



**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA**  
**PUPIL SUPPORT SERVICES**  
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Sonia Figaredo-Alberts, Executive Director  
Pupil Support Services


Kathy Devlin, Supervisor  
Exceptional Student Education

Robyn Marinelli-Haff, Supervisor  
Student Services

Sherri Reynolds, Supervisor  
Health/Prevention Services

**MEMORANDUM**

**TO: Lori White, Superintendent**  
**School Board Members**

**FROM: Sonia Figaredo-Alberts, Executive Director**  
**Pupil Support Services** 

**DATE: September 4, 2013**

**RE: ESE Special Programs & Procedures (SP & P)**

Please find attached, for your information and reference, an Executive Summary of the ESE Special Programs and Procedures (SP & P) document for the school years 2013-14 through 2015-2016.

The Executive Summary provides an overview of several major changes that have occurred since the last revision. The SP & P document was submitted to the Department of Education on August 30, 2013. The official approval of the SP & P is anticipated on or before the September 17<sup>th</sup> School Board meeting. The signature page, of your certification of approval, will be submitted to the Department of Education, Bureau of Exceptional Student Education and Student Services.

Thank you for your ongoing support and commitment to quality programs for Sarasota's exceptional students.

Cc: John Zoretich  
Page Dettmann  
Steve Cantees  
Kathy Devlin  
Robyn Marinelli

## Executive Summary

### Introduction

The Special Programs and Procedures Document is submitted every three years by each Florida School District to the Department of Education. It may be amended at any time due to changes in legislation. Since the 1997-98 school year, the submission for all Florida school districts has been an addendum preprinted by the Department of Education assuring compliance with the IDEA (Individuals with Disabilities Education Act).

The document is still based on Federal and State Statute and State Board of Education regulations; however, approximately 90% of the document is pre-printed by FLDOE and not subject to modifications by the district. New State Board of Education Rules have been developed in several ESE areas, along with major changes in legislation such as SB1108, which has a major impact in this year's submission of districts' SP&P documents.

Areas, typically permitting district input, include qualified evaluators for student assessment, curriculum, program philosophy and descriptions of program support services. In the past, areas of district input are typically written broadly enough so that routine year to year program changes do not necessitate revisions of the district procedures document. This submission contains major changes in the document, which are summarized in the following areas:

### Part 1. General Policies and Procedures Section

- **Legal Requirements**-pgs. 6-8: FLDOE requirements regarding **Restraint/Seclusion** Reporting; pgs. 9-20 District Procedures for Reporting, School and District monitoring practices; Training of Personnel regarding restraints; baseline data for Sarasota County; specific practices for training and use of Prone Restraint; monitoring and use of Seclusion Rooms.
- **Assurances**-pg.21:
  - **Information to be provided at Initial Meeting of Student's IEP Team**- parent must be provided with information regarding **the amount of funding** the school system receives from the state appropriation for each of the five ESE support levels(FEFP 251-255) for a full time student
  - **Parental Input** at Meetings: parent must **sign a statement/form** at the end of each meeting stating that district personnel did not discourage or object to the parent bringing any adult to a meeting, regardless of their knowledge of the student
  - **Collaboration of Public and Private Personnel**-Pg. 21-22: **Private instructional personnel** hired by a parent **must be permitted to observe, collaborate and provide services**, in the school at a mutually agreeable time/space (licensed BCBA's, OT/PT, SLP, Clinical Social Worker).
- **Parental Revocation of Consent**-pg. 35: parent can "sign" their child out of ESE.
- **General Education Intervention and Request for Evaluation**-pgs. 42-46: details MTSS and referral process and a parent's right to request evaluation for services.
- **Independent Educational Evaluation**-pgs. 54-55: details the statutory requirements and district's procedures for a parents' ability to request an independent evaluation, at district expense, and practices for consideration of data provided to CARE Teams by parents from private sources.

## **Part II. Policies and Procedures for Students with Disabilities**

- No Changes in Specific Program or Related Services Sections
- **Section C: IEP:** pg. 103: **Separate Parental Consent for specific actions** included in an IEP
  - **Administration of an alternate assessment, pursuant to s.1008.22 F.S., and instruction in the state standards access point curriculum, and**
  - **Placement of a student in an ESE center school,**
  - Both consents signed annually at every IEP meeting.
- **Section D: Discipline:** pgs. 108-109 Procedures for providing information, training, interventions, support, monitoring and documentation of behavioral reviews for students with disabilities (SWD) whose behavior impedes their learning or the learning of others.
- **Section E:**
  - **EOC Assessment Waiver for Students with Disabilities**-pg. 121: defines District Responsibility and **Eligibility Criteria**
  - **Alternate Assessment Based on Alternate Achievement Standards (AA-AAS)**- pg. 123: specifies the name of each district assessment with the corresponding alternate assessment

## **Part V. Appendices**

- **Appendix C:** pg. 151- **District's Plan to Increase the Participation of Underrepresented Students in Programs for Students who are Gifted**
  - Includes present data regarding % of gifted students in general population, LEP and Low Socio-Economic Status Families
  - Includes District Goal for increasing representation of LEP and Low SES

## SIGNATURE PAGE

School District:

Administrator of Exceptional Student Education:

This document is effective for the **2013–2014 through 2015–2016** school years.

### CERTIFICATION OF APPROVAL

I, Lori White, do hereby certify that each of the statements below are true:

\_\_\_\_\_  
Signature of Superintendent of School District  
or Authorized Representative of Governing Body or Agency

\_\_\_\_\_  
Date of Approval

### SPECIAL PROGRAMS AND PROCEDURES

The district's *Exceptional Student Education (ESE) Policies and Procedures (SP&P)* document was approved by the governing body for submission to the Florida Department of Education on the date indicated.

The contents of this document preprinted by the Florida Department of Education have not been altered in any way.

The school district shall implement the requirements of any statutes or State Board of Education rules affecting programs for exceptional students during the effective dates of this document.

The school district shall implement the requirements of the Individuals with Disabilities Education Act (IDEA) and its implementing requirements at Section 300 of Title 34 of the Code of Federal Regulations.

### SCHOOL DISTRICT POLICIES AND PROCEDURES

Any district-produced policy and procedures documents that meet the following criteria have been submitted to the Florida Department of Education with the SP&P. Such documents:

- Supplement the information contained in the district's SP&P
- Address school district exceptional student education procedures or policies
- Are adopted by the school board as school district policy