**Hancock Central School 4321.5**

**INDIVIDUALIZED EDUCATION PROGRAM DISTRIBUTION**

The Board of Education believes that in order for each student with disabilities to receive the full benefit of his/her Individualized Education Program (IEP), individuals responsible for implementing the IEP must fully understand the scope of their responsibility, and the specific accommodations, modifications, and supports to be provided.

Therefore, and in accordance with state law, the Chairperson of the Committee for Special Education (CSE) shall ensure that prior to implementation of such program, a copy of a student’s 1EP is provided to any and all persons responsible for implementing the student’s JEP’s, including:

1. Regular education teachers   
 2. Special education teachers   
 3. Related service providers; and   
 4. Other service providers.

All copies of a student’s IEP provided under this policy must remain confidential, and shall not be redisclosed to any other person, in accordance with the Individuals with Disabilities Education Act (IDEA) and the Family Educational Rights and Privacy Act (FERPA). To ensure such confidentiality, the CSE Chairperson shall include with each IEP provided to the people listed above a copy of the Board’s policy on student records confidentiality. All IEP copies must remain in a secured location on school grounds at all times.

In addition, for each student with an IEP, the CSE Chairperson shall designate a professional employee of the school district with knowledge of that student’s disability and program to inform teachers, service providers, assistants and support staff of their responsibilities under the IEP, and the specific accommodations, modifications, and supports that must be provided for the student, prior to implementation of the student’s program. The designated professional employee shall obtain the signature of each person receiving an IEP and the Board’s policy on student records confidentiality. At the end of the school year, he/she shall collect all IEP copies provided under this policy.

Adopted: 3/22/04