



<b>NAME:</b> 04.12 EDUCATIONAL SUPPORT SERVICES (ESS)	<b>VERSION:</b> 1
<b>ADOPTED:</b> MAY 24, 2014	<b>REVIEW:</b> 2014-2015

**REVIEW ANNUALLY TO CONFIRM NO MINISTRY CHANGES**

**PREAMBLE**

An inclusive model of education exists at Richmond Christian School (RCS) to ensure that all students, regardless of their physical, academic, social or emotional needs, are supported and equipped to joyfully serve Christ in all aspects of life. The Educational Support Services (ESS) departments serve to provide individualized learning experiences and methods of assessment for students who require adaptations, modifications and/or additional classroom support. ESS also ensures students meet the necessary criteria for eligibility when requesting Special Education funding from the Ministry of Education. The purpose of Educational Support Services is to ensure that students who require support are given access to the support necessary independent of ministry funding wherever staffing resources, scheduling and classroom organization allows.

**MINISTRY OF EDUCATION**

1. RCS operates in compliance with guidelines and expectations set out in the BC Ministry of Education’s *Special Education Services: A Manual of Policies, Procedures and Guidelines*. ([http://www.bced.gov.bc.ca/specialed/special\\_ed\\_policy\\_manual.pdf](http://www.bced.gov.bc.ca/specialed/special_ed_policy_manual.pdf))

**ENROLLMENT**

2. Enrollment is in keeping with policy 4.0 Admissions, Section 7.2. Applicants who require support must meet all enrollment criteria. In addition, the ESS department must affirm that the applicant can be properly supported and that the department is able to meet the student’s learning needs. Copies of all relevant assessment reports and any special needs funding history must be provided with the application package.

**REFERRALS AND ASSESSMENTS**

3. Students may be referred to ESS at any time during the school year if an area of concern is identified by a teacher, administrator, parent or ESS team member. Referrals can be made to the campus specific ESS School Based Team (SBT).

4. A written confirmation from the student's parent or guardian must be obtained:
  - a. in advance of any additional support being rendered through RCS ESS
  - b. in advance of any level B or level C assessments
  - c. when a student is exempt from a particular course or school program; or
  - d. when denying recommended support or funding
5. ESS includes student services involving:
  - a. students with a ministry designation (funded or non-funded)
  - b. students who require Learning Assistance but who do not have a ministry designation
  - c. students who are English Language Learners (ELL)
6. Program delivery may range from full inclusion to partial participation, depending on the student's needs.
7. While soliciting input from parents, final decisions regarding the level of integration, staffing and the student's educational program rests with the administration.
8. Parents are responsible to assist in covering the costs of assessments. Parents can apply to have any or all of the assessment costs covered through outside support means. However, if parents are experiencing financial hardships RCS will partner with them to ensure that assessment costs are covered. This applies to assessments required for ministry designation or support services required for student programming.

#### **EDUCATIONAL SUPPORT SERVICES COMMITMENT**

9. ESS provides additional support in various academic and/or social, emotional and/or behavioural areas for students when special learning requirements cannot be met entirely in the classroom
10. Individual Education Plans (IEPs) must be updated and reviewed annually for each ministry designated student. IEPs are completed by the student's Case Manager in cooperation with:
  - a. Parent(s),
  - b. Classroom Teacher(s),
  - c. Educational Assistant(s),
  - d. Learning Assistance Teacher (if applicable),
  - e. Student (optional) , and
  - f. other Professionals and Outside Agencies (when applicable)

11. Evaluation of student learning is ongoing and according to their IEP. Student progress reports for students with special needs are provided on the same schedule as used for all students in the school.
12. Transition planning for students is required at key transition points: Pre-school to Kindergarten, Campus to Campus and through School Completion from RCS into Community Living.

### **REMOVAL**

13. It is the decision of the Principal, in consultation with the Special Education Coordinator, the Superintendent and any other relevant members of the student's support team, to remove support for a student or remove a student from the school if:
  - a. the student no longer requires the support;
  - b. the school can no longer offer the appropriate program or support to meet the student's needs;
  - c. parental support for the program is not in place;
  - d. the student is uncooperative, and/or
  - e. the student exhibits behaviour that is detrimental to the progress of self and/or others.

### **PHYSICAL RESTRAINT AND SECLUSION**

14. Only qualified staff who have taken a recognized *Non-Violent Crisis Intervention* training program, such as Crisis Prevention and Intervention (CPI), may restrain students in order to protect the student from harming themselves or others.
  - a. CPI certification must be updated according to *Non-Violent Crisis Intervention* standards. Restraint and/or Seclusion must comply with *Worksafe* regulations.

### **SCHOOL LEAVING CERTIFICATE**

15. When special circumstances arise or when individual cognitive and physical challenges make it prohibitive or impossible to achieve a BC graduation certificate, the Dogwood Diploma, a School Leaving Certificate (Evergreen Certificate) may be issued by the Ministry of Education. This decision is made in consultation with the student's parents or guardians.

School Leaving Certificates are intended to recognize the accomplishments of students, including students with special needs, who have succeeded in meeting the goals of their educational program as outlined in their IEP. All students in receipt of School Leaving Certificates can also receive a transcript of successfully completed Grades 10 to 12 courses that may be a mixture of credit and non-credit.

## CONFIDENTIALITY

16. To ensure confidentiality of information contained in student records and to maintain privacy for students and their families, RCS ESS department will store this information in accordance with the requirements of PIPA (Personal Information Protection Act). Specific information can be found online at: *Ministry of Education Office of the Inspector of Independent Schools student records. Requirements and Best Practice Guidelines for Independent Schools.*  
[http://www.bced.gov.bc.ca/independentschools/is\\_resources/student\\_record.pdf](http://www.bced.gov.bc.ca/independentschools/is_resources/student_record.pdf).