
SECTION 18: COORDINATION OF SERVICES WITH OTHER MINISTRIES OR AGENCIES

Transition Plan

The Renfrew County District School Board recognizes the value of co-ordinated communication for all students. In support of this recognition the RCDSB provides for three distinct transition periods. These periods, which occur through a special education student's academic years, provide a seamless transition that helps the child socially, emotionally and academically.

It is the responsibility of the principal, school staff, special education central staff, local community services and the parents to assist with these successful transitions.

The three transition periods are:

- Pre-school to school
- Elementary to Secondary
- Secondary to Post-Secondary Experience

See Appendix A.

Members of the Transition Planning Team

1. Student/Family – student, parent(s)/guardian, advocate
2. Community Agencies – psychologist, social worker, community and/or health agency representatives, further educational representatives, workplace co-ordinator or representative
3. School – special education teacher, classroom/subject teacher(s), guidance counsellor, School Support Counsellor, co-op teacher, principal, special education central staff (Supervising Principal for Special Services or Administrator of Special Education)

Information Sharing

- The RCDSB and RCCDSB will co-sponsor a fall and a spring information meeting, inviting all community agencies to bring information to school representatives of what is available and how parents can access these services for their children.
- In January or February, Secondary Special Education Department Heads host an information session for all feeder schools to outline what special education services are available in their school.
- The school provides a facility for co-ordinating services and information regarding the child's educational and/or related needs. The school will also facilitate and enhance communication with parents and community services, at each of the transition periods, which services will best meet the child's needs. This will ensure that information is shared for all services available in Renfrew County with schools, principals and special education staff.
- At age 14, transition plans become an important element of the IEP. A fall meeting is held in the final year of elementary school to discuss proposed secondary program opportunities and

options. At the spring IPRC meeting with all partners, this plan is finalized and will assist with the transition into secondary school.

- During the students' final year at secondary school, a transition meeting will be held in the fall with all relevant community agencies, to explore and outline possible options and supports for post-secondary experience.
- A follow-up transition meeting, as part of the IPRC, is held in the spring to finalize the proposed plan.

Agencies in Renfrew County that can be of assistance in transition planning include:

Community Living – Upper Ottawa Valley

894 Pembroke Street West, Box 1030, Pembroke, ON K8A 5P8

Telephone: (613) 735-0659

Fax: (613) 735-1373

Web: www.communitylivingupperottawavalley.ca

Madawaska Valley Association for Community Living

19491 Opeongo Line E, Box 1178, Barry's Bay, ON K0J 1B0

Telephone: (613) 756-3817

Fax: (613) 756-0616

Web: www.mvacl.com

Community Living Renfrew County South

In Renfrew: 326 Raglan Street South, Renfrew, ON K7V 1R5

Telephone: (613) 432-6763

Fax: (613) 432-9465

Web: www.clrcs.com

Renfrew County Developmental Services

c/o Family & Children's Services

77 Mary Street, Suite 100,

Pembroke, ON K8A 5V4

Contact: Deborah McGrath, Manager, Developmental Services

Telephone: (613) 735-6866 or 1-800-267-5878

Fax: (613) 735-3067

Community Care Access Centre – Renfrew County

1100 Pembroke Street East,

Pembroke, ON K8A 6Y7

Telephone: (613) 732-7007 or 1-888-421-2222

Fax: (613) 732-2051

Web: www.ccacrenfrew.org

The Supervising Principal for Student Services, Administrator of Special Education and Special Education Consultant represent the Renfrew County District School Board on various committees that are established to facilitate seamless transitions for special needs students to and from school.

Reports of assessment that are less than 2 years old are accepted and used for identification and placement purposes, and identification of needs. The Supervising Principal for Special Services or Administrator of Special Education are responsible for the receipt and dissemination of information.

More information on assessments is available in Section 6 of this Plan.

Pre-School Autism Committee

This committee was established in June of 2001. It consists of representation from various agencies and Ministries throughout Eastern Ontario. The Renfrew County District School Board will participate in any endeavours of this committee that are deemed appropriate to Renfrew County schools.

Currently, the Renfrew County District School Board is exploring the support available from the Autism Spectrum Disorder School Support Program through the Children's Hospital of Eastern Ontario.

Renfrew County & District Health Unit
Family and Children's Services
Community Care Access Centre

In the early spring, and with permission from parents, the Health Unit and C.C.A.C. identifies students that will start school the following September. Some of these students will be starting school for the first time and others may be coming in from other school boards. A case conference is held in May or June at the school to assist the school special education team in preparing to receive this student. At this case conference anyone involved with the child's development is invited. Typically, any of the following people would attend:

- Occupational Therapist
- Physiotherapist
- CCAC Case Manager
- Behavioural Consultant (Family & Children's Services)
- Developmental Support Worker
- Parents
- Principal
- special education teacher assistant (if one is provided for the student)
- classroom and/or special education teacher
- Supervising Principal for Special Services or Administrator for Special Education.

Minutes are taken that identify the child's needs, and list an action plan to be completed before entry to school.

The Renfrew County District School Board supports the activities of the Healthy Babies, Healthy Children Committee, the Early Years Centre, and the Pre-School Speech and Language Program.

SPECIAL EDUCATION TRANSITION PLANNING SCHEDULE

FIRST TRANSITION** Pre-School to School

Case Conference and IPRC to admit new student into JK or SK or Grade 1. School and parent invites community agencies involved in pre-school programming to share important information about child so appropriate steps can be initiated in the school setting.



At age 14, Transition Plan on IEP is begun and updated regularly.

SECOND TRANSITION** Elementary to Secondary

Sending school (elementary) and receiving school (secondary) share important information about the student's educational needs. Outside community agencies are invited to attend for their input into student needs and to provide insight into future plans associated with the child.



A Transition Plan as part of the IEP is a "working document" reflecting ongoing changes.

THIRD TRANSITION** Secondary to Post-Secondary Experience

During the grade 9 year, a fall meeting is held to establish goals for high school. Community agencies are invited to share. Plan is updated yearly. Fall of final year in secondary, all personnel involved meet to review post-secondary plans or workplace destinations. Assess that all possible transition information is in place.

**External admissions are dealt with on an individual basis.