

Jefferson County Public Schools  
*Summary* - Policy and Procedures Project  
 Procedures - Set #2  
 October 15, 2019 Board Meeting

JCBE POLICY	KSBA Procedure Name	Summary
01.6 Board Record	01.6 AP.2 Request to Examine and/or copy District Records	Directs people to Administrative Procedure 10.11 AP.21
02.423 School Council Meetings (SBDM)	02.423 AP.2 School Council Records	Directs people to Administrative Procedure 10.11 AP.21
10.11 Access to Public Records	10.11 AP.21 Public Records Notice	This procedure sets forth how a person may access public records under the Kentucky Open Record Act. There are no changes to current practice,
07.1- Food/School Nutrition Services	07.1 AP.1 School and Community Nutrition Program	This procedure ensures federal, state, and local funds that finance the school and community nutrition program are properly safeguarded, that accurate records are kept, and that reports be made as required. There are no changes to current practice.
07.1- Food/School Nutrition Services	07.1 AP.11 Food Allergies and Special Dietary Needs	This procedure requires the District School Nutrition Program provide modified menus or food substitutions for students as required by their individual education plan (IEP), Section 504 plan, or health plan. There are no changes to current practice.
07.1-Food/School Nutrition Services	07.1 AP.21 Meal Charge Notification	This procedure is the charge policy required by

		the United States Department of Agriculture for participation in the school meal program. There are no changes to current practice.
07.1- Food/School Nutrition Services	07.1 AP.22 Returned Check Notification	This procedure outlines the process for returned check notification. There are no changes to current practice.
07.11- Meal Pricing	07.11 AP.1 Meal Programs	This procedure ensures that federal and state policies and regulations are followed with regard to the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program. There are no changes to current practice.
07.11- Meal Pricing	07.11 AP.21 Meal Program Forms and Letters	This procedure provides information regarding applications available for the Free and Reduced Price Meal Program and the Community Eligibility Provision (CEP) Meal Program. There are no changes to current practice.
07.12- Vending Machines	07.12 AP.1 Vending Machines	This procedure outlines the maintenance responsibilities for faculty/staff vending machines and ensures student access to vending machines. It complies with current federal, state law and District policy and procedures relating to competitive foods. There are no changes to current practice.
07.13-School and Community Nutrition Procurement	07.13 AP.1 Procurement of School Food Service Supplies	This procedure requires the District approve a Procurement Plan for School and Community Nutrition Services that is periodically reviewed by nutrition services and

		revised if needed and that is in accordance with United States Department of Agriculture regulations. There are no changes to current practice.
07.14-Financial Reports-School and Community Nutrition Services	07.14 AP.1 Financial Reports of School Food Service	This procedure requires the submission of the Monthly Report and Claim form to meet the requirements of the Board and the KDE Division of School and Community Nutrition. There are no changes to current practice.
08.131- Students with Disabilities	08.131 AP.1 Exceptional Child Education Procedures	<p>This procedure directs people to the ECE Division webpage to access ECE procedures. KSBA does not maintain procedures relating to implementation of IDEA.</p> <p>The Exceptional Child Education Procedures 2019, provided as a separate document for review, were updated this year, in consultation with the Kentucky Department of Education. They have been reviewed and approved by KDE.</p>
09.12- Admissions and Attendance	09.12 AP.21 Nonresident Student Transfer/Registration Form	This procedure provides a form to be used for the registration of a non-resident student. There are no changes to current practice.
09.14- Student Records	09.14 AP.1 Family Educational Rights and Privacy Act Definitions	This procedure sets forth the definitions that pertain to 09.14 AP.11 Family Educational Rights and Privacy Act (FERPA). There are no changes to current practice.

09.14-Student Records	09.14 AP.11 Family Educational Rights and Privacy Act	This procedure sets forth the privacy protection provided under the Family Educational Rights and Privacy Act FERPA). There are no changes to current practice.
09.14-Student Records	09.14 AP.112 Notification of PPRA Rights (Protection of Pupil Rights Amendment)	This procedure sets forth the privacy protection provided under the Family Educational Rights and Privacy Act FERPA). There are no changes to current practice.
09.14- Student Records	09.14 AP.12 Student Directory Information Notification and Opt-Out Form	This procedure describes the meaning of “student directory information” and provides the form that parents/guardians may use to opt-out of allowing student directory information to be released. This language is exactly the same as the information and form distributed to all parents/guardians in the Student Support & Behavior Intervention Handbook at the beginning of the school year. There are no changes to current practice.
09.14-Student Records	09.14 AP.2 Juvenile Justice Agency Certification Form	This procedure is used to certify that a juvenile justice agency receiving students’ records shall not release those records to anyone not authorized by law to receive them. There are no changes to current practice.
09.14-Student Records	09.14 AP.21 Request to Inspect, Amend, or Destroy Student Educational Records	This procedure is a form to be used for a parent/guardian to request to inspect, amend, or destroy student records. Notification of the right to make such requests is



		provided in the Student Support & Behavior Intervention Handbook. There are no changes to current practice, except that use of this form will standardize the process.
09.14- Student Records	09.14 AP. 22 Student Record Logs	This procedure is a form to be used to permit the inspection/release of students' records to other agencies/districts in accordance with FERPA. This form has minor changes in language from current form, but there are no changes to current practice.
09.14-Student Records	09.14 AP.23 Request for Educational Records	This procedure sets forth the process for requesting student records by other school districts, former students over 18, parents/guardians, colleges/universities, corporations, legal entities, or government agencies. There are no changes to current practice.
09.14- Student Records	09.14 AP. 232 Release of Records to State Child Welfare Agency	This procedure is a form to be used when a state child welfare agency is requesting student records. There are no changes to current practice.
09.14- Student Records	09.14 AP.24 Release/ Inspection of Student Records to Third Party	This procedure is the form to be filled out by a parent/ guardian, student over 18, or other individual permitted under FERPA to request the release of student records to a third party. There are no changes to current practice.
09.14- Student Records	09.14 AP.251 Publication Consent Form	This procedure is a form for parents/guardians to complete to provide

		permission for the District to record and use photos, videos, student voice, and student work for public awareness purposes and in school yearbooks. There are no changes to current practice.
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**Request to Examine and/or Copy District Records**

See existing procedure 10.11 AP.21/Public Records Notice.

**School Council Records**

To request access to School Council records, use procedure 10.11 AP.21/Public Records Notice.

**Public Records Notice**

**To be posted at the main entrance and throughout Central Office buildings and at the front office of each school building, as appropriate.**

**NOTICE****INSPECTION OF THE PUBLIC RECORDS OF THE JEFFERSON COUNTY BOARD OF EDUCATION**

Pursuant to Board Policy 10.11 and the Kentucky Open Records Act, KRS 61.870 to KRS 61.884, the public is notified that, as provided herein, the public records of the Jefferson County Board of Education not exempted by law are open for inspection by the public upon receipt of a written request. All requests to inspect records shall include the requester's name, contact information for written reply, and a description of the records to be inspected.

Individuals may take their request to the Superintendent, the Board's official custodian of records via email, mail, fax or in person using the following contact information:

Open Records  
Jefferson County Public Schools  
3332 Newburg Road  
Louisville, KY 40218  
Fax: (502) 313-2706  
Email: [Open.Records@jefferson.kyschools.us](mailto:Open.Records@jefferson.kyschools.us)

Within three (3) business days after receipt of a request to inspect records, the applicant will be notified in writing of the availability of the records requested or of any reason the records requested are not available for public inspection.

Individuals may inspect nonexempt records at the VanHoose Education Center, 3332 Newburg Road, during regular administrative office hours, which are Monday through Friday from 7:30 a.m. to 4:30 p.m., excluding holidays, or may request copies.

Copies of written materials in the public records of this district shall be furnished to the person requesting them on payment of a fee of ten cents (\$0.10) per page. Copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished to the person requesting them upon payment of a fee equal to the actual cost of producing copies of the requested records by the most economical process that is unlikely to damage or alter the records. If an individual requests that copies of the records be mailed, the copies will be mailed upon receipt of all copying fees and the cost of mailing.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used, and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

For questions regarding access to public records, please contact the Open Records office at (502) 485-3584.

**School and Community Nutrition Program****PROGRAM FUNDS**

Because the District receives federal, state, and local funds to finance the school and community nutrition program, it is imperative that funds be properly safeguarded, that accurate records be kept, and that reports be made as required. In order to achieve this, the following procedures will be implemented:

1. All funds received as payment for meals (school nutrition program breakfast and/or lunch a la carte) and federal and state reimbursements shall be used only for food, labor, equipment, and supplies for the operation/improvement of the school nutrition program.
2. School nutrition program funds may not be used for:
  - a. The purchase of land.
  - b. The purchase or construction of buildings.
3. All schools shall make the required reports as required by the USDA and the Kentucky Department of Education.
4. A copy of all reports, financial records, and applications for free- and/or reduced-price meals shall be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.
5. A copy of all Educational Benefits Forms (EBF) collected in conjunction with participation in the Community Eligibility Provision will be kept following the same retention schedule.
6. All meals receiving federal reimbursement are priced as a complete unit.
7. The school nutrition program is operated on a nonprofit basis. Actual cash balances shall be maintained in accordance with state/federal regulation, as appropriate.

**FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR REPORT**

Each year, the Executive Administrator of School and Community Nutrition Services shall assess the school nutrition program and issue a written report to parents, the Board, and school-based decision making councils by a date specified by the Superintendent/designee. The annual report shall include requirements specified by state and federal regulations.

**REFERENCES:**

702 KAR 6:090  
7 C.F.R. 245.6

**Food Allergies and Special Dietary Needs**

The District School Nutrition Program shall provide modified menus or food substitutions for students as required by their individual education plan (IEP), Section 504 plan, or health plan.

The District School Nutrition Program shall be informed of any student who is unable to consume the meals normally served at the school in which s/he is enrolled.

School and Community Nutrition Services shall provide for substitution of food items based on child-specific medical guidance.

**PARENT RESPONSIBILITIES**

Parents requesting dietary accommodations for their child shall:

1. Notify the school principal of any food allergy or special dietary need related to a disabling condition or medical necessity.
2. Provide a **written statement containing** disability or medical information from a licensed medical provider authorized to practice within the State of Kentucky as noted in the student's IEP, 504 plan or health plan.
3. Provide updated medical information as requested by the District.
4. Participate in any meetings or discussions regarding the student's meal plan.
5. Notify the school of any changes relating to the food allergy or special dietary need and provide an updated medical statement from the licensed medical provider to support the change(s) .

**SCHOOL SITE RESPONSIBILITIES**

1. Inform school nutrition personnel who to notify when they receive a request from a parent or student for accommodations related to food allergies.
2. Identify children requiring special dietary modifications
3. Refer a student with known or suspected special dietary needs for special services as required by law and shall notify the Special Education Director, Section 504 Coordinator, school nurse or health services assistant, as appropriate, given the nature of the medical requirement or disabling condition known or suspected.
4. Make staff and the student aware of precautions needed related to field trips, classroom parties, allergy alert identification, intervention strategies, and other issues necessary to promote student safety.
5. Communicate plan requirements to all potential plan implementers, such as designated School Nutrition staff, the student's teachers, etc.
6. Monitor and update the IEP, Section 504 plan, or health plan as needed.

**FOOD & NUTRITION SERVICES RESPONSIBILITIES**

1. Provide food item services and/or substitutions for students based on medical need. Menus will not be modified based on personal preference.
2. Provide training to school nutrition personnel on how to react to food allergies and food-related emergencies and how to modify menus.
3. Maintain special dietary information on each student identified as having special dietary needs and update this information as needed.

**Meal Charge Notification**

Each school district participating in the United States Department of Agriculture school meal programs is required to have a charge policy. This policy is shared with parents in the annual summer mailing from School and Community Nutrition Services (SCNS); on the free/reduced meal application instructions and the educational benefits forms; the policy is also posted on the SCNS website.

No student will be denied a reimbursable school breakfast or lunch at the point-of-sale (POS).

Students who reach the POS without funds to purchase a reimbursable meal will be allowed to charge the meal. Students may never charge a la carte items. Adult charges are never allowed. SCNS staff are not allowed to take a tray from a student and must charge students for reimbursable meals at the POS.

Students are encouraged to pay in advance for meal purchases at the point-of-sale or online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Students will be reminded verbally as needed when their account is getting low. With a student incurs meal charges parents/guardians will be notified via the District's automated call system regarding the amount owed. Charge letters will be mailed to households from the SCNS central office once the account reaches negative \$10.00. Principals will receive a report weekly via e-mail that provides the name and amount owed by students in their building. School administration will assist in determining if there are extenuating circumstances and assist as needed. No students will be denied food or beverage. At the end of each school year either the school or the District Central Office will reimburse SCNS for charges that were not collected. The District may pursue additional collection efforts.

School-based administrators may complete a free/reduced meal application for a student with a non-responsive parent/guardian. The USDA requirement to notify the parent/guardian of the action will be followed.



**Returned Check Notification**

The District contracts with eTech Transaction Solutions, Inc. to handle returned checks. eTech works directly with the check writer to collect the check amount. The District receives one-hundred percent (100%) of all funds collected.

## **Meal Programs**

### **FREE AND REDUCED PRICE MEALS**

Since schools in the District participate in the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program, federal and state policies and regulations must be followed.

### **DEFINITION**

For purposes of this administrative procedure, “authorized school official” means school personnel as designated in the National School Lunch program application and agreement with the Kentucky Department of Education who are authorized by applicable law and regulation to process information or act in connection with the matter described.

### **STUDENTS**

To implement required policies and regulations, these procedures will be followed for student participants:

1. Free and reduced-price meals will be granted on the basis of need as determined by state and federal guidelines.
2. A brochure explaining the School Food Service Program in addition to a free/reduced meal application shall be sent in July each year to all households that have students enrolled in schools that do not participate in the Community Eligibility Provision (CEP). Applications are also available throughout the school year at each school site and in the School and Community Nutrition Services office. Applications will be kept on file through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.
3. If school personnel have knowledge of a student who is in need of free or reduced-price meals but does not have the parents’ cooperation to submit an application, an application shall be submitted in the student’s name by an authorized school official.

The parents shall be notified that the child has been certified eligible to receive free/reduced price meals.

4. After reviewing the application for free and reduced-price meals, the eligibility of each student shall be determined by an authorized school official.
5. Written notification of approval or denial of the application shall be provided to the parents.
6. If the parent or guardian is dissatisfied with the above decision regarding free and reduced-price meals, an appeal may be made to an authorized school official.
7. A master list/roster to track student withdrawals, transfers, and entries shall be maintained by the Superintendent/designee.

### **COMMUNITY ELIGIBILITY PROVISION (CEP) MEAL PROGRAM**

The District participates in the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program through the Community Eligibility Provision (CEP), and must follow the federal and state policies and regulations below:

**Meal Programs****STUDENTS**

To implement required policies and regulations, these procedures will be followed for student participants:

1. A brochure explaining the School Food Service Program in addition to an Educational Benefits Form (EBF) shall be sent in July each year to all households that have students that participate in the Community Eligibility Provision and as needed throughout the year.
2. Educational Benefits Forms (EBFs) shall be collected by the Coordinator of Nutrition Service Operations, as approved by KDE. All time, effort, and resources utilized to process the EBFs will be tracked, documented and billed back to the District annually.
3. EBFs will be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.
4. A master list/roster to track student withdrawals, transfers, and entries shall be maintained by the Superintendent or designee (s).

**ADULTS**

All school personnel regularly assigned to a school may have access to meals served in the School Food Service Program. The cost of the meal shall be determined by the Board. Charges for adult meals shall be as follows:

1. Those adults who are assigned to work full or part-time in the School Food Service Program and whose salaries are paid entirely from food service funds may at the discretion of the District receive meals at no cost.
2. All other District employees and all other adults shall pay the full adult meal price according to the following formula in FNS Instruction 782-5, Rev. 1.
  - a. Adult meal price formula for Pricing Sites: The minimum adult payment should reflect the price charged to students paying the school's designated full price, plus the current value of Federal cash and donated food assistance (entitlement and bonus) for full price meals.
  - b. Adult meal price formula for Non-Pricing Sites: The minimum adult payment should reflect the price of the free meal reimbursement, plus the current value of Federal cash and donated food assistance (entitlement and bonus).
3. It is required that the school food service program cost out their meals and ensure that the calculated price covers the cost and if not, the adult price must be higher than the calculated cost.
4. The cost of the adult meal price must be determined annually by the Board according to the current federal requirements for establishing adult meal pricing.

**Meal Program Forms and Letters**

**FREE AND REDUCED PRICE MEAL PROGRAM**

Forms, household letters, and other documents relating to the Free/Reduced-Price meal program may be found at the following link:

[www.myschoolapps.com](http://www.myschoolapps.com)

Hard copies of applications and other free-reduced price materials shall be made available at each school.

**COMMUNITY ELIGIBILITY PROVISION (CEP) MEAL PROGRAM**

Hard copies of Educational Benefit Forms and other documents relating to the Community Eligibility Provision meal program shall be made available at each participating school, Information may also be found at the following link:

[www.jcps.me/ebf](http://www.jcps.me/ebf)

## **Vending Machines**

### **FACULTY/STAFF ACCESS**

The Principal shall designate responsibility for maintenance of vending machines for faculty/staff use, including receipts, supplies, and stocking. Students shall not have access to vending machines intended for faculty or staff use.

### **STUDENT AND PUBLIC ACCESS**

Vending machines approved for limited student and public use will be placed in a controlled access area. Student access to vending machines shall be in compliance with current federal, state and District policy/procedures relative to competitive foods.

Foods and beverages vended to students shall not be available from midnight until thirty (30) minutes after the last lunch period ends. Per federal regulations foods and beverages vended to students from thirty (30) minutes after the last lunch until thirty (30) minutes after the end of the school day shall meet federal Smart Snacks in Schools requirements. The person responsible for the vending machines shall maintain the Smart Snacks product calculation report for each food and beverage item available in machines that vend to students from thirty (30) minutes after the last lunch until thirty (30) minutes after the end of the school day. The Smart Snack calculator is available at:

<https://foodplanner.healthiergeneration.org/calculator>

School and Community Nutrition Services will assist schools in identifying smart snacks as requested.

Vending machines may be used by the public when the building is open to the public after regular school hours.

**Procurement of School Food Service Supplies**

In accordance with United States Department of Agriculture regulations, the District shall approve a Procurement Plan for School and Community Nutrition Services. The plan shall be periodically reviewed by nutrition services and revised if needed.

**RELATED PROCEDURE:**

04.32 AP.1

**Financial Reports of School Food Service**

In order to meet the requirements of the Board and the Kentucky Department of Education (KDE), Division of School and Community Nutrition (SCN), the Executive Administrator of School and Community Nutrition Services or designee shall complete the required Monthly Report and Claim for Reimbursement utilizing the approved KDE-SCN software. All claims shall be completed by the deadlines provided by KDE-SCN. All other optional forms provided by KDE shall be completed at the direction of the Superintendent or designee.

**REFERENCE:**

Kentucky Department of Education, Division of School and Community Nutrition

09.12 AP.21

**Form to be used by NONRESIDENT students requesting admission.**

Reason for Transfer \_\_\_\_\_  
\_\_\_\_\_

1. Transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws.
2. Requests for transfer for middle and high school students are considered incomplete until class scheduling information has been submitted to the prospective school.

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*Parent/Guardian's Signature*

Date \_\_\_\_\_

Application ☐ Approved ☐ Disapproved Date \_\_\_\_\_

Parent contacted ☐ Yes ☐ No Date \_\_\_\_\_

Present School Contacted ☐ Yes ☐ No Date \_\_\_\_\_

Requested School Contacted ☐ Yes ☐ No Date \_\_\_\_\_

Professional recommendation, if required \_\_\_\_\_

*Superintendent/designee's Signature*

Date \_\_\_\_\_



**Family Educational Rights and Privacy Act Definitions**

Although this listing is not intended to take the place of the complete FERPA law and regulations, the following definitions shall apply when implementing Policy 09.14 and the procedures that follow.

**EDUCATION RECORDS** – Refers to records directly related to a student that are maintained by the District or by a party acting for the District.

A “record” shall include any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. Student records shall include disciplinary records with regard to suspension and expulsion.

Staff should refer to federal regulations for examples of documents that are not considered education records.

**PERSONALLY IDENTIFIABLE INFORMATION** – Includes, but is not limited to, the following:

1. Student’s name;
2. Name of the student’s parent or other family member;
3. Address of the student or student’s family;
4. Any personal identifier, such as the student’s social security or student number;
5. Personal characteristics that would make the student’s identity easily traceable, including biometric records (measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); or
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

**NOTE:** Unless the parent/guardian or student who has reached age 18, requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

**STUDENT** - Except as otherwise specifically designated by law, “student” shall mean any individual who is or has been in attendance in the District and for whom the District maintains education records.

