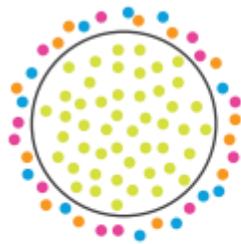
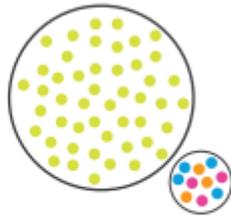


**St  
Joseph's  
School**

# SPECIAL EDUCATION POLICIES AND PROCEDURES



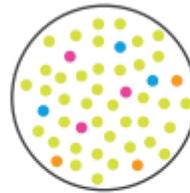
exclusion



segregation



integration



inclusion



teaching to  
diversity



Revised September 2021

## **Introduction**

### **Policies and Guidelines for Supporting Students with Special Needs**

This handbook provides information on how the needs of students with special needs are addressed at St Joseph’s School. Based on CISPg policies, the BC Ministry of Education policy and procedures and on structures and supports, St Joseph’s provides an inclusive learning environment for students with special needs. This guide is intended to provide information to classroom teachers, Learning Resource Teachers, Principals and parents on how to best access the supports and philosophy around providing quality education programs for students with special needs.

## **Section 1: Framework**

### **St Joseph’s School Philosophy**

*St. Joseph’s School is committed to an educational program, which strives to provide academic excellence and to foster the total formation of the person.*

*We aim to integrate the different aspects of knowledge in the light of the teachings of Jesus Christ as taught and lived in the Roman Catholic Church.*

*We work to build an awareness of self within the community. We encourage and develop the growth of each person as a Christian*

### **Guiding Policy**

The special needs program at St Joseph’s School is based on the guiding principles of Catholic Independent Schools of Prince George (Policy #573).

*“The Catholic Schools of the Diocese of Prince George are committed to the education of the whole child in the spiritual, emotional/social, intellectual, artistic/aesthetic and physical realms. It is, therefore, the long-term goal of each Catholic school community to implement a program and curriculum enabling it to accept and meet the needs of all Catholic students in their community. Consistent with this goal is an effort to make our facilities more accessible for students with special needs.*

The CIS Board of Directors promotes an inclusive education system in which students with special needs are fully participating members of a community of learners. Inclusion describes the principle that all students are entitled to;

*“equitable access to learning, achievement and the pursuit of excellence in all aspects of their educational programs.”*

(CIS Policy # 573)

#### **Special Education Mission Statement**

*Whereas all children are valued, we choose as our mission, to accept and support those Catholic and non - Catholic students with learning difficulties, needs or exceptionalities that our limited funds, resources and trained personnel will allow.*

- The school recognizes that all students learn at different rates and in different ways. The school’s learning assistance program seeks to balance integration of students in their classrooms and pull-out aide services aimed at targeting particular students’ special learning needs.
- The school will make a determination on a case by case basis as to whether it can enroll students with special needs. If the consensus of the Principal, LRT, and classroom teacher is that the school does not have the resources to adequately support a prospective special needs student, enrollment will be declined.

## St Joseph’s School’s Guiding Beliefs

- An inclusive environment is ideal and is planned with the best needs of the student in mind. All students are valued, for whom they are and are seen as having potential to grow and develop academically and socially
- Capacity building occurs in order to embrace diversity
- Planning is a collective responsibility and requires a collaborative approach
- Student learning is maximized when instruction is differentiated for diverse learners
- Instructional support is focused on early and the least intrusive intervention, (i.e., universal, targeted, intensive)

## Organizing for Diversity:

Research shows most students (75% to 80%) will not require support beyond the classroom teacher to be successful. Some students (5% to 20%) will require targeted instructional support at some point in their school career. A few students (1% to 5%) will require intensive intervention throughout their school career. The Student Support Services team works primarily with students who require targeted instructional support.

### Student Support Services Team

The core activities of Student Support Services, targeted instructional support is built from an understanding of:

- Factors affecting learning (academic, social, family, health)
- Remediation of learning difficulties (in addition to regular classroom instruction).
- Accommodations to learning and/or behavioural needs (continuum of direct intervention to independence).
- Quality assessment practices (to be able to administer, read, interpret, and implement assessment information)
- Supporting differentiation of instruction at the classroom level.

The Student Support Services model is based on principles of collaborative teamwork and shared responsibility for improving student achievement. Members of the Student Support team work in partnership with the Learning Resource Teacher and/or classroom teachers. The team will coordinate their efforts, skills, and expertise in assessing, identifying, planning and providing instruction for students with diverse learning needs. When necessary, outside community services may be utilized.

Differentiated Instruction is a way of thinking and planning to support diverse learners. Differentiated Instruction shapes the content, process, product, and learning environment according to diverse learner

needs. Thoughtful differentiation takes into account student differences in readiness, learning profile, and student interests. It is supported by a wide array of instructional and management strategies.

## **The Student Support Services Team**

### **What is the role of the Student Support Services?**

Student Support Services consists of the Learning Resource Teacher (LRT), Administration, Educational Assistants and Intervention Specialists. The direct role of the Student Support Services is to provide focused instruction that is “in addition to” as well as “aligned with” classroom instruction in partnership with the classroom teacher. The goal is to help build capacity in school based staff. The indirect role of the Student Support Services is to promote and support differentiated instruction and behaviour management at the classroom level through a consultative process. The work of the Student Support Services is to ‘build from and be linked to’ identified student needs and shared learning goals.

## **School Based Team (SBT) Information**

### **1. Structuring the SBT:**

- Communicate the team purpose and procedures with all staff prior to the initial school-based team (SBT) meeting
- Outline the responsibilities of all team members
- Establish a clear, simple, referral process
- Use the required SBT form (see Appendix)
- Develop a filing system and set regularly occurring meetings or meetings as needed. This is to be determined by the SBT ( i.e. weekly or semi-monthly)
- Post dates and times (Staff Google Classroom)
- Ex officio members of the team includes Principal Learning Resource Teacher, but can also include other school educators with varied areas of expertise
- Consider the skills/expertise of all other staff members, and how/when to include them
- Consider the time necessary for meetings, and arrange teacher coverage to attend if needed
- Evaluate functioning of the school-based team on an annual (or more frequent) basis

### **2. Before the SBT meeting:**

- The classroom teacher makes referral to the School-based Team (SBT) when classroom resources and interventions have been exhausted and concerns have been discussed with the student and parent/legal guardian
- File review completed
- Invite ad hoc members (EA, BI, OT, PT, SLP ) as appropriate
- Provide, ahead of time, a confidential written agenda to those concerned
- Request that documentation to assist with analysis and decision-making be made available to team members

**3. During the School-based Team (SBT) meeting:**

- Use a structured meeting format, with set time limits
- Have a designated chairperson and recorder (preferably not the same person)
- Follow the steps of a problem-solving process including:
  - problem identification, including determining the essential question
  - problem analysis
  - goal setting
  - brainstorming
  - selecting action plan options
- Ensure that the action plan developed identifies:
  - What should happen?
  - Who is responsible?
  - What the timeline is for the plan?
  - How the plan will be monitored?
  - When follow-up with the team will occur?

**Possible outcomes:**

- a) school-based support and interventions:
  - Learning Resource Support
  - Additional/different classroom strategies/interventions
  - Additional support via contracted support service specialists (BI, OT, SLP, PT)
- b) student returns to SBT for further school-based collaboration
- c) when school resources are exhausted, the student may be referred and/or recommended to parent/caregiver to seek additional assessment within the community (physician, counselling, psychologist)

**4. After the SBT meeting:**

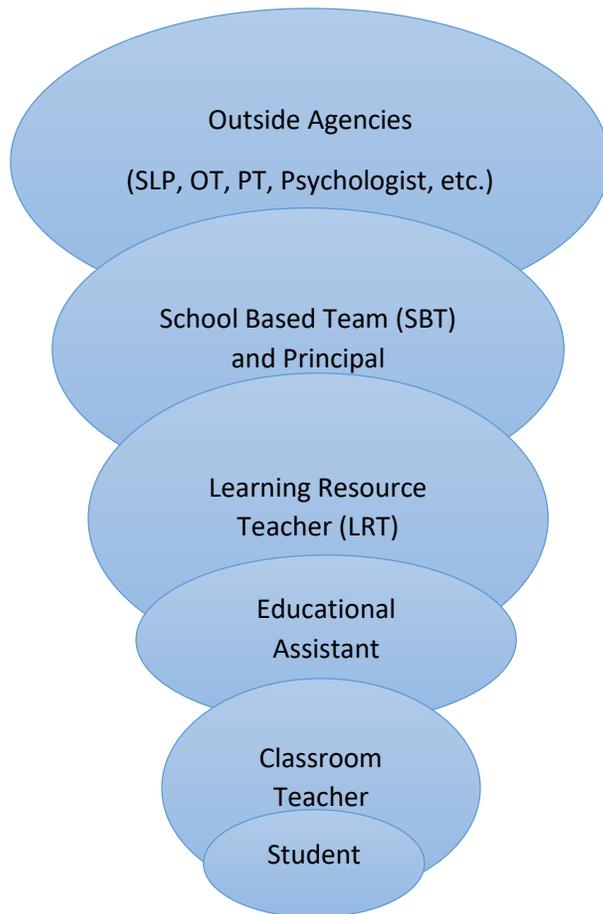
- File meeting minutes in student permanent record files and distribute electronically to applicable individuals (respecting confidentiality)
- Follow through on the action plan, monitor its success, and adjust as needed
- Ensure the referring teacher leaves feeling encouraged, supported and understands the action plan

## Section 2

### Service Delivery

#### Students Receiving Support

Depending on the student’s needs, different levels of service may be required.



