



AGENDA

- A - 1 **Opening**
- (a) Roll Call
 - (b) Declaration of Conflict of Interest
 - (c) In Camera Session (**6:30 p.m.**)
 - (i) Personnel Matters
 - (ii) Legal Matters
 - (d) Welcome to Open Session / Land Acknowledgement Statement (**7:15 p.m.**)
 - (e) Agenda Additions/Deletions/Approval
 - (f) In Camera Report
- B - 1 **Business Arising from Minutes and/or Previous Meetings**
- C - 1 **Director's Report**
- D - 1 **New Business - Action/Decision Items**
- * (a) Annual Review of the Special Education Plan L. Thompson
 - * (b) French Immersion Program – Ad Hoc Committee L. De Vos
- D - 2 **New Business - Information Items**
- * (a) Category III Trips B. Blancher
- E - 1 **Bylaw/Policy/Procedure Consideration - Action/Decision Items**
- * (a) BL1 Board Composition (**A**) B. Blancher
 - * (b) BL6 Board and Committee of the Whole Minutes (**A**) B. Blancher
 - * (c) SO1 Fund Raising (**A**) R. Wyszynski
- E - 2 **Procedure Consideration - Information Items**
- * (a) SO105 Privacy Breach Response Procedure (**I**) L. Munro
 - * (b) SO114 Do Not Resuscitate Confirmation (DNR-C) Form (**I**) L. Thompson
- F - 1 **Other Business**
- G - 1 **Correspondence**
- (a) The Terry Fox Foundation – Grand Erie District School Board Donation History Report
- H - 1 **Adjournment**



Committee of the Whole Board Meeting

Monday, June 08, 2020
Microsoft Teams Virtual Meeting

Future Meetings (held at the Education Centre unless noted otherwise)

Budget Review Meeting	June 17, 2020	7:00 PM	MS Teams Virtual Mtg
Indigenous Education Advisory Committee	June 18, 2020	6:00 PM	MS Teams Virtual Mtg
Special Education Advisory Committee	June 18, 2020	6:00 PM	MS Teams Virtual Mtg
Chairs' Committee	June 22, 2020	5:45 PM	MS Teams Virtual Mtg
Board Meeting	June 22, 2020	7:15 PM	MS Teams Virtual Mtg
Audit Committee	June 23, 2020	4:00 PM	MS Teams Virtual Mtg
Chairs' Committee	August 31, 2020	5:45 PM	Norfolk Room
Board Meeting	August 31, 2020	7:15 PM	Board Room

SUCCESS for Every Student

**GRAND ERIE DISTRICT SCHOOL BOARD**

TO: Brenda Blancher, Director of Education & Secretary
FROM: Liana Thompson, Superintendent of Education
RE: **Annual Review of the Special Education Plan**
DATE: June 8, 2020.

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board approve the Annual Review of the Special Education Plan, and the submission of two copies of the plan the Special Education Report Components Checklist to the Regional Office of the Ministry of Education by July 31, 2020.

Background/Rationale

As per regulation 306, each school Board is required to maintain a Special Education Plan, to review it annually and to make amendments as appropriate. Each school Board is also required to ensure that updated and comprehensive information regarding Special Education programs and services is made available to the community by the start of the school year. The Special Education Plan is posted on the board website.

A copy of the updated Grand Erie Special Education Plan 2019-20 and checklist is attached.

Additional Information

Any changes to the plan were made in response to feedback from Special Education Advisory Committee (SEAC) and parent and community input.

Summary of Changes

- All dates were changed where applicable from 2018-29 to 2019-20
- Professional development offerings for the year were updated.
- IPRC data was updated.

The Special Education Plan 2019-20 was presented for review at the May 14, 2020 SEAC meeting (Meeting #1), and approved at the May 14, 2020 meeting (Meeting #2).

Grand Erie Multi-Year Plan

This report supports the Achievement indicator of Success for Every Student and the following statement: we will set high expectations for student and staff achievement.

Respectfully submitted,

Liana Thompson
Superintendent of Education



Special Education
A Grand Erie Program

SPECIAL EDUCATION PLAN 2019-20

TABLE OF CONTENTS

Standard 1.	The Board’s Consultation Process.....	1
Standard 2.	The Board’s General Model for Special Education	5
Standard 3.	Roles and Responsibilities	16
Standard 4.	Early Identification Procedures and Intervention Strategies	19
Standard 5.	The IPRC Process and Appeals	28
Standard 6.	Educational and Other Assessments	31
Standard 7.	Specialized Health Support Services in School Settings.....	36
Standard 8.	Categories and Definitions of Exceptionalities	40
Standard 9.	Special Education Placements Provided by the Board	47
Standard 10.	Individual Education Plans.....	57
Standard 11.	Provincial and Demonstration Schools in Ontario	59
Standard 12.	Special Education Staff.....	64
Standard 13.	Staff Development	66
Standard 14.	Equipment.....	72
Standard 15.	Accessibility of School Buildings.....	74
Standard 16.	Transportation	76
Standard 17.	Special Education Advisory Committee	78
Standard 18.	Coordination of Services with other Ministries/Agencies	82
Standard 19.	Submission and Availability of the Plan.....	85
Appendices.....		87

Standard 1: THE BOARD’S CONSULTATION PROCESS

The purpose of this standard is to provide details of the Board’s consultation process to the Ministry and to the public.

The Grand Erie District School Board values collaboration with families and community members.

Consultation with the Special Education Advisory Committee

To meet Regulation 464/97, the Grand Erie District School Board has ensured that its Special Education Advisory Committee has participated in the Board’s Annual Review, under Regulation 306 of the Revised Regulations of Ontario (1990), of its Special Education Plan. Involvement has included:

- ongoing discussion at SEAC meetings throughout the 2019-20 school year;
- opportunity for input through an online survey link on Grand Erie’s website;
- invitation to attend Board’s budget meeting dealing with special education budgets;
- opportunity to meet with the Board’s Manager of Business Services, to ask questions and receive clarification regarding Special Education budgets;
- first draft of the Plan was received by SEAC on April 16, 2020 2019; the final draft was received on May 14, 2020.

Descriptions of any majority or minority reports received from members of SEAC concerning the Board’s approved plan are as follows:

- None Received

On May14, 2020 the Special Education Advisory Committee passed the following motion: “THAT the Special Education Advisory Committee recommend the Grand Erie District School Board approve the 2019-20 Special Education Plan, dated July 31, 2020.

The motion was carried.

Public Consultation

Overview information about the Special Education Plan, a link to the Special Education Plan, and a survey inviting public consultation about the plan were promoted on the Grand Erie website throughout the school year. As well, a link to the survey was created when a community member read any standard.

As a result of the Board’s consultation with the community, Survey questions and responses are summarized below:

School (optional):

- Hagersville Elementary
- Walsh
- King George
- Bellview
- anonymous

2.What are the strengths of the special education plan?

- Technology
- It is laid out well and fairly easy to find information
- None because my child doesn't get an EA

3. What is still needed in the special education plan?

- A plan for resource withdrawal to meet student needs
- Reference to referral management and wait times
- Must bring back evidence-based reading interventions like Empower for students with learning disabilities
- More EAs to be able to help and more equipment
- Some parts are very wordy and could be simplified a bit

4. Does this plan help? Why or why not?

- If the school had enough funding to provide the assistance our child would need, then it may work
- Yes, it answers a lot of questions

5. How might we best deliver services while being mindful of budget limitations?

- Be transparent in allocation of monies to provide special education
- Fundraise for the right to read and raise funds to support the Empower program
- Have a special education class – we had one and my child was doing well in it, then they closed it and moved him into a class with a shared EA and how he has regressed
- More money spent on programs at the classroom level and less spent on administration

Submit

This year respondents had the opportunity to identify their school so that follow up could occur if needed.

Implementation of a renewed model of special education supports and services took place in the 2019-20 school year. In the renewed model:

- There was a focus on fulsome implementation of Tier 1, in-classroom or close-to-the-classroom strategies and supports
- Learning Resource Teachers took on a lead role of supporting the knowledge and instructional capacity of all educators in the school in the area of Special Education
- The classroom teachers designed and implemented the student's program with the support of the Learning Resource Teacher, in the classroom
- In School Team processes were established in all schools
- Dedicated multi-disciplinary teams were provided schools to attend resource team meetings
- Shifts/Changes in System and Professional Support Staff roles occurred to align with this renewed focus
- Continued focus on the role of the Educational Assistant- goals for independence for students, how the EA is adding value to teacher programming

Grand Erie's Achievement Plan – Success for Every Student

The focus in the area of special services is how system staff support school staff to promote student learning and achievement.

1. How the special education system team guides and supports schools to learn about and implement effective differentiated instruction and assessment;
2. How the school team/resource team process is used as a multi-disciplinary team to support school administrators and teachers to identify student strengths and needs and to provide strategies such as responsive and differentiated classroom instruction and assessment in order to meet these strengths and needs; and
3. How wrap around supports to address a variety of student need that go beyond solely academic need are provided to students in order to decrease barriers to well-being and achievement.

Internal and External Reviews of Existing Special Education Programs and Services

There were no formal internal and external reviews of existing special education programs and services.

However, as a result of consultations with and input from Grand Erie's SEAC, school administrators and senior administration, the following changes to special education programs and service delivery will occur in the 2020-21 school year:

- Entry to self-contained programs for students with mild intellectual disabilities will be considered in their grade 7 year
- Placement in behaviour support

Mental Health Strategy

Developed a 2019-2020 Action Plan of priorities, key activities and indicators of success.

Held a meeting during the school year with the Mental Health Advisory Committee.

Provided students with opportunities for sequenced and grade-appropriate social-emotional learning.

- Collaborated with classroom teachers and Learning Resource Teachers in the delivery of programs and curriculum related to social-emotional learning, self-regulation, healthy relationships and mental health promotion and prevention.
- For the 2019-2020 school year, 90% of elementary schools received grade-appropriate social-emotional, self-regulation and/or healthy relationships programs.
- For the 2019-2020 school year, 50% of secondary schools received social-emotional and/or healthy relationships programs.
- Child and Youth Workers were part of In-School Teams, where they provided advice, education and resources on social-emotional learning, self-regulation, healthy relationships and mental health awareness.

Supported the use of effective crisis response and suicide prevention protocols.

- The Suicide Risk Protocol was reviewed at Resource Team Meetings, and SafeTALK training was delivered to elementary Learning Resource Teachers.
- Through staff meetings and consultation, Social Workers consistently used Grand Erie Safety Plan, assessment and tracking form.

Supported the creation of resources for mental health promotion and prevention.

- Conquering Stress resources available in digital and binder format.
- Developed a bank of evidence-informed or -based programs for delivery in classrooms.

- Worked with Safe Schools in the delivery of bullying prevention and healthy relationship programs and resources.

Equipped and built capacity of school mental health professionals.

- Trained staff in evidence-based structured psychotherapy (Brief Interventions for School Counsellors and Cognitive Behavioural Therapy) for counselling students.
- Trained staff in trauma-informed care and practices.

Established and maintained access to, through and from mental health agencies and hospital services.

- Maintained SO108 Partnerships
- Attended regular meetings with community mental health agencies, Health Unit and McMaster Hospital.
- Managed and monitored Mental Health & Addictions Nurses referrals.

The following principles guide the implementation of the Child and Youth Mental Health Strategy in Grand Erie:

1. Achievement is fundamentally connected with student mental health and well-being.
2. Safe and inclusive school cultures will allow students to flourish.
3. Engagement among students, parents, staff and community is essential.
4. Commitment to ongoing learning for all is critical.
5. Evidence-based/informed practices will guide interventions to support students' mental health and well-being.
6. Align and coordinate efforts with community partners to maximize efficiency of resources and strengthen outcomes for students.
7. The unique strengths and needs of each school community will be honoured to ensure support is flexible and responsive.

Standard 2: THE BOARD'S GENERAL MODEL FOR SPECIAL EDUCATION

The purpose of this standard is to provide the ministry and the public with information on the Board's philosophy and service delivery model for the provision of special education programs and services.

The Special Education Plan of Grand Erie has been designed to comply with the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, the Education Act and Regulations made under the Act, the Accessibility for Ontarians with Disabilities Act (AODA), and any other relevant legislation.

Vision for Special Education

Special Education Services and Programs in Grand Erie are consistent with the Board's mission "Success for Every Student" and are provided to allow every student to benefit from the public education system. Special Education Programs are delivered in the most enabling environment permitting the students the greatest access to their full potential. Schools and the parents/guardians work with resource staff and other involved agencies, using all available information, to develop an understanding of each child's strengths and needs to program in the most appropriate manner.

In Grand Erie the ultimate goal is to provide an inclusive environment for students in whatever classroom and school they are educated. "Inclusion is a way of thinking, a way of being, and a way of making decisions about helping everyone belong." (Causton-Theoharis, Julie N. *The Golden Rule of Providing Support in Inclusive Classrooms: Support Others as You Would Wish to Be Supported - Teaching Exceptional Children*, Vol. 42, No. 2, pp. 36-43. Copyright 2009, CEC). In inclusive classrooms, the principals of universal design for learning and differentiated instruction and assessment are implemented. Special education programs and services within Grand Erie are guided by the following eight principles, which are included in board policy P1-Special Education Guiding Principles:

1. All students can succeed. Success looks different for different students.
2. Education is differentiated for students, and provided for students in the whole class, in groups, and very rarely on a one-to-one basis.
3. Students learn differently and have different educational goals. Educators respond to these differences when planning and delivering programs.
4. The goal for all schools is to create environments that consider and include the learning needs of all students.
5. Resources are provided to support students to become independent in reaching their educational goals.
6. The classroom teacher and early childhood educator are the primary support for all students in school. Human resource supports such as learning resource teachers, educational assistants and other support staff work as a support to the classroom teacher and early childhood educator to address the needs of the students.
7. Students are educated in their community schools if this is the more enabling environment for their learning. Self-contained classroom placements are available if regular class placement cannot meet the needs of students.
8. Fairness is not sameness. Students are provided with resources and supports that will assist them to become independent in reaching their educational goals.

Guiding Principles in Special Education

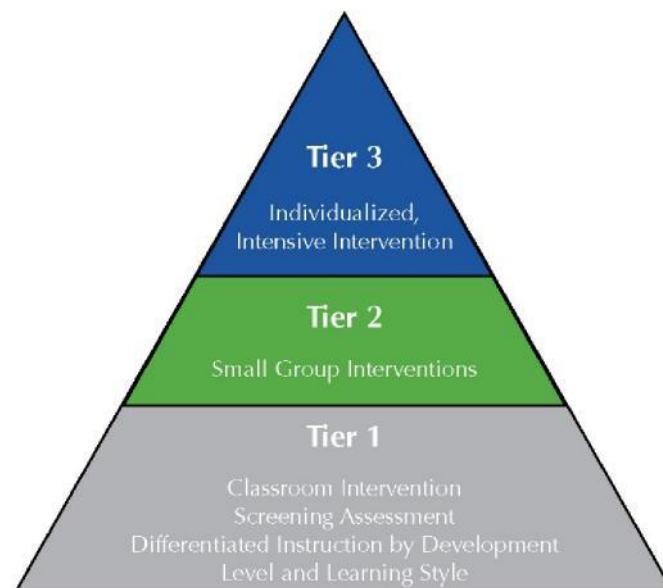
1. All students can succeed. Success looks different for different students.

In Grand Erie we believe that all students can succeed when provided with high expectations for learning and achievement and the necessary accommodations and/or modifications in their individualized educational program. Programs are developed to challenge students to achieve at a greater level, while building in regular opportunities for success. Student success is measured by their achievement of the goals outlined in their Individual Education Plan (I.E.P.).

2. Education is differentiated for students, and provided for students in the whole class, in groups, and very rarely on a one-to-one basis.

Our mission is to nurture and develop the potential of all students by providing meaningful learning opportunities. Educational program delivery occurs within a group of peers to facilitate the development of the whole child. We believe that using a tiered approach to the identification of learning needs in the classrooms provides assessment and instruction that are responsive to student needs. Supports are organized and offered based on student need. In Tier 1, students meet their educational goals in a whole class setting, with supports provided. In Tier 2, students require small group support in order to meet their educational goals. In Tier 3, students may require an alternative setting or individualized support in order to meet with success. When individualized support is required, it is time-limited and every effort is made to support the student to move to small group or whole class instruction as soon as possible. Very few students require Tier 3 support. We believe that the education of every child is the collective responsibility of every adult within a school community.

Tiered Intervention



3. Students learn differently and have different educational goals. Educators respond to these differences when planning and delivering programs.

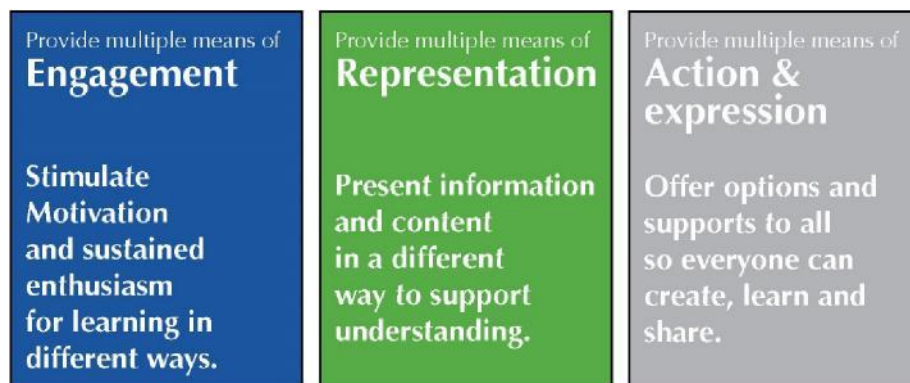
Schools within Grand Erie represent diverse communities. Programs are developed and implemented to meet local needs within the framework of provincial education requirements. This includes identifying and meeting individual student needs within the context of group learning.

Universal design and differentiated instruction are an effective means of meeting the learning needs of any group of students. We believe that all classrooms include students with a range of talents and abilities and that our classroom learning environments must be accessible to all. Classroom physical and learning environments can be made accessible to all learners by applying the principles of Universal Design for Learning (UDL). UDL encourages educators to reflect on the unique nature of each learner and to accommodate for differences, thereby creating learning experiences that suit individual learners and maximize their ability to progress in the context of group learning.

We know that our students differ significantly in their strengths, interests, learning styles and readiness to learn, therefore we believe it is necessary to adapt, or differentiate, instruction and assessment in order to suit these differing characteristics.

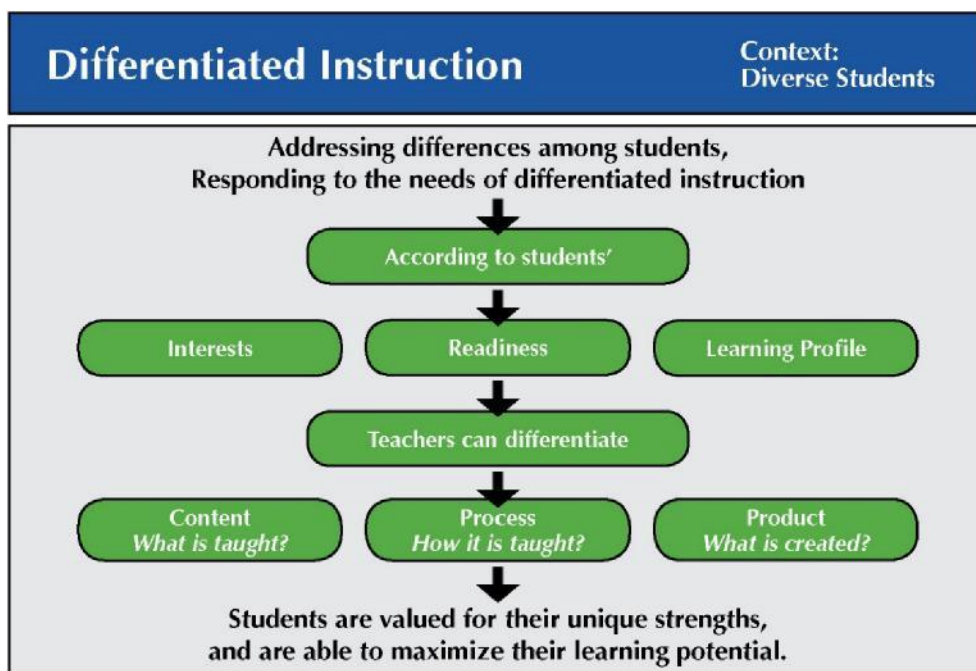
For students who require intense support to achieve learning goals, schools have access to a variety of specialized supports to identify, understand and meet these special needs with a view to expanding the range of special needs that can be met within each community school.

Universal Design for Learning



Universal Design for Learning: 3 principles

Differentiated Instruction



4. The goal for all schools is to create environments that consider and include the learning needs of all students.

The culture of the school is essential in fostering an attitude of inclusion and the school principal takes the lead in building an inclusive school culture. An inclusive culture celebrates diversity by creating an infrastructure that balances group and individual needs. It supports school staff in the development of new skills and invites students and their parents to actively participate in the educational process.

An attitude of inclusion recognizes and values the tiered approach to the provision of special education programs and services. While consultation with specialized personnel may help the regular classroom teacher and early childhood educator deliver an appropriate program for some students, others require more intensive supports which may include placement in a self-contained program. Deciding when a self-contained placement may be appropriate is a consultative process which honours the voices of parents, school staff, system special education support staff and the student, as appropriate. In most cases it must be demonstrated that the student has had adequate opportunity to access program in a regular classroom setting and that the regular classroom is not meeting the individual needs of the student before a self-contained classroom placement is considered.

An attitude of inclusion ensures that students in self-contained classes are welcomed and integrated into their school communities. Inclusion can occur during both instructional and non-instructional time and is based on providing the optimum experience for the student to meet with success in the integrated setting.

5. Resources are provided to support students to become independent in reaching their educational goals.

While education supports the special learning needs of students, it does not treat children for medical, mental health and social disorders or disease. Wherever possible, we seek to work cooperatively with community agencies to develop the most beneficial pathway to treatment for students, if this is required. In the school setting, supports to promote student well-being are implemented.

6. The classroom teacher and early childhood educator are the primary supports for all students in school. Human resource supports such as learning resource teachers, educational assistants and other support staff work as a support to the classroom teacher and early childhood educator to address the needs of the students.

Human resource supports are organized to support the classroom teacher and early childhood educator, so that students can remain in their community schools for as long as it is in their best educational interests.

School resources, including the expertise of the Learning Resource Teacher, Principal and regular classroom teacher and early childhood educator, are the primary means by which special education needs are identified and addressed. The regular classroom teacher and early childhood educator play a central role in the process of identifying special needs, coordinating the additional supports to build a better understanding of an individual student and developing an Individual Education Plan (I.E.P.) to address these needs. Our respect for the regular classroom teacher and early childhood educator is reflected in the allocation of resources to develop their skills on an on-going basis. Effective special educational programming requires a knowledge of specific exceptionalities, provincial curriculum standards and teaching, learning and assessment methods. The development of this broad range of skills for all teachers and early childhood educators, must be supported by in-service, coaching materials and planning resources that target these areas.

At the school level, special education support for the classroom teacher and early childhood educator will be provided by the Learning Resource Teacher. To the greatest extent possible, this support should be delivered within the classroom setting.

In some situations, the support of an Educational Assistant is required to meet the medical and/or safety needs of students at school. Educational Assistants are valued members of the student's support team, providing shared support to students. This means that the Educational Assistant is not allocated solely to one child and the movement of Educational Assistants at regular intervals is encouraged. It is in this way that schools work to minimize the dependency that can be created by an over-reliance on one individual staff member or one level of service.

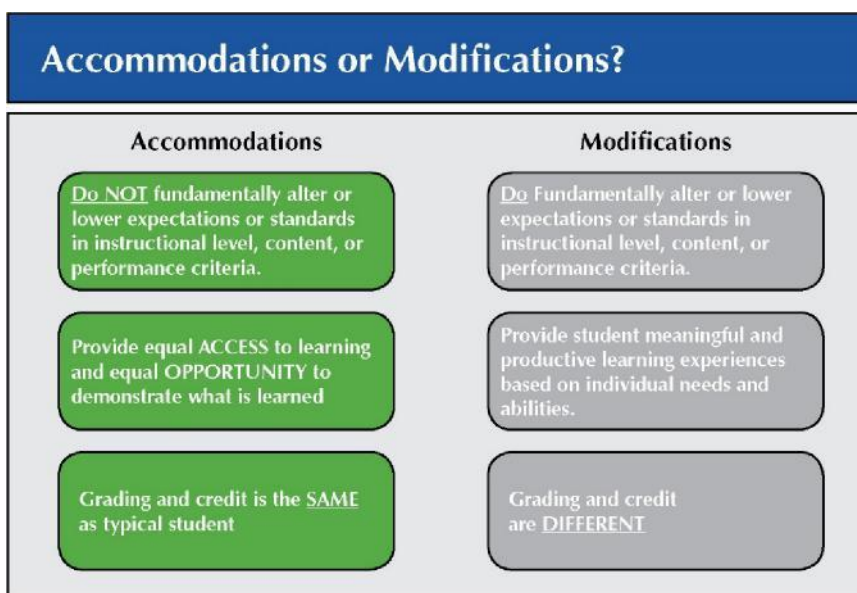
System special education support staff build the capacity of schools to meet the broad range of student special education needs. Specialized supports within Grand Erie, including the services of the Learning Resource Teacher, Teacher Consultants – Special Education and system non-teaching staff – Attendance Counsellors, Behaviour Counsellors, Child and Youth Workers, Psychological Services, Social Work and Speech Language Pathologists, Communicative Disorders Assistants and Lead Educational Assistants - are accessed through the School Resource Team.

It is recognized that the success of special education programs depends on the quality of the staff delivering the program. Selection of suitable, qualified personnel is as important as on-going training.

7. **Students are educated in their community schools if this is the more enabling environment for their learning. Self-contained classroom placements are available if regular class placement cannot meet the needs of students.**

Early identification of learning needs - and programming to address them - is part of classroom planning for all students. Where significant academic challenges persist, special education services, including access to self-contained placements, may be appropriate.

If a student's needs can be met in a regular classroom with *accommodations* and *modifications*, placement should be in a regular classroom in the home school.



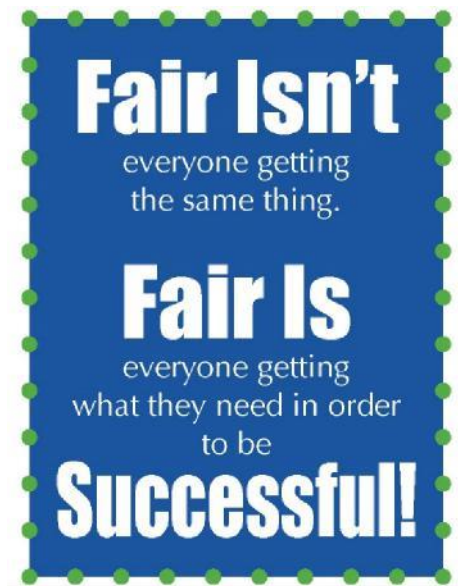
Self-contained class placements are a more defined environment within the education system. The individual needs of some students with specific exceptionalities are such that placement within a self-contained class can also be the most enabling. Programs in self-contained settings will be *alternative* to a regular class program. Alternative programming addresses various aspects of student need that are not specifically represented in the Ontario curriculum. These may include social skills, self-help skills, life skills, self-advocacy skills, self-regulation skills and the learning of new behaviours. Alternative curriculum expectations must be related to the student's exceptionality and individualized according to the student's needs.

Self-contained placements are offered within Grand Erie recognizing that learning needs and long-term educational outcomes vary based on student exceptionality. For some exceptionalities, placements offer time-limited but intensive support in order to address specific, identified needs that will enable students to achieve educational goals within their home school. For example, a student with a learning disability learns how to use technology to bypass written language difficulties, or a student with behavioural needs develops the self-regulation skills required for success in a regular classroom.

When a student's capacity to manage the demands of a regular classroom will likely decrease from grade to grade due to their developmental needs, placement in a self-contained program should be delayed until the student's needs are such that an alternative to regular program is in their best interests. For example, a student with a developmental disability then continues to learn in the context of a life skills program that is an alternative to the Ontario curriculum. Similarly, gifted students who are identified formally will receive effective programming within the regular classroom but could access self-contained gifted classroom if their individual needs demonstrate this is the most appropriate placement to meet these needs. Access to any alternative programs must be based on assessment data and supported by the School and Resource Team.

Educational implications of participation in self-contained programs should be discussed with the parents and students through the Identification, Placement and Review Committee (I.P.R.C.) planning process, as well as part of Individual Educational Plan (I.E.P.) development, Annual Goal setting and Transition Planning. If the long-term goal for a student is the completion of an Ontario Secondary School Diploma or Ontario Secondary School Certificate of Achievement, self-contained class placement must be time limited to enable the development of the non-academic skills required for success in regular classes (i.e. independent work completion and goal setting, time management, organization, peer relationships, planning etc.). If the long-term goal for a student is the completion of a Certificate of Accomplishment, then opportunity for continued placement until June the year the student turns the age of 21 must be ensured.

- 8. Fairness is not sameness. Students are provided with resources and supports that will assist them to become independent in reaching their educational goals.**



Students need to be provided with programs and supports in an equitable manner. Equitable does not mean equal treatment for all students. Students will receive programs and support based on assessment data that will help them to meet with success in their individualized programs. There are many ways that program supports and services are provided to students that vary from student to student but decrease the barriers faced by those students in meeting with success.

For example, some students may require technology use in a whole class setting, other students may require the support of an Educational Assistant working in a small group setting, and others may require placement in a self-contained classroom with a smaller number of students and a focus on alternative learning goals. Other students may require changes to the content, delivery and assessment of their programs as outlined by their classroom teachers in their Individual Education Plans.

