

# AVON MAITLAND DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURE

### NO. 227

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#### **SUBJECT: IDENTIFICATION, PLACEMENT AND REVIEW COMMITTEE**

Legal References: *Education Act: Section 170 Duties of Boards: Special Education Programs and Services; Ontario Regulation 181/98 Identification and Placement of Exceptional Pupils; Ontario Regulation 298 Section 31: Special Education Programs and Services; Ontario Regulation 306 Special Education Programs and Services*

Related References: *Administrative Procedure 228 Identification, Placement and Review Committee Appeals;*

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#### **1. Role of Committee**

- 1.1 The role of the Identification, Placement and Review Committee (I.P.R.C.) is to:
- a) Invite the parent(s)/guardian(s) and the student (if 16 years of age or older) to attend the meeting;
  - b) Review relevant information about the student;
  - c) Describe the student's strengths and needs;
  - d) Determine whether a pupil should be identified as exceptional;
  - e) Identify the area(s) of exceptionality according to the Ministry of Education categories and definitions;
  - f) Determine on the appropriate placement for the student;
  - g) Review the identification and placement at least once in each school year.
  - h) Provide materials, including applicable Guides, to parent(s)/guardian(s).  
Alternative formats (e.g., Braille) provided upon request.
- 1.2 The Avon Maitland District School Board acknowledges and values the integral role of parent(s)/guardian(s) in the IPRC process for pupils with special needs.
- 1.3 It is the responsibility of the principal to meet the requirements of *Ontario Regulation 181 The Identification and Placement of Exceptional Pupils*.

#### **2. I.P.R.C. Procedures**

- 2.1 Requesting an I.P.R.C. Meeting:
- 2.1.1 Within 15 days of receipt of a written request from the parent(s)/guardian(s) to convene an IPRC meeting, the principal of the student's school must:
    - acknowledge the parent/guardian request (if the IPRC is being convened at parental request);
    - provide a copy of the board's Parents' Guide to special education;
    - provide a written statement indicating approximately when the IPRC will meet.
  - 2.1.2 The principal may, with written notice to the parent(s)/guardian(s), refer the student to an I.P.R.C.

- 2.2 Notice of the I.P.R.C. Meeting:
- 2.2.1 At least 10 days before the meeting, the chair of the I.P.R.C. must send the parent(s)/guardian(s) written notification of the meeting. This letter will provide information about date, time, and place of the meeting and asks the parent(s)/guardian(s) to indicate whether he/she/they will attend.
- 2.2.2 Parent(s)/guardian(s) should be informed that they have a right to:
- be present at and participate in all IPRC discussions about the pupil;
  - be present when the Committee makes its decision about identification and placement;
  - have a representative present to speak on their behalf and otherwise support them.
- 2.2.3 Every effort should be made to accommodate the schedule of the parent(s)/guardian(s).
- 2.2.4 The parent(s)/guardian(s) (or student 16 years or older) must receive the same information about the student that the chair of the I.P.R.C. has received. This information is to be provided to the parent(s)/guardian(s)/student as soon as possible following receipt by the chair.
- 2.3 Attending the I.P.R.C. Meeting:
- 2.3.1 Parent(s)/guardian(s) and the student (age 16 years or older) must be invited to attend and participate in the IPRC meeting. Every effort should be made to accommodate the schedules of the parent(s)/guardian(s) and student.
- 2.3.2 The Committee will consist of at least three persons, one of whom must be a principal or a supervisory official of the board. For most pupils, the Committee will be comprised of the principal (chairperson), SERT(s), and the teacher(s) of the pupil referred for consideration.
- 2.3.3 The Superintendent of Education (Learning Services – responsible for Special Education) or designate will attend the I.P.R.C. meeting.
- 2.3.4 Additional resource people may be invited to attend the I.P.R.C. meeting. These may include:
- a) Board support staff;
  - b) Learning Services support staff;
  - c) Other professionals;
  - d) Agency contact persons;
  - e) An interpreter (including a sign-language interpreter), if one is required;
  - f) A representative of the parent(s)/guardian(s) or the student 16 years of age or older.
- 2.4 The I.P.R.C. shall operate as follows:
- 2.4.1 At the initial I.P.R.C. meeting and at subsequent annual reviews:
- the student's strengths and needs will be documented;
  - decisions will be made about identification and placement;
  - categories and definitions of exceptionalities will be identified;
  - the statement of decision will be sent, within one month, to relevant parties (i.e., the Director of Education or designate).
- 2.4.2 The signature of the parent(s)/guardian(s) confirms the identification and placement effective immediately. Where parent(s)/guardian(s) has not signed the IPRC Statement of Decision and has not indicated a wish to appeal the decision, after 30 days of no response, the Committee will implement the identification and placement.

