

2015-2016

CONTRACT NUMBER:

LEA: Mt. Diablo Unified School District

NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER:

ORION ACADEMY

NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES MASTER CONTRACT

AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS

1. MASTER CONTRACT

This Master Contract is entered into this 1ST day of July, 2015 between the Mt. Diablo Unified School District hereinafter referred to as "LEA") and ORION ACADEMY (hereinafter referred to as "ORION ACADEMY") for the purpose of providing special education and/or related services to LEA pupils with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq.* and Title 5 of the California Code of Regulations section 3000 *et seq.*, AB490 (Chapter 862, Statutes of 2003) and AB1858 (Chapter 914, Statutes of 2004). It is understood that this Master Contract does not commit LEA to pay for special education and/or related services provided to any LEA pupil, or ORION ACADEMY to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by ORION ACADEMY pursuant to an Individualized Education Plan (hereinafter referred to as "IEP"), Individual Family Service Plan (hereinafter referred to as IFSP) or Rehabilitation Act Section 504 plan.

ORIONACADEMY agrees that the rates set forth in this Master Contract will remain unchanged from July 1 through June 30 of the term of contract, with no changes in the services provided, unless changed in a duly executed amendment to this Master Contract signed by both parties. Increases in rates will be considered on an annual basis and remain unchanged for the term of the contract from July 1 through June 30, with no changes in level of service provided without written approval by both parties.

Upon ORION ACADEMY'S acceptance of a pupil referred by the LEA, the LEA shall complete an Individual Services Agreement (hereinafter referred to as "ISA") as specified in the LEA Procedures which shall identify the provider of each service required by the pupil's IEP/IFSP). For purposes of enrollment, the LEA must provide approval before any authorization for payment can be made. Such authorization may be provided electronically, by telecommunications, by mail or by fax. Unless otherwise agreed in writing, or in the pupil's ISA, ORION ACADEMY acknowledges its obligation to provide all services specified in the pupil's IEP/IFSP. The LEA acknowledges its responsibility to pay for all services rendered to LEA pupils by ORION ACADEMY. The ISA shall be executed within ninety (90) days of an LEA pupil's enrollment. (Education Code Section 56366(c)(1)) LEA and ORION ACADEMY shall enter into an ISA for each LEA pupil served by ORION ACADEMY.

ORION ACADEMY shall notify the LEA in writing in advance of providing any service(s) when ORION ACADEMY is unable to meet the requirements of this Master Contract or of any Individual Services Agreement.

2. CERTIFICATION

ORION ACADEMY shall be certified by the California Department of Education (hereinafter referred to as "CDE") as a nonpublic, nonsectarian school/agency. All nonpublic school and nonpublic agency services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code, section 56366 *et seq.* A current copy of ORION Academy's nonpublic school/agency certification or a waiver of such certification issued by the CDE pursuant to Education Code section 56366.2 must be provided to LEA on or before the date this contract is executed by ORION ACADEMY. This Master Contract shall be null and void if such certification or waiver is expired, revoked, rescinded, or otherwise nullified during the effective period of this Master Contract. Total pupil enrollment shall be limited to capacity as stated on CDE certification.

Notwithstanding the foregoing, if current (re)certification documents are not available through no fault of the NPS/A, this Master Contract shall remain in effect until such documents are made available to the NPS/A, which shall in turn submit copies of same to the LEA within five (5) business days of receipt by the NPS/A. The NPS/A shall, within five (5) business days of any change in the status of its approved capacity to serve a specific number of pupils notify the LEA of the change.

3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS

During the term of this Master Contract the ORION ACADEMY and the LEA shall comply with all applicable federal and state laws and regulations relating to the provision of special education and related services, and facilities for individuals with exceptional needs.

4. RIGHT TO REPORT MASTER CONTRACT VIOLATIONS

ORION ACADEMY and LEA acknowledge and understands that either party may report to the CDE any violations of the provisions of this Master Contract; and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification pursuant to California Education Code section 56366.4(a) or action by the CDE against the LEA.

5. TERM OF MASTER CONTRACT

The term of this Master Contract shall be from July 1, 2015 to June 30, 2016 (Title 5 California Code of Regulations section 3062(a)). Neither the ORION ACADEMY nor the LEA is required to renew this Master Contract in subsequent contract years. However, the parties acknowledge that it is the intent of both parties that any subsequent Master Contract is to be re-negotiated prior to June 30, 2012. (Title 5 California Code of Regulations section 3062(d)).

6. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION

This Master Contract includes each Individual Services Agreement and they are incorporated herein by this reference. Upon written request, LEA agrees to make all of its policies and

procedures available to ORION ACADEMY, either electronically or by hard copy. This Master Contract supersedes any prior or contemporaneous written or oral understanding or agreement with respect to the terms set forth in this Master Contract. This Master Contract may be amended only by written amendment executed by both parties.

