

**Community School Referral Process for Students to
Humboldt County Office of Education Community School**

Contact Information: Principal, Court/Community Schools
Phone: (707) 445-7108
Fax: (707) 445-7071

Appropriate Referrals:

Education Code Section 1981 states that the county board of education may enroll pupils in a community school program who meet any of the following criteria:

1. Are expelled from a school district for most reasons.
2. Upon the recommendation of a school attendance review board;
3. On probation or parole and not in attendance in any school.
4. By the school district of attendance. (voluntary enrollment)

The district of residence maintains the responsibility for developing a rehabilitation plan for the expelled students and referring students to the appropriate educational setting.

For SARB referrals and Voluntary enrollment, a student shall not be referred to community school by a school district pursuant to this subdivision unless the school district and the county office of education determine all of the following:

- (A) The county community school has space available to enroll the Pupil.
- (B) The county community school meets the educational needs of the Pupil.
- (C) (i) The parent, guardian, or responsible adult of the pupil has not expressly objected to the referral based on one or more of the following reasons:
 - (I) Reasonable concerns related to the pupil's safety.
 - (II) Geographic accessibility.
 - (III) Inability to transport.
 - (IV) The school does not meet the pupil's educational needs.
- (ii) The school district may require the objection to be in writing if it has advised the parent, guardian, or responsible adult that they may object, in writing, for one of these reasons.

Additionally, for voluntary enrollment pupils whose school districts of attendance, or, for pupils who do not have school districts of attendance, school districts of residence, have, at the request of the pupil's parent, guardian, or responsible adult, approved the pupil's enrollment in a county community school, subject to the following:

- (1) A pupil shall not be enrolled in a county community school pursuant to this subdivision unless the school district determines that the placement will promote the educational interests of the pupil and the county community school has space available to enroll the pupil.
- (2) A parent, guardian, or responsible adult of a pupil enrolled in a county community school pursuant to this subdivision may rescind the request for the placement, and the pupil shall be immediately re enrolled in the school that the pupil attended at the time of the referral, or, with the consent of the parent, guardian, or responsible adult, another appropriate school.

General Procedures for Referrals of Students to Humboldt County Office of Education (HCOE) Community School Program:

- Referrals, and all required documentation, are due to the Eureka Resource Center (ERC) office located at 1820 6th Street in Eureka no later than Friday to be screened the following Tuesday.
- Screening meetings for incoming referrals are held every Tuesday afternoon. This is a meeting for HCOE Community School staff and administrators to review all incoming referrals.
- Please completely fill out the referral form.
- Please include the following documentation with the HCOE Community School Referral:
 - Cumulative File
 - Current Transcript and/or grade cards
 - 504 Plan (if applicable)
 - Last IEP and Triennial to include Psychologist Evaluation
 - Manifest Determination (if applicable)
 - Expulsion Paperwork (if applicable)
 - English Learner file and current CELDT scores (if applicable)
 - If behaviors are primarily externalizing, please include a Functional Behavior Assessment (FBA) and Positive Behavior Intervention Plan (PBIP), if applicable.
 - Immunization Records to include TDAP
 - CAASPP scores
 - Attendance Records
 - SARB minutes/contract

These items must be received prior to screening of referrals. Students must remain enrolled and attend their school of residence until HCOE Community School informs of their enrollment and schedules an intake appointment. Typical time from referral to enrollment is one week *if* the referral is complete, immunizations are current, and prior IEP meetings have been held.

Additional Steps for Referral of Student with IEP:

The delivery model of special education services at HCOE Community School is limited to itinerant resource support. HCOE Community School could be a placement for a student if referring district can provide the supplemental supports necessary for the student to make education progress.

If Community School is considered as a placement option by the IEP team, a Representative from the HCOE Community School Program must be in attendance at the IEP team meeting when placement decisions are made. *This must be done prior to screening.*

If the IEP team decides to significantly change the type of special education or related services, service delivery method and/or duration or frequency of services, the IEP must document the educational justification for this change.

The following documentation needs to be provided when referring a student with special needs to the HCOE Community School Program. HCOE Community School staff shall notify the referring school district within three days by phone or email, if the referral packet is not complete. HCOE Community School shall provide the referring district with a list of the missing information that needs to be submitted.

A complete referral packet shall be submitted to include the following items:

1. A completed Referral Form signed by a representative from the district of residence. If the student is homeless, a district staff person authorized to determine residence may sign the Referral Form.
2. Copy of the last offered IEP and/or last agreed upon IEP.
3. The Manifestation Determination, if applicable, including a report of all suspensions for the current school year.
4. The most recent assessment reports, including psychoeducational assessment.
5. If at the most recent triennial review a new assessment was not administered, attach a copy of the Triennial Review (File Review).
6. A summary of any district interventions that have been tried and an explanation of why they were not successful.
7. For students referred for exhibiting primary externalizing behaviors, include a Functional Behavior Assessment (FBA) and Positive Behavior Intervention Plan (PBIP) if applicable.
8. For students with social-emotional needs, social emotional goal(s) should be incorporated into the student's current IEP.
9. The name, phone number and email address of the district's designated special education contact person.

Initial/Annual/Triennial Evaluations:

1. Any student referred for an initial assessment before enrolling in HCOE Community School must have an assessment completed with final determination as to whether the student is eligible for services prior to student being referred.
2. Annual or triennial IEPs that are due within sixty (60) days of entering the HCOE Community School shall be completed by the referring district.

3. If a triennial evaluation is due beyond sixty (60) days or more from the date of enrollment in the HCOE Community School, HCOE is responsible for completing the assessment.
4. The district of residence shall be invited to all IEP meetings.

Student's Return to the District of Residence:

1. The district of residence shall receive a report of student's attendance and completed credits for all students three (3) times per year.

When the educational interests of the student are not being met in the HCOE community school, HCOE will give notice of disenrollment to the parent/guardian/adult student and will refer back to the district of residence. Decisions regarding the educational interest of the student will be made based on attendance, work completion, and conduct. Expected attendance is 90% with a minimum of 70%, expected work completion is a minimum of 30 number of credits per semester or 15 credits per quarter.

Non Public School Placements (NPS):

1. An IEP team may determine that a student should be placed in a non-public school (NPS) or residential treatment center (RTC) when all other placements have been tried unsuccessfully or have been ruled out.
2. District of Residence shall be notified before an IEP meeting, if student is not making academic progress in HCOE Community School placement. A meeting with the district of residence and HCOE Community School shall occur to discuss possible interventions and placement options before NPS or RTC placement is considered.
3. NPS or RTC placements shall be the responsibility of the district of residence. This includes case management of the IEP and financial obligations. HCOE shall assist with the referral and coordination of this placement, if needed.