

Region 10 Public Schools

Special Education

Procedures and Practices Manual

A model special education procedures and practices manual template created by the
Connecticut State Department of Education
Bureau of Special Education



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Introduction

All school districts throughout Connecticut should have a shared understanding of the statutory and regulatory requirements for the provision of special education and related services to eligible students. This manual has been developed as a resource for all educational stakeholders to assist in fostering that shared understanding and to improve outcomes for students with disabilities. While the use of this manual, in whole or in part, is not required, the content has been designed to inform and guide users in fulfilling the requirements of both state and federal special education statutes and implementing regulations. Connecticut school districts are encouraged to use this manual as a template for their own procedures and practices manual. School district staff should use this manual in conjunction with the Procedural Safeguards Notice, IEP Manual and Forms publication, Bureau of Special Education publications, special education statutes and regulations as well as guidance from state and federal authorities.

School districts should adapt this manual to align with local procedures, which may include specific staff names and roles and links to district specific documents or websites. School districts will need to update the manual, as needed, to remain current with federal and state special education statutes and implementing regulations. Use of this manual does not guarantee compliance with the complex statutory and regulatory requirements related to the provision of special education services. All districts should consult with their legal counsel if any question or issue arises in the interpretation of or delivery of services related to those requirements

Definitions and Explanations of Common Terms Used in This Manual

The following terms are defined in the IDEA and state statutes and implementing regulations.

Accommodations are changes to instruction (such as materials, content enhancements, and tasks) that change how a student learns. Accommodations may include assistive technology devices and services. Accommodations do not fundamentally alter the grade level requirements or course expectations.

Adult Student is an eligible student who has reached the age of majority under state law.

Adverse Effect exists when educational performance is negatively affected because of the manifestation of the student's disability. Evidence must exist that supports a relationship between the manifestation of the student's disability and decreased educational performance. While adverse effect on educational performance may imply a marked difference between the student's academic performance and reasonable (not optimal) expectations of performance, the definition of educational performance cannot be limited to academics.

Annual Review means a review of the student's IEP periodically, but not less than annually (within 365 calendar days) by a PPT, to determine whether the annual goals for the student are being achieved.

Assistive Technology (AT) Device means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of a student with a disability. The term does not include a medical device that is surgically implanted, or the replacement of such device.

Assistive Technology Service means any service that directly assists a student with a disability in the selection, acquisition, or use of an assistive technology device. The term includes:

- The evaluation of the needs of a student with a disability, including a functional evaluation of the student in the student's customary environment;
- Purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices for students with disabilities;
- Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices;
- Coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
- Training or technical assistance for a student with a disability or, if appropriate, that student's family; and
- Training or technical assistance for professionals (including individuals providing education or rehabilitation services), employers, or other individuals who provide services to employ, or are otherwise substantially involved in the major life functions of that student.

Behavior Intervention Plan (BIP): A plan, based on data gathered through a Functional Behavior Assessment (FBA), which is designed to change and improve a student's behavior. Appropriate practice suggests that BIPs should include the overall goals to be achieved, interventions intended to change the student's behavior, the persons responsible for implementing the proposed interventions, and evaluation methods and timelines to be followed.

The Board or the Board of Education means a public body or public agency responsible for the education of children. For the purposes of this manual, the board or board of education means the [insert town name] Board of Education.

Change in Placement: A change in educational placement relates to whether the student is moved from one type of education program (e.g., general education class) to another type (e.g., private special education program). It may also occur when there is significant change in the student's educational program even if the student remains in the same setting.

Change in Placement for Disciplinary Reasons occurs if:

- A student has been removed for more than 10 consecutive school days; or
- A student has been subjected to a series of removals that constitute a pattern because:
 - the series of removals total more than 10 school days in a school year;
 - the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and
 - when additional factors exist such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another.

Child/Student means any person under 21 years of age.

Child Find is an IDEA requirement that states and districts identify, locate, and evaluate students ages birth to 21, who may need special education and related services.

Child with a Disability means a child who (A) is age three, four or five or has attained the age at which the town is required to provide educational opportunities in accordance with state law and who meets the criteria for special education and related services in accordance with the IDEA, or (B) is age three, four or five and is experiencing developmental delay that causes such child to require special education.

Consent means that the parent or adult student:

- Has been fully informed of all information relevant to the activity for which consent is sought, in his or her native language, or other mode of communication;
- Understands and agrees in writing to the carrying out of the activity for which his or her consent is sought, and the consent describes that activity and lists the records (if any) that will be released and to whom; and
- Understands that the granting of consent is voluntary and may be revoked at any time. If a parent/adult student revokes consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked).

Developmental Delay: A significant delay in one or more of the following areas: (A) physical development; (B) communication development; (C) cognitive development; (D) social or emotional development; or (E) adaptive development, as measured by appropriate diagnostic instruments and procedures and demonstrated by scores obtained on an appropriate norm-referenced standardized diagnostic instrument.

The **District** or **School District** means Region 10 Schools.

Education Record means a student's record containing personally identifiable information maintained by an educational agency or institution, or by a party acting for the agency or institution, which may include, but is not limited to print, handwriting, computer media, video or audio tape, film, microfilm, and microfiche.

Escort means the minimum contact necessary to safely escort a person from one area to another through temporary touching or holding for the purpose of guiding or inducing a student to walk to another location. Carrying or forcibly moving a person from one location to another is a "physical restraint."

Evaluation means the summative results of the evaluation procedures, including assessments, used to determine whether a student is a student with a disability and the nature and extent of the special education and related services that the student needs.

Evaluation Procedures means the use of a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the student, including information provided by the parent that may assist in determining whether the student is a student with a disability and, if so, the content of the student's IEP.

Exclusionary Time Out means a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting for the purpose of calming such student or deescalating such student's behavior. An exclusionary time out becomes a reportable "seclusion" if or when the student is physically, or otherwise prohibited from leaving the space.

Expedited Due Process Hearing is an administrative hearing conducted by an SDE-appointed hearing officer to resolve disputes concerning discipline for which shortened timelines are in effect in accordance with the IDEA.

Extended School Year (ESY) services means special education and related services that are provided to a student with a disability beyond the district's normal school year, in accordance with the student's IEP, and at no cost.

Family Educational Rights and Privacy Act (FERPA) is the federal law that protects the privacy of student education records.

Free Appropriate Public Education (FAPE) means special education and related services that are provided at public expense, under public supervision and direction, and without charge; meet the standards of the State Department of Education, including the requirements of the IDEA; include an appropriate preschool, elementary school, or secondary school education in Connecticut; and are provided in conformity with an IEP.

Functional Behavioral Assessment (FBA) is a problem solving process designed to address a student's behavior, when that behavior impedes the learning of the student with a disability as well as the learning of his or her peers. It is intended to guide the PPT in making data-based decisions about how to assist students, by looking beyond the observable behavior and focusing on the function or the "why" of the behavior.

Gifted and Talented means a child identified by the PPT as (A) possessing demonstrated or potential abilities that give evidence of very superior intellectual, creative or specific academic capability and (B) needing differentiated instruction or services beyond those being provided in the general education program in order to realize the child's intellectual, creative or specific academic potential. This term shall include children with extraordinary learning ability and children with outstanding talent in the creative arts. *Extraordinary learning ability* means a child identified by the planning and placement team as gifted and talented on the basis of either performance on relevant standardized instruments, or demonstrated or potential achievement or intellectual creativity, or both. *Outstanding talent in the creative arts* means a child identified by the planning and placement team as gifted and talented on the basis of demonstrated or potential achievement in music, the visual arts or the performing arts.

Homeless Children and Youth means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because the children are living in circumstances described in 1-3 above.

Independent Educational Evaluation (IEE) means an evaluation conducted by a qualified examiner who is not employed by the school district responsible for the public education of the child.

Individualized Education Program (IEP) means a written document, developed by a PPT, which documents the specialized instruction and related services for an eligible student with a disability. The IEP is developed, reviewed, and revised at a PPT meeting, at least annually.

Individualized Family Service Plan (IFSP). A written individualized plan for an infant or toddler (i.e., birth to three year of age) with a disability that is developed by a PPT, under Part C of the IDEA.

Individuals with Disabilities Education Act (IDEA) is a federal law that makes FAPE available to eligible children with disabilities throughout the United States and ensures special education and related services to those children. The IDEA governs how states and public agencies provide early intervention, special education, and related services to eligible infants, toddlers, children, and youth with disabilities. Infants and toddlers, birth through age 2, with disabilities and their families receive services under IDEA Part C. Children and youth ages 3 through 21 receive special education and related services under IDEA Part B.

Initial Evaluation: The evaluation procedures that are conducted in accordance with the IDEA to determine whether a student has a disability and the nature and extent of the special education and related services that the child needs.

Initial Provision of Service means the first time a parent is offered special education and related services for their child after an initial evaluation and eligibility determination.

Interim Alternative Educational Setting (IAES) is the educational setting in which a district may place a student with a disability, for not more than 45 school days, if the student while at school, on school premises, or at a school function carries a weapon or possess a weapon; knowingly possesses, uses, sells or solicits the sale of illegal drugs or controlled substances; or has inflicted serious bodily injury upon another person. An IAES may also be ordered by a hearing officer based upon evidence that maintaining the current placement is substantially likely to result in injury to the student or others.

Language and Communication Plan is a required plan developed by the PPT and included in the IEP, pursuant to state law, for any student identified as deaf or hard of hearing. The plan must address: (1) the primary language or mode of communication chosen for the child, (2) opportunities for direct communication with peers and professional personnel in the primary language or mode of the child, (3) educational options available to the child, (4) the qualifications of teachers and other personnel administering such plan for the child, including such teacher's or personnel's proficiency in the primary language or mode of communication for the child, (5) the accessibility of academic instruction, school services and extracurricular activities to the child, (6) assistive devices and services for the child, (7) communication and physical accommodations for the child, and (8) an emergency communication plan

that includes procedures for alerting the child of an emergency situation and ensuring that the specific needs of the child are met during the emergency situation.

Least Restrictive Environment (LRE) is the IDEA requirement that students with disabilities, including those in public or private institutions or other care facilities, be educated with students who are nondisabled to the maximum extent appropriate.

Local Educational Agency (LEA) means a public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a state, or for a combination of school districts or counties as are recognized in a state as an administrative agency for its public elementary schools or secondary schools. For the purposes of this manual, local educational agency means, Region 10 Schools.

Manifestation Determination is a determination by the parent and relevant members of the PPT about whether the conduct in question was caused or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of the school district's failure to implement the student's IEP.

Modifications are changes to the content, which affect what the student learns. Modifications include changes in the curricular content standards or the performance expectations.

Native Language when used with respect to an individual who has limited English proficiency, means: the language normally used by that individual, or, in the case of a child, the language normally used by the parents of the child. In all direct contact with a child (including evaluation of the child), the native language would be the language normally used by the child in the home or learning environment.

Nonacademic and Extracurricular Services and Activities may include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the district, referrals to agencies that provide assistance to individuals with disabilities, and employment of students, including both employment by the district and assistance in making outside employment available.

Office of Special Education Programs (OSEP): A division of the U.S. Department of Education dedicated to improving results for students with disabilities ages birth through 21, by providing leadership and financial support to assist states and local districts.

Parent(s) means a biological or adoptive parent, guardian, surrogate parent as defined by Connecticut statute, or an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the student lives or an individual who is legally responsible for the student's welfare. The rights of the parent shall transfer to a student who has reached the age of 18, except as provided in the state regulation about the transfer of rights.

Personally Identifiable Information includes but is not limited to, the student's name, name of the parent or other family member; the student's or parent's address; a personal identifier, such as the student's social security number or student number; or a list of personal characteristics or other information that would make it possible to identify the student with reasonable certainty.

Physical Restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs, or head, including, but not limited to, carrying or forcibly moving a person from one location to another.

The term does not include:

- Briefly holding a person in order to calm or comfort the child;

- The minimum contact necessary to safely escort a person from one area to another;
- Medical devices, including, but not limited to, supports prescribed by a health care provider to achieve proper body position or balance;
- Helmets or other protective gear used to protect a person from injuries due to a fall; or
- Helmets, mitts, and similar devices used to prevent self-injury when the device is:
 - part of a documented treatment plan or individualized education program pursuant to the Connecticut General Statutes Section (C.G.S.) 10-76d; or
 - prescribed or recommended by a medical professional, as defined in C.G.S. Section 38a-976, and is the least restrictive means available to prevent such self-injury.

Planning and Placement Team (PPT) means a team established pursuant to the IDEA, which includes professionals who represent the teaching, administrative, and pupil personnel staffs and who, with the parents, are equal participants in the decision making process to determine the specific educational needs of the student and to develop, review, and revise a student's IEP. A PPT reviews referrals to special education, determines if the student needs to be evaluated, decides what evaluations will be given to the student, and whether the student is eligible for special education and related services.

Positive Behavioral Intervention and Supports (PBIS) means a framework to address challenging behaviors that includes functional assessment of the behavior, organizing the environment, teaching skills, rewarding positive behaviors, anticipating situations, monitoring the effect of interventions, and redesigning interventions as necessary.

Present levels of academic achievement and functional performance means a statement of the student's current level of achievement or development in an area of need and how the student's disability affects the student's involvement and progress in the general education curriculum.

Reevaluation means the evaluation procedures that are conducted no more than once a year but at least every three years, unless the parents and the district otherwise agree, to review or reestablish the extent, if any, of the special education and related services that the child requires. A reevaluation may only take place after an initial evaluation has been conducted.

Related Services means transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education, and includes speech-language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, recreation, including therapeutic recreation, early identification and assessment of disabilities in children, counseling services, including rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes. Related services also include school health services and school nurse services, social work services in schools, and parent counseling and training. Related services do not include a medical device that is surgically implanted, including cochlear implants, the optimization of that device's functioning (e.g., mapping), maintenance of that device, or the replacement of that device.

School Day means any day, including a partial day that children are in attendance at school for instructional purposes.

School Year means the period beginning July 1 and ending June 30.

Scientific Researched-Based Intervention (SRBI) is Connecticut's framework for Response to Intervention (RTI). A general education model that refers to a tiered approach to instruction and behavioral support services. The model is used to promote the early identification of students who may be at risk for learning or behavioral difficulties.

Seclusion means the involuntary confinement of a student in a room from which the student is physically prevented from leaving. Seclusion does not include an exclusionary time out.

