

Guide for School Districts and Parents

Pre-referral

Prior to making a referral, the school district connects with the Provincial Outreach Program: Deaf & Hard of Hearing to:

- Discuss how the needs of the student in the home district are addressed.
- Determine whether the BCDEC criteria for eligibility are met. (Per Terms of Reference)
- If required, arrange POPDHH visit to the school to assess the student's needs in their current program; discuss with parents and district staff/school team.
- Consider whether it is appropriate for district staff, student and family to visit the various Provincial Resource Programs to observe; caution parents that the student may or may not be eligible for the programs.

Referral

To make a BCDEC referral, the school district contact (usually TDHH):

- Contacts the BCDEC/POPDHH to obtain the current referral package
- Confirms with BCDEC Chair/POPDHH which assessments and reports are required (e.g. IEP, IFSP; Audiology report)
- Administers assessments of the student's psychoeducational profile and/or speech and language development (speech and language pathology assessment report preferred),
or
- Obtains psychoeducational assessments or developmental profile from Sunny Hill or other appropriate agency
- Administers level B assessments and creates a file summary of all assessment results (academic, expressive/receptive language, social skills, behaviour, speech, etc.)
- Completes the necessary forms and submits along with **copies of reports and assessment documents** to the BCDEC Chair/POPDHH. Materials must be received at least two weeks before a BCDEC meeting date for the student to be placed on the agenda).
**The referral must be reviewed and signed by the appropriate District Administrator (e.g. Special Education Director), and by parents/guardians where indicated.
- Provides the BCDEC Chair/POPDHH with the names and titles of the guests (in person or via teleconferencing). BCDEC will provide American Sign Language interpreters. Districts are responsible for providing other language interpreters/translators (if needed).

If the student is entering Kindergarten, the enrolment into the home school district is required prior to referral to BCDEC.

The BCDEC Meeting (Post-referral)

- Parents and district contacts (e.g. TDHHs) are invited to the meeting to provide BCDEC members with additional (anecdotal) information about the student's needs and why the home school district is unable to provide a program to meet these needs and why the Provincial Resource Programs are a better choice..

After the BCDEC Meeting

- Within 10 business days of the meeting, BCDEC Chair will:
- Provide parents with a decision letter via mail and email, with a copy to the student's home school district superintendent.
- Discuss with parents the plans to address the student's needs in the district, should the student not be eligible for acceptance into the Provincial Programs.
- Inform the parents how to apply for accommodations in the Victory Hill Dorm (if the student lives at a distance from the program and the family is interested in their child being housed in Burnaby during the school week).
 - Admission to the school is dependent on availability and acceptance by the Victory Hill Dorm.
https://www.youtube.com/watch?v=zktBdzfXs_o&feature=youtu.be

Parents

If the student is deemed eligible, parents will

- Contact the appropriate Provincial Resource Program to initiate enrolment process
- Discuss with the principal of the Provincial Resource Program whether or not the resources are currently available to accommodate the student's needs (the Program may not be available until the following school year).