

SECTION I

Special Education Goals and Purposes

A. POLICY: Free Appropriate Public Education

Grant Parish School System assures that a free appropriate public education is available to all children with disabilities residing within its jurisdiction between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school.

implementation of the Individual Education Program/Placement process detailed in the revised state adopted IEP document and corresponding instructions are followed.

Grant Parish School Board also assures that all transition services are provided as detailed in the revised state adopted IEP document and corresponding instructions.

B. POLICY: Full Education Opportunity and Goal

Grant Parish School Board assures that full educational opportunity will be provided to all children with disabilities, aged birth through 21, by the year 2010.

Grant Parish School Board further assures that it uses *Extended School Year Program Handbook, 2000* for determining student eligibility and for designing and conducting the ESY Program.

C. POLICY: Child Find

Grant Parish School Board assures that Child Identification activities are conducted in accordance with *Bulletin 1706: Regulations for Implementation of the Children with Exceptionalities Act*.

Grant Parish School Board further assures that the LANSER data base is maintained as the primary tracking system for all activities pertaining to special education to include all required elements in the initial request, screening, pre-evaluation, evaluation, reevaluation, IEP/placement, supplemental and instructional services segments. The LANSER information is kept current and operational.

E. POLICY: Least Restrictive Environment

Grant Parish School Board assures that children who are disabled are educated to the maximum extent appropriate with their non-disabled peers and that special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Students with disabilities are afforded placements that assure physical, social, and academic integration with non-disabled peers. *Grant Parish School Board* further assures that all policies and procedures for the development and implementation of the Individual Education Program/Placement process detailed in *Bulletin 1706: Regulations for Implementation of the Children with Exceptionalities Act* are followed.

D. POLICY: Individualized Education Program

Grant Parish School Board assures that all procedures for the development and

F. POLICY: Procedural Safeguards

Grant Parish School Board assures that it has established and maintains procedures to ensure that children with disabilities and their parents are guaranteed procedural safeguards with respect to the provision of a free appropriate public education (FAPE). The board assures that the procedures include all procedural safeguards contained in 20 U.S.C. Chapter 33 (1415) and Section 500 of *Bulletin 1706: The Regulations for Implementation of the Children with Exceptionalities Act*.

Grant Parish School Board further assures that its Meeting Notice, Prior Notice of Proposed Action and Age of Majority letters and the meets state requirements.

Additionally, *Grant Parish School Board* assures that it utilizes the most current edition of the *Louisiana Educational Rights of Children with Exceptionalities in Public Schools*, as required, to notify children with disabilities and their parents of all procedural safeguards available to them.

G. POLICY: Evaluation

Grant Parish School Board assures that, all evaluations conducted for children suspected of being exceptional and reevaluations of children receiving special education services are conducted in accordance with *Bulletin 1508*.

H. POLICY: Confidentiality of Personally Identifiable Information

Grant Parish School Board assures that all policies and procedures regarding the confidentiality of personally identifiable information contained in *Bulletin 1706:*

Regulations for the Implementation of the Children with Exceptionalities Act, are adopted and implemented as required and that these same policies and procedures also apply to the electronic transfer of any educational records among educational agencies.

Grant Parish School Board also assures that a Confidentiality Designee has been appointed and is responsible for coordinating all confidentiality requirements. Additionally, *Grant Parish School Board* assures that local internal timelines have been established that are in compliance with the access timeline requirement for not more than 45 calendar days to respond to a request to review and/or inspect an education record.

Grant Parish School Board further assures that it will conduct an annual in service training session on confidentiality requirements for all educational personnel in the system who collect or use personally identifiable information.

I. POLICY: Transition from Part C to PreSchool

Grant Parish School Board assures that it has adopted and implements procedures to ensure that children participating in early intervention programs assisted under Part C and who will participate in Part B preschool programs will experience a smooth and effective transition to those preschool programs in a manner consistent with *Bulletin 1706, 416C*. An individualized education program will be developed and implemented for the child prior to the child's entry into Part B preschool programs.

Grant Parish School Board also assures that children are offered FAPE on or prior to their third birthday.

J. POLICY: Children in Private Schools

Grant Parish School Board assures that to the extent consistent with their numbers and needs, provision is made for children with disabilities residing in its jurisdiction, enrolled by their parents in private schools, to participate in programs assisted with IDEA funds. *Grant Parish School Board* further assures that the amount expended for the provision of services are equal to a proportionate amount of the IDEA funds made available to the LEA.

