CHIPPEWA
LOCAL SCHOOL DISTRICT

Board of Education Regular Meeting
Board of Education Conference Room
100 Valley View Rd.
Monday, October 12, 2026
6:00 p.m.

Meeting Minutes

I. OPENING

A. Call to Order: 6:00 pm :: Moment of Silence :: Pledge of Allegiance

B. Roll Call present:

Dr. TJ DeAngelis, Mrs. Linda H. Fenn, Mrs. Kay Kerr, Mr. John Mertic, Mr. Kyle Schafrath

RESOLUTION NO. 306-26

C. Motion to approve the minutes from the September 15, 2026 Regular Meeting.

Motion by: Mr. Schafrath 2nd by: Mrs. Kerr

Discussion: Mrs. Fenn expressed approval of the minutes.

Roll call: Dr. DeAngelis yes, Mrs. Fenn yes, Mrs. Kerr yes, Mr. Mertic yes, Mr. Schafrath yes *CARRIED*

RESOLUTION NO. 307-26

D. Motion to approve the October 12, 2026 Agenda.

Motion by: Mr. Mertic 2nd by: Mrs. Kerr
Roll call: Dr. DeAngelis yes, Mrs. Fenn yes, Mrs. Kerr yes, Mr. Mertic yes, Mr. Schafrath yes *CARRIED*

II. STUDENT RECOGNITION/STAFF RECOGNITION/INTRODUCTION OF GUESTS

A. Impact Award

Beth Ogg was recognized by Mr. Tim Adams for her leadership, service, and positive influence on students and colleagues.

B. Chipp Champions

Fourth-grade student Caleb Ruch was recognized by Mr. Drew Conyers for his kindness, responsibility, respect, and leadership. Sixth-grade student Owen Russell was recognized by Mr. Jud Hartman for his love of learning, positive attitude, and contributions to a welcoming school community.

III. PUBLIC PARTICIPATION

No individuals registered to address the Board.

IV. CONSIDER APPROVAL OF DONATIONS

RESOLUTION NO. 308-26

Approved monetary donations from Chippewa All Sports Boosters: $1,225.06 for baseball hats and $5,150.00 for cheerleading uniforms.

Motion by: Mrs. Fenn 2nd by: Mr. Schafrath

Discussion: Board members expressed appreciation to the All Sports Boosters.

Roll call: Dr. DeAngelis yes, Mrs. Fenn yes, Mrs. Kerr yes, Mr. Mertic yes, Mr. Schafrath yes ***CARRIED***

V. TREASURER'S UPDATES & ACTION ITEMS

A. Treasurer's Comments

Mr. Ken Gasser offered to answer questions. No questions were posed. Mrs. Fenn expressed appreciation for advance information concerning the Then and Now certificate.

B. Action Items

RESOLUTION NO. 309-26

1. Approved the September 2026 unaudited financial report (copy on file at the Doylestown Public Library).

Motion by: Mrs. Fenn 2nd by: Mr. Mertic
Roll call: Dr. DeAngelis yes, Mrs. Fenn yes, Mrs. Kerr yes, Mr. Mertic yes, Mr. Schafrath yes ***CARRIED***

RESOLUTION NO. 310-26

2. Approved the Then and Now certificate pursuant to Ohio Revised Code 5705.41(D): PO 27000493; invoice 2346 dated August 1, 2025; $35,500.00 to OHuddle for 2025-2026 mentorship services.

Motion by: Mrs. Fenn 2nd by: Mr. Mertic
Roll call: Dr. DeAngelis yes, Mrs. Fenn yes, Mrs. Kerr yes, Mr. Mertic yes, Mr. Schafrath yes ***CARRIED***

VI. SUPERINTENDENT'S UPDATES

Superintendent Tim Adams thanked district students, staff, and families for their support and cooperation as the first grading period neared completion. He expressed the fact that the district is full of amazing people where everybody is willing to help everybody else.

VII. SUPERINTENDENT'S AGENDA

RESOLUTION NO. 311-26

A. Approved the service agreement with OSBA for an Ohio Policy Service Review (Exhibit 1).

Motion by: Mrs. Fenn 2nd by: Mr. Mertic

Discussion: Mrs. Fenn supported the review, noting the thoroughness and expertise of OSBA's past policy review services.

Roll call: Dr. DeAngelis yes, Mrs. Fenn yes, Mrs. Kerr yes, Mr. Mertic yes, Mr. Schafrath yes ***CARRIED***

VIII. SUPERINTENDENT'S CONSENT AGENDA

RESOLUTION NO. 312-26
Approved Consent Agenda Items A through F as follows:

A. Supplemental contracts for the 2026-2027 school year:

Matthew Stewart	Basketball-Varsity Boys Head	16.00%
Jeff Ogg	Basketball-Varsity Boys Assistant	8.00%
Drew Durbin	Basketball-JV Boys	8.00%
Dylan Wolverton	Basketball-Freshman Boys	8.00%
Katie Miller	Basketball-Varsity Girls Head	16.00%
Andy Nicholson	Basketball-Varsity Girls Assistant	8.00%
Dan Edwards	Basketball-JV Girls	8.00%
Kyle Osborn	Basketball-8th Grade Girls	7.25%
Maegan Storad	Basketball-7th Grade Girls	7.25%
Michelle Ries	Cheerleading-HS Basketball	8.00%
Jenifer McLain	Cheerleading-7-8 Basketball	6.25%
Rick McMerrell	Weightlifting (Nov.11-Feb. 19)	3.50%
Matthew Nesity	Wrestling-Varsity Head Boys	10.50%
Derek Preece	Wrestling-7-8 Head	7.25%
Dave Maculaitis	Baseball-Varsity Head	11.50%
Aaron McCutchan	Baseball-JV	7.25%
Jeffrey Phares	Baseball-Varsity Assistant/Freshman (shared)	5.00%
Mike Hershberger	Baseball-Varsity Assistant/Freshman (shared)	5.00%
Josh Strauss	9-12 Yearbook	4.00%

B. Classified substitutes, retroactive to October 1, 2026: Somer Radebaugh, Ryan Wade Jr., Drake Bradley, and April Gruver.

C. Substitute teachers, retroactive to September 30, 2026: Brianna Whited and Victoria Bailey.

D. Special Education Model Policies and Procedures for preschool (OAC 3301-51-03) and school-aged students (Exhibit 2).

E. Business Continuity Policy for Chippewa Local School District (Exhibit 3).

F. Unpaid leave for Jillian Sweazy after exhaustion of sick and personal days under Article XV of the CEA contract; anticipated return November 9, 2026.

Motion by: Mrs. Fenn 2nd by: Mrs. Kerr

Discussion: Board members asked about the special education model policies and the reason for the business continuity policy. Administration described the annual special education model-policy adoption as a requirement, even though language has not been updated since 2024. Administration described the business continuity policy was created at the request of our insurance company and that Traveler's Insurance provided the continuity-policy that served as the district's template.

Roll call: Dr. DeAngelis yes, Mrs. Fenn yes, Mrs. Kerr yes, Mr. Mertic yes, Mr. Schafrath yes *CARRIED*

IX. BOARD DISCUSSION

There was no additional Board discussion.

X. EXECUTIVE SESSION

RESOLUTION NO. 313-26
The Board entered executive session at 6:19 p.m. to consider A(2), employment of a public employee or official; B, purchase or sale of property; D, collective bargaining negotiations; and E, matters required by law to remain confidential.

Motion by: Mrs. Fenn 2nd by: Mr. Schafrath
Roll call: Dr. DeAngelis yes, Mrs. Fenn yes, Mrs. Kerr yes, Mr. Mertic yes, Mr. Schafrath yes ***CARRIED***

XI. MOTION TO ADJOURN EXECUTIVE SESSION

RESOLUTION NO. 314-26
The Board returned to open session at 7:13 p.m.

Motion by: Mrs. Kerr 2nd by: Mr. Mertic
Roll call: Dr. DeAngelis yes, Mrs. Fenn yes, Mrs. Kerr yes, Mr. Mertic yes, Mr. Schafrath yes ***CARRIED***

XII. MOTION TO ADJOURN

RESOLUTION NO. 315-26
The meeting adjourned at 7:14 p.m.

Motion by: Mrs. Fenn 2nd by: Mr. Mertic
Roll call: Dr. DeAngelis yes, Mrs. Fenn yes, Mrs. Kerr yes, Mr. Mertic yes, Mr. Schafrath yes ***CARRIED***

NOTE: The next regular meeting is scheduled for Monday, November 9, 2026, at 6:00 p.m., in the Board of Education Conference Room, 100 Valley View Rd.

APPROVED: 10-12-2026 Regular Meeting

_____ DATE: 11-9-26
PRESIDENT

_____ DATE: 11-9-2026
TREASURER

Exhibit 1

OSBA Services Agreement
Statement of General Terms

Ohio Revised Code Section 3313.171 allows a board of education to expend funds for consultant services for any purpose related to the business administration of the district. Pursuant to this authority, this agreement is made between the Ohio School Boards Association (hereinafter referred to as the "Consultant"), a nonprofit corporation with its principal place of business at 8050 N. High Street, Suite 100, Columbus, OH 43235 and the **Chippewa Local School District** (hereinafter referred to as the "Board"), with its principal place of business at 56 N. Portage Street, Doylestown, OH 44230-1350 for the purpose of providing an **Ohio Policy Service (OPS) Review**.

The parties agree that the Consultant will provide the services as outlined in the addendum in exchange for consideration and the Board will perform the responsibilities outlined in the addendum, which is hereby acknowledged and made a part of this Agreement. This statement of general terms and its addendum represent the entire agreement by the parties. Any changes to the Agreement may be made only by a written amendment clearly setting forth the changes and signed by both parties. Any such amendment is effective on the date it is fully executed. The relationship of the Consultant to the Board is that of an independent contractor, and nothing herein shall create any association, joint venture, or partnership of any kind between the parties. The services and information provided by the Consultant do not constitute the rendering of legal advice.

1. **Governing Law.** All questions with respect to the construction, performance, and enforcement of this Agreement and any amendment, and the rights and liabilities of the parties thereunder, shall be determined in accordance with the laws of the State of Ohio.
2. **Force Majeure.** Neither party shall be liable for failure to perform its obligations under this Agreement due to events beyond its reasonable control, including but not limited to illness, injury, boycotts, riots, or other manifestations of civil strife or disorder, acts of God, wars, fire, epidemics, or acts in compliance with any applicable law, regulation, or order of any governmental body. In the event of a force majeure, the parties can defer performance of the Agreement to a mutually agreeable date. In the event the parties cannot agree to a date, the Agreement can be terminated by either party. In either case, there shall be no claim for damages by either party and each party shall bear its own costs attributable to the force majeure.
3. **Notice.** All notices or demands that either party may be required or desire to serve upon the other party in connection with this Agreement shall be in writing and may be served (i) personally, (ii) by regular mail, with constructive receipt deemed to have occurred five (5) calendar days after the mailing or sending of such notice to the address of the principal place of business of the Board and the Consultant, or (iii) by email to the designated email address of the receiving party, with constructive receipt deemed to have occurred on the date the email is sent, provided that no bounce-back or delivery failure notice is received by the sending party. For purposes of this section, Consultant's designated email address is contracts@ohioschoolboards.org.
4. **OSBA membership.** Parties agree that the district will become and maintain status as a member of OSBA and pay the membership annual fee for the duration of this contract. In the event the district fails to maintain membership status and pay the annual membership fee, OSBA reserves the right to terminate this Agreement upon written notice to the district.
5. **Termination.** This Agreement may be terminated by: (a) mutual agreement of the parties; (b) written notice of breach of this Agreement by either party; (c) force majeure, as provided in section 2; and (d) failure to maintain membership, as provided in section 4. Upon termination, all benefits and services

provided under this Agreement shall cease and any amounts owing for services rendered prior to termination shall become due and must be paid in full upon termination.

6. **Supersedes prior agreements.** This Agreement supersedes all previous discussions, understandings and negotiations, whether oral or written with respect to the subject matter hereof, including, but not limited to, any prior service agreements or service addenda.
7. **Compliance with laws.** Each party to this Agreement warrants that it will carry out its activities under this Agreement in compliance with federal, state, and local laws.
8. **Limitation of liability.** The parties agree that Consultant's role is strictly advisory in nature. Consultant shall not have any decision-making authority and the Board retains the right and responsibility to accept or reject any recommendations provided by Consultant. In no event shall Consultant or its personnel be liable to the Board for any consequential, incidental, indirect, exemplary, punitive or special damages, in connection with claims arising out of or related to this Agreement or the services described herein. Consultant's maximum liability for damages relating to the services provided pursuant to this Agreement shall be limited to the fees paid for the service or work product giving rise to any claims, provided that such limitation shall not apply where damages are judicially determined to have been caused by Consultant's gross negligence or willful misconduct.
9. **Counterparts/electronic signatures.** This Agreement may be executed in counterparts, and when each party has signed and provided at least one such counterpart, each counterpart shall be deemed an original, and when taken together with other signed counterparts, shall constitute one Agreement, which shall be binding upon and effective as to all parties. Either party may rely upon an electronic signature as if it were an original, and the failure of a party to have possession of a manually executed original will not affect the validity, enforceability or binding nature of this Agreement.
10. **Effective date.** This Agreement shall become effective as of the date OSBA signs the Agreement ("Effective Date").

Each person who signs below warrants that he/she has full power and authorization to bind the entity under which his/her signature appears.

OSBA:

Division Director: _____

Effective Date: _____

District:

Authorized Signature: _____

Title: _____ Date: _____

Exhibit 1

Service Addendum – Ohio Policy Service (OPS) Review

Services Provided by the Consultant:

Consultant will provide the following consulting services for OSBA member school district, **Chippewa Local**:

- In-depth review and analysis of Board policy manual, handbooks (one per building level) and up to two collective bargaining agreements.
- Report of missing, incomplete, conflicting or outdated policies, provided electronically.
- Up to fifteen (15) hours of virtual or in-person direct consulting with the District to review and revise District policy manual.
- An updated board policy manual will be delivered to the Board via the online policy platform, so long as the board's adoption of the manual takes place within the established project timelines.

The Board agrees to:

- Designate one person as policy project liaison.
- Provide Consultant with necessary data and any additional information required by Consultant to perform the services.
- Meet with consultant to review and revise District policy manual.
- Comply with the established project timelines as developed between the Consultant and the Board.
- Provide meeting space, distribute materials, and set up, manage, and troubleshoot AV technology, as needed.
- Compensate Consultant as provided in the Fee Structure.
- Adopt the updated manual in compliance within established project timelines.
- Enter into a contract for OSBA online policy services. The Board acknowledges this contract is necessary for it to receive a copy of the policy manual via the online policy platform.

