

3.0. Student Services

3.B.

3.B. INDIVIDUAL STUDENT EDUCATION PLANNING

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Policy Reference: EL-1.1

School divisions may develop student-specific plans where students require extra supports to be successful in many areas. These plans outline processes for meeting learning outcomes in the regular curriculum as well as areas outside of the curriculum.

When a school team has identified that a student has exceptional learning needs that require student-specific outcomes that are additions to, are different from, or exceed the curricular outcomes, then an individual student education planning process should occur. A Student Specific Plan (SSP) should be created with student, parent, school team and other team members from the division or outside agencies being included in the planning, documenting, monitoring, and reporting.

It is the practice of most schools to identify in a student's SSP the academic, social, emotional, or behavioral outcomes that are required to support student learning in the classroom. Student-specific outcomes differ from the curricular outcomes.

School divisions use a variety of terms to identify the written document for the individual education planning process.

Lakeshore School Division shall:

- Provide parents with the opportunity to participate in decisions that affect students' education.
- Provide parents with the information needed to make informed decisions.
- Involve parents in planning, problem solving and decision-making related to student-specific outcomes.
- Ensure that a student is not denied educational programming pending the conduct of any assessment or the preparation of a SSP.
- Require principals to designate a case manager and ensure that SSPs are developed with the assistance of the teacher and other in-school personnel.
- Ensure that written SSPs are developed, revised, implemented, monitored, and evaluated at least annually for all students, identified as having exceptional learning needs.
- Obtain written informed parental confirmation on SSPs to indicate involvement in the SSP development process.
- Document the reasons for refusal and/or actions undertaken by schools to obtain consent and/or resolve concerns in cases when parents refuse to participate in the planning process.

- Inform parents of students' progress at the regularly scheduled reporting periods throughout the year or more frequently if programming changes are deemed appropriate.
- Involve parents, students (when appropriate), teachers and other professionals in the development, implementation, monitoring and evaluation of students' SSPs.
- Include in each SSP information about the student's current level of performance and achievement relative to identified learning outcomes in the provincial curriculum and/or the student-specific outcomes.
- Ensure that students who have reached the age of 16 have a transition plan where required according to interdepartmental protocol agreements
- School principals are accountable for the delivery and implementation of educational programming and services for students with exceptional learning needs
- Document, in the SSPs, the formal review of students' progress, at the schools' regular reporting periods
- Ensure that access to SSPs and student records complies with the *Manitoba Pupil File Guidelines, The Freedom of Information and Protection of Privacy Act and The Personal Health Information Act*

Principals are responsible for:

- Ensuring that a SSP is prepared for a student who is unable to access the regular curriculum.
- Ensuring that the IEP
 - Is prepared with the assistance of the student's teacher(s) and other in-school personnel
 - Takes into account the student's behavioural and health-care needs (if any)
 - Is consistent with provincial protocols respecting a student's transition to and from school
 - Is updated annually, or sooner if required by a change in the student's needs.
- Ensuring that a student's parents and the student, if appropriate, are given the opportunity to participate in preparing and updating the student's SSP and to be accompanied and assisted by a person of their choosing.