

TABLE OF CONTENTS

INTRODUCTION	i
LOCATION OF EXCEPTIONAL PROGRAMS CHART	ii
A. <u>TRANSFER PROCEDURES</u>	
FLORIDA AND OUT-OF-STATE TRANSFERS	A-1
PLACEMENT BASED ON EVALUATION DATA AND ELIGIBILITY DETERMINATION	A-1
MATCHED SERVICES	A-2
CLAY COUNTY REENTRY	A-3
STUDENTS NOT SERVED IN THEIR HOME SCHOOL	A-3
TRANSPORTATION	A-3
REQUIRED DOCUMENTS	A-5
TRANSFER PROCEDURES	A-6
B. <u>GIFTED REFERRALS AND EDUCATION PLANS</u>	
REFERRAL SCREENING	B-2
GIFTED REFERRAL DECISION TOOL, PLAN B	B-3
DOCUMENTATION FOR ELIGIBILITY	B-12
INSTRUCTIONS FOR COMPLETING THE EDUCATIONAL PLAN (EP) FOR GIFTED STUDENT	B-21
GOALS AND OBJECTIVES FOR GIFTED EDUCATION PLAN	B-30
PLAN B GIFTED ELIGIBILITY MATRIX	B-42
OTHER	B-43
C. <u>ELIGIBILITY/IEP PLACEMENT STAFFING</u>	
GENERAL INSTRUCTIONS	C-1
RE-ADMISSION TO A PROGRAM AFTER DISMISSAL	C-3
ROUTING PROCEDURES FOR REFERRALS	C-4
MEETING PARTICIPATION FORM	C-5
ELIGIBILITY AND PLACEMENT FORM DIRECTIONS	C-7
WRITTEN SUMMARY OF GROUP ANALYSIS DATA	C-9
DOCUMENTATION REQUIRED FOR PROGRAM ELIGIBILITY	
DEVELOPMENTALLY DELAYED	C-10
INTELLECTUAL DISABILITIES	C-11
INTELLECTUAL DISABILITIES SELF-CONTAINED	C-12
EMOTIONAL/BEHAVIORAL DISABILITIES	C-13
EMOTIONAL/BEHAVIORAL DISABILITIES SELF-CONTAINED	C-14
SPECIFIC LEARNING DISABILITIES	C-16
GIFTED	C-17
SPEECH	C-18
LANGUAGE	C-19
SEVERELY LANGUAGE IMPAIRED	C-20
SELF-CONTAINED LANGUAGE IMPAIRED	C-21
DEAF OR HARD-OF-HEARING	C-22
VISUALLY IMPAIRED	C-23
PHYSICAL IMPAIRMENT WITH ORTHOPEDIC IMPAIRMENT	C-25
PHYSICAL IMPAIRMENT WITH OTHER HEALTH IMPAIRMENT	C-26

	PHYSICAL IMPAIRMENT WITH TRAUMATIC BRAIN INJURY	C-27
	AUTISM SPECTRUM DISORDER	C-28
	DUAL SENSORY IMPAIRED	C-29
	OT/PT	C-30
	PREKINDERGARTEN	C-31
D.	<u>ESE PREKINDERGARTEN</u>	
	INTRODUCTION	D-1
	ESE PRESCHOOL PROGRAM OPTIONS	D-3
	REFERRAL PROCESS	D-5
	EVALUATION PROCEDURES	D-6
	DEVELOPMENTALLY DELAYED FOR PREK (AGES 3-5)	D-10
	LANGUAGE IMPAIRED FOR PREK (FULL TIME)	D-12
E.	<u>INDIVIDUAL EDUCATION PLANS (IEPS)</u>	
	INITIAL IEP DEVELOPMENT	E-1
	IEP REVIEWS	E-3
	DUTIES OF LEA REPRESENTATIVE	E-6
	MEETING PARTICIPATION FORM	E-7
	IEP INSTRUCTIONS AND FORMS	E-9
F.	<u>REEVALUATION PROCEDURES</u>	
	GENERAL INSTRUCTIONS	F-1
	COMPUTING REEVALUATION DATES	F-6
	ASSESSMENTS FOR THREE-YEAR REEVALUATION	F-7
G.	<u>DISMISSAL/CHANGE IN ELIGIBILITY FOR A PROGRAM</u>	
	CHANGE IN ELIGIBILITY/DISMISSAL PROCEDURES	G-1
	PARENT REQUESTS FOR CHANGE IN ELIGIBILITY/DISMISSAL	G-2
	PREK DEVELOPMENTALLY DELAYED DISMISSALS	G-3
	GRADUATION CHANGE IN ELIGIBILITY	G-4
	PARENT REVOCATION OF CONSENT FOR PLACEMENT	G-6
H.	<u>SPECIAL TRANSPORTATION</u>	
	PROCEDURES	H-1
I.	<u>SURROGATE PARENTS</u>	
	GENERAL INFORMATION	I-1
	SURROGATE PARENT REQUIREMENTS	I-2
	FORMS	I-3
J.	<u>TECHNICAL ASSISTANCE</u>	
	CROSS PLACEMENT OF IND STUDENTS	J-1
	PARENTALLY PLACED PRIVATE SCHOOL STUDENTS	J-2
	ESE CLASSROOM GUIDELINES	J-3
	ALTERNATE SCHOOL SITE PROCEDURES	J-5
	SUGGESTIONS FOR ISSUES RELATED TO ESE SCHEDULING	J-6
	PHOTOGRAPHY/VIDEO/CLASS ASSIGNMENTS	J-8
	3RD GRADE GOOD CAUSE EXEMPTION	J-10
	MEDICAID PARENT CONSENT	J-11
	REQUEST FOR INDIVIDUAL AIDE	J-13
	SAFE CRISIS MANAGEMENT	J-14