**ATTENDANCE** – District “attendance” includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

**DISCLOSURE** - Refers to permitting access to, or release or transfer of, personally identifiable information contained in a student’s education record to any party, except the party identified as the provider or creator of the record, by any means, including oral, written, or electronic.

**Family Educational Rights and Privacy Act Definitions**

**EDUCATION PROGRAM** - Programs principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

**EARLY CHILDHOOD EDUCATION PROGRAM** - A Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six (6) that addresses the children's cognitive, social, emotional and physical development and is a (a) state prekindergarten program; (b) a program authorized under the Individuals with Disabilities Education Act; or (c) a program operated by a local education agency.

**SCHOOL OFFICIAL** - A school official is a person employed by the District, a person serving on the Board of Education, a person or company with whom the District has contracted as its agent to provide a service instead of using its own employees, or a person serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. No other person may inspect, review, or transfer a student's educational records without:

- The written consent of the eligible student;
- The written consent of the parent/guardian if the student is under 18 years of age; or
- A properly issued court order or subpoena.

**DIRECTORY INFORMATION** - The Superintendent/designee is authorized to release student directory information to organizations or individuals upon written request. A student's name, address, grade level, honors and awards, photograph including use of student photographs in school District publications, school District social media, on the school District's website and to news media, video or film of students when filmed by the District for educational purposes or for promotional use or filmed by news media, and major field of study shall constitute directory information.

Photos and video that would generally be considered harmful or an invasion of privacy if disclosed are not directory information. A student's date of birth shall constitute directory information only for purposes of the U.S. Department of Education Free Application for Federal Student Aid (FAFSA) Completion Project. The Superintendent/designee shall develop a form to permit parents and eligible students to opt-out of the release of directory information.

Information about the living situation of a student designated as homeless is not to be treated as directory information and is not to be disclosed unless prior written consent is given or unless the information meets one of FERPA's exceptions to required consent. The living situation is not considered directory information.

**REFERENCES:**

- 34 C.F.R. Part 99, 20 U.S.C. 1232g
- P. L. 114-95, (Every Student Succeeds Act of 2015)

**Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) and KRS 160.700–160.730 guarantee to parents/guardians of students younger than age 18 and to eligible students age 18 and older the right to:

- Inspect and review the student’s educational records within forty-five (45) days of the day the school receives a request for access.
- Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- Request an amendment of the student’s educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights.
- File with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520, a complaint concerning alleged failures by the District to comply with the requirements of FERPA.

School records of active students are maintained and kept by the school office in a secure location. Records include credits earned, standardized test results, academic portfolios, grade point averages (GPAs), behavioral and psychological evaluations, screening and health records, attendance records, and directory information. The file may contain temporary disciplinary records.

Under the provisions of FERPA, the District may release, without written consent, a student’s educational records to school officials with a legitimate educational interest; to other school systems, colleges, and universities to which the student intends to enroll or transfer; and to certain other agencies specified by state and federal law.

A school official is a person employed by the District, a person serving on the Board of Education, a person or company with whom the District has contracted as its agent to provide a service instead of using its own employees, or a person serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. No other person may inspect, review, or transfer a student’s educational records without:

- The written consent of the eligible student;
- The written consent of the parent/guardian if the student is under 18 years of age; or
- A properly issued court order or subpoena.

Board Policy 09.14 defines what information regarding students is authorized for release by the District as directory information, and sets forth what is not directory information.

**Family Educational Rights and Privacy Act**

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.

Parents/guardian/eligible students must either permit release of all directory information or opt out of release of all directory information.

Federal law requires the District to comply with requests from military recruiters for the name, address, and telephone number of secondary school students. Unless the parent/guardian or student who has reached age 18 requests in writing that the District not release such information, the student's name, address, and telephone number shall be released to Armed Forces recruiters and institutions of higher education upon their request.

**RELATED PROCEDURES:**

All 09.14 procedures

**Notification of Protection of Pupil Rights Amendment (PPRA) Rights**

<b>Distribute this notice annually to parents and students.</b>
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The District shall annually provide parents and eligible students notice of these rights under law in the Student Support and Behavior Intervention Handbook, or other avenue designated by the Superintendent/designee.

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students the right to:

**Consent before a student is required to submit to a survey that concerns one (1) or more protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education.**

These protected areas are as follows:

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
- Religious practices, affiliations, or beliefs of the student or the student’s parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

**Receive notice and an opportunity to opt a student out of:**

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect, upon request and before administration or use:**

- Protected information surveys to be used with students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

**Notification of Protection of Pupil Rights Amendment (PPRA) Rights**

The District will notify parents or eligible students at the start of each school year of the specific or approximate dates of the planned activities or surveys listed above and will provide reasonable notification of activities or surveys planned after the school year begins. The parent or eligible student may opt out of participation in the specific activity or survey. Parents or eligible students who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, D. C. 20202-8520*

### **Student Directory Information Notification & Opt-Out Forms**

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents/guardians (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student's name, address, and telephone listing at the request of Armed Forces recruiters or institutions of higher education, unless a parent or student who has reached age 18, requests that this information *not* be disclosed. Information about the living situation of a homeless student is not considered directory information.

#### **DIRECTORY INFORMATION OPT-OUT FORM**

##### **FOR ALL STUDENTS**

The District has designated a student's name, address, grade level, honors and awards, photograph (including use of student photographs in school District publications, in school District social media, on the school District's website, and in the news media), video or film of students when filmed by the District for educational purposes or for promotional use or filmed by news media, and major field of study as directory information. Photos and video that would generally be considered harmful or an invasion of privacy if disclosed are not directory information. The District has also designated a student's date of birth as directory information only for purposes of the U.S. Department of Education Free Application for Federal Student Aid (FAFSA) Completion Project. All Kentucky high schools report directory information plus course enrollment and student emails to the Kentucky Higher Education Assistance Authority (KHEAA) for students enrolled in dual-credit courses for financial aid purposes. If you do not want this information released to people requesting directory information, the parent/guardian or eligible student (18 years of age or older) must sign this form and return it to the school office within one (1) month after enrollment. This opt-out request will remain in effect for the current school year only.

I hereby exercise my rights under state and federal law and hereby request that the name, address, grade level, honors and awards, photograph (as outlined above), major field of study, and date of birth (for FAFSA Completion Project) of \_\_\_\_\_ (student name), currently a student at \_\_\_\_\_ (school name), not be released without prior written consent. I understand that this opt-out will remain in effect for the current school year only.

Signed by (Check one)

☐ Eligible Student    ☐ Parent/Guardian

Signature \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

This form is distributed to all students at the beginning of the school year in  
the *Student Support and Behavior Intervention Handbook*.

For an explanation of the state and federal laws applicable to this form, see the  
*Student Support and Behavior Intervention Handbook* and the *Student Bill of Rights*.

**Student Directory Information Notification & Opt-Out Forms****MILITARY RECRUITER OPT-OUT FORM****FOR HIGH SCHOOL STUDENTS ONLY**

If you do not want the student's name, address, and telephone number released to military recruiters, the student (regardless of age) or parent/guardian must sign this form and return it to the school office within one (1) month after enrollment. If a Military Recruiter Opt-Out Form has been submitted at any time since August 2013, another submission is not necessary. District policy is to release the directory information of the current juniors and seniors one (1) month after the start of each school year. In order to be opted out, students must have submitted this form before that time in their junior year.

I hereby exercise my rights under state and federal law and hereby request that the name, address, and telephone number of \_\_\_\_\_ (student name), currently a student at \_\_\_\_\_ (school name), not be released to military recruiters without prior written consent. I understand that this opt-out request will remain in effect for my entire high school career and that I can revoke this option at any time by notifying my school and/or school District in writing of my decision.

Signed by (Check one)

☐ Eligible Student    ☐ Parent/Guardian

Signature \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

This form is distributed to all students at the beginning of the school year in  
the *Student Support and Behavior Intervention Handbook*.

For an explanation of the state and federal laws applicable to this form, see the  
*Student Support and Behavior Intervention Handbook* and the *Student Bill of Rights*.



STUDENTS

09.14 AP.2

**Juvenile Justice Agency Certification Form**

Date: \_\_\_\_\_

Name of Agency Receiving Records: \_\_\_\_\_

The \_\_\_\_\_ Schools have released education records of

\_\_\_\_\_, who was born on \_\_\_\_\_  
*Student's Name*

to the above named agency. On behalf of the above named agency, I certify that the student records received shall not be released to anyone except those authorized by law to receive them without the written consent of the parent of the above named child.

\_\_\_\_\_  
*Printed Name of Agency Representative*

\_\_\_\_\_  
*Signature of Agency Representative*

\_\_\_\_\_  
*Date*

**Request to Inspect, Amend, or Destroy Student Educational Records****CHECK ONE:**

- ☐ Request to inspect and review educational records
- ☐ Request amendment of educational records
- ☐ Request hearing to challenge educational records
- ☐ Request destruction of records

Specify the educational record(s) \_\_\_\_\_

I hereby make the above request concerning the education records of \_\_\_\_\_

\_\_\_\_\_  
*Student's Name*

\_\_\_\_\_  
*Date of Birth*

I ☐ am ☐ am not satisfied with the accuracy of the record(s). I realize I may request that records which are inaccurate, misleading, or violative of other rights of the student be amended.

Describe below the specific information in the records for which amendment/hearing is requested and the reason for the request: \_\_\_\_\_

(USE BACK OF PAGE IF ADDITIONAL SPACE IS REQUIRED.)

*I certify that I am the parent, legal guardian or am acting as a parent under FERPA\* of the student named above, or that I am at least 18 years of age making the above request concerning my own school records.*

\_\_\_\_\_  
*Parent/Guardian's or Student's Signature*

\_\_\_\_\_  
*Date*

\* Living in the student's home in the absence of the parent on a day-to-day basis

You may review the records of \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
*Student's Name*

\_\_\_\_\_  
*Location*

between the hours of \_\_\_\_\_ AM and \_\_\_\_\_ PM on \_\_\_\_\_

\_\_\_\_\_  
*Month & Day*

\_\_\_\_\_  
*Year*

*Failure to appear at the time and place designated above will require requesting party to make arrangements to view record(s) at an alternate time and place.*

\_\_\_\_\_  
*Custodian of Records/designee's Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**NOTE:** Except when individuals designated by the Superintendent are reviewing student records, an authorized school employee shall provide appropriate supervision while records are being inspected.

### INSPECTION/RELEASE TO OTHER AGENCIES/DISTRICTS

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

- Any agency or individual inspecting, reviewing, or receiving copies of any student records under the authority of the Family Educational Rights and Privacy Act, is cautioned that the Act provides that personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information except as allowed by law.
- This form need not be completed for disclosures made to parents or eligible students, records released to District employees having a legitimate educational interest under FERPA, records released pursuant to written parent or eligible student consent, release of directory information, or disclosures of records made pursuant to a subpoena or court order where a court order, issuing agency, or other law provides that other individuals are not to be notified.
- KDE uploads District student records on a daily basis.

[illegible]

EMERGENCY RELEASE DOCUMENTATION

[illegible]

### **Request for Educational Records**

Student records requests must be requested through an online portal on the JCPS website on the Student Records and Transcripts page.

#### **SCHOOL DISTRICTS OUTSIDE JCPS K–12**

School districts (K–12) outside JCPS may request records online via the [File Tracker](#) records system. After entering File Tracker, click on the Out of County Request tab at the top of the page, fill out the request form, and click the *Submit* button at the bottom of the page. A request is automatically emailed to the records clerk at the location where the file is currently located. Records will be sent to you via an encrypted email.

#### **FORMER STUDENTS (OVER 18), PARENTS, GUARDIANS, COLLEGES/UNIVERSITIES, CORPORATIONS, LEGAL ENTITIES, OR GOVERNMENT AGENCIES**

- **Student is currently enrolled in a JCPS school:** If the student is active in a Jefferson County public school, please contact the current school to obtain a copy of the student's records or transcript.
- **Student is OVER 18 and no longer enrolled in JCPS:** If the student is **inactive**, attended a Jefferson County public school, and is **over the age of 18**, requests must be made through our [online records request system \(click here for instructions\)](#) or by calling (502) 485-3141 and listening to a recording with detailed instructions. If you need additional assistance, you may call (502) 485-3211 to reach a staff member. This includes colleges, legal entities, and employers needing graduation verification.
- **Student is UNDER 18 and no longer enrolled in JCPS:** If the student is **inactive**, attended a Jefferson County public school, and is **under the age of 18**, please call the Records Room at (502) 485-3213.

#### **RELATED PROCEDURE:**

09.14 AP.231

### **Release of Records to State Child Welfare Agency**

School district administrators may authorize release of protected student education record information to authorized representatives of a Kentucky state child welfare agency if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan. All information in the below form must be provided/completed.

On behalf of the \_\_\_\_\_ (agency), I am requesting access to and/or release of information in the educational records of the following student enrolled in the District:

\_\_\_\_\_  
*Name of Student*

\_\_\_\_\_  
*School*

#### **SPECIFIC INFORMATION REQUESTED**

- ☐ All cumulative records  
☐ Attendance record only

- ☐ Grade records only  
☐ Standardized test data only

☐ Other: \_\_\_\_\_

I understand that I and my agency are prohibited by federal law from releasing a child's education records to any individual or entity, except for those at my agency engaged in addressing that child's educational needs.

I also understand that if the United States Department of Education determines that a third party outside the educational agency or institution discloses educational record information in violation of the law, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five (5) years.

By virtue of my signature, I certify:

- I am a representative/caseworker for the following state child welfare agency: \_\_\_\_\_;
- This agency is responsible under state law for care and protection of the student as provided in the court order referenced below;
- A case plan for the student has been established or is in process for the student; and
- As representative/caseworker I have the right to access such case plan.

#### **CONTACT INFORMATION**

\_\_\_\_\_  
*Signature of Requesting Individual*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

**(THE SECTION BELOW TO BE COMPLETED BY DISTRICT RECORDS CUSTODIAN/DESIGNEE)**

- 
- ☐ The District has an attested or certified original court order placing the student whose records are released under the care and protection of the requesting agency, which order is still in effect.
- ☐ The requesting individual presented appropriate credentials and identification.
- ☐ Payment has been made for any copies requested.

The requesting individual was notified of the following on \_\_\_\_\_ (date):

- The request was ☐ approved ☐ not approved.
- If approved, the records will be available on \_\_\_\_\_ (date).

\_\_\_\_\_  
*Signature of Records Custodian/Designee*

\_\_\_\_\_  
*Date*

**Release/Inspection of Student Records**  
**TO THIRD PARTY**

Date: \_\_\_\_\_

Name of School: \_\_\_\_\_

The \_\_\_\_\_ Schools are hereby authorized to:

☐ Release or copy ☐ Permit the inspection of  
 the records listed below for \_\_\_\_\_, who was born on

*Student's Name*  
 \_\_\_\_\_. The individual or agency to whom this information is to be released  
 is \_\_\_\_\_.

I understand that the records affected are checked below, along with the reason(s) for the requested release or authorization to inspect.

RECORDS (including electronic)	PURPOSE
<input type="checkbox"/> All cumulative records	
<input type="checkbox"/> Attendance record only	
<input type="checkbox"/> Grade records only	
<input type="checkbox"/> Standardized test data only	
<input type="checkbox"/> Special education records only	
<input type="checkbox"/> Other: _____	

This release is effective only for the specified records or types of records (including electronic) on hand as of the date you sign below UNLESS you specifically authorize further release of the specified records or types of records as follows. (Check and initial ONE of the following.)

- ☐ I authorize **on-going release** of the specified records or types of records to the entity/individual specified until student reaches age of 18 unless earlier revoked in writing. (Initials \_\_\_\_\_)
- ☐ I authorize release of the specified records or types of records until the end of the present school year (June 30th) unless earlier revoked in writing. (Initials \_\_\_\_\_)

\_\_\_\_\_  
*Signature of Parent/Guardian or Individual Acting as Parent under FERPA\**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Student, 18 or Older or Attending Post-secondary Institution*

\_\_\_\_\_  
*Date*

\*Living in the student's home in the absence of the parent on a day-to-day basis

**Publication Consent Form**

PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE SCHOOL.

Dear Parent/Guardian:

At some time during the school year, school/District personnel or other District-authorized persons may videotape or photograph classroom activities or special projects in which your child participates during or after the school day for public awareness or fund-raising purposes.

This form covers permission for the District to record and use the recorded image, voice, or work of the student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school and/or District's web site and in school yearbooks.

Please review this form carefully, sign and date the form, and submit the form to the school.

Once signed and dated, this form shall remain in effect for your child's enrollment in the District schools. However, at any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request.

As the parent(s)/guardians(s) of \_\_\_\_\_, I/we give the  
Student's Name

\_\_\_\_\_ School District permission to release my/our child's name,  
District's Name

photograph, work, and/or audio/video reproduction for publication to the general public concerning school functions and activities, including academic and athletic activities.

Name of Parent(s)/Guardian(s) (Please print.) \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**NOTE:** If the recorded image, voice, or work of a student is to be included in a publication as part of a commercial or for-profit fund-raising endeavor, affirmative authorization of the parent/guardian or eligible student must be obtained.



**Exceptional Child Education Procedures**

District administrative procedures for Exceptional Child Education, based on federal and Kentucky Regulations 34 C.F.R. Part 300; 707 KAR 1:002-1:380, are maintained by the District and available on the webpage for the Exceptional Child Education Division at <https://www.jefferson.kyschools.us/student-support/exceptional-child>.

**EXCEPTIONAL CHILD EDUCATION**

**PROCEDURES**

**2019**

**JEFFERSON COUNTY PUBLIC SCHOOLS**

Dr. Martin “Marty” Pollio, Superintendent

Diane Porter, Chairperson  
Dr. Chris Kolb, Vice-Chairperson  
Chris Brady  
James Craig  
Linda Duncan  
Corrie Shull  
Joseph Marshall

Jefferson County Public Schools  
Exceptional Child Education  
VanHoose Education Center  
P.O. Box 34020  
Louisville, KY 40232-4020

(Based on Federal and Kentucky Regulations:  
34 C.F.R. Part 300; 707 KAR 1:002-1:380)

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## Chapter 1 – Definitions (707 KAR 1:002)

(1) “**Admissions and Release Committee (ARC)**” means a group of individuals described in 707 KAR 1:320 Section 3 that is responsible for developing, reviewing, or revising an Individual Education Program (IEP) for a child with a disability.

(2) “**Adverse effect**” means that the progress of the child is impeded by the disability to the extent that the educational performance is significantly and consistently below the level of similar age peers.

(3) “**Assistive technology device**” means any item, piece of equipment, or product system, whether acquired commercially, off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of a child with a disability. The term does not include a medical device that is surgically implanted, or the replacement of such device.

(4) “**Assistive technology service**” means any service that directly assists a child with a disability in the selection, acquisition, or use of an Assistive technology device. This term shall include:

- (a) The evaluation of the needs of a child with a disability, including a functional evaluation of the child in the child’s customary environment;
- (b) Purchasing, leasing, or otherwise providing for the acquisition of Assistive technology devices by children with disabilities;
- (c) Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing Assistive technology devices;
- (d) Coordinating and using other therapies, interventions, or services with Assistive technology devices, like those associated with existing education and rehabilitation plans and programs;
- (e) Training or technical assistance for a child with a disability or, if appropriate, that child’s family; and
- (f) Training or technical assistance for professionals (including individuals providing education or rehabilitation services), employers, or other individuals who provide services to, employ, or are otherwise substantially involved in the major life functions of the child.

(5) “**Autism**” means a developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three (3) that adversely affects a child’s educational performance. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term shall not apply if a child’s educational performance is adversely affected primarily because the child has an emotional-behavior disability.

(6) “**Business day**” means Monday through Friday except for federal and state holidays, unless a holiday is specifically included in the designation of business day as in 707 KAR 1:370, Section 1.

(7) “**Case load for special classes**” means the number of children with disabilities assigned to a teacher of exceptional children for the purpose of providing individualized specially designed instruction and related services in a special class setting.

(8) “**Change of placement because of disciplinary removals**” means a change of placement in accordance with 707 KAR 1:340 Section (13) (14), occurs if:

- (a) The removal is for more than ten (10) consecutive schools days; or
- (b) The child has been subjected to a series of removals that constitute a pattern (which is determined on a case-by-case basis) because:
  - (i) The series of removals total more than ten (10) school days in a school year;
  - (ii) The child’s behavior is substantially similar to the child’s behavior in previous incidents that resulted in the series of removals; and
  - (iii) Of additional factors including the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one (1) another

(9) “**Child with a disability**” means a child evaluated in accordance with 707 KAR 1:300, as meeting the criteria listed in this section for autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment which has an adverse effect on the child’s educational performance and who, as a result, needs special education and related services.

