

# The Mounds View School District Total Special Education System (TSES)

This document serves as the Total Special Education System Plan for Mounds View School District in accordance with Minnesota Rule 3525.1100. This plan also includes an assurance for compliance with the federal requirements pertaining to districts' special education responsibilities found in United States Code, title 20, chapter 33, and Code of Federal Regulations, title 34, part 300. This document is a companion to the Application for Special Education Funds – Statement of Assurances (ED-01350-29).

Bev Zelinski, Mounds View School District special education director, is responsible for program development, coordination, and evaluation; in-service training; and general special education supervision and administration. The Mounds View School District Student Services Director, Bev Zelinski, may be reached at 651-621-6038.

## I. Child Study Procedures

The District's identification system is developed according to the requirement of nondiscrimination as Mounds View School District does not discriminate in education on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability.

### A. Identification

Mounds View School District has developed systems designed to identify pupils with disabilities beginning at birth, pupils with disabilities attending public and nonpublic schools, and pupils with disabilities who are of school age and are not attending any school.

Infant and toddler intervention services under United States Code, title 20, chapter 33, section 1431 et seq., and Code of Federal Regulations, title 34, part 303, are available in Mounds View School District to children from birth through 2 years of age who meet the outlined criteria.

The team determines that a child from birth through the age of 2 years is eligible for infant and toddler intervention services if:

- A. The child meets the criteria of one of the disability categories in United States Code, title 20, chapter 33, as defined in Minnesota Rules; or
- B. The child meets one of the criteria for developmental delay in subitem (1), (2), or (3):
  - (1) The child has a diagnosed physical or mental condition or disorder that has a high probability of resulting in developmental delay regardless of whether the child has a demonstrated need or delay; or
  - (2) The child is experiencing a developmental delay that is demonstrated by a score of 1.5 standard deviations or more below the mean, as measured by the appropriate diagnostic measures and procedures, in one or more of the following areas:
    - (a) Cognitive development;
    - (b) Physical development, including vision and hearing;

- (c) Communication development;
- (d) Social or emotional development; and
- (e) Adaptive development.

(3) The child's eligibility is established through the application of informed clinical opinion. Informed clinical opinion may be used as an independent basis to establish a child's eligibility under this part even when other instruments do not establish eligibility; however, in no event may informed clinical opinion be used to negate the results of evaluation instruments to establish eligibility.

The team shall determine that a child from the age of 3 years through the age of 6 years is eligible for special education when:

- A. The child meets the criteria of one of the categorical disabilities in United States Code, title 20, chapter 33, as defined in Minnesota Rules; or
- B. The child meets one of the criteria for developmental delay in subitem (1) and the criteria in subitem (2). Mounds View School District has elected the option of implementing these criteria for developmental delay.

(1) The child:

- (a) Has a diagnosed physical or mental condition or disorder that has a high probability or resulting in developmental delay; or
- (b) Has a delay in each of two or more of the areas of cognitive development; physical development, including vision and hearing; communication development; social or emotional development; and adaptive development, that is verified by an evaluation using one or more technically adequate, norm-referenced instruments. The instruments must be individually administered by appropriately trained professionals and the scores must be at least 1.5 standard deviations below the mean in each area.

(2) The child's need for special education is supported by:

- (a) At least one documented, systematic observation in the child's routine setting by an appropriate professional or, if observation in the daily routine setting is not possible, the alternative setting must be justified;
- (b) A developmental history; and
- (c) At least one other evaluation procedure in each area of identified delay that is conducted on a different day than the medical or norm-referenced evaluation; which may include criterion referenced instruments, language samples, or curriculum-based measures.

Mounds View District identifies students with a Specific Learning Disability by implementing a discrepancy model and is consistent with Minnesota Rule 3525.1341. The district implements extensive pre-referral instructional interventions before determining that a student is in need of a special education evaluation. The plan details the specific scientific, research-based intervention (SRBI) approach including timelines for progression through the model: any SRBI that is used, by content area; the parent notification and consent policies for participation for SRBI; procedures for ensuring fidelity of implementation; and a district staff

training plan. While the intervention process involves continuous measurement of the student's progress, once the evaluation process has begun, a discrepancy formula (as outlined in Minn Rule 3525.1341) is used to make the determination of eligibility. Data collected during the pre-referral intervention plan is highly informative to the eligibility determination. Mounds View's plan for identifying a child with a specific learning disability is attached as **Appendix A**.