Services Plan means a written statement that describes the special education and related services the district will provide to a parentally-placed child with a disability enrolled in a private school who has been designated to receive services, including the location of the services and any transportation necessary, and is developed and implemented in accordance with the IDEA.

Special Education means specially designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability, including instruction conducted in the classroom, in the home, in hospitals and institutions, in other settings, and instruction in physical education.

Special education also includes travel training and vocational education if they meet the requirements of being specially designed instruction. Pursuant to state law, speech and language services can be a special education service.

Specially Designed Instruction means adapting the content, methodology, or delivery of instruction, as appropriate, to address the unique needs of an eligible student that result from the student's disability and to ensure access to the general education curriculum, so that the student can meet the educational standards within the jurisdiction of the school district that apply to all students.

Summary of Performance (SOP) is a summary of a student's academic achievement and functional performance, which must include recommendations on how to assist the student in meeting the student's postsecondary goals. A SOP is required for each student with an IEP whose eligibility for services under IDEA terminates due to graduation from secondary school with a regular high school diploma or due to exceeding the age of eligibility for FAPE under state law.

Supplementary Aids and Services means aids, services, and other supports that are provided in general education classes, other education-related settings, and in extracurricular and nonacademic settings, to enable children with disabilities to be educated with nondisabled children to the maximum extent appropriate.

Surrogate Parent is an individual appointed by the state to represent the student in all matters relating to the identification, evaluation, educational placement, and the provision of FAPE for the student. A surrogate parent has the same legal rights afforded to parents with respect to special education and related services.

Transition Services means a coordinated set of activities for a child with a disability that:

- Is designed to be within a results-oriented process, focused on improving the academic and functional achievement of the child with a disability to facilitate the child's movement from school to post-school activities, including postsecondary education, vocational education, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation; and
- Is based on the individual child's needs, taking into account the child's strengths, preferences, and interests and includes:
 - instruction;
 - related services;
 - community experiences;
 - the development of employment and other post-school adult living objectives; and

- if appropriate, acquisition of daily living skills and provision of a functional vocational evaluation.

Transition services for children with disabilities may be special education, if provided as specially designed instruction, or a related service, if required to assist a child with a disability to benefit from special education.

Ward of the State means a student who, as determined by the state where the child lives, is a foster child, considered a ward of the state, or is in the custody of a public child welfare agency.

Chapter 1: Free Appropriate Public Education (FAPE)

As noted in the definitions section, the Individuals with Disabilities Education Act (IDEA) is a federal law that makes FAPE available to eligible children with disabilities throughout the United States and ensures special education and related services to those children. The IDEA governs how states and public agencies provide early intervention, special education, and related services to eligible infants, toddlers, children, and youth with disabilities. Infants and toddlers, birth through age 2, with disabilities and their families receive services under IDEA Part C. Children and youth ages 3 through 21 receive special education and related services under IDEA Part B.

Pursuant to the IDEA, Region 10 Schools will ensure that FAPE is made available to students between the ages of 3 and 21 years old and who reside in the Burlington or Harwinton. will make FAPE available to all students with disabilities who require special education and related services, even if those children are advancing from grade to grade.

The IDEA defines FAPE as special education and related services that:

1. Are provided at public expense, under public supervision and direction, and without charge;
2. Provided in conformity with an individualized education program (IEP);
3. Meet the standards of the Connecticut State Department of Education (CSDE) and the requirements of IDEA; and
4. Include an appropriate preschool, elementary, or secondary school education that meets the education standards in Connecticut.

Case law has further developed the definition of FAPE. The United State Supreme Court has opined that a school district must offer an IEP that is specially designed and reasonably calculated to enable the student to make progress appropriate in light of the student's circumstances.

Chapter 2: Child Find and Referral Process

Child Find Responsibility

In accordance with Part B of the IDEA, as well as applicable state statutes and implementing regulations, the Region 10 Schools has a child identification process “Child Find” for all children with a disability from birth through age 21, regardless of the severity of the disability, and who are in need of special education and related services.

The Region 10 Schools’ Child Find responsibilities apply to all children who reside within the Region 10 Schools, including children who are educated at home, homeless children, children who are wards of the state, and children attending private schools. This responsibility includes cooperating and collaborating with other agencies to identify children with disabilities.

Region 10 Schools has policies and procedures for conducting Child Find activities (i.e., identifying, locating, and evaluating) for all students who are suspected of having a disability, even though the student is:

- Advancing from grade to grade;
- Enrolled by their parents in private nonprofit elementary or secondary school, including a religious school, either of which is located in the jurisdiction of the school Region 10 Schools;
- Attending a magnet or charter school;
- Between the ages of birth to three;
- A ward of the state; or
- Highly mobile, such as migrant and homeless children.

Locating Students

The Region 10 Schools’ special education department coordinates all activities related to Child Find. Region 10 Schools uses community resources and conducts systematic activities in an effort to identify children who may require special education services. Region 10 Schools has personnel who consult with designated representatives of private schools within the district’s boundaries.

Identification of Children Ages Birth to Three Years Old

Region 10 Schools has the obligation under Child Find to identify children who have or may be suspected of having a disability from birth.¹ Child Find is also an obligation of the State’s Birth to Three System. Under the IDEA, Part C, the Birth to Three System is responsible for identifying, locating, evaluating and providing services to children between birth and age three who are eligible to receive such early intervention services due to a developmental delay or a documented physical or mental condition that has a high probability of resulting in a developmental delay.

Region 10 Schools will meet Child Find obligations for children between the ages of birth to three when such children are referred to the Birth to Three System for an evaluation.

When Region 10 Schools is informed of a child between birth to three who has or may have a disability, the district will either (a) make a referral directly to the Birth to Three System via the statewide toll-free

¹ The District’s Child Find obligations will include those activities that target children whose families are homeless, highly mobile, whose primary language is not English and who participate in public and private early childhood programs.

number² or website,³ or (b) provide the parent with the information so that the parent can make the referral themselves.⁴

If a parent of a child under age three opts not to consent to, contact and/or pursue, an early intervention evaluation through the Birth to Three System and requests that such evaluation be conducted by the district, Region 10 Schools will comply by convening a PPT meeting to determine if the child will be provided an evaluation in order to further determine if the child is a child with a disability under the law. Region 10 Schools recognizes that they are obligated to provide special education and related services to an eligible child no later than a child's third birthday.

General Education Interventions

When appropriate, Region 10 Schools' personnel may explore and implement alternative, multi-tiered instructional and/or behavioral procedures and programs in general education prior to referring a student to special education. Region 10 Schools' personnel will encourage parents to collaborate with their child's teacher(s) and other involved staff during this time. It is important to note that a referral to special education may be made at any time regardless of where the student falls within the multi-tiered intervention process.

Region 10 Schools recognizes that initiatives in general education programming, such as multi-tiered levels of intervention, are designed to emphasize successful differentiated instruction for all Pre-K to Grade 12 students. Scientific Researched-Based Interventions (SRBI) emphasizes high quality core general education practices, as well as targeted instruction for students experiencing learning, social-emotional, and/or behavioral difficulties. SRBI is designed to ensure that all students in public school classrooms receive appropriate instruction by providing critical information about the student's instructional strengths and needs and using this information to create effective, research-based instructional interventions in general education with frequent monitoring of student progress.⁵ If the student's difficulties persist, Region 10 Schools will promptly refer the student to special education while the alternative procedures and programs in general education continue. In other words, Region 10 Schools will not use SRBI to delay or deny a timely evaluation for students suspected of having a disability.

Referral to Determine Eligibility for Special Education and Related Services

Region 10 Schools accepts and processes all referrals to determine eligibility for special education and related services. The Region 10 Schools' Board of Education shall make available information, understandable to the general public, concerning the procedures for making such a referral to all parents and professional staff. This information is available on the Region 10 Schools' website⁶ and at each of the Region 10 Schools.

A referral can be made by:

- An adult student
- A parent;

² 1-800-505-7000

³ <https://cdi.211ct.org/cdireferralfom/>

⁴ <http://www.birth23.org/referral/forms/parent/>

⁵ It is appropriate for identified students with disabilities to be included in this type of multi-tiered system of intervention if deemed beneficial and appropriate to their level of learning or behavioral progress.

⁶ [Home - Regional School District 10 \(region10ct.org\)](http://www.region10ct.org)

- School personnel; or
- Other individuals from other agencies (e.g., physicians, psychologists, social workers) to whom parental permission to make a referral has been given.

Pursuant to state law, Region 10 Schools' staff will promptly refer students who are suspended repeatedly in or out-of-school, or whose behavior, attendance, including truant behavior, or academic progress in school is considered unsatisfactory or at a marginal level of acceptance.

A referral of a child who is suspected of having a disability requires Region 10 Schools to convene a PPT meeting to consider the need for an evaluation to determine if the child is a child with a disability who is eligible for special education and related services. The completion of the *Referral to Determine Eligibility for Special Education and Related Services* form (ED621)⁷ initiates this process.

Referral Process

When a referral is made by an individual other than Region 10 Schools' personnel (i.e., parent, adult student, or other individuals from other agencies), it is preferable that the individual complete and submit the standard referral form (ED621)⁸ to the district, however, it is not required that the individual do so. In these situations, the date of referral is the date that Region 10 Schools received the referral and Region 10 Schools will use a date stamp or similar method to document such date. In cases where the standard referral form is not used to make the referral, a Region 10 Schools' staff member will complete the standard referral form for the purpose of documenting the referral.

Region 10 Schools will accept, as a referral, a concern expressed in writing from the parent to Region 10 Schools school personnel that the student be referred for an initial evaluation, or a referral that uses terms that clearly indicate a concern that the child may be a student with a disability and should be evaluated to determine eligibility for special education and related services. The written concern does not need to use specific language requesting a referral, referring to the IDEA, or suggesting a PPT.

If when speaking to a Region 10 Schools' staff member, a parent verbally expresses a concern that his or her child may have a disability and need special education services, the staff person will direct the parent to put their concern(s) in writing and then accept that document as a referral. If the parent is unable to put the request in writing, a district staff member will assist the parent in doing so. The date on which the parent expressed the concern to Region 10 Schools will be considered the date of referral even if a standard referral form was not completed and submitted at that time.

Notification of Referral and Initial PPT Meeting (ED622)

Region 10 Schools will use the *Parent Notice of Referral to Determine Eligibility for Special Education and Related Services* form (ED622),⁹ to notify the parent of the referral and confirm receipt of the referral. If someone other than the student's parent makes the referral, Region 10 Schools will provide notice of the referral to the parent no later than five school days after Region 10 Schools receives the referral. Region 10 Schools will also send the Procedural Safeguards Notice, as discussed in more detail in Chapter 8.¹⁰

Notice of PPT Meeting

As discussed in more detail in Chapter 3, after receipt of a referral, Region 10 Schools will schedule an initial PPT meeting at a time and location convenient to the parent, and provide notice of the meeting, using the *Notice of PPT Meeting* form (ED623),¹¹ to the parent at least five days prior to the date of the

⁷ <https://portal.ct.gov/-/media/SDE/Special-Education/ED621.pdf?la=en>

⁸ <https://portal.ct.gov/-/media/SDE/Special-Education/ED621.pdf?la=en>

⁹ <https://portal.ct.gov/-/media/SDE/Special-Education/ED622.pdf>

¹⁰ <https://portal.ct.gov/-/media/SDE/Special-Education/Prosaf.pdf?la=en>

¹¹ <https://portal.ct.gov/-/media/SDE/Special-Education/ED623.pdf>

meeting. At the initial PPT meeting, the PPT will review the referral and determine whether it suspects a disability and if it does, whether additional evaluative data is required in order to make an eligibility determination.

Special Rules for the Initial Evaluation of a Ward of the State

When Region 10 Schools seeks to evaluate a student for the first time and the student is in the custody of the Commissioner of the Department of Children and Families (DCF) and not residing with the student's parent, Region 10 Schools is required to obtain consent from the student's assigned surrogate parent.

Surrogate Parents

According to state law, the Commissioner of Education (or a designee of the commissioner) will appoint a surrogate parent when a child requires or may require special education and:

1. the parent or guardian of such child cannot be identified;
2. the whereabouts of the parent cannot be discovered after reasonable efforts to locate the parent have been made;
3. the child is a ward of the state; or
4. the child is an unaccompanied homeless youth as defined in the McKinney-Vento Homeless Assistance Act.¹²

This also applied in cases where a child required special education and no longer requires such education, but requires or may require services under Section 504 of the Rehabilitation Act.

The surrogate parent acts as the child's advocate in the educational decision-making process (i.e., identification, evaluation, placement, hearing, mediation and appeal procedures provided for in federal and state special education law) in place of the child's parents or guardian. The educational-decisional process also includes the evaluation and planning procedures provided for by Section 504 of the Rehabilitation Act, which may be available to child who has been exited from special education.

There are specific circumstances under which it may be necessary to request the appointment of a surrogate parent for a student in order to protect the student's educational rights. The district is among those individuals or entities who may initiate a request for the CSDE to assign a surrogate parent.¹³

Late Referral to the Birth to Three System

The Birth to Three System will not accept referrals of children at or over 34 months of age. Those children will be referred directly to the child's school district or Connecticut 2-1-1 Child Development Infoline.¹⁴ Region 10 Schools will accept the Birth to Three referrals of children who have been referred to the Birth to Three System at 34 months of age. The special education referral process will begin on the date a child has been referred to the district. In such cases, both state and federal timelines apply. For children referred by a parent during the summer months, Connecticut state regulations for the referral timeline apply as well as the federal initial evaluation timeline.

In cases of children who are referred by their parents to the district at 34 or 35 months of age, Region 10 Schools recognizes that the goal is to ensure that all children are identified, located and evaluated to ensure that eligible children are provided with FAPE no later than their third birthday. In situations where it

¹² <https://portal.ct.gov/SDE/Special-Education/Surrogate-Parent-Program>

¹³ It is important to note that when a student has an open DCF case or is in the custody of DCF, multiple individuals may be attending the student's PPT meeting, including the student's parents. Once the District has been notified in writing that a surrogate parent is appointed, the surrogate parent has the sole authority to make decisions regarding the student's education. Foster parents may not make these decisions.

¹⁴ <https://cdi.211ct.org/program/early-childhood-special-education/>

may not be possible to provide FAPE by the time the child reaches age three Region 10 Schools shall complete the referral process within 45 school days of the referral.

If Region 10 Schools opts to conduct a diagnostic placement to determine a child's eligibility for special education services, a full IEP will be developed and the diagnostic placement will be completed prior to the child turning age three in order to ensure that an IEP offering FAPE is provided by the child's third birthday.

