

Policy # 32**DISTRIBUTION OF IEPs**

The Administration shall develop practices and procedures to ensure that each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the implementation of a student's individualized education program (IEP) shall be provided a paper or electronic copy of the student's IEP prior to the implementation of such program, and that the contents of the IEP shall remain confidential and shall not be re-disclosed to any other person. For an electronic copy of the IEP, the individuals responsible for the implementation of a student's IEP shall be notified and trained on how to access such IEPs electronically, prior to its implementation. Such practices and procedures shall require the **Director of Special Programs** to designate, prior to the implementation of the IEP, a professional employee of the BOCES with knowledge of the student's disability and education program to inform each teacher, related service provider and other individual with IEP implementation responsibility who would not be provided a copy of the student's IEP, including but not limited to a teacher assistant, a teacher aide, and a school bus driver when special transportation is specified on the IEP, of their responsibility relating to the implementation of the IEP and the specific accommodations, modifications, and supports that must be provided to the student in accordance with the IEP.

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Second Reading:	March 1, 2017
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