



Standard 1

Model for Special Education



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

Kawartha Pine Ridge District School Board

1994 Fisher Drive Peterborough, Ontario K9J 6X6

1-877-741-4577

Standard 1

Model for Special Education

The Kawartha Pine Ridge District School Board's (KPRDSB's) mission is to inspire our students excel in learning, to succeed in life and to enrich our communities. We are an innovative and responsive educational community focused on student achievement, well-being and success for all; we value the diversity and uniqueness of all students, employees and community members.

As a school board, and in our schools, we VALUE:

- Achievement, wellbeing, and success for all;
- Caring, inclusive schools that meet students' unique needs;
- Equity, diversity, and the dignity and humanity of all people;
- Indigenous history, culture and perspectives;
- Character and citizenship skill development;
- Collaboration with parents, partners and community members; and
- Continuous improvement, service excellence and accountability to the public.

We inspire our students to excel in learning when we:

- Create a strong foundation for student achievement in literacy and numeracy;
- Provide a diverse range of learning opportunities through academics, the arts, physical activities, and social, cultural and community connections;
- Offer relevant, meaningful curriculum that engages students in becoming well-rounded, critical thinkers;
- Close opportunity and achievement gaps to support equitable outcomes;
- Champion Indigenous education, achievement and awareness for all.

We inspire students to succeed in life when we:

- Support the mental health, resiliency and wellbeing of students and staff;
- Foster safe, inclusive school environments, and positive, caring relationships with students, staff, families and communities;
- Create conditions that meet our students' unique needs, support transitions and open doors to new directions and destinations;
- Value and support all learners, and encourage experiential, life skills development.

We inspire students to enrich our communities when we:

- Develop collaborative and strategic partnerships with parents and stakeholders focused on student success;
- Cultivate leadership in our students, staff, schools and communities, particularly in the areas of environmental stewardship, instructional technology and innovation;
- Focus on continuous improvement, service excellence and accountability in our organization.

The Kawartha Pine Ridge District School Board's vision for Special Education is as follows: We promote learning for all when we create and maintain mentally healthy classrooms, through programming, environmental and organizational conditions which support all, some and few students to reach their full potential.

Our model for special education is rooted in inclusion. The Board's model of special education complies with all relevant legislation and regulations, specifically but not limited to the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, the Education Act, and the Accessibility for Persons with Disabilities Act.

As per KPR Policy ES-3.8: Special Education, programming will be developed based on individual student needs, identified through assessments and reflected in the Individual Education Plan (IEP) in order to ensure consistency with the values and standards of the Ministry of Education, the Board's values, and the following guiding principles:

- Our policies, practices, programs and interactions value equity, diversity, inclusiveness and the dignity and humanity of each individual.
- A climate of high expectations that promotes excellence is critical to the success of all learners and reiterates our belief that all students can succeed.
- We embrace a tiered approach to prevention and intervention in order to most effectively support student needs, with a particular emphasis on strategies which are good for all students, that may identify or even prevent difficulties before they arise.
- We are committed to physically and mentally healthy and safe schools and workplaces for all of our students and staff.
- We strive to meet the learning needs of all students through universal design for learning, differentiated instruction, and assessment for learning; what is necessary for some is helpful for all.
- We strive to meet the social-emotional learning needs of all students through evidence-based programming and practices.
- In KPRDSB, the principal leads the implementation of the Special Education model in the school, including programming, organizational structures and environmental conditions.
- Our classroom teachers are the primary educators for all students. Teachers require the support of the principal, and may require the support of special education support staff, other teachers such as the Special Education Resource Teacher, Special Education Department staff, and/or external professional staff, functioning as collaborative teams, in order to meet the learning needs of all students in inclusive classrooms.
- Our students will receive support to address their assessed needs, to work toward their goals, and to strive for independence.
- Because they play an integral role in the holistic nature of programming for students with special needs, we will consult with parent(s)/guardian(s) in matters which affect the learning and wellbeing of their children.
- The IEP is a working document that, when appropriate, is developed in meaningful consultation with the student, parents/guardians, and staff to ensure student success. Relevant assessment information determines that the student has special education needs. We will provide continual assessment and regular revision of the IEP and its goals, and expectations will reflect the changing needs and progress of the student.
- We encourage and facilitate, where appropriate, the involvement of community partners to consult, to collaborate on programming, and to deliver supplemental programs/services for students.
- We are committed to providing opportunities for quality, on-going professional learning on evidence-based practice, as outlined in *Learning for All* (2013), to school board staff, principals, teachers and support staff.
- We will ensure that we are compliant with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (the Code) when determining appropriate

accommodations and modifications for students with disabilities. Examples include use of assistive devices, specialized equipment, technology and accessible classrooms.

- We will hold transition meetings in a timely manner with all relevant stakeholders for students with special needs who are changing placements, in order to share information and make the best decisions to plan for student success.
- Program reviews and evidence of improved student achievement are recognized as accountability components in the delivery of Special Education programs and services in KPRDSB.

Inclusion

Students benefit from inclusion through the provision of a broad range of programs and services that support our primary goal of educating students in their home school community with their same age peers, whenever possible.

Our philosophy of inclusion is also supported by the use of universal design for learning to support the creation of quality programs for all students using a differentiated instruction framework. In this framework, assessment for learning helps us teach and assess students according to their readiness, interests, and learning styles. The programs of students with special education needs who have Individual Education Plans (IEPs) are embedded in this differentiated instruction framework.

Individual Education Plans (IEPs)

Individual Education Plans (IEPs) are designed to support the development of Special Education Programs to ensure students are provided with accommodations, modifications, and/or alternative programs based on their strengths and needs. The IEP is a working document that is developed, when appropriate, in consultation with the student, parents, and staff to ensure student success. Relevant assessment information determines that they have special education needs. Continual assessment and revision of the IEP and its goals and expectations reflect the changing needs and progress of the student. Achievement of IEP goals and expectations is reported on the provincial report card (for Ontario Curriculum goals) and the Report Card Addendum (for goals that are alternative to the Ontario Curriculum).

Partnerships

Partnerships with students, parents/guardians, teachers, school administrators, support staff and community members are critical to the success of every student, particularly students with special needs.

The Tiered Approach to Instruction and Intervention

Kawartha Pine Ridge District School Board's Special Education Services Department follows a tiered approach to prevention and intervention, as reflected in the Ministry of Education *Learning for All, A Guide to Effective Assessment and Instruction for all Students, Kindergarten to Grade 12* (2013). The tiered approach is a systematic way to provide high-quality, evidence-based assessment and instruction and appropriate interventions that respond to students' individual needs.

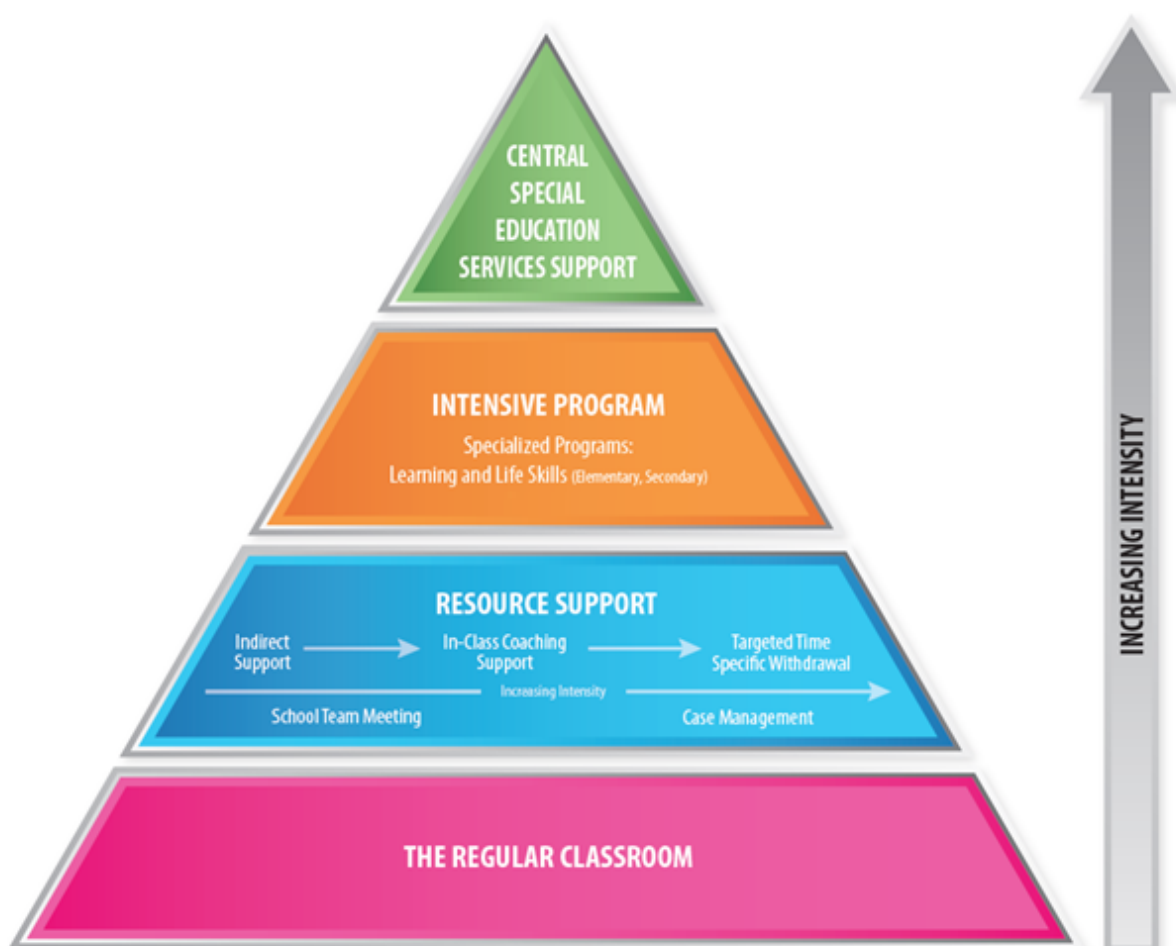
The tiered approach can:



- facilitate early identification of both students who may be at risk and students who may be in need of greater challenges,

- ensure appropriate and timely interventions to address the students' needs and significantly reduce the likelihood that they will develop further problems in the future.

SPECIAL EDUCATION DELIVERY MODEL



- A. The **REGULAR CLASSROOM** continues to be the primary learning environment for all students including those with special education needs. It is within the regular classroom that most students with special education needs will work through the Ontario Curriculum and/or an alternative curriculum based on their needs. Classroom teachers will, through the delivery of differentiated instruction, using the philosophy of universal design for learning, provide quality programming for students with IEPs to maximize their learning potential. They will determine the appropriate programming for students using assessment for and of learning.
- B. For many students with IEPs, **RESOURCE SUPPORT** by the Special Education Resource Teacher will provide opportunities to augment the regular classroom program. Varying degrees of additional support for the student with special education needs, along with that of their classroom teacher, can be applied. The Special Education Resource Teacher (SERT) may work:

- indirectly with the classroom teacher through consultation,
 - directly with the classroom teacher using in-class coaching in the form of co-planning, co-teaching and co-debriefing of differentiated instruction to ensure student success,
 - directly with the student through withdrawal from the classroom, to address targeted and specific skills that will be reinforced back in the classroom.
- C. For some students with special needs the level of instruction and intervention can be delivered in an **INTENSIVE PROGRAM**. The Kawartha Pine Ridge District School Board provides the following intensive programs:

1) Learning and Life Skills Program:

- this program is for students with developmental disabilities, who score at or below the 2nd percentile on cognitive and adaptive behaviour measures on a psychological assessment
- students may access this specialized program in community schools designed to meet their academic, functional academic, and life skills needs
- before students are enrolled in the Learning and Life Skills program they first must be presented at a Kawartha Pine Ridge District School Board System Level Initial Identification Placement Review Committee (IPRC) meeting for identification and placement
- this program can start as early as Grade 4, and finishes no later than June of the year that the student turns 21 years of age
- these are self-contained classrooms for 50-75% of the day, with partial integration into regular classrooms and activities for a minimum of 25% of the day, with a class cap of 10 students.

2) Primary Communications Classes:

- this program supports students with intense communications needs in the primary division;
- it is based on ABA Principles, consists of accommodated or modified expectations from the Ontario Curriculum, as well as alternative expectations in the areas of communication skills; self-regulation; social skills; executive functioning; and independent living skills, with the goal of generalizing these skills to the regular classroom eventually, and to other areas of their daily lives;
- The goals of the program would be:
 - Acquisition of skills that allow students living with intense communication needs to learn effectively, socialize, communicate and self-regulate in school and in daily living environments;
 - Providing a program and learning environment which minimizes triggers which precipitate unsafe behaviours in school.
- students must meet all the following criteria for referral:
 - in Grade 1, 2, or 3;
 - data indicates significant difficulties in three or more of the following areas:
 - communication
 - independence
 - academic achievement
 - learning readiness
 - school engagement

- social skills
- executive function
- engages in behaviours that interfere with academic achievement, such as aggression, elopement, disengagement;
- requires 1:1 staff support to initiate work and remain on-task in a regular classroom setting.
- Students are be IPRC'd into the Primary Communications system class full-time. Programming would include opportunities for integration into their same-age classrooms and into all school-wide activities, as appropriate and in accordance with the goals on the IEP.
- Students would remain in the program for a minimum of one year, or until they had the skills to return to the regular classroom setting and be successful in that placement. Classes would be capped at 6 students.

D. The next level of the Special Education Delivery Model involves the schools accessing the services of the Board's professionals and specialized consultants and teachers through the **CENTRAL SPECIAL EDUCATION SERVICES**.

Given the geographic size of our Board, services have been divided into three main regions: Peterborough, Northumberland and Clarington. Each region has a Community Education Centre from which most of our central special education personnel are located. The following central special education services personal offer support to students and teachers in the Board:

- System Principals of Special Education Services
- Special Education Consultants (Instructional Leadership Consultants - ILC)
- Psychological Clinicians
- Speech and Language Pathologists (SLP)
- Communication Disorder Assistants (CDA)
- Mental Health Clinicians (MHC)
- Board Certified Behaviour Analysts (BCBA)
- Behaviour Support Assistants (BSA)
- Itinerant Teachers for the Deaf and Hard of Hearing
- Itinerant Teachers for the Blind and Low-vision
- Specialized Equipment Amount (SEA)/Assistive Technology Trainers and Technicians

For the school year 2023-2024, Special Education Services professionals will continue to focus on the following areas: ***Valuing and supporting all learners by supporting schools to create conditions that meet students' unique needs.***

Departmental Focus 2023-2024: ***Close opportunity and achievement gaps to support equitable outcomes***

What does this mean? In a *Learning for All* model:

- Tier 1:
 - Collaboration with Equity Department, Indigenous Education Department, K-12 Program Departments for professional learning and culturally appropriate responses to student needs

- Effective IEPs and individualized programming (e.g. renewed IEP writing resources; social-emotional learning programs/tools in use in every school, including trauma informed practice; mandatory Multi-focus Team meetings to determine modifications to grade level)
- Effective organizational structures (e.g. SERT and Education Worker schedules, effective SEA trials, appropriate on-boarding of new staff in the department and in schools, common understanding of customer service in the Special Education department)
- Effective environmental conditions (e.g. Workplace Violence Risk Re-assessment Form B, implementation of Administrative Regulation *Supporting Positive Student Behaviour: Safety for All*; updated Debriefing Guidelines for unsafe student behaviour)
- Capacity building/Professional development in
 - Tier 1 Strategies, including Assessment for Learning, Universal Design for Learning, Differentiate Instruction, in collaboration with K-12 Program Department
 - Building Student Profiles
 - Effective IEP writing for Modified and Alternate programs
 - Effective transitions
 - Continued Applied Behaviour Analysis learning for EAs, Principals, SERTs;
 - Supporting Positive Student Behaviour Administrative Regulation for Principals, SERTs;
 - [Ontario Human Rights Commission's Accessible Education for Students with Disabilities](#) for Principals
- Tier 2:
 - Reflecting students' lived experiences in allocation of human resources to schools, including SERT, Education Worker, professional assessments
 - More direct consultations from MHC, SLP, BCBA, BSA, Psychological Services staff for specific students
 - Presenting students to Multi-Focus Team as per *Supporting Students Checklist – Learning for All*
- Tier 3:
 - Assessments, programs, interventions, as appropriate, from BCBA, MHC, SLP, BSA, Psychological Services staff for specific students who continue to need support after Tier 2 interventions
 - Revised Behaviour Support Plan to encompass more ABA strategies
 - [Empower](#) comprehensive reading intervention program developed by SickKids Hospital in Toronto in all KPR elementary schools



Standard 2

Identification, Placement, and Review Committee (IPRC) Process



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

Kawartha Pine Ridge District School Board
1994 Fisher Drive Peterborough, Ontario K9J 6X6
1-877-741-4577

Standard 2

Identification, Placement, and Review Committee Process

For the school year 2022-2023, the Board held 205 formal IPRC meetings with respect to identification and placement. There were 911 IPRC meetings to review the identification and placement. There were no appeals filed.

Please see also Standard 20 – *Parent/Guardian Guide to Special Education*.

What is an Individual Education Plan (IEP)?

An IEP is a legal document that is developed for any student where there is enough assessment information gathered over time to determine that the student requires specific learning strategies, accommodations and/or modifications to the curriculum and special education services in order to be successful at school.

The IEP must be developed for your child, in consultation with parents/guardians. It must include:

- Statements of the student’s strengths and needs and specific educational expectations;
- An outline of the special education program and services that will be received;
- A statement about the methods by which your child’s progress will be reviewed; and
- A transition plan that includes the specific goals, actions required, person(s) responsible for actions, and timelines for each educational transition where the student requires support.

The IEP must be completed within 30 school days after your child has been placed in the program, and the principal must ensure that you receive a copy of it. A “placement” for the purposes of creating an IEP means the start of a new grade or new semester, or the placement in a system class such as Learning and Life Skills.

What is a special education program?

A special education program is defined in the *Education Act* as an educational program that is based on and modified by the results of continuous assessment and evaluation, and that includes an IEP containing specific objectives and an outline of special education services that meet the needs of the student.

What are special education services?

Special education services are defined in the *Education Act* as the facilities and resources, including support personnel and equipment, necessary for developing and implementing a special education program.

Special Education programs and services provided by the Kawartha Pine Ridge District School Board are outlined at [this link](http://www.kprschools.ca/en/our_schools/resources/specialed.html).

http://www.kprschools.ca/en/our_schools/resources/specialed.html

What is an IPRC?

An Identification, Placement and Review Committee (IPRC) is a legal committee of the Kawartha Pine Ridge District School Board. It is mandated under Regulation 181/98 of the *Education Act*. An IPRC is composed of at least 3 people, one of whom must be the school principal or a supervisory officer of the Board. Parents/guardians are invited and encouraged to attend the meeting.

What is the role of the IPRC?

The committee will:

- Decide whether or not a student should be identified as exceptional;
- Identify the areas of the student’s exceptionality, according to the categories and definitions of exceptionalities provided by the Ministry of Education;
- Decide an appropriate placement for the student. Here is a list of placements available in the Kawartha Pine Ridge District School Board:

Placement	Description
o A regular class with indirect support	The student is placed in a regular class for the entire day, and the teacher receives specialized consultative services.
o A regular class with resource assistance	The student is placed in the regular class for most or all of the day and receives specialized instruction, individually or in a small group, within the regular classroom from a qualified special education teacher.
o A regular class with withdrawal assistance	The student is placed in the regular class and receives instruction outside of the classroom for less than 50 per cent of the school day, from a qualified special education teacher.
o A special education class with partial integration	The student is placed by the IPRC in a special education class (Learning and Life Skills) where the student-teacher ratio conforms to the standards in O. Reg. 298, section 31, for at least 50 per cent of the school day, but is integrated with a regular class for at least one instructional period daily.
o A full-time special education class	The student is placed by the IPRC in a special education class (Primary Communications Class) where the student-teacher ratio conforms to Regulation 298, section 31 , for the entire school day.

- Review the identification and placement at least once in each school year.

Does the student need to be identified through the Identification, Placement and Review Committee (IPRC) process in order to have an IEP?

No. In the Kawartha Pine Ridge District School Board an identification through an IPRC meeting is not required for a student to have an IEP developed or to receive Special Education services. A student will have an IEP when there is sufficient ongoing assessment information to determine that it is needed in order to experience success.

Are there circumstances when a student would be considered for the IPRC process?

Yes. In the Kawartha Pine Ridge District School Board, these are:

- The student has a developmental disability and is being recommended for placement in a Learning and Life Skills special education class;
- The student is being recommended for placement in a Provincial or Demonstration School;
- The school believes it would be in the student's best interests;
- The parents/guardians have requested the IPRC meeting in writing to the principal.

How is an IPRC meeting requested?

The principal of the student's school:

- Must request an IPRC meeting for the student, upon receiving a written request from the parent/guardian;
- May, with written notice to the parent/guardian, refer the student to an IPRC when the principal and the student's teacher or teachers believe that the student may benefit from a special education program.

Within 15 days of receiving a parent/guardian request, or giving notice, the principal must provide the parent/guardian with a copy of the Parent/Guardian Guide to an IPRC, and a written statement of approximately when the IPRC will meet. [The Parent/Guardian Guide to Special Education Identification, Placement and Review Committee \(IPRC\)](#) is on the Board website.

May parents/guardians attend the IPRC meeting?

Yes. Regulation 181/98 entitles parents/guardians and pupils 16 years of age or older:

- To be present at and participate in all Committee discussions about the student; and
- To be present when the Committee's identification and placement decision is made.

Who else may attend an IPRC meeting?

- The principal of the student's school will typically chair the IPRC meeting;
- Other resource people such as the student's teacher, the Special Education Resource Teacher (SERT), central Board staff, or the representative of an agency, who may provide further information or clarification;
- A person who may support the parent/guardian and possibly speak on their or the student's behalf; it is recommended that parents/guardians opting to bring an advocate/support person choose a member of a relevant association;
- An interpreter, if one is required. (Parents/guardians may request the services of an interpreter through the principal of the school.)
- Students under 16 years of age may be invited to an IPRC meeting if they are of an appropriate age, and able to contribute to the process or benefit from it.

Who may request that additional people attend?

Either the parent/guardian or the principal of the school may make a request for the attendance of others at the IPRC meeting.

What information will parent(s)/guardian(s) receive about the IPRC meeting?

At least 10 days in advance of the meeting, the chair of the IPRC meeting will provide parents/guardians

with written notification of the meeting and an invitation to attend as an important partner in considering the student's placement. This letter will notify of the date, time, and place of the meeting, and it will ask whether parents/guardians will be in attendance.

What if parents/guardians are unable to make the scheduled meeting?

If parents/guardians are unable to make the scheduled meeting, they may

- Contact the school principal to arrange an alternative date or time; or
- Inform the principal that they will not be attending;
- As soon as possible after the meeting, the principal will forward the IPRC's Statement of Decision for parent/guardian consideration and signature.

What happens at an IPRC meeting?

The chairperson of the committee will introduce everyone, explain the purpose of the meeting, and encourage parents/guardians to participate fully in the discussions.

The chairperson will ask that a summary of all information be presented to the committee. The members will:

- Consider an educational assessment of the student by their teachers;
- Consider, subject to the provisions of the *Health Care Consent Act, 1996*, a health or psychological assessment of the student conducted by a qualified practitioner, if they feel that such an assessment is required to make a correct identification or placement decision;
- Consider any information that parents/guardians submit about the student or that the student submits if they are 16 years of age or older.

The committee may discuss any proposal that has been made about a special education program or special education services for the student. Committee members will discuss any such proposal at the parent/guardian's request. Parents/guardians are invited to ask questions and to join in the discussion.

Following the discussion, after all the information has been presented and considered, the committee will make its decision. A placement decision will usually be made at the meeting. The chairperson will explain it carefully.

What will the IPRC consider in making its placement decision?

