

## Board of Trustees Resolution

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WHEREAS the Board of Trustees of Achievement House Cyber Charter School desires to comply with applicable state and federal laws and exercise its authority to promulgate policies for Achievement House Cyber Charter School;

NOW, THEREFORE, be it resolved that the Board of Trustees of Achievement House Cyber Charter School adopts the following policy:

### Surrogate Parent and Ward of the State Policy

It is the policy of AHCS to ensure that an individual is assigned to act as a surrogate of a child with a disability when no parent or person acting as the parent can be identified, or the charter school, after reasonable efforts, cannot locate the parent.

Administration will implement the following procedure for determining whether or not a child needs a surrogate parent, and for assigning a surrogate parent to the child.

When a child indicates that a parent is not available, the Student Service Director, PIMS Coordinator and the Homeless Youth Liaison are contacted with 24 hours. Attempts are made through phone calls, emails, review of former school records or talking with a case manager to assist in locating a parent. Efforts to contact the parent may include documented telephone phone calls, letters, and certified letters with return receipts, visits to parents' last known address or a copy of the court order that terminated parent rights or extinguished parents' rights to make educational decisions. If no parents are located within 14 days, AHCCS will contact the Intermediate Unit Regional Coordinator responsible for surrogate parents to locate and assign a surrogate parent for the child within 30 days.

Administration would give preference to a relative, friend or other person already in the child's life. The child welfare caseworker may be a source of identifying a potential surrogate parent. Community groups that could assist in identifying surrogate parent volunteers include: Intermediate Units, Local Task Force, Retired educators, Parent-Teacher organizations, CASAs or Big Brothers/Big Sisters. An application process would include the assurances that a person selected as a surrogate is not an employee of the State Educational Agency, the charter school

or any other agency that is involved in the education or care of the child. Administration shall accept as a surrogate parent a person who, for a child who is a ward of the State, is appointed by a judge overseeing the child's care.

Surrogate parents shall be afforded all the educational rights of other parents of students with disabilities in the LEA. Training is provided to surrogate parents to ensure that the individuals have the knowledge and skills to represent the child in all aspects of special education. Training would include: Legal rights and responsibilities, Developing an effective special education program and Understanding Procedural Safeguards. The training would occur on a yearly basis. Lastly, the LEA would obtain a written agreement from the surrogate parent indicating their willingness to serve the student in the IEP process and maintain confidentiality through the process.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL.

WHEREAS the Board of Trustees of Achievement House Charter School desires to comply with applicable state and federal laws and exercise its authority to promulgate policies for Achievement House Charter School;

NOW THEREFORE be it resolved that the Board of Trustees of Achievement House Charter School adopts the following policy”

Achievement House Charter School

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date