



Department: Programs and Services
Section: Special Education

Scope:

This administrative procedure applies to all staff whose responsibilities include identification, program planning, and/or delivery of program and services to students with special needs, and to legal guardian(s) of such students.

Responsibility:

It is the responsibility of the Director of Programs and Services to ensure this administrative procedure is implemented by school principals.

Implementation:

This administrative procedure will be implemented by school principals, assisted as needed by appropriate school staff, and by the Coordinator of Student Services, assisted as needed by regional Student Services staff.

Procedures:

1. The Director of Programs and Services shall designate the Coordinator of Student Services to administer all elements of the delivery of Special Education services to students within the school system.
2. The Coordinator of Student Services shall ensure the development of Administrative Procedures to implement all Special Education policies adopted by the Board.
3. (a) The Coordinator of Student Services shall ensure that in-servicing is provided to all regional and school based staff who function in the Student Services department, and to all administrative staff involved with programming and student placement, to ensure their understanding of procedures which are designed to deliver programming for students with special needs.

(b) The Coordinator of Student Services shall ensure that all staff working with special needs students understand that before a request is made for student tuition support, all Board policies and administrative procedures generally relating to student identification and assessment, program planning and evaluation, Individual Program Plan development, and collaboration among school boards, along with any policies and procedures which might relate to a specific student's needs, such as severe learning disabilities, medication/medical treatment, access to facilities, and/or transportation, have been followed.
4. When a member of a Program Planning Team is in disagreement with student placement and/or intended outcomes of an Individual Program Plan, and that disagreement cannot be reconciled, he or she shall follow the appeal process established by Board Policy BP403.8 and Administrative Procedure AP403.8 - IPP Appeal Process.
5. In cases where the conclusion of the appeal process is a directive to the Annapolis Valley Regional School Board to provide tuition for the student to participate in an alternate

program, the Coordinator of Student Services shall complete Form AP403.a - Record of Student Tuition, shall give a copy to the legal guardian(s) and file a copy in the student's Confidential Documents Envelope.

6. The Coordinator of Student Services shall inform all interested parties within the school system regarding the outcome of the appeal.
7. (a) When appropriate, the Coordinator of Student Services shall provide needed information to the Board solicitor for preparation of necessary legal documents.
- (b) The Coordinator shall process documentation necessary to have the appropriate personnel in the Board's accounting division issue payment of the specified tuition.

Related Guidelines: The Education Act

- Department of Education - Special Education Policy Manual
- Department of Education - Public School Programs
- AVRSB Manual for School-Based Program Planning Teams
- Guidelines Regarding Tuition Agreements for Students with Special Needs

Associated Forms:

- *Form AP403.a- Record of Student Tuition*
- *Form AP403.i- Request for IPP Hearing*

Monitoring:

- It is the responsibility of the Director of Programs and Services (or his/her designate) to have this administrative procedure reviewed on an annual basis.
- The AVRSB Education Committee, board members, principals, classroom and resource teachers, parental organizations and other appropriate groups/individual(s) will be consulted when revision of major significance are made to this policy and administrative procedure.
- Sufficient time shall be provided to ensure that person, as above, have appropriate opportunity to react to such recommended revisions.
- The Director of Programs and Services shall ensure that results of the monitoring of the policy and administrative procedures are recorded, in writing, and forwarded to the Superintendent of Schools for review.
- It is the responsibility of the Superintendent of Schools to report results of the monitoring process to the Board.
- This Administrative Procedure will be monitored annually.

Superintendent Approved: March 28/02

Ref: BP 403.1, Appendices Forms AP 403.a, AP 403.i

Monitoring Date: Annually

Revised: