

KENT ISD PLAN

for the Delivery of
Special Education
Programs and Services

August, 2018

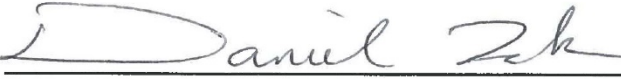
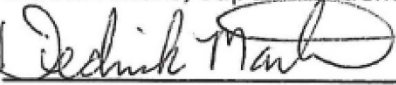
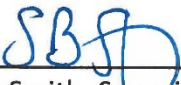
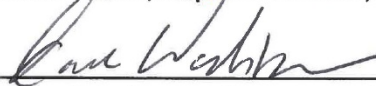


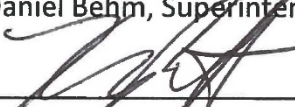

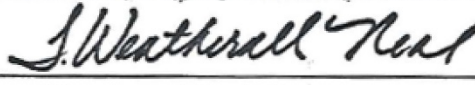

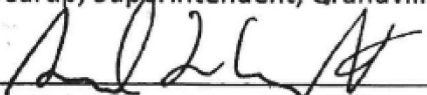
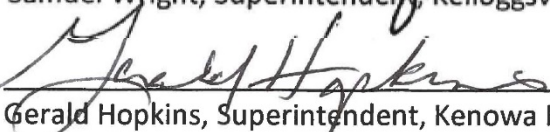
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DOCUMENT ENDORSEMENTS

Local School District Endorsements and Signatures

Pursuant to Rules 340.1835(b) of the *Michigan Administrative Rules for Special Education*, the following signatures indicate the local educational agencies (LEAs) involvement in the development of the *Kent ISD Plan for the Delivery of Special Education Programs and Services*.

	8-10-18
Daniel Takens, Superintendent, Byron Center Public Schools	Date
	8-28-18
Dedrick Martin, Ed.D., Superintendent, Caledonia Community Schools	Date
	8.10.18
Scott Smith, Superintendent, Cedar Springs Public Schools	Date
	8-10-18
Dave Washburn, Superintendent, Comstock Park Public Schools	Date
	8/10/18
Heidi Kattula, Ed.D., Superintendent, East Grand Rapids Public Schools	Date
	8/27/18
Daniel Behm, Superintendent, Forest Hills Public Schools	Date
	8/10/18
Kevin Polston, Superintendent, Godfrey Lee Public Schools	Date
	8/20/18
Bill Fetterhoff, Superintendent, Godwin Heights Public Schools	Date
	8/30/18
Teresa Weatherall Neal, Superintendent, Grand Rapids Public Schools	Date
	8/10/18
Roger Bearup, Superintendent, Grandville Public Schools	Date
	8/20/18
Samuel Wright, Superintendent, Kelloggsville Public Schools	Date
	8/10/18
Gerald Hopkins, Superintendent, Kenowa Hills Public Schools	Date

<i>M. Weiler</i>	<i>8/28/18</i>
Michael Weiler, Superintendent, Kent City Community Schools	Date
<i>Michael Zoerhoff</i>	<i>8/20/18</i>
Michael Zoerhoff, Superintendent, Kentwood Public Schools	Date
<i>Gregory H. Pratt</i>	<i>8/27/18</i>
Gregory H. Pratt, Superintendent, Lowell Area Schools	Date
<i>Scott Korpak</i>	<i>8-21-18</i>
Scott Korpak, Ed.D., Superintendent, Northview Public Schools	Date
<i>Michael S. Shibley</i>	<i>8-10-18</i>
Michael S. Shibley, Ph.D., Superintendent, Rockford Public Schools	Date
<i>Pete Bush</i>	<i>8-10-18</i>
Pete Bush, Superintendent, Sparta Area Schools	Date
<i>Rob Blitchok</i>	<i>8-24-18</i>
Rob Blitchok, Superintendent, Thornapple Kellogg Public Schools	Date
<i>Craig Hoekstra</i>	<i>8-10-18</i>
Craig Hoekstra, Superintendent, Wyoming Public Schools	Date

Parent Advisory Committee Endorsement and Signature

Pursuant to Rules 340.1835(b) of the *Michigan Administrative Rules for Special Education*, the following signatures indicate involvement of the Parent Advisors for Special Education (PASE) in the development of the *Kent ISD's Plan for the Delivery of Special Education Programs and Services*.

