



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

**Scope:**

This administrative procedure applies to all staff, legal guardian(s), and outside agencies involved with providing services for students with special needs, as well as to students who receive such services.

**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 and Coordinators of Transportation, Property Services, and Human Resources.

**Procedures:**

1. (a) The Director of Programs and Services shall ensure that the Coordinator of Student Services and all principals are made aware and are knowledgeable of the contents of the Department of Education's Special Education Policy Manual and the Annapolis Valley Regional School Board's Student Services Manual on Policies, Practices and Procedures.  
  
(b) Each principal and the Coordinator of Student Services shall ensure that all employees working under his or her supervision are made aware of the specific application of the Department of Education's Special Education Policy Manual and the Annapolis Valley Regional School Board's Student Services Manual on Policies, Practices and Procedures to their workplace duties.  
  
(c) Using guidelines from the Department of Education's Special Education Policy Manual, the Coordinator of Student Services shall identify participants for in-service training regarding implementation of the AVRSB Student Services Manual on Policies, Practices and Procedures.  
  
(d) The Coordinator of Student Services shall assign the Student Services Consultant to develop an in-service plan to guide the implementation of the Department of Education's Special Education Policy Manual and the AVRSB Student Services Manual on Policies, Practices and Procedures.  
  
(e) The Student Services Consultant shall form a sub-committee to develop the in-service plan and, with assistance from the sub-committee members, shall coordinate the presentation of the in-service program as it is delivered to each school or departmental staff.

2. (a) The Coordinator of Student Services shall form a committee and any sub-committees which are deemed to be necessary to identify and develop any specific policies and procedures which are required for the Board to implement the Department of Education's Special Education Policy Manual and the AVRSB Student Services Manual on Policies, Practices and Procedures.
3. (a) The Coordinator of Student Services shall ensure that a yearly plan is developed for proposal to the Department of Education regarding the level of service for students with special needs within the region.
  - (b) The Coordinator of Student Services shall review the proposal for services with the Director of Finance and Operations and the Director of Programs and Services, and shall assist in finalizing a budget proposal for delivery of services to students with special needs.
4. Following approval of the yearly plan by the Department of Education and the establishment of a budget for the school board, the Coordinator of Student Services shall monitor the implementation and day-to-day operation of the yearly plan for service to students with special needs.

**Related Guidelines:** The Education Act

- Regulations Under the Education Act
- Department of Education – Special Education Policy Manual
- AVRSB Student Services Manual on Policies, Practices and Procedures
- AVRSB Manual for School-Based Program Planning Teams

**Monitoring:**

- It is the responsibility of the Director of Programs and Services (or his/her designate) to collaborate with Director of Finance and Operations 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 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 403.2

**Monitoring Date:** Annually

**Revised:**