7. INDIVIDUAL SERVICES AGREEMENT

This contract shall include an Individual Services Agreement (ISA) developed for each LEA pupil to whom ORION ACADEMY is to provide special education and/or related services. An ISA shall only be issued for LEA pupils enrolled with the approval of the LEA pursuant to Education Code section 56366 (a)(2)(A).

ISA's are void upon termination or expiration of the Master Contract. In the event that this Master Contract expires or terminates, ORION ACADEMY and the LEA shall continue to be bound to all of the terms and conditions of the most recent executed ISA's between ORION ACADEMY and LEA for so long as ORION ACADEMY is servicing authorized LEA pupils.

Any and all changes to a LEA pupil's educational placement/program provided under this Master Contract and/or an ISA shall be made solely on the basis of a revision to the LEA pupil's IEP/IFSP. At any time during the term of this Master Contract, a LEA pupil's parent, ORION ACADEMY, or LEA may request a review of a LEA pupil's IEP/IFSP subject to all procedural safeguards required by law, including notice to and participation by the ORION ACADEMY in the IEP Team meeting.

Unless otherwise provided in this Master Contract, the ORION ACADEMY shall provide all services specified in the IEP/IFSP unless the ORION ACADEMY and the LEA agree otherwise in the ISA. (California Education Code sections 56366(a) (5) and 3062(e)).

If a parent or LEA contests the termination of an ISA by initiating a due process proceeding with the California Office of Administrative Hearings (hereinafter referred to as "OAH"), ORION ACADEMY shall abide by the "stay-put" requirement of state and federal law unless the parent agrees otherwise or an interim alternative educational placement is deemed lawful and appropriate by LEA or OAH.

Disagreements between LEA and ORION ACADEMY concerning the formulation of an ISA or the Master Contract may be appealed to the local SELPA office prior to appeal to the State Superintendent of Public Instruction.

8. DEFINITIONS

The following definitions shall apply for purposes of this contract:

- a. The term "authorized LEA representative" means a LEA administrator designated to be responsible for nonpublic school/agencies.
- b. The term "credential" means a valid credential, life diploma, permit, or document in special education or pupil personnel services issued by, or under the jurisdiction of, the State Board of Education if issued prior to 1970 or the California Commission on Teacher Credentialing, which entitles the holder thereof to perform services for which certification qualifications are required as defined in Title 5 of the California Code of Regulations section 3001(j).

- c. The term "qualified" means that a person holds a certificate, permit or other document equivalent to that which staff in a public school are required to hold to provide special education and designated instruction and services and has met federal and state certification, licensing, registration, or other comparable requirements which apply to the area in which he or she is providing special education or related services, including those requirements set forth in Title 5 of the California Code of Regulations sections 3064 and 3065, or, in the absence of such requirements, the state-education-agency-approved or recognized requirements, and adheres to the standards of professional practice established in federal and state law or regulation, including the standards contained in the California Business and Professions Code.
- d. The term "license" means a valid nonexpired document issued by a licensing agency within the Department of Consumer Affairs or other state licensing office authorized to grant licenses and authorizing the bearer of the document to provide certain professional services or refer to themselves using a specified professional title. If a license is not available through an appropriate state licensing agency, a certificate of registration with the appropriate professional organization at the national or state level which has standards established for the certificate that are equivalent to a license shall be deemed to be a license as defined in Title 5 of the California Code of Regulations section 3001(r).
- e. The term "parent" means the natural parent, adoptive parent, parent surrogate, legal guardian, or any other adult granted educational decision-making rights by the natural or adoptive parent or a court of competent jurisdiction.
- f. The term "days" means calendar days unless otherwise specified.
- g. The phrase "billable day of attendance" means a school day in the Orion calendar in which an LEA pupil is in attendance for at least two periods or 2 hours of the activity, unless otherwise specified in an IEP/IFSP or ISA (California Education Code Section 46307, CR Section 3052(b)(2)(B)).

ADMINISTRATION OF CONTRACT

9. NOTICES

All notices provided for by this contract shall be in writing. Notices shall be mailed or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices mailed to LEA shall be addressed to:

Name: Kerri Mills, Assistant Superintendent of Special Education/Student Services
 District: Mt. Diablo Unified School District
 Address: 1936 Carlotta Dr.
 City, State Zip: Concord, CA 94519
 Phone: 925-682-8000

Notices to ORION ACADEMY shall be addressed as indicated on signature page.

ORION ACADEMY shall enter into an initial subcontract only with a provider who is certified as a nonpublic school or nonpublic agency to delivery any of the instructional or related services contemplated under this Master Contract. If the ORION ACADEMY intends to enter into an initial subcontract with a noncertified provider, the ORION ACADEMY shall first obtain written approval from the LEA. This approval shall not be unreasonably withheld. The LEA and the ORION ACADEMY shall maintain a copy of the written approval. ORION ACADEMY shall provide all required clearances for its employees, including, but not limited to fingerprint requirements, and tuberculosis.

