

PROCEDURAL SAFEGUARDS PROCEDURE

In compliance with federal and state laws pertaining to procedural safeguards with respect to the provision of a free, appropriate public education to students with disabilities, the following procedures shall be implemented in the Adams-Wells Special Services Cooperative.

1. The written notice of procedural safeguards shall be a standard notice and shall be:
 - a. written in language understandable by the general public;
 - b. provided in the native language or other mode of communication used by the parent unless it clearly is not feasible to do so; and
 - c. printed in a format that is easy to read.
2. When the native language or other mode of communication used by the parent is not a written language, the Adams-Wells Special Services Cooperative shall take steps to ensure the following:
 - a. The procedural safeguards are translated orally or by other means to the parent in his or her native language or other mode of communication.
 - b. The parent understands the content of the notice.
 - c. There is written documentation that these requirements have been met.
3. A copy of the notice of procedural safeguards shall be given to the parent of a student with a disability one (1) time a school year, except that a copy must be given to the parent upon:
 - a. initial referral or parental request for evaluation;
 - b. receipt of the first filing of a complaint under Article 7 in a school year;
 - c. receipt of the first due process hearing request under Article 7 in a school year;
 - d. the date the public agency decides to make a removal that results in a disciplinary change of placement under Article 7, which includes removals to interim education settings for drugs, weapons and serious bodily injury; and
 - e. request by a parent.
4. Placement of the Procedural Safeguards document on the Cooperative's website does not satisfy the requirement of providing notice of procedural safeguards to the parent.
5. A parent may elect to receive the written notice of procedural safeguards by an electronic mail communication.

The Procedural Safeguards document used by Adams-Wells Special Services Cooperative is available on the Cooperative's website (www.awssc.k12.in.us).

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