## **B. Evaluation**

### Part C - Early Childhood

Evaluation of the child and assessment of the child and family will be conducted in a manner consistent with Code of Federal Regulations, title 34, section 303.321.

- A. *General.* (1) The lead agency must ensure that, subject to obtaining parental consent in accordance with § 303.420(a); (2), each child under the age of three who is referred for evaluation or early intervention services under this part and suspected of having a disability, receives:
- (i) A timely, comprehensive, multidisciplinary evaluation of the child in accordance with paragraph (b) of this section unless eligibility is established under paragraph (a)(3)(i) of this section; and
  - (ii) If the child is determined eligible as an infant or toddler with a disability as defined in § 303.21;
    - (A) A multidisciplinary assessment of the unique strengths and needs of that infant or toddler and the identification of services appropriate to meet those needs;
    - (B) A family-directed assessment of the resources, priorities, and concerns of the family and the identification of the supports and services necessary to enhance the family's capacity to meet the developmental needs of that infant or toddler. The assessments of the child and family are described in paragraph (c) of this section and these assessments may occur simultaneously with the evaluation, provided that the requirements of paragraph (b) of this section are met.
- (2) As used in this part—
- (i) *Evaluation* means the procedures used by qualified personnel to determine a child's initial and continuing eligibility under this part, consistent with the definition of *infant or toddler with a disability* in § 303.21. An *initial evaluation* refers to the child's evaluation to determine his or her initial eligibility under this part;
  - (ii) *Assessment* means the ongoing procedures used by qualified personnel to identify the child's unique strengths and needs and the early intervention services appropriate to meet those needs throughout the period of the child's eligibility under this part and includes the assessment of the child, consistent with paragraph (c)(1) of this section and the assessment of the child's family, consistent with paragraph (c)(2) of this section; and
  - (iii) *Initial assessment* refers to the assessment of the child and the family assessment conducted prior to the child's first IFSP meeting.

(3) (i) A child's medical and other records may be used to establish eligibility (without conducting an evaluation of the child) under this part if those records indicate that the child's level of functioning in one or more of the developmental areas identified in § 303.21(a)(1) constitutes a developmental delay or that the child otherwise meets the criteria for an infant or toddler with a disability under §303.21. If the child's part C eligibility is established under this paragraph, the lead agency or EIS provider must conduct assessments of the child and family in accordance with paragraph (c) of this section.

(ii) Qualified personnel must use informed clinical opinion when conducting an evaluation and assessment of the child. In addition, the lead agency must ensure that informed clinical opinion may be used as an independent basis to establish a child's eligibility under this part even when other instruments do not establish eligibility; however, in no event may informed clinical opinion be used to negate the results of evaluation instruments used to establish eligibility under paragraph (b) of this section.

(4) All evaluations and assessments of the child and family must be conducted by qualified personnel, in a nondiscriminatory manner, and selected and administered so as not to be racially or culturally discriminatory.

(5) Unless clearly not feasible to do so, all evaluations and assessments of a child must be conducted in the native language of the child, in accordance with the definition of *native language* in § 303.25.

(6) Unless clearly not feasible to do so, family assessments must be conducted in the native language of the family members being assessed, in accordance with the definition of *native language* in § 303.25.

B. Procedures for evaluation of the child. In conducting an evaluation, no single procedure may be used as the sole criterion for determining a child's eligibility under this part. Procedures must include:

(1) Administering an evaluation instrument;

(2) Taking the child's history (including interviewing the parent);

(3) Identifying the child's level of functioning in each of the developmental areas in § 303.21(a)(1);

(4) Gathering information from other sources such as family members, other care-givers, medical providers, social workers, and educators, if necessary, to understand the full scope of the child's unique strengths and needs; and

(5) Reviewing medical, educational, or other records.