20. CONFLICTS OF INTEREST

ORION ACADEMY shall provide to LEA a copy of its current bylaws and a current list of its Board of Directors (or Trustees), if it is incorporated. ORION ACADEMY and any member of its Board of Directors (or Trustees) shall avoid any relationship with LEA that constitutes or may constitute a conflict of interest pursuant to California Education Code Section 56042 and including, but not limited to, employment with LEA, provision of private party assessments and/or reports, and attendance at IEP/IFSP team meetings acting as a pupil's advocate.

ORION ACADEMY acknowledges that its authorized representative has read and understands Education Code section 56366.3 which provides, in relevant part, that no special education and/or related services provided by ORION ACADEMY shall be paid for by LEA if provided by an individual who was an employee of LEA within the three hundred and sixty five (365) days prior to executing this Master Contract. This provision does not apply to any person who is able to provide designated instruction and services during the extended school year because he or she is otherwise employed for up to ten months of the school year by LEA.

21. NON-DISCRIMINATION

ORION ACADAEMY shall not unlawfully discriminate on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation, in employment or operation of its programs.

EDUCATIONAL PROGRAM

22. FREE AND APPROPRIATE PUBLIC EDUCATION(FAPE)

LEA shall provide ORION ACADEMY with a copy of the IEP/IFSP including the Individualized Transition Plan (hereinafter referred to as "ITP") of each LEA pupil served by ORION ACADEMY. Unless otherwise agreed to by ORION ACADEMY and the LEA, ORION ACADEMY shall provide to each LEA pupil special education and/or related services (including transition services) within the nonpublic school or nonpublic agency consistent with the LEA pupil's IEP/IFSP and as specified in the ISA. ORION ACADEMY shall not accept an LEA pupil if it cannot provide or ensure the provision of the services outlined in the pupil's IEP/IFSP (California Education Code Section 56366.10(a)).

23. GENERAL PROGRAM OF INSTRUCTION

a. General Program

Upon referral of an LEA pupil to ORION ACADEMY, the LEA shall provide ORION ACADEMY with a copy of that pupil's IEP/IFSP, as well as available assessment information, and facilitate, if requested, an observation of the pupil. ORION ACADEMY retains the right to decline enrollment of any pupil, unless ordered by the Office of Administrative Hearing (OAH) or a Court of Competent Jurisdiction. ORION ACADEMY shall notify the LEA written notification of its intent to decline enrollment of the LEA pupil.

An IEP/IFSP team meeting shall be convened at least annually to evaluate: (1) the educational progress of each pupil placed with ORION ACADEMY, including all state assessment results pursuant to the requirements of Education Code section 52052; (2) whether or not the needs of the LEA pupil continue to be best met at the nonpublic school; and (3) whether changes to the LEA pupil's IEP/IFSP are necessary, including whether the pupil may be transitioned to a public school setting.

Each LEA pupil shall be allowed to provide confidential input to any representative of his or her IEP/IFSP team. Except as otherwise provided in the Master Contract, ORION ACADEMY and LEA shall participate in all IEP/IFSP team meetings regarding LEA pupils for whom ISA's have been or may be executed. At any time during the term of this Master Contract, the parent, the ORION ACADEMY or the LEA may request a review of the pupil's IEP/IFSP, subject to all procedural safeguards required by law, including reasonable notice given to, and participation of, the ORION ACADEMY in the meeting. Every effort shall be made to schedule IEP/IFSP team meetings at a time and place that is mutually convenient to parents, ORION ACADEMY and LEA. ORION ACADEMY shall provide to LEA assessments and written assessment reports by service providers upon request and/or pursuant to LEA policy and procedures.

Changes in any LEA pupil's educational program, including instruction, services, or instructional setting, provided under this Master Contract may only be made on the basis of revisions to the pupil's IEP/IFSP. In the event that the ORION ACADEMY believes the pupil requires a change of placement, the ORION ACADEMY may request a review of the pupil's IEP/IFSP for the purposes of consideration of a change in the pupil's placement. Pupil is entitled to remain in the last agreed upon and implemented placement unless parent agrees otherwise or an interim alternative educational placement is deemed lawful and appropriate by LEA or OAH.

33. SURROGATE PARENTS

ORION ACADEMY shall comply with LEA procedures for obtaining surrogate parents from the LEA.

34. DUE PROCESS PROCEEDINGS

ORION ACADEMY shall participate in special education due process proceedings related to LEA pupils enrolled in ORION Academy's education program, including mediations and hearings, as requested by OAH. ORION ACADEMY shall also fully participate in the investigation and provision of documentation related to any complaint filed with the State of California, the Office of Civil Rights, or any other state and/or federal governmental body or agency.

35. COMPLAINT PROCEDURES

ORION ACADEMY shall maintain and adhere to its own written procedures for responding to parent complaints.

