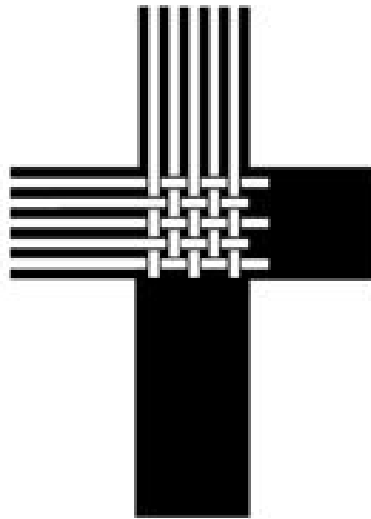


St. Ignatius Loyola School



Saint Ignatius
Loyola School
Starts with I and ends with US

Inclusive Education Handbook 2019-2020

St. Ignatius Loyola Elementary

Inclusive Education Services

2019-2020 School Year

St. Ignatius is a provider for the Ohio Department of Education's Peterson and Autism Scholarship Programs. Our Catholic school offers an inclusive general education environment designed to meet your child's needs. Students needing special education services in grades kindergarten through 8th grade receive intervention, accommodations, modifications and direct instruction in the regular education classroom. Intervention specialists, in collaboration with the regular education teachers, provide direct instruction as guided by a student's IEP. With a combination of the scholarships, tuition, federal and state funds, as well as donations, we are able to provide intervention services, speech and language therapy, occupational therapy and physical therapy to those students who qualify.

Once a student has been identified as needing special education services through an evaluation team report (ETR), parents will be provided with a scholarship application form. St. Ignatius Loyola Elementary submits the completed form to the Ohio Department of Education on your child's behalf. We will assist you in scheduling a meeting with your local public school district and our staff to develop an IEP (Individualized Education Plan). This IEP specifies the services a student can receive through the scholarship program. Once the application is approved, St. Ignatius will submit invoices to the state on a quarterly basis for services your student has received. The state then issues a check in both your name and St. Ignatius, which you sign over to reimburse the school.

Our goal is to fully include each student in the general education program to the maximum extent possible. At St. Ignatius, we foster independence and lifelong learning. We want to ensure a well-rounded education that promotes academics as well as spiritual, physical and social development. Participation in the scholarship program with St. Ignatius as the sole provider is a requirement for continued enrollment at St. Ignatius.

As long as Ohio continues the Peterson and Autism Scholarships, we will be able to provide these services. We look forward to working with you in this commitment to educating your child.

Non Discrimination Policy

St. Ignatius Loyola Elementary School does not discriminate on the basis of race, ethnicity, national origin, religion, gender, disability, age or ancestry.

Privacy of Student Records

Federal and state law controls the release of student records. St. Ignatius Loyola Elementary operates in compliance with the Family Education Rights and Privacy Act of 1974, (P.L. 93-380) and the Ohio Revised Code 3319.321.

THE INCLUSIVE EDUCATION APPROACH

All teachers and staff have a child-centered approach. All staff members are made aware of the needs of students from the classroom, to the cafeteria, to recess. St. Ignatius, with its full inclusion program, has many teachers who are licensed in different areas. Many regular education teachers have a license in special education in addition to credentials for their area of instruction.

Our team works collaboratively. Together, teachers can modify the learning environment to accommodate sensory needs. They establish behavior and self-control strategies that help reduce or increase certain behaviors. Teachers work to integrate social skills into the daily routine and curriculum.

Administration supports the faculty and staff to allow teachers to perform to the optimal level. An observation of each teacher is performed at least annually. A Director of Exceptional Learners coordinates the development of the IEP each year with the local school district, parents and St. Ignatius educators. The Exceptional Learners Office handles scholarship paperwork and serves as a resource for parents. An Inclusion Coordinator maintains compliance with the district of residence. She coordinates the schedule of the building's IEP meetings with the IEP team and the districts of residence to ensure that annual reviews are conducted on time. Throughout the school year she updates the school's list of students with special needs ("Inclusion Load") that helps administration and the grade-level teams plan for special services and accommodations. Our school psychologist provides testing and diagnostic evaluation for students. She may counsel parents and teachers on the services and aspects of educating a student with a disability as well as provide direct services to students. Nursing support is another benefit at St. Ignatius. A full time nurse will dispense medications as directed by a physician and provide monitoring of medical conditions as needed.

Professional development related to meeting the needs of students is encouraged for all teachers. The St. Ignatius Teacher Professional Development Fund is intended to allow teachers to enhance their educational experiences and keep their licenses current by helping to defray the costs of related workshops, college courses and seminars.

