

IEP DISTRIBUTION AND IMPLEMENTATION

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

The Chairperson of the Committee on Special Education:

- Arrange to provide every regular education teacher, special education teacher, related service provided, and “other service provider” responsible for the implementation of a student’s IEP be provided with a copy, either electronically or on paper, prior to its implementation; and
- Designate, for each student identified as a student with a disability, a professional employee of the school district, who is knowledgeable about the student’s disability and educational program (hereinafter referred to as the Designated Professional); and
- The term “other service provider” means a representative of another public school, BOCES, a charter school, a private approved school, a state school for the blind or deaf, or a child care institution where the student will receive special education in accordance with an IEP;
- Ensure that the parents of the child with a disability receive a copy of their child’s IEP prior to the commencement of the school year and following a meeting recommending a change of placement or program;
- Ensure that paraprofessionals (teacher aides and teacher assistants) and other providers or support staff have access to IEPs which they assist in implementing through the special education teacher, regular education teacher, or related service provider under whose direction they work.

IMPLEMENTATION

Following a change in the IEP of a student identified as a child with a disability or the development of an initial IEP for any student identified as a student with a disability after the effective date of this policy, the Chairperson of the Committee of Special Education shall identify, prior to the implementation of the IEP, a designated professional employee of the school district with knowledge of the student’s disability and educational program. The designated professional employee of the school district shall communicate in person or in writing with those who are responsible for implementation of the IEP, as defined in Commissioner’s regulations including regular education teachers, special education teachers, related service providers and other service providers, to advise them of their specific responsibilities for implementation including specific accommodations, modifications, and supports that must be provided to the student in accordance with his/her IEP. It shall be the duty of the designated professional to ensure that each of the individuals has a copy of the student’s IEP prior to implementation.

CONFIDENTIALITY

Any individual receiving a copy of a student’s IEP pursuant to this Policy is strictly prohibited from disclosing any information derived from the IEP in any manner or form whatsoever, unless

specifically authorized to do so under the Policy of the Board of Education governing Confidentiality of Student Records.

EFFECTIVE DATE

This policy shall take effect immediately.

First review by the Board of Education: 12/9/2002

Second review by the Board of Education: 12/16/2002

ADOPTED BY THE BOARD OF EDUCATION: 12/16/2002

REVISED and reviewed by the Board of Education: 8/11/2003

Second review by the Board of Education: 8/25/2003

ADOPTED BY THE BOARD OF EDUCATION: 8/25/2003