Special Education Delivery System

Grand Erie Special Education delivery system includes a continuum of Special Education programs and services. Programs and services provided are based upon the needs of the student. The continuum includes:

- Regular classroom with support, accommodations and/or modifications. The curriculum, method of presentation, instructional strategies and/or classroom environments may be areas that are accommodated or modified.
- Self-contained special education classrooms. Educational programs and services are provided for part (partially integrated) or all (fully self-contained) of the school day in the self-contained classroom setting.
- Programs in the student's home school

Accessing Special Services

Students may demonstrate educational needs in a variety of ways. Teacher observation and parent/guardian input are the most common sources through which the individual learning needs of a student are first identified. When a student need is identified it can be addressed at team meetings, where support services can be offered if appropriate.

School Team

School team plays a significant role in helping classroom teachers address difficulties that a student may be experiencing in the classroom prior to, and following, formal assessment and identification. (Appendix B)

When a student demonstrates different leaning needs, the teacher works with the parent/guardian and tries a variety of strategies and approaches with the student. The teacher uses available diagnostic tools to assess the student and may discuss the situation with ***School Team***. Membership on the ***School Team*** includes the Principal (or designate), the Learning Resource Teacher (LRT) and the referring teacher(s) and may include other school staff. The school-based Child and Youth Worker may also be a member of the ***School Team***. The parent/guardian must be made aware that their child will be discussed at School Team and consent to their child being discussed at School Team. The parent/guardian may be invited to attend the School Team meeting. Ongoing contact with the parent/guardian is important to develop an understanding of the child's strengths and needs.

At the ***School Team*** meeting, a review of strategies already implemented and suggestions of further Tier 1 strategies and supports will be discussed.

A record of decisions of the ***School Team*** is kept in the **Student Profile** available through the Learner Intervention Tracking for Excellence (LITE) system. (Appendix C). Referral to the ***Resource Team*** occurs when the ***School Team*** wishes to discuss additional strategies and options that move beyond Tier 1 strategies and supports.

Resource Team

Membership on the *Resource Team* shall include the *School Team*, the area Teacher Consultant-Special Education and a dedicated multi-disciplinary system support team. The parent/guardian *may* be invited to provide input on their child's progress or to attend the meetings. They *shall* be informed of the date, time, purpose and staff invited prior to the meeting, and any results of these meetings that affect the programming for their child will be communicated. The *Resource Team* will consider additional strategies and recommend further assessment or other interventions. The *Resource Team* may recommend to the Principal referral of the student to an Identification Placement and Review Committee (IPRC).

If a formal assessment is recommended, the Principal will make the referral to the appropriate student support staff through the Learner Intervention Tracking for Excellence (LITE) system. Student Support Staff will proceed with the informed consent steps with the parent before they proceed with the case.

Human Resource Support Services

Special education supports for students, beyond classroom teacher direct intervention, is provided at the school level and at the system level.

School Level

- ***Learning Resource Teachers***

Learning Resource Teachers (LRTs) work in the school to support the programs offered to students with special needs. LRTs work collaboratively with the classroom teacher to offer suggestions to meet the needs of students in the regular classroom setting. LRTs work directly with students when withdrawing them to complete diagnostic assessments. LRTs may also work as a liaison between school and home when setting up school and resource team meeting agendas. LRTs, under the direction of the school principal, are responsible for setting up school level IPRC (Identification, Placement and Review Committee) meetings. In 2019-20 the Learning Resource Teacher will take on a lead role of supporting the knowledge about and instructional capacity of all educators in the school in the area of special education. The classroom teachers will design and implement the student's program with the support of the Learning Resource Teacher, in the classroom

- ***Educational Assistants***

In Grand Erie there are three types of Educational Assistant (EA) support allocated to schools - school-based EAs, Temporary EAs, and Transitional EAs.

School-based EAs are assigned to meet the safety needs (both health and behavioural) of students. EAs support the student by addressing the safety needs so that they can access their educational program. The needs of each student are described in the Individual Education Plan. EAs are assigned based on priorities in the school district and may be re-allocated at any time throughout the school year to address local pressures and priority situations.

Temporary EAs are assigned to meet the safety needs (both health and behavioural) of students new to a school or classroom. The support is temporary, allowing for a trained individual to assist at the school level, ascertaining if more permanent support is required.

Transitional EAs provide increased support for significant transitions for students. Transitional EAs support the implementation of comprehensive Behaviour or Safety plans and stabilization support during an assessment period/while behaviour or safety plan are being developed in escalated situations. Transitional EAs allow for a trained individual to assist at the school level, ascertaining if

more permanent support is needed, and to follow through with a release of responsibility model to existing school staff.

System Level

- ***Program Coordinators (Curriculum, Special Education and Applied Behavioural Analysis)*** Program Coordinators may be a resource for programming for a student with individual needs. They can assist with defining differentiated strategies, resources and/or approaches, which allow the child to continue successfully in the regular program.
- ***Teacher Consultants (Curriculum and Special Education)***
Teacher Consultants-Special Education can be a valuable resource to a school. They can offer strategies, resources, referrals to outside agency supports, and connections to other teachers who are facing similar issues. They can also assist the Principal in the formal IPRC process, if required.
- ***Special Equipment Amount (SEA) Teacher Technicians***
Special Equipment Amount (SEA) Teacher Technicians support students with exceptional needs that require the use of SEA technology and students that are deaf or hard-of-hearing.
- ***Lead Educational Assistants***
Lead Educational Assistants are assigned to support programming for classroom teachers and educational assistants to meet the needs of specialized populations of students. Their support is generally working directly with students, but sometimes the Lead EA will support staff members through modelling and coaching supports that may best meet the needs of a student. In Grand Erie Lead Educational Assistants support students who have Specialized Equipment Amount (SEA) technology, students with Autism, and students with complex special education needs
- ***Complex Behaviour Intervention Team (CBIT)***
The CBIT becomes involved with Tier 3, specific student referrals. When a student's challenging behaviour continues to be a significant concern despite involvement of many system level supports, the CBIT may become involved. To be considered for the CBIT, the student's challenging behaviours must be frequent or intense enough to pose a safety risk to themselves, staff or other students. A student with complex needs may, or may not, have a diagnosis or be identified as an exceptional student.
- ***Student Support Services***
Assessment services, speech-language services, psychological, behavioural, and social are among the other professional services available within the Board

Student Support Services are organized to provide four types of support:

- ***Communication Services*** will identify needs and provide programming suggestions for speech, articulation, language, augmentative communication and fluency disorders. Speech Language Pathologists and Communicative Disorders Assistants provide Speech-Language support services.
- ***Behavioural Services*** will provide prescriptive plans and programming assistance for behavioural, psychological, emotional, social and attendance issues. Behaviour Counsellors and Attendance Counsellors provide behavioural support services.

- ***Psychological Services*** will do formal assessments and provide programming assistance for students with gaps between aptitude and achievement. Psychological Associates and Psychological Consultants provide psychological services support.
- ***Counselling Services*** will serve to provide counselling to students and support to the parents/guardians in times of social or emotional distress. Counselling services also provides support to teachers in evidence-based whole classroom programs that deal with self-regulation, social-emotional skills and healthy relationships. Counselling services are provided by Social Workers and evidence-based whole classroom program supports are provided by Child and Youth Workers.
- ***Outside Services***
When the programming needs of the student exceed the services available within the Board, staff may work in cooperation with families to support a referral to an outside agency. The parent/guardian has the final decision regarding any referrals to outside agencies.
- ***Physical Needs***
An accessible school in each area may be designated as the "Home School" for students with needs for extensive physical accommodations.

Standard 3: ROLES AND RESPONSIBILITIES

The purpose of the standard is to provide the public with information on roles and responsibilities in the area of Special Education.

The Ministry of Education defines 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 all 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 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 (SEAC's);
- establishes Special Education Tribunals to hear disputes between parent/guardians 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 Grand Erie 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 in accordance with Regulation 306.
- Every two years prepares and approves a report on the special education programs and special education services provided by the board and submits it to the Ministry of Education;
- provides statistical reports to the Ministry as required and as requested;
- prepares a parent/guardian guide to provide information about Special Education programs, services, and procedures;
- establishes one or more IPRC's to identify exceptional pupils and determine appropriate placements for them;
- establishes a Special Education Advisory Committee (SEAC);
- provides professional development to Special Education staff.

The Special Education Advisory Committee:

- 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 parents, as requested

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/guardians;
- ensures that the identification and placement of exceptional pupils, through an IPRC, is done according to the procedures outlined in the Education Act, regulations, and Board policies;
- consults with the parent/guardian and with School Board staff to determine the most appropriate program for exceptional pupils;
- ensures the development, implementation, and review of a student's IEP, including a transition plan, according to provincial requirements;
- ensures that the parent/guardian is 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 parent/guardian 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;
- works with Special Education staff and the parent/guardian to develop the IEP for an exceptional pupil;
- provides the program for the exceptional pupil in the regular class, as outlined in the IEP;
- communicates the student's progress to the parent/guardian;

- in consultation with the parent/guardian, works with other School Board staff to review and update the student's IEP.

The Special Education Teacher, 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 modifies the program as necessary, in collaboration with the classroom teacher;
- assists in providing educational assessments for exceptional pupils.

The Parent/Guardian:

- becomes familiar with and informed about Board Policies and Procedures in areas that affect their child;
- participates in IPRC's, parent/guardian-teacher conferences, and other relevant school activities;
- participates in the development of the IEP;
- becomes acquainted with the school staff working with the student;
- supports the student at home;
- works with the School Principal and teachers to solve problems;
- is responsible for the student's attendance at school.

The Student:

- complies with the requirements as outlined in the Education Act, regulations, and policy/program memoranda;
- complies with Board Policies and Procedures;
- participates in the IPRC, the parent-teacher conferences, and other activities, as appropriate.

Standard 4: EARLY IDENTIFICATION PROCEDURES AND INTERVENTION STRATEGIES

The purpose of the standard is to provide details of the Board's early identification procedures and intervention strategies to the ministry and the public.

Grand Erie complies with the *Ministry Policy/Program Memorandum # 11 (1982)* which states: These procedures are part of a continuous assessment and program planning process which should be initiated when a child is first enrolled in school or no later than the beginning of a program of studies immediately following Kindergarten and should continue, ongoing, throughout a child's school life.

Guiding Principles that are critical to the success of the entry-to-school planning process:

- A Focus on the Whole Child and the Family
 - Collaboration
 - Sensitivity to Diversity
 - Clear Definitions
 - Responsiveness
- (Planning Entry to School: *A Resource Guide* Ministry of Education 2005)

The Educator Team is comprised of the teacher and designated early childhood educator.

The Educator Team's Role

- to lead a Spring information session for the parents/guardians of children who will enter Kindergarten in the Fall;
- to invite the children to participate in an orientation classroom visit and school tour in the Spring;
- to collect significant information through conversation with the parent/guardian that will help the teacher to get to know and understand the child; e.g., health, early literacy;
- to ensure the parent/guardian completes the *Kindergarten Home Connection Form* (Appendix D)
- to listen to the parent/guardian share information about their child;
- to observe and document the child's readiness for literacy through the Child-Teacher conversation about books over the first few weeks of school;
- to continue with ongoing identification of students and complete observation forms, to assess the student's development, learning abilities, and needs;
- to "provide parents with an overview of initial observations of their child's learning in relation to the overall expectations in the Kindergarten Program and with information about appropriate next steps to further the child's learning" (Growing Success, Kindergarten Addendum, pg. 12)
- to send home a Communication of Learning: Initial Observations mid to late November followed by parent visits where they can observe and share information
- to complete a written anecdotal, **Kindergarten Communication of Learning** which is provided at two points in the school year: February and June
- to collect pedagogical documentation of learning over time as evidence of the achievement of expectations (e.g., electronic portfolio, samples of child's work, recorded conversations, anecdotes, etc.) expectations as corroborated in the **Kindergarten Communication of Learning**
- to inform the parent/guardian and refer to School Team observed needs of the child for speech and language, cognitive and behavioural assessments, occupational therapy, and/or physiotherapy;

- to implement strategies of intervention and work with all support personnel as needed; to address observed needs of the child for learning;
- To communicate with parents any concerns, as they arise, and suggest appropriate resources / personnel for assessment and support as needed.

PLEASE NOTE: If a child enters school for the first time in Grade 1, and the teacher has a concern about the child's progress, the parent/guardian should be informed, and the teacher utilizes strategies to resolve the concern. If concern remains refer to School Team Process. (Appendix B)

The parent/guardian's role

- to provide accurate information and authorize permission for the release of information from outside community agencies on the special needs of the child;
- to attend a Spring information meeting for the child who will enter Kindergarten in the Fall;
- participate in a case conference for the child;
- to ensure the child participates in an orientation classroom visit and school tour in the Spring;
- practice school routines with child;
- to complete the *Kindergarten Home Connection Form* (Appendix D) provided by the school (Appendix D);
- to provide information through conversation to help the teacher get to know and understand the child; e.g. health, early literacy;
- review entry process with case conference team to see if plans were successful or if future modifications would improve results for children;
- to attend parent interviews/student-led conferences focused on the child's portfolio (November – December);
- to dialogue with the teacher on the student's needs, strengths, and next steps for learning and progress using the structured, parent/guardian observation visit;
- to read the Kindergarten Communication of Learning providing follow-up where needed;
- the parent/guardian should be regularly involved in decisions about the education of their child;
- the parent/guardian should access the available community agencies that can assist with their child's growth and development;
- the Ministry of Education states that the parent/guardian must play a significant role in their child's learning.

The Parent's Role

Parents play an important role in their children's learning. Studies show that children perform better in school if their parents are involved in their education. By becoming familiar with the Kindergarten program, parents can better appreciate the value of play-based learning and learn about the attitudes, skills, and strategies that their children are developing. This awareness will enhance parents' ability to discuss their children's learning with them, to communicate with educators, and to ask relevant questions about their children's development. Knowledge of the program will also help parents understand their children's growth in learning and will enhance their ability to work with educators to improve their children's learning and development. (The Kindergarten Program 2016.)

Early and Ongoing Identification and Intervention Process for Referring a Student for an Assessment

Classroom Teacher's first steps:

- Complete an OSR search
- Attempt remedial strategies
- Consult with previous classroom teachers, LRT, administrator and parent/guardian
- Provide on-going assessment and feedback to evaluate student progress within the classroom (work samples, portfolios, teacher-made tests, observations, Brigance, Benchmark Reading Assessment).

The parent/guardian will be informed of the School Team process (Appendix B). The School Team (classroom teacher, LRT, administrator, Child and Youth Worker) meet to discuss student's strengths and needs, while determining next steps. Parent/guardian will be informed of the next steps and recommendations from the School Team. School Team process may be repeated if concern is unresolved.

School Team determines that no additional support is required at this time.

School Team determines that on-going monitoring is required and may reconvene at a later date to further discuss next steps.

School Team determines that further assessment and intervention is required. Establish a timeline for the next steps, with follow up plan. Inform parents/guardians of next steps for consent.

Possible next steps may include, some or all of these assessments, with informed and/or written consent from the parent/guardian;

- LRT may complete an Academic Achievement Battery (AAB), or another educational assessment to provide recommendations and strategies to be implemented by school personnel
- A referral to the family physician may be suggested to identify physiological factors interfering with learning.

Upon referral to the Resource Team (see Appendix B), additional assessments may be required or advisable.

Possible next steps from the Resource Team may occur, with informed and/or written consent from the parent/guardian;

- Make recommendations for programs or services and establish a date to review progress
- A Psycho-Educational assessment by qualified personnel
- Professionals such as Occupational or Physical therapy
- Psychologist or Speech Language Pathologist may complete an assessment and share recommendations for programming, resources or services.

The student may be referred to an IPRC (see Appendix E), depending on the recommendations of the Resource Team and discussions with the parent/guardian. Continued assessment may be required.

Procedures for Providing Parent/Guardians with Notice that their Child is Experiencing Significant Challenges Impacting Success

- if the teacher has a concern about a child's progress, the parent/guardian will be informed and asked to participate in the School Team Process (Appendix B) in the most appropriate manner
- as outlined in the School Team Process, the teacher will try remedial strategies in the classroom to meet the child's needs after consulting with the parent/guardian.
- if the classroom strategies are unsuccessful, then the School Team Process begins:
 - the parent/guardian is informed and encouraged to be involved in decisions regarding their child throughout the process;
 - referral is made to the School Team when concerns persist, with parent/guardian consent;
 - the parent/guardian is invited to attend or submit their concerns to the School Team;
 - review of the child's progress using strategies recommended by the School Team.
- When all in-school supports have been exhausted, the parent/guardian is informed that a recommendation is being made that their child is being referred to the Resource Team, with parent/guardian consent:
 - the parent/guardian continues to be informed and asked to participate in reviewing the progress of their child by the Resource Team;
 - student referred to IPRC, outside agencies or for assessments.
 - results of IPRC or recommendations from outside agencies or assessments will be implemented by the classroom teacher.

Procedures used within Grand Erie DSB for referring a student for an assessment

- At various steps in the School Team Process, a variety of assessments, from informal to formal, requiring increased expertise in specific forms of testing may be necessary. The following may be the hierarchy of assessments a student could require, to determine programs and services that will meet his/her educational needs. At each level (other than regular classroom methods), the parent/guardian must give written consent and be informed of the outcome of the assessment.
- Assessment of a student begins with the teacher in the classroom using a variety of methods on a regular basis (such as work samples, portfolios, teacher-made tests, observations, checklists, Brigance, DRA (Diagnostic Reading Assessment), BAS (Benchmark Assessment) to evaluate student progress.
- If the classroom teacher notices that a child is experiencing difficulty during the course of ongoing assessment which could affect his/her ability to meet the curriculum, the parent/guardian that further testing by the School's LRT may be necessary. The teacher will discuss the School Team Process with the parent/guardian.
- With informed, written parent/guardian consent, the LRT may administer the, Academic Achievement Battery (AAB), or any other educational assessment. The parent/guardian, classroom teacher and LRT will discuss the results of the assessment along with recommendations or strategies to be implemented by school personnel and the parent/guardian.
- Upon referral to the School Resource Team, a psycho-educational assessment by qualified personnel may be recommended to the parent/guardian for the child. This form of assessment may include tests of intellectual abilities, perceptual development and/or academic achievement. The parent/guardian and school personnel will be informed of the results of the assessment and recommendations.
- Results of the assessment and recommendations from the support personnel will be implemented by the classroom teacher.
- A referral to the family physician may be suggested to identify any physiological factors, which may interfere with learning.
- The child may be referred to an IPRC depending on the recommendations of the Resource Team

and discussions with the parent/guardian. Further assessment by a speech-language pathologist, psychologist or outside agencies or health care

- Professionals such as an occupational therapist may be recommended for the child before identification occurs. The Psychological Associate/Psycho-Educational Consultant and Resource Team will provide the parent/guardian with an explanation of the need for further assessment. For the School Board to release or receive information, including assessments from outside agencies, the parent/guardian must provide written authorization for the exchange of information.
- After the psychologist or speech-language pathologist completes the assessment of the student, the results will be shared with the parent/guardian either in a meeting or by telephone and with School Resource Team personnel. Discussion will also include recommendations for programming, resources, and services, both within the Board and outside agencies. Referral to IPRC may occur at this time following the procedures noted above.
- Once a child is referred to IPRC and determined to be exceptional, the recommended program will be implemented by the classroom teacher
- The parent/guardian will continue to be informed of his/her progress through consultation in the development and review of the IEP at each reporting period. In addition, the parent/guardian will receive confirmation of their child's progress at the annual IPRC.

Grand Erie DSB personnel use the following types of assessment:

<p>Educational Assessments</p> <ul style="list-style-type: none"> • These assessments identify strengths and weaknesses. Recommendations and/or strategies will be a component. 	<p>Psycho-educational Assessments</p> <ul style="list-style-type: none"> • A psycho-educational assessment may include tests of intellectual abilities, perceptual development and/or academic achievement. These tests are conducted by a Psycho-educational Consultant or Psychological Associate who are qualified to administer such tests. Psycho-educational Consultants are supervised by Psychological Associates.
<p>Test of Intellectual Abilities</p> <ul style="list-style-type: none"> • These are tests that measure an individual's ability levels at a given point in time. The results of these tests are used by teachers to help students reach their maximum functioning level by identifying their strengths and weaknesses. 	<p>Tests of Perceptual Development</p> <ul style="list-style-type: none"> • These are tests and/or observations that may indicate strengths/weaknesses with the processing of visual and/or auditory information.
<p>Tests of Academic Achievement</p> <ul style="list-style-type: none"> • These are standardized tests which measure an individual's performance on reading, spelling and mathematics tasks. 	<p>Functional Behaviour Assessment</p> <ul style="list-style-type: none"> • A process that identifies target behaviour, and behaviour function, to understand what maintains behaviour. This leads to intervention plans to teach alternative behaviours and social skills.
<p>Speech-Language Assessments</p> <ul style="list-style-type: none"> • Speech-Language Assessments may include tests of articulation, voice, stuttering and receptive and expressive language. These tests are conducted by Speech-Language Pathologists. Speech: These tests may involve the following: <ul style="list-style-type: none"> ○ assessment of the child's ability to produce speech sounds and control the muscles and oral structures required for speech; ○ assessment of vocal quality, pitch, loudness and resonance; ○ assessment of stuttering. 	

Language: These tests may involve the following:

- assessment of the child's understanding of oral language;
- assessment of the child's ability to orally express himself/herself;
- assessment of a child's needs for additional communication support. **Behavioural**

Assessments: These assessments measure a child's adjustment to social situations.

- They are conducted by qualified personnel and may involve observations or checklists.

Procedures for Providing Parent/Guardians with Notice that their Child is Being Considered for Referral to an IPRC

- Students who have behavioural, communicational, intellectual, physical, or multiple exceptionalities, may have educational needs that cannot be met through regular instructional and assessment practices. These needs may be met through accommodations, and/or an educational program that is modified above or below the age-appropriate grade level expectations for a particular subject or [course. www.edu.gov.on.ca/eng/parents/speced.html](http://www.edu.gov.on.ca/eng/parents/speced.html)
- Through ongoing involvement in the School Team Process, the parent/guardian will be aware of his/her child's strengths and needs. When recommending a referral to IPRC, the Resource Team will examine information from a variety of sources regarding the student to see if it matches Ministry definitions and Board criteria.
- The parent/guardian will be informed by the School Principal of the Resource Team's decision to refer the child to IPRC. Along with the Letter of Invitation to the IPRC, the parent/guardian will receive a copy of the *Parents' Guide to Special Education* and any information that will be presented at the meeting (Appendix E)

Procedures for Providing Parent/Guardians with Notice that their Child is Being Considered for a Special Education Program and Related Services if the Child is *Not* Being Referred to IPRC

- All students who receive Special Education Programs and/or Services in the GEDSB may not be formally identified as exceptional. This philosophy blends with the following statement from Special Education in Ontario, Kindergarten to Grade 12: The Individual Education Plan, Ministry of Education 2017
 - *An IEP may be developed for a student who has not been identified by an IPRC as exceptional, but who has been deemed by the board to require a special education program or services in order to attend school or to achieve curriculum expectations and/or to demonstrate learning.*
 - In addition, School LRT's may work with non-identified students in the regular classroom to help them achieve the curriculum expectations. In the 2019-20 school year the majority of the LRT's role will be to support the classroom teacher to program for and implement learning experiences for students in their classrooms, not withdrawal of students.
 - This type of support is seen as a preventative measure, allowing students to overcome difficulties and be successful in the school environment.

Early Intervention Supports for Students Prior to IPRC

Community based supports can be accessed at:

Haldimand-Norfolk REACH

519-587-2441 or 1-800-265-8087

Contact Brant

519-758-8228

Lansdowne Children's Centre

519-753-3153

Haldimand-Norfolk Healthy Babies, Healthy Children

519-426-6170 or 905-318-6623

Brant County Healthy Babies, Healthy Children

519-753-4937

Family Counselling Centre 519-753-4173
 Big Brothers and Sisters of Grand Erie 519-302-3222
 Local Health Integration Network – Haldimand Norfolk 519-426-7400
 Local Health Integration Network- Brant 519-759-7752
 The Children’s Aid Society of Haldimand-Norfolk 1-888-227-5437
 Brant Family and Children’s Services 519-753-8681
 Newcomer Connections Brantford 519-759-4150
 Healthy Smiles 1-877-258-3392
 Brantford Food Bank 519-751-4357
 Community Living Access Support Services (Simcoe) 519-426-0007
 Community Living Haldimand (Cayuga) 905-772-3344
 Community Living Brant 519-756-
 2662 Early ON Child and Family Centres (Hald./Norfolk)
www.hnreach.on.ca/earlyon-child-and-family-centres
 Early ON Brantford (Early Years Centre) www.earlyonbrantfordbrant.ca

Early ON Child and Family Centres	
Haldimand & Norfolk	Brant/Brantford
Mapleview Elementary	Bellview School
Houghton Public School	Branlyn Community School
J.L. Mitchener	King George Public School
Lakewood Elementary School	Major Ballachey
Hagersville Secondary School	North Ward School
	Oakland-Scotland Public School
	Prince Charles Public School
	Princess Elizabeth
	Ryerson Heights Elementary School

Early and Ongoing Identification Resources: Grand Erie DSB.	Description	Ages
K-Step for Kindergarten	Monitoring tool used in collaboration with the educator team and the ESL/ELD Teacher Consultant or Itinerant Teacher	Year 1 and 2
English Language Learner STEP (Steps to English Proficiency) Initial Assessment	Assessment to determine English Language Learner’s language proficiency (oral, reading, writing), literacy development and mathematical skills level in order to provide appropriate programming supports and placement.	Grade 1-12

Early and Ongoing Identification Resources: Grand Erie DSB.	Description	Ages
Kindergarten Cumulative Student Assessment Portfolio. (KCSAP)	Assessment of phonemic awareness, phonics, concepts of print, emergent writing skills	Year 1 and 2
Developmental Reading Assessment (DRA)	Developmental reading assessment tool used to determine a reader's independent reading level and identify students working below proficiency	Year 1 and 2 to Grade 3 as developmentally appropriate
Benchmark Assessment System (BAS)	Gathers relevant information about a student's reading level, fluency, comprehension, and other reading behaviours to guide instruction	Year 1 and 2 to Grade 6 as developmentally appropriate
Running Records	Students orally read a passage and teachers record errors, omissions, insertions, etc. to gather data to group students to effectively plan targeted reading instruction	Year 1 and 2 as developmentally appropriate

For the types of early intervention strategies that are used to support students prior to referral to IPRC, refer to **Accommodations** (Standard 9).

In addition to the accommodations noted above, assessments may provide recommendations for teachers and the parent/guardian to assist the student. The School LRT, EAs and trained volunteers may also be able to provide additional, individualized support to the student. In the 2019-20 school year there will be a focus assisting the classroom teacher to provide individualized support to the student while the LRT and/or EA support the rest of the class.

In May 2007, the Ministry of Education issued PPM 140: Incorporating Methods of Applied Behaviour Analysis into Programs for Students with Autism Spectrum Disorders, which provides direction to school boards and supports their use of Applied Behaviour Analysis (ABA) as an effective instructional approach in the education of students with Autism Spectrum Disorder (ASD).

PPM 140 outlines ABA and two requirements that must be in place for students with ASD:

- School boards must offer students with ASD special education programs and services, including, where appropriate, special education programs using ABA methods;
- School board staff must plan for the transition between various activities and settings involving students with ASD.

Grand Erie employs Board Certified Behaviour Analysts, Behaviour Counsellors with ABA expertise and an ABA Coordinator to support the implementation of PPM 140. The ABA Coordinator supports the implementation of the Connections for Students transition process.

Connections for Students

The purpose of Connections for Students is to support students as they transition from IBI services within the Ontario Autism Program to applied behaviour analysis (ABA) instructional methods in a publicly funded school.

Connections is a multidisciplinary, student specific and school-based transition team that;

- Is comprised of the Principal, Parent/Guardian, classroom Teacher, ABA Coordinator and School Support Program ASD Consultant and other multidisciplinary staff, as required.
- Begin to meet 6 months prior to the student completing IBI services, and continue to meet monthly until 6 months after discharge from IBI services
- Aligns Individual Education Plans (IEPs), transition plans and behaviour/safety plans to support the student in acquiring, generalizing and maintaining their skills
- Support collaboration between the school board, regional autism provider and the family

Grand Erie DSB Students Involved in Connections during 2019-2020 School Year

- To date, 1 student has been discharged from Connections this year.
- Currently, we have 7 students involved in Connections.

Standard 5: THE IPRC PROCESS AND APPEALS

The purpose of the standard is to provide details of the Board’s Identification, Placement and Review Committee(s) (IPRC) process to the ministry and the public.

Statement of Purpose and Responsibility:

Regulation 181/98 requires that all school boards establish one or more Identification, Placement and Review Committees (IPRCs). The IPRC meets and decides if a student should be identified as an exceptional pupil and if so, the placement that will best meet the student’s needs. An IPRC is composed of at least three persons, one of whom must be a principal or supervisory officer of the board, or a designate assigned to act in the place of the principal or supervisory officer. A school board trustee may not be on the IPRC.

Committee Composition

Grand Erie DSB uses three levels of Identification, Placement and Review Committees (IPRCs):

- a) School Level
- b) Area Level
- c) System Level

Level	Membership	Jurisdiction
School	<ul style="list-style-type: none"> • The Principal (of the school) – Chair* • The LRT of the school • The classroom teacher or other teacher 	<ul style="list-style-type: none"> • review of original identification • review of original "regular class" placements • recommendation for placement in a Demonstration School for a student who is already identified as exceptional
Area	<ul style="list-style-type: none"> • one Principal (from the area) - Chair** • another Principal or Vice-Principal (or designate) • a Teacher Consultant-Special Education (for the area) 	<ul style="list-style-type: none"> • original identification • original "regular class" placements • placements in area special classes • review of placements in area special classes • original identification and placement of complex cases
System	<ul style="list-style-type: none"> • Superintendent, Principal-Leader of Special Education or designate – Chair*** • The Program Coordinator for Special Education • a Teacher Consultant-Special Education (for the area) 	<ul style="list-style-type: none"> • original identification and placement of complex cases • placement of students in system special classes • review of placements in system special classes • referral to Provincial Schools

* The chair of the School level IPRC is the Principal of the home school. If the Principal is unable to attend, a Principal from another school and/or a Supervisory Officer must attend as a Vice-Principal can not be the sole Principal representative on an IPRC.