Fee Structure. In consideration for services rendered, the Board agrees to pay the Consultant a fee of **$7,750**, which represents the flat fee for the services outlined above. Travel time is charged for in-person consulting and meetings at $50 per hour, per consultant. The maximum travel fee for each on-site visit is four hours per individual consultant, regardless of actual travel time. If travel time for an individual consultant is less than one hour, a minimum of one hour of travel time will be billed for that consultant. If requested by the Board, Consultant will review additional handbooks or collective bargaining agreements at a rate of **$200** per handbook or collective bargaining agreement. Expenses and wait time as outlined below are in addition to the flat fee.

Invoices will be submitted pursuant to the following schedule:

- $4,500 will be invoiced at the signing of this contract.
- $3,250 will be invoiced upon completion of all contracted services.
- $200 will be invoiced upon completion of all contracted services for each additional handbook or collective bargaining agreement the Board asks the Consultant to review.

Exhibit 1

- Expenses, travel time and wait time, if applicable, will be invoiced upon completion of all contracted services.

Invoices shall be paid in full within thirty (30) days of the date on the invoice.

Expenses. Expenses shall consist of actual mileage incurred as a result of consultation with the Board at the current IRS reimbursement rate, lodging and meals incurred as a result of consultation with the Board, the actual cost of printing and/or mailing, and facility fees. Any and all other expenses not specifically incorporated in this Agreement shall be the responsibility of the party incurring the cost.

Wait Time. Consultant may charge the Board for wait time if the start time of any virtual or in-person consulting services is one (1) hour or more beyond the start time agreed to by the Board and Consultant. Wait time will be billed at $250 per hour in 15-minute increments, beginning after the one-hour delay and continuing until the commencement of the virtual or in-person consulting services.

Timeline. Timelines for completion of services will be developed between the Consultant and the Board. These timelines may be modified with the prior written consent of Consultant. Modified timelines may subject the Board to additional fees. If either Consultant or the district is unable to comply with the established project timelines due to delays caused by the district, Consultant may alter the anticipated completion date or deem the contract completed. In the event Consultant deems the contract completed due to delays caused by the district, the Board agrees to pay Consultant 100% of the fees or expenses set forth in this Service Addendum. This Agreement shall expire upon the completion of all duties described herein or, in the event of deemed completion, upon full payment.

Exhibit 2

Special Education Model Policies and Procedures







Department of Education & Workforce

Exhibit 2

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Department of Education & Workforce

Exhibit 2

Introduction

Purpose

The Ohio Department of Education and Workforce (the Department) Special Education Model Policies and Procedures provides a model for educational agencies to either adopt or a basis to create their own. The Special Education Model Policies and Procedures reflect existing regulations and explain procedural mechanisms; however, individual educational agencies have discretion and flexibility to enhance these Special Education Model Policies and Procedures in order to meet the needs of students and staff. It is the educational agency's responsibility to ensure the students' rights as written in the procedural safeguards are included when creating contracts or written agreements with other educational agencies or entities.

If an educational agency decides to adopt the Department's Special Education Model Policies and Procedures, the educational agency agrees to the written policies and procedures in accordance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and the Ohio Operating Standards for Ohio Educational Agencies Serving Children with Disabilities (hereafter referred to as the "Operating Standards"). The educational agency also agrees to use the required special education forms as stated on the Department's website.

This document, while comprehensive, does not include every requirement set forth in the IDEA, the regulations implementing IDEA, the Operating Standards, the Ohio Revised Code (ORC), and/or the Ohio Administrative Code (OAC). The educational agency recognizes its obligation to follow these laws, regardless of whether their provisions are restated in the Special Education Model Policies and Procedures.

In accordance with Ohio Revised Code 3323.02, the Department may require any state or local agency to provide documentation that special education and related services for children with disabilities provided by the agency are in compliance with the requirements of this chapter.

Notification

In accordance with federal IDEA 34 CFR 300.201, Ohio Revised Code 3323.08, and Ohio Administrative Code 3301-51-01, each educational agency is required to adopt and implement written policies and procedures approved by the Department. Educational agencies are required to notify the Department of their special education policies and procedures each school year through the Monitoring System. If an educational agency decides to create their own Special Education Model Policies and Procedures, there will be an option for the educational agency to upload these policy and procedures for the Department to review and approve. Any educational agency that creates their own Special Education Model Policies and Procedures will be required to incorporate any updates and changes into their own policies and procedures provided by the Department. Verification of local school board approval of policies and procedures is required to be uploaded for all educational agencies annually. Annual due date is Nov. 30.

Exhibit 2

Contact Information:

Title	Name	Email	Phone Number
Special Education Administrator	Caity Schrock	Cailtin.schrock@chippewaschools.com	330-658-6368 ext 2105
Educational Agency Contact for policies and procedures	Ohio Department of Education	exceptionalchildren@education.ohio.gov	614-466-2650
State Support Team Region	SST9	aimee.troyer@education.ohio.gov	(614) 644-7701

Exhibit 2

Free Appropriate Public Education (OAC 3301-51-02)

Policy

The educational agency ensures a Free and Appropriate Public Education (FAPE) is made available to all children with disabilities between the ages of three and twenty-one, inclusive, including children with disabilities who have been suspended or expelled from school, have failed or been retained in a course or grade, and are advancing from grade to grade.

Procedure

THE EDUCATIONAL AGENCY:

Makes FAPE available to every child eligible for special education services.

Begins special education services no later than the child's third birthday and has an IEP is in effect for the child by that date.

If a child's third birthday occurs during the summer, the child's IEP team determines the date when IEP services begin.

Special education and related services eligibility is made on an individual basis by the group responsible within the child's school district of residence for making eligibility determinations.

ASSISTIVE TECHNOLOGY

Makes assistive technology devices and/or assistive technology services available to a child with a disability, if required, as a part of the child's special education, related services, and supplementary aids and services.

Makes the use of school-purchased assistive technology devices available in a child's home or in other settings if the child's IEP team determines that the child needs access to those devices in order to receive FAPE.

EXTENDED SCHOOL YEAR SERVICES (ESY)

Ensures that extended school year services are available as necessary to provide FAPE.

Provides extended school year services only if a child's IEP team determines, on an individual basis, that the services are necessary for the provision of FAPE to the child. Additionally, the following is considered when determining if extended school year services should be provided:

- Whether extended school year services are necessary to prevent significant regression of skills or knowledge retained by the child so as to seriously impede the child's progress toward achieving the child's educational goals, and
- Whether extended school year services are necessary to avoid something more than adequately recoupable regression.

In implementing the requirements, an educational agency will not:

- Limit extended school year services to particular categories of disability, or
- Unilaterally limit the type, amount, or duration of those services.

Exhibit 2

NONACADEMIC SERVICES

Takes steps to provide nonacademic and extracurricular services and activities in the manner necessary to afford children with disabilities an equal opportunity to participate in those services and activities. This includes the provision of supplementary aids and services determined appropriate and necessary by the child's IEP team.

Nonacademic and extracurricular services and activities shall include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the school district, referrals to agencies that provide assistance to individuals with disabilities, and employment of students, including both employment by the educational agency and assistance in making outside employment available.

PHYSICAL EDUCATION

Makes physical education services, specially designed, if necessary, available to every child with a disability receiving FAPE, unless the educational agency does not provide physical education to children without disabilities in the same grades.

If the educational agency serves a child with a disability who is enrolled in a separate facility, they must ensure that the child receives appropriate physical education services.

Regular physical education

The educational agency ensures that each child with a disability is afforded the opportunity to participate in the regular physical education program available to nondisabled children unless:

- The child is enrolled full time in a separate facility, or
- The child needs specially designed physical education, as prescribed in the child's IEP.

Special physical education

If specially designed physical education is prescribed in a child's IEP, the educational agency responsible for serving the child provides the services directly or makes arrangements for those services to be provided through another public or private program.

The educational agency ensures that adaptive physical education services are provided by an appropriately licensed provider.

PROGRAM OPTIONS

Ensures that children with disabilities served by the educational agency have access to a variety of educational programs and services available to nondisabled children in the area served by the school district, including art, music, industrial arts, consumer and homemaking education, and vocational education.

Ensures that children with disabilities have access to FAPE that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living.

SCHOOL DISTRICT OTHER THAN SCHOOL DISTRICT OF RESIDENCE

The educational agency ensures that a child with a disability who is living in its school district, even though the school district is not the child's school district of residence, is being served. The child's school district of residence retains responsibility for making FAPE available to the child.

The educational agency understands that their responsibility to serve a nonresident child with a disability living in the school district includes, but is not limited to, a child with a disability placed in a juvenile justice facility, institution, hospital, department, home, or other facility or entity located in the school district.

The student's district of residence is typically determined by the residential address of the student's parents.

THE SCHOOL DISTRICT OF RESIDENCE:

RESIDENTIAL PLACEMENT

If the school district of residence's IEP team determines placement in a public or private residential program is necessary to provide special education and related services to a child with a disability, the educational agency ensures that the program, including non-medical care and room and board, is provided at no cost to the parents of the child.

Exhibit 2

Child Find (OAC 3301-51-03)

Policy

The educational agency ensures all children from birth through age 21 suspected of being a child with a disability and in need of special education, are identified, located, and evaluated. This includes:

- Homeless children or wards of the state
- Highly mobile children, including migrant children
- Children who are advancing from grade to grade
- Children with disabilities attending nonpublic schools, regardless of the severity of their disability, are identified, located, and evaluated as required by the IDEA

Procedure

THE EDUCATIONAL AGENCY:

When aware of a child between the ages of birth to age 3 who has or may have a disability, the educational agency either:

- Refers the child directly to the county agency responsible for implementing Early Intervention services under Part C of the IDEA, **or**
- Provides the parents with the referral information to make the referral themselves.

THE SCHOOL DISTRICT:

Annually reports data to be examined by the Department to determine if significant disproportionality based on race and ethnicity is occurring in the school district with respect to:

- The identification of children as children with disabilities
- The educational placement of a child with a disability
- The incidence, duration, and type of disciplinary removals from educational placement, including suspensions and expulsions

Exhibit 2

Confidentiality (OAC 3301-51-04)

Policy

Each educational agency ensures it provides adequate notice to fully inform the parents about the confidentiality requirements of IDEA Part B Confidentiality, including:

- A description of the notice given in the native languages of the various population groups in the educational agency, county, or other area served
- A description of the children on whom personally identifiable information is maintained, including:
  - The types of information sought
  - The methods the State intends to use in gathering the information (including the sources from whom information is gathered)
  - The uses to be made of the information
- A summary of the policies and procedures that participating agencies must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information
- A description of all of the rights of parents and children regarding this information, including the rights under the Family Educational Right and Privacy Act (FERPA) and implementing regulations

Each educational agency ensures that parental consent is obtained before personally identifiable information is disclosed to parties, other than officials of participating agencies, unless the information is contained in education records, and the disclosure is authorized without parental consent.

The educational agency ensures that the parent's consent is **in writing, signed, and dated** and must:

- Specify the records to be disclosed
- State the purpose of the disclosure
- Identify the party or class of parties to whom the disclosure may be made

Procedure

EACH EDUCATIONAL AGENCY:

Protects the confidentiality of personally identifiable information during use, collection, storage, retention, disclosure, and destruction of information;[1]

Assumes responsibility for ensuring the confidentiality of any personally identifiable information;

Ensures all persons collecting or using personally identifiable information receive training or instruction regarding the policies and procedures of the educational agency; and

Maintains for public inspection a current listing of the names and positions of those employees who may have access to personally identifiable information.

[1] 34 C.F.R. 300.610 to 300.628, the Family Educational Rights and Privacy Act of 1974, August 1974, (FERPA) and its regulations at 34 CFR, Part 99

Exhibit 2

REQUIRED PARENTAL CONSENT

Understands that parental consent is not required before personally identifiable information is released to officials of participating agencies for the purposes of meeting a requirement of confidentiality[2].

Parental consent, or the consent of an eligible child who has reached the age of majority under Ohio law, is obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.

DISCIPLINARY RECORDS

When a child transfers from one educational agency to another, the sending educational agency ensures:

- The transmission of any of the child's records includes both the child's current IEP
- Any statement of current or previous disciplinary action that has been taken against the child is transmitted to the same extent that the disciplinary information for a child who does not have a disability is transmitted
    - The statement required shall specify the circumstances that resulted in the disciplinary action and provide a description of the disciplinary action taken if the disciplinary action was taken because of a special circumstance.

The record shall include the following:

- Any information that is relevant to the safety of the child and other individuals involved with the child
- A description of any other behavior engaged in by the child that required disciplinary action, and a description of the disciplinary action taken

An educational agency transmits copies of the records only to the extent that the transmission is permitted by FERPA, even if that transmission is to another educational agency.

An educational agency reporting a crime committed by a child with a disability ensures that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the agency reports the crime.

PARENTAL REQUEST TO AMEND EDUCATION RECORDS

The educational agency ensures that a parent can request education records be amended if the parent believes that the education record is inaccurate, misleading, or violates the privacy or other rights of the child.

The educational agency ensures that a decision on whether to amend the information is made within a reasonable period of time of receipt of the request.

If the educational agency decides to refuse to amend the information in accordance with the request, the educational agency ensures the parent is informed of the refusal and advises the parent of the right to a hearing.

[2] 34 CFR 300.610 Confidentiality

Exhibit 2

HEARING FOR EDUCATION RECORDS

Provides, on parental request, an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child.

A hearing held under this rule must be conducted according to the procedures in 34 C.F.R. 99.22. The records hearing shall be held within a reasonable period of time after the educational agency has received the request.

DESTRUCTION OF EDUCATION RECORDS

Notifies parents when personally identifiable information is collected, maintained, or is no longer needed to provide educational services to the child.

Ensures the information is destroyed at the request of the parents. However, a permanent record of a student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed shall be maintained without time limitation.

PARENTAL ACCESS RIGHTS

Permits parents to inspect and review any education records relating to their children that are collected, maintained, or used by the educational agency. The educational agency complies with a request without unnecessary delay and before any meeting regarding an IEP, or any hearing or resolution session and in no case more than forty-five days after the request has been made.