<i>Kristin Clark</i>	<i>8/28/18</i>
Kristin Clark, Chairperson, Kent ISD Parent Advisory Committee	Date

Public School Academy Endorsements and Signatures

Pursuant to Rules 340.1835(b) of the *Michigan Administrative Rules for Special Education*, the following signatures indicate the involvement of public school academies (PSAs) in the development of the *Kent ISD's Plan for the Delivery of Special Education Programs and Services*.

<i>Mark R. Kasmer</i>	<i>8/27/18</i>
Mark Kasmer, Administrator, Byron Center Charter Academy	Date
<i>Rukshana Ilahi</i>	<i>8/25/18</i>
Rukshana Ilahi, Administrator, Chandler Woods Charter Academy	Date

8-29-18

M. Large
Markeith Large, Administrator, Covenant House Academy

Date
8/30/18

Dan George, Superintendent, Creative Technologies Academy

Rukshana Ilahi

Date
8/21/18

Rukshana Ilahi, Administrator, Cross Creek Charter Academy

Rukshana Ilahi

Date
8/21/18

Rukshana Ilahi, Administrator, Excel Charter Academy

Lisa Nuyens Heyne

Date
8/24/2018

Lisa Nuyens Heyne, Administrator, Grand Rapids Child Discovery Center

Koree Woodward

Date
8/28/18

Koree Woodward, Administrator, Grand River Preparatory High School

Heidi Cate

Date
8-21-18

Heidi Cate, Administrator, Hope Academy of West Michigan

Rukshana Ilahi

Date
8/21/18

Rukshana Ilahi, Administrator, Knapp Charter Academy

Heidi Cate

Date
8-21-18

Heidi Cate, Administrator, Lighthouse Academy

Elizabeth Roth

Date
8/23/18

Elizabeth Roth, Interim Administrator, Michigan Virtual Charter Academy

Terry Larkin

Date
8/21/18

Terry Larkin, Administrator, New Branches

Dan McMinn

Date
8-21-2018

Dan McMinn, Administrator, NexTech High School

Rukshana Ilahi

Date
8/21/18

Rukshana Ilahi, Administrator, Ridge Park Charter Academy

Rukshana Ilahi

Date
8/21/18

Rukshana Ilahi, Administrator, River City Scholars Charter Academy

Rukshana Ilahi

Date
8/21/18

Rukshana Ilahi, Administrator, Vanguard Charter Academy

Rukshana Ilahi

Date
8/21/18

Rukshana Ilahi, Administrator, Vista Charter Academy

Rukshana Ilahi 8/21/18
Date

Emily Hurrell 8-23-18
Date

Alan Bosker 8-23-18
Date

Patrick Cwayna 8-29-18
Date

Paul Adams 8-29-18
Date

Kent ISD Endorsement and Signature

Pursuant to Rules 340.1835(a) of the *Michigan Administrative Rules for Special Education*, the following signature of the Kent ISD Superintendent evidences the Intermediate School District School Board approval of the *Kent ISD Plan for the Delivery of Special Education Programs and Services*.

Ronald E. Caniff 08/10/18
Date

SPECIAL EDUCATION PROCEDURES

Getting Information about Special Education

Special Education Parent Handbook with Procedural Safeguards – The *Special Education Parent Handbook with Procedural Safeguards* includes the following information:

1. Procedural Safeguards;
2. Names and phone numbers of local and intermediate school district representatives who can provide information about special education opportunities;
3. Names and phone numbers of organizations that provide information and support to parents;
4. List of other printed resources available to parents from Kent ISD including the addresses of local special education administrators; and
5. Information about special education processes, programs, and services.

A copy of *Special Education Parent Handbook with Procedural Safeguards* must be given to the parents at least one time a school year, and a copy must also be given to the parents:

1. Upon initial referral or parent request for an evaluation;
2. Upon receipt of the first State complaint and upon receipt of the first due process complaint in a school year;
3. In accordance with discipline procedures specified in special education rules and regulations; and
4. Upon request by a parent.