## Roles and Responsibilities

### The Classroom Teacher

The classroom teacher has the responsibility to provide appropriate programs for all students in his/her class. Classroom teachers will:

1. **Design, supervise and assess** the educational program for students with exceptionalities, learning difficulties and/or learning a second language. (e.g., adaptations to classroom lesson/ programs, rubrics, checklists, etc.)
2. Consult with and provide parents with regular student progress. (Reporting each term on the Individual Education Program/Individual Learning Plan/Annual Instruction Plan) will include formal and informal documentation.)
3. Provide written direction to all Educational Assistants and other support staff working with individual/groups of students
4. Collaborate with the Learning Resource Teacher (LRT) to ensure appropriate programs
5. Meet **all deadlines** in regards to the support of the educational programs (i.e., referral forms, matrixes, assessments, adaptations, reports, etc.)
6. Provide the administrator with a clear outline as to how the EA will be used within the classroom. (The use of an EA in the classroom is to impact on student learning and the EA time is to be spent primarily with the students.)
7. *All adaptations or modifications used within the classroom must be recorded in the daybook, as well as any direction for a team member who may be assisting in delivering the program under the direction of the classroom teacher.*

### The Educational Assistant

The Educational Assistant (EA) Staff works under the direction of the classroom teacher and Learning Resource Teacher (LRT). The educational assistant will:

- Provide an inclusive experience for the student
- Implement programs designed and prepared by the teacher
- **Collect and record** data to inform classroom teachers of the student progress and/or needs

### The Learning Resource Teacher

The Learning Resource Teacher (LRT) collaborates with the classroom teachers to provide support for students who are in the high and low incidence categories, students who have mild learning difficulties, struggling students and students who are English Language Learners. The LRT will typically provide services that include:

- Consultation, collaborative planning and program placement for students with learning challenges that require support in addition to the classroom

- Collaboration that extends to meaningful parental involvement as well as consultation with direct and community personnel
- Assessment and evaluation to Level B
- Gathering file data of documentation of student assessment, observations, team meetings and IEP Plan
- Arrange meetings and prepare the agenda for the IEP development and review processes (See IEP Meeting Record)
- Contact support services available outside the school setting for the development and review of the IEP
- Oversee the scheduling of the Educational Assistants based on individual student needs within a classroom
- In collaboration with the Administration, will ensure that appropriate programs are in place in the classroom setting.

### **The Principal**

Principals will provide support for classroom teachers and LRT. Principal will ensure:

- The structures and processes are in place to support the programs for all students.
- Teachers receive the information they need to work with students with special needs who are assigned to them.
- That the School Based Team (SBT) is operational in the school and will facilitate the collaborative efforts of the team members in meeting the need of the students.
- Participate in SBT meetings when needed, at the request of the teacher, LRT, and/or parent
- Consultation, collaborative planning and program placement of students who have a ministry designation.
- Supervise and provide direction to the school’s Intervention Contractor.

## Section 3

### Educational Planning

At St Joseph’s, staff follows one of three different plans to meet the needs of students who require additional support to succeed or experience success:

- All students who are designated in a British Columbia Ministry special needs category must have a completed Individual Education Plan (IEP).
- Individual Learning Plans (ILP) are used for students without a British Columbia Ministry identified special needs category, who require a written plan to support their learning needs and assist them in reaching grade level expectations.
- All students who are learning a second/additional language must have an Annual Instruction Plan (AIP).

As stated in the *Individual Educational Planning for Students with Special Needs* document (pg 4):  
*“Some students, although not identified as having a special need, may require adaptations and remedial help from someone than the classroom teacher. It is not a requirement that these students have an IEP. In this case, it is good practice to put in place a learning plan to document specific needs of these students. Local school boards may have established practices and templates for learning plans.”*

#### Individual Education Plan (IEP)

An IEP is a written plan developed for a student, which describes the program adaptations and/or modifications for the student, the services that are to be provided and includes measures for tracking achievement. It serves as a tool for collaborative planning among the school, the parents, the student, (where appropriate) and, as necessary, other ministries, and/or community agencies. The IEP will reflect the complexity of the student’s needs, and accordingly, can be brief or comprehensive.

The IEP is:

- A concise and usable document that summarizes the plan for the student’s education program.
- A tool to assist teachers in monitoring and communicating student growth.
- A plan developed, implemented, and monitored by school staff in consultation with others involved with the student.
- A flexible, working document with meaning for all contributors.
- An ongoing record to ensure continuity in programming.

The IEP is not:

- “written in stone” (*notes, memos, etc. written on the IEP by the teachers to help track progress*)
- A daily plan or a description of everything that will be taught to one student.

- A means to monitor the effectiveness of the teacher
- A report card (*however, the report card should comment on progress towards IEP goals*)

### What is an IEP for?

The development of an IEP serves a number of purposes:

- It formalizes planning decisions and processes, linking assessment with programming.
- It provides teachers, parents, and students with a record of the educational program for an individual student with special needs, and serves as the basis for reporting the student’s progress.
- It serves as a tool for tracking individual student learning in terms of agreed upon goals and objectives.
- It documents the relationships between any support services being provided and the student’s educational program.
- It provides parents and students with a mechanism for input into the individualized planning process.

IEP documentation provides evidence that:

- The parent and/or student were offered the opportunity to be consulted about the preparation of the IEP (e.g., minutes of parent/student IEP meetings).
- The student is receiving learning activities in accordance with an IEP.
- The IEP is reviewed at least once each school year. (*St Joseph’s School’s best practices: two to three times per year*)

### Who must have an IEP?

1. All students with special needs designation must have an IEP.
  - a. There are three instances in which an **exception** can be made:
    - i. The student with special needs requires **minor** adaptations to educational materials, or instructional or assessment methods.
    - ii. The expected learning outcomes established by the applicable educational program guide have not been modified for the student with special needs.
    - iii. The student with special needs is receiving, in a school year, 25 hours or less of remedial instruction, by a person other than the classroom teacher in order for the student to meet the expected learning outcomes.
2. All students who are on a modified program.

### Individual Learning Plans (ILP)

At St Joseph’s, Individual Learning Plans (ILPs) are used for students without a BC Ministry identified special needs category, who require a written plan to support their learning needs and to assist them in reaching grade level expectations. An ILP is written for students that have a specific area of need and where the team has concluded that a specific goal(s) should be developed for the student to be successful in their learning. All children who receive substantial supports, but who are not designated, must still be working toward the learning standards of their current grade.

For students with an ILP, it is also a requirement to report on progress in relation to the goals of the ILP. The purpose of reviewing student progress according to the individualized goals is to ensure that there is alignment between how the student learns and the strategies used to differentiate instruction. A plan for intervention is clearly articulated in order to close the gap in achievement.

### ROLES & RESPONSIBILITIES for ILP’s

- Learning Resource Teacher works with classroom teachers and school team to complete an ILP document
- A comprehensive ILP will be completed with baseline assessment information, goals, measurement and planning team input, completed by the LRT and Classroom teacher for that particular school year
- The classroom teacher works in collaboration with the LRT (case manager) to report on the progress of students with an ILP
- The classroom teacher will continue to be responsible for the child’s report card and will report the student’s progress according to the achievement of the child toward the goals written in the ILP
- The LRT will continue to converse with the classroom teacher and may provide a written insert to the classroom teacher to be included with the regular report card
- In the case of a regular group seen by the LRT, she/he will write a report for the children in this group and provide this progress information to the classroom teacher

### **St Joseph’s School requirements for students with Individual Education Plans (IEPs) and/or Individual Learning Plans (ILPs)**

St Joseph’s School will follow the guidelines of the *BC Ministry of Education Special Education Services: A Manual of Policies, Procedures, and Guidelines* when writing IEPs. **All staff members who are writing IEPs are expected to be familiar with these guidelines** and with those outlined in the St Joseph’s Supporting Students with Special Needs Manual.

