**Special Education Program Policies and Procedures Outline**

**Charter School Pre-Opening**

*This document provides a sample outline for creating your school’s Special Education Handbook.*

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| 300= Federal§= State |  |
| 300.111§111 | 1. Child Search/ Child Find Activities
2. Assurances
3. Responsibilities of the Child Search Coordinator
4. Procedures for Students in School
5. Maintaining the SER Database
6. Additional Guidance- <http://www.louisianaschools.net/divisions/specialp/child_find.html>
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| 300.301-311§302-308 | 1. Initial Evaluations and Reevaluations
	1. Assurances
	2. School Building Level Committee and the Screening Process
	3. Procedures for Initial Evaluations
	4. Procedures for Re-Evaluations, mandated 3 year reevaluations, and waivers
	5. Appendix/Forms- See Bulletin 1508, The Pupil Appraisal Handbook

<http://www.louisianaschools.net/divisions/specialp/bulletin_1508_training.html> |
| 300.127§320-328D | 1. Individualized Education Program (IEP) Plan
	1. Assurances
	2. Procedures
		1. Initial Individualized Education Plan (IEP)
			1. Timelines
			2. IEP Meeting Participants
				1. Parent Participation- Meeting Notice Letter
			3. Developing the IEP in web format
			4. Submitting IEP to SER
		2. Review IEP
			1. Timelines
			2. Preparing for and Conducting the IEP Meeting
			3. IEP Meeting Participants
				1. Parent Participation - Meeting Notice Letter
			4. Developing the IEP in web format
			5. Submitting IEP to SER
		3. Interim IEP in conjunction with Initial Evaluation
		4. Additional Guidance-Bulletin 1530, Louisiana IEP Handbook

<http://www.louisianaschools.net/bese/policies.html>* 1. Transition Services before age 16
		1. Assurances
		2. Procedures
		3. Forms
		4. Age of Majority Letters
		5. Summary of Performance
		6. Additional Guidance- <http://transition.doe.louisiana.gov/SitePages/Educators.aspx>
	2. Extended School Year Services (ESYS)
	3. Progress Reports
	4. Appendix/Forms/Letters <http://www.louisianaschools.net/divisions/specialp/parents_rights.html>
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| 300.114-117§114-117 | 1. Least Restrictive Environment and Participation in Regular Education Program
	1. LRE Requirements
	2. Continuum of Alternative Placement
	3. Placement
	4. Nonacademic Settings
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| 300.34§34 | 1. Related and Support Services
	1. Policies and Procedures
	2. Eligibility Requirements and IEP Decisions
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| 300.124§124I | 1. Transition from Part C (0-2) to Preschool
	1. Assurances
	2. Procedures
	3. Timelines
	4. Transition Planning
	5. Submitting data to SER
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| 300.106§106 | 1. Extended School Year Services (ESYS)
	1. Assurances
	2. Applying Eligibility Criterion
	3. Eligibility Determination
	4. Parent Notification
	5. Annual State Funding
	6. Forms/Letters/Additional Guidance

<http://www.louisianaschools.net/divisions/specialp/special_ext_year.html> |
| 300.138§160 | 1. Statewide Assessment
	1. Assurances
	2. Accommodations Needed for Assessment
	3. LEAP Alternate Assessment
	4. Additional Guidance- [http://www.louisianaschools.net/topics/alternate\_assessments.html#](http://www.louisianaschools.net/topics/alternate_assessments.html)
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| 300.323§323 | 1. Procedures for Transferring Special Education Students
	1. Transferring from on LEA to another
	2. Transferring from Out of State
	3. Releasing Jurisdiction and Transfer of Records
	4. SER Database
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| 300.500-520§501-520 | 1. Procedural Safeguards
	1. Assurances
	2. Examination of Records
	3. Parental Consent
	4. Parent Participation
	5. Independent Educational Evaluation
	6. Prior Notice and Procedural Safeguard (Parent Rights)
	7. Complaint Management and Mediation
	8. Special Education Due Process Hearings
	9. Confidentially of Personally Identifiable Information
	10. Surrogate Parent
	11. Transfer of Parental Rights
	12. Parent Rights Handbook- <http://www.louisianaschools.net/divisions/specialp/parents_rights.html>
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| 300.530-536§530-536 | 1. Discipline Procedures for Students with Disabilities

Additional Guidance-<http://www.louisianaschools.net/divisions/specialp/discipline_procedures_2011.html>) |
| 300.156 and 18.b.§156 | 1. Personal Standards
	1. Assurances
	2. Procedures for Insuring Certified Staff
	3. Procedures for Determining Personnel Need and Staff Development
	4. Additional Guidance- <http://www.teachlouisiana.net/>
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| §1101-2001 | 1. Services for Students who are Gifted or Talented
	1. Assurances
	2. Procedures
	3. Additional Guidance- <http://www.louisianaschools.net/divisions/specialp/gifted_talented.html>
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