

PROCEDURAL HANDBOOK

Table of Contents

	Page
Preface	i
Memo Re: 2020 Revision	ii
SECTION 1 - IDENTIFICATION AND REFERRAL	
The Law and Identification and Referral	1-1
Handling Referrals	1-1
Who Should be Referred.....	1-2
What a Good Referral Should Contain	1-3
What Forms Should be Used	1-4
SECTION 2 - ASSESSMENT	
The Law and Assessment.....	2-1
Timeline for Initial Special Education Assessment	2-3
Developing the Assessment Plan	2-4
Conducting the Assessment	2-5
Assessing Students Subject to Larry P. V. Riles	2-6
How to Purge Information from a Pupil Record (Larry P.).....	2-13
California State Eligibility Criteria.....	2-16
Assistive Technology (AT) Needs Assessment Guidelines.....	2-24
Occupational Therapy (OT) Assessment Referral Guidelines.....	2-30
What Forms Should be Used	2-35
SECTION 3 - THE INDIVIDUALIZED EDUCATION PROGRAM (IEP)	
The Law and the IEP.....	3-1
The IEP Team	3-1
Required IEP Meetings.....	3-5
Basic Functions of IEP Teams.....	3-6
The Content of an IEP.....	3-7
The Law and Review	3-13
When Reviews Must be Conducted.....	3-13
Conducting a Review	3-13
What Forms Should be Used	3-15
SECTION 4 - IMPLEMENTATION	
The Law and Implementation	4-1
Program Options	4-1
Least Restrictive Environment.....	4-4
Overview of Regional Programs.....	4-5
SBCSELPA Regional Special Class Program Referral Process Chart.....	4-7
Notification Procedure for a Regional Program Student Changing District of Residence.....	4-8
TLP Program Components	4-9

Administrative Placement of Students with NPS IEP Designations to Regional Programs	4-10
Regulations Relative to the Placement of LCI/Foster Youth with IEPs	4-11
Administrative Placement of Students with NPS IEP Designations (placed by outside agencies) to Regional Programs (flow chart)	4-12
SBCSELPA Funded Nonpublic School Procedure (RTC and Non-Residential)	4-13
NPS/RTC Therapeutic Placement Funding Guidelines	4-14
NPS Visitation and Assessment Guideline Agency Responsibilities	4-16
Parent/Guardian Travel Reimbursement Guidelines for Out of County Residential Nonpublic School Student Placements	4-17
Evaluating Progress	4-18
What if the Student's Program has to Change	4-18
Infant to Preschool Transition Procedure Flowchart	4-19
SBCSELPA Preschool to Kindergarten Transition Guidelines	4-20
New High School Graduation Requirements.....	4-24
What Forms Should be Used	4-25

SECTION 5 – ENGLISH LEARNERS WITH DISABILITIES

Review of Laws & Regulations Governing Instruction for English Learners	5-1
Assessment, Identification, and Programs for English Learners	5-1
Interventions for English Learners Prior to Referrals to Special Education.....	5-10
Assessment and Identification of English Learners for Special Education	5-11
Development of Linguistically Appropriate IEPs.....	5-19
Programs and Services for English Learners with Disabilities.....	5-23
Reclassification of English Learners with Disabilities	5-27
What Forms Should be Used	5-31

SECTION 6 – POSITIVE BEHAVIORAL INTERVENTION FOR SPECIAL EDUCATION STUDENTS

The Law	6-1
Philosophy.....	6-1
Introduction.....	6-2
Procedures for Systematic Use of Positive Behavioral Interventions and Emergency Intervention	6-3
Emergency Interventions	6-4
Prohibited Behavioral Interventions	6-5
Approved Behavioral Emergency Procedures	6-6
Behavioral Emergency Report.....	6-6
Functional Behavioral Assessment	6-7
IEP Meeting Following the Functional Behavioral Assessment	6-9
Behavior Intervention Plan	6-9
Behavioral Intervention Review	6-11
Functional Behavior Assessment And Behavior Intervention Plan Certificate of Competence	6-11
What Forms Should be Used	6-12