#### Additional Notes:

- All students who receive regular Learning Resource Support (25 hours or more per year) must have an IEP/ILP as per *BC Ministry of Education Special Education Services: A Manual of Policies, Procedures, and Guidelines*.
- The LRT, in collaboration with the teacher, administration, parents, and related staff is the staff member responsible for completing all IEPs for ministry funded students.
- The Classroom Teacher in collaboration with the LRT, administration, parents, and related staff is the staff member responsible for completing all ILPs for those students on programs with adaptations.

- For students who may require adaptations to their programs, but do not attend Learning Resource regularly, the decision to place them on an ILP is made by the principal in consultation with the teacher and LRT. The teacher is responsible for developing the ILP.
- Ideally, IEPs and/or ILPs should be in place by the end of September of that school year. In the case of new students to the school, we would aim to test the students as soon as possible but the finalization of an IEP/ILP may take somewhat longer.
- IEPs/ILPs must be living documents and should be updated regularly by the teacher and/or LRT. Teachers are required to have copies of IEPs/ILPs for all students identified in their class and they are also an important part of any review meetings that take place
- Ideally, IEP/ILP review meetings with parents are at the end of each term, which is three times a year
- All meetings regarding IEPs/ILPs must be logged and review comments completed and included with the IEP/ILP. This is the responsibility of the person who develops the IEP/ILP. These details must be kept as part of the student file
- All IEPs/ILPs must be in an electronic format and review comments must be typed in and the term and date noted
- It is the responsibility of the LRT to ensure that the electronic copies are filed appropriately and that a back up is made of the files. A backup must be kept in the office files
- Deadlines for all IEPs/ILPs are to be met. This is imperative as this is sensitive documentation that continually changes and each level of support cannot be provided until all documentation is completed and in place

### **Refusal of Service**

St Joseph’s School recommends learning resource support only when sure that this support is needed by the student to support the student’s learning. There have been occasions when a parent has refused this support and has requested that their child not attend Learning Resource. In the event of a parent refusing the recommended Learning Resource the following steps are to be taken:

1. The LRT is to contact the parent to re-explain the reasons behind the recommendations for the child to attend Learning Resource and also to find out from the parents why they are refusing this service.
2. If, following this meeting, the parent still refuses Learning Resource they will be contacted by the administration to confirm this.
3. A formal letter will be sent to the parents confirming the parents’ decision to not have their child participate in the Learning Resource Program. A copy of this letter must be placed in the student file.
4. This process does not rule out the possibility of the student attending Learning Resource at a future date.

### **IEP and/or ILP Development and Implementation**

A key role of the SBT is to work with the LRT to facilitate the IEP process for students with low or high incidence special needs and to facilitate the ILP process for students who struggle in one or more subject

areas. An effective IEP and/or ILP will guide the implementation of adaptations and/or modifications to a student’s instructional program. It will be driven by **quality** assessment information and must be written in such a way that all current and future team members can understand it.

**The Learning Resource Teacher in collaboration with the Administration will work with the classroom teacher to ensure that students who are struggling or who have low or high incidence special needs have appropriate programs in place to meet the needs of the student.**

- Low Incidence Special Needs (ministry codes)
  - A – Physically Dependent – Multiple Needs
  - B – Deaf/Blind
  - C – Moderate to Profound Intellectual Disabilities
  - D – Physical Disability or Chronic Health Impairment
  - E – Visual Impairment
  - F – Deaf and Hard of Hearing
  - G – Autism Spectrum Disorder
  - H - Intensive Behaviour Intervention or Serious Mental Illness
- High Incidence Special Needs (ministry codes)
  - K – Mild Intellectual Disabilities
  - P- Gifted
  - Q – Learning Disabilities
  - R – Moderate Behaviour Support of Mental Illness

### **Content for the Individual Education Plan and/or Individual Learning Plan**

IEPs/ILPs must include each of the following:

1. The individualized goals for that student, which are different from the prescribed curriculum outcomes for the course or subject.
  - a. Individualized goals should:
    - i. Be set at a high attainable level to encourage the student, staff and parents to hold high expectations.
    - ii. Be accompanied by measurable objectives developed for each goal to enable IEP review and evaluation.
2. List of the support services required by the student, which might include:
  - a. A description of the time and setting for the special program
  - b. Names and roles of individuals who will be involved, or
  - c. The strategies and/or teaching methods to be used.

3. A list of adaptations and strategies planned to help the student meet the outcomes established for the student. There may be prescribed curriculum outcomes or individualized outcomes adapted/modified to meet the student’s special needs.

In addition to the above, an IEP/ILP must contain the following:

- A description of the student’s current learning and information based on strengths and needs from formal assessment results
- Information from teachers, parents, or related service providers concerning the student’s academic, social, and behavioural needs
- Appropriate intellectual, social, emotional and work (SMART) goals for the student.
- Target dates for progress toward those goals with a review date to look at the progress made by the student
- Short-term objectives that will provide direction and indicators of the student’s progress made toward those goals
- A description of how the student’s progress will be measured and how the student will be evaluated

*Class set goals that are expectations for all students do not have to be on the IEP/ILP (e.g., sportsmanship, respectful behaviour, expectations for group work, organizational skills, etc.)*

### **Developing an IEP and/or ILP**

IEP/ILP development must be a continuous and flexible process, rather than a series of separate and discontinuous steps. Wherever possible, it should be incorporated into the regular routines of planning, evaluation and reporting that occur for all students.

This process works best when:

- clear procedures to support identification, assessment and planning for students with unique learning needs need to be established.

Procedures should be in place to:

- Establish a case manager
- Provide opportunities for ongoing collaboration and consultation among classroom/specialist teachers, administrators, and support personnel
- Ensure information is promptly shared
- Ensure consistency in reporting and documenting plans
- Plan for and facilitate transitions
- Effectively research differences

Parents and students are important partners in the development of the IEP/ILP. Parents have the opportunity to be active participants in the process and should feel welcome and encouraged to contribute throughout the process.

The planning process should be divided into five phases:

1. Identification/Assessment
2. Planning/Writing an Individual Education Plan
3. Program support/implementation
4. Evaluation/Reporting
5. Exit/Refusal

### **Identification and Assessment**

1. At the beginning of each year, all students are to be assessed by the classroom teacher. Date is to be determined on a yearly basis. All deadlines are to be met.
2. If there are concerns regarding specific students, teachers fill in a Learning Resource referral form (see attachment in back of binder) and hand it into the Learning Resource Teacher (LRT). *(If the classroom teacher feels that additional testing needs to be done outside the school – eyes, hearing, psycho ed., counseling, etc., no recommendations are to be made to the parents/guardians prior to a discussion with the principal and LRT. This includes recommendations as to whether or not a child is to be retained. Recommendations are also not to be commented on in the report card.)*
3. Please note that the referral form at this stage is not for students entering into a Learning Resource program. It is merely a referral for further testing. Students who attended learning resource the year prior are also to be tested in the classroom and a new referral will be made for further testing if necessary. *(Please note that on the referral form there is a space to include different interventions that the classroom teacher has tried within the classroom setting. It is important and required to make note of any intervention strategies used with the student who is being referred. The number of interventions as well as the time frame for each will also need to be recorded on the form. Not all referred students will be scheduled for learning resource time. This is to be determined by the LRT in consultation with the Administration, and is based on the LRT’s observations and tests of individual students.)*
4. The LRT assesses the students who have been referred. The LRT will make recommendations concerning the student. He/she will meet with the classroom teacher in regards to the assessment outcomes. The recommendations may include an adapted program within the classroom and/or an IEP/ILP. The LRT will collaborate with the classroom teacher regarding any programs or IEP’s/ILP’s.
5. Any diagnostic evaluations done by the LRT or outside consultants must be authorized in writing by the parents/guardians at the outset of the process. This is a legal requirement. The parents/guardians will be invited to participate in the goal-setting process and the development of an individual education plan. The parents/guardians will receive ongoing progress reports as a part of the overall classroom performance evaluation. Additional reporting from the LRT may be included.
6. A teacher or parent/guardian may request that a given skill or subject area be assessed to determine the student’s level of mastery. Assessment information will be used by the teacher and the LRT to generate long and/or short term goals, and possibly an *Individual Education Program (IEP) or Individual Learning Plan (ILP)*.
7. The school may have reason to refer students to outside agencies for health care concerns, hearing, speech, vision, difficulties with motor and perceptual skills, and socio-emotional difficulties.

Parents/guardians will be consulted whenever a referral of this nature is being considered, with parental approval required before proceeding. The Administration is to be informed prior to any discussion with parents. Once the principal has been informed, a phone call or meeting with the parent will be scheduled. The ability of the school to fund referral services is variable, with the determination of funding done on a case by case basis.

8. The LRT will assess all students who are referred to learning resource and will determine those students who will need support from the LRT and/or EA.
9. Students with identified special needs and/or students who require ongoing assistance from the Learning Resource Teacher (L.R.T.) must have an IEP/ILP in place. There is no formal counseling program available in the school. If there are recurring problems with a student, they are assisted by their Classroom Teacher, School Intervention Specialist, and/or by the Principal or Pastor. If further counseling is required, school personnel may recommend the family contact Catholic Social Services, Mental Health Services, the family doctor for information about psychiatric care, or other services.

### **Planning and Writing an IEP/ILP**

1. The LRT, Administrator, parents, the classroom teacher and other outside agencies (if necessary) through consultation, will collaborate to develop, implement and review the IEP/ILP.
2. IEP's/ILP's are developed collaboratively with the LRT and the classroom teachers with input from the parents/guardians to identify specific learning goals, program adaptations/modifications, and extra assistance required by the student to be successful.
3. The LRT and classroom teacher consult and collaborate in writing the IEP/ILP. The LRT is responsible for the cover letter on the IEP and on the ILP.
4. The classroom teacher monitors and gathers data on individual student progress making changes if necessary while meeting the IEP/ILP goals.
5. A letter home to the parent inviting them to take part in the creation of the IEP/ILP will be sent out prior to the final draft of the IEP/ILP. Parental input is imperative. Adapted or modified programs will be in place in the classroom setting for any student on an IEP/ILP.
6. **Goals and Objectives** on the IEP/ILP must be **Smart Goals\*** based on the **adaptations\*** within the classroom setting.
7. Examples of student assessments/rubrics (writing samples, running records, etc. based on the classroom program adaptations) must accompany the IEP/ILP plan and will be placed in the LR files.
8. All students who are currently on an IEP/ILP must have an adaptation sheet attached to their IEP/ILP Plan.

### **Program Support and Implementation**

1. The classroom teacher has the responsibility to provide appropriate programs for all students in his/her class. Following the Classroom Teacher *Roles & Responsibilities* the teachers will:
  - Meet each child's needs providing an appropriate program at each child's individual level.

- Will take into consideration the various learning styles of the students in his or her classroom when planning and delivering programs.
  - Will use a variety of teaching strategies to present and deliver a concept in variety of ways to connect with the various student learning styles.
2. The Learning Resource teacher collaborates with the classroom teachers to provide support for students who are in the high and low incidence categories, students who have mild learning difficulties, struggling students and students who are English Language Learners. The Learning Resource teacher will typically provide services that include:
- Supporting the child/children within the classroom setting and/or in a group pullout program.
  - Programs used to support are mostly recommended by the Ministry of Education and/or other Special Education programs.

### **Assessment and Reporting**

*Many students may receive additional support through pull out or in class programs, however it is the responsibility of the classroom teacher to report on student progress in regards to the adaptations and objectives stated on the IEP/ILP.*

### **What is a student progress report?**

A student progress report is a formal written report that communicates to a parent or guardian the progress of the student’s learning in relation to the expected learning outcomes in the curriculum.

### **What do written comments on a student progress report describe?**

Written report comments describe:

- What the student is able to do
- Areas in which the student requires further attention or development
- Ways of supporting the student in his/her learning in relation to the learning outcomes

### **How often are student progress reports given?**

Three formal written reports are prepared by teachers throughout a school year. The final report is a summative report.

### **Reports for students with special needs and/or learning difficulties:**

- When a student with special needs meets the learning outcomes, performance scales, letter grades for his/her grade the regular student progress report will be used to communicate their progress
- When a student with special needs receives different instruction and assessment methods, and/or is unable to meet the regular learning outcomes his/her progress will be communicated in their Individual Education Plan (IEP) and/or on their Individual Learning Plan (ILP).

- The progress report for a student on an IEP/ILP will state ways that the student will demonstrate his/her learning in relation to the expected learning outcomes identified on the IEP/ILP.
- The progress report for a student on an IEP/ILP will state the time frame that the student is required to show his/her learning.
- A letter grade is only given to a student with special needs when the student is able to show his/her learning in relation to the expected learning outcomes in the curriculum for the subject, grade or course.

### **IEP and/or ILP Report Card (completed by the classroom teacher)**

- **All** goals/objectives (Priority and Short Term) from the IEP/ILP plan **must** be the same on the IEP/ILP report card
- Teachers are only to use the following words in the assessment column:
  - K-3: Emerging, Developing, Proficient
  - 4-7: Beginning, Developing, Proficient
- When reporting, assessments and other information are pulled directly from what the student completed within the classroom on his/her adaptive program (third column or results). The classroom teacher must have **two to three summative assessments** on which to base their comments and achievement indicator/grade.

For example: If a student is writing below grade level, the teacher comments on the IEP/ILP report card how the child is doing on that below grade level writing program. The comment will be different from the grade level students. It will include achievement indicator/grade.

- Each objective/smart goal from the IEP/ILP plan must be individually commented on
- There must be assessments (see above) to support the comments, the assessments will be different from your grade level students
- Activities and programs that the children do in LR are **not** to be reported on the student’s classroom IEP/ILP report card. The LRT will compile a separate report based on activities and programs that the children do in LRT.

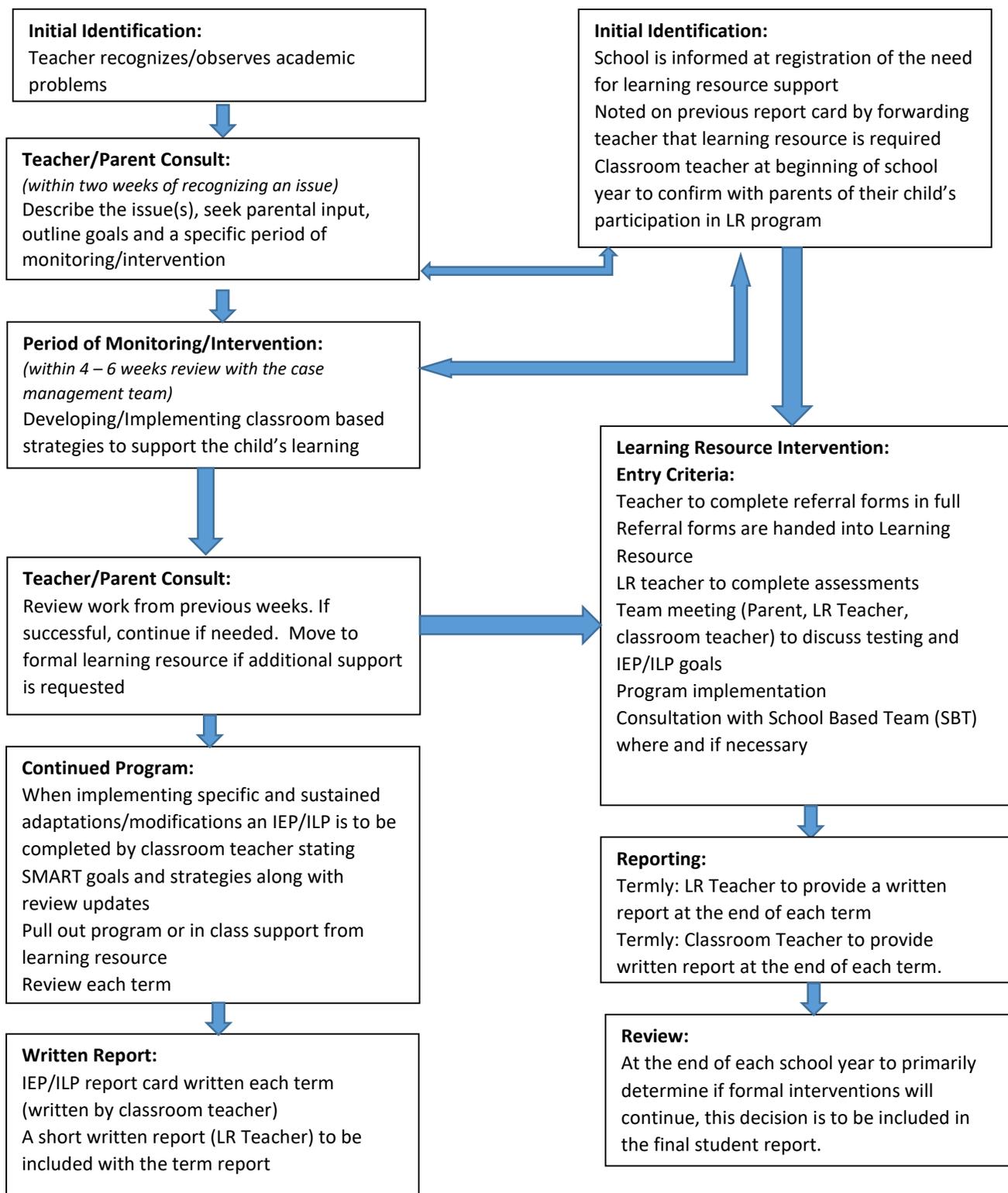
### **IEP/ILP/AIP Meetings: At least one per year (two to three is best practice)**