Special Education Contacts – The following is a list of responsible school district and public school academy (PSA) representatives who can be contacted for information regarding special education programs and services:

Representative	District	Address	Phone
Special Education Director and Assistant Director	Kent ISD	2930 Knapp St. NE Grand Rapids, MI 49525	616-365-2297
Special Education Director or Supervisor	Byron Center Public Schools	9930 Byron Center Ave. SW Byron Center, MI 49315	616-878-6112
Special Education Director or Supervisor	Caledonia Community Schools	9755 Duncan Lake Ave. Caledonia, MI 49316	616-891-0219
Special Education Director or Supervisor	Cedar Springs Public Schools	204 E. Muskegon St. Cedar Springs, MI 49319	616-696-0580
Special Education Director or Supervisor	Comstock Park Public Schools	3825 Oakridge Comstock Park, MI 49321	616-254-5700
Special Education Director or Supervisor	East Grand Rapids Public Schools	2915 Hall St. SE Grand Rapids, MI 49506	616-235-3535
Special Education Director or Supervisor	Forest Hills Public Schools	3787 Leonard NE Grand Rapids, MI 49525	616-493-8660
Special Education Director or Supervisor	Godfrey Lee Public Schools	1324 Burton SW Wyoming, MI 49509	616-241-4722

Special Education Director or Supervisor	Godwin Heights Public Schools	15 – 36 th St. SE Wyoming, MI 49548	616-252-2090
Special Education Director or Supervisor	Grand Rapids Public Schools	P.O. Box 117 Grand Rapids, MI 49501	616-819-2185
Special Education Director or Supervisor	Grandville Public Schools	4052 Prairie SW Grandville, MI 49418	616-254-6768
Special Education Director or Supervisor	Kelloggsville Public Schools	977 – 44 th St. SW Grand Rapids, MI 49509	616-532-1585
Special Education Director or Supervisor	Kenowa Hills Public Schools	3971 Richmond Ct. NW Grand Rapids, MI 49534	616-647-0910
Special Education Director or Supervisor	Kent City Community Schools	29 College St. Kent City, MI 49330	616-678-4219
Special Education Director or Supervisor	Kentwood Public Schools	4479 Kalamazoo Ave. SE Kentwood, MI 49508	616-554-3980
Special Education Director or Supervisor	Lowell Area Schools	300 High St. Lowell, MI 49331	616-987-2516
Special Education Director or Supervisor	Northview Public Schools	4561 Hunsberger NE Grand Rapids, MI 49525	616-361-3446
Special Education Director or Supervisor	Rockford Public Schools	235 Courtland Rockford, MI 49341	616-863-6326
Special Education Director or Supervisor	Sparta Area Schools	480 S. State St. Sparta, MI 49345	616-887-7359
Special Education Director or Supervisor	Thornapple Kellogg Schools	507 West Main St. Middleville, MI 49333	269-795-5571
Special Education Director or Supervisor	Wyoming Public Schools	3575 Gladiola SW Wyoming, MI 49519	616-530-7525
Special Education Director or Supervisor	National Heritage Academies	3850 Broadmoor SE Kentwood, MI 49512	877-223-6402
PSA Administrator	Byron Center Charter School	9300 Burlingame SW Byron Center, MI 49315	616-878-4852
PSA Administrator	Chandler Woods Charter Academy	6895 Samrick Ave. Pvt. NE Belmont, MI 49306	616-866-6000
PSA Administrator	Covenant House Academy	50 Antoine SW Grand Rapids, MI 49507	616-364-2000
PSA Administrator	Creative Technologies Academy	350 Pine St. Cedar Springs, MI 49319	616-696-4905
PSA Administrator	Cross Creek Charter Academy	7701 Kalamazoo SE Byron Center, MI 49315	616-656-4000
PSA Administrator	Excel Charter Academy	4201 Breton Rd. SE Grand Rapids, MI 49512	616-281-9339
PSA Administrator	Grand Rapids Child Discovery Center	409 Lafayette SE Grand Rapids, MI 49503	616-459-0330
PSA Administrator	Grand River Preparatory High School	650 – 52 nd St. SE Kentwood, MI 49548	616-261-1800
PSA Administrator	Hope Academy of West Michigan	240 Brown Street SE Grand Rapids, MI 49507	616-301-8458