** The chair of the Area level IPRC is a Principal other than the Principal of the school in which the student is enrolled.

*** The chair of the System level IPRC is Superintendent or Principal-Leader Special Education or designate.

In addition to the three people that constitute an IPRC, other people may attend an IPRC meeting, including the Principal of the home school, resource people such as the student's teacher or board support staff, a parent/guardian or the student (if over 16 years of age) and/or a parent representative. The parent/guardian and, where the pupil is over 16, the pupil, are entitled to be present and participate in the discussions about the pupil and to be present when the committee's identification and placement decisions are made.

Committee Operating Procedures and Scope

The Scope for each level of IPRC is, as follows:

- a) School level IPRCs review an original identification and review an original placement if the placement was "regular class". A School level IPRC may also recommend placement of a student who is already identified as an exceptional student with a Learning Disability at a Demonstration School.
- b) Area level IPRCs determine the original identification of a student. They also determine the original "regular class" placements and placements in area special classes. Area IPRCs also review placement in area special classes. In addition, they will determine the original identification and placement of complex cases.
- c) System level IPRCs determine the placement of students in system special classes. They also review placements in system special classes. System level IPRCs also make referrals to Provincial schools and determine original identification and placement of complex cases.
 - Principals may, upon written notification to the parent/guardian, and must, at the written request of the parent/guardian, refer a student to an Identification, Placement and Review Committee (IPRC).
 - Identifications are made in accordance with Ministry policy and regulations. In order to be identified as an "exceptional pupil" a student must meet the criteria for the exceptionality and, in most circumstances, must require modifications of program.
 - School level IPRCs have one option for placement – regular class.
 - Area level and System level IPRCs have two options for placement – regular class or special class.
 - Discussions about a student's Individual Educational plan and other program options may occur at a meeting of the IPRC and this discussion should include description of the student's strengths and needs. The decision-making of the IPRC is restricted to the student's identification and placement and includes identifying the next date for a review.
 - Notification to parents/guardians and other parties about the date, time and location of the IPRC is the responsibility of the Principal of the home school and must be provided 10 days in advance of the IPRC.
 - Minutes of the IPRC will be completed by the Chair and will include a checklist indicating the decision about identification and placement. Minutes must be filed at the school in the Ontario Student Record (OSR).
 - Communication of IPRC decisions to parents/guardians and to area/central files should occur, as follows:
 - a) School Level IPRC – the home school Principal communicates in writing to the parent/guardian
 - b) Area Level IPRC – the Principal who chairs the IPRC communicates in writing to parent/guardian, and to schools,
 - c) System Level IPRC – Principal-Leader Special Education or designate communicates in writing to parent/guardian, and to schools.

Role of the Board

The Grand Erie District School board shall establish one or more committees for the Identification and Placement of exceptional students, determine the jurisdiction of each committee and establish the manner in of selecting the chair of the committee. The board shall direct administration to select individuals who meet the requirements of the members set out by the board.

The Board shall appoint three or more persons to each committee that it establishes. The board shall appoint as one of the members of each committee:

- a) a Principal employed by the board
- b) a Supervisory Officer employed by the board

The Board shall direct administration to ensure that individual membership on each IPRC meets the requirements as set out by the board.

The Board shall prepare a guide (A Parent's Guide to Special Education) for the use and information of parents and pupils that provides information concerning:

- a) the function of the IPRC and the IPRC review
- b) the procedure for identifying a student as exceptional and for deciding the student's placement
- c) the IPRC's duty to describe the strengths and needs of the student
- d) the IPRC's duty to include the student's exceptionality and the category and definition of that exceptionality in its statement of decision
- e) the function of a special education appeal board and the parent's right to appeal the decision of the IPRC to such a board
- f) the names, addresses and telephone numbers of the Provincial and Demonstration schools
- g) whether and to what extent the school board purchases special education programs from another school board
- h) a list of local parents' organizations eligible to be on a Special Education Advisory Committee (SEAC)
- i) the information that an IPRC placement decision cannot be implemented unless a parent has consented to the decision or has not filed a notice of appeal within the required time limit.

All parents shall be informed by means of an item in the school newsletter or by other appropriate means, at least once each year, of the availability of the Parent's Guide to the IPRC process. At the same time, parents shall also be informed of their right to request that their child be referred to an IPRC. (**A Parents' Guide to Special Education - Identification Placement and Review Committee** (Appendix E), also (**A Guide for Parents – Individual Education Plan (IEP)** Appendix F).

The Board shall ensure that copies of the guide are available at each school in the Board's jurisdiction and at the Board's head office and shall provide a copy to the appropriate district office of the Ministry.

Number of IPRC referrals for the school year 2019-20:
355 Number of IPRC reviews for the school year 2019-20:
1965 Number of IPRC appeals for the school year
2019:20: 1

Standard 6: EDUCATIONAL AND OTHER ASSESSMENTS

The purpose of the standard is to provide details of the board's assessment policies and procedures to the ministry and to make parents aware of the types of assessment tools used by the school board, the ways in which assessments are obtained by IPRCs, and the ways in which assessments are used.

Types of Assessments

Assessments are intended to assist the student by providing staff with insights into the student's strengths, needs and learning profile. Three types of assessments are conducted by personnel within Grand Erie: Educational, Psycho-educational, and Speech and Language.

Educational assessments are limited to achievement testing of individual students both by formal and informal means. Responsibility for training of staff to use these assessment tools is assumed by the Program/Student Success Team if the assessment is to be administered by classroom teachers to inform program delivery for all students and by the Special Education team when more in depth assessment to be administered by the Learning Resource Teacher is needed for a specific student. Formal measures include (but may not be limited to):

For *Classroom Teachers*:

Developmental Reading Assessment (DRA) – Primary
Benchmark Assessment System – Primary & Junior
Ontario Comprehension Assessment (OCA)
Groupe Beauchemin (GB+) – French Immersion

For *Learning Resource Teachers*:

Academic Achievement Battery (AAB)
Brigance Tests of Basic Skills
Brigance Early Development Scale

The Canadian Cognitive Abilities Test (CCAT 7) is administered in grade 3. It is used as a tool to help classroom teachers better understand the learning profile of their Grade 3 students and to inform program development for all students based on their profile of learning strengths and needs. This assessment tool may also assist to flag students who may be in need of further assessment to understand their learning needs, and as a screening tool to inform whether an individual student may require additional supports in the area of Enriched or Gifted Learning.

Psychological measures are used by Psychological Associates and Psycho-Educational Consultants. All are administered individually to students after informed consent from parents/guardians has been obtained. They can be subdivided into various types. Among the most frequently used tests are the following:

(a) *Global Cognitive/Intellectual measures*:

- Wechsler Intelligence Scale for Children – Fifth Edition (WISC V) (Canadian norms)
- Wechsler Adult Intelligence Scale – Fourth Edition (WAIS-IV) (Canadian norms)
- Wechsler Preschool and Primary Scale of Intelligence – Fourth Edition (WPPSI-IV) (Canadian norms)
- Stanford-Binet Intelligence Scale – Fifth Edition (SB5)
- Wechsler Nonverbal Scale of Ability (Canadian norms)
- Ravens 2 Progressive Matrices

(b) Academic Achievement Measures

Kaufman Test of Individual Achievement – Third Edition (Canadian norms)
Wechsler Individual Achievement Test – Third Edition (Canadian norms)

(c) Processing and Specific Skills Tests:

Bender Visual-Motor Gestalt Test – Second Edition
Beery Buktenica Developmental Test of Visual-Motor Integration – Sixth Edition (VMI-6)
Beery VMI Developmental Test of Visual Perception – Sixth Edition
Beery VMI Developmental Test of Motor Coordination – Sixth Edition
California Verbal Learning Test – Children (CVLT-C)
Children’s Colour Trails Test
Comprehensive Test of Phonological Processing – Second Edition (CTOPP-2)
Delis-Kaplan Executive Function System (DKEFS)
NEPSY-A Developmental Neuropsychological Assessment – Second Edition
Peabody Picture Vocabulary Test: Fifth Edition (Forms A & B) (PPVT)
Process Assessment of Learning – Second Edition (Language and Math) (PAL-II)
Rey Complex Figure Test (RCFT)
Test of Memory and Learning – Second Edition (TOMAL-2)

(d) Surveys and Checklists:

Adaptive Behaviour Assessment System – Third Edition (various forms) (ABAS-II)
Beck Depression Inventory – Second Edition (BDI-2)
Behaviour Assessment Scale for Children – Third Edition (various forms) (BASC-III)
Behavior Rating Inventory of Executive Function – Second Edition (BRIEF2)
Brown Executive Function/Attention Scales (various forms)
Childhood Autism Rating Scale – Second Edition (CARS-2)
Gillam Autism Rating Scale – Second Edition (GARS-2)
Multi-dimensional Anxiety Scale for Children: Second Edition (MASC-II)
Piers-Harris Children’s Self-Concept Scale – Second Edition

Speech-Language assessments are completed by Speech-Language Pathologists. Formal measures used to evaluate speech (articulation/phonology, fluency, resonance, voice) and oral language (receptive and expressive, vocabulary, phonological awareness, social/pragmatic language) include:

(a) Speech/Phonological Processes:

Assessment of Phonological Processes – Revised (APP-R)
Fletcher Time-By-Count Test of Diadochokinetic Syllable Rate
Goldman Fristoe Test of Articulation – 3 (GFTA-3)
Kaufman Speech Praxis Test (KSPT)
Structured Photographic Test of Articulation –D: II (SPAT-D:2)
Stuttering Severity Instrument

(b) Language:

Bankson Language Test – 2 Screen (BLT-2S)
Clinical Evaluation of Language Fundamentals – Fifth Edition (CELF-5)
Clinical Evaluation of Language Fundamentals – Primary (Second Edition)
Clinical Evaluation of Language Fundamentals, Fifth Edition Metalinguistics
Detroit Test of Learning Aptitude – Fourth Edition (DTLA-4)

Expressive One Word Picture Vocabulary Test - 3
Language Processing Test – 3 (LPT-3)
Montgomery Assessment of Vocabulary Acquisition (MAVA)
Peabody Picture Vocabulary Test –Fifth Edition (Forms A & B)
Preschool Language Scale – 5 (PLS-5)
Rapid Automatized Naming/Rapid Alternating Stimulus Tests (RAN/RAS)
Social Language Development Test – Elementary (SLDT-E NU)
Structured Photographic Expressive Language Test – 3 (SPELT-3)
Structured Photographic Expressive Language Test – Preschool Second Edition (SPELT-P2)
Test of Aided Communication Symbol Performance (TASP)
Test of Language Competence – Expanded (TALC-E)
Test of Narrative Language - 2 (TNL-2)
Test of Problem Solving – Third Edition (TOPS-3)
Test of Problem Solving 2 - Adolescents
Test of Word Finding – 2 (TWF-2)
The Listening Comprehension Test – 2 (LCT-2)
The Test of Language Development – Intermediate: 2 (TOLD-I:2)
The Test of Language Development – Primary: 4 (TOLD-P:4)
The Word Test – 3: Elementary
The Word Test – 3: Adolescent
Wiig Test of Basic Concepts (WABC)

(c) ***Phonological/Phonemic Awareness***

Emerging Literacy Language Assessment (ELLA)
Pre-Reading Inventory of Phonological Awareness (PIPA)
Profile of Phonological Awareness (PROPA)

Qualifications of Staff

Educational assessments are conducted by teachers who are governed by the Education Act, and regulated by the College of Teachers (www.oct.ca)

Psychological *et al.* assessments are administered by psychologists, psychological associates and psycho-educational consultants. Psychologists/psychological associates and those they supervise are governed by the Regulated Health Professions Act, 1991. Only psychologists/psychological associates provide and communicate diagnoses. Psychologists and Psychological Associates are members of the College of Psychologists of Ontario (www.cpo.on.ca).

Speech-Language assessments are administered by Speech-Language Pathologists who are also governed by the Regulated Health Professions Act, 1991 and belong to the College of Audiologists and Speech Language Pathologists of Ontario (www.caslpo.com).

Should there be something about behavioural assessments, i.e. BCBA?

Referrals Management and Wait Times

Individual assessments are completed to support educational program planning. Referrals for assessment are considered and prioritized through the Resource Team process. Meetings are held at least every six weeks with an agenda determined by the School Team which has already accessed expertise within the school building including a review of classroom based assessment information, standardized educational assessment (AAB), participation in intensive early literacy

intervention programs if appropriate, and the thorough implementation of Tier 1 strategies. Resource Team (RT) discussion includes programming to support educational (academic and well-being) needs based on available information, and recommendations for medical assessment such as hearing/vision if required. If a referral for further assessment is not deemed to be necessary at the time of the Resource Team meeting but careful monitoring of progress to reconsider this decision in the future is, an intervention plan and timelines to bring back to the RT are developed and left with the School Team for implementation. Prioritizing of referrals takes into account:

- severity of needs
- request for outside agency involvement
- school setting of priorities
- school referral patterns relative to the severity of needs across the district

Referrals for assessment are logged centrally using the Learner Intervention for Tracking Excellence (LITE) process.

Wait times for psycho-educational assessments are generally 1 – 6 months. This reflects the time between the date a referral is made in LITE after a Resource Team meeting to the date of the parent/guardian meeting when the written report of assessment findings and recommendations is shared.

Wait times for speech-language assessments range from 1 to 13 months. In addition to Resource Team referrals, Communication Services staff meet with Kindergarten Educator Teams during the first 6 weeks of school to help determine children most in need of specialized support. Using a tiered intervention framework, the service delivery approach is developed based on student and school needs. For example, some schools might receive a block or even several blocks of service while others, based on comparative need, might not receive any blocks of direct intervention, but will have service delivered in a less intensive approach (i.e., Home Programming, classroom strategies to develop skills). All Kindergarten Educator Teams receive speech-language services support, to implement the Sound Bites Phonological Awareness Program (<https://sway.office.com/s12G1zX3yBWx5cG6>).

All direct interventions with students are conducted only with written parent/guardian consent which typically includes individual discussions with the parent/guardian to ensure that the consent is informed and voluntary. Limits of confidentiality, privacy of information, likely use of the assessment information, and distribution of the report are also discussed. Students 18 years of age or older, provide their own consent.

Results of individual Educational/Psycho-educational/Speech-Language assessments are communicated through a meeting or telephone call with the parent/guardian and a written copy of the assessment report is provided. Meeting face-to-face so that assessment findings and recommendations can be used to collaboratively determine next steps in program planning is preferred. Student participation in these discussions is determined in consultation with their parent/guardian, taking into account developmental constraints.

Appropriate school staff are involved when assessment results are communicated to the parent/guardian.

Reports prepared by professionals outside the Board are reviewed to determine what information provided helps delineate a student's learning needs, strengths or problems and how it can be used for the improvement of instruction within a school context and in accordance with the *Education Act*, (R.S.O. 1990, S.226(2)). Where this information differs from data collected at the school, the Resource Team will determine how best to proceed. There is no requirement that assessments or reassessments must be conducted by Board personnel (i.e. reports are "transportable"). Allocation of educational resources and educational programming decisions remain the responsibility of school/system staff.

Protection of Privacy and Consent for Sharing Information

Privacy of Information is protected under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Health Information Protection Act (PHIPA)*. Assessment reports are filed in the student's Ontario Student Record (OSR) folder. The original report is housed in a confidential Psychology or Speech-Language Record which is maintained for 10 years after the date of last contact or 10 years after the child turns 18 years of age in accordance with the Regulation Health Professions Act (RHPA).

Written authorization from the parent/guardian or student over 18 years of age is obtained prior to releasing reports to outside agencies.

Standard 7: SPECIALIZED HEALTH SUPPORT SERVICES IN SCHOOL SETTINGS

The purpose of the standard is to provide details of the Board’s specialized health support services to the ministry and the public.

Ministry of Education Policy/Program Memorandum No. 81 – Provision of Health Support Services in School Settings provides direction about the delivery of services that go beyond educational services and are not part of normal preventative health programs already provided by boards of health to school children.

Policy/Program Memorandum No. 161 – Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, Epilepsy) in Schools must have policies and procedures in place to support students with prevalent medical conditions. For students to fully participate in the learning environment and achieve success, the Grand Erie District School Board, the Hamilton Niagara Haldimand Brant LHIN, the Southwest LHIN and the Lansdowne Children’s Centre who manages the School Based Rehabilitation Services (SBRS) program share responsibility for these specialized health support services.

Further information regarding specialized health support services in Grand Erie can be found in the following documents:

Board Policy SO8 – Community Partnerships
Board Policy SO28 – Student Concussion and Head Injury
Board Policy SO30 – Management of Potentially Life Threatening Health Conditions, Including Administration of Medication, in Schools
Board Procedure SO108 – Community Service Providers and Schools Working Together

Key abbreviations used within the document:

LCC – Lansdowne Children’s Centre
LHIN – Local Health Integration Network
OT – Occupational Therapist
PT – Physiotherapist
PSL – Preschool Language System
RN – Registered Nurse
SBRS – School Based Rehabilitation Services
SHSS – School Health Support Services
SLP – Speech and Language Pathologist

Special Education Plan
July 2020

Specialized Health Support Service	Agency or position of person who performs the service (e.g.: LHIN board, staff, parent, student)	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)
Occupational Therapy	SBRS program managed through LCC	Meets criteria for assessment established by SBRS Occupational Therapy (OT) assessment indicating if OT services are required	SBRS clinician based upon established criteria	Criteria determined by SBRS SBRS OT indicates when occupational therapy services are no longer required	Discussion with SBRS Manager
Physiotherapy	SBRS program managed through LCC	Meets criteria for assessment established by SBRS Physiotherapy (PT) assessment indicating if PT services are required	SBRS clinician based upon established criteria	Criteria determined by SBRS SBRS PT indicates when physiotherapy services are no longer required	Discussion with SBRS Manager
Speech & Language Therapy	SBRS program managed through LCC Grand Erie Brantford/Brant County Preschool Language System (LCC) Haldimand-Norfolk Preschool Language Program (HN Public Health)	Meets criteria for assessment established by SBRS Speech-Language Pathologist (SLP) assessment	SBRS clinician based upon established criteria SLP based on assessment results PSL clinician based upon established criteria	Criteria determined by SBRS SLP indicates when intervention no longer required Transfer from PSL based on age and need	Discussion with SBRS Manager School Team meeting with parent/guardian and student if appropriate or required by legislation and SLP report
Nursing	LHIN (SHSS)	Medical assessment indicating that nursing must be provided during school hours	LHIN Care Coordinator	Medical assessment indicating nursing no longer required during school hours OR Parent/guardian assumes responsibility	School or parent/guardian can request case conference with LHIN Care Coordinator

Special Education Plan
July 2020

Specialized Health Support Service	Agency or position of person who performs the service (e.g.: LHIN, board, staff, parent, student)	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)
Administering of prescribed medications	<p>Oral medication by school staff.</p> <p>G-tube and Intra- muscular medications by LHIN (SHSS)</p> <p>Student (if appropriate)</p> <p>**Note school staff are not authorized to administer injections; therefore, requests made in relationship to school staff administering injections shall be denied.</p>	<p>Medical Statement</p> <p>OR</p> <p>Authorization of parent/guardian for medication to be administered at school except for administration of medicinal cannabis, which requires a Medical Statement</p>	<p>School Principal</p> <p>LHIN Care Coordinator</p>	<p>Medical recommendation indicating that prescribed medication no longer needs to be administered during school hours</p> <p>OR</p> <p>Student has learned to administer medications independently</p>	<p>School or parent/guardian can request a case conference with LHIN Care Coordinator</p>
Assistance with Catheterization	<p>Student</p> <p>Board Staff (i.e., volunteer Educational Assistants after training by LHIN (SHSS))</p>	<p>Medical assessment indicating that catheterization must be done during school hours.</p>	<p>LHIN Care Coordinator</p>	<p>Medical recommendation indicating catheterization no longer required during school hours</p> <p>OR</p> <p>Parent/guardian assumes responsibility</p>	<p>School or parent/guardian can request a case conference with LHIN Care Coordinator</p>
Suctioning	<p>LHIN (SHSS)</p>	<p>Medical Referral</p>	<p>LHIN Care Coordinator</p>	<p>Recommendation indicating that suctioning no longer required during school hours</p> <p>OR</p> <p>Parent/guardian assumes responsibility</p>	<p>School or parent/guardian can request a case conference with LHIN Care Coordinator</p>
Lifting and positioning	<p>School staff as trained by LHIN agent if appropriate (usually OT/PT)</p>	<p>Assessment by health professional indicating that lifting and positioning must be done during school hours</p>	<p>LHIN Care Coordinator</p>	<p>Recommendation indicating that lifting and positioning no longer required during school hours</p> <p>OR</p> <p>Parent/guardian assumes responsibility</p>	<p>School or parent/guardian can request a case conference with LHIN Care Coordinator</p>

Special Education Plan
July 2020

Specialized Health Support Service	Agency or position of person who performs the service (e.g.: LHIN, board, staff, parent, student)	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)
Assistance with mobility	School staff as trained by LHIN agent if appropriate (usually OT/PT)	PT Medical Referral	Medical Referral	Recommendation indicating that assistance with mobility no longer required during school hours OR Parent/guardian and student assume responsibility	School or parent/guardian can request a case conference with LHIN Care Coordinator
Feeding	Oral - school staff G-tube - LHIN (SHSS)	Medical Referral	Physician, Nurse	LHIN (SHSS): Parent directives based on physician orders	School or parent/guardian can request a case conference with LHIN Care Coordinator
Toileting	School staff - training available from OT/RN	Medical Referral	Physician, Nurse	Once school staff training is complete service may be discharged or placed on hold for future requests	Not applicable

Standard 8: CATEGORIES AND DEFINITIONS OF EXCEPTIONALITIES

PURPOSE: To make information on the categories and definitions of exceptionalities available to the public, including parents and community associations.

Students will be identified as exceptional by an Identification, Placement and Review Committee (IPRC) when their “behavioural, communicational, intellectual, physical or multiple exceptionalities are such that they are considered to need placement in a special education program” (Education Act) (Special Education program implies an Individual Education Plan with modifications within the regular program or a self-contained program.)

The IPRC requires an individual educational (classroom) assessment before making a decision about the identification of a student as exceptional or the placement of a student in a special education program. Educational assessments are conducted by the classroom teacher, often under the guidance of the School Team. Data from ongoing assessment *for* learning by the classroom teacher(s) and from ongoing assessment *as* learning by the student is collected to plan instruction and further assessment. Assessment *for* learning involves gathering evidence from a variety of sources to plan, adjust, and deliver instruction that meets the particular needs of individual students. It includes both diagnostic (i.e., review of recent report cards, consultation with previous teachers, parents, special educational teachers, classroom observations, classroom assessments) and formative (i.e., classroom tests, assignments, observations, progress towards alternate programming goals) assessment practices. Both educational (classroom) assessments and professional supporting assessments contribute to IPRC decisions. The determining factor for the provision of special education programs or services is not any specific diagnosed or undiagnosed medical condition, but rather the needs of the individual student based on an individual assessment of strengths and needs. It should be noted that when the IPRC identifies the student as exceptional and applies the ministry’s definition to describe the exceptionality, it is not diagnosing a condition but merely indicating an educational category. The IPRC identification should not be interpreted as a diagnosis.

There are five categories of exceptionality recognized in the Education Act. The Ministry has defined additional sub-categories for some of the categories.

Resources

Policy/Program Memorandum No. 8:

Identification of and program planning for students with learning disabilities.

Policy/Program Memorandum No. 140:

Incorporating methods of applied behaviour analysis (ABA) into programs for students with autism spectrum disorders (ASD).

Policy/Program Memorandum No. 156:

Supporting transitions for students with special education needs.

Steps to Identification with an Exceptionality are outlined in the Special Education Plan: Section 2
Allowable Accommodations are outlined in the Special Education Plan: Appendix G

Behaviour

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:

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

Major Indicators:

- > A persistent pattern of non-compliant, defiant, physical and/or verbally aggressive behaviours observed within the school environment;
- > Behaviours are frequent, intense and of such a duration that they compromise the student's learning and ability to be successful at school (for example behaviour is the reason they are not meeting their potential) and/or their behaviour is interfering with the learning of others;
- > Behaviours continue despite the implementation of behaviour strategies and interventions;
- > Allowable accommodations have proven to be insufficient.

Supporting Assessment:

- v' School Documentation demonstrates that the nature, frequency, severity of the behaviours are disruptive to the student's learning;
- v' Behaviours are not secondary to other medical, neurobiological or other developmental disorders;
- v' All behaviours must be looked at in the context of functional/developmental age, and culture;
- v' Behaviour plan is in place;
- v' Consultation/involvement with Behavioural system staff and other appropriate support staff has occurred;
- v' A psycho-educational assessment and/or speech and language assessment are recommended when school Resource Team deems appropriate.

Communication

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. Standard 8 –Page 2 of 7

Major Indicators:

- > Persistent deficits in social communications and social interactions and restricted repetitive patterns of behaviour;
- > Allowable accommodations are insufficient;
- > ABA strategies, interventions and transition supports are in place and in compliance with PPM140;
- > Consultation with ABA and Autism system support staff and other appropriate support staff has occurred.

Supporting Assessment:

- V¹ A diagnosis by a qualified medical practitioner belonging to the College of Physicians and Surgeons of Ontario or qualified member of the College of Psychologists of Ontario.

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.

Major Indicators:

- > Student is not meeting the grade level expectations (modifications that include either a reduction in the number and/or complexity of the student's current grade level expectations or modifications to a lower grade level);
- > Allowable accommodations are insufficient;
- > Up to date audiology assessment report completed by an audiologist (preferably within 1 year);
- > Recent speech and language assessment has been completed;
- > AAB or equivalent standardized assessment of academic achievement has been completed.

Supporting Assessment:

- V¹ Audiology Assessment completed by a registered audiologist belonging to the College of Audiologists and Speech-Language Pathologists of Ontario that states a specific level of hearing loss.

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; and
- 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.

Major Indicators:

- > Moderate to severe Receptive Language delay/impairment;
- > Moderate to severe Expressive Language delay/impairment;
- > Allowable accommodations are insufficient;
- > Language impairment is impacting their ability to access the curriculum;
- > Remedial programming is essential.

Supporting Assessment:

- v' Assessment by a registered Speech Language Pathologist belonging to the College of Audiologists and Speech Language Pathologists of Ontario
- v' Psycho-educational Assessment completed by or under the supervision of a qualified member of the College of Psychologists of Ontario The student displays a moderate to severe delay in receptive and/or expressive language development, at or below the 5th percentile on standard measures that is not due to cultural or linguistic differences;
- v' AAB or equivalent standardized assessment of academic achievement has been completed when deemed appropriate by the school Resource Team.

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.

Major Indicators:

- > Difficult to understand speech that affects communication;
- > The student displays a severe to profound impairment in articulation, phonology, motor speech and/or fluency that results in unintelligible (difficult to understand) speech;
- > Accommodations/modifications are essential for orally expressing their knowledge and ideas.

Supporting Assessment:

- v' Assessment by a registered Speech Language Pathologist belonging to the College of Audiologists and Speech Language Pathologists of Ontario.

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 and 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 behavior 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 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.

Major Indicators:

- > Difficulties in the development and use of skills in one or more of the following areas:
 - o reading
 - o writing
 - o mathematics
 - o work habits/learning skills
- > Allowable accommodations insufficient for meeting student needs;
- > Psycho-educational assessment indicates that academic achievement is inconsistent with the intellectual abilities of the student (which are at least in the average range) and/or achievement that is only sustainable with high level of effort and/or extensive support.

Supporting Assessment:

- v' Assessment reports and results are in compliance with PPM 8;
- v' Psycho-educational assessment completed by or under the supervision of a qualified member of the College of Psychologists of Ontario;
- v' Assessment measures are based on Canadian norms where possible, are culturally sensitive, and are provided to the student in accessible format, as required (e.g., sign language, Braille, large print);

Intellectual

Giftedness

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.

Major Indicators:

- > Performance scores on Canadian Cognitive Abilities Test (CCAT) and discussion at school Resource Team.
- > Allowable accommodations are insufficient to meet student need.

Supporting Assessment:

- v' CCAT results with a composite standard age score of at least 130 (98th percentile rank) which typically means 9th stanine results on two of three subtests;
- v' If from outside the board: Psycho-educational assessment completed by or under the supervision of a qualified member of the College of Psychologists of Ontario, with Canadian norms, at the 98th percentile rank or higher on a Full Scale Intelligence Quotient (FSIQ) or General Ability Index (GAI);
- v' AAB or equivalent standardized assessment of academic achievement has been completed when deemed appropriate by the school Resource Team.

Mild Intellectual Disability

A learning disorder characterized by:

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

Major Indicators:

- > Student is not meeting grade expectations;
- > Student requires accommodations/modifications to the pace, complexity and/or grade level expectations.

Supporting Assessment:

- v' Psycho-educational assessment completed by or under the supervision of a qualified member of the College of Psychologists of Ontario;
- v' Cognitive functioning that falls in the very low range;
- v' Not the result of impairments in vision, hearing, physical limitations, developmental disability, emotional problems or cultural differences.

Developmental Disability

A severe learning disorder characterized by:

- a) an inability to profit from a Special Education Program for students with mild intellectual disabilities because of slow intellectual development;
- b) an ability to profit from a Special Education Program that is designed to accommodate slow intellectual development;
- c) a limited potential for academic learning, independent social adjustment, and economic self-support.

Major Indicators:

- > Student is not able to meet grade level expectations;
- > Student is not able to perform age appropriate activities of daily living and personal independence without assistance;
 - > Allowable accommodations are insufficient.

Supporting Assessment:

- v' Assessments meets the criteria of an Intellectual Disability as defined in the Diagnostic and Statistical Manual of Mental Disorders Fifth Edition (DSM5);
- v' Psycho-educational assessments completed by or under the supervision of a qualified member of the College of Psychologists of Ontario;
- v' Medical Assessments completed by qualified member of the College of Physicians and Surgeons of Ontario may be accepted;
- v' Cognitive functioning that falls in the very low to extremely low range with significant delays in adaptive functioning;
- v' Assessment measures are based on Canadian norms where possible; are culturally sensitive and are provided to students in an accessible format, as required;
- v' Not the result of impairments in vision, hearing, physical limitations, emotional problems or cultural differences.

