



**Describe level of parent/guardian involvement/follow-through with school (Does the parent respond to support? Are they open to interventions?):**

**Date(s) of contact with parent/guardian:**

**Has the parent/guardian missed any meetings:** Yes  No

**Has the parent/guardian been notified of this referral:** Yes  No  (contact must be made)

**Please attach the following information. Check off to ensure this information is included:**

- Discipline Summary
- Attendance Summary
- Grades Summary
- Current Schedule
- Transcript
- Current IEP and most recent evaluation or 504 Plan if applicable.

**Records that must be forwarded after placement:**

- Health
- Cumulative
- Confidential

**Forward referrals to: Shelly Matfess, Assistant Superintendent for Pupil Personnel Services**

**Office Use Only:**

- Referral Accepted and Approved
- Requires more information before moving forward
- Other/Notes:

**Because some individuals were confused by the earlier guideline document we have withdrawn that document and are substituting this document, which we hope makes our procedures more clear. If anyone has any questions about these procedures please contact the Assistant Superintendent for Pupil Services**

**Department of Pupil Personnel Services  
Administrative Procedures Relating to Placement of Students in  
Alternate Education Settings within the Manchester Public Schools**

This memorandum clarifies and outlines administrative procedures developed by the District administrators to facilitate the processing and review of student enrollment in alternative education programs within the District as well as expulsion procedures. These procedures are a supplement to and not a replacement for procedures already in place. Questions about these procedures should be directed to the Assistant Superintendent for Pupil Personnel Services.

**Elementary Schools, Bennet Academy, Illing, and MHS:** Please note: Staff are familiar with the procedures to be followed if a student is not being successful in the regular education environment. However, staff need to remember that a student who is in general education classes or received accommodations under Section 504 cannot be placed administratively into a self-contained special education program such as our learning centers. The staff in these programs are certified special education teachers and they are not certified to instruct students who receive general education services. In other words, these programs are available to students who receive special education services and are placed into them by a PPT. It is imperative that students are not placed in these programs without going through the correct process. If you have questions please contact the assigned special education supervisor or the Assistant Superintendent for Pupil Personnel Services.

**In-District Special Education Program, Manchester Regional Academy:** We are fortunate to have a special education clinical program within our District. Students are placed into this program through the PPT process. When this program is being considered as a possible placement at a PPT it is required that the PPT invite a representative of MRA to participate in the PPT to provide input about the program and its appropriateness for the student. This is no different than the process that is used when a PPT recommends an out-of-district placement.

**Alternative Regular Education Program in District, Bentley Alternative Education Program:** This program can serve approximately 78 students in grades 7-12. The primary focus of the program is to provide a smaller school environment for students in general education who struggle in the milieu of the larger school; however, services are available to support students with special education needs, 504 accommodations and or related service needs. There are multiple ways that a student might gain access to the Bentley program through its rolling admissions process. A parent or student may seek enrollment by applying to the Bentley Principal or an administrator may suggest this option. If a school staff member concludes that a student who receives regular education instruction might be better served in the Bentley program, we are requiring the staff member to contact the building principal for the school that the student currently attends, who can facilitate the referral. The Assistant Superintendent for Pupil Personnel Services will be notified promptly of any such referrals to provide administrative support as well as to review whether other referrals need to be made such as child find referrals. Again, this review is a supplement to and not a replacement for the obligations of all staff to comply with child find procedures. A parent or student may refer any student to the program even if the student is receiving 504 accommodations or services under an IEP. In addition, a PPT or 504 team may also consider placement in this program. However, if a PPT or 504 team is considering such a placement they must invite a representative of Bentley to the meeting to explain the program and participate in the decision process. This is no different from the procedures used when considering an outside placement.

**Alternative Regular Education Program in District, New Horizons:** This is a regular education program housed at MRA that can serve approximately 30 students in grades 7-12. The program meets after regular school hours. The

primary focus is for students who have been expelled or who need out of school tutoring on a short term basis. This program can provide some special education and related services supports. If a PPT or 504 team is considering such a placement they must invite a representative of the New Horizons program to the meeting to explain the program and participate in the decision process. This is no different from the procedures used when considering an outside placement. Any other referrals to this program should be sent to the Assistant Superintendent for Pupil Personnel Services who will provide administrative supports to facilitate the referral process and determine if other referrals need to be made such as to the child find process.

**Alternative Regular Education Option in District, E-Credit:** This on-line program is supervised by a regular education teacher and is available to students in grades 9-12. It is an online program that is supervised by a teacher. The primary focus of the programs is for students who are chronically absent, are older and require minimal credits for graduation, or have 504 plans that require this accommodation. It is not recommended for students who present with behavioral concerns who might require more intense supervision. If a PPT or 504 team is considering proposing an e-credit class, the team should invite someone to the meeting who is familiar with this option to explain the program and participate in the decision process. This is no different from the procedures used when considering an outside placement. In addition, referrals to this program should be sent to the Assistant Superintendent for Pupil Personnel Services who will provide administrative supports to facilitate the enrollment process and determine if other referrals need to be made such as to the child find process.

#### **Other general guidelines:**

1. An inquiry from a parent or student about an alternative program shall be referred to the building principal. A recommendation from a teacher or staff member shall be referred to the building principal. The building principal also may initiate consideration of an alternative program.
2. The Building Principal shall promptly notify the Assistant Superintendent for Pupil Personnel Services of any requests for consideration of an alternative program.
3. The Assistant Superintendent for Pupil Personnel Services shall provide administrative support to assist with the referral process.
4. The Assistant Superintendent for Pupil Services may choose to review the student's educational record, seek information from persons knowledgeable about the student and/ or arrange an observation of the student as part of the referral process.
5. The Assistant Superintendent shall keep the referring building principal informed about the referral as well as any other actions that may need to be taken such as referral under child find.
6. If a student is recommended for an alternative setting and receives special education and or related services or Section 504 accommodations, a PPT or Section 504 meeting will be scheduled at the referring school. The appropriate special education supervisor and a representative from the receiving program should be included in the PPT/504 meeting.
7. If a student is referred to and accepted into an alternative program, the referring principal/ designee shall confirm the decision by making a call to the parent of the student.
8. Upon completion of the referral process, the sending school shall send the appropriate student records to the receiving administrator.

#### **Expulsions:**

1. Whenever a student is being considered or recommended for expulsion, notification must be sent immediately to the Assistant Superintendent for Pupil Personnel Services, who will provide administrative support with regard to the multiple issues that need to be considered such as manifestation determinations, child find, scheduling, alternative education opportunities and related issues.
2. Immediate notice that a student has been suspended and may be considered for expulsion is critical as the deadline is very short.