K. POLICY: General Supervision

Grant Parish School Board has designated the Special Education Supervisor to be responsible for the general supervision of identification, location and evaluation activities/services for students who are suspected of being disabled and for the provision of FAPE to students with disabilities within its jurisdiction. The job description for this position is included in this manual.

L. POLICY: Interagency Agreements

Grant Parish School Board assures that interagency agreements essential to full compliance for the provision of a free appropriate public education (FAPE), including adequate fiscal and human resources, are developed, signed, and implemented as needed. *Grant Parish School Board* assures that each interagency agreement is designed to achieve or accelerate the achievement of FAPE for all exceptional children. Nothing in any such agreement may be construed to reduce assistance available or to alter eligibility.

M. POLICY: Personnel Development

Grant Parish School Board assures that an ongoing program for personnel development is implemented and updated periodically to improve the knowledge and skills of personnel employed to provide special educational services. The program utilizes the Comprehensive System of Personnel Development (CSPD) established by the Louisiana Department of Education, and is based on data and information collected from the assessment of personnel supply/demand and training needs for the LEA.

N. POLICY: Personnel Standards

Grant Parish School Board assures that qualified personnel, as identified by SBESE adopted policies and procedures, including

personnel requirements established in *Bulletin 746: Louisiana Standards for State Certification of School Personnel* are employed to provide special education programs and services to children and youth with disabilities under Part B of IDEA.

O. POLICY: Performance Goals and Indicators

Grant Parish School Board assures that it has established goals for the performance of children with disabilities in the school system to ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living; to ensure that the rights of children with disabilities and parents of such children are protected; and to ensure that educators and parents have the necessary tools to improve educational results for children with disabilities by supporting systemic-change activities; coordinated research and personnel preparation; coordinated technical assistance, dissemination of information, support, and technology development and media services.

Grant Parish School Board further assures that it has established performance indicators the system will use to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates, and graduation rates. Based on its assessment of that progress, the LEA will revise its LEA Application as needed to improve its performance and will ensure the effectiveness of efforts to educate children with disabilities.

P. POLICY: Participation in Assessment

Grant Parish School Board assures that all students with disabilities in grades 3-11 will participate in statewide and district wide

assessment. In calculating the sub-group component for a school, the alternate achievement standards for students participating in LAA will be used, providing that the number of students who score at the proficient or above does not exceed 1.0 percent of all students assessed in English/Language Arts and in Mathematics.

Q. POLICY: Suspension and Expulsion

Grant Parish School Board assures that data concerning suspensions and expulsions will be kept and reviewed to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities when compared to such rates for non-disabled children or among local educational agencies in the state.

R. POLICY: Disciplinary Information/Records

Grant Parish School Board assures that all procedures for the transfer of a child's records from one school to another will include both the child's current individualized education program and any statement of current or previous disciplinary action that has been taken against the child.

S. POLICY: Schoolwide Program Under Title I of the ESEA

Grant Parish School Board assures that for any fiscal year, if IDEA funds are used to carry out a School wide program under Section 1114 of the Elementary and Secondary Education Act of 1965, funds used in any such program shall not exceed the number of children with disabilities participating in the School wide program: multiplied by the amount received by

the LEA for that fiscal year: divided by the number of children with disabilities in the jurisdiction of the agency.

T. POLICY: Charter School

Grant Parish School Board assures that children with disabilities enrolled in Charter Schools that are public schools within the local education agency are served in the same manner as children with disabilities are served in its other schools, and that the LEA provides IDEA funds in the same manner as it provides those funds to its other schools.

U. POLICY: Program and Administration

Grant Parish School Board assures that a comprehensive monitoring of its special educational services is conducted on an annual basis to determine compliance with all applicable Federal, State and local statutes, regulations, and procedures; and that all areas related to the provision of a free and appropriate public education (FAPE) are included.

Grant Parish School Board further assures that its internal monitoring is completed annually on 33.3% of the school sites, and 5% of the records at each site.

Grant Parish School Board assures that all school personnel, including principals and teachers as well as other service providers, receive written notice of non-compliant issues determined through the internal monitoring process. The written notice will include the corrective action required to correct the deficiencies indicated in the report. *Grant Parish School Board* further assures that all corrective actions are monitored on a comprehensive and continuous basis to ensure the implementation of the corrective action. The superintendent will receive a written report of deficiencies as well as reports regarding follow-up and implementation of corrective action.

