

BRITISH COLUMBIA DEAF EDUCATION COMMITTEE PROCESS AND PROCEDURES

1. BCDEC receives referral

2. Visit to student's home school district

3. Gather information

4. Student added to BCDEC agenda.

5. Review to determine eligibility

6. BCDEC makes a decision on eligibility

7. Chair informs relevant parties of decision

7a. **If eligible (accepted)**, contact the BC Provincial School for the Deaf or the Provincial Oral Program to confirm enrolment.

7b. If **ineligible (not accepted)**, contact the Provincial Outreach Program: Deaf and Hard of Hearing Students for support

7c. If a student receives an **interim placement**, the Committee will review the placement after one year.

7a.i. Contact the Victory Hill Residential Program for dormitory stay.

7b.i and ii. Ineligible students may appeal the decision of the BCDEC. See Terms of Reference.

7c.i. Student is eligible to continue at the school on a permanent basis

7c.ii. Student is not eligible to continue

7c.iii. Student is placed on a waitlist for 1 year.

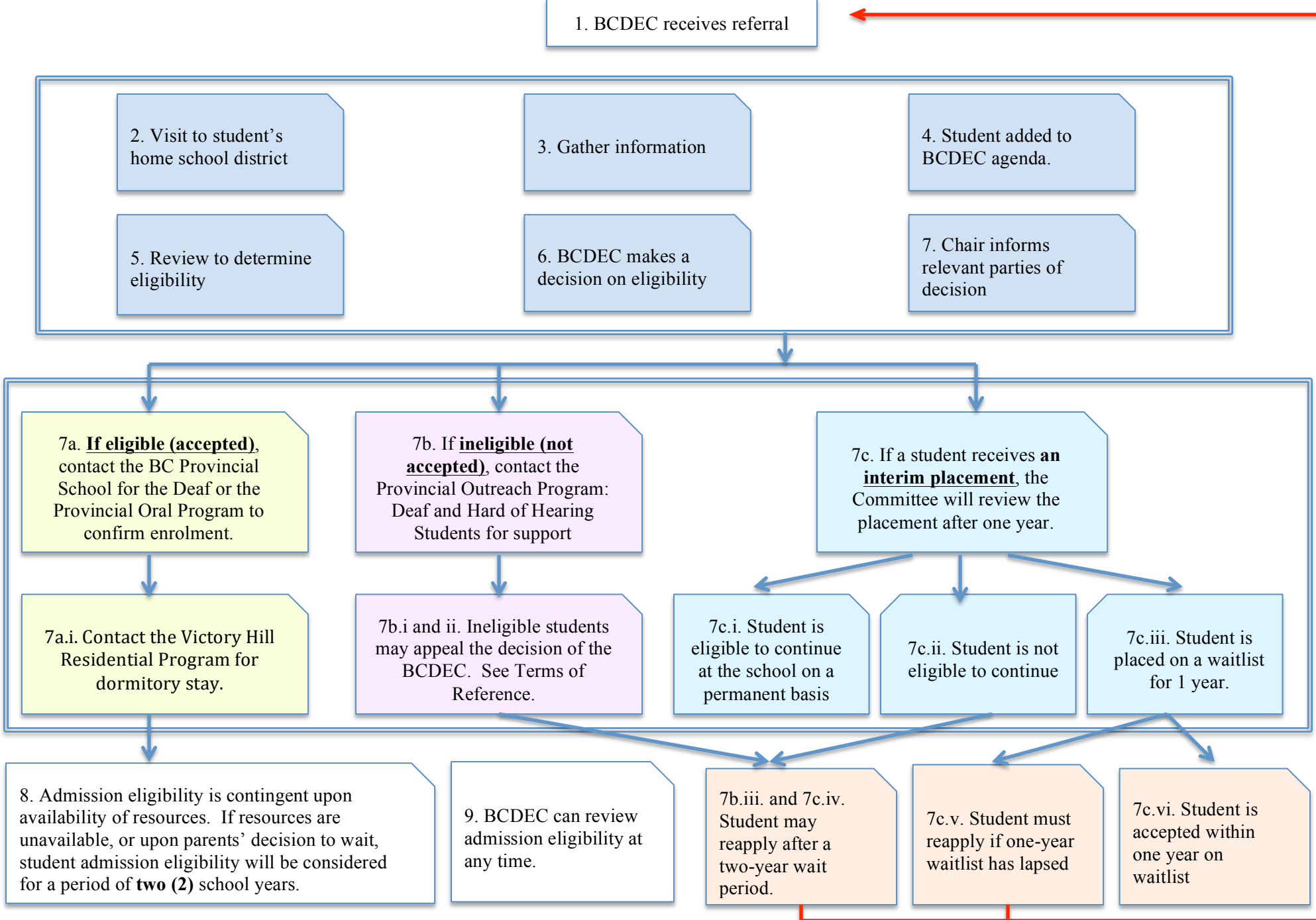
8. Admission eligibility is contingent upon availability of resources. If resources are unavailable, or upon parents' decision to wait, student admission eligibility will be considered for a period of **two (2)** school years.