C. Procedures for assessment of the child and family.

(1) An assessment of each infant or toddler with a disability must be conducted by qualified personnel in order to identify the child's unique strengths and needs and the early intervention services appropriate to meet those needs. The assessment of the child must include the following:

- (i) A review of the results of the evaluation conducted by paragraph (b) of this section;
  - (ii) Personal observations of the child; and
  - (iii) The identification of the child's needs in each of the developmental areas in § 303.21(a)(1).
- (2) A family-directed assessment must be conducted by qualified personnel in order to identify the family's resources, priorities, and concerns and the supports and services necessary to enhance the family's capacity to meet the developmental needs of the family's infant or toddler with a disability. The family-directed assessment must –
- (i) Be voluntary on the part of each family member participating in the assessment;
  - (ii) Be based on information obtained through an assessment tool and also through an interview with those family members who elect to participate in the assessment; and
  - (iii) Include the family's description of its resources, priorities, and concerns related to enhancing the child's development.

#### Parts B - Ages 3-21

The team conducts an evaluation for special education purposes within a reasonable time not to exceed 30 school days from the date the district receives parental permission to conduct the evaluation or the expiration of the 14 calendar-day parental response time in cases other than initial evaluation, unless a conciliation conference or hearing is requested.

Mounds View School District conducts full and individual initial evaluation before the initial provision of special education and related services to a pupil. The initial evaluation consists of procedures to determine whether a child is a pupil with a disability that adversely affects the child's educational performance as defined in Minnesota Statutes, section 125A.02, who by reason thereof needs special education and related services, and to determine the educational needs of the pupil. The district proposing to conduct an initial evaluation to determine if the child qualifies as a pupil with a disability obtains informed consent from the parent of the child before the evaluation is conducted. Parental consent for evaluation is not construed as consent for placement for receipt of special education and related services. The District will not override the written refusal of a parent to consent to an initial evaluation or re-evaluation.

#### **Evaluation Procedures**

Evaluations and reevaluations are conducted according to the following procedures:

- A. Mounds View School District shall provide notice to the parents of the pupil, according to Code of Federal Regulations, title 34, sections 300.500 to 300.505, that describes any evaluation procedures the district proposes to conduct.
- B. In conducting the evaluation, Mounds View School District:
  - (1) Uses a variety of evaluation tools and strategies to gather relevant functional and developmental

information, including information provided by the parent, that are designed to assist in determining whether the child is a pupil with a disability and the content of the pupil's individualized education program, including information related to enabling the pupil to be involved in and progress in the general curriculum, or for preschool pupils, to participate in appropriate activities;

- (2) Does not use any single procedure as the sole criterion for determining whether a child is a pupil with a disability or determining an appropriate education program for the pupil; and
- (3) Uses technically sound instruments that are designed to assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors.

C. Mounds View School District ensures that:

- (1) Tests and other evaluation materials used to evaluate a child under this part are selected and administered so as not be discriminatory on a racial or cultural basis, and are provided and administered in the pupil's native language or other mode of communication, unless it is clearly not feasible to do so;
- (2) Materials and procedures used to evaluate a child with limited English proficiency are selected and administered to ensure that they measure the extent to which the child has a disability and needs special education and related services, rather than measure the child's English language skills;
- (3) Any standardized tests that are given to the child have been validated for the specific purpose for which they are used, are administered by trained and knowledgeable personnel, and are administered in accordance with any instructions provided by the producer of such tests;
- (4) The child is evaluated in all areas of suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities;
- (5) Evaluation tools and strategies that provide relevant information that directly assists persons in determining the educational needs of the pupil are provided;
- (6) If an evaluation is not conducted under standard conditions, a description of the extent to which it varied from standard conditions must be included in the evaluation report;
- (7) Tests and other evaluation materials include those tailored to evaluate specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient;
- (8) Tests are selected and administered so as best to ensure that if a test is administered to a child with impaired sensory, manual, or speaking skills, the test results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child's impaired sensory, manual, or speaking skills, unless those skills are the factors that the test purports to measure; and
- (9) In evaluating each pupil with a disability, the evaluation is sufficiently comprehensive to identify all of the pupil's special education and related service needs, whether or not commonly linked to the disability category in which the pupil has been classified.

D. Upon completion of administration of tests and other evaluation materials, the determination of whether the child is a pupil with a disability as defined in Minnesota Statutes, section 125A.02, shall be made by a team of qualified professionals and the parent of the pupil in accordance with item E,

and a copy of the evaluation report and the documentation of determination of eligibility will be given to the parent.

- E. In making a determination of eligibility under item D, a child shall not be determined to be a pupil with a disability if the determinant factor for such determination is lack of instruction in reading or math or limited English proficiency, and the child does not otherwise meet eligibility criteria under parts 3525.1325 to 3525.1351.