The IPRC must consider the student's strengths and needs. A regular classroom placement with appropriate special education services should be considered as the first option. Before recommending a placement the IPRC must decide whether the placement will:

- Meet the student's needs; and
- Be consistent with parent/guardian preferences.

Parents/guardians are encouraged to participate fully and make their choice(s) known. The IPRC should describe the nature of the special education classroom or regular classroom options. Options may include provincial or demonstration schools run by the Ministry of Education. The IPRC will look at all options and give reasons for their final choice.

What will the IPRC's written statement of decision include?

The IPRC's written statement of decision will state:

- Whether the IPRC has identified the student as exceptional;
- Where the IPRC has identified the student as exceptional,
 - The categories and definitions of any exceptionalities identified, as they are defined by the Ministry of Education;
 - The IPRC's description of the student's strengths and needs;
 - The IPRC's placement decision; and
 - The IPRC's recommendations regarding a special education program and special education services.
- Where the IPRC has decided that the student should be placed in a special education class, the reasons for that decision.

What happens after the IPRC has made its decision?

- If parents/guardians **agree** with the IPRC decision, they will be asked to indicate, by signing their name, that they agree with the identification and placement decisions made by the IPRC.
- If the IPRC has identified the student as an exceptional pupil and if the parent/guardians **agree** with the IPRC identification and placement decisions, the principal of the school at which the special education program is to be provided will ensure the development of an Individual Education Plan (IEP) for the student, if one is not already in place.
- If any additional information determined at the IPRC meeting needs to be added to the IEP already in place, the principal will facilitate this, also.

Once a student has been placed in a special education program, can the placement be reviewed?

- An annual review IPRC meeting will be held within each school year in KPR; parents/guardians can choose to attend or can dispense with their participation in the annual review.
- Parents/guardians may request a review IPRC meeting any time after the student has been in a special education placement for 3 months.

What does a review IPRC consider and decide?

- The IPRC conducting the review will consider the progress the student has made in relation to the IEP goals through an educational assessment. It will consider the same type of information that was originally considered by the IPRC, as well as any new information.
- The IPRC will review the placement and identification decisions and decide whether they should be continued or whether a different decision should now be made.

What can parents/guardians do if they disagree with the IPRC decision?

It is always the goal of the Kawartha Pine Ridge District School Board that parents/guardians and school staff are communicating effectively about students' strengths and needs, and what is required to reach their potential. However, we understand that there are times when there are different opinions on how that can be achieved, in spite of everyone's best efforts, and this can occur at an IPRC. Therefore:

- If parents/guardians **do not agree** with either the identification or the placement decision made by the IPRC, they may:
 - Within 15 days of receipt of the decision, request that the IPRC hold a second meeting to discuss their concerns; or

- Within 30 days of receipt of the decision, file a written notice of appeal with the Director of Education/Secretary of the Board, Kawartha Pine Ridge District School Board, 1994 Fisher Drive, Peterborough, ON K9J 6X6, including the decision with which they disagree (identification and/or placement) and the reasons why this is the case.
- If parents/guardians **do not agree** with the decision after the second meeting, they may file a notice of appeal within 15 days of the date of the decision.

If parents/guardians do not consent to the IPRC decision, but do not appeal it, the principal will implement the IPRC decision.

What happens in the appeal process?

The appeal process involves the following steps:

- The Board will establish a special education appeal board to hear the appeal. The appeal board will be composed of three persons who have no prior knowledge of the matter under appeal, one of whom is to be selected by the parent/guardian.
- The chair of the appeal board will arrange a meeting to take place at a convenient time and place, but no later than 30 days after they have been selected (unless parents/guardians and the school board provide written consent to a later date).
- The appeal board will receive the material reviewed by the IPRC and may interview any persons who may be able to contribute information about the matter under appeal.
- The parent/guardian, and the student, if they are 16 years old or over, are entitled to be present at, and to participate in, all discussions.
- The appeal board must make its recommendations within 3 days of the meeting's end.

It may:

1. Agree with the IPRC and recommend that the decision be implemented; or
 2. Disagree with the IPRC and make a recommendation to the Board about the student's identification or placement or both.
- The appeal board will report its recommendations, in writing, to the parents/guardians and to the Board, providing the reasons for its recommendations.
 - Within 30 days of receiving the appeal board's written statement, the Board will decide what action it will take with respect to the recommendations. Boards are not required to follow the appeal board recommendation.

Parents/guardians may accept the decision of the Board or they may appeal to the [Ontario Special Education Tribunal](#). Parents/guardians may request a hearing by writing to the Secretary of the Special Education Tribunal. Information about making an application to the tribunal will be included with the appeal board's decision.



Standard 3

Special Education Placements Provided by the Board



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Standard 3

Special Education Placements Provided by the Board

The Kawartha Pine Ridge District School Board provides a range of placements for students with exceptional needs but balances this with the practice of inclusion. We believe that most students are successful in their home schools within their community and with their same-aged peers.

The Special Education Advisory Committee (SEAC) of the Kawartha Pine Ridge District School Board provides specific information, advice, and assistance to parents/guardians whose children may require additional support. This Committee makes recommendations to the Board concerning the establishment and development of special education programs and services. The Committee is comprised of member representatives from a variety of community agencies that provide services for children throughout the Kawartha Pine Ridge District School Board.

How does the Special Education Advisory Committee (SEAC) provide advice on the range of placements offered?

SEAC maintains an advisory role as they make recommendations on any matter affecting the establishment and development of special education programs/ services. Any change to the Kawartha Pine Ridge District School Board's Special Education Model is designed in consultation with members of SEAC and is presented to SEAC for formal input and feedback.

- SEAC receives regular input from Board staff regarding the range of placements and services available in the Board's schools.
- SEAC members receive feedback from parents/guardians on the range of placements available as part of their role supporting parent/guardian and community members.
- SEAC receives regular input from Board staff regarding the budget process, then makes budget recommendations in consideration of the range of placements offered in the Board's schools.

Is regular classroom placement the first option considered?

Yes. As required by Ministry policy, and in keeping with the inclusion goals of the Kawartha Pine Ridge District School Board, placement in the regular classroom is the first option considered for students. For any student presented to the Identification, Placement and Review Committee (IPRC), regular classroom placement is always considered as the first option before other special education programs.

How are students integrated into regular classrooms?

Inclusion in regular classrooms is an expectation for students in the Kawartha Pine Ridge District School Board. To facilitate this, the following may occur:

- entry plans created for students with high needs in collaboration with partners, including parent(s)/guardian(s), school staff, community agencies, and Board staff;
- development, implementation, and review of an Individual Education Plan (IEP);
- establishment of intensive supports, if required;
- deliberate transition and exit planning in collaboration with all parties.

What are the types of placement provided?

In both the Elementary and Secondary panels, the placements provided in Kawartha Pine Ridge District School Board for students who are presented to the IPRC are:

- Regular Class with Indirect Support
- Regular Class with Resource Assistance
- Regular Class with Withdrawal Assistance
- Special Education Class with Partial Integration - Learning and Life Skills Class (LLS)
- Full-time Special Education class – Primary Communications Classes

Elementary Placements

Placement	Description	Exceptionalities Appropriate for this Placement	Criteria for Admission	Admission Process	Criteria for Determining Level of Support	Maximum Class Size
Regular Class with Indirect Support	<ul style="list-style-type: none"> student is placed in the regular classroom setting and receives all programming in this setting provided by the classroom teacher support to the classroom teacher in planning appropriate programming is provided by the qualified Special Education Resource Teacher (SERT) student requires minor accommodations/modifications to the program 	<ul style="list-style-type: none"> all exceptionalities are eligible for this placement 	<ul style="list-style-type: none"> identification through the IPRC process 	<ul style="list-style-type: none"> IPRC meeting with parent/guardian consent for placement 	<ul style="list-style-type: none"> school based decision, with parent/guardian consultation student is generally functioning at grade level with accommodations 	<ul style="list-style-type: none"> maximum class sizes for regular classrooms are outlined in the collective agreements with teachers and are governed by provincial legislation
Regular Class with Resource Assistance	<ul style="list-style-type: none"> student is placed in the regular classroom setting student receives regularly scheduled specialized instruction within the regular classroom from a qualified Special Education Resource Teacher (SERT) student requires accommodations/modifications to the program 	<ul style="list-style-type: none"> all exceptionalities are eligible for this placement 	<ul style="list-style-type: none"> identification through the IPRC process 	<ul style="list-style-type: none"> IPRC meeting with parent/guardian consent for placement 	<ul style="list-style-type: none"> school based decision, with parent/guardian consultation student is able to work within the regular classroom with program accommodations and modifications 	<ul style="list-style-type: none"> maximum class sizes for regular classrooms are outlined in the collective agreements with teachers and are governed by provincial legislation
Regular Class with Withdrawal Assistance	<ul style="list-style-type: none"> student is placed in the regular classroom setting student is withdrawn from the classroom for less than 50% of the school day, to receive instruction from a qualified Special Education teacher in a small group setting student requires modifications to classroom programs in a structured, small group setting 	<ul style="list-style-type: none"> all exceptionalities are eligible for this placement 	<ul style="list-style-type: none"> identification through the IPRC process 	<ul style="list-style-type: none"> IPRC meeting with parent/guardian consent for placement 	<ul style="list-style-type: none"> school based decision, with parent/guardian consultation able to work within the regular classroom with program accommodations and modifications from a wider range of grade level expectations requires additional teaching and specialized strategies 	<ul style="list-style-type: none"> instructional groups shall not exceed 15 students
Special	<ul style="list-style-type: none"> student is placed in a Learning and Life Skills 	<ul style="list-style-type: none"> Intellectual - 	<ul style="list-style-type: none"> identification 	<ul style="list-style-type: none"> IPRC meeting with 	<ul style="list-style-type: none"> Case Conference and 	<ul style="list-style-type: none"> 10 students

Placement	Description	Exceptionalities Appropriate for this Placement	Criteria for Admission	Admission Process	Criteria for Determining Level of Support	Maximum Class Size
Education Class with Partial Integration - Learning and Life Skills Class (LLS)	<p>class, with focus on life skills training in order to maximize independence</p> <ul style="list-style-type: none"> • integration into age-appropriate classes in the host school is the expectation • students usually enter the Learning and Life Skills class in the Junior/ Intermediate divisions • program is provided by a qualified Special Education Resource teacher 	Developmental Disability	<p>through the IPRC process</p> <ul style="list-style-type: none"> • Intellectual ability assessed at or below the 2%ile on WISC and in two or more areas of Adaptive Functioning as per DSM-IV 	<p>parent/guardian consent for placement</p> <ul style="list-style-type: none"> • enrolment in LLS classes is determined by Special Education Services central staff 	<p>Multi-focus Team meeting will determine if a Special Education class is more appropriate for the student than a regular classroom placement with withdrawal or other supports</p>	
Full-time Special Education class – Primary Communications Classes	<ul style="list-style-type: none"> • student is placed in a Primary Communications Class, with focus on acquisition of skills that allow students living with intense communication needs to learn effectively, socialize, communicate and self-regulate in school and in daily living environments, providing a program and learning environment which minimizes triggers to unsafe behaviour • Programming would include opportunities for integration into same-age classrooms and into all school-wide activities, as appropriate and in accordance with the goals on the IEP. • Students would remain in the program for a minimum of one year, or until they had the skills to return to the regular classroom setting and be successful in that placement. • students enter the class in Grades 1, 2 or 3 • program is provided by a qualified Special Education Resource teacher 	<ul style="list-style-type: none"> • Communications, such as Autism, profound LD • Language Impairment • Trauma-informed 	<ul style="list-style-type: none"> • data indicates significant difficulties in three or more of the following areas: <ul style="list-style-type: none"> ▪ communication ▪ independence ▪ academic achievement ▪ learning readiness ▪ school engagement ▪ social skills ▪ executive function <p>as collected through report cards, behaviour tracking, NVCI reports, Violent Student Incident Reports, Workplace Violence Reports, referrals to professional staff,</p>	<ul style="list-style-type: none"> • IPRC meeting with parent/guardian consent for placement • enrolment in PC classes is determined by Special Education Services central staff 	<ul style="list-style-type: none"> • Case Conference and Multi-focus Team meeting will determine if a Special Education class is more appropriate for the student than a regular classroom placement with withdrawal or other supports 	<ul style="list-style-type: none"> • 6 students

Placement	Description	Exceptionalities Appropriate for this Placement	Criteria for Admission	Admission Process	Criteria for Determining Level of Support	Maximum Class Size
			<ul style="list-style-type: none"> external agency reports ● engages in behaviours that interfere with academic achievement, such as aggression, elopement, disengagement ● requires 1:1 staff support to initiate work and remain on-task in a regular classroom setting 			

Note: Students who are Deaf/Hard of Hearing or Blind/Low Vision are included within the range of placement options offered for all exceptionalities. Appropriate, often specialized, support staff provide support for these students within their placement settings.

Secondary Placements

Placement	Description	Exceptionalities Appropriate for this Placement	Criteria for Admission	Admission Process	Criteria for Determining Level of Support	Maximum Class Size
Regular Class with Indirect Support	<ul style="list-style-type: none"> ● student is placed in the regular classroom setting and receives all programming in this setting by the classroom teacher ● support to the classroom teacher in planning appropriate programming is provided by the qualified Special Education Resource Teacher ● student requires minor accommodations/modifications to the program 	<ul style="list-style-type: none"> ● all exceptionalities are eligible for this placement 	<ul style="list-style-type: none"> ● identification through the IPRC process 	<ul style="list-style-type: none"> ● IPRC meeting places student in this placement with parent/guardian/student 18+ consent 	<ul style="list-style-type: none"> ● school based decision, with parent/guardian/student 18+ consultation ● student is generally functioning at grade level with accommodations 	<ul style="list-style-type: none"> ● maximum class sizes for regular classrooms are outlined in the collective agreements with teachers and are governed by provincial legislation
Regular Class with Resource Assistance	<ul style="list-style-type: none"> ● student is placed in the regular classroom setting ● student receives specialized instruction individually or in a small group, as required, within the regular classroom from a qualified Special Education Resource Teacher ● student requires accommodations/modifications to the program 	<ul style="list-style-type: none"> ● all exceptionalities are eligible for this placement 	<ul style="list-style-type: none"> ● identification through the IPRC process 	<ul style="list-style-type: none"> ● IPRC meeting places student in this placement with parent/guardian/student 18+ consent 	<ul style="list-style-type: none"> ● school based decision, with parent/guardian/student 18+ consultation ● student is able to work within the regular classroom with program accommodations and modifications 	<ul style="list-style-type: none"> ● maximum class sizes for regular classrooms are outlined in the collective agreements with teachers and are governed by provincial legislation

Placement	Description	Exceptionalities Appropriate for this Placement	Criteria for Admission	Admission Process	Criteria for Determining Level of Support	Maximum Class Size
Regular Class with Withdrawal Assistance	<ul style="list-style-type: none"> student is placed in the regular classroom setting student is withdrawn from the classroom for less than 50% of the school day, to receive instruction from a qualified Special Education Resource Teacher in a small group setting student requires modifications to classroom programs in a structured, small group setting 	<ul style="list-style-type: none"> all exceptionalities are eligible for this placement 	<ul style="list-style-type: none"> identification through the IPRC process 	<ul style="list-style-type: none"> IPRC meeting places student in this placement with parent /guardian/student 18+ consent 	<ul style="list-style-type: none"> school based decision, with parent/guardian /student 18+ consultation able to work within the regular classroom with program accommodations and modifications from a wider range of grade level expectations requires additional teaching and specialized strategies 	<ul style="list-style-type: none"> instructional groups shall not exceed 15 students
Special Education Class with Partial Integration - Learning and Life Skills Class (LLS)	<ul style="list-style-type: none"> student is placed in a Learning and Life Skills class, with focus on life skills training in order to maximize independence work placement opportunities integration into school life and social activities is the expectation student may attend secondary school from age 14 to the calendar year of their 21st birthday program is provided by a qualified Special Education Resource Teacher 	<ul style="list-style-type: none"> Intellectual - Developmental Disability 	<ul style="list-style-type: none"> identification through the IPRC process Intellectual ability assessed at or below the 2%ile on WISC and in two or more areas of Adaptive Functioning as per DSM-IV 	<ul style="list-style-type: none"> IPRC meeting places student in this placement with parent/ guardian consent enrolment in LLS classes is determined by Special Services central staff 	<ul style="list-style-type: none"> Case Conference will determine if a Special Education class is more appropriate for the student than a regular classroom placement with withdrawal or other supports school based decision, with parent/guardian consultation 	<ul style="list-style-type: none"> 10 students

Note: Students who are Deaf/Hard of Hearing or Blind/Low Vision are included within the range of placement options offered for all exceptionalities. Appropriate, often specialized, support staff provide support for the students within their placement settings.

What are the criteria for changing a student's placement?

The school team, in consultation with parent/ guardian/ student 18+, will determine if the present placement is not meeting the needs of the student or that the student no longer requires the placement or current level of support. This decision is made through an IPRC meeting.

What are the alternatives to the Board's range of placements?

The alternatives may include:

- SAL (Supervised Alternative Learning)
- Home Instruction (in accordance with the Board Policy)
- Provincial Demonstration Schools (i.e., Sagonaska, Trillium, Sir James Whitney)
- Education and Community Partnerships Programs, often referred to as Section 23 programs, to which admissions are by referral, in collaboration with the supporting agency and with parent/guardian approval

How are these options communicated to parents/guardians?

Communication of placement options beyond those provided by the Board are shared with parents/guardians through several means:

- school principals/special education school staff/central special education services staff
- staff from supporting agencies or institutions which are being considered via a case conference with school staff and parent(s)/guardian(s)
- the KPRDSB parent brochure, "Parent/Guardian Guide to Special Education"



Standard 4

Individual Education Plans

(IEP)



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

Kawartha Pine Ridge District School Board

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Standard 4

Individual Education Plans (IEPs)

What is the process for establishing an IEP?

- the school's ongoing assessment indicates the student requires accommodation (changes to instruction, environment or evaluation practices from what is available to most students; curriculum is unchanged) and/or modifications (changes in number or complexity of grade level curriculum expectations, or modified expectations above or below current grade level);
- the school has already provided remediation and other strategies widely available, as per the *Supporting Students Checklist – Learning for All* (see Standard 14 appendix);
- there is an in-school conference to discuss the student's strengths, needs, programming with the parent/ guardian, and community agencies (as appropriate);
- a draft IEP is developed for consultation with the parent/guardian;
- there is ongoing consultation for any significant changes;
- there is assessment on the report card for the program outlined in IEP.

NOTE: In KPRDSB, students may have an IEP developed without being formally identified as exceptional by an Identification, Placement and Review Committee.

How is the Board implementing the Ministry of Education Standards for IEPs?

As part of the department's 2021-2022 & 2022-2023 professional development goal to improve IEPs, there will again be internal IEP reviews/audits.

The Special Education Department has also created resources to support IEP creation, as follows:

How to Complete the Individual Education Plan - Elementary and Secondary

IEP Writer Promote IEPs

Elementary IEP Pathway

Secondary IEP Pathway

Page 4 Guide—Modified Below Grade Level

Page 4 Resources for Teachers—Alternative Skills

A Guide to Assessed Needs

Discontinuing an IEP

IEP Technical Guide

Modified at Grade Level IEP Example

Modified at Grade Level Guidelines

Modified at Grade Level Past and Present Practice

These resources were developed collaboratively between central Special Education Services staff, such as Speech and Psychology professionals, Board Certified Behaviour Analysts, Instructional Leadership Consultants and System Principals; and school staff, such as Principals, Special Education Resource Teachers and Education Workers.

What is the process for dispute resolution where parents and board staff disagree on significant aspects of the IEP?

Even though parents/guardians and students 16+ will be consulted, a student's individual education

program (IEP) is ultimately the responsibility of the school Principal to implement. There may be occasions wherein there is a dispute regarding the IEP. In this instance, parent(s)/ guardian(s)/students 16+ may request a meeting at the school. This meeting may include the following participants:

- principal/vice principal
- classroom/subject teacher(s)
- Special Education Resource Teacher(s)
- parent/guardian/student 16+

At this meeting, an overview of the student's IEP, including the student's assessed strengths, assessed needs, teaching strategies, accommodations and/or modifications, and possibly alternative goals being suggested, are reviewed.

If the concerns are not resolved as a result of this meeting, then school staff or parent(s)/ guardian(s)/student 16+ may request a Case Conference meeting. In addition to the participants listed previously, the following may participate in the Case Conference:

- Special Education Consultants, also known as Instructional Leadership Consultants (ILCs)
- Psychological Services staff
- Speech-Language Services staff
- Attendance and Counselling Services (Mental Health Clinicians) staff
- Board Certified Behaviour Analysts (BCBAs)
- Itinerant Teachers of Deaf/Hard of Hearing or Blind/Low-vision
- Behaviour Support Assistants/Child and Youth Workers
- System Principal of Special Education

Should the issues not be resolved as a result of the Case Conference and further facilitation be required, the Superintendent of Education may be contacted through the Education Centre.

Appendix A



Standard 5

Special Education Staff



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

Kawartha Pine Ridge District School Board
1994 Fisher Drive Peterborough, Ontario K9J 6X6
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Standard 5
Special Education Staff
School Year 2022-2023

Special Education Staff	FTE	Staff Qualifications
1 School-based Teachers of Students with Special Needs	183.34	
1.1 Special Education Resource Teachers - elementary	96	Part 1 Special Education Additional Qualification (AQ)
1.2 Special Education Resource Teachers - secondary	28.34	Part 1 Special Education AQ
1.3 Primary Communications full-time Special Education system classes	4	Part 1 Special Education AQ
1.4 Learning and Life Skills partial integration system classes	55	Part 1 Special Education AQ
2 Centrally-assigned Teachers/Administrators of Students with Special Needs	12	
2.1 System Principals of Special Education Services	2	Principal's Qualifications, Special Education Specialist Qualifications, and extensive experience in Special Education
2.2 Consultants	3	Certified teacher with additional Special Education Qualifications / experience
2.3 Itinerant teachers	6	Specialist teacher of the Deaf/Hard of Hearing (3) or Blind/Low Vision (3)
2.4 Superintendent of Education	1	Supervisory Officer Qualifications
3 Regulated Healthcare Professional Staff	54	
3.1 Senior Manager of Professional Services	1	Master's or PhD in Psychology or Social Work, and registered with either college
3.2 School Psychologists / Psychological Associates	10	Master's or Ph.D. in Psychology and registered with College of Psychologists of Ontario
3.3 Speech-Language Pathologists	11	Master's Degree in Speech-Language Pathology from an accredited university and licensed by the College of Audiologists and Speech-Language Pathologists of Ontario.
3.4 Communicative Disorders Assistants	6	2 Year College Diploma and –post graduate diploma in Communicative Disorders
3.5 Mental Health Clinicians (Counselling and Attendance)	23	BSW or MSW registered with the Ontario College of Social Workers and Social Service Workers, and the College or Psychotherapists of Ontario, with experience
3.6 Board Certified Behaviour Analysts	3	Master's Degree in Psychology/Behavioural Sciences and Board Certified Behaviour Analyst credential
4 Education Workers	572.58	
4.1 Manager of Educational Support Services	1	College Diploma with focus on adult education; extensive experience working with behaviour, and coaching colleagues
4.2 Educational Assistants/ Child and Youth Workers/ Personal Care Assistants	541.58	College EA, CYW or PSW Diploma, respectively, some with additional qualifications in specialized areas (e.g., Developmental Services Worker, ECE)
4.3 Braillist	6	Educational Assistant Diploma and Level 2 Braille

4.4 Interpreters/Interveners/Signers	12	2 year Diploma: Intervener for Deaf/Blind Persons or equivalent Ministry of Education approved courses for Interveners
4.5 Behaviour Support Assistants	12	College CYW Diplomas, and additional qualifications such as certified instructors in Nonviolent Crisis Intervention
5 SEA Equipment/Assistive Technology	10	
5.1 Team Lead, Special Education Technology Support Systems	1	3 years of university, college or technical school training in the field of Computer Science, Technology, Business or related field
5.2 Systems Analyst-Special Equipment	1	3 years of university, college or technical school training in Computer Science
5.3 Special Education Technology Trainers	5	College diploma in Computer Science, Technology, Business or related; One (1) to three (3) years system level experience conducting Assistive Technology/Software Training and support for students One (1) year experience in adult education and training
5.4 Specialized Equipment Support Assistants	3	Post-Secondary courses in the area of Business, Office Admin. Or Technology
Total	831.92	



Standard 6

Specialized Equipment



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

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Standard 6 Specialized Equipment

Introduction

The Ministry of Education provides funding to school boards to assist with the cost of equipment (including technology) essential to support students with special education needs where the need for specific equipment is recommended by a qualified professional. This equipment is provided to students as part of their accommodations which are essential to accessing the Ontario curriculum and/or a board-determined alternative program and/or a course and/or attendance at school. This funding is provided through the Special Education Grants: Specialized Equipment Amount (SEA).