For children over the age of 30 months, whose parents have not referred the child to the district, Region 10 Schools will conduct ongoing appropriate Child Find activities to ensure that identification, location and evaluation activities can occur.¹⁵ Child Find activities may include inviting these children and their families to a community screening under Child Find and/or, sending a letter or postcard with contact information.

Transition to Special Education Service from Birth to Three System (Transition from IDEA 2004 part C to IDEA 2004 Part B)

The purpose of transition planning for toddlers with disabilities receiving early intervention services through the Birth to Three System is to ensure that eligible children and their families experience a seamless transition to the Region 10 Schools . The Birth to Three System will (a) obtain written parental consent on the Birth to Three Referral to the school district form as the child nears age three and will send that referral to the Region 10 Schools ; or (b) provide child specific information on children over 30 months of age whose parents have not consented to the referral of their child to Region 10 Schools so that Child Find activities can occur.

If Region 10 Schools has received the Birth to Three Referral form, Region 10 Schools will comply with a process for transitioning the student as follows:

1. Region 10 Schools receives the Birth to Three Referral and completes the standard referral form (ED621);¹⁶
2. Region 10 Schools has a system of collecting and maintaining data on children referred from the Birth to Three System and other child specific information in order to track children receiving early intervention services over time to ensure that they are evaluated in a timely manner and provided FAPE by age three;
3. Region 10 Schools has an assigned transition contact that is the primary person responsible for working with the family of the child and the child's Birth to Three program regarding the transition;
4. Region 10 Schools has one or more individuals that will participate in the 90-day transition planning conferences convened by the Birth to Three System. Region 10 Schools has the capacity and available staff to ensure the availability of school personnel to participate in the 90-day transition conferences throughout the calendar year, including during the summer months when school is not in session;
5. Region 10 Schools coordinator will explain the PPT process and provide the parents with the pre-PPT documents and information they need to participate fully in the process;

¹⁵ The State Education Data and Application Collection (SEDAC) provides specific reports for children receiving early intervention, children who have been referred to the school district for which the school district must convene a PPT, and children over the age of 30 months whose parents have not referred their child. The Birth to Three System provides directory information on these children and families. Districts must reach out to the families of these children with regard to their obligations under Child Find.

¹⁶ <https://portal.ct.gov/-/media/SDE/Special-Education/ED621.pdf?la=en>

6. Region 10 Schools will schedule a PPT meeting to discuss the referral of a child to the district. The PPT meeting will be scheduled sufficiently early (preferably soon after the 90-day transition conference) to ensure that, if eligible, the child will receive FAPE no later than their third birthday. Identification of PPT meeting dates can be a part of the discussion at the 90-day transition planning conference and a component of the child's written transition plan developed at the transition planning conference with the Birth to Three Program, the family and the district;¹⁷
7. Region 10 schools, with parental consent, will invite the child's Birth to Three service coordinator to participate in the child's PPT. The child's PPT will review and consider all available Birth to Three information, including the child's Individualized Family Service Plan (IFSP), in the PPT decision-making process. Region 10 Schools will consider current assessments from the Birth to Three provider;
8. If the child will turn three years old during the summer months, Region 10 Schools will determine if the child is eligible for FAPE and whether the child requires extended school year services (ESY). If the child is eligible for the provision of FAPE and requires ESY services, will ensure the implementation of the IEP no later than the child's third birthday, even if the child's birthday occurs during the summer when school is not in session. If it is determined that the child is eligible for FAPE and does not require ESY services, then the IEP will be implemented on the first day of school; and
9. A designated member of the PPT will be prepared to discuss with the parents the differences between the Birth to Three System and the public school in the provision of special education and related services to eligible children versus early intervention services. Areas of discussion include but are not limited to: the difference in focus (e.g., the Birth to Three System is family oriented where education is focused on the individual child with alignment of services to curriculum based standards), the difference between an IFSP and an IEP, and the nature of the specialized instruction and related services the student will receive to help them make progress in the general education curriculum and appropriate preschool activities.

¹⁷ Although not a recommended practice, it is not prohibited by law to hold the PPT meeting immediately following the transition meeting. The referral PPT must be considered a separate and distinct meeting. The transition meeting is the responsibility of the Birth to Three provider and the referral PPT is the responsibility of the District.

Chapter 3: Planning and Placement Team (PPT) Members and Process

Planning and Placement Team (PPT)

Pursuant to state law, Region 10 Schools will establish a sufficient number of planning and placement teams (1) to ensure that all children requiring special education and related services within its jurisdiction are located, identified, and evaluated, and (2) to develop and implement an IEP for each child who is found eligible for special education and related services.

The PPT is responsible for processing referrals to special education, designing and reviewing initial evaluations and reevaluations, determining a student's eligibility for special education, developing, reviewing, and revising a student's IEP.

PPT Membership Requirements

The PPT must include the following individuals:

1. The parents of the child;¹⁸
2. Not less than one general education teacher of the child if the child is, or may be, participating in the general education environment;¹⁹
3. Not less than one special education teacher of the child, or where appropriate, not less than one special education provider of the child;
4. A representative of the district who is:
5. qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of students with disabilities;
6. knowledgeable about the general education curriculum; and
7. knowledgeable about the availability of resources of the district.
8. An individual who can interpret the instructional implications of evaluation results;²⁰
9. At the discretion of the parent or the District, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate; and²¹

¹⁸ The parent of a child with a disability is an integral and equal member of the PPT. The District will take steps to ensure that one or both of the student's parents are afforded the opportunity to participate in each PPT meeting to develop, review or revise the IEP for their child. The parent may also bring or request the presence of other individuals for additional support, without prior notice required.

¹⁹ The general education teacher(s) of the student will be prepared to update the team on the student's general education program and provide the PPT with the most recent assessments to document the student's progress in the general education curriculum, and to the extent appropriate, participate in the development, review and revision of the student's IEP, including input regarding appropriate positive behavioral interventions and strategies, supplementary aids and services, program modifications or supports for school personnel that will be provided for the student consistent with the IEP; and participation in the general education curriculum.

²⁰ Such individual may serve a dual role in the PPT.

²¹ The determination of the knowledge or special expertise of any individual must be made by the party who invited the individual to be a member of the PPT.

10. As applicable, the paraprofessional assigned to the student.²²
11. Whenever appropriate the student with a disability.

Additional Membership Requirements

PPT Membership for Out-of-District Placements

PPT meetings convened to develop, review or revise an IEP of a student eligible for special education services in an out-of-district placement, will include a representative from the facility of the out-of-district placement in addition to the membership identified above.

PPT Membership for Secondary Transition Services

For PPT meetings where a purpose of the meeting is the consideration of the postsecondary goals for the student and the transition services needed to assist the student in reaching those goals, Region 10 Schools will invite the student with a disability, and with the consent of the parents, a representative of any participating agency that is likely to be responsible for providing transition services, to attend the student's PPT meeting.²³ If the student does not attend the PPT meeting, Region 10 Schools will take other steps to ensure that the child's preferences and interests are considered.²⁴

PPT Membership for Birth to Three Referrals

For a child who previously received services through Birth to Three, an invitation to the initial PPT meeting will, at the request of the parent, be sent to the Birth to Three coordinator or their representative to assist with the transition of services.

PPT Membership for Charter School Students

If the student attends a charter school, Region 10 Schools will invite a representative from the charter school to participate in the PPT meeting.

PPT Membership for Magnet School Students

If the student attends a magnet school, Region 10 Schools will invite a representative from the magnet school to participate in the PPT meeting.

PPT Attendance and Excusal from Attendance

An individual is considered to be in attendance at a PPT meeting if they themselves are physically or virtually participating during the meeting, in whole or in part. The reading of information into the record at a PPT meeting as submitted by an individual who is not in physical or virtual attendance does not constitute being in attendance for that individual.

Region 10 Schools intends for all PPT members to be present and fully participate in the process. Region 10 Schools understands, however, that in some cases, a required member of the PPT may be excused from attending the PPT meeting, in whole or in part, if:

1. The member's area of the curriculum or related services *is not* being modified or discussed in the meeting and the parent of the child and the district agree in writing, that the attendance of the member is not necessary; and
2. The member's area of the curriculum is being modified or discussed in the meeting, and the member submits in writing to the parent and the PPT, input into the development of the IEP *prior*

²² It is expected that parents will provide reasonable notice to the District if they wish to have their child's paraprofessional attend the meeting.

²³ A representative of the agency must be invited, unless it is not appropriate to invite them or if written consent to invite them has not been obtained from the parents or adult student.

²⁴ The District is only required to invite the student. The student is not required to attend the meeting.

to the meeting, and the parent of the child and the district agree, in writing, to excuse such member.

Such excusal requires signed consent of both the parent and a representative of Region 10 Schools using the *Planning and Placement Team Attendance form (ED633)*.²⁵

Notice of Meeting and Change in PPT Membership

Region 10 Schools is responsible for initiating, conducting, and maintaining a record of PPT meetings for developing, reviewing, or revising a student's IEP. Region 10 Schools shall take steps to ensure that one or both of the parents of a student with a disability are present at each PPT meeting or are afforded the opportunity to participate, including notifying parents of the meeting early enough to ensure that they will have an opportunity to attend and scheduling the meeting at a mutually agreed on time and place.

To ensure parental participation, Region 10 Schools will complete the following procedures:

1. At least five days prior to the meeting, Region 10 Schools will advise the parent in writing, in their native language, of their rights to be participating members of the PPT. Region 10 Schools and parent may agree to waive the five-day notice;
2. Region 10 Schools will use form (ED623)²⁶ to provide written notification to the parent, which specifies the purpose, time, and location of the meeting and the people invited;
3. In the event that a parent is unable to attend, reasonable efforts will be made to ensure his or her participation by other means such as conference calls or virtual meetings;
4. If Region 10 Schools is unable to convince the parents that they should attend the PPT meeting, via multiple steps and methods of notification, the PPT meeting may be conducted in their absence. In this event, Region 10 Schools will have a detailed record of its attempts to arrange parental participation; and²⁷
5. Region 10 Schools will take appropriate action to ensure that the parent understands the proceedings of the PPT meeting, including, but not limited to, arranging for an interpreter for parents who are deaf or hard of hearing, or whose native language is other than English.

If the district invites someone to participate in a PPT meeting who was not previously included on the *Notice of Planning and Placement Team Meeting (ED623)*,²⁸ a new notice must be issued and staff must ask the parent to sign a five-day waiver to include the new participant. The parent may bring whomever they choose to a PPT meeting without similar notification.

²⁵ <https://portal.ct.gov/-/media/SDE/Special-Education/ED633.pdf>

²⁶ <https://portal.ct.gov/-/media/SDE/Special-Education/ED623.pdf>

²⁷ <https://portal.ct.gov/-/media/SDE/Special-Education/ED624.pdf>

²⁸ <https://portal.ct.gov/-/media/SDE/Special-Education/ED623.pdf>

Chapter 4: Evaluation and Eligibility

Purpose of an Evaluation

Region 10 Schools uses initial evaluation and reevaluation procedures in accordance with the IDEA to ensure that proper identification of students with disabilities occurs through the implementation of comprehensive assessment and evaluation practices. Evaluation in this context means the analysis of the summative results of the procedures that Region 10 Schools uses to determine whether a student meets the criteria for identification as a student with a disability, is eligible for special education and related services, and the nature and extent of the special education and related services to be provided to the student in order for the student to receive FAPE in the LRE.

Role of the Planning and Placement Team (PPT)

The PPT may determine that existing data provides sufficient information to determine that the child has a disability and is eligible for special education. Such data may include but are not limited to:

- Prior evaluation results;
- Information provided by the student's parent;
- Results of current curricular, local and/or state assessments;
- Outcomes of classroom-based observations and observations by teachers or related service providers;
- Attendance;
- Discipline;
- Health/nursing data; and
- Other relevant data.

If the PPT decides that no additional data are needed to determine the student's eligibility for services then Region 10 Schools will provide the student's parents with prior written notice which is described in more detail in Chapter 13. If the PPT decides that additional data are needed, the PPT, including the parents, will define the evaluation procedures necessary to make a determination. To document the evaluation procedures, Region 10 Schools will use the *Notice and Consent to Conduct an Initial Evaluation* form (ED625)²⁹ or the *Notice and Consent to Conduct a Reevaluation* form (ED627),³⁰ whichever is appropriate.

Region 10 Schools must obtain parental consent prior to conducting an initial evaluation. Region 10 Schools will use form (ED625)³¹ to document the date Region 10 Schools requested consent from the parent and the date when Region 10 Schools obtained consent from the parent.

Initial Evaluation

Region 10 Schools will assess the student in all areas related to the suspected disability and will ensure that the evaluation is sufficiently comprehensive to identify all of the student's special education and related service needs whether or not commonly linked to the disability category in which the student may be classified.

In conducting the initial evaluation, Region 10 Schools will use a variety of assessment tools and strategies to gather relevant functional, developmental, social/emotional, and academic information about the student, including information provided by the parent that may assist in determining whether the

²⁹ <https://portal.ct.gov/-/media/SDE/Special-Education/ED625.pdf>

³⁰ <https://portal.ct.gov/-/media/SDE/Special-Education/ED627.pdf>

³¹ <https://portal.ct.gov/-/media/SDE/Special-Education/ED625.pdf>

student is a student with a disability under the IDEA and, if so, the content of the student's IEP, including information related to enabling the child to be involved in and progress in the general education curriculum (or for a preschool child, to participate in appropriate activities).

Region 10 Schools will not use a single measure or assessment as the sole criterion for determining whether the student is a student with a disability or for determining the content of the student's IEP. Region 10 Schools will use technically sound evaluation methods that are reliable and valid for the purposes for which they are intended. Region 10 Schools will also ensure that assessments and other evaluation materials used to assess a student are selected and administered so as not to be discriminatory based on race or culture; are provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and is able to do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer; are administered by trained and knowledgeable personnel; and are administered in accordance with any instructions provided by the producer of the assessments.

Assessments will be selected and administered so as to best ensure that the results for a child with impaired sensory, manual, or speaking skills, accurately reflect the child's aptitude or achievement level, adaptive behavior, 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).

Timeline for Initial Evaluations

According to federal timelines, once Region 10 Schools receives signed parental consent for initial evaluation, it has 60 calendar days to complete a comprehensive evaluation and determine eligibility.