(10) “**Class size for resource classes**” means the number of children with disabilities assigned to a teacher of exceptional children per period, block, or the specified length of time set by the individual school.

(11) “**Collaboration**” means, for purposes of determining class size in 707 KAR 1:350, Section 2, a teacher of exceptional children works with children with disabilities in the regular classroom to provide specially designed instruction and related services.

(12) “**Complaint**” means a written allegation that a local education agency (LEA) has violated a requirement of the Individuals with Disabilities Education Act (IDEA) or an implementing administrative regulation, and the facts on which the statement is based.

(13) “**Compliance**” means the obligations of state or federal requirements are met.

(14) “**Compliance monitoring report**” means a written description of the findings of an investigation, like on-site monitoring, citing each requirement found in non-compliance.

(15) “**Consent**” means:

- (a) A parent/guardian has been fully informed of all information relevant to the activity for which consent is sought, in his native language, or other mode of communication;
- (b) A parent/guardian understands and agrees in writing to the carrying out of the activity for which his consent is sought, and the consent describes the activity and lists the records, if any, that will be released and to whom;
- (c) A parent/guardian understands that the granting of consent is voluntary on the part of the parent/guardian and may be revoked at any time; and
- (d) If a parent/guardian revokes consent, that revocation is not retroactive (i.e., it does not negate an action that occurred after the consent was given and before the consent was revoked).

(16) “**Course of study**” means a multiyear description of coursework from the student’s current school year to the anticipated exit year designed to achieve the student’s desired post-school goals.

(17) “**Day**” means calendar day unless otherwise indicated as business day or school day.

(18) “**Deaf-Blindness**” means concomitant hearing and visual impairments that have an adverse effect on the child’s education performance, the combination of which causes severe communication and other developmental and educational needs that cannot be accommodated in special education programs solely for children with deafness or children with blindness, unless supplementary assistance is provided to address educational needs resulting from the two (2) disabilities.

(19) “**Developmental delay (DD)**” means that a child within the ages of three (3) through eight (8) has not acquired skills, or achieved commensurate with recognized performance expectations for his age in one (1) or more of the following developmental areas: cognition, communication, motor development, social-emotional development, or self-help-adaptive behavior. Developmental delay includes a child who demonstrates a measurable, verifiable discrepancy between expected performance for the child’s chronological age and current level of performance. The discrepancy shall be documented by:

- (a) Scores of two (2) standard deviations or more below the mean in one (1) of the areas listed above as obtained using norm-referenced instruments and procedures;
- (b) Scores of one and one-half (1½) standard deviations below the mean in two (2) or more of the areas listed above using norm-referenced instruments and procedures; or
- (c) The professional judgment of the ARC that there is a significant atypical quality or pattern of development. Professional judgment shall be used only where normed scores are inconclusive and the ARC documents in a written report the reasons for concluding that a child has a developmental delay.

(20) “**Education Records**” means records as defined in the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Section 1232(g).



(21) **“Emancipated Student”** means a student who has reached the age of 18, declared emancipated by the court or is a married under the age of 18. Students who are emancipated represent themselves in the educational decision-making process, unless they have been declared legally incompetent pursuant to KRS Chapter 387. If a child has been declared legally incompetent, a local educational agency obtains an official copy of the court order appointing legal guardian. KRS 159.010

(22) **“Emotional-behavioral disability (EBD)”** means that a child, when provided with interventions to meet instructional and social-emotional needs, continues to exhibit one (1) or more of the following, when compared to the child’s peer and cultural reference groups, across settings, over a long period of time and to a marked degree:

- (a) Severe deficits in social competence or appropriate behavior, which cause an inability to build or maintain satisfactory interpersonal relationships with adults or peers;
- (b) Severe deficits in academic performance which are not commensurate with the student’s ability level and are not solely a result of intellectual, sensory, or other health factors but are related to the child’s social-emotional problem;
- (c) A general pervasive mood of unhappiness or depression; or
- (d) A tendency to develop physical symptoms or fears associated with personal or school problems.

This term does not apply to children who display isolated (not necessarily one (1)) inappropriate behaviors that are the result of willful, intentional, or wanton actions unless it is determined through the evaluations process that the child does have an emotional-behavioral disability.

(23) **“Enforcement”** means KDE takes steps to ensure federal and state special education requirements are implemented.

(24) **“Evaluation”** means procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. 34 CFR § 300.15.

(25) **“Extended school year services”** means specially designed instruction and related services that are provided to a child with a disability beyond the normal school year in accordance with the child’s IEP at no cost to the parent/guardians.

(26) **“Free appropriate public education (FAPE)”** means special education and related services that:

- (a) Are provided at public expense, under public supervision and direction, and without charge;
- (b) Meet the standards of KDE included in 707 KAR Chapter 1 and the Program of Studies, 704 KAR 3:303, as appropriate;
- (c) Include preschool, elementary school, or secondary school education in the state; and
- (d) Are provided in conformity with an individual education program (IEP) that meets the requirements of 707 KAR 1:320.

(27) "**Functional**" means activities and skills that are not considered academic or related to a child's academic achievement as measured on statewide assessments pursuant to 703 KAR Chapter 5.

(28) "**Hearing impairment**" sometimes referred to as "deaf" or "hard of hearing", means a hearing loss that:

(a) May be mild to profound, unilateral or bilateral, permanent or fluctuating, and is determined by:

1. An average pure-tone hearing loss in the speech range (500Hz, 1000Hz, and 2000Hz) of at least 25dB in the better ear;
2. An average pure-tone hearing loss in the high-frequency range (2000Hz, 4000Hz, and 6000Hz) of at least 45dB in the better ear; or
3. An average pure-tone unilateral hearing loss in the speech range (500Hz, 1000Hz, and 2000Hz) of at least 60dB in the impaired ear;

(b) Results in difficulty identifying linguistic information through hearing; and

(c) Has an adverse effect on the child's educational performance.

(29) "**High school diploma**" means the student has completed the required course of study with the minimum number of credit hours as required by 704 KAR 3:305 and any applicable local district requirements. "High School diploma" does not mean alternative high school diploma nor a high school equivalency diploma 704 KAR 3:305 (10).

(30) "**Home school**" means for purposes of 707 KAR Chapter 1, only, a private school primarily conducted in one's residence.

(31) "**IDEA**" means the Individuals with Disabilities Education Act, 20 U.S.C. Section 1400 through 1450, as amended.

(32) "**Independent education evaluation**" means an evaluation conducted by a qualified examiner who is not employed by Jefferson County Public Schools (JCPS) responsible for the education of the child in question.

(33) "**Individual education program (IEP)**" means a written statement for a child with a disability that is developed, reviewed and revised in accordance with 707 KAR 1:320.

(34) "**Interpreting services**" means, with respect to children who are deaf or hard of hearing, oral transliteration services, cued language transliteration services, sign language transliteration and interpreting services, and transcription services such as communication access real-time translation (CART) C-Print and TypeWell and special interpreting services for children who are deaf-blind.

(35) “**Local educational agency (LEA)**” means JCPS, a public local board of education or other legally constituted public authority that has either administrative control or direction of public elementary or secondary schools in a school district or other political subdivision of the Commonwealth. LEA also means any other public institution or agency, including the Kentucky School for the Blind (KSB) and the Kentucky School for the Deaf (KSD) that is charged by state statute with the responsibility of providing educational services to children with disabilities.

(36) “**Mental disability**” means that a child has one (1) of the following:

(a) A mild mental disability (MMD) in which:

1. Cognitive functioning is at least two (2) but no more than three (3) standard deviations below the mean;
2. Adaptive behavior deficit is at least two (2) standard deviations below the mean;
3. A severe deficit exists in overall academic performance including acquisition, retention, and application of knowledge; and
4. Manifestation is typically during the developmental period; or

(b) A functional mental disability (FMD) in which:

1. Cognitive functioning is at least three (3) or more standard deviations below the mean;
2. Adaptive behavior deficits are at least three (3) or more standard deviations below the mean;
3. A severe deficit exists in overall academic performance including acquisition, retention, and application of knowledge; and
4. Manifestation is typically during the developmental period.

(37) “**Monitoring**” means gathering and reviewing information to determine if a project or program meets state and IDEA requirements including the implementation of corrective action plans.

(38) “**Multiple disabilities (MD)**” means concomitant impairments that have an adverse effect on the child’s educational performance, the combination of which causes severe educational needs that cannot be accommodated in special education programs solely for one (1) of the impairments. Examples of MD include mental disability-blindness, and mental disability-orthopedic impairment. Multiple disabilities does not mean deaf-blindness, nor does it mean a speech or language impairment in combination with another category of disability.

(39) “**Native language**” means, if used in reference to an individual of limited English proficiency, the following:

- (a) The language normally used by that individual, or, in the case of a child, the language normally used by the parent/guardians of the child;
- (b) In all direct contact with a child (including evaluation of the child), the language normally used by the child in the home or learning environment; or
- (c) For an individual with deafness or blindness, or for an individual with no written language, the mode of communication that is normally used by the individual, such as sign language, Braille, or oral communication.

(40) “**Orthopedic impairment (OI)**” means a severe orthopedic impairment that adversely affects a child’s educational performance. The term includes:

- (a) An impairment caused by a congenital anomaly such as clubfoot or absence of some member,
- (b) An impairment caused by disease, such as poliomyelitis, or bone tuberculosis, and
- (c) An impairment from other cause, such as cerebral palsy, amputations, and fractures or burns that causes contractures.

(41) “**Other health impairment (OHI)**” means having limited strength, vitality, or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that:

- (a) Is due to a chronic or acute health problem, such as acquired immune deficiency syndrome, asthma, attention deficit disorder, attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia, tuberculosis or Tourette Syndrome; and
- (b) Adversely affects a child’s educational performance.

(42) “**Parent/guardian**” means:

- (a) A biological or adoptive parent/guardian of a child;
- (b) A foster parent, unless State law, regulations, or contractual obligations with a State or local entity prohibit a foster parent from acting as a parent;
- (c) A guardian generally authorized to act as the child’s parent/guardian, or authorized to make educational decisions for the child (but not the State if the child is a ward of the State);
- (d) An individual acting in the place of a biological or adoptive parent/guardian (including a grandparent/guardian, stepparent/guardian, or other relative) with whom the child lives, or an individual who is legally responsible for the child’s welfare; or
- (f) A surrogate parent/guardian who has been appointed in accordance with § 300.519 or section 639(a)(5) of the Act [IDEA]. (1) Except as provided in paragraph (b)(2) of this section, the biological or adoptive parent, when attempting to act as the parent under this part and when more than one party is qualified under paragraph (a) of this section to act as a parent, must be presumed to be the parent for purposes of this section unless the biological or adoptive parent does not have legal authority to make educational decisions for the child. (2) If a judicial decree or order identifies a specific person or persons under paragraphs (a)(1) through (4) of this section to act as the “parent” of a child or to make educational decisions on behalf of a child, then such persons shall be determined to be the “parent” for purposes of this section.

(43) “**Participating agency**” means a state or local agency other than JCPS that is financially and legally responsible for providing transition services to a child with a disability.

(44) “**Personally identifiable information**” means information that includes the name of the child, the child’s parent/guardians, or other family member, the address of the child, a personal identifier, including the child’s Social Security Number, or a list of personal characteristics or other information that would make it possible to identify the child with reasonable certainty.

(45) "**Postsecondary goals**" means those goals that a student hopes to achieve after leaving high school.

(46) "**Private school children with disabilities**" means children with disabilities enrolled by their parent/guardians in private schools that meet the definition of elementary or secondary school in the IDEA regulations at 34 CFR 300.13 and 34 CFR 300.36 and not children with disabilities enrolled in private schools upon referral by JCPS.

(47) "**Public expense**" means that JCPS either pays for the full cost of the services to meet the requirements of 707 KAR Chapter 1 or ensures that the services are otherwise provided at no cost to the parent/guardian. Nothing in the administrative regulations relieves an insurer or similar third party from an otherwise valid obligation to provide or to pay for services provided to a child with a disability.

(48) "**Qualified personnel**" means personnel who meet the statutory or regulatory qualifications for each respective profession currently applicable in this state.

(49) "**Reasonable efforts to obtain voluntary compliance**" means active and ongoing efforts by the KDE through technical assistance and negotiation to arrive at an acceptable corrective action plan and follow through on an agreed upon corrective action plan.

(50) (a) "**Related services**" means transportation and such developmental, corrective, and supportive services as are required to assist a child with a disability to benefit from special education. It includes speech-language pathology and audiology services, psychological services, physical and occupational therapy, recreation including therapeutic recreation, early identification and assessment of disabilities in children, counseling services including rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes.

(b) Related services also means interpreting services, school nurse and school health services, social work services in school, and parent/guardian counseling and training.

(c) Exception: Services that apply to children with surgically implanted devices, including cochlear implants. (1) Related services do not include a medical device that is surgically implanted, the optimization of that device's functioning (such as mapping), maintenance of that device, or the replacement of that device.

(d) The definition of "related services" does not:

(i.) Limit the responsibility of JCPS to appropriately monitor and maintain medical devices that are needed to maintain the health and safety of the child, including breathing, nutrition, or operation of other bodily functions, while the child is transported to and from school or is at school;

(ii.) Prevent the routine checking of an external component of a surgically implanted device to make sure it is functioning properly; or

(iii.) Limit the right of a child with a surgically-implanted device to receive related services that are determined by the ARC to be necessary for the child to receive FAPE.

(51) “**Sanctions**” means actions, such as technical assistance, consultation, or training that are taken by the KDE in response to a LEA’s failure to comply with the required standards in state and federal laws and administrative regulations.

(52) “**School day**” means any day, including a partial day, that children are in attendance at school for instructional purposes. School day means the same thing for all children in school, including children with or without disabilities.

(53) “**Serious bodily injury**” means bodily injury as defined in 18 U.S.C. Section 1365(h) (3). The term “serious bodily injury” means bodily injury which involves:

- (a) substantial risk of death;
- (b) extreme physical pain;
- (c) protracted and obvious disfigurement; or
- (d) protracted loss or impairment of the function of a bodily part

(54) “**Services plan**” means a written statement that describes the special education or related services that the LEA will provide to a parentally-placed child with a disability enrolled in a private school who has been designated to receive services, including the location of the services and any transportation necessary that is developed in accordance with 707 KAR 1:370.

(55) “**Special education**” means specially designed instruction, at no cost to the parent/guardians, to meet the unique needs of the child with a disability, including instruction in the classroom, in the home, in hospitals and institutions, and in other settings, and including physical education. Special education means speech-language pathology services, (if the service is considered special education rather than a related service), travel training, and vocational education.

(56) “**Special education mentor**” means individuals with exceptional expertise, experience, and certification in special education administration or teaching granted the authority described in KRS 157.197.

(57) “**Specially-designed instruction**” means adapting as appropriate the content, methodology, or delivery of instruction to address the unique needs of the child with a disability and to ensure access of the child to the general education curriculum included in the Program of Studies, 704 KAR 3:303.

(58) “**Specific learning disability (SLD)**” means a disorder that adversely affects the ability to acquire, comprehend, or apply reading, mathematical, writing, reasoning, listening, or speaking skills to the extent that specially designed instruction is required to benefit from education. The specific learning disability (SLD) may include dyslexia, dyscalculia, dysgraphia, developmental aphasia, and perceptual/motor disabilities. The term does not include deficits that are the result of other primary determinant or disabling factors such as vision, hearing, motor impairment, mental

disability, emotional-behavioral disability, environmental or economic disadvantaged, cultural factors, limited English proficiency, or lack of relevant research-based instruction in the deficit area.

(59) “**Speech or language impairment**” means a communication disorder, including stuttering, impaired articulation, a language impairment, a voice impairment, delayed acquisition of language, or an absence of language, that adversely affects a child’s educational performance.

(60) The “**stay put**” provision states that during the pendency of any due process proceedings, the child shall remain in the then-current educational placement. 20 U.S.C. § 1415 (j). In other words, if the parents file a Due Process petition within the requisite time period, the district must maintain the last agreed upon program until the dispute is resolved.

(61) “**Supplementary aids and services**” means aids, services, and other supports that are provided in regular education classes or other education-related settings to enable a child with a disability to be educated with non-disabled children to the maximum extent appropriate in accordance with 707 KAR 1:350.

(62) “**Transition Services**” means a coordinated set of activities for a child with a disability that:

- (a) Is designed to be within a results-oriented process that is focused on improving the academic and functional achievement of the child with a disability to facilitate the child’s movement from school to post-school activities, including postsecondary education, vocational training, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation;
- (b) Is based on the individual student’s needs, taking into account the child’s strengths, preferences and interests; and
- (c) Includes:
  - 1. Instruction;
  - 2. Related services; and
  - 3. Community experiences;
  - 4. The development of employment and other post-school adult living objectives; and
  - 5. When appropriate, acquisition of daily living skills and functional vocational evaluation.

(63) “**Traumatic brain injury (TBI)**” means an acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child’s educational performance. Traumatic brain injury does not mean brain injuries that are congenital or degenerative, or brain injuries induced by birth trauma. Traumatic brain injury means open or closed head injuries resulting in impairments in one (1) or more areas, including:

- (a) Cognition;
- (b) Language;
- (c) Memory;
- (d) Attention;

- (e) Reasoning;
- (f) Abstract thinking;
- (g) Judgment;
- (h) Problem-solving;
- (i) Sensory, perceptual, and motor abilities;
- (j) Psychosocial behavior;
- (k) Physical functions;
- (l) Information processing; and
- (m) Speech.

(64) “**Travel training**” means instruction to children with significant cognitive disabilities and any other children with disabilities, as appropriate, to enable them to develop an awareness of the environment in which they live and to learn the skills necessary to move effectively and safely from place to place within that environment, such as school, home, work and community.

(65) “**Visual impairment**” or “VI” means a vision loss, even with correction that:

- (a) Requires specialized materials, instruction in orientation and mobility, Braille, visual efficiency, or tactile exploration;
- (b) Has an adverse effect on the child’s educational performance; and
- (c) Meets the following:
  1. The child has visual acuity with prescribed lenses that is 20/70 or worse in the better eye; or
  2. The child has visual acuity that is better than 20/70 and the child has one (1) of the following conditions:
    - a. A medically-diagnosed progressive loss of vision;
    - b. A visual field of twenty (20) degrees or worse;
    - c. A medically-diagnosed condition of cortical blindness; or
    - d. A functional vision loss.

(66) “**Ward of the state**” means a child who has been committed to the Cabinet for Families and Children or the Department of Juvenile Justice through a legal process, whether the commitment is voluntary or non-voluntary and the biological or adoptive parent/guardian rights have been terminated.

(67) “**Weapon**” means dangerous weapon as defined in 18 U.S.C. 930 (g) (2). The term “dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length.

(68) “**Withholding**” means no further payment of specified funds are made to an approved recipient.



## **Chapter 2 – Free Appropriate Public Education (FAPE) (707 KAR 1:290)**

### **Section 1 – Free Appropriate Public Education (FAPE)**

(1) JCPS shall make a free appropriate public education (FAPE) available to all children with disabilities aged three (3) to twenty-one (21) residing within its district's boundaries who have not received a high school diploma, including children with disabilities who have been suspended or expelled for more than ten (10) school days in a school year. FAPE shall be provided to each child with a disability even though the child has not failed or been retained in a course and is advancing from grade to grade based on the child's unique needs and not on the child's disability. JCPS is not required to provide FAPE to a student eighteen (18) years old or older, who is placed in an adult correctional facility if, in the educational placement prior to placement in the correctional facility, the student was not identified as a child with a disability and did not have an IEP.

(2) JCPS provides and uses local, state, federal, and other fiscal resources as needed to provide the specially designed instruction and related services needed by children with disabilities. The resources may include inter agency agreements and use of third party payments including insurances and Medicaid.

(3) JCPS shall obtain written informed parent/guardian consent to access public benefits or insurance. The consent form shall comply with FERPA.

(4) JCPS shall notify parent/guardians that the parent/guardians' refusal to allow access to their public benefits or insurance does not relieve JCPS of its responsibility to ensure that all required services are provided at no cost to the parent/guardians.

(5) JCPS shall be responsible for ensuring the rights and protections under 707 KAR Chapter 1 are given to children with disabilities referred to or placed in private schools and facilities by JCPS as determined by the ARC. The State educational agency shall determine whether such schools and facilities meet standards that apply to State educational agencies and local educational agencies and that children so served have all the rights the children would have if served by such agencies.

(6) State agencies charged with the responsibility of providing educational services to children with disabilities within their care shall provide those services in accordance with 707 KAR Chapter 1.

