



ADMINISTRATIVE PROCEDURES

SUBJECT: SPEECH AND LANGUAGE SERVICES

INTRODUCTION

The Lambton Kent District School Board Speech and Language Services support the communication needs of students in the classroom within a Tiered service delivery model [LKDSB Tiered Services Model](#). The department is staffed by Speech-Language Pathologists (S-LP) and Communicative Disorders Assistants (CDA) who are employees of the LKDSB.

BACKGROUND

In accordance with Ministry Policy/ Program Memorandum #81, "Provision of Health Support Services in School Settings", the LKDSB Speech and Language team provides various supports to students and staff for language, mild articulation, and early literacy skills. Development of oral language skills in the primary grades is a focus. The treatment of speech disorders such as moderate-severe articulation and phonological processing delays, oral motor, fluency/stuttering and voice disorders is provided by the Ministry of Children, Community and Social Services through School Based Rehabilitation Services. Principals can access support for students requiring speech by direct referral to their local children's treatment centre. Instructions are found in the LKDSB "Administrative Procedures: [Provision of School-Based Rehabilitation Services in Schools](#)."

LKDSB Speech and Language Services provides a variety of services to students which may include:

- Consultation and problem solving for staff and parents regarding student speech and language needs.
- Consultative services for students with complex communication needs
- Group oral language intervention in the early years
- Group phonemic awareness intervention
- Hearing screenings for students meeting eligibility criteria
- Articulation screenings for kindergarten students in Lambton county
- Evaluation and assessment of oral language skills
- Referrals to other agencies

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1. Referral

- Through on-going observation, student records, and other relevant data, the classroom teacher may make a determination that the student is experiencing difficulty with speech and/or language development and would bring the data forward to a school team meeting.
- The school team determines if the referral is for language, hearing screening, phonological awareness intervention or speech concerns. If the referral is for speech concerns for students in Grade 1 and above, follow the instructions for [Provision of School-Based Rehabilitation Services in Schools](#).

- The school team completes an LKDSB referral form and submits a referral through eLite if the concern is:
 - Hearing screening [LKDSB Hearing Screening Referral and Consent Form](#)
 - Phonological Awareness Intervention [LKDSB Phonemic Awareness Intervention Speech & Language Referral and Consent Form](#)
 - JK/SK Lambton County only Articulation Screening [LKDSB Lambton KG Articulation-Fluency Speech and Language Referral and Consent Form](#)
- The school team completes and submits the [LKDSB SLP Student Information Checklist 2023.pdf](#) to the school S-LP if the concern is oral language.
- After consultation with the S-LP and it is agreed that a language assessment is appropriate, the [LKDSB Oral Language Speech and Language Referral and Consent Form](#) is completed and a referral submitted through eLite.
- Refer to the [LKDSB Speech & Language Student Referral Process and Guide](#) and [LKDSB Referral Flowchart](#).
- Following a referral, Speech and Language Services staff will obtain informed consent from the parent/guardian for the appropriate service required:
 - oral language assessment
 - phonological awareness intervention
 - language therapy
 - email and virtual services.

2. Role of the Speech Language Pathologist (S-LP)

- The Speech Language Pathologist will assess or screen the child following referral and decide the appropriate remediation program. This may include:
 - a) making remediation suggestions that can be carried out by the teacher, educational assistant, parent,
 - b) referring the student to an outside agency for treatment and/or
 - c) limited direct consultation/intervention.
- The S-LP will notify the school to schedule a visit to carry out the assessment and/or screening. This will usually occur on the S-LP's set timetable that has been established.
- The S-LP will share results of assessment information and home/school strategies with school staff and parents.
- The S-LP will collaborate with school staff and administrators to increase knowledge of communication skills and remediation skills in the classroom.
- The S-LP will oversee the work of the Communicative Disorders Assistant (CDA) by selecting students to be on caseload, developing intervention plans, monitoring progress and modifying intervention plans in consultation with the CDA.
- Assessment and Progress reports are the responsibility of the S-LP and will be shared with the Principal (or designate).

3. Role of the Communicative Disorder Assistant (CDA)

- The CDA will provide limited direct service to identified students as directed by the S-LP (Please Note: The CDA is not authorized to add new clients to the approved caseload. Any new referrals must be submitted through eLite).
- The CDA will implement intervention programs and/or screenings established by the S-LP and provide programming materials when needed.
- The CDA will maintain records of client progress and will consult with the S-LP about any required changes in the program.
- The CDA will report to the office upon arrival at the school and will follow the timetable that has been established.

4. Role of the Principal (or designate)

- The principal will co-ordinate referrals to the appropriate S-LP
- The principal will provide the CDA or S-LP with a quiet area in which to work with students.
- The principal will notify the S-LP and CDA if speech services are not required on a specific day (due to special events, class trips, student illness, etc.)
- Any problems, questions or concerns should be addressed to the school S-LP or to the Supervisor of School Based Clinical and Therapy Services.

5. Role of the Supervisor of School Based Clinical and Therapy Services

- The Supervisor of School Based Clinical and Therapy Services will co-ordinate service through the Speech and Language Services staff.
- The Supervisor of School Based Clinical and Therapy Services will update the following information via the LKDSB Student Support Services/Well-Being, Speech & Language page in the portal:
 - The S-LP and CDA responsible for their school
 - Current LKDSB Referral and Consent forms, Student Information Checklists for Speech and Language Services
 - Updated process for referrals for the LDKSB Speech and Language Services
 - Updated referral information for School Based Rehabilitation Services
- The Supervisor of School Based Clinical and Therapy Services along with the S-LP, will assist schools with any concerns or questions regarding Speech and Language Services in the school.

Implementation Date: September, 1999,

Revised: June, 2004, December, 2005, October, 2007, June, 2008,
December, 2009, January 21, 2019, June 3, 2024

Reference: Ministry Policy/Program Memorandum #81