

## Summary of Procedural Safeguards

(This is a brief summary of the rights of students with disabilities and their parents, and should not be viewed as a complete description of you and your child's procedural safeguards. Please refer to the complete *Procedural Safeguards and Annual Parent/Guardian Notices* booklet for an in depth explanation.)

### Education Records and Confidentiality

- You may review, have explanations and copies (within a reasonable amount of time) of all your child's educational record. You may be responsible for the cost of any copies requested.
- Special education records are confidential and kept in a locked file apart from his/her regular school records.
- A current record of who has access to special education records is maintained by name and position.
- If you believe any information in your child's records is inaccurate, misleading, or harmful, you may ask the school district to change or remove the information.

### Evaluation

- You may make a request for an Independent Educational Evaluation if you are in disagreement with all or some portion of the assessment completed by the school team. The special education teacher or principal will refer you to the Director of Special Education to discuss the request and procedures.

### Consent

- You must agree, in writing, before initial evaluation and placement of your child in special education or before your child's records are shared with individuals outside the school district. You have the right to consent or refuse consent for any proposed action.

### Participation

- As a parent you have the right to participate in meetings held with respect to the identification, evaluation, and educational placement of your student and the provision of a free appropriate public education (FAPE) as outlined on an Individualized Education Plan (IEP). School personnel may have informal meetings without the parents.
- As a parent you have the right to receive regular reports on your student's progress toward IEP goals at the same intervals at which the schools issue report cards for all students.

### Discipline

- Your student may be removed from school for disciplinary reasons under the same procedures and reasons as non-disabled students, as long as the removals do not accumulate to 10 days of removal either consecutive or constitute a pattern of removal.
- Your student can be removed to an alternative setting for up to 45 days if the student carries a weapon to school, possesses, uses, sells or solicits the sale of a controlled substance, or causes serious bodily injury to another person while at school.

### Free Appropriate Public Education (FAPE) & Due Process

- Parents may choose to enroll their child in a private school. The District is not required to pay for the cost of education if the District made FAPE available to the student and the parents elected to place the student in a private school or facility. If parents reject the FAPE offered by the school district and plan to seek reimbursement from the District; they need to inform the District at least 10 business days prior to the removal of the student from public school.
- Box Elder School District wants to provide the appropriate services in order for all students to make progress in their educational career. However, if you have concerns regarding the Special Education program for your student, it is recommended you contact the following personnel to help resolve your concern(s):
  - First, School Principal or Special Education Team at your student's school
  - Second, District Special Education Teacher Specialist
  - Third, Special Education Director
  - Fourth, Superintendent
- If a concern remains unresolved and you feel the District has violated a requirement of the IDEA and want to make a formal written complaint, that complaint must be submitted to the District Superintendent, who will investigate or appoint someone to investigate the complaint.
- If the District is unable to resolve a disagreement, a mediation process will be offered. If mediation is unsuccessful, parent may request a due process hearing. This request must be in writing to the District Superintendent.