### **Additional requirements for evaluations and reevaluations**

- A. As part of an initial evaluation, if appropriate, and as part of any reevaluation under this part, or a reinstatement under part 3525.3100, the IEP team and other qualified professionals, as appropriate, shall:
  - (1) Review existing evaluation data on the pupil, including evaluations and information provided by the parents of the pupil, current classroom-based assessments and observations, and teacher and related services providers observation; and
  - (2) On the basis of the review, and input from the pupil's parents, identify what additional data, if any, are needed to determine whether the pupil has a particular category of disability, as described in Minnesota Statutes, section 125A.02, or, in case of a reevaluation of a pupil, whether the pupil continues to have such a disability, the present levels of performance and educational needs of the pupil, whether the pupil needs special education and related services, or in the case of a reevaluation of a pupil, whether the pupil continues to need special education and related services, and whether any additions or modifications to the special education and related services are needed to enable the pupil to meet the measurable annual goals set out in the individualized education program of the pupil and to participate, as appropriate, in the general curriculum.
- B. The district administers such tests and other evaluation materials as may be needed to produce the data identified by the IEP team under item A, subitem (2).
- C. The district obtains informed parental consent, in accordance with subpart 1, prior to conducting any reevaluation of a pupil, except that such informed parental consent need not be obtained if the district can demonstrate that it had taken reasonable measures to obtain such consent and the pupil's parent has failed to respond.
- D. If the IEP team and other qualified professionals, as appropriate, determine that no additional data are needed to determine whether the pupil continues to be a pupil with a disability, the district shall notify the pupil's parents of that determination and the reasons for it, and the right of such parents to request an evaluation to determine whether the pupil continues to be a pupil with a disability, and shall not be required to conduct such an evaluation unless requested to by the pupil's parents.
- E. A district evaluates a pupil in accordance with federal regulation before determining that the pupil is no longer a pupil with a disability.

### **Procedures for determining eligibility and placement**

- A. In interpreting the evaluation data for the purpose of determining if a child is a pupil with a disability under parts 3525.1325 to 3525.1351 and the educational needs of the child, the school district:
  - (1) Draws upon information from a variety of sources, including aptitude and achievement tests, parent input, teacher recommendations, physical condition, social or cultural background, and adaptive behavior; and

(2) Ensures that the information obtained from all of the sources is documented and carefully considered.

B. If a determination is made that a child is a pupil with a disability who needs special education and related services, an IEP is developed for the pupil according to Minnesota Rule 3525.2810.

### **Evaluation report**

An evaluation report is completed and delivered to the pupil's parents within the specified evaluation timeline. At a minimum, the evaluation report includes:

- A. A summary of all evaluation results;
- B. Documentation of whether the pupil has a particular category of disability or, in the case of a reevaluation, whether the pupil continues to have such a disability;
- C. The pupil's present levels of performance and educational needs that derive from the disability;
- D. Whether the child needs special education and related services or, in the case of a reevaluation, whether the pupil continues to need special education and related services; and
- E. Whether any additions or modifications to the special education and related services are needed to enable the pupil to meet the measurable annual goals set out in the pupil's IEP and to participate, as appropriate, in the general curriculum.

### **C. Plan for Receiving Referrals**

Mounds View School District plan for receiving referrals from parents, physicians, private and public programs, and health and human services agencies is attached as **Appendix B**.

## **II. Method of Providing the Special Education Services for the Identified Pupils**

Mounds View School District provides a full range of educational service alternatives. All students with disabilities are provided with special instruction and services which are appropriate to their needs. The following is representative of the Mounds View School District method of providing the special education services for the identified pupils, sites available at which service may occur, and instruction and related services are available.

Appropriate program alternatives to meet the special education needs, goals, and objectives of a pupil are determined on an individual basis. Choice of specific program alternatives are based on the pupil's current levels of performance, pupil special education needs, goals, and objectives, and must be written in the IEP. Program alternatives are comprised of the type of services provided, the setting in which services occur, and the amount of time and frequency in which special education services occur. A pupil may receive special education services in more than one alternative based on the IEP or IFSP.

