

## **INDIVIDUAL EDUCATION PLANS**

1. An Individual Education Plan is designed for a specific student and includes: expected learning outcomes, support services or additional services to enable student success, and adapted materials or instructional methods. The document must be concise but thorough. It may have pertinent or essential material appended, and it will be included in the student's file.
2. Teachers are required to add essential dates and student data, names of persons other than the teacher involved in program delivery, student strengths, evaluation methods, and review dates.
3. Individual Education Plans will be established for the following students:
  - a. any student who requires significant adaptation of program presentation/delivery;
  - b. any student who requires modification to program outcomes;
  - c. special needs students who are challenged intellectually, physically, behaviourally, have a diagnosed learning disability, or are gifted may be included.
4. Individual Education Plans are not required for:
  - a. any student with less than 25 hours of remedial instruction in any form, from a person other than the classroom teacher;
  - b. any student with only minor adaptations to program presentation/delivery.
5. Students who may require Individual Education Plans and attendant services will be referred to the School Based Team and, upon adjudication by that group, modified programs or program adaptation will be recommended. The School Based Team will consist of the parent(s) and all stakeholder persons including classroom teacher(s), Special Needs Education Assistant(s) and Special Services provider(s) involved in the delivery of a program for a student being referred. This group must meet on a regular schedule.
6. The design of Individual Education Plans is the responsibility of the Learning Assistance Resource Teacher and must be completed in cooperation with the classroom teacher.