Special Services Building Report

For: June 14, 2022

Board Meeting

Submitted by: Maureen Stott,
Director of Special Services

Special Education Activities

* When I moved into the position of Director of Special Services, I took the first year to learn how the department ran within the district. I paid attention to how staff worked together, got to know students and their families and read a whole lot of IEP's ! While I was familiarizing myself with the ins and outs of the department, I slowly came to realize that there seemed to be a lack of district continuity and a clear process in place of how Special Education worked from interventions to beginning the process of referring a student for services, to writing an IEP for a student that had been identified. At the conclusion on year one as the Director of Special Services for Browning Public Schools, I started compiling steps using all of my background knowledge of Special Education rules, regulations and laws, and other resources, including guidance documents from the Office of Special Education Programs (OSEP) and the Montana Office of Public Instruction (OPI). Attached is a copy of Browning Public Schools Special Education Procedures and Guidelines that I hope will assist administrators, teachers, support staff and guardians in being able to understand the step-by-step process of how each entity of the school community works with the Special Education process.

I would like to thank a couple of individuals for their help in completing this handbook. first, I would like to Rebecca Rappold for helping me with the sections on MTSS and proof reading the draft copy. To Ben Lawrence for helping with the technology to make the handbook web-based and finally I would like to also thank Tracie Coursey for spending the last 3 months typing up my scribbles and notes and making multiple edits until a final draft could be shared with you for, my final board report. Hopefully

this resource will be a useful tool for the district! [BPS Special Education Procedures & Guidelines](#)