



## ADMINISTRATIVE PROCEDURE

### HOUSING FOR SPECIAL EDUCATION PROGRAMS

2505

Procedure No.

January 7, 2005

Date

- I. **PURPOSE:** To establish procedures to address adequate space and facilities for special education programs and for assigning regional programs to specific schools.
- II. **BOARD POLICY:** Each Prince George's County public school must allocate sufficient and appropriate space for the provision of special education and related services. Special Education students must be educated in the least restrictive environment appropriate to provide a free and appropriate public education. (Board Policy 2505)
- III. **DEFINITIONS:** The following definitions apply to the content of this Administrative Procedure:
  - A. **Capital Improvement Program (CIP):** The aggregate of those projects for the acquisition, construction, additions, and renovations of school system facilities, including land, buildings, or equipment.
  - B. **CIP Subcommittee:** An advisory group for the purpose of reviewing the Capital Improvement Program and making recommendations to the Chief Executive Officer.
  - C. **Special Education Classroom:** A designated separate classroom assigned for the delivery of special education services, when so designated by the Individualized Education Programs (IEPs) of students.
  - D. **Regional Special Education Program/Comprehensive Special Education Program/Community Referenced Instruction Program:** A cluster of special education classes located within a designated school. Special education teachers who are assigned to these classes provide an intensive special education program to students with IEPs that cannot be implemented in the general education environment or at the school in their attendance area.
- IV. **PROCEDURES:** The following procedures will be followed for assigning Regional Special Education Programs/Comprehensive Special Education Programs/Community Referenced Instruction Programs to specific schools:
  - A. An annual assessment of the need for Special Education classrooms will be completed by the Department of Special Education in cooperation with the Department of Pupil Accounting and School Boundaries. The annual assessment shall provide a mechanism whereby input from special education administrative and school-based staff will be solicited. The results of this assessment will be reported to the CIP Subcommittee.



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- B. The CIP Subcommittee will review the results of the assessment and will include any recommendations, as deemed appropriate, within the proposed Capital Improvement Program that is submitted to the Chief Executive Officer by May 15 of each year.
- C. When, in the opinion of the CIP Subcommittee, it is necessary to move an existing Regional/Comprehensive/Community Referenced Special Education Program(s) from a school, an orderly procedure shall be followed. This procedure will include prompt parental notification of the impending move. When possible, parents should be notified of the location change during the previous school year. To the extent possible, programs shall be re-assigned to an alternative site within the same Administrative Region.
- V. **RELATED PROCEDURES:** None.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Department of Special Education and the Department of Pupil Accounting and School Boundaries and will be updated as necessary.
- VII. **CANCELLATIONS AND SUPERSEDES:** None. This a new Administrative Procedure.
- VIII. **EFFECTIVE DATE:** January 7, 2005.

Approved by:  
André J. Hornsby  
Chief Executive Officer

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