

Individualized Education Program (IEP) Policy

The Humboldt County Office of Education shall initiate and conduct IEP meetings to develop, review, and revise the program for each child with a disability after assessments are completed. The IEP team shall meet initially, 50 days from the date of the signed Assessment Plan (Form 5) and shall be viewed annually at the student's IEP meeting.

The IEP team shall include all of the following:

1. One or both of the pupil's parents, a representative selected by a parent, or both.
2. At least one regular education teacher of the pupil, if the pupil is, or may be, participating in the regular education environment. This requirement also addresses the preschool child, if that child is, or may be participating in a regular preschool education environment.
3. At least one special education teacher of the pupil, or if appropriate, at least one special education provider of the pupil.
4. A representative of the district if appropriate, special education local plan area, or Humboldt County Office of Education who meets all of the following:
 - a. Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of the individual with exceptional needs.
 - b. Is knowledgeable about the general curriculum.
 - c. Is knowledgeable about the availability of resources of the LEA.
5. An individual who conducted an assessment of the pupil or who is knowledgeable about the assessment procedures used to assess the pupil, and is familiar with the assessment results or recommendations. The individual shall be qualified to interpret the instructional implications of the assessment results. The individual may be a member of the team described in items 2 to 6, inclusive.
6. At the discretion of the parent, guardian, or the district, special education local plan area, or Humboldt County Office of Education, other individuals who have knowledge or special expertise regarding the pupil, including related services personnel, as appropriate. The determination of whether the individual has knowledge or special expertise regarding the pupil shall be made by the party who invites the individual to be a member of the IEP team.

7. Whenever appropriate, the individual with exceptional needs.
8. For students over the age of 16 years old, the LEA shall invite a representative of any other agency that is likely to be responsible for providing or paying for transition services. If that invited agency does not send a representative, the LEA shall take other steps to obtain participation of that agency in the planning of any transition services.

The Humboldt County Office of Education shall take whatever action is necessary to ensure that one or both of the parents of a child with a disability are present at each IEP meeting or are afforded the opportunity to participate, including:

1. Notifying parents of the meeting early enough to ensure that they will have an opportunity to attend; and scheduling the meeting at a mutually agreed on time and place.
2. If neither parent can attend the Humboldt County Office of Education shall use other methods to ensure parent participation, including individual or conference telephone calls.
3. Making sure the parent understands the proceedings at the IEP meeting, including arranging for an interpreter for parents with deafness or whose native language is other than English.

The LEA shall also ensure that:

1. An IEP is in effect before special education and related services are provided to an eligible pupil and is implemented as soon as possible following the meeting.
2. At the beginning of each school year the Humboldt County Office of Education shall have an IEP in effect for each pupil with an identified disability.
3. The child's IEP is accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for its implementation; and
4. Each teacher and provider is informed of his or her specific responsibilities related to implementing the child's IEP and the specific accommodations, modifications and supports that must be provided for the child in accordance with the IEP.

Legal Authority:

Education Code Sections 56341 and 56347
34 CFRs 300.344, 300.345 and 300.342