

ADMISSIONS

&

PLACEMENT

MANUAL

Exceptional Student Education & Student Services
Clay County School Board
REVISED 2010

Table of Contents

INTRODUCTION	1
PROGRAM LOCATIONS 2010-2011	2
PreKindergarten	2
Autism Spectrum Disorder self-contained.....	2
Emotional/Behavioral Disabilities self-contained	3
Physically Impaired self-contained.....	3
Intellectual Disabilities – Independent self-contained.....	3
Intellectual Disabilities – Supported self-contained	4
Intellectual Disabilities – Participatory self-contained	4
Language Impaired self-contained.....	4
TRANSFER PROCEDURES	5
Florida and Out-of-State Transfers with a current or expired IEP/EP and no Evidence of Dismissal.....	6
Placement Based on Evaluation Data and Eligibility Determination	6
Matched Services for Florida and Out-of-State Transfers with no IEP/EP but with Special Services Provided.....	7
Clay County Re-entry	8
Students not served in their home schools.....	8
Transportation	9
Notes	9
Required Documents for Transfer Procedures:.....	11
GIFTED	13
Gifted Forms/Documents	14
Referral – Screening	15
Gifted Referral Decision Tool, Plan B.....	16
Gifted Referral Decision Tool, Grades 1 through 3.....	17
Gifted Referral Decision Tool, Grades 4 through 12.....	18
Gifted	24
Documentation Required for Eligibility	24
Educational Plan	26
Instructions for Completing the Educational Plan (EP) for Gifted Students	34
Goals and Objectives	44
Other	56
Superintendent Gifted Services Memo	60
Procedures for Articulating Gifted Students from 8th Grade to High School.....	62
Revision of Plan to Increase Access of Under Represented Students in Gifted Programs...	63
ELIGIBILITY/IEP PLACEMENT STAFFING.....	71
Routing Procedures for Referrals.....	75
Meeting Participation Form	76
Eligibility and Placement Form Directions.....	78
Written Summary of Group Analysis of Data	80
Developmentally Delayed.....	88
Intellectual Disabilities	89
Intellectual Disabilities Self-contained.....	90

Emotional/Behavioral Disabilities (E/BD)	91
Emotional/Behavioral Disabilities Self-contained.....	93
Specific Learning Disabilities.....	95
Gifted	96
Speech.....	97
Language.....	98
Severely Language Impaired	99
Self-contained Language Impaired	100
Deaf or Hard-of-Hearing.....	101
Visually Impaired.....	102
Orthopedic Impairment/Other Health Impairment	104
Traumatic Brain Injury	104
Autism Spectrum Disorder (ASD).....	107
Dual Sensory Impaired	108
Occupational Therapy/Physical Therapy (OT/PT)	109
PreK Referral, Evaluation and Eligibility Procedures	110
ESE PREKINDERGARTEN.....	112
Introduction.....	113
Program Overview	113
ESE Preschool Program Options	114
Referral Process	116
Evaluation Procedures	117
ESE Staffing Procedures & Documents	118
Transfer Procedures:	119
IEP Articulation Procedures:	119
Other PreK Guidelines.....	119
Developmental Delay (DD) for PK (3-5)	121
Language Impaired	122
PreK Referral, Evaluation and Eligibility Procedures	123
PreK Students.....	123
Students age birth – 3 years	124
Students age 3 – 5 years.....	124
INDIVIDUAL EDUCATION PLANS (IEP).....	125
Initial Individual Education Plan Development.....	126
Individual Education Plan Reviews	128
Duties of the LEA Representative	131
Meeting Participation Form	132
IEP, Page 1	134
IEP, Page 2.....	139
IEP, Page 3.....	143
IEP, Page 4.....	143
IEP, Page 5.....	144
Informed Notice of Change in Placement and/or Free Appropriate Public Education, Page 6	146
Present Level of Academic Achievement and Functional Performance, Page 7.....	147
Present Level of Academic Achievement and Functional Performance Addendum, Page 7a.....	149