The parent has a right to:

- Make a reasonable request for explanations and interpretations of the records and to receive a response from the participating educational agency within a reasonable time
- Request that the educational agency provide copies of the records if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records
- Have a representative of the parent inspect and review the records

Presumes that the parent has authority to inspect and review records relating to the parent's child, unless the educational agency has been advised that the parent does not have the authority under applicable state law governing such matters as guardianship, separation, and divorce.

Ensures that all children's information is protected by allowing the parents to inspect and review only the information relating to their child or be informed of that specific information when an education record includes information on more than one child.

CHILDREN'S RIGHTS

Has policies and procedures regarding the extent to which children are afforded rights of privacy similar to those afforded to parents, taking into consideration the age of the child and type or severity of disability.

When the child reaches the age of majority, the rights regarding education records must also be transferred to the student.

Exhibit 2

PERSONNEL ACCESS TO EDUCATION RECORDS

The participating educational agency keeps a record of parties obtaining access to education records collected, maintained, or used (except access by parents and authorized employees of the participating educational agency), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

FEES

All special education records must be transferred to the new educational agency or nonpublic school regardless of fees owed to the educational agency.

Each participating agency may charge a fee for copies of records that are made for parents under this rule if the fee does not effectively prevent the parents from exercising their right to inspect and review those records.

A participating agency shall not charge a fee to search for or to retrieve information under this rule.

SCHOOL DISTRICT OF RESIDENCE:

If a child is enrolled, or is going to enroll, in a nonpublic school that is not located in the school district of the parent's residence, parental consent is obtained before any personally identifiable information about the child is released between officials in the school district where the nonpublic school is located and officials in the school district of the parent's residence.

Exhibit 2

Procedural Safeguards (OAC 3301-51-05)

Policy

The school district of residence ensures that children with disabilities, their parents, and educational agencies are provided an opportunity to resolve disputes regarding identification, evaluation, or educational placement of a child with a disability or the provision of a free appropriate public education (FAPE).

Procedure

THE EDUCATIONAL AGENCY:

PRIOR WRITTEN NOTICE

The educational agency ensures a prior written notice:

- Is provided to the parents within thirty days, any time a prior written notice is required
- Provides the educational agency's proposed actions or refusal to act regarding the student's disability identification, evaluation or educational placement and/or provision of FAPE
- Is provided to the parent prior to implementing any changes regarding its proposals or refusals to initiate services
- Is provided to the parents prior to a change of placement that is a result of a disciplinary action
- Is written in understandable language to the general public
- Is provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so
- Is completed fully

The educational agency ensures the prior written notice includes:

- A description of the action proposed or refused by the educational agency
- An explanation of why the educational agency proposes or refuses to take the action
- A description of each evaluation procedure, assessment, record, or report the educational agency used as a basis for the proposed or refused action
- A statement that the parents of a child with a disability have protection under the procedural safeguards and, if this notice is not an initial referral for evaluation, the means by which a copy of a description of the procedural safeguards can be obtained
- A description of other options that the IEP team considered and the reasons why those options were rejected
- A description of other factors that are relevant to the school district's proposal or refusal
- An educational agency's contact information for parents to obtain assistance in understanding the provisions of this rule

If the native language or other mode of communication of the parent is not a written language, the educational agency provides written evidence that it took steps to ensure that:

- The notice is translated orally or by other means to the parent in the parent's native language or other mode of communication

- The parent understands the content of the notice

OPPORTUNITY TO EXAMINE EDUCATION RECORDS

Affords the parent of a child with a disability an opportunity to inspect and review all education records with respect to the identification, evaluation, and educational placement of the child and the provision of FAPE to the child.

PARENT PARTICIPATION IN MEETINGS

Ensures the parent of a child with a disability is afforded an opportunity to participate in meetings with respect to the identification, evaluation, and educational placement of the child, and the provision of FAPE to the child.

Provides the parent invitation notice consistent with the parent participation requirements to ensure that parents of children with disabilities have the opportunity to participate in meetings.

A meeting does not include:

- Informal or unscheduled conversations involving school district personnel
- Conversations on issues such as teaching methodology, lesson plans, or coordination of service provision
- Preparatory activities that school district personnel engage in to develop a proposal or response to a parent proposal that will be discussed at a later meeting

PARENT INVOLVEMENT IN PLACEMENT DECISIONS

Ensures that a parent of each child with a disability is a member of any group that makes decisions on the educational placement of the parent's child.

If neither parent can participate in a meeting in which a decision is to be made relating to the educational placement of their child, the school district must use other methods to ensure their participation, including individual or conference telephone calls, or video conferencing.

A placement decision may be made by a group without the involvement of a parent, if the school district is unable to obtain the parent's participation in the decision. In this case, the school district must have a record of its attempts to ensure their involvement.

INDEPENDENT EDUCATION EVALUATION AT PUBLIC EXPENSE

An independent education evaluation (IEE) means an evaluation conducted by a qualified examiner who is not employed by the educational agency responsible for the education of the child. The IEE may be conducted at public expense.[3] "Public expense" means that the school district of residence either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent.

An IEE at public expense occurs after a parent disagrees with an evaluation completed by the educational agency. A parent is entitled to only one IEE at public expense each time the educational agency conducts an evaluation with which the parent disagrees, even if the parent had signed the evaluation team report (ETR) in agreement.

[3] The parent can get a parent-paid IEE at any time.

Each educational agency must provide parents, upon request for an IEE at public expense, information about where an IEE may be obtained, and the educational agency's criteria applicable for an IEE.

The educational agency's IEE criteria must include the location of the evaluation and the qualifications of the examiner. The criteria must be the same criteria that the educational agency uses when it initiates an evaluation, and consistent with the parent's right to an IEE.

An educational agency may not impose conditions or timelines related to obtaining an IEE, except for the criteria described above.

If a parent requests an IEE, the educational agency must, without unnecessary delay, either

- File for a due process hearing to show that its evaluation is appropriate, or
- Provide the IEE, unless the educational agency demonstrates in a hearing that the evaluation obtained by the parent did not meet the educational agency's criteria.

If the educational agency files a due process complaint, and the final hearing officer's decision is that the district's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense.

If a hearing officer requests an IEE as part of a hearing on a due process complaint, the cost of the evaluation must be at public expense.

The educational agency may ask why the parent objects to its evaluation. However, the educational agency may not require the parent to provide an explanation nor unreasonably delay either providing the IEE or filing a due process complaint to defend the educational agency's evaluation.

PARENT INITIATED EVALUATIONS

If the parent shares a private evaluation and the evaluation meets the IEE criteria:

- The educational agency must consider the evaluation in any decision regarding the provision of FAPE to the child.
- The evaluation may be presented by a party as evidence at a hearing on a due process complaint.

THE SCHOOL DISTRICT:

Provides every parent a copy of "A Guide to Parents Rights in Special Education," at minimum:

- To the parents of a child with a disability one time per school year
- Upon the initial referral or parent's request for evaluation, or
- Upon receipt of the first due process complaint in the current school year
- In accordance with the discipline procedures, and
- Upon request by a parent.

Makes reasonable efforts to obtain the informed consent from the parent in writing for an initial evaluation and re-evaluation to determine whether the child is a child with a disability.

Ensures a parent:

- is fully informed of all information relevant to the action the district intends to take
- receives that information in the parent's native language, or other primary mode of communication, and in understandable terms

- understands and agrees in writing to the district's intended action to be carried out by the consent. Whenever applicable, the consent must describe the action to be taken and list any records to be released and to whom
- understands that the granting of consent is voluntary and can be revoked at any time. If the parent revokes consent, the revocation starts on the date the consent was revoked

Understands that the parental consent for initial evaluation does not mean consent for initial provision of special education and related services.

If the child is a ward of the state and is not residing with the child's parent, the school district is not required to obtain informed consent from the parent for an initial evaluation to determine whether the child is a child with a disability if:

- The school district cannot discover the whereabouts of the parent of the child despite reasonable efforts to do so
- The rights of the parent of the child have been terminated in accordance with state law, or
- The rights of the parent to make educational decisions have been subrogated by a judge in accordance with state law and consent for an initial evaluation has been given by an individual appointed by the judge to represent the child.

The school district does not violate its child find and evaluation obligation if it declines to pursue the evaluation.

PARENTAL CONSENT FOR REEVALUATION

Each school district ensures informed parental consent is obtained prior to conducting any reevaluation of a child with a disability.

If the parent refuses to consent to the reevaluation, the school district of residence may, but is not required to, pursue the reevaluation by using the consent override procedures — including the mediation procedures or the due process procedures.

The school district of residence does not violate its obligation to the Administrative Code for child find and evaluation if it declines to pursue the reevaluation.

The informed parental consent need not be obtained if the school district can demonstrate that:

- It made reasonable efforts to obtain such consent, and
- The child's parent has failed to respond.

PARENTAL CONSENT FOR CHANGE OF PLACEMENT

A change of placement is a change from one option on the continuum of alternative placements to another, that affects the student's least restrictive environment (LRE).

Informed parental consent is obtained before making a change of placement of a child with a disability.

Informed parental consent does not have to be obtained before:

- A change of placement if the district of residence can demonstrate that it made reasonable efforts to obtain consent and the parent has failed to respond, or
- The change of placement is the result of a disciplinary action.

REVOCATION OF PARENTAL CONSENT

If the parent of a child revokes consent in writing for the continued provision of special education and related services, the school district shall not:

- Continue to provide special education and related services to the child, but shall provide prior written notice before ceasing the provision of special education and related services
- Use mediation procedures or the due process procedures in order to obtain agreement or a ruling that the services shall be provided to the child
- Be held in violation of the requirement to make FAPE available to the child for the failure to provide the child with further special education and related services, and
- Be required to convene an IEP team meeting or develop an IEP for the child for further provision of special education and related services.

PARENTAL CONSENT FOR REEVALUATIONS

The school district ensures informed parental consent is obtained to reevaluate.

The school district of residence does not violate its obligation under child find and reevaluations if it declines to pursue the due process hearing or mediation for the reevaluation.

Parental consent is needed for a functional behavioral assessment (FBA).

THE SCHOOL DISTRICT OF RESIDENCE

If the parent of a child does not provide consent for initial evaluation or reevaluation, or the parent fails to respond to a request to provide consent, the school district of residence may, but is not required to, pursue the initial evaluation of the child by using the consent override procedures of mediation or filing a request for a due process hearing.

PARENTAL CONSENT FOR SERVICES

The school district of residence ensures reasonable efforts to obtain informed consent from the parent are made for the initial provision of special education and related services to the child.

If the parent of the child refuses or fails to respond to a request to provide consent to the initial provision of special education and related services, the school district of residence will not:

- Use the due process procedures including the mediation procedures in order to obtain an agreement or a ruling that services may be provided to the child
- Be held in violation of the requirement to make FAPE available to the child, and
- Be required to convene an IEP team meeting or develop an IEP.

SURROGATE PARENTS

The idea of a surrogate parent was established to ensure that children with special education needs who do not have parental representation have the same protections as all other children eligible for special education services.

The surrogate parent has the right to participate just as a parent would, as defined in IDEA and Ohio Administrative Code, in all matters relating to special education decisions.

A school district of residence creates a surrogate parent selection process that includes how to:

- Determine whether a child needs a surrogate parent, and
- Assign a surrogate parent to the child.

The school district of residence ensures that a person selected as a surrogate parent:

- Is not an employee of the Department, the school district, or any other agency that is involved in the education or care of the child
- Has no personal or professional interest that conflicts with the interest of the child the surrogate parent represents
- Has knowledge and skills that ensure adequate representation of the child, and
- Has successfully completed the Department's parent training prior to acting on behalf of the child.

A surrogate parent is required to be appointed by the district of residence superintendent under the following circumstances:

- No parent can be identified
- The educational agency, after reasonable efforts, cannot locate a parent
- The child is a ward of the state under the laws of Ohio, or
- The child is an unaccompanied homeless youth as defined in Section 725 (6) of the McKinney-Vento Homeless Assistance Act.

In Ohio, a foster parent is not considered a "parent." Therefore, the superintendent of the district of residence may only appoint a foster parent as a surrogate parent if the foster parent meets the criteria and completes the surrogate parent training.

Whenever a child is placed in child protection custody and the parents have retained legal rights to make educational decisions and can be contacted by the educational agency to act as the parent on behalf of their child in the special education process, the educational agency must treat the parent as the educational decision maker. The educational agency cannot appoint a surrogate parent for a child when there is another person in the child's life who qualifies as a parent under IDEA and whose rights to make educational decisions for the child have not been terminated.

In the case of a child who is a ward of the state, the surrogate parent alternatively may be appointed by the judge overseeing the child's case, and the judge's appointee must meet the abovementioned criteria.

If a surrogate parent is appointed by a judge overseeing the child's case, upon the request of the judge, the school district of residence will confirm that the person appointed meets the requirements.

If a judicial decree or order identifies a specific person or persons to act as the "parent" of a child or to make educational decisions on behalf of a child, then such person or persons shall be determined to be the "parent."

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 parents without regard to the requirements for selecting a surrogate parent until a surrogate parent can be appointed that meets all of the abovementioned requirements.

In the case of a child who has reached the age of majority in the state of Ohio, the child may request a surrogate parent.

Assignment of surrogate parents is as follows:

- A surrogate parent shall be assigned as soon as possible but no later than 30 days from the date that it is determined that the child needs the surrogate.
- The school district of residence maintains the ultimate responsibility for the assignment of a surrogate parent for all students with disabilities residing in the district. If requested by the school district of residence and mutually agreed upon, the school district of attendance, county board of developmental disabilities (county board of DD), or other educational agency may appoint the surrogate parent.

The surrogate parent will:

- 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
- Review a child's educational records as needed to make informed special education decisions for the child
- When appropriate, provide consent to evaluation and re-evaluation
- Agree or disagree to the IEP, evaluation team report, and educational placement changes
- Disagree with or dispute the recommendations of the educational agency by requesting mediation, filing a formal written complaint, or by requesting a due process hearing

Exhibit 2

Evaluation (OAC 3301-51-06)

Policy

The educational agency ensures a referral process is in place to determine whether a child is a child with a disability.

The school district of residence ensures that all initial evaluations are conducted and reevaluations are completed for children residing within the district using the Department's required evaluation team report form (PR-06).

Procedure

EDUCATIONAL AGENCY/SCHOOL DISTRICT/SCHOOL DISTRICT OF RESIDENCE

INTERVENTIONS

Each educational agency uses a multi-disciplinary team to determine appropriate interventions to resolve concerns for any preschool or school-age child who is performing below grade-level standards. An educational agency ensures they do not use interventions to delay unnecessarily a child's evaluation and eligibility determination for special education services. The intervention and the evaluation can occur concurrently. If such interventions have not been implemented prior to referral for evaluation, appropriate interventions should be implemented during the same sixty-day time frame during which the school district conducts a full and individual evaluation.

