

605.1 Individual Program Plans - Mandatory Items

Policy 605.1 Special Education – General requires that special education programming must include the development and implementation of Individual Program Plans (IPP's).

Teachers will:

- involve parents and, when appropriate, students and other professionals in the development, implementation, monitoring and evaluation of students' IPP's.
- Include the following essential information must be included in IPP's:
 - Assessment data
 - Current level of performance and achievement
 - Identification of strengths and areas of need
 - Measurable goals and objectives
 - Procedures for evaluating student progress
 - Identification of coordinated support services (including health-related) if required
 - Relevant medical information
 - Required classroom accommodations; e.g. any changes to instructional strategies, assessment procedures, materials resources, facilities or equipment
 - Transition plans
 - Year-end summary
- Document, in the IPP, the formal review of the student's progress, at regularly scheduled reporting periods
- Throughout the year provide feedback during informal reviews to parents and, when appropriate, students
- Make changes to the IPP as required
- Obtain written informed parental consent on the IPP to indicate agreement with the IPP. Parents need to be informed that this consent is voluntary and may be withdrawn at any time. In cases when parents refuse consent, document the reasons for refusal and/or actions undertaken by the school to obtain consent and/or resolve concerns. Where the parent refuses to sign the form (Form – 605.1.2 – Parental Permission for Provision of Educational Programming or the IPP), the matter shall be referred to the Associate Superintendent, Instructional Services prior to the implementation of special education programming for the student.

LETHBRIDGE SCHOOL DIVISION

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- Ensure the IPP is placed in the Student Record Portfolio and access to the IPP complies with the Student Record Regulation and Freedom of Information and Protection of Privacy (FOIP) legislation
- Provide the student support worker; e.g. teacher assistant with direction regarding roles and responsibilities for implementing programming

Lethbridge School Division IPP's are completed electronically. The IPP program is accessed through the Division of Instructional Services and all IPP's are housed electronically.