

RED HOOK CENTRAL SCHOOL DISTRICT

POLICY # 4327

Board of Education Policy IEP Distribution and Implementation

The Board of Education of the Red Hook Central School District adopts the following policies and procedures to ensure, in accordance with law and regulation, that school personnel responsible for the implementation of the Individualized Education Program (IEP) be given a copy prior to such implementation and be informed of their duties in its implementation.

The Director of Special Services shall develop procedures to ensure that every regular education teacher, special education teacher, related service provider, and service provider responsible for the implementation of a student's IEP be given a copy prior to its implementation; and

Implementation

Following the annual review and/or a change in the IEP of a student identified as a child with a disability or the development of an initial IEP for any student identified as a student with a disability after the effective date of this policy, the Director of Special Services shall identify, prior to the implementation of the EP, a professional employee of the school district with knowledge of the student's disability and educational program, who shall be the student's "case manager". The case manager shall either meet or communicate in writing with those regular education teachers, special education teachers, related service providers and other service providers, as defined in Commissioner's regulations, who are responsible for implementation of that student's IEP, and advise such individuals of their specific responsibilities for implementation, including the specific accommodations, modifications, and supports that individual must provide to the student in accordance with the IEP. It shall be the duty of the case manager to ensure that each of the individuals has a copy of the student's IEP prior to implementation.

Confidentiality

Any individual receiving a copy of a student's IEP pursuant to this Policy is strictly prohibited from disclosing any information derived from the IEP in any manner or form whatsoever, unless specifically authorized to do so under the Policy of the Board of Education governing Confidentiality of Student Records.

Effective Date

This Policy shall take effect immediately.

Policy Review

The Board directs the Director of Special Services to obtain input from school administrators, teachers, related service providers and other service providers, as defined in Commissioner's regulations, regarding this Policy and provide the Board of Education, no later than January 31st of each year, with recommendations regarding procedures to ensure the greatest efficiency in the implementation of Chapter 408 of the Laws of 2002. This Policy shall be reviewed by the Board of Education no later than the annual reorganizational meeting.

1st Reading 12/23/02

2nd Reading 01/09/03