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Learning Services 2017-18 Calendar

- August 28 & 29** **MANDT Training-** Creating safe environments for staff & students to live, learn, work & play. Staff can sign up for the first day only. Day 1 is a prerequisite for Day 2. Certificate provided.
- SEPTEMBER**
- Screening for all Designated Students new to SD64** is necessary. Please send all assessments from out of district schools to Clare along with a screening package signed by the school and the parent. Please send one copy only by whatever means is convenient.
- IEP Meetings with Parent for new-to-District** or newly designated students need to occur. Upload Signature pages from these meetings and indicate in the Event log that these meetings have taken place.
- Sept 12** **Bi-weekly Referral Intake MultiDisciplinary Team** meetings continue (referrals & consultation)
- Sept 12, 19 & 26** **Screening Committee** meets. Role: To review Special Education designations
Members: Marine McDonnell, Cathy Walker, Boe Beardsmore, Doug Livingston
- Sept 28** **1701 Snapshot Date** (to be confirmed)
- Ensure all IEP signature pages for New Students (September) and Current students (May and June) are uploaded to MultiPro
 - **Services to all designated and English Language Learner students must commence prior to this date**
- OCTOBER**
- IEP review meetings** take place with Teachers and EA's - no signatures required for these meetings if the IEP meeting happened in the Spring. Please make sure Support teams and Related Learning services tabs are up to date in MultiPro.
- IF your team wants extra assistance with service provision, contact Cathy Walker.
- Oct 17** **Learning Integration Support Teacher meeting**
LIS Teachers may invite a teacher and an EA to attend
- Nov 6 & Dec 4** **Screening Committee meets**
- Nov 10 & 17** **MANDT Training-** Creating safe environments for staff & students to live, learn, work & play. Staff can sign up for the first day only. Day 1 is a prerequisite for Day 2. Certificate provided.
- Jan 15** **Learning Integration Support Teacher meeting**
- Jan 8 & 29** **Bi-weekly MultiDisciplinary Team meetings** continue (referrals & consultation)
- Jan 9 & 23** **Screening Committee meets**
- Feb 1** **1701 Snapshot review** (to be confirmed)
- Feb 23 & March 2** **MANDT Training-** Creating safe environments for staff & students to live, learn, work & play. Staff can sign up for the first day only. Day 1 is a prerequisite for Day 2. Certificate provided.

Feb 27 & Apr 10	Screening Committee meets
April 10	Learning Integration Support Teacher meeting
MAY & JUNE	Transition Meetings & IEP meetings for 2018-19
	Upload signature pages into Multi pro and indicate the meeting has taken place in the Event log and change the date on the IEP document.
Mid June	Prior to the last work week of June: in MultiPro , update student profile page and and change school and year settings
Final week of June	Carry out a final review of MultiPro records for incoming students
May 8 & June 5 & 19	Screening Committee meets
June: Before Year End Transitioning Students	<p>Make sure all Profiles are up-to-date for IEP students as well as Non Designated students with student learning plans.</p> <ul style="list-style-type: none"> • Send Red Flies & Non Designated students learning services file to the transitioning school. • In Multi pro change the school name to the transitioning school. • For any student moving to a school within BC send the Red file for IEP students and Learning Assistance file for Non Designated students to the transitioning school. • For any student moving out of province - send a photocopy of the red file or non designated file to that district. • For students who are moving: <ul style="list-style-type: none"> • Make a note in the Event log where the student is moving and when the file was sent. • Mark as inactive in Multi pro.
Additional Information:	
Bi-weekly	<p>Referral Intake - Multi-Disciplinary Team - Role: To review referrals and provide consultation - meets every second Monday at 8 am beginning Sept 19th. Members: District Integration Teacher, School Psychologist, Speech-Language Pathologist with other disciplines as required. Other specialists encouraged to meet as needed.</p>
Screening Committee:	<p>Screening Committee's Role: To review Special Education designations Once a student goes through District Screen, LIST members can see what the Screening Committee decided in the Event log. The student's Ministry Designation will be changed in MultiPro during screening. If you find the information is incorrect please email Cathy Walker and we can figure it out - together!</p> <p>Learning Integration Support Leader Duty: A screening letter will then be sent to the school after District Screening for LIST teams to review two weeks prior to Clare sending a letter home to the students' parents. Please ensure that the information in that letter is correct, and contact the parent about any screening decisions prior to their receipt of the district letter. Contact Clare (cnuyens@sd64.bc.ca) if you have any concerns.</p>