

## Wood County Board of Developmental Disabilities

### PROCEDURE

**Procedure #:** 02-WLS-ALL-0915  
**Effective Date:** 01-16-2025  
**Person Responsible:** School Principal

**Subject:** Implementation of Special Education Programs  
**Last Revision:**

**Approvals/Date:** Brent C Bae 2-24-25 Josaine Flick 01.31.25  
Superintendent, WCBDD Date Department Director/Coordinator, WCBDD Date

The Wood County Board of Developmental Disabilities, as an expression of its commitment to provide a free appropriate public education for children with disabilities in accordance with state and federal laws, rules, and regulations, does hereby resolve to implement the following:

I. CHILD IDENTIFICATION

Wood Lane School will cooperate with the school district of residence in ongoing efforts to identify, locate and evaluate children below 22 years of age who have a confirmed or suspected disability, in accordance with all federal regulations and state standards.

II. PROCEDURAL SAFEGUARDS

Wood Lane School will cooperate with the school district of residence to ensure that a child with a disability who attends Wood Lane School, and his/her parent shall be provided with procedural safeguards, as required by law, throughout the identification, evaluation, and placement process, and the provision of a free appropriate public education to the child.

III. EVALUATION TEAM REPORT

Wood Lane School will cooperate with the school district of residence in the provision of a multifaceted evaluation for children with disabilities to ensure that children are assessed in their native language or their preferred mode of communication; tests are used for their validated purposes; children are evaluated in all areas related to their suspected disability; testing is conducted by a multidisciplinary team; testing materials and procedures are not racially or culturally biased; tests are administered by trained personnel qualified in accordance with all federal regulations and state standards; tests are administered in conformance with the instructions provided by the producer; and, that medical evaluation, when required as part of the multifaceted evaluation, shall be provided at no cost to the parent by a licensed physician designated by the superintendent of the school district of residence or his/her designee, when other no-cost resources are not available.

IV. INDIVIDUALIZED EDUCATION PROGRAM

Wood Lane School will cooperate with the school district of residence in the development of an individualized education program (IEP) for each child with a disability who needs special education. The IEP shall be designed to meet the unique educational needs of the child and shall be developed in a planning conference. Parents of the child shall be strongly encouraged to participate in the planning conference. The IEP shall be reviewed and revised as often as necessary, but at least annually.

V. LEAST RESTRICTIVE ENVIRONMENT

Wood Lane School will cooperate with the school district of residence to ensure that the education of children with disabilities shall occur in the least restrictive environment; special education programs and services shall be appropriate and designed to meet the unique needs of each child with a disability, to the maximum extent appropriate.

VI. CONFIDENTIALITY OF DATA

The confidentiality of personally identifiable data relating to children with disabilities and their parents and families shall be protected at collection, storage, disclosure, and destruction, and the school principal of Wood Lane School shall be assigned the responsibility for protecting the confidentiality of personally identifiable data. Wood Lane School follows all federal regulations and state standards related to the confidentiality of data.

VII. DUE PROCESS

Wood Lane School will cooperate with the school district of residence in the utilization of procedures that allow differences of opinion between parent(s) and the school district(s); to be aired and resolved; and that the procedures shall provide for utilization of case conferences, administrative reviews, impartial due process hearing, and state level appeals and appeals to the courts that involve the district's/districts' proposal or refusal to initiate or change the identification, evaluation, or educational placement of the child, or the provision of FAPE to the child. Furthermore, the rights of children with disabilities shall be protected when the

parents cannot be identified or located, when the child is a ward of the state, or when the child is without a formally declared legal representative.

VIII. SURROGATE PARENT

Wood Lane School will notify the school district of residence (and the local district if different) whenever the parent(s) or guardian(s) of a child with a disability are not known or cannot be located, or when the child is a ward of the state.

IX. TESTING PROGRAMS

Students with disabilities, enrolled in Wood Lane School programs, shall participate in local and statewide testing programs to the maximum extent appropriate. Individual exemptions shall be determined only during an IEP conference or during an amendment to the IEP.

The superintendent, or an appointed designee, shall develop and implement all necessary procedures in accordance with state and federal laws, rules, and regulations which will ensure fulfillment of this policy.

References

Policy: 01-WLS-ALL-0093

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