

Our goal is to help with interventions and supports for students to be successful in the least restrictive environment.

Initial contact with Special Education Coordinators/Supervisors should be made when behavior concerns are consistently at a 4 or 5 on the 5-point scale.

1. When behavior concerns are consistently at a 4 or 5 on the 5 Point Scale:

Home District Case Manager or Principal will:

- ✓ Contact Coordinator/Supervisor for intervention help.

Coordinator/Supervisor will:

- ✓ Work with Team to develop interventions, gather data, and verify Due Process steps are complete.
- ✓ Notify NLC Leadership Team.

2. Once determined that a recommendation will be made for student to transfer to NLC:

Home District Case Manager will:

- ✓ Schedule a meeting at Home District and include Special Education Coordinator/Supervisor.
- ✓ Complete a *Notice of Team Meeting* form. Purpose of meeting is: *"To discuss change of placement to NLC."*

3. If Team agrees student will change placement to NLC:

Coordinator/Supervisor will:

- ✓ Share options for meeting times at NLC and NLC Team member's names with Home District Case Manager for creation of a *Notice of Team Meeting*.
- ✓ Enter meeting date on NLC Intake Calendar.
- ✓ Verify Due Process file is current and complete.

Home District Case Manager will:

- ✓ Contact parent with meeting options and confirm meeting time with Coordinator/Supervisor.

Student orientation/registration will occur at this meeting. Include student on *Notice of Team Meeting*.

- ✓ Complete *Notice of Team Meeting* form. Purpose of meeting is: *"To change placement to NLC."*
- ✓ Prepare a list of expectations student is having difficulty meeting.
- ✓ Articulate transition goals for student's return to Home District.
- ✓ Attend meeting at NLC.
- ✓ Bring student's completed Due Process file to meeting. File should be given to NLC Secretary before meeting.
- ✓ Transfer student to new NLC Case Manager on SpEd Forms.

NLC Case Manager will:

- ✓ Amend /write new IEP to reflect new programming.

Home District Principal will:

- ✓ Arrange transportation and notify parents.
- ✓ Determine student's start date in conjunction with NLC Principal.

Focus Program Exit/Transition Procedure

1. When behavior concerns are consistently at a 1 or 2 on the 5 Point Scale:

NLC Principal will:

- ✓ Bring transition goal data and student-centered plan to NLC Leadership Team.

Coordinator/Supervisor will:

- ✓ Contact Home District Principal to schedule Team Meeting at Home District to discuss possible transition.
- ✓ Share meeting times and Home District Team member's names with NLC Case Manager for creation of a *Notice of Team Meeting*. Purpose of meeting is: *"To discuss transition to Home District."*
- ✓ Verify Due Process file is current and complete.

NLC Case Manager will:

- ✓ Contact parent with meeting options and confirm meeting time with Coordinator/Supervisor.

Student orientation/registration may occur at this meeting. Include student on *Notice of Team Meeting*.

- ✓ Complete *Notice of Team Meeting* form. Purpose of meeting is: *"To discuss transition to Home District."*
- ✓ Prepare a list of student supports and update student centered plan.
- ✓ Review transition goal data for determination of new setting.
- ✓ Attend meeting at Home District.
- ✓ Bring student's completed Due Process file to meeting.
- ✓ Transfer student to new Home District Case Manager on SpEd Forms.

2. If Team agrees student will change placement or transition to Home District.

NLC Case Manager will:

- ✓ Transfer student to new Home District Case Manager on SpEd Forms.
- ✓ Leave student's completed Due Process file at Home District.

Home District Case Manager will:

- ✓ Amend or write a new IEP to reflect student's new programming.

Home District Principal and/or NLC Principal will:

- ✓ Arrange transportation and notify parents.
- ✓ Determine student's start date.