

# Early Identification Procedures and Intervention Strategies



**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 <u>Policy/Program Memorandum (PPM) No. 11, Early Identification of Children's Learning Needs</u>, 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	enrols their child with a special need in the school
Principal	<ul> <li>arranges for observation visit of student</li> <li>oversees completion of "High Needs Intake Transition Form" (see Appendix A) as a result of observation visit</li> <li>submits "High Needs Intake Transition Form" to the Instructional Leadership Consultant (ILC) for Special Education for their region</li> <li>develops plan to successfully support student in the school setting, collaborating with school level and system level resources as appropriate</li> </ul>

#### 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 <u>Policy/Program Memorandum (PPM) 155</u>, <u>Diagnostic Assessment in Support of Student Learning</u>. 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.

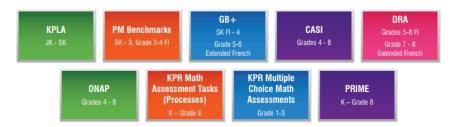
Expectations for roles, based on PPM 155, are described as:

- 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)
- <u>Empower</u> 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 2<sup>nd</sup>

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 <u>PPM 81: Provision of Health Support Services in School Settings</u> and <u>Interministerial Guidelines on the Provision of Speech and Language Services</u>.

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, BCBAs 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)

Student:	D.O.B.:	Grade:	
School:	Meeting Date	Meeting Date:	
Meeting Attendees			
Name	Role		
Community Services Involved (name, agen	ty etc.)		
☐ Child Care Program	.y, e.c.,		
☐ Children's Aid Society			
☐ Children's Mental Health			
☐ Community Living			
☐ IBI or ABA			
☐ Occupational Therapy			
☐ Pediatrician			
☐ Physiotherapy			
☐ Preschool/Resource Teacher			
☐ Psychologist or Psychiatrist			
☐ Social Work			
☐ Speech-Language Therapy			
☐ Other			

Medical							
Vision tested: Yes	s O	№ О		Hearing tests	ed:	Yes 🔘	No O
Diagnosis:							
Medication:							
Fine Motor:							
Gross Motor:							
Mobility:							
Sitting:							
Other:							
Equipment Needs:	SEA	Tech 🔘	SEA	Non-Tech O	Non-SEA	0	
Please specify:							
Transportation:	Bus	0	Wa	lk 🔘	Driven (	$\supset$	
	Stren	gths		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)							

Revised: April 2023 KPRDSB High Needs Intake Minutes

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 Re	esponsible	Timeline	

KPRDSB

High Needs Intake Minutes

12.

Revised: April 2023

Minutes taken by:		
Principal's Signature:	Date:	

Revised: April 2023 KPRDSB High Needs Intake Minutes



# 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 Tie
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 pla
developed at the ISC or SST
$\square$ 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):
Revision Date: December 2022 Kawartha Pine Ridge District School Board Supporting Students Checkli

# OBSERVED STRENGTHS

# OBSERVED NEEDS

☐ Oral language ☐ Reading ☐ Writing ☐ Math ☐ Organizational skills ☐ Working memory ☐ Arts abilities ☐ Athletic abilities ☐ Kinesthetic learner ☐ Auditory learner ☐ Interpersonal skills Interested in:	□ Can work independently □ Self-awareness □ Gross motor □ Sustained focus/Attention □ Regulatory skills □ Social Emotional skills □ Problem-solving □ Transitions between activities □ Visual/spatial learner □ Fine motor skills □ Other	☐ Oral language ☐ Reading ☐ Math ☐ Organizational skills ☐ Working memory ☐ Problem-solving ☐ Gross motor skills ☐ Interpersonal skills ☐ Other	□ Self-awareness □ Writing □ Sustained focus/Attention □ Regulatory skills □ Social Emotional skills □ Transitions between activities □ Fine motor skills □ Routine oriented			
POTENTIAL COM	NTRIBUTING FACTORS		DATA			
Number of schools atten  Attendance history  Academic history  Medical diagnosis  OT/PT/Sensory  Hearing/Vision  Mental Health  Illness  Traumatic events	ded:   Fluidity of identity   Gender identity/Expression   Sexual orientation   Communication skills   Multilingual Learner   Enrolment in French Immersion   Family status   Lived Experience (e.g. from a marginalized group such as Indigenous, racialized)	□ Work samples     □ ABC Tracking     □ Behaviour Tracking sheets     □ Wechsler (SERT)     □ Utilize the Phonologic phonemic continua     □ KPR Social Skills Checter of Math Assessments     □ Reading Recovery     □ PRIME     □ Focused intervention from an early intervention	Phonics Progression  klist			
STRATEGIES CURRENTLY IN USE						
☐ Learning Technology ☐ Small group instruction ☐ Reminders/Cues ☐ Chunking ☐ CRRP	☐ Breaks ☐ Social Stories ☐ Positive Reinforcement ☐ Assistive Devices ☐ Repetition (e.g., schedule, templates)	☐ Visuals ☐ Manipulatives ☐ Headphones ☐ Flexible seating ☐ Environmental Accominimize stimulation)	☐ Self-Reg programming ☐ Social skills teaching ☐ Predictable Routine ☐ Visual Schedule commodations (e.g., calming space,			
Other:						

# OSR REVIEW

	INFORMATION/NOTES					
☐ Individual Education Plan	☐ Accommodated and/or ☐ Modified ☐ IPRC ☐ Safety Plan					
☐ Special Class Placement	☐ Learning and Life Skills (LLS) ☐ Primary Communication Class ☐ Other:					
☐ Attendance						
☐ Suspensions/Expulsions						
☐ Assistive Technology						
☐ SEA Equipment (non-tech)						
☐ Custody Information						
☐ Meeting Notes						
	PROFESSIONAL REPORTS					
	INFORMATION/NOTES/DIAGNOSIS	DATE				
☐ Psychological						
☐ Speech and Language						
☐ Applied Behaviour Analysis						
☐ Occupational Therapy						
☐ Physical Therapy						
☐ Medical						
☐ Mental Health						
☐ Social Work						
☐ Other						

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