

AWSSC HANDBOOK

TABLE OF CONTENTS

Beliefs and Mission of AWSSC
AWSSC Administrative Structure
Free and Appropriate Public Education
Non-Discrimination on the Basis of Disability
Least Restrictive Environment
Child Find
Section A: Procedural Safeguards
Section B: Parents and Educational Surrogate Parents
Section C: Referrals for Observation & Consultation
Section D: Eligibility Criteria
Section E: Case Conference Procedures
Section F: Evaluation & Reevaluation
Section G: Transfer Enrollment
Section H: Records
Section I: Self-Contained & Centralized Programs
Section J: Revocation of Consent for Services
Section K: Assistive Technology and Accessibility
Section L: Language or Speech Impairment
Section M: Homebound
Section N: Functional Behavior Assessment & Positive Behavior Intervention Plan
Section O: Outside Agencies & Consultants
Section P: Related Services
Section S: Secondary Transition
Section T: Transportation
Section U: Early Childhood
Section V: Health Care & Seizure Plan Policy
Section W: Crisis Intervention
Section X: Extended School Year
Section Y: Paraprofessionals
Section Z: Service Animals
Section AA: Medicaid



ADAMS WELLS

SPECIAL SERVICES COOPERATIVE

Beliefs and Mission Statement

The following statements express our fundamental convictions and values. We BELIEVE:

Every student possesses the capacity to learn, grow, and succeed in meeting his or her unique, individual goals.

All students deserve meaningful access to high-quality instruction and enriching peer relationships.

In providing equitable opportunities to cultivate knowledge and skills, self-advocacy, independence, and community involvement.

Shared responsibility leads to shared success. By pooling resources, expertise, and passion across our member districts, we provide a depth of specialized service that no single school could achieve alone.

The MISSION of the Adams Wells Special Services Cooperative is:

Adams Wells Special Services serves as a collaborative community that provides leadership and resources to local school corporations, leveraging our collective strength to cultivate student independence, equity, and success for all individuals with disabilities.



AWSSC Administrative Structure

Adams Wells Special Services Cooperative (Cooperative) functions through a Joint Service and Supply Fund Agreement in partnership with the following school districts: North Adams Community School Corporation, Adams Central Community School Corporation, South Adams School Corporation, Bluffton-Harrison Metropolitan School District, and Southern Wells Community Schools. The Cooperative provides services that are not economically feasible for the school corporations to individually provide.

North Adams Community School Corporation is the Administering Corporation, serving as the administrative and fiscal agent for the Cooperative. The Administering Corporation assumes the responsibilities outlined in the Joint Service and Supply Fund Agreement.

Each participating school corporation shall be represented by their superintendent or by a designee from their corporation to the Cooperative Board. Each participating school corporation will have one vote on the Cooperative Board. A quorum shall be considered when three of the five participating school corporations are in attendance at the meeting of the Cooperative Board. In conducting the business at a meeting of the Cooperative Board, a majority vote of the attendees at that meeting shall rule.

The Cooperative Board shall appoint a Special Education Director whose administrative duties shall be established by the Cooperative Board and the Joint Service and Supply Fund Agreement.

The Cooperative shall provide the following services to the participating school corporations:

1. Administrative services, including the services of a Director of Special Education, an Assistant Special Education Director who shall also serve as the Preschool Coordinator for the Participating School Corporations, and an Assistant Director/Supervisor who shall also be responsible for the transition services provided by the Participating School Corporations.
2. Fiscal and clerical services, including non-certificated administrative assistant positions to manage the grants, budget, payroll, insurance, and other claims and financial issues.
3. Services from consultants for hearing impaired and visually impaired students to provide services to those students and to provide consultation services to teachers, parents, and support staff.
4. Services from behavioral consultants.
5. Classified personnel, including interpreters, and an assistive technology coordinator.
6. Itinerant support personnel who will provide Services in one or more of the Participating School Corporations, including but not limited to school psychologists, occupational therapists, physical therapists, a school social worker, and contract services as needed and recommended for employment by the Cooperative Board.



ADAMS WELLS

SPECIAL SERVICES COOPERATIVE

Each of the participating school corporations shall remain responsible for providing all special education programs and services using employees in their respective participating school corporation for services not identified above.

A participating school corporation may determine that another participating school corporation can best provide for the educational needs of eligible students. In these cases, those participating school corporations may agree one participating school corporation will provide the services to students in the buildings of the other participating school corporation. Such arrangements shall not be considered Cooperative programs.



ADAMS WELLS

SPECIAL SERVICES COOPERATIVE

Free and Appropriate Public Education

In accordance with State and Federal law, the Adams Wells Special Services Cooperative (AWSSC) and its member districts shall provide a free appropriate public education (FAPE) to students eligible for special education aged 3 through 22 enrolled in the public school. In cooperation, AWSSC and its member districts plan, implement, and coordinate comprehensive special education programming offering a full continuum of placement options in the least restrictive environment (LRE). These programs continue through the school year in which students turn 22, unless the Case Conference Committee (CCC) determines an earlier exit or the student graduates with a high school diploma.

