

*You will receive a written statement of the IPRC decision. If you did not attend the meeting the school Principal or Program Manager will mail this to you. Once you have received this document you will be expected to sign the document to indicate that you agree/disagree with the IPRC decisions and recommendations.*

*You as a Parent/Guardian may elect to appeal the decision. If so, please contact the Principal or the SERT at the school.*

If you disagree with the decision you have 10 days to request a second meeting of the IPRC. Make this directly to the school principal or SERT. You have 15 days to file an appeal in writing. You must identify the decision(s) with which you disagree and the reasons. If you disagree with the original decision but do not request a second meeting to file an appeal, the decision of the IPRC will automatically be implemented after 30 days.

If you attended the meeting you will be asked to sign at that time. Please note, that you have 30 days to return the signed document to your child's school. Once the document is signed and returned, the Principal or Program Manager will begin the process of developing your child's **Individual Education Plan (IEP).**

## What happens in the appeal process?

The WBE will establish a Special Education Appeal Board to hear the appeal, which will consist of three persons, one of who is to be selected by the parent, who have no prior knowledge of the matter. The chair of the Appeal Board will then arrange a time and place for the meeting to be held in 30 days. All of the materials reviewed by the IPRC will be forwarded to the Appeal Board. As well, the Appeal Board may request additional interviews. A decision must be made within 3 days of the meeting. They will either agree with the IPRC and recommend that it be implemented, or disagree and make a different recommendation to the WBE about your child's identification, placement or both. The Appeal Board will provide you and the Wikwemikong Board of Education with a written statement of it's recommendation and reasons for these recommendations.

Within 30 days of receiving the Appeal Board's written statement, the WBE must decide what action it will take. Note that WBE is not required to follow the recommendations of the Appeal Board. If you do not accept the decision of the WBE, you may appeal to a Special Education Tribunal. Information about making an application to the tribunal will be included with Appeal Board's decision.

**The Wikwemikong Board of Education will coordinate the Identification, Placement, and Review Committee process in all Wikwemikong Schools and the Hub Centre. It is our hope that this guide will assist you in understanding one very important component of your child's education. The purpose of this parents' guide is to provide you with information about the Identification, Placement, and Review Committee (IPRC), and to set out for you the procedures involved in identifying a pupil as "exceptional", deciding the pupil's placement, or appealing such decisions if you do not agree with the IPRC.**

*"K'da binoojimnaanik k'ga mikwenmaanaanik"*

## Parent's Guide to the Identification, Placement and Review Committee Process



**Wikwemikong Board of Education**  
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Phone: 705-859-3834

Harold Fox, Junior School Principal

Mackenzie Sayers, Pontiac School  
A/ Principal

Mick Staruck, High School Principal

Roselynda Francis SERT Gr. K-6  
Nelson Wood SERT Gr. 7—12

**The Education Act** defines an exceptional pupil as “a pupil who’s behavioral, communicational, intellectual, physical or multiple exceptionalities are such that he or she is considered to need placement in a special education program....”

Students are identified according to the categories and definitions of exceptionalities provided by the Ministry of Education and Training.

A special education program is defined in the Education Act as an educational program that:

is based on and modified by the results of continuous assessment and evaluation; and includes a plan (called an **Individual Education Plan or IEP**) containing specific objectives and an outline of special education services that meet the needs of the exceptional pupil. Special Education services are defined in the Education Act as the facilities and resources, including support personnel and equipment, necessary for developing and implementing a special education program.

## What is an “I.P.R.C.”?

Regulation 181/98 requires that all school boards set up IPRCs. An IPRC is composed of at least three individuals, one of who must be a principal or supervisory officer of the board.

- Principal
- Teacher (s)
- Special Education Support Staff and other as required.

## The IPRC will:

**decide** whether or not your child should be identified as exceptional;

**identify** the areas of your child’s exceptionality, according to the categories and definitions of exceptionalities provided by the Ministry of Education and Training;

**decide** an appropriate placement for your child (i.e. resource support, self-contained special education class);

**review** the identification and placement at least once each school year.

**To start an IPRC**, you may contact the Principal or Program Manager or SERT of your child’s school or program and request that you want your child referred to an IPRC. A request may also come from the child’s school or program. Within 15 days of making the referral the school Principal or Program Manager or SERT of the school will send you written notification, including a date of the IPRC meeting. The Principal or Program Manager or SERT may request your permission to perform informal testing within the school. You will be informed of the results and it may be recommended that your child have a complete psycho-educational assessment, and/or speech and language assessment.

## Written notice and documentation

At least 10 days before the IPRC is to meet, you will receive written notice of invitation of time and place of the meeting. The school will gather OSR information and outline your child’s strengths and needs as well indicate school recommendations. Inform the school if you want to arrange an alternate date or are unable to make the meeting. You may have a representative or advocate speak on your behalf. If you do not attend the IPRC’s written decision will be mailed to you.

## WHAT HAPPENS AT THE IPRC MEETING?

After introductions are made the IPRC review all the available information about your child. They consider the educational assessments and the psycho-educational, speech and language or health assessments, if these were obtained. If they feel it will be useful, they may also interview your child. Your permission is required if your child is under 16 years old. They will also consider any information you submit about your child or that the child, if 16 or over on his or her behalf. You are encouraged to ask questions during this meeting and to participate in any discussion.

**The Decision** Once the information has been presented and discussed, the committee will make its decision. The decision will include:

Whether the child is exceptional; if exceptional, the category an definition of the exceptionality; the strengths and needs of the child; the placement of the student. The IPRC will recommend placement in a regular class with special education services if, in the committee’s opinion, such a placement meets the student needs and is consistent with the parent’s preferences. Note that while the IPRC will consider the parent’s preferences, these preferences are not binding, and the final decision about placement belongs to the IPRC.