

Administrative Regulation

Exceptional Children, District Programs for the Education of

The following procedures shall be utilized in the location, assessment, identification and placement of individuals with exceptional needs based on provisions found in pertinent federal and state regulations.

- A. A search for unserved and inadequately served individuals with exceptional needs, 0 to 22 years old, shall be an ongoing activity within the boundaries of the school district. Personal visitation and observation by staff members will be utilized. Brochures, letters, bulletins, and other printed materials from the district, county, and state levels will be distributed indicating programs and services which are available.
- B. Referrals for assessment for purposes of special education and/or related services shall be submitted on appropriate forms and according to procedures established by the Office of Special Education Services. Referrals will be accepted from district personnel, other public or private agencies or schools, and parents.
- C. Staff members and parents shall be notified of parent and student rights and procedures for initiating a referral for assessment to determine eligibility for special education programs and/or services.
- D. The assessment plan shall be a description in ordinary language of the procedures, tests, records, or other reports proposed for use in the assessment of the individual. Appropriate procedures for obtaining written consent for and conducting the assessment shall be developed by the Office of Special Education Services.
- E. Appropriate procedures for developing and implementing the Individualized Education Program for each individual with exceptional needs shall be developed by the Office of Special Education Services.
- F. Placement of individuals with exceptional needs shall be in keeping with the concept of least restrictive environment.

- G. Maximum interaction of individuals with exceptional needs with students in regular education programs shall be encouraged.

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Ref: EC Sections 56000-56865
CCR, Title 5 Sections 3000-3080, 4600-4670
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