

TABLE OF CONTENTS

<u>Chapter 1: Parent Rights in Special Education (Procedural Safeguards).....</u>	<u>1-1</u>
A. Parent Participation	1-1
B. Definition of Parent	1-3
C. Parent Rights in Special Education Notice	1-4
D. Prior Written Notice.....	1-5
E. Parent Consent.....	1-6
F. Parental Consent Requested But Not Provided.....	1-9
G. Notice of IEP Team Meeting.....	1-11
H. Rights for Parents of Gifted Students.....	1-11
I. Education Advocates.....	1-12
J. Student Rights at Age 18.....	1-14
Questions and Answers.....	1-15
<u>Chapter 2: Screening and General Education Intervention.....</u>	<u>2-1</u>
A. Public Notice for Child Find.....	2-2
B. Screening for Children from Birth to Age 5	2-2
C. General Education Intervention for Children from Kindergarten Through Age 21.....	2-3
D. Data Collection and Documentation for General Education Interventions.....	2-7
E. Referral for Initial Evaluation	2-9
F. Early Intervening Services.....	2-10
Questions and Answers.....	2-11
<u>Chapter 3: Initial Evaluation and Eligibility.....</u>	<u>3-1</u>
A. Referral for Initial Evaluation.....	3-1
B. Prior Written Notice and Request for Consent.....	3-2
C. The Evaluation Team.....	3-6
D. Timeline for Conducting the Initial Evaluation.....	3-7
E. Conducting the Evaluation.....	3-8
F. Eligibility Determination and Documentation.....	3-14
G. Prior Written Notice for Identification.....	3-20
H. Independent Educational Evaluation.....	3-20
Questions and Answers.....	3-22
<u>Chapter 4: The Individual Education Program.....</u>	<u>4-1</u>
A. IEP Team.....	4-1
B. Notice of IEP Meeting.....	4-7
C. Using an IFSP instead of an IEP.....	4-10
D. When the IEP/IFSP Must be in Effect.....	4-10
E. Development of the IEP.....	4-11
* IEP Team Considerations.....	4-11
* Content of the IEP	4-14

a.	PLAAFP	4-15
b.	Measurable Annual Goals.....	4-22
c.	Benchmark or Short Term Objectives	4-24
d.	Measuring and Reporting Progress on Annual Goals	4-25
e.	Participation in State and District-Wide Assessments	4-25
f.	Secondary Transition	4-27
g.	Age of Majority	4-33
h.	Statement of Special Education and Related Services	4-33
i.	Least Restrictive Environment	4-34
F.	Meeting to Review, Revise or Amend the IEP	4-35
1.	Annual Review	4-35
2.	Amend the IEP	4-36
3.	Request by Parent or School Staff for IEP Meeting	4-40
G.	Transfer Within the State and From Out of State	4-40
1.	Within State	4-40
2.	Out of State	4-42
H.	Implementing the IEP	4-43
	Questions and Answers	4-44

Chapter 5: Special Education and Related Services 5-1

A.	Special Education Services	5-1
B.	Related Services	5-3
C.	Supplementary Aids and Services	5-6
D.	Program Modifications and Supports for School Personnel	5-9
E.	Incidental Benefit	5-10
F.	Extended School Year/Day Services	5-10
G.	Frequency, Location, and Duration of Services	5-13
H.	Home Schooling	5-14
I.	Services in Location Detention Facilities, Juvenile Justice Authority, and Department of Corrections Facilities	5-15
J.	Facilities	5-15
K.	Qualified Special Education Personnel	5-16
L.	Community-Based Special Education or Related Services	5-17
M.	Medicaid	5-18
N.	Adding or Deleting a Special Education or Related Service	5-19
	Questions and Answers	5-22

Chapter 6: Educational Placement and Least Restrictive Environment 6-1

A.	Parent Participation	6-1
B.	Determining Educational Placement	6-2
C.	Least Restrictive Environment	6-4
D.	Early Childhood Least Restrictive Environment	6-7
E.	Recent Case Law	6-8

