LAKE HIGHLAND PREPARATORY SCHOOL
Edison Program
Philosophy, Policies & Procedures 2015-2016

Lake Highland Preparatory School’s vision is for all of our students to experience academic success, to love learning and to reach their highest potential. We acknowledge and celebrate the uniqueness of all children and take great pleasure in helping them discover their motivations, passions and unique needs.

For some those unique needs translate into challenges in the classroom. Lake Highland Preparatory School provides reasonable classroom accommodations for all students with a documented disability. However, where additional administrative or instructional support or coordination is needed beyond what the classroom teacher and administrators can reasonably provide, services through the Edison Program are available at an additional cost.

The Edison Program at Lake Highland Preparatory School serves Lake Highland students with documented learning differences by providing Edison Resource Teachers trained in learning disabilities for key instructional support and a variety of related services. By providing a supportive environment staffed by specialists in the area of learning differences and using the best research-based educational practices, our goal is to help each student learn about their own unique strengths and weaknesses, learn the appropriate skills and strategies for their success and to raise their level of academic confidence.

The Edison Program believes that in working collaboratively with the parents, student, teachers, counselor, specialists outside LHPS, and the Edison Resource Teacher, the student is best served. Individual student services are provided during the regular school day during non-core academic classes.

Through enhanced instructional support, classroom accommodations, and directed teaching related to the student’s disabilities, the ultimate goal for Edison students is to learn to adapt given their particular disability, gradually needing less individualized instructional support, and eventually independently advocating for themselves in any learning environment.

**Edison Enrollment Criteria**

- Like all Lake Highland students, those receiving Edison Program services must meet the school’s standard admission criteria.

- After admission to Lake Highland, the student must provide documentation in the form of a current psycho-educational evaluation from a psychologist or psychiatrist that states the disability and its functional impact on the student’s learning and provides recommendations for reasonable classroom accommodations.

- Evaluation must be within five (5) years and must remain current.

- The Edison Program reserves the right to make the final decision after review of documentation whether the necessary accommodations for a student’s success are
reasonable without fundamentally altering the educational program at Lake Highland Preparatory School.

**Edison Entry Procedures**

If any student continues to display ongoing learning difficulties after the classroom teacher, parent and counselor have collaborated on standard strategies for improved learning outcomes; the counselor may recommend additional testing. At this time a recommendation will be made for a complete psycho-educational evaluation by a psychologist or psychiatrist to rule out physical impairments, such as but not limited to vision and hearing, and to analyze a full battery of learning strengths and weakness.

When documentation substantiates a learning disability and the need for reasonable accommodations related to these learning differences, the student will be eligible for Edison Program services.

Initially, the testing results will be reviewed by the Edison Resource Teacher. The parents, counselor and Edison Resource Teacher will meet to review the testing recommendations and establish the specific services and accommodations to optimally support the student’s documented disabilities. What accommodations are reasonable and necessary will be determined on a case-by-case basis, taking all factors into consideration.

The Edison Resource Teacher will assist and support the classroom teacher in the implementation of the student’s accommodations. Periodic classroom observations may be completed to ensure that the student is making progress. Correspondence between the teacher-parent-Edison Resource Teachers will occur to ensure consistency across teaching environments.

**Levels of Edison Services**

Within the Edison Program there are three (3) tiers or levels of support available for qualified Edison students. Tiers 2 and 3 are fee-based levels of service which include individualized one-on-one sessions with the Edison Resource Teacher. Tiers 2 and 3 also provide the services identified in Tier 1. Tier 1 provides an Edison Resource Teacher to coordinate the review of the student’s psycho-educational evaluation, to upon teacher request do classroom observations of the student, and to review the Edison student progress. In Tier 1 there are no one-on-one sessions or services from the Edison Resource Teacher. All three Tiers require a registration fee. See the “Edison Program Services and Charges” document for details on fees and services.

**What Parents Can Expect**

- Edison Program services are not designed to be used for homework or subject specific remediation unless the classroom teacher has requested that pre-teaching and/or additional strategies be used to re-teach a particular assignment. If a student needs remediation or supervised assistance in a particular subject, academic tutoring after school hours may be suggested.

- Student classroom accommodations will be related to the documented learning needs described in the student’s psycho-educational evaluation. Every effort will be made to
identify those reasonable accommodations that will strengthen the student's long-term academic success and will be determined on an individual case-by-case basis, taking all factors into consideration.