(7) If payment for services under 707 KAR Chapter 1 is to be provided by an agency other than JCPS, JCPS shall ensure the services are provided without delay even if there is a delay in the payment for those services.

## **Section 2 – Residential Placement**

If it is determined necessary by an ARC to place a child with a disability for educational purposes in a private residential educational program, the program, including non-medical care and room and board, shall be provided by JCPS which convened the ARC. JCPS may fulfill its responsibility under this section by providing the services directly or by contracting for those services.

## **Section 3 – Proper Functioning of Hearing Aids and External Components of Surgically Implanted Medical Devices**

(a) JCPS shall ensure the hearing aids worn in school by children with hearing impairments, including deafness, are functioning properly.

(b) JCPS shall ensure the external components of surgically implanted medical devices of children with disabilities are functioning properly. For a child with a surgically implanted medical device who is receiving special education and related services under this part, JCPS is not responsible for the post-surgical maintenance, programming, or replacement of the medical device that has been surgically implanted (or of an external component of the surgically implanted medical device).

## **Section 4 – Program Options**

JCPS shall ensure that all children with disabilities have available to them the variety of educational programs, services and curriculum as described in the Kentucky Program of Studies, 704 KAR 3:303, that is available to children without disabilities. These educational services may include art, music, industrial arts, consumer and family science education, career and technical education and other educational services. All children, including children with disabilities, must be otherwise eligible for participation and thus meet established criteria for the specific programs, services and curriculum.

## **Section 5 – Nonacademic Services**

JCPS shall take steps, including the provision of supplementary aids and services as determined appropriate and necessary by the child's ARC, to provide all children with disabilities the nonacademic and extracurricular services and activities, that give children with disabilities an equal opportunity for participation in those services and activities. These services and activities may include:

- (1) Counseling services;
- (2) Athletics;
- (3) Transportation;
- (4) Health services;
- (5) Recreational activities;

- (6) Special interest groups or clubs sponsored by JCPS;
- (7) Referrals to agencies that provide assistance to individuals with disabilities, and
- (8) Employment of students, including both employment by JCPS and assistance in making outside employment available.

## **Section 6 – Physical Education**

- (1) Unless the provisions of subsection (2) of this section apply, JCPS shall make available to every child with a disability:
  - (a) Physical education services, specially designed if prescribed in the child's IEP; or
  - (b) The opportunity to participate in the regular physical education program available to children without disabilities.
- (2) JCPS is not required to make available physical education services to a child with a disability if:
  - (a) The child is enrolled full time in a separate facility in which case the agency responsible for the education of the child in that facility shall ensure the child receives appropriate physical education; or
  - (b) JCPS enrolls children without disabilities and does not provide physical education to children without disabilities in the same grades.

## **Section 7 – Assistive Technology**

- (1) JCPS shall ensure that Assistive technology devices or Assistive technology services, or both, as defined in 707 KAR 1:280 (3) or (4) are made available to a child with a disability if required as part of the child's special education, related services, or supplemental aids and services.
- (2) On a case-by-case basis, the use of school-purchased assistive technology devices in a child's home or in other settings is required if the ARC determines the child needs access to those devices in order to receive FAPE. The ARC determines the need for the use of the assistive technology in non-school settings and specifies any such need in the IEP.

## **Section 8 – Extended School Year Services**

JCPS shall ensure that extended school year services are available to each child with a disability, as necessary, to provide FAPE. The determination of the need for extended year services shall be made on an individual basis by the ARC and documented on the IEP.

In making this determination, JCPS shall not:

- (1) Limit the provision of extended year services to a particular category(s) of disability; or
- (2) Unilaterally limit the type, amount, or duration of those services.

## **Section 9 – Prohibition of Mandatory Medication**

JCPS personnel shall not require a child to obtain a prescription for a substance covered by schedules I, II, III, IV, or V in section 202(c) of the Controlled Substance Act (21 U.S.C. 812(c)), as a condition of attendance in school, receiving an evaluation under 707 KAR 1:300, or receiving services under 707 KAR Chapter 1. However, school personnel may consult or share classroom-based observations with parent/guardians or guardians regarding their child's academic, functional, or behavioral performance or regarding the need for evaluation to determine eligibility for special education services.

## **Section 10 – Transfer Students.**

(1) Transfer Within the Same State – If a child with a disability transfers into JCPS within the same school/academic year, and had an IEP in effect in Kentucky, JCPS shall provide such child with a free appropriate public education, including services comparable to those described in the previous IEP. These services shall be provided in consultation with the parent/guardians and until JCPS adopts the previous IEP or develops, adopts, and implements a new IEP that is consistent with Federal and State law.

(2) Transfer Outside State – If a child with a disability transfers into JCPS within the same school/academic year, and had an IEP in effect in another State, JCPS shall provide such child with a free appropriate public education, including services comparable to those described in the previous IEP. These services shall be provided in consultation with the parent/guardians and until JCPS conducts an evaluation, if determined to be necessary by JCPS, and develops, adopts and implements a new IEP, if the child meets Kentucky eligibility criteria.

(3) Transmittal of Records – To facilitate the transition for transfer students:

- (a) Records Regarding Migratory Children with Disabilities - JCPS shall cooperate with the efforts of the United States Department of Education under the No Child Left Behind Act to transfer health and education records on migratory children with disabilities who move to other states.
- (b) JCPS shall take reasonable steps to promptly obtain the child's records, including the IEP, supporting documents, and any other records, including discipline records, relating to the provision of special education and related services to the child, from the previous LEA, consistent with FERPA, i.e., pursuant to 34 CFR 99.31(a)(2): and 300;324; and
- (c) The previous LEA shall take reasonable steps to promptly respond to such request from JCPS.
- (d) When the child transfers from one LEA to another, the transmission of any of the child's records shall 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.

## **Section 11 – Part C Transition**

(a) JCPS shall ensure that by the third (3<sup>rd</sup>) birthday of a child transitioning from a Part C program, an IEP has been developed and is being implemented for the child consistent with subsection (b) of this section.

(b) If a child's third birthday occurs during the summer, the child's IEP Team shall determine the date when services under the IEP will begin, which may not be later than the beginning of the school year following the child's 3<sup>rd</sup> birthday.

## **Chapter 3 – Child Find, Evaluation, and Reevaluation (707 KAR 1:300)**

### **Section 1 – Child Find Requirements**

JCPS shall have in effect policies and procedures that plan and implement a Child Find system to locate, identify, and evaluate each child:

- (1) Whose age is three (3) to twenty-one (21);
- (2) Who resides in a home, facility, or residence within JCPS's geographical boundaries, including children who are highly mobile, migrant children, homeless children as described in 704 KAR 7:090 and the IDEA, foster children, or children who are wards of the state or are in state custody, students who are advancing grade to grade resulting from passing a grade but who still may have a disability; and children with disabilities attending private schools (which includes home schools), located within JCPS boundaries;
- (3) Who is either in or out of school; and
- (4) Who may need special education and related services;
- (5) For preschool age children with disabilities participating in early intervention programs assisted under Part C who will participate under programs assisted under Part B, JCPS must ensure a smooth and effective transition from the early intervention program to preschool;
- (6) JCPS shall participate in transition planning conferences for children with disabilities served by early intervention programs as described in the early intervention transition planning procedures;
- (7) JCPS has established a Child Find system with activities to locate, identify, and evaluate each child who may meet criteria one (1) through four (4) above. Additionally, JCPS has community and parent/guardian involvement, informs personnel of due process and confidentiality procedures, and provides notice to the general public on an annual basis and before any major identification, location, or evaluation activity by publishing the notice in newspapers or other media with circulation adequate to notify parent/guardians within JCPS geographical boundaries;
- (8) Specifically, JCPS does the following (Includes Public Notice):
  - (a) Prior to the beginning of the school year, provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of JCPS to the extent feasible.
  - (b) This notice may be combined with the FERPA public notice. The notice includes:

- (1) A description of the children on whom JCPS will maintain personally identifiable information;
- (2) The types of information JCPS wants to obtain;
- (3) The methods JCPS intends to use in gathering the information, including the sources from whom/ which information is gathered;
- (4) How JCPS will use the information it gathers;
- (5) A summary of JCPS's policies and procedures for storage, disclosure to third parties, retention and destruction of personally identifiable information; and
- (6) A description of all of the rights of the parent/guardians and children regarding this information, including the rights under the Family Educational Rights and Privacy Act and its implementing regulations.

(c) Annually, JCPS staff, in collaboration with the Chief of Exceptional Child Education, or designee, provide information for school personnel about the procedures for referral of children who may have disabilities and need specially designed instruction and related services

(d) Prior to the beginning of each school year, the Chief of Exceptional Child Education, or designee, consults with the representatives of private or parochial schools and agencies providing services to children (ages 3 to 21) for the purpose of:

- (1) Creating public awareness of JCPS Child Find procedures;
- (2) Serving as a referral source to locate all children who may have an educational disability and need specially designed instruction and related services;
- (3) Informing and gathering input from these community providers regarding the needs of potentially identifiable or identified students with disabilities in their locations; and
- (4) Identifying transition needs for children with disabilities.

(e) The Chief of Exceptional Child Education, or designee, receives intake information about potentially identifiable children with disabilities, reviews the information with the parent/guardians, and refers the children to appropriate agencies or JCPS ECE trained staff.

## **Section 2 – Referral System**

(1) Any student with a suspected disability will be evaluated regardless of their race or ethnicity (e.g., African American, Hispanic/Latino, Asian). The JCPS Lead Psychologist have a monitoring system in the event a student transfers from one school to another school within JCPS during the initial evaluation process.

(2) Most referrals for special education will be generated through a school's MTSS; however, anyone can make a Child Find referral

(a) Parent

- (b) Teacher
- (c) Other professionals
- (d) Any concerned individual

JCPS must initiate a referral if there is a basis of knowledge (707 KAR 1:300; KAR 1:340)

The completed written referral includes:

- (a) Personally identifiable data, including name, parent/guardian, address, date of birth, and student number or social security number;
- (b) Current screenings in the areas of communication, hearing, and vision and the results of any follow-up evaluations if applicable;
- (c) An educational history, including, but not limited to, school(s) attended, patterns of attendance, years in school, current grade placement, grades, and participation in educational/behavioral support programs;
- (d) A written description of the current status of the child or youth in relation to his or her similar-age peers in such areas as communication, academic performance, or developmental skills; health, hearing, vision, and motor abilities; social and emotional competence; and general intelligence;
- (e) Results of performance on districtwide and state-mandated assessments and existing screenings collected according to the district procedures for screening to identify mental-health barriers to learning;
- (f) A listing of the child's or youth's involvement with outside agencies; and
- (g) A written summary of appropriate instruction, support services, and interventions that have been provided in the regular education program/environment to address each area of concern and to improve the educational performance or behavior of the child or youth. See Section III, "Coordinated Early Intervening System" in this chapter. This written summary should include the following:
  - i. The areas of educational performance or behavior targeted for intervention(s);
  - ii. Specific intervention(s) used (e.g., support services, strategies, methods, materials, environmental changes);
  - iii. The length of time the intervention(s) were implemented;
  - iv. Personnel involved in the intervention(s); and
  - v. The impact of the intervention(s) on the problem.

(2) The referral system shall be conducted in such a manner as to prevent inappropriate over identification or disproportionate representation by race and ethnicity of children in special education by ensuring that each child has been provided appropriate instruction and intervention services prior to referral.

(3) JCPS shall ensure that:

- (a) Prior to, or as a part of the referral process, the child is provided appropriate, relevant research-based instruction and intervention services in regular education settings, with the instruction provided by qualified personnel; and



(b) Data-based documentation of repeated assessments of achievement or measures of behavior is collected and evaluated at reasonable intervals, reflecting systematic assessment of student progress during instruction, the results of which were provided to the child's parent/guardians.

(3) If the child has not made adequate progress after an appropriate period of time during which the conditions in subsection (3) of this section have been implemented, a referral for an evaluation to determine if the child needs special education and related services shall be considered.

(4) Upon receipt of a completed referral, the appropriate JCPS Representative determines the members of an ARC and schedules an ARC meeting in a timely manner to discuss the referral information and determine the need for evaluation according to due process procedures, including providing proper notice to parent/guardians using the district form.

(5) The ARC:

(a) Determines that the referral indicates a suspected disability and there is a need for an individual evaluation.

(b) Determines that the referral does not indicate a suspected disability and there is not a need for an individual evaluation.

(c) Determines that additional information is needed in order to make a decision

(i) ARC determines what additional data needs to be collected and who will collect it;

(ii) a date to review additional information is set by the ARC

(6) If parent/guardian consent is not given, a JCPS Representative contacts the Chief of Exceptional Child Education, or designee, and follows procedures defined in the Procedural Safeguards and State Complaint Procedures Chapter.

### **Section 3 – Evaluation and Reevaluation Procedures**

(1) JCPS shall ensure that a full and individual evaluation is conducted for each child considered for specially designed instruction and related services prior to the provision of the services. The results of the evaluation shall be used by the ARC in meeting the requirements on developing an IEP as provided in 707 KAR 1:320.

(2) Tests and other evaluation materials used to assess a child shall be:

(a) Selected and administered so as not to be discriminatory on a racial or cultural basis;

(b) Provided and administered in the child's native language or other mode of communication most likely to yield accurate information on what the child knows and

can do academically, developmentally, and functionally, unless it is clearly not feasible to do so.

(c) Used for purposes for which the assessments or measures are valid and reliable.

(3) The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services and shall not need parent/guardian consent.

(4) Materials and procedures used to assess a child with limited English proficiency shall be selected and administered to ensure that they measure the extent to which the child has a disability and needs specially designed instruction and related services, rather than measuring the child's English language skills.

(5) A variety of assessment tools and strategies shall be used to gather relevant functional, developmental and academic information about the child, including information provided by the parent/guardian, that may assist in determining (a) whether the child is a child with a disability and (b) the content of the child's IEP, including information related to enabling the child to be involved in and progress in the general education curriculum described in the Kentucky Program of Studies, 704 KAR 3:303, or for a preschool child, to participate in appropriate activities.

(6) A standardized test given to a child shall:

(a) Have been validated for the specific purpose for which it is used;

(b) Be administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the test; and

(c) Be conducted under standard conditions, unless a description of the extent to which it varied from standard conditions is documented in the evaluation report.

(7) Tests and other evaluation materials shall include those tailored to assess specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient.

(8) Tests shall be selected and administered so as best to ensure that if a test is administered to a child with impaired sensory, manual, or speaking skills, the test results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child's impaired sensory, manual, or speaking skills, unless those skills are the factors that the test purports to measure.

(9) A single measure, procedure, or assessment shall not be used as the sole criterion for determining whether a child is a child with a disability or for determining an appropriate educational program for the child.

(10) The child shall be assessed in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities as identified by the ARC on the district form.

(11) The evaluation shall be sufficiently comprehensive to identify all of the child's special education and related service needs, whether or not commonly linked to the disability category in which the child has been classified.

(12) Assessment tools used shall be technically sound instruments that may assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors.

(13) Assessment tools and strategies shall be used that provide relevant information that directly assists, and is used, in the determination of the educational needs of the child. As part of an initial evaluation, if appropriate, or as part of any reevaluation, the ARC and other qualified professionals, as appropriate, shall review existing evaluation data on the child including:

- (a) Evaluations and information provided by the parent/guardians;
- (b) Current classroom-based, local or state, assessments and classroom-based observations; and
- (c) Observations by teachers and related services providers.

(14) On the basis of the review, and input from the parent/guardians, the ARC shall identify what additional data, if any, are needed to determine:

- (a) Whether the child has a particular category of disability and the educational needs of the child, or in the case of a reevaluation of the child, whether the child continues to have a disability, and the educational needs of the child;
- (b) The present levels of academic achievement and related developmental needs of the child;
- (c) Whether the child needs special education and related services, or in the case of a reevaluation, whether the child continues to need specially designed instruction and related services; and
- (d) Whether any additions or modification to the special education and related services are needed to enable the child to meet the measurable goals set out in the IEP and to participate, as appropriate, in the general education curriculum.

(15) Assessments and evaluation of children with disabilities who transfer from one public agency to another public agency in the same school/academic year shall be coordinated with those children's prior and subsequent schools, as necessary and as expeditiously as possible, consistent with the exception to the sixty (60) school day

timeline set out in the Individual Education Program Chapter, Section 2, ARC Meetings, to ensure prompt completion of full evaluations.

(16) JCPS shall administer tests and other evaluation materials as needed to produce the data identified by the ARC. If, for purposes of a reevaluation, the ARC determines no additional data is needed to determine whether the child continues to be eligible for services or to determine the child's educational needs, the designated JCPS Representative shall notify the child's parent/guardians:

- (a) Of that determination and reasons for it; and
- (b) Of the right of the parent/guardians to request a reevaluation/reassessment to determine whether, for purposes of services, the child continues to be a child with a disability or to determine the child's educational or related service needs.

(17) JCPS is not required to conduct a reevaluation/reassessment if after review of the existing data, the ARC determines:

- (a) No reevaluation/reassessment is necessary to determine whether the child continues to be eligible for services; and
- (b) A reevaluation/reassessment is not warranted to determine the child's educational or related service needs, including improved academic achievement and functional performance; and
- (c) The parent/guardians or teacher do not request a reevaluation/reassessment. The appropriate JCPS Representative obtains written parent/guardian consent before conducting any reassessment even if a parent/guardian requested the reassessment.

(18) JCPS shall ensure a reevaluation, which may consist of the review described in subsection (14) of 707 KAR 1:300, is conducted at least every three (3) years, unless the parent/guardian and JCPS agree that a reevaluation is unnecessary, to determine:

- (a) The present levels of performance and educational needs of the child;
- (b) Whether the child continues to need special education and related services; and
- (c) Whether any additions or modifications to the special education and related services are needed to enable the child to meet the measurable annual goals set out in the IEP and to participate, as appropriate, in the general education curriculum.

(19) A reevaluation shall not be conducted more frequently than once a year unless the parent/guardian and JCPS agree otherwise.

(20) JCPS shall evaluate a child with a disability in accordance with 707 KAR 1:300 and this procedure before determining that the child is no longer a child with a disability. JCPS shall not be required to conduct an evaluation as described in this section before the termination of a child's eligibility due to graduation from secondary school with a regular diploma or due to exceeding the age eligibility for a free, appropriate public education.

(21) For students who graduate or age out of the program, JCPS shall provide the child with a summary of the child's academic achievement and functional performance, including recommendations on how to assist the child in meeting the child's postsecondary goals.

## **Chapter 4 – Determination of Eligibility. (707 KAR 1:310)**

### **Section 1 – Determination of Eligibility.**

- (1) Upon analysis of intervention and assessment data, the ARC shall determine whether the child is a child with a disability as defined in 707 KAR 1:280(1)(9) to the extent that specially designed instruction is required in order for the child to benefit from education. JCPS shall provide a copy of the evaluation report and the documentation of determination of eligibility to the parent/guardian.
- (2) A child shall not be determined to be eligible if the determinant factor for that eligibility determination is:
  - (a) A lack of appropriate instruction in reading, including in the essential components of reading instruction (as defined in section 1208(3) of the ESEA, 20 U.S.C. 6301);
  - (b) A lack of appropriate instruction in math; or
  - (c) Limited English proficiency; and
- (3) If the child does not otherwise meet eligibility criteria.
- (4) In making eligibility determinations, JCPS shall draw upon information from a variety of sources, which may include, but isn't limited to:
  - (a) Response to scientific, research-based interventions;
  - (b) Vision, hearing, and communication screenings;
  - (c) Parent/guardian input;
  - (d) Aptitude and achievement tests;
  - (e) Teacher recommendations;
  - (f) Physical condition;
  - (g) Social or cultural background;
  - (h) Adaptive behavior; or
  - (i) Behavioral observations.
- (5) The ARC shall ensure that information obtained from these sources, as appropriate for each student, is documented and carefully considered.
- (6) In making a determination under the category of mental disability, the ARC may apply a standard error of measure, if appropriate.
- (7) If a determination is made that a child has a disability and needs special education and related services, an IEP shall be developed for that child.

## **Section 2 – Additional Procedures for Evaluating Children with Specific Learning Disabilities.**

(1) The determination of whether a child suspected of having a specific learning disability is a child with a disability and whether the specific learning disability adversely affects educational performance shall be considered by the child's ARC. The ARC shall also include other professionals, relative to the area(s) of concern, such as a school psychologist, speech-language pathologist, or educational specialist.

(2) Any ARC convened to discuss a child with a suspected, or documented, specific learning disability shall be collectively qualified to:

- (a) Conduct, as appropriate, individual diagnostic assessments in the areas of speech and language, academic achievement, intellectual development, or social-emotional development;
- (b) Interpret assessment and intervention data and apply critical analysis to that data;
- (c) Develop appropriate educational and transitional recommendations based on the assessment data; and
- (d) Deliver and monitor specially designed instruction and services to meet the needs of a child with a specific learning disability.

