

Table of Contents

PROGRAM LOCATIONS 2016-2017.....	1
Prekindergarten.....	1
Autism Spectrum Disorder self-contained.....	1
Positive Behavior Supported Classes.....	2
Physically Impaired self-contained.....	2
Intellectual Disabilities – Independent self-contained.....	2
Intellectual Disabilities – Supported self-contained.....	3
Intellectual Disabilities – Participatory self-contained.....	3
Language Impaired self-contained.....	3
TRANSFER PROCEDURES.....	4
Florida and Out-of-State Transfers.....	5
Placement Based on Evaluation Data and Eligibility Determination.....	5
Matched Services for Florida and Out-of-State Transfers.....	6
Clay County Re-entry.....	6
Students Not Served in Their Home Schools.....	7
Transportation.....	7
Notes.....	7
Required Documents for Transfer Procedures.....	8
ELIGIBILITY/IEP PLACEMENT.....	10
Eligibility/IEP Placement Staffing.....	10
Least Restrictive Environment (LRE) and Placement Determinations.....	12
Routing Procedures for Referrals.....	13
Eligibility and Placement Form Directions.....	14
Specific Learning Disabilities.....	16
Intellectual Disabilities.....	22
Intellectual Disabilities Self-contained.....	25
Emotional/Behavioral Disabilities (E/BD).....	26
Emotional/Behavioral Disabilities Self-contained.....	28
Attributes of Self-contained E/BD Programs.....	29
Speech.....	30
Language.....	31
Self-contained Language Impairment.....	34
Deaf or Hard-of-Hearing.....	35
Visually Impaired.....	36
Orthopedic Impairment.....	38
Other Health Impairment.....	39
Traumatic Brain Injury.....	40
Autism Spectrum Disorder.....	41
Dual Sensory Impaired.....	42
Occupational Therapy/Physical Therapy.....	43
Gifted.....	44
PreK Referral, Evaluation and Eligibility Procedures.....	46
Extraordinary Circumstances Exception.....	48
ESE CLASSROOM GUIDELINES.....	51
ESE Classroom Guidelines.....	52
Photograph/Video/Class Assignment(s) for ESE Students.....	55
Outside Agency Observation Policies.....	57
Request for ESE Assistant Behavioral Health (Individual Aide).....	58
Guidelines for Placing ESE Students on a Modified School-Day Schedule.....	59
Third Grade Good Cause Exemption.....	61

Determining "Grade Level" Performance for ESE Student Report Cards Working on General Education Standards.....	62
Assessment & Report Cards for Students with Significant Cognitive Disabilities	62
INDIVIDUAL EDUCATION PLANS (IEP)	63
Initial Individual Education Plan Development.....	64
LEA Representative	68
Duties of the LEA Representative	70
General Educators in the IEP Process.....	71
Support Facilitator	72
Accommodations Checklist	76
Consultation/Collaboration Log.....	83
IEP/EP Articulation Procedures.....	84
Items to Discuss in School-to-School Articulation Meetings.....	85
Accountability for Students with Disabilities in State and District Assessment Programs.....	86
Testing Accommodations for Students with Disabilities.....	87
Alternate Assessment.....	88
Meeting Participation Form	90
IEP, Page 1	92
IEP, Page 2.....	92
Request for ESE Assistant Behavioral Health (Individual Aide).....	96
IEP, Pages 3 & 3a	98
IEP, Page 4.....	99
IEP, Page 5.....	100
Informed Notice of Change in Placement and/or Free Appropriate Public Education, Page 6	102
Present Level of Academic Achievement and Functional Performance, Page 7.....	103
Present Level of Academic Achievement and Functional Performance Addendum, Page 7a.....	104
Measurable Annual Goals and Short Term Objectives, Page 8.....	105
Extending IEP Goals and Objectives.....	109
Notice of McKay Scholarship, Page 9.....	109
Transition IEP	109
Signature Page	115
Separate Parental Consent for Specific Actions Included in an IEP	116
Parent Consent to Receive Electronic Procedural Safeguards.....	116
Interim IEP Reviews.....	117
Adding an Additional ESE Program Such as Speech.....	117
Parental Input and Meeting Participation Statement	121
STUDENT DATA ENTRY AND SCHEDULE FORM	148
General Instructions	148
Services Chart	154
Completing Matrices.....	157
EVALUATION	158
The Initial Evaluation Process for ESE Services.....	159
60-Day Rule for Initial Evaluations.....	167
REEVALUATION	164
Reevaluation Procedures.....	165
Signing of the Consent for Evaluation/Reevaluation Form.....	166
Reevaluations for non-Clay Students.....	168
Reevaluation for SLD Students	168
Computing Reevaluation Dates	169
Assessments for Three-year Reevaluations	169