- The LRT is in charge of setting up and running the IEP/ILP/AIP meeting
- All members of the Case Management Team (*Principal, Learning Resource Teacher, Classroom Teacher, Support Staff, Intervention Specialist, Outside Agency if needed*) should be present, however when **emergencies** arise exceptions are made
- After school IEP/ILP/AIP meetings are not to start before 3:00 pm.
- Classroom teachers need to bring program adaptations they use within the classroom, time will be allotted for the teacher to explain to the parents and the team how the programs work and what activities the student is doing

**Exit and Refusals**

1. The LRT has the final say as to whether or not a student will be accepted into or withdrawn from learning resource program.
2. Students on IEP’s/ILP’s must be tested by the LRT before the student is withdrawn from the learning resource program or the IEP/ILP. The LRT will send out letters to the parents/guardians in regards to continued assistance or withdrawal from the program when all the testing is complete. No verbal or written comments to parents/guardians or students from the classroom teacher or educational assistant are to be made in regards to withdrawing students from the program or an IEP/ILP.
3. Collaboration between all team members is a must in the decision to withdraw a student from an IEP/ILP. The decision is also based on several different assessments. All assessments are to be kept in the school for several years (70). Copies may be made to go home to parents. When the decision is made to withdraw a student from the IEP/ILP or learning resource, a form will be filled out. There should be three copies of the withdrawal form made; one for the office files, one to be kept in the LR files, and one to go home to the parents.
4. The LRT will determine when and who will be in the learning resource program at the beginning of each new school year.

## Learning Resource Intervention Model



## **Annual Instructional Plan (AIP) for English Language Learners**

*The purpose of ELL services is to facilitate student success and inclusion in school and society.*

*British Columbia is a diverse society. People from all parts of the globe contribute to the social, cultural, and linguistic fabric of our province. This diversity is mirrored in our schools’ population, both in the contributions made and in the unique needs that must be addressed.*

*The primary goal of the British Columbia school system is that of success through intellectual, social-emotional and career development.*

*ELL services enable students whose primary language, or languages of the home, are other than English to develop their individual potential within British Columbia’s school systems.*

*Additional ELL services must be provided within and may include individual and/or small group instruction, pull-out services, and/or additional services provided within the classroom environment. Where the additional services provided to the student are adaptations, there must be documentation of support provided that is specifically designed to address linguistic needs of each student identified in the assessment. These should be recorded in an Annual Instructional Plan that includes a schedule or list of specialized services being provided to that student.*

*Current knowledge with regard to effective practices should be the basis for program and instructional planning and service delivery for ELL students. The initial assessment to identify students who require ELL services, the ongoing review and assessment of their progress, the support services provided, and the discontinuation of service is all shared, professional responsibility among educators who have contact with the ELL students.*

*ELL Policy Guidelines, 2018*

Students for whom English is a second language vary substantially in their needs for support. Based on the assessed needs of the student, a determination should be made as to instructional goals that can be reasonably met in the current school year. These should be reported in an Annual Instructional Plan (AIP), which includes a list of additional services being provided. While each student needs an AIP, it can be written specifically for the individual student or group of students who share similar needs. (*See Annual Instruction Plan for English Language Learners, pg:18*)

The development of the Annual Instruction Plan (AIP) should consider the following:

- Current level of proficiency in all language domains using ELL Matrix (*See attachments in back of binder*) and IPT English Proficiency Assessment scales
- Student’s language development

- Previous educational and personal experience
- Promising, research-based practice in English Language Learning; learning activities integrate listening, speaking, reading and writing
- Authentic and meaningful context
- Integration of language content and thematic teaching simultaneously developing students’ language, content-area knowledge, and thinking skills
- Ongoing, formative assessment that supports instruction
- Differentiation of Classroom instruction

The Learning Resource Teacher (LRT) will be involved in the development of the AIP and its review at least once a year. Annual Instructional Plans can be developed specifically for individuals or for groups who share similar language and literacy needs. An electronic or print copy of the current AIP must be kept for each individual.

### **Academic Assessment**

Assessment is a systematic process of gathering information in order to make appropriate educational decisions for a student. It is a collaborative and progressive process designed to identify the students’ strengths and needs, and results in the identification and implementation of selected educational strategies.

The LRT plays an integral role in gathering assessment information to develop a comprehensive student profile that will assist in planning for the student. In order to best plan for an individual student a multi-faceted approach which gathers information about the student’s strategies, meta cognition, attitude, interest and experience is essential. The LRT participates in gathering information through informal assessments and/or through more standardized, formal assessments. The assessment support may include:

- Criterion referenced or norm referenced assessment as appropriate to answer questions about how best to provide instruction or support.
- Ongoing curriculum/classroom based assessment
- Ongoing assessment of targeted small group/individual instruction
- The synthesis and interpretation of information from psycho-educational reports, language and curriculum assessments, student records, parents and other service providers (may include relevant health-related information).
- In-depth interviews with students to determine their knowledge of the learning process and thinking strategies.

### **Roles and Responsibilities:**

The following roles and responsibilities in working with ELL students are defined by Ministry of Education mandate:

Schools

- Implement ELL services
- Place and plan programming for students
- Inform parents that their child is receiving ELL support
- Facilitate the collaboration among all educators providing ELL services
- Promote an environment which values diversity, bridges cultures, and works to eliminate racism for students, parents and staff

Teacher of English Language Learners (LRT)

- Work collaboratively to plan the AIP and provide services to ELL students
- Provide effective instruction
- Provide ongoing assessment
- Update annual instruction plans
- Report progress

Classroom Teacher

- Adapt programs based on testing/assessment data from the ELL teacher
- Collaborate and prepare an AIP with the LRT
- Complete the ELL Matrix and attach samples
- Report progress

**Documentation Requirements and Responsibilities**Classroom Teacher

- Initial observation/description of the issue (can be anecdotal and/or checklist)
- Work collaboratively with the LRT to help in planning a program with specific adaptations
- Consult/Collaborate with the LRT teacher to support the ELL program where possible
- Write an AIP based on the assessment criteria and learning objectives
- Complete the ELL Matrices

English Language Learner Teacher – (LRT)

- Assess student using the IPT (English Proficiency Test)
- Complete the AIP assessment updates
- Collaborate with the classroom teacher on the AIP
- Fill out a report for each term on the material covered during the time the student was in the ELL program receiving support from the LRT
- Inform the administration if further testing from outside agencies is needed

**Reports for an ELL student:**

- An English Language Learner is a student whose primary language, or languages of the home, is/are other than English and who may require additional services in order to develop their individual potential within the school system
- When an ELL student is not following the learning outcomes set in the curriculum for a subject, grade or course, a progress report must have written comments only
- A letter grade is only given to an ELL student (at the request of the parent) when the student is following the learning outcomes of the provincial curriculum for the subject, grade or course
- Any ELL student who does not meet the expectations of his/her grade level must have an AIP