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.

Major Indicators:

- > Physical limitation where accommodations and modifications are essential for the student to access the curriculum and/or alternate program.

Supporting Assessment:

- v' Diagnosis by a qualified medical practitioner belonging to the College of Physicians and Surgeons of Ontario;
- v' Occupational Therapy or Physical Therapy assessment may be required to delineate functional needs.

MULTIPLE

Blind and Low Vision

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

Major Indicators:

- > Accommodations are extensive;
- > Allowable accommodations have proven to be ineffective.

Supporting Assessment:

- v' Diagnosed by an Ophthalmologist, certified by the Ontario College of Optometrists.

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.

Criteria for identification:

- > Student meets the criteria for identification in two or more exceptionalities with supporting documentation and/or assessment provided by the appropriate practitioners

The Board's IPRC applies the above categories and definitions in making decisions with respect to identification and placement by reviewing all information including assessment documentation, reporting detailed in the OSR, and anecdotal references from board personnel, parent/guardians and agencies:

- to develop a shared understanding of a student's current strengths, needs and learning profile;
- to compare available information with the board's IPRC decision making and assessment criteria;
- to ensure consistent interpretation and application of Ministry of Education requirements.

Standard 9: SPECIAL EDUCATION PLACEMENTS PROVIDED BY THE BOARD

The purpose of the standard is to provide details of range of placements provided by the Board, and to inform the public that placement of a student in regular class is the first option considered by an Identification Placement and Review Committee (IPRC).

Grand Erie District School Board believes that “if a student’s needs can be met in a regular classroom with *accommodations* and *modifications*, placement should be in a regular class in the home school.” (P1: Special Education Guiding Principles, 2017). We also believe that “the individual needs of some students with specific exceptionalities are such that placement within a self-contained class can also be the most enabling.” (P1: Special Education Guiding Principles, 2017).

SEAC participates in the review of self-contained classes, their locations and nature. Additionally, SEAC members were involved in the development of the Special Education Guiding Principles, which provides direction to the nature, and focus of congregated classes in Grand Erie.

Regular Class:

Placement in a regular class should be considered as the first option:

- Appropriate accommodations and modifications should be in place;
- Classroom Teachers should receive appropriate training in evidence-based strategies that improve student’s learning (Learning for All: A Guide to Effective Assessment and Instruction for All Students, Kindergarten to Grade 12);
- Support from the Learning Resource Teacher should be provided to classroom teachers to build capacity and improve classroom instruction.
- Educational Assistants can assist with the implementation of the programming for students with medical and safety needs;
- System special education support staff build the capacity of schools to meet the broad range of student special education needs. (P1: Special Education Guiding Principles, 2017).

The Identification, Placement and Review Committee (IPRC) always begins with regular class placement in mind but may determine that a self-contained setting with a high degree of expertise and support is required to meet the student’s needs.

Grand Erie is committed to fostering an inclusive culture in schools. “The culture of the school is essential in fostering an attitude of inclusion, and an attitude of inclusion recognizes and values the tiered approach to the provision of special education programs and services. An attitude of inclusion ensures that students in self-contained classes are welcomed and integrated into their school communities.” (P1 Special Education Guiding Principles, 2017).

When more intensive support is required for a student, self-contained placement may be considered. “Educational implications of participation in self-contained programs should be discussed with the parents and students through the Identification, Placement and Review Committee (I.P.R.C).” (P1: Special Education Guiding Principles, 2017). When a self-contained placement may be appropriate, it is a consultative process which honours the voices of parents, school staff, program support staff and the student. When an IPRC confirms the student is exceptional and determines placement into a self-contained program is appropriate, discussion of program options may occur as follows:

- discussion may include the type of Special Education Services, the degree of curriculum modification, and any need for personalized equipment;
- provides some direction for the IEP;
- does not commit to a specific location or specific amount of individualized support (location is not part of the IPRC and is not subject to the appeal process).

To further support integrated programming, the sub-category of Delivery Options, Special Education Class, states “integration into regular program should occur, in consultation with the parents/guardians, as it is deemed appropriate for the individual pupil by the School Principal”.

The ways in which a student may be integrated into the regular, age-appropriate classroom are as follows:

- integrated on a regularly scheduled basis for specific subjects or periods of time;
- integrated on the basis of specific content in a subject area;
- integrated on days when special events occur;
- integrated for assemblies;
- integrated into social situations.

When being integrated into a regular class the student may receive support from an Educational Assistant. When the student’s placement is a Special Education Class with Partial Integration the student must be integrated into a regular class for at least one instructional period daily. When integration does occur for a student whose placement is in a self-contained program, it does not exceed 49% of the school day.

Types of placements provided at the elementary and secondary levels:

There are five placement options available to students in elementary and secondary levels.

Regular Class

- Indirect Support
- Direct Support (Resource Assistance)
- Withdrawal Assistance

Self-contained Class

- Partial Integration
- Full Time

The following one or more criteria are considered for admission to a self-contained class placement:

- the student requires a uniquely designed individual program for more than 50% of the day;
- the student requires a range of specialized instructional support for more than 50% of the day;
- the student requires a classroom environment containing specialized facilities.

Admission to placement will occur as soon as possible. The student may require support or services in the regular class placement while waiting for admission to a special class.

The level of support provided in each placement, including the assignment of intensive support, is determined by:

- needs of students within a school;
- needs of students within a Family of Schools;
- needs of students throughout the entire Board;

The level of support for individual students is based on student needs, such as:

- safety - to self or others;
- medical issues;
- academic;
- social /emotional;
- physical;
- alternative programming;
- augmentative communication.

An IPRC may recommend a change in a students' placement if:

- the student requires a placement that permits a greater focus on the goals and objectives of the Individual Education Plan (IEP);
- the student is meeting goals and objectives more closely approximating the expectation of the Ontario Curriculum and requires a program more focused on those goals and objectives.

When the needs of a student cannot be met within the Board's range of placements, an IPRC may support one of the following temporary or permanent placements:

- Child and Parent Resource Institute (CPRI)
- Education Programs in Care, Treatment, Custody and Correctional Facilities
- Amethyst School (for students with ADHD and/or severe learning disabilities)
- Trillium School (for students with severe learning disabilities)
- Robarts School (for students who are deaf /hard of hearing)
- W. Ross Macdonald School (for students who are blind/deaf-blind)

Options for placement outside the Board are communicated to the parent/guardians before the IPRC through:

- case conferences.
- visit to the outside placement.

SEAC is presented with a general overview of the philosophy of types of placements available and changing needs for Self-contained program throughout the Board. They provide feedback and discussion about the philosophy and changing needs. A final copy of the Self-contained Classes and their locations is then shared with SEAC as information.

Most students identified as exceptional within Grand Erie DSB are placed in a regular class. The document that follows identifies the location of the special classes within the Board for the 2020-21 school year.

Elementary Self Contained 2020-2021	
School	Class
Brant North	
Cedarland	Jr/Int Life Skills
Centennial Grand Woodlands	Gifted
Centennial Grand Woodlands	Jr/Int Life Skills
Cobblestone	Int Transitions
Cobblestone	Jr/Int Life Skills
Russell Reid	Autism
Russell Reid	Int Transitions
Graham Bell	Autism
Grandview	Pr/Jr Autism
Greenbrier	Autism
Greenbrier	Int Transitions
Greenbrier	Pr/Jr Life Skills
Prince Charles	Multi-Handicap
Prince Charles	Autism
Brant South	
Agnes Hodge	Multi-Handicap
Bellview	Strategies
Branlyn	Strategies
James Hillier	Autism
Ryerson Heights	Life Skills
Haldimand	
Caledonia Centennial	Strategies
Mapleview	Autism
Hagersville Elem	Int Transitions
Hagersville Elem	Jr/Int Life Skills
Jarvis	Gifted
JL Mitchener	Jr/Int Autism
Thompson Creek	Autism
Norfolk	
Delhi Public	Strategies
Bloomsburg	Int Transitions
Bloomsburg	Autism
Langton	Autism
Lynndale Hts	Jr/Int Life Skills

Secondary Self Contained 2020-2021	
School	Class
Brant North	
North Park CVS	Bridge
North Park CVS	Vocational Skills
North Park CVS	Vocational Skills
North Park CVS	Autism
Paris District HS	Bridge
Paris District HS	Life Skills
Brant South	
Pauline Johnson CVS	Vocational Skills
Pauline Johnson CVS	Multi-Handicap
Pauline Johnson CVS	Multi-Handicap
Pauline Johnson CVS	Life Skills
Pauline Johnson CVS	Life Skills
Pauline Johnson CVS	Bridge
Tollgate Technological Skills Centre	Bridge
Tollgate Technological Skills Centre	Bridge
Tollgate Technological Skills Centre	Vocational Skills
Tollgate Technological Skills Centre	Vocational Skills
Tollgate Technological Skills Centre	Autism
Tollgate Technological Skills Centre	Autism
Tollgate Technological Skills Centre	Life Skills
Tollgate Technological Skills Centre	Life Skills
Haldimand	
Cayuga Secondary School	Vocational Skills
Cayuga Secondary School	Life Skills
Cayuga Secondary School	Life Skills
Cayuga Secondary School	Autism
Cayuga Secondary School	Bridge
Cayuga Secondary School	Bridge
Cayuga Secondary School	Multi-Handicap
Hagersville Secondary School	Bridge
Hagersville Secondary School	Vocational Skills
Norfolk	
Simcoe Composite School	Bridge
Simcoe Composite School	Bridge
Simcoe Composite School	Vocational Skills
Simcoe Composite School	Life Skills
Simcoe Composite School	Life Skills
Valley Heights Secondary School	Vocational Skills
Waterford DHS	Life Skills
Waterford DHS	Life Skills
Waterford DHS	Multi-Handicap

**SPECIAL EDUCATION PLACEMENTS/PROGRAMS
PROVIDED BY THE BOARD
2019-2020**

Self-Contained Class/Program	Criteria for Placement	Class Capacity
<p>Autism (ASD) Self-Contained</p> <ul style="list-style-type: none"> • Provides individualized programming for students with Autism Spectrum Disorder; • Programming will align with the individual strengths and needs of the student – including modified or alternative curriculum; • Programming will support the principles of Applied Behaviour Analysis (ABA), as outlined in Ministry of Education PPM 140; • Programming will include individualized transition plans for students, as outlined in PPM 140. 	<p>Placement in an ASD Class may be recommended through the Identification Placement and Review Committee (IPRC) process to a student who:</p> <ul style="list-style-type: none"> • Identified as an exceptional student through the IPRC process under the category of Communication: Autism; • Evidence that ongoing interventions in regular class have been insufficient to meet the student’s needs, including the utilization of ABA strategies, interventions and transition supports; • Evidence that smaller class size and program structure will allow the child to thrive and be more successful in their school environment. 	6
<p>Developmental Disabilities Class (DD) Self-Contained (Lifeskills 2020-21)</p> <p>The program in a self-contained DD class focuses on developing functional skills for the highest possible level of personal independence. The program is developed based on the student’s individual needs in the following areas:</p> <ul style="list-style-type: none"> • Functional Academics – literacy and numeracy skills that are relevant and meaningful to the student. Some students will be at a pre-academic stage of learning. • Social Skills – demonstrating appropriate social behaviours in a variety of settings both in the school and in the community • Skills for Independent Living – encompass a wide range of skills including: personal care and hygiene, shopping and food preparation, cleaning and organizing tasks, transportation and community safety skills, pre-vocational skills), and recreation • Communication Skills – communicating for different purposes in a variety of settings; some students may require assistive or augmentative means of communication • Self-advocacy skills – asking for help when help is required; making choices and decisions; speaking up when there is a problem 	<p>Placement in a Self-Contained Developmental Disabilities Class may be recommended through the IPRC process when:</p> <ul style="list-style-type: none"> • The student has been Identified through the IPRC process under the category of Intellectual: Developmental Disability; • The student requires a program that focuses on functional skills for daily living and personal independence; • Evidence that smaller class size and program structure will allow the child to thrive and be more successful in their school environment; • The student will require a supported living environment and supported employment in the future 	10

<p>Gifted Self-Contained</p> <ul style="list-style-type: none"> • Provided at the Elementary Level (Grade 5-8); • Provides differentiated learning experiences of depth and breadth beyond the regular curriculum; • Provides opportunity for collaboration, learning and leadership with peers of similar intellectual abilities; • Programming focuses on critical and high order thinking skills, creativity, problem solving, research, technology, and metacognition; • Integration into regular class setting as appropriate for individual student needs and as school schedules allow. 	<p>Placement in a Gifted class may be recommended at the Grade 5-8 level through the system IPRC process to a student who:</p> <ul style="list-style-type: none"> • Identified as an exceptional student through the IPRC process under the category of Intellectual: Gifted; • Evidence that ongoing interventions in regular class and enrichment program have been insufficient to meet the student’s academic or social/emotional needs; • May exhibit exceptionally high performance beyond grade level expectations in numerous subject areas which can be better addressed in a congregated setting with students of similar intellectual abilities. 	<p>2 5</p>
<p>Secondary Programs that may benefit Students who are Gifted or Cognitively Advanced (Note: These programs are not designed specifically for students with special education needs (I.e. Gifted))</p> <p>The academic stream at Secondary meets the programming needs of many students with Gifted and/or Enriched learning needs.</p> <p>Pre-Advanced Placement and Advanced Placement (AP) courses are available at North Park Collegiate and Pauline Johnson. Advanced placement courses allow students to pursue university-level studies while in high school. Many universities grant credits to high-achieving AP exam writers. AP courses are currently offered in Biology, Calculus, Chemistry, English Literature, French, Physics, and Studio Art at different Grand Erie schools. Offerings vary year by year.</p> <p>The Laurier Program is offered at Brantford Collegiate Institute in partnership with Wilfred Laurier University- Brantford Campus. The program engages students in experiential learning opportunities with a multi-disciplinary approach focused on: computer design and media, entrepreneurship, game design, and STEAM education. There is an application process to be accepted to the Laurier Program.</p> <p>S.O.A.R. Elite Academy of Athletics is available at Pauline Johnson. This program requires that students excel in three main areas: academics, athletics, and leadership. Student athletes in this program are expected to be self directed, self motivated, dedicated to fitness, academics and positive character, and</p>	<p>Registration in these courses and programs is determined at the school that holds the program.</p>	<p>Class size varies by program and enrollment.</p>

<p>receptive to a holistic training approach and constructive feedback.</p> <p>Specialist High Skills Majors (SHSM) – Students participating in a SHSM complete a bundle of classroom courses, workplace experiences, and sector certifications to receive a special designation on their diploma. A SHSM can prepare students for apprenticeships, college, university or the workforce</p>		
<p>Mixed Exceptionality (ME) / Self Contained (Transitions 2020-21)</p> <ul style="list-style-type: none"> • Available in Elementary beginning in Grade 4 (available beginning Grade 7 2020-21) • Programming will align with individual strengths and needs of the student - modified or alternative curriculum; • Individualized programming in literacy and numeracy is modified to the degree that significant achievement gaps can be addressed; • Alternative programming in the area of pre-employment and employment skills ; • Allows for integration into the regular class in subject areas of strength up to 49% of the day; • Programming in the self-contained class can be for credit • Placements option is partially contained. 	<p>Placement in a Mixed Exceptionalities class may be recommended beginning in Grade 4 (Grade 7 2020-21) through the IPRC process to a student:</p> <ul style="list-style-type: none"> • Who is identified as an exceptional student through the IPRC process; • Evidence that ongoing interventions in regular class have been insufficient to meet the student’s academic or social/emotional needs; 	<p>16</p>
<p>Mild Intellectual Disability (MID) Self Contained (Transitions 2020-21)</p> <ul style="list-style-type: none"> • Available in Elementary beginning in Grade 4 (available beginning Grade 7 2020-21) • Programming will align with individual strengths and needs of the student - modified or alternative curriculum; • Individualized programming in literacy and numeracy is modified to the degree that significant achievement gaps can be addressed; • Alternative programming in the area of personal living skills, pre- employment and employment skills (vocational); • Allows for integration into the regular class in subject areas of strength up to 49% of the day; • Programming in the self-contained classis not for credit • Secondary placements options are available for both fully and partially contained. 	<p>Placement in a MID (Transitions) class may be recommended beginning in Grade 4 (Grade 7 2020-21) through the IPRC process to a student:</p> <ul style="list-style-type: none"> • Who is identified as an exceptional student through the IPRC process, usually within the category intellectual: Mild Intellectual Disability; • Evidence that ongoing interventions in regular class have been insufficient to meet the student’s academic or social/emotional needs; • Where there is evidence that the student will be unable achieve enough credits in Secondary School to graduate with an Ontario Secondary School Diploma (OSSD). Opportunity for graduation with some credits would result in a Certificate. 	<p>16</p>

<p>Multi-Handicapped (MH) Self-Contained The program in an MH class focuses on individual goals for each student to meet his or her specific needs in the following areas:</p> <ul style="list-style-type: none"> • Medical and Safety needs; • Personal Care - feeding and toileting; • Physical/Motor – physical therapy needs as per Physiotherapist (PT) and Occupational Therapist (OT) recommendation; developing gross and fine motor skills; • Cognitive and Sensory – stimulating students’ minds through various modalities (sight, touch, hearing, taste, smell); developing understanding of cause and effect; building functional skills (e.g. sorting, matching); • Communication – developing communication skills based on recommendations from Speech/Language Pathologist (SLP) reports; providing authentic opportunities to motivate the student to communicate; students may require assistive or augmentative means of communication; • Social Interaction – providing opportunities for students to participate in meaningful social interactions with people beyond the MH classroom; • Self-help – developing skills toward greater independence (e.g. eating with a spoon; washing hands). 	<p>Placement in a Self-Contained Multi-Handicapped Class may be recommended through the IPRC process when:</p> <ul style="list-style-type: none"> • Student is Identified through IPRC process under the category Multiple; • Student has both significant physical and intellectual impairments; • Student requires a high level of support for physical or medical needs (toileting, feeding, mobility, supervision for safety). 	<p>6</p>
<p>On Track -Secondary (Bridge 2020-21) On Track is an intensive resource program for students who are able to focus on only two or three periods of credit-bearing courses. A classroom teacher and EA work with students individually to support success in their other classes, while encouraging positive social interactions. On Track is only 1 or 2 sections a semester. On Track sections on their own are not for credit.</p>	<p>Students are not placed in On Track by an IPRC. On Track is timetabled for students who are identified as requiring a high degree of additional support as a result of behaviour or social/emotional needs.</p> <p>On Track sections are for secondary students who have been identified at elementary transition meetings prior to the student entering secondary school and can also be recommended by the secondary In School Resource Team.</p>	<p>16</p>
<p>Strategies Self-Contained</p> <ul style="list-style-type: none"> • Strategies classes are offered at the Elementary level for both Primary and Junior/Intermediate age level. • Provides individualized Behaviour Support Programming; • Programming will align with individual strengths and needs of the student - modified or alternative curriculum; • Emphasis on self advocacy, recognizing personal triggers and self regulation; 	<p>Placement in a Strategies classroom may be recommended from SK to 8 level through the System IPRC process to student who:</p> <ul style="list-style-type: none"> • Identified as an exceptional student through the IPRC process under the category of Behaviour; • Evidence that learning gaps are the outcome of behaviour, and not an overall low level of cognitive development or Learning Disability. 	<p>8</p>

<ul style="list-style-type: none"> • Allows for integration into the regular class in subject areas of strength up to 49% of the day; • Increased Behaviour Counsellor support; • Goal is for students to acquire the necessary skills to return to regular class within 2 years 	<ul style="list-style-type: none"> • Evidence that ongoing interventions in the regular classroom, as outlined in an Behaviour and Safety Plan, have been insufficient to meet the students' needs; • Evidence that smaller class size and program structure will allow the needed focus on alternative behaviour goals 	
---	---	--

Standard 10: INDIVIDUAL EDUCATION PLANS (IEP)

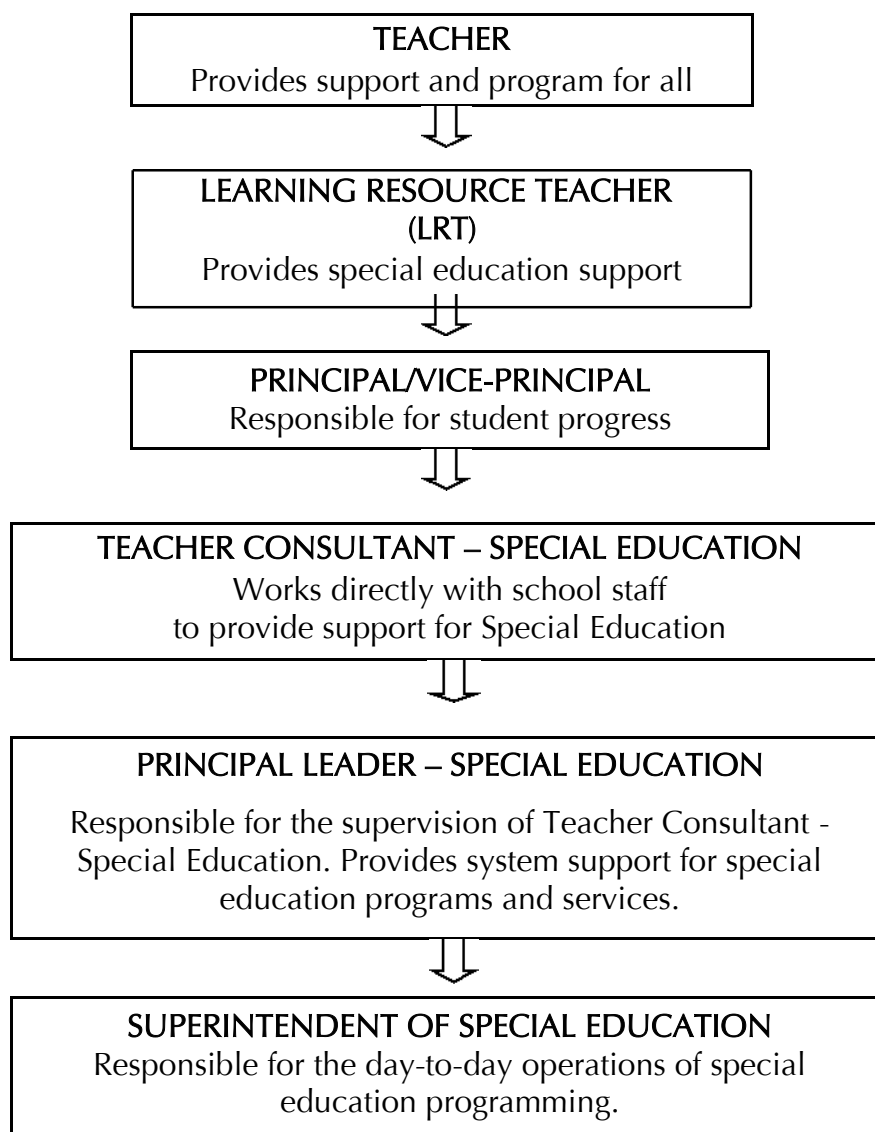
The purpose of the standard is to inform the ministry and the public about the ways in which the Board is complying with Ministry requirements for implementing IEPs.

The Individual Education Plan is divided into the following sections:

- i. Identification
 - Reason for development of the IEP
 - Placement information
 - IEP completion date
 - IEP revision date
 - Student Profile
 - Ontario Education Number (OEN)
 - Exceptionality
 - IPRC Placement Decision
 - IEP Development Team
 - Assessment
 - Relevant Educational & Clinical Assessment Data
 - Strengths
 - Needs
 - Health Support Services
 - Accommodations
 - Instructional Accommodations
 - Environmental Accommodations
 - Assessment Accommodations
- ii. Human Resources
- iii. Equipment
- iv. Provincial Assessments
 - Permitted Accommodations
 - Exemptions from Provincial Assessment
- v. Elementary Program Exemptions
- vi. Secondary compulsory course substitutions
- vii. Program Areas
 - Modified Programs
 - Accommodations
 - Alternative Programs
 - Baseline Level of Achievements
 - Annual Program Goal
 - Learning Expectations, Teaching Strategies and Assessment Methods
 - Teaching Strategies
 - Strengths/Areas for Improvement/Next Steps
- viii. Transition Plan
- ix. Sources consulted in the Development of the IEP
- x. Parent/Student Consultation
- xi. Staff Review & IEP Updating

Dispute Resolution Process

Collaboration between school staff and parents is essential. When parents have questions or concerns about their child's Individual Education Plan, or special education programming, these are best addressed at the school level, always beginning with the classroom teacher. The chart below indicates the appropriate steps to follow if a parent/guardian feels that a question or concern has not been adequately addressed:



Standard 11: PROVINCIAL AND DEMONSTRATION SCHOOLS IN ONTARIO

The purpose of the standard is to provide the public with information about the Provincial and Demonstration Schools that are operated for students who are deaf, blind, or deaf-blind, or who have severe learning disabilities, which may include attention-deficit hyperactivity disorder (ADHD).

Provincial and Demonstration Schools:

- are operated by the Ministry of Education;
- provide education for students who are deaf or blind or deaf-blind or who have severe learning disabilities;
- provide an alternative education option;
- serve as regional resource centres for students who are deaf, blind, deaf-blind, or learning disabled;
- provide preschool home visiting services for students who are deaf or blind 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.

a) W. Ross Macdonald School: School 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, cooperative basis.

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

- are designed to help these students learn to live independently in a non-sheltered environment;
- 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 through home visiting for parent/guardians and families of preschool deaf-blind children to assist in preparing these children for future education.

Considerations for placement of existing Grand Erie students at W. Ross Macdonald must go through the Resource Team process for discussion. If the Resource Team determines that it is appropriate to undertake a formal request for placement and if the parent is in support, a request should be made by the Special Education Teacher Consultant who will coordinate a System IPRC.

Students moving into Grand Erie to specifically to attend W. Ross Macdonald must complete registration paperwork at the home school. The home school principal or W. Ross Macdonald contacts the Program Coordinator for Special Education to arrange a System IPRC.

b) 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).

Admittance to a Provincial School is determined by the Provincial Schools Admission Committee in accordance with the requirements set out in Regulation 296.

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 his/her special needs met as set out in his/her IEP.

Schools for the deaf:

- provide rich and supportive bilingual/bicultural educational environment 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. (residence is provided for those students who live over 70 kilometers from the school)

Each school has a Resource Services Department, which provides:

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

If a Grand Erie school requires support with the delivery of program to a student who is Deaf or hard of hearing, it should first contact Grand Erie's Teacher Technician for SEA – Hearing to ensure that the student's equipment needs are being met. If additional supports are required, under the guidance of the SEA Teacher Technician – Hearing, the school may then request consultative services from a Provincial School.

Considerations for placement at a Provincial School must go through the Resource Team process for discussion. If the Resource Team determines that it is appropriate to undertake a formal request for placement and if the parent is in support, a request should be made by the Special Education Teacher Consultant who will coordinate a System IPRC.

Provincial School Contacts

Teachers may obtain additional information from the Resource Services Departments of the Provincial Schools and the groups listed below.

Provincial Schools Branch, Ministry of Education

Provincial Schools Branch
255 Ontario Street South
Milton, Ontario
L9T 2M5
Tel.: (905) 878-2851 Fax: (905) 878-5405

Schools for the Deaf

The Ernest C. Drury
School for the Deaf
255 Ontario Street, S.
Milton, Ontario
L9T 2M5
Tel.: (905) 878-2851
Fax: (905) 878-1354
Fax: (613) 967-2857

The Robarts School
for the Deaf
1090 Highbury Avenue
London, Ontario
N5Y 4V9
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

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

Centre Jules-Léger
281 rue Lanark
Ottawa, Ontario
K1Z 6R8
Tel.: (613) 761-9300
Fax: (613) 761-9301

Provincial Demonstration Schools

The Ministry of Education provides the services of four Provincial Demonstration Schools for Ontario children with severe learning disabilities.

These schools are the following:

Amethyst School
1090 Highbury Avenue
London, Ontario
N5Y 4V9
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
281 rue Lanark
Ottawa, Ontario
K1Z 6R8
Tel.: (613) 761-9300/761-9304
Fax: (613) 761-9301
TTY: (613) 761-9302

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

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.

Application for admission to a Provincial Demonstration School is made on behalf of students by the School Board, with the parent/guardian consent. The Provincial Committee on Learning Disabilities (PCLD) determines whether a student is eligible for admission.

Although the primary responsibility to provide appropriate educational programs for students with learning disabilities remains with School Boards, the Ministry recognizes that some students require a residential school setting for a period of time.

The Provincial 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 severe learning disabilities, the Provincial Demonstration Schools have special programs for students with severe learning disabilities in association with attention-deficit/hyperactivity disorder (ADD/ADHD). These are highly intensive, one-year programs.

If a Grand Erie school requires support with the delivery of program to a student with a severe learning disability, it should first contact Grand Erie's Teacher Technician for SEA – Computers to ensure that the student's equipment needs are being met.

Considerations for placement at a Provincial School must go through the Resource Team process for discussion. If the Resource Team determines that it is appropriate to undertake a formal request for placement and if the parent is in support, a request should be made by the Special Education Teacher Consultant who will coordinate a System IPRC. An application binder will be completed by the sending school.

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

Further information about the academic, residential, LEAD, and LD/ADHD, programs is available from the Demonstration Schools through the Special Needs Opportunity Window (SNOW).

An in-service teacher education program is provided at each Provincial 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.

Following are current statistics (for the school year 2019-20 with respect to the number of qualified resident students attending Provincial Schools and Provincial Demonstration Schools:

W. Ross Macdonald School	32
Ernest C. Drury School for the Deaf	7
Robarts School for the Deaf	0
Amethyst Demonstration School	1

Transportation is provided for students, and assistants if required, to and from Provincial and Demonstration Schools. Depending on the needs of the students, transportation may be provided by taxi, van, minibus, wheelchair bus or wheelchair taxi.

