

Section 9

Individual Education Plans (IEP)

The Individual Education Plans (IEP) reflects the Nipissing-Parry Sound Catholic District School Board's commitment to provide the special education programs and services, within its available resources, needed to meet the identified strengths and needs of the student. As per Regulation 181/98 of the Education Act, and the Ministry's IEP Standards, Principals in the NPSCDSB are required to prepare an IEP for identified exceptional students within 30 school days of the commencement of the student's placement in a special education program. Recommendations regarding program and services made by the Identification, Placement and Review Committee (IPRC) are considered, and parents (and students who are 16 years of age and older) are strongly encouraged to participate in the development of the IEP and receive a copy.

Any issues or differences regarding the implementation of the IEP are communicated to the school Principal, who will arrange for additional parent-school consultation and/or case conference in order to address these issues.

The IEP is a written plan describing the special education program and/or services required by a particular student. It identifies learning expectations that are modified from or alternative to the expectations of the Ontario Curriculum for the appropriate grade and subject or course. The IEP also identifies accommodations and special education services needed to assist a student in achieving his/her learning expectations. It assists teachers in monitoring the student's progress and serves as a framework for communicating information about this progress to the parents at least each school term/semester. As changes occur in the student's special education programs and services as a result of on-going assessment and evaluation of the achievement of learning expectations, the IEP is updated to reflect the student's new needs and goals. In summary, the IEP includes:

1. learning expectations
2. current level of achievement
3. an outline of the special education programs and services to be provided
4. how the pupils progress will be evaluated
5. a transition plan for students with disabilities who are 14 years of age or older (optional for students identified as 'Gifted').

In October 2000, the NPSCDSB began the process of implementing the Ministry of Education's standards for IEPs. The existing Board IEP was revised and enhanced to ensure compliance with the standards. The process began with a gap analysis between the existing format and the requirements of the standards. In-service on the standard was provided to Principals, Special Education Teachers and SEAC. A team of special education teachers, facilitated by the Board's Special Education Coordinator, collaborated on the development of a new IEP prototype reflecting the standards (see Appendix 9). In-service to staffs was in turn provided by the CRT, Principal, and, on request, the Special Education Coordinator. On March 27-28, 2001, nine Board staff and three SEAC members attended the IEP Standards Training Session in Sudbury, sponsored by EDU and CEC. Following this session, the IEP In-Service Team was established to provide IEP in-service to all school staffs and special education/resource teachers, and to assist in the Board's quality control process. During the summer of 2002, a new user-friendly electronic version of the Board's elementary IEP was developed. It offers an increased level of security through the use of passwords and restricted access. The new electronic version also boasts links to the Ontario Curriculum documents and other pertinent special education

resources. In-service on the use of the template was provided to the Board's Principals and special education teachers in September 2002. School support has also been provided by the Special Education Coordinator and the information technology staff in order to facilitate the roll-out of this initiative. The new electronic IEP has been fully implemented. The Board's secondary IEP template has been converted to a more user-friendly electronic format. Full implementation occurred in September 2003.

In the fall of 2002, the Board received feedback from the Ministry of Education regarding its sample for the 2001 IEP review (Appendix 13). Board staff participated in a teleconference with representatives of the Ministry of Education in order to clarify questions surrounding the feedback that was received. The feedback is assisting the Board in further refining its IEP templates.

In the fall of 2004, the Board began the process of reviewing and implementing the Ministry of Education's 2004 IEP., A Resource Guide. An IEP review team, facilitated by the Special Education Coordinator, conducted a gap analysis between the existing process and the 2004 IEP Resource Guide. Suggestions to improve the existing process as well as changes to the electronic IEP were presented to CRTs, Principals, and the Executive Assistant.

The Special Education Coordinator met with the Information Technology Department to assist in the electronic revision of the IEP software. Roll-out of the updated electronic IEP is expected in September 2005.

IEP IMPLEMENTATION PLAN				
Expected Outcome	Activity	Intended Audience	Staff Responsible	Timeline
Awareness and familiarization with the Ministry's Standards for Development and Implementation of IEPs	a) Distribution of IEP Standards document	a) Board administration staff, SEAC, Principals, CRTs and special education teachers, classroom teachers	Anna Marie Bitonti (as received from EDU)	Sept. 2000
	b) Information and in-service sessions on IEP Standards document	b) Board Administration and SEAC chair Principals Elementary and secondary CRTs and special education teachers SEAC	EDU	Oct. 10/00
			A. Bitonti, K. Hallett, M. Seguin	Oct. 19/00
			A. Bitonti, M. Seguin, M. Courchesne	Nov. 1/00
			A. Bitonti, M. Seguin	Nov. 14/00