(3) The ARC may determine a child has a specific learning disability if:

- (a) The child is provided with learning experiences and instruction appropriate for the child's age or state-approved grade level standards aligned with the Kentucky Program of Studies, 704 KAR 3:303; and
- (b) The child does not achieve adequately for the child's age or grade level standards aligned with the Kentucky Program of Studies, as indicated on multiple data sources, as appropriate, in one or more of the areas listed in this section, and

(4) The ARC may determine a child has a specific learning disability if:

- (a) The child exhibits a pattern of strengths and weaknesses in performance, achievement, or both relative to ability level or intellectual development, that is determined by the ARC to be relevant to the identification of a specific learning disability, using appropriate assessments consistent with 707 KAR 1:300, Section 4: and
- (b) The child has a severe discrepancy as identified by a validated regression method between achievement and intellectual ability in one (1) of the areas listed in this section:
  - i. Oral expression;
  - ii. Listening comprehension;
  - iii. Written expression;
  - iv. Basic reading skills;
  - v. Reading fluency skills
  - vi. Reading comprehension;

- vii. Mathematics calculation; or\
- viii. Mathematics reasoning.

(5) The ARC shall not identify a child as having a specific learning disability if deficits in achievement are primarily the result of:

- (a) A visual, hearing, or motor impairment;
- (b) Mental disability as defined in 707 KAR 1:280;
- (c) Emotional-behavioral disability;
- (d) Cultural factors;
- (e) Environmental or economic disadvantage; or
- (f) Limited English proficiency.

(6) At least one (1) team member other than the child's regular education teacher shall observe the child in the learning environment, including the regular classroom setting, to document academic performance and behavior in the area of difficulty. If the child is less than school age or is out of school, the observation shall take place in an environment appropriate for the child.

(7) For a child suspected of having a specific learning disability, the ARC must consider, as part of the evaluation, data that demonstrates that:

- (a) Prior to, or as a part of the referral process, the child was provided appropriate instruction in regular education settings, including that the instruction was delivered by qualified personnel; and
- (b) Data-based documentation of repeated assessments of achievement at reasonable intervals, reflecting formal assessment of student progress during instruction, which was provided to the child's parent/guardian.

(8) If the child has not made adequate progress after an appropriate period of time, during which the conditions in paragraphs (a) and (b) of this subsection have been implemented, a referral for an evaluation to determine if the child needs special education and related services shall be considered.

(9) An ARC shall develop documentation of a specific learning disability. This documentation shall contain a statement of:

- (a) Whether the child has a specific learning disability;
- (b) The basis for making that determination;
- (c) The relevant behavior noted during the observation;
- (d) The relationship of that behavior to the child's academic functioning;
- (e) The educationally relevant medical findings, if any;
- (f) Whether the child does not achieve commensurate with the child's age and ability;
- (g) Whether there are patterns of strengths and weaknesses in performance or achievement or both relative to age, state-approved grade level standards, or



intellectual development in one (1) or more of the areas listed in this subsection, that require special education and related services; and

(h) The determination of the ARC concerning the effects of a visual, hearing, or motor disability; mental retardation; emotional disturbance; environmental, cultural factors; economic disadvantage; or limited English proficiency on the child's achievement level; and

(i) The instructional strategies used and the student-centered data collected based on the child's response to scientific, research-based intervention.

(10) This documentation shall include notification to the child's parent/guardians concerning the policies regarding:

(a) The amount and nature of student performance data that is collected and the general education services that are provided;

(b) Strategies for increasing the child's rate of learning; and

(c) The parent/guardians' right to request an evaluation.

(11) Each ARC member shall certify in writing whether the report reflects the member's conclusions. If it does not reflect the member's conclusions, the team member shall submit a separate statement presenting the member's conclusions, using a district form.

## **Chapter 5 – Individual Education Program (707 KAR 1:320)**

### **Section 1 – Individual Education Programs**

(1) JCPS shall ensure that an IEP is developed and implemented for each child with a disability served by JCPS, and for each child with a disability placed in or referred to a private school or facility by JCPS. The ARC shall develop the IEP for each child and document it on the district IEP form.

(2) Kentucky School for the Deaf (KSD) and Kentucky School for the Blind (KSB)-, in conjunction with JCPS shall ensure that an IEP is developed, documented, and implemented for each child with a disability placed in these schools by an ARC. The JCPS Chief of Exceptional Child Education, or designee, will be responsible for inviting a representative of KSB or KSD to the ARC meeting and for all paperwork for the initial placement, including the IEP, notice of proposed and refused action. If placement occurs, JCPS will ensure that copies of special education records and cumulative records are made available to KSB or KSD.

(3) JCPS shall have an IEP in effect for each child with a disability within its jurisdiction at the beginning of each school year.

(4) JCPS shall ensure the IEP:

- (a) Is in effect before specially designed instruction and related services are provided to a child with a disability; and
- (b) Is implemented as soon as possible following an ARC meeting.

(5) JCPS (or state agency responsible for developing the child's IEP) shall ensure that there is no delay in implementing a child's IEP, including any case in which the payment source for providing or paying for the special education and related services to the child is being determined, unless the ARC recommends implementation at a different specified time.

(6) JCPS shall ensure that:

- (a) The child's IEP is accessible to each regular education teacher, special education teacher, related service provider, and other service providers who are responsible for its implementation;
- (b) Prior to the implementation of the IEP, each implementer is informed of his specific responsibilities related to implementing the child's IEP; and
- (c) The specific accommodations, modifications, and supports are provided for the child in accordance with the IEP.

(7) An IEP shall be in place for all eligible children aged three (3) through five (5).

## Section 2 – ARC Meetings

(1) JCPS shall ensure that each child has an ARC which includes the membership in 707 KAR 1:320(3) and is initiated and conducted for the purpose of developing, reviewing, and revising the IEP.

(2) An ARC shall not have to be convened in order to make minor, non-programmatic, changes to an IEP, such as typographical errors, incorrect directory information about the student (such as, birth date, age, grade, address, or school), and other information required on the IEP that was agreed upon by the ARC but incorrectly recorded. If JCPS makes any minor, non-programmatic changes, all members of the ARC shall be given a copy of the changes and an explanation as to why the changes were made within ten (10) school days of the changes being made. If any member of the ARC objects to the changes, an ARC meeting shall be convened within a reasonable period of time to discuss the changes.

(3) JCPS shall ensure that within sixty (60) school days following the receipt of the parent/guardian consent for an initial evaluation of a child:

- (a) The child is evaluated; and
- (b) If the child is eligible, specially designed instruction and related services will be provided in accordance with the IEP.

(4) Exception -The sixty (60) school-day timeline shall not apply in the following situations:

- (a) If the child moves to JCPS after consent for the initial evaluation is given but before the evaluation can be completed, as long as JCPS is making sufficient progress to complete the evaluation and the parent/guardian and JCPS agree to a specific time when the evaluation shall be completed; or
- (b) If the parent/guardian repeatedly fails or refuses to produce the child for evaluation.

(5) Within this sixty (60) school-day period, JCPS shall ensure that the ARC meeting to develop an IEP for the child is conducted within thirty (30) days of the determination that the child is eligible.

(6) The appropriate JCPS Representative shall ensure that the ARC:

- (a) Reviews each child's IEP periodically, but not less frequently than annually, to determine whether the annual goals for the child are being achieved; and
- (b) Revises the IEP as appropriate to address:
  - 1. Any lack of expected progress toward the annual goals;
  - 2. Any lack of expected progress in the general education curriculum, if appropriate;
  - 3. The results of any reevaluation;

4. Information about the child provided by, or to, the parent/guardians;
5. The child's anticipated needs; or
6. Other matters.

### **Section 3 – ARC Membership**

(1) The appropriate JCPS Representative shall ensure that the ARC for each child with a disability includes:

- (a) The parent/guardians of the child;
- (b) Not less than one (1) regular education teacher of such child (if the child is, or may be, participating in the regular education environment) to provide information about the general education curriculum for same-aged peers. If the child does not participate in the regular education environment, a JCPS representative selects a teacher or teachers qualified to teach a child of his/her age. The regular education teacher(s) selected shall be in attendance at the ARC meeting during development, review, and revision of the IEP.
- (c) Not less than one (1) special education teacher of the child or a special education teacher who is knowledgeable about the child's suspected disability, or, where appropriate, not less than one (1) special education provider of such child;
- (d) A Representative of JCPS who is qualified to provide, or supervise, the provision of, specially designed instruction to meet the unique needs of children with disabilities, and is knowledgeable about the general education curriculum and the availability of the resources of JCPS. The Superintendent, in consultation with the Chief of Exceptional Child Education, or designee, will recommend to the Board for approval a list of JCPS Representatives by job or position title. The Superintendent, or designee, may designate which specific staff member on that approved list will serve as a JCPS Representative for any ARC meeting;
- (e) An individual who can interpret the instructional implications of evaluation results, who may be a member of the team described in (b) through (d) of this subsection;
- (f) Individuals who have knowledge or special expertise regarding the child, at the discretion of the parent/guardian or JCPS;
- (g) Related services personnel, as appropriate; and
- (h) The child, whenever appropriate.

(2) A member of the ARC team listed above may be dismissed from attendance, in whole or in part, if the parent/guardians and JCPS agree in writing prior to the ARC meeting that the attendance of that member is not necessary because the member's area of curriculum or related services is not being modified or discussed in the ARC meeting.

(3) A member of the ARC team listed above may be dismissed from attendance, in whole or in part, if the parent/guardians and JCPS agree in writing prior to the ARC

meeting to waive the attendance of that member even though the member's area of curriculum or related services will be discussed or modified if:

- (a) The parent/guardian and JCPS consent in writing to the excusal; and
- (b) The member submits, in writing, to the parent/guardian and the ARC team, input into the development of the IEP prior to the meeting

(4) If the purpose of the ARC is to discuss transition services for a child with a disability as described in Section 4(3) and (4) of 707 KAR 1:320, beginning no later than the IEP that will be in effect when the child turns fourteen (14) years of age or in the child's 8<sup>th</sup> grade year:

- (a) The notice shall indicate that a purpose if the ARC is to discuss transition services for the child.
- (b) The Notice shall indicate that the child is invited to the ARC.
- (c) JCPS may not compel the child to attend an ARC meeting against his will, however, if the child does not attend the ARC meeting, JCPS shall take other steps to ensure the child's preferences and interests are considered.
- (d) JCPS shall document the ARC's consideration of the child's preferences and interests.

(5) A public agency that is likely to be responsible for providing or paying for transition services shall also be invited, to the extent appropriate and with the consent of the parent/guardian or the child, if the child is an emancipated adult. If the representative of the other public agency does not attend, JCPS shall take other steps to obtain participation of the other agency in the planning of any transition services.

(6) If the purpose of the ARC is to determine eligibility for a child suspected of having a specific learning disability, the ARC shall also include the personnel listed in 707 KAR 1:310, Section 2(1), in addition to the personnel listed in subsection (1) of this section.

(7) If the purpose of the ARC meeting is to discuss transition from the early intervention program into the preschool program, JCPS shall invite a representative of the early intervention program to the initial transition ARC if the parent/guardian requests it. At the ARC meeting, the child's previous Individualized Family Service Plan that was used by the early intervention program shall be considered when developing the new IEP for the child.

## **Section 4 – Parent/guardian Participation**

- (1) JCPS shall ensure that one or both of the parent/guardians of a child with a disability are present at each ARC meeting or are afforded the opportunity to participate. The meeting shall be scheduled at a mutually agreed on time and place.
- (2) The appropriate JCPS Representative shall send an ARC meeting invitation to the parent/guardians which includes:
  - (a) The purpose;
  - (b) Time;
  - (c) Location of the meeting;
  - (d) Who will be in attendance by role/title;
  - (e) Notice that the parent/guardians may invite people with knowledge or special expertise of the child to the meeting; and
  - (f) Notice that JCPS will invite representatives from the early intervention program to the initial meeting, if the parent/guardian requests it.
- (3) Except for meetings concerning a disciplinary change in placement or a safety issue, JCPS shall provide written notice to the parent/guardians of a child with a disability at least seven (7) days before an ARC meeting. The appropriate JCPS representative shall provide written notice to the parent/guardians of a child with a disability at least twenty-four (24) hours before an ARC meeting concerning a safety issue or a change in placement due to a violation of a code of student conduct.
- (4) If the child is in the eighth grade year, or has reached the age of fourteen (14) years, the invitation shall state that a purpose of the meeting will be the development of a statement for the need for transition services for the child and state that the child is invited. This subsection shall apply to a child younger than fourteen (14) years of age if determined to be appropriate by the ARC.
- (5) For a child with a disability, beginning no later than the IEP that will be in effect when the child turns sixteen (16), the invitation shall state that a purpose of the meeting is the consideration of the postsecondary goals and needed transition services for the child, and shall include the identity of any other agency that is invited to send a representative. This subsection shall apply to a child younger than sixteen (16) years of age if determined to be appropriate by the ARC.
- (6) The appropriate JCPS Representative shall ensure parent/guardian participation in the ARC meeting if the parent/guardian is unable to attend by using other methods, which may include, individual or conference, telephone calls or video conferencing.

(7) JCPS may conduct an ARC meeting without a parent/guardian in attendance if it is unable to convince the parent/guardian to attend. JCPS shall keep a record of its attempts to arrange a mutually agreed on time and place. These records may include:

- (a) Detailed records of telephone calls made or attempted and the results of those calls;
- (b) Copies of correspondence sent to the parent/guardians and any responses received; or
- (c) Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits.

(8) When using an interpreter or other action, as appropriate, the appropriate JCPS Representative shall take whatever action is necessary to ensure the parent/guardians understand the proceedings at the ARC meeting, including arranging for an interpreter for parent/guardians with deafness or whose native language is other than English.

(9) A JCPS Representative shall give the parent/guardian a copy of the child's IEP at no cost to the parent/guardian at the conclusion of the ARC meeting or mail a copy with the notice of proposed or refused action in a timely manner after the meeting if the parent/guardians fail to attend.

## **Section 5 – Contents of IEP**

(1) An ARC shall consider in the development of an IEP:

- (a) The strengths of the child and the concerns of the parent/guardians for enhancing the education of their child;
- (b) The results of the initial or most recent evaluation of the child;
- (c) As appropriate, the results of the child's performance on any general state or district-wide assessment programs; and
- (d) The academic, developmental, and functional needs of the child.

(2) An ARC shall:

- (a) In the case of a child whose behavior impedes his or her learning or that of others, consider, the use of positive behavioral interventions and supports, and other strategies, to address that behavior;
- (b) In the case of a child with limited English proficiency, consider the language needs of the child as those needs relate to the child's IEP;
- (c) In the case of the child who is blind or visually impaired, provide for instruction in Braille and the use of Braille, unless the ARC determines, after an evaluation of the child's reading and writing skills, needs, and appropriate reading and writing media (including an evaluation of the child's future needs for instruction in Braille or the use of Braille), that instruction in Braille or the use of Braille is not appropriate for the child;
- (d) Consider the communication needs of the child;

- (e) In the case of a child who is deaf or hard of hearing, consider the child's language and communication needs, opportunities for direct communications with peers and professional personnel in the child's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the child's language and communication mode; and
  - (f) Consider whether the child requires assistive technology devices or services.
- (3) All the factors listed in this Section 5 shall be considered, as appropriate, in the review, and if necessary, revision of a child's IEP.
- (4) Once the ARC has considered all the factors listed in this Section 5, the ARC shall include a statement on the IEP indicating the need for a particular device or service (including an intervention, accommodation, or other program modification), if any are needed, in order for the child to receive a free appropriate public education (FAPE).
- (5) A regular education teacher of the child, as a member of the ARC, shall, to the extent appropriate, participate in the development, review, and revision of the child's IEP, including assisting in the determination of appropriate:
- (a) Positive behavioral interventions, strategies, and supports for the child;
  - (b) Supplementary aids and services; and
  - (c) Program modifications or supports for school personnel that will be provided for the child.
- (6) An ARC shall not be required to include information under one component of a child's IEP that is already contained under another component of the child's IEP.
- (7) The IEP for each child shall include:
- (a) A statement of the child's present levels of academic achievement and functional performance, including how the child's disability affects the child's involvement and progress in the general curriculum as provided in the Kentucky Program of Studies, 704 KAR 3:303, or for preschool children, as appropriate, how the disability affects the child's participation in appropriate activities; and
  - (b) A statement of measurable annual goals, including academic and functional goals, designed to:
    - (i.) Meet the child's needs that result from the disability to enable the child to be involved in and progress in the general education curriculum as provided in the Kentucky Program of Studies, 704 KAR 3:303, or for preschool children, as appropriate, to participate in appropriate activities, and
    - (ii.) Meet the child's other educational needs that result from the disability.
- (8) JCPS shall use benchmarks or short-term objectives for each annual goal for a child's IEP if that child is participating in the alternate assessment program.



(9) An IEP shall include a statement of the specially designed instruction and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the child, or on behalf of the child. There shall also be a statement of the program modifications and supports for school personnel that will be provided for the child to:

- (a) Advance appropriately toward attaining the annual goals;
- (b) Be involved and make progress in the general education curriculum;
- (c) Participate in extracurricular and other nonacademic activities; and
- (d) Be educated and participate with other children with and without disabilities.

(10) An IEP shall contain an explanation of the extent, if any, to which the child will not participate with non-disabled children in regular classes and in extracurricular and nonacademic activities.

(11) An IEP shall contain a statement of any individual appropriate accommodations that are necessary to measure the academic achievement and functional performance of the child on State and district-wide assessments. These accommodations shall be based on the requirements contained in 703 KAR 5:070, Inclusion of special populations in the state-required assessment and accountability programs.

(12) If the ARC determines the child meets the criteria for participation in the alternate assessment, as provided in 703 KAR 5:070, it shall provide a statement of its decision and the reasons for the decision.

(13) An IEP shall include the projected date of the beginning of the services and modifications listed on the IEP and the anticipated frequency, location (whether regular or special education), and duration of those services and modifications.

(14) An IEP shall include a statement of:

- (a) How the child's progress toward meeting the annual goals will be measured; and
- (b) When periodic reports on the progress the child is making toward meeting the annual goals, (which may include the use of quarterly or other periodic reports concurrent with the issuance of report cards) will be provided.

(15) The IEP shall also include the requirements for transition services for eligible students as detailed in Section 7 of 707 KAR 1:320.

(16) At least one (1) year prior to the child reaching the age of majority, the IEP shall include a statement that the child has been informed of his rights under 707 KAR Chapter 1 and that the rights will transfer to the child upon reaching the age of majority. KAR 1:300 SEC. 4 (20).

## **Section 6 – Transition Services**

- (1) In the child's eighth grade year or when the child has reached the age of fourteen (14) years, and in alignment with the child's Individual Learning Plan (as required by 704 KAR 3:305), or earlier if determined appropriate by the ARC, the IEP for a child with a disability shall include a statement of the transition service needs of the child under the applicable components of the child's IEP that focus on the child's course of study. This statement shall be updated annually.
- (2) By the child's 16th birthday, the IEP shall include:
  - (a) Appropriate measurable postsecondary goals based upon age-appropriate transition assessments, related to training, education, employment, and, where appropriate, independent living skills; and
  - (b) The transition services (including the course of study) needed to assist the child in reaching these goals. This statement shall be updated annually.
- (3) Transition services for children with disabilities may be special education, if provided as specially designed instruction or related services, and if required to assist a child with a disability to benefit from special education.
- (4) If an agency, other than JCPS, (or state agency responsible for developing the child's IEP) fails to provide the transition services described in the IEP, JCPS (or the state agency responsible for developing the child's IEP) shall reconvene the ARC to identify alternative strategies to meet the child's transition objectives set out in the IEP.
- (5) A participating agency shall not be relieved of the responsibility under IDEA to provide or pay for any transition service that the agency would otherwise provide to children with disabilities who meet the eligibility criteria of the agency.

## **Section 7 – Private School Placements by JCPS**

- (1) Prior to placing a child with a disability in, or referring a child to, a private school or facility, JCPS shall initiate and conduct an ARC meeting to develop an IEP for the child.
- (2) The appropriate JCPS Representative shall ensure a representative of the private school or facility attends the meeting. If the representative cannot attend, the appropriate JCPS Representative shall use other methods to ensure participation by the private school or facility, including individual or conference telephone calls.
- (3) After a child with a disability is placed in a private school or facility, any meetings to review and revise the child's IEP may be initiated and conducted by the private school or facility, at the discretion of JCPS.

