



June 2021

## **SERVICES FOR STUDENTS WITH DISABILITIES: SPECIAL EDUCATION AND SECTION 504**

The Glenbrook High Schools are committed to providing an excellent education for all students. Glenbrook provides many support services that are available to all its students. These services include student support services, academic centers, reading labs, guided study (supportive study period), teacher/student conferences, etc. When strategies and intervention plans are not successful in appropriately supporting a student, an individual assessment to determine eligibility for a Section 504 plan or Special Education services may be initiated.

### *Request for Evaluation and Individualized Education Program*

Any parent, guardian, or school personnel who has concerns about a student may initiate a request for evaluation for Special Education eligibility. The request should be made in writing and directed to the student's guidance counselor. A screening team will address this request and determine what further action is appropriate. If an evaluation is warranted, the district will typically complete the evaluation within 60 school days of receiving the parent's written consent. A student may be considered eligible for special education services if the student is found to have a disability in one or more categories defined by federal and state laws (e.g. autism, intellectual disability, emotional disability, specific learning disability, etc.) which adversely affects educational performance, and requires specialized supports or services. Should participants in a multidisciplinary staffing determine that a student is eligible, an Individualized Education Program (IEP) will be developed. An IEP is a written plan that describes the student's strengths, deficits, and needs, as well as the resources and services the District has committed to help the student make educational progress. The district offers a continuum of services within the district. Sometimes, a large high school environment may present overwhelming challenges for an individual student. When the IEP team members determine that a student with a disability requires services in another setting, the special education team will recommend a placement that addresses the needs of students and ensures that the student receives special education and related services appropriate to meet their needs.

Parents and students are invited and strongly encouraged to actively participate in educational planning and IEP conferences.

### *Interpreting Services*

Qualified interpreters are available at IEP team meetings upon request for parents/guardians whose native language is other than English. If a qualified interpreter is not available, the district may use outside vendors, including telephonic interpreters.

Parents/guardians, including parents/guardians who are deaf, may request an interpreter at IEP team meetings by contacting the special education department at their child's school at:

Glenbrook North	847-509-2666
Glenbrook South	847-486-4666
Glenbrook Off-Campus	847-486-5752
District Office	847-486-4725

Parent/guardian requests for an interpreter at IEP meetings should be made at least 10 days before such meetings whenever possible. Parents/guardians have the right to request that the bilingual interpreter provided at an IEP meeting by the district serve no other role in the IEP meeting than as an interpreter, and the district will make reasonable efforts to fulfill this request. Any questions or concerns about interpretation services can also be directed to the special education director at 847-486-4708 or via email at [jpearson@glenbrook225.org](mailto:jpearson@glenbrook225.org).

Students with disabilities who do not qualify for an IEP may qualify for services under Section 504 of the Federal Rehabilitation Act of 1973, if the student: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

A student may be eligible to receive mental health services from the school district under a federal Section 504 plan.

In addition, Home/Hospital Instruction, coordinated by the Student Services Department, is available to eligible Glenbrook students. Parents of any student unable to attend school due to a condition certified by a medical physician's statement that indicates that the student will or is anticipated, due to the student's medical condition, to be out of school for a minimum of two consecutive weeks of school (10 days) or more or on an "ongoing intermittent basis" should contact the student's guidance counselor. The counselor will provide the parents assistance regarding accessing home/hospital instruction. Arrangements can be made in advance of an anticipated medically based absence.

#### *Parent Procedural Safeguards*

Glenbrook recognizes parents' rights to know about special education. Linked is a copy of the [Notice of Procedural Safeguards](#) provided annually. Please contact the special education director at 847-486-4708 or via email at [jpearson@glenbrook225.org](mailto:jpearson@glenbrook225.org) if you would like a copy in paper format, if at any point you would like another copy, or if you have any questions or concerns about the procedural safeguards.

Of note, parents have the right to peruse and have copied (at a nominal fee) their child's cumulative records, to familiarize themselves with the 23 Illinois Administrative Code (State of Illinois regulations regarding special education) and to participate in educational planning for their child. Parents/guardians have the right to inspect and/or obtain a copy of their child's school student records prior to any IEP meeting. Questions about services and requests to copy special education records should be directed to the Special Education Department (phone numbers listed above). Other record requests should be directed to the guidance counselors.

Information about the 23 Illinois Administrative Code may be obtained upon request from the Director of Special Education, 3801 W. Lake Suite 200 Glenview, IL 60026.

Questions regarding the above information should be directed to the guidance counselor or the Instructional Supervisor for Special Education at your child's school.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Pearson".

Dr. Jennifer Pearson, Director of Special Education

**ANNUAL NOTIFICATION REGARDING SCHOOL DISTRICT ACCESS  
TO MEDICAID OR OTHER PUBLIC BENEFITS OR INSURANCE  
PROGRAMS TO PROVIDE OR PAY FOR IEP SERVICES**

With a parent's consent, the School District may access Medicaid or other public benefits or insurance programs in which the parent's child participates, and provide the child's personally identifiable information to Medicaid or other public benefits or insurance programs in order to provide or pay for IEP services, to the extent permitted under the other public benefits or insurance programs;

The School District may not require a parent to sign up for or enroll in public benefits or insurance programs in order for the parent's child to receive IEP services;

The School District may not require the parent to incur out-of-pocket expenses such as the payment of a deductible or co-pay amount incurred in filing a claim for services, other than any cost that the parent would otherwise be required to pay;

The School District may not use a child's benefits under a public benefits or insurance program if that use would decrease available lifetime coverage or any other insured benefit; or result in the family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the child outside of the time he/she is in school; or increase premiums or lead to the discontinuation of benefits or insurance; or risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures;

A parent's refusal to allow the School District to access Medicaid or other public benefits or insurance programs does not relieve the District of its responsibility to ensure that all required IEP services are provided to the child at no cost to the parent. Likewise, the withdrawal of consent or refusal to provide consent under 34 C.F.R. Part 99 and Part 300 to disclose personally identifiable information to Medicaid or other public benefits or insurance programs does not relieve the School District of its responsibility to ensure that all required services are provided at no cost to the child.

A parent has the right under 34 C.F.R. Part 99 and Part 300 to withdraw his/her consent to access Medicaid or other public benefits or insurance programs and/or to disclose his/her child's personally identifiable information to Medicaid or other public benefits or insurance programs at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "J Pearson". The signature is fluid and cursive, with a large initial "J" and a long horizontal stroke extending to the right.

Dr. Jennifer Pearson  
Director of Special Education