Standard 12: SPECIAL EDUCATION STAFF

The purpose of the standard is to provide specific details on board staff to the ministry and the public.

Special Education Staff	ELEM.	SEC.	Staff Qualifications
Teachers of Exceptional Students			OCT & qualified to teach in Pr/Jr/Int/Sr divisions
Learning Resource Teachers (LRTs)	64 FTE	13 FTE	Special Education (minimum Part I)
Teachers for Self-Contained Classes	32 FTE	39.33 FTE	Special Education (minimum Part I)
Other Special Education teachers			Special Education (minimum Part I)
Principal Leader Special Education	1.0		Principal Qualifications; Special Education Specialist
Program Coordinators (Special Education and Applied Behavioural Analysis)	2.0		Special Education Specialist
Teacher Consultants	Elementary 4.0 Secondary 1.0		Special Education Specialist
Teacher Consultants	3.0		Intellectual Disabilities Gifted Autism
Teacher Technician	2.0		Assistive Technology Deaf/Hard of Hearing
Educational Assistants in Special Education			
Educational Assistants (includes Transitional Support Educational Assistants)	303		Community College Diploma in field relating to special needs; experience
Lead Educational Assistant	4.0		Community College Diploma in field relating to special needs; experience
Lead Educational Assistant for Special Education Amount (SEA) Support	1.0		Community College Diploma in field relating to special needs; experience

Other Professional Support Services Staff		
School Programs and Supports Lead	1.0	Master's Degree
School Mental Health and Well-Being Lead	1.0	Master's Degree
Psycho-Educational Consultants	6.0	Master's Degree
Speech-Language Pathologists	7.0	Master's Degree in Speech/Language
Communicative Disorder Assistants	7.0	Community College/University
Social Workers	5.0	Master's Degree in Social Work; B.A.
Applied Behaviour Analysis Expert	1.0	B.A.
Board Certified Behaviour Analyst	2.0	Master's Degree
Behaviour Counsellors	5.0	B.A. or Child & Youth Services Worker Diploma
Child and Youth Workers	14.0	Child & Youth Services Worker Diploma
Indigenous Child and Youth Worker	1.0	Social Service Worker Diploma
Attendance Counsellors	6.0	B.A.
Indigenous Attendance Counsellors	1.0	B.A.

Standard 13: STAFF DEVELOPMENT

The purpose of the standard is to provide details of the board's professional development plans for special education staff to the Ministry and to the public.

Goal

The goal of the Special Education Staff Development Plan in Grand Erie is to ensure that all staff has current knowledge and skills to provide appropriate support and programming for all students with special needs.

Involving the Stakeholders

Areas for professional development are determined by:

- Ministry of Education
- Senior administration
- System support personnel
- School and area administration
- Special Education and regular classroom teachers/early childhood educators
- Educational Assistants
- Parents/Guardians

Professional Development activities offered by the Board are often determined by staff identifying perceived areas of need. Input is received through the following avenues:

System:

- Special Education/Student Support Services
- Special Education Team (Principal Leader, Coordinator, Consultants, Mental Health & Wellness Lead, School and Program Supports Lead)
- Executive Council, in consultation with school administrators
- The Board's Multi-Year Plan
- The Board's Annual Operating Plans
- System Committees
- Secondary Special Services Department Heads Association
- Leadership Steering Committee

Area:

- Administrators
- Area support staff

Family:

- Learning Resource Teachers (LRTs) and Special Education classroom teachers request in-service
- Teacher Consultants - Special Education identify family needs
- CUPE Professional Development Committee
- School Professional Development Committees

School:

- administrators and staff request in-service for perceived areas of need
- School Councils and Home and School Associations request in-service
- school teams or resource teams request in-service
- school-based professional development committees

SEAC is consulted about staff development in the following ways:

- monthly meetings
- access through the Board's web page
- participation in Ministry of Education training sessions

Professional Development and Training

Priorities in the area of staff development are determined by:

- compliance with Ministry of Education directives, regulations, and initiatives
- response to urgent needs of students, staff and Board
- response to Education Quality and Accountability Office (EQAO) results
- related area of emphasis in Special Education
- response to demographic needs as identified by system personnel, community support agencies, medical staff, advocacy groups
- response to health and safety issues.

Staff development is provided in a variety of formats:

- Workshops on Professional Development days, before and after-school sessions, staff meetings at the invitation of school principals, and in the context of system initiatives such as the Renewed Math Strategy (RMS)/Fundamentals of Math, Applied Behaviour Analysis (ABA) and New Teacher Induction Program (NTIP)
- Monthly training for LRTs on special education processes, Ministry requirements, exceptionalities, etc.
- School and system training to develop an understanding of new Ministry requirements is provided as needs arise
- Training to support system programs for new to role staff is on-going (i.e., Individual Education Plan (IEP) writing, Academic Achievement Battery (AAB), Behaviour Management Systems Training (BMS), Violent Threat Risk Assessment (VTRA), Tragic Events Response Team (TERT))
- Conferences are attended by board staff throughout the year by designated staff
- Training in current counselling methods for the purpose of evidence-based and consistent approaches and services delivery.

Awareness of Professional Development Opportunities

Ways in which the School Board staff are made aware of professional development opportunities:

- School Resource Team Meetings, and Support Staff Meetings
- Staff Portal
- Staff email
- Monthly administrator and LRT Special Education newsletters
- Biweekly *Special Edition for Special Education* memo for Special Education Department Staff
- E-teacher electronic bulletin board and registration system
- Board maintained web page
- Family of Schools Administrators' Meetings

The following Professional Development sessions were offered during the 2019-20 school year:

Title	Description
Behaviour Management System (BMS)	Multiple sessions offered on PD days or at school locations where the main goals include improving safety and security for all staff and students, the promotion of respectful working and learning environments and breaking the cycle of inappropriate behaviour and consequences.
BMS Recertification	Recertification session for those already trained in Behaviour Management Systems.
ASIST	Applied Suicide Intervention Skills Training for staff only
LRT Training Sessions	Workshops offered throughout the year to highlight new items that affect Learning Resource Teachers – upgrades to LITE, Medical Plans, changes to SEA, transition planning, IEP consultation, alternative programming, Human Rights, etc.
WordQ and other Assistive software	Sessions are available to teachers along with their students in their classrooms. WordQ, and Office 365 basics and strategies for embedding software use into classroom programming were offered. Half-day training sessions for teachers on the new version of WordQ were also provided.
iPad Training	Individual training offered by our Lead EA for SEA when iPads are delivered to schools. System LRTs also train individual teachers on the use of student-specific apps.
SEA Computer Training	Students who are receiving SEA computer technology for the first time are given training through LEARNStyle, the largest provider of assistive technology training in Ontario. Teachers are given the opportunity to participate in LEARNStyle training sessions, to further their own understanding of technology and how it applies to learning skills and learning styles. Further, when students are trialling SEA computers, classroom teachers receive an individual consultation session with the SEA Teacher Technician to ensure that they understand the available software and strategies to embed the technology in the student’s individualized classroom program.
Networking Sessions for Teachers of Special Education Classes	These workshops (i.e. for teachers of Autism, Strategies classes) allowed teachers to explore the use of educational technology, behavior management strategies, resiliency, structured teaching, etc.
IEP Support Sessions	IEP Writing Sessions have been offered at both the school and system level, some open to any teachers and some specialized for self-contained teachers. Support is provided by System LRTs and Special Education Teacher Consultants.
Academic Achievement Battery™ (AAB)	This two-part in-service on our educational assessment tool was delivered to new LRTs. Assessment administration, test interpretation, report writing, and storage of information were covered. Refresher sessions were also offered and open to all LRTs.

Title	Description
New Teacher Induction Program (NTIP) – Special Education Presentations	New elementary and secondary teachers received practical ‘Special Education at A Glance’ information, with a focus on the importance of developing a Student Profile and instruction on how to record information in LITE. Student Support Services Staff provide an over-view of their roles and how they can support teachers to meet special education needs in the classroom.
Topics in Response to School Requests	Administrators request professional development for their staff members on a regular basis, with training usually delivered at Staff Meetings or during “Lunch and Learn” sessions. Topics have included: the SEA process, pathway toward modifications, use of visual supports and alternative communication systems, Microsoft assistive tools, Kurzweil, modifying program in Core French, Autism awareness, Functions of behaviour etc.
Managing Challenging Behaviour	A series of workshops designed to guide staff through the process of creating function-based behavior interventions, strategies to increase appropriate behaviours rather than reinforcing problem behaviours, and class wide interventions.
Pulse	Pulse is a web-based, gamified program to help students identify their own learning style which in turn, helps teachers to differentiate instruction. Pulse is offered through our Virtual Learning environment.
Teaching Numeracy Skills to Students in Self-Contained Classrooms	Presentation of strategies, lesson ideas, and manipulative kits to use with students in Strategies and MID classrooms
Sound Bites	Sound Bites is a kit of phonological awareness activities. Kindergarten teams were trained on the use of Sound Bites at a kindergarten workshop.
Lexia	Lexia is a responsive online literacy intervention tool. The Core5 program can be used with students in grades K-5 who are struggling with literacy. The Power Up program is for students in grades 6 and up. The program covers phonemic awareness, phonics, grammar, vocabulary, and comprehension. One day of face to face training was offered to the LRT and an identified lead Lexia teacher in every elementary school. Some secondary schools also asked to attend. Introductory webinars were also offered to all classroom teachers and administrators. A second webinar focusing on analysis of Lexia data was also offered to teaching staff and principals.
Training for new Transitional Educational Assistant Team	A variety of in-house workshops were offered by our Lead Educational Assistants. Topics included: visual supports, use of Microsoft Office, function of behavior, Picture Exchange Communication System, Autism toolbox, etc.
Topics for Educational Assistants	A variety of topics were offered to Educational Assistants on PD days throughout the school year. Topics included: Microsoft Suite Tools, moving towards independence, level of prompting, Handwriting Without Tears, American Sign Language, Kurzweil, iPad apps, etc.

Title	Description
ABA Training	A wide variety of topics were offered to administrators, teachers, DECE's and EA's throughout the school year. Some topics included: Functions of Behaviour, "The Good Behaviour Game", Three-part series: Understanding and managing problem behaviour, Teaching breaks to reduce problem behaviour and Using visuals with students.
Self-Contained Teacher PD	Training on our new Alternative Programming Guide was offered to self contained teachers in elementary and secondary school on a PD Day.

Training with regard to the Legislation and Ministry policy on Special Education:

The Board sends Special Education personnel (Superintendent, Principal-Leader, School and Program Supports Lead, Mental Health and Well-Being Lead, Program Coordinator, and Teacher Consultants) to in-services provided by the Ministry of Education on legislation, policy and new initiatives.

These people return to the Board and present the information detailed at the Ministry's in-service to Administrators, Special Education and regular class teachers and other board support personnel. All teachers, including new practitioners, are encouraged to attend. If staff have difficulty with implementation of policies, the Teacher Consultants-Special Education provide further training and support.

In addition, senior special education staff attends the Regional Special Education Council (RSEC) meetings three times per year. Counterparts from other boards in South-Western Ontario and representatives from the Ministry of Education discuss initiatives, share effective programs and services, and discuss emerging issues. The Mental Health and Wellness Lead attends provincial and regional meetings and workshops by School Mental Health ASSIST and Special Interest Groups. The Special Education Management Team attend applicable workshops on education, Special Education, Mental Health legislation provide by Osgoode Professional Development Centre.

Program Coordinator-Special Education and Special Education Teacher Consultants continue to attend Special Education Regional Coordinator/Consultant Conference (SERCC) which meets twice a year to discuss Ministry of Education initiatives, share effective programs and services and discuss emerging issues in Special Education. Our Coordinator/Consultant team hosted one of the SERCC conferences this year.

Budget allocation dedicated to the staff development plan in the area of Special Education:

There are a few components of the Staff Development Budget, which affect Special Education personnel:

- Special Education Teachers can access monies as dictated by their collective agreement and their school Professional Development Committees;
- Professional Student Support Services Staff have a budget determined by their collective agreement to attend conferences/training related to their role;
- CUPE staff also have a collective agreement determined PD amount intended to provide in-service for Special Education and other Support Staff by application to their Professional Development Committee;
- Coordinators and consultants responsible for Special Education can access funds to attend professional development;
- A percentage of total funds allocated for professional development is dedicated to Special

Education.

Cost-sharing arrangements for staff development with other ministries or agencies:

- Workshops by teleconference through Contact Brant (Ministry of Children, Community and Social Services);
- Regional Autism Forum - Ministry of Education;
- Job Readiness Training - NAACL (Norfolk Association of Community Living);
- Early Child Development Centres and Launch Pads;
- Geneva Centre
- ASD, School Support Program-Hamilton Health Sciences;
- Transitional Aged Youth Protocol with Contact Brant
- Autism Spectrum Disorder summer training in London, in support of PPM 140
- LD@School Educators' Summer Institute

Standard 14: EQUIPMENT

The purpose of the standard is to inform the ministry, board staff members and other professionals, and parents about the provision of individualized equipment for some students with special needs.

Procedures for determining individualized equipment purchases for students to use at school comply with those outlined in the Ministry of Education document.

With the support of Teacher Consultants-Special Education, schools prepare a Special Equipment Amount (SEA) funding file for each individual student. Some types of equipment (Per Pupil) require approval from the SEA Approval Committee while others require an assessment (Claims Based) from a Speech-Language Pathologist or any other related health care professional or agency indicating that the student requires a specific piece of equipment.

Included in the file for non-computer (Claims-Based) equipment:

- letters of support from the professionals or organizations indicating that:
 - i) the equipment is essential / necessary to help the student benefit from instruction and,
 - ii) the disability that this device will assist with
 - iii) quotes from suppliers for the required equipment, and;
 - iv) a copy of the student's IEP identifying equipment and embedding the equipment in the accommodations and program expectations.

Included in the file for computer (Per Pupil) equipment:

- evidence that the student is having difficulty accessing curriculum (report cards, educational assessment results, letters of support from the school)
- evidence that the student uses technology willingly and effectively on a regular basis (assistive technology log, work samples)
- a copy of the student's IEP identifying equipment and embedding the equipment in the accommodations and program expectations

Requisitions to order equipment can be processed prior to the completion of documentation for trial purposes or after the trial of equipment and documentation is complete. A copy of the requisition is placed in the SEA file. Once documentation is complete, files are submitted to the Program Coordinator, Special Education.

Information contained in the SEA files will be entered to a spreadsheet and submitted to the Area Office according to procedures and dates determined by the Ministry of Education.

Upon receipt of the SEA submissions, the Ministry may audit files selected at random.

The Board assumes the first \$800.00 cost of non-computer equipment purchased for each student.

Not all SEA submissions are approved by the Ministry. The Board may assume the purchase costs of equipment deemed necessary for the student.

Other equipment related to student needs are personal protective equipment and alternate clothing necessary for the safety of staff. The list below indicates some of the required items:

Plexiglas face shields	Loose-fitting tops	Arm pads/gloves (cloth)
Uniforms/lab coats	Leg pads	Safety goggles
Wrist protection	Two-Way FM System	Torso protection

If purchased in significant quantities, some of the items noted above could be SEA fundable.

The Special Equipment Amount (SEA) provides funding to school boards to assist with the costs of equipment essential to support students with special needs, where the need for specific equipment is to provide students with access to the Ontario curriculum or a board-determined program and to attend school. Equipment purchased with SEA funding should be considered as a set of physical assets, which boards have a responsibility to protect, maintain, and manage as a public resource. It is assumed that boards will develop internal operating policies and procedures regarding the purchase, repair, use and disposal of equipment purchased with SEA funding.

There are typically four types of equipment purchased with SEA funds on behalf of students:

1. assistive technology
2. adaptive technology/equipment
3. technology/equipment to support a hearing loss
4. sensory equipment

Specialized training on the use of this equipment is also purchased with SEA funds when required.

School boards' responsibilities include ensuring that:

1. equipment is functioning properly and is meeting students' needs;
2. equipment is replaced as required, when students outgrow equipment or when equipment wears out through use;
3. upgrades and refurbishment are considered as an option before replacement;
4. equipment is reused by other students when no longer required by the student for whom it was purchased;
5. efforts are made to share equipment among several students when appropriate and possible;
6. policies are developed that provide board staff with direction on issues such as:
 - managing transfers between schools and boards;
 - use of equipment in students' home, in co-op placements, and in other program settings, including Section 23 classrooms;
 - staff training on use of SEA funded equipment;
 - inventory records;
 - documenting use of equipment in student's IEPs, where equipment is required to support the student;
7. reasonable efforts are made to acquire a fair market value when disposing of used equipment.

Boards are required to internally allocate an adequate amount of additional funding to support the other costs associated with ensuring that all students who need equipment have access to appropriate equipment. These other costs include the \$800 per pupil deductible, the purchase of equipment that costs less than \$800 for students who require low cost items, on-going insurance costs, consumables such as toner and paper for printers, the cost of parts for upgrading or refurbishing equipment and staff costs for managing equipment purchasing, set-up, repairs, training and inspections.

Standard 15: ACCESSIBILITY OF SCHOOL BUILDINGS

The purpose of the standard is to provide the ministry with further details of the board's multi-year plan, which was previously submitted to the ministry, for improving accessibility for students with physical and sensory disabilities, and to provide the public with this information

The Grand Erie District School Board has approved a multi-year capital expenditure plan for improving accessibility to its buildings, grounds and administrative offices, including resources dedicated to providing barrier-free access in the coming years. The Board's plan includes increasing accessibility to as many school buildings as possible and providing specific facilities to accommodate students with special needs. Accessibility upgrades are considered any time a renovation or addition is made to a building.

Each elementary Family of Schools (Brantford, Brant and Norfolk, Haldimand) has at least one school ranked at Level Three and another at Level 4.

Each secondary Family of Schools (Brantford/Brant, Haldimand-Norfolk) has at least one school ranked at Level Three and another at Level 4.

The criteria provided to rank buildings for each Level of Accessibility is as follows:

Level One Building cannot be reasonably made accessible.

Level Two Building is accessible, has some washroom modifications to accommodate wheelchairs and limited interior access.

Level Three Building has complete access and washroom(s) can accommodate wheelchairs.

Level Four Meets Level Three plus additional features to accommodate students who are medically fragile.

In addition, to qualify as Level Three the facility should have the following features:

- 'main' entrance convenient for drop off and is wheelchair accessible:
 - includes ramping and rails meeting Ontario Building Code specifications and power door operators on both the exterior and vestibule doors;
 - vestibule must also meet minimum distance requirements.
- all rooms (except stage) within the school are wheelchair accessible:
 - Level Three facilities will be reviewed for interior "hold open" devices;
 - budget costs will be provided to complete the work;
 - cost for each door device is approximately \$1000.
- at least one separate washroom or one male and one female washroom in the school will accommodate wheelchairs:
 - recommendation for future considerations that a separate washroom be designed to accommodate a change table, storage and other specialized equipment.

The Special Education Program Coordinator and Facilities Services Personnel meet as a team to review the suitability of school sites in meeting the needs of students with accessibility needs on a case by case basis.

In addition to the Accessibility Plan, school boards are also required to comply with the Accessibility for Ontarians with Disability Act (AODA) including the Customer Service Standard and the Integrated Accessibility Standards Regulation. The Grand Erie District School Board approved a Multi-Year Accessibility Plan which integrates the requirements of both the Ontarians with Disability Act and the AODA and addresses Employment, Communication and Information, and Transportation. Revisions to the Ontario Building Code related to accessibility for the Built Environment are implemented in all new buildings.

The Grand Erie DSB Accessibility Plan can be found on the Grand Erie DSB's website.

[Grand Erie DSB Multi-Year Accessibility Plan 2017-22](#)

Standard 16: TRANSPORTATION

The purpose of the standard is to provide details of the Board's transportation policies to the ministry and the public.

The following students with special needs are eligible for transportation:

- students with exceptionalities who would be unable to travel independently due to a variety of reasons to either a regular class or special class placement;
- students placed in a self-contained class which is not located in their home school;
- The provision of transportation for students with special education needs requiring a modified day or fresh start will be determined on a case by case basis
- Transportation services are currently being provided for students with the exceptionalities as noted below:
 - Behaviour;
 - Communication: *Autism, Deaf and Hard-of-Hearing, Speech & Language Impairment, Learning Disability;*
 - Intellectual: *Giftedness, Mild Intellectual Disability, and Developmental Disability;*
 - Physical: *Physical Disability, Blind and Low Vision;*
 - Multiple: *Multiple Exceptionalities;*
- A student's transportation is usually decided in discussions which follow the IPRC meeting. The Teacher Consultants-Special Education, in conjunction with the IPRC members and the parent(s), discuss the transportation needs. This is then noted on the IPRC Minutes Sheet;
- Transportation may be provided to a child/youth who is attending a care or treatment program if it is on an existing bus route. Transportation is not provided to/from a correctional facility or locations outside of the Board's district boundary;
- Transportation is provided to students who have been placed in a Provincial or Demonstration School through a system IPRC. Students may be transported on a daily, weekly or other basis to and from the school;
- Limited transportation is available for summer school. Currently students are required to congregate at specific locations.

Policy and Procedures were reviewed with respect to special transportation arrangements. The procedures are as follows:

- The School Principal will contact the Teacher Consultant-Special Education.
- The Teacher Consultant-Special Education will complete an "Individual Transportation Plan (ITP)" form in the LITE software system.
- The Principal Leader of Special Education receives an email notice that an Individual Transportation Plan has been submitted for approval.
- Once approved, by the Principal Leader of Special Education, the request is automatically emailed to Transportation Services.
- Transportation Services will contact the School Principal or designated Teacher Consultant for Special Education regarding the transportation arrangements to be implemented if additional information is required that is not listed on the ITP.

Safety criteria that are used by the Board in the tendering and selection of transportation providers for exceptional students are as follows:

- drivers must have first aid training and be able to meet the need(s) of the student they are providing service to, as per the ITP and any support plans which may accompany them.
- wheelchairs must be secured during transit.
- all buses require two-way communication
- Rider Aides will be assigned when required on a case by case basis

Standard 17: SPECIAL EDUCATION ADVISORY COMMITTEE

The purpose of the standard is to provide details of the operation of the Board's Special Education Advisory Committee (SEAC) to the ministry and to give the members of the public information to which they are entitled.

Names and Affiliations of Members and Contact Information

Chair:

Tom Waldschmidt – Elected January 16, 2020

Vice-Chair:

Wendy Rose – Elected January 16, 2020

Local Agency Representatives:

LeaAnn Boswell, Information Services Coordinator, Contact Brant 519-758-8228, ext. 228
(Jane Angus, Contact Brant Alternate)

Christine Clattenburg, Woodview Mental Health and Autism Services 519-752-5308 ext. 137

Lorraine DeJong, Lansdowne Children's Centre 519-753-3153, ext. 202

Nancy Schurr, Haldimand-Norfolk R.E.A.C.H. 289-237-5321

Dr. Louise Scott, Fetal Alcohol Spectrum Disorder - ONE 519-414-9444

Parents/Community Representatives:

Paula Boutis 416-802-3118

Carol Brady 289-244-8743

Beth Caers 905-768-3222

Michelle Carpenter 519-442-7209

Kathy Jones 519-586-8852

Wendy Rose (Vice-Chair) 519-448-1569

Joe Trovato 289- 218-7592

Tom Waldschmidt (Chair) 519-442-2140

Tara Wilson 226-493-1111

Rochelle Winter 519-720-6778

Native Representative:

Vacant

Trustees:

Rita Collver) 519-582-4969

Carol Ann Sloat 519-757-0536

Alternates Susan Gibson 519-771-9622 and Christina Speers 519-532-8276

Staff:

Liana Thompson, Superintendent of Education 519-756-6306, ext. 281122

Paula Curran, SEAC Recording Secretary 519-756-6306, ext. 281173

Resource:

- Julie White, Principal Leader – Special Education 519-756-6306, ext. 287214
- Karin Mertins, School and Program Supports Lead - Special Education 519-756-6306, ext. 287219
- Lesley Boudreault, Program Coordinator – Special Education 519-756-6306, ext. 287217
- Piyali Bagchee – Mental Health and Wellness Lead 519-756-6306, ext. 287226
- Lindsay Sheppard - Applied Behaviour Analysis Coordinator 519-756-6306, ext. 287227

What is SEAC?

- SEAC is an advisory committee mandated through the Education Act as a standing committee of each school board and governed by O. Reg. 464/97: Special Education Advisory Committees
- The committee reports to the school board and makes recommendations to the board regarding special education program and services.

Who is on SEAC?

- The SEAC of the Grand Erie District School Board is comprised of:
 - a) parents and other community representatives;
 - b) representatives of up to 12 local chapters of associations which further the interests of people with exceptional needs;
 - c) at least one person representing the interests of Native Students; and
 - d) board personnel who act as a resource to the committee

How are SEAC Members selected?

- The term of members of the committee shall be the same as the term of the Board of Trustees
- In September of an election year, the Superintendent of Education with responsibility for Special Education shall commence a recruitment process for a new roster of SEAC members.
- Current members in good standing will be asked to confirm their commitment to SEAC.
- If a full complement is not achieved from current members, the Communications department will place ads on the board’s website and in selected media inviting interested persons to submit a letter of intention to the SEAC Chair.
- All current SEAC members will be involved in this process and the Committee will submit a proposed roster to the board of Trustees for approval by the November Board meeting

What does SEAC do?

- A special education advisory committee of a board may make recommendations to the board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board.

When does SEAC meet?

- SEAC meetings are held on a monthly basis, with a minimum of ten meetings per school year.
- The meetings begin at 6:00 p.m. at the Education Centre, 349 Erie Avenue, Brantford, and are open to the public.

Thursday, September 19, 2019	Thursday, March 26, 2020 Delayed COVID 19
Tuesday, October 15, 2019	Thursday, April 16, 2020 Delayed COVID 19
Thursday, November 14, 2019	Thursday, May 14, 2020 included (virtual) Mtg #1 for Mar 26, 2020 and Mtg #2 for Apr 16, 2020
Thursday, December 12, 2019	Thursday, June 18, 2020 included Mtg #1 for May 14, 2020 and Mtg #2 for June 18, 2020.
Thursday, January 16, 2020	
Thursday, February 20, 2020	

How SEAC Fulfilled its Role and Responsibilities:

Public Consultation

The Grand Erie District School Board values collaboration with families and community members.

What was done –

- A banner was placed on the Grand Erie DSB main webpage reminding the public to provide input through the survey which is linked to the Special Education Plan.
- School Administrators were asked to ensure parents are aware of the survey and encouraged to participate.

Making 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:

What was done –

Participating in the Board's Annual Review of the Special Education Plan:

What was done –

Consultation with the Special Education Advisory Committee

To meet the requirements of Regulation 464/97, the Grand Erie District School Board has ensured that its Special Education Advisory Committee has participated in the Board's Annual Review of its Special Education Plan guided by Regulation 306 of the Revised Regulations of Ontario (1990). Involvement has included:

- ongoing discussion at SEAC meetings throughout the 2019-20 school year;
- opportunity for input through an online survey link on the Grand Erie District School Board website;
- invitation to attend Board's budget meeting dealing with special education budgets;
- opportunity to meet with the Board's Manager of Business Services, to ask questions and receive clarification regarding Special Education budgets;

September 19, 2019 Reviewed Standard 9 – Special Education Placements Provided by the Board
November 14, 2019 Reviewed Standard 11 – Provincial and Demonstration Schools in Ontario
December 12, 2019 Consultation – Self-Contained Programs in Grand Erie 2020-21
January 16, 2020 Special Education Plan Standard 5 – The IPRC Process and Appeals
February 20, 2020 Special Education Plan Standard 4 – Early Identification Procedures and Intervention Strategies

May 14, 2020 – Members received the final draft of the 2019-20 Special Education Plan and carried a motion to recommend the Board of Trustees approve the plan as presented.

Participating in the Development of the Board's Annual Budget for Special Education:

What was done -

January 16, 2020 The Superintendent of Business presented a Financial Update for the 2019-20 Special Education Funding, Grants, Expenditures and Reserves and explained the 2020-21 Budget Process.

Reviewing the Financial Statements of the Board as they Relate to Special Education:

What was done –

June 18, 2020 members reviewed the draft Special Education budget proposal.

Grand Erie Financial Statements are available on our website.

[https://www.granderie.ca/application/files/6515/7408/9582/Final Financials 2019 GEDSB.pdf](https://www.granderie.ca/application/files/6515/7408/9582/Final_Financials_2019_GEDSB.pdf)

Contacting SEAC for Membership or to Express a View:

Parents, community members, or members of local associations wishing representation on SEAC or wishing to express their views on a special education topic should contact the SEAC Chair at tom.waldschmidt@brant.ca.

Questions Related to Special Education Services or Programs:

Principal Leader of Special Education (Services) 519-756-6306, ext. 287214

OR

Program Coordinator of Special Education (Programs) 519-756-6306, ext. 287217

SEAC Terms of Reference:

Terms of Reference for SEAC were approved by the Board in January 2018 and are contained in pages 4-7 of [ByLaw 8 Committees of the Board](#).

Standard 18: CO-ORDINATION OF SERVICES WITH OTHER MINISTRIES OR AGENCIES

The purpose of the standard is to provide the ministry and the public with details of the board's strategies to ensure a smooth transition for students with special needs who are entering or leaving a school.

