ARTICLE XII

SPECIAL EDUCATION

A. Whenever possible, special education program loads shall be equalized District-wide.

B. ~~The District shall make every effort to see that identified special education students are evenly distributed among general education classes. In making class assignments, special education students may be clustered in order to meet the needs of all students.~~

B. The District shall make every effort to see that identified special education students are evenly distributed among general education classes. In making class assignments, special education students may be clustered in order to meet the needs of all students. In a classroom where special education students are clustered, the district shall make every effort to make classes lower in size than other general education classes

C. The District will make every effort to keep general education classes with severely disabled students lower in size than other general education classes. Severely disabled students are those designated according to state guidelines and as indicated in their Individualized Education Plan (IEP).

D. The District will coordinate release time, whenever possible and practical, for unit members who provide services for special education students to attend specialized training sessions. Such training may be at the unit member's request. Should an IEP require any additional equipment for student or service provider, it shall be provided by the District.

E. The site administrator will make every effort to provide reasonable prior notice to affected teachers regarding placement of special education students.

F. ~~The District shall make every effort to schedule Individualized Education Plan (IEP) meetings during the workday and to provide release time for those unit members participating. Unit members attending IEP meetings will be provided appropriate physical relief breaks and the contracted duty-free lunch period.~~

F. The District shall make every effort to schedule Individual Education Plan (IEP) meetings during the work day and to provide release time for those unit members participating. The District shall assume responsibility for supervision of the classroom during the duration of the release time. Unit members attending IEP meetings will be provided appropriate physical relief breaks and the contracted duty free lunch.

G. The District recognizes that the Individualized Education Plan (IEP) process, testing, collaboration, and planning for services provided to special education students should be conducted within the regular professional day of both special education and general education teachers.

H. ~~The District may authorize a parent, guardian, or representative of a student to observe the student in the classroom with 24-hour notice to the teacher along with a limit of 30 minutes for each observation.~~

H. The District may authorize a parent, guardian, or representative of a student to observe the student in the classroom or service provider location with a 24-hour notice, in writing, to the teacher or service provider along with a limit of 30 minutes for each observation.

I. The District shall make every effort to maintain caseloads and/or staffing ratios per Education Code and as follows:

Resource Teachers	28 students
Special Day Class Teachers	no written maximum under Education Code
Speech Pathologists	55 students K-12; 40 students preschool
Learning Center	maximum 50 special education students between 2 teachers

J. ~~Certificated Special Education staff may be involuntarily transferred or reassigned each year if necessary, based on fluctuating caseloads and/or student need. These unit members are entitled to the same protections regarding voluntary transfers under Article IX.~~

J. Certificated special education staff may be involuntary transferred or reassigned each year if necessary based on fluctuating caseloads and or student needs. Upon request unit members shall have an opportunity to meet with the recommending administrator(s) to discuss the proposed transfer. The District shall make every effort to meet prior to the first day of the new assignment. These unit members are entitled to the same protections regarding voluntary transfers under Article IX.

K. When it becomes necessary for a certificated employee to share the work environment and the certificated employee has any issues or concerns with service providers or other adults they shall as soon as possible notify the site administrator. The site administrator shall investigate and attempt to resolve the issue and communicate the resolution to the parties involved.

L . The District shall make every effort to provide sufficient work space at the work site and necessary equipment to special education providers. The administrator shall attempt to resolve workspace and equipment issues and communicate the resolution to the provider(s) affected.