

Grant Career Center

Special Populations Processes and Services

**Grant Career Center
718 West Plane
Bethel, OH 45106
513.734.6222**

The Intervention Team works collaboratively with home schools, Grant Career Center faculty, families, and students to support academic success and social emotional well-being for every student, by providing student intervention and supports, staff development, resources and technical assistance.

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, or military status.

This communications plan supplements and further explains the Board adopted and Ohio Department of Education, Office for Exceptional Children approved Special Education Policies and Procedures for Grant Career Center.

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Grant Career Staff Directory (as it relates to students with disabilities)**Administrative Team:**

| | | | |
|---------------|---------------------|-------------------------------|--------------|
| Mike Parry | Superintendent | Mike.parry@grantcareer.com | 513-729-9156 |
| Barry Daulton | Principal | Barry.daulton@grantcareer.com | 513-729-9104 |
| Susan Hakel | Curriculum Director | Susan.hakel@grantcareer.com | 513-729-9107 |

Staff

| | | | |
|---------------|--|-------------------------------|--------------|
| Katie Daulton | Special Ed Coordinator/Intervention Specialist | Katie.daulton@grantcareer.com | 513-729-9098 |
| Randy Dorsey | Intervention Specialist | Randy.dorsey@grantcareer.com | 513-729-9100 |
| Amanda Watson | Intervention Specialist | Amanda.watson@grantcareer.com | 513-729-3160 |
| Karen Calhoun | Instructional Aide | Karen.calhoun@grantcareer.com | |

Awareness Opportunities for Students Prior to Application

- Girls with Goggles and Guys with Gears—6th grade
- Career exploration visitations – 8th grade opportunities available to all affiliated school districts
- Summer career camps- students entering 6th through 10th grade
- Sophomore career day visitations – offered to students during 10th grade
- Shadow days for individual program visits
- Campus open houses

Resources Available to Assist with the Application Process

- Visit Grantcareer.com website to view:
 - Application
 - Program Guide
 - Essential Skills Guide
- Individual counseling and program visitations – call or email the guidance counselor
 - Kerri Randol
 - kerri.randol@grantcareer.com
 - 513-734-6222

Preparation for Application

All students are provided equal access to career- technical programs. In order to provide a successful experience for SWDs, it is vitally important for a plan to be developed that will provide students with the best possible chance to find gainful employment and/or college admission after graduation. For this to happen, the following steps are recommended for the IEP team in direct collaboration with the Grant Career Center

1. Prior to applying to Grant, the IEP team should familiarize itself with the programs available at Grant Career Center and understand the competencies and essential skills to be taught and assessed in the program.
2. Students or home school staff may request that a Grant Career Center representative be present at transition meetings or to discuss program options (highly recommended).
3. SWD students will submit their applications at the same time as all students.
4. Appropriate student placement and expectations for graduation are of primary importance.

High School Program Acceptance Procedures **2020-21 School Year**

I. Affiliated School Students

The following criteria are for students in a Grant Career Center affiliated school district who apply for admission to Grant Career Center high school programs. Affiliated school students are those who meet one of the following criteria:

- Enrolled in and resident of affiliated district;
- Enrolled in a community school assigned to the CTPD;
- Home-schooled resident of an affiliated district;
- Resident of an affiliated district attending a community school (including e-school) or non-public chartered school
- Non-resident who is open enrolled into an affiliated school district

If a student is determined to have an IEP after acceptance, an IEP meeting will be held prior to enrollment and then IEP team will determine if the program is an appropriate placement.

Accepted students who do not complete the school year on track to graduate (those who fail a class or do not receive planned credit) may be withdrawn from Grant Career Center or meet with Grant Career Center administration to maintain accepted status.

II. Open Enrolled Students -out of district students

Out of district students, those who don't meet the criteria for affiliated school students, may apply for open enrollment under certain conditions.

1. Must be an Ohio resident enrolled in and resident of an Ohio public school district.
2. Must meet all the criteria for acceptance.
3. Student must provide their own transportation.
4. Must have all required school records and documentation submitted before application will be considered

Grant Career Center will not be required to enroll out-of-district students if such enrollment will require the employment of any additional staff.

Grant Career Center will not be required to provide any services or adapt facilities not already provided by the District to meet the needs of an out-of-district students.

Grant Career Center Intervention Specialist Home School Contact

For the application process, a Grant Career Center Special Ed Coordinator/Intervention Specialist is assigned to all the affiliated schools. This person serves as the contact for incoming students IEP meetings.

