



# The Service Planner

## Albemarle County Schools Communication to Private, Parochial, Independent, and Home School Programs that Serve Students With Disabilities

# Services Plans for Students with Disabilities

Students eligible to receive special education services as a child with a disability who attend a private, parochial, independent or home school program located within Albemarle County are eligible to receive some special education services. The services, which are outlined in an individual private service plan, are defined by Albemarle County Schools in consultation with private and home school representatives as well as with parent representatives.

Below is a list of schools with which Albemarle County

Schools is working to identify and serve students eligible for special education.

- Albemarle Christian Academy
- Charlottesville Catholic School
- Charlottesville Waldorf School
- Covenant School (Upper School Only)
- Einstein School
- Free Union Country School
- Lafayette School and Treatment Center
- Little Keswick School
- Miller School
- Montessori Community School
- Peabody School
- St. Anne's - Belfield (Lower School Only)
- St. Bede's Latin School
- Tandem Friends School
- University Montessori
- *Home School Programs in Albemarle County* ■

## Consultation Meetings Scheduled

Students with disabilities enrolled by their parent in private schools or in home school programs are entitled to some special services. These services are defined through a process that includes meaningful consultation. This consultation occurs between representatives of Albemarle County Public Schools and the parents of children with disabilities enrolled by their parents in private or home school programs in Albemarle County and private school representatives. Albemarle County Schools will consider your suggestions, comments and/or concerns when making its final determination on the services to be provided to eligible students during the 08-09 school year. The opportunity for you to share your views will take place in a formal meeting called a Consultation Meeting.

The Consultation Meeting is scheduled to take place on March 11, 2008 at 6:00 PM. Parents who have enrolled their children in private schools and who are eligible for special education services are invited to attend. In addition, Private Schools in Albemarle County are also invited to send a school representative. The meeting will be begin at 6:00 PM and be held at the Albemarle County Office Building (401 McIntire Road, Charlottesville—Room 320).

### The agenda will include:

- Communications with parents and private schools about "Child Find"
- Determination of funding for students eligible for services
- Discussion of how

services will be provided

- Discussion of where the services will be provided
- Discussion of who will provide the services
- Discussion of how Albemarle County will communicate with parents / private schools views

Please contact Pattie Watson at (434) 296-5885 if you plan to attend.

If you cannot attend, please consider completing the survey included in this newsletter and returning it to Pattie Watson. ■

### Inside this issue:

Special Education Eligibility	2	Update from the Field	4
Staff Development Opportunities	2	Note to Home Schoolers	5
Consultation Survey	3	Lending Library Update	5

**Private And Home School Consultation**  
 March 11, 2008  
 6:00 PM  
 Albemarle County Office Building  
 Room 320

# Eligibility for Special Education Services

Special education is defined in Virginia as specially designed instruction to meet the unique needs of the student with a disability so that they can “meet the standards that apply to all children”.

Albemarle County has broken this determination into a three part test for eligibility based on Virginia Regulations and Federal Law. The first requirement is a determination that a child meets the criteria of a disability as defined by Albemarle County.

Secondly, it must be determined that, as a result of the disability, the student cannot meet the basic standards that apply to all students. The standards that apply to all children are the Standards of Learning and NOT the expectations of advanced classes or an accelerated educational program. If a student is functioning above grade level and would very likely pass the Standards of Learning assessments in Virginia, they would not be eligible for special education services. It is important to remember that the student

would not be eligible even if there is evidence of a disability.

This premise has been the core of many misunderstandings at eligibility meetings with parents. To clarify, special education is not designed to help students reach their potential or provide students with the best educational experience. Special education is specially designed instruction to assist students who are limited by a disability to meet the basic standards that apply to all children.

Finally, the third requirement is addressed. The special education eligibility team must determine that the child, based on a disability, requires special services to access the general curriculum so that they can meet the standards that apply to all children. This is a very important point. A team is not necessarily saying a child doesn't have a disability—but rather it is saying the child's disability is not at the



level of impairment that justifies identification for special services.

As you can see, a student would only be eligible for special education if all three requirements or conditions for eligibility are met.

Children that are struggling with advanced standards and expectations should utilize the supports that are available through their private school system. ■

Please visit the Albemarle County Website for more details on specific disabilities and criteria.