A. Method of providing the special education services for the identified pupils:

Specialized instruction and related services are determined individually based on each pupil's present level of performance, their educational needs, annual goals and short-term objectives and needs for accommodations, modifications and learning style. Each team, including the parent, discusses these topics to determine the appropriate type, amount and location of services for the pupil. For example:



- (1) A pupil might receive academic or behavioral modifications and/or accommodations within their general education class to meet their educational goals.
- (2) A pupil might receive services in a co-taught class with a general education content teacher and a special education teacher who might work with individual students while in the general education classroom.
- (3) A pupil might leave the classroom for a short period of time on a regular schedule to receive specialized instruction either one-to-one or in a small group in another location, such as a resource room or a speech room. A pupil might get speech intervention twice a week for 30 minutes in a small group in a speech room or the pupil might attend daily specialized instruction for reading in a small group in the special education resource room.
- (4) A pupil might leave the classroom on an intermittent schedule to receive behavioral support or breaks based on the student's needs.
- (5) A pupil might require more time in a special education environment that offers more structure and/or specialized instruction to meet their needs. The amount of time would be based on the individual student's needs and goals and could be as much as an entire day in a special education classroom located in a general education building.
- (6) A pupil might attend a program that is located at a site that is separate from other general education students. This option is used the least of all other examples listed here but is available for students whose team determine this is appropriate for the pupil to make educational progress.

B. Sites available at which services may occur:

Specialized instruction occurs at all District school sites. In addition, there are some specialized programs provided at specific sites.

At the elementary level, there are two classrooms for students with more significant cognitive disabilities or severe multiple impairments called InSteps, six classrooms for students that require more structured environments and instruction due to their autism called STAGES and two classrooms for students who require more behavioral support called WINGS. These classes are all located within elementary school buildings. There is also a Bridges Program which has four classrooms at a separate site within the District for students who need this level of behavioral and academic support. The District is also a member of the 916 Northeast Intermediate District and has access to separate site programs through 916 for students who may need this level of service.

At the Middle School level, the District has two STAGES classrooms for students that require more structured environments and instruction due to their autism and one classroom for students who require more behavioral support called WINGS. Students have access to classrooms at the Bridges site for 6<sup>th</sup> and 7<sup>th</sup> grade students who need this level of behavioral and academic support. Students in 8<sup>th</sup> grade might also receive services at another separate site program called REACH Academy. Again, the District has access to the 916 Northeast Intermediate District for students who may need this level of service.

At the High School level the majority of educational services are provided at the home school of the student. Students grades 9-12 have access to the District REACH Academy program as well as program options through the 916 Northeast Intermediate District.

There are three programs in two locations that serve eligible students ages 18-21; the Career and Life Transitions (CLT) programs for students needing career and life skills support and the Reach Transition Program for students continuing to work toward their diploma in an alternative setting.

See **Appendix C** for an outline of Special Education Programs/Options and the locations of each program.

## C. Available instruction and related services

### Instructional services:

#### Early Childhood Special Ed:

The Early Childhood Special Education program is designed to provide evaluation and educational services to qualified preschool children from birth to kindergarten. Children from birth to age three are primarily served in home-based settings, while children ages three to five typically receive services in early childhood centers and community-based facilities. Children are provided intervention embedded within their home or classroom routines.

#### Kindergarten through High School:

Special Education and related services are available to pupils identified as having an educational disability. Parents are involved in the evaluation process and the development of Individual Education Programs (IEP's) for pupils who meet state eligibility criteria. Special education teachers provide instructional services necessary for students to benefit from the general education curriculum and standards based on their individualized educational program (IEP) plan.

#### Transition Services:

Pupils between the ages of 18 and 21 who have not achieved their IEP goals in the areas of Independent Living (home living, community participation, recreation and leisure), Post-secondary Education and Training, and Employment are eligible to receive transition services and continue to participate in educational programming related to these areas. The Career and Life Transition Program is a community-based program for pupils ages 18-21 based on their individual needs and on their level of independence in the community.

#### Related Services:

**Psychological Services** – School psychologists assist pupils in educational, emotional, and behavioral areas. The District's psychologists assist in planning instructional and behavioral programs for pupils in consultation with the pupils, parents, and teaching staff. They are also involved in the evaluation of pupils.

**Speech/ Language Services** – Speech/ Language services are designed to either be provided alone for a pupil who may only have communication needs or can be provided as a related service to a pupil who may have more educational needs and require speech/ language intervention in addition to their specialized instruction.

