

**Guideline / Referral**  
**BC Deaf Education Committee (BCDEC)**  
**Updated Checklist for School Districts / Parents**

## **Pre-referral**

- Consult with the Provincial Outreach Program: Deaf & Hard of Hearing about how to address the needs of the student in the home district and to determine whether the student's needs might meet the BC Deaf Education Committee (BCDEC) criteria for eligibility.
- Assess the student's needs in their current program; discuss with parents and/or district staff/school team; discuss all assessment information with parents and related personnel.
- Ensure there is a recent audiogram (not older than two years) by a qualified audiologist.
- Assess the student's psychoeducational profile and/or speech and language development (speech and language pathology assessment report preferred), or
  - Access psychoeducational assessments or developmental profile from Sunny Hill or Children's Hospital, or
  - Carry out level B assessments and create a file summary of all assessment results (academic, expressive/receptive language, social skills, behaviour, speech, etc.), or
  - Contact BCDEC Chair to confirm which assessments may be required for your student.
- 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**

- Contact the BCDEC Administrator to obtain the current referral package; this material has changed over the years:

BCDEC Chair  
Provincial Outreach Program: Deaf and Hard of Hearing  
4446 Watling Street  
Burnaby BC V5J 5H3  
Telephone: (604) 296-9062  
Facsimile: (604) 296-9063  
office@popdhh.ca

- Discuss the role of BCDEC with parents and provide parents with a copy of the Terms of Reference and Procedures document.
- Complete the necessary forms and submit these **and copies of assessment documents** to the BCDEC Administrator (materials must be received by the Administrator at least two weeks before a BCDEC meeting date for the student to be placed on the agenda).
- Ensure forms are signed by appropriate parents / legal guardians / district staff.
- Discuss and arrange date for BCDEC Chair to visit and observe student at the student's home district.
- Provide the BCDEC Chair with the names and titles of the guests, any telephone conference guests, and other necessary meeting arrangements such as interpreting; Districts are responsible for providing other language interpreters/translators (if needed). BCDEC will provide American Sign Language interpreters.
- Apply to the student's home school district for admission simultaneously so that the student has a position held for him/her should the application through BCDEC not be successful.

## The BCDEC Meeting (Post-referral)

- Provide BCDEC members with 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.
- Provide anecdotal information that augments the written documents and assessment reports.

## **After the BCDEC Meeting, BCDEC will:**

- O** Inform parents of BCDEC decision, whether the student is eligible, eligible on an interim basis or not eligible for acceptance into the Provincial Programs.
- O** Within 10 business days of the meeting, provide parents with a letter via mail and email from the BCDEC Chair, with a copy to the student's home school district superintendent.
- O** 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.
- O** Inform the parent how to apply for accommodation in the Victory Hill Residential Program 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.
  - o** Admission to the school is dependent on availability and acceptance by the Victory Hill Residence Program.

[https://www.youtube.com/watch?v=zktBdzfXs\\_o&feature=youtu.be](https://www.youtube.com/watch?v=zktBdzfXs_o&feature=youtu.be)

## **Parents can:**

- O** If eligible, make an application to the appropriate Provincial Resource Program signalling the student's intention to enrol.
- O** 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).

# Review of BCDEC decisions

## APPEAL PROCESS

1. The Committee's decision with documented rationale is communicated to the family, home school district and Burnaby School District.
2. The family disagrees with the Committee's decision. The family informs the Committee within 60 days **in writing** after the letter mailing date.
3. A second Committee meeting is called for an opportunity to explore decision/additional information with family. The decision remains the same or a new decision is made.
4. The family makes a decision to move forward with the appeal within 30 days of the second meeting. The Committee informs representative of the Burnaby School District (typically the Assistant Superintendent), who reviews the decision, and the Committee refers the family to the representative of the School District.
5. The Burnaby School District representative becomes the conduit between the Committee and the parent.
6. School District representative:
  - a. Meets with the Committee to review original decision,
  - b. Meets with the Committee to review result of secondary Committee meeting, and
  - c. Meets with family to review appeal decision
  - d. Seeks additional information as necessary to review the appeal. A neutral advisor with deaf education background is consulted, if needed.
7. Final decision is communicated by the Burnaby School District representative to the Committee and the family with documented rationale.