



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Adopted by LSB: 01/22/2013

Effective: 01/22/2013

Category: Operational

SPED LEADER-IN-CHARGE POLICY

Purpose

Ka 'Umeke Kā'eo (K'UK) utilizes a team approach to leadership. For all matters that affect SPED and/or SPED students, the Student Services Coordinator (SSC) shall be part of the Leadership Team and contribute to decision making. There are times when the SSC is not on-campus and another person must be designated to serve as the SPED Leader-In-Charge. This policy seeks to establish the system by which the SPED Leader-In-Charge is identified and the Leadership Team can be maintained.

Procedures

- A. The SSC shall play the role of SPED Leader-In-Charge whenever s/he is on campus.
- B. When the SSC is not on-campus, the SPED Leader-In-Charge shall be determined by the following list, starting with the person identified in the #1 position and moving down the list until a person that is on-campus is identified:
 1. SPED Teacher
 2. Sped EA
 3. Ke A'oa'o
- C. When the SSC is off-campus, important decisions that arise shall be evaluated by the SPED Leader-In-Charge to determine if it can wait for the SSC's return. If the decision cannot wait, because the welfare of the students or the school will be affected, then the SPED Leader-In-Charge shall make the decision.
- D. As directed in the Leadership Team Policy, the SPED Leader-In-Charge shall be consulted on all matters that deal with SPED issues and/or students