



**lppacs**



**Beaver County Career & Technology Center  
and  
Beaver County Schools  
Special Education Communication Protocol**

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# BCCTC and LEA Communication Protocol

## School Presentations

### BCCTC

- Students will complete a Career Interest Survey in 9<sup>th</sup> grade during BCCTC presentations by the Career School Counselor. Results will be reported to the LEA School Counselors and Transition Coordinator. Results are sent to parents the following summer.

### LEA

- Special Education Staff will document the results of the Career Interest Survey in Present Levels of Academic Achievement and Functional Performance of the student's IEP

## Single Point of Contact

### BCCTC

- Susan Chance, Learning Facilitator, has been designated as the Single point of contact for Special education students interested in or currently attending BCCTC.

### LEA

- Each LEA will establish a single point of contact for communication with the BCCT Learning Facilitator, for Special education students interested in or currently attending BCCTC.

## Student Half Day Visits

### BCCTC

- BCCTC staff will coordinate and schedule half day visits for interested students in 9<sup>th</sup> and 10<sup>th</sup> grades

### LEA

- School Counselors and Transition Coordinators will request half day visits to BCCTC for interested 9<sup>th</sup> and 10<sup>th</sup> grade students with designated BCCTC staff

(Anne Liller, Susan Chance, Susan Schuller)

## Prior to Enrolling at BCCTC

- Students will:
  - Tour BCCTC
  - Participate in a half day visit to match their career interest
  - Complete a hands on activity related to their program of interest

## Prior to Enrolling at BCCTC

### **BCCTC**

- Program Instructors will prepare hands-on activities
- Program Instructors will complete an Instructor feedback form – sent to BCCTC Student Services Department
- Feedback forms will be reviewed and forwarded to School Counselors and Transition Coordinators

### **LEA**

- LEAs are required to follow the process outlined in its entirety prior to enrolling students with an IEP at BCCTC
- Information from Instructor feedback forms is to be documented in the Present Levels of Academic Performance and Functional Performance

## IEP Meeting

### **BCCTC**

- A representative should participate in an IEP meeting prior to the student beginning their BCCTC program

### **LEA**

- Send invitation to BCCTC representative to attend the IEP meeting no less than 10 days prior to the scheduled IEP meeting date
- Indicate SDI(s) (using specific terminology) to be implemented at BCCTC in the modifications section of the IEP and 504 agreement
- BCCTC Program Instructor can be identified as the general educator in IEP meetings held at BCCTC
- Support for BCCTC staff documented under section VI. part C supports for school personnel

## IEPWriter Access

### **BCCTC**

- Susan Chance will be assigned as a contributor, READ ONLY, to the student's IEP prior to the student beginning a program at BCCTC
- Student IEP information will be provided to Program Instructors in a timely manner

### **LEA**

- Assign Susan Chance as a contributor, READ ONLY, to the student's IEP prior to the student beginning a program at BCCTC
- IEPWriter contributor list will be updated for incoming students by June 30th

## **BCCTC and LEA Collaboration**

- Susan Chance and the LEA Contact will meet prior to September 30<sup>th</sup> to review new student IEPs

### **Orientation**

#### BCCTC

- Students enrolled at BCCTC will be invited to attend Student Orientation which will include parents, sending school Transition Coordinators and School Counselors

#### LEA

- Should promote student, parents, School Counselors and Transition Coordinators attending the Student Orientation

### **Progress Reporting**

#### BCCTC

- Student Progress Reports will be sent to School Counselors, LEA Contact in the middle of each marking period.
- Student Progress Reports will be sent home to parents for students who are receiving a *D* or *F*.
- Marking Period grades will be sent to the School Counselors and LEA Contact at the end of each marking period

#### LEA

- School Counselors will contact Anne Liller's secretary, when a student Progress Report is not received for a student attending BCCTC
- LEA Contact will contact Susan Chance when a Progress Report is not received for an IEP student attending BCCTC
- Document student grades for each marking period in the IEP annually.

## At Risk Student Process

### **BCCTC**

- Program Instructors will report behavior, academic and attendance concerns to Susan Chance
- Director of Student Services will flag students who are reported to be failing each 9 weeks and contact School Counselor and LEA Contact
- Susan Chance will request an IEP meeting to be held at BCCTC for at risk students
- When warranted BVIU Transition Consultant will attend IEP meetings held at BCCTC

### **LEA**

- Transition Coordinators will receive documentation of Instructor concerns within 10 days submitted concerns
- Comply with request for IEP meeting for at risk or failing students and schedule the IEP meeting within 5 days of request
- Include BVIU Transition Consultant in IEP meeting when warranted

## Change of Program

### **BCCTC**

- If a program change is being considered, a BCCTC representative will contact the School Counselor and the LEA Contact regarding the proposed change
  - Student request
  - Staff initiated

### **LEA**

- Will schedule an IEP meeting within 5 days concerning proposed program change at BCCTC

## Request for Information

### **BCCTC**

- When requested by LEA, Susan Chance will email the following information to the LEA Contact
  - Student Progress Update completed by the Program Instructor (academic & behavior input)
  - Task Grade Report (completed tasks to date / task grade / % of required tasks completed)
  - Attendance data

### **LEA**

- Request for information will be sent via email to Susan Chance
- Notify Susan Chance if requested information is not received within 5 days of the request

## NOCTI

### **BCCTC**

- Report Pre-NOCTI (fall) and NOCTI (spring) results to LEA School Counselors and Transition Coordinators
- Report Machine Tool Technology, NIMS testing, results in the spring
- Veterinary Assistant end-of-program assessment will be reported in a timely manner

### **LEA**

- Document accommodations for all end of program testing in student IEPs (Present Levels of Academic Achievement and Functional Performance) during the annual IEP of their junior year.
- Document Pre-NOCTI results in the Present Levels of Academic Achievement and Functional Performance

## Senior Summary

### **BCCTC**

- Susan Chance will send information to be included in the student's senior summary by May 15<sup>th</sup> each year

### **LEA**

- Document senior summary information sent by BCCTC in Present Levels of Academic Achievement and Functional Performance.

## LEA Staff Visits to BCCTC

### **BCCTC**

- Program Instructors will allow LEA staff to visit classrooms to observe students provided visitors will not compromise safety in the learning environment
- Program Instructors will meet at scheduled times with LEA staff to discuss student progress

### **LEA**

- Staff will contact Susan Chance to schedule appointments with Program Instructors to discuss student progress
- Staff will document all information from scheduled appointments including date, Program Instructor's name, student(s) name and relevant information shared



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