Grant Parish School Board understands that forms used for collecting and recording information may be forms issued by the SDE, which can be modified to meet local requirements, or forms developed by the local system. *Grant Parish School Board* assures that the instruments used include all compliance

issues included in and applicable to Federal and State statutes, regulations and procedures, including local procedures.

Grant Parish School Board assures that findings in internal monitoring are used to set priority Performance Goals/Indicators and Performance Targets/Strategies in the annual LEA application; to develop a needs assessment of staff development priority needs; and to serve as a reference in the school improvement plans in local schools.

V. POLICY: Excess Cost

Grant Parish School Board assures that it uses funds provided under IDEA only for the costs that exceed the amount computed under 1401(7) or approved alternate formula and that are directly attributable to the education of children with disabilities. The regulations require that the most recent expenditures [which are available] for the education of children with disabilities be used in verifying that IDEA funds are used for the excess costs of educating children with disabilities. A copy of the EXCESS COST VERIFICATION FORM will be submitted to the Division of Education Finance on an annual basis.

W. POLICY: Non-Supplanting [1413(a)(2)(A)(ii)]

Grant Parish School Board assures that funds provided under the IDEA are used to supplement and, to the extent practical, increase the level of Federal, State, and local funds expended for the education of children with disabilities and in no case to supplant Federal, State, and local funds. A copy of the IDEA NON-SUPPLANTING VERIFICATION FORMULA will be submitted to the Division of Education Finance on an annual basis.

X. POLICY: Additional Education Department General Administrative Regulations (EDGAR), Subpart G, 76.700-76.783; Requirements

1. *Grant Parish School Board* assures that control of funds provided to it under each program and title to property acquired with those funds will

be in the LEA and that the LEA will administer those funds and property (CFR 76.701).

2. *Grant Parish School Board* assures that it will use fiscal control and fund accounting procedures that will ensure proper disbursement of and accounting for Federal funds paid to the LEA under the IDEA (CFR 76.702).
3. *Grant Parish School Board* assures that it shall make accurate and timely reports to the SDE, to the SBESE, and to the Secretary of the United States Department of Education as may reasonably be necessary to enable the SDE, SBESE, and the Secretary of the United States Department of Education to perform their duties (34 CFR 76.722).
4. *Grant Parish School Board* assures that it will maintain accurate records and provide access to those records as the SDE, SBESE, and the Secretary of the United States Department of Education decide are necessary to perform their duties (34 CFR 76.731).
5. *Grant Parish School Board* assures that any project involving construction shall adhere to rules contained in 34 CFR 76.600 and the standards prescribed by Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Accessibility Guidelines for Buildings and Facilities and Uniform Federal Accessibility Standards.
6. *Grant Parish School Board* assures that procedures are developed and are in place to ensure equitable access to, and participation in, the project by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers based on gender, race, color, national origin, disability and age. A completed checklist of identified barriers is included in the application. (34 CFR 76.703)(General Education Provision Act (GEPA)).

Y. POLICY: Additional Assurances

1. The enclosed application is being submitted for grant funding awarded by the U.S. Department of Education for Individuals with Disabilities

Education Act-Part B, Section 611, CFDA #84.027A and Section 611, CFDA #84.173A.

2. *Grant Parish School Board* has been informed of the requirements imposed by Federal laws, regulations, and the provisions of contracts or grant agreements as well as any supplemental requirements imposed by the State Department of Education (SDE).
3. *Grant Parish School Board* has provided the TOTAL AMOUNT of prior year expenditures of Federal Funds according to regulations issued by Office Management and Budget Circular A-133 from all sources (described as funds received as direct or pass thru funds).
4. *Grant Parish School Board* has been advised that subrecipients expending \$500,000 or more in Federal awards (funds received as direct or pass thru funds) during the subrecipient's fiscal year receive a single audit or program specific audit for that year according to regulations issued by Office Management and Budget Circular A-133.
5. *Grant Parish School Board* permits the State Department of Education, the Legislative Auditors and all other required personnel to have access to the records and financial statements as necessary.

Z. POLICY: Alignment with State Policies and Procedures

Grant Parish School Board assures that no later than sixty (60) days after the SBESE has established implementation date of the State's regulations, policies and procedures, it will revise all local policies and procedures to make them consistent with IDEA.

ORGANIZATION CHART FOR SPECIAL EDUCATION SERVICES

