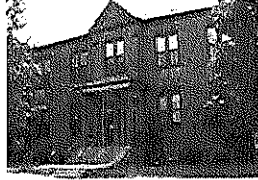




**La Academia: The Partnership Charter School
(LAPCS)**
Special Education Policies and Procedures



- PUBLIC SCHOOL ENROLLMENT -

The Board shall operate the Local Education Agency (LEA) for the benefit of students residing in Lancaster County who are eligible to attend. The Board shall enroll school age students eligible to attend the LEA, in accordance with Board policy, laws and regulations. The entitlement and requirements to secure enrollment shall apply equally to resident students residing with their parents/legal guardians; emancipated minors; students living with a county resident who is supporting the child gratis, including students residing in the county as the result of the military deployment of a parent/guardian; children living in a facility or institution within the county; and students living in a foster home.

Definitions:

School age shall be defined as the period from the earliest admission age for a kindergarten program until graduation from high school or the end of the school term in which the student reaches the age of twenty-one (21) years, whichever occurs first.

District of residence shall be defined as the school district in which a student's parent/legal guardian resides.

An **emancipated minor** shall be defined as a student under the age of 21 who has established a domicile apart from the continued control and support of a parent or guardian. Emancipation of a minor is a question of fact, which is not presumed and is not solely dependent upon the employment status of the minor. The burden of establishing emancipation is on the student seeking emancipated status.

Individualized Education Program – written document memorializing essential components of an eligible student's educational program, developed, reviewed and revised in accordance with applicable state and federal laws and regulations.

Parent/Guardian – The term as defined in 34 CFR 300.30 (relating to parent) and also includes individuals appointed as foster parents under 55 Pa. Code § 3700.4 (definitions).

Unaccompanied homeless youth shall be defined as any child who is not in the physical custody of a parent or guardian, including students who have runaway from home, been thrown out of their home or abandoned or separated from their parent or guardian.

In accordance with the provisions of this policy and applicable law and regulation, **homeless children** are those who lack a fixed, regular and adequate nighttime residence and include children who are sharing the housing of other individuals due to loss of housing, economic hardship or other significant reason. Included within the definition of homeless children are youth awaiting foster care placement and “unaccompanied homeless youth.”

Enrollment and Admission Requirements:

A school age child, entering grade six through grade twelve, shall be entitled to attend the LEA. Following the completion of the items in the enrollment process listed below, the LEA shall enroll a child the next business day, but no later than 5 business days.

The Board shall establish age requirements of the admission of students which are consistent with law and regulations.

All admission of students will be processed by the Chief Academic Officer, Dean of Students, and any other designated LEA officials.

The LEA shall not enroll a student until the parent/guardian has supplied:

1. Proof of the child's age;
2. Acceptable documentation of immunizations as required by law; and
3. Proof of residency (the LEA may require more than one form of residency confirmation).

In verifying residency, the LEA shall require only such information as is deemed reasonable in light of a family's circumstances. The LEA shall immediately enroll identified homeless students, even if the student or guardian is unable to produce the required documents, in accordance with Board policy and applicable law.

The LEA shall not inquire as to the immigration status of a student as part of the enrollment process.

In addition to the requirements for registration set forth above, the parent/guardian must submit the following:

1. Parent contact information and emergency contact information
2. Demographic information
3. Home language survey
4. Discipline record survey
5. Search and seizure policy waiver form
6. Field trip waiver form

The student will undergo an interview with the Dean of Students. After the interview process and student acceptance, all information is entered into the school database and the application is placed into the student's cumulative file.

Upon enrollment the LEA shall contact the student's former school and request a certified copy of the student's education records. The LEA shall enroll eligible students regardless of receipt of records from previous districts.

The LEA shall not deny or delay a student's enrollment based upon information contained in the student's certified disciplinary record or parent registration statement, but may provide alternative education services to students who have committed weapons offenses in accordance with applicable law.

