

INDIVIDUALIZED EDUCATION PROGRAM (IEP) – TYPE OF MEETINGS

Local Procedures

Initial IEP

The Initial IEP is convened at the conclusion of the assessments conducted to determine initial eligibility. The purpose of the initial IEP is to review all assessment data/reports, develop present levels and determine eligibility. If eligible, the team addresses all areas of need through goal development and determination of needed supports and services. Once service needs are identified, the team must consider the continuum of placement options and determine the placement most closely aligned to the general education placement the student would otherwise attend.

Annual Review

Once a student has been found eligible for special education and related services, a review of the IEP placement, related services and supplemental aids and services shall be held annually. The case carrier shall be responsible for coordination of the annual review. Whenever possible, the annual review procedures shall be conducted so the IEP that is to be the basis of an upcoming school year's programming is finalized prior to the start of the new school year. There must be an IEP in effect at the beginning of each school year.

When reviewing a student's progress at the annual IEP review, the IEP team must consider the following when determining whether changes are needed in the student's program:

1. Any lack of expected progress toward the student's annual IEP goals and in the general education curriculum, where appropriate.
2. The results of any reevaluation.
3. Information about the student provided to, or by, the parents.
4. The student's anticipated needs.
5. Any other relevant matters.

Triennial Review

A reevaluation of the student shall be conducted at least once every three years, or more frequently if conditions warrant a reevaluation or if the student's parent or teacher requests a reevaluation. If the reevaluation so indicates, a new IEP shall be developed. The triennial evaluation is described in detail in the Evaluation section of this manual.

Review

An IEP meeting shall be held at least annually and can be more frequently if requested by the parents or a member of the IEP team. The IEP review meeting must be held within 30 calendar days of the written request for the meeting. The purpose of a review IEP shall be to discuss additions and/or revisions to the IEP that are necessary to provide free appropriate public education (FAPE) for the student. For a review IEP team meeting, only the mandatory team members and those IEP team members whose services are being discussed are required to attend. All members of the IEP must receive a copy of the revised IEP document/addendum IEP.

30-Day Interim Placement/Transfer Students

If a student who has an IEP from a district outside of Humboldt - Del Norte SELPA, transfers to a district within Humboldt - Del Norte SELPA, the new district must complete the "30-day Interim IEP" form upon enrollment, and then hold an IEP meeting within 30 calendar days of enrollment. At the 30-

day IEP meeting, the new district must adopt the prior district's IEP or develop, adopt, and implement a new IEP. In either case, the new district must develop a new IEP on Humboldt - Del Norte SELPA IEP forms. The IEP meeting must take place within 30 calendar days of enrollment in the new district.

In the case of a student with an IEP who transfers to a district within Humboldt - Del Norte from out of state, the district must review eligibility and assessment results to determine if the student continues to qualify for a disability under the California Education Code and corresponding regulations. If the team believes further assessment is warranted, an Assessment Plan should be signed, and an IEP to review assessment results, determine eligibility, and develop an IEP should be held within 30 calendar days.

If a student transfers to a district from a district within Humboldt-Del Norte SELPA, the new district must accept and implement the last agreed-upon IEP. If there is some reason that the new district cannot implement the last agreed-upon IEP, the new district must hold a formal IEP meeting and amend the student's IEP.

Manifestation Determination (MD) (also see section on Discipline)

A "manifestation determination" IEP means the IEP team is required to evaluate the relationship between a student's disability and act of misconduct. A manifestation determination (MD) IEP must be held when a district proposes to take specified serious disciplinary actions which constitute a change in placement because of a violation of a code of student conduct. A manifestation determination (MD) IEP meeting must be held within ten school days of any suspension(s) that are in excess of ten cumulative school days or within ten school days of a decision to expel a student with a disability.

The manifestation review is conducted by the district, the parents and relevant members of the IEP team as determined by the district and the parent. This review does not have to be conducted by the full IEP team. The individuals involved in making the manifestation determination (MD) are charged with reviewing all relevant information in the student's file, including the IEP, any teacher observations and any relevant information provided by the parent. The purpose of this review is to determine the following:

1. If the conduct in question was caused by or had a direct and substantial relationship to the student's disability; or
2. If the conduct in question was the direct result of the district's failure to implement the IEP.

If the answer to either of the previous questions is yes, the district may not go forward with the disciplinary action (except for removals due to special circumstances, i.e., weapons, drugs or infliction of serious bodily injury which can be made without regard to whether the behavior is a manifestation of the disability).

REMINDERS

- The IEP team members for a manifestation determination meeting must be determined by the district and the parent.
- Parent consent is not required for a district to take action as a result of a manifestation determination IEP meeting.