- 2.4.3 Where parent(s)/guardian(s) declines to sign the IPRC Statement of Decision, the I.P.R.C. will be **adjourned** and every effort shall be made to reconvene at the earliest possible opportunity, with the supervisory official (or designate) as chairperson. This action would normally precede any invoking of Appeal Procedures.
- 2.4.4 Should a parent(s)/guardian(s) waive or decline to participate in the I.P.R.C. meeting, the principal shall send a copy of the IPRC Statement of Decision to the parent(s)/guardian(s) requesting input. After a period of 30 days, in the absence of a request from the parent(s)/guardian(s) to meet with the Committee, the placement decision may be implemented by the board.
- 2.4.5 A copy of the I.P.R.C. Statement of Decision will be retained in the student's O.S.R. along with relevant assessment reports and other documents. A copy shall be provided to the parent(s)/guardian(s) of the pupil. A copy shall be forwarded to the Superintendent of Education (Learning Services – Special Education).
- 2.4.6 All I.P.R.C. documents will be accessed electronically.
- 2.5 After the I.P.R.C. Decision:
- 2.5.1 Within 30 school days of a placement being implemented, an Individual Education Plan (I.E.P.) will be completed for every pupil identified as exceptional by the I.P.R.C. process.
- 2.5.2 The plan will be prepared in consultation with the parent(s)/guardian(s) and student age 16 years or older, and a copy provided to them.
- 2.5.3 For all pupils with an IEP, the principal shall ensure that a Transition Plan is developed and included in the Individual Education Plan.
- 2.5.4 The I.E.P. will be kept in the pupil's O.S.R.
- 2.5.5 Parent(s)/guardian(s) who chose not to attend the I.P.R.C. will be given copies of the Statement of Decision from the I.P.R.C. meeting.

### 3.0 Request for a Review

- 3.1 At any time *after* a placement has been in effect for three months, but not before, a request for an I.P.R.C. review may be made by:
- The school principal with written notice to the parent(s)/guardian(s);
  - The parent(s)/guardian(s) in a written request to the principal; or
  - The director of education of the educating board.
- 3.1.1 A request by a person for an I.P.R.C. review cannot be made more than once in every three-month period.
- 3.1.2 An I.P.R.C. review meeting must be held once within each school year, unless the principal of the school at which the special education program is being provided receives written notice from the parent(s)/guardian(s) dispensing with the annual review.
- 3.2 The I.P.R.C. review is subject to the same timelines as the original I.P.R.C. process.
- 3.3 The same people may attend the I.P.R.C. review as attended the original I.P.R.C.
- 3.4 The I.P.R.C. will review the **placement** and **identification** decisions, and decide whether these should be continued or whether a different decision should be made now regarding **placement** and **identification**.

- 3.5 After the review, a written statement of decision identifying (confirming or changing) the student's identification and placement will be sent by the chair of the committee to:
- the parent(s)/guardian(s);
  - the student, where the student is 16 years of age or older;
  - the school principal;
  - the director of the school board.

## THE IPRC PROCESS AND TIMELINE

### IPRC MEETING REQUESTED

(Within 15 days of request)

- Principal sends parent/guardian (and student if 16 or over):
  - Acknowledgement of parental request for IPRC (if appropriate) to IPRC
  - Parents' Guide
  - Approximate date for IPRC meeting

(At least 10 days before meeting)

- IPRC chair sends parent/guardian (and student if over 16):
  - Notification of IPRC meeting
  - Details of the meeting (date, time, place)

(Before the meeting and as soon as possible after receipt of information)

- IPRC chair sends parent (and student if 16 or over) information about student received by IPRC

### IPRC MEETING

- Student's strengths and needs documented
- Decision about identification and placement made
- Categories and definitions of exceptionalities identified
- Recommendations made about program and services
- As soon as possible after decision, statement of decision sent to relevant parties

### AFTER IPRC DECISION

Parent/Guardian may:

- Agree and sign consent form
- Make no response
- Request further discussion, or
- Disagree and file appeal with special education appeal board

#### **If parent/guardian agrees or makes no response:**

(Within 30 school days of placement being implemented)

- School completes IEP; parent(s)/guardian(s) receive copy

#### **If parent/guardian wishes further discussion:**

(Within 15 days of receipt of decision)

- Request for second meeting

#### **If parent/guardian disagrees:**

(Within 30 days of receipt of initial IPRC decision)

- Parent files notice of appeal with secretary of board

### SECOND IPRC MEETING

As soon as possible after the meeting, notice of results sent to relevant persons, along with reasons for changes if there is a revised decision

### AFTER SECOND IPRC MEETING

Parent/guardian may:

- Sign consent form, or
- Make no response (board then implements placement; develops IEP)

#### **If parent/guardian disagrees:**

(Within 15 days of receipt of decision of the second meeting)

- Parent/Guardian files notice of appeal with secretary of board of second meeting)