PSA Administrator	Knapp Charter Academy	1759 Leffingwell NE Grand Rapids, MI 49525	616-364-1100
PSA Administrator	Lighthouse Academies	3330 – 36 th St. SE Grand Rapids, MI 49508	616-949-2287
PSA Administrator	Michigan Virtual Charter Academy	678 Front Street NW, Suite 190 Grand Rapids, MI 49504	616-309-1600
PSA Administrator	New Branches	3662 Poinsetta Ave. SE Grand Rapids, MI 49508	616-243-6221
PSA Administrator	NexTech High School	801 Broadway Ave SW, Ste 225 Grand Rapids, MI 49504	616-458-4992
PSA Administrator	Ridge Park Charter Academy	4120 Camelot Ridge Dr. SE Kentwood, MI 49546	616-222-0093
PSA Administrator	River City Scholars Charter Academy	944 Evergreen St. Grand Rapids, MI 49507	616-248-3390
PSA Administrator	Vanguard Charter Academy	1620 - 52 nd St. SW Wyoming, MI 49519	616-538-3630
PSA Administrator	Vista Charter Academy	711 - 32 nd St. SE Grand Rapids, MI 49548	616-246-6920
PSA Administrator	Walker Charter Academy	1801 Three Mile Rd. NW Walker, MI 49544	616-785-2700
PSA Administrator	Wellspring Preparatory High School	1031 Page Street NE Grand Rapids, MI 49505	616-235-9500
PSA Administrator	West MI Academy of Environmental Science	4463 Leonard Walker, MI 49534	616-791-7454
PSA Administrator	West Michigan Aviation Academy	5363 44th Street SE Grand Rapids, MI 49512	616-446-8886
PSA Administrator	William C. Abney Academy	1435 E. Fulton Grand Rapids, MI 49503	616-454-5541

Surrogate Parents – The Kent ISD assures they and its constituent districts will comply with the State Board of Education (SBE) approved Policy for the Appointment of Surrogate Parents for Special Education Services and the Individuals with Disabilities Education Act (IDEA) regulations (§300.519). The ISD will provide annual training for potential surrogate parents, will maintain an updated list of trained surrogate parents, and will review state and federal requirements with special education administrators once a year. Local districts and PSAs will be asked to recruit parents to maintain a sufficient number of surrogate parents.

Public Awareness and Child Find Activities

The Kent ISD assumes primary responsibility for Child Find activities and outreach for children birth to 5 who may have a developmental delay or disabilities. The *Early On* Coordinator will be responsible for coordinating Child Find activities and outreach for children birth to 3. LEA/PSA - will assume responsibility for school age students with suspected disabilities. The Kent ISD and LEAs/PSAs will establish cooperative relationships with community agencies and referral sources to increase awareness of services and programs available for eligible children.

Child Find activities may include (but are not limited to):

- Distributing Child Find brochures and information
- Maintaining updated information on Kent ISD Website
- Outreach to local hospitals and medical providers
- Professional development/community presentations
- Public Service Announcements posted on websites and media outlets
- Collaboration with Department of Health and Human Services, Head Start, Great Start Collaborative/First Steps Kent

Contact Information for services for children Birth to age Three:

Early On at Kent ISD phone: 616-365-2310 fax: 616-364-4042

To make a referral or for free *Early On* materials go to www.1800EarlyOn.org

Contact Information for services for students ages 3-26:

Kent ISD Special Education Department phone: 616-365-2299

To make a referral to your local district, contact them via the district contact information listed in the beginning of this document.

Related and Diagnostic Services

Student Evaluations – Diagnostic services include educational, psychological, motor and medical evaluations as appropriate to the needs of the individual and as required by the federal and state rules and regulations. Public or private resources, in combination with those of the intermediate or local school districts, will be used to assure that each student is given an appropriate evaluation. School evaluation teams will perform the required functions as prescribed by the *Individuals with Disabilities Education Act* (IDEA), IDEA regulations, and the *Michigan Administrative Rules for Special Education (MARSE)*.

Reevaluations and Reviews – Kent ISD and its Constituent Districts believe that it is best practice to document the data used to support redetermination of eligibility for special education for all of its students using the Kent ISD Eligibility Recommendation form. Kent ISD and Constituent Districts will encourage their staff to complete and maintain an Eligibility Recommendation form as part of the Student’s record to document eligibility and redetermination of eligibility decisions and the data that supports those decisions.

Appendix A – This appendix describes the related and diagnostic services provided directly by each LEA and PSA, those provided by or available from the ISD, and those purchased or contracted through outside agencies and service providers.

Statement of Assurance – The Kent ISD assures that copies of contracts or service agreements per Section 380.1751(1)(b) of the School Code are on file at Kent ISD.

Traumatic Brain Injury Team – An interdisciplinary Traumatic Brain Injury Transition Team (TBITT), composed of specialists from the intermediate and local districts, will be available within Kent County to assist in the transition of brain-injured students back into the educational setting. A brochure describing the TBITT is available from Kent ISD or local districts’ directors/supervisors.

SPECIAL EDUCATION PROGRAMS AND SERVICES

Special Education Continuum

Continuum Chart – The continuum of special education programs and services in the Kent ISD includes services for all categories of impairment and all age levels from birth up to age 26. The programs and services include a full continuum ranging from least to most restrictive environments, depending upon the severity of the impairment and the individual needs of the student.

