## **Wood County Board of Developmental Disabilities**

## **PROCEDURE**

Procedure #: 02-WLS-ALL-0916 Effective Date: 02-03-2025

School Principal

Subject: Wood Lane School Admission

Last Revision:

Approvals/Date:

Person Responsible:

Superintendent, WCBDD

Date

Department Director/Coordinator

Date

The following definitions will apply:

<u>Least Restrictive Environment</u> – The concept that each child with a disability is to be provided opportunities to be educated with nondisabled peers and in a setting which promotes interaction with the general school population and classmates who are typically developing to the maximum extent appropriate to the needs of both. If the child is unable to be successful in a typical classroom environment and requires a more specialized setting, it is the responsibility of the IEP team to find an alternate setting.

<u>IEP</u>-An educational plan written annually for each special education student that includes instructional goals and objectives based upon the educational needs specified and developed by the IEP team.

<u>Individualized Education Program (IEP) Team</u> – The committee of parents, teachers, administrators and school personnel that provides services to the student. The committee may also include medical professionals and other relevant parties. The team reviews assessment results, determines goals and objectives, and recommends program placement for the child needing services.

ETR – A document that determines if a child is eligible for special education services.

## **Enrollment Determination Process**

- 1. When a family, district, or IEP Team believes a student may be a candidate for enrollment at Wood Lane School, the district of residence of the child will contact the Wood Lane School Principal.
- 2. The student's district of residence will be asked to obtain a release of records, so the student's most recent IEP and ETR may be sent over to Wood Lane School for Wood Lane School staff to review.
- 3. After the review of the IEP and ETR, Wood Lane School will make arrangements with the student's district of residence to set up a Wood Lane School staff visit to the student's current classroom, an informational meeting between Wood Lane School Staff, the district of residence staff and the parents/guardians, and/or a family and student visit to Wood Lane School for informal fact finding and student evaluation.
  - a. Wood Lane School staff who may be included in these meetings/evaluations/records review are intervention specialists, children services nurse, occupational therapist, physical therapist, speech language pathologist, adapted physical education specialist, transportation coordinator, and administrators.
  - b. If the student receives services from a County Board of Developmental Disabilities, the student's Service Coordinator (SSA), Transition Specialist, or Behavior Specialist may also be included in the admission determination process and the student's Individual Service Plan (ISP) may be reviewed.
- 4. After the Wood Lane Team have reviewed the IEP/ETR and met with the student, the Wood Lane Principal will contact the student's district of residence to report whether or not the student is a candidate for attending Wood Lane School.
  - a. Students who demonstrate significant required supports that may include high medical needs, nonverbal communication, limited reading and math achievement, significant gross/fine motor delays, coupled with complex learning delays may be invited for enrollment.
  - b. No single factor is a reason to attend/not attend Wood Lane School.
  - c. It is the intent of the Ohio Department of Education and Workforce that all students can attend their district of residence. Wood Lane School is one option on a continuum of services available to all students through their district of residence. Some students with complex needs will not be eligible for programming at Wood Lane School because their skill progression extends beyond the skills demonstrated in the building.
  - d. Wood Lane School will not consider enrollment if the classroom in which the student would be placed has met its capacity as determined by the Ohio Department of Education and Workforce.
  - e. Wood Lane School is intended to serve students residing in Wood County. Students outside Wood County will be considered for enrollment if enrollment allows, but all financial costs will be the responsibility of the District of Residence.

5. If the Wood Lane School team invites the student to enroll at Wood Lane School, the student's IEP Team from the District of Residence must meet to amend the student's IEP. The IEP should indicate a change of placement, and that Wood Lane School is a component of the student's Least Restrictive Environment. The amendment would go into effect on the student's first day of attendance at Wood Lane School.

References:

OAC 3301-51

ORC 3314.06

Procedures:

01-WLS-ALL-0239

Forms:

03-WLS-ALL-0834

Reviewed:

02/03/2025

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