

# POLICY

## PATERSON BOARD OF EDUCATION

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Related Services

### 2460.10 Related Services

Related Services may be provided to student's ages three (3) through twelfth (12<sup>th</sup>) grade who are eligible for special education and related services. Related services in grades K-12 include speech/language, occupational and physical therapies, counseling, nursing services, and special transportation, etc.

#### Recording of All Related Services

A log will be entered for any direct related service provided to a student. The log will also evidence missed sessions for student absences, therapist absence or any other reason a student missed a session.

Student logs will include the date the student was serviced including the duration, group size, skill, and progress of each session.

#### Missed Related Services

It is the school district's responsibility to ensure a Free and Appropriate Public Education (FAPE) is made available in accordance with the amount of service outlined on a student's IEP. Time missed, and the impact of the missed session will be made up over the course of the school year and documented as a make-up session in the Related Services Student Log if it has been determined that the missed session impacts the student's right to FAPE.

Missed sessions are made up when:

- There is a provider vacancy or long-term leave.
- The provider misses more than five (5) sessions during the school year.



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\*Given a significant break in services due to a combination of scenarios, consideration of make-up time will be made on a case-by-case basis.

Missed sessions are not made up when:

- The student is absent due to illness.
- The student does not attend school due to parent or family initiated activities.
- The school district is closed: Services scheduled for a child during a school closure or during the hours of a delayed opening or an early release are excused and do not require a make-up session.
- The student is participating in assemblies, field trips, districtwide and statewide assessments and similar activities.

### Free Appropriate Public Education

The provider shall reschedule all missed sessions where it is determined the missed session(s) will impact the student's right to FAPE. The make-up sessions will be clearly documented in the Related Services Student Log.

Adopted: 07 November 2018



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