ATTRIBUTES OF SELF-CONTAINED E/BD PROGRAMS	J-15
LEVELS OF TIME-OUT	J-17
PARENT CONSENT FOR USE OF SECLUSION TIME-OUT	J-18
SCHOOL BOARD POLICY – SECLUSION TIME-OUT	J-19
ATTRIBUTES OF VE SELF-CONTAINED PREK/K	J-21
COMPLETING MATRICES	J-22
EXTENDING IEP GOALS AND OBJECTIVES	J-24
LEA REPRESENTATIVE	J-25
REGULAR EDUCATORS IN THE IEP PROCESS	J-27
DELIVERY OF SPEECH/LANGUAGE THERAPY FOR RESOURCE PREK	J-28
PREK GUIDELINES	J-29
IEP/EP ARTICULATION PROCEDURES	J-30
MONITORING OF AUDITORY EQUIPMENT	J-32
ARTICULATION OF GIFTED STUDENTS	J-35
EXTRAORDINARY CIRCUMSTANCES EXCEPTION	J-36
UNIT ALLOCATION	J-39
NOTICE OF MCKAY SCHOLARSHIP	J-41
EPIPEN	J-42
PARENT CONSENT TO RECEIVE ELECTRONIC PROCEDURAY SAFEGUARDS	J-43
REVOCAION OF CONSENT FOR PLACEMENT	J-44
PROGRESS MONITORING PLAN	J-46
K. <u>HOSPITAL/HOMEBOUND</u>	
DEFINITION AND ELIGIBILITY	K-1
REFERRAL	K-3
ELIGIBILITY/IEP PLACEMENT	K-4
H/H INDIVIDUAL EDUCATION PLANS	K-5
REEVALUATION	K-6
EXTENDING H/H PLACEMENT	K-7
SERVICE DELIVERY	K-7
DISMISSAL	K-8
SCHOOL RECORD KEEPING PROCEDURES	K-9
L. <u>DISCIPLINE</u>	
NEW INTROCUION TO BE ADDED	L
M. <u>FUNCTIONAL BEHAVIOR ASSESSMENT AND POSITIVE BEHAVIOR INTERVENTION PLAN</u>	
RATIONALE AND DEFINITIONS	M-1
WHEN TO DEVELOP AN INTIAL FBA/PBIP	M-2
GUIDELINES FOR COMPLETION OF THE FBA/PBIP	M-3
FORMS	M-5
FBA/PBIP LEVEL II PROCEDURES (InD AND ASD)	M-17
N. <u>TRANSITION</u>	
GENERAL INFORMATION	N-1
TRANSITION IEP MEETING PROCEDURES	N-2
PRE-IEP ACTIVITIES	N-4
TRANSITION IEP COMPONENTS	N-5
CHECKLIST OF THE TRANSITION IEP PROCESS	N-10
EXIT GRADUATION SUMMARY FORM	N-11
TRANSFER OF RIGHT	N-11

ASSESSMENT AND STUDENT INPUT	N-11
CONSENT FOR RELEASE OF STUDENT TRANSITION INFORMATION	N-11
DIPLOMA OPTIONS	N-12
SPECIAL DIPLOMA OPTIONS	N-12
O. <u>ACCOMMODATIONS AND MODIFICATIONS</u>	
DEFINITION OF MODIFICATIONS	O-1
DEFINITION OF ACCOMMODATIONS	O-1
GENERAL INSTRUCTIONS	O-2
REQUIREMENTS	O-2
PROCEDURES FOR ASSIGNMENT	O-3
HOW TO CONDUCT MEETINGS	O-3
ACCOMMODATIONS CHECKLIST	O-4
P. <u>ASSESSMENT</u>	
ACCOUNTABILITY FOR STUDENT WITH DISABILITIES IN STATE AND DISTRICT ASSESSMENT PROGRAMS	P-1
GUIDELINES FOR EXEMPTION	P-1
TESTING ACCOMMODATIONS	P-2
ALTERNATIVE ASSESSMENT	P-3
Q. <u>PARENTALLY PLACED PRIVATE SCHOOL STUDENTS</u>	
SERVICES PLAN	Q-1
R. <u>ASSISTIVE TECHNOLOGY</u>	
PROCEDURES	R-1
FLOW CHART	R-4
ASSISTIVE TECHNOLOGY FORMS	R-5
ASSISTIVE TECHNOLOGY INTERVENTIONS	R-13
S. <u>ESE STUDENT DATA ENTRY AND SCHEDULE FORM</u>	
GENERAL INSTRUCTIONS	S-1

**APPENDIX
FORMS**