Transition Planning Process

The process for advance planning for students with special needs who are arriving from other programs is outlined as follows:

- i) For students entering school for the first time, intake meetings are scheduled in the Spring for students entering Grand Erie in September of that year. For students entering school at any other time during the school year, the outside agency contacts the Program Coordinator of Special Education or Teacher Consultant-Special Education to arrange a meeting. The content of the meetings provides a brief overview of students entering Grand Erie. From the information obtained in the meetings, the Teacher Consultants-Special Education are able to determine placements within the Board which will meet the child's needs.
- ii) Individual case conferences are held at the home school for students with high needs. The parent/guardians, agency staff, and the school staff are present. Teacher Consultants Special Education, Community agency staff, etc. may also be invited to attend. Specific information such as school placements, equipment needs, and any other relevant information is discussed.
- iii) For students with fewer special needs, individual case conferences will be scheduled at the request of the parent/guardians or agency. These will also be held at the school. School administrators, LRT's Special Education and classroom teachers will participate in the meeting.
- iv) The process for students with special needs who are arriving from a care, treatment, correctional or other board programs is as follows:
 - Care and Treatment Facility staff contacts school who notifies Teacher Consultant-Special Education.
 - Obtain signed parent/guardian consent for exchange of information.
 - A case conference will be initiated by Grand Erie staff or a referral agency. It may include the following board personnel: Teacher Consultant-Special Education, School Administrator and Special Education staff or classroom teacher and other appropriate system personnel. Parent/guardians and agency personnel may also be in attendance. Information which is relevant to the student's successful transition to school will be discussed including supports required, Special Education Amount, Special Education Amount (SEA) claims, the Individual Education Plan (IEP), medical or health/safety issues and other relevant information. A transition plan will be developed by system personnel. Minutes of the case conference will be taken and forwarded to the parent/guardians and a representative from the agency or board.
 - Further case conferences may be required to monitor the student's transition to school.

Sharing of information to support the transition from Pre-School Speech and Language Services (PSL) to School Speech and Language Services (SLS) for students entering their Senior Kindergarten year in September, involves meetings between Speech-Language Pathologists in May/June of the Junior Kindergarten year after the informed consent of the parent/guardian has been obtained. PSL providers provide a written copy of the most recent assessment report along with recommendations to school principals in the fall, so that discussions and referrals can be made at the Resource Team. Service cut off dates for Junior Kindergarten aged students are different for the Brant County Speech and Language Program than they are for the Haldimand-Norfolk Speech and Language Program. This information is received by Grand Erie and shared in a variety of ways with parents and school staff.

The Board has developed an “Early School Transition for Students with Special Needs” document for students with developmental disabilities, autism/PDD and other exceptionalities to facilitate a smooth transition into school. The Special Education Program Support Team has also developed a “Transitions Guide for School Teams” document that can support staff to facilitate smooth transitions for a variety of situations where students may be moving from one setting to another. Grand Erie participates in parent information sessions called “Parents as Partners” with Lansdowne, Haldimand-Norfolk R.E.A.C.H., and the Brant Haldimand Norfolk Catholic District School Board to assist with school entry for students with special education needs.

Grand Erie also works closely with various community agencies (e.g. Contact Brant, Contact Haldimand-Norfolk, Haldimand-Norfolk R.E.A.C.H., St. Leonard’s, Woodview), regarding students transitioning to or from schools.

Protocols have been developed with the following outside agencies to clarify roles and responsibilities:

- Child Welfare Agencies Autism Support Services
- Hamilton-Niagara Regional Autism Intervention Program
- Six Nations Tragic Events Response Team
- Violence Threat Risk Assessment Protocol
- Police and School Board Protocol
- Partnering Together for Healthy Schools Protocol

The Board’s Procedure addressing partnership development (SO108: “Community Service Providers and Schools Working Together”) continues to be implemented with community partners annually.

Outside Assessment Reports

Reports prepared by other professionals outside the Board are reviewed to determine what information provided helps delineate a student’s learning needs, strengths or problems and how it can be used for the improvement of instruction within a school context and in accordance with the *Education Act*, (R.S.O. 1990, S.226(2)). Where this information differs from data collected at the school, discussions at the Resource Team determine how best to proceed. There is no requirement that assessments or reassessments must be conducted by Board personnel (i.e. reports are “transportable”). Allocation of educational resources and educational programming decisions remain the responsibility of school/system staff.

Transitions to Out of Board Programs

When students leave this system to attend programs offered by other school boards or programs in care, treatment and correctional facilities, information is shared in the following ways, with *written and informed parental/guardian consent*:

- the Teacher Consultant-Special Education, School Administrator, LRT or special class teacher will contact the School Board or agency to establish a contact person from within our Board. A copy of the signed parental consent form giving staff permission to share information will be forwarded to the facility;
- the contact person will communicate with the School Board or agency to confirm information that may be required, the dates and personnel required to attend case conferences, etc.;

Staff Supporting Transitions

Board personnel ensuring the successful admission or transfer of students from one program to another may be one or a combination of the following:

- Teacher Consultant-Special Education
- School Administrator
- regular classroom teacher
- Learning Resource Teacher (LRT)
- special class teacher
- other board support personnel such as Social Workers, Child and Youth Workers, Behaviour Counsellors, Board Certified Behaviour Analysts, Speech-Language Pathologists, Psychological Associates/Psycho-Educational Consultants and Lead Educational Assistant

Successful transition will also require parent/guardian commitment, collaboration and support

If the student is transferring to a program outside our Board, successful transition may require some involvement from the individuals as noted above. However, the agency or board where the student will be in attendance will need to implement a transition plan based on the information supplied by Board personnel.

Community Partnership Planning

Grand Erie staff represents the board at several community planning committees and initiatives including: Children's Services Committee (Brant); Child and Youth Planning Network (Brant and Haldimand-Norfolk); Joint Protocol for Student Achievement; Brant Suicide Prevention Committee; Suicide Prevention Network of Haldimand-Norfolk, and Case Resolution, which bring together agencies, ministries and school boards to consider common interests.

Grand Erie continues to implement SO108 Community Service Providers and Schools Working Together. This allows for a better understanding of community services, facilitates communication and collaboration between community agencies and the school board, and increases access to mental health services with a school setting. Partnerships continue to be reviewed annually with the community partner.

Standard 19 - SUBMISSION AND AVAILABILITY OF THE PLAN

Each board is required to make its special education plan available to the public at the same time it submits the plan to the ministry. The board must inform the public in a variety of ways how to access the plan.

Two copies of the special education plan approved by the school board, and any amendments must be forwarded to the local district office of the Ministry of Education. The complete plan must be submitted along with the following documents:

- A letter from the director of the school board that confirms that the school board's special education plan is being submitted in compliance with the requirements of Regulation 306 and of the Standard's for School Boards' Special Education Plans
- A copy of the board's motion approval of the plan, including the date of the approval
- A copy of any related motions or recommendations from SEAC

On May 14 (for April 16), 2020 meeting the Special Education Advisory Committee received the first draft version of the Special Education Plan.

On May 14, 2020 the Special Education Advisory Committee passed the following motions:

"THAT SEAC recommends the Board approve the Special Education Plan 1 for submission to the Ministry and uploading to the Board's website."

On June 22, 2020 the Grand Erie District School Board passed the following motion:

"THAT the Grand Erie District School Board approve the Annual Review of the Special Education Plan, and the submission of two copies of the plan and the Special Education Report Components Checklist to the Regional Office of the Ministry of Education by July 31, 2020."

In accordance with the Ministry of Education "Special Education Plans and Reporting Requirements on the Provision of Special Education Programs and Services", the 2019-20 Special Education checklist will be signed by Ms. B. Blancher, Director of Education and Secretary of the Grand Erie District School Board and will be submitted to the London Regional Office of the Ministry of Education with two copies of the 2019-20 Special Education Plan. The checklist confirms that the School Board's Special Education Plan has been updated and posted to the Board's website. The posted Plan continues to be compliant with the requirements of Regulation 306 and the policy document Standards for School Boards' Special Education Plans.

The Board's Annual Review of the Special Education Plan will be available to the public at the same time the checklist is submitted to the Ministry.

The public will be informed through Board minutes, School Principals, School Councils, SEAC members and the website on how to access the Plan.

The Plan will be available through the Board's website:
<http://www.granderie.ca/board/elementary/special-education>

A copy of any related motions or recommendations from the Board's Special Education Advisory Committee will also be submitted.

At its September 19, 2019 meeting, SEAC members were advised that changes in the delivery of special education services required updates to certain standards in the plan to provide a more accurate presentation of special education services to parents.

The following recommendations from SEAC were made to the board during the 2019-20 school year.

September 19, 2019 –
Grand Erie DSB SEAC made the following recommendation:

Moved by: T. Waldschmidt
Seconded by: K. Jones
"THAT the Board approve the amended plan, resubmit it to the Ministry of Education and update the website edition."
Carried

The following motion was approved by the board for the 2018-19 Special Education Plan.

October 28, 2019 –
Grand Erie DSB Trustees made the following motion:

Moved by: G. Anderson
Seconded by: B. Doyle
"THAT the Grand Erie District School Board approve the Special Education Plan 2018-19 as amended and resubmit it to the Ministry of Education as amended."
Carried

APPENDICES TABLE OF CONTENTS

Appendix A.....87
Grand Erie’s Multi-Year Plan Goals Achievement Plan: Success for Every Student 2019-2020

Appendix B88
School Team – Resource Team Process

Appendix C.....89
Student Profile Sample

Appendix D92
Kindergarten Home Connection Form

Appendix E95
Parents’ Guide to Special Education – Identification, Placement and Review (IPRC)

Appendix F98
Parents’ Guide to Special Education – Individual Education Plan (IEP)

Appendix G100
IEP Template

Appendix H105
General and Special Education Acronyms and Abbreviations

- Increase staff understanding of effective instruction and assessment in literacy and numeracy
- Increase student understanding of effective learning strategies and how to use them

Where Are We Now?

Needs Assessment Findings

When we review our data from various sources, we find our student needs in mathematics align with the provincial EQAO trends. Upon further in-depth analysis, which includes achievement data for students with special education needs, corroborating evidence supports the need for a continued focus on providing differentiated instruction in mathematics. The identified focus will remain on our most urgent student learning needs in Number Sense and Numeration. Specifically, the content and process will continue to focus on the key understandings of Quantity Relationships; Operational Sense; and, Algebraic Reasoning, so students can capably think, reason, represent, and flexibly apply their understanding when solving mathematical problems. This focus enables students to develop key mathematical skills to be successful across mathematical strands/big ideas; in cross curricular areas; and, in their mathematics courses.

Feedback from educators about their learning needs shows that professional learning at the system and school level should give educators the knowledge and skills to assess individual student needs and provide responsive, differentiated mathematics instruction. This provides opportunities for all students to understand mathematical concepts and processes that lay the foundation for problem-solving. Further findings indicate Grand Erie staff continue to seek to learn and acquire strategies to promote and support student mental health, productive disposition and well-being, while maintaining high expectations for mathematics achievement in the classroom. Professional Collaborative Learning Initiatives at the system and school level will continue to be offered to support educator learning needs, and the further implementation of evidence based instructional strategies to support students with their individual learning gaps.

When we review our assessment data for literacy, which includes data for students with special education needs, our most urgent student learning needs exist around comprehension and inferencing. With a continued focus on differentiated assessment and instruction, individual student learning gaps will be identified and addressed. This focus enables students to develop explicit and implicit meaning in their reading and writing skills that are necessary to be successful in working towards the completion of the literacy credential required for graduation.

How Did We Do?

K-12

Percentage of Grade 3 & 6 students achieving level 3 or 4 in reading, writing and oral language on report cards.

Percentage of Grade 3 & 6 students achieving level 3 or 4 in Number Sense & Numeration on report cards.

Percentage of students achieving level 3 or 4 in language and mathematics on the Primary and Junior EQAO Assessments.

Percentage of Grade 7 & 8 students achieving level 3 or 4 in Number Sense and Numeration; and, Patterning and Algebra on report cards.

Percentage of students in Grade 10 Applied English achieving the Literacy Graduation Requirement on the Grade 10 OSSLT.

Percentage of students achieving level 3 or 4 in EQAO's Grade 9 Assessment of Mathematics for participating students in the Applied Grade 9 mathematics and participating students in the Academic Grade 9 mathematics.

Percentage of students achieving 6/8 and 8/8 credits by the end of Grade 9.

Percentage of students achieving 12/16 and 16/16 credits by the end of Grade 10. **Monitor**

and measure the impact of the renewed focus on tiered supports and strategies.

Narrative Data

Theory of Change

If students' most urgent learning needs are identified and responsive strategies are implemented, then students will demonstrate improvement with their achievement.

School Effectiveness Framework Components & Indicators: 4.1 - A culture of high expectations supports the belief that all students can learn, progress and achieve.
1.1 - Assessment is connected to the curriculum, collaboratively developed by educators and used to inform next steps in learning and instruction.

How Will We Get There?

Professional, and Collaborative Learning – Superintendents and Central Teams will support/guide Principals and their multi-disciplinary teams through learning about and implementation of **curriculum; supports, tools and resources to use** effective differentiated instruction; ongoing assessment and reflection on student responses to instruction and feedback.

Targeted Mathematics Support for Ministry Identified Schools—The Principal Leaders, Board Math Lead; Board Math Facilitators; Elementary Literacy/Numeracy Consultants; and Secondary Math Facilitator will support Grade 3, 6 and 9 Applied Teachers with their learning and implementation.

Principal and school multi-disciplinary learn teams will implement and, access additional resources to build instructional capacity. Principals and teachers will implement effective differentiated classroom instruction and assessment to meet individual student learning through the use of the plan, act, observe, and reflect cycle.

Individual student needs: In maintaining and striving for high expectations in achievement and well-being for all learners, wrap around supports are provided to decrease barriers, in response to student needs.

How Will We Know?

The focus is on improved mathematics achievement. All of the following practices are expected to be evident for school based literacy **achievement**.

Educators implement effective differentiated instructional and assessment practices in response to individual student needs, supported by the leadership of the Principal.

Multi-disciplinary school based teams will implement responsive, evidence based practice and research that focusses on transforming teaching, learning and well-being.

Schools will be supported by system and principal leadership so that educators will effectively differentiate and accommodate instruction and assessment to meet needs identified in student profiles.

Teachers demonstrate a collaborative culture by co-planning, co-teaching, and co-reflecting during the learning cycle to provide differentiated instruction in response to individual student literacy and numeracy needs.

How Are We Doing?

System

- Family of Schools Superintendent and System Multi-Disciplinary Teams Learning Observations; Conversations.

Schools

- Principal observations and reflections of instructional practice solicited throughout the implementation of strategies and the impact at the student level.
- School self-assessment, feedback, and reflections inform practice.
- **Evidence of focused work with the Central Team on co-planning, co-learning impacts to the classroom delivery and student outcomes in Grade 3, 6 and 9.**
- Evidence of teacher knowledge/skills/confidence/support for implementation in a variety of forms (reflections, observations, responsive actions, portfolios, professional dialogue and teacher surveys).
- Principal and teacher dialogue and feedforward regarding taking initiative for implementation of their own professional learning goals and growth.
- **Evidence of fulsome implementation of In-School Team and Resource Team process**

Classroom

- Triangulated student evidence in a variety of forms (observation, conversation, and, products).
- Student voice regarding a change in confidence level and competency as a result of engagement that addresses their most urgent learning need.
- **Evidence of implementation of Tier 1 strategies to support Universal Design for Learning and the full participation of all students.**

The Pre-Referral Process

The Classroom Teacher Notices a Concern

- Observations
- Ontario Student Record Data
- Checklists
- Assessments
- Input from previous teachers, other educators, including LRT
- Parent Information and Input
- Check re vision and hearing

Referral to Student Support Services

Once the **RT** has determined that all of the recommended in-school strategies and approaches have been exhausted, and the concern still remains, the **RT** may recommend a referral to Student Support Services Personnel, with parent's approval.

Referrals to access GEDSB Student Support Services through LITE require consultation with and approval by the Teacher Consultant-Special Education

Classroom Teacher implements accommodations, and utilizes differentiated instructional strategies to promote learning. Teacher evaluates effectiveness of strategies. New strategies are implemented and evaluated. Action plans are documented in the **Student Profile (LITE)**. If concerns continue, the teacher seeks assistance from the **School Team (ST)**. Parent is informed and consulted. Parent may also be invited to attend the **ST** meeting.

Resource Team (RT) reviews relevant data, provides input on efficacy of current strategies, and recommends differentiation, interventions and/or instructional strategies. **Out-of-Board** supports may be recommended to parents, (i.e. medical follow-up, community agency involvement). Parent is informed and consulted. The **RT** may also recommend that an **Individual Education Plan** be developed.

School Team (ST) – includes Principal, LRT, Classroom Teacher(s), CYW

- Sharing of concerns, data and observations
- Strategizing / problem-solving
- Intervention suggestions and planning
- Individualized assessments (i.e. AAB)
- Consultation with System LRT/Lead EA

Resource Team (RT) – includes Principal, LRT, Teacher Consultant-Special Education And GEDSB Student Support Services Personnel (as appropriate)

- Behaviour Counsellor
- Psychological Consultant
- Social Worker
- S & L Pathologist

School Team (ST) provides more detailed assessment information and recommends individualized in-school interventions. A case conference with parents and other relevant staff is held. A **Student Profile (LITE)** is initiated to track and document strategies. **ST** may seek further information from the **Resource Team (RT)**, when the **ST** believes that all accommodations and in-school support have been exhausted and wishes to discuss additional strategies and options.

Parent is informed and consulted throughout.



Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3

STUDENT PROFILE SUPPORT FORM - 28-Sep-2017

Name	Last Name, First Name	OEN	000000000	Board Id #	000000000	Grade	8
School	School Name	Family	Teacher Consultant	DOB	dd-mmm-yyyy	Gender	F
Exceptional Student	Yes No •	Teacher	Miss Teacher	Credits Accumulated			

Sources Of Information	Reason For Student Profile	
(Select a date when a source has been reviewed or a new assessment completed)	Student has struggled to meet grade level expectations throughout her school career and has a non-identified accommodated IEP. Strategies need to be implemented as she makes the transition to secondary school.	
<input checked="" type="checkbox"/> Consultation with Parents		Date 20-Sep-2017
<input checked="" type="checkbox"/> Consultation with previous Teachers		Date 27-Sep-
<input checked="" type="checkbox"/> Report Card Printout (attached)		Date 27-Sep-
<input checked="" type="checkbox"/> Review of OSR	Date 19-Sep-2017	
Referral for School Team • Resource Team		
Date 05-Oct-2017		

Strengths	Needs
<ul style="list-style-type: none"> -Oral communication skills -Computer skills -Kinesthetic learner 	<ul style="list-style-type: none"> -Attempt new learning/opportunities -Attention concentration skills -Independent work habits -Reading - Comprehension -Express needs effectively -Self-advocacy skills

Instructional Accommodations	Environmental Accommodations	Assessment Accommodations
<ul style="list-style-type: none"> -access to computer -more frequent breaks -organizational coaching -cueing/prompting 	<ul style="list-style-type: none"> -oral reporting -minimize distractions -alternative work space -proximity to instructor 	<ul style="list-style-type: none"> -access to computer for written work -alternate to written tests and exams -ask student to only write main points then expand verbally -chunk time of assessment -extra time to respond - more frequent breaks

Educational Assessments		
Type	Date	Summary of Results
AAB - Academic Achievement Battery	20-Apr-2016	All subtests scored in the Average range, except Reading Comprehension, which was Low Average.

Clinical Assessments		
Type	Date	Summary of Results
Medical Report	17-Feb-2012	She has a diagnosis of ADHD.

Program Goals

To develop self-advocacy skills so that she will request assistance as needed.
 To develop the self-confidence to take risks in new learning opportunities.
 To develop independent work habits and task completion skills.

Student Details

- Outside Agency Involvement (list/indicate Agency below)
- IEP with Accommodations
- System Supports in Place (i.e. Social Work, Behaviour Counsellor)

At Risk/In Risk Characteristics

- Low academic performance (level 1 or lower) in Language

Personal, Organizational, and Social Strengths

- Cooperation
- Technology Skills

Learning Style

- Kinesthetic Learner
- Sequential Learner

Challenges

- Lack of self confidence



Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3

-Arrives unprepared for class

Pathway Recommendation

-Applied/College Program

Secondary Accommodations Recommended

-Peer Mentor
-Learning Strategies Course

Additional Information

Has support from Woodview counsellor, Ms. Counsellor.



Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3

STUDENT PROFILE SUPPORT FORM - 28-Sep-2017 (Continued)

Name	Last Name, First Name	OEN	000000000	Board Id #	000000000	Grade	3
School	School Name	Family	Teacher Consultant	DOB	dd-mmm-yyyy	Gender	FEMALE

Student Profile Activity Log

Date	Summary of Meeting Minutes/Strategies/Effectiveness/Next Steps	Type of Meeting (IST, RT, Case Conference, Parent/Teacher etc.) Attendees
14-Sep-2017	Referral to CYW to work on self-advocacy strategies and to develop confidence to take risks and attempt new learning opportunities. This will be important as she transitions to secondary school next year.	RT



Kindergarten Home Connection Form

Dear Parent/Guardian,

Please complete the following form to help us get to know your Kindergarten child. Please return this form by the second week of school.

CHILD'S NAME

Surname	First	Middle	Name Used
---------	-------	--------	-----------

DATE OF BIRTH DD/MM/YYYY _____

1. Is there anything about your child's preschool development (sitting, creeping, walking, talking) that you think I should know?

2. Does your child have allergies, sensitivities or food intolerances? Please elaborate.

3. Do you have any concerns about your child's vision / hearing / speech? Please elaborate.

4. Does your child have any other medical concerns? Do you require the school to provide any additional supports for your child (e.g., administration of prescription medications, lifting)?

5. Has your child received support from any social, medical, or health agencies (e.g., Robarts, W. Ross MacDonald, Lansdowne Children's Centre, Health Unit, Hospital, Brant Family and Support Services, Haldimand-Norfolk REACH, Women's Shelter)?

0. Has your child acquired these skills? (Yes or No)
Dresses Self _____

Is toilet trained ____
Ties Shoes ____
Uses good manners ____
Comments:

7. Does your child have any behaviours about which we should be aware (e.g., is shy, cries easily, is overly active, has temper tantrums, eating/sleeping, sucks thumb)?

Comments: _____

8. What previous group experiences has your child had (e.g., Nursery School, YM-YWCA Program, Daycare, Library Story Hour, Montessori, swimming, dance, sports)?

9. How does your child respond in a group play situation (e.g., leader, follower, easily intimidated, withdrawn, play on own/with others)?

10. What types of activities (e.g., building, listening to stories/looking at books, watching TV, games, toys, make-believe, indoor/outdoor play) does your child enjoy most?

11. Are there celebrations that are important to **your** family?

12. Is there anything else I need to know about your child to make their entry into school more successful? (e.g., first child, number of siblings, name of before/after school care provider)

13. My child's strongest skills and best qualities are:

I consent to the use of the personal information by all school board employees, contained herein, on a need to know basis, and who may be involved in my child’s educational program.

Signature of Parent / Guardian

Date

In order to ensure the safety of all students it is necessary that we have an up to date list of people that are authorized to pick your child up from school. Please list below the names, relationships and contact information of anyone that has this authorization.

NOTE: If for any reason arrangements need to be changed for any reason and someone other than the person(s) listed below you must contact the school or write a note indicating any changes. If a phone call or note is received and the person is not listed the educator(s) will ask for identification before releasing your child.

Name Relationship to child Contact Phone Numbers (cell & home)

Exceptional Pupils and Special Programs

Who is an exceptional pupil?

The Education Act defines an exceptional pupil as “a pupil whose behavioural, communicational, intellectual, physical or multiple exceptionalities are such that he or she is considered to need placement in a special education program”.

Who decides that a pupil is exceptional? The identification is made by a Board-appointed Identification, Placement and Review Committee. For ease of reference this Committee is known as an I.P.R.C. They will

- identify if your child is an “exceptional pupil” based on the above categories;
- determine the placement or setting in which your child’s special education program will be delivered;
- review that placement at least once a year.

What is a special education program?

A special education program is a program that

- is based on and modified by the results of continuous assessment and evaluation;
- includes an Individual Education Plan (I.E.P.) containing specific objectives and an outline of educational services that meet the needs of the exceptional pupil.

What placements are offered?

Special education programs are designed for the individual and will be carried out in the regular classroom setting with special services brought to the child. At times, the student may be withdrawn for part of the day. A small percentage of exceptional pupils may require specialized class settings on a full or part-time basis.

How is an IPRC requested?

The principal of your child’s school

- must request an I.P.R.C. meeting for your child upon receiving your written request;
- may, with written notice to you, refer your child to an I.P.R.C. when the principal and the child’s teacher(s) believe that your child may benefit from a special education program.

Within 15 days of receiving your request, or giving you notice, the principal must provide you with a copy of this guide and a written statement of approximately when the I.P.R.C. will meet.

May parents attend the IPRC meeting?

Regulation 181/98 entitles parents and pupils, 16 years of age or older, to be present at and participate in all Committee discussions about your child, and to be present when the Committee’s identification and placement decisions are made.

Who else may attend an IPRC meeting?

- the principal of your child’s school;
- other resource people such as your child’s teacher, special education staff, board support staff or the representative of an agency who may provide further information or clarification;
- your representative, that is, a person who may support you or speak on behalf of you or your child;
- an interpreter, if one is required.

What information will parents receive about the IPRC meeting?

At least 10 days prior to the meeting, the Chair of the I.P.R.C. will provide you with written notification of the date, time and place of the meeting and an invitation to attend. You are an important partner in considering your child’s placement. This letter will also ask you to indicate whether or not you will attend.

Before the I.P.R.C. meeting occurs, you will receive a written copy of any information about your child that the Chair of the I.P.R.C. has received. This may include the results of assessments or a summary of information.

What happens at an I.P.R.C. meeting?

The Chair introduces everyone and explains the purpose of the meeting. The Committee will review all available information about your child and may discuss any proposal that has been made about a special education program or special education services for the child.

You are encouraged to ask questions and join in the discussion. Following the discussion, after all the information has been presented and considered, the Committee will make its decisions.

What will the I.P.R.C.’s written statement of decision include?

- whether the I.P.R.C. has identified your child as “exceptional”;
- the categories and definitions of any exceptionalities identified;
- a description of your child’s strengths and needs;
- the I.P.R.C. placement decision;
- the I.P.R.C.’s recommendations, if any, regarding a special education program and special education services
- the reasons for the decision that the pupil should be placed in a special education class, if applicable.

What happens after the I.P.R.C. has made its decision?

If you agree with the I.P.R.C. decision, you will be asked to indicate, by signing your name, that you agree with the identification and placement decisions.

If the I.P.R.C. has identified your child as an exceptional pupil and you have agreed with the I.P.R.C. identification and placement decision, the Board will promptly notify the principal of the school at which the special education program is to be provided of the need to develop an Individual Education Plan (I.E.P.) for your child.

What about reviewing the I.P.R.C.?

A review meeting will be held within one year unless the parent notifies the principal in writing that they wish to waive the annual review. The parent may request a review meeting at any time after a placement has been in effect for three months but the request may not be made more often than once in every three month period.

This review will consider the same types of information that were originally considered. With your written permission (request for review), the I.P.R.C. conducting the review will consider the progress your child has made in relation to the I.E.P. The I.P.R.C. will review the placement and identification decisions and decide whether they should continue or whether a different decision should now be made.

What can parents do if they disagree with the I.P.R.C. decision?

If you do not agree with either the identification or placement decision made by the I.P.R.C., you may

- within 15 days of receipt of the decision, request that the I.P.R.C. hold a second meeting to discuss your concerns; or
- within 30 days of receipt of the decision, file a notice of appeal with the Grand Erie District School Board.

If you do not agree with the decision after the second meeting, you may file a notice of appeal within 15 days of your receipt of the decision. If you do not consent to the I.P.R.C. decision and you do not appeal it, the Board will instruct the principal to implement the I.P.R.C. decision.

How do I appeal an IPRC decision?

If you disagree with the I.P.R.C.'s identification of your child as exceptional or with the placement decision of the I.P.R.C., you may, within 30 days of receipt of the original decision or within 15 days of receipt of the decision from the second meeting described above, give written notification of your intention to appeal the decision to the Grand Erie District School Board.

The notice of appeal must indicate the decision with which you disagree and include a statement that sets out your reasons for disagreeing.

What organizations are available to assist parents?

- [Association for Bright Children of Ontario](#)
- [Association for Community Living](#)
- [Autism Society of Ontario](#)
- [Canadian Hearing Services](#)
- [Down Syndrome Association of Ontario](#)
- [Tourette Syndrome Association of Canada](#)

Where can parents obtain additional information?

- the school principal
- [the Grand Erie District School Board](#)

Superintendent of Special Education Services
(519) 756-6301

PARENTS' GUIDE TO SPECIAL EDUCATION Identification, Placement and Review Committee



**GRAND ERIE
DISTRICT SCHOOL BOARD**

Ministry of Education Provincial and Demonstration Schools

The ministry operates provincial and demonstration schools throughout Ontario for neednw

deaf, blind, deaf-blind, and severely learning-disabled students, as well as those with attention deficit hyper-activity disorder (ADHD). Residential programs are offered at the schools Monday to Friday, for students who live too far from school to travel daily.

School for the Blind and Deaf-Blind

W. Ross Macdonald School

350 Brant Avenue
Brantford, ON N3T 3J9
(519) 759-0730

Schools for the Deaf

Ernest C. Drury School

255 Ontario Street, South
Milton, ON L9T 2M5
(905) 878-2851
TTY: (905) 878-7195

Robarts School

1090 Highbury Avenue
London, ON N5Y 4V9
(519) 453-4400 [TTY same]

Sir James Whitney School

350 Dundas Street, West
Belleville, ON K8P 1B2
(613) 967-2823 [TTY same]

Schools for Students with ADHD and Severe Learning Disabilities

Amethyst School

1090 Highbury Avenue
London, ON N5Y 4V9
(519) 443-4408

Schools for Students with ADHD and Severe Learning Disabilities (cont'd.)