<http://www.k12albemarle.org/SpecialEducation/home.html>

## Staff Development Opportunities

### For Teachers:

#### • **Forward ideas for staff development**

Please send any / all ideas that would assist you when working with children with disabilities. Contact Pattie Watson via e-mail at: ([pwatson@k12albemarle.org](mailto:pwatson@k12albemarle.org)).

#### • **Plan to attend!**

There are two staff development training events scheduled for this academic year for teachers of students with disabilities in private or home school programs. These events are limited to staff at the schools that have active service plans and parents of children who are home schooled and have service plans. Please contact Pattie Watson (206-5885) if you plan to attend.

### ACCOMMODATIONS IN THE CLASSROOM

January 23, 2008 (4:00—6:30 PM)  
Albemarle County Office Building -  
Room 320

*Pattie Watson will review effective accommodations that can be implemented in the regular classroom to increase access for students with disabilities.*

### POSITIVE BEHAVIORAL INTERVENTIONS

April 29, 2008 (4:00—6:30 PM)  
Albemarle County Office Building -  
Room 320

*Kevin Kirst will present proactive and needs based interventions to enhance classroom performance and motivation for all children, but especially children with disabilities.*

### Teachers and Parents

#### **Begin planning now.**

*Start discussing your vision for service plans for next year. Communicate with your school administrator!*

#### **Home school parents are included!**

*Parents of children who are home schooled and have a service plan will be invited to attend the consultation meeting as well as staff development.*

# Consultation Survey

March 2008

*This survey is designed to provide parents of children with disabilities enrolled in private schools or home school programs in Albemarle County with an opportunity to share their thoughts, comments, concerns and ideas regarding issues related to services provided to their children by Albemarle County Public Schools.*

*Please provide any input regarding the questions below. When completed you can return the survey to Patti Watson at Albemarle County Public Schools, Department of Special Education – 401 McIntire Rd. – Room 323, Charlottesville, VA 22902. You can also fax the completed survey to Ms. Watson at (434) 972-4157.*

Your Name: \_\_\_\_\_

Home School

Private School (If Private School Name of School: \_\_\_\_\_)

---

## Child Find

### Informing Parents, Teachers and Private Schools About “Child Find”

*Child Find is the name given to the process utilized by Albemarle County Schools system to locate, evaluate and make a determination about whether children, suspected of having a disability, are eligible for special education and related services.*

1. How should Albemarle County Public Schools inform parents, teachers and private schools about the Child Find process throughout the school year?

---

---

---

## Services to Eligible Students in Private or Home School Programs

**Student eligible for special education are entitled to some special education services.**

*The amount of funds available to serve students with disabilities enrolled by their parents in private or home school programs in Albemarle County is based on a proportionate (and relatively small) amount of Federal funding provided for special education services for students in the public schools.*

2. What types of services do you think should be provided to students with disabilities enrolled in private and home school programs by their parents?

---

---

---

3. Would there be any limits to the types of services (i.e. only a certain type of disability would be served, a certain type of service would be a priority, etc.)?

---

---

---

4. How would services be apportioned if funds are insufficient to serve all children?

---

---

---

5. How and when do you suggest these decisions be made?

---

---

---

6. How should Albemarle County Communicate with private schools in the event it disagrees with your views or those of the private schools?

---

---

---

## UPDATES from the Field:

The 2007-2008 school year has made the Private schools/Home-school program a tangible concept for both Albemarle County and the private and home schools. We have made significant progress in both the Child Find and the use of consultation and the Lending Library. All of these facets of the program remain available to all eligible private and home schools in Albemarle County.

The **Charlottesville Day School at ACAC** has used the program to provide support to parents with questions about the needs of their child. They have also conferred with personnel to ascertain if a referral is appropriate. Observations and parent communication are available for any student for whom there is concern. **Charlottesville Catholic School** has moved several students through the referral and eligibility process and they have made use of products available through the lending library. Sight word and spelling skill books, 'Inspirations' software, and software specifically designed to support younger students with letter/sound/sequencing skills have all been used to supplement the instructional programs in place at the school. In addition, bi-weekly consultation with personnel and parents has been valuable to address specific needs of students.

The **Charlottesville Waldorf School** has also used the Private School Program to address and support the specific needs of individual students. In addition, the staff has fully supported staff development opportunities presented by Albemarle County. Teachers have also used the Lending library, and Alpha Smart computer keyboards and spell checkers were been made available to students who exhibit specific need for this hardware. One of the recipients has been quoted as saying, "For the first time, I feel like I am really progressing in school." Wow! That is what this special education program is about!

