
SECTION 1: CONSULTATION PROCESS

In accordance with Regulation 306, the Renfrew County District School Board has maintained a special education plan, reviewed it annually, and amended it as necessary to meet the current needs of our exceptional students. The amendments are no longer required to be submitted to the Minister for review on an annual basis. The Renfrew County District School Board's Special Education Department prepares the report for submission to the Special Education Advisory Committee and forwards the recommendation of this committee and the report to the Board for approval.

The annual review process is as follows:

1. By December 1 in each year the Superintendent responsible for Special Education and the Supervising Principal for Special Services will present to the Special Education Advisory Committee an outline of the review plan for the current year.
2. The Special Education Advisory Committee will be responsible for approving the recommended review plan. The Special Education Department will be responsible for implementing the approved review plan and will conduct the review in accordance with the review procedures established.

The Special Education Department will prepare and present a report with recommendations to the SEAC committee. The SEAC will review the report and its recommendations and make motions regarding each recommendation or revisions to the plan.

The Superintendent responsible for Special Education will present a report to SEAC on current Special Education programs and services and any revisions required due to changes within the Board structure, financial constraints or Ministry recommendations/regulations.

Following the recommendations of SEAC regarding the Revised Plan, a report will be forwarded to the Board.

Once the revisions to the plan have been reviewed by the Board, and any recommendations or amendments have been made, the revised plan will be submitted on or before July 31.

The Review Process 2010-11

The board was advised by the Ontario Ministry of Education that, for 2010-2011 and 2011-12, and subsequent years, the Plan process would be amended through the use of a template to guide the review of the Plan's components.

This process was implemented in May-June 2010.

Minority Reports

The Trustee(s) on the Special Education Advisory Committee present SEAC recommendations to the Board and provide SEAC with the Board's response. The Superintendent with responsibility for Special Education will respond to minority and majority reports. There were no minority reports submitted during the 2014-2015 school year.

**RENFREW COUNTY DISTRICT SCHOOL BOARD
SPECIAL EDUCATION DEPARTMENT
FIVE YEAR PLAN**

** All Special Education Programs and Services reviewed 2014-15

PROGRAM/SERVICE	11-12	12-13	13-14	14-15	15-16
Behavioural Programs <ul style="list-style-type: none"> • School Support Counsellor role and responsibilities • Job Descriptions • Performance Appraisals • Attendance Role • School Support Counsellor Manual • Paperwork and Forms • Reporting Protocol 	✓				
Day Treatment Programs				✓	
Educational Assistants <ul style="list-style-type: none"> • Job Descriptions • Qualifications • Training • Performance Appraisals 		✓			
Gifted Programming <ul style="list-style-type: none"> • Enrichment • Mini-courses • Alternatives 				✓	
Individual Education Program <ul style="list-style-type: none"> • Update • In-service • Validation • Technology 	✓				
Special Equipment Allotment (formerly I.S.A. 1) <ul style="list-style-type: none"> • Protocol 	✓				
IPRC's <ul style="list-style-type: none"> • Manual • County / School • Forms 	✓				
Parent Brochures <ul style="list-style-type: none"> • Update and review 	✓				
Parent Guide to IPRC's <ul style="list-style-type: none"> • Update and review 		✓			
Psycho-educational Resource Program <ul style="list-style-type: none"> • Assessment Protocol • Quota System • Reporting to parents/staff • Forms 	✓				
SERT <ul style="list-style-type: none"> • Create Manual – resource guide • Review Manual • Assessment Protocol • Assessment Tools • Forms Used 			✓		

PROGRAM/SERVICE	11-12	12-13	13-14	14-15	15-16
Social Interaction Program <ul style="list-style-type: none"> • Viability • Cost • Distribution • Manual/Exemplar • Accountability • Management 			✓		
Special Education Classes <ul style="list-style-type: none"> • Submission to County I.P.R.C. • Admission • Locations • Class Sizes • Support • SLD/MID or SLD/MID Blend 		✓			
Special Education Department Heads <ul style="list-style-type: none"> • Roles and Responsibilities • Preparing for In-school IPRC's • Preparing for County IPRC'S • Preparing for Transition Meetings • Preparing for Feeder School IPRC's 		✓			
Special Education Forms <ul style="list-style-type: none"> • Review and Update 					✓
Special Education Web-page <ul style="list-style-type: none"> • Program descriptions • Services provided 			✓		
Special Equipment Allotment <ul style="list-style-type: none"> • Internal Audit • Ordering Process 				✓	
Speech and Language Program <ul style="list-style-type: none"> • Assessment • Communicative Disorders Assistants/Performance Appraisals • Forms and Protocol • Caseloads 			✓		
Transition Plans <ul style="list-style-type: none"> • Update • Implementation • By grade division/over 14 yrs old 	✓				
Triad Meetings <ul style="list-style-type: none"> • Community Links 					✓
Vision and Hearing Programs/ABA Facilitator <ul style="list-style-type: none"> • Caseloads • Assessments • Manual 			✓		
Vocational/Life Skills Programs <ul style="list-style-type: none"> • Availability • Class Sizes • Distribution of Students • Professional Development • High School Vocational Programs • Work Experiences and Job Coaching Support 			✓		

* Each sub-committee should normally consist of the following:

- 2 members of the Special Education Advisory Committee
Supervising Principal for Special Services, Administrator of Special Education or Special Education Consultant
- 2 Special Education Teachers specific to the program/service being reviewed
- 1 Principal
- 1 Vice Principal
- 1 Trustee (minimum)