Sagonaska School

350 Dundas Street, West
Belleville, ON K8P 1B2
(613) 967-2830

Trillium School

347 Ontario Street, South
Milton, ON L9T 3X9
(905) 878-8428

Centre Jules-Leger

281 rue Lanark
Ottawa, ON K1Z 6R8
(613) 761-9300
TTY: (613) 761-9302 and 761-9304

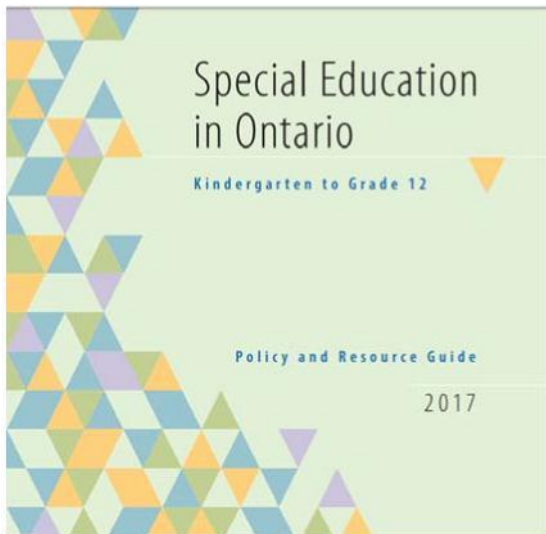
Special Education Programs and Services provided by the Grand Erie District School Board

The Grand Erie District School Board provides a range of placement options for exceptional pupils including regular class placements and special education class placements. Special education classes providing a variety of appropriate programs for exceptional pupils are available.

Grand Erie District School Board Special Education Plan

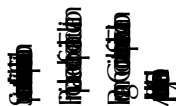
Many organizations are available to support you in understanding the I.E.P. and/or to provide additional resources. The principal of your school can provide the names of the organizations that serve your area. This information is also available in the Special Education Advisory Committee's brochure, available at your local school.

Resources for IEPs. Found on the Ministry of Education website.



www.edu.gov.on.ca

Grand Erie District School Board



INDIVIDUAL EDUCATION PLAN (I.E.P.)

A Guide for Parents





Why Does a Student Have an IEP?

What is an I.E.P.?

A written plan that:

- Describes the special education programs and services your child needs to be successful.
- Lists your child's strengths and needs affecting his/her learning.
- Records supports and services that help your child learn and demonstrate learning.
- Identifies expectations that are changed (modified) from your child's age-appropriate grade level.
- Identifies alternative expectations in program areas that differ from the Ontario curriculum. (i.e. social skills, personal care etc.)
- Includes a transition plan for all students who have an IEP, whether identified as exceptional by an IPRC or not, for a variety of contexts that may include: entry to school, between grades, movement from elementary to secondary, movement from secondary to post-secondary, etc.

Every student who is identified as exceptional by an Identification, Placement, and Review Committee (IPRC) must have an I.E.P.

Students who are not formally identified as exceptional but who require a special education program and/or services have an I.E.P. when:

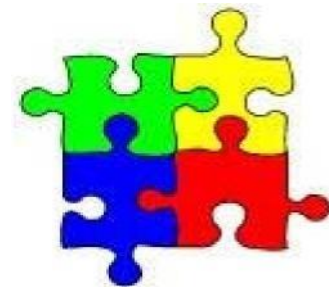
- The School's principal decides that the student will be assessed using modified expectations and/or
- The student regularly needs supports and services (accommodations) for instruction or assessment.

What is my role as a parent?

- Take part in developing the I.E.P. by providing up-to-date information about your child's strengths and needs.
- Practice skills at home that your child is learning at school.
- Share information about skills your child has learned at school and has transferred to home and the community.
- Maintain open communication with your child's school.
- Ask questions.

What can I expect from the school regarding the I.E.P.?

- A copy of the I.E.P. (within 30 school days of the initial IPRC, change of placement or placement in September).
- That the I.E.P. is written in clear, plain language.
- Ongoing participation in the I.E.P. process.
- Being informed of meeting times, and the topics to be discussed at your child's I.E.P. meetings.
- Regular communication from the school regarding your child's progress.
- That the I.E.P., as a working document is reviewed every reporting period.





Growing Excellence....Inspiring Success

Name	DOB
School	Principal
Student OEN	School Year
Grade	SEA Equipment
Last IPRC/Annual Review Date	Placement Start Date
Exceptionality	Date Annual Review Waived

IPRC Placement **Program/Class Type**

Reasons for Developing an IEP

IEP Development Team

Staff Member	Position
---------------------	-----------------

Health Support Services **Sources Consulted in the Development of the IEP**

-Parent/Guardian or Student if 16+

Individualized Equipment **SEA Equipment**

Educational Assessments		
Type	Date	Summary of Results

Clinical Assessments		
Type	Date	Summary of Results

AREAS OF STRENGTH **AREAS OF NEED**



Subject / Courses or Alternative Program

AC (Accommodated) - changes in teaching, classroom / school environment, assessment methods
MOD (Modified Curriculum) - changes in grade level expectations or changes in number and/or complexity of expectations
ALT (Alternative Program) - areas of learning other than the Ontario Curriculum

Human Resources (Teaching / Non Teaching Support Staff)

Type	Position	Start Date	Intensity	Frequency	Location
------	----------	------------	-----------	-----------	----------

Elementary Program Exemptions / Secondary Compulsory Course Substitutions

Exemption	Substitution	Reasons
-----------	--------------	---------

Provincial Assessments

Permitted Accommodations (As Part Of Regular Classroom Practice) Exemptions

Secondary School Goal (For Secondary Students Only)

Student is currently working toward the attainment of a:
Successful completion of the Ontario Secondary School Literacy Test or the Ontario Secondary School Literacy Course is a requirement of the Ontario Secondary School Diploma.



Accommodations

Exceptionality : -No exceptionality specified

Purpose Adapt the program for the student - Reflect what is different from what is normally provided for other students in the class - Do not alter the provincial learning expectations - are assumed to be common to all subjects, courses, skill areas unless otherwise indicated

Instructional Accommodations

Environmental Accommodations

Assessment Accommodations

IEP Completion And Reporting

Date of IEP completion

Reporting Dates

Reporting Format

This IEP also includes (check if applicable)

Annual program goals and learning expectations for modified subjects / courses or alternative program.

P

A transition plan



Transition Plan



Parent/Student Consultation and Staff Review and IEP Updating

Grand Erie District School Board

List of Acronyms		Department/Program
AAB	Academic Achievement Battery	Special Education
ABA	Applied Behaviour Analysis	Special Education
ABC	Association for Bright Children	Special Education
AC	Attendance Counsellors	Student Support Services
ADD	Attention Deficient Disorder	Special Education
ADE	Average Daily Enrolment	Business Services
ADHD	Attention Deficient Hyperactive Disorder	Special Education
ADP	Auditory Processing Disorder	Special Education
AER	Assessment Evaluation and Reporting	Special Education
AIP	Assessment For Improvement	
ALL	Analysis of Language Learning	Special Education
AODA	Accessibility for Ontarians with Disabilities Act	Special Education
AOYAP	Accelerated Ontario Youth Apprenticeship Program	Student Success
APA	Additional Professional Assignment	
ARC	Accommodation Review Committee	Business Services
ASD	Autism Spectrum Disorders	Special Education
BASP	Before and After School Programs	Elementary Program
BC	Behaviour Counsellors	Student Support Services
BCBA	Board Certified Behaviour Analyst	Special Education
BCP	Business Continuity Plan	Business Services
BIP	Board Improvement Plan	Student Success
BMS	Behaviour Management Systems	Student Support Services
BYOD	Bring Your Own Device	Information Technology
CAPD	Central Auditory Processing Disorder	Student Support Services
CAS	Children's Aid Society (see also FACS)	FOS SO
CASI	Comprehension Attitude Strategies Interests	Student Support Services
CCAC	see LHIN	Special Education
CDA	Communicative Disorders Assistant	Student Support Services
CEC	Council for Exceptional Children	Special Education
CILM	Collaborative Inquiry Learning Model	Student Success
CLA	Contextualized Learning Assignment	Student Success
COI	Certificate of Insurance	Business Services
CPRI	Child Parent Resource Institute	Student Support Services
CSAP	Cumulative Student Assessment Portfolio	Student Success
CUS	Community Use of Schools	Community Use of Schools
CYW	Child and Youth Worker	Student Support Services
D/HH	Deaf and Hard of Hearing	Special Education
DD	Developmental Disabilities	Special Education
DE	Developmental Education	Special Education

Grand Erie District School Board

List of Acronyms		Department/Program
DI	Differentiated Instruction	Student Support Services
DOB	Date of Birth	Schools
DPA	Daily Physical Activity	Schools
DRA	Diagnostic Reading Assessment	Elementary Program
DSM	Diagnostic and Statistical Manual of Mental Disorders	Special Education
E&E	Effectiveness and Efficiency Review	Business Services
EA	Education Assistants	Student Support Services
EDI	Early Development Instrument	Elementary Program
EFIS	Education Finance Information System	Business Services
ELD	English Literacy Development	Student Success
ELK	Early Learning Kindergarten	Elementary Program
ELL	English Language Learners	Student Support Services
ELP	Early Learning Program	Elementary Program
EPO	Education Programs Other (Grants)	Business Services
EQAO	Education Quality and Accountability Office	Student Success
ESA	Educational Services Agreement	Business Services
ESL	English as a Second Language	Student Support Services
ETFO	Elementary Teachers' Federation of Ontario	Human Resources
FACS	Family and Children's Society (see also CAS)	Student Support Services
FASD	Fetal Alcohol Spectrum Disorder	Special Education
FDK	Full Day Kindergarten	Elementary Program
FDL	Full Day Learning	Elementary Program
FNMI	First Nation, Metis, Inuit	Indigenous Education
FOG	aka Nominal, Head Count (actual number of students, not ADE)	Business Services
FOS	Family of Schools	Schools
FRG	Facilities Renewal Grant	Business Services
FSL	French as a Second Language	Elementary/Secondary Programs
FTE	Full Time Equivalent	Business Services
GEAP	Grand Erie's Achievement Plan	Student Success
GEESA	Grand Erie Elementary Sports Association	Schools
GEPIC	Grand Erie Parent Involvement Committee	Parent Engagement
GLD	General Learning Disability	Special Education
GPL	Good Places to Learn funding	Business Services
GrEAT	Grand Erie Elementary Administrators Team	Human Resources
GSN	Grants for Student Needs	Business Services
HI	Hearing Impairment	Special Education
HVAC	Heating Ventilation Air Conditioning	Facilities
IBI	Intensive Behaviour Intervention	Special Education
IEP	Individual Education Plan	Special Education

Grand Erie District School Board

List of Acronyms		Department/Program
IIR Data	Individual Item Report Data	
IPRC	Identification Placement and Review Committee	Student Support Services
ISA	Intensive Support Amount	Special Education
ISC	Intensive Support Class	Special Education
ISRT	In School Resource Team	Special Education
JOHSC	Joint Occupational Health and Safety Committee	Health and Safety
JUFA	Joint Use of Facilities Agreement	Business Services
KLLIC	Kindergarten Literacy Language in the Classroom	Elementary Program
LAN	Local Area Network	Information Technology
LANSA	Leadership Alliance Network for Student Assessment	Student Success
LD	Learning Disability	Special Education
LDCC	Locally Developed Compulsory Credit	Student Success
LEED	Leadership in Energy and Environmental Design	Facilities Services
LHIN	Local Health Integrated Network (previously CCAC)	Student Support Services
LITE	Learner Intervention Tracking for Excellence	Special Education
LLI	Levelled Literacy Intervention	Elementary Program
LNS	Literacy Numeracy Secretariat	Student Success
LRT	Learning Resource Teacher	Student Support Services
LSA	Leading Student Achievement	Student Success
LTSP	Long Term Suspension Program	Student Support Services
MACSE	Minister's Advisory Council on Special Education	Special Education
MAP	Math Alignment Project	Student Success
MFIPPA	Municipal Freedom of Information and Protection of Privacy Act	Privacy & Information
MHAN	Mental Health and Addictions Nurses	Student Support Services
MID	Mild Intellectual Disability	Special Education
MOE	Ministry of Education	Board
NAC	Native Advisory Committee	Indigenous Education
NETS-S	National Educational Technology Standards	Information Technology
NS/NL	Native Studies/Native Languages	Indigenous Education
NTIP	New Teacher Induction Program	Human Resources
OAP	Ontario Autism Program	Special Education
OCA	Ontario Comprehension Assessment	Student Support Services
OCD	Obsessive Compulsive Disorder	Special Education
OCT	Ontario College of Teachers	Human Resources
OCUP	Ontario Curriculum Unit Planner	
ODA	Ontarians With Disabilities Act	Student Support Services
ODD	Oppositional Defiant Disorder	Special Education
OELC	Ontario E-Learning Consortium	Information Technology
OEN	Ontario Education Number	Schools

Grand Erie District School Board

List of Acronyms		Department/Program
OERB	Ontario Education Resource Bank	Schools
OESC	Ontario Education Services Corporation	Student Support Services
OEYC	Ontario Early Years Centres	Elementary Program
OFIP	Ontario Focused Intervention Partnership	Elementary Program
OISE	Ontario Institute for Studies in Education	Student Success
OnSIS	Ontario School Information System	Business Services
OPSBA	Ontario Public School Boards Association	Business Services
OSAPAC	Ontario Software Acquisition Program Advisory Committee	Information Technology
OSR	Ontario Student Record	School
OSSD	Ontario Secondary School Diploma	Student Success
OSSLT	Ontario Secondary School Literacy Test	Student Success
OSSTF	Ontario Secondary School Teachers' Federation	Human Resources
OSTA	Ontario Student Trustees' Association	Executive Services
OT	Occupational Therapist	Student Support Services
OYAP	Ontario Youth Apprenticeship Program	Student Success
PASS	Principals Assessment of Schools Survey	Business Services
PDD	Pervasive Developmental Disorders (see also ASD)	Special Education
PDT	Program Development Team	Elementary Program
PDT	Provincial Discussion Table	Special Education
PIM	Privacy and Information Management	Executive Services
PIPA	Preschool and Primary Inventory of Phonological Awareness Skills	Elementary Program
PLC	Professional Learning Community	Human Resources
PLT	Principal Learn Team	Human Resources
PNC	Professional Network Centre	Human Resources
PSAB	Public Sector Accountability Board	Business Services
PSSP	Professional Student Services Personnel	Special Education
PSYCH	Psychological Consultants	Student Support Services
PT	Physio Therapist	Student Support Services
PTR	Prohibitive to Repair funding	Business Services
PTR	Pupil Teacher Ratio	Business Services
QA	Quality Accommodations	Business Services
RHPA	Registered Health Professionals Act	Human Resources
RMA	Risk Management Advisory	Business Services
RMS	Renewed Math Strategy	Elementary Program
ROKS	Reaching Out to Kids in Schools	Student Support Services
SAD	Student Achievement Division	Student Success
SAL	Supervised Alternative Learning	Student Success
SALT	System Administrative Leadership Training (formerly School ALT)	
SAO	Student Achievement Officer	Student Success

Grand Erie District School Board

List of Acronyms		Department/Program
SAP	Student Action Plan	Student Success
SAPP	Sexual Abuse Prevention Program	
SC	Special Class	Special Education
SDW	Student Data Warehouse	Student Success
SEA	Special Equipment Amount	Special Education
SEAC	Special Education Advisory Committee	Special Education
SEF	School Effectiveness Framework	Student Success
SEPPA	Special Education Per Pupil Amount	Special Education
SHSM	Specialist High Skills Major	Student Success
SIM	Schools in the Middle	Student Success
SIP	School Improvement Plan	Student Success
SIP	Special Incidence Portion	Special Education
SIT	School Improvement Team	Student Success
SLP	Speech / Language Pathologist	Student Support Services
SRPR	Surveyors' Real Property Report	Business Services
SS	Student Success	Student Success
SSI	Student Support Initiative	Student Success
SST	Student Success Teacher	Student Success
STEP	Student Transition Experience Program	Student Support Services
STRIVE	Socialization, Transition, Reflection, Innovation, Vocation and Education	
SW	Social Workers	Student Support Services
SWAC	School Within a College	Student Success
SWS	Student Work Study	Student Success
TAC	Tangible Capital Assets	Business Services
TC	Teacher Consultants	Special Education
TCPS	Total Capital Planning Solutions	Business Services
TIPS	Targeted Implementation and Planning Supports	
TLCP	Teaching and Learning Critical Pathway	Human Resources
TLX	Teaching Learning Examples	
TPA	Teacher Performance Appraisal	Human Resources
ULC	Underwriters Laboratory of Canada	Health and Safety
VMI	Visual-Motor Integration	Special Education
VoIP	Voice over Internet Protocol	Information Technology
WAN	Wide Area Network	Information Technology
WHMIS	Workplace Hazardous Materials Information System	Health and Safety

2020-21 Special Education Plan Checklist
Please submit to your regional office by July 31, 2020

District School Board/School Authority:			
Grand Erie District School Board			
Compliance with <i>Standards for School Boards' Special Education Plans (2000)</i> reproduced in full in <i>Special Education in Ontario Kindergarten to Grade 12 Policy and Resource Guide (2017)</i>		Report on the provision of Special Education Programs and Services 2019-20	Amendments to the 2020-21 Special Education Plan
Special Education Programs and Services			
Model for Special Education	Standard 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Identification, Placement, and Review Committee (IPRC) Process	Standard 05	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Special Education Placements Provided by the Board	Standard 09	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Individual Education Plans (IEP)	Standard 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Special Education Staff	Standard 12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Specialized Equipment	Standard 14	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transportation for Students with Special Education Needs	Std 16	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transition Planning		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provincial Information			
Roles and Responsibilities	Standard 03	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Categories and Definitions of Exceptionalities	Standard 08	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provincial and Demonstration Schools in Ontario	Standard 11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Related Information Required for Community			
The Board's Consultation Process	Standard 01	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Special Education Advisory Committee (SEAC)	Standard 17	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Early Identification Procedures and Intervention Strategies	Std 04	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Educational and Other Assessments	Standard 06	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coordination of Services with Other Ministries or Agencies	Std 18	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Specialized Health Support Services in School Settings	Std 07	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff Development	Standard 13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accessibility (AODA)	Standard 15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parent Guide to Special Education	Appendices E & F	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Where programs and services have not been provided as outlined in the 2019-20 Special Education Plan, please provide a description of the variance:</i>			

Additional Information:	
Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149) posted on school board website.	<input checked="" type="checkbox"/>
Special education is included in our ongoing self-improvement with respect to the Board Improvement Plan for Student Achievement.	<input checked="" type="checkbox"/>

Document:	Format:	Please indicate the URL of the document on your website (if applicable)
Special Education Plan	<input checked="" type="checkbox"/> Board Website <input checked="" type="checkbox"/> Electronic file <input checked="" type="checkbox"/> Paper Copy	Grand Erie DSB Special Education Plan 2018-19
Parent Guide to Special Education	<input checked="" type="checkbox"/> Board Website <input checked="" type="checkbox"/> Electronic file	Parents' Guide to Special Education
Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149)	<input checked="" type="checkbox"/> Board Website <input checked="" type="checkbox"/> Electronic file	SO108 Community Service Providers and Schools Working Together

<p>Name of the Director of Education</p> <p><u>Brenda Blancher, Director of Education and Secretary</u></p>	
<p>Signature of the Director of Education</p> <p>_____</p>	<p>Date</p> <p>_____</p>



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Trustees of the Grand Erie District School Board
 FROM: Linda De Vos, Superintendent of Education
 RE: **Ad Hoc Committee – French Immersion Review**
 DATE: June 8, 2020

Recommended Action: Moved by _____ Seconded by _____
 THAT the Grand Erie District School Board strike an Ad Hoc Committee to develop a French Immersion Review to be presented to the Board on November 9, 2020.

Background

At the November 14, 2016 Committee of the Whole Meeting, the Board received a report from Senior Administration with recommendations regarding French Immersion Program Capping and Grandfathering process. On November 28, 2016, Trustees approved:

- Caps be established each year prior to Kindergarten registration for all FI (French Immersion) programs and that caps for any new program space consider the space that will be required for full implementation of the new planned FI program;
- Kindergarten siblings be grandfathered and exempt from the capping process, gaining direct registration into the French Immersion Program where families already have a child registered in French Immersion.

At the November 13, 2017 Committee of the Whole meeting, the Board received a report from Senior Administration with additional French Immersion Program Capping and Grandfathering process recommendations. On November 27, 2017, Trustees approved

- In addition to the Kindergarten French Immersion cap, an additional cap be implemented for Grade 1.
- When the number of registrants exceeds the spaces, a lottery be implemented at each grade level K1; K2; and, Grade 1 to proactively keep grade cohorts from shifting.

Additional Information

At the Board Meeting on March 30, 2020 trustees approved a review of the Kindergarten and sibling French Immersion program.

During the 2020-21 school year, the Superintendent of Education with responsibilities for K-12 French Immersion will lead a working group to review the current Kindergarten and sibling French Immersion program. This group will include Trustees, staff, and parents. The working group will also consult with parents and community members through outreach to the Grand Erie Parent Involvement Committee and single and dual-track French Immersion School Council members.

The French Immersion Review will be presented to the Board at the Committee of the Whole Meeting on November 9, 2020.

Grand Erie Multi-Year Plan

This report supports the Achievement indicator of *Success for Every Student* and the following statement: “We will set high expectations for our students and staff. We will monitor, measure and reflect on our outcomes.”

Respectfully submitted,

Linda De Vos
Superintendent of Education

Ad Hoc Committee – French Immersion Review

1. Statement of Purpose and Responsibilities

- 1.1 The Ad Hoc Committee – French Immersion Review will:
- i. collect, analyze and discuss information presented from staff or resource personnel around current pressures in French Immersion: enrolment and capacity pressures, staffing shortages, budget and programming needs.
 - ii. review and discuss the current elementary French Immersion entry points and capping process
 - iii. review and discuss transition from elementary French Immersion to secondary French Immersion or Extended programs
 - iv. develop recommendations based on the review for French Immersion in Grand Erie to be presented to the Board of Trustees on November 9, 2020, and implemented board-wide for the 2021-22 school year

2. Committee Composition

The Ad Hoc Committee – French Immersion Review shall be comprised of:

- 2.1 Two (2) Trustee appointed by the Board
- 2.2 One (1) Superintendent of Education with responsibilities for French Immersion
- 2.3 One (1) Teacher Consultant for French
- 2.4 One (1) Principal Leader Elementary Program
- 2.5 One (1) Principal Leader Student Success
- 2.6 One (1) single-track French Immersion Elementary School Principal
- 2.7 One (1) dual track French Immersion Elementary School Principal
- 2.8 One (1) Secondary School Principal with French Immersion Programming
- 2.9 Manager of Community Relations (or Designate)
- 2.10 Six (6) School Council Representatives from each of the single-track French Immersion Elementary Schools
- 2.11 Two (2) Parents from each of the dual track French Immersion Elementary Schools
- 2.12 One (1) Canadian Parents for French (CPF) Representative
- 2.13 One (1) Elementary Teachers Federation of Ontario (ETFO) Representative

Total: 19

3. Committee Operating Procedures

- 3.1 The French Immersion Review Committee will meet beginning in September 2020 and end in October 2020, at which time the committee will be disbanded.
- 3.2 The Superintendent of Education with responsibilities for French Immersion shall prepare the meeting schedule and agendas for each meeting.
- 3.3 A total of four meetings will take place in the fall of 2020: (2) in September and (2) in October.
- 3.4 Meeting Notes will be provided to all committee members.
- 3.5 The committee will present the French Immersion Review Recommendations to Grand Erie's Board of Trustees on November 9, 2020
- 3.6 Chair – Superintendent of Education with responsibilities for French Immersion
- 3.7 Role of staff – Board staff will be called upon to support this committee or to provide input and other information, including the Planning Officer, Manager of Business

Services, Manager of Human Resources or designate, Manager of Facility Services, Manager of Transportation and, members of Executive Council.

- 3.8 Role of other committees – the Grand Erie Parent Involvement Committee and School Councils may also be asked to provide feedback.

4. Role of the Board

4.1 Appoint Trustee members.

4.2 Receive the recommendations of the French Immersion Ad Hoc Review Committee in November 2020.



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Trustees of the Grand District School Board
FROM: Brenda Blancher, Director of Education & Secretary
RE: **Category III Trips**
DATE: June 8, 2020

Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board receive the Category III Trips report as information.
--

Background Information

As per Procedure SO15 "Out-of-Classroom Field Trips and Excursions", the attached list is for trustee information.

Additional Information

The June report includes trips that were approved between January and June 2020, and previously approved trips that have not yet taken place.

This report differs from Category III Trips Reports that have been presented in the past as trips that were cancelled due to COVID-19 have been included for Trustee information.

Respectfully submitted,

Brenda Blancher
Director of Education & Secretary

Director Approval	School	Destination	Trip Departure Date	Trip Return Date	Anticipated # Students	Educational Purpose & Outcomes
May 17, 2018	HSS	Scotland/Ireland	March 10, 2020	March 19, 2020	20	CANCELLED: COVID-19: Explore diverse culture, art, history in 2 countries
May 27, 2020	SCS	France*date changed	March 12, 2021	March 22, 2021	15	Experience French culture, language *original approved 11/20/18
November 30, 2018	CSS	Ireland Wales England	March 12, 2021	March 21, 2021	12	Experience historical sites, Geography, History, Art & Culture
January 14, 2019	PDHS	Costa Rica	March 14, 2020	March 21, 2020	30	CANCELLED: COVID-19: Volunteer/Service-Learning Trip
September 16, 2019	SCS	New York City	April 30, 2020	May 3, 2020	35	CANCELLED: COVID-19: Architectural, Cosmetology, Cultural, History
December 16, 2019	VHSS	Mediterranean Coast	March 11, 2021	March 19, 2021	15	Participate in linguistic and food activities
January 23, 2020	DDSS	Mediterranean Coast	March 11, 2021	March 19, 2021	10	Participate in linguistic and food activities (School Trips #207)
unknown	BCI	Nashville TN	April 26, 2020	May 4, 2020	1	CANCELLED: COVID-19: ICDC Conference (School Trips #307)

This Chart reflects all trips approved by the Director since the last Board Report on January 13, 2020; and all previously approved trips that have not taken place yet



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Trustees of the Grand Erie District School Board
FROM: Brenda Blancher, Director of Education & Secretary
RE: **Bylaw 1 Board Composition**
DATE: June 8, 2020

Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board approve Bylaw 1 Board Composition .

Background

Bylaw 1 Board Composition was received in June 2016 and has been identified for review.

Based on the comments received, draft revisions to the Bylaw have been made for Trustee consideration.

Comments Received

1. Comment: 1b – tuition agreement to Education Service Agreement
Response: Revision made.
2. Comment: 3 – need to split up replacement of elected vs appointment member – a trustee appointed under reg 462/97, shall be filled using 462/97.
Response: Revision made.
3. Comment: Reference to section 228 of the act – should this be section 221?
Response: Yes, revision made.
4. Comment: Need to reference that a student trustee is replaced through Bylaw 29?
Response: Reference added.

Next Steps

Bylaw 1 Board Composition will be distributed in accordance with Board process.

Respectfully submitted,

Brenda Blancher
Director of Education & Secretary



Board Composition

Board Received: _____ Review Date: _____

1. Trustees

a) *Elected Trustees*

The number of members on the Grand Erie District School Board is determined by regulation. Distribution of trustees shall be determined at the Committee of the Whole Meeting in March of an election year by the Board in accordance with the *Education Act* and current regulations.

A report on Trustee Determination and Distribution will be presented at the March Committee of the Whole Meeting in an election year.

b) *Appointed Trustees*

One trustee, nominated by the Six Nations Council, will be appointed by the Board to represent the interests of Indigenous ~~tuition agreement~~ students covered under the Education Services Agreement attending schools under the jurisdiction of the Board as outlined in Reg. 462/97.

c) *Student Trustees*

Student trustee(s) will be appointed according to Board Bylaw 29.

2. Election/Appointment

The election of trustees occurs every four years. The appointment of the Native trustee will occur every fourth year. Once appointed, the Native trustee serves under the same terms and conditions as elected trustees, in accordance with the *Education Act* and current regulations.

3. Vacancy

When a vacancy on the Board occurs through resignation, conviction of an indictable offence, illness or death of an elected ~~or appointed~~ member, the vacancy shall be filled according to Section ~~228-221~~ in the Education Act. If the vacancy is of an appointed member, the vacancy shall be filled according to Regulation 462/97, s. 1 (10).

The vacancy of a Student Trustee shall be filled according to Bylaw 29 – Student Trustees.

A vacancy will be created if a trustee is absent for three consecutive Board meetings unless an authorized resolution is entered in the minutes prior to the adjournment of the third consecutive Board meeting.

Section 229 of the Education Act states that a member of a board will be physically present in the meeting room of the board for at least three regular meetings of the board in each 12-month period.

4. Secretary of the Board

The Director of Education shall be the Secretary of the Board.



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Trustees of the Grand Erie District School Board
FROM: Brenda Blancher, Director of Education & Secretary
RE: **Bylaw 6 Board and Committee of the Whole Minutes**
DATE: June 8, 2020

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board approve **Bylaw 6 Board and Committee of the Whole Minutes**.

Background

Bylaw 6 Board and Committee of the Whole Minutes was received in June 2016 and has been identified for review.

Based on the comments received, draft revisions to the Bylaw have been made for Trustee consideration.

Comments Received

1. Comment: 1c and 2b – why a limit of only 5 years on the website. Think 5 years readily physically available at the board office is sufficient.

Response: Currently we have 7 years plus the current year available on the Grand Erie website. One concern about having Minutes that go over 5 years is that members of the public may access an older review of a policy or procedure and not realize that there is a newer version.

Next Steps

Bylaw 6 Board and Committee of the Whole Minutes will be distributed in accordance with Board process.

Respectfully submitted,

Brenda Blancher
Director of Education & Secretary



BYLAW

BL6

Board and Committee of the Whole Minutes

Board Received: _____

Review Date: _____

1. Board Minutes

a) Ratification of Regular and Special Board Minutes

Regular and Special Board minutes shall be ratified at the next Regular Board Meeting.

b) Approved Minutes

Approved minutes shall be kept of the proceedings of each meeting.

c) Open to Public

Ratified Public Session Board minutes shall be available for a five-year period for viewing, at any time during regular office hours and made available on the Board's website.

d) Distribution

A copy of all regular Board minutes which include committee resolutions will be available at the meeting at which they are circulated for ratification.