9. BCDEC can review admission eligibility at any time.

7b.iii. and 7c.iv. Student may reapply after a two-year wait period.

7c.v. Student must reapply if one-year waitlist has lapsed

7c.vi. Student is accepted within one year on waitlist



BCDEC PROCESS AND PROCEDURES:

- 1) The Committee Chair receives a referral for the BC School for the Deaf or the Provincial Oral Program.
- 2) The Committee Chair visits the student's home school district to gather information for the Committee.
- 3) The Committee Chair ensures that all information is received including student referral form, educational summary, student profile; student needs checklist, audiogram, language assessments, video sample, and release of information form.
- 4) The student is added to the BC Deaf Education Committee meeting agenda.
- 5) The Committee Members review the student's information and determine if the student is eligible for acceptance to the BC School for the Deaf or Provincial Oral Program.
- 6) Decisions are based on consensus of the Core Members. If consensus is not reached, then a majority vote of the Core Members is applied.
- 7) Within ten (10) business days following the Committee meeting, the Committee Chair informs student's family and the student's home school district of the Committee's decision while simultaneously informing the student's home school district.
 - a) If the student is **eligible** (accepted) for the BC School for the Deaf or the Provincial Oral Program, the student's family will be directed to contact the BC Provincial School for the Deaf or the Provincial Oral Program to request enrolment.
 - i) If the student is **eligible** (accepted) for the BC School for the Deaf or the Provincial Oral Program and requires residential placement, the student's family will be directed to contact the Victory Hill Residential Program to apply for boarding at the dormitory. VHRP needs to confirm acceptance of the student before student can attend the school.
 - b) If the student is **ineligible** (not accepted) to the BC School for the Deaf or the Provincial Oral Program,
 - i) BCDEC recommendations to the student's family and home school district will be provided including support from the Provincial Outreach Program: Deaf and Hard of Hearing Students.
 - ii) Information regarding the appeal process will be provided to the student/family and school district.
 - iii) The student may reapply after a 2-year wait period.
 - c) In some situations a student may receive an interim placement. The Committee will review interim placements after one year to confirm whether the student is benefitting academically, socially and/or developmentally from the placement through consultation with the school staff. BCDEC meets to determine if the placement was successful and has two possible outcomes:
 - i) The student is eligible to continue at the school on a permanent basis without the need to reapply for admission.
 - ii) The student is not eligible to continue but may reapply after a 2-year wait period.
 - iii) The student is placed on a waitlist for one year.
 - iv) The student is not eligible to continue after being on a waitlist for one year, but may reapply after a 2-year wait period.
 - v) If one year has lapsed while being on the waitlist, the student must reapply.
 - vi) Student is accepted for interim placement within one year on the waitlist.
- 8) The eligibility decisions of the BC Deaf Education Committee are valid for a period of two school years as identified in the letter from BCDEC outlining its decision.
- 9) Admissibility caveat:
 - a) At any time, BCDEC may review student placement to assess educational impact and the appropriateness of the educational placement. The results of the review process may necessitate a change in admission eligibility of the student that may include either returning to a temporary status or being ineligible.
 - b) Transition points may include school entry, primary to intermediate, intermediate to secondary and secondary completion. If BCDEC deems it necessary, the student may need to reapply.