- (b) In any case where a school may wish to use the services of an assessor who is not an AVRSB Program Advisor, the principal shall forward the request to the Coordinator of Student Services with the following information attached:
- i. the name of the person who will administer the test instrument
 - ii. the person's qualifications to administer and report the results
 - iii. the specific instruments to be used
 - iv. the purpose for administering the testing instrument.
- (c) The Coordinator of Student Services shall review the request for a proposed alternative assessor, make a decision regarding his or her suitability, and inform the principal of approval or rejection.

Related Guidelines: The Education Act, Sections 64 (2)(u), and 141 €

- Department of Education - Special Education Policy Manual
- AVRSB Policy BP403.11 and Administrative Procedure AP403.11- Access to Student Records
- Human Rights Act and Regulations

Associated Forms:

- *Form AP403.c- Request for Consultation*
- *Form AP403.d- Minutes of Student Problem Solving Meeting (sample)*
- *Form AP403.e- Suggested Possible Accommodations (sample)*
- *Form AP403.f- Consent for Student Services*

Monitoring:

- It is the responsibility of the Director of Programs and Services (or his/her designate) to have this administrative procedure reviewed on an annual basis.
- The AVRSB Education Committee, board members, principals, classroom and resource teachers, parental organizations and other appropriate groups/individual(s) will be consulted when revision of major significance are made to this policy and administrative procedure.
- Sufficient time shall be provided to ensure that person, as above, have appropriate opportunity to react to such recommended revisions.
- The Director of Programs and Services shall ensure that results of the monitoring of the policy and administrative procedures are recorded, in writing, and forwarded to the Superintendent of Schools for review.
- It is the responsibility of the Superintendent of Schools to report results of the monitoring process to the Board.
- This Administrative Procedure will be monitored annually

Superintendent Approved: March 28/02

Ref: BP 403.4, Appendices Forms AP 403.c, AP 403.d.,AP403.e, Form AP403.f Appendices

Monitoring Date: Annually

Revised: