



Special Education Student Related Services Absence Policy

The Governing Board of Yosemite Valley Charter School (the “Charter School”) desires to ensure that all students are provided access to the learning services and supports needed for learning. When the Individualized Education Program (IEP) team identifies that a student needs virtual or in-person related services (Speech & Language, OT, etc.), it is the parent’s/guardian’s responsibility to schedule these appointments with the Non-Public Agency (“NPA”) who is providing these services.

The purpose of the Yosemite Valley Charter School Governing Board approving this Special Education Student Related Services Absence Policy is to accomplish the following:

1. Define Non-Public Agency (NPA)
2. Establish Parent/Guardian Responsibilities
3. Establish NPA Responsibilities
4. Establish Local Education Agency/Charter School Responsibilities
5. Identify Charter School Holidays
6. NPA Payments

- 1. Definition of a Non-Public Agency** - A nonpublic, nonsectarian agency (NPA) is a private, nonsectarian establishment or individual that provides related services necessary for a student with exceptional needs to benefit educationally from the student’s IEP.

2. Parent/Guardian Responsibilities

Once the parent/guardian has set up a schedule with the NPA, it is the family’s responsibility to ensure their student is attending these related services identified in their IEP for their child to access the curriculum. The parent has the responsibility to notify the NPA 24-hours in advance of the appointment that they will not be attending due to student or parent illness. If it is due to a valid illness the appointment can be rescheduled if they meet the rescheduling mandate of 24-hours in advance. If it is less than 24-hours for illness the appointment will not be rescheduled or made-up.

If the parent fails to notify the NPA that they will be unable to attend their scheduled appointment it will be classified as a “No Show.” No shows will not be made-up for any reason.

Exceptions:

- A verified and approved Charter School field trip approved by Charter School administration.
- Standardized Testing (CAASPP, CAA, AP Exams, etc.)
- Verified SpEd Evaluations

***In these cases, the minutes are still owed and the make-up session is required.**

3. Non-Public Agency (NPA) Responsibilities

The NPA is responsible for contacting the family and setting up a schedule that works for both parties. Once this schedule is set it should remain unless there are some valid reasons for the change. The student needs this continuity so the remainder of their school day is also consistent, which includes their general education academics, special education Specialized Academic Instruction (SAI), and other related services the student might have. Changing the schedule could impact and interrupt these other needed and vital services.

If the NPA must cancel, reschedule, or has technical difficulties (computer issues), the minutes are still owed, and the make-up session is required and rescheduled. The school will not be billed for this scheduled session, if it is a valid and verified issue brought on by the NPA.

The NPA will notify the Local Education Agency (LEA) Service and Assessment Coordinator immediately of a student “No Show.” The link to the California Department of Education (CDE) website about the requirements for NPA certification is <https://www.cde.ca.gov/sp/se/ds/npageninfo.asp>

4. Local Education Agency (LEA) / Charter School Responsibility

Once the Service and Assessment Coordinator is notified of a “No Show” they will contact the student’s Case Manager to inform them of the No Show. The Case Manager will contact the parent via email or telephone to establish the reason for the No Show. Once the student reaches a third No Show an IEP team meeting will be held to determine if it is due to the student’s disability that is keeping them from their scheduled and required service. If not, the student is subject to the same guidelines outlined in the non-compliance policy and could receive an administrative removal from the school.

5. Charter School Holidays

Sessions that would be scheduled on a Charter School Holiday that align with the Board Approved Charter School Calendar will not be scheduled. These holidays include, but are not exclusive to: Labor Day, Veterans Day, Thanksgiving Break, Winter Break, New Years, Martin Luther King, Lincoln Day, Presidents Day, Spring Break, Memorial Day, and the 4th of July Extended School Year (ESY).

6. NPA Payment

An NPA can recoup a **\$50.00** “No Show” or a student/parent illness if the parent/guardian does not cancel or reschedule 24 or more hours prior to the session. This applies only to students the LEA/Charter School is contracting with the NPA for at an hourly rate. Students who are part of the Per-Diem rate **will not** initiate a “No Show” fee of **\$50.00**.

The chart below applies to students who are attending in-person or virtual services and fail to give prior notice to the NPA providing the service at least 24-hours in advance of missing a scheduled service appointment due to illness or “No Show.”

Reason for Absence	Impact on IEP Minutes Owed
Provider Absence	Minutes are still owed, and the make-up session is required
Provider Technical Issue	Minutes are still owed, and the make-up session is required
<ul style="list-style-type: none">• Verified Charter School lead field trip• Standardized Testing• Verified SpEd Evaluations	Minutes are still owed, and the make-up session is required
Holiday (must align with Charter School calendar)	No session/make-up session for Charter School holidays
*Student absence including student illness or parent illness	Minutes are not owed and no make-up required
*Student “No Show”	Minutes are not owed and no make-up required

*Student < 24-hour absence or no show is a flat rate charge of \$50.00