ADMISSIONS

&

PLACEMENT

MANUAL

Exceptional Student Education & Student Services
Clay County School Board
REVISED 2011

INTRODUCTION

This manual was designed for the purpose of communicating school board policy and state requirements for the Exceptional Student Education (ESE) program to district staff that are responsible for carrying out the many procedures for ESE programs.

The manual represents school board procedures and therefore its contents are binding upon all school board staff who are involved in:

Child study team meetings
Response to Intervention
Student evaluation and re-evaluation
Staffings
Individual Educational Plan (IEP) and Educational Plan (EP) meetings
Parent involvement
Record creation, transfer, and maintenance

Schools may not develop their own forms to accomplish these requirements.

Clay County is committed to ensuring that all students with disabilities (SWDs) have the opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. Each student with a disability has an Individual Education Plan (IEP). An IEP drives instruction/services for the student. IEPs are written educational plans developed by a team of professionals that state a child's present level of functioning; specific areas that need special services; annual goals; short-term objectives; services to be provided; and the method of student evaluation to be implemented.

Furthermore, as IEPs are developed, reviewed and revised for all SWDs, the IEP team will always consider existing Title I services to SWDs, such as Limited English Proficient, Migratory, Indian, Homeless, Parental Involvement, Neglected and Delinquent Children.

Additional Resource:

Clay County's ESE Policies and Procedures manual, which is intended to provide district and school-based personnel, and parents of exceptional students information regarding the implementation of the state's and school district's policies regarding ESE programs can be accessed via the Clay County School District website:
(http://www.clay.k12.fl.us/PDF/policies_procedures_new.pdf.)

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