

DISTRIBUTION AND IMPLEMENTATION OF THE INDIVIDUAL EDUCATION PROGRAM

The Board of Education (the Board) of the Bethlehem Central School District (the District) adopts the following policies and procedures to ensure, in accordance with law and regulation, that school personnel responsible for the implementation of Individualized Education Programs (IEPs) be given a copy prior to such implementation and be informed of their duties regarding implementation.

It shall be the duty of the chairperson of the Committee on Special Education to:

- Arrange to provide every regular education teacher, special education teacher, related service provider, and “other service provider” responsible for the implementation of a student’s IEP with a copy, either electronically or on paper, prior to its implementation, with a statement of the individual’s responsibility and duties relating to the implementation of the student’s IEP;
- The term “other service provider” means a representative of another public school, Board of Cooperative Educational Services (BOCES), a charter school, a private approved school, a State School for the Blind or Deaf, or a Child Care Institution where the student will receive special education in accordance with an IEP;
- Designate, for each student identified as a student with a disability, a professional employee of the District who is knowledgeable about the student’s disability and educational program [hereinafter referred to as the Designated Professional];
- Ensure that the parents of the child with a disability receive a copy of the child’s IEP prior to the commencement of the school year and following any meeting or waiver of meeting where a change of placement or program is recommended.
- Ensure that each paraprofessional (teacher’s aide and teaching assistant) and other provider or support staff have ongoing access to the IEP’s of students they assist through the special education teacher, regular education teacher, or related service provider under whose direction they work.

Implementation

Designated Professional

The Designated Professional assigned to a student with a disability shall meet or communicate, in writing, with those regular education teachers, special education teachers, or related service providers, paraprofessionals, support staff persons, and “other service providers” responsible for implementation of the student’s IEP, to advise them of their specific responsibilities for implementation, including the specific accommodations, modifications, and supports they must provide pursuant to the student’s IEP.

Confidentiality

Any individual receiving a copy of a student's IEP pursuant to this policy is strictly prohibited from disclosing any information derived from the IEP in any manner or form whatsoever, unless specifically authorized to do so under the policy of the Board governing Confidentiality of Educational Records [Policy # 5500].

Authority: 8 N.Y.C.R.R. 200.2(b)(11)

Adoption date: May 7, 2002

Revised date: April 2, 2008

Revised date: March 20, 2019