School boards access SEA funding by filing documented claims according to specific requirements outlined in *Special Education Funding Guidelines: Special Equipment Amount (SEA)*.

The Ministry of Education requires a high degree of accountability from schools and teachers of students to whom specialized equipment has been assigned. Ministry staff may request classroom visits for up to ten percent of students for whom SEA claims have been filed. During the classroom visits it is expected that:

- the equipment would be found with the student for whom the cost was claimed and/or with the student for whom the equipment was transferred under the board's asset management plan;
- the equipment be found in good repair; and
- the student and/or staff would be able to operate the equipment.

All SEA claims must be supported by an Individual Education Plan (IEP) for the student in the current school year, signed by the principal. The student's IEP must demonstrate the use of equipment in supporting the student's program.

In order to better support schools and students, the Kawartha Pine Ridge District School Board Specialized Equipment Guidelines have been developed. The purpose of the Guidelines is to clearly outline the processes and procedures related to the acquisition, implementation, and management of specialized equipment assigned to students with special needs. Information is provided in the following areas:

- the process for submitting claims,
- the roles and responsibilities of individuals submitting claims,
- the meeting of the claim requirements and processing the orders,
- the training, implementation, and use by students in schools,
- the management of equipment, and
- the maintenance of equipment.

The Guidelines have been developed in accordance with the requirements of the *Special Education Funding Guidelines: Special Equipment Amount (SEA)*.

Initiation of a Specialized Equipment Claim

Claims for specialized equipment for a student may only be made if a recommendation for such equipment has been made by an appropriately qualified professional. The recommendation must be part of a professional assessment and must include a functional recommendation regarding the specific

types of equipment the student requires to address his or her strengths and needs.

A student does not need to be formally identified through the Identification, Placement, Review Committee (IPRC) to be eligible for specialized equipment. Students must have an IEP when specialized equipment is required.

In applying for a specialized equipment claim for a student, schools must demonstrate why the student's needs cannot be met by equipment or technology currently available in the school.

Claims for specialized equipment for individual students, where total costs are less than \$250.00 will be the responsibility of individual school budgets. Where claims exceed \$250.00, the entire cost will be funded through central SEA budget.

Specialized Equipment Claim Process

The Kawartha Pine Ridge District School Board uses recommendations from qualified, professional staff as the basis for making SEA claims for specialized equipment for students. All recommendations must comply with the requirements as described in the *Special Education Funding Guidelines: Special Equipment Amount (SEA)*.

The development and preparation of all claims for specialized equipment is the responsibility of each school, in consultation with the recommending professionals who have assessed the student and made the recommendation. It will indicate that the equipment is to provide students with accommodations that are essential to access the Ontario curriculum and/or a Board-determined alternative program and/or course and/or to attend school, and will include functional recommendations regarding the specific types of equipment the student requires to address his or her strengths and needs.

The Specialized Equipment Claim file will include:

- a completed *Special Equipment Amount (SEA) - Assignment of Specialized Equipment Application form*,
- a recommendation from the qualified professional,
- a signed and dated copy of the student's current IEP which demonstrates needs consistent with the recommendation for equipment required to support the student's access the Ontario curriculum and/or a board-determined alternative program and/or course and/or to attend school, that cannot be provided by the school, and
- a completed Specialized Equipment - Student Instructional Technology Pre-Claim Checklist, when claims are for computer-based instructional technologies.

The file will be submitted electronically.

Approval of Specialized Equipment Claim

Once a specialized equipment claim file has been developed and submitted to the SEA trainer assigned to the school, it will be reviewed to ensure all components comply with Ministry guidelines for Specialized Equipment Amount funding, and it will be processed. The school will be notified by the Specialized Equipment Support Team that the student's claim has been approved and that the claim will be processed. This information will be sent out in the format of a Service Request to the school's contact teacher which is usually the Special Education Resource Teacher.

The allocation of equipment identified in a professional's recommendation will be done in a manner that

will meet the needs of the student, as identified in the recommendation, in the most efficient means possible. In some cases equipment may be allocated through the ordering of new equipment. In others, existing equipment, that meets the identified needs, that is no longer being used by students for whom specialized equipment claims have previously been made, may be assigned. Head Secretaries and Special Education Resource Teachers will be notified via email when orders are to be shipped to the school.

Equipment Substitutions in Specialized Equipment Allocations

The Kawartha Pine Ridge District School Board reserves the right to make equipment and/or software substitutions when allocating specialized equipment based on the student's computer abilities, strengths, needs, and Board equipment standards.

Ownership of Specialized Equipment Assigned Through SEA Funding

All specialized equipment purchased through SEA grants from the Ministry of Education become a set of physical assets to be protected, managed, and maintained by the Kawartha Pine Ridge District School Board. While specialized equipment may be assigned to a specific student or students, it remains the property of the Kawartha Pine Ridge District School Board.

Specialized equipment purchased through SEA grants remains with the student to whom it was assigned if the student changes schools. If a student who has been assigned specialized equipment moves to another publicly funded Ontario school board, the equipment assigned will be transferred to the receiving board when requested by the receiving board.

Specialized equipment must be returned to the Kawartha Pine Ridge District School Board Education Centre for transfer or re-assignment when a student moves out-of-province, graduates, or retires from the Kawartha Pine Ridge District School Board.

Student Use of SEA Equipment

Specialized equipment purchased through SEA grants provides students with accommodations deemed to be essential to access the Ontario curriculum or Board determined program by the qualified professional who made the recommendation on behalf of the student. As this equipment is seen as essential, the Ministry of Education expects the student to have direct access to the equipment at all times, to know how to use it, and to be making regular use of the equipment. While certain circumstances may require exception, the Ministry also expects that the equipment will be with the student in the classroom for all academic activities.

SEA equipment assigned to a specific student is intended for the primary use of that student. However, use of this equipment is not exclusive to the assigned student. Other students may make use of the equipment when appropriate. The use of SEA equipment by other students shall not prevent access to the equipment by the student to whom it was assigned.

Student Non-Use of SEA Equipment

In the event that a student refuses to use, or uses SEA equipment so infrequently that it is deemed to be ineffective in supporting the needs for which it was assigned, the equipment may be withdrawn and reassigned to students waiting for specialized equipment.

However, prior to the withdrawal of SEA equipment, every attempt must be made to encourage the student to make use of the equipment. Attempts will be made to determine the underlying reasons why the student is not using equipment, and where possible, put in place strategies to address them. Parental involvement and support in this process is most important. The school will also involve central Special Education staff for additional strategies or further training.

Student Non-Use of Equipment Due To Space Concerns Or Surplus/Duplication Of Equipment

In some settings, duplication of SEA equipment such as printers and scanners may exist, and due to space concerns within the classroom, it is not desirable or practical to have all pieces of equipment set up for student use. In this type of situation, scanning and/or printing stations may be set up to be accessed by multiple students with specialized equipment. The school technician can assist with the set-up of printing/scanning equipment to be accessed by multiple students if this type of setup would be beneficial.

Any SEA equipment not required or not being used, as a result of setting up printing/scanning stations to be accessed by multiple students with SEA equipment, must be returned to the Education Centre for re-allocation. Schools must contact the Specialized Equipment Technician at the Education Centre to set up a Kawartha Pine Ridge District School Board *Request for Courier Service* form to have the equipment transported. A *Specialized Equipment Return* form does not need to be signed by parent(s)/guardian(s) in this case, as alternate provisions are being made to facilitate printing and/or scanning.

SEA assigned equipment returned to the Education Centre due to being surplus/unnecessary will be re-assigned as necessary. Should the student move, change schools, or learning settings and again require a dedicated scanner and/or printer, one can be assigned. A Service Request should be placed with the Kawartha Pine Ridge District School Board Help Desk to arrange such reassignment.

Inappropriate Student Use of SEA Equipment

Equipment assigned to a student through SEA, and its accompanying privileges, such as internet access, may be withdrawn at any time for reasons of inappropriate use, and disciplinary action may ensue. Inappropriate use may include, but is not limited to: installation of additional software of any kind; illegal downloading or exchange of picture, music, sound or video files; any attempt to bypass computer security; use of equipment to communicate inappropriate messages of any kind, including those in contravention of Safe Schools policy; placing equipment at risk through neglect or intent; or causing deliberate damage to the equipment.

Withdrawal of SEA equipment, or accompanying privileges, from a student for inappropriate use will be at the discretion of the school Principal and/or the System Principal of Special Education, as the case may be, in consultation with the appropriate Superintendent of Education. The parent/guardian will be notified in writing by the school Principal when equipment privileges are to be withdrawn, and the parameters around the withdrawal. In order to consider reinstating the privileges, a meeting must be held involving the student, parent/guardian, appropriate staff and the principal.

Student Home Use of SEA Equipment

Under certain circumstances, some SEA equipment assigned to students with special needs may be taken home for schoolwork purposes. Only equipment considered portable will be considered for home use. Home use of desktop computers, and non-portable scanners and printers is not permitted due to their more fragile nature. Arrangements can be made to have software for home printers and/or scanners installed on SEA equipment, by Kawartha Pine Ridge District School Board technicians, if the software is provided to the school for that purpose.

Home use of portable SEA equipment is only permitted when an *Assumption of Responsibility for Borrowed Equipment/Specialized Equipment At Home Use Guidelines* form has been signed by the parent(s)/guardian(s), student and the school principal. In signing this form, parents are agreeing to accept financial responsibility for any loss or damage to the equipment while outside the school building and are agreeing to supervise and monitor the use of the equipment and abide by the At Home Use guidelines. A new form should be reviewed, signed each school year, and stored in the OSR. A separate form is required for summer home use of specialized equipment.

With the exception of use of equipment for summer school/summer learning purposes, SEA equipment is not to remain or be kept in the student home unless the student is learning from home. All SEA equipment must be returned to school each day, without exception. SEA equipment is not to be used for any other non-school related purposes and no additional software is to be loaded on Board-owned equipment.

Schools should ensure that prior to going home, and on a regular basis thereafter, any SEA computer equipment that has been connected to the Kawartha Pine Ridge District School Board network has had the Board's anti-virus software signature updated.

Replacement of SEA Equipment

SEA equipment will be replaced as necessary but is not automatically replaced on a periodic basis. Changing needs and/or ability of the equipment to support the student will be the factors considered for equipment replacement. SEA equipment will be replaced when:

- it can no longer meet the need for which it was recommended;
- the frequency of repairs negatively impact its ability to support the needs of the student;
- the cost of repairs becomes prohibitive;
- the equipment is not compatible with newer hardware or software which may be recommended to support student needs.

The Help Desk Service Request history will be consulted when looking at the nature and frequency of repairs for equipment. Kawartha Pine Ridge District School Board technicians and/or those from outside agencies contracted for technical support will be consulted in determining whether equipment will support upgrades or should be repaired or replaced.

When equipment is to be replaced, in order to ensure that replacement equipment will best meet the needs of the student, an updated recommendation will be required from the original recommending professional. As in the case of new recommendations for SEA equipment, replacement equipment that meets the identified need, may be allocated through purchase of new equipment, or through reassignment of existing equipment that has been returned to inventory.

All equipment that is replaced, broken, or no longer being used should be returned to the Education Centre. The Special Education Resource Teacher should enter a Service Request indicating that SEA Equipment needs to be picked up.

Software Upgrades

Software purchased through SEA funding will not automatically be updated when new versions become available. In some cases, updates are available from software developers as part of the initial purchase price, but generally all new versions require a new version or upgrade fee to be paid. Software upgrades that require purchase will require a recommendation by the original recommending professional. The recommendation must indicate why the upgraded software is required and must also indicate the specific needs that cannot be met by the previous version of the software. The decision to purchase the upgrade will be at the discretion of the System Principal of Special Education Services.

Upgrades to any Ministry/OSAPAC licensed software may be installed as necessary by Kawartha Pine Ridge District School Board, Information and Communication Technology (ICT) Department technicians. A Service Request should be submitted to the Help Desk to have this task completed.



Standard 7

Transportation for Students with Special Education Needs



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

Kawartha Pine Ridge District School Board
1994 Fisher Drive Peterborough, Ontario K9J 6X6
1-877-741-4577

Standard 7

Transportation for Students with Special Education Needs

The Kawartha Pine Ridge District School Board contracts with the Student Transportation Services of Central Ontario (STSCO) to provide transportation to qualifying students in its jurisdiction. STSCO works closely with Special Education Services to provide equitable access to transportation for students with special needs.

Transportation for Students in Special Education Programs (Learning and Life Skills Programs, Primary Communications Classes)

Students who are placed by an Identification, Placement and Review Committee (IPRC) decision in Special Education programs, with parent consent, in their home school community will either walk to school or use existing transportation provided if they are beyond the established walking distances. When students are placed these same Special Education programs but they are outside their home school attendance area and outside of walking distances established by the Board, then transportation is provided for these students.

Transportation for Students with Medical Needs – Home School Attendance Area Walk Zone

Students with diagnosed medical conditions which preclude their ability to walk to and from their home school unassisted may be provided with transportation following a review of their needs, supporting medical documentation, and a discussion between school staff and the System Principal of Special Education.

Transportation for Students – Home School Attendance Area Bus Zone

The transportation needs of each student are assessed on an individual basis. The first consideration is transportation on the standard school bus. Special provisions such as a bus monitor will be considered where necessary to assist the student in maintaining this level of independence and inclusion. In some cases a smaller, specialized bus may be required to ensure student safety and to allow for the transporting of wheelchairs. Should individuals require closer supervision, a bus monitor may be considered to assist in this setting as well. In some cases, individual student transportation may need to be considered. This may be provided in the form of a taxi. This decision is based upon the physical, safety, and behavioural needs of the student through consultation between the school Principal and the System Principal of Special Education.

Students in Education and Community Partnership Programs (Section 23, formerly CTCC)

If the parent/guardian receives permission to access an ECPP program outside of the home school attendance area, then responsibility for transportation rests with the parent/ guardian. Permission to utilize existing transportation routes must be requested, in writing, on the prescribed form and is subject to available space and compliance with transportation policy.

Students in Provincial and Demonstration Schools

The Kawartha Pine Ridge DSB provides transportation for day and residential students attending Provincial and Demonstration schools, such as Sagonaska and Sir James Whitney School for the Deaf. Students who live within a 30 km radius of such a Provincial school and who are designated by the school as day students are provided with daily transportation. Students who live beyond that radius and/or students who may elect to be residential students are transported on a weekly basis to and from the Provincial and Demonstration schools.

Board Tendering for Transportation of Students with Special Needs

To date, the Board does not have separate, specialized criteria when considering the tendering of transportation for exceptional students. As per general population transporters, all Kawartha Pine Ridge transporters and bus drivers must hold a “B-Z Licence” which includes a criminal reference check. Bus operators provide evidence of criminal offence screening. Professional development is available upon request. As well, operators are provided information as appropriate for individual emergency plans for students. The Board includes equity, diversity, and inclusion principles in its general tendering processes.

For more information on transportation, visit [the STSCO website](#).

The following [Board policies and administrative regulations](#) address transportation:

BA-8.2 Bus Operator Contracted Services

BA-8.3 Route Operation

BA-8.4 Safety and Conduct on School Buses

BA-8.5 Bus Accidents and Resulting Injuries

BA-8.6 Transportation - Student Safety



Standard 8

Transition Planning



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

Kawartha Pine Ridge District School Board
1994 Fisher Drive Peterborough, Ontario K9J 6X6
1-877-741-4577

Standard 8

Transition Planning

As per Policy/Program Memorandum (PPM) No. 156 (2013), a transition plan must be developed for all students who have an Individual Education Plan (IEP), whether or not they have been identified as exceptional by an Identification, Placement, and Review Committee (IPRC), including those identified as exceptional solely on the basis of giftedness. The transition plan is developed as part of the IEP. The transition plan must be developed in consultation with the parent(s)/guardian(s), the student (as appropriate), the postsecondary institution (where appropriate), and relevant community agencies and/or partners, as necessary.

For students who have an IEP, the transition plan must be reviewed as part of the review of the IEP. The discussions and planning that take place as part of the review will be used to update the transition plan.

Why Plan for Transitions?

At the Kawartha Pine Ridge District School Board, we recognize that in the school environment, transitions happen at various stages and with varying frequency for students. Some transitions occur on a regular basis between activities and settings within the routines of the school day. Other transitions, such as class excursions, occur less frequently. Significant transitions such as entry to school, between grades and divisions, from virtual learning to in-person learning, from elementary to secondary school, and from secondary school to the post-secondary destination happen periodically, are more complex, and include significant changes to many aspects of a student's routines.

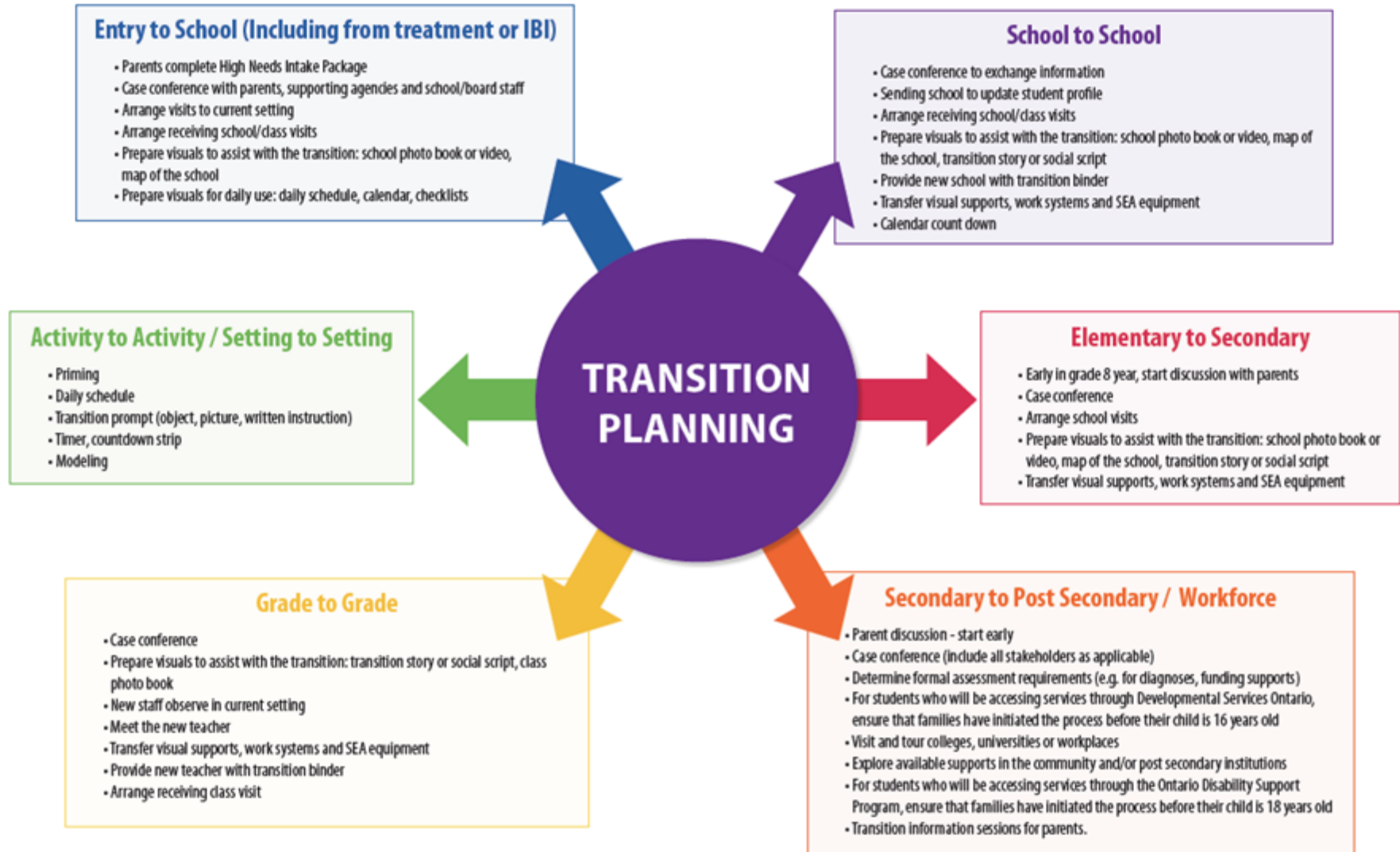
Planning for transitions provides the foundation for successful transition experiences that help a student learn to cope with change, develop skills, and adapt to a variety of settings. Transitions cannot be avoided but helping a student to be prepared for and adjust to change and transition can help to reduce or avoid some of the anxiety and resultant behaviours that they may cause.

Transition planning should begin well in advance of the expected change for the student. The planning can be complex and requires communication and coordination between those who will be involved in the transition process. Effective planning for significant transitions usually includes parent(s)/guardian(s) and staff from the school, school board, and community agencies or institutions who are and who will be involved with the student. For example, it is important to begin planning for exit from LLS programs at age 21 when students are 16 years of age, because they will first transition from youth to adult supports at age 18 from the Ministries of Child, Community and Social Services and Health and Long-term Care.

Parent(s)/Guardian(s) should be involved in the sharing of information, collaboration, planning, and processes that may be required to ease or facilitate significant transitions for a student. Parent(s)/Guardian(s) can help to identify changes to routines or settings that may be difficult for the student.

The Special Education Services Department prepared an info-graphic for schools to guide them in successful transition planning for students. It can be used in effective IEP writing, and in case conferences with parent(s)/guardian(s). Further available resources include:

- *Educator's Support Guide to Transition Planning*
- *Transition Planning All Students*
- *Transition Planning Template*
- *A Seamless Transition to a New School for Students K-12*





Standard 9

Roles and Responsibilities



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

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Standard 9

Roles and Responsibilities

Roles and Responsibilities in Special Education

The Ministry of Education defines the roles and responsibilities in elementary and secondary education in several key areas:

- legislative and policy framework,
- funding,
- school system management,
- programs and curriculum.

It is important that KPRDSB students, staff and families involved in special education understand their roles and responsibilities, which are outlined below.

The Ministry of Education

- defines, through the *Education Act*, regulations and policy/program memoranda, the legal obligations of school boards regarding the provision of special education programs and services and prescribes the categories and definitions of exceptionality,
- ensures that school boards provide appropriate special education programs and services for their exceptional pupils,
- establishes the funding for special education through the structure of the funding model. The model consists of the Foundation Grant, the Special Education Grant, and other special purpose grants.
- requires school boards to report on their expenditures for special education,
- sets province-wide standards for curriculum and reporting of achievement,
- requires school boards to maintain special education plans, review them annually, and submit amendments to the Ministry,
- requires school boards to establish Special Education Advisory Committees (SEACs),
- establishes Special Education Tribunals to hear disputes between parents and school boards regarding the identification and placement of exceptional pupils,
- establishes a provincial Advisory Council on Special Education to advise the Minister of Education on matters related to special education programs and services,
- operates Provincial and Demonstration Schools for students who are deaf, blind, or deaf-blind, or who have severe learning disabilities.

