




Service to Students with Special Needs

Administrative Regulation 305

1. The principal is responsible for ensuring that students with special needs are identified and provided an education program. These responsibilities include
 - a. collecting information and identifying students with special needs.
 - b. identifying the teacher(s) responsible for administering the Level A tests necessary for the identification of students.
 - c. identifying the teacher(s) responsible for the education program for students with special needs.
 - d. determining the method of delivery of support to the teacher(s) responsible for delivery of the program.
 - e. consulting parents regarding education programming and placement. This shall include a process for communicating to the parents the grade level within the Program of Studies at which their child receives instruction.
 - f. ensuring that documentation is in place to access funding from Alberta Learning.
2. Learning Support Services may be called upon to assist with these responsibilities.
3. The principal shall designate a teacher to provide support to the classroom teachers in meeting the needs of students with special needs and to coordinate communication with Learning Support Services regarding students with special needs.
4. An Individual Program Plan (IPP) must be prepared and implemented for each student identified with special needs. The IPP must include
 - a. special education and related services to be provided;
 - b. long-term goals and short-term objectives;
 - c. assessment procedures and diagnostic information on which the plan is based;
 - d. review dates, results, and recommendations;
 - e. placement plans for students who are served outside the regular classroom;
 - f. transition plans to reintroduce students to the regular classroom who have previously been withdrawn; and
 - g. a parental signature.
5. Students with special needs should be placed with their age-appropriate peers in regular classrooms to the greatest extent possible.
6. Referral for placement in a district special education program shall be considered only when the student's education program needs cannot be met in an inclusive placement.
7. Referral for placement in an out-of district placement shall be considered when the student's education program needs cannot be met within the district.
8. Parents shall be informed of their right to appeal educational decisions regarding their child.

Reference: Board Governance Policy EL# 4 School Act Section 8,45(1),47,48 Alberta Education Policy 1.6.1, 1.6.2	Approved: 
	Date Approved: April 3, 2000
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