**Developmental Adaptive Physical Education – (DAPE)** DAPE are also designed to be provided alone for a pupil who may only have a motor need or can be provided as a related service to a pupil who may have more educational needs and require DAPE services in addition to their specialized instruction.

**Occupational/ Physical Therapy** – Occupational therapy (OT) or physical therapy (PT) may be provided to pupils with IEP's who are experiencing motor difficulties, self-care difficulties or sensory motor difficulties and need intervention in order to reach their Individual Education Plan (IEP) goals.

**School Health Services** – School health services are designed to identify pupils with health problems. Licensed school nurses provide pupils, parents and school staff with health information as well as writing and implementing health plans. They supervise health assistants and assist in supporting those pupils who may have health impairments that impact their classroom learning. They also assist in the coordination of the instructional services which these pupils may require.

## I. Administration and Management Plan.

Mounds View School District utilizes the following administration and management plan to assure effective and efficient results of child study procedures and method of providing special education services for the identified pupils:

A. The following table illustrates the organization of administration and management to assure effective and efficient results of child study procedures and method of providing special education services for the identified pupils:

Staff Name	Title	Description	Phone	Location
Bev Zelinski	Director	Student Services Director	651-621-6038	District Center
Stephanie Mars	Assistant Director	District-wide	651-621-6052	CLT-Shoreview, Options and District- wide programs
Jaclyn Smith	Manager	Administrator for ECSE	651-621-6103	ECSE, B-3, EC Speech
Kelly Nuss	Elementary GuIDE	Lead special education teacher and evaluator	651-621-8039/ 651-621-7711	SLEC, Turtle Lake
Tracy Mowery	K-Center GuIDE Non-Public GuIDE	Lead special education teacher and evaluator	651-621-7483	PLEC, St. Johns
Karen Hummel	Elementary GuIDE	Lead special education teacher and evaluator	651-621-6315/ 651-621-7847	Bel Air, Valentine Hills
Ashley Speltz	Elementary GuIDE	Lead special education teacher and evaluator	651-621-7655	Sunnyside
Janette Michalski	Elementary GuIDE	Lead special education teacher and evaluator	651-621-7534	Pinewood
Amber Hopper	Elementary GuIDE Non-Public GuIDE	Lead special education teacher and evaluator	651-621-7040	Island Lake, St. Odilia
Philip Day	Special Ed Teacher	Lead Special Ed Teacher	651-621-6776	Highview
Erika Gehring	Special Ed Teacher	Lead Special Ed Teacher	651-621-6614	Edgewood
Anna Blaske	Special Ed Teacher	Lead Special Ed Teacher	651-621-6462	Chippewa
Jeff Martenson	Dean	Special Education Dean	651-621-6832	Irondale
Hannah Zurn	TOSA	Teacher on Special Assign	651-621-6819	
Becky Ramacher	Dean	Special Education Dean	651-621-7128	Mounds View
Amy Peterson	Coordinator	Administrator	651-621-6163	Bridges/Stages/Wings
Megan Ness	Coordinator	Administrator	651-621-7982	CLT – Twin Lakes, REACH Transition REACH Academy
Jennie Sorenson	Coordinator	Administrator	651-621-6040	District Center
Heather Rivera	Program Admin Asst	District-wide	651-621-6049	District Center
Cara Martin	Program Admin Asst	District-wide	651-621-6048	District Center