- Katie Daulton—katie.daulton@grantcareer.com

IEP Process for Incoming Grant Career Center Students

All students follow the High School Program Acceptance Procedures.

Grant Career Center will send a list of all students who applied to the Career Center. The list will be sent to the appropriate home school counselor(s) and the home school special education administration. A representative from the home school must identify which accepted students on the list have a current IEP or 504 plan in place. Districts must return a final list within one week to Grant Career Center Special Ed Coordinator, Katie Daulton, (Katie.daulton@grantcareer.com) this will allow an appropriate time frame to schedule and hold IEP meetings.

The purpose for these meetings are:

- Review the student's current ETR to verify their educational needs and implications for instruction.
- Review the student's current needs and LRE. i.e., student's current classes (full inclusion or Special Ed only), annual goals, transition plan, special designed instruction/ accommodations/ modifications, related services, aide services, behavior plans, medical plans.
- Review the related Grant Career Center educational and lab environments.

The IEP team will determine the appropriateness of the placement into the Grant Career Center program.

The IEP team determines- YES appropriate Placement

Grant Career Center accepts the current ETR. A PR01 is written by the affiliated school and is shared with the Grant Career Center staff member and provided to the parent and student.

If student receives related services via a speech and language pathologist (SLP), occupational therapist (OT), physical therapist (PT), etc., the team will discuss how these services will be delivered.

At either the IEP Amendment or the Annual IEP Review meeting, the IEP participant's page is signed by IEP team members and parent consent is obtained as applicable for any change in services.

PR01 is written by the affiliated school and shared with the Grant Career Center staff member. If possible, signed copies of the new IEP and PR01 will be given to the Grant Career Center staff member

at the IEP meeting. If not, the PR01 and IEP needs to be sent to the Grant Career Center staff member within 5 business days.

The IEP team determines- No, not an appropriate placement

No- the team discusses the reasons why the setting is not appropriate and documents this information in the PR01.

The Grant Career Center Intervention Specialists informs the guidance counselor that the student(s) will not be attending.

Progress Monitoring- IEP and Transition Goals

IEP progress reports are sent to parents in conjunction with all Grant Career Center students receiving progress reports at the end of each instructional quarter. Associate school related service personnel are responsible for sending out progress reports for the IEP goals for which they are providing services in accordance with their school reporting guidelines.

Continuum of Services

IEP services and supports are provided within all academic and career technical education programs. Students may participate in more than one of the continuum options. These continuum of services options will be determined based on the needs of our student population.

1. General education with support

- Specially designed instruction provided by Intervention Specialists
- Service: Includes working on IEP goals, homework and class assignments, organization behavior, tracking/monitoring progress and assignments, and implementation of accommodations and /or modifications.
- Amount of time/frequency: determined by the IEP team
- Class size: fluctuates because it can be accessed at any time throughout the school day

2. Intensive Support

- Specially Designed instruction: provided by intervention specialist
- Service: Includes working on IEP goals, homework and class assignments, organization behavior, tracking/monitoring progress and assignments, and implementation of accommodations and/or modifications.

Half Day Option

Grant Career Center supports the half day option for all students and works in collaboration with the affiliated schools to meet the needs of the student. Students who attend half day are enrolled in their Career Technical Courses with Grant Career Center and take their academic courses at the affiliated school. Students that are grade 23 may also attend for half day.

Transportation

Transportation to a Grant Career Center is the responsibility of the student's district of residence. Grant Career Center supports the half day option for all students and works in collaboration with the affiliated schools to meet the needs of the student.

IEP Meeting Requirements

Full -time Grant Career Center students that are returning for a second year, Grant Career Center students graduating at the end of the current year, and Grant Career Center students that have been provided extended learning and have met graduation requirements.

1. The Grant Career Center representative will contact the affiliated school representative and gather dates for the active Grant Career Center student's IEP's. Grant Career Center staff will schedule students IEP meetings to the time slots available. All active Grant Career Center student's IEP meetings will be held at Grant Career Center.
2. At the IEP meeting, the affiliated school district representative is responsible for handing out scholarship notifications, applicable Medicaid info, and any other individual district requirements.
3. The Grant Career Center Intervention Specialist is responsible for handing out parental and student rights.
4. The PR01 is written by the Grant Career Center staff.
5. The affiliated school keeps the original signed IEP. Grant Career Center and the parents will also receive signed copy of the IEP.
6. In order to get a copy of the original signed IEP in our Progress Book system, Grant Career Center Intervention Specialist will contact affiliate school EMIS coordinator or other contact to share the IEP district to district (D2D). For schools not in our Progress Book system, a signed copy will be downloaded into our system.

