

Placement Procedures

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 Academic and Behavior School (ABS) ARD Representative when considering a possible placement of a student at least five days before the ARD/IEP meeting.
2. Submit a copy of the student's current ARD, BIP, and IEP or a rough draft of proposed goals and objectives to the ABS ARD Representative.
3. The ABS staff may schedule an observation to better understand the student's needs.
4. Allow at least a 48-hour turnaround to review the document.
5. Academic and Behavior School Personnel must attend the ARD at which the ABS placement will be proposed. District personnel should include the ABS representatives on the meeting notice provided to the parent
6. After the ARD/IEP meeting at which ABS placement is approved, submit a copy of the student's IEP documentation including the Behavioral Intervention Plan (BIP), Full and Individual Evaluation (FIE), updated IEP goals, Functional Behavioral Plan (FBA), and the new student information packet.
7. 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.