

## **SUPPORT SERVICES: ADMINISTRATION**

### **Procedures**

1. Responsibilities of School Principals
  - 1.1 Students with special needs are the responsibility of the Principal of the school in which they are enrolled.
  - 1.2 Referrals for advice concerning students with special needs will be initiated, supervised and recorded by the Principal in consultation with the school-based team.
    - 1.2.1 Principals shall publish a procedure and schedule to ensure the timely access to school-based teams by teachers and parents.
    - 1.2.2 Students identified as special needs shall have their individual education plans (IEPs) reviewed so as to facilitate appropriate programming and placement decisions.
  - 1.3 Principals shall maintain a liaison with the parents of special needs students via the school-based team and/or IEP review meetings so that the parents can be kept well informed on all school matters pertaining to their children.
  - 1.4 In consultation with the teachers in the school and, if required, the advice of Support Services personnel, the Principal shall ensure students with special needs have access to special programs.
  - 1.5 The District Principal of Support Services will regulate the allocation of students to special services and/or programs.
  - 1.6 Specialist reports, from District or other agencies, shall be held by the District Principal of Support Services. Data shall be provided to the school for supporting the student's Individual Education Plan (IEP).
    - 1.6.1 All student files shall be kept in a manner to protect the confidences of the student and the integrity of the information.
    - 1.6.2 Students identified as students with special needs will have a notification of the existence of specialist reports (held by the District Principal of Support Services) inserted in their school file.
    - 1.6.3 When a student with special needs leaves the District a release of information form (Form 213-1), signed by the parent, will be required before specialist reports (held by the District Principal of Support Services) can be mailed to the new District.
    - 1.6.4 Any specialist reports held by the school shall be sent to the District Principal of Support Services when students leave the District (by transfer or graduation.)
  - 1.7 The privacy of the student and his/her family is to be respected; information will be shared only with those professionals directly involved in the case.
  - 1.8 Principals shall ensure that an adequate number of periodic reviews are made of the student's progress and needs.

2. Inter-Agency Cooperation
  - 2.1 The District Principal of Support Services shall coordinate its services with those of other agencies which provide for students with special needs.
3. Qualifications of Professionals
  - 3.1 Every effort shall be made to recruit appropriately trained personnel to assist teachers in providing for students with special needs.
4. Professional Development
  - 4.1 Support Services personnel will foster the professional development of teachers by providing supportive services, by engaging in consultations, by providing in-service programs, by arranging visitations, and by circulating pertinent literature.
  - 4.2 The Superintendent encourages the development of a comprehensive in-service program for all teachers.
  - 4.3 At the discretion of the Superintendent, attendance at a designated in-service session may be made mandatory, in which case the District shall provide funding for the teacher(s).
5. Program Evaluation
  - 5.1 In order to assess their effectiveness in terms of program goals and objectives, the District Principal of Support Services shall provide for periodic evaluations of special services and/or programs.
6. Professional Services
  - 6.1 Provided that funds are available, the Superintendent may employ temporary or part-time consultants to assist with special education programs and/or services. These consultants shall exercise no administrative authority over District employees; they shall act only as advisors.
  - 6.2 Where a needed service is not available and if it is impractical to offer it within the District, the District shall contract out the service to a neighbouring school District or to an agency in the area.
7. Fiscal Management
  - 7.1 The District Principal of Support Services shall have direct authority and responsibility for the efficient and effective expenditure of funds within approved and assigned District budgets.
  - 7.2 The District Principal of Support Services shall prepare cost estimates and a special services budget for the Superintendent.
8. Physical Facilities
  - 8.1 Wherever feasible, special services and/or programs shall be housed in regular school buildings rather than in separate facilities.
  - 8.2 Students with special needs shall have appropriate access to the facilities and services in the school.
  - 8.3 All future new construction of schools shall be designed to be inclusive and shall meet National Building Code standards for wheelchair access.

8.4 In the event that facilities to house a particular special services program are not available, the District may decline to offer the program.

9. Transportation

9.1 Where feasible the District will provide transportation:

9.1.1 Where a student with special needs must travel beyond the walk limits to reach school the District shall be responsible for the student's transportation;

9.1.2 Where a student with special needs is deemed to be incapable of walking to school because of a physical or mental special needs, the District shall provide transportation even if the student resides within walk limits.

9.2 Where the District provides transportation or supports transportation, it is understood that:

9.2.1 The District will provide transportation to and from one pick-up point. The parent will provide supervision and/or physical support to and from the bus door or wheelchair ramp;

9.2.2 Students with special needs accessing mandated respite care will only be accommodated if it does not adversely affect bus routes;

9.2.3 The District expects parents to ensure appropriate "parental" supervision that accommodates the safe, efficient use of District-supported transportation.

9.3 Where it is not feasible to provide regular school bus services, the District may elect to pay a transportation allowance to parents for the transportation of children in special services programs.

9.4 Where appropriate facilities for special education are not available in the District, the District shall approve the payment of tuition fees and transportation allowances as provided in the School Act.

Reference: Sections 6, 11, 17, 20, 22, 26, 85, 88, 89, 91 School Act  
School Regulation 265/89  
Individual Education Plan Order M638/95  
Special Needs Students Order M150/89  
Support Services for Schools Order 149/89  
Special Education Services: A Manual of Policy, Procedures and Guidelines

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