Parents are welcome to contact general and special educators at any time. Each teacher has a phone line, an email address and website. We encourage the communication so that we can provide the best opportunity for your student. If you have concerns, please contact the teacher and your child's assigned intervention specialist. We pride ourselves on developing and improving our programs based on the requests and feedback we receive from parents.

Report cards and interim reports are sent home quarterly. Special education students receive both a special education and a regular report card. St. Ignatius also offers an online grading system so that parents can login to a secure website and view current grades. Students participating in a state scholarship program are monitored by their resident school district through a secure web portal operated by the state of Ohio for the purposes of maintaining scholarship applications, related documents and student progress.

Parents of students on a state scholarship are strongly encouraged to set up their own access to the **parent portal** of scholarship system. Directions for signing up for access will be provided at

the time a student applies, and is also available on the Exceptional Learners page of the school website. Parents can use the parent portal to download a copy of a student's IEP or ETR, view progress reports or scholarship invoicing. Help with setting up access to the portal is available from the St. Ignatius technology team.

Students in grades three through eight who participate in the Jon Peterson Scholarship are required by state law to participate in state proficiency tests each year. The schedule for testing is developed cooperatively with a child's teachers to minimize impact on the child's education.

SPECIAL EDUCATION SERVICES

The special education staff at St. Ignatius School supports the students and general educators with a variety of services. Most of these services are provided in the general education classroom.

Our staff and intervention specialists are all highly trained in meeting the needs of elementary students with special education needs. Paraprofessionals supplement our education team and provide an extra set of helping hands and attention. We consult with you to make the most beneficial changes that will produce maximum results in learning. This may include curriculum modifications to meet your child's developmental level. Accommodations are strategies to enable the student to participate in the regular education classroom as independently as possible. Accommodations do not change the breadth and objectives for learning, merely how the student will take in the information or provide their response. The following is a partial list of possible accommodations:

- * extended time to complete assignments/tests
- * preferential seating
- * guided notes or cloze notes
- * color-coded notebooks or folders
- * graphic organizers for writing
- * scribe for extended responses
- * chunking instruction
- * study guides
- * alerts to schedule changes
- * breaks to maintain or refocus attention
- * directions repeated or clarified
- * use of a number line or multiplication matrix for mathematics
- * audio/digital access to textbooks or instructional materials

INTERVENTION SPECIALISTS

Intervention specialist/s are assigned to a grade level, where they share a room with a homeroom teacher. Most support services take place in the regular classroom, either in small group activities or as one to one assistance. When necessary, and as indicated on a student's IEP, services may be provided in a resource room outside of the classroom. This typically addresses the need for a quiet environment such as when working on listening skills or phonics instruction.

SPEECH AND LANGUAGE

Our licensed and highly trained speech/language pathologists provide therapy in both the classroom and/or in pullout settings to work in small groups or individually with students. Research-based therapy techniques are used and data is collected to monitor student progress. Areas addressed in therapy include pragmatic (social language) skills, phonological awareness, articulation, receptive

language, abstract and non literal language, expressive language, voice, listening skills, and speaking fluency. Our SLP's help develop behavior plans/charts, social stories, role playing techniques and video modeling to foster independent social skills. The speech/language pathologists work collaboratively with all teachers and parents to develop and implement strategies that will benefit the students.

Our inclusion team includes two speech/language pathologists, one to serve grades kindergarten through four, and another for older grades. They work collaboratively with all specialists and classroom teachers to form a program that is individualized to meet the needs of each student. They consult with parents and teachers to carryover the skills taught in speech/language therapy to the regular classroom and other school settings. The school strives to have continuity between small group therapy and reinforcement in the regular education classroom. They organize and lead the school's Companions Program, social skills groups that meet throughout the year to encourage the carryover of good social skills to different school settings throughout the school day.

OCCUPATIONAL THERAPY

The occupational therapist works with small groups and individual students to help with sensory processing deficits, social interactions and fine motor development. They may develop sensory diets or sensory breaks. Occupational therapists can help the classroom teacher to create an environment and provide visuals to increase readiness for learning. They work in gym class or at recess to teach social interactions. They consult with parents and teachers to provide the best outcomes for the student.

PHYSICAL THERAPY

The physical therapist works with students to build strength, range of motion, balance and flexibility. Skills addressed may include walking, stair climbing, and movement around the classroom.

AUDIOLOGY & HEARING SERVICES

(An itinerant) School Audiologist supports our students who have hearing impairments and provides the hearing assistive technology that is needed to meet their needs. They also provide staff training, professional development and consultation as well direct services to students in self-advocacy, and the use of hearing assistive technology for the hearing impaired.