Expected Outcome	Activity	Intended Audience	Staff Responsible	Timeline
Development of Board IEP which reflects the Ministry's standards	a) Gap analysis and "What's New" summary	a) Principals, CRTs and special education teachers, SEAC	A. Bitonti	Oct. 2000
	b) Preliminary discussion of current IEP and new standard requirements	b) Principals	A. Bitonti, M. Seguin, M. Courchesne, C. Tancredi, N. Allaire, M. Surtees, S. Wishak	Oct. 2000
	c) Establishment of IEP development team	c) N/A	IEP Development Team: M. Seguin, C. Nidd, T. Bitonti, Y. Sanderson, L. Gordon, M. Gibson	Nov. 1/00
	d) Development of IEP template reflecting standards	d) Principals, CRTs and special education teachers, CSACs and SEAC	IEP Development Team	Nov. 16/00
	e) Presentation of new IEP (Principals, CRTs, staff, SEAC)	e) Principals	A. Bitonti	Dec. 2000 (Principals' meeting) & mail
		CRTs, special education teachers	A. Bitonti, M. Seguin, Principals	Dec./00 - Jan./01
		SEAC	A. Bitonti, M. Seguin	Jan. 16/01
		Board	A. Bitonti	Feb. 6/01

Expected Outcome	Activity	Intended Audience	Staff Responsible	Timeline
Implementation of new IEP and IEP Standards	a) Beginning of pilot of new IEP (new IPRCs, ISA students, select students)	IEP Development Team and Principals and staffs	IEP Development Team (in their own schools), Principals, classroom teachers	Jan.-March 2001
	b) Gathering and documenting questions and issues - re: use of IEP and Standards	IEP Development Team	A. Bitonti, M. Seguin, IEP Development Team	Jan.-March 2001 Feb. 2 PA Day - IEP meeting
	c) Establish in-service team	IEP In-Service Team: M. Seguin, N. Allaire, B. Finner, T. Bitonti, A. Gribbons, C. Nidd, A. Bitonti	A. Bitonti	March 5, 2001
	d) In-service on IEP Standards	IEP In-Service Team	EDU	March 27-28 (Sudbury)
		SEAC (B. McCool, K. Honeysett, V. Yzereef)	EDU	March 27-28 (Sudbury)
		School staffs (Principals, CRTs/ special education teachers, classroom teachers)	IEP In-Service Team	April-June (Family of schools/staff meetings)
		CSACs	Principal and School Team	April-June 2001 (on-going)

Expected Outcome	Activity	Intended Audience	Staff Responsible	Timeline
Monitoring and review of IEP implementation to ensure compliance with standards	a) IEP sharing and brainstorming session (of completed IEPs, critiques)	Principals, CRTs, special education teachers, classroom teachers	IEP In-Service Team	June '01 (in-service sessions) Sept. 2001
		Families of schools - all teachers	IEP In-Service Team	
	b) Spot check reviews by EDU (if selected)	Administration staff, coordinator of special education, principal, CRTs	EDU	May 2001
	c) Response to spot check review/ feedback (if selected)	All staff	J. Benard, M. Seguin	On-going
	d) In-service to ensure that Board staff is aware of requirements to make IEPs compliant with requirements of ISA.	All staff - through use of train-the-trainer model	J. Benard, M. Seguin, T. Bitonti, B. Finner	September 2001
	e) IEP sharing and brainstorming session (how to make current template more user friendly).	Representatives from principals, CRTs, special education teachers, classroom teachers	IEP In-service Team	December 2001
f) Participation in		EDU	February	

Expected Outcome	Activity	Intended Audience	Staff Responsible	Timeline
Development of improved secondary electronic IEP which reflects the Ministry's standards	a) Preliminary discussion of needs & capabilities of an improved electronic IEP	6. Vice-Principal (SJSH) 7. Coordinator 8. Executive Assistant 9. IT Staff 10. Spec. Educ. staff	D. Piekarski T. Bitonti S. Simard D. Jollette B. Finner N. Hedican/K. Laporte	Jan. 2003
Development of improved Board electronic IEP (elementary) which reflects the Ministry's standards	a) Preliminary discussion of needs and capabilities of an improved electronic IEP	Coordinator, Executive Assistant, Information Technology Staff	T. Bitonti S. Simard	June 2003
	b) Revision of current IEP to more effective electronic format	Coordinator, Information Technology Staff	T. Bitonti S. Simard	July/Aug. 2003
	c) Summer Institute IEP in-service	Classroom teachers, special education teachers	T. Bitonti	August 2003
	d) Presentation of new electronic version of IEP	11. Executive Council 12. SEAC 13. Principals 14. Spec. Educ. teachers 15. Individual schools	S. Simard S. Simard/T. Bitonti S. Simard/T. Bitonti T. Bitonti T. Bitonti	Sept. 2003

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Development of improved secondary electronic IEP which reflects the Ministry's standards	a) Discussion of needs & capabilities of an improved electronic IEP	16. Coordinator 17. System Principal - Special Education Portfolio 18. SJSH Special Education staff	T. Bitonti K. Cobb I. Cianfarani J. Davidson	Jan. 2004
Implementation of IEP, A Resource Guide	a) Establish IEP Review Team	IEP Review Team: T. Bitonti, S. Fournier, L. Gordon, R. Lindeman, A. Gribbons	K. Cobb	Nov. 2004 - Feb. 2005
	b) Presentation of comprehensive review	Principals, CRTs, Special Education Teachers, Executive Assistant	K. Cobb	March 2005
Development of improved electronic elementary IEP	a) Revision of current IEP by IEP Review Team	IT, CRTs, Special Education Teachers, Executive Assistant	T. Bitonti, K. Cobb, L. Allard	May - Sept. 2005