

**APPLICATION FOR MEMBERSHIP IN THE CHARTER OPERATED PROGRAMS
(BEGINNING 2012-2013)**

I. APPLICATION PROCESS

Any charter school authorized by Los Angeles Unified School District may apply to the Charter Operated Programs (COP) Governance Council to become a member of the Charter Operated Programs for Special Education Services. Schools interested in joining effective July 1 of the new fiscal year may do so via the following procedure:

1. As soon as the charter school determines its intent to join COP, the school shall submit a letter stating its intent to join. The letter shall state the date that the school intends to join, which must be the first day of a new fiscal year (July 1). The letter must be submitted to the Director for the Charter Operated Programs, with a copy sent to the Executive Director for the Division of Special Education.
2. The school shall submit electronically the following to the Director for the Charter Operated Programs:
 - A. Completed application and cover page
 - B. Supporting documentation, including:
 - a. copy of the school's most recent audit report;
 - b. detailed income/expenditure budget for special education for the application year and the following year;
 - c. API scores for the past three years, if available;
 - d. Copy of the School's Accountability Report Card (SARC), if available;
 - e. list of credentials for all highly qualified certificated special education staff including name and position
 - f. CASEMIS (December 1) pupil count data for the past two years (by disability, by instructional setting)
 - C. Signed Participation Agreement

Applications will be accepted and reviewed on rolling basis. No applications will be accepted after January 31 for membership effective July 1 of the same calendar year. Applications received after January 31 will be reviewed for membership effective July 1 of the following calendar year.

3. Upon receipt of the application and supporting documentation, the Director shall review and forward the application materials to the Governance Council. A committee appointed by the Governance Council will review all application materials, conduct an interview, and possible site visit for each applicant. The committee will recommend approval or denial to the Governance Council. The CEO Council will act upon the recommendation of the committee and the Director shall inform each applicant of their acceptance or denial no later than March of the application year.

4. No later than July 1, the charter school's governing board shall sign a Memorandum of Understanding (MOU) with the District. The MOU will confirm the school's participation in the Charter Operated Programs by delineating the new funding and service delivery arrangements between the charter school and the District.

Upon the receipt of the executed MOU, the school shall be deemed a member of the Charter Operated Programs. Charter school participation and member status will not become effective prior to July 1 of the year in which final approval was granted. Once granted membership, the charter will participate in the governance of the COP in the same manner as all other members in the COP.

At the discretion of the Executive Director, COP Director, and Governance Council, application timelines may be waived for consideration of a charter school application.

APPLICATION

Student Population:

1. Provide a brief description of the charter school's history, educational program, and significant achievements. Describe the overall student population, including the population of students with disabilities and other unique needs.
2. Provide a summary of the special education program, including the programs and services available to students enrolled in the school.
3. Describe the reasons for applying to the Charter Operated Programs.

Search and Serve:

4. Describe the intervention process and programs for students who are struggling and/or at risk for needing special education.
5. Describe the Child Find activities, referral process, and procedures for referring students for assessment.
6. Provide a description of the procedures for evaluating students for special education eligibility, including identification of the personnel responsible for completing assessments and ensuring compliance with statutory procedures and timelines.

IEP Development and Implementation:

7. Describe the procedures for developing, implementing, and monitoring IEPs.
8. Describe the procedures for instructional planning using grade level standards and alternative achievement standards.

Plan to Provide Supports and Services:

9. Provide a description of the Least Restrictive Environment continuum of program options available to students enrolled at the school, including plans for providing programs that may not already exist on site but may become necessary in the future.
10. Describe the supports and services available at the charter school site, as well as the plan for providing special education supports and services that may not already exist on site but may become necessary in the future.
11. Describe the Extended School Year (ESY) program or plan for accessing ESY for students who may require it pursuant to an IEP.
12. Describe the plan for arrangement and funding of non-public placements, should such placements be necessary.
13. Describe the positive behavior supports and behavior intervention programs used at the charter school.

14. Describe or explain how students with disabilities are ensured access to the extra-curricular and non-academic activities available to students at the charter school.

Student Discipline:

15. Provide a description of the student discipline policy and procedures for discipline of students with disabilities.

Parent Participation:

16. Describe the plan for ensuring participation of parents of students with unique needs in all aspects of their child's education.

Administration:

17. Provide a detailed description of the special education administrative personnel, including a description of specific roles and responsibilities.

18. Provide a detailed description of the plan for special education staffing, service delivery, and operations.

19. Describe the past activities and future plans for professional development with regard to special education.

20. Provide a narrative description of the proposed special education budget, including all revenue sources, anticipated expenditures, and any additional fiscal information believed to be relevant.

Compliance:

21. Describe the procedures for assessment and provision of accommodations to students under Section 504 of the Rehabilitation Act.

22. Describe the facility's compliance with the Americans with Disabilities Act. If not compliant, describe the plan to come into compliance with ADA.

23. Describe compliance with the Modified Consent Decree.

Due Process and State Complaints:

24. Describe any experiences with due process, as well as the procedures for informal dispute resolution, mediation and due process settlements.

25. Describe any experiences with state compliance complaints, as well as the procedures for handling state compliance complaints.

Transition:

26. Describe the procedures for transition planning for students aged 14 years and older (applicable to middle and high school programs).

**CHARTER OPERATED PROGRAMS
APPLICATION**

Name of Charter School _____

Address _____

Telephone _____ Fax _____

Website _____ Email _____

Name of Charter School CEO _____

Name of Charter School Director _____

Name of Special Education Administrator _____

Original Petition Date _____ Next Renewal Date _____

P-2 (Prior Year) Total ADA _____

P-2 (Prior Year) Special Education ADA _____

CASEMIS December 1 Pupil Count (Prior Year) _____

CASEMIS December 1 Pupil Count (Current Year, if available) _____

Signature

Typed Name

Date

CHARTER OPERATED PROGRAMS
PARTICIPATION AGREEMENT

(Name of Charter School)

Hereby agrees to adhere to the following requirements of the Charter Operated Programs, Division of Special Education, Los Angeles Unified School District:

1. Adhere to the Mission Statement and Core Principles of the Charter Operated Programs;
2. Demonstrate a commitment to providing high quality educational services that are aligned with research-based best practices and ensuring a safe instructional environment for all students;
3. Participate in all Governance Council meetings in person or through web-conference, and remain consistently engaged in other activities or meetings offered by the COP;
4. Utilize forms, documents, procedures, and data systems approved by the COP;
5. Expend all State and Federal special education funds as required by law and as defined in the Allocation Plan;
6. Assume the legal and financial responsibilities to provide a free and appropriate public education to students with special needs. Financial responsibility may include, but is not limited to, instruction, related services, transportation, NPA/NPS placements, intra-SELPA placements, due process hearing proceedings and attorney fees;
7. Submit data and reports within required time lines (CASEMIS, budget, personnel, etc.);
8. Comply with the requirements of Section 504 of the Rehabilitation Act and develop appropriate plans for students as needed;
9. Ensure facility access compliant with the Americans with Disabilities Act (ADA) or appropriate plans for future implementation;
10. Follow all Federal and State Laws regarding the education of students with disabilities; comply with the requirements of the Local Plan;
11. Participate in staff development activities as needed to ensure staff understanding of special education laws and regulations;
12. Provide 12 months written notice of the school's intent to terminate membership in the Charter Operated Programs.

Signature

Typed Name

Date