REQUEST/REFERRAL FOR EVALUATION

Either a parent of a child or an educational agency may initiate a request for an initial evaluation to determine if the child is a child with a disability.

An educational agency will, within 30 days of receipt of a request for an evaluation, either obtain parental consent for an initial evaluation or provide to the parent a prior written notice stating that the educational agency does not suspect a disability and will not conduct an evaluation.

Screening for instructional purposes is not an evaluation. If a teacher or a specialist screens a child for instructional strategies for curriculum implementation, this screening is not an evaluation for special education and related services.

EVALUATION PLANNING

As part of the initial evaluation, and as part of any reevaluation, the evaluation team shall complete the evaluation planning form which guides the evaluation process. Information gathered through the evaluation process will be summarized in an evaluation team report (ETR).

EVALUATION TEAM

A group of qualified professionals and the parent of the child determines whether the child is a child with a disability, and the education needs of the child. The qualified professionals must be based on the student's needs and information being reviewed.

"Evaluation team for a child suspected of having a specific learning disability" means the parents and a group of qualified professionals, which must include:

- The child's regular teacher, or

- If the child does not have a regular education teacher, a regular classroom teacher qualified to teach a child of the child's age, or
- For a child of less than school-age, an individual qualified by the Department to teach a child of the child's age, and
- At least one person qualified to conduct individual diagnostic examinations of children, such as a school psychologist, speech-language pathologist, or remedial teacher, and
- A representative of the school district of residence.

At a minimum, the representative of the school district must meet the following requirements:

- Qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of the child
- Qualified to provide or supervise the provision of instruction in the preschool general education curriculum, if applicable
- Authorized to make decisions about the use of school district resources for special education and related services
- Qualified to interpret the instructional implications of evaluation results.

CONDUCTING A REVIEW

The evaluation team may conduct a review of existing evaluation data without a meeting.

SOURCE OF DATA

The educational agency must administer such assessments and other evaluation measures as needed to produce the data identified from the review of existing evaluation data.

INITIAL EVALUATION

The school district of residence ensures an evaluation is conducted before the initial provision of special education and related services. Either a parent of a child or an educational agency may initiate a request for an initial evaluation to determine if the child is a child with a disability.

Within 30 days of receipt of a request for an evaluation, the district either obtains parental consent for an initial evaluation or provides to the parent prior written notice stating that the school district does not suspect a disability and will not be conducting an evaluation.

The initial evaluation:

- Must be conducted within 60 days of receiving parental consent for the evaluation
- Must consist of procedures to determine:
    - If the child is a child with a disability as defined in the definition section of the Operating Standards[4]
    - The educational needs of the child

TIMELINES

- The educational agency provides parents its intention to evaluate or not evaluate on a prior written notice. If the educational agency intends to evaluate, it must obtain consent from the parent within 30 days.
- Once the educational agency receives parental consent to evaluate, the evaluation must be completed within 60 days.

[4] Ohio Administrative Code 3301-51-10(B)(10)

Exhibit 2

TIMELINE EXCEPTIONS

The 60-day time frame does not apply to a school district if:

- The parent of a child repeatedly fails or refuses to produce the child for the evaluation, or
- A child enrolls in a new school district of residence after the relevant time frame begins and prior to a determination by the child's previous school district of residence as to whether the child is a child with a disability as defined in this rule.

This exemption only applies if the school district of residence is making sufficient progress to ensure a prompt completion of the initial evaluation, and the parent and school district agree to a specific time when the evaluation will be completed.

CHILDREN WHO TRANSFER EDUCATIONAL AGENCIES IN THE SAME STATE

An educational agency has 30 days from the date the prior educational agency's evaluation was received to either:

- Accept the evaluation from the prior educational agency, or
- Obtain consent for a reevaluation. A reevaluation under this section must be conducted within 60 days of parent consent.

The educational agency has a process for accepting the evaluation or obtaining consent for an initial evaluation when a child transfers from an out of state school.

EVALUATION PROCEDURES

The educational agency ensures prior written notice is provided to the parents of a child with a disability that describes any evaluation procedures the school district proposes to conduct.

The educational agency uses the evaluation planning form.

In conducting the evaluation, the educational agency must use:

- A variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child, including information provided by the parent, that may assist in determining:
    - Whether the child is a child with a disability as described in the definition section of the Operating Standards
    - The child's special education and related services, that enable the child to be involved in and progress in the general education curriculum (or for a preschool child to participate in appropriate activities)
- More than a single source of information as the sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child
- Technically sound instruments that may assess the relative contribution of cognitive, behavioral, physical or developmental factors

THE EDUCATIONAL AGENCY ENSURES:

Assessments and other evaluation materials used to assess a child:

- Are selected and administered so as not to be discriminatory on a racial or cultural basis
- Are provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information about what the child

knows and can do academically, developmentally and functionally, unless it is clearly not feasible to do so
- Are used for the purposes for which the assessments or measures are valid and reliable
- Are administered by trained and knowledgeable personnel
- Are administered in accordance with any instructions provided by the producer of the assessments

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

Assessments are selected and administered so as best to ensure that if an assessment is administered to a child with impaired sensory, manual, or speaking skills, the assessment 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).

A child is 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. Preschool children must be assessed in the following developmental areas: adaptive behavior, cognition, communication, hearing, vision, sensory/motor function, social-emotional functioning, and behavioral function.

For assessments of children with disabilities who transfer from one educational agency to another educational agency in the same school year during an evaluation, the prior and subsequent educational agencies must coordinate to complete the evaluation as expeditiously as possible.

In evaluating each child with a disability, the evaluation is sufficiently comprehensive to identify all of the child's special education and related services needs, whether or not commonly linked to the disability category in which the child has been classified.

The assessment reports provide relevant information for professionals to determine the educational needs of the child.

MEDICAL CONSULTATION

A medical consultation is suggested for preschool or school-age children on a continuing basis, especially when school authorities observe that there has been a change in the child's behavior or educational functioning, or when new symptoms are detected.

The evaluation for preschool age children shall include the following specialized assessments:
- In cases where the disability is primarily the result of a congenital or acquired physical disability, a physical examination is to be completed by a licensed doctor of medicine or doctor of osteopathy.
- Vision examination is to be conducted by an eye care specialist in cases where the disability is primarily the result of a visual impairment.
- An audiological examination is to be completed by a certified or licensed audiologist in cases where the disability is primarily the result of a hearing impairment.

The educational agency is responsible for paying if it is requesting medical consultation because this is a fulfillment of its obligations to provide FAPE.

ADDITIONAL REQUIREMENTS FOR EVALUATIONS

Review of existing evaluation data on the child includes:

- Evaluations and information provided by the parents of the child
- Current classroom-based, local, or state assessments and classroom-based observations in multiple situations such as subject areas, settings, and with different instructors
- Observations by teachers and related services providers but the observation must be conducted by someone other than the teacher delivering the instruction
- Data about the child's progress in the general curriculum, or, for the preschool-age child, data pertaining to the child's growth and development
- Data from previous interventions, including:
    - Interventions that are designed to meet students' needs
    - For the preschool child, data from early intervention, community, or preschool program providers
- Any relevant trend data beyond the past twelve (12) months, including the review of current and previous IEPs

Identify any additional data needed, based on the review and the input from the child's parents to:

- Determine whether the child is a child with a disability, and the educational needs of the child; or in the case of a reevaluation of a child, whether the child continues to have such a disability and the educational needs of the child
- Consider the present levels of academic achievement and related developmental needs of the child, and whether the child:
    - Needs special education and related services, or
    - Continues to need special education and related services, in the case of a reevaluation of a child, and
- Determine whether any additions or modifications are needed to enable the child to:
    - Meet the measurable annual goals in the IEP
    - Participate, as appropriate, in the general education curriculum

If the evaluation team or the IEP team determines that no additional data is needed to determine the child's eligibility or educational needs, the educational agency must notify the parents of:

- The determination and the reasons for the determination
- The right of the parents to request an assessment to determine whether the child continues to be a child with a disability and to determine the child's educational needs

DETERMINATION OF ELIGIBILITY

Upon completion of the administration of assessments and other evaluation measures:

- The evaluation team and the parent of the child determines whether the child is a child with a disability and the educational needs of the child
- The educational agency provides a copy of the evaluation team report (documentation of determination of eligibility) prior to the next IEP meeting and in no case later than 14 days from the date of eligibility determination; and at no cost to the parent

Exhibit 2

EVALUATION TEAM REPORT

Upon completion of the administration of assessments and other evaluation measures, the evaluation team must meet to review the components of the written evaluation report and to create the evaluation team report (ETR) which shall include:

- The individual evaluator's assessment
- The team summary
- If applicable, the specific learning disability documentation for determination
- Eligibility determination
- After the evaluation team meeting, the participants of the meeting must include names, titles and signatures, including the parent, and an indication of whether or not they are in agreement with the eligibility determination
- A statement of disagreement by any team member who is not in agreement with the team's determination of disability

PROCEDURES FOR DETERMINING ELIGIBILITY AND EDUCATIONAL NEED

In interpreting the evaluation data for eligibility determination and the educational needs, each educational agency must:

- Draw upon information from a variety of sources, including aptitude and achievement tests, parent input, and teacher recommendations, as well as information about the child's physical condition, social or cultural background, and adaptive behavior
- Ensure the information obtained from all of these sources is documented and carefully considered

If a determination is made that a child has a disability and needs special education and related services, an IEP must be developed for the child within 30 days of the child's eligibility determination.

SPECIAL RULE FOR ELIGIBILITY DETERMINATION

A child cannot be determined to be a child with a disability if the determinant factor is:

- Lack of appropriate instruction in reading, including the essential components of reading instruction, or
- Lack of appropriate instruction in math, or
- Limited English proficiency.

CHANGE IN ELIGIBILITY

- An evaluation must be conducted prior to changing a child's eligibility or determining the child is no longer a child with a disability.
- An evaluation is not required if the child is graduating from secondary school with a regular high school diploma or due to age eligibility for provision of FAPE.
- Whenever a child's eligibility terminates due to graduation or aging out, a summary of academic achievement and functional performance must be provided prior to the child's graduation. It must include recommendations on how to assist the child in achieving the postsecondary goals.

SPECIFIC LEARNING DISABILITY (SLD)

The Department's criteria for determining whether a child has a specific learning disability ensures an educational agency:

- Does not require the use of a severe discrepancy between intellectual ability and achievement for determining whether a child has a specific learning disability
- Permits the use of a process based on the child's response to evidence-based intervention
- Permits the use of other alternative research-based procedures for determining whether a child has a specific learning disability

The educational agency ensures use of the state's criteria in determining whether a child has a SLD.

In addition, the educational agency must use the forms required by the Department, Evaluation Team Report PR-06, and complete Part 3: *Documentation for Determining the Existence of a Specific Learning Disability* of PR-06 when the educational agency suspects the child has a SLD.

Additional team members for SLD determination:
The determination of whether a child suspected of having a specific learning disability is a child with a disability must be made by the following:

- The child's parents
- A team of qualified professionals
- At least one person qualified to conduct individual diagnostic examinations of children, such as a school psychologist, speech-language pathologist, or remedial reading teacher, **and**
- The child's regular teacher, **or**
- If the child does not have a regular education teacher, a regular classroom teacher qualified to teach a child of his or her age, **or**
- For a child of less than school age, an individual qualified to teach a child of his or her age.

Determining the existence of a specific learning disability
The school district must develop written procedures for the implementation of any method used to determine the existence of a SLD that, at a minimum, incorporate guidelines developed by the Department and as specified in this rule.

The team members may determine that a child has a specific learning disability if:

- The child does not achieve adequately for the child's age or to meet state-approved grade-level standards, when provided with learning experiences and instruction appropriate for the child's age or state-approved grade-level standards, in one or more of the following areas:
    - Oral expression
    - Listening comprehension
    - Written expression
    - Basic reading skills
    - Reading fluency skills
    - Reading comprehension
    - Mathematics calculation
    - Mathematics problem solving
- The child does not make sufficient progress to meet age or state-approved grade-level standards when using a process based on the child's response to scientific, research-based intervention in one or more of the areas identified above, **or**
- The child exhibits a pattern of strengths and weaknesses in performance, achievement, or both, relative to age, state-approved grade-level standards, or intellectual development, that is determined by the group (including parent, teachers, and related service providers) to be

relevant to the identification of a specific learning disability, using appropriate assessments, **and**

- The group determines that its findings are not primarily the result of the following:
  - A visual, hearing, or motor disability
  - An intellectual disability
  - Emotional disturbance
  - Cultural factors
  - Environmental or economic disadvantage, **or**
  - Limited English proficiency.

To ensure that underachievement in a child suspected of having a specific learning disability is not due to lack of appropriate instruction in reading or math, the group must consider, as part of the evaluation:

- Data that demonstrate that prior to, or as a part of, the referral process, the child was provided appropriate instruction in regular education settings, delivered by qualified personnel
- 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 parents

The educational agency must promptly request parental consent to evaluate the child to determine if the child needs special education and related services, and must adhere to the timeframes, unless extended by mutual written agreement of the child's parents and a group of qualified professionals:

- If, prior to a referral, a child has not made adequate progress after an appropriate period of time when provided instruction
- Whenever a child is referred for an evaluation

<u>Evidence-based interventions</u>

An evaluation may, but is not required to, utilize a process based on the child's response to evidence-based intervention to determine whether a child has a SLD. This process:

- Begins when sufficient data have been gathered and analyzed under conditions of targeted and intensive individualized intervention conditions, there is evidence of an inadequate response to intervention on the part of the child, and the group determines that the child's needs are unlikely to be met without certain specialized instruction in addition to the regular classroom instruction
- Employs interventions that are evidence-based and provided at appropriate levels of intensity, frequency, duration, and integrity, relative to the child's identified needs
- Is based on results of evidence-based, technically adequate assessment procedures that assess ongoing progress while the child is receiving evidence-based instruction, and that have been reported to the child's parents
- Includes the analysis of data to determine whether a disparity is present between actual and expected performance in both the child's rate of progress in developing skills and in the child's level of performance on measures assessing one or more of the academic areas
- May not be used to unnecessarily delay a child's evaluation for determining special education eligibility

Exhibit 2

Observation

The educational agency ensures that the child is observed in the child's learning environment (including the regular classroom setting) to document the child's academic performance and behavior in the areas of difficulty.

The group members in determining whether a child has a specific learning disability must decide to:

- Use information from an observation in routine classroom instruction and monitoring of the child's performance that was done before the child was referred for an evaluation, or
- Have at least one member of the group conduct an observation of the child's academic performance in the regular classroom after the child has been referred for an evaluation and parental consent is obtained.

In the case of a child of preschool age, a group member must observe the child in an environment appropriate for a child of that age.

Specific documentation for the eligibility determination

For a child suspected of having a specific learning disability, the documentation of the determination of eligibility must contain a statement of:

- Whether the child has a specific learning disability
- The basis for making the determination, including the justification that the determination has been made according to the eligibility process
- The relevant behavior, if any, noted during the observation of the child and the relationship of that behavior to the child's academic functioning
- The educationally relevant medical findings, if any
- Whether there is a determination of the existence of a specific learning disability
- If the child has participated in a process that assesses the child's response to evidence-based intervention:
    - The instructional strategies used and the student-centered data collected
    - The documentation that the child's parents were notified about:
        - The Department's policies regarding the amount and nature of student performance data that would be collected and the general education services that would be provided
        - Strategies for increasing the child's rate of learning
        - The parents' right to request an evaluation

Each group member must certify in writing whether the report reflects the member's conclusion. If it does not reflect the member's conclusion, the group member must submit a separate statement presenting the member's conclusions.

ADDITIONAL PROCEDURES FOR IDENTIFYING CHILDREN WITH MULTIPLE DISABILITIES

The evaluation team or the IEP team, including the parents of the child, may determine the child has multiple disabilities if the child exhibits:

- A combination of two or more areas of disability, except for a combination that includes a specific learning disability
- A severe or profound deficit in communication or adaptive behavior documented through the use of individually administered standardized instruments which have been validated for the specific purpose of measuring communication or adaptive behavior

Exhibit 2

RE-EVALUATION TEAM

Re-evaluation team means the IEP team and other qualified professionals.

A school district of residence must ensure that a reevaluation of each child with a disability is conducted.

- If the educational agency determines that the child's educational or related services needs, including improved academic achievement and functional performance, warrant a reevaluation, **or**
- If the child's parent or teacher requests a reevaluation, **or**
- In order to make a change in the disability category.

A reevaluation must occur at least once every three years but may not occur more than once a year unless the parent and educational agency agree otherwise. The educational agency and the parent may agree not to conduct a reevaluation, and this decision must be documented in a prior written notice.

If the team, including parent, deem a full evaluation is not necessary, the optional form Agreement to Waive Reevaluation (OP-4) can be used, or the educational agency's own form.

Exhibit 2

Individualized Education Program (OAC 3301-51-07)

Policy

The educational agency ensures that an IEP is developed and implemented for each child with a disability and that services identified in the child's IEP are provided as agreed upon with the child's school district of residence.

Procedure

THE EDUCATIONAL AGENCY/SCHOOL DISTRICT/SCHOOL DISTRICT OF RESIDENCE:

CHILDREN ATTENDING OTHER EDUCATIONAL AGENCIES INCLUDING OTHER CARE FACILITIES

The school district of residence:

- Ensures the development and implementation of an IEP for each child with a disability residing in the school district regardless of which educational agency implements the IEP
- Is responsible for initiating and conducting meetings for the purpose of developing, reviewing and revising the IEP of a child with a disability
- Follows the same procedural safeguards as it does for all children with disabilities when providing special education services for a child with a disability in another educational agency
- Keeps on file a copy of the child's current evaluation team report and the IEP
- Ensures that a child with a disability who is placed in or referred to a nonpublic school or facility by a public school district is provided special education and related services, at no cost to the parents, and the child's education meets the applicable academic standards
- Ensures the child maintains all the rights of a child with a disability who is served by a public school district

The educational agency:

Ensures cooperation with other educational agencies that serve children with disabilities in institutions or other care facilities to ensure that:

- These children have access to a free appropriate public education in their least restrictive environment, a regular public-school setting, when appropriate and as specified in the IEP
- A child with a disability who is placed in or referred to a nonpublic school or other care facility by a public school district is provided:
    - Special education and related services at no cost to the parents and in conformance with an IEP education that meets the IEP requirements
    - An education that meets applicable academic and operating standards and the standards of the educational agency
    - The rights of a child with a disability who is served by a public school district

Develops a process to ensure:

- Prior to the child's placement or referral to a nonpublic school or facility, the educational agency must initiate and conduct a meeting to develop an IEP for the child.
- The educational agency must ensure that a representative of the nonpublic school or facility attends the meeting, whether via a virtual platform or a conference call.
- Any IEP meeting initiated and conducted by the nonpublic school or facility must include the parents and public school district representative.
- Parents and the public school district representative are involved in any decision and agree to any proposed changed in the IEP before those changes are implemented.
- Students' IEPs are implemented, appropriately developed to address the students' educational and behavioral needs and are written in compliance with state and federal regulations.
- The child's school district of residence is invited to the IEP team meetings. IEP team meetings should not occur without the school district or residence representation.

CONTENTS OF AN INDIVIDUALIZED EDUCATION PROGRAM

IEP contents must include the following:

- A statement that discusses the child's future:
  - The family and child's preferences and interests are an essential part of the planning process. The IEP team will document the planning information in the IEP.
- An acknowledgment of whether there are any special instructional factors.
- 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 education curriculum (i.e., the same curriculum as for nondisabled children), or
  - For preschool children, as appropriate, how the disability affects the child's participation in appropriate activities.
- A statement of measurable annual goals, including academic and functional goals and benchmarks or short-term objectives designed to:
  - Meet the child's needs that resulted from the child's disability so that the child will be involved in and make progress in the general education curriculum
  - Meet each of the child's other educational needs that resulted from the child's disability
- A description of:
  - How the child's progress towards the annual goals will be measured
  - When periodic reports on the child's progress will be provided (such as using quarterly or other periodic reports, concurrent with the issuance of report cards)
  - How to align the alternate academic achievement standards in benchmarks or short-term objectives, for children who take the alternate assessment
- A statement of the special education 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
- A statement of the program modifications or supports for school personnel that will be provided to enable the child:
  - To advance appropriately toward attaining the annual goals

  - To be involved in and make progress in the general education curriculum, and to participate in extracurricular and other nonacademic activities
  - To be educated and participate with other children with disabilities and nondisabled children in the activities
- An explanation as to the reason the child will not participate with nondisabled children in the regular class and activities
- A statement of appropriate individualized accommodations that are necessary to measure the academic achievement and functional performance of the child on state and districtwide assessments
- A statement based on the Alternate Assessment Participation Decision Making Tool completed by the IEP team that includes:
  - The reason the child cannot participate in the statewide or districtwide assessment of student achievement
  - The particular alternate assessment selected is appropriate for the child
- The projected date for the beginning of the services and modifications, and the anticipated frequency, location, and duration of those services and modifications

DEVELOPMENT OF AN IEP

The required IEP form is the PR-07.

In developing each child's IEP, the IEP team must consider:

- The strengths of the child
- The concerns of the parents for enhancing the education of their child
- The results of the initial or most recent evaluation of the child
- The results of the child's performance on any state or district-wide assessment programs, as appropriate
- The academic, developmental and functional needs of the child

The IEP team must consider the following special factors:

- If the child's behavior impedes the child's learning or that of others, then consider the use of positive behavioral interventions and supports (PBIS) and other strategies to address that behavior.
- If the child has limited English proficiency, the child's language needs as those needs relate to the child's IEP
- If the child is blind or visually impaired:
  - Provide instruction in braille and the use of braille, unless the IEP team determines that based on the results of the evaluation, instruction in braille or the use of braille is not appropriate for the child
  - Conduct 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)
  - Ensure that additional requirements for IEPs for children who are blind or visually impaired are implemented
- The communication needs of the child, and for 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
- Full range of needs, including opportunities for direct instruction in the child's language and communication mode
- Whether the child needs assistive technology devices and services

Progress reports are provided to parents of a child with a disability at least as often as report cards are issued to all children. If the district provides interim reports to all children, progress reports must be provided to all parents of a child with a disability.

DETERMINING EXTENDED SCHOOL YEAR (ESY) SERVICES

ESY services must be provided only if a child's IEP team determines that the services are necessary for the provision of FAPE to the child.

The IEP team should consider if extended school year services are necessary to:

- Prevent significant regression of skills or knowledge retained by the child to seriously impede the child's progress toward their educational goals
- Avoid something more than adequately recoupable regression of skills or knowledge

Extended school year services signify special education and related services:

- Are provided to a child with a disability beyond the normal school year of the educational agency, in accordance with the child's IEP
- At no cost to the parents
- Meet the standards of the Department

Extended school year services:

- May happen at any time the school is not in session
- Are provided beyond the normal school year of the educational agency which includes both the days of the school year and the hours of the school day
- Are not the same as summer school, compensatory services or enrichment programs
- Shall not:
  - Limit extended school year services to particular categories of disability, or
  - Unilaterally limit the type, amount or duration of those services.

Consideration for the IEP team:

- Extended school year services as part of the IEP process for children transitioning from Part C services. An educational agency shall not require any child to have previous school experience to receive extended school year services. The IEP team can use the data from Part C services.
- If the child's third birthday is during a time the school is not in session, the IEP team is not going to begin services on or before the break.
- The IEP team must determine whether the time the student will need to re-learn the skills lost is excessive, particularly compared to the time it takes nondisabled students to regain skills lost during a school break.
- The IEP team may need to collect further data and reconvene later in the school year to determine if extended school year services are needed. The team would then enter the date on the IEP when it plans to reconvene to make the determination based on data collected.

- The IEP team should consider emerging skills as part of the IEP process for children who are exhibiting beginning skillsets.
- The IEP team must consider extended school year services as part of the IEP process for children transition from part C services. A school district shall not require any child to have previous school experience to receive extended school year services. Based upon data available from the part C system, the IEP team shall determine if extended school year services are required.

Denial of ESY can be a denial of FAPE.

POST-SECONDARY TRANSITION

If the child will be 14 years old before the end of this IEP, the educational agency must do the following:

- Notify the parent that the purpose of the meeting will be to consider postsecondary goals and transition services for the child.
- Invite the child to the meeting.
- Identify any other agency that will be invited to send a representative, if the parent consents.
- Identify the transition service needs of the child, including the child's courses of study (such as participation in advanced-placement courses or a vocational education program).
- Identify appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and where appropriate, independent living skills.
- Review and update postsecondary goals annually.

The IEP team may decide to include the child at a younger age, if determined appropriate.

COMPONENTS OF THE POST-SECONDARY TRANSITION SECTION OF THE IEP

Prior to or by the 14th birthday, the child must complete an age-appropriate transition assessment and the IEP must include:

- Post-secondary training and education
- Competitive integrated employment
- Independent living, if applicable
- Appropriate measurable goals based on the age-appropriate assessment for:
    - Postsecondary training and education
    - Competitive integrated employment
    - Independent living (if assessment data supports the need)
- The courses of study
- The transition services/activities needed to assist the child in reaching those goals

FAILURE TO MEET TRANSITION OBJECTIVES

If a participating agency other than the educational agency fails to provide the transition services described in the IEP, the educational agency must reconvene the IEP team to identify alternative strategies to meet the transition objectives written in the IEP.

There is nothing in the Operating Standards that relieves any educational agency, including a state vocational rehabilitation agency, of the responsibility to provide or pay for any transition service that

the agency would otherwise provide to children with disabilities who meet the eligibility criteria of that agency.

NON-ACADEMIC AND EXTRACURRICULAR ACTIVITIES

All students with disabilities. including parentally-placed students in nonpublic schools, are afforded the opportunity to participate in any non-academic and extracurricular activities as their nondisabled peers.

LEAST RESTRICTIVE ENVIRONMENT (LRE)

The educational agency ensures written least restrictive environment policies and procedures requirements are met.

The educational agency shall ensure that to the maximum extent appropriate, children with disabilities, including children in public or nonpublic institutions or other care facilities, are educated with children who are nondisabled.

Special classes, separate schooling, or other removal of children with disabilities from the regular education environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

CONTINUUM OF ALTERNATIVE PLACEMENT

Each educational agency must ensure that a continuum of alternative placement is available to meet the needs of children with disabilities. The continuum of alternative placement may include instruction in one or more of these environments during the school day:

- Regular classes – general education with or without supplemental aids/services
- Special classes – resource room or self-contained classroom
- Special schools; separate schools
- Home instruction
- Hospitals, residential treatment, and institutions

Educational agencies ensure provisions are made for supplementary services (such as resource room or itinerant instruction) in conjunction with regular class placement.

EDUCATION PLACEMENT

In determining the educational placement of a child with a disability, including a preschool child with a disability, each educational agency must ensure that the placement decision is:

- Made by a group of qualified professionals, including the parents and other persons knowledgeable about the child
- Based on the interpretation of the evaluation data, and the placement options
- Made in conformity with the least restrictive environment provisions

<u>The child's placement is</u>:

- Determined at least annually
- Based on the child's IEP
- As close as possible to the child's home; unless the IEP of a child with a disability requires some other arrangement, the child is educated in the school that the child would attend if nondisabled. Location does not mean placement. For example, if an educational agency has one multiple disability classroom and it is not in the school building closest to the child's

home, that is not a change on the continuum. The services and access to general education peers are not changing.

In selecting the LRE, consideration is given to any potential harmful effect on the child or on the quality of services that the child needs, and the child is not removed from being educated in an age-appropriate general education classroom solely because of modifications in the general education curriculum.

Placing a child on virtual school due to behavior is a change of placement because the child is receiving IEP services in an alternate setting.

STATEWIDE AND DISTRICTWIDE TESTING

The educational agency must have a procedure for testing all children with disabilities to ensure the provision of their accommodations as written in the IEP.

The educational agency ensures that students with disabilities are included in general state- and districtwide assessment programs. Federal laws provide clear expectations that states will align achievement assessments with academic content standards. In Ohio, these are the three ways to assess student achievement of academic content standards:

- Participation in the general assessment with universal or designated supports (most students)
- Participation in the general assessment with allowable accommodations (some students with disabilities and English learners)
- Participation in an alternate assessment (small number of students with the most significant cognitive disabilities)

Accommodations for students with disabilities must be documented on the IEPs. Other accessibility features are not required to be documented to be provided. However, if there is an accessibility feature that an IEP team wants to ensure a student receives, the IEP team should document the feature on the student's IEP.

IEP SIGNATURE

Only the initial IEP requires parents' signature to implement the IEP.

