



**Ministry of Education
Office of the Inspector of Independent Schools**

2014/15 Special Education Evaluation Committee Review

REPORT

**Discovery School
(061 96265)**

2014/5Special Education Evaluation Committee Review
Discovery School
(061 96265)

Background

The Ministry of Education funds Independent School Authorities based on the Authorities' reported enrolment as of September 30th each year and supplemental special needs classifications in September and February. Independent School Authorities report students with special needs to the Ministry on *Form 1701: Student Data Collection* (Form 1701).

In the 2014/15 school year, the Office of the Inspector of Independent Schools (OIIS) conducted Special Education Evaluation Committee (SEEC) reviews of school and student records to assist OIIS and the independent school system in developing best practices in the area of special education programming and service provision. The Ministry will also use these review processes to develop an independent school special education audit protocol to be used in the future.

Purpose

The purpose of the Special Education enrolment audit is to provide assurance to the Ministry of Education and Independent School Authorities that schools are complying with the instructions contained in [*Form 1701: Student Data Collection, Completion Instructions for Independent Schools*](#) and Ministry policies are being followed. The audit also provides assurance that the students reported have been placed in the appropriate special education category, as per the [*Special Education Services: A Manual of Policies, Procedures and Guidelines \(September 2013\)*](#).

Description of the Audit Process

An SEEC review was conducted at Discovery School on February 24th 2015.

Prior to the file reviews, an entry meeting was held with school assigned staff and the SEEC interviewed school staff to enquire about the Independent School Authority's policies, procedures and programs.

Discovery School reported 72 students in special education categories at the Fall 2014 Form 1701 data submission. For the purposes of this SEEC review, 17 student records were reviewed in the following low incidence special needs categories:

Student Claims	Category
10	Category D (Physical Disability or Chronic Health Impairment)
1	Category F (Deaf or Hard of Hearing)
4	Category G (Autism Spectrum Disorder)
2	Category H (Intensive Behaviour Intervention or Serious Mental Illness)

The SEEC also reviewed 21 student records in the following high incidence special needs categories:

Student Claims	Category
3	Category K (Mild Intellectual Disability)
16	Category Q (Learning Disability)
2	Category R (Moderate Behavior Support/Mental Illness)

An initial contact was made on February 18, 2015 with Sherri Ko, Principal of Discovery School to review the SEEC review process and what the SEEC team would require to conduct the review. Prior to the file reviews, the SEEC team held an entry meeting with the school administrator and school staff to enquire about the Independent School Authority's policies, procedures and programs.

An exit meeting was held at the end of the day with Sherri Ko, and special education staff Sherry Fraser and Lesley Goodwin to present preliminary findings, seek clarification related to the contents of files, and express appreciation for the assistance provided.

Observations:

Of the ten student files reviewed by the SEEC in Code D all students were appropriately designated and reported in this category.

The one student file reviewed by the SEEC in Code F was found to be appropriately designated and reported in this category.

Of the four student files reviewed by the SEEC in Code G all students were appropriately designated and reported in this category.

Of the two student files reviewed by the SEEC in Code H both students were appropriately designated and reported in the category.

Of the three student files reviewed by the SEEC in Code K all students were appropriately designated and reported in the category.

Of the 16 student files reviewed by the SEEC in Code Q 15 students were appropriately designated and reported in the category and one student was recommended for reclassification to regular education with a suggestion for re-assessment.

Of the two student files reviewed by the SEEC in Code R both students were appropriately designated and reported in the category.

The auditors found that:

- All student files contained clear, comprehensive and complete evidence.
- The IEP's were current and dated.

- The level of service provided at the School was clearly identified in the IEP.
- All files contained the required medical diagnosis or multi-disciplinary reports.
- Psycho-Educational, Occupational Therapy, Speech Language and other professional assessments were complete and thorough.
- Information from Psycho-Education and professional assessment were often incorporated into the IEPs.
- The method of measuring progress in relation to IEP goals was well documented and appropriate to the goals and objectives.
- Inter-agency involvement for Code H was well documented.
- Documentation to indicate that the behaviors in Code H were consistently persistent over time and in various setting was evident in the file reviews.
- The Psycho-Education assessment evidence for a student claimed in Code Q did not align with the requirements of this category. The achievement scores for this student were found to be consistent with the assessment of cognitive ability supporting a recommended reclassification to Regular Education.
- From the evidence presented during the SEEC review, the Discovery School is providing a relevant and comprehensive educational program for the students who are enrolled.

Recommendations:

The auditors recommend that:

- The School ensure all student files have appropriate detailed assessments that support the classification of the student for the reported category aligning with the Special Education Manual of Policy, Procedures and Guidelines criteria.
- The School maintain and uphold the well planned, comprehensive level of special education programs and services that was evident during the SEEC review.

Auditors' Comments

The auditors wish to express their appreciation to the school staff for their cooperation and hospitality during the SEEC review.