The **Covenant School's** Upper School level is serviced by Albemarle County (the Lower School is served by Charlottesville City Schools). Identified students continue to be closely monitored by the school staff and the teachers remain dedicated to making the educational experiences for these students meaningful.

Observations and record reviews have been completed for students and the staff is participating in staff development opportunities in January. Observations and staff meetings have also provided opportunities for **Free Union County Day School** to learn about the Private School Program and how we can support the quality educational experiences they provide for their students. A presentation describing available personnel and services was created and shared at one of the school staff meetings.

The **Montessori Community School** and the **Peabody School** both have students eligible for services through this Albemarle County Program. Both schools have used the lending library, consultation and parent meetings to support their specialized learning programs. The instructional personnel at both schools have communicated their specific needs and our personnel have met with teachers and parents together regarding specific students. Observations have also been completed to assist the teachers at these schools.

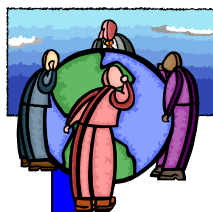
Observations have also been completed at **St. Anne's Belfield School (Lower School)** in order to establish specific needs of students. St. Anne's has also been interested in staff development opportunities and the school has been instrumental in securing service for students with specific and highly specialized educational needs. Working relationships with both the lower school and the pre-school are now in place. Parents and teachers at **Tandem Friends School** are also an integral part of the consultation and monitoring process. The County has maintained and updated records of Tandem students who may have moved through several schools. Student progress has been monitored and services through the 'Recording for the Blind and Dyslexic' have been introduced to some students to provide support to access curriculum.

Observations have been completed and consultation meetings have also been held at **Miller School** to discuss support for individual students. The referral and eligibility process and the

update of current records have provided the basis for communication with the school to create concurrent goals for students. This is also true for the relationships at the **University Montessori School**. Administrators and teachers have shared key ideas and focus on the specific needs of preschool students with special needs. The "child find" process of students at this young age has progressed with school support and knowledge of important developmental milestones in pre-school age students.

Several schools have not been noted in this update, and it is important to recognize them. **The Field School of Charlottesville** is new this year as a placement for middle school boys. They have support structures in place for the 2007-08 school year. **Little Keswick School** has an extensive program that comprehensively serves all students on their campus at this time. **Lafayette School and Treatment Center** is also considered a private school but currently serves their children through the IEP process. Albemarle County will maintain contact with these schools to provide support, if needed.

It is with great admiration and respect that Albemarle County thanks all individuals with which we work to make this program viable and supportive to the children we serve. It truly "takes a village" to provide for the students who are in our care. It is a privilege to work with so many remarkable individuals. Your support and dedication to the principles of educational expertise and knowledge, and the care and consideration with which each school administers these, are indeed noteworthy. ■



**WE WANT TO  
HEAR FROM YOU!**

**If you can't attend a  
Consultation Meeting...**

**Fill out a Survey On-Line!**

[www.createsurvey.com/c/61923-W3jKVj/](http://www.createsurvey.com/c/61923-W3jKVj/)

## A Note to Home School Parents

Albemarle County Schools offers all children in home school programs the opportunity for their parents to discuss their child's progress in the event a parent suspects a disability is negatively impacting their child's educational experience. In addition, parents of children with disabilities that are found eligible for special education services are eligible for some services by the public schools. For example, parents who home



school a child with an active service plan have access to the Assistive Technology Lending Library and may be able to utilize resources to address a child's disability in the context of the learning environment. Pattie Watson is also available to visit the home school to consult with the parents/teachers of an eligible student. Children can be monitored via these home visits, consultation provided through therapists or teachers, and monitoring updated through telephone and computer communications.

The important point here is that, as parents of children in home school pro-

grams, you understand that you have the same access to the County's process for determining if a child is eligible for services as those children in private schools located in Albemarle County. In addition, parents of children in home school programs with active service plans have the same access to the services provided to children with service plans in a private school in Albemarle County. Please feel free to call Pattie Watson if you feel there is some way she may be helpful.

Pattie A. Watson  
Special Education Teacher  
[pwatson@k12lbemarle.org](mailto:pwatson@k12lbemarle.org)  
434-296-5885

## Notes from the "Lending Library"

The Assistive Technology Lending Library is a free service provided by Albemarle County Schools as part of its work with students with a Service Plan. The "Lending Library" began in 2005-06 school year and is available exclusively to private schools and home school parents of students with active service plans.

