



**Department: Programs and Services**  
**Section: Special Education**

Scope	This administrative procedure applies to all staff involved in the delivery of services, whether learning-related or support-related, to students with special needs.
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 the Coordinator of Student Services, school principals, school teaching and specialist staff, and assisted as needed by regional Student Services staff.
Procedures	<ol style="list-style-type: none"><li>1. The Coordinator of Student Services shall monitor the programs of all students with special needs and identify any students whose programs are so specialized and extensive that it may not be possible to deliver the program within the resources of the regional school system.</li><li>2. The Coordinator of Student Services shall maintain regular contact with their counterparts in other regional school systems for the purpose of sharing information, without violating individual confidentiality, regarding programs for students with special needs in the Annapolis Valley School Board and in the other school systems of the province.</li><li>3. When similarity of cases of student need is identified, or when one school board or the other already has in place a program and/or facility of use to the other, the Coordinator of Student Services shall explore with their counterpart any action which the two (or more) school systems might co-operatively deliver.</li><li>4. The Coordinator of Student Services shall review any possible collaboration with the Director of Programs and Services, who will take it to the Regional Leadership Team for clearance, before undertaking any action which will commit the Annapolis Valley Regional School Board to implementation of the plan.</li><li>5. After being advised by the Director of Programs and Services when a collaborative venture has been confirmed as viable by the Regional Leadership Team, the Coordinator of Student Services shall present the details of the possible collaboration to the principal, who will present it to the Program Planning Team.</li><li>6. (a) The Program Planning Team shall review the proposed collaboration and shall revise the student's IPP to incorporate the new venture, or shall propose a revision, or shall reject the proposed collaboration.</li></ol>

- (b) When the Program Planning Team deems the collaboration appropriate, the principal shall complete Form AP403.h - Request for Inter-Regional Collaboration, and send it and a copy of the signed, revised IPP to the Coordinator of Student Services.
7. Upon receipt of the form, the Coordinator of Student Services shall ensure that the IPP contains sufficient detail so that the financial cost and practicality of collaborative delivery can be assessed.
  8. The Coordinator of Student Services shall forward the request to the Director of Programs and Services for approval, after which the Director shall forward the request to the solicitor for the school board to prepare legal documentation to implement the plan.
  9. The board solicitor shall prepare any legal documents needed to implement the collaboration and return them to the Coordinator of Student Services.
  10. The Coordinator of Student Services shall forward the documents for signing by the authorized signing agents of both (or all participating) school boards, and shall retrieve the documents after signing.
  11. When all documents have been signed, the Coordinator of Student Services shall make and distribute copies, the principal and the legal guardian(s), and shall forward the originals to the board secretary for filing.

Related Guidelines Department of Education - Special Education Policy Manual  
AVRSB Policy BP403.11 and Administrative Procedure AP403.11 -  
Access to Student Records

Associated Forms Form AP403.h - Request for Inter-Regional Collaboration

#### 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 403.7, Appendices Form: AP403.h,  
**Monitoring Date:** Annually  
**Revised:**