

Identification of English Language Learners (ELL) Coordinator	Annual Public Notice of Special Services & Programs
Identification of Section 504 Coordinator	Child Find
Identification of Homeless Liaison	Consent
Identification of Foster Care Coordinator	Special Education (IEP) or Service Agreements (504 Plans)
Identification of American with Disabilities (ADA) Compliance Act Coordinator/Special Programs Manager	Privacy & Confidentiality
Request for Parent/Guardian Interpreter Services or Disability Accommodations	Special Education Grievances or Disputes
Procedural Safeguards	Dispute Resolution Options

Identification of English Language Learners (ELL) Insight School of MN Coordinator

Name: Mary Fink
Title- English Language Teacher
Email – mfink@k12insightmn.org
Address - 6120 Earle Brown Dr Suite; 200
Brooklyn Center MN 55430
Phone - 763-656-2800 ext. 3034

Identification of Section 504 Insight School of MN Coordinator

Name: Samantha Etim
Title- School Counselor
Email - Setim@k12insightmn.org
Address - 6120 Earle Brown Drive Suite; 200
Brooklyn Center, MN 55430
Phone - 763-656-2800 ext. 2004

Identification of Homeless Insight School of MN Coordinator

Name: Talia Vital
Title- Family Resource Coordinator
Email TVital@k12insightmn.org
Address 6120 Earle Brown Drive Suite; 200
Brooklyn Center, MN 55430
Phone 763-656-2800 ext. 2006

The McKinney-Vento Homeless Assistance Act, reauthorized in January 2002 as Title X, Part C, of the No Child Left Behind Act, and subsequently in 2015 with the Every Student Succeeds Act (ESSA). (The educational stability amendments for children in foster care went into effect on December 10, 2016. The homelessness amendments to Title I, Part A took effect after the 2016-2017 academic year.) is the

primary piece of federal legislation dealing with the education of children and youth in homeless situations. Its key themes are school access and stability, support for educational success, and child-centered decision-making.

For additional information and a link to the dispute resolution form, please visit the Minnesota Department of Education website, here: <https://education.mn.gov/MDE/dse/ESEA/home/>

Identification of Foster Care Insight School of MN Coordinator

Name: Talia Vital
Title- Family Resource Coordinator
Email TVital@k12insightmn.org
Address 6120 Earle Brown Drive Suite; 200
Brooklyn Center, MN 55430
Phone 763-656-2800 ext. 2006

Identification of American with Disabilities (ADA) Compliance Act Coordinator/ Insight School of MN Special Programs Manager

Name: Sheri McKeever
Title- Special Education Lead Teacher
Email - smckeever@k12insightmn.org
Address - 6120 Earle Brown Drive Suite; 200
Brooklyn Center, MN 55430
Phone 763-656-2800 ext. 3029

The Americans with Disabilities Act (ADA) gives civil rights protections to individuals with disabilities that are like those provided to individuals on the basis of race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, State and local government services, and telecommunications. The Insight School of Minnesota (ISMN) complies with all federal and state regulations regarding the Americans with Disabilities Act (ADA).

Request for Parent/Guardian Interpreter Services or Disability Accommodations

Professional interpreter services may be requested at any time for parents/guardians by contacting John Huber at Jhuber@k12.com.

Additionally, if any parent/guardian has a disability or other limitation that would impact their ability to participate fully in their child's educational planning process, ISMN would be happy to discuss accommodations that may be available in order to maximize the parent/guardian's participation. Individuals seeking to discuss accommodations for this reason may contact John Huber at Jhuber@k12.com.

Procedural Safeguards

In accordance with the Individuals with Disabilities Education Act (IDEA) requirement that all educational agencies provide parents of students with disabilities notice containing a full explanation of the

procedural safeguards available under the IDEA and U.S. Department of Education regulations, please click, here: <https://education.mn.gov/MDE/dse/sped/proc/> to review the Procedural Safeguards Notice.

Annual Public Notice of Special Services & Programs

In accordance with federal and state regulations, Insight Minnesota will provide an annual public notice to families informing them of ISMN's child find responsibilities, procedures involved in the identification of educational disabilities and determination of students' service and support needs.

Families are encouraged to review the following information that describes these regulations. Information regarding ISMN's internal practices to comply with these will be available in the ISMN's Special Programs Manuals and Handbooks.

Child Find

Insight Minnesota (ISMN) strives to identify, locate, and evaluate all enrolled children who may have disabilities. Disability, as stated in IDEA, includes such conditions as hearing, visual, speech, or language impairment, specific learning disability, emotional disturbance, cognitive disability, other health or physical impairment, autism, and traumatic brain injury. The process of identifying, locating, and evaluating these children is referred to as Child Find.

As a public school, we will respond vigorously to federal and state mandates requiring the provision of a Free Appropriate Public Education regardless of a child's disability or the severity of the disability. In order to comply with the Child Find requirements, ISMN will implement procedures to help ensure that all ISMN students with disabilities, regardless of the severity of their disability, who are in need of special education and related services—are identified, located, and evaluated—including students with disabilities who are homeless or students who are wards of the state.

Parent/Guardian permission and involvement is a vital piece in the process. Once a student has been identified as having a "suspected disability" or identified as having a disability, ISMN will ask the student or the student's Parent/Guardian for information about the child such as:

- How has the suspected disability or identified disability hindered the student's learning?
- What has been done, educationally, to intervene and correct the student's emerging learning deficits?
- What educational or medical information relative to the suspected disability or identified disability is available to be shared with the school?