Local School District	Description/Population Served
Teacher Consultant	Students participating in general education classes with special education support.
Resource/Categorical Programs	Students who require a combination of special and general education instruction.
Categorical/Self Contained Programs	Students requiring intensive special education services.
Separate Facilities	Specialized programs are available for students who need more intensive support than is provided in general education buildings. Alternative settings are also available for postsecondary-age students with a disability who need specialized vocational education.
Early Childhood Programs	Children up to the age of 3 are most often served in home and/or community settings. Special education programs and services for preschool age children include related services only, early childhood special education services within home or community settings, and early childhood special education classrooms.
Related Services	Teacher consultant, occupational therapy, physical therapy, school psychology, school social work, speech therapy, and other related services.

ISD	Description/Population Served
<i>Early On</i> (home-based)	Kent ISD staff serve children up to the age of 3 with developmental delays or established conditions who qualify for <i>Early On</i> only, but do not qualify for special education.
Related Services	Physical therapy, teacher consulting for students with visual impairments and orientation and mobility services are provided to LEAs and PSAs that do not employ their own staff for these purposes.

Other Program Considerations

Expanded Age Range –Programs for students with Moderate Cognitive Impairment (MoCI), Severe Cognitive Impairment (SCI), and Severe Multiple Impairment (SXI), under the age 16 may exceed a 10-year age span at any one time in order to meet the unique needs of the students due to the nature of the their disability: and/or programmatic feasibility. Districts will maintain ranges to allow for participation and progress in the least restrictive environment (LRE).

Criteria for Autism Spectrum Disorder Programs – The Kent ISD assures that programs provided for students with autism spectrum disorder is addressed in our R340.183(d)(e) programs.

1. Inservice education will be provided to the special education teacher responsible for the education of students with autism spectrum disorder. The inservice education shall be provided in areas identified in Rule 340.1799:
 - a. Syndrome of autism, including its etiology;
 - b. Child development, with special emphasis on language, communication, and cognitive Development;
 - c. Positive behavior supports;
 - d. Systematic curriculum development, with special emphasis on personal adjustment and prevocational education;
 - e. Home/school interactions; and
 - f. Family and community support services.
2. A consultant knowledgeable about autism spectrum disorder and programming for students with autism spectrum disorder will be available to the teacher and support staff to assist in meeting the unique individual needs of the student.
3. Related service providers who are responsible for the delivery of services to students with autism spectrum disorder will have inservice education relating to the service they provide.
4. The IEP Team will describe its consideration of the ability of the student with autism spectrum disorder to function in the program of placement in the context of such items as class size and student/staff ratio.

Modifications to Programs in Part 3 of Michigan Administrative Rules for Special Education

Unless mentioned elsewhere in this plan, all other parts of *Michigan Administrative Rules for Special Education* apply except as modified below:

	Description of Program Modification
Autism Spectrum Disorder (ASD) Programs 340.1758a/1832	ASD programs shall not have more than 8 students. A program with 3 or more students shall have 1 paraeducator.
Departmentalized Programs 340.1749c/1832	In departmentalized programs, allow the average number of students to be 15 per class period per instructional day. In elementary programs, a paraeducator must be assigned when 12 or more students are serviced at one time.

