

SANTA BARBARA COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA

6000 SPECIAL EDUCATION - INSTRUCTION

6300 INSTRUCTIONAL PLANNING AND INDIVIDUALIZED EDUCATION PROGRAM

6308 Meeting of the Individualized Education Program Team/Conducting an Individualized Education Program Team Meeting

Individualized Education Program (IEP) Team meetings shall be conducted according to the following procedural guidelines:

1. All attending persons shall be introduced and their roles explained.
2. Parents' rights in the individualized education program process shall be explained.
3. The procedures for conducting the IEP Team meeting shall be explained.
4. The reason for referral and the case history of the child (including medical report) shall be presented.
5. The assessment techniques used and the rationale for their use shall be briefly reviewed.
6. A brief summary of the findings from the assessments conducted, written in language easily understood by the general public, shall be presented to the parent(s). These findings and the educational implications of the findings shall be explained.
7. The parents shall be given an opportunity to discuss all findings and to contribute their own observations of the child.
8. Long term goals shall be written.
9. Short term objectives shall be written, as appropriate.
10. The continuum of the program and service options shall be explained to attending parents.
11. Placement and service recommendations based on the child's needs shall be presented by the school representative on the IEP Team, to include the start date, frequency, duration, and location of services.
12. Service alternatives considered by the IEP Team will be documented on the IEP.
13. The extent to which the pupil is to be integrated in the regular school program (i.e., the activities, frequencies and durations of the integration), a rationale for integration, and the approximate date of initiation of integration shall be determined.

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14. The parents may be given the opportunity to observe the recommended program(s). School and teacher to be assigned by Special Education Administration.
15. The approximate date of the annual review shall be determined.
16. A copy of the procedural guidelines regarding the conduct of the Individualized Education Program (IEP) Team meetings shall be provided to all persons acting as chairpersons of Individualized Education Program Team meetings.

DATE APPROVED: January 3, 1984
DATE REVISED: January 9, 1987
DATE REVISED: November 8, 1991
DATE REVISED: December 9, 2002
DATE REVISED: November 7, 2011
DATE REVISED: June 3, 2013