



Department: Programs and Services
Section: Special Education

Scope	This administrative procedure applies to all members of any Program Planning Team.
Responsibility	It is the responsibility of the Director of Programs and Services to ensure that this administrative procedure is implemented.
Implementation	This administrative procedure will be implemented by school principals, assisted as needed by appropriate school staff, agencies, organizations, the legal guardian(s), or students themselves if they are of legal age, and by the Coordinator of Student Services, assisted as needed by regional Student Services staff.
Procedures	<ol style="list-style-type: none">1. Appeals regarding the decision of the Regional SLD Selection Committee can be made to the Regional SLD Appeals Committee which is comprised of the Chairperson (as ex officio) and three members of the Regional SLD Steering Committee (who do not currently sit as members of the Selection Committee).2. (a) Any member of the student's Program Planning Team has the right to appeal the decision of the Regional SLD Selection Committee. (b) The appeal must be made, in writing, to the Regional SLD Appeals Committee and directed to the Coordinator of Student Services within ten school days following the receipt of the Selection Committee's decision.3. Upon receipt of the Appellant's letter, the Coordinator of Student Services will, within 40 school days of the receipt of the request for the appeal, call an Appeals Committee hearing.4. The Coordinator shall consult with the appellant to ensure that members of the Program Planning Team, as well as others deemed relevant to the appeal (i.e. guardian(s), the student) will be in attendance at the appeal hearing.5. The decision of the Regional SLD Appeals Committee will be forwarded, in writing, to the appellant with copies to the school and/or guardian(s), depending on which party has filed the appeal.6. If the decision of the Appeals Committee is not favorable to the appellant, an appeal can be forwarded to the Superintendent of the Annapolis Valley Regional School Board for processing under AVRSB Board policy BP 403.8 and procedures <i>AP403.8</i>.

Related Guidelines The Education Act
 Regulations under the Education Act
 School Board Ministerial Appeal Guide
 Department of Education's Special Education Policy Manual
 AVRSB Student Services Manual on Policies, Practices and Procedures

Associated Forms Nil

Monitoring Procedure

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 revisions of major significance are made to this policy and administrative procedure.

Sufficient time will be provided to ensure that persons, as above, have appropriate opportunity to react to such recommended revisions.

The Director of Programs and Services shall ensure the 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 on an annually.

Superintendent Approved: March 28/02

Ref: BP 403.19

Monitoring Date:

Revised: