

**HIGHLAND PINES SCHOOL
STUDENT REFERRAL INFORMATION & FORM**

The following are the guidelines and procedures Tuscola ISD uses in admitting students to Highland Pines School.

Highland Pines School (HPS) is Tuscola Intermediate School District's Center Program School for local school district children residing in Tuscola County. Typically, students attending HPS programs have disabilities considered to be "low incidence". These students are special education eligible students under Michigan's Revised Administrative Rules for Special Education.

Current HPS program include:

Cognitive Impairment (Moderate) MoCI	- R.340.1739
Cognitive Impairment (Severe) SCI	- R.340.1738
Early Childhood Special Education ECSE	- R.340.1711
Severe Multiple Impairment SXI	- R340.1714

All districts referring a student for HPS enrollment consideration must have a completed Highland Pines School's Student Referral Form (attached). A committee of HPS professionals will review the form and make necessary appointments with the referring parent and/or principal/teacher(s) to observe and possibly evaluate the child in the home and/or school setting. A consensus opinion as to placement is sought when students are recommended for possible placement at HPS. **When students are coming from another center-based school, careful consideration will be made as to the availability of a similar program at Highland Pines School.**

Students recommended for placement at HPS are scheduled for an Individualized Education Planning (IEP) meeting. Parents may also request an IEP meeting. Students not recommended for placement at HPS are considered for a possible evaluation. It should be understood that the IEP is the sole determiner of student eligibility, placement, and provision of service.

Recommendations for Enrolling Students at HPS

Following is a list of guidelines to be reviewed when students are considered for placement at Highland Pines School:

- 1.) Use a team approach involving teams from both Highland Pines School, the local school district and the parent.
- 2.) Involve a sending and receiving teacher to facilitate transition (visitation to HPS and/or LEA)
- 3.) LEA will gather as much information on the student as possible; secure a signed release of information form
- 4.) HPS will review all records prior to placement determination. Follow Michigan Rule 340.1722 regarding LRE placement decisions. **Send a copy of the student's latest IEP, MET including current psychological evaluation reports to HPS.**
- 5.) Consider only those students with a "primary" disability of cognitive impairment (**intelligence quotient scores of 55 or below**).
- 6.) Complete the Highland Pines Student Referral Information form prior to scheduling a team meeting to discuss placement.
- 7.) Schedule meetings so that all team members (including parents, therapists, and others) can be present.

Least Restrictive Environment Considerations

Both State and Federal law require that students be educated in the Least Restrictive Environment (LRE). LRE is that placement where students can be successful given supplementary aides and support services. Services can include classroom or ancillary support. LRE considerations are important to a student's IEP. All placements at HPS require a thorough review of a student's LRE options.

Operating District Notice Requirements –

The superintendent or designee of the operating district assures that:

- (a) to the maximum extent appropriate, a person who has a disability, including a person who is assigned to a public or private institution or other care facility, is educated with persons who do not have disabilities.
- (b) placement of a person who has a disability in special classes, separate schools, or the removal of a person who has a disability from the general education environment occurs only when the nature or severity of the disability is such that education in a regular class using supplementary aids and services cannot be satisfactorily achieved.
- (c) the placement for the student is as close as possible to his or her home.
- (d) unless the IEP of a student with a disability requires some other arrangement, the student is educated in the school that he or she would attend if non-disabled.
- (e) in selecting the least restrictive environment, consideration shall be given to any potentially harmful effects to the student or the quality of services that the student needs.
- (f) a child with a disability will not be removed from education in age-appropriate regular classrooms solely because of needed accommodations in the general curriculum.

There is a process in place for enrolling preschoolers with development delays and infants at HPS. If you have any questions regarding eligibility and enrollment, please contact Ms. Cathy Savoie at (989) 673-5200 ext. 30369.

Mail or fax completed packet to Mrs. Tracey Henry, Principal, Highland Pines School, 1381 Cleaver Road, Caro, MI 48723. Questions may be directed to Mrs. Tracey Henry at (989) 673-5200, ext. 30455 (Fax # 989-672-4603).