**ELL-AIP Students**

*(the ELL Matrix must be used when assessing any ELL student)*

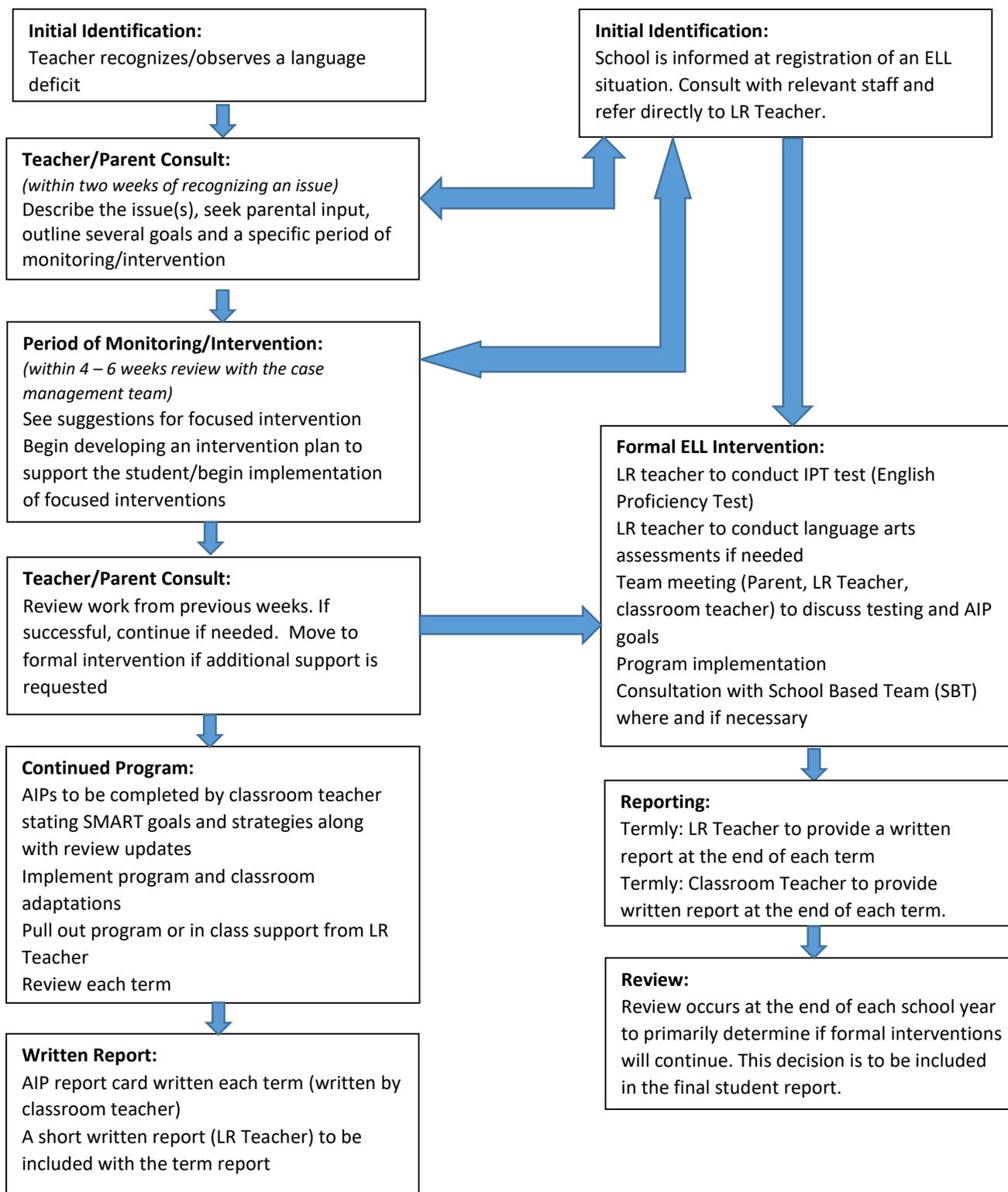
- The ELL students **must have a sample** of their reading accuracy, reading comprehension, writing, and/or speaking-listening skills attached to the Matrix. This needs to be given **each term** to the LRT to be kept in the ELL students Annual Instruction Plan file in the LR room.
- All other information on the ELL student is to be reported on the AIP report card which is completed by the classroom teacher. Activities and programs that the children do in the LR program are **not** to be reported on the student AIP report. The LRT will report this on his/her report.

**Exit Criteria:**

Students who have been successful in the ELL program and who no longer need this support exit under the following guidelines:

- If he/she has been determined by the IPT Oral, Reading & Writing proficiency Assessment to be English Competent and Proficient on the ELL Oral, Reading and Writing Matrices
- If the classroom teacher accepts the responsibility for the program – this option must also be approved by administration
- If it appears psychologically advantageous at the time and the teacher is able to provide adaptations/modifications and monitor progress
- In all cases a meeting is arranged with the parents and a letter is sent to parents by the LRT confirming that the student is no longer participating in the ELL program. A copy of this letter is to be put in the student’s file.

## ELL Intervention Model



## **An Adapted/Modified Educational Program**

What is an Adapted Educational Program?

An adapted educational program retains the learning outcomes of the Provincial or Board Authorized curriculum and is provided so the students can participate in the program. Adaptations are teaching and assessment strategies made to accommodate a student’s special/unique needs, and may include alternate formats (e.g., Braille, audio files), instructional strategies (i.e., use of an interpreter, visual cues and aids) and assessment procedures (e.g., oral exams, additional time, assistive technologies). Good adaptations reflect the student strengths and needs and lead to skills that develop independence. Effective adaptations require collaboration and coordination between the classroom teacher and LRT.

Students with education programs that include adaptations are assessed using the standards for the course/program and can receive credit toward a Dogwood Diploma for their work.

What is a Modified Educational Program?

A modified educational program has learning outcomes that are substantially different from the provincial curriculum, and is specifically designed to meet the student’s special/unique needs. For example, a student in Grade 5 on a modified language arts program, could be working on recognizing common signs and using the telephone. A student’s program may include a combination of courses that are modified, have adaptations, or are regular.

Points to consider:

- Development of an effective modified program requires the collaboration between the classroom teacher and LRT.
- An effective modified program requires ongoing involvement and intervention by both the classroom teacher and LRT.
- An effective modified program is a balance of the student participating in the classroom learning experiences and working with individualized curriculum.

Students with special needs may:

- Take part in the regular program with some adaptations (i.e., the student is following the same curriculum and aspects of the program require adaptations).
- Take part in the regular program but have some modified components (i.e., in some areas, where expected learning outcomes are substantially different from the regular curriculum; for example, may be totally individualized, with a life skills orientation.)
- Participate in a program that is completely modified (e.g., *n* student with profound intellectual disabilities whose program may focus on independence and self-care skills).

When is an educational program considered adapted versus modified?

For some students with significant disabilities such as Moderate to Profound Intellectual Disability, it is evident before school entry that they will require a highly individualized educational program. This program will likely be considered a fully modified educational program. For these students, the decision to modify is straightforward. However, there are many students for whom the need for an adapted or modified educational program does not become evident until they have entered school. Generally, there is a continuum of support to students with learning needs that ranges in magnitude from adaptations to modifications. Over time, some students require increasingly significant adaptations to be successful with the Provincial curriculum, for some of these students the need to modify the educational program will likely be considered. In practice, teachers typically will adapt instruction to support students in reaching the learning outcomes of that particular course or grade. However, some students with adaptations are still unable to meet the learning outcomes for the course/subject area or grade. It is at this time that teachers consider the need to modify a student’s educational program in order for the student to participate in a meaningful learning program. The decision making process to adapt or modify an educational program should include the LRT, classroom teacher, parents, SBT, the principal, as well as consultation with the contracted psychologist.

The decision making process for determining a modified program:

The principal of the school is responsible for the implementation of educational programs (School Act Regulation 5(7)(a)). It is expected that the decision to modify/adapt an educational program follows a consultative and collaborative decision making process. If it looks like a student’s educational needs are best met through a modified/adapted educational program the following process is recommended:

- Classroom teacher discusses concerns with parents and develops a shared plan to support the student’s learning.
- The classroom teacher, to help clarify the student’s academic needs, conducts appropriate assessments.
- Classroom teacher and LRT meet with parents/guardians to discuss the student’s needs and collaborate on the current educational program.
- Parents and/or teachers may agree at this time that additional assessment is needed to assist them in planning the student’s program. This could include assessments like the psycho-educational assessment. Information is shared with the parents.
- Parent signature on this document is an acknowledgement only. Parental permission is not required once meaningful consultation has occurred.
- A case manager is assigned to help guide the student’s educational program.
- An IEP is developed in collaboration with the parents, classroom teacher, and case manager.
- A letter is provided to the parents re-iterating that their child’s educational program is being modified/adapted and that the implementation of a modified program for Graduation may be the Evergreen Certificate.
- To enable the student to meet the goals and objectives of their IEP, ongoing collaboration occurs between the LRT and the classroom teacher. An annual review of the IEP is required.

## Administering Assessments

In some cases special training is required when administering different types of assessment:

- **In-class:** These measures would include teacher-developed assessments as well as school-developed measures. While these assessments do not require any specific coursework or training per se, the information gained from these assessments can be useful in data collection and progress monitoring.
- **Level A:** These measures can be administered, scored and interpreted with the use of the manual and a basic knowledge of testing and measurement principles and with training provided by a qualified supervisor.
- **Level B:** These measures require specific training for administration, scoring, and interpretation. Use of these measures requires a more thorough understanding of psychometric principles than Level A assessments. Training for administering Level B assessments should include advanced level (senior undergraduate or graduate) coursework in testing, or similar training provided by a qualified supervisor. At a minimal level, this training would include instruction in psychometric principles. (Reliability, validity, test construction and supervised experience in administering, scoring and interpreting tests.)
- **Level C:** These measures require advanced (graduate level) training for interpretation, and sometimes administration and scoring. Administration of these measures requires a thorough understanding of psychometric principles and a high level of “professional skill and judgement for their interpretation”. A minimum of a master’s degree in psychology or a related discipline, including academic and supervised clinical experience. Outside agency contracted Psychologists administer Level C assessments.

Note: Prior to administering Level B or Level C assessments, informed, written consent is required from the parent and, as appropriate, the student. After the assessment has been completed, a brief written report is provided to parents and staff and the assessment findings communicated and interpreted to the parents, the student and staff.

## **Behavioural Intervention Model**

### **Introduction**

Students can experience behaviour, social/emotional or mental health problems that range from mild to serious. Most students with social/emotional difficulties can be supported in school through regular discipline and school based services. Students who require behavioural supports are students whose behaviours reflect dysfunctional interactions between the student and one or more elements of the environment including the classroom, school, family, peers, and community. These behavioural dysfunctions vary in the severity and effect on learning, interpersonal relations, and personal adjustment.

