

COMMISSION ON SPECIAL EDUCATION ACCESS AND EQUITY

MEETING 1: PROCEDURAL SAFEGUARDS

SUMMARY OF PROPOSED RECOMMENDATIONS

1. Local School Systems (LSS) will **AT LEAST ANNUALLY, AT PARENTS REQUEST**, utilize a variety of methods to share procedural safeguards with families/parents/guardians and students, as appropriate, including:
 - Meeting individually with families/parents/guardians/ and students, as appropriate, to identify and utilizing their preferred method(s) of receiving/communicating/sharing information about procedural safeguards;
 - Utilizing a video presentation of procedural safeguards;
 - Convening 1 to 1 meetings/presentations to share procedural safeguards;
 - Providing summaries of the procedural safeguards document;
 - Providing a reference sheet of procedural safeguards (“Cheat Sheet”); and
 - Sharing the procedural safeguards specific to the topic of the IEP team meeting.

2. Local School Systems **SHALL** will:
 - Ensure that professional development for school system personnel includes/infuses a recognition of the differentiation needed when providing training to personnel for sharing procedural safeguards and the variety of communication methods that can be utilized to meet the individual needs of families, parents/guardians and students (as appropriate);
 - Adopt practices that will ensure the ability of school system personnel to accurately explain the procedural safeguards; and

- Provide professional development opportunities jointly to school system personnel and families/parents/guardians and students, as appropriate.
3. The Maryland State Department of Education (MSDE) and Local School Systems (LSS) will mandate the delivery of professional development opportunities for school based personnel, IEP team members, and school based and central office administrators that is designed to ensure the understanding, implementation, and explanation of the procedural safeguards using a variety of presentation methods.