VISION SERVICES

Itinerant Vision Specialists support students and teachers through consultation and direct services to help students to access the school and classroom environment.

SCHOOL PSYCHOLOGY SERVICES

A school psychologist works with staff and parents to assist in identification of student needs, development of intervention strategies and assessment when a disability is suspected. After identification, the psychologist assists in developing and executing plans to address academic, behavioral, social and organizational demands of students. The psychologist also provides support for parents of students in the elementary grades and in addressing concerns for high school transition.

At each grade level, teachers and special education staff meet quarterly to review the accommodations of students. This collaboration ensures that strategies and interventions are monitored and revised to meet the individual needs of the student.

SPECIAL EDUCATION FEES

Special Education fees are based on the needs of the student as determined by their level of support needed. The special education fees are above and beyond the regular school tuition and help defray the cost of special education services. Scholarship funds are not applied to tuition or to services not provided by St. Ignatius School.

Inclusive Classroom Environment: Placement in the general education classroom with interventions, accommodations and modifications as stated on the IEP. This fee applies to all special education students regardless of their identification.

Mild \$4500.00

- Students with no more than one service provider and minimal accommodations

Moderate 1 \$8000.00

- Students with more than one service provider, support in multiple instructional periods, classroom accommodations, testing accommodations

Moderate 2 \$12,000.00

- Students with two or more service providers, support in multiple instructional periods, classroom accommodations and curriculum or testing modifications and/or accommodations

Intensive \$20,000.00

- Students with two or more service providers, support in multiple instructional periods, classroom accommodations, curriculum or testing modifications and/or accommodations, behavioral or social supports.

Intervention Specialist/Paraprofessional

The intervention specialist and paraprofessional may work in the regular classroom, small group and provide individual support; behavior management, pragmatic skill development, organizational and independent life skills; this team provides accommodations, modifications and interventions.

- *Large Group: \$30.00/hour*—Support is in the regular classroom, accommodations designed to meet individual needs to foster independence within the grade level curriculum.
- *Small Group \$60.00/hour*—Most support is in regular classroom; some small group work; accommodations with a few modifications to curriculum.
- *Individual \$90.00/hour*—regular classroom support with some pullout for reteaching; reinforce strategies/therapies from OT and SLP; some accommodations with modifications to curriculum across multiple subject areas.

Speech and Language Therapy

Large and small group or individual therapy, multisensory techniques, pragmatic language skills, articulation.

- *\$150.00/hour*—Most therapy is in small group (2-5 other students) in the regular classroom or therapy room; occasional 1:1 therapy if needed. The SLP may serve students in unstructured times such as lunch/recess

Occupational Therapy

Sensory integration therapy, sensory diets/breaks, fine motor, attention/focus, pragmatic skills; consultation with teachers and specialists, accommodations to environment to maximize learning.

- *\$150.00/hour*—Therapy is individualized or with one other student; therapy may be during recess/lunch; sensory diets are planned and individualized.

Physical Therapy

Physical therapy interventions are designed to enable the student to travel throughout the school environment; participate in classroom activities; maintain and change positions in the classroom; as well as manage stairs, restrooms, and the cafeteria. Additionally, the physical therapist provides consultation with teachers and specialists, and recommendations for accommodations to the school environment to maximize learning.

- *\$180.00/hour* – Therapy is individualized or with one other student; therapy may be during recess/lunch.

Audiology/Hearing Assistive Technology

The school audiologist helps school staff understand the effects of hearing loss on academics and assists them in managing hearing loss in the classroom. Responsibilities include managing classroom acoustics to eliminate background noise, teaching staff how to use FM's appropriately, and guidance in providing classroom accommodations

- *\$250/hour*—Therapy is individualized or with one other student; therapy may be during recess/lunch.

Vision Specialist

The school vision specialist works with learners who are blind or who have low vision and assists classroom teachers in providing access to instructional materials and activities within the classroom and school environment.

- *\$180.00/hour*—Therapy is individualized or with one other student; therapy may be during recess/lunch.

School Psychologist

The school psychologist provides mental health services that address needs at school to help students succeed academically, emotionally, and socially. They are specially trained to link mental health to learning and behavior.

- *\$150.00/hour*—Therapy is individualized or with a therapy group; therapy may be during recess/lunch

COST OF SERVICES FUNDING SPECIAL EDUCATION SERVICES

St. Ignatius Loyola Elementary is a provider of services for both the Jon Peterson and Autism Scholarship Programs which are offered by the state of Ohio. All special education students who have been offered an IEP (Individualized Education Plan) by their local school district may apply for a Peterson or Autism Scholarship and use those funds to pay for services at the provider of their choice.

