

## **ADULT EDUCATION AND VOCATIONAL TRAINING**

### **Provisions Dealing With Special Needs Students**

#### **Prevention and early intervention**

i) Prevention and early intervention are the concern of all intervenors and are essential for ensuring student success. The parties also recognize the importance of detecting students with special needs as early as possible in their schooling or ensuring the transition of students from the youth sector so as to determine the services that may be offered.

ii) In this context, the centre administration shall provide the teacher, upon request, with information on students with special needs, which information shall be obtained by allowing teachers access to student records. The information shall be provided if it is available and is in the student's interest, the foregoing subject to the respect of persons and the code of ethics.

iii) The parties also recognize that the teacher is the first intervenor with students and, as such, must record and share with other intervenors information and observations on students, especially concerning those actions he or she has already taken.

#### **Service approach**

i) Services that may be offered must be in keeping with the resources available to the centre and determined by the board.

ii) A committee composed of teachers and of the school administration shall be set up in each school. The committee may make recommendations to the board on the distribution of the resources available to the centre.

iii) When a teacher detects a student whose difficulties persist, despite the actions taken and the services offered, he or she may present the situation to the centre administration.

iv) It is up to the administration to study each situation presented and to make the appropriate decisions particularly with respect to the services that may be provided.

v) The teacher concerned may avail himself or herself of the mechanism agreed to under clause 8-9.12.

### **8-9.12**

The board and the union may agree on an internal process for resolving the difficulties that may arise at the school-level committee. At any time and even in the absence of such a mechanism, a decision at the school level must be made without delay.

vi) In addition to the services that may be provided by the centre, students may be referred by the centre intervenors to various community organizations offering services which they may need, particularly organizations under the responsibility of the Ministère de la Santé et des Services sociaux.