Connecticut Timeline for Eligibility Determination and IEP Implementation

In accordance with Connecticut regulations, Region 10 Schools is required to complete the entire process from referral to implementation of the IEP within 45 school days exclusive of the time required to obtain parental consent: the child must be evaluated, eligibility for special education determined, and an IEP developed and implemented.³²

Timeline for Birth to Three Referrals and Children Who Turn Age Three in the Summer

In accordance with Connecticut regulations, Region 10 Schools recognizes that it has a responsibility to conduct an evaluation to determine evidence of a developmental delay or eligibility in any of the 13 federally recognized disability categories under IDEA, resulting in eligibility and implement the IEP by the child's third birthday when the referral is received within 45 school days of the child turning three. For children where the 45 school day timeline goes beyond the end of the school year, Region 10 Schools recognizes that it has the responsibility to determine eligibility and develop an IEP by the child's third birthday. In addition, for the child turning three over the summer, the PPT shall determine whether or not a child requires extended school year services. Region 10 Schools recognizes that it is required to ensure FAPE at three years old and must not delay this process if a child's birthday is over the summer months when regular school is not in session. In this case, Region 10 Schools may work with the family to schedule a PPT meeting prior to the end of the school year or make required staff available to hold a PPT meeting during the summer months.

Mutual Agreement to Extend Evaluation Timeline for Determining Special Education Eligibility for a Student with a Specific Learning Disability

The parent or adult student and Region 10 Schools may agree to extend the eligibility timeline when determining eligibility for a student with a specific learning disability. Region 10 Schools will use the

³² Evaluation Timeline Graphic https://portal.ct.gov/-/media/SDE/Special-Education/Timelines_for_Special_Education_Referral_Initial_Evaluation_Process.pdf?la=en

Mutual Agreement to Extend Evaluation Time for Determining Special Education Eligibility for a Student with a Specific Learning Disability form (ED637)³³ to document the agreement.

Determining Eligibility

Upon request from the parent or adult student, the district will provide the results of the assessments and evaluations used in the determination of eligibility for special education at least three school days before the PPT meeting at which such results of the assessments and evaluation will be discussed for the first time.

After the initial evaluation is completed, Region 10 Schools will convene a PPT meeting to review the initial evaluation and determine whether the student is a child with a disability as defined by federal and state special education law.

Region 10 Schools cannot determine a student is child with a disability if the primary reason for the determination is:

1. Lack of appropriate instruction in reading, including the essential components of reading instruction;
2. Lack of appropriate instruction in math; or
3. Limited English proficiency.
4. To be found eligible for special education and related services, the PPT must determine that:
5. The student has a disability as defined by the IDEA or state statute and its implementing regulations;
6. The student's disability adversely affects the student's educational performance; and
7. By reason of the disability needs special education and related services.

Adverse effect on educational performance cannot be based solely on discrepancies in age or grade level performance in academic subject areas. Rather, when determining if the manifestation of the student's disability has an adverse effect on educational performance, the PPT will consider all aspects of the child's functioning at school, including academic, social/emotional, cognitive, communication, vocational and independent living skills. An adverse effect can be manifested through behavioral difficulties at school; impaired or inappropriate social relations; impaired work skills, such as being disorganized; having trouble getting to school on time; and difficulty with following the rules.

The documentation of adversely affected educational performance must also substantiate that the educational deficiencies persist over time in spite of specific alternative strategies that have been provided within the general education setting. The PPT should document evidence that scientific, research-based interventions have been implemented with fidelity. The PPT will consider these efforts and their impact when determining adverse educational performance.

The disabilities eligible for special education services under the IDEA and/or state statute are the following:

1. Intellectual disability;
2. Hearing impairment (including deafness);
3. Speech and language impairment;

³³ <https://portal.ct.gov/-/media/SDE/Special-Education/ED637.pdf>

4. Visual impairment (including blindness);
5. Emotional disturbance;
6. Orthopedic impairment;
7. Autism;
8. Traumatic brain injury;
9. Other health impairment (subcategory of ADD/ADHD);
10. Specific learning disability (subcategory of SLD/Dyslexia);
11. Deaf-blindness;
12. Multiple disabilities; and
13. Developmental delay.

Even though it is possible for a student to have more than one disability, the PPT will enter the disability on the IEP, which is most indicative of the student's primary disability.

Please see pages 2-4 of the *IEP Manual and Forms* publication for a more detailed explanation of each disability category.

Reevaluation

Region 10 Schools will conduct a reevaluation of each student with a disability at least once every three years, unless the parent/adult student and Region 10 Schools agree in writing that a three-year evaluation is not necessary. The purpose of the three-year evaluation is to determine whether the student continues to be a student with a disability and to assess the student's educational needs. Additionally, the reevaluation must determine whether any additions or modifications to the special education and related services are needed to enable the student to meet the measurable annual goals and objectives set out in the student's IEP, and to participate, as appropriate, in the general education curriculum.

In addition to the above requirements, the district will conduct a reevaluation if, at any time, the PPT determines that the educational or related services needs, including improved academic and functional performance of the student, warrants an evaluation, or if a student's parent or teacher requests a reevaluation. A reevaluation will not be conducted more frequently than once a year unless the parent and Region 10 Schools agree otherwise. Procedures for the collection, review, and use of reevaluation data is the same as for an initial evaluation.

Students Transferring into the District

For students who are in the initial evaluation or reevaluation process and who transfer into Region 10 Schools from another school district in the same school year, Region 10 Schools acknowledges that it is the District's responsibility to coordinate with the student's prior school district, as necessary and as expeditiously as possible, to ensure prompt completion of all initial or reevaluations as planned and meet evaluation timeline requirements.

Trial Placement for Diagnostic Purposes

Consistent with state Regulations, Region 10 Schools may use a trial placement for diagnostic purposes (diagnostic placement) as part of the initial evaluation or reevaluation of a student. If using a diagnostic placement, Region 10 Schools will ensure that such placement shall be a structured program, of not more than 40 school days duration, the purpose of which is to assess the needs of a student who is or may be

a student with a disability, but for whom the evaluation or reevaluation is either inconclusive or the data insufficient to determine the student's eligibility for special education and related services or to develop or revise the child's IEP.

A diagnostic placement is an evaluation and shall not be the current educational placement of a student for purposes of determining the student's status during due process proceedings, unless the parents and Region 10 Schools otherwise agree.

If a diagnostic placement is conducted as part of a referral, the timeline for the implementation of the IEP shall be extended by the PPT for the time necessary to complete the diagnostic placement.

Region 10 Schools will implement the following steps when the PPT recommends a diagnostic placement:

1. The PPT will specify, in writing, the diagnostic goals and objectives, as well as the types and amounts of services needed to conduct the program to determine more conclusively the student's needs;
2. The PPT or members of the PPT designated through parental and PPT agreement, will meet at least once every 10 school days with personnel working with the student to discuss the student's progress and to revise, where necessary, the services being provided;
3. The PPT will determine whether the student's educational school hours are divided between the trial placement and another program, or if the student will be educated in the diagnostic placement full time;
4. A diagnostic placement will be terminated as soon as the student's needs have been determined, but in any event no later than 40 school days after the trial placement begins; and³⁴
5. Five school days before the end of the diagnostic placement, the PPT will reconvene to determine the student's eligibility for special education and related services, as appropriate, or review, revise or develop the student's IEP, as appropriate, based on the findings made during the diagnostic placement, as well as other evaluative information regarding the student.

³⁴ If the District opts to conduct a diagnostic placement to determine a child's eligibility for special education services prior to the age of three, an IEP will be developed and the diagnostic placement will be completed prior to the child turning age three in order to ensure that an IEP offering FAPE is provided by the child's third birthday.

Chapter 5: Individualized Education Program (IEP)

General Information

The individualized education program (IEP) is a written document, developed by a PPT, which documents the specialized instruction and related services for an eligible student with a disability. Thus, the IEP is the vehicle by which FAPE is provided to the student.

Pursuant to state law, the IEP is developed, reviewed, and revised by the PPT.

At the beginning of each school year, the district will ensure that an IEP is in effect for each student with a disability who requires special education and related services.

State law requires that the district use the Connecticut IEP document (IEP document) provided by the State Department of Education.³⁵

IEP Components

For each student eligible for special education and related services, the PPT will create an IEP using the IEP document. Detailed information about each component of the IEP document is contained in the BSE's *IEP Manual and Forms* publication.³⁶ Below is only a brief summary of the information contained in some of the chapters. Region 10 Schools shall use the *IEP Manual and Forms* publication as a companion resource to this manual when drafting an IEP for a student. More detailed information about other required parts of the IEP that are not fully addressed in the *IEP Manual and Forms* publication can be found later in this chapter.

The *IEP Manual and Forms* publication contains the following chapters:

Chapter 1: PPT Cover Page

Chapter 1 contains the definitions of the disability categories available under the IDEA and/or state statute.

Chapter 2: List of PPT Recommendations and Meeting Summary

Chapter 3: Prior Written Notice (PWN)

This chapter explains the purpose of PWN and the two options for providing PWN (i.e., at the PPT meeting and after the PPT meeting) and the corresponding implementation dates.

Chapters 4 & 5: Present level of academic achievement and functional performance

Chapters 4 & 5 address the present levels of academic achievement and functional performance (PLAAFP), which are contained on the initial page of the actual IEP and must be completed for every student eligible for special education and related services. When completing this page, the PPT should focus on the student's strengths and how concerns/needs affect the student's involvement and progress in the general education curriculum. The PPT should identify what the student currently knows and can do. This page of the IEP defines the need for specialized instruction and determines how that specialized instruction should look in terms of goals, supports, and services.

³⁵ <https://portal.ct.gov/SDE/Special-Education/Planning-and-Placement-Team-PPT-Process-and-Individualized-Education-Program-IEP-Forms/Documents>

³⁶ <https://portal.ct.gov/-/media/SDE/Special-Education/IEP-Manual-REVISED-July-2019.pdf?la=en>

This chapter also emphasizes that the concerns from parents and students must be considered in the development of the IEP.

Chapter 6: Transition planning

Chapter 6 contains the IEP requirements for transition planning. Transition planning and related goals and objectives must be discussed and developed beginning at the annual review following a student's 15th birthday, or earlier if determined appropriate by the PPT, and annually thereafter. In other words, beginning not later than the first IEP to be in effect when the student turns 16 years old, or younger if deemed appropriate by the PPT, and updated annually thereafter, the IEP must include appropriate measurable postsecondary goals and transition services.

Pursuant to state statute, beginning not later than the first IEP to be in effect when a student turns 14 years old and whose primary disability is autism, the IEP must include appropriate measurable postsecondary goals and transition services.

Chapter 7: Measurable annual goals and short term objectives

Chapter 7 addresses the annual goals and short-term objectives. The annual goals and short-term objectives must be measurable and should align with the PLAAFP, as well as grade level general education curriculum standards. Annual goals are used to estimate what outcomes you can expect a student to achieve in an academic year based on the student's present levels of performance. Short-term objectives and benchmarks describe meaningful intermediate and measurable outcomes between the student's current performance level and the annual goal. Pursuant to state law, short-term objectives are required for all students.

Chapter 8: Program accommodations and modifications-including nonacademic and extracurricular activities and collaboration/supports for school personnel

The purpose of accommodations and modifications is to enable the student to advance appropriately toward attaining his/her annual goals; to be involved in and make progress in the general education curriculum; to participate in extracurricular and other non-academic activities; and to be educated and participate with other children with and without disabilities. Federal law requires the IEP to include supports that District staff might need in order to implement a student's IEP.

Chapter 9: Testing and designated supports/accommodations

Chapter 10: Special factors, progress reporting, exit criteria

Chapter 10 discusses the special factors that the PPT must consider when developing the IEP and the requirement of a Language and Communication Plan for all eligible students with an identified hearing loss.

Chapter 11: Special education, related services, and regular education

Chapter 11 describes how each of these requirements should be documented in the IEP.

Chapter 12: Required data collection

Transportation

The IEP must contain information about the type of transportation to be provided to the student. All students requiring special education and related services are entitled to participate in the transportation services available to all students in the Region 10 Schools. The PPT will determine if the regular transportation provided to all students is appropriate and safe or if specialized transportation must be provided. If specialized transportation is required, transportation is considered a related service for the student and will be specified in the student's IEP.

Travel Time

A student's total travel time may not exceed one hour each way to and from a special education facility except with written parental consent, and all decisions relating to travel time will take into account the nature and severity of the student's disability and the student's age. If an appropriate placement cannot be made without exceeding the one hour travel time limit, written parental consent will be obtained prior to implementing the transportation service.

Operators of Vehicles

Region 10 Schools will ensure that operators of vehicles meet the licensure requirements of the Department of Motor Vehicles (DMV) and all other statutory requirements for school vehicle operation. Region 10 Schools will also ensure that operators of vehicles are given such in-service training as necessary to acquaint them with the specific needs of the students being transported and equip them to meet those needs.

Vehicles

All vehicles shall comply with the requirements of the DMV and shall be equipped as to ensure safe and appropriate transportation.

Transportation Aides

Region 10 Schools will provide transportation aides when Region 10 Schools determines it is necessary to ensure safe and appropriate transportation or when a student's IEP specifies the need for such aide.

Transportation Provided by Parents

If Region 10 Schools requests that the parents transport their child, the district will reimburse the parents for the cost of such transportation at the standard mileage reimbursement rate for a privately owned vehicle established by the Internal Revenue Service. The reimbursement will only be for a round trip to transport the student to, and to retrieve the child from, the program. The district will not require the parents to provide transportation for their child and the parents' inability or unwillingness of the parents to provide transportation does not relieve the district of the obligation to provide transportation for the child. If parents reject the transportation offered by the District, Region 10 Schools will not reimburse the parents for the cost of transporting the child unless a hearing officer orders reimbursement. In lieu of a hearing, Region 10 Schools and the parents may resolve their disagreement through mediation or a resolution session.

Assistive Technology (AT)

If an eligible student requires assistive technology (AT) in order to receive FAPE, Region 10 Schools must provide the appropriate AT device(s) and services to ensure the student can access, participate in, and make progress in the general education curriculum to the fullest extent possible. The use of AT must be considered by the PPT when developing an IEP for a student.

AT may be a part of one or more of the following: special education, related services, or supplementary aids and services. The PPT will determine if the student needs access to the AT device at school, home and/or community work sites and all settings specified in the student's IEP. Related services may have a direct or indirect relationship to AT and can be included in a child's IEP as a related service.

