

**What do I do when I detect a student who may have special needs?**



When a teacher detects, in his or her class, a student who, in his or her opinion, demonstrates particular problems, he or she shall report it to the school administration indicating the problem or problems encountered by the student and the interventions he or she carried out over a significant period of time in order to request support services or submit the case to an ad hoc committee.

Within 15 working days of receiving the teacher's report the principal shall set up an ad hoc committee to ensure that the case is studied and monitored. The committee shall be made up of a representative of the school administration, the teacher or teachers concerned and, at the committee's request, a professional. The committee shall invite parents to attend committee meetings. However, the fact that the parents do not attend a meeting shall neither impede nor prevent the committee from carrying out its work.

Specifically, the committee's mandate shall be:

- To study each case submitted and, where applicable, make recommendations to the teacher on other intervention measures to be carried out immediately;
- To request, if the committee deems it necessary, pertinent evaluations from the competent personnel;
- To obtain, as soon as possible, the evaluations to request, if the committee deems it necessary, pertinent evaluations from the competent personnel, if need be;
- To make recommendations to the principal on the services to be set up under Special Education Board Parity Committee and Site Based Special Needs Committee;
- To assist the principal in establishing an individualized education plan by making appropriate recommendations;
- To oversee the implementation of the measures adopted concerning the individualized education plan, its follow-up and periodic evaluation.

The principal shall decide whether to act upon or reject the recommendations made within 15 working days of receiving the recommendations, barring exceptional circumstances.

If the principal decides to adopt measures based on the recommendations, the measures shall come into effect, whenever possible, within 15 working days of the decision.

If the principal decides to reject the recommendations, he or she shall state the reasons to the members of the committee, within 15 working days of his or her decision.

The ad hoc committee may, at any time, use additional resources and, if it deems it necessary, meet with the student.

Any request to have the case studied must be made in a written report and encompass the following information:

- Identification of student;
- Reason for request;
- Description of problem;
- Interventions carried out and duration, where applicable;
- support services requested. In other cases, the request may be made using any other means determined by the board and the union.

A request to study the case may be made to determine whether the student satisfies one of the definitions prescribed in Appendix XXXI. A request for services may be made for any student with special needs. Support services requested must take into account the allocation of the available resources in the school as determined by the site-based special needs committee.

The support services put in place may consist of services intended either for the student, the teacher or both. This applies to both regular groups and special classes.

The school administration shall inform the teacher of its decision concerning the request for services within 10 working days of the request. The decision shall be made based on the allocation of resources determined by the site-based special needs committee.

Support services shall be set up as soon as possible.

At the teacher's request, the school administration shall provide him or her with the reasons for its decision in writing.

The teacher may make comments, in writing, to the site-based special needs committee concerning the processing of his or her request for services. The committee shall take note and adopt any measure it deems appropriate.