

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

<i>TITLE: Evaluation and Re-evaluation of Students</i>	POLICY NUMBER: S006.1
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Policy Statement:

Evaluation means procedures to determine whether a student has a disability and the nature and extent of the special education and related services that the student needs. A re-evaluation means the completion of a new evaluation. Procedures for evaluation and re-evaluation shall comply with the *Individuals with Disabilities and Education Act (IDEA)* and the *Regulations Governing Special Education Programs for Children with Disabilities in Virginia* (State Regulations).

All students enrolled at the Virginia School for the Deaf and Blind (VSDB) have been initially evaluated and determined eligible for special education and related services by their placing local school division. Evaluations and re-evaluations at the VSDB shall be conducted if the VSDB determines that the student's educational or related service needs, including academic achievement and functional performance, warrants an evaluation and/or re-evaluation, if the student's parent(s) or teacher requests a re-evaluation, or at least once every three (3) years (triennial). The VSDB shall not conduct a re-evaluation more than once a year unless the parent(s) and the VSDB agree otherwise.

Informed parental consent is required before conducting any evaluation or reevaluation. If the VSDB has taken reasonable measures to obtain consent, including but not limited to providing notice to the parent(s) in oral or written form, and the parent(s) has failed to respond, the VSDB shall proceed as if consent has been given by the parent. If a parent refuses consent, the VSDB may continue to pursue those evaluations by using due process or mediation procedures.

All evaluation assessments and materials will be selected and administered to ensure no racial or cultural bias. In addition, evaluations will be provided and administered in the child's native language and in ways that are most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to do so. A variety of assessment tools and strategies shall be used to gather relevant functional, developmental, and academic information about the child, including information provided by the parent(s), and information related to enabling the child to be involved in and progress in the general curriculum.

The VSDB and the placing local school division shall designate in the Services Agreement between the VSDB and the placing local school division, which party will conduct needed evaluations and re-evaluations during the student's period of enrollment at the VSDB.

If a child transfers to the Virginia School for the Deaf and Blind during the evaluation process, the Virginia School for the Deaf and Blind will work with the child's previous

school and/or placing local school division to ensure that the child's evaluation process is promptly completed.

Procedure:

A referral for an evaluation may be made by any source, including school staff or the parent, in oral or written form. The referring party shall inform the VSDB of why an evaluation is requested and any efforts that have been made to address the concerns. Upon receipt of the referral, the VSDB shall refer the student to a school-based team, comprised of the same individuals as the student's IEP team and other qualified professionals, as appropriate, to review and respond to the request for the evaluation. A parent(s) may participate in this review.

If the VSDB determines not to evaluate the student, VSDB will provide prior written notice, including the determination and the reason for it, and notification of the parent's right to appeal the VSDB's decision through due process proceedings.

If the VSDB agrees to provide the evaluation, the VSDB will inform the parent of the procedures for the evaluation, including all procedural safeguards and information needed to conduct the evaluation. The VSDB shall complete the evaluation within sixty-five (65) business days of the receipt of the referral by the VSDB. The parent and the eligibility or IEP team may agree in writing to extend the timeline to obtain additional data that cannot be obtained within 65 days. The evaluation report shall be provided to the parent(s) no later than two (2) business days before the meeting to determine eligibility, present educational needs and present level or academic performance, and/or address additions or modifications needed for special education and related services.

Rescission:	Revised: November 2010; Revised: September 16, 2015 BOV Approved: December 10, 2015
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