36. LEA PUPIL PROGRESS REPORTS/REPORT CARDS AND ASSESSMENTS

ORION ACADEMY shall provide IEP progress report to LEA three times per year – at the end of Session II (October), end of Session IV (March) and end of Session VI (June). In addition, official report cards will be sent at the end of each academic term.

ORION ACADEMY shall complete academic or other assessment of the LEA pupil two months prior to the LEA pupil's annual or triennial review IEP/IFSP team meeting for the purpose of reporting the LEA pupil's present levels of performance at the IEP/IFSP team meeting as required by state and federal laws and regulations. ORION ACADEMY shall not charge the LEA pupil's parent(s) or LEA for the provision of progress reports, report cards, and/or any assessments, interviews, or meetings.

37. TRANSCRIPTS

ORION ACADEMY, at the close of each semester or upon LEA student transfer, shall prepare transcripts for LEA pupils in grades nine through twelve inclusive, and submit them to the LEA for evaluation of progress toward completion of diploma requirements.

38. LEA PUPIL CHANGE OF RESIDENCE

Within three (3) school days after ORION ACADEMY or LEA becomes aware of a LEA pupil's change of residence, ORION ACADEMY shall notify LEA and/or the LEA shall notify ORION ACADEMY of the LEA pupil's change of residence. Upon enrollment, ORION ACADEMY shall notify parents in writing of the parent's obligation to notify ORION ACADEMY of the LEA pupil's change of residence. ORION ACADEMY shall maintain, and provide upon request by LEA, documentation of such notice to parents.

If the LEA pupil's change of residence is to a residence outside of LEA's service boundaries or ORION ACADEMY fails to follow the procedures specified in this provision, LEA shall not be responsible for the costs of services delivered after the LEA pupil's change of residence, if ORION ACADEMY had knowledge of the LEA pupil's change of residence.

39. WITHDRAWAL OF LEA PUPIL FROM PROGRAM

ORION ACADEMY shall immediately report, by telephone, to the LEA when a LEA pupil is withdrawn from school and/or services. ORION ACADEMY shall confirm such telephone call on LEA approved forms and submit within three (3) days.

40. PARENT ACCESS

ORION ACADEMY shall provide for reasonable parental access to LEA pupils and all facilities including, but not limited to, the instructional setting, recreational activity areas, meeting rooms ORION ACADEMY shall comply with any known court orders regarding parental visits and access to LEA pupils.

41. MONITORING

ORION ACADEMY shall allow access by LEA to its facilities for periodic monitoring of each LEA pupil's instructional program and shall be invited to participate in the review of each pupil's progress. LEA shall have access to observe each LEA pupil at work, observe the instructional setting, interview ORION ACADEMY, and review each LEA pupil's records and progress. Such access shall include unannounced monitoring visits. When making site visits, LEA shall initially report to ORION Academy's site administrative office.

ORION ACADEMY shall participate in Coordinated Compliance Review ("CCR") and Self Review in accordance with requirements of CDE.

ORION ACADEMY understands that LEA reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; curriculum/instruction; related services; and contractual, legal, and procedural compliance.

PERSONNEL

42. FINGERPRINTCLEARANCE REQUIREMENTS

ORION ACADEMY shall comply with the requirements of California Education Code section 44237, 35021.1 and 35021.2 including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for ORION Academy's employees and volunteers, unless ORION ACADEMY determines that the volunteers will have no direct contact with LEA pupils, prior to service with any LEA pupil. ORION ACADEMY hereby agrees that ORION Academy's employees and volunteers, unless ORION ACADEMY determines that the volunteers will have no direct contact with LEA pupils, shall not come in contact with LEA pupils until CDOJ and FBI clearance are ascertained. ORION ACADEMY shall certify in writing to LEA that none of its employees, and volunteers, unless ORION ACADEMY determines that the volunteers will have no direct contact with LEA pupils, or ORION Academy's who may come into contact with LEA pupils have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). In addition, ORION ACADEMY shall make a request for subsequent arrest service from the CDOJ as required by California Penal Code section 11105.2.

43. STAFF QUALIFICATIONS

ORION ACADEMY shall ensure that all individuals employed, contracted, and/or otherwise hired by ORION ACADEMY to provide classroom and/or individualized instruction or related services hold a license, certificate, permit, or other document equivalent to that which staff in a public school are required to hold in the service rendered consistent with Education Code section 56366.1(n)(1) and are qualified pursuant to Title 5 of the California Code of Regulations sections 3001(y), 3064 and 3065. ORION ACADEMY shall comply with all laws and regulations governing the licensed professions, including but not limited to, the provisions with respect to supervision.

44. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS

ORION ACADEMY shall submit to LEA a staff list of all current licenses, credentials, permits and/or other documents, which entitle the holder to provide special education and/or related services by individuals employed, contracted, and/or otherwise hired by ORION ACADEMY. ORION ACADEMY shall notify the CDE and the LEA in writing as specified by the CDE within forty-five (45) days when personnel changes occur which may affect the provision of special education and/or related services to LEA pupils as specified in the LEA Procedures. Notwithstanding the foregoing, if current license or credential documents are not available through no fault of the NPS/A, timely application having theretofore been made, this Master Contract shall remain in effect until such documents are made available to the NPS/A from the Consumer Affairs Department or the Commission on Teacher Credentialing. The NPS/A shall in turn submit copies of same to the LEA within five (5) business days of receipt by the NPS/A.

ORION ACADEMY shall monitor the status of licenses, credentials, permits and/or other documents for all individuals employed, contracted, and/or otherwise hired by ORION ACADEMY to provide special education services to LEA students ORION ACADEMY will be considered to be in breach of this contract for any service provided by an unqualified provider or one who has an expired credential. In such an event, the provider shall be paid at 70% of the agreed upon rate.

45. **STAFF ABSENCE**

When ORION ACADEMY is a nonpublic school and ORION ACADEMY's classroom teacher is absent, ORION ACADEMY shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061.

HEALTH AND SAFETY MANDATES

46. **HEALTH AND SAFETY**

ORION ACADEMY shall comply with all applicable federal, state, local, and LEA laws, regulations, ordinances, policies, and procedures regarding pupil and employee health and safety. ORION ACADEMY shall comply with the requirements of California Education Code sections 35021 *et. seq.* regarding the examination of ORION Academy's employees and volunteers for tuberculosis. ORION ACADEMY shall provide to LEA documentation for each individual volunteering, employed, contracted, and/or otherwise hired by ORION ACADEMY of such compliance before an individual comes in contact with an LEA pupil. ORION ACADEMY will comply with the requirements of California Education Code section 35021 *et seq.*, regarding preventing registered sex offenders from volunteering and to request fingerprinting clearance of volunteers.

ORION ACADEMY further agrees to post required notices in areas designated in the California Health and Safety Code.

47. **FACILITIES, FACILITIES MODIFICATIONS AND FIRE DRILLS**

a. Facilities

ORION ACADEMY shall provide special education and/or related services to LEA pupils in facilities that comply with all applicable federal, state, and local laws, regulations, and ordinances related to, but not limited to: disability access; fire, health, sanitation, and building

standards and safety; fire warning systems; zoning permits; and occupancy capacity. ORION ACADEMY shall be responsible for any structural changes and/or modifications to ORION Academy's facilities as required complying with applicable federal, state, and local laws, regulations, and ordinances.

b. Fire Drills

When ORION ACADEMY is a nonpublic school, ORION ACADEMY shall conduct fire drills monthly for elementary and intermediate students and twice per school year for secondary students, as required by Title 5 California Code of Regulations, Section 550.

48. ADMINISTRATION OF MEDICATION

ORION ACADEMY shall comply with the requirements of California Education Code section 49423 when ORION ACADEMY serves an LEA pupil that is required to take prescription and/or over-the-counter medication during the school day. ORION ACADEMY may designate personnel to assist the LEA pupil with the administration of such medication after the LEA pupil's parent(s) provides to ORION ACADEMY: (a) a written statement from a physician detailing the type, administration method, amount, and time schedules by which such medication shall be taken; and (b) a written statement from the LEA pupil's parent(s) granting ORION ACADEMY permission to administer medication(s) as specified in the physician's statement. ORION ACADEMY shall maintain, and provide to LEA upon request, copies of such written statements. ORION ACADEMY shall maintain a written log for each LEA pupil to whom medication is administered. Such written log shall specify the LEA pupil's name; the type of medication; the date, time, and amount of each administration; and the name of ORION Academy's employee who administered the medication. Any change in medication type, administration method, amount or schedule must be authorized by both a licensed physician and parent.

49. INCIDENT/ACCIDENT REPORTING

ORION ACADEMY shall submit within 24 hours by mail, any accident or incident report to the LEA. ORION ACADEMY shall properly submit required accident or incident reports pursuant to the procedures specified in LEA Procedures.

50. MANDATED REPORTING REQUIREMENTS

ORION ACADEMY agrees to immediately inform the LEA in writing when it becomes aware of circumstances that may require notification be made to other agencies. Such circumstances include, but are not limited to, allegations or suspicion of physical, sexual or emotional abuse, neglect or exploitation, injuries resulting from physical restraint, and Behavioral Emergency Reports. ORION ACADEMY represents and warrants that all of ORION ACADEMY'S staff, including volunteers, are familiar with child and dependent adult abuse reporting obligations and procedures as specified in the California Penal Code.

ORION ACADEMY agrees to provide annual training to all employee and volunteer staff regarding mandated child abuse reporting laws, and shall maintain documentation, signed by each staff member receiving such training. ORION ACADEMY agrees that its obligations to report incidents of abuse or neglect to the LEA are in addition to, and not in lieu of, ORION Academy's obligation to immediately report suspected abuse or neglect to the appropriate public authorities. ORION ACADEMY shall maintain confidential records of any report of suspected child abuse and shall inform the LEA by facsimile or mail within 24 hours of

becoming aware of circumstances including, but not limited to allegations of abuse involving a staff member or school volunteer.