IEP annual reviews, revisions, and amendments do not require a parent's signature to implement the IEP, unless there is a change in placement. Ohio does not require a signature (section 15 of the IEP) but requires the parent to participate in the meetings/decisions. The parent would have signed the participant page of the IEP.

Initial IEP: A parent may give consent to the full IEP services, for partial IEP services, or refuse all services.

Annual review IEP: A parent may sign in agreement with the implementation of the IEP or sign in disagreement to specific services in the IEP.

The parent is required to provide consent for a change in placement.

INITIAL IEP

The initial IEP must be developed within 30 calendar days of the eligibility determination that the child needs special education and related services.

Exhibit 2

For an initial IEP, the parent must provide consent by signing to implement:

- The special education and related services as specified in the IEP, or
- Certain areas in the IEP, or
- Not initiating special education and related services as specified in the IEP.

Eye examination for initial IEPs

The educational agency in which the child is enrolled ensures that parents are notified that the child is required to undergo a comprehensive eye exam within three months of starting IEP services, unless the child underwent such an examination within the nine-month period immediately prior to being identified with disabilities.

No student shall be prohibited from initiating, receiving, or continuing to receive IEP services prescribed in the student's IEP because he or she has not undergone the required eye examination.

IEP TEAM MEMBERS

Required members of the IEP team include:

- The child's parents
- At least one general education teachers, if the child is or may be participating in the regular education environment
- At least one special education teacher of the child or, where appropriate, a special education provider of the child
- An educational agency may designate an educational agency member of the IEP team to serve as the educational agency representative. A representative of the educational agency who:
    - Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities
    - Knows the general education curriculum
    - Knows about the availability of resources of the educational agency
- Someone who can interpret the instructional implications of the evaluation results, who may be one of the team noted previously
- Individuals who have knowledge or special expertise regarding the child, including related services personnel, can be invited based on the parents or educational agency determination
- The child must be invited to all IEP meetings starting at age 14 (if appropriate at a younger age)
- Note: The related service provider is not a required team member, unless the related service is the only specially designed instruction that the student receives. Then the related services provider takes the place of the intervention specialist as a required team member.

ADDITIONAL IEP TEAM MEMBERS FOR CHILD UNDER PART C (EARLY INTERVENTION)

At the request of the parent, an invitation to the initial IEP team meeting must be sent to the early intervention service coordinator or another representative to assist with the smooth transition of services.

IEP MEETINGS

Parent participation

The educational agency ensures that one or both parents of a child with a disability are present at each IEP team meeting or are afforded the opportunity to participate, including:

- Notifying the parents of the meeting in a reasonable time to ensure that they will have an opportunity to attend
- Scheduling the meeting at a mutually agreed upon time and place

Parent invitation

A notice to a parent regarding an IEP meeting includes the following:

- The purpose
- Time and location of the meeting
- Who will be in attendance:
    - A list of individuals invited, such as the early intervention service coordinator or other representatives of the Part C system at the initial IEP meeting
    - Individuals who have knowledge or special expertise about the child
- If the IEP will be in effect when the child turns 14, and if determined appropriate by the IEP team, the notice must indicate:
    - The child will be invited to the meeting
    - The purpose of the meeting must include:
        - The development of a statement of postsecondary transition services needs
        - Consideration of the postsecondary goals and transition services
    - Any other agency identified as a representative of the child

Other methods to ensure parents participation

If neither parent can attend an IEP team meeting, the educational agency uses other methods to ensure parent participation, including individual or conference telephone calls, virtual meetings consistent with and related to alternative means of meeting participation.

Conducting an IEP team meeting without a parent in attendance

The educational agency keeps a record of its attempts to arrange a mutually agreed upon time and place, such as:

- Detailed records of telephone calls made or attempted and the results of those calls
- Copies of correspondence sent to the parents and any responses received
- Detailed records of visits made to the parents' home or place of employment and the results of those visits

A meeting can be conducted without a parent in attendance if the abovementioned attempts have been unsuccessful.

General education teacher requirement

A general education teacher who is a member of a child's IEP team, must participate in the development of the IEP, including the determination of:

- Appropriate positive behavioral interventions and supports and other strategies for the child
- Supplementary aids and services, program modifications and support for school personnel

Secondary Transition services participants

- The educational agency invites a child with a disability to attend the child's IEP team meeting if a purpose of the meeting will be the consideration of the postsecondary goals for the child and the transition services needed to assist the child in reaching those goals.

- If the child does not attend the IEP team meeting, the educational agency takes other steps to ensure that the child's preferences and interests are considered.
- The educational agency invites a representative of any participating agency that is likely to be responsible for providing or paying for transition services with the consent of the parents or a child who has reached the age of majority.

IEP Team attendance and excusal

- All IEP team members are required to participate in the meetings.
- A member of the IEP team is not required to attend an IEP team meeting, in whole or in part, if the parent of a child with a disability and the educational agency agrees, in writing, that the attendance of the member is not necessary because the member's area of the curriculum or related services is not being modified or discussed in the meeting.
- A member of the IEP team may be excused from attending an IEP team meeting, in whole or in part, when the meeting involves a modification to or discussion of the member's area of the curriculum or related services, if:
    - The parent and the educational agency consent to the excusal in writing
    - The member submits in writing their input into the development of the IEP to the parent and the IEP team prior to the meeting

Use of interpreters

The educational agency takes necessary measures to ensure that the parent understands the proceedings of the IEP team meeting, such as arranging for an interpreter for parents with deafness or whose native language is other than English or any other necessary accommodations.

IMPLEMENTATION OF IEPS

Each educational agency ensures the IEP is developed and implemented for each child with a disability, and the services identified in the child's IEP are provided as agreed upon with the child's school district of residence.

Each child identified as a child with a disability within its jurisdiction has an IEP on or before the child's third birthday and at the beginning of each subsequent school year.

The IEP shall be implemented as soon as possible following the IEP meeting or within 30 days of special education eligibility determination.

Accessibility of IEP to teachers and others

The educational agency ensures that the child's IEP is accessible to each regular education teacher, special education teacher, related services provider, and any other service provider who is responsible for implementing the IEP, and that each teacher and provider is informed of:

- The teacher's and provider's specific responsibilities related to implementing the child's IEP
- The specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP

PROGRESS REPORT

IEP and transition progress reports must include:

- A description of progress toward the completion of the IEP goals and transition services provided to the parent at least as often as report cards are issued to all children

- If the school district provides interim reports to all children, progress reports are provided to all parents of a child with a disability concurrent with the issuance of progress reports for students without a disability.

REVIEW AND REVISION OF IEPS

The educational agency ensures the IEP team:

- Reviews the child's IEP periodically, but not less than annually, to determine whether the annual goals for the child are being achieved
- Revises the IEP, as appropriate, to address:
  - Any lack of expected progress toward the annual goals and in the general education curriculum, if appropriate
  - The results of any reevaluation conducted
  - Information about the child provided to, or by, the parents
  - The child's anticipated needs or
  - Other matters

In conducting a review of the child's IEP, the IEP team must consider the special factors.

A regular education teacher of the child, as a member of the IEP team, must participate in the review and revision of the IEP of the child.

AMENDMENT AND MODIFICATION OF IEP

If changes are needed to be made to an IEP after the annual IEP review, the parent of a child with a disability and the educational agency may agree to not reconvene a full IEP team meeting for the purposes of making those changes to the IEP, but may develop a written document to amend or modify the child's current IEP.

If the IEP team amends or modifies the current IEP, the educational agency ensures that the child's full IEP team, teachers, and providers are informed of those changes.

The annual review date for the amended or modified IEP does not change. The review date will change upon a complete review and revision of the child's IEP.

After amending the IEP, the educational agency must send a copy of the amended IEP to the parent within 30 days of the date the IEP was amended.

IEP TRANSFERS

<u>IEPs for children who transfer school districts in the same state</u>

When a child with an IEP in effect transfers within Ohio and enrolls in a new educational agency within the same school year, the new educational agency (in consultation with the parents) must provide FAPE to the child (including services comparable to those described in the child's IEP from the previous educational agency), until the new educational agency either:

- Adopts the child's IEP from the previous educational agency, or
- Develops and implements a new IEP that meets the requirements of the Operating Standards **within 30 days**.

Exhibit 2

IEPs for children who transfer from another state

When a child with an IEP that had been in effect in another state transfers to an educational agency in Ohio and enrolls within the same school year, the new educational agency (in consultation with the parents) ensures FAPE (including services comparable to those described in the child's IEP from the previous out of state school) is provided to the child, until the new educational agency decides if it needs to:

- Adopt the out of state IEP (if determined to meet Ohio requirements, or
- Conduct an initial evaluation (if determined to be necessary by the new school district), or
- Develop and implement a new IEP that meets the requirements of the Operating Standards.

TRANSFER OF RIGHTS AT AGE OF MAJORITY

When a child with a disability reaches the age of majority under Ohio law (eighteen years of age), all rights accorded to parents under Part B of the IDEA usually transfer to the child.

- By the child's 17th birthday, the IEP must include a statement that the child has been informed of the child's rights that will transfer to the child on reaching the age of majority (18 years old).
- The parent and the child must sign and date this section of the IEP.

For children who are incarcerated in an adult or juvenile state or local correctional institution, the educational agency must provide notice to the parent and child of the transfer of rights at age of majority.

All education rights that the parent had would transfer at age of majority to the child who is incarcerated in an adult or juvenile state or local correctional institution.

INCARCERATED YOUTH

The IEP team must amend the child's IEP to address placement at the juvenile detention center or adult jails and make amendments to the IEP as necessary to ensure FAPE is provided to the child.

TRANSMITTAL OF EDUCATION RECORDS BETWEEN EDUCATIONAL AGENCIES

The new educational agency must obtain the child's education records within 30 days of the child's enrollment, including the IEP and supporting documents, as well as any other records relating to the provision of special education or related services to the child, from the previous educational agency in which the child was enrolled.

All special education records must be transferred to the new educational agency or nonpublic school regardless of fees owed to the educational agency.

The previous educational agency must respond to the request for the education records within 30 days of the notification of the child's enrollment into the new educational agency.

Exhibit 2

Student Discipline

Policy

The school district of residence ensures that children with disabilities, their parents, and public agencies are provided an opportunity to resolve disputes regarding identification, evaluation, or educational placement of a child with a disability or the provision of a free appropriate public education (FAPE).

Procedure

THE EDUCATIONAL AGENCY:

REMOVALS

May remove a child with a disability who violates a code of student conduct from his or her current placement for not more than 10 consecutive school days. The regulation does not permit using repeated disciplinary removals of 10 school days or less as a means of avoiding the change in placement options.[5]

CHANGE OF PLACEMENT BECAUSE OF DISCIPLINARY REMOVALS

For purposes of removals of a child with a disability from the child's current educational placement, a change of placement occurs if:

- The removal is for more than 10 consecutive school days, **or**
- The child has been subjected to a series of removals that constitute a pattern because:
  - The series of removals total more than 10 school days in a school year
  - The child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals and
  - Additional factors, such as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another

Determines on a case-by-case basis whether a pattern of removals constitutes a change of placement. This determination is subject to review through due process and judicial proceedings.

REMOVAL NOTIFICATION

Notifies parent of the decision to remove a child from his or her current placement on the date the educational agency makes the decision and provides the parent with the procedural safeguard notice.

Provides prior written notice to the parent of a child with a suspected or confirmed disability prior to a change in placement that is a result of a disciplinary action.

MANIFESTATION DETERMINATION

Conducts a manifestation determination review within 10 school days of any decision to change the child's placement because of a misconduct violation.

The educational agency and the relevant IEP team members, including parents, must:

[5] Federal register, vol 71 no. 156 page 46715

- Review all relevant information in the child's file, including the child's IEP, teacher's observations, and any relevant information provided by the parents
- Determine if the conduct in question was caused by the child's disability, or if it was the direct result of the educational agency's failure to implement the child's IEP

If the misconduct was determined to be a manifestation of the child's disability, the IEP team must:

- Conduct a functional behavioral assessment (FBA), **or**
- If an FBA was completed before the behavior that resulted in the change of placement occurred, review the behavior intervention plan (BIP) and modify as needed to address the behavior, and
- Return the child to their prior placement unless the team determined otherwise based on the BIP

If the change of placement is more than 10 days and the manifestation determination hearing concluded that the child's behavior which resulted in the violation was not related to the disability, then the educational agency can proceed as it would with a nondisabled child.

If the removal is a change of placement, the educational agency must provide the parent a prior written notice and the child's IEP team must determine:

- The appropriate services
- The interim alternative educational setting for the child to receive special education and related services

SERVICES

Must, for a child with a disability who has been removed from the child's current placement:

- Continue to provide educational services, so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP
- Conduct a functional behavioral assessment
- Provide behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur

The services required may be provided in an interim alternative educational setting.

After a child with a disability has been removed from the child's current placement for ten school days in the same school year, if the current removal is for not more than ten consecutive school days and is not a change of placement under this rule, school personnel, in consultation with at least one of the child's teachers, determine the extent to which services are needed so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

Is only required to provide services during periods of removal to a child with a disability who has been removed from the child's current placement for ten school days or less in that school year, if it provides services to a child without disabilities who is similarly removed.

Although not required, educational agencies are encouraged to provide services during such short-term removals to assist children with disabilities to continue to make progress toward their IEP goals

and prevent them from falling behind. (See OSEP's Questions and Answers: Addressing the Needs of Children with Disabilities and IDEA's Discipline Provisions July 19, 2022.)

SPECIAL CIRCUMSTANCES

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child:

- Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the Department of Education and Workforce or an educational agency
- 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 an educational agency, or
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of an educational agency.

PROTECTIONS FOR CHILDREN NOT DETERMINED ELIGIBLE FOR SPECIAL EDUCATION AND RELATED SERVICES

A child who has not been determined to be eligible for special education and related services but who has engaged in behavior that violated a code of student conduct may assert any of the protections provided under IDEA if the educational agency had knowledge that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

AN EDUCATIONAL AGENCY'S BASIS OF KNOWLEDGE

An educational agency has knowledge that a child is a child with a disability before the behavior that precipitated the disciplinary action occurred, if:

- The parent of the child expressed concern in writing that the child is in need of special education and related services to:
    - A supervisory or administrative personnel of the appropriate educational agency, **or**
    - A teacher of the child
- The parent of the child requested an evaluation of the child, or
- The teacher of the child, or other personnel of the educational agency, expressed specific concerns about a pattern of behavior demonstrated by the child directly to the director of special education of the educational agency or to other supervisory personnel of the educational agency.

