## III. Parent Representation at IEP Meetings/Procedures:

The school attorneys and/or advocates at IEP meetings as they deem in the best interest of their family and their child. The district also recognizes that, from time to time, a parent may choose to invite an attorney or an advocate associated with an attorney to attend an IEP meeting. These guidelines are intended to help to facilitate this process.

- A. In advance of every IEP meeting, parents are strongly encouraged to inform the school district that 1) an attorney or 2) any other individual acting as an "advocate" under IDEA who is employed by, acting as the agent of, or otherwise supervised by an attorney representing the student and/or the parents, regardless of whether they are paid or unpaid by the parents or the attorney (collectively referred to herein as an "attorney agent") plans to attend the IEP meeting.
- B. To facilitate this disclosure, school district staff who schedule the IEP meeting should ask parents if they intend to bring an attorney or attorney agent. This request may be repeated on the Invitation to Conference, as well. Again, if the parent and/or advocate are unsure if the advocate is an "agent" of an attorney, the parent and advocate will be instructed to call the attorney to request written confirmation for the school district
- C. As part of this request, school district staff will notify parents that if the parents elect to bring an attorney, the school district will also bring an attorney to the meeting.
- D. Staff will also notify parents that if they intend to bring an attorney agent this may prompt the school district to have legal counsel attend the meeting. If the district chooses to invite an attorney to the meeting, parents or their counsel/advocate will be notified in advance of the meeting that legal counsel for the Board will be in attendance.
- E. At the beginning of each IEP meeting, any representative accompanying the parent may be asked to clarify if they are 1) an attorney representing the student and/or parent(s) or 2) employed by, acting as the agent of, or otherwise supervised by an attorney representing the student and/or their parents, regardless of whether they are paid or unpaid by the parents or the attorney. If the answer to either question is "yes," and the school district did not have prior notice of the attendance, the meeting is subject to be rescheduled until such time as the school district may have legal counsel present for the meeting.
- IV. Attorney and Attorney Agent Interactions with School Staff

The school district is a represented party in special education matters. Therefore, attorney and attorney advocates may not communicate directly with school district staff outside(re)7(c)4(tl0 62b34h)-219

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