The Kawartha Pine Ridge District School Board

- establishes school board policy and practices that comply with the *Education Act*, regulations and policy/program memoranda,
- monitors school compliance with the *Education Act*, regulations and policy/program memoranda,
- requires staff to comply with the *Education Act*, regulations and policy/program memoranda,
- provides appropriately qualified staff to provide programs and services for the exceptional pupils of the board,
- obtains the appropriate funding and reports on the expenditures for special education,
- develops and maintains a special education plan that is amended from time to time to meet the

- current needs of the exceptional pupils of the board,
- reviews the plan annually and submits amendments to the Minister of Education,
- provides statistical reports to the Ministry as required and as requested,
- prepares a parent guide to provide parent(s)/guardian(s) with information about special education programs, services and procedures,
- establishes one or more IPRCs to identify exceptional pupils and determine appropriate placements for them,
- establishes a Special Education Advisory Committee,
- provides professional development to staff on special education.

Central Special Education Staff

- provide system support for Special Education in the areas of programming, organizational structures and environmental conditions in schools,
- assist school staff and administration, K-12, in implementing a tiered intervention model of support for students through collaboration, demonstration, mentoring and coaching,
- facilitate professional learning for staff
- make recommendations to assist in resource allocation to schools,
- work with schools staff to review and update students' IEPs and safety plans,
- maintains up-to-date knowledge of special education legislation, board policies, resources, as well as mastery of their own professional area of expertise.

The Special Education Advisory Committee (SEAC)

- makes recommendations to the board with respect to any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board,
- participates in the board's annual review of its Special Education Plan,
- participates in the board's annual budget process as it relates to special education,
- reviews the financial statements of the board as they relate to special education,
- provides information to parent(s)/guardian(s), as requested,
- provides written updates from the represented agencies for inclusion in minutes.

The School Principal

- carries out duties as outlined in the *Education Act*, regulations and policy/program memoranda, and through board policies,
- communicates Ministry of Education and school board expectations to staff,
- ensures that appropriately qualified staff are assigned to teach special education classes,
- communicates board policies and procedures about special education to staff, students and parent(s)/guardian(s),
- ensures that the identification and placement of exceptional pupils, through an Identification, Placement and Review Committee (IPRC), is done according to the procedures outlined in the *Education Act*, regulations, and board policies,
- consults with parent(s)/guardian(s) and with central Special Education staff to determine the most appropriate program for exceptional pupils,
- ensures the development, implementation, and review of a student's Individual Education Plan (IEP), including a transition plan, according to provincial requirements,
- ensures that parent(s)/guardian(s) are consulted in the development of their child's IEP and that they are provided with a copy of the IEP,

- ensures the delivery of the program as set out in the IEP,
- ensures that appropriate assessments are requested if necessary and that parental consent is obtained.

The Teacher

- carries out duties as outlined in the *Education Act*, regulations, and policy/program memoranda,
- follows board policies and procedures regarding special education,
- maintains up-to-date knowledge of special education practices,
- where appropriate, works with special education staff and parent(s)/guardian(s)/student(s) to develop a student's IEP,
- provides the program for a student in the regular class, as outlined in the IEP,
- communicates the student's progress to parent(s)/guardian(s),
- works with other school board staff to review and update the student's IEP.

The Special Education Resource Teacher (SERT)

In addition to the responsibilities listed above under "the teacher":

- holds qualifications, in accordance with Regulation 298, to teach special education,
- monitors the student's progress with reference to the IEP and recommends changes to program as necessary, in collaboration with families, central Special Education staff and external agencies,
- assists in providing educational assessments for students,
- serves as a case coordinator for students with special needs within the school,
- works as a member of the school team to support students,
- via indirect service, co-plans and co-teaches with classroom teachers to provide programming and service supports to students,
- via direct service, may withdraw students for specific programming needs for a limited time to achieve specific skills which the student(s) can learn best outside of the classroom environment.

The Education Worker

- provides program support by assisting teachers with the delivery of academic and social/life skills program for both individual and groups of students,
- guides, prepares and assists students completing work as required,
- provides support and physical assistance to meet the physical needs of students,
- supports and assists teachers in the effective management of student behaviour,
- assists teachers with supervising students,
- assists teachers with student safety issues,
- participates as a member of a the school collaborative team.

The Parent(s)/Guardian(s)

- become familiar with and informed about board policies and procedures in areas that affect the student,
- participate in IPRCs, parent-teacher conferences, and other relevant school activities,
- participate in the development of the IEP,
- become acquainted with the school staff working with the student,
- support the student at home,
- work collaboratively with the school principal and educators to resolve challenges,
- are responsible for the student's regular attendance at school.

The Student

- actively participates in their academic program, and completes program requirements,
- complies with the requirements as outlined in the *Education Act*, regulations, and policy/program memoranda,
- complies with board policies and procedures,
- participates in IPRCs, parent-teacher conferences, and other activities, as appropriate.



Standard 10

Categories and Definitions of Exceptionalities



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DISTRICT SCHOOL BOARD

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Standard 10

Categories and Definitions of Exceptionalities

The following five categories have been identified in the Education Act definition of exceptional pupil, and have been provided verbatim from [Special Education in Ontario Schools, 2017](#):

1. Behavioural

A learning disorder characterized by specific behaviour problems over such a period of time, and to such a marked degree, and of such a nature, as to adversely affect educational performance, and that may be accompanied by one or more of the following:

- a) an inability to build or to maintain interpersonal relationships,
- b) excessive fears or anxieties,
- c) a tendency to compulsive reaction,
- d) an inability to learn that cannot be traced to intellectual, sensory, or other health factors, or any combination thereof.

2. Communicational

Autism

A severe learning disorder that is characterized by:

- a) disturbances in: rate of educational development, ability to relate to the environment, mobility, perception, speech and language.
- b) lack of the representational symbolic behaviour that precedes language.

Deaf and Hard-of-Hearing

An impairment characterized by deficits in language and speech development because of a diminished or non-existent auditory response to sound.

Language Impairment

A learning disorder characterized by an impairment in comprehension and/or the use of verbal communication or the written or other symbol system of communication, which may be associated with neurological, psychological, physical, or sensory factors, and which may:

- a) involve one or more of the form, content, and function of language in communication,
- b) include one or more of the following: language delay, dysfluency, voice and articulation development, which may or may not be organically or functionally based.

Speech Impairment

A disorder in language formulation that may be associated with neurological, psychological, physical, or sensory factors; that involves perceptual motor aspects of transmitting oral messages; and that may be characterized by impairment in articulation, rhythm, and stress.

Learning Disability:

One of a number of neurodevelopmental disorders that persistently and significantly has an impact on the ability to learn and use academic and other skills and that:

- affects the ability to perceive or process verbal or non-verbal information in an effective and accurate manner in students who have assessed intellectual abilities that are *at least* in the average range;
- results in (a) academic underachievement that is inconsistent with the intellectual abilities of the student (which are at least in the average range), and/or (b) academic achievement that can be maintained by the student only with extremely high levels of effort and/or with additional support;
- results in difficulties in the development and use of skills in one or more of the following areas: reading, writing, mathematics, and work habits and learning skills;
- may typically be associated with difficulties in one or more cognitive processes, such as phonological processing; memory and attention; processing speed; perceptual-motor processing; visual-spatial processing; executive functions (e.g., self-regulation of behaviour and emotions, planning, organizing of thoughts and activities, prioritizing, decision making);
- may be associated with difficulties in social interaction (e.g., difficulty in understanding social norms or the point of view of others); with various other conditions or disorders, diagnosed or undiagnosed; or with other exceptionalities;
- is *not* the result of a lack of acuity in hearing and/or vision that has not been corrected; intellectual disabilities; socio-economic factors; cultural differences; lack of proficiency in the language of instruction; lack of motivation or effort; gaps in school attendance or inadequate opportunity to benefit from instruction.

3. Intellectual

Gifted

An unusually advanced degree of general intellectual ability that requires differentiated learning experiences of a depth and breadth beyond those normally provided in the regular school program to satisfy the level of educational potential indicated.

Mild Intellectual Disability

A learning disorder characterized by:

- an ability to profit educationally within a regular class with the aid of considerable curriculum modification and support services;
- an inability to profit educationally within a regular class because of slow intellectual development;
- a potential for academic learning, independent social adjustment, and economic self-support.

Developmental Disability

A severe learning disorder characterized by:

- c) an inability to profit from a special education program for students with mild intellectual disabilities because of slow intellectual development,
- d) an ability to profit from a special education program that is designed to accommodate slow intellectual development,
- e) a limited potential for academic learning, independent social adjustment, and economic self-support.

4. Physical

Physical Disability

A condition of such severe physical limitation or deficiency as to require special assistance in learning situations, to provide the opportunity for educational achievement equivalent to that of students without exceptionalities who are of the same age or developmental level.

Blind and Low Vision

A condition of partial or total impairment of sight or vision that even with correction affects educational performance adversely.

5. MULTIPLE

Multiple Exceptionalities

A combination of learning or other disorders, impairments, or physical disabilities, that is of such nature as to require, for educational achievement, the services of one or more teachers holding qualifications in special education and the provision of support services appropriate for such disorders, impairments, or disabilities.

How does the Kawartha Pine Ridge DSB Identification, Placement, and Review Committee (IPRC) apply these definitions in making decisions on identification and placement?

IPRC members review educational assessments and discuss options with parent(s)/guardian(s). Appropriate school staff (e.g., principal and/or vice principal, classroom teacher, Special Education Resource Teacher) and Special Education staff (e.g., Psychological Services, Speech-Language Services, Mental Health Clinician Services, Board Certified Behaviour Analysts, Special Education Consultants, Behaviour Support Assistants) are consulted, as appropriate, prior to and possibly during the IPRC. The identification and placement which best facilitates the student's successful learning is determined by the Committee.

Conversely, a decision may be taken that these definitions do not apply and the student is not identified as an exceptional student.

In KPRDSB, a student does not have to be identified as exceptional in order to have an Individual Education Plan developed to support their needs.



Standard 11

Provincial and Demonstration Schools in Ontario



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

Kawartha Pine Ridge District School Board

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Standard 11

Provincial and Demonstration Schools in Ontario

This standard provides the public with information about the Provincial and Demonstration Schools that operate for students who are deaf, blind, or deaf-blind, or who have profound learning disabilities. Over the school year 2022-2023, the KPRDSB supported 18 students (14 at Sagonaska School and 4 at Sir James Whitney School for the Deaf) in attending these programs.

Provincial Schools and Provincial Demonstration Schools

- are operated by the Ministry of Education
- provide education for students who are deaf or blind, or who have profound learning disabilities
- provide an alternative education option
- serve as regional resource centres for students who are deaf, blind, or deaf-blind
- provide preschool home visiting services for students who are deaf or deaf-blind
- develop and provide learning materials and media for students who are deaf, blind, or deaf-blind
- provide school board teachers with resource services
- play a valuable role in teacher training

Applications for admission to a provincial Demonstration School are made on behalf of students by the school board, with parent/guardian consent. Admittance to a Provincial School is determined by the Provincial Schools Admission Committee in accordance with the requirements set out in Regulation 296 of the Education Act.

Transportation to Provincial Schools for students is arranged for and provided by school boards.

An in-service teacher education program is provided at each Demonstration School. This program is designed to share methodologies and materials with teachers of Ontario school boards. Information about the programs offered should be obtained from the schools themselves.

Each provincial Demonstration School has an enrolment of forty students. The language of instruction at the Amethyst, Sagonaska, and Trillium schools is English; at Centre Jules-Léger, instruction is in French.

1) Provincial Schools for the Deaf

The following Provincial Schools offer services for deaf and hard-of-hearing students:

- **Sir James Whitney School for the Deaf** in Belleville (serving Eastern Ontario)
- **Ernest C. Drury School for the Deaf** in Milton (serving Central and Northern Ontario)
- **Robarts School for the Deaf** in London (serving Western Ontario)
- **Centre Jules-Léger** in Ottawa (serving francophone students and families throughout Ontario)

These schools provide elementary and secondary school programs for deaf students from preschool level to high school graduation. The curriculum follows the Ontario curriculum and parallels courses

and programs provided in school boards. Each student has their needs met as set out in their Individual Education Plan (IEP). Schools for the deaf:

- provide rich and supportive bilingual/bicultural educational environments which facilitate students' language acquisition, learning, and social development through American Sign Language (ASL) and English
- operate primarily as day schools
- provide residential facilities five days per week for those students who do not live within reasonable commuting distance from the school

Each school has a Resource Services Department which provides:

- consultation and educational advice to parents/guardians of deaf and hard-of-hearing children and school board personnel
- information brochures
- a wide variety of workshops for parents/guardians, school boards, and other agencies
- an extensive home-visiting program delivered to parents/guardians of deaf and hard-of-hearing preschool children by teachers trained in preschool and deaf education

2) Provincial Schools for Students with Profound Learning Disabilities

These Demonstration Schools were established to:

- provide special residential education programs for students between the ages of 5 and 21 years
- enhance the development of each student's academic and social skills
- develop the abilities of the students enrolled to a level that will enable them to return to programs operated by a local school board within two years

In addition to providing residential schooling for students with profound learning disabilities, the provincial Demonstration Schools have special programs for students with profound learning disabilities in association with attention-deficit/hyperactivity disorder (ADD/ADHD). These are highly intensive, one-year programs.

The Trillium School also operates Learning for Emotional and Academic Development (LEAD), a special program for students with profound learning disabilities who require an additional level of social/emotional support.

3) Provincial Schools for the Blind and Deaf-Blind

W. Ross Macdonald School is located in Brantford and provides education for students who are blind, visually impaired, or deaf-blind. The school provides:

- a provincial resource centre for the visually impaired and deaf-blind
- support to local school boards through consultation and the provision of special learning materials, such as Braille materials, audiotapes, and large-print textbooks
- professional services and guidance to ministries of education on an interprovincial co-operative basis

Programs are tailored to the needs of the individual student and:

- are designed to help these students learn to live independently
- are delivered by specially trained teachers
- follow the Ontario curriculum developed for all students in the province
- offer a full range of courses at the secondary level
- offer courses in special subject areas such as music, broad-based technology, family studies, physical education, and mobility training
- are individualized to offer a comprehensive "life skills" program
- provide home visiting for parents/guardians and families of preschool children who are deaf/blind to assist in preparing these children for future education

Transportation for students to and from the Provincial or Demonstration Schools

Students attending a Provincial or Demonstration School are generally transported by bus arranged through the KPRDSB in collaboration with Student Transportation Services of Central Ontario (STSCO) once the student has been accepted at the Provincial or Demonstration School. Designated stops on the bus route are accessed by each family on Friday and Sunday. This mode of transportation is shared with the Durham District School Board. When necessary, an assistant is provided, and this cost is shared between the Kawartha Pine Ridge District School Board and the Durham District School Board.

At times, it is most appropriate to transport a student daily. When possible, existing transportation and routes are used in this situation. If necessary, a daily taxi service or small van service is arranged for daily transportation. Students that travel daily are generally picked up at their house, taken to the school, and returned to their house at the end of the school day.

For more information, visit the Ministry of Education, Provincial and Demonstration Schools Branch website at [this link](#).

Provincial School Contacts

Ministry of Education
Provincial and Demonstration Schools Branch
255 Ontario Street South
Milton, Ontario
L9T 2M5
Telephone: (905) 878-2851
Fax: (905) 878-5405

Schools for the Deaf:

**The Ernest C. Drury School
for the Deaf**
255 Ontario Street South
Milton, Ontario
L9T 2M5
Tel.: (905) 878-2851
Fax: (905) 878-1354

**The Roberts School for the
Deaf**
1515 Cheapside Street
London, Ontario
N5V 3N9
Tel.: (519) 453-4400
Fax: (519) 453-7943

**The Sir James Whitney
School for the Deaf**
350 Dundas Street West
Belleville, Ontario
K8P 1B2
Tel.: (613) 967-2823
Fax: (613) 967-2857

School for the Blind and Deaf-Blind:

W. Ross Macdonald School
350 Brant Avenue
Brantford, Ontario
N3T 3J9
Tel.: (519) 759-0730
Fax: (519) 759-4741

School for the Deaf, Blind, and Deaf-Blind (French Language):

Centre Jules-Léger
281 rue Lanark
Ottawa, Ontario
Tel.: (613) 761-9300
Fax: (613) 761-9301

Schools for Students with Severe Learning Disabilities:

Amethyst School

1515 Cheapside Street
London, Ontario
N5V 3N9
Tel.: (519) 453-4408
Fax: (519) 453-2160

Sagonaska School

350 Dundas Street West
Belleville, Ontario
K8P 1B2
Tel.: (613) 967-2830
Fax: (613) 967-2482

Centre Jules-Léger (French Language)

281 rue Lanark
Ottawa, Ontario
K1Z 6R8
Tel.: (613) 761-9300
Fax: (613) 761-9301
TTY: (613) 761-9302 and 761-9304

Trillium School

347 Ontario Street South
Milton, Ontario
L9T 3X9
Tel.: (905) 878-8428
Fax: (905) 878-7540



Standard 12

KPRDSB's Consultation

Process



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

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Standard 12

KPRDSB's Consultation Process

The Kawartha Pine Ridge District School Board values collaboration with families, community partners and stakeholders. We welcome input into our Special Education Plan, into our policies, administrative regulations, processes and guidelines.

KPRDSB's Special Education Advisory Committee (SEAC) formally reviews the Special Education Plan annually, and throughout the year as the need arises. SEAC members are able to share information and input from their respective associations/agencies and provide feedback.

Opportunities for public consultation are welcomed through the Board's website, through our school Special Education teams led by the Principal, through connection with Special Education Department team members and through consultations with SEAC. All Special Education Department change initiatives are generated through a multi-disciplinary standing leadership team, and then moved into employee focus groups for a more inclusionary model.

Communication Guide for Parents/Guardians and Students

Questions or Concerns: Where to begin

The best place to begin is with the person closest to the issue (e.g. regular classroom teacher, Special Education Resource Teacher, bus driver, etc.). To assist with resolving issues or concerns, you should:

- gather as much information about the situation as possible
- contact the school and arrange a meeting with the staff member(s) to discuss your concern.

Most questions can be answered, and issues resolved, by having meaningful and purposeful conversations. Keeping the lines of communication open is the best strategy.

Asking questions or communicating concerns regarding program or special education services

We welcome your participation in asking questions or communicating your concerns:

- plan your approach
- gather your information
- be clear about the facts ahead of time
- organize what you want to highlight
- know what questions you want to ask

Remember:

- The members of the board's Special Education Advisory Committee are available to assist you. Information is found in the Special Education Advisory Committee section of the Special Education Plan, and on the Board website under Special Education.
- It may be helpful to contact an agency/organization in the KPRDSB jurisdiction that supports children and families with special needs.
- You are welcome to involve a friend or advocate at any time.

Communicate with School Staff:

- be positive
- focus on one or two issues at a time

- share information you feel is important about your child
- share information that you have gathered from outside sources that may assist with programming decisions at school
- listen actively – every person in the discussion has important information to share
- give some thought to the solutions you would like to see
- plan next steps together
- take notes of discussion items and decisions made

Remember:

- your concern is important – sometimes getting to the best solutions takes time
- keep communicating – continuing communication is important

Whom to contact if questions or concerns not adequately addressed?

If you feel your question has not been answered or concern has not been addressed, follow this flow chart of who to contact. At any time in the process, you can ask your question or raise your concern with a member of the board’s Special Education Advisory Committee.

Elementary Schools

Teacher
Provides support and/or program for all students

Special Education Resource Teacher
Provides special education support and/or program support

Principal/Vice-principal
Responsible for student progress

System Principal of Special Education
Provides support for Special Education, Identification and Programs

Superintendent of Education
Responsible for day-to-day operation of all schools

Director of Education
Responsible for day-to-day operation of the school board.

Your Local Trustee
Sets policy for the operation of all public schools in KPRDSB

Ministry of Education
Administers the system of publicly funded elementary and secondary school education in Ontario

Secondary Schools

Teacher
Provides support and/or program for all students

Special Education Resource Teacher
Provides special education support and/or program support

Special Education Lead Teacher
Provides special education support and/or program and problem solves department and student concerns with students, teachers, administrators and parents/guardians

Principal/Vice-principal
Responsible for student progress

System Principal of Special Education
Provides support for Special Education, Identification and Programs

Superintendent of Education
Responsible for day-to-day operation of all schools

Director of Education
Responsible for day-to-day operation of the school board.

Your Local Trustee
Sets policy for the operation of all public schools in KPRDSB

Ministry of Education
Administers the system of publicly funded elementary and secondary school education in Ontario



Standard 13

The Board's Special Education Advisory Committee (SEAC)



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

Kawartha Pine Ridge District School Board
1994 Fisher Drive Peterborough, Ontario K9J 6X6
1-877-741-4577

Standard 13

The Board's Special Education Advisory Committee (SEAC)

What are the meeting times and locations?

The Kawartha Pine Ridge District School Board SEAC meets ten times per school year. Meetings begin at 3:30 p.m., virtually or at the Education Centre at 1994 Fisher Drive in Peterborough. Members and the public may attend these meetings live or via livestream. Occasionally meetings are held in conjunction with a learning activity such as local presentations of relevance to Special Education in the district. The meeting dates for 2023-2024 are September 12, October 3, November 7, January 9, February 13, March 5, April 2, May 7, May 21, June 11. The meeting agendas and minutes are posted on the KPR website at [this link](#).

What are the procedures for selecting members?

The selection of SEAC members and alternates is governed by Regulation 464 of the *Education Act*. Written nominations for representatives and alternates are forwarded to the Superintendent of Education, Student Achievement with responsibility for Special Education, clearly indicating compliance with candidate qualifications, association(s) represented, and representative and/or alternate candidate names including address and telephone numbers. Submissions are reviewed and recommendations submitted to the Kawartha Pine Ridge District School Board of Trustees based on collective exceptionality represented, geographic coverage, and resource supports. Associations are notified of their successful candidates by the Board.

How do Parent(s)/Guardian(s) and other members of the public make their views known to the SEAC?

Parent(s)/guardian(s) and members of the public can make their views known to SEAC by contacting individual SEAC members and/or associations, communicating through their school councils and school principals, e-mailing or calling the Board Office, through the Board's website, by letter, and by fax. Meeting dates are published on the Board's website. Meetings are live-streamed, and open to the public, allowing direct access to SEAC.

How did SEAC fulfill its roles and responsibilities during the school year and what documentation was provided to SEAC to enable it to fulfill these responsibilities?

As outlined in Regulation 464, the roles and responsibilities of SEAC are as follows:

- make recommendations to the Board with respect to any matter affecting the establishment, development, and delivery of Special Education programs and services for exceptional students within the Board
- participate in the Board's annual review of its Special Education Plan
- participate in the development of the Board's annual budget for Special Education
- review the financial statements of the Board as they relate to Special Education

Board Policy and Administrative Regulations

SEAC members receive from the Board, upon request, copies of Board policies and administrative regulations as they pertain to Special Education. All policies pertaining to Special Education go to the SEAC for input and recommendations prior to being passed by the Board.

SEAC members should review all other related pertinent policies (e.g., policies on transportation and attendance). SEAC makes recommendations to committees bringing forth pertinent policies. When policies relevant to Special Education are being developed by committee, SEAC is invited to be on the committee.

Liaising with Other Board Committees, Departments

SEAC members can liaise with other committees by:

- volunteering for committee membership
- giving presentations/ briefs
- keeping informed about Board activities (e.g., requesting copies of committee reports or inviting a committee member to give a report to the SEAC)
- receiving presentations of relevant materials at SEAC meetings.

SEAC members have standing invitations to all professional development sessions with respect to special education.

Annual Review of the Special Education Plan

The Special Education Plan must be reviewed by the district every year. In the Kawartha Pine Ridge District School Board, SEAC reviews the Special Education Plan annually.

Budget

SEAC reviews the financial statements of the Board as they relate to Special Education. All Special Education funding is shared with SEAC and reviewed throughout the school year with respect to services rendered.

SEAC participates in the development of the Board's annual budget for Special Education. During the annual budget process, SEAC is updated monthly, as information arrives from the Ministry regarding the funding of Special Education programs and services, resulting in budget proposals. SEAC reviews the proposals and provides input. The Superintendent of Education with responsibility for Special Education makes the presentation to the Board's Budget Committee on behalf of SEAC and Senior Administration.