The question of whether a student needs AT, requires thoughtful attention and analysis of all areas related to that student's goals. If the student's needs are not being met, then the PPT should identify additional solutions that may be needed, and discuss whether AT is required, whether it may be required in the future, or if more information is needed in order to make a decision. An AT consideration process is explained in the Connecticut Guidelines for AT.³⁷ The consideration process was developed to help the PPT simplify this analysis, organize information, and lead discussion. If potential AT devices are not

³⁷ (<https://portal.ct.gov/SDE/Publications/Assistive-Technology-Guidelines-Executive-Summary>).

known to the PPT, the AT consideration checklist and resource guide, which provides a framework for identifying tasks within instructional areas and technology options ranging from low-tech to high-tech, may assist the PPT in finding technology solutions that may be appropriate to meet the student's needs.

If the PPT determines that the student requires AT and is aware of technology that meets the student's needs, such as technology that is already available in the student's educational environment, or that the student has been using successfully to meet IEP goals and objectives, it should record the devices and services in the IEP.

Accessible Educational Materials (AEM)

The IDEA addresses access to instructional and educational materials in a timely manner by individuals who are blind or have other print-related disabilities through the establishment of the National Instructional Materials Access Center (NIMAC) and the adoption of the National Instructional Materials Accessibility Standard (NIMAS).

Connecticut has adopted the NIMAS standard, and defines timely manner, as "all reasonable efforts will be made by the district to ensure that accessible educational materials (AEM) are provided to children with disabilities who need accessible formats of educational materials at the same time as other children receiving their educational materials."

If a student is identified as having a print-related disability (e.g., blindness, visual impairment, physical limitations and specific learning disability in reading), which impacts the student's ability to access the general education curriculum, then the PPT, as the competent authority, may determine that the student qualifies to receive AEM produced in specialized formats as delineated on the IEP through an accessible media producer and/or the NIMAC.

To assure the timely provision of instructional material for blind or other persons with print disabilities, when ordering textbooks and other print instructional materials, Region 10 Schools will enter into a written contract with publishers of the materials to provide electronic files containing the contents of the print materials to the NIMAC. The publishers are required on or before delivery of the print materials to prepare and provide the print content using NIMAS file sets, so the content can be stored in the NIMAC and produced or rendered into specialized formats (braille, large print, digital text or audio) as needed. An example of contract language can be found in *Ensuring Access to Students with Print Disabilities*.³⁸

In the state of Connecticut, Accessible Media Producers (AMPs) such as Board of Education Services for the Blind (BESB), Bookshare and/or Learning Ally, have been designated to access file sets that can be made into usable formats for students with print-related disabilities.

Region 10 Schools is responsible for ensuring that accessible specialized formats are provided in a timely manner to students with print-related disabilities and *The Determining the Need for Accessible Educational Material (AEM) and Acquiring AEM from the Appropriate Sources* is a great resource for teachers to find resources, including if teachers are using material not available through the NIMAC.³⁹

Student Data Privacy

The state "Student Data Privacy" law, requires public school districts to enter into agreements with contractors such as educational technology providers with which they share student data, records, or information. The requirement potentially applies to the use of AT for students with IEPs and 504 plans. The Commission for Educational Technology (CET) has a "Hub" (<http://www.ct.gov/ctedtech>) which

³⁸ https://portal.ct.gov/-/media/SDE/Special-Education/NIMAS/NIMAC_Ensuring_Access.pdf

³⁹ https://portal.ct.gov/-/media/SDE/Special-Education/NIMAS/Flow_Chart_Determining_the_Need_for_AEM_and_Acquiring_AEM_from_the_Appropriate_Sources.pdf

identifies a clearing house of source/app/software/technology that meet criteria for LEAs and Vendors to use.

The Assistive Technology/Accessible Educational Material community have made significant strides in allowing access to the general education curriculum for students with disabilities. Clarifying language was placed into the law for an exemption so that the PPT may continue to identify and meet the needs of students with disabilities through an IEP and allow students to benefit from unique technology to meet identified unique needs.

Changes to the law in 2018, provide that school districts are not required to enter into a contract under the Student Data Privacy law if the use of the educational technology, Internet website, online service, or mobile application is unique and necessary to implement a child's IEP or 504 plan and the provider is unable to comply with the statute's contracting requirements. All local or regional boards of education must submit a report to the CET concerning their use of Internet websites, online software, or mobile applications used under the exemption in subsection (i) of Connecticut General Statute § 10-234bb. In cases where Region 10 Schools determines it is appropriate under the law to use these services without a contract, they must provide details of the Internet website, online service or mobile application used and attest to the following assurances:

- The product terms comply with FERPA and HIPAA;
- District has attempted to enter into a compliant contract with operator;
- The team cannot find an equivalent, compliant web site, online service or mobile application;
- Operator complies with C.G.S. Section 10-234cc; and
- Student's parent or legal guardian and a member of the PPT sign an agreement that acknowledges the above and authorizes use of the products.

Language and Communication Plan (LCP)

For any student identified as deaf or hard of hearing, the PPT will include a language and communication plan (LCP) in the Students IEP. The PPT is responsible for developing the LCP and completing form (ED638).⁴⁰

Extended School Year (ESY) Services

The IEP will specify the length of the school day and school year. The length of the school day and year for students requiring special education and related services is the same as for students in the general education program, unless otherwise specified in the IEP. The PPT will determine whether an individual child requires extended school day or extended school year (ESY) services.⁴¹

ESY services are available as necessary to provide FAPE. Region 10 Schools provides ESY services only if the PPT that develops the student's IEP determines, on an individual basis, that the services are necessary for the provision of FAPE. Region 10 Schools does not limit services to particular disability categories, and does not unilaterally limit the type, amount, or duration of those services. Region 10 Schools will ensure that consideration of a child's eligibility for, and the content, duration and location of the child's ESY services is determined, so as to allow the parent sufficient time to challenge the determination of eligibility, the program, or the placement for the child before the beginning of the ESY

⁴⁰ https://portal.ct.gov/-/media/SDE/Special-Education/Language_and_Communication_Plan.pdf?la=en

⁴¹ https://portal.ct.gov/-/media/SDE/Special-Education/Topic_Brief_ESY.pdf

services unless it is clearly not feasible to do so. Region 10 Schools will offer all special education services to students in the least restrictive environment (LRE) during the school year, and ESY programs.

Agreement to Change an IEP Without Convening a PPT Meeting

Region 10 Schools and the parent of a child with a disability may agree to change an IEP through the use of an amendment without convening a PPT meeting. In such cases, Region 10 Schools and the parent will complete the *Agreement to Change an Individualized Education Program Without Convening a Planning and Placement Team Meeting* (ED634) form.⁴²

Other members of the PPT will be informed of the changes made to the IEP. Upon request, the parent will be provided with a full revised copy of the IEP with the amendments incorporated. The amended IEP does not go into effect until the parent has granted permission in writing.

⁴² <https://portal.ct.gov/-/media/SDE/Special-Education/ED634.pdf>

Chapter 6: Least Restrictive Environment (LRE) and Placement

General Information

Each student who is eligible for special education services is entitled, under state and federal law, to receive FAPE in the LRE. Region 10 Schools will ensure that, to the maximum extent appropriate, students with disabilities, including students in public or private institutions or other care facilities are educated with students who are nondisabled. Placement of students in special classes, separate schools, or other removal of students with disabilities from the general education environment will occur only when the nature or severity of the disability is such that education in general education classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Continuum of Alternative Placements

Region 10 Schools will ensure that a continuum of alternative placements is available to meet the needs of students with disabilities residing within its jurisdiction that receive special education and related services. These placement options include instruction in regular classes, special classes, special schools, instruction in the home, and instruction in hospitals and institutions. These alternative placements will be available to the extent necessary in order to implement a student's IEP.

Each student's PPT must consider the environment in which each special education and related service of the student's IEP may be implemented with the first consideration being the general education environment with supplementary aids and services. As necessary, to meet the student's unique needs, the PPT will consider progressively restrictive environments together with supplementary aids and services; finally choosing the LRE in which each portion of the student's IEP may be implemented.

The LRE provisions apply to preschool children aged three to five years old as well. For young children with disabilities, intervention services provided, irrespective of setting, are individualized services that directly address the child's individual developmental and learning goals. Region 10 Schools has policies and procedures to ensure that options for the location of services represent the full range of options (a continuum of services), and that FAPE in the LRE for each young child eligible for special education services is considered by the PPT. The PPT will consider placement in a general education environment with appropriate supports and services prior to considering a more restrictive placement. Placement by the PPT will address where the young child's goals and objectives can be implemented in the LRE with preference to the general education environment.

The definition of a general education early childhood environment/setting is that – at a minimum – the class composition/ratios in a classroom are no less than 50-50; meaning, that at a minimum, there must be a one-to-one ratio between children with an IEP and children without an IEP. This environment/setting (e.g., early childhood educational environment/settings) is equivalent to a regular education setting for students 6 through 21.

The definition of an early childhood special education environment/setting is that the class composition is less than a 50-50 ratio, meaning, that there are more children with an IEP in the classroom than there are children without an IEP. This type of setting is equivalent to a special education setting/classroom, a more segregated educational opportunity, for students 6 through 21.

Determining Placement

The placement of each student with a disability will be determined, by the PPT at least annually, based upon the assessed needs of the student. The goals and objectives, based on the student's PLAAFP, will

be determined before the PPT discusses the instructional site in which the student should receive each of the services in the IEP.

In selecting the LRE in which the student will receive each of the special education and related services described in the IEP, the PPT will ensure the following:

1. Students with disabilities are educated with age-appropriate peers to the maximum extent appropriate. A student with a disability cannot be removed from education in regular classrooms solely because of needed modifications in the general education curriculum.
2. Any potential harmful effect on the student or on the quality of services the student needs is considered.
3. Unless the student's IEP requires some other arrangement, the student is educated in the school that the student would otherwise attend if nondisabled.
4. The student participates with nondisabled students in the extracurricular services and activities to the maximum extent appropriate to the needs of that student.
5. Ensuring the student has the appropriate supplementary aids and services necessary for the student to participate in nonacademic settings.

Each IEP will include an explanation of the extent, if any, to which the student will not participate with nondisabled peers in the general education classroom and in extracurricular and other nonacademic activities, as well as a justification for removal from general education.

Region 10 Schools will provide PWN to the parent whenever the PPT proposes to change or refuses to change the educational placement of the student.

Placement in Private Special Education Programs

Prior to the student's placement, Region 10 Schools shall convene a PPT meeting to develop an IEP appropriate to the student's current levels of academic achievement and functional performance, with goals and objectives based on those current levels.

If a PPT determines that a student's needs cannot be met within the Region 10 Schools, the PPT will determine the setting or settings in which the student's IEP can be implemented. If it is determined to be appropriate, the PPT will recommend that the student be placed at a private special education program that is aligned with the student's needs along the LRE continuum. In such cases, a representative of the private program shall be required to attend the meeting or participate via telephone.

The student has all of the rights of a student with disabilities who is served within Region 10 Schools schools. The student's IEP will be fully implemented in the private facility and, if necessary, by other providers authorized by the Region 10 Schools.

Calculating Time with Nondisabled Peers (TWNDP) in Elementary and Secondary Educational Settings

For each student with a disability, the time they are with non-disabled peers (TWNDP) must be calculated.⁴³ Region 10 Schools will apply the following standards when determining and calculating the time that a student with disabilities is being educated with their nondisabled peers in an elementary or secondary setting. Time in which the student is engaged in the following scenarios is included in calculating the student's TWNDP:

⁴³ Time With Non-Disabled Peers Memorandum (<https://bureaubulletin.files.wordpress.com/2015/09/determination-of-time-with-non-disabled-peers-for-Students-with-disabilities-memorandum.pdf>)

1. When the student is being educated in a general education classroom and the general education classroom is taught by the certified general education teacher of record who is considered highly qualified in the content or subject area instruction provided.
2. When the student is being educated in a co-taught classroom where at least 50 percent of the students on the class roster are not students with disabilities and the class is co-taught by a general educator and a special educator or other licensed certified staff.
3. When the student is engaged in routine school activities such as, passage in hallways and during lunch, recess, and study periods unless the student spends this time segregated from nondisabled peers.

The LRE Checklist (ED632)⁴⁴ must be completed and attached to the IEP if the student is to be removed from the general education environment for 60 percent or more of the time.⁴⁵

Calculating Time with Nondisabled Peers (TWNDP) in Work-Based Learning Experiences/Community-Based Settings

For the purpose of determining time that a student with disabilities is being educated with his/her nondisabled peers in a work-based learning or community-based work setting, the district will apply the following standards.

The student is being educated with nondisabled peers if:

- The work-based learning placement occurs as part of a student's educational program, in an inclusive setting where individuals with and without disabilities are present and typically interact with each other or with customers without disabilities;
- The work-based learning experience is one in which any student could potentially work; and
- The work-based learning placement is not one that has been designed just for students with disabilities

⁴⁴ <https://portal.ct.gov/-/media/SDE/Special-Education/ED632.pdf>

⁴⁵ It is recommended that the LRE Checklist be utilized when making any placement decision to ensure conformity with the LRE provisions of the Individuals with Disabilities Education Act.

Chapter 7: Students Unable to Attend School for Medical Reasons

Region 10 Schools will provide homebound or hospital instruction to students receiving special education and related services who are unable to attend school due to a *verified medical reason* that may include mental health issues.

This should not be confused with instruction in the home, which is a placement along the LRE continuum.

The student's treating physician shall provide a statement in writing directly to the district, on a form provided by the Region 10 Schools, which states:

1. The student's treating physician has consulted with school health supervisory personnel and has determined that attendance at school with reasonable accommodations is not feasible;
2. The student is unable to attend school due to a verified medical reason;
3. The student's diagnosis with supporting documentation;
4. The student will be absent from school for at least 10 consecutive school days or the student's condition is such that the student may be required to be absent from school for short, repeated periods of time during the school year; and
5. The expected date the student will be able to return to school.

Region 10 Schools will ensure that instruction will begin no later than the 11th school day of absence from school; provided Region 10 Schools has received notice in writing that meets the five requirements stated above. Region 10 Schools may begin services earlier if it receives adequate notice prior to the student's absence from school. If the student cannot receive instruction while they are absent, the student's treating physician shall determine when instruction should begin and inform the district.

The PPT will modify, if necessary, the short-term instructional objectives in the student's IEP, while also taking steps to design a program that fosters the student's return to his or her previous level of school integration. Provisions for frequently monitoring the student's progress while being provided homebound instruction shall be included in the student's IEP and the IEP shall indicate that the student's instructional site is home.