F. Least Restrictive Environment Decision Tree	6-9
Questions and Answers	6-12

Chapter 7: Reevaluation **7-1**

A. Purpose of the Reevaluation	7-1
B. Need for the Reevaluation	7-1
C. Prior Written Notice and Request for Consent	7-2
D. Members of the Reevaluation Team	7-5
E. Conducting the Reevaluation	7-6
F. Determining Continued Eligibility	7-7
G. Reevaluations for a Child Identified as Developmentally Delayed	7-8
Questions and Answers	7-9

Chapter 8: Discontinuing Special Education Services **8-1**

A. No Longer Eligible for Services	8-1
B. Graduation	8-2
C. Services Through Age 21	8-3
D. Revocation of Consent for All Special Education Services	8-4
E. Student Drops Out of School	8-5
F. Summary of Performance	8-6
G. Prior Written Notice and Request for Consent	8-8
Questions and Answers	8-8

Chapter 9: Confidentiality **9-1**

A. Federal and State Requirements	9-1
B. Access to Records	9-2
C. Transfer of Records	9-5
D. Release of Information	9-5
E. Amendment of Records	9-6
F. Destruction of Records	9-6
G. Age of Majority	9-7
H. Test Protocols	9-7
I. Discipline Records	9-8
J. Child in Need of Care	9-8
Questions and Answers	9-9

Chapter 10: Mediation **10-1**

A. Mediation Process	10-1
B. Mediation Requests	10-2
C. Mediation Participants	10-3
D. Special Education Mediators	10-4
E. Mediation Results	10-4
Questions and Answers	10-5

Chapter 11: Formal Complaint 11-1

A. Filing a Formal Complaint	11-1
B. Investigating the Complaint	11-2
C. Follow Up on the Complaint	11-2
D. Appealing the Decision	11-3
E. Sanctions by the State Board of Education	11-3
Questions and Answers	11-4

Chapter 12: Due Process Hearings 12-1

A. Filing for Due Process	12-1
B. Assigning a Special Education Due Process Hearing Officer	12-2
C. Resolution Meeting	12-3
D. Prehearing Requirements	12-4
E. Conducting a Due Process Hearing	12-5
F. Reaching a Decision	12-5
G. Appealing the Due Process Decision	12-6
H. Stay Put	12-6
I. Civil Actions	12-6
J. Attorney Fees	12-7
Questions and Answers	12-7

Chapter 13: Suspension and Expulsion of Children with Disabilities for Disciplinary Violations ... 13-1

A. Local School District Responsibilities	13-1
B. Code of Conduct Violations	13-3
C. Short Term Removals (Not a Change of Placement)	13-5
D. Long-Term Removals (Change of Placement)	13-7
E. 45 School Day Interim Alternative Educational Setting	13-9
F. Appeals.....	13-10
G. Children Not Determined Eligible for Special Education.....	13-12
H. Reporting a Crime	13-13
Questions and Answers	13-14

Chapter 14: Children in Private and Parochial Schools 14-1

A. Children Placed in Private Schools by the Public School	14-1
B. Children Enrolled by their Parents in Private Schools when FAPE is at issue	14-2
C. Child Find for Children Voluntarily Enrolled in Private Schools by their Parents	14-4
D. State Law Requirements for Children Voluntarily Enrolled in Private Schools by their Parents	14-5
E. Federal Requirements for Children Voluntarily Enrolled in Private Schools by their Parents	14-6
F. Mediation and Due Process Rights for Private School Children	14-10
Questions and Answers	14-11

Appendix A: Special Education Forms A-1

Appendix B: Eligibility Indicators..... B-1

Appendix C: Transition Information and Tools C-1

Appendix D: Assistive Technology D-1

Appendix E: Guidelines E-1