An educational agency would not be deemed to have knowledge if the parent of the child:

- Did not allow an evaluation of the child, or
- Refused services, or
- After an evaluation, the child was determined to not be a child with a disability.

CONDITIONS THAT APPLY IF NO BASIS OF KNOWLEDGE

If an educational agency 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 disciplinary measures applied to children without disabilities who engage in comparable behaviors.

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 must be conducted in an expedited manner.

Exhibit 2

Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

The educational agency eligibility determination decision must take into consideration information from the evaluation conducted by the educational agency and information provided by the parents.

If the child is determined to be a child with a disability, the agency must provide special education and related services.

REFERRAL TO AND ACTION BY LAW ENFORCEMENT AND JUDICIAL AUTHORITIES

May report a crime committed by a child with a disability to appropriate authorities or state law enforcement and judicial authorities.

Exhibit 2

Non-Public Schools (OAC 3301-51-08)

Policy

Each educational agency locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private schools, including religious, elementary schools, and secondary schools, located in the educational agency's geographical boundaries.

Each school district ensures equitable services and participation for eligible children who are attending a chartered or non-chartered nonpublic school located within the district's geographical boundaries.

The school district ensures timely and meaningful consultation with the chartered and non-chartered nonpublic school officials to determine if any children attending those nonpublic schools are eligible for equitable services.

Procedure

THE EDUCATIONAL AGENCY:

CHILD FIND FOR PARENTALLY PLACED NONPUBLIC SCHOOL CHILDREN WITH DISABILITIES

The child find process must be designed to ensure:

- The equitable participation of parentally placed private school children
- An accurate count of those eligible children

DISTRICT PLACEMENT IN NONPUBLIC SCHOOLS

Before a public school district places a child with a disability in, or refers a child to, a nonpublic school or facility, the district must initiate and conduct a meeting to develop an IEP for the child in accordance with the IEP rule.

The educational agency must ensure that a representative of the nonpublic school or facility attends the meeting. If the representative cannot attend, the educational agency must use other methods to ensure participation by the nonpublic school or facility, including individual or conference telephone calls or virtual meetings.

After a child with a disability enters a nonpublic school or facility, any meetings to review and revise the child's IEP may be initiated and conducted by the nonpublic school or facility at the discretion of the public educational agency.

If the nonpublic school or facility initiates and conducts these meetings, the public educational agency must ensure that the parents and an educational agency representative:

- Are involved in any decision about the child's IEP
- Agree to any proposed changes in the IEP before those changes are implemented

Even if a nonpublic school or facility implements a child's IEP, responsibility for compliance with this rule remains with the public educational agency and the Department.

Exhibit 2

CONSULTATION

To ensure timely and meaningful consultation, the school district where the nonpublic school is located must consult with nonpublic school representatives and representatives of parents of parentally placed nonpublic school children with disabilities during the design and development of special education and related services for the children regarding the child find process:

- How parentally placed nonpublic school children suspected of having a disability can participate equitably
- How parents, teachers, and nonpublic school officials will be informed of the process

In carrying out the requirements of child find, the educational agency must undertake activities similar to the activities undertaken for the educational agency's public-school children.

When conducting child find, evaluations and service activities, the educational agency where the nonpublic school is located must follow all the IDEA and the FERPA confidentiality requirements when serving children with disabilities attending chartered and non-chartered nonpublic schools.

OUT-OF-STATE PARENTALLY PLACED CHILDREN

Children from out of state who are parentally placed in an Ohio nonpublic school fall under the child find obligation. Each educational agency must fulfill its child find obligations for parentally placed children including religious, elementary schools and secondary schools located in the education agency's geographical boundaries whose residence is in another state.

The child find process must be completed in a time period comparable to that for students attending public schools in the educational agency's geographical boundaries.

The cost of child find requirements, including individual evaluations, may not be considered in the determination that the educational agency has met its obligation to expend proportionate share funds to provide equitable services.

EVALUATIONS

The public school district in which the nonpublic school is located is responsible for conducting the evaluations either directly or through contract.

District of residences are responsible for conducting the evaluations of homeschooled children.

IEP AND INDIVIDUALIZED SERVICES PLAN

Only the public school district in which the nonpublic school is located can develop an individual service plan (ISP). The public school district must initiate and conduct meetings to develop, review, and revise a services plan and ensure that a nonpublic school representative attends each meeting.

<u>Consultation process</u>

The consultation process among the school district where the nonpublic school is located, nonpublic school officials, and representatives of parents of parentally placed nonpublic school children with disabilities, including how the 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.

Exhibit 2

Provision of special education and related services

How, where, and by whom special education and related services will be provided for parentally placed nonpublic school children with disabilities, including a discussion of:

- The types of services, including direct services and alternate service delivery mechanisms
- How special education and related services will be apportioned if funds are insufficient to serve all parentally placed nonpublic school children
- How and when those decisions will be made
- Written explanation by the school district regarding services

If the school district where the nonpublic school is located disagrees with the views of the nonpublic school officials on the provision of services or the types of services (whether provided directly or through a contract), the school district where the nonpublic school is located shall provide to the nonpublic school officials a written explanation of the reasons why the school district chose not to provide services directly or through a contract.

The services plan must:

- Be developed to meet IEP requirements as outlined in the IEP rule and to the extent appropriate
- Be individually developed for each participating child using the services plan form, i.e., IEP form, included in the school districts' approved forms
- Be developed, reviewed, and revised consistent with the IEP requirements

Homeschooled and parentally placed children who accept the Jon Peterson Special Needs or Autism Scholarship give up the right to FAPE.

THE SCHOOL DISTRICT OF RESIDENCE

Is not required to pay for the cost of FAPE of a child with a disability at a nonpublic school or facility if:

- The school district of residence made FAPE available to the child in the public school, **and**
- The parents elected to place the child in the nonpublic school or facility.

Exhibit 2

Transportation (OAC 3301-51-10)

Policy

The public school district ensures transportation is provided for a child if transportation is written in the IEP as a related service.

The public school district ensures transportation is provided to a parentally placed nonpublic school child with a disability if it is necessary for the child to benefit from or participate in the services.

Procedure

School district means city, local, exempted village, educational service center, community school, STEM school, boarding school, or county board of developmental disabilities, for purposes of this rule.

Special transportation means vehicle transportation service required by the individualized education program of a child with disabilities or any applicable state or federal law

Children with disabilities in this rule refers to those ages 3-21.

THE SCHOOL DISTRICT

Ensures that:

- Transportation is provided to and from school, between schools, and in and around school buildings during normal school hours and outside of normal school hours if included on the child's individualized education program
- The school district establishes when the child's needs are such that information to ensure the safe transportation and well-being of the child is necessary to provide such transportation

Weekend travel on Saturday or Sunday for residential schools is permitted.

COMMUNITY SCHOOL:

A community school governing authority shall provide or arrange transportation free of any charge for any child with disabilities enrolled in the school for whom the child's individualized education program specifies transportation in accordance with section 3314.091 of the Revised Code.

PARENTALLY PLACED:

For transportation purposes, a child with disabilities that is parentally placed in a nonpublic school shall be entitled to transportation the same as any child without disabilities attending a nonpublic school in accordance with section 3327.01 of the Revised Code.

Exhibit 2

Comprehensive Coordinated Early Intervening Services

Policy

The school district ensures use of 15% of its IDEA Part B allocation for comprehensive coordinated early intervening services (CCEIS) if the Department determines that a district has significant disproportionality based on race or ethnicity with respect to the identification of children with disabilities, the identification of children in specific disability categories, the placement of children with disabilities in particular educational settings, or the taking of disciplinary actions.

Procedure

Comprehensive coordinated early intervening services include:

- Activities that include professional development, educational and behavioral evaluations, services and supports to the identified student population as described above
- A review and assessment of the factors contributing to the significant disproportionality, including a lack of access to scientifically based instruction; economic, cultural or linguistic barriers to appropriate identification or placement in particular educational settings; inappropriate use of disciplinary removals; lack of access to appropriate diagnostic screenings; differences in academic achievement levels, and
- A review of the policies, practices, or procedures contributing to the significant disproportionality, including a policy, practice, or procedure that results in a failure to identify, or the overidentification of, a racial or ethnic group (or groups).

When identified as significantly disproportionate, the district must use 15% of its IDEA Part B Allocation to serve children ages three through grade 12, particularly, but not exclusively, children in those groups identified as significantly disproportionate:

- Children who are not currently identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment
- Children with disabilities, but not limited only to such children
- Preschool children

Funds must be expended within the period of availability of the fiscal year in which the funds were reserved. The amount budgeted for comprehensive coordinated early intervening services and the budget narrative of the use of funds must be documented in the district's IDEA Part B grant application for the fiscal year in which the funds were reserved.

Educational agencies that are mandated to budget and expend 15% of their IDEA Part B allocation for these services are obligated to track and report the following:

- The amount of the reserved funds that are expended within a fiscal year and any carryover of unexpended funds to the following fiscal year
- The number of students who receive comprehensive coordinated early intervening services

Exhibit 2

- Of those students who received comprehensive coordinated early intervening services, the number who subsequently received special education and related services within two years after receiving comprehensive coordinated early intervening services

Exhibit 2

Glossary

College Credit Plus (CCP)

CCP classes are college-level courses that permit students to earn college credit while earning credits to graduate from high school. CCP courses must meet certain standards to maintain college-level accreditation. Districts are not required to implement individualized education programs (IEPs) for CCP classes and college-level courses may not be permitted to implement every accommodation and modification listed in a student's IEP.

Destruction

Destruction means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.

Educational Agency

- School districts, including school districts of service, open enrollment school districts, community schools
- The Ohio Department of Youth Services, and joint vocational school districts
- Juvenile justice facilities, educational service centers, county boards of developmental disabilities
- Any department; division; bureau; office; institution; board; commission; committee; authority; or other state or local agency, other than a school district or an agency administered by the Department of Developmental Disabilities, that provides or seeks to provide special education or related services to children with disabilities, unless Chapter 3323 of the Revised Code or a rule adopted by the state board of education specifies that another school district, other educational agency, or other agency, department, or entity is responsible for ensuring compliance with Part B of the IDEA.

Education Records

Records that are directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution and covered under the definition of "education records" in 34 C.F.R. Part 99 (January 14, 2013) (the regulations implementing the Family Educational Rights and Privacy Act of 1974, August 1974, 20 U.S.C. 1232g (FERPA))

Free Appropriate Public Education (FAPE)

Free appropriate public education (FAPE) means students receive special education and related services that are provided at public expense, under public supervision and direction, and without charge; those services meet the standards of the Department; include an appropriate preschool, elementary school, or secondary school education; and are provided in conformity with a student's Individualized Education Program (IEP).

Exhibit 2

Individualized Education Program (IEP)

An IEP means a written statement for each child with a disability that is developed, reviewed, and revised in a meeting.

Initial Evaluation Team

The initial evaluation team includes the parents and a group of qualified professionals.

Informed Parental Consent

The parent:

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

Least Restrictive Environment (LRE)

Children with disabilities must be educated in the same environment as children without disabilities as much as possible based on the children's needs. For specific requirements of LRE, see Ohio Administrative Code 3301-51-09.

Modification

- Changes what a student is taught or expected to learn
- Modifications to grade-level learning change the expectation to learn the full breadth and/or depth of content

Parent

- A biological or adoptive parent of a child (**Exception:** unless biological or adoptive parent lacks legal authority to make educational decision for the child)
- A guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the child (but not if the child is a ward of the State)
- An individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare, or
- A surrogate parent who has been appointed.

Participating Agency

Any agency or institution that collects, maintains, or uses personally identifiable information, or from which information is obtained, under Part B of the IDEA.

Personally Identifiable Information

Information that contains:

- The name of the child, the child's parent, or other family member
- The address of the child
- A personal identifier, such as the child's social security number or student number, or
- A list of personal characteristics or other information that would make it possible to identify the child with reasonable certainty.

Public Expense

The district either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent of the student.

Prior Written Notice

A written notice provided to the parent of the educational agency's proposals or refusal regarding initiating or changing the identification, evaluation or placement of the children.

Re-Evaluation Team

The re-evaluation team includes the IEP team and other qualified professionals.

Student Profiles

Summarize all current and relevant strengths, educational needs and performance levels of the child.

Transfer of student records

Requires schools to provide a transfer student's records to the new school within 5 days of the request. Schools can withhold records if a student owes $2,500 or more.

Exhibit 3

Chippewa Local Schools
Business Continuity Policy

100 Valley View Rd.
Doylestown, OH 44230

Exhibit 3

1.1 Policy Approval

This policy and any substantive amendments shall be approved by the Chippewa Local Schools Board of Education. The Superintendent and Treasurer/CFO are responsible for the administration and maintenance of the policy and related business continuity procedures.

1.2 Table of Contents

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Exhibit 3

Overview

2.1 Purpose and Scope

The purpose of the Chippewa Local Schools Business Continuity Policy is to minimize disruption to essential District operations and services and to support an effective and timely response and recovery following a significant disruption. Business continuity planning includes coordinated preparation, communication, resource management, and recovery procedures designed to maintain or restore critical District functions.

Disruptions addressed by this policy may include, but are not limited to:

- Natural disasters and severe weather;
- Fire, flooding, or other damage to District facilities;
- Utility failures, including electrical, water, heating, or telecommunications outages;
- Hardware, software, network, or other technology failures;
- Cloud-based or third-party service provider outages;
- Cybersecurity incidents;
- Public health or other emergency situations;
- Loss or unavailability of critical personnel, systems, records, facilities, or services; and
- Other events that significantly disrupt District operations.

Any personal, confidential, or sensitive information collected or maintained for business continuity purposes shall be limited to information reasonably necessary for continuity planning, response, and recovery and shall be handled in accordance with applicable law, Board policy, and District procedures.

This policy applies to Chippewa Local Schools and its schools, departments, facilities, personnel, technology systems, and other operations necessary to support the District's essential functions.

2.2 Introduction

This document provides a framework for Chippewa Local Schools to respond to and recover from unplanned disruptions to District operations. Because the nature,

duration, and impact of a disruption cannot always be anticipated, the procedures contained herein are intended to provide guidance while allowing District personnel to exercise reasonable judgment based on the circumstances.

Response and recovery decisions should be made promptly using the best information reasonably available at the time, with priority given to the safety of students and staff, continuity of essential District functions, protection of District assets and information, and timely restoration of normal operations.

