

Ministry of Education
Special Education Strategic
Planning Branch
4th Floor
900 Bay Street
Toronto ON M7A 1L2

Ministère de l'Éducation
Direction de la planification
stratégique pour l'éducation
de l'enfance en difficulté
4^e étage, 900, rue Bay
Toronto ON M7A 1L2



MEMORANDUM TO: Directors of Education
Supervisory Officers and
Secretary-Treasurers of School Authorities
Principals of Section 68 School Authorities
Director of Provincial and Demonstration Schools
Superintendent of Centre Jules-Léger

FROM: Barry Finlay, Director
Special Education Strategic Planning Branch

Jan McGraw, Team Leader
London Region

DATE: June 21, 2007

SUBJECT: **Implementation of the Policy and Program
Memorandum on Applied Behaviour Analysis:
Principal and School Team Training Opportunities**

I am writing to inform you about two training opportunities that will be offered over the summer as a follow up to Policy and Programs Memorandum (PPM) 140, **Incorporating Methods of Applied Behaviour Analysis (ABA) into Programs for Students with Autism Spectrum Disorders (ASD)**.

As you are aware, the Ministry of Education and Geneva Centre for Autism are currently delivering one-day training sessions for school board teams across the province to demonstrate how ABA methods can potentially benefit all students, especially students with ASD. These two additional opportunities are intended to enhance this training and better prepare school boards to implement PPM 140 this September.

School Principal Training

The Ministry of Education acknowledges that principals will play a crucial role in successful implementation of PPM 140. To support principals, the Ministry and Geneva Centre for Autism will be conducting training for up to 1,400 principals across the province.

One day training sessions will be organized for principals during the week of August 13, 2007.

Each district school board may send up to 12 principals. The Director of the Provincial and Demonstration Schools may select one principal from each site. Each school authority may send one principal.

Seven sessions will be held: one provincial francophone session and 6 regional sessions. The sessions will be delivered by principals, or former principals, with staff from Geneva Centre for Autism.

Some topics covered during the principal training include:

- components of ABA;
- structuring the classroom environment for success;
- delivery models of ABA methods in school settings;
- facilitating interdisciplinary teams;
- transitions;
- how to evaluate implementation of PPM 140; and
- communicating with families regarding the requirements of PPM 140.

The **Regional session** will take place as follows:

Place: Best Western Lamplighter Inn and Conference Centre
591 Wellington Road
London, Ontario
N6C 4R3
(519) 681-7151 or 1-888-232-6747

Date: August 14th, 2007

Time: 8:30 am – 4:00 pm

A continental breakfast, lunch and refreshments will be provided.

A registration form for this event is attached to this memorandum. Registration forms for this event should be submitted electronically or by fax by July 5th to Janet Penner at the London Regional Office.

Reimbursement Guideline

The Ministry will reimburse approved expenses for principals as per the attached Reimbursement Guideline.

We look forward to your participation at these training sessions. If you have any questions concerning the school principal training, please contact Janet Penner at the London Regional Office at 1-800-265-4221 (ext. 250) or by email at janet.penner@ontario.ca.

School Team Training

School teams will be able to participate free of charge in the Geneva Centre for Autism's 23rd Annual Autism Summer Training Institute on August 20-23, 2007. The funding for this training has been provided by the Ministry of Education.

Each district school board is requested to send a team of up to 12 representatives. The Director of the Provincial and Demonstration Schools may select up to six representatives from each site within the region. Each school authority may send up to six representatives. School boards will determine the composition of the team they select to participate in this training, but it may include principals, teachers' assistants, teachers and other staff directly working with students with ASD. The intention of this training is to involve as many staff as possible working directly with students with ASD.

In total, eight sessions will be organized: one face-to-face session in Toronto, one provincial francophone session and 6 regional sessions. Regional sessions will be held via videoconference. Staff from Geneva Centre will be at each regional site to facilitate training and interactive components over the 4 days. It is anticipated that up to 1,600 principals, teachers, teachers' assistants and other educators will be able to access these training opportunities.

Some topics covered during the school team training include:

- structuring the environment for success;
- independence, transition, and classroom routines;
- working with social anxiety and phobias;
- supporting joint attention and attending;
- developing social communication in children with an ASD;
- understanding the functions of behaviour; and
- close up on teaching techniques that support the student with an ASD

The **Regional session** will take place as follows:

Place: Best Western Lamplighter Inn and Confe4rence Centre

Date: August 20–23, 2007

Time: 8:30 am – 4:30 pm

A continental breakfast, lunch and refreshments will be provided.

Representatives selected by school boards and school authorities must fax their individual registration forms directly to attention of Debbie Cabral at Geneva Centre for Autism at (416) 322-5894 or mail to: Geneva Centre for Autism, 112 Merton Street, Toronto, ON M4S 2Z8, tel. (416) 322-7877. Geneva Centre will contact participants directly regarding their training location.

Reimbursement Guideline

The Ministry will reimburse approved expenses for school board teams as per the attached Reimbursement Guideline.

We look forward to your participation at these training sessions. Should you have any questions concerning the school team training, please contact Neil Walker at the Geneva Centre at (416) 322- 7977.

Sincerely,



Barry Finlay

Attachment

Original signed by

Jan McGraw