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# INDIVIDUALIZED EDUCATION PROGRAM MEETING (SED-P007)

WENATCHEE SCHOOL DISTRICT

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## 1.0 SCOPE:

- 1.1 Each student in a Wenatchee School District Special Education program will have a valid and current IEP. All IEPs will be reviewed at a meeting with parents, students when applicable, and district Special Education personnel and General Education teachers.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

## 2.0 RESPONSIBILITY:

- 2.1 Director of Special Education, Assistant Director of Special Education, Evaluation Team

## 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Special Education or Assistant Director of Special Education

## 4.0 DEFINITIONS:

- 4.1 Child Study Team (CST) - may include the principal, school counselor, general education teachers, school psychologist, Special Education teachers, appropriate building staff members, and parent(s).
- 4.2 Evaluation Team – will review the initial referral to determine if the student is a candidate for evaluation for special education. The team may include the school psychologist, Speech Language Pathologist, Occupational Therapist, parent and other staff as needed.
- 4.3 Independent Educational Evaluation (IEE) – a student evaluation performed by a qualified professional who is not employed by the school district.
- 4.4 The Individualized Education Program (IEP) - is a plan that is a written statement of an educational program for a student eligible for special education that is developed, reviewed and revised in accordance with state and federal guidelines (at least annually).
- 4.5 IEP Teacher/Coordinator – The Special Education teacher or therapist who is responsible for the provision of the special education services and written IEP.

## 5.0 PROCEDURE:

- 5.1 IEP teacher contacts all district staff who will be participating in the IEP meeting to set up possible dates and times for an IEP meeting.
- 5.2 IEP teacher contacts parents with possible dates and times to establish a meeting date for the annual IEP meeting.
  - 5.2.1 Date and time of meeting is mutually agreed upon. Meetings will generally be scheduled within the teacher's contracted day.
  - 5.2.2 Teacher sends out Meeting Invitation with date and time, and Notice of Procedural Safeguards for Special Education Students and Their Families to the parents at least 10 days prior to the meeting.
  - 5.2.3 The IEP coordinator documents all attempts to contact parents.

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- 5.2.4 As soon as the time and date are set with the parents, other district personnel who need to attend are notified of the date and time of the IEP meeting.
- 5.3 A team member may be excused, if parents and student, when appropriate, are notified in advance and agree in writing prior to the IEP meeting.
- 5.3.1 Absent member must provide their input for the IEP ahead of time to parent and other IEP team members.
- 5.3 Initial IEP meeting is held within 30 days from the Evaluation Report meeting. Annual IEP meetings are held on or before the annual review date.
- 5.3.1 The team develops the IEP, including goals and objectives. A behavior plan is required for students with a history of behavior-related problems and is written in conjunction with the school psychologist.
- 5.4 If the parents do not attend the initial IEP meeting, the IEP is set aside until the meeting can be rescheduled.
- 5.4.1 Student will not be placed in a program or provided services until parents attend the meeting and sign the IEP.
- 5.4.2 The Director of Special Education is notified if parent does not attend the initial IEP meeting.
- 5.4.3 If the parent of the student refuses to consent to services, the district may not use Due Process or mediation in order to obtain agreement.
- 5.5 If parents do not attend the annual IEP review meeting after two attempts, the IEP team attending may review and sign off on the proposed IEP. The IEP team coordinator attaches Documentation of Invitation to Individualized Education (IEP) Meeting and submits it with the IEP to the Special Education Department.
- 5.5.1 The proposed IEP and a Letter of Intent to Implement is sent to the parents by the IEP coordinator.
- 5.6 If parents agree with the team and sign the IEP, the IEP is implemented the first school day following the IEP meeting or at a time mutually agreed upon during the IEP meeting.
- 5.6.1 Parents are given a copy of the IEP and the Prior Written Notice.
- 5.7 If parents refuse to sign the IEP or sign and state disagreement with the plan, another IEP meeting will be scheduled as soon as possible to discuss/review student needs and complete the IEP process. All members are requested to sign an attendance log at the initial meeting even if parents do not agree to the IEP.
- 5.7.1 The Director of Special Education is notified.
- 5.7.2 The district or parent may request mediation or a Due Process Hearing. See related procedure.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Meeting Invitation

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6.2 Agreement of Non-attendance of a team member

6.2 Documentation of Invitation to Individualized Education (IEP) Meeting

6.3 Individual Education Program

6.5 Prior Written Notice

6.6 Notice of Procedural Safeguards for Special Education Students and Their Families SED-F006

### 6.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents listed in Section 6.0 except for Notice of Procedural Safeguards for Special Education Students and Their Families SE-6-00	Special Ed cumulative file; Special Ed office; teacher's file	Initial IEP kept for six years after student turns twenty-one. New IEPs replace old documents. Final IEP prior to student leaving school is retained until six years after services end.	Six years after student leaves district, files returned to student or destroyed.	Stored in two locations; fireproof