Early Childhood Special Education Programs 340.1754/1832	To receive full pupil membership, early childhood special education programs must operate 450 clock hours. However, programs are not required to operate a minimum number of days or hours to receive prorated pupil membership. The prorated calculation for membership will be based on the number of scheduled and provided program hours divided by 450.
Deaf and Hard of Hearing Programs 340.1742/1832	Deaf and Hard of Hearing Programs shall not have more than 10 students. However, districts with more than 1 program may have more than 10 students if the average student-to-teacher ratio across the district does not exceed 10 to 1.
Mild Cognitive Impairment Program – Secondary Level 340.1740(2)/1832	For Mild Cognitive Impairment Programs (MiCI), allow caseloads up to 18 with no more than 15 students at one time. A paraeducator, must be assigned when 12 or more students are serviced at one time.
Resource Rooms – Elementary Level 340.1749a/1832	For Elementary Resource Program, allow a total caseload of no more than 20, and no more than 15 students at one time. A paraeducator must be assigned when 12 or more students are serviced at one time.
Resource Rooms – Secondary Level 340.1749b(1)(2)/1832	For Secondary Resource Programs, allow caseloads of up to 25, and maintain the average number of students at one time to 15 per period per day.
Resource Programs – Post-Secondary Transition R 1832 (d)	For all Post-Secondary Resource Programs allow caseload of up to 30 young adults. Teachers will provide instruction that supports skill developments within intentional community experience. All areas of endorsement would be considered to ensure best staff alignment with the needs of the young adults in the program.
Teacher Consultant – R 340.1749	For Teacher Consultant allow a total caseload of no more than 30 students.
Teacher Specialist for Visual Impairment – R 340.1832 (d)	<p>In the event a fully qualified teacher consultant candidate is not available, a competent individual, possessing 2 of the following 4 requirements may be employed under the mentorship of a fully qualified teacher consultant until such time as all criteria have been met.</p> <ul style="list-style-type: none"> • Certification as a teacher in the program area for which employment is • Master’s Degree • A minimum of three years teaching experience, not less than two years of which are in special education • Michigan Department of Education Teacher Consultant approval <p>Based on this criteria, the Teacher Specialist will perform the duties:</p> <ul style="list-style-type: none"> • Conducts formal and informal assessments of students to assist in the determination of visual impairment (VI) eligibility • Instructs students using magnification equipment and large print material and/or Braille. Instructs using various assistive technology devices (CCTV, iPad), equipment, and software

Assurance of Confidentiality of Personally Identifiable Education Records

Kent ISD and its constituent LEAs/PSAs assure the confidentiality of any personally identifiable data, information, and records of students with disabilities that are collected, used, or maintained in compliance with Michigan Rule 340.1861(3) and federal regulations 34 C.F.R. 300.610 through 300.626.

Special Education Administrators

The titles, addresses, and phone numbers of special education administrators responsible for implementing special education programs and services within Kent ISD are located in a chart in the **Special Education Procedures** section of this document.

Paraeducator Qualifications and Assignments

Kent ISD and its constituent districts require paraprofessionals to possess a high school diploma or its equivalent and maintain compliance with all state and federal requirements. Constituent districts have the authority to establish local standards that exceed these requirements.

Transportation

Kent ISD and its constituent districts are required to provide transportation as determined by the student's Individualized Education Program. This related service may be provided locally, through cooperative agreements, or by private contracts.

Distribution of Funds

ISD Millage (Act 18) – The Kent ISD special education millage is distributed as follows:

1. Special education operating budget costs at Kent ISD are fully funded.
2. Total Act 18 funds will be divided into three pools of funding:
 - a. **Local Programs** (all local and regional programs except those below)
 - b. **Center Programs**
 - c. **Autism Spectrum Disorder (ASD) Classroom Programs**

The amount of increase or decrease in each pool will be determined separately. The local program and center program funding pools will be calculated using the percentage rate Act 18 funds changed compared to the prior year.

The ASD classroom program fund established 2005-06 as the base year for a per FTE allocation. The per FTE allocation for future years will change based on the percentage change to Act 18 funds compared to the prior year.

Out-of-ISD resident students. In calculating memberships for distribution of Act 18 funds for any program pool in this Plan, included in membership are only those students that are: (1) residents of Kent ISD constituent districts, or (2) residents of **local** districts bordering on a Kent ISD constituent district.

3. The distribution of funds will be determined separately for each pool as follows:
 - a. **Local Programs** – Distribution will be calculated using a weighting of the following factors:
 - i. Total enrollment (general membership) using current year blended enrollment.
 - ii. Students qualifying for free/reduced breakfast or lunch will be calculated as an additional .60 FTE.

Allocation of the district’s local program funding will be proportioned to the 1998-99 allocation (e.g. if 1998-99 funding was 80% local, 20% regional, the allocation would remain 80/20). If a regional program is dropped, its proportional amount of funding would be returned to the Act 18 Local Program pool for distribution. If a regional program is added by a district, the regional program allocation for that district would come from a redistribution of funds from all regional programs of that region.
 - b. **Center Programs** – Funds will be distributed to districts operating center programs in proportion to the base year distribution.
 - c. **ASD Classroom Programs** – Funds will be distributed proportionately to districts operating non-center ASD classroom programs according to the current year blended count of pupils in ASD classrooms. All such districts that are currently below the average Act 18 revenue per ASD classroom pupil will have a phase-in period to reach the average. Districts not currently operating ASD classroom programs that subsequently open an ASD classroom program will receive 60% of the average in the first year and will have a 10-year phase-in to reach the average per pupil Act 18 funding.
4. **Unreimbursed costs.** The funds available to a district through the Act 18 distribution formula will be paid only if it can be documented that the district incurred approved special education costs and that these costs were not reimbursed from any other source. This distribution formula will not reimburse more than 100 percent of the cost of special education-related programs and services.
5. The Kent ISD Special Education Finance Committee will periodically review unforeseen issues or unintended consequences.