The instruction provided will maintain the continuity of the student's general education program, and in the case of a student with a disability, will be provided to the student such that the student can continue to participate in the general education curriculum and progress toward meeting the goals and objectives in the student's IEP. "Maintaining the continuity of the student's general education program," means the student will receive instruction in core academic subjects required by Region 10 Schools for promotion or graduation.

Instruction will be provided as follows:

1. For any student with a disability from three to five years of age, the amount of time determined appropriate by the PPT;
2. No less than one hour per day or five hours per week for students in Kindergarten through sixth grade; and

3. No less than two hours per day, or ten hours per week for students in seventh through twelfth grade.⁴⁶

The location of the instruction may be the student's home or the hospital or other sites in Region 10 Schools such as a public library, taking into consideration the student's medical condition.

Students Who Are Pregnant or Who Have Given Birth

In the case of a student who is pregnant or has given birth, the same guidelines apply as to those students who are unable to attend school for medical reasons. The homebound instruction and other instruction to be provided to a student who is pregnant or has given birth will enable the student to remain in school or otherwise have access to instruction and support services. Region 10 Schools will consider the student's individualized needs and will provide, as appropriate, services that may include transportation, a shortened school day, counseling, modified assignments or modified class schedule.

Students with Disabilities Who Are Medically Complex

"Medically complex" refers to a student who has a serious, ongoing illness or chronic condition that requires prolonged or intermittent hospitalization, and ongoing medical treatments or medical devices to compensate for the loss of bodily functions. In the case of a medically complex student with a disability who is not able to attend school due to medical reasons, the PPT will consider and make accommodations for the student's program to be moved from a public school to home or health care facility, including but not limited to, a hospital, psychiatric facility or rehabilitation center and back to school when the student is able to return to school. Instruction for a student with a disability who is medically complex will begin no later than the third school day of absence, provided the student is able to receive instruction.

⁴⁶ Where evaluative data indicates that these time requirements should be modified, instruction time may be increased or decreased upon the agreement of the parent and the District or upon a determination made by the PPT as appropriate.

Chapter 8: Legal Notices

Region 10 Schools will provide parents and adult students with written notices at specific points throughout the special education process. A parent or adult student may elect to receive these notices via electronic mail.

When an eligible student reaches the age of majority, which is presently 18 years old in Connecticut (adult student), Region 10 Schools will provide any notices required by the IDEA and state special education law to the student and the student's parents. All other rights accorded to the parents under the IDEA and state special education law will transfer to the student, unless a court has determined the student to be incapacitated.⁴⁷ Region 10 Schools will notify the parents and the student when the rights are transferred.

The adult student may notify the Region 10 Schools, in writing, that the parents will still have the right to make educational decision on behalf of the child even the student has turned 18 years old. At any time, the student may revoke the granting of these rights.

The adult student may authorize another adult to make educational decisions on behalf of the student using a power of attorney consistent with the requirements of state statute.

Region 10 Schools will include in the IEP a statement informing the student of his or her rights under the IDEA and state special education law that will transfer to the student, at least one year before the student reaches the age of 18.

Notices and Publications

Procedural Safeguards Notice

Region 10 Schools will provide this notice annually to parents, as well as when the following events take place:

1. Upon initial referral or parental request for evaluation;
2. Upon the first occurrence of the filing of a complaint or request for a due process hearing;
3. Upon request by a parent; and
4. Upon a change of placement resulting from a disciplinary action.

A Parent's Guide to Special Education in Connecticut

Region 10 Schools will provide this guide to parents immediately upon the formal identification of a student as eligible for special education and at each PPT meeting thereafter.

The IEP Manual and Forms

Region 10 Schools will provide this publication to parents immediately upon the formal identification of a student as eligible for special education and at each PPT meeting thereafter.

Building a Bridge: A Transition Manual for Students

Region 10 Schools will provide this publication to parents immediately upon the formal identification of a student as eligible for special education and related services and at each PPT meeting thereafter for students of transition age.

⁴⁷ Please see state regulations for more detail and the procedures for appointing an educational representative.

Transition Bill of Rights

Region 10 Schools will provide this publication annually to parents of students in sixth through twelfth grade.

Region 10 Schools will document if these notices were given to the parents at a PPT meeting through the use of the IEP document. Region 10 Schools may transmit these documents electronically, only if the parents agree to access information in this manner.

Parental Notification/Laws Relating to the Use of Seclusion and Restraint

Parents will be informed about provisions of the state statutes and regulations regarding the emergency use of physical restraint and seclusion.⁴⁸ Every parent will be advised of these rights at the initial PPT meeting held for their child even if the emergency use of physical restraint or seclusion is not likely to occur. If the parents or eligible student agree that access to this information may be provided electronically, the district may refer the parents or eligible student to the *Parental Notification of the Laws Relating to the use of Seclusion and Restraint in the Public Schools*⁴⁹ at the appropriate Web address.

Parental Notification Following the Emergency Use of Restraint or Seclusion

Region 10 Schools must attempt to notify the parent(s) of a student who has been restrained or secluded on the day of or within twenty-four hours after the emergency use of physical restraint or seclusion. This notification may be made by phone, e-mail or other method of communication, which may include sending a note home with the child. The parent(s) must be sent a copy of the incident report no later than two business days after the emergency use of physical restraint or seclusion.

FERPA Annual Notification of Rights

Region 10 Schools will annually notify students in attendance of their rights under FERPA.

⁴⁸ A copy of (the district)'s written policies and procedures about the use of physical restraint or seclusion can be obtained at (insert link to district website). Any questions regarding the policies and procedures related to the use of physical restraint or seclusion can be directed to (include name and title of specific district personnel).

⁴⁹ https://portal.ct.gov/-/media/SDE/Special-Education/2018_Parental_notification_of_the_laws_relating_to_seclusion_and_restraint_in_the_public_schools.pdf?a=en

Chapter 9: Students Parentally-Placed in Private Schools

General Information

Pursuant to the IDEA, Region 10 Schools is not required to pay for the cost of education, including special education and related services, for an eligible student, who resides in the district, at a private school or facility if Region 10 Schools made FAPE available to the student and the parents choose to place the student in a private school or facility. Parents may voluntarily choose to enroll their children in private schools for a variety of personal reasons, or may unilaterally place their children in a private school because they disagree with the IEP offered by the Region 10 Schools . If parents disagree with the IEP offered by Region 10 Schools and unilaterally place their child in a private school, they may initiate a due process hearing to seek reimbursement from Region 10 Schools for the costs associated with the placement.⁵⁰

The district's child find obligations, however, extend to students who attend private schools located in the Region 10 Schools , regardless of whether the student is a resident of Region 10 Schools or not. The child find process is designed to ensure equitable participation of parentally-placed private school children and an accurate count of those children.

Pursuant to state law, children who are being home-schooled by their parents are not considered parentally placed private school children for the purposes of receiving special education and related services under the IDEA.

Equitable Services and Service Plans⁵¹

Any student with a disability who is attending a private school or facility located in Region 10 Schools and is eligible for special education and related services (parentally-placed private school students) may be considered for a service plan. Parentally placed private school students do not have an individual right to receive some or all of the special education and/or related services they would receive if they were enrolled in the Region 10 Schools.

Under the IDEA, Region 10 Schools has the responsibility to provide parentally-placed private school students an opportunity for equitable participation in the services funded with Federal Part B funds for schools located in the towns served by Region 10 Schools.

⁵⁰ Please see the Procedural Safeguards Notice for more detail. <https://portal.ct.gov/-/media/SDE/Special-Education/Prosaf.pdf?la=en>

⁵¹ Please note that the IDEA distinguished between profit and nonprofit private schools. If a student is placed in a for profit private school by their parents the service plans provision do not apply.

Chapter 10: Discipline

General Information

Students with disabilities, like their nondisabled peers, must abide by Region 10 Schools Code of Student Conduct adopted by Region 10 Schools Board of Education. If a student's behavior impedes his or her learning or the learning of other students then the PPT will consider positive behavioral interventions, supports, and strategies to address the behavior. If the PPT determines that a student needs such interventions, supports, or strategies, they will be documented in the IEP to be implemented.

Students with disabilities are subject to Region 10 Schools Code of Student Conduct, including suspension or expulsion from school. In addition to the due process rights afforded students without disabilities pursuant to state law, Region 10 Schools will follow a set of specific procedural requirements in the event a student with a disability engages in a behavior that requires a disciplinary intervention and exclusion from school.

Types of Disciplinary Actions

Exclusion is any denial of public school privileges to a student for disciplinary purposes.

Removal is an exclusion from the classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.

Suspension is an exclusion from school privileges or from transportation services for not more than 10 consecutive school days, provided such exclusion shall not extend beyond the school year in which such suspension was imposed.

A partial day exclusion from school, such as sending the student home before the end of the regular school day, is considered a suspension from school if the student is excluded from school for more than 90 minutes.

Expulsion is an exclusion from school privileges for more than 10 consecutive school days and shall be deemed to include, but not limited to, exclusion from the school to which the student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one calendar year.

In-School Suspension (ISS)

An in-school suspension will not count towards days of removal from school if Region 10 Schools provides the following three components for the student:

1. Appropriate participation in the general education curriculum;
2. Services identified on the student's IEP; and
3. Opportunities to continue to participate with nondisabled children.

Each situation will be judged individually, and the student's time with nondisabled peers assessed to determine if the time with nondisabled peers during periods of ISS is comparable to the time the student spends with nondisabled peers during a typical school day.

Discipline Procedures for Special Education Students

When an eligible student with a disability violates a code of conduct, Region 10 Schools staff may suspend the student for not more than 10 consecutive school days. During this removal, Region 10 Schools is not required to provide educational services, unless Region 10 Schools provides services to

nondisabled students while suspended. However, Region 10 Schools will provide the student with an opportunity to complete any missed classwork, including examinations while suspended.

Disciplinary Removals resulting in a Change of Placement

Region 10 Schools will consider any “unique circumstances” on a case-by-case basis when considering a disciplinary change in placement, consistent with all other state and federal requirements, is appropriate for a student with a disability who violates a code of conduct. “Unique circumstances” include consideration of factors such as the student’s disciplinary history, ability to understand consequences, expression of remorse, and supports provided to a student with a disability prior to violation of Region 10 Schools code of student conduct.⁵²

A change in placement occurs if the district removes the student for more than 10 consecutive days (i.e., an expulsion) or if Region 10 Schools has removed the student in excess of 10 days cumulatively constituting a pattern of removals. When determining whether the removals constitute a pattern, Region 10 Schools will consider (1) whether the behavior for which the student was disciplined was substantially similar to the conduct that resulted in prior removals and (2) other factors such as length of each removal, total time the student has been removed, and the proximity of the removals to each other. Region 10 Schools will make this determination on a case-by-case basis. If the parent of the student disagrees with the determination, the parent may file for an expedited due process hearing. If Region 10 Schools determines that the cumulative removals do not result in a change of placement and the current removal is more than 10 school days, Region 10 Schools staff, in consultation with at least one of the student’s teachers will determine the extent to which educational services are needed to enable the student to continue to participate in the general education curriculum, although in another setting and to progress toward meeting the goals and objectives in the student’s IEP.

Region 10 Schools will provide prior written notice to the parent on the date on which the decision is made to remove the student resulting a change of placement, and also provide a copy of the procedural safeguards.

Region 10 Schools will conduct a manifestation determination if the district is considering expelling a student, removing the student to an IAES, or any other change in placement.

Manifestation Determination

Before expelling a student, removing the student to an IAES, or any other disciplinary removals resulting in a change of placement, Region 10 Schools will convene a meeting to make a manifestation determination. During the time period before the manifestation determination is completed, Region 10 Schools may remove the student through a suspension and will provide educational services for the duration of the removal. The PPT will determine the setting and educational services that are required so as to enable the student to continue in the general education curriculum and to progress towards meeting the goals and objectives in the student’s IEP.

The Region 10 Schools, the parent, and the relevant members of the student’s PPT will convene within 10 school days of any decision to change the placement of a student with a disability because of a violation of Region 10 Schools code of student conduct. The purpose of the meeting will be to review all relevant information in the student’s file, including the student’s IEP, any teacher observations, and any relevant information provided by the parent to determine:

1. If the behavior in question was caused by, or had a direct and substantial relationship to, the student’s disability; or

⁵² <https://www2.ed.gov/policy/speced/guid/idea/discipline-q-a.pdf>

2. If the behavior in question was the direct result of the Region 10 Schools 's failure to implement the student's IEP.

If it is determined that the conduct *was* a manifestation of the student's disability, the PPT will either:

1. Conduct an FBA, unless Region 10 Schools had conducted an FBA before the behavior that resulted in the change in placement occurred, and implement a BIP for the student; or if a BIP already has been developed, review the BIP, and modify it, as necessary, to address the behavior; and
2. Return the student to the placement from which the student was removed, unless the parent and Region 10 Schools agree to a change in placement as part of the modification of the BIP.

If it is determined that the conduct *was not* a manifestation of the student's disability, Region 10 Schools may discipline the student in the same manner and for the same duration as a student without a disability. The student remains subject to the measures imposed as related to Region 10 Schools Code of Student Conduct for the violation committed. Region 10 Schools will continue to provide the student with educational services to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress towards meeting the goals and objectives in the student's IEP. The PPT will determine what educational services Region 10 Schools will provide and the setting for those services, which may be an IAES. In addition, when determined appropriate by the PPT, Region 10 Schools will conduct an FBA and provide behavioral intervention services and modifications designed to address the behavior violation so it does not recur.

Special Circumstances

Region 10 Schools may remove a student to an interim alternative educational setting (IAES) for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:

1. Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the district;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the district; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the district.

Region 10 Schools will continue to provide the student with educational services to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress towards meeting the goals and objectives in the student's IEP. The PPT will determine what educational services Region 10 Schools will provide and the setting for those services. In addition, when determined appropriate by the PPT, Region 10 Schools will conduct an FBA and provide behavioral intervention services and modifications designed to address the behavior violation so it does not recur.

Exclusion from Bus Transportation

Exclusion from a student's usual bus transportation may also be considered a suspension if the student receives transportation as a related service that is documented on his or her IEP. However, the days that the student is suspended from bus transportation do not count toward the 10 day total (constituting a change in placement) if during this period of bus suspension Region 10 Schools provides transportation to the student in some other manner.

If the student is receiving regular transportation from Region 10 Schools (i.e., not special transportation through an IEP), a suspension from the bus would not be counted as a suspension from school. If the

student has behavioral issues which result in multiple suspensions from bus transportation, the PPT will convene to discuss the student's behavior on the bus and what, if any, services the student may need while being transported, (e.g., behavior intervention planning and implementation or the need for alternative transportation).