### **Roles and Responsibilities**

#### School

- Be consistent in enforcing behaviour expectations for students and to be active in providing the necessary supports/interventions when such are required
- Inform parents their child requires behaviour support
- Implement behaviour support/plan

#### Administration

- Coordinate between all those involved in behaviour intervention where more than one staff member is involved
- Initiate the intervention for behaviours manifested outside of the regular classroom setting
- Provide skills support to children who need to develop greater skills in certain behaviour areas

#### Classroom Teacher

- Monitor student behaviour in the classroom setting
- Provide effective reminders to a student of appropriate behaviour when necessary
- Develop a Student Support Plan (SSP) in the event that interventions are taking place (after parent consult)
- Work collaboratively with the administration and outside professionals to support student behaviour

### **Documentation Requirements and Responsibilities**

#### Classroom Teacher

- SSP checklist for intervention specifics for in-class behaviours
- Reports to parents at the end of each term for any SSPs written by the teacher

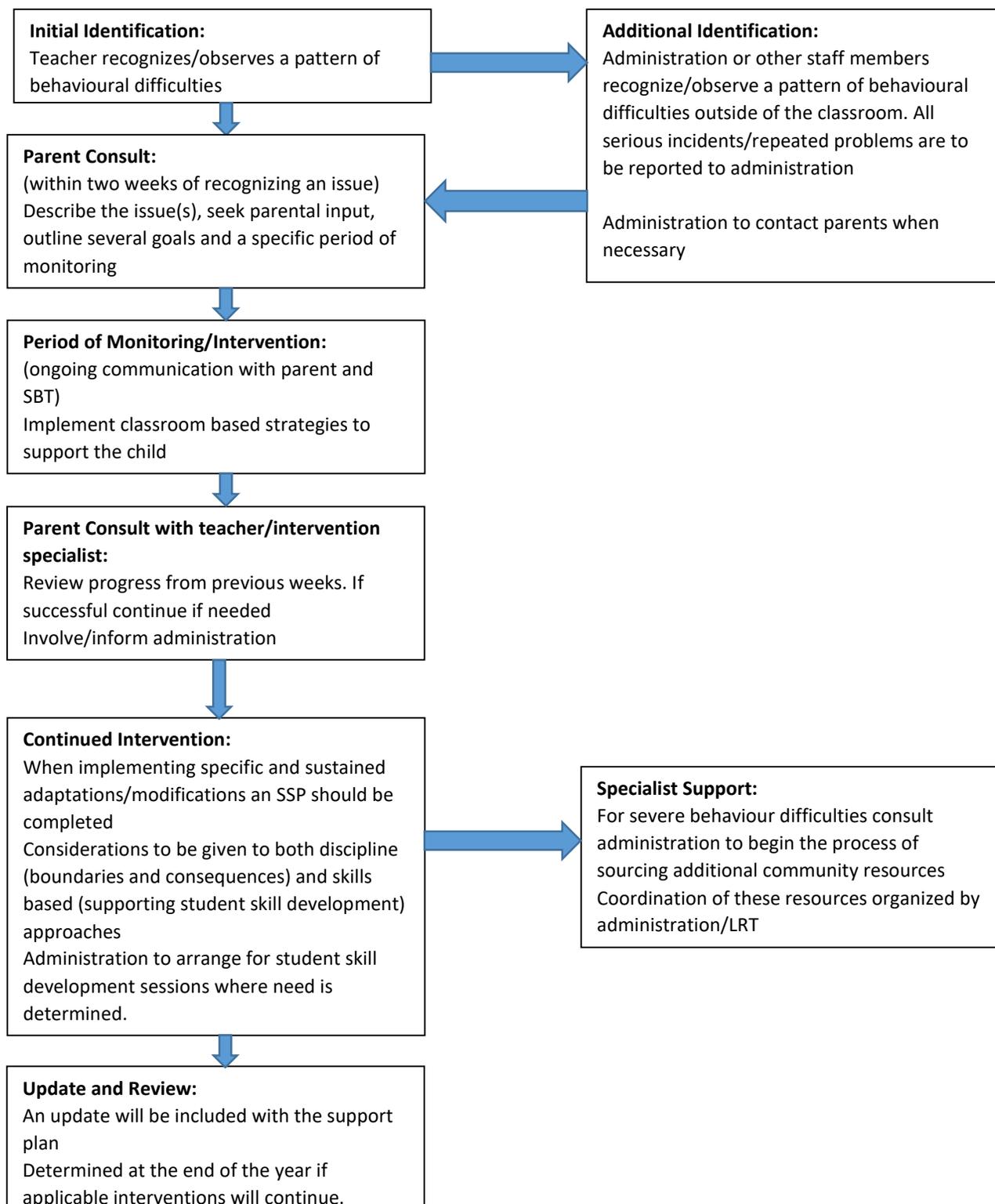
#### Administration

- Maintain a log of all discipline notes/communications with the student or their parents related to the behaviour and determine if a safety plan is needed.

## Exit Criteria

Following a specific period of consistently improved behaviour and contact with parents a student will be allowed to exit the program.

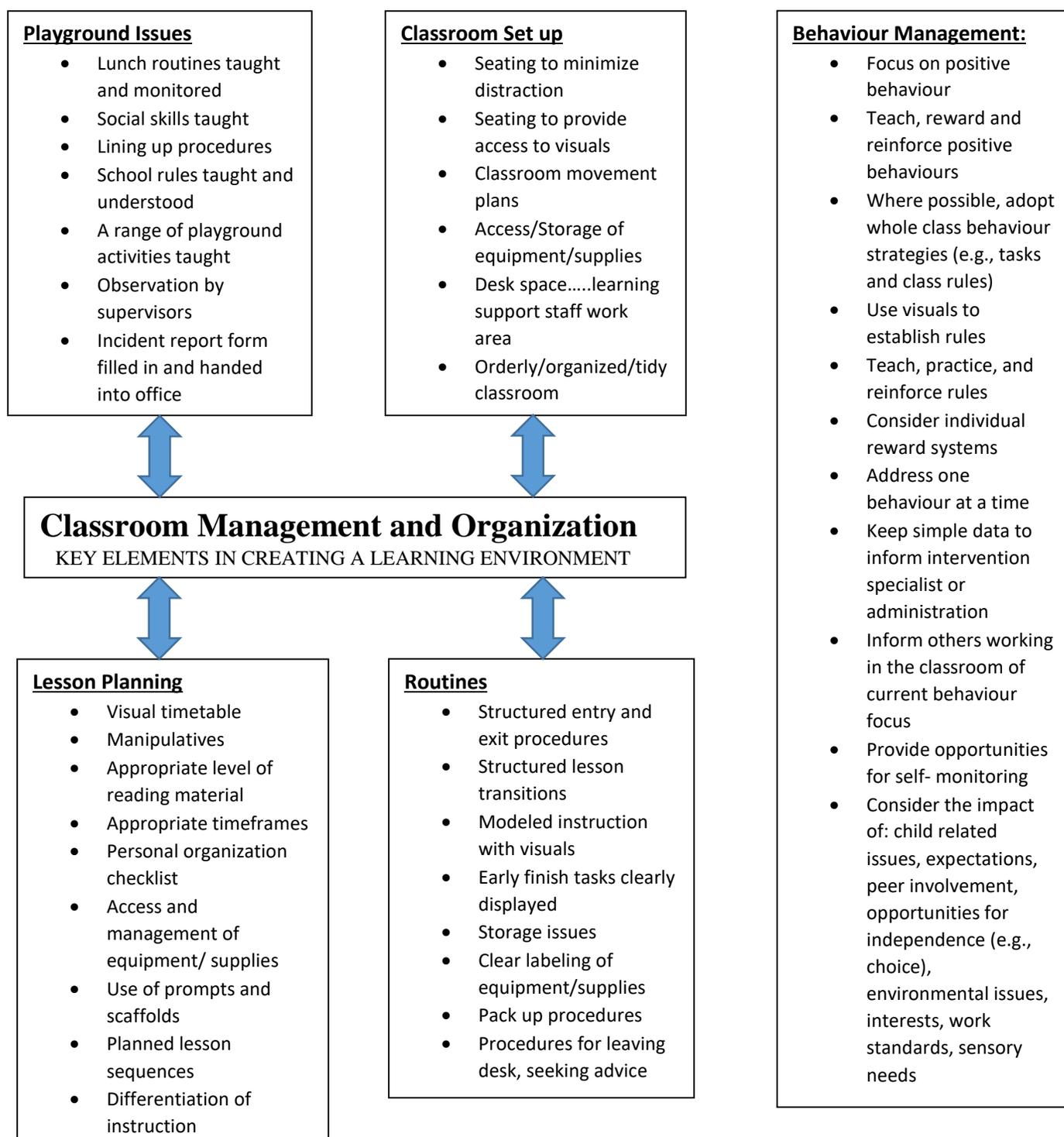
## **Behaviour Intervention Model**



## Intervention Supports

### Classroom Strategies for Intervention

- In looking at supporting any child with needs, whether it be behavioural or cognitive, it is important to first examine the basic classroom management and organization structures. It is very important that these routines are properly established and understood by all, creating a secure and predictable learning environment for the child.