- B. Due Process Assurances available to parents: Mounds View School District has appropriate and proper due process procedures in place to assure effective and efficient results of child study procedures and method of providing special education services for the identified pupils, including alternative dispute resolution and due process hearings. A description of these processes are as follows:
- (1) Prior written notice to a) inform the parent that except for the initial placement of a child in special education, the school district will proceed with its proposal for the child's placement or for providing special education services unless the child's parent notifies the district of an objection within 14 days of when the district sends the prior written notice to the parent; and b) state that a parent who objects to a proposal or refusal in the prior written notice may request a conciliation conference or another alternative dispute resolution procedure.
  - (2) Mounds View School District will not proceed with the initial evaluation of a child, the initial placement of a child in a special education program, or the initial provision of special education services for a child without the prior written consent of the child's parent. A district may not override the written refusal of a parent to consent to an initial evaluation or reevaluation.
  - (3) A parent, after consulting with health care, education, or other professional providers, may agree or disagree to provide the parent's child with sympathomimetic medications unless medical, dental, mental and other health services are necessary, in the professional's judgment, that the risk to the minor's life or health is of such a nature that treatment should be given without delay and the requirement of consent would result in delay or denial of treatment.
  - (4) Parties are encouraged to resolve disputes over the identification, evaluation, educational placement, manifestation determination, interim alternative educational placement, or the provision of a free appropriate public education to a child with a disability through conciliation, mediation, facilitated team meetings, or other alternative process. All dispute resolution options are voluntary on the part of the parent and must not be used to deny or delay the right to a due process hearing. All dispute resolution processes are provided at no cost to the parent.
  - (5) Conciliation Conference: a parent has the opportunity to meet with appropriate district staff in at least one conciliation conference if the parent objects to any proposal of which the parent receives prior written notice. Mounds View School District holds a conciliation conference within ten calendar days from the date the district receives a parent's objection to a proposal or refusal in the prior written notice. All discussions held during a conciliation conference are confidential and are not admissible in a due process hearing. Within five school days after the final conciliation conference, the district must prepare and provide to the parent a conciliation conference memorandum that describes the District's final proposed offer of service. This memorandum is admissible in evidence in any subsequent proceeding.
  - (6) In addition to offering at least one conciliation conference, Mounds View School District informs parents of other dispute resolution processes, including at least mediation and facilitated team meetings. The fact that an alternative dispute resolution process was used is admissible in evidence at any subsequent proceeding. State-provided mediators and team meeting facilitators shall not be subpoenaed to testify at a due process hearing or civil action under special education law nor are any records of mediators or state-provided team meeting facilitators accessible to the parties.
  - (7) Descriptions of the mediation process, facilitated team meetings, state complaint, and impartial due process hearings may be found in Mounds View School District Procedural Safeguard Notice, attached as **Appendix D**.

#### IV. Interagency Agreements the District has Entered

Mounds View School District has entered in the following interagency agreements or joint powers board agreements for eligible children, ages 3 to 21, to establish agency responsibility that assures that interagency services are coordinated, provided, and paid for, and that payment is facilitated from public and private sources:

Name of Agency	Terms of Agreement	Agreement Termination/ Renewal Date	Comments
Suburban Ramsey Family Collaborative	Joint Powers Agreement (JPA) that is ongoing	A renewal date is at the discretion of the parties involved. Any member may choose to end the agreement at any time.	This JPA addresses all students in the district and who live in the community which includes pupils with disabilities.
Local Collaborative Time Study (LCTS)	Joint Powers Agreement (JPA) that is ongoing	A renewal date is at the discretion of the parties involved. Any member may choose to end the agreement at any time.	This JPA addresses all students in the district and who live in the community which includes pupils with disabilities.
Ramsey County Children Mental Health Collaborative	Joint Powers Agreement (JPA)	A renewal date is at the discretion of the parties involved. Any member may choose to end the agreement at any time.	This JPA addresses all students in the district and who live in the community which includes pupils with disabilities.

#### V. Special Education Advisory Council

In order to increase the involvement of parents of children with disabilities in district policy making decision making, Mounds View School District has a special education advisory council.

- A. Mounds View School District Special Education Parent and Professional Advisory Council (SEPPAC) is individually established.
- B. Mounds View School District SEPPAC is not a subgroup of any existing board/council/committee.
- C. More than half of the Mounds View School District SEPPAC's members are parents of students with a disability. The district invites a representative from a nonpublic school located in the boundaries and includes at least one member who is a parent of a nonpublic school student with a disability, or an employee of a nonpublic school if no parent of a nonpublic school student with a disability is available to serve.

Each local council meets no less than once each year.

- D. The Mounds View School District's SEPPAC meets 2-3 times per year, with 1-2 meetings dedicated for basic operations and additional sessions for specific presentations.
  
- E. The operational procedures of Mounds View School District Special Education Advisory Council are attached as **Appendix E**.

## **VI. Assurances**

Code of Federal Regulations, section 300.201: Consistency with State policies. Mounds View School District, in providing for the education of children with disabilities within its jurisdiction, has in effect policies, procedures, and programs that are consistent with the State policies and procedures established under sections 300.101 through 300.163, and sections 300.165 through 300.174. (Authority: 20 U.S.C. § 1413(a)(1)).

Yes: Assurance given.