Non-Discrimination on the Basis of Disability

Pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990, as amended (ADA), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. It is the policy of Adams Wells Special Services Cooperative (AWSSC) to provide a free and appropriate public education to all disabled students enrolled in the public school aged 3 through 22, and to not discriminate against any otherwise qualified individual with a disability, in admission or access to any program, treatment, or activity sponsored by AWSSC. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or operational practices of AWSSC and its member districts.

It is the intent of AWSSC to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

Inquiries regarding compliance with these policies may be directed to:

North Adams Community Schools

625 Stadium Drive
Decatur, IN 46733
Phone (260) 724-7146
Fax (260) 824-4777

Bluffton-Harrison Metropolitan Schools

805 E. Harrison Street
Bluffton, IN 46714
Phone (260) 824-2620
Fax (260) 824-6011

Adams Central Community Schools

222 W. Washington Street
Monroe, IN 46772
Phone (260) 692-6151
Fax (260) 692-6192

Southern Wells Community Schools

9120 South 300 West
Poneto, IN 46781
Phone (765) 728-5537
Fax (765) 728-8124

South Adams Schools

1075 Starfire Way
Berne, IN 46711
Phone (260) 589-3133
Fax (260) 589-2065



Least Restrictive Environment

The Adams Wells Special Services Cooperative (AWSSC) believes that all children should be educated in the least restrictive environment (LRE) based upon the individual needs. Therefore, the LRE will be different for each student. To the maximum extent appropriate, students will be educated with their nondisabled peers in academic, nonacademic and extracurricular settings and activities. Removal of students from the general education environment occurs only if the nature and severity of the disability is such that education in general education classes using supplementary aids and services cannot be satisfactorily achieved. Thus, students with disabilities are not removed from education in age appropriate general education classrooms solely because of needed modifications in the general curriculum. The case conference determines the placement of the student. The student's placement is based on the student's needs as reflected by the IEP, is reviewed at least annually, and is in the school that the student would normally attend unless the IEP requires some other arrangement. It is also in buildings and classrooms with chronological peers unless an alternative is determined appropriate by the CCC. Special education and related services are delivered in the LRE regardless of the identified disability, and consideration is given to any potential harmful effect on the student and the quality of services.

A full continuum of services is available to meet the individual needs of students with disabilities and makes provision for supplementary services to be provided in conjunction with general education placement. According to each student's individual needs, a more restrictive placement may be necessary.

511 IAC 7-42-10 (b) 4-5

Continuum of placement for students in kindergarten through the school year in which students become twenty-two (22) years of age that includes the following:

- A. General education classroom with special education and related services provided during the instructional day.
- B. Resource room with special education and related services provided outside the general education classroom during the instructional day.
- C. Separate classroom in a general education school building with special education and related services provided outside the general education classroom during the instructional day.
- D. Separate public or nonpublic nonresidential school or facility with special education and related services provided.
- E. Public or nonpublic residential school or facility with special education and related services provided to students living at the school or facility.
- F. Homebound or hospital setting with special education and related services provided at the student's home, a hospital, or other noneducational site selected by the public agency.



Continuum of placement options for early childhood students that includes the following:

- A. Early childhood general education programs.
- B. Early childhood special education programs. These programs include, but are not limited to, the following:
 - (i) Special education classrooms.
 - (ii) Separate schools.
 - (iii) Residential facilities.
- C. Early childhood special education and related services provided at the service provider's location.
- D. Home-based early childhood special education and related services provided in the residence of the student's family or caregivers.



Child Find

This public agency establishes, maintains, and implements written procedures that ensure the location, identification, and evaluation of all students three (3) years of age, but less than twenty-two (22) years of age, who are in need of special education and related services, regardless of the severity of their disabilities, including students who:

- A. Reside within the boundaries of the Bluffton-Harrison M.S.D., Southern Wells Community, North Adams Community, Adams Central Community, and South Adams Schools;
- B. Attend a nonpublic school, are served by an agency, or live in an institution located within the jurisdiction of the public agency;
- C. Are homeless students as defined at 511 IAC 7-32-46;
- D. Are wards of the state;
- E. Are highly mobile students, including migrant students; and
- F. Are suspected of being students with disabilities in need of special education even though they are advancing from grade to grade.

511 IAC 7-41-1(a)

Furthermore, The Adams Wells Special Service Cooperative (AWSSC), in meeting child find responsibilities:

- A. Accepts referrals from all agencies;
- B. Accepts referrals from parents;
- C. Annually provides referral information to local elementary schools;
- D. Accepts referrals from private schools;
- E. Annually screens the speech and language of children at Head Start sites;
- F. Informs local physicians about AWSSC's responsibility to serve preschool children.