(4) If a private school or facility initiates the meetings, JCPS shall ensure that the parent/guardians and JCPS staff are involved in any decision about the child's IEP and agree to any proposed changes in the IEP before those changes are implemented. If a child with a disability is placed by JCPS in a private school or facility, JCPS shall remain responsible for compliance with 707 KAR Chapter 1.

(5) If JCPS places a child with a disability in, or refers a child with a disability to, a private school, it shall ensure that the child:

(a) Is provided specially designed instruction and related services in conformance with an IEP that meets the standards of 707 KAR 1:340, and at no cost to the parent/guardians;

(b) Is provided an education that meets the standards of JCPS, including general education curriculum standards; and

(c) Has all the rights of any child with a disability served by JCPS.

## **Section 8 – IEP Accountability**

(1) JCPS shall provide specially designed instruction and related services to each child with a disability in accordance with his IEP and shall make a good faith effort to assist the child in achieving the goals, objectives, or benchmarks listed in the IEP.

(2) JCPS shall use a data collection schedule that measures effectiveness of services and instructional methods that is determined most efficiently when progress is measured frequently (daily, weekly, or, at minimum, once every two weeks).

(a) JCPS shall collect data at a minimum of two times a week for all behavior, social, and emotional goals.

(3) JCPS shall be responsible for including children with disabilities in the state-wide assessment as provided in 703 KAR 5:070.

(4) The provisions of this administrative regulation shall not limit the parent/guardians' right to ask for revision of the child's IEP or to invoke due process procedures if the parent/guardians feel good faith efforts are not being made.

## **Chapter 6 – Procedural Safeguards and State Complaint Procedures (707 KAR1:340)**

### **Section 1 – Parent/guardian Participation in Meetings**

- (1) A parent/guardian of a child with a disability shall be afforded an opportunity to:
  - (a) Inspect and review all education records with respect to identification, evaluation, and educational placement of the child and the provision of FAPE to the child; and
  - (b) Parent/guardian participation in meetings – The parent/guardians of a child with a disability must be afforded an opportunity to participate in meetings with respect to:
    - (i) The identification, evaluation, and educational placement of the child; and
    - (ii) The provision of FAPE to the child.
- (2) JCPS must provide notice consistent with these procedures to ensure parent/guardians of children with disabilities have the opportunity to participate in meetings described in paragraph (b)(i) of this section.
- (3) JCPS may conduct an ARC meeting without a parent/guardian in attendance if it is unable to convince the parent/guardian to attend. JCPS shall keep a record of its attempts to arrange a mutually agreed on time and place. These records may include:
  - (a) Detailed records of telephone calls made or attempted and the results of those calls;
  - (b) Copies of correspondence sent to the parent/guardians and any responses received; or
  - (c) Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits.
- (4) JCPS staff shall not be limited by 707 KAR Chapter 1, from having informal, or unscheduled conversations on issues which may include:
  - (a) Teaching methodology;
  - (b) Lesson plans;
  - (c) Coordination of service provision; or
  - (d) Preparatory activities that LEA personnel engage in to develop a proposal or response to a parent/guardian proposal that will be discussed at a later meeting.

### **Section 2 – Independent Educational Evaluation**

- (1) A parent/guardian of a child with a disability shall have a right to obtain an independent educational evaluation of the child.
- (2) If a parent/guardian requests an independent educational evaluation, JCPS shall provide information to the parent/guardian about where an independent educational evaluation may be obtained and JCPS's applicable criteria for independent educational evaluations.

- (3) If a parent/guardian requests an independent educational evaluation at public expense because the parent/guardian disagrees with an evaluation obtained by JCPS, JCPS shall, without unnecessary delay:
- (a) Initiate a due process hearing to show that its evaluation is appropriate; or
  - (b) Ensure that an independent educational evaluation is provided at public expense unless JCPS demonstrates in a due process hearing that the evaluation obtained by the parent/guardian did not meet its criteria;
- (4) JCPS may ask for the parent/guardian's reasons why he objects to its evaluation; however, the parent/guardian shall not be required to respond and JCPS shall not delay its action under subsection three (3) of this section while waiting for a response from a parent/guardian; and
- (5) If an independent educational evaluation is at public expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, shall be the same as the criteria JCPS uses when it initiates an evaluation. Aside from these criteria, JCPS shall not impose any other conditions or timelines relating to obtaining an independent educational evaluation at public expense. The Chief of Exceptional Child Education, or designee, shall provide these criteria to the JCPS Representative.
- (6) A parent/guardian is entitled to only one (1) independent educational evaluation at public expense each time JCPS conducts an evaluation with which the parent/guardian disagrees.
- (7) If JCPS initiates a due process hearing after receiving a request for an independent educational evaluation, and the final decision is that JCPS's evaluation is appropriate, the parent/guardian still shall have the right to an independent educational evaluation, but not at public expense.
- (8) If the parent/guardian obtains an independent educational evaluation at public or private expense and it meets the agency criteria, the results of the evaluation shall be considered by JCPS in any decision made with respect to the provision of a free appropriate public education (FAPE) to the child.
- (9) If a due process hearing officer, as part of a hearing, requests an independent educational evaluation, the cost of the evaluation shall be at public expense.

### **Section 3 – Notice to Parent/Guardians**

- (1) The appropriate JCPS Representative shall provide written notice to the parent/guardians of a child with a disability, which may be via email if the

parent/guardian and JCPS agree. Parent/guardian agreement shall be documented by the appropriate JCPS representative, or designee in advance.

(2) Except for meetings concerning a disciplinary change in placement or a safety issue, the JCPS representative shall provide written notice to the parent/guardians of a child with a disability at least seven (7) days before an ARC meeting in which JCPS:

- (a) Proposes to initiate or change the identification, evaluation, or educational placement of the child or the provision of FAPE to the child; or
- (b) Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of FAPE to the child.

(3) The appropriate JCPS representative shall provide written notice to the parent/guardians of a child with a disability at least twenty-four (24) hours before an ARC meeting concerning a safety issue or a change in placement due to a violation of the Student Support and Behavior Intervention Handbook.

(4) This notice shall include:

- (a) A description of the action proposed or refused by JCPS;
- (b) An explanation of why JCPS proposes or refuses to take the action;
- (c) A description of any other options that JCPS considered and the reasons why those options were rejected;
- (d) A description of each evaluation procedure, test, assessment, record, or report JCPS used as a basis for the proposed or refused action;
- (e) A description of any other factors that are relevant to JCPS's proposal or refusal;
- (f) A statement that the parent/guardians of a child with a disability have protection under the procedural safeguards in 707 KAR Chapter 1 and 34 CFR Section 300.504 and IDEA, including the time period in which to file a complaint or due process hearing, the opportunity for JCPS to resolve the complaint or hearing issue(s), the time period in which to file civil actions, and if this notice is not an initial referral for evaluation, the means by which a copy of the procedural safeguards can be obtained; and
- (g) Sources for the parent/guardians to contact to obtain assistance in understanding the provisions of this section.

(5) A JCPS Representative shall give notice of proposed or refused action to the parent/guardians at the end of the meeting if a parent/guardian attends, or by mailing the notice (which may consist of the meeting summary) to parent/guardians who did not attend the meeting in a timely manner after the meeting. The proposed action may be implemented immediately if parent/guardians received notice in the meeting and within seven (7) calendar days after the meeting if no parent/guardian attended the meeting, and if no due process hearing has been requested challenging the proposed or refused action.

(6) The notice shall be written in language understandable to the general public and provided in the native language or other mode of communication of the parent/guardian unless it is clearly not feasible to do so. If the native language of the parent/guardian is not a written language, JCPS shall take steps to ensure:

- (a) that the notice is translated orally or by other means to the parent/guardian in his or her native language or other mode of communication;
- (b) that the parent/guardian understands the content of the notice; and
- (c) that there is written evidence that the requirements of (a) and (b) in this subsection have been met. The native language of the parent/guardian of a child is the definition of native language used in 707 KAR1:280.

(7) The appropriate JCPS Representative, after consulting with the Chief of Exceptional Child Education, or designee, obtains the necessary translation or interpretation, if feasible. A JCPS Representative keeps copies of all correspondence involved in securing the necessary interpretation or translation in his/her administrative files.

#### **Section 4. Procedural Safeguards Notice**

(1) The district shall provide a copy of the Procedural Safeguards Notice, including parent/guardian rights, to the parent/guardians of a child with a disability one (1) time a school year. A copy shall be given to the parent/guardians:

- (a) Upon initial referral or parent/guardian request for evaluation or reevaluation;
- (b) Upon receipt of the first State written complaint under §§ 300.151 through 300.153 in a school year;
- (c) Upon receipt of the first filing of a due process hearing request under § 300.507 in a school year;
- (d) In accordance with the discipline procedures in 34 CFR § 300.530(h), i.e., in accordance with the notice requirements when a decision is made to remove a student which constitutes a change in placement because of a violation of the code of student conduct; and
- (e) Upon request by a parent/guardian.

(2) The procedural safeguards notice shall include a full explanation of all the procedural safeguards available under 707 KAR Chapter 1; 34 § CFR 300.504; and IDEA, and be written in the native language of the parent/guardians (unless it clearly is not feasible to do so) and written in a manner easily understandable to the general public.

(3) Alternative Means of Meeting Participation – When conducting ARC meetings and placement meetings, and carrying out administrative matters under Section 615 of the IDEA such as scheduling, exchange of witness lists, and status conferences, the parent/guardian of a child with a disability and JCPS may agree to use alternative means of meeting participation, such as video conferences and conference calls

(Parent/guardian agreement shall be documented by the appropriate JCPS representative, or designee).

## **Section 5. Parent/guardian Consent**

(1) The appropriate JCPS Representative shall obtain informed, written parent/guardian consent before conducting an initial evaluation or reevaluation and before the initial provision of specially designed instruction and related services. Parent/guardian consent for evaluation shall not be construed as consent for placement for receipt of special education and related services. JCPS must make reasonable efforts to obtain these consents. To show the reasonable efforts made, JCPS shall keep documentation, which may include:

- (a) Detailed records of the telephone calls made or attempted and the results of those calls;
- (b) Copies of correspondence sent to the parent/guardians and any responses received; and
- (c) Detailed records of the visits made to the parent/guardian's home or place of employment and the results of those visits.

The appropriate JCPS Representative shall document attempts to obtain parent/guardian consent, which may include attempts to obtain parent/guardian consent through any of the means described in a, b, or c above. A JCPS Representative maintains documentation of these attempts in the child's special education records.

(2) If the parent/guardian of a child with a disability refuses to consent to the initial evaluation or fails to respond to a request to provide consent, JCPS may pursue the initial evaluation by using the procedures in 707 KAR 1:340 for mediation, dispute resolution meeting, or a due process hearing. However, JCPS shall still be considered to be in compliance with 707 KAR 1:300, Section 4, and 707 KAR 1:310 if it declines to pursue the evaluation. Determinations as to filing for due process hearings or appeals on behalf of the district shall be made by the Board of Education, except that the Superintendent, or designee, may request due process hearings and extensions due to substantial likelihood of harm/danger by a student to himself or others. Determinations as to filing for mediation on behalf of the district shall be made by the Superintendent, or designee.

(3) If the child is a foster child or is in the custody of a public child welfare agency, and is not residing with the parent/guardian, but parent/guardian rights have not been terminated, JCPS shall make reasonable efforts to obtain informed consent from the parent/guardian for any consent required under IDEA, including consent for an initial evaluation. A judge may order that someone other than the parent/guardians may give consent for initial evaluation.



(4) If the child is in the custody of the state and is not residing with the child's parent/guardian, JCPS is not required to obtain consent from the parent/guardian for initial evaluations to determine the eligibility of the child if:

- (a) Despite reasonable efforts, JCPS cannot discover the whereabouts of the parent/guardian(s);
- (b) The rights of the parent/guardian(s) have been terminated by a court of competent jurisdiction; or
- (c) The rights of the parent/guardian(s) to make educational decisions have been subrogated by a court of competent jurisdiction and an individual appointed by the court to represent the child has given consent to the initial evaluation.

(5) In order to document the reasonable efforts taken by JCPS to discover the whereabouts of the parent/guardian(s), JCPS shall keep a record of its attempts which may include:

- (a) Detailed records of telephone calls made or attempted and the results of those calls;
- (b) Copies of correspondence sent to the parent/guardians and any responses received; and
- (c) Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits.

(6) If the parent/guardian of a child refuses to give consent for the provision of initial specially designed instruction and related services or fails to respond to a request for consent, JCPS shall not provide such services and shall not use a due process hearing or mediation procedures in order to obtain agreement or a ruling that the services may be provided to the child.

(7) JCPS shall obtain consent before conducting a reevaluation of a child with a disability. If the parent/guardian refuses to consent, JCPS may pursue the reevaluation by using the procedures in 707 KAR 1:340 for mediation, dispute resolution meeting, or a due process hearing.

(8) Parent/guardian consent for reevaluation shall not be required if JCPS can demonstrate that:

- (a) It made reasonable efforts to obtain such consent and followed the procedures in subsection 5 of this section to document those efforts; and
- (b) The parent/guardian failed to respond.

(9) Parent/guardian consent shall not be required before:

- (a) Reviewing existing data as part of an evaluation or reevaluation; or

(b) Administering a test or other evaluation that is administered to all children unless consent is required of all parent/guardians before the administration of the test or evaluation.

(10) JCPS shall not be considered to be in violation of the requirements to make a free appropriate public education available to the child if the school district decides not to pursue the consent through due process procedures set out in Sections 9 and 11 of 707 KAR 1:340 and JCPS shall not be required to convene an ARC meeting or develop an IEP if the parent/guardian of the child:

- (a) Fails to respond or refuses to consent to a request for evaluation;
- (b) Fails to respond or refuses to consent to a request for services; or
- (c) Refuses to consent to a reevaluation.

(11) The appropriate JCPS Representative shall document the parent/guardian refusal or failure to respond.

(12) If a parent/guardian of a child who is home schooled or placed in a private school by the parent/guardians at their own expense does not provide consent for the initial evaluation or the reevaluation, or the parent/guardian fails to respond to a request to provide consent:

- (a) JCPS may not use the consent override procedures of the law in an attempt to force the evaluation, and
- (b) JCPS is not required to consider the child as eligible for services under 34 CFR. §§300.132 through 300.144.

## **Section 6. Representation of Children**

(1) If the child is a foster child and does not reside with the child's parent/guardians, JCPS shall make reasonable efforts to obtain the informed consent of the parent/guardian for an initial evaluation. JCPS shall not be required to obtain this consent if:

- (a) Despite reasonable efforts, JCPS cannot discover the whereabouts of the parent/guardians;
- (b) The rights of the parent/guardians have been terminated in accordance with state law; or
- (c) The rights of the parent/guardians to make educational decisions have been subrogated by a court in accordance with state law and the consent for initial evaluation has been given by someone appointed by the judge to represent the child.

(2) The biological or adoptive parent/guardian, when attempting to act as the parent/guardian and when more than one (1) party meets the definition of parent/guardian under 707 KAR 1:280, shall be presumed to be the parent/guardian for purposes of 707 KAR Chapter 1, unless the biological or adoptive parent/guardian does

not have the legal authority to make educational decisions for the child. If there is a judicial order that identifies a specific person or persons under 707 KAR 1:280(43)(a)-(d) to act as the parent/guardian of a child or to make educational decisions on behalf of a child, the order shall prevail.

(3) JCPS shall ensure the rights of a child are protected by determining a legally appropriate educational representative for the child. JCPS shall appoint a surrogate parent/guardian to make educational decisions for the child if:

- (a) No parent/guardian as defined in 707 KAR 1:280 can be identified;
- (b) JCPS, after reasonable efforts, cannot discover the whereabouts of the parent/guardians;
- (c) The child is a ward of the state as defined in 707 KAR 1:280; or
- (d) The child is an unaccompanied homeless youth as defined in the McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431.

(4) JCPS shall keep a record of the reasonable efforts it made to discover the whereabouts of the parent/guardians, such as:

- (a) Detailed records of the telephone calls made or attempted and the results of those calls;
- (b) Copies of correspondence sent to the parent/guardians and any responses received; and
- (c) Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits.

(5) JCPS shall have a procedure for determining whether a child needs a surrogate parent/guardian and assigning a surrogate parent/guardian to the child. The surrogate parent/guardian of the child shall have all the rights afforded parent/guardians under Part B of IDEA, 34 C.F.R. Part 300, and 707 KAR Chapter 1, to make decisions about educational issues for a child.

(6) JCPS shall have a procedure for selecting surrogates. A surrogate:

- (a) Shall not be an employee of KDE, JCPS, or any other agency that is involved in the education or care of the child;
- (b) Shall not have any personal or professional interest that conflicts with the interests of the child; and
- (c) Shall have knowledge and skills that ensure adequate representation of the child.

(7) A person who is otherwise qualified to be a surrogate parent/guardian shall not be considered an employee of JCPS solely because he or she is paid by JCPS to serve as a surrogate parent/guardian.

(8) In the case of a child who is an unaccompanied homeless youth, appropriate staff of emergency shelters, transitional shelters, independent living programs, and street

outreach programs may be appointed as temporary surrogate parent/guardians without regard to the criteria listed in subsection (6) of this section until a surrogate parent/guardian can be appointed that meets all the requirements of this section.

(9) The appropriate JCPS Representative reviews appropriate records and may contact appropriate state agencies to assist with the determination of the need for a surrogate parent/guardian.

(10) A JCPS Representative assures that each child is represented by an appropriate educational representative at all decision-making points in the process of identification, evaluation, placement and provision of a free and appropriate public education.

(11) As soon as possible after the referral is completed, a JCPS Representative determines if the child is emancipated, and therefore represents himself in educational decision-making or must be represented by an adult, such as a biological or adoptive parent/guardian, legal guardian, person acting as a parent/guardian, or surrogate parent/guardian.

(12) If a JCPS Representative determines the child is to be represented by a legal guardian, or is emancipated by court order or marriage, the JCPS Representative obtains an official copy of the court order, appointing the guardian, or emancipating the student, or official proof of the marriage. The official copy of the court order or proof of marriage document is placed in the educational records of the child.

(13) The Chief of Exceptional Child Education, or designee, develops a pool of potential surrogate parent/guardians. The Chief of Exceptional Child Education, or designee, maintains a file of eligible surrogate parent/guardian applications, including the names, addresses, phone numbers and training status of the individuals who have agreed to serve as surrogate parent/guardians.

(14) The Chief of Exceptional Child Education, or designee, arranges for training persons selected as surrogate parent/guardians to assist them with acquiring knowledge and skills to effectively represent the children.

(15) The Chief of Exceptional Child Education, or designee, notifies the surrogate in writing of termination of the need for the surrogate parent/guardian due to expiration of the assignment period; if the whereabouts of the biological or adoptive parent/guardians or legal guardians become known; upon emancipation of the child; or if the surrogate no longer meets the qualifications and criteria to serve as a surrogate parent/guardian.

(16) The Chief of Exceptional Child Education, or designee, maintains written documentation relative to any disagreement regarding the choice of a surrogate in his/her administrative files.

(17) JCPS shall make reasonable efforts to ensure the assignment of a surrogate not more than thirty (30) days after there is a determination by JCPS that the child needs a surrogate.

(18) The surrogate parent/guardian may represent the child in all matters relating to the identification, evaluation, and educational placement of the child and the provision of FAPE to the child.

(19) When a child with a disability reaches the age of majority, all rights under 707 KAR Chapter 1 shall transfer from the parent/guardians to the child, unless the child has been declared incompetent under KRS Chapter 387 in a court of law. JCPS shall notify the child with a disability and the parent/guardians of the transfer of the rights.

## **Section 7. State Complaint Procedures**

See Appendix for the Kentucky regulation. Refer to the KDE Special Education Procedures Manual (State Plan) for other provisions regulating the complaint process.

## **Section 8. Right to Mediation and Due Process Hearings**

(1) JCPS and parent/guardian of a child with a disability shall have the right to request mediation from KDE to resolve any disputes that may arise under 707 KAR Chapter 1.

(2) Except for initial placement, a parent/guardian or JCPS may initiate a due process hearing on any of the matters described in the written notice relating to identification, evaluation or educational placement of a child with a disability or the provision of FAPE to the child or the refusal to initiate or change the identification, evaluation, or educational placement of the child.

(a) Exception: If the parent/guardian refuses consent for provision of initial services, JCPS shall not provide special education and related services to the child by utilizing a due process hearing.

(3) When a hearing is initiated, the appropriate JCPS Representative shall inform the parent/guardian of the availability of mediation to resolve the dispute.

(4) The appropriate JCPS Representative shall inform the parent/guardian of any free or low-cost legal and other relevant services available in the area if the parent/guardian requests the information or if a parent/guardian or JCPS initiates a hearing. The Chief of Exceptional Child Education, or designee, shall provide the JCPS Representative with a list of these legal or other relevant services.