SEAC also participates in the development of service delivery models which impact on or are the results of the funding model.

SEAC Membership List 2023-2026

Title	Name	Address	Email	Phone #
Alternatives Community Program Services Inc.	Kylee Baker <hr/> Kia Meades (Alt)	Lori McGee Executive Director Alternative Community Program Services Inc. 264 Stewart St. Peterborough ON K9J 3M9	kyleeB@alternativesptbo.ca <hr/> kiam@alternativesptbo.ca	705-742-0806 Fax-705-742-0943 705-742-0806 Fax-705-742-0943
Brain Injury Association Peterborough Region (B.I.A.P.N)	Nancy Lajoie	B.I.A.P.N Teryl Hoefel (Executive Director) 158 Charlotte St. Peterborough, ON. K9J 2T8 (705) 741-1172	ties4kids@gmail.com	
Canopy Support Services	Kim Hill	Himanshu Shah Director 150 O'Carroll Ave. Peterborough, ON K9H 4V3 (705) 876-9245 hshah@canopysupport.ca	khill@canopysupport.ca	
Central East Autism	Marilyn Robinson	Laura Webb (Program & Volunteer Coordinator) Autism Ontario 1179A King Street West, Suite 004 Toronto, ON. M6K 3C5 1-800-472-7789	robinsm@sympatico.ca	(705) 743-5254
Community Living Trent Highlands	Alison Rodriguez	Penny Wood Manager – Child & Family Services Community Living Trent Highlands 223 Aylmer St. Peterborough, ON K9J 3K3	arodriguez@communitylivingpeterborough.ca	705-743-2412, ext. 553
Curve Lake First Nations	Jeanette Hunter <hr/> Rachel Heard	Curve Lake First Nation Keith Knott (Chief) Government Services Building 22 Winookeedaa Road, Curve Lake, ON K0L 1R0 P: 705.657.8045 (207)	JeanetteH@curvelake.ca <hr/> RachelH@curvelake.ca	
Developmental Services Ontario	Amy Spencer <hr/> Stacey Martin (Alt)	Lisa Lawrence (Supervisor) llawrence@yssn.a 240 Edward Street, Unit 3 Aurora, Ontario L4G 3S9 Office: (905) 898-6455 ext. 2256	aspencer@yssn.ca <hr/> smartin@yssn.ca	(613) 847-1239 <hr/> (289) 221-6821

Easter Seals Ontario	Shanna Gonsalves	Alison Morse Senior Manager – Advocacy and Family Engagement One Concorde Gate, Suite 700 Toronto, ON. M3C 3N6 (416) 421-8377	shannagonsalves@gmail.com	(647) 988-6932
Five Counties Children's Centre	Jennifer Camenzuli	Scott Pepin (CEO) Five Counties Children's Care 872 Dutton Road Peterborough, ON K9H 7G1	icamenzuli@fivecounties.on.ca	(705)748-3526
	Elizabeth Carmichael (Alt)		ecarmichael@fivecounties.on.ca	
Frontenac Youth Services	Melanie Brynaert Marlene E. Pike (Alt)	Marlene E. Pike Executive Director Frontenac Youth Services 1320 Airport Blvd, Oshawa, ON. L1J 0C6	marlene@frontenacyouthservices.org melanie@frontenacyouthservices.org	Tel: 905-579-1551 Ext. 224 1-888-579-5914 Cell: 289-928-1496
Grandview Kids	Melodie Muir Andrea Belanger (Alt)	Avori Cheyne Chief Communication Officer Grandview Kids 1320 Airport Blvd, Oshawa, ON. L1J 0C6	Avori.Cheyne@grandviewkids.ca Lorraine.sunstrum-mann@grandviewkids.ca	905-728-1673 Ext. 2240 1-800-304-6180
Kinark Child and Family Services	Julie McIntyre (SNAP facilitator) Holly Thomas (Alt)	Kelly Robinson Clinical Services Manager 380 Armour Road Suite 275 Peterborough, ON. K9H 7L7 kelly.robinson@kinark.on.ca	julie.mcintyre@kinark.on.ca holly.thomas@kinark.on.ca	(705) 768-7318 (705) 868-2492

TRUSTEES

Angela Lloyd Chairperson 705-939-6967	Jaine Klassen Jeninga Trustee	Paul Brown (Alt) Trustee
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ADMINISTRATIVE RESOURCE

Jodi Sepkowski, Superintendent 1994 Fisher Drive, Peterborough, On K9J 6X6 PH: 705-742-9773 or 1-877-741-4577 Ext. 2060 Executive Assistant: Laurie Hull, Ext. 2061	Marguerite Masterson 250 Hunter St. E Peterborough, ON. K9H 1H1 PH: 705-745-2591 marguerite_masterson@kprdsb.ca	Joanne Shuttleworth, System Principal Dave Crawford, System Principal to Superintendent - Special Education 1994 Fisher Drive Peterborough ON K9J 6X6 PH: 705-742-9773 or 1-877-741-4577 Ext. 2175 joanne_shuttleworth@kprdsb.ca david_j_crawford@kprdsb.ca Secretary: Amanda Clarke, Ext. 2174
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Standard 14

Early Identification Procedures and Intervention Strategies



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

Kawartha Pine Ridge District School Board
1994 Fisher Drive Peterborough, Ontario K9J 6X6
1-877-741-4577

Standard 14

Early Identification Procedures and Intervention Strategies

As stated in [Policy/Program Memorandum \(PPM\) No. 11, *Early Identification of Children's Learning Needs*](#), boards must have in place procedures to identify each student's level of development, learning abilities, and needs, and they must ensure that educational programs are designed to accommodate these needs and to facilitate each student's growth and development. Each board's special education plan must explain these procedures for school staff and for parents and other members of the public.

The Kawartha Pine Ridge District School Board endeavours to deliver Special Education services to allow students to benefit from a range of services in keeping with the Board's program vision, as outlined in Standard 1. We believe all students can learn, and that early intervention is critical in supporting student success. This belief guides the Board's approach to the education of students who have special needs. The education programs for these students must be sensitive to the individuals' strengths and learning needs, as well as the lived experience of each student.

The Kawartha Pine Ridge District School Board (KPRDSB) is committed to providing a wide range of programs to assist students. These programs include early identification of learning needs, appropriate teaching strategies, materials to support programs, ongoing assessment, in-service to appropriate personnel, and communication with parents/guardians and students.

The Principal's Role in Early Identification

As students with special needs enter our schools, it is important that the school administration be well prepared to respond to those needs with advanced planning. The school administrator is responsible for classroom assignments, Education Worker allocation (if required), Individual Education Plans and Safety Plans.

First-hand knowledge and understanding of students with special needs is invaluable to school administrators in successfully planning for the entry of special needs students. Entry meeting(s) with parents/guardians will gather the required information for a smooth transition into school and will help to establish a valuable partnership in the student's education.

The Principal:

- will arrange to conduct the first observational visit or facilitate a staff member to conduct the observation to gather critical data (see Appendix A, *High Needs Intake Transition Form*)
- will gather information necessary to aid placement decisions if student is transferring from another school (either inside or outside KPRDSB)
- is the key decision maker when deciding classroom placements, creating supervision schedules, making appropriate requests for, and allocation of, Education Workers
- may reasonably delay entry for admissions during the school year so that information can be gathered, allowing for the most effective placement decisions to be made, and allowing time to make changes to the physical and learning environments based on student needs
- will work with the Special Education Resource Teacher and classroom teachers to identify and prioritize the students who require intervention support and will notify parent(s) /guardian(s) of these students about the intervention support, monitoring the intervention support, and

oversee the creation and implementation of the Individual Education Plan for students as may be necessary

- will use data gathered through co-ordination with agencies such as local children's treatment centres, the Ontario Early Years Centres, Public Health Units, and other regional children support agencies

The Teacher's Role in Early Identification

The Teacher will:

- use the *Supporting Students Checklist – Learning for All* (Appendix B) to inform next steps for supporting student needs
- review all High Needs Intake Transition Forms and parent/guardian questionnaires
- follow up with previous intervention provided by other services
- in-service parents/guardians at a Kindergarten information session, where applicable, about early literacy research and the role of the parent/guardian
- collect baseline data on students
- monitor and record change over time in students' learning
- report to parents/guardians
- request that parents/guardians have an updated vision/hearing assessment completed for the student, as appropriate
- program according to each student's needs
- be aware of all available resources for early intervention
- use a variety of strategies to assist in the development of literacy and Math
- participate in ongoing professional development
- consult with the Special Education Resource Teacher and/or system-level K-12 Program Department supports, and Special Education Department supports, as appropriate, regarding individual learning concerns
- refer students with social/emotional/behavioural needs to Special Education Department central staff, as appropriate, such as Behaviour Support Assistants and Mental Health Clinicians
- administer the Speech Screening Tool, Language Checklist, or Augmentative and Alternative Checklist, as appropriate, for students with speech and/or language needs
- assist in creating an Individual Education Plan as appropriate, in consultation with the Special Education Resource Teacher, the Principal, and the parent(s)/guardian(s)

The Parent's/Guardian's Role in Early Identification

The Parent/Guardian will:

- attend a Kindergarten information session, where possible and as appropriate
- complete parent/guardian questionnaires and provide all relevant and requested information to school personnel about the student's history and individual needs which could impact on learning
- communicate regularly with school personnel and alert staff to any changes in the student's development that may impact on learning
- participate in case conferences, if required
- provide informed consent, as appropriate, for school staff to speak with other professionals also working with the student

- participate in the development of an Individual Education Plan, if required
- arrange for updated vision/hearing/medical/Occupational Therapist/Physiotherapist, etc. assessments, as appropriate

Policies and Procedures on Screening, Assessment, Referral, Identification, and Program Planning for Students Who May Be In Need of Special Education Programs and Services

The Kawartha Pine Ridge District School Board offers a range of services to support the needs of all learners.

Prior to Student with Special Needs Entering School:

Role	Action
Parent/ Guardian	<ul style="list-style-type: none"> ● enrolls their child with a special need in the school
Principal	<ul style="list-style-type: none"> ● arranges for observation visit of student ● oversees completion of “High Needs Intake Transition Form” (see Appendix A) as a result of observation visit ● submits “High Needs Intake Transition Form” to the Instructional Leadership Consultant (ILC) for Special Education for their region ● develops plan to successfully support student in the school setting, collaborating with school level and system level resources as appropriate

Early Literacy and Numeracy

Teachers monitor student progress toward curriculum expectations. There are approved diagnostic tools which assist them in this endeavour.

In 2013, the Ministry of Education released [Policy/Program Memorandum \(PPM\) 155, Diagnostic Assessment in Support of Student Learning](#). This PPM outlines that teachers, principals and school board staff share a collective responsibility and accountability for student achievement and, in their respective roles, exercise their professional judgement.

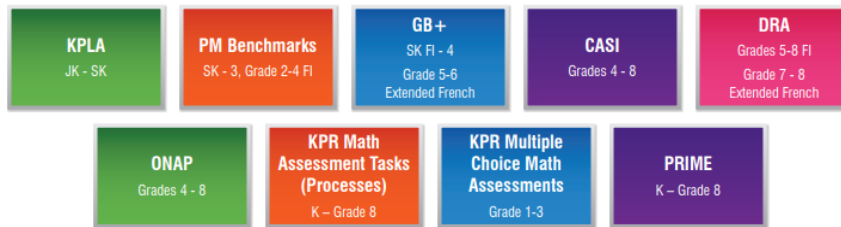
Expectations for roles, based on PPM 155, are described as:

- Teachers are expected to determine which student(s) will be assessed, the frequency, the appropriate timing and which diagnostic tool they will use.
- Principals are expected to work in collaboration with teachers to gather information about student learning.
- Boards are expected to develop a common understanding of the planning process and the need for student data and information that can inform actions taken to improve student learning.

The Special Education Resource Teacher may also provide support to the classroom teacher in building capacity in literacy and mathematics instruction. If the student continues to experience difficulties, a case conference may be held with appropriate staff and the parent(s)/guardian(s) to determine the next steps, such as a referral for additional assessments.

What are the types of assessment tools/ strategies used to gather appropriate information about students in order to assist in the development of appropriate educational programs?

A wide range of assessment tools and strategies are used to help gather data to assist in the development of appropriate educational programs. These range from informal classroom observation by teachers and support staff to more formal standardized assessments. The Kawartha Pine Ridge District School Board Teaching and Learning Department created a document entitled *Comprehensive Assessment System: KPR Assessment for Learning Tools*, naming a variety of assessment tools teachers have available for Literacy and Math for Kindergarten to Grade 8:



In addition, teachers use:

- ongoing assessment for, as and of learning
- consultation with school staff, parent(s)/guardian(s), other professionals
- classroom observation
- portfolio collection of student work
- interview with student
- speech-language assessments
- Weschler Individual Achievement Test (WIAT)
- psychological assessments
- phonological awareness screener
- Supporting Students Checklist – Learning for All (Appendix B)
- [Empower](#) comprehensive reading intervention program developed by SickKids Hospital in Toronto in all KPR elementary schools

Life Skills

A range of service is available dependent on the individual needs of the student requiring life skills programming. Students who require life skills training are provided with this either in regular classrooms or in specialized Learning and Life Skills (LLS) classes. Many students with developmental disabilities stay in regular classes up to grades 5 - 8 before entering LLS programs, but parents/guardians can choose to have their child placed in the LLS program in Grade 4.

In general, in order to meet the admission requirements of the LLS program, students need to meet criteria for a diagnosis of developmental delay with intellectual functioning at or below the 2nd

percentile. The school principal completes a preliminary LLS screening checklist. They then contact the Instructional Leadership Consultant (ILC) who coordinates a review of the student's profile by central Special Education Services staff, including the school psychologist. Once an LLS placement is approved by the System Principal of Special Education, and parents have also agreed, the student is placed into an LLS classroom through the Identification Placement and Review Committee process.

Primary Communications Classes

When the data indicates that a student in Grade 1, 2 or 3 is experiencing ongoing significant difficulties in three or more of the following areas:

- communication
- independence
- academic achievement
- learning readiness
- school engagement
- social skills
- executive function

then a placement in a Primary Communications Class may be considered.

When a student is placed in a Primary Communications Class, the focus is on acquisition of skills that allow students living with intense communication needs to learn effectively, socialize, communicate and self-regulate in school and in daily living environments, providing a program and learning environment which minimizes triggers to unsafe behaviour. Programming includes opportunities for integration into same-age classrooms and into all school-wide activities, as appropriate and in accordance with the goals on the IEP. Students would remain in the program for a minimum of one year, or until they had the skills to return to the regular classroom setting and be successful in that placement.

Speech-Language Screening Procedures

If a teacher or principal has concerns about a student's learning in the areas of speech and/or language, school staff may consider referring the student to Speech-Language Services. In order to begin the process, school staff complete the appropriate checklist: Speech Screening Tool, Language Checklist, or the Augmentative and Alternative Communication (AAC) Checklist. Original copies of Language Checklists and Speech Screening Tools are kept in the student's Ontario Student Record. The Speech-Language Pathologist and the Special Education Resource Teacher/Principal review the Language Checklists to determine the nature of the service to be provided. If further assessment is required for an individual student, the Speech-Language Pathologist provides the school with a 'Consent for Speech-Pathology' form. The school completes this form and obtains informed parental consent. The completed referral form is submitted to Special Education Department for processing.

Mental Health Clinician / Attendance and Counselling Services

Requests for counselling referrals from students, parents/guardians or school staff are funnelled through the designated school contact to the assigned mental health clinician. Through this process, next steps such as phone contact, home visit, case conference, or community referral, may be recommended. Information gleaned from this contact informs the next step of service from Attendance and Counselling

Services. Parent(s)/guardian(s) are included in the process as appropriate.

Behaviour Support Services

Students with behavioural needs have a range of support available to them. As always, support provided within the classroom setting is the first option considered. On those occasions when a student requires more intensive intervention, the Principal can request the services of a Behaviour Support Assistant (BSA), who is available to observe the student, attend case conferences, and to assist in the development of appropriate program interventions/ strategies for the student. These interventions may be outlined in an Individual Education Plan (IEP) or in a Safety Plan, which is reflected in the IEP.

Itinerant Teachers of Blind/Low Vision and Deaf/Hard of Hearing

These specialized teachers provide direct instructional support to students, as well as to their classroom teachers in the way of programming and equipment set-up.

Students with Autism Spectrum Disorder

School personnel can access support in working with students living with Autism Spectrum Disorder by a number of central Special Education staff. The Instructional Leadership Consultants (ILCs) and Behaviour Support Assistants (BSAs) have experience and expertise working in the area of Autism. They can further access the expertise of a Board Certified Behaviour Analyst (BCBA), a Speech-Language Pathologist and/or a Psychologist. The support that is provided will come from the appropriate discipline or mix of disciplines as determined by the individual needs of the student. Students with ASD are usually placed in regular classrooms. Students with ASD and having profound communication needs may be recommended for placement in a Primary Communications Class. If a student with ASD also has a developmental disability, they may qualify for placement in a Learning and Life Skills (LLS) program dependent upon a review of appropriate assessment data.

School-based Rehabilitation Services

School staff utilize the referral process to access School-based Rehabilitation Services (SBRS) through local Children's Treatment Centres for Occupational Therapy, Physiotherapy and/or the intensive support of a Speech-Language Pathologist for students according to the mandates of [PPM 81: Provision of Health Support Services in School Settings](#) and [Interministerial Guidelines on the Provision of Speech and Language Services](#).

For children who attend full time, the Board and Children's Treatment Centres, such as [Five Counties](#) or [Grandview](#), assume the responsibility for children with Speech and Language needs in accordance with [Interministerial Guidelines on the Provision of Speech and Language Services](#). All students requiring Occupational and/or Physical Therapy are also referred to Five Counties or Grandview. Five Counties (Peterborough, Northumberland, Quinte West) or Grandview (Clarington) outline specific referral procedures on their respective websites.

What are the procedures for providing parents/guardians with notice that their child is having difficulty?

Ongoing communication with parents is one of the roles and responsibilities of teachers. Consultation

with parents is to begin as soon as academic or behavioural difficulties arise.

In-School Conference

Teachers who observe social, emotional, or academic concerns or performance changes in a student, which have not been resolved through typical interventions such as discussions with the student and parents, will then request that an In-School Conference be held. This informal conference usually includes the principal, classroom teacher(s), the Special Education Resource Teacher, and Education Workers, if applicable. Using the *Supporting Students Checklist – Learning for All* (Appendix B), school staff share their concerns, observations, and pertinent information about the student. Together they establish a list of strengths and concerns, develop strategies to assist the student in the areas of concern, and assess the student's performance. School staff communicate their plans with the parents/guardians.

Special Education Resource Teacher

The Special Education Resource Teacher(s) (SERTs) assigned to each school is/are available to consult with classroom teachers about resources and strategies which may be used to assist students. They will work with the classroom teacher and may make suggestions for programming, accommodations, modifications (except to grade level), alternative programming, and intervention strategies which will support the classroom teacher in providing appropriate programming.

Case Conference

If required, a Case Conference is offered following the In-School Conference. It involves the school administrator, parent(s)/guardian(s), possibly their support person, teachers and support staff. It may include community agency support staff, and central Special Education Department staff, as appropriate. This conference examines the interventions and strategies that have been implemented for the student and reviews progress to date, using the *Support Students Checklist – Learning for All*. Those involved may make further recommendations for accommodations, alternative programming, and modifications (except to grade level) to programming and may request further involvement and assessment by other agencies. The expertise of the Mental Health Clinicians, Psychological Services, Behaviour Services, BCBA's or Speech-Language Services for assessment and recommendations may also be requested. It may be recommended that a student be placed on an IEP.

Multi-Focused Team Meeting

The Multi-Focused Team Meeting takes place with parental permission, and is a meeting of the professional staff, internal to KPR and possibly external, who are involved in supporting a student. It takes place when the interventions to date have not been effective, and it is time to review the student's current strengths and needs. Subsequently, new recommendations will be made from this meeting for parental and school consideration. Only the multi-focus team can approved modifications to a student's grade level, or refer a student for a psychological or language assessment.

What are the procedures for notifying parents that their child is being considered for IPRC?

The discussion regarding considering a student for referral to an IPRC happens at the school level. The topic will be discussed formally during a Case Conference, to which parents will be invited. School recommendations, including proceeding to an IPRC, will be recorded in the Case Conference minutes. Parents will receive a copy of the minutes. The school staff will indicate, in writing, that parents have

been consulted and are or are not in agreement with the recommendation to proceed to IPRC. Parents are consulted in the development of an Individual Education Plan (IEP), which is developed for a student if required regardless of whether or not the student is referred to an IPRC.

What are the procedures for notifying parents that their child is being considered for a special education program and related services if the child is not referred to an IPRC?

Parents will be invited to attend a Case Conference at which time school recommendations will be formally discussed and recorded. Parents will also be consulted in the development of an Individual Education Plan (IEP) that will meet the needs of the individual student.



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD
High Needs Intake Meeting Minutes



Reminders:

- Copy of minutes to be filed in Student's OSR
- Copy of minutes to be provided to parent(s)/guardian(s)

This form is to be used for students entering KPR with complex needs as a tool to support any transition planning.

