

AP 206 – Accessing Learning Support Services

Background

The purpose of this procedure is to describe how to access Learning Support Services programs and services, and to ensure that the process for referring students is consistent throughout the Abbotsford School District.

Procedures

1. When student difficulties interfere with optimal educational progress, students may be referred for assistance through Learning Support Services. In all situations, parents/guardians are to be involved in the decision making process, and their signed consent is required as part of the referral. The Director of Learning Support Services will monitor the referral process, in consultation with the appropriate staff. These steps are followed:
 - 1.1 The student’s parents or guardians will be informed of the classroom teacher’s initial concerns, and will be asked to provide input into the educational plan or participate as part of the student’s planning team.
 - 1.2 Parents/Guardians must be notified when their child is being referred to the School Based Team.
 - 1.3 The School Based Team shall meet to determine the services or programs that can best meet the student’s needs.
 - 1.4 The School Based Team will submit referrals to the appropriate school/district staff. Referrals for district services must be made using the Referral for Learning Support Services form.
 - 1.5 Additional information may be required for referral to certain programs. Some services can only be accessed through Learning Support Services at the district level, with access determined through a screening process.
 - 1.6 District Learning Support Service personnel are available to assist schools with the referral process.
 - 1.7 If the School Based Team refuses to refer a student, parents or guardians may appeal the decision of the Director of Learning Support Services.

2. The range of learning support services includes:

2.1 School Based Services

- Learning Assistance
- Youth Care Worker (middle and secondary)
- Counsellor (middle and secondary)

2.2 District Services

- Speech and Language Pathologist
- School Psychologist
- Itinerant Youth Care Worker (elementary)
- Counsellor (elementary)
- LSS Helping Teachers (general, vision, hearing)

2.3 District Programs (screening process for entry to program)

- Learning and Assessment Centre
- Social Development Programs
- Resource Rooms
- Community Access Program
- Hospital Homebound

2.4 Additional Services (accessed through LSS Helping Teachers)

- OT/PT
- SET-BC
- POPARD
- POPFASD

Reference: Please refer to the *Learning Support Services Quick Reference Guide* <https://abbyconnect.sd34.bc.ca/Department/LSS/Pages/default.aspx> for additional information on services, programs, and referral processes and requirements.

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