If the individual enrolling a child is relying on a court order or custody agreement as the basis for enrolling the child, the LEA may require submission of the court order or custody agreement. The LEA shall not require submission of a custody order or agreement as a condition of enrollment under any other circumstance.

A resident's receipt of Supplemental Security Income (SSI), Transition Assistance for Needy Families (TANF), pre-adoptive or adoptive support, maintenance on public or private health insurance, support from the United States military or military personnel or child support payments shall not be deemed to be personal compensation or gain.

Transportation to and from school shall be provided by the student's district of residence if so requested by the parents/guardians.

Re-admissions

Students withdrawing from school for appropriate reasons may be readmitted on the same basis as a new student enrolling for the first time and will be subject to the same conditions as a new student.

Students expelled from school may be readmitted to classes only if the terms and conditions set forth at the time of the expulsion have been fulfilled.

Admission of Transfer Students

Students transferring from other public schools will generally be admitted to the same grade level and status as in the previous school. The Chief Academic Officer has the right to place the student in a different grade or level if the available information suggests the need to do so. Students transferring from private schools or home school programs will be placed according to the best estimate of their progress as it relates to the sequence of grades in the LEA.

When it is known that a transfer student was expelled or threatened with expulsion in another school, admission to the LEA will be permitted only after a review of the facts by the Dean of Students.

Students entering the LEA from correctional facilities will be placed in the LEA after review by the Chief Academic Officer or designee.

The Chief Academic Officer or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.

Special Education Program

Each student with a disability shall be provided quality education programs and services that meet the student's needs for educational, instructional, transitional and related services. Students requiring special education shall receive programs and services in accordance with an individualized education program (IEP) reasonably calculated to provide meaningful educational benefits. The LEA shall offer a continuum of placement options.

Each student's IEP shall provide access to the LEA's curriculum and participation in state and local assessments, including necessary supplemental aids and services that enable the student to be educated with non-disabled peers to the maximum extent appropriate. The special education program shall be designed to comply with applicable state and federal laws and regulations; LEA goals; and integrate programs of special education with the regular instructional program of the schools, consistent with the interests of the student with a disability and other students.

Students with disabilities who are provided special education programs by the LEA shall include all children who meet the eligibility criteria defined by law.

The Board directs that all students with disabilities shall be identified, evaluated, and provided with appropriate educational services. The LEA shall establish and implement a system of procedural safeguards and parental notification as part of its Special Education Plan.

The LEA's Special Education Plan shall include procedures for identifying and educating students with disabilities and shall be aligned with the Strategic Plan adopted by the Board.

The Board shall determine the facilities, programs, services and staff that shall be provided by the LEA for the instruction of students with disabilities, based upon the identified needs of the LEA's special education population.

In order to maintain an effective Special Education Plan, the Board may participate in special education programs of Lancaster-Lebanon Intermediate Unit No. 13

The Chief Academic Officer or designee is directed to annually recommend to the Board the employment and retention of necessary staff and provision of required facilities, programs and services to provide for the needs of students with disabilities.

The Chief Academic Officer or designee shall develop procedures for evaluating the effectiveness of the LEA's special education plan and shall periodically report to the Board the criteria and results of such evaluation.

The Board directs that all procedures for implementing an IEP be designed to guard the privacy of the student and family.

No student with a disability shall be denied participation in activities, programs or services offered, or recognitions rendered, on the basis of a disability.

The LEA's Special Education Plan shall include procedures and processes that implement special education programs and related services, in accordance with applicable laws and regulations, in the following areas:

1. Education plans
2. Child find
3. Identification of special education programs operated within the LEA, the Lancaster-Lebanon Intermediate Unit No. 13, vocational schools and other agencies
4. Staff and parent/guardian training
5. Assessments
6. Screening
7. Criteria utilized to identify specific learning disabilities (SLD)
8. Evaluation
9. Re-evaluation
10. Individualized Education Program (IEP), including examples of supplemental aids and services and provided by the district
11. Extended School Year services (ESY)
12. Behavior support
13. Continuum of educational placements and evidence that placements outside the regular education setting are not based on lack of resources, facilities, staff or for administrative convenience
14. Disciplinary placements
15. Facilities
16. Early intervention
17. Procedural safeguards
18. Confidentiality of information
19. Highly qualified staff

20. Staff development related to increased student achievement
21. Maintenance of information required by the Pennsylvania Department of Education

If the LEA is identified with significant disproportionality, the Special Education Plan shall include prevention measures for inappropriate overidentification and disproportionate representation by race or ethnicity of children with disabilities.