## **Section 9. Mediation Rights**

(1) JCPS must ensure that procedures are established and implemented to allow parties to disputes involving any matter under this part, including matters arising prior to the filing of a due process complaint, to resolve disputes through a mediation process. See Appendix for the Kentucky regulation.

## **Section 10. Dispute Resolution Meetings**

See Appendix for the Kentucky regulation.

## **Section 11. Hearing Rights**

See Appendix for the Kentucky regulation

## **Section 12. Appeal of Decision (includes Stay Put)**

See Appendix for the Kentucky regulation

## **Section 13. Discipline Procedures**

(1) The ARC may consider any circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

(2) School personnel may remove a student with a disability who violates a code of student conduct from the student's placement to an appropriate interim alternative education setting, another setting, or suspension, for not more than ten (10) consecutive school days (to the extent those alternatives are applied to children without disabilities).

(3) School personnel may remove a student with a disability from the student's current placement for additional periods of time of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change in placement because of disciplinary removals.

(4) After a child with a disability has been removed from the child's current placement for ten (10) school days in the same school year, educational services as described in subsection (5) (a) and (b) below shall be provided during any subsequent days of removal.

(5) A child with a disability who is removed from the child's current placement for more than ten (10) consecutive school days, including an IAES placement, shall:

(a) Continue to receive a free, appropriate public education so as to enable the child to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and

(b) Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services, and modifications, that are designed to address the behavior violation so that it does not recur.

(6) The services described in subsection (5) of this section may be provided in an interim alternative educational setting.

(7) JCPS shall provide educational services to a child with a disability during periods of removal of ten (10) or less school days in the same school year if it provides services to children without disabilities who are similarly removed.

(8) After a child with a disability has been removed from the child's current placement for ten (10) school days in the same school year, and the current removal is for not more than ten (10) consecutive school days and is not a change in placement because of disciplinary removals, school personnel, in consultation with at least one (1) of the child's teachers, shall determine the extent to which educational services explained in subsection (5) of this section are needed.

(9) If a removal is a change in placement because of disciplinary removals, the child's ARC shall convene within ten (10) school days after the change of placement is made and shall determine the appropriate educational services for the child. If the student has been placed in an interim alternative educational setting, JCPS shall invite staff from that alternative setting to the ARC meeting.

#### **Section 14. Manifestation Determination and Interim Alternative Educational Setting (IAES)**

(1) Within ten (10) school days of any decision to change the placement (including an IAES) of a child with a disability because of a violation of a code of student conduct, the relevant members of the child's ARC, as determined by JCPS and the parent/guardian, shall convene a meeting to review all relevant information in the student's file, including the child's IEP, any teacher observations, teacher-collected data, and any relevant information provided by the parent/guardians to determine:

(a) If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or

(b) If the conduct in question was the direct result of the LEA's failure to implement the IEP.

(2) The conduct shall be determined to be a manifestation of the child's disability if the ARC determines that either of the conditions in subsection (1)(a) or (b) of this section was met.

(3) If the ARC determines the condition described in subsection (1)(b) of this section was met, JCPS shall take immediate steps to remedy those deficiencies.

(4) If the ARC determines the conduct was a manifestation of the child's disability, the ARC shall:

- (a) (i) Conduct/provide for a functional behavioral assessment, unless the LEA had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred and had implemented a behavioral intervention plan for the child; or
- (ii) Review the behavioral intervention plan, (if one has already been developed) and modify it, as necessary, to address the behavior; and

(b) Return the child to the placement from which the child was removed unless JCPS and the parent/guardian agree to a change of placement as part of modification of the behavioral intervention plan or because of the special circumstances (interim alternative educational setting) explained in subsection (5) of 707 KAR 1:340.

(5) School personnel may remove a child with a disability to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is a manifestation of the child's disability if the child:

- (a) Carries a weapon to, or possesses a weapon at school, on school premises, or to, or at, a school function under the jurisdiction of KDE or JCPS;
- (b) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the KDE or JCPS; or
- (c) Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of KDE or JCPS.

(6) If the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, as described in 1(a) and 1(b) of this section, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities for removals that would exceed ten (10) consecutive school days. If the ARC determines the behavior is not related to the disability of the child, the District Representative documents the ARC's decision on the district form including:

- (a) The decision of the ARC;
- (b) A description of any evaluation procedure, test, record, or report the ARC used to reach its decision; and



(c) Any other factors relevant to the ARC's decision.

(7) On the date on which a decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of the code of student conduct, JCPS shall notify the parent/guardians of the decision and provide the parent/guardians with a copy of the procedural safeguards including parent/guardian's rights in accordance with Section 4 of 707 KAR 1:340.

(8) The ARC of the child shall determine the interim alternative educational setting and the services for any child removed under Sections 13(4), 13(10) and 14(5) of 707 KAR 1:340.

### **Section 15. Appeals from Placement Decisions and Expedited Due Process Hearings**

(1) The parent/guardian of a child with a disability who disagrees with any decision regarding placement under Section 13 or 14 of 707 KAR 1:340 or the manifestation determination, or if JCPS believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others may request a hearing by filing using the procedures contained in Sections 8 and 11 of 707 KAR 1:340.

(2) Before imposing, or applying to a hearing officer or judge for, an interim alternative educational setting placement the ARC shall attempt to obtain parent/guardian agreement to the proposed change of placement.

(3) A hearing officer shall hear and make a determination regarding an appeal requested pursuant to subsection (1) of this section.

(4) In making a determination, the hearing officer may order a change in placement of a child with a disability. The hearing officer may:

- (a) Return the child to the placement from which the child was removed; or
- (b) Order a change in placement of the child to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

(5) When an appeal under this section has been requested, the child shall remain in the interim alternative educational setting pending the decision of the hearing officer, or until the expiration of the time provided for in subsection 15(3)(b) of 707 KAR 1:340, whichever occurs first, unless the parent/guardian and JCPS agree otherwise.

(6) An appeal under this section shall:

- (a) Be conducted in an expedited manner;
- (b) Shall occur within twenty (20) school days from the date the request is filed; and

(c) Shall result in a determination within ten (10) school days after the hearing.

(7) The Superintendent, or designee, may apply to an appropriate court for injunctive relief under KRS 158.150 or federal IDEA provisions if the parent/guardian and the other members of the ARC cannot agree upon a placement and the current placement will likely result in injury to the student or others.

## **Section 16. Protections for Children not Determined Eligible for Special Education Services**

(1) Basis of Knowledge -- JCPS shall be deemed to have knowledge that a child is a child with a disability if:

- (a) The parent/guardian of the child has expressed concern in writing (or orally if the parent/guardian cannot express it in writing) to supervisory or administrative personnel of the JCPS, or to a teacher of the child, that the child is in need of special education and related services;
- (b) The parent/guardian of the child has requested an evaluation for special education services; or
- (c) The teacher of the child, or other personnel of JCPS, has expressed concern about a pattern of behavior or performance demonstrated by the child directly to JCPS director of special education or to other supervisory personnel of JCPS.

(2) JCPS shall not be deemed to have knowledge that a child is a child with a disability if, after receiving information that the child may have a disability, JCPS:

- (a) Conducted an evaluation and determined the child was not a child with a disability;
- (b) Determined an evaluation was not necessary and provided notice to the parent/guardians of these determinations; or
- (c) The parent/guardians refused to consent to an evaluation or refused initial services.

(3) Conditions that apply if JCPS does not have a Basis of Knowledge --

- (a) If JCPS does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be subjected to the same disciplinary measures applied to children without disabilities who engaged in comparable behaviors.
- (b) If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner.
- (c) Until the evaluation is completed, the child shall remain in the educational placement determined by school authorities, which may include suspension or expulsion without educational services unless educational services are required under some other provision of law.

(d) If the child is determined to be eligible for special education services, taking into consideration information from the evaluation conducted by JCPS and information provided by the parent/guardians, JCPS must provide special education and related services.

### **Section 17. Reporting to Law Enforcement Agencies**

(1) Notwithstanding any provisions of 707 KAR Chapter 1, an agency may report a crime committed by a child with a disability to appropriate authorities.

(2) If JCPS reports a crime committed by a child with a disability, the building principal, or designee, shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the extent the transmission is permitted by the Family Educational Rights and Privacy Act, 20 USC Section 1232g.

## **Chapter 7 – Placement Decisions. (707 KAR 1:350)**

### **Section 1. Placement Decisions**

- (1) JCPS shall ensure that to the maximum extent appropriate, children with disabilities, including children placed by JCPS in public or private institutions or other care facilities, are educated with children who are non-disabled. All services and educational placements are individually determined based on the child's unique abilities and needs. JCPS shall ensure that special classes, separate schooling or other removal of children with disabilities from the regular educational environment occurs only if education in the regular education environment with the use of supplementary aids and services cannot be satisfactorily achieved due to the nature or severity of the disability.
- (2) JCPS shall ensure that a continuum of alternative placements is available to meet the needs of children with disabilities for special education and related services.
- (3) The continuum shall include the alternative placements of:
  - (a) Instruction in regular classes;
  - (b) Special classes;
  - (c) Special schools;
  - (d) Home instruction; and
  - (e) Instruction in hospitals and institutions.
- (4) JCPS shall make provision for supplementary services to be provided in conjunction with regular class placement if/as determined needed by the ARC for each individual child with a disability.
- (5) In determining the educational placement of a child with a disability, JCPS shall ensure that the placement decision is made by the ARC in conformity with the least restrictive environment provisions.
- (6) A child's placement shall be:
  - (a) Determined at least annually;
  - (b) Based on the child's IEP; and
  - (c) As close as possible to the child's home.
- (7) Unless the IEP of a child with a disability requires some other arrangement, the child shall be educated in the school that he would attend if non-disabled.
- (8) In selecting the least restrictive environment, consideration shall be given to any potential harmful effects on the child or on the quality of services that he needs.

(9) A child with a disability shall not be removed from education in age-appropriate regular classrooms solely because of needed modifications in the general education curriculum.

(10) In providing or arranging for the provision of nonacademic and extracurricular services and activities, JCPS shall ensure that a child with a disability participates with non-disabled children in those services and activities to the maximum extent appropriate to the needs of the child.

(11) The ARC determines any variation of the length of the school day for a student with a disability by reviewing the IEP and other relevant data as required by KDE and makes decisions based on that review. A JCPS Representative must inform the Chief of Exceptional Child Education, or designee, if an ARC determines the condition of any child with a disability warrants less than a full day of attendance. The ARC and the Chief of Exceptional Child Education, or designee, follow KDE regulations and procedures and all local Board of Education policies and procedures concerning a shortened school day.

## **Section 2. Class Size**

(1) JCPS shall provide special education for each child with a disability in accordance with the following maximum caseloads for special classes (as determined by KDE instructions for the December Child Count Forms) for each child with a disability as follows:

- (a) Emotional-behavior disability is eight (8);
- (b) Functional mental disability is ten (10);
- (c) Hearing impairment is six (6);
- (d) Mild mental disability is fifteen (15);
- (e) Multiple disabilities is ten (10);
- (f) Orthopedic impairment is sixteen (16);
- (g) Other health impairment is sixteen (16);
- (h) Specific learning disability for primary is ten (10) and for secondary is fifteen (15); and
- (i) Visual impairment is ten (10).

(2) JCPS shall provide special education for each child with a disability in accordance with the following maximum caseloads for resource classes:

- (a) Emotional-behavior disability is eight (8);
- (b) Functional mental disability is eight (8);
- (c) Hearing impairment is eight (8);
- (d) Mild mental disability is ten (10);

- (e) Multiple disabilities is eight (8);
  - (f) Orthopedic impairment is ten (10);
  - (g) Other health impairment is ten (10);
  - (h) Specific learning disability is ten (10); and
  - (i) Visual impairment is eight (8).
- (3) Children with disabilities that meet the definition of autism; deaf-blindness; developmental delay for ages six (6), seven (7), and eight (8); and traumatic brain injury shall be served in regular classes, special classes, or resource classes as determined by the ARC.
- (4) If a teacher of exceptional children provides services through the collaborative model, the maximum caseload shall not exceed twenty (20) children with disabilities for secondary, and fifteen (15) children with disabilities for primary.
- (5) Pursuant to KRS 157.360, if caseload for special classes or class size for resource classes exceeds the maximum specified in this section for thirty (30) days, JCPS shall submit a waiver request to KDE. The waiver request will be prepared by the Chief of Exceptional Child Education, or designee, on the form provided by KDE. The Superintendent shall submit the request according to the instructions from KDE.

### **Section 3. Case Load for Resource Teachers**

Caseloads for resource teachers shall refer to the maximum number of student records a teacher may be assigned. JCPS shall make those assignments based on the following:

- (a) Emotional-behavioral disability is fifteen (15);
- (b) Functional mental disability is ten (10);
- (c) Hearing impairment is eight (8);
- (d) Mild mental disability for primary is fifteen (15) and for secondary is twenty (20);
- (e) Multiple disabilities is ten (10);
- (f) Orthopedic impairment is twenty (20);
- (g) Other health impairment is twenty (20);
- (h) Specific learning disability for primary is fifteen (15) and for secondary is twenty (20);
- (i) Visual impairment is ten (10); and
- (j) Speech language pathologist caseload limits as contained in KRS 334A.190.

## **Chapter 8 – Confidentiality (707 KAR 1:360)**

Refer to General Board of Education Policy and Administrative Procedure 09.14 for other provisions regarding confidentiality of records for all students.

### **Section 1. Access Rights**

(1) JCPS shall permit a parent/guardian to inspect and review any education records relating to their child that are collected, maintained, or used by JCPS. The school Principal and/or Chief of Exceptional Child Educator, or designee, shall comply with a request without unnecessary delay and before any meeting regarding an IEP, including ARC meetings, mediations, due process hearings, and dispute resolution meetings, and in no case more than forty-five (45) days after the request has been made.

(2) The right to inspect and review education records under this administrative regulation shall include:

(a) The right to a response from JCPS to reasonable requests for explanations and interpretations of the records;

(i) The building principal, or designee, shall take steps to obtain translation, or other means, to provide explanations and interpretations to parent/guardians in an effective mode of communication in a timely manner.

(b) The right to request that JCPS provide copies of the records containing the information if failure to provide those copies would effectively prevent the parent/guardian from exercising the right to inspect and review the records; and

(c) The right to have a representative of the parent/guardian inspect and review the records.

(3) JCPS may presume that a biological or adoptive parent/guardian has authority to inspect and review records relating to his child unless JCPS has been advised under a court order that the parent/guardian does not have the authority.

### **Section 2. Record of Access**

Each building principal, or designee, shall keep a record of parties obtaining access to education records collected, maintained, or used under 707 KAR Chapter 1 (except access by parent/guardians and authorized employees of JCPS), including:

(1) The name of the party;

(2) The date access was given; and

(3) The purpose for which the party is authorized to use the records.

### **Section 3. Records on More Than One Child**

(1) If any education record includes information on more than one (1) child, the parent/guardians of those children shall have the right to inspect and review only the information relating to their child or to be informed of only that specific information.

(2) JCPS provides information from records containing data on more than one child in such a way as to preserve the confidentiality of the other students. If a parent/guardian requests to review and inspect educational records that have information about more than one child (e.g., attendance rosters, child tracking systems, grade books, etc.), then the person responsible for the maintenance of those records makes a copy of the records requested. Before providing the parent/guardian access to the copy, the person responsible for the record removes any personally identifiable information regarding other children. JCPS does not maintain personally identifiable information about any child in the educational record of another child.

### **Section 4. Types and Location of Information**

The building principal, or designee, shall provide parent/guardians, on request, a list of the types and location of education records regarding their child with disabilities that is collected, maintained, or used by JCPS.

### **Section 5. Fees**

(1) JCPS may charge a fee for copies of records that are made for a parent/guardian under 707 KAR Chapter 1, if the fee does not effectively prevent the parent/guardian from exercising his right to inspect and review the records. Fees are determined by JCPS Board of Education.

(2) JCPS shall not charge a fee to search for or to retrieve information under 707 KAR Chapter 1.

### **Section 6. Amendment of Records and Opportunity for Hearing**

(1) A parent/guardian who believes that information in the education records collected, maintained, or used under 707 KAR Chapter 1 is inaccurate, misleading, or violates the privacy or other rights of the child may request JCPS to amend the information. Once a request is made by a parent/guardian for an amendment to be made to the child's record, JCPS shall respond within ten (10) school days

(2) If a request to amend the information is made by a parent/guardian or legal guardian, the hearing procedures contained in 702 KAR 1: 140 shall apply. (Also, refer



to Board Policy and Administrative Procedure 09.14 – Student Records for JCPS policy governing such requests.)

## **Section 7. Consent**

(1) Except as to disclosures to appropriate law enforcement agencies as referenced in 707 KAR 1:340, Section 17, signed and dated written parent/guardian consent shall be obtained before personally identifiable student information is:

- (a) Disclosed to anyone other than officials of the participating agencies collecting or using the information under 707 KAR Chapter 1; or
- (b) Used for any purpose other than meeting a requirement under 707 KAR Chapter 1.

(2) JCPS shall not release information from education records to participating agencies without parent/guardian consent unless authorized to do so under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232g. For the Confidentiality Chapter of these procedures, participating agency means any agency or institution that collects, maintains, or uses personally identifiable information, or from which information is obtained, under Part B of the Act (IDEA).

(3) Parent/guardian consent, or the consent of an eligible child under FERPA , must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services in accordance with 34 CFR § 300.321(b)(3).

(4) In compliance with Board Policy and Administrative Procedure 09.14 – Student Records, JCPS obtains written consent from a parent/guardian or eligible student under FERPA, before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

(5) If a parent/guardian or eligible student so requests, JCPS shall provide him/her with a copy of the records disclosed. If a parent/guardian so requests, JCPS shall provide a student who is not an eligible student with a copy of the records disclosed.

(6) If a parent/guardian refuses to provide consent for release of personally identifiable information, a party, including JCPS, may request a due process hearing pursuant to 707 KAR 1:340 or comply with FERPA.

## **Section 8. Safeguards**

(1) JCPS shall protect the confidentiality of personally identifiable student information at collection, storage, disclosure, and destruction stages.

(2) JCPS shall assign a staff member to assume responsibility for ensuring the confidentiality of any personally identifiable student information. The DPP and/or Chief of Exceptional Child Education, or designee, is responsible for developing and implementing methods to safeguard personally identifiable student information for JCPS.

(3) A JCPS employee collecting or using personally identifiable information shall receive training or instruction regarding the requirements of 707 KAR 1:360. The DPP and Chief of Exceptional Child Education, or designee, are responsible for assuring that this training is provided.

(4) JCPS shall maintain, for public inspection, a current listing of the names and positions of employees within JCPS who may have access to personally identifiable student information, i.e., Disclosure Without Consent list. This list may include those with whom JCPS has contracted to perform a special task.

(5) Board Policy and Administrative Procedure 10.11 – Access to Public Records, provide that JCPS shall annually notify parent/guardians of students currently in attendance, or eligible students currently in attendance, of their rights under FERPA and its implementing regulations.

## **Section 9. Destruction of Information**

(1) JCPS shall inform the parent/guardian when personally identifiable student information collected, maintained, or used under 707 KAR Chapter 1 is no longer needed to provide education services to a child. The information shall be destroyed at the request of a parent/guardian, subject to the following: The Chief Academic Officer, Chief of Exceptional Child Education, or designee, destroys records only in accordance with the law and as specified in the JCPS Records Retention Schedule. Destruction means physical destruction or removal of personal identifiers from information so the information is no longer personally identifiable.

(2) However, a permanent record of a child's name, address, and phone number, their grades, attendance records, classes attended, grade level completed, and year completed may be maintained without time limitations.

## **Section 10. Children's Rights**

The rights of parent/guardians regarding education records under FERPA and 707 KAR Chapter 1 shall be transferred to the child at age eighteen (18), unless the child has been declared incompetent under KRS Chapter 387 in a court of law.

## **Chapter 9 – Children with Disabilities Enrolled in Private Schools (KAR 1:370)**

### **Section 1. Children with disabilities enrolled in private schools by their parent/guardians when FAPE is at issue**

(1) JCPS shall make FAPE available to each child with a disability. If a parent/guardian decides to place his child with a disability in a private school after the offer of FAPE, JCPS shall not be required to pay for the cost of the private education. Disagreements between a parent/guardian and JCPS regarding the availability of a program appropriate for the student and financial responsibility shall be subject to the due process procedures in 707 KAR 1 :340.

(2) If a parent/guardian of a child with a disability, who previously received special education and related services under the authority of JCPS, enrolls the child in a private school without the consent of or referral by JCPS, a hearing officer or a court may award financial reimbursement to the parent/guardian if it is determined JCPS did not offer FAPE to the child in a timely manner and the private placement is appropriate. This may be awarded even if the parent/guardians did not receive consent from JCPS for the private placement and JCPS did not make a referral to the private school. A hearing officer or a court may determine a private school placement to be appropriate even though it does not meet state standards that apply to JCPS.