½ day Grant Career Center, ½ day affiliated school students returning for a second year

1. The affiliated schools will follow the IEP process for students in their buildings and the meeting will be held at their school.
2. The Grant Career Center Intervention Specialist will attend and provide any input requested.

Grant Career Center students that are not returning to Grant Career Center for a second year

1. For students that are returning to their affiliated school for the next school year, the IEP and PR01 is written by the affiliated school in collaboration with Grant Career Center.

Manifestation Determination

As needed manifestation determination meetings will be scheduled and led by Grant Career Center in conjunction with the affiliated school representative. The Grant Career Center Intervention Specialist will provide all documentation associated with the manifestation.

Evaluation Team Report Protocol for Enrolled Students

1. Affiliated school psychologists are responsible for scheduling the ETR meetings to be held at the Grant Career Center. A parent invitation will be sent to both the parent and student.
 - The Associate School Psychologist will provide the Grant Career Center Intervention Specialist and related service provider (as applicable) a copy of the ETR Plan form. The Associate School Psychologist will follow up by notifying the Grant Career Center Intervention Specialist of any information and/or paperwork that needs to be provided to them at least 3 weeks prior to the meeting date.
 - The Associate School Psychologist will then provide the draft ETR to the Grant Career Center Intervention Specialist 1 week prior to the ETR meeting.
 - The annual IEP meeting will be scheduled immediately following the ETR meeting. Grant Career Center Intervention Specialist will complete the Annual Review IEP using information from the new ETR. A separate invitation to the IEP meeting will be sent with the ETR invitation to both the parent and student.
2. Grant Career Center Intervention Specialists are responsible for passing out, collecting and returning ETR planning forms from Grant Career Center staff to associate school psychologists within 1 week of receiving the documents.

Campus Withdrawal Process for Students on an IEP

Communication with students, their families, and the home school representative will take place regarding any emerging concerns at Grant Career Center and the strategies implemented to correct the situation.

If the emerging concerns continue, an IEP team meeting with the parent, student, associate school district rep., general education teacher lab instructor, Grant Career Center district rep. etc. will be scheduled to determine the appropriate next steps. If the IEP team determines that Grant Career Center is no longer considered an appropriate placement, the student will be withdrawn from Grant Career Center and returned to the affiliate school. A PR01 and the procedural safeguards will be provided to the parent and student.

Continuous Improvement

In collaboration with the associate school districts, Grant Career Center will engage in periodic internal monitoring of ETRs and IEPs using both state and locally developed tools and checklists to establish a consistent standard and level of compliance for all student's ETRs and IEPs.

Grant Career Center 504 Plan Information

Grant Career Center District 504 contact:
Susan Hake
Curriculum Director

504 Plan Meeting Process

Incoming students with 504 Plans

1. A copy of the incoming student's 504 plan must be provided to the Grant Career Center counselor prior to the start of the school year. If possible, the Grant Career Center curriculum director or counselor should be invited to transition 504 meeting for the incoming student. The affiliated school schedules the meeting, invites the parent and the Grant Career Center curriculum or counselor.
2. Grant Career Center curriculum director or counselor will share 504 accommodation sheets with all staff that play a role in the student's 504 plan.

Annual Meetings for current students with a 504 Plan

1. The Grant Career Center counselor will coordinate the annual 504 review. This includes inviting the parent, gathering pertinent information from the student's teachers.
2. Grant Career Center curriculum director or counselor provides the parent with the 504 Procedural Safeguards Manual and parent completes signature page. Signature page is kept on file.
3. Meetings will be held at Grant Career Center.
4. Copies of the newly created 504 plan with signatures will be uploaded into Progress Book.
5. Any changes to the student's accommodations will be shared with staff members that have a role on the student's 504 plan.

Initial 504 plan for an Enrolled Grant Career Center student requiring or requesting

- 1) The Grant Career Center Curriculum director or counselor will contact the Affiliated School 504 Representative. The Affiliated school will be responsible for completing requirements in accordance with their school's initial 504 process.
- 2) Meetings will be held at Grant Career Center

Manifestation Determination

As needed Causation (Manifestation) determination meetings will be led by Grant Career Center in conjunction with the affiliated school 504 representative. Grant Career Center staff will provide all documentation associated with the Causation (Manifestation).