PARENT ADVISORY COMMITTEE - PARENT ADVISORS FOR SPECIAL EDUCATION (PASE)

Organizational Structure

Membership on PASE – It is the responsibility of the LEA and PSA to assure that the local board of education nominates the qualified parent(s) by July 1. The LEA and PSA shall seek recommendations from PASE and school personnel. As per the provisions of Rule 340.1838(1)(c), the Kent ISD School Board may nominate and appoint additional members to PASE, not to exceed 33.33% of the total PASE membership. If the Kent ISD Board chooses to nominate and appoint additional members, it shall be done solely for the purpose of ensuring that all types

of impairments and all identifiable organizations of parents of students with disabilities within Kent ISD are represented on the committee.

Voting Procedures – Voting eligibility for officer selection and committee business is governed by PASE by-laws.

Role and Responsibility of the Parent Advisors for Special Education (PASE)

Role and Responsibility of PASE in Developing ISD Plan – Any Kent ISD Plan for the Delivery of Special Education Programs and Services (hereafter called *Kent ISD Special Education Plan*) or modifications thereof shall be developed in cooperation with PASE. It shall be the responsibility of the director of special education or designee to assure that PASE members are provided individual copies of the current *Kent ISD Special Education Plan*, any subsequent modifications, and to review these at PASE meetings.

The director of special education or designee for Kent ISD will be responsible for gathering information from PASE and local district special education directors/supervisors for possible changes in the *Kent ISD Special Education Plan*. The director and/or designee will prepare a draft of the plan that incorporates the proposed changes. PASE and the special education administrators will review the draft and any modifications resulting from the reviews will be incorporated into the final draft. Prior to submission, the PASE chairperson will be asked to sign the plan endorsement page indicating involvement in the development of the plan. If PASE so directs the chairperson by a majority vote, an objection to the plan may be filed according to the procedures specified in Rule 340.1836 of the *Michigan Administrative Rules for Special Education*.

Related Activities – The director of special education or designee will assure that waiver and deviation requests are reviewed at PASE meetings. Parents will be given the opportunity to participate in ISD, state, and federal monitoring activities which may include surveys, interviews, and attendance at meetings. At each PASE meeting, a standing agenda item will be a report from the Kent ISD director of special education or designee related to current special education issues. Opportunity will also be given to PASE members to provide input and/or share concerns related to the delivery of special education programs and services.

Administrative Support of the Parent Advisors for Special Education (PASE)

Role of Kent ISD in Assisting PASE – The Kent ISD director of special education or designee shall act as advisor to PASE and will enlist the participation of agency or local representatives in PASE as requested by the membership. Prior to the end of each school year, the Kent ISD director of special education or designee will assist PASE with establishing a schedule of tentative meeting dates and prospective agendas for the upcoming school year. The Kent ISD shall provide reasonable secretarial support for typing and distributing PASE agendas and minutes and will make available staff resources for the purpose of making PASE an efficient and effective operational unit.

Financial Support to PASE – Financial resources available to PASE shall be outlined in the special education budget submitted to the Kent ISD School Board for approval. Monies shall be provided to cover such expenses as postage, PASE minutes, workshop materials, cost of presenters, and other approved expenses necessary for PASE to function effectively (including a limited amount of funding for PASE parent attendance at special education conferences).

Appendices

APPENDIX A – Local Education Agencies

The following chart illustrates the continuum of programs and services provided by local school districts, and/or the ISD. Center program services are available to all local school districts and public school academies within Kent ISD. E= Elementary, M=Middle, H=High