Reevaluation Procedures for McKay Scholarship	172
TRANSITION.....	174
General Information.....	175
Transition IEP Components, ESE-1-2289	177
Consent for Release of Student Transition Information, ESE-1-2213	185
Student Input for Transition Form, ESE-2-2217	185
Summary of Graduation Options, ESE-3-9080	185
Transfer of Rights Form, ESE-2-2905.....	185
Notification of Possible Graduation Change in Placement, ESE-1-2200.....	187
Summary of Performance Form, ESE-2-2907.....	188
DISMISSAL/CHANGE IN PLACEMENT (REMOVAL) OF A PROGRAM	194
Procedures.....	195
Dismissal/Change in Placement (Removal) Rationales.....	195
Revocation of Consent.....	199
SPECIAL TRANSPORTATION.....	201
Procedures.....	202
ESY/ Summer School and Transportation.....	203
MEDICAID.....	205
Request for ESE Assistant Behavioral Health (Individual Aide)	206
Use of Epinephrine Auto Injectors	206
FUNCTIONAL BEHAVIOR ASSESSMENT AND POSITIVE AND BEHAVIOR	
INTERVENTION PLANS	207
Rationale	208
Definitions.....	208
When to Develop an Initial FBA and Thus Then Create a PBSP.....	209
Functional Behavior Assessment (FBA)	217
Positive Behavior Support Plan (PBSP)	217
Maintenance Behavior Plan	227
ESE DISCIPLINE.....	243
Forms	274
Suspension Letter.....	275
Recommendation For Learning Center Placement, Re-entry or Extended Suspension	276
Recommendation for Expulsion	277
Principal's Suspension Review or Juvenile Justice Administrative Hearing	278
SAFE CRISIS MANAGEMENT	279
Summary of Terms and Application.....	280
Elements of Reporting	281
Points to Keep in Mind	281
Appendices.....	282
GIFTED	286
Gifted Forms/Documents.....	287
Documentation Required for Eligibility	295
Educational Plan	297
Instructions for Completing the Educational Plan (EP) for Gifted Students.....	302
General Instructions	310
Goals and Objectives	313
Superintendent Gifted Services Memo	325
Procedures for Articulating Gifted Students from 8th Grade to High School.....	327
ESE PREKINDERGARTEN.....	338
HOSPITAL/HOMEBOUND	347
Definition	348
Eligibility	348

Referral	349
Eligibility/IEP Placement.....	349
H/H Individual Education Plans	350
Re-evaluation	351
Extending H/H Placement.....	352
Service Delivery.....	352
Dismissal.....	352
Home School Responsibilities	353
School Record Keeping Procedures.....	353
VIRTUAL EDUCATION.....	355
Typical Procedures for Conducting an IEP Meeting for Placement in Virtual Education	356
ASSISTIVE TECHNOLOGY	357
What is Assistive Technology?.....	358
Assistive Technology Definitions.....	358
Assistive Technology Team.....	359
What is the Referral Process?	359
Pre-Referral Process.....	360
Assistive Technology Referral Components	360
Assistive Technology: Examples of Communication and Curriculum Supports	361
MCKAY SCHOLARSHIP	363
Notice of McKay Scholarship.....	364
PARENTALLY PLACED PRIVATE SCHOOL STUDENTS	365
Parentally Placed Private School Student/Private Citizen Referral	366
Services Plan.....	367
SURROGATE PARENTS.....	384
General Information.....	385
Surrogate Parent Requirements.....	386
FORMS	391
ESE Forms List by Subject.....	392
ESE Forms List by MIS Number.....	394