Student: _____ D.O.B.: _____ Grade: _____

School: _____ Meeting Date: _____

Meeting Attendees	
Name	Role
Community Services Involved (name, agency, etc.)	
<input type="checkbox"/> Child Care Program	
<input type="checkbox"/> Children's Aid Society	
<input type="checkbox"/> Children's Mental Health	
<input type="checkbox"/> Community Living	
<input type="checkbox"/> IBI or ABA	
<input type="checkbox"/> Occupational Therapy	
<input type="checkbox"/> Pediatrician	
<input type="checkbox"/> Physiotherapy	
<input type="checkbox"/> Preschool/Resource Teacher	
<input type="checkbox"/> Psychologist or Psychiatrist	
<input type="checkbox"/> Social Work	
<input type="checkbox"/> Speech-Language Therapy	
<input type="checkbox"/> Other	

Medical

Vision tested: Yes No Hearing tested: Yes No

Diagnosis: _____

Medication: _____

Fine Motor: _____

Gross Motor: _____

Mobility: _____

Sitting: _____

Other: _____

Equipment Needs: SEA Tech SEA Non-Tech Non-SEA

Please specify: _____

Transportation: Bus Walk Driven

	Strengths	Needs	Strategies
Parent/Guardian Perspective			
Communication (speech, language, alternative communication, oral language, articulation, history of ear infections, hearing loss)			
Self-Help Skills (feeding, toileting, dressing, grooming)			

Social/Emotional/ Behaviour (self- regulation, interpersonal skills, emotional awareness)			
Learning Skills (organization, responsibility, independent work, collaboration, initiative) And Thinking (level of basic literacy, numeracy)			
Transition Behaviour (activity to activity, home to school, person to person)			
Other Information (family, academic history, background)			
Action Items			
Action	Person Responsible	Timeline	

Minutes taken by: _____

Principal's Signature: _____ Date: _____



Supporting Students Checklist: Learning For All



Student: _____

Grade: _____

When you have questions – First Steps:

- Spend time getting to know your student and building a relationship; elicit student voice
- Gather information from previous school staff involved with the student and collaborate with current staff. What strategies have been successful?
- Collect relevant data (*see additional pages – Tracking and OSR Information*)
- Review programming for differentiated instruction, universal design for learning, assessment for learning, and those Tier 1 strategies outlined in “Strategies Currently in Use” on the tracking page
- Identify and implement strategies to support success based on the information gathered and monitor results
- Communicate with parents/guardians to establish a positive relationship. Document all contact and discussions including next steps

When concerns persist – Meet with SERT and/or Admin:

- Consult SERT – (*complete page 2 in advance*)
- Request an *In-School Conference (ISC) or Student Success Meeting (SST)* with Admin/SERT (*review data, discuss strategies and create action plan*)
- Consult with school BSA or ILC
- Continue to differentiate instruction, collect data, monitor, and document student’s progress as noted in the action plan developed at the ISC or SST
- Continue to communicate with parents, in a collaborative fashion, the concerns, strategies and supports currently in place to support success
(The steps of this stage may be repeated as needed)

If more focused intervention/support is required:

- SERT to schedule *Case Conference* with parents and School Team
- Implement *Case Conference Action Plan*, determined collaboratively with parents and SERT/Admin which may include developing IEP, Individualized Safety Plan, Student Wellness Plan, Plan of Care or a recommendation for further assessments (Psych, SLP, MHC, OT, PT, BCBA), and monitor for progress
- If student requires further intervention, such as a referral for a Psychological, Language Assessment or Board Certified Behaviour Analyst (BCBA) referral, SERT to submit a Multi-Focus Team (MFT) referral for the student to be discussed at a MFT meeting, follow the MFT Consultation Pathway
- Implement Multi-Focus Team recommendations, monitor for progress
- If student requires further intervention, school administration to requires a Multi-Disciplinary Team (MDT) meeting, follow MDT Consultation Pathway

HIGHEST CONCERN(S): _____

OBSERVED STRENGTHS

- | | |
|--|---|
| <input type="checkbox"/> Oral language | <input type="checkbox"/> Can work independently |
| <input type="checkbox"/> Reading | <input type="checkbox"/> Self-awareness |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Gross motor |
| <input type="checkbox"/> Math | <input type="checkbox"/> Sustained focus/Attention |
| <input type="checkbox"/> Organizational skills | <input type="checkbox"/> Regulatory skills |
| <input type="checkbox"/> Working memory | <input type="checkbox"/> Social Emotional skills |
| <input type="checkbox"/> Arts abilities | <input type="checkbox"/> Problem-solving |
| <input type="checkbox"/> Athletic abilities | <input type="checkbox"/> Transitions between activities |
| <input type="checkbox"/> Kinesthetic learner | <input type="checkbox"/> Visual/spatial learner |
| <input type="checkbox"/> Auditory learner | <input type="checkbox"/> Fine motor skills |
| <input type="checkbox"/> Interpersonal skills | <input type="checkbox"/> Other _____ |

OBSERVED NEEDS

- | | |
|--|---|
| <input type="checkbox"/> Oral language | <input type="checkbox"/> Self-awareness |
| <input type="checkbox"/> Reading | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Math | <input type="checkbox"/> Sustained focus/Attention |
| <input type="checkbox"/> Organizational skills | <input type="checkbox"/> Regulatory skills |
| <input type="checkbox"/> Working memory | <input type="checkbox"/> Social Emotional skills |
| <input type="checkbox"/> Problem-solving | <input type="checkbox"/> Transitions between activities |
| <input type="checkbox"/> Gross motor skills | <input type="checkbox"/> Fine motor skills |
| <input type="checkbox"/> Interpersonal skills | <input type="checkbox"/> Routine oriented |
| <input type="checkbox"/> Other _____ | |

Interested in: _____

POTENTIAL CONTRIBUTING FACTORS

- Number of schools attended: _____
- | | |
|---|---|
| <input type="checkbox"/> Attendance history | <input type="checkbox"/> Fluidity of identity |
| <input type="checkbox"/> Academic history | <input type="checkbox"/> Gender identity/Expression |
| <input type="checkbox"/> Medical diagnosis | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> OT/PT/Sensory | <input type="checkbox"/> Communication skills |
| <input type="checkbox"/> Hearing/Vision | <input type="checkbox"/> Multilingual Learner |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Enrolment in French Immersion |
| <input type="checkbox"/> Illness | <input type="checkbox"/> Family status |
| <input type="checkbox"/> Traumatic events | <input type="checkbox"/> Lived Experience (e.g. from a marginalized group such as Indigenous, racialized) |
- Other _____

DATA

- | | |
|--|---|
| <input type="checkbox"/> Running Record/PM/GB+ | <input type="checkbox"/> Incident Reporting Tool |
| <input type="checkbox"/> Work samples | <input type="checkbox"/> NVC Reports |
| <input type="checkbox"/> ABC Tracking | <input type="checkbox"/> Suspension/Expulsion Reports |
| <input type="checkbox"/> Behaviour Tracking sheets | <input type="checkbox"/> Check in on the end-of-grade targets in RNLM |
| <input type="checkbox"/> Wechsler (SERT) | <input type="checkbox"/> Literacy interventions |
| <input type="checkbox"/> Utilize the Phonological/phonemic continua | <input type="checkbox"/> Refer to the Responsive Phonics Progression |
| <input type="checkbox"/> KPR Social Skills Checklist | <input type="checkbox"/> Empower |
| <input type="checkbox"/> Math Assessments | <input type="checkbox"/> Understanding Numbers K-8 |
| <input type="checkbox"/> Reading Recovery | <input type="checkbox"/> Readers Now/Lecteurs Maintenant |
| <input type="checkbox"/> PRIME | <input type="checkbox"/> Levelled Literacy Interventions |
| <input type="checkbox"/> Focused intervention from an early intervention teacher | <input type="checkbox"/> Understanding Operations K-8 |
- Other _____

STRATEGIES CURRENTLY IN USE

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Learning Technology | <input type="checkbox"/> Breaks | <input type="checkbox"/> Visuals | <input type="checkbox"/> Self-Reg programming |
| <input type="checkbox"/> Small group instruction | <input type="checkbox"/> Social Stories | <input type="checkbox"/> Manipulatives | <input type="checkbox"/> Social skills teaching |
| <input type="checkbox"/> Reminders/Cues | <input type="checkbox"/> Positive Reinforcement | <input type="checkbox"/> Headphones | <input type="checkbox"/> Predictable Routine |
| <input type="checkbox"/> Chunking | <input type="checkbox"/> Assistive Devices | <input type="checkbox"/> Flexible seating | <input type="checkbox"/> Visual Schedule |
| <input type="checkbox"/> CRRP | <input type="checkbox"/> Repetition (e.g., schedule, templates) | <input type="checkbox"/> Environmental Accommodations (e.g., calming space, minimize stimulation) | |
- Other: _____

OSR REVIEW

	INFORMATION/NOTES
<input type="checkbox"/> Individual Education Plan	<input type="checkbox"/> Accommodated and/or <input type="checkbox"/> Modified <input type="checkbox"/> IPRC <input type="checkbox"/> Safety Plan
<input type="checkbox"/> Special Class Placement	<input type="checkbox"/> Learning and Life Skills (LLS) <input type="checkbox"/> Primary Communication Class <input type="checkbox"/> Other: _____
<input type="checkbox"/> Attendance	
<input type="checkbox"/> Suspensions/Expulsions	
<input type="checkbox"/> Assistive Technology	
<input type="checkbox"/> SEA Equipment (non-tech)	
<input type="checkbox"/> Custody Information	
<input type="checkbox"/> Meeting Notes	<input type="checkbox"/> In-School Conference <input type="checkbox"/> Case Conference <input type="checkbox"/> MFT <input type="checkbox"/> MDT <input type="checkbox"/> Other: _____

PROFESSIONAL REPORTS

	INFORMATION/NOTES/DIAGNOSIS	DATE
<input type="checkbox"/> Psychological		
<input type="checkbox"/> Speech and Language		
<input type="checkbox"/> Applied Behaviour Analysis		
<input type="checkbox"/> Occupational Therapy		
<input type="checkbox"/> Physical Therapy		
<input type="checkbox"/> Medical		
<input type="checkbox"/> Mental Health		
<input type="checkbox"/> Social Work		
<input type="checkbox"/> Other		



Standard 15

Educational and Other Assessments



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

Kawartha Pine Ridge District School Board

1994 Fisher Drive Peterborough, Ontario K9J 6X6

1-877- 741-4577

Standard 15 Educational and Other Assessments

QUALIFICATIONS OF STAFF AND ASSESSMENTS BEING CONDUCTED

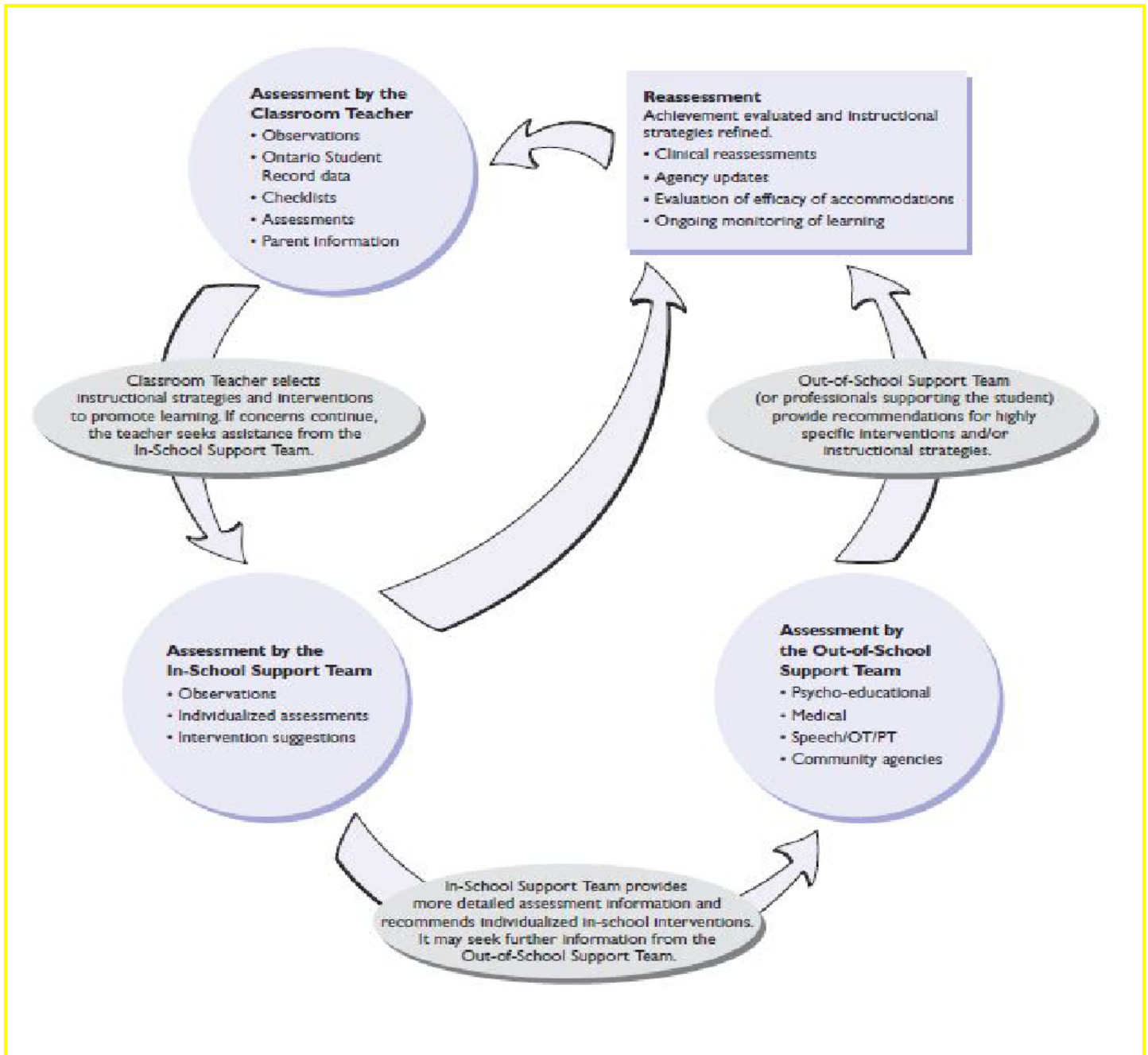
The Kawartha Pine Ridge District School Board believes that student success is achieved through a continuous cycle of assessment. Assessment informs and drives effective instruction for all students.

The following table is taken from page 31 of the Ministry of Education's [Growing Success](#) (2010) document and describes the purposes of assessment, the nature of assessment for different purposes, and the uses of assessment information.

Purpose of Classroom Assessment	Nature of Assessment	Use of Information
<p><i>Assessment for learning</i> "Assessment for learning is the process of seeking and interpreting evidence for use by learners and their teachers to decide where the learners are in their learning, where they need to go, and how best to get there" (Assessment Reform Group, 2002, p. 2)</p>	<p><i>Diagnostic assessment:</i></p> <ul style="list-style-type: none"> Occurs before instruction begins so teachers can determine students' readiness to learn new knowledge and skills, as well as obtain information about their interests and learning preferences. 	<p><i>The information gathered:</i></p> <ul style="list-style-type: none"> Is used by teachers and students to determine what students already know and can do with respect to the knowledge and skills identified in the overall and specific expectations, so teachers can plan instruction and assessment that are differentiated and personalized and work with students to set appropriate goals.
	<p><i>Formative assessment:</i></p> <ul style="list-style-type: none"> Occurs frequently and in an ongoing manner during instruction, while students are still gaining knowledge and practising skills. 	<p><i>The information gathered:</i></p> <ul style="list-style-type: none"> Is used by teachers to monitor students' progress towards achieving the overall and specific expectations, so that teachers can provide timely and specific descriptive feedback to students, scaffold next steps, and differentiate instruction and assessment in response to student needs.
<p><i>Assessment as learning</i> "Assessment as learning focuses on the explicit fostering of students' capacity over time to be their own best assessors, but teachers need to start by presenting and modelling external, structured opportunities for students to assess themselves." (Western and Northern Canadian Protocol, p. 42)</p>	<p><i>Formative assessment:</i></p> <ul style="list-style-type: none"> Occurs frequently and in an ongoing manner during instruction, with support, modelling, and guidance from the teacher. 	<p><i>The information gathered:</i></p> <ul style="list-style-type: none"> Is used by students to provide feedback to other students (peer assessment), monitor their own progress towards achieving their learning goals (self-assessment), make adjustments in their learning approaches, reflect on their learning, and set individual goals for learning.
<p><i>Assessment of learning</i> "Assessment of learning is the assessment that becomes public and results in statements or symbols about how well students are learning. It often contributes to pivotal decisions that will affect students' futures." (Western and Northern Canadian Protocol, p. 55)</p>	<p><i>Summative assessment:</i></p> <ul style="list-style-type: none"> Occurs at or near the end of a period of learning and may be used to inform further instruction. 	<p><i>The information gathered:</i></p> <ul style="list-style-type: none"> Is used by the teacher to summarize learning at a given point in time. This summary is used to make judgements about the quality of student learning based on established criteria, to assign a value to represent that quality, and to support the communication of information about achievement to students themselves, parents/guardians, teachers and others.

Continuous Cycle of Assessment

The information gained from the continuous cycle of assessment provides a more in-depth knowledge of the student's learning profile. This information guides instruction and the most effective strategies to support the child.



(Adapted from *Education for All*, 2005, page 20)

Linking Assessment with the Tiered Approach:

The [Tiered Approach](#) is a model used as teachers plan to meet the needs of each learner in their class, and it is described in the Ministry document [Learning for All](#) (2013). Further, KPRDSB has developed the *Supporting Students Checklist – Learning for All* (see Appendix 14) for guidance in implementing each tier of support.

Tier 1:

Planning for instruction and assessment begins by knowing the learner. Information must be gathered around a student's strengths, needs and interests to ensure we are addressing each student. Principles of [Universal Design for Learning \(UDL\)](#) and [Differentiated Instruction \(DI\)](#) will help guide the teaching-learning cycle to ensure we address the learning needs of each student. The social, emotional and academic learning skills continuum is an essential underlying component of academic success. Teachers use the *Supporting Students Checklist – Learning for All* (see Standard 14) to track interventions.

Tier 2:

As the teacher observes, differentiates, and uses assessment strategies throughout instruction, there will be some students who will require planned interventions based on the analysis of student achievement. An Individual Education Plan (IEP) is usually developed and results are monitored. Teachers will use the classroom data and curriculum-based assessment, along with the IEP, to support the discussion at In-School Team meetings. If required, the school team, including the teacher(s), education workers, administration, parents/guardians (or their permission to discuss the student with professional staff), and appropriate members of the regional Special Education support team (System Principal of Special Education, Instructional Leadership Consultant, Behaviour Support Assistant, Board Certified Behaviour Analyst, Psychology or Speech professional, Mental Health Clinician), will have a case conference to plan, monitor and determine the duration of strategies, resources and/or interventions. An outcome of the IEP may be to adjust the interventions, which could include additional In-School Team meetings.

Recommendations from the In-School team could include:

- adjustments to program and/or classroom environment and/or organizational structures in the school;
- review and analysis of classroom assessment data and curriculum-based assessment;
- use of tracking sheets or checklists to gather further information and data;
- further assessment; and/or
- referral to Professional Services staff.

Tier 3:

A smaller percentage of students will require more intensive supports and services. The Kawartha Pine Ridge District School Board uses a multi-focus team approach to address more intensive student needs (i.e. learning, behaviour and/or social emotional needs not being met through interventions attempted at Tiers 1 and 2). Special Education Services staff will be invited to a Multi-focus Team (MFT) meeting, based on the areas of concern which may include:

- Vision
- Hearing
- Listening
- Oral Language
- Motor Skills
- Behavioural/Social Skills
- Emotion Regulation/ Coping Skills
- Attention/Concentration
- Academic Processing Skills
- Cognitive Problem Solving
- Functional Living Skills

If the MFT meeting determines that external (to the Board) supports should be consulted in order to best serve the student, then a Multi-disciplinary Team (MDT) meeting will be called, to include the school team, the central Board team, the external professionals, and the family. Parent/guardian consent is required for both the Multi-focus and Multi-disciplinary team meetings.

Professional Assessments

When a teacher, in collaboration with the in-school team, becomes aware that an individual student is experiencing significant difficulty meeting curriculum expectations, and all strategies outlined in the *Supporting Students Checklist – Learning for All* have been implemented, they may require additional information obtained through a focused assessment. All school requests for professional services assessments must be presented through an MFT meeting for approval (see Appendix A). The summary chart below provides specific information regarding the types of assessment that may be accessed:

Professional Services Staff	Qualifications	Types of Assessments: Intelligence, Academic Achievement, Neurological Processing, Social/Emotional Functioning Testing:
Psychological Services		
School Psychologists and Psychological Associates	<ul style="list-style-type: none"> ● Ph. D. or Master’s degree in Psychology ● registered with College of Psychologists of Ontario in the area of school and/or clinical psychology 	<ul style="list-style-type: none"> ● mental health ● cognitive functioning ● academic skills ● processing deficits ● social - emotional functioning ● behaviour ● adaptive functioning ● neuropsychological functioning ● language processing ● autism
Speech-Language Services		
Speech and Language Pathologists	<ul style="list-style-type: none"> ● Master’s degree in Speech & Language Pathology ● licensed by the College of Speech/Language Pathologists and Audiologists of Ontario 	<ul style="list-style-type: none"> ● language comprehension (listening, vocabulary, grammar, following directions) ● language expression (speaking, voice, fluency, articulation) ● written language (reading, writing) ● pragmatic language (social interaction and language applications) ● phonological awareness ● augmentative communication ● speech production
Communicative Disorders Assistants	<ul style="list-style-type: none"> ● Communication Disorders Assistant Post-Graduate Certificate ● Work under the clinical supervision of a Speech and Language Pathologist 	<ul style="list-style-type: none"> ● language comprehension (listening, vocabulary, grammar, following directions) ● language expression (speaking, voice, fluency, articulation) ● written language (reading, writing) ● pragmatic language (social interaction and language applications) ● phonological awareness ● augmentative communication ● speech production

Attendance & Counselling Services

Mental Health Clinicians	<ul style="list-style-type: none"> ● Bachelor of Social Work or Master’s of Social Work (or equivalent) registered with the Ontario College of Social Workers and Social Service Workers, and the College of Registered Psychotherapists of Ontario 	<p>With the appropriate consents:</p> <ul style="list-style-type: none"> ● Psychosocial assessment to determine counselling goals ● review of records, including attendance patterns, and behaviour logs ● consultation with school staff ● clinical interview with student ● consultation with other professionals within and outside the Board ● observation of the student in class and elsewhere ● review of the student’s work ● informal tools (e.g., drawings, notes) ● measures to assess (e.g., psycho/social functioning, mental health, family functioning, social history, crisis) ● “person in situation” evaluation ● intervention recommendations to family and student ● crisis assessment ● violent threat-risk assessment
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Applied Behaviour Analysis

Board Certified Behaviour Analyst	<ul style="list-style-type: none"> ● Master’s Degree in Psychology/Behavioural Sciences 	<ul style="list-style-type: none"> ● Functional Behaviour Assessment ● Behaviour Analytic Assessment
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Educational / Academic Testing

Classroom & Special Education Teachers/Early Literacy Teachers	<ul style="list-style-type: none"> ● Bachelor of Education Degree or Equivalent ● Registered with the Ontario College of Teachers ● Special Education Additional Qualifications - minimum Part I 	<ul style="list-style-type: none"> ● An assortment of Educational Assessment Tools including among others: <ul style="list-style-type: none"> ○ Running Records ○ First Steps Continuum ○ Comparisons to the Ontario Curriculum & Exemplars ○ Wechsler Fundamentals ○ Leaps and Bounds Math assessment ○ Prime Math Assessment ○ KPR Multiple Choice Math Assessments ○ KPR Math Assessment Process Tasks ○ ONAP ○ PM Benchmarks ○ Reaching Higher - Literacy Continuum ○ Phonological Awareness Profile ○ Rosner ○ K-Primary Assessment (KPR) ○ DRA, GB+ FSL Assessment ○ CASI
--	---	---

Average Wait Time, Consent, Communication, and Privacy

A variety of factors are used to prioritize referrals from each school, such as:

- Nature of referral
- Age of student
- Urgency for assessment results
- Time since previous assessment
- Lived experience of the student

Psychological Services

Average Wait Time for Psycho-Educational Assessment

To ensure equity of access to assessments, all referrals for psycho-educational assessments come centrally through the MFT meeting at the school. Assessments are prioritized based on the overall needs in the system, and they are allocated according to the principles of equitable and inclusive education. Psychological professionals will provide consultation as needed to schools in the meantime.

Informed Consent

In order for Psychological Services staff to be involved with students, written, informed consent is obtained from the parent(s)/guardian(s), or student (where the student is 18 years of age or over). The informed consent procedure begins when the school staff sends home a parent consent form, "Consent for Psychological Assessment" (Appendix B) for signature. Accompanying this form is the brochure "Information for Parents about Psychological Services" (Appendix C), which provides information required for informed consent. Once consent is obtained Psychological Services staff begin the assessment procedures. This informed consent procedure is in keeping with the requirements of the *Psychology Act* (1991), *The Regulated Health Professions Act* (1991), the *Standards of Professional Conduct* of the College of Psychologists (1995), the *Canadian Code of Ethics for Psychologists* (1991) and the *Municipal Freedom of Information and Protection of Privacy Act* (1990).

Sharing Information

With Parents:

The results of the assessment are discussed in a face-to-face meeting with the parents/guardians and usually with school personnel. A copy of the psychological report prepared about the student is given to parents and, unless the parents direct otherwise, to the school principal.

With Physicians, Agencies, etc.:

Parents/Guardians can complete a consent form, "Consent to Release Information" (Appendix D), authorizing the release of information to third parties. No information is released, orally or in written form, without this authorization. If third parties request information from Psychological Services, a Consent to Release Information signed by the parent/guardian or adult student is required.

Communication of Diagnosis

The scope of practice of psychology as defined within the *Psychology Act* (1991) includes "the diagnosis of neuropsychological disorders and dysfunctions and psychotic, neurotic and personality disorders and dysfunctions". The *Regulated Health Professions Act* permits members of the College of Psychologists of Ontario to perform the "controlled act" of "communicating a diagnosis". The Regulations under the *Psychology Act*, as well as the *Standards and Guidelines* of the College, place additional conditions on who may provide these services. If a learning or mental health diagnosis results from the psychological assessment, the School Psychologist or Psychological Associate will communicate directly with the parent/guardian to explain the results.