- Due to scheduling issues, at times Edison students with similar skill needs may be grouped or paired for some sessions. The Edison teacher will inform the parent of these scheduling issues and arrangements.

- Additional Individual Sessions may be added at the request of the parent as needed at $65.00 per session. No more than 4 Additional Individual Sessions may be added per semester.

- The Edison Resource Teacher will be available for scheduled parent conferences to discuss progress related to the documented learning needs.

- The Edison Resource Teacher may make periodic classroom observations to substantiate the Edison student progress.

- The Edison Parent Support Group is an opportunity for parents to stay informed about learning disability issues and topics. It provides parents time, four times a year, to share and talk with other parents of students with disabilities. The combined efforts of parents and Edison Resource Teachers and administrators keep this group viable and pertinent to parent needs.

- The Edison Esgro Library is housed in the Academic Learning Lab and available as a parent and teacher resource.

**More About Classroom Accommodations**

Any LHP student with a documented learning disability is provided classroom accommodations facilitated by the counselor and classroom teacher at no cost; the Edison Program provides additional faculty who are available to work one-on-one with the student and provide personalized instructional support that goes beyond accommodations targeting the student’s disability.

Selecting reasonable accommodations for instruction and assessment for students enrolled in the Edison Program is coordinated by the Edison Resource Teacher, and based on the student’s documented learning disability and what can be reasonably accommodated in our classroom settings. Accommodations are based on four categories: (1) presentation accommodations, (2) response accommodations, (3) setting accommodations, and (4) time/scheduling accommodations.

**Accommodations vs. Modifications**

*Accommodations* do not reduce learning expectations – they provide access to learning for the student with learning disabilities. Accommodations are not intended to give students with disabilities an “unfair advantage.” Some accommodations are appropriate to use during instruction, but those same accommodations may not be appropriate for assessments. The Edison Resource Teacher will make that determination.
Modifications to curriculum or expectations which change, lower, or reduce learning expectations are not reasonable accommodations as they would fundamentally alter the program offered at Lake Highland Preparatory School.

Edison Test-Taking Policy

Ethical testing practices must be maintained during the administration of any test with an Edison Resource Teacher as in the general classroom. Unethical practices include: allowing a student to answer fewer questions resulting in inadequate assessment of the range of skills being assessed, changing the content by paraphrasing or offering additional information, coaching students during testing, editing student responses, or giving clues in any way prior to and/or after a given student response on a test.

Students with extended time or quiet setting accommodations for testing will begin their test in their classroom setting and complete it, if necessary, with their Edison Resource Teacher. The typical LHPS classroom is quiet during tests. The advantages for the student in remaining in the general classroom are the student learning standard test procedures, learning self-awareness, learning personal limits and having direct access to their subject area teacher when questions arise. This policy may have exceptions as it pertains to individual students as necessary.

Standardized Tests Through the College Board and ACT

The College Board and ACT offer a number of standardized tests that older students take for college admissions, college placement, college credit and special programs. They include but are not limited to SAT, AP, ACT. Having a diagnosis and receiving accommodations at LHPS (or any school) do not guarantee approval of those accommodations for the College Board or ACT. College Board and ACT each have their own requirements for accommodations, and they make the final determination regarding appropriate and reasonable testing accommodations for individuals with documented disabilities. For exact and expansive information regarding College Board and ACT policies visit the following websites:

http://www.act.org/aap/disab/policy.html

The Edison Resource Teacher will provide guidance and assistance to Edison parents and Edison students in completing the paper work necessary to apply for accommodations for these tests.

Other Student Services

Lake Highland Preparatory School provides other services that students may need in order to optimize their learning. These other services do not require the same documentation as Edison Program services. Among these other student academic services are Reading Intervention (ILEAP), Speech & Language Therapy, Occupational Therapy, academic tutoring, Academy (afterschool) and summer classes. All of these additional services, though implemented separately, work in conjunction with the Edison Resource Teachers and the counselors as needed to create the most supportive and effective learning environment for each student.
LAKE HIGHLAND PREPARATORY SCHOOL
Edison Program
Services and Charges 2015-2016

Goal of the Edison Program: To provide additional specialized instructional support for students with diagnosed learning differences.