It is the policy of St. Ignatius that students participating in these scholarships allocate 100% of the awarded scholarship to St. Ignatius School to cover the cost of services. In the event that the cost of services exceeds the amount of the scholarship, St. Ignatius School will make every effort to secure supplementary funds to cover the balance. Scholarship amounts are determined by the special education identification of the student as determined by the most recent ETR (Evaluation Team Report). Parents are responsible for costs of services not identified in the Individualized Education Plan (IEP).

Children attending St. Ignatius receive services through a combination of funds including the following:

- School funds (tuition and fees)
- Auxiliary Services (state funds that may be used to cover diagnostic and therapeutic services as well as textbooks and materials)
- IDEIA or Title 1 funds (Federal funds to support identified students who are not being funded through Ohio Peterson or Autism scholarships)

The total for special education students will be the general tuition, plus the Inclusive Classroom Environment Fee plus hourly billing for the cost of special education services.

OHIO SCHOLARSHIP PROGRAMS

The Special Education Office will provide the necessary applications for Jon Peterson and the Autism Scholarship Program to parents of qualifying students. In order to qualify for one of these scholarships an ETR (Evaluation Team Report) with special education identification must be on file in the student’s district of residence. Once an ETR is completed, an IEP must be requested from the student’s public school special education office. The St. Ignatius Special Education Office will assist parents in this request, and in the completion of the necessary forms.

FY 2019 Special Education Funding through state scholarship programs.

CATEGORY	DESCRIPTION	Maximum Scholarship Amount
1	Speech and Language Disability	\$7,598
2	Specific Learning Disability, Cognitive Disability or Other Health Impaired (OHI)-minor	\$10,025
3	Hearing or Emotional Disturbance	\$15,642
4	Vision Impaired or OHI-Major	\$18,861
5	Orthopedic Impairment or Multi-handicapped	\$23,410
6	Autism, Traumatic Brain Injury, or Hearing and Vision Impaired	\$27,000

IEP’s are reviewed by parents, the district of residence and the St. Ignatius staff annually. The steps for the IEP annual review process are as follows:

1. Prior to the deadline of the annual review, a member of our special education team will contact you to schedule an annual review meeting. This meeting will include your child’s case manager and other members of the special education team who are involved in your child’s program. This meeting is a collaborative effort between parents, your school district of residence and the St. Ignatius team. It provides a chance to review his or her progress and plan new goals.

2. In advance of the IEP meeting, you will receive a draft of the IEP which has been developed by the special education staff, often in collaboration with your district of residence. The actual meeting may be face to face or, if needed, by telephone. During the meeting, the IEP will be reviewed and input from you and the attending staff will be incorporated into the final document. At the conclusion of the meeting, a copy of the finalized IEP will be printed and a copy provided to you and the public school district. A representative of your district of residence will offer you “FAPE” which stands for “Free, Appropriate Public Education” and inform you of your right to apply for a Peterson or Autism Scholarship. Any questions you have regarding implementation of your child’s IEP can be addressed with the staff attending the meeting. The final IEP will be shared with all St. Ignatius staff serving your child and added to your child’s official cumulative record.

3. When it is time for the ETR (evaluation team report) to be written, every 3 years, your child's educational team will meet with you and will plan the evaluation. Under the supervision of the Northwest School District your child's team will conduct the evaluation and meet with you to discuss the results. You are welcome to submit any private assessments you have had completed. If the team determines that your child continues to require specially designed services, i.e. special education, the ETR meeting will be followed by an IEP meeting.

APPLICATION PROCEDURES

Parents must fill out the scholarship application each year to renew the scholarship. The scholarship application form will be provided to the parents of all qualifying students and must be completed and returned promptly for processing by our special education office

WITHDRAWAL/TERMINATION FROM SCHOLARSHIP PROGRAM

If you do not want your child to participate in the Scholarship Program, you need to state in writing that you no longer wish to receive the services that the program provides. The Scholarship Coordinator will contact the state and let them know that St. Ignatius is no longer serving your student. This may necessitate withdrawal from the school if the administration determines that special education is required to meet the needs of your child.

CONTACT INFORMATION

Peg Fischer Director of Exceptional Learners 513-389-3242 x2025	Mrs. Terry Davis Inclusion Coordinator 513-389-3242 x2212	Mrs. Lauren Hartger School Psychologist 513-389-3242 x2021
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Questions regarding the Peterson procedures, should be directed to the Ohio Department of Education peterson.scholarship@ode.state.oh.us. Questions regarding the Autism Scholarship Program should be directed to the Ohio Department of Education (614) 466-2650, or emailed to autismscholarship@ode.state.oh.us.