



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Procedures for Students with Disabilities
Participating in City of Angels Independent
Study School

NUMBER: BUL-5412.2

ISSUER: Jaime R. Aquino, Ph. D.
Deputy Superintendent, Instruction

Sharyn Howell, Executive Director
Los Angeles Unified School District SELPA/
Division of Special Education

ROUTING

All Schools and Locations
Local District Superintendents
Administrators of Instruction
Principal Leaders
Support Unit Administrators
School Site Administrators
Certificated Staff Working
with Students with Disabilities

DATE: April 2, 2012

PURPOSE: The purpose of this Bulletin is to inform school site staff working with students with disabilities of the requirements for those students who want to apply for and participate in the City of Angels Independent Study School and to ensure that District policies related to access of students with disabilities to all programs conform to federal legal requirements. It is the responsibility of school site staff to inform students with disabilities and their parents of the procedures for referral, application and enrollment in the City of Angels Independent Study School outlined in this Bulletin as well as those procedures that are outlined in BUL-M-128: "Guidelines for Independent Study Programs," dated May 31, 2001, and on the City of Angels Independent Study School website.

- MAJOR CHANGES:**
1. The City of Angels Independent Study School referral, application and enrollment process for students with disabilities has been revised to include updates and information regarding the application process for students with disabilities and completion of the Individualized Education Program (IEP) document prior to enrollment.
 2. Counseling services will no longer be available as part of the City of Angels Independent Study School. Students requiring these services will receive them at their school of residence.

BACKGROUND: In accordance with BUL-M-128: "Guidelines for Independent Study Programs," dated May 31, 2001, City of Angels Independent Study School is one of four independent study options available to students in the Los Angeles Unified School District. Independent study is a voluntary alternative instructional strategy by which all enrolled students may achieve District curriculum objectives and fulfill graduation requirements outside of the regular classroom setting.



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

BACKGROUND (cont.):

Federal law requires organizations receiving federal financial assistance to provide equal access to all programs for which an individual with a disability is qualified (Section 504 of the Rehabilitation Act of 1973). This Bulletin formally establishes the District's commitment to align policy and practice to all applicable laws.

Independent study (California Education Code [EC] sections 51745–51749.3) is provided as an alternative instructional strategy, not an alternative curriculum. Any student enrolled in a District school or program is eligible to enroll in an independent study program if the student meets the admission criteria. The City of Angels Independent Study program may be appropriate for any student who is motivated to achieve educationally and is able to work independently. Students who participate in this program follow the District-adopted curriculum and must meet the District graduation requirements. Students with disabilities who may benefit from this voluntary alternative instructional program must possess basic academic skills and a level of commitment, motivation, self-direction, and organizational skills.

PROCEDURES:

In addition to the regular application and enrollment process described on the City of Angels Independent Study School website, students with disabilities interested in this instructional option must have The City of Angels Independent Study School Referral Form (Attachment A) completed by their school of attendance to help determine if application to City of Angels School is appropriate for the student.

I. Pre-Referral Considerations

- A.** Students are required to meet the following criteria in order to be considered for participation in the City of Angels Independent Study School. They must:
 - 1. Manage their time and daily schedule efficiently.
 - 2. Work independently to complete assignments an average of six hours a day.
 - 3. Work without daily supervision.
 - 4. Access grade level standards and curriculum.
 - 5. Understand that missing classes and not completing assignments will lead to removal from the program.
- B.** Prior to referring any student with disabilities to City of Angels Independent Study School, complete the City of Angels Independent Study School Referral Form (Attachment A). While many students with disabilities are excellent candidates for independent study, students who are referred must have certain skills prior to being referred. City of Angels Independent Study School staff is available to assist in determining if the program is appropriate for a student's skill level.



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

PROCEDURES (cont.):

NOTE: City of Angels is not recommended as a transition program for students returning from hospitalization or residential care.

II. Application Process

- A. City of Angels staff will review the City of Angels Independent Study School Referral Form (Attachment A) to determine whether City of Angels Independent Study School is an appropriate placement for the student.
- B. If the student meets the program admission criteria, City of Angels Independent Study School will complete the bottom portion of Attachment A. The referring school should hold an annual IEP meeting to recommend City of Angels School as the student’s placement. The student will remain in their current program until the IEP is completed. An amendment IEP may not be used to place a student in the City of Angels Independent Study School.
- C. If a student does not meet the admission criteria, City of Angels Independent Study School staff will fax a copy of Attachment A to the referring school and will mail a copy to the parent.