Expedited Due Process Hearing

Hearing Officer's Authority to Order an Interim Alternative Educational Setting (IAES)

Region 10 Schools may ask a special education hearing officer to order a change in placement of a student with a disability to an appropriate IAES for not more than 45 school days. The hearing officer may place a student in an IAES through an expedited due process hearing if the hearing officer determines that Region 10 Schools has demonstrated by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

Expedited Due Process Hearing

An expedited due process hearing may be requested:

- By Region 10 Schools to remove the student to an IAES because Region 10 Schools believes that keeping the student in the current school program is substantially likely to result in injury to the student or to others;
- By Region 10 Schools to maintain the student in an IAES or another appropriate placement after the expiration of the IAES where the parent disagrees with the proposed change and the district believes that maintaining the student in the current school program is substantially likely to result in injury to the student or to others;
- By the parent where the parent believes that a change in placement has occurred because the student has been kept out of school for more than 10 consecutive days, or for more than 10 days in a school year, and the district has not conducted a manifestation determination;
- By the parent where the parent does not agree with the IAES placement; or
- By the parent where the parent does not agree that, the student's behavior was not a manifestation of the student's disability.

During the expedited hearing, the student will remain in the IAES or other disciplinary setting pending the decision of the hearing officer or until the expiration of the additional suspensions, expulsion or 45 school day IAES unless the parent and Region 10 Schools otherwise agree.

An expedited hearing must meet the general hearing requirements. The State due process regulations contain procedural requirements that are specific to expedited hearings. The hearing is limited to the above issues and the hearing officer has the authority to limit the introduction of exhibits and testimony as may be necessary to rule on the issue presented.

If the hearing officer determines that the district violated the discipline procedures outlined in the IDEA or that the student's behavior was a manifestation of the student's disability, the hearing officer may return the student to the placement from which the student was removed.

The hearing officer may order a change of placement of the student to an appropriate IAES for not more than 45 school days if the hearing officer determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

Protection for Students Not Yet Eligible for Special Education

A student who has not been determined eligible for special education and related services and who engaged in behavior that violates Region 10 Schools code of student conduct may assert the protections

provided by the IDEA if Region 10 Schools had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

Region 10 Schools is deemed to have had knowledge, that a student is a student with a disability if before the behavior that precipitated the disciplinary action occurred:

1. The parent of the student expressed concern in writing to district supervisory or administrative personnel or the student's teacher, that the student is in need of special education and related services;
2. The student's parent requested an evaluation of the student to determine his/her eligibility for special education and related services; or
3. The student's, or other Region 10 Schools personnel, expressed specific concerns about a pattern of behavior demonstrated by the student to the Region 10 Schools 's director of special education or to other supervisory personnel in the district.

The district will not be deemed to have knowledge that the student has a disability if the student's parents did not consent to an evaluation of the student, or refused services under the IDEA, or the student has been evaluated and determined not to be a student with a disability under the IDEA.

If Region 10 Schools does not have knowledge that a student is a student with a disability prior to taking disciplinary measures against the student, the student is subject to the same disciplinary measures as applied to students without disabilities who engage in comparable behavior.

If a request is made to evaluate the student to determine eligibility for services during the time period in which the student is subject to the disciplinary measures, Region 10 Schools will conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student will remain in the educational placement, determined by the district, which can include suspension or expulsion without educational services.

If Region 10 Schools is in the process of evaluating the student to determine eligibility for special education and related services, and the disciplinary measures result in a change in placement for the student, Region 10 Schools will perform a manifestation determination regarding the suspected disability or disabilities.

Chapter 11: Discontinuation of Special Education and Related Services

The district will provide special education and related services in accordance with student's IEP, unless the student's eligibility has been terminated in accordance with federal and state special education law.

Student No Longer Meets Eligibility Criteria

If the PPT suspects that a student is no longer a student with a disability, Region 10 Schools will conduct a comprehensive reevaluation of the student.⁵³ If after reviewing the evaluation, the PPT determines that the student is no longer eligible for special education, the district will provide the parent/adult student with PWN before discontinuing special education services.

Graduation from High School with a Regular Diploma

The Region 10 Schools 's obligation to provide special education and related services ends when the student graduates from high school with a regular diploma. This is considered a change of placement.

Prior to graduation and the discontinuation of services, Region 10 Schools will provide the parent/adult student with the following:

1. PWN; and
2. A Summary of Performance.

Student Exceeds Age Eligibility

Pursuant to state law, the Region 10 Schools 's obligation to provide special education and related services ends when the student reaches age 21. In the event that the student turns 21 years old during the school year, Region 10 Schools will continue to provide special education and relates services until the end of the school year.

If a student is turning 21 years old, Region 10 Schools shall provide the parent/adult parent with the following:

1. PWN; and
2. A Summary of Performance.

⁵³ See Chapter 3 for the required evaluation procedures.

Chapter 12: Special Education and Related Services Personnel

Region 10 Schools will employ the number of certified and/or licensed personnel and support personnel, consistent with state statute, necessary to implement the special education and/or related services required in each student's IEP. Region 10 Schools ensures that all personnel necessary to carry out Part B of the IDEA are appropriately and adequately prepared, trained and, if appropriate, licensed, including having the content knowledge and skills to serve students with disabilities.

Consultation Time

The Region 10 Schools will make it a priority when considering schedules to allow time during the school day for personnel who provide special education and related services or general education to consult with each other, other personnel, and parents.

Personnel Development/Professional Learning

The Region 10 Schools will provide a comprehensive system of professional learning to prepare administrators, general and special education teachers, related services and support personnel with the necessary skills and knowledge, derived from scientifically based research, to be successful in supporting students with disabilities in the LRE.

Paraeducators/Instructional Assistants

The Region 10 Schools will ensure that each paraeducator who works with students with disabilities is appropriately oriented and trained to carry out each paraeducator's individual duties. The Region 10 Schools shall ensure that a qualified person (certified and/or licensed in the area of specialization to which such paraeducator is assigned) provides oversight and direct supervision of the paraprofessional.⁵⁴

Services Contracted Through a Separate Agency

Region 10 Schools recognizes that it has the responsibility to monitor the implementation of a student's IEP and the provision of services to a student even if services are provided by a contracted agency.⁵⁵ If a contracted agency fails to provide the services described in the IEP, Region 10 Schools will convene a PPT to identify alternative strategies to meet the objectives for the student set out in the IEP and consider the need for compensatory services.

⁵⁴ https://portal.ct.gov/-/media/SDE/Paraeducator/guidelines_paraprofessionals.pdf?la=en

⁵⁵ The District shall execute a contract with the agency separate and distinct from the student's IEP for each student placed at the agency.

Chapter 13: Procedural Safeguards and Confidentiality

Pursuant to federal and state law, parents have specific rights referred to as procedural safeguards. Pursuant to the IDEA, Region 10 Schools must provide parents with a Procedural Safeguards Notice⁵⁶ containing a full explanation of these rights, written in the native language of the parents (unless it is clearly not feasible to do so) and in an easily understandable manner.

Region 10 Schools must give copy of the Procedural Safeguards Notice one time each year and also when the following occurs:

- The first time a parent/adult student or Region 10 Schools staff ask for an evaluation/referral;
- The parent/adult student asks for a copy of the Procedural Safeguards Notice;
- The first time in the school year a parent/adult student requests a due process hearing or files a state complaint; or
- When Region 10 Schools takes disciplinary action against a student which results in a change of placement.

Prior Written Notice (PWN)

The purpose of PWN is to provide written communication to the parents or adult student of the actions that have been proposed or refused by the PPT. PWN is only required when the PPT proposes or refuses to initiate or change the identification, evaluation, or educational placement of a student or the provision of FAPE for a student.

Timelines

Please refer to Chapter 3 of the *IEP Manual and Forms* publication regarding the two options regarding timelines for PWN.

Content of Notice

PWN must include the following information:

1. Description of the action proposed or refused by the Region 10 Schools ;
2. Explanation of why Region 10 Schools proposed or refused to take the action;
3. Description of any options the PPT considered and the reasons why those options were rejected;
4. Description of each evaluation procedure, assessment, record, or report the PPT used as a basis for the proposed or refused action;
5. Description of any other factors that were relevant to the PPT's proposal or refusal;
6. A statement that a parent has protections under the procedural safeguard protections of the IDEA and if the written notice is for an initial referral for evaluation, where a copy of the Procedural Safeguards Notice can be obtained; and
7. Resources for parents to contact to obtain assistance in understanding the procedural safeguards of the IDEA.

⁵⁶ <https://portal.ct.gov/-/media/SDE/Special-Education/Prosaf.pdf?la=en>

Notice in Understandable Language

Region 10 Schools will write the PWN in language understandable to the general public and provide the PWN in the native language of the parent or adult student or other mode of communication used by the parent or adult student, unless it is clearly not feasible to do so. If the native language or other mode of communication is not a written language, Region 10 Schools will take steps to ensure the notice is translated orally or by other means to the parent and adult student in his or her native language or other mode of communication. Region 10 Schools will also take steps to ensure that the parent and adult student understand the content of the notice, as well as document the steps taken to ensure that the notice was translated and understood.

In addition to the above information, the law requires notice to be given to the parents for a disciplinary removal from school or classes that result in a change in placement. This is not a PWN as described above. A copy of the Procedural Safeguards in Special Education document will accompany the notice of a disciplinary action that results in a change in placement for the student. Furthermore, the Connecticut regulations also require that notice be given to the parents in other situations in the special education process as described below. This notice is not a PWN as described above, but each has its own set of required components.

Since graduation from high school with a regular high school diploma is considered a change in placement, a PWN will be provided before the student graduates. The term “regular high school diploma” does not include alternative degrees such as certificates of attendance or completion of a general educational development credential (GE).

Informed Parental Consent

Region 10 Schools must obtain written consent prior to conducting an initial evaluation, a reevaluation, and the initial provision of special education and related services for a student.

Informed consent means that the parent:

- Has been fully informed in the parent’s native language or another mode of communication about the activity for which Region 10 Schools is seeking consent;
- Understands and agrees in writing to the carrying out of the activity for which consent is sought. The consent agreement describes that activity and lists the records, if any, that will be released and to whom; and
- Understands that the granting of consent is voluntary and may be revoked at any time.

Parental consent is not required before reviewing existing data as part of an evaluation or reevaluation, or before administering a test or other means of evaluation if Region 10 Schools has an assessment that is given to all students unless the district gets permission from all parents before administration of that test or other means of evaluation.

Consent to Conduct an Initial Evaluation

Region 10 Schools must obtain parental consent prior to conducting an initial evaluation. The district will use form (ED625)⁵⁷ to document the date the Region 10 Schools requested consent from the parent and the date when Region 10 Schools obtained consent from the parent.

⁵⁷ <https://portal.ct.gov/-/media/SDE/Special-Education/ED625.pdf>

Region 10 Schools staff will make reasonable efforts to obtain written consent from a parent. These efforts must be documented using form (ED624)⁵⁸ and could be a record of phone calls, e-mails, or written correspondence.

If the parent fails to respond to a request from Region 10 Schools for consent to conduct an initial evaluation within 10 days from the date of the notice to the parent, Region 10 Schools will interpret the failure to respond as a refusal of consent.

Please note that if the parent does provide consent for an initial evaluation, the consent only applies to the initial evaluation and cannot be construed as consent for the initial provision of special education and related services.

Region 10 Schools does not violate its obligation to provide FAPE to a student if it declines to pursue the evaluation.

Special Rules for the Initial Evaluation for Wards of the State

When Region 10 Schools seeks to evaluate a student for the first time and the student is in the custody of the Commissioner of the Department of Children and Families (DCF) and not residing with the student's parent, Region 10 Schools is required to obtain consent from the student's assigned surrogate parent.

Consent to Conduct a Reevaluation

Region 10 Schools must obtain written parental consent prior to conducting a reevaluation. Region 10 Schools will use form (ED627)⁵⁹ to document the date Region 10 Schools requested consent from the parent and the date when Region 10 Schools obtained consent from the parent.

Region 10 Schools staff will make reasonable efforts to obtain written consent from a parent for a reevaluation. These efforts must be documented and could be a record of phone calls, e-mails, or written correspondence (detailed records of phone calls made or attempted and the results of those phone calls and copies of correspondence sent to the parents and any responses received). (ED624)

If the parent fails to respond to a request from the district for consent to conduct a reevaluation within 10 days from the date of the notice to the parent, Region 10 Schools will interpret the failure to respond as a refusal of consent.

The district does not violate its obligation to provide FAPE to a student if it declines to pursue the evaluation.

Consent for the Initial Provision of Special Education

Region 10 Schools must obtain written parental consent before the initial provision of special education form (ED626)⁶⁰

Region 10 Schools staff will make reasonable efforts to obtain written consent from a parent for the initial provision of special education. These efforts must be documented and could be a record of phone calls, e-mails, or written correspondence (detailed records of phone calls made or attempted and the results of those phone calls and copies of correspondence sent to the parents and any responses received).

If the parent fails to respond to a request from Region 10 Schools for consent for the initial provision of special education within 10 days from the date of the notice to the parent, Region 10 Schools will interpret the failure to respond as a refusal of consent.

⁵⁸ <https://portal.ct.gov/-/media/SDE/Special-Education/ED624.pdf>

⁶⁰ <https://portal.ct.gov/-/media/SDE/Special-Education/ED626.pdf>

If the parent refuses to consent for the initial provision of special education and related services, Region 10 Schools will not be considered to be in violation of the requirement to make FAPE available to the student.

Dispute Resolution Options when Parent Refuses Consent

If the parent does not provide consent for an initial evaluation or a reevaluation, Region 10 Schools may use mediation or a due process hearing to obtain an agreement or a ruling that allows Region 10 Schools to conduct the evaluation.

If a parent refuses consent for the initial provision of special education and related services, Region 10 Schools is prohibited from using the due process system, including mediation or a due process hearing, in order to obtain agreement or a ruling that the services may be provided to the student.

Revoking Consent

If a parent grants then withdraws consent, that withdrawal must be submitted to the district in writing. A withdrawal of consent is not retroactive and, therefore, does not withdraw consent for activities that took place during the period after consent was first given, but prior to when the consent was withdrawn. A parent's refusal to or withdrawal of consent for the provision of a particular service or activity does not constitute a broad refusal or withdrawal of consent for any service or activity not specifically indicated by the parent.

