

ARC MEETING AGENDA – FBA Planning Meeting

Confidentiality: Do not allow a parent, teacher, etc. to discuss another student or issues that would identify another student. For further information concerning Confidentiality, review 707 KAR 1:360.

Membership for this meeting must include:

- | | |
|---|--|
| ☐ District Representative
☐ Parent
☐ Special Education Teacher
☐ Regular Education Teacher | ☐ Student (if appropriate)
☐ Evaluation Specialist(s)
☐ Others as Requested |
|---|--|

STEPS:

☐	1.	Introductions - (give Chairperson a copy of the ARC Notice; Chairperson ensures all on ARC notice are present. If actual membership is different, document who and why. May use ARC Member Excusal form)
☐	2.	Determine Appropriate Membership - (as noted by those invited on ARC Notice)
☐	3.	Determine Educational Representative - (Should be completed before scheduling meeting, but review Educational Representative Form and make revisions if any information has changed)
☐	4.	Procedural Safeguards - (Parent cannot waive. Give verbal/auditory explanation at least once. The written Procedural Safeguards Notice must be provided once per school year. Offer to answer questions at each meeting.
☐	5.	GROUND RULES AND PARKING LOT
☐	6.	ARC Members Signatures - (type attendees names before printing for signatures)
☐	7.	Purpose of Meeting - (per ARC invitation; parent must have received notice of topics to be discussed)
☐	8.	Parental Concerns & Input - (document in Conference Summary pg. 1)
☐	9.	Review Disciplinary Data -summarize data in Conference Summary
☐	10.	Review of grades, progress on current Behavior Intervention Plan, and current IEP data monitoring results -(provide data sheets, work samples, etc. to parent for review; explain the data to the parent and committee and document the data results in ARC summary minutes.
☐	11.	Revise IEP or Behavior Intervention Plan, if WARRANTED
☐	12.	Review IEP Special Factors and Revise, if WARRANTED
☐	13.	Plan Functional Behavioral Assessment (FBA) -(Complete Consent to Evaluate Reevaluate Form (Planning form) for specific assessments needed and for parent signature for consent)
☐	14.	Description of Evaluation Procedures, etc. used as a Basis to Make Decisions -(ARC Summary pg. 1)
☐	15.	Review and Determine Placement -(MUST follow continuum starting with full time regular class and accept/reject each option until one is accepted; ARC Summary, MUST explain WHY each option was accepted or rejected.
☐	16.	Read Conference Summary Minutes Aloud
☐	17.	Lock Conference Summary in Infinite Campus
☐	18.	Make 2 copies of all documents from today's meeting – 1 copy to parent, 1 copy to C.O., Originals in red folder

► **All decisions made during an ARC meeting are made by the ARC committee and no single individual.**

***Document Issues Discussed on Conference Minutes Page**

Page 2