ORION ACADEMY shall notify the LEA of general concerns regarding the health and safety of a pupil that may impact the pupil's educational program, including the need for mental health services, injuries requiring medical attention or injuries resulting from physical restraint.

51. SEXUAL HARASSMENT

ORION ACADEMY shall have a Sexual and Gender Identity harassment policy that clearly describes the kinds of conduct that constitutes sexual harassment and that is prohibited by the ORION Academy's policy, as well as federal and state law. The policy should include procedures to make complaints without fear of retaliation, and for prompt and objective investigations of all sexual harassment complaints. ORION ACADEMY further agrees to provide annual training to all employees regarding the laws concerning sexual harassment and related procedures.

52. REPORTING OF MISSING CHILDREN

ORION ACADEMY assures LEA that all staff members, including volunteers, are familiar with and agree to adhere to requirements for reporting missing children as specified in California Education Code section 49370. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be properly submitted to the LEA. The written statement shall be submitted as specified by the LEA.

FINANCIAL

53. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING, AND BILLING PROCEDURES

ORION ACADEMY shall assure that the school or agency has the necessary financial resources to provide an appropriate education for the children enrolled and will distribute those resources in such a manner to implement the IEP/IFSP for each and every child.

ORION ACADEMY shall be paid for the provision of special education and/or related services specified in the LEA pupil's IEP/IFSP and ISA. All payments by LEA shall be made in accordance with the terms and conditions of this Master Contract.

ORION ACADEMY shall maintain registers for the basic education program and each related service. Original attendance forms shall be completed by the actual service provider whose signature shall appear on such forms and shall be available for review, inspection, or audit by LEA during the effective period of this contract and for a period of five (5) years after the date of origination. ORION ACADEMY shall verify the accuracy of minutes of reported attendance that is the basis of services being billed for payment.

ORION ACADEMY shall submit accurate and timely invoices and related documents to LEA for payment, for each calendar month when education or related services were provided to an LEA student. Invoices shall be submitted no later than thirty (30) days after the end of the attendance accounting period in which the services were rendered. LEA shall make payment to ORION ACADEMY based on the number of billable days of attendance and hours of service at

rates specified in this contract within forty-five (45) days of LEA's receipt of properly submitted hard copy of invoices prepared and submitted as specified in California Education Code Section 56366.5. ORION ACADEMY shall correct deficiencies and submit rebilling invoices no later than thirty (30) calendar days after the invoice is returned by LEA. LEA shall pay properly submitted re-billing invoices no later than forty-five (45) days from the date a completely corrected re-billing invoice is received by LEA.

If the LEA fails to comply with the provision of payment within 45 days of receipt of the request for payment of services, the ORION ACADEMY may require the LEA to pay an additional amount of 1-1/2 percent of the unpaid balance per month until full payment is made (California Education Code 56366.6 (b)). Upon written notification of dispute, ORION ACADEMY shall not apply additional charges to the disputed bill until the matter is resolved.

54. **RIGHT TO WITHHOLD PAYMENT**

LEA may withhold payment to ORION ACADEMY when: (a) ORION ACADEMY has failed to perform, in whole or in part, under the terms of this contract; (b) ORION ACADEMY was overpaid by LEA as determined by inspection, review, and/or audit of its program, work, and/or records; (c) ORION ACADEMY has failed to provide supporting documentation with an invoice, as required by Section 57; (d) education and/or related services are provided to LEA pupils by personnel who are not appropriately credentialed, licensed, or otherwise qualified; (e) LEA has not received prior to school closure or contract termination, all documents concerning one or more LEA pupils enrolled in ORION Academy's educational program; (f) ORION ACADEMY fails to confirm a pupil's change of residence to another district or confirms the change or residence to another district, but fails to notify LEA with five (5) days of such confirmation; or (g) ORION ACADEMY receives payment from Medi-Cal or from any other agency or funding source for a service provided to a LEA pupil.

The amount which may be withheld by LEA with respect to each of the subparagraphs of the preceding paragraph are as follows: (a): the value of the service ORION ACADEMY failed to perform; (b): the amount of overpayment; (c): the entire portion of the invoice for which satisfactory documentation has not been provided by ORION ACADEMY (d): the amount invoiced for services provided by the individual not appropriately credentialed, licensed, or otherwise qualified; (e): the proportionate amount of the invoice related to the applicable pupil for the time period from the date of the violation occurred and until the violation is cured; or (f): the amount paid to ORION ACADEMY by Medi-Cal or another agency or funding source for the service provided to the LEA pupil.

