

PRINCIPAL'S CHECKLIST: Special Education

1) SEARCH AND SERVE

- a) I have implemented the process for identifying and serving students with disabilities who enroll in my school and appropriate staff is knowledgeable about the process.
- b) I have implemented the process for referring students for a special education assessment and appropriate staff is knowledgeable about the process.

2) INITIAL ASSESSMENT, REASSESSMENT, AND INDEPENDENT EDUCATIONAL EVALUATION

- a) Appropriate staff is knowledgeable about the assessment process, the criteria for conducting an assessment, and the content of an assessment report.
- b) Appropriate staff is knowledgeable about the procedures to follow if a parent provides an independent educational evaluation or requests an independent educational evaluation at public expense.

3) DEVELOPING AN INDIVIDUALIZED EDUCATION PROGRAM (IEP)

- a) I have a system in place to ensure that:
 - i) IEP meetings are held within required timelines;
 - ii) IEP team members are appropriately selected and notified of IEP meetings;
 - iii) IEP team members come prepared for the meeting;
 - iv) IEP team members attend the meeting;
 - v) The rights of parents prior to and during the IEP meeting are respected and enforced;
 - vi) The meeting is conducted consistent with federal, state, and ROP policies, guidelines, and procedures;
 - vii) The determinations of the IEP team are accurately documented.
 - viii) The determinations of the IEP team are implemented.
- b) Appropriate staff is knowledgeable about:
 - i) The IEP including its purposes, requirements, and procedures;
 - ii) Parental rights;
 - iii) Staff responsibilities while preparing for the meeting, during the meeting, and in implementing the IEP following the meeting.

4) DISCIPLINE

- a) I am aware of my role in developing and implementing a school-wide positive behavior support plan.
- b) I have a system in place to document behavioral issues and interventions provided.
- c) I ensure that disciplinary actions taken against students with disabilities are consistent with federal, state and ROP policies and procedures.
- d) I ensure that students, parents, and staff are informed about the policies and procedures for disciplining a student with disabilities.
- e) Appropriate staff is knowledgeable about appropriate behavior interventions for students with disabilities and when and how a Behavior Support Plan or Behavior Intervention Plan should be developed.

5) STUDENT RECORDS

- a) I ensure that all required records of students with disabilities are maintained in the appropriate manner and location.

- b) I have a system in place for maintaining the confidentiality of school records consistent with District policies and procedures.
- c) Appropriate staff is knowledgeable about their responsibilities regarding the confidentiality of student records.
- d) Appropriate staff is knowledgeable about federal, state, and ROP policies and procedures regarding maintaining, destroying, and protecting access to student records.
- e) Parents and students are informed of their rights regarding student records and are provided access to the records they seek in a manner consistent with District policies and procedures.

6) **RESOLVING DISAGREEMENTS**

- a) I ensure that parents are informed of their right to pursue the various types of dispute resolution procedures and that there is no retaliation against parents or students who exercise their rights.
- b) Appropriate staff is knowledgeable about the types of dispute resolution procedures available to a parent, when a procedure is appropriate, and his/her responsibility when a dispute arises.
- c) I ensure that the appropriate staff are notified, promptly, when a parent decides to pursue a District or State dispute resolution process.
- d) I ensure that determinations from a dispute resolution process are implemented appropriately.

7) **SCHOOL ENVIRONMENT**

- a) I ensure that students with disabilities are integral members of the school community.
- b) I ensure that the school is physically accessible to individuals with disabilities.
- c) I ensure that students with disabilities have access to all school activities including appropriate accommodations and modifications to facilitate their participation.
- d) I ensure that the rights of individuals with disabilities are respected and enforced.
- e) I ensure that the school is a positive environment for students with disabilities and their parents and I take appropriate steps to prevent and correct a hostile environment.
- f) Staff is knowledgeable about the rights of individuals with disabilities and their responsibilities.
- g) Appropriate staff is knowledgeable about providing appropriate accommodations and modifications to support students with disabilities in the activities of the school.
- h) I ensure that IEPs and Section 504 plans are implemented.