



ADDENDUM TO NOTICE OF MEETING

You have rights available to you under Part B of the IDEA and DDOE regulations. *A full copy of your Delaware Special Education Procedural Safeguards for Parents and Children has been provided to you by your Local Education Agency (LEA) and can also be found at the following link <http://www.doe.k12.de.us/Page/2337>.* In addition, a summary of your rights and additional resources are included in this document.

Summary of Delaware Special Education Procedural Safeguards for Parents and Children

Parent Participation

As a parent, you are an important member of the IEP Team. You have a right to participate in all decisions made regarding your child's special education program and placement. This includes being given information in your native language and/or preferred mode of communication and being invited to an IEP meeting at a time that is mutually agreeable to you and the other members of the IEP Team. In addition, you have the right to request any data relevant to your child's needs or disability and the presence of any staff member prior to an IEP meeting. The IEP Team must obtain your input prior to the development of an IEP and must send you a draft if one is available prior to the IEP meeting.

Prior Written Notice

Your child's school must give you notice before they propose (or refuse) to initiate or change the identification, evaluation, or educational placement of your child.

Consent

The school must obtain your written consent before conducting an initial or reevaluation for special education and/or related services. In addition, the school must obtain your written consent for the initial provision of special education and/or related services. At any time, you can withdraw your consent for an evaluation and/or the provision of services.

Surrogate Parent Appointment

An education surrogate parent must be appointed when the parents of a child with a disability cannot be identified, found, or when the child is in the custody of the Department of Services for Children, Youth, and their Families.

Independent Evaluation

You have the right to ask for and obtain an independent educational evaluation for your child at public expense if you disagree with an evaluation conducted by your child's school. If you request an independent evaluation, the school must respond by either: 1) providing you with information about where to obtain the evaluation or 2) filing a due process complaint requesting a hearing to show its evaluation was appropriate. Once the school receives the independent evaluation, the IEP Team must consider the evaluation results when making decisions about your child's free appropriate public education.

Access to Educational Records

You have the right to review all of your child's education records without unnecessary delay, including prior to a meeting about your child's IEP, before a due process hearing, or before a resolution meeting.

Resolving Disagreements

- **Mediation.** Mediation is a voluntary way to resolve disagreements and is conducted by a qualified and impartial person trained in strategies that help people come to agreement over difficult issues. The DDOE offers mediation, at no cost to you, to assist you in resolving disagreements with the school concerning the provision of special education to your child. Parents are encouraged to request mediation prior to filing a state complaint or due process complaint.
- **State Complaint.** You have a right to file a State complaint alleging a violation of Part B of the IDEA or DDOE regulations. The DDOE must investigate and issue the findings of the investigation within a sixty (60) day timeline.
- **Due Process.** You have the right to request an impartial due process hearing regarding the identification, evaluation, and educational placement of your child, or the provision of a free appropriate public education to your child. A due process hearing panel must hear a due process complaint and issue a written decision within a forty-five day (45) timeline (following the expiration of the thirty (30) day resolution period). A child involved in any due process hearing or judicial proceeding regarding a due process complaint must remain in his or her current educational placement unless you and the school agree on another arrangement.

School Discipline and Placement Procedures. Students with disabilities may be suspended, expelled, or placed in other alternative interim settings or other settings to the same extent these options would be used for students without disabilities, but are subject to specific rules and requirements outlined in your procedural safeguards.

Children Attending Private Schools. If the school district made a free appropriate public education available for a student with a disability, and the student chooses to attend a private school or facility, the school district is not required to pay the cost of special education and related services for that student. School districts are required to spend a proportionate share of federal IDEA funds on consultation and special education services for parentally placed private school students attending private school in the school district, but these students do not have individual rights to IDEA services.

Additional Resources

For further information about special education services, you may contact:

Director, Exceptional Children Resources
Delaware Department of Education
John G. Townsend Building
401 Federal Street, Suite 2
Dover, DE 19901
Phone: (302) 735-4210
Fax: (302) 739-2388
<https://education.delaware.gov/>

Additional information is available by contacting:

Parent Information Center of Delaware, Inc.

Website: www.picofdel.org

Email: picofdel@picofdel.org

New Castle County Office:

404 Larch Circle
Wilmington, DE 19804
Telephone: (302) 999-7394
Fax: (302) 999-7637
Toll-Free: (888) 547-4412

Kent County Office:

1675 S. State Street
Dover, DE 19901
Fax: (302) 999-7394
Toll-Free: (888) 547-4412

Sussex County Office:

221 High Street, Unit 106B
Seaford, DE 19947
Toll-Free: (888) 547-4412

The Special Education Partnership for the Amicable Resolution of Conflict (SPARC)

Website: <https://www.bidenschool.udel.edu/ipa/serving-delaware/crp>

Email: sparc-info@udel.edu

The Conflict Resolution Program
180 Graham Hall
Institute for Public Administration
University of Delaware
Newark, DE 19716
Telephone: (302) 831-8971

Community Legal Aid Society, Inc., Disabilities Law Program

Website: <http://www.declasi.org/disabilities-law-program/>

New Castle County:

100 West Tenth Street, Suite 801
Wilmington, DE 19801
Telephone: (302) 575-0660
(302) 575-0696 (TTY/TDD)
Toll Free: (800) 292-7980

Kent County:

840 Walker Road
Dover, DE 19904
Telephone: (302) 674-8500
(302) 674-9430 (TTY/TDD)
Toll Free: (800) 537-8383

Sussex County:

Georgetown Professional Park
20151 Office Circle
Georgetown, DE 19947
Telephone: (302) 856-0038
(302) 856-7491 (TTY/TDD Also)
Toll Free: (800) 462-7070

Delaware Volunteer Legal Services, Inc.

Website: <https://www.dvls.org/>

Email: tventresca@dvls.org

Wilmington Telephone: (302) 478-8680
Sussex or Kent County Telephone: (888) 225-0582