Measurable Goals and Short Term Objectives, Page 8a.....	149
Reading, Writing, Math & Science Goals, pages 8b-8e	155
Transition Page	157
Signature Page	160
Interim IEP Reviews.....	161
Adding an additional ESE program such as Speech.....	161
REEVALUATION	183
Reevaluations for non-Clay Students.....	187
Reevaluation for SLD Students	188
DISMISSAL/CHANGE IN PLACEMENT (REMOVAL) OF A PROGRAM.....	195
Procedures.....	196
Revocation of Consent.....	201
SPECIAL TRANSPORTATION	203
Procedures.....	204
ESY/ Summer School and Transportation.....	205
SURROGATE PARENTS.....	207
General Information.....	208
Surrogate Parent Requirements.....	209
TECHNICAL ASSISTANCE.....	215
Cross Placement InD Students.....	216
Parentally Placed Private School Student/Private Citizen Referral	217
ESE Classroom Guidelines	218
Alternate School Site Procedures for ESE Students	220
Suggestions for Issues Related to ESE Scheduling Rationale	221
Photograph/Video/Class Assignment(s) for ESE Students.....	223
3 rd Grade Good Cause Exemption	225
Medicaid Parent Consent	225
Request for ESE Assistant Behavioral Health (Individual Aide).....	228
Safe Crisis Management	228
Attributes of Self-contained E/BD Programs	229
Levels of Time-out.....	230
Secured Time-out.....	230
School Board Policy – Seclusion Time-out Policy.....	233
Attributes of the Varying Exceptionalities Self-contained PreK/K.....	235
Completing Matrices.....	236
Extending IEP Goals and Objectives.....	238
LEA Representative	239
Regular Educators in the IEP Process.....	241
Delivery of Speech and/or Language Therapy for Resources PreK Students	242
PreK Guidelines	242
IEP/EP Articulation Procedures.....	244
Items to Discuss in School-to-School Articulation Meetings.....	245
Procedures for Monitoring the Functioning of Auditory Amplification Equipment.....	246
Extraordinary Circumstances Exception.....	249
ESE Unit Allocation Plan	252
Notice of McKay Scholarship.....	254

Use of Epinephrine Auto Injectors	255
Parent Consent to Receive Electronic Procedural Safeguards.....	256
Procedure When Parent Requests Revocation of Consent for Placement After the Initial Placement.....	257
Progress Monitoring Plans and Individual Education Plans.....	259
Services to Students with Disabilities Ages 18-21	260
Clarification of the 60-Day Rule for Initial Pre-K Evaluations.....	261
Pre-K 60-Day Flow Chart.....	262
60-Day Rule for Initial Evaluations.....	263
Clarification of the 60-Day Rule for Initial PreK Evaluations	263
PreK 60-Day Flow Chart	264
Support Facilitator	265
HOSPITAL/HOMEBOUND	267
Definition	268
Eligibility	268
Referral	269
Eligibility/IEP Placement.....	270
H/H Individual Education Plans	271
Re-evaluation	272
Extending H/H Placement.....	272
Service Delivery.....	273
Dismissal.....	273
Home School Responsibilities	274
School Record Keeping Procedures.....	274
ESE DISCIPLINE.....	276
Guidelines for the Discipline of Students with Disabilities.....	277
General Information.....	277
Basic Premises	277
General Information for ESE Expulsions, Juvenile Justice Cases and Administrative Placements	278
ESE Expulsions.....	278
ESE Removals	280
ESE Administrative Placements to BLC	280
ESE Removal Definition.....	289
ESE Removal Process/Time Table for ESE Removals/Suspensions	289
Alternatives to Out-of-School Suspension.....	290
Procedures for Firearms or Drug Violations.....	291
Guideline for Bus Discipline/Suspension of Student with Disabilities	292
School Bus Misconduct	293
Commonly Asked Questions Regarding Transportation as a Special Service	294
Routing Process and Procedures	295
Process for ESE Expulsions.....	295
Process for ESE Juvenile Justice Administrative Placements	301
Process for Administrative Placement for ESE Students	305
FUNCTIONAL BEHAVIOR ASSESSMENT AND POSITIVE AND BEHAVIOR INTERVENTION PLANS	312

Rationale	313
Definitions.....	313
When to Develop an Initial FBA and Thus Then Create a PBIP.....	314
Guidelines for Completion of the FBA/PBIP	315
TRANSITION	334
General Information.....	335
Transition IEP Meeting Procedures	336
Pre-IEP Activities	337
Transition IEP Components.....	338
Checklist of the Transition IEP Process.....	341
Exit Graduation Summary Form.....	342
Transfer of Rights Form.....	342
Assessment and Student Input for Transition Form	343
Consent for Release of Student Transition Information	343
Diploma Options.....	344
Special Diploma Options	344
ACCOMMODATIONS AND MODIFICATIONS.....	345
Accommodations Checklist	349
Consultation/Collaboration Log.....	355
ASSESSMENT	356
Accountability for Students with Disabilities in State and District Assessment Programs	357
Testing Accommodations for Students with Disabilities.....	358
Alternate Assessment.....	359
PARENTALLY PLACED PRIVATE SCHOOL STUDENTS	360
ASSISTIVE TECHNOLOGY	369
What is Assistive Technology?.....	370
Assistive Technology Definitions.....	370
Assistive Technology Team.....	371
What is the Referral Process?	371
Flow Chart for Level 1	373
Flow Chart for Level 2.....	373
Assistive Technology Services Referral	374
Level 1	374
Assistive Technology Services Referral	375
Level 2	375
Written Communication/Handwriting	378
Parent Input for Assistive Technology	381
Assistive Technology Interventions.....	382
ESE STUDENT DATA ENTRY AND SCHEDULE FORM.....	385
General Instructions	386
FORMS	393
ESE Forms List by Subject.....	394
ESE Forms List by MIS Number	396