

NATCHAUG HOSPITAL POLICY AND PROCEDURE MANUAL

TITLE: PROGRAM REQUIREMENTS

Policy#: 1.6

Section: Community Programs

Subsection: School Programs

Purpose:

To provide a review of program requirements.

Scope:

All School Sites

Policy:

Natchaug Hospital Schools will make its best effort to obtain a written contract with the sending local education agency (LEA) for each student placed in its programs. If a contract has not been offered, Natchaug Hospital will request in writing that a contract is required. If the district does not have their own contract for outplacement, Natchaug Hospital will offer a template that the LEA may use to complete this requirement. This contract will include verification of delivery of all specialized instruction and services delineated in the individualized education plan (IEP).

Unless otherwise specified in the IEP, the school year shall consist of no less than 900 hours of actual school work, and a minimum of 180 days for grades on through twelve inclusive, as provided in Sections 10-15 and 10-16 of the Connecticut General Statutes.

The local school district is responsible for the development and appropriateness of a student's IEP and any changes made in that IEP. Natchaug Hospital shall request from the placing LEA an IEP prior to the enrollment of the student in the Natchaug Hospital School Program. For students placed by other agencies, Natchaug Hospital School should obtain an IEP as soon after placement as feasible from the district having educational jurisdiction. The IEP shall serve as the basis for instruction for each student.

Natchaug Hospital School shall have a written description of the education program for each student and shall have a written curriculum and sufficient instructional materials. Supplies and equipment, in accordance with state requirements for educational programs, for full implementation of the IEP.

A copy of the program's universal supports will be made available and included with the IEP.

Natchaug Hospital participates in the administration of all required state student assessments.

- The appointment of a testing coordinator;
- The timely notification to the Bureau of Special Education (BSE) and Pupil Services of the name of the test coordinator;
- The required attendance of the testing coordinator in the annual training sponsored by the State Department of Education;
- The immediate notification to the Student Assessment Office in the Performance Office and the BSE of any problems that might impact the administration of required statewide testing (e.g., test security, test administration, or in the dissemination of test scores)

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- The establishment of protocols to ensure test security; and the provision of test modifications/accommodations as recommended in the student's IEP or 504 Plan.

Natchaug Hospital School shall provide safe and appropriate transportation required for the implementation of the IEP during the school day. Natchaug hospital will not provide transportation to and from students' homes. Transportation will not be provided by school programs with students placed for non-educational reasons.

Natchaug Hospital School Program shall have means of transporting students in case of emergency.

Any staff member of Natchaug Hospital School or other person acting on behalf of the facility operating a vehicle for the purpose of transporting students shall be properly licensed to operate that class of vehicle and shall be trained to care for the students in their charge.

Issued: 12/2012

Replaces:

Revised: 11/2023