District	ASD	EI	HI	Mild CI	Mod CI	SCI	SXI	ECSE Services	ECSE Programs	Elem/K-8 Resource	Secondary Resource	Post-Sec Transition	Teacher Consultant	Speech/ Language	SSW	OT	PT	VI/O&M	School Psychologist
Byron Center				H	EMH				X	X	X			X	X	X	X	X	X
Caledonia	E			EM	H			H&C	X	X	X	X	X	X	X	X	X	X	X
Cedar Springs	E			EMH				H&C		X	X	X		X	X	X	X	X	X
Comstock Park	E	EM							X	X	X		X	X	X	X	X	X	X
East Grand Rapids					MH				X	X	X		X	X	X	X	X	X	X
Forest Hills	EMH				EMH				X	X	X	X	X	X	X	X	X	X	X
Godfrey-Lee									X	X	X			X	X	X	X	X	X
Godwin Heights	EM	H							X	X	X			X	X	X	X	X	X
Grand Rapids	EMH	EMH			EMH				X	X 1,2,3	X 1,3			X	X	X	X	X	X
Grandville	EMH			EMH					X	X	X	X		X	X	X	X	X	X
Kelloggsville									X	X	X			X	X	X	X	X	X
Kenowa Hills	EMH			EMH					X	X	X			X	X	X	X	X	X
Kent City		M						H&C	X	X	X			X	X	X	X	X	X
Kentwood	EMH	EMH			EMH			H&C	X	X	X	X	X	X	X	X	X	X	X

District	ASD	EI	HI	Mild CI	Mod CI	SCI	SXI	ECSE Services	ECSE Programs	Elem/K-8 Resource	Secondary Resource	Post-Sec Transition	Teacher Consultant	Speech/ Language	SSW	OT	PT	VI/O&M	School Psychologist
Lowell				EMH				H&C	X	X	X		X	X	X	X	X	X	X
Northview		EM						H&C	X	X	X			X	X	X	X	X	X
Rockford	EMH			EMH				H&C	X	X	X	X	X	X	X	X	X	X	X
Sparta					EMH			H&C	X	X	X		X	X	X	X	X	X	X
Thornapple Kellogg					EMH				X	X	X			X	X	X	X	X	X
Wyoming		EM		EMH	E				X	X	X			X	X	X	X	X	X
Grand Rapids Center Programs		X			X	X	X	X	X					X	X	X	X	X	X
Northview DHH			X											X	X	X	X	X	X
Byron Center Charter										X	X			X	X	X	X	X	X
Chandler Woods Charter										X				X	X	X	X	X	X
Covenant House Academy											X			X	X	X	X	X	X
Creative Technologies Acad.										X	X			X	X	X	X	X	X
Cross Creek Charter										X				X	X	X	X	X	X
Excel Charter										C				X	X	X	X	X	X
Grand Rapids Child Discovery Center										X				X	X	X	X	X	X
Grand River Preparatory High											X			X	X	X	X	X	X
Hope Academy of West Michigan										X	X			X	X	X	X	X	X

District	ASD	EI	HI	Mild CI	Mod CI	SCI	SXI	ECSE Services	ECSE Programs	Elem/K-8 Resource	Secondary Resource	Post-Sec Transition	Teacher Consultant	Speech/ Language	SSW	OT	PT	VI/O&M	School Psychologist
Knapp Charter Academy										X				X	X	X	X	X	X
Lighthouse Academies										X	X			X	X	X	X	X	X
Michigan Virtual Charter										X	X			X	X	X	X	X	X
New Branches										X				X	X	X	X	X	X
NexTech High School											X			X	X	X	X	X	X
Ridge Park Charter										X				X	X	X	X	X	X
River City Scholars Charter											X			X	X	X	X	X	X
Vanguard Charter										X				X	X	X	X	X	X
Vista Charter										X				X	X	X	X	X	X
Walker Charter										X				X	X	X	X	X	X
Wellspring Preparatory High											X			X	X	X	X	X	X
West MI Academy of Envir. Science										X	X			X	X	X	X	X	X
West Michigan Aviation											X		X	X	X	X	X	X	X
William C. Abney										X				X	X	X	X	X	X

APPENDIX B – Glossary of Acronyms

ASD	Autism Spectrum Disorder
DB	Deaf/Blind
DHH	Deaf and Hard of Hearing
EI	Emotional Impairment
ESY	Extended School Year
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Program
IFSP	Individualized Family Service Plan
ISD	Intermediate School District
LEA	Local Education Agency
LD	Learning Disabilities
MDE	Michigan Department of Education
MET	Multidisciplinary Evaluation Team
MiCI	Mild Cognitive Impairment
MoCI	Moderate Cognitive Impairment
OHI	Other Health Impairment
PASE	Parent Advisors for Special Education
PI	Physical Impairment
PSA	Public School Academy
REED	Review of Existing Evaluation Data
SCI	Severe Cognitive Impairment
SLI	Speech and Language Impairment
SXI	Severe Multiple Impairment
TBI	Traumatic Brain Injury