

Placement Procedures

2018-2019

Purpose: To assist with staffing and compliance, please adhere to the procedures below when considering placement at HCDE Academic and Behavior Schools (ABS).

1. Contact your ABS ARD Representative when considering possible placement of a student at least five days before the ARD/IEP meeting.
2. Submit a copy of the student's current ARD/IEP or a rough draft of proposed goals and objectives to ARD Representative.
3. Allow at least a 48-hour turnaround to review the document.
4. ABS ARD representative will contact the district regarding feedback of the ARD/IEP documentation.
5. Academic and Behavior School Personnel must attend the ARD at which the ABS placement will be proposed. District personnel should include the ABS representative on the meeting notice provided to the parent.
6. After the ARD/IEP meeting at which ABS placement is considered, submit a copy of the student IEP documentation including Behavioral Intervention Plan (BIP), Full and Individual Evaluation (FIE), updated goals, Functional Behavioral Plan (FBA), and new student information packet.
7. In order to maintain compliance of IEPs and BIPs and to meet the needs of new students, ARD documentation must be received by the campus prior to the student's attendance.