

MSAD 12 Policy Regarding Individualized Education Program (IEP) Team Membership

Maine School Administrative District 12 shall comply with the Maine Unified Special Education Regulations (“MUSER”) and all other federal and state laws and regulations concerning membership at IEP/PET meetings.

Under MUSER Section VI.2.B, each IEP team shall include the following members:

- (1) The Child’s parents,
- (2) All teachers that work with the child is preferred, however, no less than one regular education teacher for the child which should include vocational or adult education teachers, if appropriate (if the child is, or may be participating in the regular education environment);
- (3) No less than one special education teacher or, where appropriate, not less than one special education provider (licensed or certified special education provider);
- (4) A representative of the school administrative unit who
 - a. Is qualified to provide or supervise the provision specially designed instruction to meet the unique needs of students with disabilities;
 - b. Is knowledgeable about the general education curriculum/
 - c. Is knowledgeable about the availability of resources of the local educational agency and has written authorization to obligate the unit; and
- (5) At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate;
- (6) An individual who can interpret the instructional implications of evaluation results, who may be a member of the team described in clauses (2) through (5);
- (7) Whenever applicable, the child; and
- (8) For a child who is a state ward or state agency client, the child’s caseworker representing a youth serving state agency. The surrogate

parent retains the sole authority to represent the child by exercising the procedural safeguards available under this rule.

The determination of knowledge or special expertise of an individual described in (B)(5) above shall be made by the party (parent or public agency) who invited the individual to be a member of the IEP team.

The District welcomes parents and public agencies to bring other individuals, including their advocates and/or attorneys, to any and all IEP meetings. If, however, the parent or public agency chooses to bring an advocate or attorney, the District requires seven (7) days advance notice in order to promote appropriate staffing and preparation for the IEP meeting. In the event that the district has less than seven (7) days notice prior to the IEP meeting, the District reserves the right to reschedule the meeting for a later date. All rescheduling shall comply with the Notice of Meeting requirements set out in MUSER section VI.2.A

First Reading: August 11, 2009

Second Reading: September 8, 2009

Adopted: September 8, 2009