

The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

Phone: 508-785-0036 Fax 508-785-2239

Kathleen Smith, J.D., Interim Superintendent

Dawn Fattore, Business Administrator

Elizabeth M. McCoy, Asst. Superintendent

www.doversherborn.org

Kate McCarthy, Director of Student Services

Commitment to Community

Equity and Excellence

Respect and Dignity

Climate of Care

Procedures used to Provide Services to Eligible Students Enrolled in private Schools at private expense.

- Child Find and Evaluation for a Private Student:

It is the responsibility of the Public Schools of Dover and Sherborn to identify any child who may have a disability who is either a resident of Georgetown or who attends a private school within the geographic boundaries of Dover or Sherborn, even if the student is not a resident of Dover or Sherborn. Currently, there are no such schools located in Sherborn. However, this also includes students who are homeschooled.

The Public Schools of Dover and Sherborn are also responsible for the evaluation of those students to determine if they are eligible for special education or related services under Federal law, IDEA (Individuals with Disabilities Education Act) or, Massachusetts State Law, 603 CMR 28 (Massachusetts Special Education Regulations).

The Public Schools of Dover and Sherborn are also committed to identifying children before their third birthday in order to provide intervention services for three and four-year-olds with disabilities.

- Consultation letter:

Pursuant to the Public Schools of Dover and Sherborn proportionate share funding requirements under the Individuals with Disabilities Education Act ("IDEA"), the Public Schools of Dover and Sherborn would arrange for a consultation meeting with representatives from private schools located within Dover or Sherborn if there were any. The Public Schools of Dover and Sherborn will arrange for such a meeting for parents of home-schooled students for the purpose of discussing the design and development of special education and related services for homeschooled students. 20 U.S.C. §1412(a)(10)(A)(iii); 34 C.F.R. §300.134. This consultation meeting is held at least twice a year. (attached: sample letter)

- Written Affirmation:

Home School parents are asked to Affirm that they were invited to participate in the private/parochial school providers consultation meeting sponsored by the Public Schools of Dover and Sherborn. During the Consultation the following issues should be discussed:

- Child Find Process
- Determination of the proportionate amount including determination of how the amount was

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calculated and allocated

- How, where, and by whom special education and related services will be provided for parentally-placed students with disabilities who are privately educated, including a discussion of types of services and how and when these decisions will be made, including direct services and alternate service delivery mechanisms;
- How such services will be apportioned if funds are insufficient to serve all children, and how and when these decisions will be made; and
- How, if the school district disagrees with the views of the private school officials on the provision of services or the types of services, whether provided directly or through a contract, the school district shall provide to the private school officials a written explanation of the reasons why the school district chose not to provide services directly or through a contract
- *If there is not written affirmation the Director will notify DESE by emailing ideaequitable.services@doe.mass.edu. This correspondence will include:

The dates of attempts to participate in the consultation process,
The nature of the attempts, and
The results of each attempt for consultation.

- **Calculate Proportionate Share:**

The district calculates the proportionate share of federal special education entitlement funds (Fund Code 240) required to be spent, based on the child count taken between October 1 and December 1 of the prior fiscal year that includes the number of all eligible private school students attending school in the district's geographic catchment area including residents, non-residents, and home school students.

- **Equitable Services:**

The District will have a discussion regarding student needs and possible types of special education and related services that can be provided either directly or through alternative service delivery mechanisms and should consider:

- Can Services be provided on the grounds of the private school or a neutral site
- A discussion of how the district will apportion services among eligible students and may consider using additional grant or local funds.
- If Georgetown Public Schools disagrees with the views of the private school officials on the provision or type of services, the district will provide private school officials with a written explanation of the reasons the district chose not to provide services directly or through a contract.
- if using federal funds only, special education services and/or related services to private school children should be provided at the private school, and if using state funds, services should be provided to private school students on the grounds of the public school or another public or neutral site.

- **Service Plans:**

- If the Public Schools of Dover and Sherborn were to ever provide special education services

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and/or related services to a non-resident attending a private school in Dover or Sherborn, a *Service Plan* would be developed if the student is using proportionate share funds. The Service Plan services can be provided on the grounds of the public school or another public or neutral site.

- The district would initiate and conduct meetings to develop, review, and revise services plans for eligible students, and the district would ensure that a representative of each student's private school attends each meeting or is able to participate through individual or conference calls.

- **Collection of Data:**

- The number of private school and home school children evaluated in a school year.
- The number of private school and home school children determined to be eligible in a school year
- The number of private school and home school children served in a school year regardless of where they attend school.

Sample Letter

DATE

Via Regular Mail

ADDRESS

**RE: Consultation Scheduling 2021-2022 School Year
Special Education Services for Parentally Placed Private School Students**

Dear _____

Pursuant to the Public Schools of Dover and Sherborn's proportionate share funding requirements under the Individuals with Disabilities Education Act ("IDEA"), the Public Schools of Dover and Sherborn has arranged for a consultation meeting with representatives from private schools located within the Public Schools of Dover and Sherborn and parents of home-schooled students for the purpose of discussing the design and development of special education and related services for parentally-placed private school students. 20 U.S.C. §1412(a)(10)(A)(iii); 34 C.F.R. §300.134. This consultation meeting is currently scheduled to take place: _____

Please construe this letter as the Public Schools of Dover and Sherborn's request for parents of home-schooled students to attend the scheduled consultation meeting. The attendance of parents of home-schooled students at this meeting will enable the Public Schools of Dover and Sherborn to meaningfully consult with parents as to the provision of special education services for home-schooled students. The following topics will be addressed at the consultation meeting:

1. The child find process and how parentally placed students who are privately educated and suspected of having a disability can participate equitably, including how parents, teachers, and private school officials will be informed of the process;
2. The determination of the proportionate amount of federal funds available to serve parentally placed private school students with disabilities, including the determination of how the amount was calculated and allocated.
3. The consultation process among the school district, private school officials, and representatives of parents of parentally placed students with disabilities who are privately educated, including how such process will operate throughout the school year to ensure that parentally placed private school students with disabilities identified through child find can meaningfully participate in special education and related services;

4. How, where, and by whom special education and related services will be provided for parentally placed students with disabilities who are privately educated, including a discussion of types of services and how and when these decisions will be made, including direct services and alternate service delivery mechanisms;
5. How such services will be apportioned if funds are insufficient to serve all children, and how and when these decisions will be made; and
6. If the school district disagrees with the views of the private school officials or parents of home-schooled students on the provision of services or the types of services, whether provided directly or through a contract, the school district will provide private school officials and parents of home-schooled students with a written explanation of the reasons why the school district chose not to provide services directly or through a contract.

Please be advised that the Public Schools of Dover and Sherborn can also arrange for the participation of parents of home-schooled students at the consultation meeting via telephone conference.

If a representative is unavailable to participate at the meeting on _____ please notify me via email and we will collaboratively discuss an alternative date and time for consultation.

Thank you for your attention to this matter.

Sincerely,

Kate McCarthy
Director of Student Services