**Possible Resources for Intervention Support:**

- **Learning Resource**
  - The school employs a learning resource teacher who supports children experiencing difficulties in their regular program.
- **Behaviour Intervention service**
  - The school may contract an intervention specialist who supports children experiencing emotional and/or behavioural difficulties in their regular program. In addition, the intervention specialist collaborates with the SBT (School Based Team) to provide assistance in developing behaviour interventions that can be used within the classroom setting.
- **Professional Development**
  - General Pro D days are organized by the local professional development committee, but staff can apply to administration to attend ProD related to specific individual needs
  - The school has a ProD Committee who plan for the needs of the school. Any staff member may approach the ProD committee to offer suggestions, ideas, and requests for guest speakers and/or workshops.
- **Mentorship**
  - ‘**sharing the wealth and wisdom**’ All staff members are encouraged to work collaboratively in meeting the needs of any given child. In certain circumstances time may be available by administration to allow for formal mentorship to take place.
  - Pairing older students with younger students in a ‘buddy’ system to allow for added one on one time for those students who may need some added encouragement and practice
- **Special Testing**
  - Each intervention model outlines the steps involved in reaching the point which specialist intervention is requested. This is funded through the school Special Needs budget.
- **Community Consultants**
  - In certain situations there may be community organizations existing to support specific categories of needs.
- **IEPs/ILPs/AIPs**
  - Children who attend Learning Resource and who meet the requirements of the Ministry of Education for special funding must have an IEP. Students who have program adaptations and do not meet the expectations for their grade level in all or some areas are also required to have an ILP. The classroom teacher and LRT collaborate initially and then the classroom teacher is responsible for writing the ILP for adapted programs within the classroom.
- **School Based Team**
  - The school has a resource team to support the process of meeting the needs of children with special needs. The principal, the Learning Resource Teacher and the Intervention Specialist are members of that team.

- **Learning Resource Room**
  - There are resources in the Learning Resource room which can be used as an added resource. They can be borrowed for a short period of time. A guided reading library is also in the resource room near the office where leveled books are stored for teachers to sign out and use on a short term basis.

## **Section 4**

### **Reporting**

#### **Reporting Student Progress**

Student report cards can be generated in a variety of ways depending on instructional focus and service delivery model. In all cases reporting procedures need to be consistent with the Ministry Student Progress Report Order for students with special needs and/or English language learners. Reports should be provided on the same schedule as used for all students in the school.

#### **Assessment of Student Learning**

Wherever possible, students will be evaluated on all components of their program, including those that have been modified and those that have not. It is important that evaluation and reporting procedures recognize the range of adaptations and modifications, and it is understood that students may:

- Take part in the regular program with some adaptations (e.g., the student is following the same curriculum but aspects of the program require some adaptation).
- Take part in the regular program but have some modified components (i.e., in some areas, the expected learning outcomes are substantially different from the regular curriculum).
- Participate in a program that is completely modified (e.g., a student with profound intellectual difficulties whose program may focus on independence and self-care skills.)

#### **Communicating Learning for Students with Special Needs**

Where a student with special needs is expected to surpass or achieve the expected learning outcomes set out in the provincial curriculum (this would include students on an adapted program), regular assessment practices and reporting procedures will be used to indicate progress; however, instructional and assessment methods for some students with special needs may differ, and this will be related in their Individual Education Plan (IEP).

Students on an adapted program are expected to achieve the learning outcomes. Therefore, proficiency scales, and regular reporting procedures are used to indicate progress.

#### **Students on a Modified Program**

A student on a modified program must have an IEP and it is mandatory to identify that the student is on an IEP on the report card. Where it is determined that a student with special needs is not capable of achieving the learning outcomes, substantial course or program modification is necessary, specific individual goals and objectives will be established for the student in his or her IEP. Instead of

proficiency scales based on the provincial curriculum, structured written comments will report the level of the student’s success in achieving these modified goals and objectives as identified on the IEP.

The written comments must contain:

- A statement of progress of the student in relation to the goals in his or her IEP and not in relation to the expected learning outcomes set out in the curriculum for the course or subject or grade.
  - Written comments describing:
    - What the student is able to do.
    - The areas in which the student requires further attention or development and
    - The ways of supporting the student in his or her learning in relation to the goals set out in that student’s IEP.
- Where deemed to be appropriate, the Teacher or Principal, Vice Principal, written comments describing:
  - Ways to enable the student to demonstrate his or her learning in relation to expected learning outcomes set out by the curriculum for the course or subject and grade and
  - The time period required to enable the student to demonstrate his or her learning

### **Reports for students with special needs**

- When a student with special needs meets the learning outcomes, performance scales, letter grades for his/her grade the regular student progress report will be used to communicate their progress.
- When a student with special needs receives different instructional and assessment methods and/or unable to meet the regular learning outcomes his/her progress will be communicated in their Individual Education Plan (IEP).
- An IEP is a documented plan developed for a student with special needs that describes individualized goals, adaptations, modifications, the services to be provided, and includes measures for tracking achievement.
- The progress report for a student on an IEP will state ways that the student will demonstrate his/her learning in relation to the expected learning outcomes identified on the IEP.
- A letter grade is only given to a student with special needs when the student is able to show his/her learning in relation to the expected learning outcomes in the curriculum for the subject, grade or course and a parent has requested it.
- The written report must include: what the student is able to do, areas in which the student requires further attention or development, and ways of supporting the student in his/her learning in relation to the learning outcomes. This is done each term.

## **Section 5**

### **Procedures**

At St Joseph’s, one of our priority goals is to provide early intervention to those students who are showing signs of academic and/or social/emotional challenges. Early Intervention is provided within the classroom through differentiated instruction, as well as, extra support in either one-on-one sessions or small group with our LR teacher, EA, and/or Intervention Specialist.

If after early intervention is provided and minimal or no improvement is seen, St Joseph’s Student support team will arrange to contract for a psychoeducational assessment to be completed. This assessment only occurs once parents/guardians have agreed and signed the permission form.

#### **St Joseph’s Psycho-Educational Assessment Priorities**

Our goal at St Joseph’s is to have 2-3 psychoeducational assessments done yearly if needed and based on budget allotted for assessments in the given school year. When further assessments are requested, the goal is to better understand the student’s strengths and needs in order to plan more effectively for that student.

St Joseph’s school personnel work collaboratively with the contracted psychologist to determine psycho-educational assessment priorities. At the same time, St Joseph’s has certain psycho-educational assessment priorities based on Ministry of Education expectations that are reflected in the chart below. These guidelines are intended to facilitate consistent practice. It is recognized that all students are unique and discretion must be paramount to effective decision-making.

This document addresses the special education categories of Learning Disabilities, Mild Intellectual Disabilities and Moderate to Profound Intellectual Disabilities. Please be reminded that all other special education categories require medical assessment (s) or alternate supporting documentation to determine a student’s eligibility for designation. The absence of all other Special Education categories within this document does not imply that students in other Special Education categories do not warrant consideration for psycho-educational assessment.

<b>Classification</b>	<b>Initial Assessment</b>	<b>Re-evaluation</b>
<b>Learning Disabilities</b>	Grade 3	Grade 7-9
	Grades 4-6	4 years post initial assessment
<b>Mild Intellectual Disabilities</b>	Grade 3 or earlier	Grade 7
	Grades 4-7	5 years post initial assessment
<b>Moderate to Profound Intellectual Disabilities</b>	Grade 3 or earlier	Grade 8
	Grades 4-7	5 years post initial assessment

## **Transitions**

The purpose of a transition plan is to provide a continuum of planning and support for students as they move from home to school, school to school, class to class or school to community.

The LR teacher, in collaboration/consultation with the support teachers who are needed will:

- Develop transition plans that address the specific educational, social, emotional and behaviour needs of the student as well as specify the supports and services necessary to foster success.
- Coordinate collaboration between school personnel, representatives from community services (including preschool and middle school), and professionals from other government ministries, parents, and the students themselves.
- Outline roles and responsibilities of all involved in the implementation of the plan as well as monitor and evaluate effectiveness.

There is more than one kind of transition as students move through their educational program. There are transitions from community to school, Grade 7 to Grade 8 and from classroom to classroom. The purpose of transition is to identify the needs of students and to ensure that appropriate programs are established in order to help them to realize their goals.

Those transitions may involve the following:

- Collaboration with teachers, LRTs, Principals and other support teachers to establish a transition process that will suit the needs of the student.
- Attending transition meetings and liaise with feeder school staff or teacher prior to visiting.
- Organizing release time and forms to be filled out.
- Documenting and report back to SBT needs of incoming student to and share information.
- Setting up transition meetings and parent meetings in the spring to discuss various programs and expectations.