Fiscal And Program Compliance

The Chief Academic Officer or designee shall establish procedures to ensure that the LEA complies with all applicable laws and regulations and program requirements for special education-related funding and reimbursement.

The LEA may coordinate with Lancaster-Lebanon Intermediate Unit No. 13 to establish procedures, fulfill reporting requirements and participate in applicable programs.

Child Find/Outreach

The Chief Academic Officer or designee shall ensure that the LEA annually conducts awareness and outreach programs and activities designed to reach LEA residents including parent/guardians of students with disabilities who are enrolled in the LEA, preschool-aged children, students who attend private schools, homeless children and children who are wards of the state.

The LEA's public awareness activities shall include annual publication of a written notice in multiple media sources notifying parents/guardians about child identification activities; available special education services and programs and how to request them; and procedures used to ensure confidentiality of student information. Written information shall be published in LEA handbooks and on the LEA web site. Public awareness activities must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.

Screening

The LEA shall establish a system of screening, including hearing and vision screenings. Screenings shall be conducted at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects.

Confidentiality

The LEA shall maintain a system of safeguards to protect the confidentiality of educational records and personally identifiable information when collecting, storing, disclosing and destroying student records.

LEA staff shall maintain the confidentiality of student records and personally identifiable information, as required by applicable laws and regulations.

The LEA may release, without parent/guardian consent, educational records that the LEA has designated as directory information.

The LEA shall obtain written parent/guardian consent prior to releasing a student's educational record when prior consent is required by law, regulations or Board policy.

The LEA shall implement procedures for notifying parents/guardians prior to destroying personally identifiable information in a student's record that is no longer relevant or necessary for providing educational services to the student.

Recording of Meetings

Except as specifically provided for within this policy, the LEA prohibits audio, video and electronic recording of meetings between parents/guardians and LEA teachers, paraprofessionals, program specialists, consultants or administrators.

An attempt to record a meeting by a parent/guardian after a verbal prohibition by LEA staff shall result in immediate termination of the meeting and may result in ejection from LEA property and additional legal action.

The LEA shall permit audio recording of a meeting when a participant submits, at least five (5) days prior to the meeting, documentation that substantiates:

1. Participant has a disability that significantly limits his/her ability to meaningfully understand or participate in the meeting's intended decision-making and recording is the only feasible means of accommodating the limitation.
2. Individual has a legitimate interest in attending the meeting but for good cause is unable to do so, and recording is the only feasible means by which s/he can meaningfully understand and participate in the decision-making.

The LEA may permit video taping of a meeting when written consent is given by all participants at the meeting.

When an exception to recording a meeting is granted, the LEA employee responsible for the meeting shall arrange to record the meeting by similar means. Such recording shall be considered part of the student's educational record and be subject to relevant law and regulations.

References:

School District of Lancaster Policy: 200. Enrollment of Resident and Nonresident Students

School District of Lancaster Policy: 201. Admission of Students

School Code – 24 P.S. Sec. 503, 1301, 1304, 1326

State Board of Education Regulations – 22 PA Code Sec. 4.41, 11.12, 11.14, 11.15, 11.16, 11.41

Board Policy – 200, 203

School Code – 24 P.S. Sec. 502, 1371, 1372

State Board of Education Regulations – 22 PA Code Sec. 4.13, 4.28, 12.1, 12.4, 12.41, 14.101 et seq., 15.9

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232G

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794

Americans with Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Family Educational Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99

Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300

Pennsylvania Training and Technical Assistance Network – www.pattan.net