



Department: Programs and Services
Section: Special Education

Scope	This administrative procedure applies to all school based staff, to regional Student Services staff, to all Property Services staff, and to the Regional Leadership Team.
Responsibility	It is the responsibility of the Director of Programs and Services in collaboration with the Director of Finance and Operations 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, by the Coordinator of Student Services, assisted as needed by regional Student Services staff, by the Coordinator of Property Services, assisted as needed by Property Services staff, and by the Regional Leadership Team.
Procedures	<ol style="list-style-type: none">1. When a barrier to access is identified, the principal and/or site manager shall ensure completion and sending of <i>Form AP403.o - Identification of Facility Access Difficulties</i> to the Coordinator of Property Services, with a copy to the Coordinator of Student Services.2. <ol style="list-style-type: none">(a) The Coordinator of Property Services shall establish a file of access difficulties and shall prioritize them in terms of significance.(b) The Coordinator of Property Services shall develop a schedule of target dates for correction of access difficulties that can be removed over a reasonable time frame and by using operating budget resources.3. The Coordinator of Property Services shall develop a list of access difficulties which are more significant, because of numbers of people affected, cost of repairs, or the specific nature of the renovation needed, and shall review these needs with the Director of Finance and Operations.4. The Director of Finance and Operations shall prepare a set of priority recommendations for consideration by the Regional Leadership Team in setting capital construction priorities, and in establishing budgets for the board.5. The principal, when concerned about the need for rapid correction of an access difficulty, shall forward a memo that outlines the concern to the Coordinator of Student Services.6. <ol style="list-style-type: none">(a) The Coordinator of Student Services shall review the concern with the Coordinator of Property Services.(b) The Coordinator of Property Services shall report the specific concern to the Regional Leadership Team.

7. The Regional Leadership Team shall decide what action, if any, can be taken, and the Superintendent of Schools shall inform the Coordinators of Property Services and Student Services of the decision.
8. The Coordinator of Student Services shall inform the principal regarding the decision made by the Regional Leadership Team and how it will impact on the operation of the school.
9. The Coordinator of Property Services shall review all plans for major renovation or new construction to ensure that they meet all necessary standards for accessibility.

Related Guidelines Department of Education - Special Education Policy Manual
 National Building Code
 National Fire Code
 Municipal building bylaws and regulations

Associated Forms *Form AP403.o - Identification of Facility Access Difficulties*

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 403.12, Appendices Form: AP403.o
Monitoring Date:
Revised: