

POLICY

North Brunswick Township Board of Education

Section: Operations

8312. ELECTRONIC MAIL POLICY FOR SPECIAL EDUCATION

Date Created: June, 2010

Date Edited: July, 2010

8312- ELECTRONIC MAIL POLICY FOR SPECIAL EDUCATION

The Board of Education takes seriously its responsibility to provide a free appropriate public education to each student classified as eligible for special education and related services. The Board is aware that communication between parents and special services personnel is a particularly important component in providing for these students' needs.

In order to ensure the highest quality of service to students with disabilities and protect their confidentiality to the greatest extent possible, the Board hereby determines that the following items must be made in writing, contain an original signature of the parent, and be mailed or hand-delivered to the Special Services office in-district:

- All referrals to the Child Study Team;
- Parental requests for evaluations, changes in eligibility, classification category, program, and placement of classified students;
- Requests for meetings with the Child Study Team or IEP Team;
- Requests for copies of student records;
- Concerns about implementation of a student's IEP;
- Notices of parental intent to unilaterally provide services to a student for which they intend to seek reimbursement from the Board pursuant to State or Federal law; and
- Any revocation of consent.

The Child Study Team will continue to provide parents with written notice (for items such as meeting notices, IEPs, responses to requests, etc.), as required by the New Jersey Administrative Code, through regular mail. Parents can similarly expect to receive all correspondence from the Child Study Team pertaining to their child's education through regular mail.

Due to concerns of reliability and security, e-mails will not be used or accepted for any of these purposes, nor will District staff respond to any such e-mails received.

The Superintendent or designee shall promulgate administrative procedures for dissemination of this Policy to the parents of all special education students in the North Brunswick School District.

Adopted:

16 JUNE 2010