This information may be also be obtained from the student's present or former teachers, therapists, doctors, or from other agencies that have information about the student.

All information collected will be held in strict confidence and released to others only with parental permission or as allowed by law. In keeping with this confidence, ISMN will keep a record of all persons who review confidential information. In accordance with state regulations, parents have the right to review their child's records.

As part of the Child Find process, some services may include a complete evaluation, an individualized education program designed specifically for the child, and a referral to other agencies providing special services.

Consent

ISMN cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of a student's parents/legal guardians. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the Minnesota Department of Education, here: <https://education.mn.gov/MDE/dse/sped/proc/> or by accessing the link via the Child Find section of the ISMN website. Once written parental/guardian consent is obtained, ISMN will proceed with the evaluation process. If the parent disagrees with the evaluation results, the parent can request an independent education evaluation at public expense.

Special Education (IEP) or Service Agreements (504 Plans)

Once the evaluation process is completed, a team of qualified school personnel, parents/guardians, and other relevant service providers hold an evaluation determination meeting to come to agreement on whether the student meets eligibility for one of the disability categories under IDEA (Click, here: <https://education.mn.gov/MDE/dse/sped/cat/> for information related to eligibility criteria associated with the disability categories defined under IDEA). If the student is eligible and requires specially designed instruction, an Individualized Education Plan (IEP) will be coordinated; during which the IEP team will review and finalize the proposed details of an appropriate educational program to meet the student's documented needs.

For students confirmed to present with special education needs, once the IEP team agrees on the IEP and the student's educational placement, a Prior Written Notice (PWN) will be sent to the parent/guardian for signature. This must be signed and returned to ISMN. ISMN can only proceed with implementing the student's IEP (or 504 Plan) upon receipt of the signed PWN. Some students are found to present with one or more disability, but do not meet the eligibility criteria outlined under IDEA (special education); however, their disability may still require ISMN to develop a 504 Service Agreement (504 Plan) to outline the special provisions a student may require for adaptations and/or accommodations in school-based instruction, facilities, and/or activities.

Students may be eligible to certain accommodations or services if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program and otherwise qualify under the applicable laws. ISMN will ensure that qualified students with disabilities have equal opportunity to participate in the school program and activities to the maximum extent appropriate for each individual student. In compliance with applicable state and federal laws, ISMN will provide students with disabilities the necessary educational services and supports they require to access and benefit from their educational program. This is to be done without discrimination or out of pocket cost to the student or family for the essential supplementary aids, services or accommodations determined to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities and to the extent required by the laws. Click, here: <https://education.mn.gov/MDE/dse/504/> for more information related to Section 504 of the Rehabilitation Act of 1973.

Parents/Guardians have the right to revoke consent for services after initial placement. Please note, a revocation of consent removes the student from ALL special services and supports outlined on the IEP or 504 Plan.

Privacy & Confidentiality

To maintain privacy of students' special education records, both within its central office and across school systems and databases, ISPA follows protocols consistent with the federal regulations associated with the Family Educational Rights and Privacy Act (FERPA). Click, here:

<https://mn.insightschools.net/privacy-policy.html> for additional information about the privacy and security guidelines for your child's educational records.

Accommodations

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. Should you need further assistance or information regarding any of these accommodations, please contact John Huber, Head of School, at jhuber@k12.com or any member of your child's ISMN team for guidance.

Translation Needs

Click, here: <https://translate.google.com/> to translate text to a language other than English.

Special Education Grievances or Disputes

ISMN recognizes that despite best intentions of all parties, disagreements or miscommunications may arise between the school-based team and ISMN families or students. Should this situation occur, the ISMN special education case manager will initiate an IEP team discussion where the specific details contributing to any educational concern are fully discussed and addressed as the entire team determines would consider most appropriate for the student. Collaboration is a primary focus for this type of meeting, and the ISMN Special Education Team seeks to establish and maintain the confidence of its families to always serve its students in order to maximize their educational success.

Dispute Resolution Options

IEP Facilitation – IEP facilitation is a voluntary process that can be utilized when all parties to an IEP meeting agree that the presence of a neutral third party would help facilitate communication and the successful drafting of the student's IEP. This process is not necessary for most IEP meetings. Rather, it is most often utilized when there is a sense from any of the participants that the issues at the IEP meeting are creating an impasse or acrimonious climate.

Mediation – A voluntary process in which both parties seek to resolve the issues involved in the concern with an unbiased, third party mediator from the Minnesota Department of Education. The mediator who will write up the details of the agreement that the parties come to through the mediation conference, the agreement is signed by both parties, and thus what the document states is mandated to be implemented; This process is overall less time-consuming, less stressful, and less expensive to complete than a due process hearing (see below)

Formal Due Process - Families are NOT obligated to pursue the above alternatives to due process should they feel their concerns can only be resolved through a formal due process hearing. If a formal complaint against ISMN is submitted to the Minnesota Department of Education at:

Minnesota Department Education
Division of Compliance and Assistance

Due Process Supervisor

1500 West Highway 36

Roseville, MN 55113-4266

651.582.8689 Phone

651.582.8725 Fax

The complaint must be received by MDE no later than one year after the alleged violation occurred. 34 C.F.R. § 300.153(c). MDE will issue a written decision within 60 days, unless exceptional circumstances require a longer time or you or the district agree to extend the time to participate in mediation. 34 C.F.R. § 300.152(a) and (b). The final complaint decision may be appealed to the Minnesota Court of Appeals by you (the parent) or the school district injured-in-fact by the decision within 60 days of receiving notice of the final decision.