ADMINISTRATION AND GOVERNANCE

I. Plans applications and reports

A. The school division will annually prepare and submit to the Virginia Department of Education an application for funding Under Part B of the Individuals with Disabilities Education Act. The annual plan will include:

1. Assurances that the division has in effect policies and procedures for the provision of special education and related services in compliance with the IDEA and the procedures established by the Virginia Board of Education and any other relevant federal and state laws and regulations;

2. A report indicating the extent to which the annual plan for the preceding period has been implemented;

3. Budgets outlining the use of the federal funds; and

4. Any revisions to the division’s interagency agreement regarding the provision of special education and related services in the local/regional jail.
B. Prior to submission to the Virginia Department of Education, the plan will be reviewed by the Special Education Advisory Committee and approved by the School Board.

C. The annual plan and all required special education operational guidelines, including the revisions to those guidelines will be available for public inspection prior to approval by the school board.

II. Special Education Advisory Committee

A. Membership

1. The majority of the committee shall be parents of children with disabilities or individuals with disabilities.

2. The committee will include one teacher.

3. Additional school division personnel shall serve only as consultant, ex-officio members of the committee.

B. Functions of the Special Education Advisory

1. The committee will advise the division of needs in the education of children with disabilities
2. Participate in the development of priorities and strategies for meeting the identified needs of students with disabilities

3. Submit periodic reports and recommendations regarding the education of students with disabilities to the division superintendent for transmission to the school board

4. Assist the school division in interpreting plans to the community for meeting the special needs of students with disabilities for educational services

5. Review the operational guidelines for the provision of special education and related services prior to submission to the school board

6. Participate in the review of the annual plan

C. Public notice will be published annually listing the names of committee members and including a description of ways in which interested parties may express their views to the committee.

D. Committee meetings will be held at least 4 times per school year and will be open to the public.
III. Transition Planning

A. Newport News School Division personnel will participate in planning conferences when notified by designated Part C early intervention agencies; not less than 90 days and not more than nine months before the child is eligible for preschool services.