



Appropriate Educational Programming - Procedure

The following procedure outlines assessment for specialized programming, Individual Education Plans.

2. Individual Education Plan

An Individual Education Plan (IEP) is a written plan for a student who requires programming outside of the regular curriculum. The IEP is developed by a team which includes parents/legal guardians, the student (where appropriate), teachers and other professionals. The responsibilities of the Director/Principal, teacher and parent/legal guardian are as follows.

a. Director/Principal

The Director/Principal shall ensure that:

- each student who is eligible for special education supports and programs will have an Individual Education Plan,
- parents/legal guardians and the student (where appropriate) have the opportunity to participate in the IEP process,
- the IEP is updated annually,
- the parents/legal guardians sign the IEP,
- in cases where the parents/legal guardians have not signed the IEP, the reasons for the refusal to sign and any actions taken by the school to resolve this, are documented.

b. Teacher

The teacher shall:

- develop, monitor and revise the IEP in consultation with the school team and parent/legal guardian,
- deliver programs for the student as outlined in the IEP with the support of appropriate staff,
- report student progress to parents/legal guardians.

c. Parents

Parents/legal guardians shall:

- participate in IEP meetings, where applicable or by phone sign the IEP.

3. Dispute Resolution

If a dispute occurs between the parents/legal guardians or adult student and the school about student programming or the placement of a student with an IEP, the following process will be used to resolve the dispute.

a. School

Every effort will be made to resolve the dispute at the school level. The Director/Principal shall arrange a meeting with the parents/legal guardians, the school team and other personnel as required to discuss the concerns and come to a resolution. The student whose program is in dispute will remain in his/her present placement until the dispute is resolved.

The Director/Principal will refer the matter to the Board Chairperson.

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