2.3 Objectives

The primary objective of this Business Continuity Policy is to provide a framework for Chippewa Local Schools to maintain or restore essential District functions following a significant disruption. The District's priorities are the safety of students, staff, and visitors; continuity of essential services; protection of District property, systems, records, and information; and timely restoration of normal operations.

Additional objectives include:

- Establish a framework for responding to and recovering from significant disruptions to District operations;
- Minimize the loss of critical data and restore essential technology systems and services within reasonable timeframes;
- Maintain appropriate safeguards for confidential, sensitive, and protected information during response and recovery activities;
- Define responsibilities and authority for activating and implementing business continuity procedures;
- Provide for timely communication with employees, students and families, the Board of Education, emergency responders, governmental agencies, vendors, and other appropriate parties;
- Establish procedures for returning to normal operations and evaluating the District's response following a significant disruption; and

Exhibit 3

2.4 Definitions of Terms

Term	Definition
Business Continuity	The planning and coordinated activities necessary to maintain or restore essential District functions following a significant disruption.
Business Continuity Policy	The framework that establishes the District's objectives, responsibilities, and general approach for maintaining and restoring essential operations following a significant disruption.
Routine Operational Disruption	A limited interruption affecting a non-critical function, system, facility, or service that can be resolved through normal District operating procedures without activation of business continuity procedures.
Incident	An event that disrupts one or more District functions, systems, facilities, or services and may require a coordinated response beyond normal operating procedures. An incident may be managed through established emergency, technology, cybersecurity, facilities, or other applicable District procedures without requiring full activation of the District's business continuity procedures.
Crisis	A significant disruption that threatens the District's ability to maintain one or more essential functions and requires coordinated action by District leadership and appropriate internal or external resources. A crisis may require activation of business continuity procedures and may affect multiple District functions, facilities, systems, or stakeholder groups.
Essential District Function	An operation or service that must be maintained or restored within an appropriate timeframe to support student and staff safety, District operations, legal or financial obligations, or the delivery of educational services.
Recovery	The process of restoring affected District functions, systems, facilities, information, and services following a disruption.

2.5 Policy Maintenance and Testing

The District shall periodically review and maintain its business continuity procedures to ensure they remain current and appropriate for District operations. The policy and related procedures should also be reviewed following significant changes to District operations, facilities, technology, personnel responsibilities, or applicable requirements.

The District may periodically test or evaluate its business continuity procedures through tabletop exercises, simulations, review of actual incidents, or other appropriate methods. Identified deficiencies or lessons learned should be incorporated into the District's business continuity procedures as appropriate.

Policy Details

3.1 Policy Activation

Business continuity procedures may be activated when a disruption significantly affects, or is reasonably expected to affect, the District's ability to maintain one or more essential functions.

The Superintendent or designee has primary authority to activate District-wide business continuity procedures. When circumstances require immediate action, the Treasurer/CFO or other appropriate District administrator may initiate continuity measures within their area of responsibility and shall notify the Superintendent or designee as soon as reasonably practicable.

Business continuity procedures may be activated in response to:

- An incident that escalates beyond normal operating or incident-response procedures;
- An event that immediately causes a significant disruption to one or more essential District functions; or
- A developing condition for which advance continuity measures are appropriate to reduce the potential impact on District operations.

Activation may apply to the entire District or only to the affected functions, facilities, systems, or departments, depending upon the nature and scope of the disruption.

3.2 Initial Coordination and Briefing

Following activation of business continuity procedures, the Superintendent or designee shall coordinate the District's response and identify the personnel necessary to address the disruption. The Treasurer/CFO or other administrator who initiates continuity

measures within an area of responsibility shall coordinate those measures with the Superintendent or designee as soon as reasonably practicable.

An initial briefing should be conducted as circumstances permit and should address, as applicable:

- The nature and known or anticipated impact of the disruption;
- The District functions, facilities, systems, or services affected;
- Immediate priorities and desired outcomes;
- Roles, responsibilities, and assignments for response and recovery activities;
- Resources or assistance that may be required;
- Communication responsibilities and appropriate internal and external notifications; and
- The timing and method of subsequent updates or coordination.

The frequency and method of subsequent briefings shall be determined based on the nature, severity, and duration of the disruption.

3.3 Recovery and Restoration of Normal Service

District personnel responsible for affected functions shall implement appropriate recovery procedures and coordinate restoration efforts under the direction of the Superintendent or designee. Recovery priorities shall focus on restoring essential District functions safely and efficiently while minimizing further disruption.

The decision to return affected functions, systems, facilities, or services to normal operations shall be based on the circumstances of the disruption and the readiness of the affected operations. Appropriate District personnel and, when necessary, external service providers, emergency responders, or other subject-matter experts should be consulted before restoration.

Restoration activities shall be conducted in a manner that maintains appropriate safety, financial, operational, information security, data integrity, and other applicable controls. Normal operations may be restored in phases when appropriate.

Following a significant disruption, the District should evaluate the response and recovery process and make appropriate improvements to its business continuity procedures.

Exhibit 3

3.4 Communication Procedures

Effective communication is an essential component of the District's response to a significant disruption. Communications should be timely, accurate, appropriate to the circumstances, and coordinated among responsible District personnel.

Public and media communications concerning a significant disruption shall be coordinated through the Superintendent or designee. Employees receiving media inquiries regarding the District's response should refer those inquiries to the Superintendent or other individual designated to speak on behalf of the District.

The District may communicate during a disruption through available and appropriate methods, including direct conversation, telephone, text messaging, email, District notification systems, the District website, social media, or other communication methods available at the time. Because a disruption may affect normal communication systems, alternative methods should be used when necessary.

District administrators and other authorized personnel may communicate with emergency responders, governmental agencies, financial institutions, insurance providers, legal counsel, technology and service providers, families, employees, and other external parties as necessary within their areas of responsibility. Significant external communications should be coordinated with the Superintendent or designee when circumstances warrant.

Confidential, sensitive, or protected information shall not be disclosed except as authorized or required by law and District policy.

Exhibit 3

3.5 Business Continuity Policy Process Flow

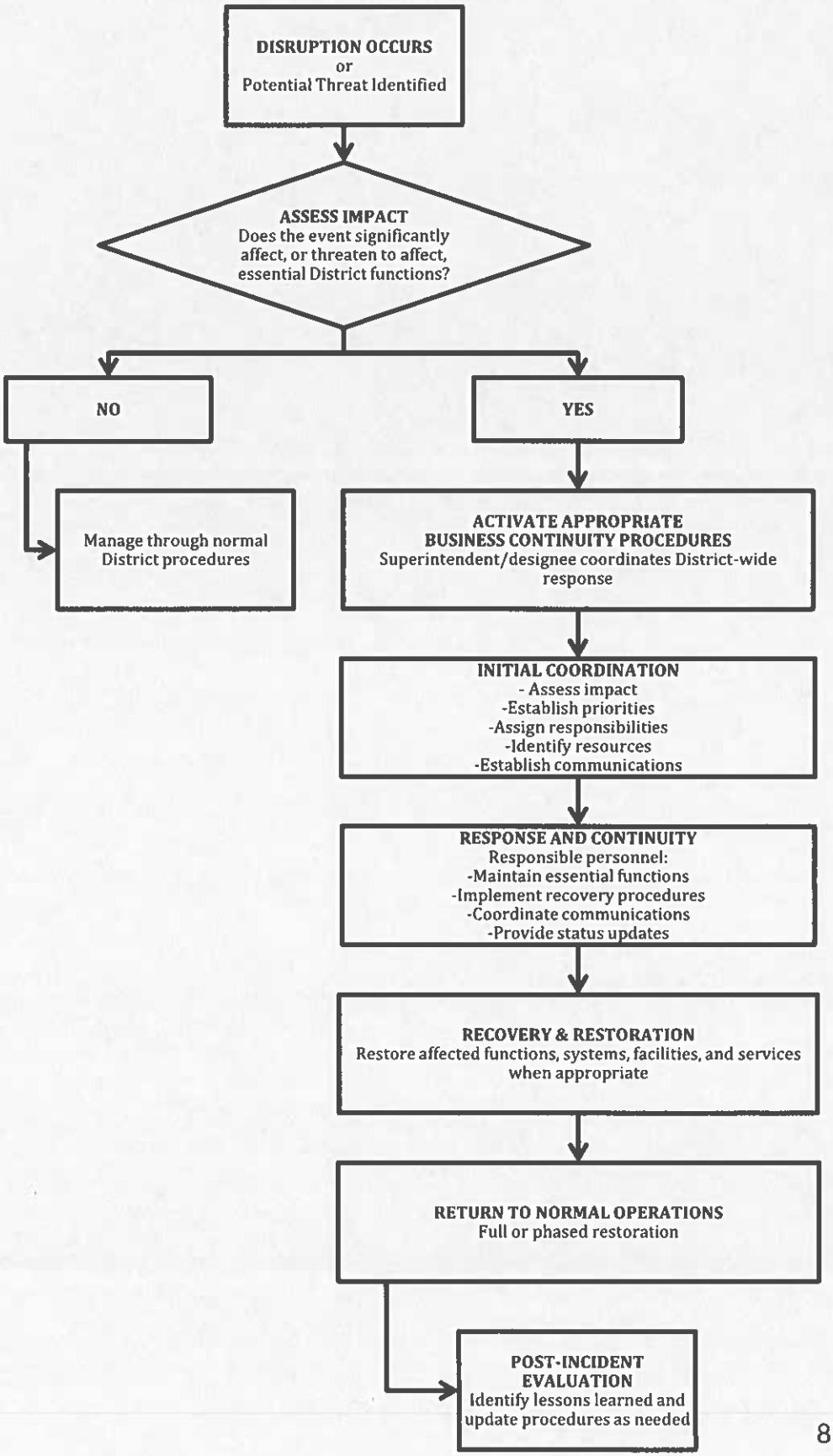


Exhibit 3

Management Information

4.1 Related Legal and Regulatory Requirements

Business continuity activities shall be conducted in accordance with applicable federal and state laws, regulations, Board policies, and District procedures. Depending on the nature of the disruption, applicable requirements may include those related to:

- Emergency management and school safety;
- Cybersecurity and cybersecurity incident reporting;
- Student and employee privacy and confidentiality;
- Public records, records retention, and preservation of District records;
- Financial operations and internal controls;
- Student information and educational records;
- Technology systems and third-party service providers; and
- Other legal, regulatory, contractual, or reporting obligations applicable to District operations.

Nothing in this policy supersedes any legal or regulatory requirement applicable to the District.

Exhibit 3

Appendix A: Disruption Classification

This appendix provides general guidance for assessing disruptions to District operations. Classification should be based on the nature, scope, and anticipated impact of the disruption rather than solely on its duration. District administrators should exercise reasonable judgment based on the circumstances and information available.

The primary areas considered when assessing a disruption include:

- **People** – Impact on the safety, availability, or ability of students and staff to participate in normal District operations;
- **Facilities and Property** – Impact on the availability, safety, or functionality of District buildings, grounds, equipment, and other physical assets;
- **Operations and Technology** – Impact on essential District functions, technology systems, records, communications, transportation, financial operations, and other services necessary for District operations.

Disruptions may generally be classified as follows:

Area of Impact	Routine Operational Disruption	Incident	Crisis
People	Limited impact on students or staff that can be managed through normal District procedures.	Disruption affecting the availability, safety, or normal activities of a group of students or staff and requiring coordinated response.	Significant or widespread impact on students or staff that materially affects the District's ability to maintain essential functions.
Facilities and Property	Limited facility or equipment issue that does not significantly affect essential District functions.	A facility, portion of a facility, or important equipment is unavailable or impaired and requires alternative arrangements or coordinated recovery efforts.	One or more facilities are substantially unavailable, unsafe, or inaccessible, significantly affecting essential District functions.

Exhibit 3

Operations and Technology	Limited interruption that can be resolved through normal operating procedures without significant impact on essential functions.	One or more important functions, systems, or services are significantly disrupted and require coordinated response or temporary alternatives.	One or more essential District functions are unavailable or significantly impaired, requiring activation of substantial continuity and recovery measures.

These classifications are intended as guidance and do not require every criterion within a classification to be met. The Superintendent or designee may activate appropriate business continuity procedures whenever circumstances warrant, regardless of the classification assigned to an event.

Exhibit 3

Appendix B: Roles and Responsibilities

Business continuity responsibilities are assigned according to existing District administrative roles. Depending on the nature and scope of a disruption, not all roles identified below will be required to participate. The Superintendent or designee shall determine the personnel and resources necessary for the District's response and recovery efforts.

Role/Function	Primary Business Continuity Responsibilities
Superintendent or Designee	Coordinates the District-wide response and recovery effort; determines when District-wide business continuity procedures should be activated; establishes operational priorities; coordinates significant internal and external communications; works with emergency responders and governmental agencies as appropriate; and determines, in consultation with appropriate personnel, when affected District operations may resume.
Treasurer/CFO and Treasurer's Office	Maintains continuity of essential financial operations, including payroll, accounts payable, banking, purchasing, investments, and financial records; maintains appropriate financial controls during alternative or manual procedures; coordinates with financial institutions, insurers, auditors, and other financial service providers as necessary; and reconciles transactions or records when normal systems are restored.
Technology Personnel/Service Providers	Assess technology impacts; maintain or restore essential network, communications, hardware, software, data, and technology services; implement appropriate backup and recovery procedures; coordinate with technology vendors and service providers; maintain cybersecurity and information-security controls during recovery; and communicate technology limitations or changes to District leadership.
Director of Operations	Assess the condition and availability of District facilities and infrastructure; coordinate emergency repairs and restoration of utilities and building systems; identify alternative facilities or operational arrangements when necessary; coordinate with contractors, utilities, transportation, and other service providers; and advise District leadership regarding facility readiness.

Building Administrators	Implement continuity procedures affecting their buildings; communicate operational needs and conditions to District leadership; coordinate staff and available resources; assist with communications to students and families as directed; and implement temporary or alternative operating arrangements.
Student Services and Other Department Leadership	Maintain essential services within their areas of responsibility; identify students or operations requiring continuity considerations; implement temporary procedures when necessary; and coordinate recovery activities with District leadership.
Communications Personnel or Designee	Assist the Superintendent or designee with timely and accurate communications to employees, students, families, the community, and media; maintain consistency across District communication channels; and provide updates as circumstances change.
All Employees	Follow applicable emergency and continuity procedures; carry out assigned responsibilities; protect confidential and sensitive information; promptly report significant operational issues; and follow communications and instructions provided by District administration.

Specific personnel assignments, contact information, vendors, service providers, and other operational information may be maintained separately from this policy and updated as necessary.