If a parent revokes consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before it was revoked).

Confidentiality and Student Records

Region 10 Schools protects the confidentiality of any personally identifiable information (PII), information at collection, storage, disclosure, and destruction stage.

The custodian of records (or other title) is responsible for ensuring the confidentiality of any PII. All Region 10 Schools personnel collecting or using PII must have received training or instruction about the policies and procedures in the IDEA and FERPA, as well as any state policies and procedures for protecting the confidentiality of PII.

Region 10 Schools maintains, for public inspection, a current list of the names and positions of those employees within the district who may have access to personally identifiable information.

Access to Education Records

Parents have the right to inspect and review any education records relating to their child that are collected, maintained or used by Region 10 Schools to meet the requirements of Part B of the IDEA. The Region 10 Schools will presume that parents have the authority to inspect and review records relating to their child unless it has been advised that the parents do not have the authority under applicable state law governing such matters as guardianship, separation, and divorce.

The right to inspect and review the records also includes the following:

- The right to a response from Region 10 Schools to reasonable requests from parents for explanations and interpretations of the records;
- The right to have a representative of the parent inspect and review the records; and
- Pursuant to state regulations, the right to one free copy of the records.

A parental request to review and inspect education records or a request for one free copy of such records must be in writing

Pursuant to state regulations, Region 10 Schools will allow parents to inspect and review their child's education records without necessary delay and before any meeting regarding an IEP or any hearing or resolution session; otherwise, Region 10 Schools will comply with such request no later than 10 school days of the request.

Region 10 Schools will provide one free copy of the records no later than 10 school days of the request. The Region 10 Schools may charge for additional copies of an already-copied document if the fee does not effectively prevent parents from exercising their right to inspect and review the records. Region 10 Schools does not charge parents a fee to search for or to retrieve the educational records of a special education student.

Any test instrument or portion of a test instrument for which the test manufacturer asserts an ownership or copyright interest may not be copied. However, they may be reviewed and inspected by parents.

Record of Access

Region 10 Schools maintains a record of the parties that have accessed a student's education record using the *Confidential File Access Record* (ED628).⁶¹ With the exception of parents and authorized employees of the district, everyone who reviews a student's educational record is documented in the record of access. The record of access includes the name of the party having access, the date the district gave access, and the purpose for which the party was authorized to use the records.

Records of More than One Child

If the education records include information on more than one student, the parents of those students have the right to inspect and review only the information relating to their child or to be informed of that specific information.

List of Types and Locations of Information

Upon request, the Region 10 Schools will provide a parent with a list of the types and locations of education records collected, maintained, and used by the district.

Amendment of Records at Parent Request

Parents may request that the district amend their child's education records if they believe that information in the education records is inaccurate, misleading, or violates the privacy or other rights of the student. Within a reasonable period of time, Region 10 Schools will decide whether to amend the information in accordance with the request and communicate this decision to the parent. If Region 10 Schools decides to refuse the request to amend the information in accordance with the request, Region 10 Schools will inform the parent of the refusal and advise the parent of the right to a hearing pursuant to the IDEA.

Parents' Opportunity for a Hearing

Upon request, Region 10 Schools will provide the parent with an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading or otherwise in violation of the privacy of other rights of the student. Region 10 Schools will conduct the hearing in accordance with the procedures contained in FERPA.

Hearing Result

If, as a result of the hearing, Region 10 Schools decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, Region 10 Schools will amend the information accordingly and so inform the parent in writing.

⁶¹ <https://portal.ct.gov/-/media/SDE/Special-Education/ED628.pdf>

If, as a result of the hearing, Region 10 Schools decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, Region 10 Schools will inform the parent of the parent's right to place in the records it maintain on the student a statement commenting in the information or providing any reasons for disagreeing with the decision of the Region 10 Schools.

Region 10 Schools will maintain any explanation provided by the parent after a hearing as part of the student's records as long as the record or the contested portion of the record is maintained by the Region 10 Schools. Also, if Region 10 Schools discloses the student's records or the contested portion of the record to any party, Region 10 Schools will also disclose the parent's explanation to that party.

Consent for Disclosure of Personally Identifiable Information (PII)

Region 10 Schools personnel must obtain parental consent before disclosing PII to parties unless the information is contained in education records and the disclosure is authorized without consent pursuant to exceptions outlined in FERPA.

District personnel must obtain parental consent of the consent of an adult student before PII is released to officials of participating agencies providing or paying for secondary transition services in the student's IEP.

Parental consent is not required before PII is released to officials of other agencies for purposes of meeting the requirements of the IDEA.

Destruction of Information

The Region 10 Schools will inform parents when PII collected, maintained or used under the IDEA is no longer needed to provide educational services to the student. If the parent requests that the information is destroyed, the Region 10 Schools will comply with the request and destroy the information.

The Region 10 Schools may maintain a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed without time limitation.⁶²

Records of students placed by the Region 10 Schools in Regional Education Service Centers (RESCs) and approved-private special education programs (APSEPs) are education records, therefore retention and destruction of this information is the obligation of the district.

Dispute Resolution Options Available Pursuant to the IDEA

State Complaints

Any individual or organization may file a state complaint with the BSE alleging that Region 10 Schools has violated a requirement of any state or federal law concerning special education.

Due Process Hearing

Region 10 Schools or a parent may file for a due process hearing on any matter relating to a District's proposal or refusal to initiate or change the identification of a student, the evaluation of a student, the educational placement of student, or the provision of a FAPE to the student.

Resolution Process

Within 15 days of receiving a due process hearing request filed by a parent, and prior to initiation of a due process hearing, Region 10 Schools will convene a meeting with the parent and the relevant member or members of the PPT who have specific knowledge of the facts identified in the due process complaint.

⁶² Note: the State Record Retention Schedule sets a 50 year minimum retention time for these types of records; however, the District may maintain these records for a longer period of time if they so choose.

Mediation

Mediation is a way to settle a dispute when the district and a parent disagree on the identification of a student, the evaluation of a student, the educational placement of a student, or any other matter related to the provision of a FAPE to the student. Mediation is voluntary and therefore both Region 10 Schools and the parent must agree to participate in the mediation process.

The BSE has model forms for state complaints, mediations, and due process hearings.⁶³

The Procedural Safeguards Notice⁶⁴ provide more detailed information about state complaints, mediation, due process hearings, and the advisory opinion process.

Independent Educational Evaluation (IEE) at Public Expense

A parent has the right to request an independent educational evaluation (IEE) at public expense if the parent disagrees with an evaluation that was obtained by the Region 10 Schools . A parent does not have the right to an IEE at public expense if Region 10 Schools declines to evaluate a student to determine eligibility for special education (i.e., declines to conduct an initial evaluation). If the parent disagrees with the Region 10 Schools 's decision to not conduct an initial evaluation, the parent may use the dispute resolution options (i.e., state complaint, mediation, due process hearing) afforded by the IDEA in order to pursue an evaluation by the Region 10 Schools . Comprehensive guidance related to IEEs and in-school observations is available through the Bureau of Special Education.⁶⁵

The parent may request an IEE at public expense either at or outside of a PPT meeting. Region 10 Schools may ask for the parent's reason, but will not require the parent to provide an explanation and may not unreasonably delay either providing the IEE at public expense or filing a request for a due process hearing to show that its evaluation is appropriate. If the request is made during a PPT meeting, Region 10 Schools is not required to provide an answer to the parent's request at that time. Although the PPT may review the request during the meeting, the district may inform the parent of its decision regarding the IEE at public expense subsequent to the PPT meeting, provided that the decision is made without unnecessary delay.

If a parent requests an IEE at public expense, Region 10 Schools will, without unnecessary delay, either:

- Request a due process hearing to show that its evaluation is appropriate; or
- Ensure that an IEE is provided at public expense, unless Region 10 Schools demonstrates at a due process hearing that the evaluation obtained by the parent did not meet the Region 10 Schools 's IEE criteria.

Region 10 Schools will also provide the parent with the following:

1. Information about where an IEE may be obtained; and
2. The Region 10 Schools 's IEE criteria.⁶⁶

The parent retains the right to choose the independent evaluator. Region 10 Schools will provide the parent with a list of independent evaluators that meet its IEE criteria, and the parent may choose an

⁶³ <https://portal.ct.gov/-/media/SDE/Special-Education/Complaint-Resolution-Process-Rev-72517.pdf?la=en>

⁶⁴ <https://portal.ct.gov/-/media/SDE/Special-Education/Prosaf.pdf?la=en>

⁶⁵ <https://portal.ct.gov/SDE/Special-Education/Guidance-for-Independent-Educational-Evaluations-and-In-School-Observations>

⁶⁶ The District has the right to set standards, which the independent evaluator must meet in order for the school district to publicly fund an IEE. The IEE criteria must be the same criteria that the District would use when it initiates its own evaluation; to the extent, those criteria are consistent with a parent's right to an IEE.

evaluator from the Region 10 Schools 's list or the parent may choose an evaluator not on the list that meets the Region 10 Schools 's criteria. If the evaluator chosen by a parent does not meet the Region 10 Schools 's IEE criteria and Region 10 Schools believes there is no justification for choosing an evaluator that does not meet its criteria, Region 10 Schools is required to, without unnecessary delay, either demonstrate in a due process hearing that the evaluator does not meet its IEE criteria or ensure that the IEE is provided at public expense.

Referral to and Action by Law Enforcement and Judicial Authorities

Part B of the IDEA does not prohibit Region 10 Schools from reporting a crime committed by a student with a disability to appropriate authorities; or prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by students with disabilities.

Transmittal of Records

If Region 10 Schools personnel report a crime committed by a student with a disability, the school district:

1. Must ensure that copies of the student's special education and disciplinary records are transmitted for consideration by the authorities to whom Region 10 Schools reports the crime; and
2. May transmit copies of the student's special education and disciplinary records on to the extent permitted by FERPA.

Other Safeguards

Please see chapter 10 for information about the following procedural safeguards:

1. Procedures for Disciplining Children;
2. Protections for Children Not Yet Eligible; and
3. Expedited Due Process Hearings.

Please see the Procedural Safeguards Notice for information about the following procedural safeguards:

1. Unilateral Placements by Parents in Private Placements;
2. Stay Put; and
3. Attorneys' Fees.

Chapter 14: Gifted and Talented Students

Identification of Children Who Are Gifted and Talented

Region 10 Schools is required to identify and evaluate students who may have gifted or talented abilities. The identification and evaluation of students who may have gifted or talented abilities is included in the special education services provided to students enrolled in public schools in Connecticut. It is not a requirement found in the IDEA.

Students in grades kindergarten through Grade 12 enrolled in Region 10 Schools who may be gifted and talented are identified, referred and evaluated through a specific process. While identification is mandated under state law, offering specialized programming is not. Region 10 Schools may, but is not required to, provide services to those students identified as gifted and talented. The district may identify up to ten percent of its total school population as gifted and talented. Those identified are reported in the October 1 State Education Data and Application Collection (SEDAC) count.

Procedures for Identification of Students who are Gifted and Talented

Region 10 Schools will evaluate and identify gifted and talented children using the PPT process as follows:

1. Parents will be notified in writing when the student is referred to the PPT for consideration of identification of gifted and talented.
2. Parents will be notified in writing if the student has met the criteria for eligibility as gifted and talented.
3. Region 10 Schools may conduct PPT meetings on groups of students for whom evaluation and identification as gifted and talented are planned.
4. If Region 10 Schools recommends further evaluations and use an individual assessment procedure (e.g., an individual intelligence test), certain procedures must be followed:
 - a. Written parental consent will be secured before a child is individually evaluated for identification as gifted and talented. Individual assessment requires proper notice and informed consent.
 - b. Parents will be notified that their child has been referred for evaluation and written consent for the evaluation must be obtained.
 - c. Parents will be informed of the results of the evaluation and informed whether or not the child has been identified as gifted and talented.
5. Region 10 Schools may use individual evaluations or group assessment and evaluations to identify gifted and talented children. The district will determine this on an as needed basis.
6. If group assessment procedures are used to identify gifted and talented students, consent to perform such assessments may not be required. Group assessments (e.g. achievement tests) given to all students within a district are nonspecific and do not require consent. If a group of students are to be evaluated, *specifically, to determine identification as gifted and talented*, then Region 10 Schools will provide notice to the parents and consent will be obtained.
7. If individualized assessment procedures are used, an individual PPT may be held with the parents to discuss eligibility. However, Region 10 Schools is not required to hold an individual PPT meeting with parent(s), since an IEP will not be developed.

8. For purposes of determining eligibility where either individual and/or group assessments are used, Region 10 Schools may choose to convene a single PPT meeting for the purpose of reviewing student assessment data and to identify a group of gifted and talented students. This will be determined by Region 10 Schools on an as needed basis.
9. Region 10 Schools will make available to parents any education records related to their child, including records related to the determination of the child's identification as gifted and talented.
10. Region 10 Schools recognizes that, if at any time in the evaluation process the parents disagree with the decisions of the PPT, the parents have the right to challenge those decisions by requesting a due process hearing.
11. The Region 10 Schools recognizes that the parents have the right to obtain an independent evaluation of their child, at their own expense, conducted by a certified person not employed by the Region 10 Schools .
12. The Region 10 Schools recognizes that it is not required to provide programming for children identified as gifted and talented. Instead, programming is permissive.

Upon the identification of a student as gifted and talented, Region 10 Schools will provide electronic notice of such identification to the parent of such student. Such notice shall include, but need not be limited to, (1) an explanation of how such student was identified as gifted and talented, and (2) the contact information for (A) the employee of Region 10 Schools in charge of the provision of services to gifted and talented students, or, if there is no such employee at that time, the employee of Region 10 Schools in charge of the provision of special education and related services, (B) the employee at the Department of Education who has been designated as responsible for providing information and assistance to boards of education and parents of students related to gifted and talented students, and (C) any associations in the state that provide support to gifted and talented students.

PPT Membership for Gifted and talented

The district recognizes that PPTs may be conducted on groups of students for whom evaluation and identification as gifted and talented are planned. For students who have been referred to determine eligibility as gifted and talented, or who have been previously identified by a PPT as being gifted and talented, the PPT membership will be composed of a group of certified and/or licensed professionals, who represent each of the teaching, administrative and pupil personnel staffs and who participate equally in the decision-making process.⁶⁷

⁶⁷ <https://portal.ct.gov/SDE/Gifted-and-Talented/Identifying-gifted-and-talented-children-in-CT/Regulations>



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