

## **POLICY 3512**

### **YOLO COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)**

#### **LOW INCIDENCE DISABILITIES AND ACCESS TO INSTRUCTIONAL MATERIALS**

#### **POLICY:**

It is the responsibility of each member Local Education Agency (LEA) of the Yolo County SELPA to provide, in a timely manner, instructional materials to blind students or other students with print disabilities according to the state adopted National Instructional Materials Accessibility Standard.

In addition, the Yolo County SELPA serves all pupils, ages 0-22, who are identified as individuals with exceptional needs, including those identified as having “low incidence disabilities.” It is the policy of this SELPA to follow all related federal and state laws related to low incidence disabilities.

“Low incidence disabilities” shall be defined as disabling conditions associated with: hearing impairments (deaf or hard of hearing), vision impairments (blind or visually impaired), and orthopedic impairments, or any combination thereof that adversely impact educational performance.

Reference: EC 56205 (a)  
20 USC § 1412 (a)(23)

Superintendents’ Council

Adopted: April 16, 2008  
Second Reading: April 16, 2008  
First Reading: January 16, 2008

## **PROCEDURE 3512**

### **YOLO COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)**

#### **LOW INCIDENCE DISABILITIES AND ACCESS TO INSTRUCTIONAL MATERIALS**

#### **PROCEDURES:**

When a pupil is assessed as having a low incidence disability, the personnel who assess the pupil shall prepare a written report which shall include the need for any specialized services, materials, and equipment for such pupils, consistent with guidelines established by the State.

The Individualized Education Program (IEP) Team shall then follow all state and federal regulations in determining an appropriate plan for the pupil with a low incidence disability.

1. In the case of a child who is blind or visually impaired, the IEP Team shall provide for instruction in Braille and the use of Braille unless the IEP Team determines that instruction in Braille or the use of Braille is not appropriate for the child.
2. In the case of a child who is deaf or hard of hearing, the IEP Team shall consider the child's language and communication needs, as well as opportunities for direct communications with peers and professional personnel in the child's language and communication mode.
3. The IEP Team shall also consider whether the child requires assistive technology devices and services.

Special education classes for pupils who have a low incidence disability shall be taught by teachers whose professional preparation and credential authorization are specific to that impairment.

It is the policy of this SELPA to ensure that access to the least restrictive environment is assured for all pupils, including those with low incidence disabilities.

## **PROCEDURE 3512**

### **LOW INCIDENCE DISABILITIES AND ACCESS TO INSTRUCTIONAL MATERIALS (Continued)**

The Yolo County SELPA receives two types of low incidence funding annually: a) purchase of specialized books, material, equipment; and b) to provide services necessary and appropriate to meet the requirements as specified in the individual education programs of pupils with low incidence disabilities.

Funds may be used only for pupils with low incidence disabilities and may be expended only to purchase specialized equipment, materials, supplies, and services for Low Incidence pupils. Equipment may be shared by one or more pupils with low incidence disabilities.

#### **Books, Materials and Equipment**

It is the responsibility of the SELPA to ensure that appropriate books, materials, and equipment are purchased; that the use of equipment is coordinated as necessary; and that the books, materials, and equipment are reassigned to LEAs within the Special Education Local Plan Area (SELPA) once the agency that originally received the books, materials, and equipment no longer needs them.

Since the use of these funds is limited to “specialized” books, materials, and equipment, purchases must relate to the unique educational needs resulting from the low incidence disability as indicated in the IEPs of eligible pupils. For example, regular textbooks and workbooks would not qualify in contrast to large print or Braille books for pupils who are visually impaired. Basic tumble forms, bolsters mats, and toys for young children should be a part of basic equipment and would not qualify; specialized or adapted feeding, self-care equipment and switch operated/adapted toys needed by children because of their severe orthopedic impairments would qualify.

Funds may be expended for equipment required by a pupil’s IEP to complete goals and objectives. It may be further determined that the pupil requires access to this equipment during specific non-school hours in order to maintain skills and complete school related assignments. This use of equipment will be determined on an individual basis through the IEP process and will require the completion of the Home Use of Low Incidence Equipment Agreement. This agreement provides specific care and safety instructions and parental responsibility outlined in the Guidelines for Home Use of Low Incidence Equipment.

## PROCEDURE 3512

### LOW INCIDENCE DISABILITIES AND ACCESS TO INSTRUCTIONAL MATERIALS (Continued)

Members of the SELPA acknowledge that equipment, material, and books purchased with low incidence funds are the property of the State of California—not the pupils, parents, district, county office of education, or the SELPA. Materials are on loan to the pupils for whom the purchases were made and will be utilized according to individual needs. Items distributed to an LEA must be reassigned to another Low Incidence pupil or returned to the SELPA for redistribution when they are no longer needed. Equipment will follow the pupil if s/he transfers to another program operating within the SELPA.

Equipment funds may not be used:

1. To furnish CCS medical therapy units.
2. To construct or alter facilities or to acquire storage units.
3. To supplant funding for books, materials and equipment provided through the base program to pupils or to furnish classrooms.
4. To supplant books, equipment and materials which have been provided by other agencies.

The following is a list of equipment **not** appropriate for purchase funds:

1. Ordinary computer hardware, software, printers, and monitors for general classroom use.
2. Standard classroom necessary toilet devices.
3. Data collection devices used as diagnostic and assessment tools for pupil or teacher.
4. Any duplication of existing classroom equipment for pupil or teacher.
5. Non-specialized recreational equipment.
6. Equipment needed for a private school not commonly used in a similar program.

## PROCEDURE 3512

### **LOW INCIDENCE DISABILITIES AND ACCESS TO INSTRUCTIONAL MATERIALS (Continued)**

7. Instructional materials used primarily by teachers instead of a pupil.
8. More than one computer per pupil.

Exceptions will be made when requests and information determine that a special circumstance exists.

#### Services

It is the responsibility of the SELPA to ensure that appropriate services are considered to meet the needs of pupils with low incidence disabilities. Such services may include:

1. Specially designed instruction related to the unique needs of pupils with low-incidence disabilities provided by appropriately credentialed teachers.
2. Specialized services related to the unique needs of pupils with low-incidence disabilities provided by qualified individuals such as interpreters, note takers, readers, transcribers, and other individuals who provide specialized materials and equipment.
3. Vision and hearing services, e.g., for deaf and hard-of-hearing pupils, services necessary to ensure communication accessible academic instructions, school services, and extracurricular activities.

Expenditures of services are limited to direct services to the pupil or pupils with low incidence disabilities. Specialized services must relate to the unique educational needs resulting from the pupil's low incidence disability or disabilities.

Examples may include:

1. Interpreter services.
2. Readers for the blind.

## **PROCEDURE 3512**

### **LOW INCIDENCE DISABILITIES AND ACCESS TO INSTRUCTIONAL MATERIALS (Continued)**

3. Specialized health care assistance.
4. Orientation and mobility.

Funds may not be used:

1. For services to staff.
2. To provide services to meet other special education needs of these pupils or regular education needs provided through the base program.
3. To supplant existing services.
4. To supplant services that may have been provided by another agency.

Superintendents' Council

Adopted: April 16, 2008

Second Reading: April 16, 2008

First Reading: January 16, 2008