III. Completing the IEP Process

- A. In accordance with *EC 51745 (c)*, an individual with a disability may not enroll in an independent study program unless they have an active IEP authorizing such enrollment.
- B. An IEP meeting must be convened in accordance with District procedural guidelines contained in the *Special Education Policies and Procedures Manual*, Part II, “The Special Education Process.” All procedures for completing the IEP must be followed.

Using the Welligent IEP Management System, enter the following information regarding the student’s educational placement:

FAPE: PART ONE
Type of School: Independent Study
Name of School: City of Angels
Setting: General Education
Program: General Education



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

**PROCEDURES
(cont.):**

FAPE: PART TWO
Service: RSP
Frequency: 1 (if weekly); up to 4 (if monthly)
Interval: weekly or monthly
Minutes/Interval: 60 (if weekly); up to 120 (if monthly)
Minutes/Interval (pullout from General Education):
Service Delivery Model: Direct Service (collaborative)
Responsible Personnel: Resource Specialist

- IV. Enrollment Process
 - A. Upon completion of the IEP meeting, school staff must follow the procedures outlined in BUL-M-128, p. 7, to enroll the student in the City of Angels Independent Study School.

- V. Provision of Special Education Services
 - A. The Coordinating Resource Specialist, City of Angels Independent Study School, will arrange for the provision of resource specialist services for the student.
 - 1. Students must attend weekly meetings with their assigned teacher. Special education instructional services will be provided during these meetings or at regularly scheduled intervals if intensive instruction is required. Students must be prepared to turn in all assigned work, ask questions, obtain assistance and take tests or quizzes at these weekly meetings.
 - B. Related Services
 - 1. The Coordinating Resource Specialist and staff from related services will collaborate to ensure that eligible students continue to receive related services at their school of residence.
 - C. All other issues related to maintaining student records and instructional expectations are contained in BUL-M-128.



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

AUTHORITY: Superintendent of Schools

RELATED RESOURCES:

- BUL-M-128: “Guidelines for Independent Study Programs,” dated May 31, 2001.
- City of Angels Independent Study School website:
http://www.lausd.net/City_of_Angels/enrollmentinformation.html.
- *Section 504 of the Rehabilitation Act of 1973*
- *Special Education Policies and Procedures Manual*
- *California Education Code*

ATTACHMENTS: Attachment A: City of Angels Independent Study School Referral Form

ASSISTANCE: For assistance or further information on special education issues related to City of Angels Independent Study School enrollment, please contact Sharon Jarrett, Director, Division of Special Education, at (213) 241-6701 or at sharon.jarrett@lausd.net. For assistance or further information regarding the City of Angels Independent Study School, please contact the school at: (213) 745-1100.

**CITY OF ANGELS INDEPENDENT STUDY SCHOOL
 REFERRAL FORM**

IMPORTANT NOTE REGARDING STUDENTS WITH DISABILITIES RECEIVING SPECIAL EDUCATION SERVICES
 Students referred to the City of Angeles Independent Study School must be enrolled in an instructional program focusing on the development of proficiency of grade level standards. Contact the City of Angeles Study School at (213) 745-1100 for staff assistance in determining that overall student skill level aligns to the support available through this school.

ATTENDING SCHOOL STAFF: Please complete *Student Information* and *Student Data* sections below, and fax the completed form to: **(213) 742-9604**.

Student Information (INFORMATION MUST BE COMPLETE, TYPED OR PRINTED LEGIBLY FOR FORM TO BE PROCESSED)

Name	<input type="checkbox"/> M <input type="checkbox"/> F	DOB	GR	Language of Instruction
Address	City	Zip		
Parent	Home Language	Phone		
Email	Current School of Attendance	Local District		
School of Residence	Local District	Does student have a Section 504 Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does student have a current IEP?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Eligibility	Special Ed. Program/Services	<input type="checkbox"/> SDC <input type="checkbox"/> RSP <input type="checkbox"/> INCLU <input type="checkbox"/> DIS
Name of Person Making Referral	Title			
Contact Phone	Email	Date		

Reason for Referral:

Student Data

California Standards Test (CST)		California High School Exit Exam (CAHSEE)	
Date		Date	
Scores		Scores	

English Language Development							
ELD Level		ESL Level		CELDT Scores	Listening:	Speaking:	Reading: Writing:

◆ TO BE COMPLETED BY CITY OF ANGELS SCHOOL STAFF ◆

<input type="checkbox"/>	Student <u>does</u> possess the skills to be effectively educated in the City of Angeles School and should be evaluated.
<input type="checkbox"/>	Student <u>does not</u> currently possess or demonstrate the skills to be effectively educated in the City of Angeles School.

COMMENTS / EXPLANATION:

Administrator Signature	Date
Administrator Name Printed	