Privacy of Information

Reports from Psychological Services are provided to parent(s)/ guardian(s), the school principal (for sharing with appropriate school staff and for filing in the documentation folder of the Ontario Student Record), and to others

only with the expressed written consent of the parent(s)/ guardian(s). A copy of the psychological report is also filed in the confidential and secure Psychological Services file, along with any psychological assessment data and case notes. These latter files are accessible only by Psychological Services staff, and must be kept for 10 years following the date of the last contact with the student, or until the student is 31 years of age, whichever is later.

Speech-Language Services

Average Wait Time for Language Assessment

To ensure equity of access to assessments, all referrals for language assessments come centrally through the MFT meeting at the school. Assessments are prioritized based on the overall needs in the system, and they are allocated according to the principles of equitable and inclusive education. Speech and Language professionals will provide consultation as needed to schools in the meantime.

Informed Consent

As a regulated health profession, Speech-Language Pathologists follow the expectation of the College of Audiologists and Speech-Language Pathologists of Ontario (CASLPO).

The general practice of Speech-Language Pathologists employed by the Kawartha Pine Ridge District School Board is to become involved with students after receiving the Consent for Speech-Language Pathology signed by a parent/guardian or student who is over the age of 18 years (see Appendix E). This procedure is consistent with the *Code of Ethics of the College of Speech-Language Pathologists and Audiologists of Ontario (CASLPO)*, (1996); the *Consent to Treatment Act*; the *Regulated Health Professions Act*, 1991 (July 1996); the *Personal Health Information Act* (2004); and in the *Municipal Freedom of Information and Protection of Privacy Act* (1989).

Sharing Information

Speech-Language Pathologists may share assessment information with school staff, parent(s)/guardian(s), and/or students in a variety of ways:

- face-to-face meetings
- telephone conversations
- written reports

The Parent(s)/Guardian(s) or student 18+ completes a consent form authorizing the release of information to third parties, if such action is required. The form also enables information to be sent to the school board from outside agencies to assist the Speech-Language Pathologist working with the student.

Privacy of Information

Reports from Speech-Language Services are provided to parent(s)/guardian(s) or the student 16+, the school principal (for sharing with appropriate school staff and for filing in the documentation folder of the Ontario Student Record), and to others only with the expressed written consent of the parent(s)/guardian(s). A copy of the speech-language report is also filed in the confidential and secure Speech-Language Services file, along with any speech-language assessment data and case notes. These latter files are accessible only by Speech-Language Services staff, and must be kept for 10 years following the date of the last contact with the student, or until the student is 31 years of age, whichever is later.

Attendance and Counselling Services

Average Wait Time for Assessment

At any time, school staff can consult with Attendance and Counselling Services through Mental Health Clinicians. These queries are typically funnelled through a key contact school staff person. Counselling Services are prioritized by need. Critical incidents are immediate, crisis support is same day, urgent is within a week, and

other requests as scheduled.

Informed Consent

In most cases, informed, written consent is obtained from parent(s)/guardian(s) prior to meeting individually with a student. The informed consent is obtained when the parent(s)/guardian(s) or students 18+ signs the Attendance and Counselling Services Referral and Consent for Access to Student Records form (Appendix F). This informed consent procedure is consistent with the *Education Act*. During critical incidents, some crisis support situations and for attendance referrals, informed consent is not required.

Sharing Information

Attendance and Counselling Services staff may share student needs/service requirements and recommendations with school staff and parent(s)/guardian(s) in a variety of ways:

- face to face meetings
- phone conversations
- written reports
- case conferences
- secure e-mail
- school-based team meetings

The parent(s)/guardian(s) sign a release of information form authorizing the release of information to third parties, if such action is required.

Privacy of Information

A service summary is written for each student referred to Attendance and Counselling Services. This report is filed in the confidential and secure Attendance and Counselling files at the KPRDSB Board Office in Peterborough. These files are accessible only by Attendance and Counselling Services staff and are shared on a 'need to know' basis with signed parent(s)/guardian(s) consent. The files must be kept for seven (7) years following the day the student becomes 18 years of age.



Multi-Focus Team Consultation Pathway



The Multi-Focus Consultation Team is an interdisciplinary team composed of KPR central special education and professional services staff, in collaboration with school educational staff. The role of this team is to provide school support and consultation for those students with special education needs, to make recommendations regarding special education support, interventions, and academic modifications to grade level, as well as to vet and triage referrals for professional assessments (including Psychological assessments and Language assessments).

School determines need for student support

Teacher or parent identifies concern related to student achievement:

- Teacher recognizes a significant learning gap, unique pattern of learning, or significant concerns related to student achievement
- Teacher uses the [Supporting Students Checklist – Learning for All](#) to document assessment of student strengths and needs, and to review individual, instructional, and environmental interventions
- Teacher consults with parent/guardian and SERT to explore interventions, accommodations, differentiated instruction, review IEP if developed, and identify additional information required to support the student

If, after a period of time, school-based intervention is not successful in ameliorating student needs, school staff may choose to move to a Multi-Focus Consultation Team meeting

Documentation Completed

- School contacts parents/guardian to obtain informed [written consent](#) to make a referral to the Multi-Focus Consultation Team
- School SERT creates a referral in KPR Lite. This is where documented consent and any subsequent minutes or documentation will be attached
- School team submits the agenda for the Multi-Focus Consultation Team meeting, including documented consent and the completed Supporting Students Checklist, at least 1 week prior to the Consultation meeting


Consultation Meeting

- Multi-Focus Consultation Team membership should include School Administration, SERT, ILC, as well as the assigned Psychologist, Speech/Language Pathologist, Mental Health Clinician, and BSA. Other central or school-based supports, such as the classroom teacher(s), BCBA, Principal of Indigenous Education, EDI Department members if applicable, or SEA trainer should be invited when indicated.

- Multi-Focus Consultation Team meetings should occur no more than once per month at requesting schools and can occur virtually if indicated. Scheduling is to be arranged by the SERT or school administration
- The school's SERT will be responsible for chairing the meeting and ensuring that minutes are taken
- Multi-Focus Consultation Team meeting process:
 - SERT presents interventions already taken, and assessment results to the Multi-Focus Consultation Team
 - Multi-Focus Consultation Team recommends additional programming or environmental interventions
 - Consideration of **modifications to grade level** of student programming **must** be reviewed and documented through the Multi-Focus Consultation Team process (see KPR IEP Page 4 – Modified Below Grade Level guidelines)
 - The team collaboratively updates [Multi-Focus Team minutes](#) with intervention plan developed
 - Teacher/SERT and/or Administration will discuss the recommended intervention plan, which could include additional observation, further professional assessment, and programming recommendations, including program accommodations, alternate programs, and/or potential program modifications with parent/guardian. *Parents/guardians must be made aware of the impact on student pathways of any proposed program modifications to grade level.*
 - Once parents have been consulted in the recommended changes to the student's program, the school team updates the IEP
- Multi-Focus Consultation Team collaborates with the school team to develop and implement a plan for the student, including monitoring strategies. *Student program modifications to grade level should be reviewed by the MFT when students are transitioning*
 - *between divisions,*
 - *between elementary and secondary school,*
 - *and/or the data is indicating a change in baseline achievement.*
- Multi-Focus Consultation Team explores and recommends any additional referrals or consultation as required, based on intervention attempted to date
- Multi-focus Consultation Team may recommend additional assessment of the student through KPR's Psychology team, Mental Health Clinicians, Speech Language Pathologists, or BCBA's. If an assessment is recommended, the principal or professional staff member responsible for the assessment will contact the family to discuss the nature of assessment and to obtain informed consent to proceed with assessment. Assessments that are recommended through the Multi-Focus Consultation Team will be initiated through KPR Lite by the professional responsible for the assessment
- Minutes of the Multi-Focus Consultation Team meeting will be documented on the Multi-Focus Consultation Team Meeting Minutes form and will be uploaded to the Multi-Focus Consultation Team referral in KPR Lite by the SERT

Central Review and Monitoring of Professional Assessments

- Central Review Team consists of Executive Officer of Professional Services, Senior Psychology and Speech Language Clinicians, Team Lead of Technology and Support Systems, Manager of Professional Services, and System Principals of Special Education
- Central Review Team will meet quarterly to review scope of Multi-Focus Consultation Teams, referrals for consultation, as well as to monitor the number of professional assessments recommended
- When there is disagreement with the recommendations made by the Multi-Focus Consultation Team, the Central Review Team will review the student's needs and the recommendations made, and will suggest a path moving forward
- In some situations, the Central Review Team may be requested to triage and assign referrals to expedite equitable service for students
- The Central Review Team will review system data on 1) assessment allocation, 2) reading disability interventions, 3) student program modifications



Personal Health Information

A Guide for Parents on How Your Child's Health Information is Collected and Used

EDUCATING FOR SUCCESS!

The Kawartha Pine Ridge District School Board is dedicated to helping all students meet with success in learning and in life. To help identify and meet students' needs, we have professional staff including psychologists and psychological associates, speech-language pathologists, social workers and social service workers.

To provide the best possible service to students and to the teachers who work with them, these professional staff often must collect personal health information. As required by law, this information is considered private and confidential. This brochure outlines how staff collect, use and share this information with one another, for the benefit of students. It applies to information that is collected either in writing or electronically.

Meeting legal requirements

The provincial Regulated Health Professions Act applies to everyone practising psychology and speech-language pathology. The Social Work and Social Services Act applies to all social workers. All professional services staff must meet the requirements set by law, as well as standards set by their regulatory colleges.

In addition, the Personal Health Information Protection Act, 2004, applies to all of these professionals, and to the individuals that they supervise. It outlines the rules they must follow for collecting, recording and using personal health information about students. This information includes the student's and parents' or guardians' names, address and phone numbers, as well as all information collected while providing service to the student and family.



Collection of Your Personal Health Information

In most cases, these professionals must have the parent's or guardian's written consent before they can collect information on students. Students who are 18 years or older can provide this written consent for themselves.

Our professionals normally collect the information directly from you, the parent or guardian, through an interview or a written questionnaire. With your written permission, they also may gather information already produced by others; for example, assessments already done on your child. The only times they may gather information without your consent is in urgent or emergency situations, when the information is needed to prevent possible harm.

Professional services staff collect only information they believe is needed to:

- provide the services that have been requested
- keep in contact with parents about the service being provided for their child, or to get consent in the future
- prevent or lessen harm to the student; for example, asking for an emergency contact
- share with teachers or other staff who are working directly with the student, or are responsible for the student; for example, the principal or vice-principal.

If the information is being collected for any other reason, such as research, you will be notified about that reason, and asked for consent.

As required by law and professional standards, these professionals must keep a record of all the service they provide, and of all contacts they have with the student and family. These records are the property of the school board; however, parents and guardians generally have the right to see these records. Please see the section on Right of Access, later in this brochure, for details.

Disclosing personal health information

Your child's personal health information will not be shared with anyone outside the school or the school board without your written consent, except in specific cases. Those exceptions are:

- if the person collecting the information has reason to suspect that the child is in need of protection, in which case the information will be reported to the Children's Aid Society
- where there is evidence the student may be at serious risk of harming himself or herself, or others
- where the student may have been sexually abused by another regulated health professional
- when a legal order requires the information to be produced
- if the regulatory college to which the staff member belongs asks to inspect records to make sure the professional is meeting all standards and requirements.



Right of access to personal health information

Parents and guardians who have legal custody of a student generally have the right to see personal health information gathered about their child. They also have the right to request copies of the information. There are a few exceptions to this right, particularly where the student would be put at risk if the information were shared.

If a student's record includes personal health information about another individual, that individual's information will be removed before being shared. In addition, raw data gathered during psychological or speech-language assessments will not be shared. Instead, the findings and conclusions from the raw data will be reported and shared.

Professional staff members do their best to ensure all personal health information they collect is accurate. If parents or guardians feel the information is inaccurate or incomplete, they may request that it be corrected. However, professional staff members are not required to change a record if the student, parent or guardian disagrees with an opinion or observation the professional made in good faith.



Further Information

This privacy statement meets the requirements of provincial laws, professional regulations and ethical standards. To see the detailed laws, regulations and standards, please visit the following websites:

The Ontario Ministry of Health and Long Term Care:

www.health.gov.on.ca

The College of Psychologists of Ontario: www.cpo.on.ca

The College of Audiologists & Speech-Language Pathologists of Ontario: www.caslpo.com

Ontario College of Social Workers and Social Service Workers: <http://www.ocswsw.org/>

You have the right to appeal if you are not satisfied with the way we have collected, used or shared personal health information; given you access to it; or responded to a request to correct inaccurate information. You may appeal to the Board's Freedom of Information and Protection of Privacy Officer, at 705-742-9773 or toll-free at 877-741-4577, ext. 2042.

In addition, you may appeal to the Information and Privacy Commissioner of Ontario, 2 Bloor St.E., Suite 1400, Toronto, ON M4W 1A8 • 1-800-387-0073 email: commissioner@ipc.on.ca • Website: www.ipc.on.ca



KAWARTHA PINE RIDGE
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September 2013



Psychological Services for Students

Information for Parents and Guardians



EDUCATING FOR SUCCESS!

Sometimes, when a student is having difficulty in school, referral to Psychological Services at the Kawartha Pine Ridge District School Board may be helpful. Psychological Services may help teachers and other staff understand your child or teenager better, and help develop a program that best meets your child's needs.

This brochure answers questions parents ask most often about working with Psychological Services. Please read it before signing the consent form. It's important that you understand as much as possible about Psychological Services before you give permission for us to work with your child or teen.

Why did the school refer my child to Psychological Services?

By now, you probably have spoken with school staff about your child. The school would like to know more about the challenges your child is facing, and what is causing them. School staff members who work with your child want expert advice to help plan the best possible educational program, so that your child can learn and be successful. Psychological Services also can offer ideas and tips on how you can help support your child's learning at home.

Who will be seeing my child?

Psychological Services staff members are all highly trained professionals who care about children and youth. Each one has a Master's Degree or a Doctorate in education or psychology. The psychological assessment (testing) of your child will be completed or supervised by a registered member of the College of Psychologists of Ontario.

Why do you need my permission?

Ontario law states that a responsible person must give "informed consent" for any kind of psychological service, before it begins. "Informed consent" means you must understand the type of psychological service your child will receive, the expected benefits and risks, any possible side effects, other action you could take, and any consequences that would be likely if your child did not receive the psychological service.

This brochure provides the information you need. Please read it carefully. If there is anything you don't understand, or if you have other questions, please ask us before you sign the white consent form.

How old do you have to be to give consent?

For students up to 17 years of age, the parent or guardian must give written permission for their child to receive the psychological testing. In these cases, we take the time to speak with the student as well, to explain what the testing will include and to answer any questions.

Students who are 18 years of age or older may sign the consent form, if they are able to understand what will be taking place and give their informed consent. If there is any doubt that the student is able to understand and give permission, we will ask the parent or guardian to give written consent as well.

Can I change my mind after giving permission?

Yes, you can change your mind and take away consent. If you do change your mind, just call the principal or the Psychological Services staff member working with your child.

What kind of services will my child receive?

When you give your consent for Psychological Services to work with your child or teen, the type of service will depend on your child's needs. We may:

- watch how your child acts and works with others at school
- speak with you, others who care for your child or school staff
- complete an assessment (detailed testing) of your child
- make recommendations to school staff on how best to meet your child's strengths and needs.

The attached, white consent form describes what services will be provided specifically for your child. We also may speak with you further about any benefits or risks of receiving the service

What is a psychological assessment?

Once we have received your permission, we will begin to collect information about your child or teen from you, your child's teachers and your child. We may do this through interviews, by looking at your child's school record, by watching your child in the classroom, and by asking you, your child and the teachers to fill out questionnaires.

When we complete an assessment, we follow several steps:

1. We will meet with your child individually. Your child will complete psychological tests that measure things such as:

- academic skills, such as reading, writing and math
- intelligence
- ability to pay attention and memory
- “adaptive” skills (how well children can help themselves adjust to new situations)
- emotional well-being (your child’s mood, anxiety or sadness, for example)
- behaviour.

Your child may not be given all of these tests. The tests will depend on your child’s needs and the reasons for being referred to Psychological Services.

2. If your child has worked with other school board specialists, such as a speech and language pathologist or school board counsellor, we may review any reports they have completed as well.
3. If needed, we may ask your permission to contact others who have worked with your child, such as your family doctor, the Children’s Aid Society, or other professionals. We may review any other psychological assessments that have been done in the past.
4. We will review and “interpret” all the information we have collected. This means we will reach conclusions based on the results of your child’s testing. We will then meet with you and with school staff to discuss the results, and give recommendations to help your child.
5. We will prepare a written report that describes the results of the assessment and our recommendations. We will give you a copy of the report, and keep another copy in Psychological Services’ files for at least 10 years after the student leaves school.
6. A copy of the report likely will be put in your child’s Ontario Student Record (OSR) at school. Teachers and members of school staff who will be working with your child or teen will be able to read the report. Once the report is in the OSR, only the principal can remove it. You can ask the principal, in writing, to consider removing the report at any time.

What are the benefits of working with Psychological Services?

Our staff members have years of special training and education to help them identify a child’s specific strengths and needs related to learning, emotions and behaviour. We can help identify problems and challenges such as learning disabilities, developmental delays, levels of intelligence, anxiety, depression or serious behavioural problems. Once we better understand the challenges your child or teen is facing, we can make recommendations to help your child cope with school. We also can give you tips on dealing with behaviour problems or supporting your child. Any child or teenager who is having difficulties can benefit from our services.

What are the risks?

- When most children complete the assessment, they find parts of it challenging and interesting. A small number of children, however, become very anxious or distressed when completing the activities. We are well trained in helping children deal with this type of upset, and we will stop the testing until your child is able to continue. Please let us know about any concerns you have before testing begins.
- The assessment may lead to changes for you and your child. For example, we may find that your child or teenager has problems you did not expect. Knowing this information will help your child in the long run, but it can be upsetting at first for you and your child. It also may lead to some changes in your child’s or teen’s educational program.
- If we find your child has a problem such as difficulty paying attention, a learning disability, depression or low intellectual ability, a special education program may be needed. This could mean a change in timetable, or having to spend some working with a different teacher. Far less often, it could mean a change of school. Or, we could find that your child does not qualify for special education programming according to the rules set by the Ministry of Education. In that case, you would have to find other resources for your child.

Are there other ways to help my child?

Parents sometimes ask if there are other ways to get help for their child, without using the school board’s Psychological Services. You could choose to talk to your child’s or teen’s teacher, or ask for a teacher assessment only. Teachers are trained to measure children’s academic (learning) skills, and to help them with their courses. Psychological Services staff members, however, have the specialized training to identify what is causing your child’s problems.

If you would rather receive services from someone who does not work for the school board, you could work with a private psychologist or other practitioner. You would have to pay any costs involved, however. If you do have a private assessment done, please have the results sent to the school board, so that we can use the information to design a program for your child.

What if I have more questions?

Please call Psychological Services staff if you have any questions. We would be happy to help you. You may contact the staff member who will be working with your child as follows:

Name: _____

Phone: _____ ext. _____



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September 2013



Speech and Language Assessments

A guide for parents to provide informed consent

Parents/guardians, please read this guide **BEFORE** signing the accompanying consent form.

EDUCATING FOR SUCCESS!

This brochure is designed to help parents and guardians understand Speech-Language assessments in the Kawartha Pine Ridge District School Board.

Why is your child being tested?

You or school staff may have become concerned with how your child's speech, language or general communication abilities may be affecting school performance.

Why is your permission needed?

As regulated health care professionals and school board employees, Speech-Language Pathologists (SLPs) must comply with health care laws. These include the Regulated Health Professions Act, Audiology and Speech-Language Pathology Act, the Personal Health Information Protection Act and the Health Care Consent Act. Ontario law requires that a responsible person must give "informed consent" for any services provided by the SLP, before service begins. "Informed consent" means that you must understand what services we will be offering, the benefits, risks and any alternative courses of action.

For students under the age of 18, the Education Act requires that parents or guardians give written consent for our services.

If there is anything you do not understand or if you have any questions, please contact your child's principal before signing the consent form. You may withdraw your consent for Speech-Language services at any time by contacting the school principal or the SLP involved.

Who will complete the assessment?

The assessment and consultation will be completed by a Speech-Language Pathologist who is employed by the Kawartha Pine Ridge District School Board. All of our SLPs are registered with the College of Audiologists and Speech Language Pathologists of Ontario.

What is involved in a Speech-Language assessment or consultation?

1. After you give your consent, the SLP will begin to collect information from you, your child and his or her teacher. This may be accomplished through interviews, by looking at your child's Ontario Student Record (OSR), by observing your child in the classroom, or by completing an assessment (testing). This information is used to measure your child's language skills, in areas including:

- speaking
- listening/understanding
- reading
- writing
- ability to use augmentative and alternative communication methods for students who are not able to talk
- ability to communicate and interact with other children
- speech and production of sounds.

2. If necessary, we may ask you for written permission to contact other people who have been involved with your child. This may include your family doctor, Children's Treatment Centres or local Community Care Access Centres.

3. The SLP will review and interpret the information about your child. The SLP will write a report describing the assessment, the results and recommendations to help your child. You will have the opportunity to meet with the SLP and school staff to discuss this report.

4. You will receive a copy of the report. Additional copies will be kept in the Speech-Language Pathologist's file, your child's OSR (school record) and the central file at the Board Office. The report will be kept on file until your child's 28th birthday. Unless you request in writing to have the report removed, only the principal can remove it from the OSR.

Are there other ways to get Speech-Language assistance for your child?

If you wish, you can hire a private Speech-Language Pathologist to complete the assessment. Please note that you will be responsible for any costs involved. Some workplace benefit packages may provide partial coverage.

If you receive a private assessment, we recommend that you share the results with your child's school. This way, the information can be used to improve your child's educational program.

What are the benefits of a Speech-Language assessment?

Speech-Language Pathologists have specialized training in speech, language and communication.

- SLPs' assessments and consultations may identify your child's communication strengths, challenges and needs.
- SLPs can provide programming suggestions to the school, to help improve your child's communication skills and learning potential.
- SLPs may make recommendations for specialized equipment to assist your child at school.
- The SLP may refer you to other sources of help.

What are the risks?

Your child will miss some class time during the testing.

Some children may find the tests tiring or challenging at times. Our SLPs are well trained and will stop the testing if your child is unable to continue.

A Speech-Language assessment and consultation may identify some challenging areas for your child that you did not expect. In most cases, you will already be aware of some of these challenges. Although this new information may be upsetting for you and your child initially, it will help your child in the long run, as it may lead to the support your child needs.

Contacts

The following organizations also have information of interest:

College of Audiologist and Speech Language Pathologists of Ontario (CASLPO)
1-800-993-9459

Ontario Association of Speech Language Pathologists and Audiologists (OSLA)
1-877-740-6009

More information on Speech and Language Services is available in the Kawartha Pine Ridge District School Board brochures titled Speech and Language Services - Clarington, and Speech and Language Services - Northumberland and Peterborough Counties

For more information, please call the Speech-Language Pathologist or your child's school principal.



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Speech Assessments

A guide for parents to provide informed consent

Parents/guardians, please read this guide **BEFORE** signing the accompanying consent form.

EDUCATING FOR SUCCESS!

This brochure is designed to help parents and guardians understand speech assessments in the Kawartha Pine Ridge District School Board.

Why is your child being tested?

You or school staff may have become concerned with how your child's speech is developing. For example, your child may have difficulty pronouncing certain words or letters clearly, or with stuttering.

Why is your permission needed?

As regulated health care professionals and school board employees, Speech-Language Pathologists (SLPs) must comply with health care laws. These include the Regulated Health Professions Act, Audiology and Speech-Language Pathology Act, the Personal Health Information Protection Act and the Health Care Consent Act. Ontario law requires that a responsible person must give "informed consent" for any services provided by the SLP, before service begins. "Informed consent" means that you must understand what services we will be offering, the benefits, risks and any alternative courses of action.

For students under the age of 16, the Education Act requires that parents or guardians give written consent for our services.