Lake Highland Preparatory School provides reasonable classroom accommodations for all students with a documented disability. However, where additional administrative and specialized instructional support or coordination is needed beyond what the classroom teacher and administrators can reasonably provide, services through the Edison Program are available at an additional cost. Please note that non-enrollment in the Edison Program does not preclude the provision of reasonable accommodations. Any LHPS student who has a documented learning disability will have their documentation reviewed by the school counselor along with the parent, and reasonable accommodations provided by the classroom teacher at no cost. The Edison Program is a fee based service that provides additional learning support services by a specialized faculty with experience and training in learning disabilities.

Grades PK-2

Students in grades Pre-kindergarten through 2 are in a stage of rapid development and skill acquisition therefore close student observation, intervention and developmental support are provided by classroom teachers in collaboration with school learning specialists and counselors. Lower School specific faculty, services and programs are the primary support services.

Although not typically provided in Grades PK-2, Edison Program services may be available in these primary grades if the Lower School services in place are exhausted and prove insufficient for a student.

Grade 3 – 12 Edison Program Services

Tier 1 – Level C

1. Initial review of full psycho-educational report by the Edison Resource Teacher
2. Parent discussion with the Edison Resource Teacher to review the student’s needs, appropriate Edison services and Edison Program contract and policies
3. Edison Resource Teacher, counselor and classroom teacher consultations as needed regarding the student
4. In Grades 9-12 the Edison Resource Teacher will provide assistance with paperwork necessary to request accommodations on standardized tests SAT, ACT, AP. (See Edison Policies and Procedures for additional information regarding College Board and ACT policies.)

Updated March 3, 2015
5. Upon teacher request, Edison Resource Teacher classroom observation(s) of the student to review student progress
6. Transition meeting at end of school year
7. Parent Support Group
8. Edison Esgro Library

**Tier 2 – Level B**

1. Initial review of full psycho-educational report by the Edison Resource Teacher
2. Parent discussion with the Edison Resource Teacher to review the student’s needs, appropriate Edison services and Edison Program contract and policies
3. Edison Resource Teacher, counselor and classroom teacher consultations as needed regarding the student
4. In Grades 9-12 the Edison Resource Teacher will provide assistance with paperwork necessary to request accommodations on standardized tests SAT, ACT, AP. (See Edison Policies and Procedures for additional information regarding College Board and ACT policies.)
5. Transition meeting at end of school year
6. Parent Support Group
7. Edison Esgro Library
8. Individualized session with an Edison Resource Teacher **1 time per week**, during the regular school day but not during an academic subject, to address specific skills pertinent to the student’s diagnosed disability. These skills may include but are not limited to **study skills, organization skills, time-management, reading skills, listening skills, test-taking strategies and self-advocacy skills**
9. Continued identification of gaps and needs which will guide content of sessions while providing a supportive learning environment
10. Quarterly review by Edison Resource Teacher, in consultation with teacher(s) and counselor if needed, to determine if current level of support is appropriate and/or if additional specialists are needed for student progress. If student shows no improvement after two quarters, he/she will be recommended to receive more intensive intervention on Tier 3

**Tier 3 – Level A Edison Program Services**

1. Initial review of full psycho-educational report by the Edison Resource Teacher
2. Parent discussion with the Edison Resource Teacher to review the student’s needs, appropriate Edison services and Edison Program contract and policies
3. Edison Resource Teacher, counselor and classroom teacher consultations as needed regarding the student
4. In Grades 9-12 the Edison Resource Teacher will provide assistance with paperwork necessary to request accommodations on standardized tests SAT, ACT, AP. (See Edison Policies and Procedures for additional information regarding College Board and ACT policies.)
5. Transition meeting at end of school year
6. Parent Support Group
7. Edison Esgro Library
8. Individualized session with an Edison Resource Teacher 2 times per week, during the regular school day but not during an academic subject, to address specific skills pertinent to the student’s diagnosed disability. These skills may include but are not limited to study skills, organization skills, time-management, reading skills, listening skills, test-taking strategies and self-advocacy skills
9. Continued identification of gaps and needs which will guide content of sessions while providing a supportive learning environment
10. Quarterly review by Edison Resource Teacher, in consultation with teacher(s) and counselor if needed, to determine if current level of support is appropriate and/or if additional specialists are needed for student progress

Updated March 3, 2015
## LAKE HIGHLAND PREPARATORY SCHOOL
### Edison Program

**Registration Fees & Charges for Services**

### Lower School:

<table>
<thead>
<tr>
<th>Tier</th>
<th>Description</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1 (C)</td>
<td>Registration fee</td>
<td>$225.00</td>
</tr>
<tr>
<td>Tier 2 (B)</td>
<td>(Registration included)</td>
<td>$1,900.00</td>
</tr>
<tr>
<td>Tier 3 (A)</td>
<td>(Registration included)</td>
<td>$3,800.00</td>
</tr>
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</table>

