

**Barnum Elementary School  
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**Jill Juntunen**



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# Barnum Elementary School



**Special  
Education  
Process**



**The purpose of Barnum  
Elementary Special  
Education Services is to  
provide, by cooperative  
efforts, comprehensive  
special education services  
for children and youth  
having significant learning  
needs due to disability or  
developmental delay.**



*“Where everyone is inspired to excel in  
academics, character, and citizenship.”*



## The Pre-Referral Intervention Process

When students are not performing at the expected grade level, parents are contacted, and teaching teams implement research based interventions at the student's performance/ability level. Interventions occur in the general education setting and for a minimum of seven weeks. If the interventions are not leading to the desired student growth, a referral for special education is made.

Parents are contacted to discuss the evaluation process with a special education team, general education teacher, and principal to determine if there is a need to evaluate for Special Education services, what areas to evaluate, and to discuss the timeline.

### Notice of Procedural Safeguards- Parental Rights for Public School Special Education Students can be found at:

<http://www.nlsec.k12.mn.us/documents.cfm?master=531559&cfm=end> (Files and Documents >>> SpEd Resources >>> Parent Rights and Procedural Safeguards >>> Procedural Safeguards)

The material contained in this document is intended to provide general information and guidance regarding special education rights and procedural safeguards afforded to parents of children age 3 through 21 under state and federal law. The document explains a selection of some of the rights and procedural safeguards provided to parents under the Individuals with Disabilities Education Act (IDEA), the implementing regulations at 34 CFR Part 300, and applicable Minnesota laws and regulations; it is not a complete list or explanation of those rights.

### Special Education Eligibility Criteria and Terminology can be found at:

<http://www.nlsec.k12.mn.us/documents.cfm?master=531559&cfm=end>

## Understanding the Special Education Process: For Parents

- Parents, school personnel, students, or others may make a request for evaluation. If you request an evaluation to determine whether your child has a disability and needs special education, the school district must complete a full and individual evaluation. If it refuses to conduct the evaluation, it must give you appropriate notice and let you know your rights.
- You must give permission in writing for an initial (first-time) evaluation and for any tests that are completed as part of a re-evaluation.
- Once permission is granted, for an initial evaluation, the team has up to 30 school days to complete the evaluation.
- A team of qualified professionals and you will review the results of the evaluation, and determine if your child is eligible for special education services.
- If your child is not eligible, you will be appropriately notified and the process stops.
- If you and the school district agree that your child is eligible for services, you and the school staff will plan your child's *Individualized Education Program (IEP)*, at an IEP team meeting. You are an equal member of this team.
- The IEP lists any special services your child needs, including goals your child is expected to achieve in one year, and objectives or benchmarks to note progress.
- The IEP team meets at least once per year to discuss progress and write new goals or services into the IEP. As a parent, you can agree or disagree with the proposed changes.

## Understanding the Special Education Process: For Parents Cont.

- A re-evaluation is completed at least once every three years to determine if your child continues to be eligible for special education services and to decide what services he or she needs.

### Northern Lights Special Education Cooperative Staff currently working at Barnum Elementary:

- Dena Hagen, Director (218) 879-1283
- Heidi Halker, Special Education Coordinator
- Greg Sumner, Occupational Therapist
- Vacant, Physical Therapist
- Tina Olson, Teacher for Physically Impaired
- Melissa Buck, Teacher for Deaf Hard of Hearing
- Zandra Bail-LaLonde, Teacher for Visually Impaired
- Kristina Otten, Autism Spectrum Disorders Consultant

More information is available from the Northern Lights Special Education Cooperative on the web at [www.nlsec.k12.mn.us](http://www.nlsec.k12.mn.us)

Our District Website is a great place to learn more about the Special Education Process. Further information is available on the web at [isd91.org](http://isd91.org)