If LEA determines that cause exists to withhold payment to ORION ACADEMY, LEA shall, within ten (10) business days of receipt of such invoice, provide to ORION ACADEMY written notice that LEA is withholding payment. Such notice shall specify the basis or bases for LEA's withholding payment and the amount to be withheld. Within thirty (30) days from the date of receipt of such notice, ORION ACADEMY shall take all necessary and appropriate action to correct the deficiencies that form the basis for LEA's withholding payment or submit a written request for extension of time to correct the deficiencies. Upon receipt of ORION Academy's written request showing good cause, LEA shall extend ORION Academy's time to correct deficiencies (usually an additional thirty (30) days), otherwise payment will be denied.

If after subsequent request for payment has been denied and ORION ACADEMY believes that payment should not be withheld, ORION ACADEMY shall send written notice to LEA specifying the reason it believes payment should not be withheld. LEA shall respond to

ORION Academy's notice within thirty (30) business days by indicating that a warrant for the amount of payment will be made or stating the reason LEA believes payment should not be made. If LEA fails to respond within thirty (30) business days or a dispute regarding the withholding of payment continues after the LEA's response to ORION Academy's notice, ORION ACADEMY shall invoke the following escalation policy.

a. Persons involved after forty-one (41) business days: If ORION ACADEMY notifies LEA that the dispute has not been resolved by the LEA Specialist, LEA's Administrator will become involved and shall attempt to resolve the dispute. The LEA Coordinator shall respond to the ORION ACADEMY in writing within ten (10) business days.

b. Persons involved after fifty-one (51) business days: If ORION ACADEMY notifies LEA that the dispute has not been resolved by the LEA Administrator, the SELPA Director shall become involved. The SELPA Director shall respond to the ORION ACADEMY in writing within ten (10) business days. This shall be the final LEA determination regarding the withholding of payment.

c. Persons involved after sixty-one (61) business days: Dispute Resolution, as defined in the SELPA's Local Plan, shall be followed.

If the dispute has not been resolved through the SELPA's Dispute Resolution process, the party claiming injury may seek legal or CDE redress, or may submit, if mutually agreed to in writing by the parties, the matter to binding arbitration by an arbitrator or arbitration service agreed upon by the parties. Each party shall be responsible for their own fees for arbitration, if applicable. The parties agree that this Master Contract provision dealing with Master Contract disputes does not alter the parties' right to bring action in accordance with the applicable statute of limitations under state or federal law.

55. PAYMENT FROM OUTSIDE AGENCIES

ORION ACADEMY shall notify LEA when Medi-Cal or any other agency is billed for the costs associated with the provision of special education and/or related services covered by this Master Contract or the ISA to LEA pupils. Upon request, ORION ACADEMY shall provide to LEA any and all documentation regarding reports, billing, and/or payment by Medi-Cal or any other agency for the costs associated with the provision of special education and/or related services covered by this Master Contract or ISA to LEA pupils.

56. PAYMENT FOR ABSENCES

Two accounting/billing options are offered at the discretion of the LEA: "Excused Absence" or "Positive Attendance." In neither case will ORION ACADEMY bill for any absences during Extended School Year (ESY).

Excused Absence:

No later than the 8th consecutive day of a pupil's absence, ORION ACADEMY shall notify LEA of such absence. If ORION ACADEMY fails to provide such notice by the 8th day of consecutive absence, ORION ACADEMY shall not be compensated for services delivered during continuing absence after the 8th consecutive day of absence.

LEA shall not be responsible for payment for days of unexcused absences. All excused absences must be verified

Only the individuals listed below may verify the reason for absence:

- a. School or public health nurse
- b. Physician
- c. Principal
- d. Teacher
- e. School employee assigned to make such verification
- f. Student eighteen years of age or over
- g. Parent

Any reasonable method which established the reason for the absence may be used:

- a. Written note from parent, guardian, representative or adult pupil (over 18 or emancipated)
- b. Telephone conversation with parent, guardian, representative, or adult pupil (over 18 or emancipated)

Standards for excused absences are defined in the Education Code. ORION ACADEMY is responsible for verification of excused absence in accordance with current requirements.

57. **INSPECTION AND AUDIT**

The ORION ACADEMY shall maintain and the LEA shall have the right to examine and audit all of the books, records, documents, accounting procedures and practices and other evidence that reflect all costs claimed to have been incurred or fees claimed to have been earned under this Master Contract.

ORION ACADEMY shall provide access to LEA to all records including, but not limited to: pupil records as defined by California Education Code section 49061(b). ORION ACADEMY shall make available to LEA all budgetary information including operating budgets submitted by ORION ACADEMY to LEA for the relevant contract period being audited.