2. Committee of the Whole Minutes

a) Ratification of Committee of the Whole Board Minutes

Committee of the Whole Board minutes shall be ratified at the Regular Board Meeting following the Committee of the Whole Board meeting.

b) Open to Public

Ratified Public Session Committee of the Whole Board minutes shall be available for a five year period for viewing, at any time during regular office hours and made available on the Board's website.



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **SO1 Fundraising**
DATE: June 8, 2020

Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board approve Policy SO1 Fundraising.

Background

Policy SO1 Fundraising was circulated to all appropriate stakeholders for comments to be received by May 28, 2020.

Comments Received

1. Comment: Policy statement – suggest change to Grand Erie District School Board endorses
Response: Amended.
2. Comment: #9 does this plan include parent/school council run activities also?
Response: Regulation 612/00 section 19 (1) (1) (iv) requires school councils and parent groups to work with the board to permit fundraising and the use of the funds. Minor amendment.
3. Comment: Reference F6 – remove ‘policy’
Response: Amended.
4. Comment: For school use for fundraising events, the school fundraising efforts must pay for the total of the custodial costs. (This is in line with the revised FT4)
Response: Amended.
5. Comment: Fundraising events where the school is required, must not be scheduled during times where school is not operating including Christmas, March Summer Breaks and P.A. Days and Board designated holidays and statutory holiday weekends. Non-instructional periods include the weekends leading up to and after the school holidays. (This is in line with FT4)
Response: Amended.
6. Comment: system guidelines need to approach fundraisers
Response: Amended to include cultural sensitivity.
7. Comment: knowledge of what other schools are doing, to eliminate excessive requests to the community
Response: Amended. However, Families of Schools should consider sharing information regarding fundraising activities so they can be developed with a more coordinated approach.

8. Comment: clubs and organizations also participate in various fundraising projects
Response: All groups and organizations must follow Procedure #2.

9. Comment: Procedure #2 – schools that do well with fundraising have more than those schools that do not do well; schools that have more get more
Response: An amendment suggesting fundraising for other Grand Erie schools has been proposed.

10. Comment: suggest including some language in this policy regarding Administrators being aware of and sensitive to the needs of their unique school community and demographics, and how this in turn impacts school expectations regarding fundraising activities or other events that require additional costs in order for students to participate (e.g. pizza days)
Response: Amended.

Additional Information

As a result of these comments, suggested revisions have been made to the Policy and a draft revised policy is attached.

Next Steps

This approved Policy will be distributed in keeping with Board Bylaw BL9.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer



Fundraising

Board Received: _____

Review Date: _____

Policy Statement

~~It is the policy of~~ the Grand Erie District School Board ~~to~~ endorses fund-raising activities, where the proceeds will be used to provide educational value for the students, and which are approved, supervised, and at the discretion of the Principal.

Accountability

1. Frequency of Reports – As needed
2. Criteria for Success – Funds used to enhance educational opportunities
 - Financial controls in place
 - Student safety issues addressed

Procedures

1. All fund-raising profits will be used to enhance educational opportunities or to improve the learning environment for students. This shall be done in consultation with and the approval of the principal. In determining fundraising activities, consideration must be given to the purposes and principles of public education including diversity, accessibility, equity, inclusivity and cultural sensitivity.
2. All fund-raising activities must be authorized by *and are the responsibility of* the Principal *of the school.*
3. Student and staff participation in fund-raising activities shall be strictly voluntary
4. A plan for communication with parents shall be part of planning for all major fund-raising events so that Parents and School Council are informed of all major fund-raising activity. Neighbouring schools should attempt to avoid fundraising activities that are concurrent with other schools close in proximity, both in timing and the nature of the activity.
5. Parent/guardian permission will be sought for elementary students to participate in fund-raising. Students should not be involved in door-to-door sales or canvassing without the supervision or permission of a parent/guardian.
- ~~6.~~ The Principal shall ensure that high pressure tactics are not used in fund-raising activities. In any fund-raising program, the safety of those involved must be given primary consideration. The Principal must ensure that appropriate safety precautions are outlined to all those involved in the fund-raising activities.
- ~~6.~~~~7.~~ Not every school has the same capacity to conduct fundraising activities; as a result, some schools may have access to resources which exceed what is available to students in other schools. Schools are encouraged to consider co-planning and co-fundraising with other schools whenever possible and as deemed appropriate by the school community.
- ~~7.~~~~8.~~ A Principal or designate may refuse permission for a student to participate in a fund-raising activity.
- ~~8.~~~~9.~~ Fund-raising activities shall be organized so that they cause limited interference with the regular school program. For school use for fundraising events, the school fundraising efforts must pay for the total of the custodial costs incurred. Fundraising events where the school is required,

must not be scheduled during times where school is not operating including Christmas, March and Summer Break, P.A. Days and Board designated holidays and statutory holiday weekends.

- ~~9.~~10. The Principal shall prepare an annual fundraising plan, documenting ~~the~~ all scheduled fundraising activities for the school year, the estimated profit for each activity and purpose of the additional funds. It is understood that the profit from the fundraising activities for the current school year will support activities for the current year, unless the fundraising plan details multiple/long term fundraising activities for a large expenditure (i.e. Playground Structure). The fundraising plan will be included in the report, see item 10.6
- ~~10.~~11. Strict financial controls shall be in place before the activity commences, and complete records of transactions available during and after the event. These procedures apply to all fundraising activities operating in the name of the school or the name of the Board. Fundraising groups who are officially constituted and who are required to report independently to another governing body may be exempt from these Financial Control procedures (i.e. Official Home and School Association member groups).
- ~~10.1~~11.1 Fund-raising proceeds and disbursements must be recorded in the *School Banking* software program at the school in a separate ledger account designated for the activity. This ledger account is to be established in the School Banking system, using the board standard school banking account codes designated for fund-raising activities.
- ~~10.2~~11.2 Fund-raising receipts will be deposited on a regular basis in a registered financial institution. Schools will establish and maintain only one bank account for all school generated revenues. Therefore, separate accounts for parent council or student council will not be permitted. The only exception is when schools are required under legislation to open a separate bank account for lotteries, as per the Alcohol and Gaming Commission of Ontario.
- ~~10.3~~11.3 When a school is closed by the Board, all fund balances remaining in both the general fundraising account and lottery account if applicable will be forwarded for deposit to the account(s) at the school where the students of the closed school will be attending. Where the school population will be assigned to more than one school, the fund balances will be forwarded to the schools in direct proportion to the enrolment being assigned to each school.
- ~~10.4~~11.4 All accounts shall be paid by cheque bearing the signature of two signing officers, one of whom shall be the Principal or designate.
- ~~10.5~~11.5 Parent groups must be consulted before commitments or expenditures are made from funds raised by a parent group.
- ~~10.6~~11.6 A report of the revenues and expenditures from the fund-raising activity shall be provided to the school council or parent council. The Principal and the school council or parent council shall determine the reporting frequency, with quarterly reporting recommended and minimum of annual reporting. The activity report shall be included in the year end data provided to the board for consolidation with its financial statements annually as at the end of August.
- ~~11.~~12. Cash draws, raffles, and cash lotteries must be approved by the appropriate authority. When needed, permits and licenses must be taken out in the name of the school and signed by the Principal. This must be done at least two weeks prior to the activity. Any activity involving the service of alcohol shall follow the requirements for such events as set out in Board Policy FT4 – Use of School Facilities.
- ~~12.~~13. All items purchased with funds raised under the auspice of the school must follow Purchasing Policy F6. All items purchased become the property of the Grand Erie District School Board. Since the Board will own and maintain all capital items purchased with fund-raising

monies, the Principal shall ensure that items to be purchased meet Board standards and specifications for furniture and equipment.

~~13.~~14. Items purchased through the fund-raising efforts of a school committee will remain in that school.

~~14.~~15. Fund-raising that involves high risk activities are not permitted. Contact should be made with the office of the Superintendent of Business regarding questionable activities.

Reference: F3 Capital Related Fund Raising and Community Donations
FT4 Use of School Facilities
F6 Purchasing [Policy](#)



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Lisa Munro, Superintendent of Education
RE: **SO105 Privacy Breach Response**
DATE: June 8, 2020

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board receive **Procedure SO105 Privacy Breach Response**
as information.

Background

Procedure SO105 Privacy Breach Response was circulated to all appropriate stakeholders for comments to be received by May 28, 2020.

Comments Received

1. Comment: Procedure needs accountability piece
Response: Added
2. Comment: Think the audit committee has a role in this policy as their role is to look at risk and privacy breaches may be a reputational risk?
Response: An audit committee would not have a role in this procedure as it would be outside of the “Duties of an Audit Committee” as referenced in O.Reg 361/10. The Audit committee can certainly comment on the procedure, or they can ask for a review of internal controls or risk assessments with respect to privacy.
3. Comment: can a one-page reference guide be provided?
Response: Not required. Chart and step by step instructions are provided in the body of the document.
4. Comment: under third party language interpretation and translation, private sponsorship settlement workers need to be included int this group
Response: Amended
5. Comment: process – what happens if there has been a breach of privacy?
Response: Section 4.0 outlines the protocol that will be following in the event of a privacy breach.
6. Comment: training capacity to ensure people under the protocol and what is expected of them
Response: As this is a new procedure training will occur with principals, managers to share forward with their teams. Training will also occur with Trustees.

Additional Information

As a result of these comments, suggested revisions have been made to the Procedure and a draft revised procedure is attached.

Next Steps

This Procedure will be distributed in keeping with Board Bylaw BL9.

Respectfully submitted,

Lisa Munro
Superintendent of Education



Privacy Breach Response

Board Received: _____

Review Date: _____

Accountability

1. Frequency of Reports – As needed.
2. Criteria for Success – Staff members understand the process to follow when privacy breaches occur.

1.0 Purpose

The Grand Erie District School Board is committed to the protection of personal information under its control and to the individuals’ right of privacy regarding personal information that is collected, used, disclosed and retained in the school system.

The *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Health Information Protection Act (PHIPA)* set out rules that persons and/or organizations must follow when collecting, using, disclosing, retaining and disposing of personal information.

This privacy breach procedure has been adopted to allow for a prompt, reasonable and coordinated response should personal information be breached. It is designed to clarify roles and responsibilities, and support effective containment, investigative, and remediation activities.

2.0 Definition of a Privacy Breach

A privacy breach occurs when personal information is compromised; when it is collected, accessed, used, disclosed, lost, retained or destroyed in a manner inconsistent with privacy legislations.

Personal information can be compromised in many ways. Some breaches are relatively simple in cause and are contained, while others are more systemic or complex. Privacy breaches are often the result of human error, such as an individual’s personal information sent by mistake to another individual. A breach can be more wide scale, such as when an inappropriately executed computer programming change causes personal information of many individuals to be compromised through inadvertent distribution.

3.0 Roles and Responsibilities in Responding to Privacy Breaches

Individuals	Roles	Responsibilities
3.1 Employees	Employees dealing with student, employee and/or business records need to be particularly aware of how to identify and address a privacy breach. Employees must comply with the board’s approval process for use of online education services to avoid	All Grand Erie employees are responsible to: <ul style="list-style-type: none"> • notify their supervisor immediately, or, in their absence, the Freedom of Information (FOI) Coordinator upon becoming aware of a breach or suspected breach; and

	exposing the board to reputational/digital privacy risks	<ul style="list-style-type: none"> contain, if possible, the suspected breach by suspending the process or activity that caused the breach.
3.2 Superintendents, Principals, and Managers	Superintendents, Principals, and Managers have the ultimate responsibility to alert the FOI Coordinator of a breach or suspected breach and to work with the FOI Coordinator to implement the five steps of the Privacy Breach Protocol	<p>Superintendents, Principals, and Managers have the responsibility to:</p> <ul style="list-style-type: none"> obtain all available information about the nature of the breach or suspected breach and determine what happened; alert the FOI Coordinator and provide as much information about the breach as is currently available; work with the FOI Coordinator to undertake all the appropriate actions to contain the breach; and ensure details of the breach and corrective actions are documented.
3.3 FOI Coordinator	FOI Coordinator plays a central role in the response to a breach by ensuring that all five steps of the response procedure are implemented (see Response Procedure)	<p>The FOI Coordinator will follow the following five steps:</p> <p>Step 1 – Respond Step 2 – Contain Step 3 – Investigate Step 4 – Notify Step 5 – Implement Change</p>
3.4 Accountable Decision Maker	The responsibility for protecting personal information affected by a privacy breach is assigned to an identified position who is the accountable decision maker. This individual is the key decision maker in responding to privacy breaches. For Grand Erie, the Director of Education is the accountable decision maker	<p>The Director of Education has the responsibility to:</p> <ul style="list-style-type: none"> brief senior management and trustees, as necessary and appropriate; review internal investigation reports and approve required remedial action; monitor implementation of remedial action; and ensure that those whose personal information has been compromised are informed as required.
3.5 Third Party Service Providers	<p>Examples of third-party service providers include:</p> <ul style="list-style-type: none"> educational technology applications; commercial school photographers; bus companies; external data warehouse services; outsourced administrative services (such as cheque production, records storage, shredding services); Children’s Aid Society (CAS); 	<p>The third-party provider, in conjunction with the board, has the responsibility to:</p> <ul style="list-style-type: none"> inform the board as soon as a privacy breach or suspected breach is discovered; take all necessary actions to contain the privacy breach as directed by the board; document how the breach was discovered, what corrective actions were taken and report back to their Board point of

	<ul style="list-style-type: none"> ○ <u>Settlement Workers;</u> ○ Public Health Units (PHU); ○ External researchers & consultants. <p>Grand Erie has the responsibility to ensure all third-party service providers are in compliance with privacy obligations, including an agreed-upon breach protocol between the two parties.</p> <p>Third party service providers must be aware of their roles and responsibilities if a privacy breach occurs when they have custody of personal information.</p> <p>Third party service providers must monitor and enforce compliance with the privacy and security requirements defined in contracts or service agreements and are required to inform Grand Erie of all actual and suspected privacy breaches.</p>	<p>contact or the Board’s FOI Coordinator;</p> <ul style="list-style-type: none"> ○ undertake full assessment of the privacy breach in accordance with third party service provider’s contractual obligations ○ take all necessary remedial action to decrease the risk of future breaches; and ○ fulfill contractual obligations to comply with privacy legislation.
--	---	--

4.0 **Privacy Breach Response Protocol**

The following five actions are to be initiated as soon as a privacy breach or suspected breach has been reported to the FOI Coordinator. The FOI Coordinator will:

4.1 **Step 1: Respond/Access**

- Work with the school/department to assess the situation to determine if a breach has indeed occurred;
- Provide advice on what steps to take to respond to the breach; and
- Report the privacy breach to key persons within the Board and, if necessary, law enforcement.

4.2 **Step 2: Containment**

- Identify the scope of the breach and take corrective steps to contain it.
- Activities may include:
 - Recovering records
 - Revoking/changing computer access codes
 - Correcting weaknesses in physical or electronic security
- All containment activities or attempts to contain shall be documented by the Principal, Manager or any other individual(s) involved in containing the breach and report back to the FOI Coordinator

4.3 **Step 3: Investigate**

Once the privacy breach is contained,

- Identify the events that led to the privacy breach;
- Evaluate the risk of the exposure;
- Determine if the breach was benign (e.g. human error, accidental) or malicious (e.g. deliberate sabotage, hacking);

- Determine who was affected by the breach (e.g. students or employees) and how many were affected, what types of data were involved and how sensitive it is (e.g. age, gender vs. medical information);
- Identify who had access to the information; and
- Evaluate the effect of containment activities.

4.4 **Step 4: Notify**

Notification helps to ensure affected parties can take remedial action, if necessary, and to support a relationship of trust and confidence. Notification will involve the following considerations:

- Principal and Manager will consult with the FOI Coordinator to determine what notifications are required;
- Affected individuals shall be notified promptly and, depending on the nature/scope of the breach, notification may occur in stages;
- Method of notification shall be guided by the nature and scope of the breach and in a manner that reasonably ensures that the affected individual will receive it (i.e.: by phone, letter, email or in person);
- Individual(s) shall be notified by the department associated with the breach (i.e.: student information by the Principal, employee information by Human Resources);
- Notification shall include:
 - Description of the incident and the personal information involved
 - Nature of potential or actual risk or harm, if any, and the appropriate action for individual(s) to take to protect themselves
 - What steps/actions were/are being taken
 - A contact person for questions or to provide further information; and/or contact information for the Information and Privacy Commissioner, as appropriate

4.5 **Step 5: Implement Change**

- Review the circumstances surrounding the breach. Ensure the immediate requirements of containment and notification have been addressed;
- Develop and implement new security or privacy measures;
- Determine if any systemic practices or procedures warrant reviews;
- Test and evaluate remedial actions to determine if implemented correctly; and
- Ensure staff are properly trained in new safeguards.

Resources:

- [*Information and Privacy Commissioner/Ontario, Breach Notification Assessment Tool, December 2006*](#)
- [*Information and Privacy Commission/Ontario, What to do if a Privacy Breach Occurs: Guidelines for Government Organizations, May 2003*](#)



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Liana Thompson, Superintendent of Education
RE: **SO114 Do No Resuscitate (DNR) Confirmation Form**
DATE: June 8, 2020

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board receive **Procedure SO114 Do No Resuscitate Confirmation (DNR-C) Form** as information.

Background

Procedure SO114 Do No Resuscitate Confirmation (DNR-C) Form was circulated to all appropriate stakeholders for comments to be received by May 28, 2020.

Comments Received

1. Comment: Does there need to be a statement about what type of DNRC form is required? – Must it be an original? Certified copy? School take a copy of original?
Response: The school does not retain a copy of the DNR-C Form so EMS personnel will need to work with parent to determine what type of DNR-C Form is required. The procedure has been amended to include a statement that indicates a copy of the DNR-C Form is not retained at the school.
2. Comment: where is this document stored/retained?
Response: The document will not be stored at the school. It is the responsibility of the parent/guardian to share the DNR-C with appropriate EMS staff. The procedure has been amended to include a statement that indicates a copy of the DNR-C Form is not retained at the school.
3. Comment: How this is made available in case EMS is required?
Response: School staff will encourage the parent/guardian to share the DNR-C with appropriate EMS staff once the parent has put the procedure in place.
4. Comment: Who has knowledge of the DNRC?
Response: Staff members who work directly with the student and all other relevant staff based on relevant privacy and health and safety requirements.
5. Comment: Principal in place of principal
Response: Amended

Additional Information

As a result of these comments, suggested revisions have been made to the Procedure and a draft revised procedure is attached.

Next Steps

This Procedure will be distributed in keeping with Board Bylaw BL9.

Respectfully submitted,

Liana Thompson
Superintendent of Education

**Do Not Resuscitate (~~DNR~~) Confirmation (DNR-C) Form**

Board Received: _____

Review Date: _____

Accountability

1. Frequency of Reports – As needed.
2. Criteria for Success – Staff members understand the process when ~~provided with~~ a DNR Confirmation Form is shared with them.
 - Parents understand the process when sharing a DNR Confirmation Form with their child's school.

Background

A parent/guardian may provide to a school a Do Not Resuscitate (~~DNR~~) Confirmation (DNR-C) Form for their child who is enrolled as a pupil in the school.

The ~~DNR-C Confirmation~~ Form was developed and implemented by the Ministry of Health and Long-Term Care. A completed ~~DNR-C Confirmation~~ Form has directed the practice of Emergency Medical Services (EMS) personnel since February 1, 2008. A completed ~~DNR-C Confirmation~~ Form confirms that a person, or their substitute decision maker, has decided in advance, that the person does not wish to be resuscitated if they suffer respiratory or cardio-respiratory arrest.

The ~~DNR-C Confirmation~~ Form is a single-paged, bilingual document. Each ~~DNR-C Confirmation~~ Form is imprinted with a unique serial number for the purposes of authenticity and patient tracking. A completed ~~DNR-C Confirmation~~ Form is signed by a medical doctor or nurse.

The ~~DNR-C Confirmation~~ Form is directed at EMS personnel and is not interpreted or implemented by Grand Erie staff members. A copy of the DNR-C Form is not retained at the school.

Procedures

This procedure shall be implemented by the ~~P~~principal when a parent/guardian provides the school with a ~~DNR-C Confirmation~~ Form for a student.

The principal will:

- 1.0 Inform the parent/guardian that a copy of the DNR-C Form will not be retained at the school and that the ~~DNR-CNR Confirmation~~ Form is directed at EMS personnel and will not be interpreted or implemented by Grand Erie staff members;
- 2.0 Encourage the parent/guardian to file the ~~DNR-C Confirmation~~ Form with the local EMS department and fire station with primary jurisdiction for responding to emergencies in the school's geographic location;
- 3.0 Inform the parent/guardian that Grand Erie does not direct the actions of external staff that provide services to their child, such as nurses;
- 4.0 Inform the parent/guardian that Grand Erie staff will provide emergency first aid assistance, which includes CPR, to all students in emergency situations until EMS personnel arrive on scene and take control of an emergency. This is the standard response in all circumstances, including where staff are aware that a ~~DNR-C Confirmation~~ Form is currently on file for a student.

- 5.0 Send a letter to the parent/guardian requesting written confirmation that they have been provided with the information outlined in sections 1.0-4.0 above. Ask the parent to sign, date and return a form acknowledging that they have been provided with the information outlined above.
- 6.0 Review the status of the DNR-~~C-Confirmation~~ Form annually with the parent/guardian.

INSERT SCHOOL LETTERHEAD

ACKNOWLEDGEMENT OF INFORMATION SHARING
RE: DNR CONFIRMATION (DNR-C) FORM

Date _____

Student _____

- I understand and acknowledge that the DNR-~~C-Confirmation~~ Form will not be retained at the school.
- I understand and acknowledge that the DNR-C Form is directed at EMS personnel and will not be interpreted or implemented by Grand Erie staff members;
- A request was made that I file the DNR-~~C-Confirmation~~ Form with the local EMS department and fire station with primary jurisdiction for responding to emergencies in the school's geographic location;
- I understand and acknowledge that Grand Erie does not direct the actions of external staff that provide services to their child, such as nurses;
- I understand and acknowledge that Grand Erie staff will provide emergency first aid assistance, which includes CPR, to all students, including my child, in emergency situations until EMS personnel arrive on scene and take control of an emergency.

Parent/Guardian Signature:

Parent/Guardian Name:

Principal Signature:

Principal Name:

From: Terry Fox Foundation Ontario Schools
Sent: May-25-20 3:01 PM
To: Blancher, Brenda
Subject: 2019 Terry Fox School Run - Donation History Report

Ms. Brenda Blancher
Director of Education and Secretary
Grand Erie District School Board

Dear Brenda,

Good news is something to celebrate. The results from our 2019 Terry Fox School Run are in and we are pleased to announce that Grand Erie District School Board's family of schools raised an incredible **\$58,266.48** for cancer research. A detailed donation report is attached for your viewing. We really can't thank you enough for support of The Terry Fox Foundation, helping us make great strides in the fight against cancer.

In 1980, Terry Fox set out on a mission to transform his dream, to find a cure for cancer, into reality. It takes enormous strength to conquer an obstacle as big as cancer. Terry never faltered in his determination and perseverance and we are honoured to see Grand Erie District School Board's family of schools bring the same strength and spirit to this fight. For 40 years, Terry Foxers have amazed us with their passion, raising over \$800 million dollars for cancer research. These vital funds are accelerating precision medicine approaches and connecting field researchers in ways never thought possible under the Marathon of Hope Cancer Centres network.

As we approach the 40th anniversary of Terry's Run, in this uncertain time, we hope you will take inspiration from Terry's shining example of hope, resilience, and determination. The road ahead may be unknown and unlike any we have ever been on, but together, we will take it one step at a time – just as Terry did.

Best Regards,
Ontario School Program
The Terry Fox Foundation
Email: onschool@terryfoxrun.org or Toll Free: 1-888-836-9786
terryfox.org | [Facebook](#) | [Twitter](#)



Grand Erie District School Board



THE TERRY FOX FOUNDATION
LA FONDATION TERRY FOX

Donation History Report

Statistics as of March 2020

School Name	City	Total Number of Runs	2019 Fundraising Total	Total Funds Raised to Date
Agnes G. Hodge Public School	Brantford	8	\$0.00	\$9,382.29
Anna Melick Memorial School	Dunnville	12	\$0.00	\$3,467.62
Banbury Heights Elementary School	Brantford	14	\$1,464.10	\$12,875.46
Bellview Public School	Brantford	12	\$449.65	\$2,722.08
Bloomsburg Public School	Waterford	16	\$465.95	\$24,871.30
Boston Public School	Waterford	12	\$1,373.00	\$12,414.29
Branlyn Community School	Brantford	14	\$1,063.95	\$25,597.06
Brantford Central Public School	Brantford	8	\$536.35	\$2,316.00
Brantford Collegiate Institute	Brantford	2	\$0.00	\$1,040.00
Brier Park Public School	Brantford	10	\$0.00	\$5,642.16
Burford District Elementary School	Burford	10	\$1,172.10	\$22,677.72
Caledonia Centennial Public School	Caledonia	12	\$534.00	\$4,679.70
Cayuga Secondary School	Cayuga	14	\$276.85	\$12,789.01
Cedarland Public School	Brantford	9	\$173.75	\$1,455.62
Centennial Grand-Woodlands	Brantford	5	\$489.00	\$1,852.49
Cobblestone Elementary School	Paris	15	\$3,924.75	\$52,229.94
Courtland Public School	Courtland	20	\$915.22	\$26,940.28
Delhi District Secondary School	Delhi	4	\$0.00	\$2,634.05
Doverwood Public School	Port Dover	4	\$0.00	\$2,230.39
Dunnville Central Public School	Dunnville	3	\$0.00	\$404.00
Dunnville Secondary School	Dunnville	1	\$0.00	\$203.85
Echo Place School	Brantford	10	\$64.00	\$3,155.20
École Confédération	Brantford	6	\$839.00	\$4,919.85
École Dufferin Public School	Brantford	12	\$1,066.75	\$8,902.79
Elgin Avenue Public School	Simcoe	22	\$1,079.00	\$19,820.58
Glen Morris Public School	Glen Morris	14	\$2,780.55	\$20,756.12

School Name	City	Total Number of Runs	2019 Fundraising Total	Total Funds Raised to Date
Graham Bell-Victoria School	Brantford	14	\$60.00	\$7,927.26
Grandview Central Public School	Dunnville	8	\$0.00	\$4,182.31
Grandview Public School	Brantford	14	\$200.00	\$3,190.81
Greenbrier Public School	Brantford	14	\$1,533.80	\$17,686.91
Hagersville Elementary School	Hagersville	15	\$559.10	\$23,445.07
J. L. Mitchener School	Cayuga	14	\$1,810.25	\$47,060.39
James Hillier Public School	Brantford	15	\$710.30	\$7,422.32
Jarvis Public School	Jarvis	15	\$506.25	\$8,567.03
King George Public School	Brantford	11	\$0.00	\$4,898.10
Lakewood Public School	Port Dover	6	\$1,203.80	\$16,546.44
Lansdowne-Costain Public School	Brantford	12	\$203.85	\$4,883.47
Lynndale Heights Public School	Simcoe	15	\$604.80	\$16,325.19
Major Ballachey Public School	Brantford	12	\$476.65	\$4,994.83
Mapleview Public School	Dunnville	12	\$1,747.10	\$18,256.94
McKinnon Park Secondary School	Caledonia	5	\$0.00	\$6,030.78
Mount Pleasant Public School	Mount Pleasant	10	\$490.75	\$12,596.65
North Park Collegiate Institute	Brantford	14	\$0.00	\$29,842.89
North Ward School	Paris	15	\$1,978.20	\$36,307.07
Oakland-Scotland Public School	Scotland	14	\$408.21	\$5,966.38
Oneida Public School	Caledonia	15	\$1,496.35	\$18,102.58
Onondaga Brant School	Brantford	8	\$1,715.00	\$14,857.22
Paris Central Public School	Paris	15	\$2,700.15	\$15,189.88
Paris District High School	Paris	1	\$0.00	\$700.00
Pauline Johnson Collegiate and Vocational School	Brantford	4	\$284.90	\$1,628.55
Port Rowan Public School	Port Rowan	21	\$0.00	\$41,312.14
Prince Charles Public School	Brantford	11	\$202.60	\$4,540.91
Princess Elizabeth Public School	Brantford	14	\$53.55	\$8,967.58
Rainham Central School	Fisherville	12	\$328.35	\$6,885.24
River Heights School	Caledonia	14	\$1,442.25	\$13,810.62
Russell Reid Public School	Brantford	3	\$399.20	\$1,389.85
Ryerson Heights Elementary School	Brantford	11	\$2,247.60	\$14,791.04
Seneca Central Public School	York	11	\$392.30	\$3,393.17
Simcoe Composite School	Simcoe	4	\$0.00	\$2,810.79
Sprucedale Secondary School	Simcoe	10	\$0.00	\$3,460.00

School Name	City	Total Number of Runs	2019 Fundraising Total	Total Funds Raised to Date
St. George - German School	St. George	6	\$842.80	\$4,583.56
Teeterville Public School	Teeterville	15	\$1,915.95	\$27,606.33
Thompson Creek Elementary School	Dunnville	15	\$3,559.85	\$53,671.34
Tollgate Technical Skills Centre	Brantford	2	\$0.00	\$1,737.00
Valley Heights Senior School	Langton	7	\$0.00	\$10,291.60
Walpole North Elementary School	Hagersville	13	\$1,056.70	\$28,958.20
Walsh Public School	Simcoe	14	\$969.00	\$7,034.10
Walter Gretzky Elementary School	Brantford	7	\$1,033.75	\$5,832.50
Waterford District High School	Waterford	6	\$1,122.00	\$4,070.10
Waterford Public School	Waterford	15	\$2,926.50	\$46,795.23
West Lynn Public School	Simcoe	16	\$1,869.05	\$28,928.49
Woodman-Cainsville School	Brantford	14	\$547.60	\$5,898.40
			\$58,266.48	\$939,357.11

***Statistics include all schools currently open, closed and amalgamated that have participated in Terry Fox School events over our 39-year history.*