

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Special Education	POLICY REFERENCE: 720 Alternative Programs
PROCEDURE CODE: 720 P 004	

PROCEDURES

- A. The district will, within available resources:
1. Screen students for early identification of special needs.
 2. Refer students "at risk" for learning problems and those identified as having special needs for further consultation and/or assessment.
 3. Utilize qualified persons in early identification of students where a special education program is necessary.
 4. Consult with parents and, where appropriate, the student before providing a special education program.
 5. Provide access to a special education program for identified students.
 6. Provide special education programs:
 - a) based on an Individualized Program Plan (IPP) which specifies goals and objectives and outlines services to meet the identified educational needs of the individual student with special needs
 - b) located in a variety of settings, including the regular classroom
 - c) based on and modified by the results of continuous assessment evaluation
 - d) based on instruction appropriate to the student's individual learning level
 7. Provide ongoing communication regarding coordination of services.
 8. Make written procedures available regarding the provision of health-related support services for students with special needs. (Refer to Policy 370)

9. Coordinate transitions for special needs students.
 10. Utilize School Teams to coordinate programs for special needs students.
 11. Provide a process for equitable and fair dispute resolution and appeals.
- B. The district will allocate resources to assess special needs students and to provide for the appropriate professional development for staff regarding special needs students and their programs.
- C. Procedures for the following areas will be outlined in the Special Education Handbook.
1. Screening
 2. Referrals
 3. Assessments
 4. Program Planning
 5. Program Placement
 6. Special Education Appeals [Policy 370]
 7. Services for Children and Families
 8. Health-related Support Services
 9. Transition Planning

**Approved:
May 17, 2005**