(3) The amount of the financial reimbursement described in subsection (2) of this section may be reduced or denied if:

- (a) At the most recent ARC meeting prior to the removal by the parent/guardians of their child with a disability from the public school, the parent/guardians did not inform JCPS that they were rejecting the proposed JCPS placement, including stating their concerns and their intent to enroll the child in a private school at public expense; or
- (b) At least ten (10) business days (including any holidays that occur on a business day) prior to the removal of the child from the public school, the parent/guardians did not give written notice to JCPS of the information described in paragraph (a) of this subsection;
- (c) Prior to the parent/guardian's removal of the child, JCPS informed the parent/guardians of its intent to evaluate the child (including a statement of the purpose of the evaluation that was appropriate and reasonable), but the parent/guardians did not make the child available for the evaluation; or
- (d) There is a judicial finding that the actions taken by the parent/guardians were unreasonable.

(4) The amount of financial reimbursement shall not be reduced or denied for failure to provide the notice described above if:

- (a) The parent/guardian is illiterate;

(b) Compliance with the notice requirement would likely result in physical or serious emotional harm to the child;

(c) The school prevented the parent/guardian from providing the notice; or

(d) The parent/guardian had not received notice from JCPS of his obligation to provide this notice.

(5) JCPS provides notice of the parent/guardians' responsibilities to give notice to JCPS prior to removal of the child from JCPS to private school through its Parent/guardians Procedural Safeguards (Parent/guardian's Rights) document provided to parent/guardians in accordance with the Procedural Safeguards and State Complaint Procedures Chapter of these procedures.

## **Section 2. Child Find for Children with Disabilities Enrolled by Their Parent/guardians in Private School**

(1) JCPS shall locate, identify, and evaluate all private school children with disabilities, including school children attending private, religious schools within the boundaries of JCPS. These activities shall be comparable to the activities to locate, identify, and evaluate children with disabilities in the public schools. An LEA in which private schools are located shall include parentally-placed private school children who attend those schools but reside in a state other than Kentucky in its Child Find activities.

(2) JCPS shall maintain in its records and provide to KDE:

(a) The number of children evaluated under this section;

(b) The number of children determined to be children with disabilities under this section; and

(c) The number of children served under this section.

(3) JCPS shall consult with appropriate representatives of the private schools on how to carry out these activities.

(4) The Child Find process must be designed to ensure:

(a) The equitable participation of parentally-placed private school children; and

(b) An accurate count of those children.

(5) Child Find activities shall be completed in a time period comparable to that for students attending public school in JCPS. JCPS shall not consider the costs, including the cost of individual evaluations, incurred by its Child Find activities in meeting its obligation under Section 4(3) of 707 KAR 1:370.

(6) If a child is enrolled, or is going to enroll in a private school that is not located in the LEA of the parent/guardian's residence, parent/guardian consent must be obtained before any personally identifiable information about the child is released from officials

in the LEA where the private school is located to officials in the LEA of the parent/guardian's residence.

### **Section 3. Parent/guardian Consent**

(1) If a parent/guardian of a child who is parentally placed in a private school does not provide consent for the initial evaluation or the reevaluation or a parent/guardian fails to respond to such a request, JCPS:

- (a) Shall not use the procedures in 707 KAR 1:340 for mediation, dispute resolution meeting, or a due process hearing;
- (b) Shall not be required to consider the child as eligible for services under 707 KAR 1:370; and
- (c) Shall document its attempts to obtain parent/guardian consent which may include records of telephone calls, copies of correspondence, records of home or place of employment visits, and the results of these efforts.

### **Section 4. Basic Requirements**

(1) JCPS shall provide special education and related services to parentally placed private school children with disabilities in accordance with the procedure found in Section 5 of 707 KAR 1:370, to the extent consistent with the number and location of these children enrolled in private schools located within the school district boundaries.

(2) A service plan shall be developed and implemented for each private school child with a disability who has been designated by JCPS to receive special education and related services under Section 5 of 707 KAR 1:370.

(3) To meet this requirement, JCPS shall spend a proportionate amount of the federal money it receives under the IDEA pursuant to 34 CFR 300.133. This amount shall be determined after JCPS has completed its Child Find activities and submitted a child count figure to KDE. This child count shall be conducted on December 1 of each year.

### **Section 5. Consultation**

(1) Prior to the beginning of each school year, the Chief of Exceptional Child Education, or designee, shall consult, in a timely and meaningful fashion, with private school representatives and parent/guardians or representatives of parent/guardians of parentally-placed private school children with disabilities during the design and development of special education and related services regarding the following:

- (a) The Child Find process, including how children suspected of having a disability can participate equitably and how parent/guardians, teachers, and private school officials will be informed of the process;

- (b) The determination of the proportionate share of federal funds, including how calculated;
- (c) How the consultation process will operate throughout the school year to ensure that parentally-placed children with disabilities identified through the Child Find process can meaningfully participate in special education and related services;
- (d) How, where, and by whom special education and related services will be provided including a discussion of:
  - (i.) The types of services, including direct services and alternate service delivery methods;
  - (ii.) How special education and related services will be apportioned if funds are not sufficient to serve all parentally placed private school students with disabilities; and
  - (iii.) How and when those decisions will be made; and
- (e) How JCPS will provide a written explanation to the private school officials of the reasons why it chose not to provide services directly or through a contract, if JCPS disagrees with the views of the private school representatives.

(2) When timely and meaningful consultation has occurred, JCPS Chief of Exceptional Child Education, or designee, shall obtain a written affirmation signed by the representatives of the private schools. If a private school does not provide the affirmation within a reasonable period of time, JCPS shall forward the documentation of the consultation process to the KDE.

## **Section 6. Services Provided**

- (1) JCPS shall ensure that services provided under a services plan shall be provided by personnel meeting the same standards as personnel providing services in the public school, except private school teachers who provide services under a service plan shall not have to meet the highly-qualified special education teacher requirements of 20 U.S.C. 1401(10).
- (2) Private school children with disabilities may receive a different amount of services than children with disabilities in public schools. There shall be no individual right to special education and related services, but the student shall receive the services provided in the service plan in light of the services JCPS has determined to provide.
- (3) A private school child with a disability who has been designated to receive services shall have a services plan that describes the specific special education or related services JCPS will provide in light of the services JCPS has determined to provide private school children with disabilities through the process in 707 KAR 1:370 Section 5.

- (4) The services plan shall, to the extent appropriate:
  - (a) Meet the requirements of an IEP under 707 KAR 1:320 with respect to the services provided; and
  - (b) Be developed, reviewed, and revised consistent with the requirements to develop, review, and revise IEPs.
- (5) JCPS shall ensure that a representative of the private school attends each ARC meeting. If the representative cannot attend, the appropriate JCPS Representative shall use other methods to ensure participation by the private school, including individual or conference telephone calls.
- (6) Services delivered through a service plan shall be provided by:
  - (a) Employees of JCPS; or
  - (b) Through a contract with JCPS.
- (7) Special education and related services provided through a service plan shall be secular, neutral, and no ideological.

## **Section 7. Location of Services**

- (1) A service to a private school child with a disability may be provided at a site determined by JCPS and not otherwise prohibited by law. If necessary for the child to benefit from or participate in the services provided under a services plan, the private school child with a disability shall be provided transportation:
  - (a) From the child's school or the child's home to a site other than the private school; and
  - (b) From the service site to the private school, or to the child's home, depending on the timing of the services.
- (2) JCPS is not required to provide transportation from the child's home to the private school.
- (3) The cost of transportation may be included in calculating the amount to be expended on private school children with disabilities.

## **Section 8. Due Process Procedures**

- (1) The due process procedures afforded to parent/guardians and children with disabilities described in 707 KAR 1:340, Sections 4, 6, 8, 9, 10, 11, 12 shall not apply to complaints that JCPS failed to meet the requirements of 707 KAR 1:370, including the provision of services indicated on a services plan. However, these requirements may be the basis for a written formal complaint under 707 KAR 1:340, Section 7. The due process procedures described in 707 KAR 1:340 shall apply to complaints that JCPS

failed to complete its responsibilities under Child Find for private school children with disabilities and its responsibilities to evaluate and determine eligibility for private school children with disabilities.

(2) A private school official has the right to submit a state written complaint to JCPS and KDE as outlined in 707 KAR 1:340, Section 7, for allegations that JCPS:

- (a) Did not engage in timely and meaningful consultation; or
- (b) Did not give due consideration to the views of the private school official.

(3) If the private school official submits a state written complaint, the official shall provide the basis of the alleged noncompliance by JCPS.

(4) If the private school official is dissatisfied with the final decision of KDE, the official may submit a complaint to the Secretary of the United States Department of Education. If such a complaint is filed with the secretary, the KDE shall forward the appropriate documentation to the Secretary.

## **Section 9. Restrictions on Serving Non-Public Students**

(1) JCPS shall not use funds under Part B of IDEA to finance the existing level of instruction in a private school or to otherwise benefit the private school. JCPS shall use the funds provided under IDEA to meet the special education and related services needs of private school children with disabilities but not for:

- (a) The needs of a private school; or
- (b) The general needs of the students enrolled in the private school.

(2) JCPS may use funds under Part B of IDEA to make public school personnel available in private schools to the extent necessary to provide services under a services plan and if those services are not normally provided by the private school.

(3) JCPS may use funds under Part B of IDEA to pay for the services of private school personnel to provide services under a services plan if the employee performs the services outside his regular hours of duty and the employee performs the services under the supervision and control of JCPS.

(4) JCPS shall keep title to and exercise continuing administrative control of all property, equipment, and supplies that JCPS acquires with funds under Part B of IDEA and uses for the benefit of private school children with disabilities. JCPS may place equipment and supplies in a private school for the period of time needed to provide the services.



(5) JCPS shall ensure that the equipment and supplies placed in a private school are used only for Part B purposes and can be removed from the private school without remodeling the private school facility.

(6) JCPS shall remove equipment and supplies from the private school if the equipment and supplies are no longer needed for Part B purposes, or if removal is necessary to avoid unauthorized use of the equipment and supplies.

(7) JCPS shall not use any funds under Part B of IDEA for repairs, minor remodeling, or construction of private school facilities.

(8) The Chief of Exceptional Child Education, or designee, shall monitor the use of Part B funds used to provide services to private school students to provide for legal compliance in the use of such funds.

## **APPENDIX**

Excerpts from 707 KAR 1:340. Procedural safeguards and state complaint procedures.

### **Section 7. State Complaint Procedures**

- (1) The following procedures shall apply to the Kentucky Department of Education as to written complaints submitted pursuant to 34 C.F.R. 300.151 through 300.153:
  - (a) The Kentucky Department of Education shall have of sixty (60) days after a complaint is filed to carry out an independent investigation, if necessary;
  - (b) The complainant and the LEA shall each have an opportunity to submit additional information about any allegation in the complaint;
  - (c) The LEA shall have an opportunity to respond to the complaint including, at least:
    1. A proposal to resolve the complaint; and
    2. An opportunity for the parent/guardian who has filed the complaint and the LEA to voluntarily engage in mediation;
  - (d) The department shall review of all relevant information; and
  - (e) The department shall issue a written decision addressing each allegation in the complaint and containing the findings of fact and conclusions and the reasons for the final decision.
- (2) Any organization or individual including someone from outside the state may file a signed written complaint under this administrative regulation.
- (3) The complaint shall include:
  - (a) A statement that the LEA or other public agency providing educational services to identified students has violated a requirement of 707 Chapter 1 or IDEA administrative regulations;
  - (b) The facts on which the statement is based;
  - (c) A signature and contact information for the complainant;
  - (d) Name and residence of the child, or contact information, if the child is homeless under the McKinney-Vento Homeless Assistance Act, 42 U.S.C. Section 11431;
  - (e) Name of the school the child is attending;
  - (f) A description of the nature of the problem, including facts related to the problem;
  - (g) A proposed resolution of the problem to the extent it is known and available to the complainant at the time of the filing; and
  - (h) Information indicating that the violation did not occur more than one (1) year prior to the date of the receipt of the complaint.
- (4) The party filing the complaint shall forward a copy to the LEA.
- (5) The complainant, parent/guardian, or the LEA shall have a right to appeal the written decision from a complaint to the Commissioner of the Kentucky Department of

Education. This appeal shall be filed within fifteen (15) business days of the receipt of the decision.

(6) The Kentucky Department of Education shall allow an extension of the time limit under subsection (1)(a) of this section only if exceptional circumstances exist or if the parent/guardian and the LEA agree to extend the time line to engage in mediation or other alternative means of dispute resolution.

(7) The Kentucky Department of Education shall ensure the final decision from a complaint shall be effectively implemented. To achieve compliance, the Department of Education may apply:

- (a) Technical assistance activities;
- (b) Negotiations; or
- (c) Corrective actions.

## **Section 8. Right to Mediation and Due Process Hearings**

(1) An LEA and parent/guardian of a child with a disability shall have the right to request mediation from the Kentucky Department of Education to resolve any disputes that may arise under 707 KAR Chapter 1.

(2) A parent/guardian or an LEA may initiate a due process hearing on any of the matters described in the written notice relating to identification, evaluation, or educational placement of a child with a disability or the provision of FAPE to the child or the refusal to initiate or change the identification, evaluation, or educational placement of the child.

(3) When a hearing is initiated, the LEA shall inform the parent/guardian of the availability of mediation to resolve the dispute.

(4) The LEA shall inform the parent/guardian of any free or low-cost legal and other relevant services available in the area if the parent/guardian requests the information or if a parent/guardian or LEA initiates a hearing.

## **Section 9. Mediation Rights**

(1) The mediation process, if chosen, shall:

- (a) Be voluntary;
- (b) Not be used to deny or delay a parent/guardian's right to a due process hearing under Sections 8 and 11 of this administrative regulation or 34 C.F.R. 300.507, or to deny any other rights afforded under this administrative regulation or IDEA Subpart E; and

- (c) Be conducted by a qualified and impartial mediator trained in effective mediation techniques.
- (2) The Kentucky Department of Education shall maintain a list of qualified mediators who shall:
  - (a) Not be an employee of the Kentucky Department of Education or the LEA that is involved in the education or care of the child;
  - (b) Be chosen at random for the mediation process; and
  - (c) Not have a personal or professional conflict of interest.
- (3) The Kentucky Department of Education shall bear the cost of the mediation process.
- (4) The sessions in the mediation process shall be:
  - (a) Scheduled in a timely manner not to exceed sixty (60) days; and
  - (b) Held at a location that is convenient to both parties to the dispute.
- (5) In a mediation session in which a resolution is reached by the parties, a legally-binding written agreement shall be executed that:
  - (a) Sets forth the resolution and a timeline in which it shall be implemented;
  - (b) States that all discussions that occurred in the mediation process shall be confidential; and
  - (c) May not be used as evidence in any subsequent due process hearing or civil proceeding.
- (6) Both the parent/guardian and a representative of the LEA who has the authority to bind the LEA shall sign the agreement. The agreement shall be enforceable in any state court of competent jurisdiction or in a district court of the United States.
- (7) Mediation may address issues surrounding the education of the child, including ongoing alleged violations of IDEA, compensatory education, or any other issue related to the child's enrollment in the school district.

## **Section 10. Dispute Resolution**

- (1) Within fifteen (15) days of receiving notice of parent/guardian request for a due process hearing, the LEA shall convene a meeting with the parent/guardian and the relevant member or members of the ARC who have specific knowledge of the facts identified in the due process hearing request. The parent/guardian and the LEA shall determine the relevant ARC members to attend the resolution session. A representative of the LEA who has decision-making authority on behalf of the LEA shall also attend this meeting. An attorney for the LEA shall not attend the meeting unless an attorney accompanies the parent/guardian.

- (2) The purpose of this meeting is:
  - (a) To allow the parent/guardians to discuss their due process hearing request;
  - (b) To discuss the facts that formed the basis of the request; and
  - (c) To give the LEA an opportunity to resolve the complaint.
- (3) This meeting shall not take place if the parent/guardians and the LEA agree in writing to waive the meeting or agree to use the mediation process.
- (4) If the parties reach a resolution to the dispute, the parties shall execute a legally-binding agreement that is:
  - (a) Signed by both the parent/guardian and a representative of the LEA who has the authority to bind the LEA; and
  - (b) Is enforceable in any state court of competent jurisdiction or a district court of the United States.
- (5) The dispute resolution agreement may be voided by either party within three (3) business days of the agreement's execution.
- (6) If the LEA has not resolved the complaint to the satisfaction of the parent/guardians within thirty (30) days of the receipt of the due process hearing request, the due process hearing may occur.
- (7) The timeline for issuing a final decision pursuant to 34 C.F.R. 300.515 shall begin at the expiration of the thirty (30) day timeline referred to in subsection (6) of this section, except for adjustments allowed in subsections (11) and (12) of this section.
- (8) The failure of the parent/guardian who filed the due process hearing request to participate in the resolution meeting shall delay the timelines for the resolution process and the due process hearing until the meeting is held unless the parties have jointly agreed to waive the resolution process or use mediation.
- (9) If the LEA is unable to obtain the participation of the parent/guardian in the resolution meeting after reasonable efforts have been made and documented, the LEA may request, at the conclusion of the thirty (30) day period, that a hearing officer dismiss the parent/guardian's due process hearing request.
- (10) The LEA shall keep a record of the reasonable efforts made to obtain the participation of the parent/guardians in the resolution meeting such as:
  - (a) Detailed records of telephone calls made or attempted and the results of those calls;

- (b) Copies of correspondence sent to the parent/guardians and any responses received; and
- (c) Detailed records of any visits made to the parent/guardian's home or place of employment and the results of those visits.

(11) If the LEA fails to hold the resolution meeting within fifteen (15) days of receiving the notice of a parent/guardian's due process hearing request or fails to participate in the resolution meeting, the parent/guardian may seek the intervention of a hearing officer to begin the forty-five (45) day due process hearing timeline in 34 C.F.R. 300.515.

(12) The forty-five (45) day timeline for the due process hearing in 34 C.F.R. 300.515 starts the day after one (1) of the following events:

- (a) Both parties agree in writing to waive the resolution meeting;
- (b) After either the mediation or resolution meeting starts but before the end of the thirty (30) day period, the parties agree in writing that no agreement is possible; or
- (c) If both parties agree in writing to continue the mediation at the end of the thirty (30) day resolution period, but later the parent/guardian or the LEA withdraws from the mediation process.

## **Section 11. Hearing Rights**

(1) The parent/guardian of a child with a disability or the attorney representing the child, or the LEA that files a request for a hearing shall provide notice to the Kentucky Department of Education, to request a hearing. The notice shall contain:

- (a) The name of the child;
- (b) The address of the residence of the child;
- (c) The name of the school the child is attending;
- (d) A description of the nature of the problem; and
- (e) Facts relating to the problem and a proposed resolution to the extent known and available to the parent/guardians at the time.

(2) The Kentucky Department of Education shall provide a model form entitled "Request for a Due Process Hearing", that meets these requirements to assist parent/guardians in filing a request a due process hearing.

(3) A party shall not have a due process hearing until the party, or the attorney representing the party, files a notice that contains the information listed in subsection (1) of this section. This notice shall be provided to the other party and to the Kentucky Department of Education.

(4) The procedures included in KRS Chapter 13B and IDEA Subpart E shall apply to a due process hearing.

## **Section 12. Appeal of Decision**

- (1) A party to a due process hearing that is aggrieved by the hearing decision may appeal the decision to members of the Exceptional Children Appeals Board as assigned by the Kentucky Department of Education. The appeal shall be perfected by sending, by certified mail, to the Kentucky Department of Education, a request for appeal, within thirty (30) calendar days of the date of the hearing officer's decision.
- (2) A decision made by the Exceptional Children Appeals Board shall be final unless a party appeals the decision to state circuit court or federal district court.
- (3) Except as provided in Sections 14 and 15 of this administrative regulation, during the pendency of any administrative or judicial proceeding, including the dispute resolution meeting the child involved in the hearing or appeal shall remain in the child's current educational placement, unless the LEA and the parent/guardian agree to another placement. However, the child shall not be required to remain in the child's current educational placement if the complaint involves an application for initial services for a child who is transitioning from the early intervention program into preschool and the child is no longer eligible for the early intervention program due to age. In that case the LEA shall not be required to provide the early intervention services the child had been receiving but would be required to provide any special education and related services that the child is eligible for and that are not in dispute between the parent/guardian and the LEA.
- (4) If the hearing involves an application for initial admission to public school, and if there is consent of the parent/guardians, the child shall be placed in the public school until the proceedings are final.