If there is anything you do not understand or if you have any questions, please contact your child's principal before signing the consent form. You may withdraw your consent for Speech-Language services at any time by contacting the school principal or the SLP involved.

Who will complete the assessment?

The assessment and consultation will be completed by a Speech-Language Pathologist who is employed by the Kawartha Pine Ridge District School Board. All of our SLPs are registered with the College of Audiologists and Speech Language Pathologists of Ontario.

What is involved in a speech assessment?

1. After you give your consent, the SLP will begin to collect information from you, your child and his or her teacher. This may be accomplished through interviews, by looking at your child's Ontario Student Record (OSR), by observing your child in the classroom, or by completing an assessment (testing). This information is used to measure your child's speech skills in areas including:

- Articulation - the pronunciation of specific sounds or words
- Voice - the loudness, quality (hoarseness) or variety of high/low notes
- Stuttering - the repeating of sounds, words or phrases, or the blocking of air.

2. If necessary, we may ask you for written permission to contact other people who have been involved with your child. This may include your family doctor, Children's Treatment Centres or local Community Care Access Centres.

3. The SLP will review and interpret the information about your child. The SLP will write a report describing the assessment, the results and appropriate recommendations to help your child. We usually share this information with parents/guardians over the phone.

4. You will receive a copy of the report. Additional copies will be kept in the Speech-Language Pathologist's file, your child's OSR (school record) and the central file at the school board office. The report will be kept on file until your child's 28th birthday. Unless you request in writing to have the report removed, only the principal can remove it from the OSR.

Are there other ways to get speech assistance for your child?

If you wish, you can hire a private Speech-Language Pathologist to complete the assessment. Please note that you will be responsible for any costs involved. Some workplace benefit packages may provide partial coverage.

If you receive a private assessment, we recommend that you share the results with your child's school. This way, the information can be used to improve your child's educational program.

What are the benefits of a speech assessment?

Speech-Language Pathologists have specialized training in speech, language and communication.

- SLPs' assessments may identify ways to improve your child's speech.
- SLPs' assessments may lead to a home program to help your child pronounce words more clearly and confidently.
- The SLP may refer you to other sources of help.

What are the risks?

Your child will miss some class time during the testing.

Some children may find the tests tiring or challenging at times. Our SLPs are well trained and will stop the testing if your child is unable to continue.

A speech assessment may identify some challenging areas for your child that you did not expect. In most cases, you will already be aware of some of these challenges. Although this new information may be upsetting for you and your child initially, it will help your child in the long run, as it may lead to the support your child needs.

Contacts

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For more information, please call the Speech-Language Pathologist or your child's school principal.



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May 2010



School Board Counselling Services



Please read this pamphlet before signing consent for Attendance and Counselling Services with the Kawartha Pine Ridge District School Board

EDUCATING FOR SUCCESS!

Many factors influence students' ability to benefit from their school experience. School Board Counselling staff can assist students, their families and school personnel to address issues that affect student success. This brochure is designed to help students, parents and guardians understand School Board Counselling Services in Kawartha Pine Ridge District School Board.

What types of services do School Board Counsellors provide?

- Consultation with school staff and families
- Assessment and treatment plans for students' attendance and counselling needs
- Crisis intervention with individuals, families and schools
- Assistance for students and families seeking access to services and resources within the education system and community
- Short-term counselling for specific concerns affecting students' well-being and progress, such as:
 - Mental health challenges (anxiety, depression, mood, etc.)
 - Suicide risk assessment and intervention
 - Critical school incidents
 - Self-harming behaviour
 - Eating disorders
 - Separation or divorce
 - Grief and loss
 - Substance use
 - Relationships
 - Bullying
- Attendance: School Board Counsellors support attendance for students from Grade 1 to Grade 8, by working with students, families and schools to support school attendance.

Who are School Board Counsellors?

All School Board Counsellors have a professional degree and specialize in work with children, youth and families. They provide a range of services for students, between Kindergarten to Grade 12.

What is the School Board Counsellor's role?

School Board Counsellors work collaboratively with students, families, school staff and community resources to assist students who face challenges.

Where are Counselling Services offered?

School Board Counsellors are assigned to various schools within an area and visit each designated school on a regular basis. Students referred for counselling are invited out of class to meet for sessions during allotted times. If school attendance is an area of difficulty, Counsellors may contact families outside of the school premises. We are also available to meet families and children in other locations upon request.

When should services be considered?

Parents and guardians may be concerned about issues that affect their child's or teen's educational success. These concerns may include bullying, absenteeism, risk of self-harm, intense sadness, unhappiness or worries, separation/divorce, loss of a loved one, significant change in behaviour, becoming withdrawn, sexuality issues, defiance at school or experiencing trouble with the law.

How are services initiated and carried out?

Step 1: The student, parent, guardian or staff member speaks to the Principal about a concern.

Step 2: The Principal contacts the School Board Counsellor to discuss a possible referral.

Step 3: The Principal contacts the parents or guardians of students under the age of 18 to discuss referral to the Counsellor. Written consent is requested before the Counsellor speaks with the student. Consent can be withdrawn at any time.

Step 4: Upon receiving written consent, School Board Counsellors contact parents or guardians and students to begin assessment interviews. The Counsellor outlines limits to service and confidentiality.

Step 5: Following the initial assessment, the Counsellor recommends a treatment plan with specific goals, to meet the student's and family's need.

Step 6: Once the counselling sessions are finished, the Counsellor makes recommendations to the family and staff, to help the student meet with continued success. Files are closed, securely stored and retained at the board office for at least seven years past the student's 18th birthday.



How confidential is counselling?

When a student meets with a School Board Counsellor, he or she is assured that the conversation is confidential, with certain boundaries. Both legally and ethically, there are limits to confidentiality. When students disclose information that puts either themselves or others at risk, we are obliged to report this to the appropriate adults to ensure there is an action plan to keep everyone safe.



Additional Supports

Kids Help Phone

www.kidshelpphone.ca

(Tel) 1-800-668-6868

Telehealth Ontario

www.health.gov.on.ca/en/public/programs/telehealth

(Tel) 1-866-797-0000

Canadian Mental Health Association

www.cmha.ca

211 Ontario

www.211ontario.ca

Mental Health Services and Support in Your Community

www.ementalhealth.ca



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March 2015



Standard 16

Coordination of Services with Other Ministries or Agencies (PPM 149)



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Standard 16

Coordination of Services with Other Ministries or Agencies

At the Kawartha Pine Ridge District School Board, we value community engagement to build partnerships that support student learning.

[Policy and Program Memorandum \(PPM\) 149, Protocol For Partnerships With External Agencies For Provision Of Services By Regulated Health Professionals, Regulated Social Service Professionals, And Paraprofessionals](#), issued on September 25, 2009 by the Ministry of Education, directed school boards to review and to develop local protocols for partnerships with external agencies for the provision of services in Ontario schools by regulated health professionals, regulated social service professionals, and para-professionals. We continue to establish such protocols through ongoing, open dialogue. We meet as a group of Coordinated Service Providers ([Grandview](#) and [Five Counties](#) Children's Treatment Centres, [Central East Home and Community Care Support Services](#)) to ensure that we are functioning within our mandates, and to problem-solve service delivery challenges. We are grateful for our partnerships with our local health units, our local police services, our local Children's Aid Societies, and the joint protocols which we have established with them.

The Kawartha Pine Ridge District School Board recognizes that there are external agencies providing valuable service to our students that would not be included under PPM 149. Service providers who wish to offer programs and services within our schools are invited and required to submit an Application for Consideration of an External Agency Collaboration. A central Board committee reviews each application and consideration is given to the programs and services that are supplemental to those being provided by school board staff and are consistent with the Board's values and strategic plan. The central Board committee meets on a regular basis to review applications, communicating committee decisions to each applicant. Upon approval, a Collaboration Agreement will be jointly entered into by the external agency or third party service provider and the Board.

The services and programs approved are listed on the Kawartha Pine Ridge District School Board website under the "School" section and through the [Approved Community Partners](#) icon. Principals will choose services for students from the approved list and will be responsible for the organization and management within the school.

Regulated Health Services and Mental Health Clinician Services:

If a program or service being offered by an external agency is delivered by, or supervised by, a regulated health professional, and Board Certified Behaviour Analyst or Mental Health Clinician, the [Application for Consideration of an External Agency Collaboration -Supplemental Student Services by Regulated Professionals/Paraprofessionals](#) should be completed.

Non-Regulated Programs and Services:

If a program or service being offered by an external agency or professional is not delivered by, or supervised by, a regulated professional, the [Application for Consideration of an External Agency Collaboration- Supplemental Student Services by Non-Regulated Professionals/Paraprofessionals](#) should be completed.

For more information, please see [Approved In School Service Providers](#), or please contact:

What advanced special education planning is done for students with special needs who are arriving from, or departing for, other programs?

It is the goal of the Kawartha Pine Ridge District School Board that students make the transition of entering and exiting our schools as positively and smoothly as possible. In order to ensure a successful transition, realistic goals must be set that are appropriate to the strengths, needs, and lived experience of the student, and steps must be taken to prepare them for this move.

Together with members of external agencies, students who are considered to require tier 2 or 3 intensive interventions are identified for special consideration upon entry to school. A Release of Information form is signed by parent(s)/ guardian(s) in order that relevant material is incorporated into the transition plan, and that information can be shared among relevant parties. Case conferences are conducted with involved agencies, central departmental staff (potentially including Special Education, Mental Health and Well-being; Equity, Diversity and Inclusion; and/or Indigenous Education), school administrators and school staff, in order that planning for the student's entry into school addresses their physical, medical, emotional, and cognitive needs.

In addition to the case conference, principals will proceed with the process for reviewing students with special needs for entry, including arranging for completion of the 'High Needs Transition Intake' form (see Standard 14), as appropriate. This information gathering will ensure that a student entry plan is created resulting in a smooth transition for the student.

Assessments completed by external Regulated Health Professionals (e.g., physicians, psychologists, speech and language pathologists, occupational therapists, etc.) are reviewed for compliance with Board standards and expectations.

How is information shared for students leaving the Board to attend programs offered by other school boards, demonstration schools, or Education and Community Partnerships Programs (ECPP)?

Copies of reports and test data, where appropriate, are sent to those requesting the information upon receipt of properly signed and executed forms authorizing the release of such information to a third party. Information is also shared among parties during case conferences with parent/guardian consent.

Who is responsible for ensuring the successful admission or transfer of students from one program to another?

The school principal, working with the school staff and in consultation with the System Principal of Special Education, is responsible for the successful admission or transfer of students from one program to another.



Standard 17

Specialized Health Support Services in Schools



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Standard 17
Specialized Health Support Services in Schools

Specialized Health Support Service	Agency or position of person who delivers the service	Eligibility criteria for students to receive the service	Position of person who determines eligibility to receive the service and the level of support	Criteria for determining when the service is no longer required	Procedures for resolving disputes about eligibility and level of support (if available)
Nursing	Ontario Home and Community Care Support Services	referral from Physician; Ontario Home and Community Care Support Services policy	Ontario Home and Community Care Support Services administrator	Physician assessment; Ontario Home and Community Care Support Services administrator determined	Ontario Home and Community Care Support Services process
Occupational therapy	Five Counties, Grandview	Five Counties, Grandview screening	Five Counties, Grandview administrator	Five Counties, Grandview assessment	Five Counties, Grandview process
Physiotherapy	Five Counties, Grandview	Five Counties, Grandview screening	Five Counties, Grandview administrator	Five Counties, Grandview assessment	Five Counties, Grandview process
Nutrition	Ontario Home and Community Care Support Services	referral from Physician; Ontario Home and Community Care Support Services policy	Ontario Home and Community Care Support Services administrator	Physician assessment; Ontario Home and Community Care Support Services administrator determined	Ontario Home and Community Care Support Services process
Speech and Language therapy	Five Counties, Grandview Speech and Language	referral by school or other agency for speech disorders	Speech Pathologist	Speech Pathologist assessment	Five Counties, Grandview
Speech correction and remediation	Five Counties, Grandview	referral by school or other agency	Speech Pathologist	Speech Pathologist assessment	Five Counties, Grandview
	KPR Speech Services	school referral	speech pathologist	pathologist assessment	discussion with Executive Officer of Professional Services
Administering of prescribed medications	EA/CYW/PCA unless requires medically controlled procedure	Physician prescription; Board Admin. Reg. ES-1.5.1 – Health and Medical Needs	Physician	Physician assessment	Principal/SO of Education using Board Policy

Specialized Health Support Service	Agency or position of person who delivers the service	Eligibility criteria for students to receive the service	Position of person who determines eligibility to receive the service and the level of support	Criteria for determining when the service is no longer required	Procedures for resolving disputes about eligibility and level of support (if available)
Catheterization Clean and Intermittent	EA/CYW/PCA	Physician recommended	Physician	Physician assessment	Case Conference with parents/service providers/ principal/consultation with System Principal of Special Education
Catheterization Sterile and Intermittent	Ontario Home and Community Care Support Services	Ontario Home and Community Care Support Services screening	Ontario Home and Community Care Support Services administrator	Ontario Home and Community Care Support Services assessment	Ontario Home and Community Care Support Services process
Suctioning - shallow (e.g. oral or nasal suction surface)	EA/CYW/PCA	Physician recommended	Physician	Physician assessment	Case Conference with parents/service providers/ principal/consultation with System Principal of Special Education
Suctioning - deep (e.g. throat and or chest suction or drainage)	Ontario Home and Community Care Support Services	Ontario Home and Community Care Support Services screening	Ontario Home and Community Care Support Services administrator	Ontario Home and Community Care Support Services assessment	Ontario Home and Community Care Support Services process
Lifting and positioning	EA/CYW/PCA	Recommendation from a physician, PT, OT	Physician, PT, OT	Physician, PT, OT assessment	Grandview, Five Counties process; Case Conference
Assistance with mobility	EA/CYW/PCA	Recommendation from a Physician, PT, OT	Physician, PT, OT	Physician, PT, OT assessment	Grandview, Five Counties process; Case Conference
Feeding	EA/CYW/PCA	Recommendation from a Physician, PT, OT, SLP	Physician, PT, OT, SLP	Physician, PT, OT, SLP assessment	Grandview, Five Counties process; Case Conference
G Tube Feeding	Ontario Home and Community Care Support Services	Ontario Home and Community Care Support Services screening	Ontario Home and Community Care Support Services administrator	Ontario Home and Community Care Support Services assessment	Ontario Home and Community Care Support Services process
Toileting	EA/CYW/PCA	Recommendation from a Physician, PT, OT	Physician, PT, OT	Physician, PT, OT assessment	Grandview, Five Counties process; Case Conference

Specialized Health Support Service	Agency or position of person who delivers the service	Eligibility criteria for students to receive the service	Position of person who determines eligibility to receive the service and the level of support	Criteria for determining when the service is no longer required	Procedures for resolving disputes about eligibility and level of support (if available)
Diabetic Monitoring	Parent, self-management by student, school staff (EA, CYW, PCA, teachers, Principal) can assist	Recommendation from a Physician; Board Admin. Reg. ES-1.5.1 – Health and Medical Needs	Physician	Physician assessment	Case conference with parents, principal
Mental Health Services – see Standard 15					



Standard 18

Staff Development



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

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Standard 18

Staff Development

What is the overall goal of the Special Education Staff Development Plan?

The overall goal of the Special Education Staff Development Plan is to build the capacity of Special Education staff, classroom teachers, Education Workers, and administration to provide them with the information, materials, and skills necessary to design, implement and support optimal programming, environmental conditions, and organizational structures for students with special needs.

In what ways does staff provide input for the plan?

Articulated needs and student data play key roles in the direction of staff development. The needs feedback is obtained through focus groups, surveys, in-services, SERT meetings, secondary Special Education Lead Teacher meetings, departmental meetings, Principal meetings, Vice Principal meetings, and Senior Administration meetings.

Student achievement and well-being data informs staff learning needs. Learning to engage **all** students in the classroom and in school, and instilling a sense of belonging, are critical in supporting student achievement and well-being. In response, our departmental focus for 2023-2024 will continue to be: ***Close opportunity and achievement gaps to support equitable outcomes.***

In which ways is the Board's SEAC consulted about staff development?

An annual plan for professional development from the Special Education Department is presented to the Special Education Advisory Committee (SEAC) for consultation. As well, the System Principals of Special Education and the Senior Manager of Professional Services provide regular updates about staff development opportunities at SEAC meetings, often accompanied by short presentations on the topics themselves. SEAC members have been invited to co-deliver professional learning to our SERTs.

What are the methods of determining priorities in the area of staff development?

Priorities in the area of staff development are determined by:

- Ministry initiatives
- Board initiatives, as outlined in the Board's Vision, Mission, Values and Strategic Priorities, as well as in the Board Action Plan
- Special Education Department initiatives, which have been determined by system data
- regional Family of Schools initiatives
- school-based initiatives, as outlined in the School Improvement Plans

In which ways are staff trained with regard to legislation and Ministry policy on Special Education, with particular attention to training for new teachers?

Staff are trained in the following ways:

- New Teacher in-service
- New to SERT in-service in September
- Regular regional SERT in-services, in person and WebEx
- Monthly WebEx meetings of Learning and Life Skills teachers, Primary Communication Class teachers
- Monthly WebEx meetings of Secondary Special Education Lead Teachers
- Portions of Principals' and Vice Principals' Meetings devoted to Special Education
- Administrator New to Role/New to KPRDSB professional learning
- Professional Learning for Education Workers on each PA day
- Regional elective PD sessions for SERTs, classroom teachers, school administrators
- Regular professional learning for Senior Administration

- Regular professional learning for Special Education Department members

What are the details of the Board’s budget allocation dedicated to the staff development plan in the area of Special Education?

The Board allocates a budget to address staff development centrally. This budget is then distributed on a departmental level. Partnerships exist between the K-12 Program, Indigenous Education, Equity, Diversity and Inclusion, and Special Education Departments to ensure that Special Education is incorporated into all professional development sessions, and vice-versa. The Ministry of Education also provides funding, from time to time, designated for professional development for implementation of initiatives, such as Mathematics, Early Literacy and Autism support. Our District had successful virtual PD opportunities for teachers and administrators during the pandemic; we will leverage this opportunity, as well as the return to in-person learning, in this coming school year.

In 2023-2024, the professional development budget in Special Education Services, which includes Mental Health and Well-being, will be used to fund (virtually and in-person):

- SERT in-person half-day meetings throughout the year, by region
- Release time, where required, for the topics in the chart below, in collaboration with the school budgets
- New to SERT training in-person in September
- Mental Health First Aid training
- SafeTALK training
- Non-violent Crisis Intervention training for all EAs, CYWs, PCAs, Principals, Vice Principals
- Suicide ASIST training
- Social-emotional Learning programs materials for schools

Are there any cost-sharing arrangements with other ministries or agencies for staff development?

Every opportunity is taken to engage local agencies and organizations in staff development. Whenever possible, in-services are jointly planned or registration costs negotiated. Staff development is supported through partnerships with the Canadian Union of Public Employees (CUPE), the Elementary Teachers Federation of Ontario (ETFO) and the Ontario Secondary School Teachers Federation (OSSTF), who supported the Mentorship program for new teachers including teachers new to Special Education, for example. We share the cost of Empower training with our co-terminous Catholic school board.

In what ways are school board staff made aware of the Board’s Special Education Plan and of professional development opportunities?

Dissemination of the above information occurs via:

- email memos and reminders from the department
- staff learning sessions
- email conferences
- reminders at meetings (e.g., Principals’ Meetings, Vice Principals’ Meetings, Associated School Group Meetings, staff meetings)
- KPR internal website, including PD Place, the Special Education app, and KPR Learns app

What courses, in-service training, and other types of professional development activities are offered by the Board?

Special Education Services Professional Development Plan 2023-2024

Topic	Participants
Using the Supporting Students Checklist – Learning for All	School Administration, SERTs, Classroom Teachers
Personalized and Pathway-driven IEPs	School Administration, SERTs
Supporting Early Literacy at Tier 2 and 3	SERTs, Primary Teachers
Programming in LLS and PCC System Classes	LLS, PCC Teachers and Education Workers
NVCI – Staff Debriefing Strategies	School Administration
Nonviolent Crisis Intervention – Full Course	Education Workers, School Administration
Supporting Positive Student Behaviour: Safety for All Administrative Regulation refresher	School Administration, SERTs, Classroom Teachers, Education Workers
Early Language Facilitation	SERTs, Primary Teachers, ECEs
Programming to Support LDs	SERTs, Classroom Teachers
New to SERT and SERT Refresher Inservice	SERTs
Creating an Environment to Support Positive Student Behaviour	School Administration, SERTs, Education Workers, Classroom Teachers
Assessments and Data Collection: Tools to determine the "Why" of Student Behaviour	SERTs, Classroom Teachers
How to Teach Social Skills to Students with Autism Spectrum Disorder	SERTs, Education Workers, Classroom Teachers
KPR IPRC Guidelines and Process	School Administration, SERTs
Fostering Independence	Education Workers, SERTs
Supporting All Students in FSL Classrooms	FSL Teachers
Supporting Students with SEA Tech	SERTs, Education Workers, Classroom Teachers
Transitions for Students with Special Needs and Mental Health Needs	School Administration, SERTs, Classroom Teachers
Level 1 and 2 VTRA training	School Administration, Professional Staff
Executive Functioning	SERTs, Classroom Teachers
Restorative Practice	School Admin, SSTs, Guidance, SERTs, Classroom Teachers
Social-Emotional Learning Programs	SERTs, Classroom Teachers
Mental Health Literacy	SERTs, Education Workers, Classroom Teachers
Trauma Informed Practices (in collaboration with Indigenous Education)	School Administration, SERTs, Classroom Teachers
FASD	School Administration, SERTs
Compassion Fatigue	All School Staff
De-mystifying the Psych-Ed Assessment	SERTs, School Administration, Classroom Teachers
Suicide ASIST	Any Board Staff
SafeTALK	Any Board Staff, Parent/Guardian Sessions
Mental Health First Aid	Any Board Staff, Parent/Guardian Sessions



Standard 19

**Accessibility of Buildings
under the Accessibility for
Ontarians with Disabilities Act
(AODA)**



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Standard 19 Accessibility of School Buildings

Summary of the Board’s Multi-Year Capital Expenditure Plan for Improving Accessibility

The Board’s plan revolves around an analysis of the accessibility of each of its schools. Priority is given each year to addressing those projects which will provide accessibility to those buildings requiring it, to allow students to attend school.

Further information on the accessibility of Kawartha Pine Ridge School Board’s buildings, and the Board’s Accessibility Plan, may be obtained by visiting the Board website [at this link](#).

Accommodations to School Facilities

Modifications/additions are required to some of our school buildings in order to accommodate students with special needs. This may include ramps, wheelchair accessible washrooms, handrails, grab bars in washrooms, change tables, etc.

Changes to school facilities required to accommodate student need start with a sharing of information between the parents/guardians and the school principal, including discussion of student needs and possible consultation with an occupational therapist for assessment of specific needs. Critical changes to facilities will be given first priority.

The following checklist outlines the process established between the Special Education Department and Facilities Services to ensure an efficient and timely response to requests for changes to facilities.

Procedure	Date
1. The school is made aware of special needs requiring modification to the school facility. Note: These recommendations are often made by an Occupational Therapist. It is critical that any design plans be included with the request.	
2. School Principal forwards request for accommodations and required documentation to System Principal of Special Education, copied to the Executive Officer of Facilities Services.	
3. System Principal of Special Education meets with Executive Officer of Facilities to establish costing and an action plan.	
4. Superintendent of Education with responsibility for Special Education approves plan and budget request.	
5. System Principal of Special Education or Executive Officer of Facilities advises School Principal of plan.	
6. Executive Officer of Facilities follows project until completion.	



Standard 20

Parent/Guardian Guide to Special Education



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Standard 20
Kawartha Pine Ridge District School Board
Parent/Guardian Guide to Special Education

The Parent/Guardian Guide to Special Education can be found at this link on the KPRDSB website:

[Parent/Guardian Guide to Special Education Brochure](#)