### Middle School:

<table>
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<tr>
<th>Tier</th>
<th>Description</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1 (C)</td>
<td>Registration fee</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Tier 3 (A)</td>
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</table>

### Upper School:

<table>
<thead>
<tr>
<th>Tier</th>
<th>Description</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1 (C)</td>
<td>Registration fee including Standardized Testing Coordination</td>
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</tr>
<tr>
<td>Tier 2 (B)</td>
<td>(Registration included)</td>
<td>$1,900.00</td>
</tr>
<tr>
<td>Tier 3 (A)</td>
<td>(Registration included)</td>
<td>$3,800.00</td>
</tr>
</tbody>
</table>

### NOTES:

1. Billing will be by semester.
2. For students who need to change their level of service mid semester in order to meet with success, fees will be prorated. However, registration fees are not prorated.
3. Missed sessions will not be rescheduled unless the student’s absence is excused in the school office.
4. Additional individual sessions as needed billed at $65.00 per session. Maximum 4 per semester. See Policies and Procedures for more detail.

Updated March 3, 2015
LAKE HIGHLAND PREPARATORY SCHOOL
Edison Program Registration Contract
Grades 1 – 12

Student Name: _______________________________ Grade: _____ Edison Teacher: ____________________________

Parent(s) Name(s): _________________________________________________________________________________

Parent Phone: (____) ____-________ Email: _______________________ Student Phone: (____) ____-________

Length of Contract: School Year 2015-2016

- Registration Fee (Circle one): Grades 1-8 $225.00 Grades 9-12 $450.00

1. I have provided a current psycho-educational evaluation from a psychologist or psychiatrist that states the disability and its functional impact on my child’s learning and provides recommendations for classroom accommodations.
2. I acknowledge that Lake Highland Preparatory School provides reasonable classroom accommodations for all students with a documented disability at no cost. However, where additional administrative or instructional support or coordination is needed beyond what the classroom teacher and administrators can reasonably provide, services through the Edison Program are available at an additional cost.
3. I understand that the Edison Program reserves the right to make the final decision whether the necessary and needed accommodations for my child’s success can be provided reasonably at LHPS.
4. I understand that this registration contract enrolls my child in the Edison Program for one year and that I will be billed at the beginning of each semester. Additionally, if my child withdraws from the program before semester end, I will not be refunded for unused services.
5. I have read, understand and agree with the “Edison Program Services and Charges” document and the “Edison Philosophy, Policies and Procedures” document.
6. I understand that if my child is in school and misses an Edison session, that there will be no refunds or rescheduling of a missed session. I understand that if my child is absent from school and the school office reports the absence as excused, every effort will be made to make up the session.
7. I give my permission for my child to receive assistance through the Edison Program, an optional service offered by Lake Highland Preparatory School.

- I am enrolling my child in (Circle one):

  Tier 1/Level C - Registration fee $225 or $450 (see above)

  Tier 2/Level B - $1,900.00 per year (Reg. fee included)

  Tier 3/Level A - $3,800.00 per year (Reg. fee included)

*Please see “Edison Program Services and Charges” document for a full list of services for each Tier.

The terms and conditions outlined in Lake Highland Preparatory School’s Enrollment Contract for said student for 2015-2016 Academic Year are hereby incorporated by reference, including specifically that the School’s obligation to provide Edison Program services under this Contract is conditioned upon both the student’s and the parents’ adherence to all rules, policies and procedures set forth or referred to in the LHPS Enrollment Contract and the Edison fees due hereunder shall be deemed other charges and fees as described in paragraph K of the Enrollment Contract.

I, the parent or guardian of the above named student, have read and understand the above registration contract and will abide by the terms as stated. I have also discussed enrollment in this program with my son/daughter.

Parent or Guardian Signature ___________________________ Date ________________

For Middle and Upper School students: If I am in school and miss an Edison session, I understand that there will be no refunds or rescheduling of a missed session.

Student Signature ___________________________ Date ________________

If you have questions, please contact the Edison Resource Teacher: Lower School - Jo-Anne Block Ext. 1175, Middle School - Susan Elliott Ext. 2235, Upper School - Angela Camacho Ext. 3235 or Elaine Harr, Edison Assistant Ext. 3231.