SECTION 7 – PROCEDURES FOR PROPER FUNCTIONING OF HEARING AIDS

The Law 7-1
Procedures for Hearing Aid Checks 7-1
Audiological Services to Date and Possible Additions to the
Program – Flowchart..... 7-2
Annual Audiological Assessment and Hearing Aide Checks Referral Process 7-3
What Forms Should Be Used..... 7-4

SECTION 8 – PROCEDURES FOR PROVIDING SPECIAL EDUCATION SERVICES TO PARENTALLY ENROLLED PRIVATE SCHOOL CHILDREN WITH DISABILITIES

Child Find 8-1
Referral for Special Education..... 8-1
Assessment for Eligibility and Educational Planning..... 8-1
Parents Rights and Procedural Safeguards for Parentally Enrolled Private
School Students with Disabilities 8-2
IEP and/or Private School Services Plan Meetings 8-2
Development of Private School Services Plan..... 8-4
Child Count of Total Number of Private School Students with Disabilities 8-5
Pupil Count of Private School Children with Disabilities 8-5
Calculation of Required Expenditure of Funds for Parentally Placed Private
School Children with Disabilities 8-5
Attachment 1 – Proportionate Share Calculation for Parentally Placed
Private School Children with Disabilities..... 8-8
SBCSELPA Individual Service Plan (ISP) Process..... 8-9
Annual Notice to Parents of Parentally Placed Private School Students
of District’s Ability to Provide FAPE..... 8-10
Three-year Reevaluations for Parentally Enrolled Private School Students
with Disabilities 8-10
What Forms Should be Used 8-12

SECTION 9 – SURROGATE VOLUNTEER PROCEDURAL GUIDELINES

Surrogate Volunteer Appointment Program Guidelines Flowchart..... 9-1
Surrogate Volunteer Definition..... 9-2
Parent Definition..... 9-2
Administration of the Program 9-2
When to Appoint Surrogate Volunteers..... 9-3
Determining Student Status 9-4
Selecting Surrogate Volunteers..... 9-5
Recruiting Surrogate Volunteers..... 9-6
Role of Surrogate Volunteers..... 9-7
Liability..... 9-7
Access to Records..... 9-7
Training Surrogate Volunteers..... 9-7
Term of Surrogate Volunteer Appointment..... 9-8
What Forms Should Be Used..... 9-9

SECTION 10 – EXPULSION PROCESS FOR SPECIAL EDUCATION STUDENTS	
Steps in Expulsion.....	10-1
Special Education Pre-Expulsion Procedures Flow Chart.....	10-3
Protection of Students	10-4
What Forms Should be Used	10-5
SECTION 11 – PROCEDURES REGARDING CONFIDENTIALITY OF STUDENT INFORMATION/PRIVACY RIGHTS	
Procedures Regarding Confidentiality of Student Information/Privacy Rights ..	11-1
Definitions.....	11-1
Persons with Access to Student Records	11-1
Procedures for Access.....	11-3
Duplication of Student Records	11-4
Access Log.....	11-4
Challenging Student Records.....	11-4
Recordings	11-5
SECTION 12 - ALTERNATIVE DISPUTE RESOLUTION (ADR)	
Overview of Alternative Dispute Resolution provided by SBCSELPA	12-1
Types of Alternative Dispute Resolution Services	12-2
IEP and Non-IEP Facilitators.....	12-3
Time and Scheduling	12-4
Requesting a Facilitated IEP or Non-IEP Meeting.....	12-4
Program Data Collection, Evaluation and Reporting	12-5
What Forms Should be Used	12-6
SECTION 13 – REGIONAL PROGRAM OPERATING	
Regional Program Expenditure Reporting	13-1
Regional Program Enrollment Reporting	13-1
Regional Program Extended School Year Reporting	13-1
Annual Events Schedule	13-2
Calendar of Items Due to SELPA throughout the Year.....	13-3
APPENDIX A – IEP/Supplemental Forms	