

For all students in Hopkinton with disabilities attending private school(s) located in the district's geographic boundary whose parents reside in Massachusetts or out of state, the school district:

1. Conducts child find activities comparable to those for public school students, for all students enrolled at private expense in private schools located in the geographic boundary of the district. Including but not limited to outreach attempts, budgeting for and offering services.
2. Provides or arranges for the provision of an evaluation for any private school student who is referred for evaluation. The evaluation may take place in the public school, the private school, or an appropriate contracted facility.
3. Provides for ongoing timely and meaningful consultation with private school representatives and representatives of parents of parentally-placed private school children with disabilities prior about:
  - a. the child find process for students suspected of having a disability, and how parents, teachers, and private school officials will be informed about the child find process;
  - b. what the determination of proportionate share funds is and the calculation of which that determination is based, including the underlying data;
  - c. how the consultation process will occur during the school year between the district, private school representatives, and parents;
  - d. how, where, and by whom special education and related services will be provided to eligible private school students with disabilities using proportionate share funds, including types of services, how funds will be apportioned if federal funds are insufficient to serve all eligible students, and how and when decisions about proportionate share services will be made; and
  - e. how the district will notify private school officials, in writing, if the district does not agree with the view of the private school offices about the provision of services or specific types of services.
4. Obtains signed, written affirmation from participating private school officials that consultation has occurred, and if there is no written affirmation, the district sends ESE documentation about the consultation process.
5. Calculates the proportionate share of federal special education entitlement funds (Fund Code 240 [IDEA Section 611Funds] and Fund Code 262 [IDEA Section 619 Funds]) required to be spent, based on the child count taken between October 1 and December 1 of the *prior* fiscal year that includes the number of all eligible private school students attending school in the district's geographic catchment area including residents, non-residents, and home school students, using the ESE form. (N.B.: A student remains eligible for 3 years following identification. Child count includes all students found eligible attending school in the district, regardless of whether they receive(d) special education services.) Evident in Grant allocation approved by DESE .
6. Determines equitable services and how they will be provided to one or more students with disabilities attending private schools in the district through
  - a. a discussion of student needs and possible types of special education and related services that can be provided either directly or through alternative service delivery mechanisms;
  - b. consideration that federal grant funds can be used to provide services on the grounds of private schools, although services provided with state and local funds must be provided at a "public school facility or other public or neutral site";
  - c. if the amount of proportionate share grant funds are insufficient to serve every eligible student, a discussion of how the district will apportion the services among eligible students,

or may choose to supplement the proportionate share of the grant funds with additional grant funds or with state or local funds; and

- d. if the school district disagrees with the views of the private school officials on the provision or type of services, the district must provide private school officials with a written explanation of the reasons the district chose not to provide services directly or through a contract. The school district has the final decision-making authority.
7. Creates a services plan for each eligible private school student who will receive special education or related services from the district using proportionate share funds.
    - a. Initiates and conducts meetings to develop, review, and revise services plans for eligible students.
    - b. Ensures a representative of each student's private school attends each meeting or is able to participate through individual or conference calls.
  8. If using federal funds only, provides special education services and/or related services to private school children at the private school, and if using state funds, provides services to private school students on the grounds of the public school or another public or neutral site.
  9. Collects the following data and information, and reports to ESE as necessary in the Fund Code 240 application:
    - a. the number of private school and home school children evaluated in a school year;
    - b. the number of private school and home school children determined to be eligible in a school year (may include evaluations conducted, or, for non-residents, evaluations provided by the district of residence and accepted as evidence of eligibility); and
    - c. the number of private school and home school children served in a school year regardless of where they attend school.