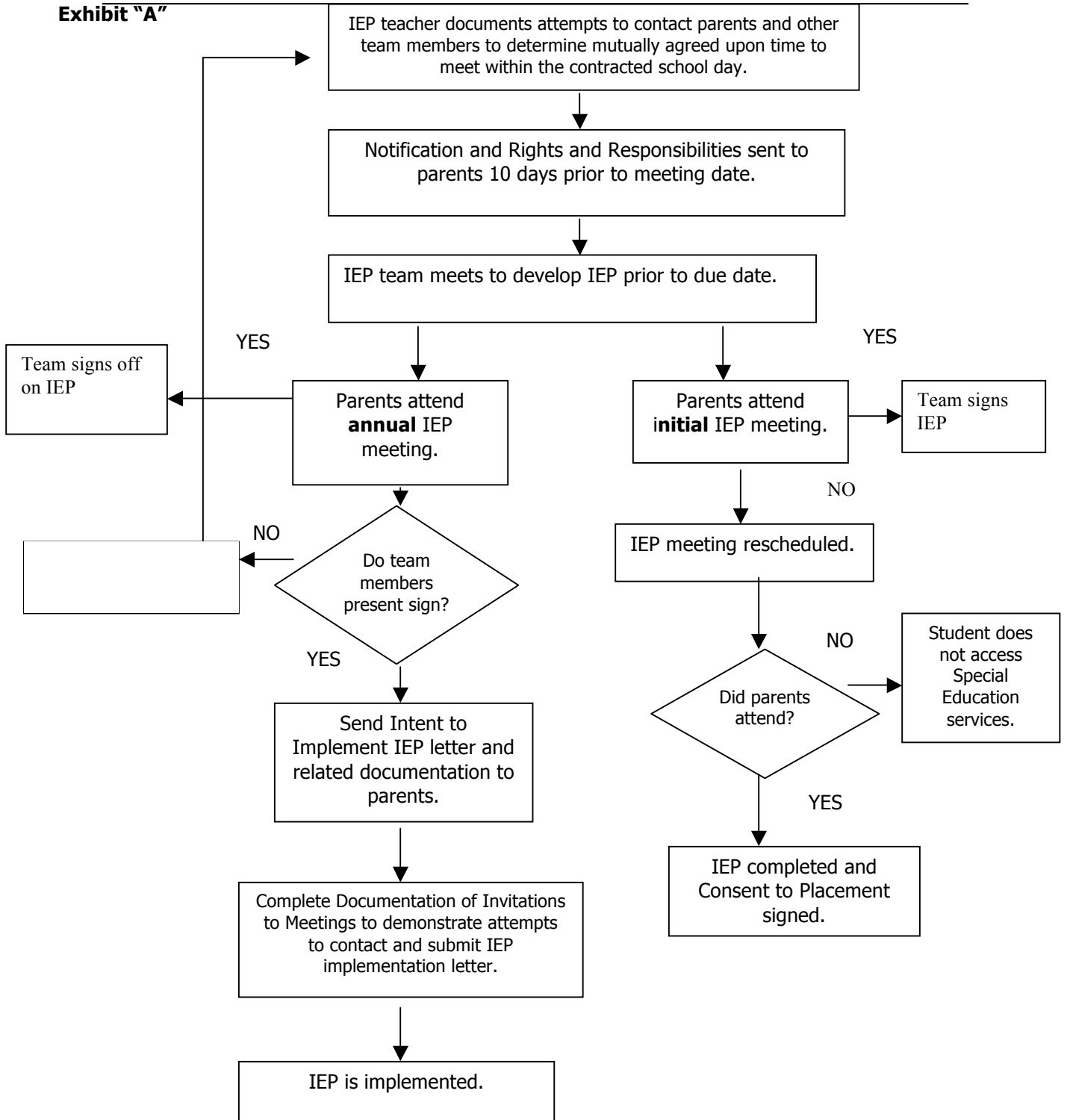
### 7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
10-May-01	A	Original Release
16-Jan-03	B	Updated records approval authority to include Assistant Director of Special Education, retention details, and form numbers
12-Sept-03	C	Updated records retention data, replacing seven years with six
04-Nov-04	D	Added parent(s) to CST definition; added general education staff to MDT definition; added "until six years after services end" to end of retention data
06-Nov-07	E	Added 5.1.5, 5.1.6 and 5.1.7
19-Sept-08	F	Updated 4.0 definitions; updated 5.0 procedures; updated 6.0 associated documents.
22-June-12	G	Updated 5.0 procedure

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Exhibit "A"



**\*\* End of procedure \*\***