ORION ACADEMY shall provide access to LEA to all records including, but not limited to: student records as defined by California Education Code section 49061(b); registers and roll books of teachers; daily service logs and notes or other documents used to record the provision of related services; medi-cal/daily service logs and notes and other documents used to record provision of services provided by instructional assistants, behavior intervention aides, bus aides, and supervisors; absence verification records (parent/doctor notes, telephone logs, and related documents); bus rosters; staff lists specifying credentials held, business licenses held, documents evidencing other qualifications, social security numbers, dates of hire, and dates of termination; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related service subcontracts; school calendars; bell/class schedules; liability and worker's compensation insurance policies; state nonpublic school and/or agency certifications; marketing materials; by-laws; lists of current board of directors/trustees, if incorporated; statements of income and expenses; general journals; cash receipts and disbursement books; general ledgers and supporting documents; federal/state payroll quarterly reports; and bank statements and canceled checks or facsimile thereof. Such access shall include scheduled inspections by LEA. ORION ACADEMY shall make available to LEA all budgetary information including operating budgets submitted by ORION ACADEMY to LEA for the relevant contract period being audited.

ORION ACADEMY shall make all records, or copies of records, available at the ORION Academy's offices at all times and without charge. All records shall be provided to LEA within ten (10) working days of a written request from LEA. ORION ACADEMY shall provide assistance for such examination or audit. LEA's rights under this section shall also include access to ORION Academy's offices for purposes of interviewing ORION Academy's employees. If any document or evidence is stored in an electronic form, a hard copy shall be made available to the LEA, unless the LEA agrees to the use of the electronic format. ORION ACADEMY may request from the LEA an extension of time to comply with any records request, which shall not be unreasonably withheld.

Not to Exceed: \$71,999.60

58. Orion Academy	CONTRACTOR NUMBER	2015-16
(NON PUBLIC SCHOOL OR AGENCY)		(CONTRACT YEAR)

Per CDE Certification, total enrollment may not exceed 64

The attached rate schedule limits the number of LEA students that may be enrolled and maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per diem rates for LEA students whose IEP's authorize less than a full instructional day shall be adjusted proportionally. Special education and/or related services offered by ORION ACADEMY shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in section 62.

Rate Schedule. Special education and/or related services offered by ORION ACADEMY, and the charges for such educational and/or related services during the term of this contract shall be as follows:


	Rate	Period
A. <u>Basic Education Program/Special Education Instruction rate</u>	\$186.11	Per day
Basic Education Program/Special Ed. Rate II		

B. Related Services

(1)	a. Transportation – Round Trip				
	b. Transportation – One Way				
	c. Transportation-Dual Enrollment				
	d. MTA				
	e. Parent*				
(2)	a. Educational Counseling – Individual				
	b. Educational Counseling – Group of 2,3,4				
	c. Counseling – Parent				
(3)	a. Adapted Physical Education – Individual				
	b. Adapted Physical Education – Group of _____				
	c. Adapted Physical Education – Group of _____				
(4)	a. Language and Speech Therapy – Individual				
	b. Language and Speech Therapy – Group of 2,3,4				
	c. Language and Speech Therapy – Group of 3				
	d. Language and Speech Therapy – Per diem				
	e. Language and Speech - Consultation Rate				
(5)	a. Additional Adult Assistance - Individual <small>(must be authorized on IEP/IFSP) 1:1 AIDE</small>				
	b. Additional Adult Assistance – Group of 2 1:2 aide				
	c. Additional Adult Assistance – Group of 3				
(6)	Intensive Special Education Instruction, by credentialed special education teacher				
(7)	a. Occupational Therapy – Individual				
	b. Occupational Therapy – Group of 2,3,4				
	c. Occupational Therapy – Group of 3				

	d. Occupational Therapy – Group of 4 - 7			
	e. Occupational Therapy - Consultation Rate			
(9)	Physical Therapy			
(10)	a. Behavior Intervention – BII			
	b. Behavior Intervention – BID			
	Provided by: <u>Maxim HealthCare Services</u>			
(11)	Nursing Services			
(12)	Other: Psychological Services other than Assessment and IEP			
(13)	Home or Hospital Instruction			
(14)	Other Sign Language Interpreters			

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the 1st day of July 2015 and terminates at 5:00 P.M. on June 30, 2016, unless sooner terminated as provided herein.

CONTRACTOR, ORION ACADEMY		SCHOOL DISTRICT, MT. DIABLO UNIFIED SCHOOL DISTRICT	
Nonpublic School/Agency			
By:		By:	
Signature	Date		Date
Name and Title of Authorized Representative Kathryn Stewart, PH. D Executive Director		By:	Name and Title of Authorized Representative Wendi S. Aghily Director of Special Ed.
Notices to ORION ACADEMY shall be addressed to: Name : Dr. Kathryn Stewart			Notices to LEA shall be addressed to: Wendi S. Aghily Director of Special Ed.
Nonpublic School/Agency Service Provider: Orion Academy Address: 350 Rhcem Blvd.			Local Educational Agency: Mt. Diablo Unified School District Address: 1936 Carlotta Dr.
City Moraga State CA Zip 94556 Phone: 925-377-0789 Fax: 925-377-2028 Email: director@orionacademy.org Website:		City: Concord, CA 94519 Phone: 925-682-8000 Fax: Email: millsk@mdusd.org Website:	