The Lending Library continues to grow each year. This article describes some of the areas in which it has been developed over the course of the last 12 months.

### Educational Support Data for Teachers:

This category includes many "series" that focus on specific skills needed for students to progress. Below are some of the categories:

- Structured academic tasks for sight word acquisition
- Specific spelling "sprints" to increase spelling skills
- Touchpoint math work used to support the acquisition of basic addition, subtraction, multiplication and division facts
- Wilson Language materials that support structured language instruction

- Exercises in "Rhythmic Reading" to support fluency
- Teacher Instructional Materials in "How to Teach Organization and Study Skills"
- Math Facts Worksheets with Self Monitoring techniques included

### Software Support

Materials: This second category consists of software that can be used in the school or home environment.

- Software to increase articulation skills with the support of an instructor
- Software to address social/behavioral skills for those students who do not readily pick up on social cues
- Software to practice math facts and spelling skills
- Structured language programs for the Computer
- Software programs to address Attention and Focus
- Algeblaster
- Software to practice Oppositions/Synonyms

- Writing with Pictures software
- Writing Complete Sentences Software
- Software for Teaching Keyboarding

### Hardware Support for Instruction:

- Alpha Smart key boards
- Spell checkers with dictionaries and speech
- Speech to Text Technology (software program)

Please consult with Pattie Watson (296-5885) if you would like to explore whether the Lending Library can be a support to the academic program for your student/child. These lists are by no means exhaustive and other materials

may be available to lend that are more amenable to your student's specific needs. ■





Kevin M. Kirst, Director  
 Special Education and Student Services  
 401 McIntire Road - Room 323  
 Charlottesville, VA 22902-4596

Phone: (434) 296-5885  
 Fax: (434) 972-4157

*Albemarle County does not discriminate on the basis of race, creed, sex, national origin, age, military service or disability. Reasonable accommodations will be provided to persons with disabilities, if requested.*

## Why is Albemarle County Schools Doing This?

Albemarle County Public Schools is required by Federal Law to provide special education and related services for children with disabilities who are enrolled by their parents in private schools or home school programs located within the Albemarle County School Division. Albemarle County Public Schools can provide services, including direct services, such as professional development for teachers, physical therapy, occupational therapy, and provide educational materials in specialized formats. Funds for these services are equal to a proportionate amount of the federal funds made available to Albemarle County under part B of the Individuals with Disabilities Education Act. The dollars available are directly related to the number of private school students located in the Albemarle County School Division.

The funds used to provide the special education and related services must be controlled and administered by Albemarle County Public Schools. In addition, Albemarle County Public Schools must provide the Virginia Department of Education the number of children enrolled by their parents in private schools evaluated by Albemarle County Public Schools, the number of such children determined to be children with disabilities, and the number of children served. ■

## Meet Pattie Watson

Pattie Watson is Albemarle County Schools' case manager for eligible special education students in private school and home school programs.

Ms. Watson brings a wealth of knowledge to her role as consultant and case manager. She is a special educator, with over 20 years of experience in the field, teaching students with disabilities aged 2-21. She has consistently advocated for appropriate services for students with disabilities and has extensive experience in research based literacy and numeracy programs.

She has been a leader in the Albemarle County School System, and has served as Special Education Lead Teacher. Ms. Watson is currently a member of the Board of Directors of the Virginia Branch of the International Dyslexia Association. Ms. Watson

has experience working with students from every category of disability, and she focuses on supporting each student in the regular education classroom with non-disabled peers while setting challenging standards of achievement.

She is also experienced as both a tutor and home school instructor for students with disabilities. Ms. Watson has participated in the Literacy Seminar with the University of Virginia, the Multicultural Education Program for Teachers and in the Cross-Cultural Immersion Program for teachers in Central America.

Although the re-structuring of special services to students in private and home school programs has been a monumental task, Pattie has remained focused, positive and is energized. Her goal is to assist in the education of all children with disabilities through networking and collaboration with the teachers and parents.

Pattie is currently beginning an intensive interactive staff development in structured language methodology, the structure of the English



*Pattie Watson is Albemarle County Schools' case manager for eligible special education students in private school and home school programs.*

language, and the administration of structured language programs to meet the needs of children. The training consists of both online classes and specialized training sessions within the educational framework of the Wilson Language Academy. Upon its completion, this training will offer the possibility of presentations on these subjects with staff development opportunities. ■