

AGENDA

TENTATIVE BUDGET HEARING

GADSDEN COUNTY SCHOOL BOARD  
MAX D. WALKER ADMINISTRATION BUILDING  
35 MARTIN LUTHER KING, JR. BLVD.  
QUINCY, FLORIDA 32351

July 30, 2024

6:00 P.M.

THIS TENTATIVE BUDGET HEARING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. OPENING PRAYER
3. PLEDGE OF ALLEGIANCE
4. PUBLIC HEARING – Tentative Budget and Millage Rate
  - a. Approval of Resolution Number 2024-01 for the Tentative Millage Rates for the 2024 – 2025 fiscal year – **SEE PAGE #4**  
  
Fund Source: General Fund and Capital Project  
Amount: Refer to millage rates and amounts stated on the Resolution  
  
ACTION REQUESTED: The Superintendent recommends approval.
  - b. Approval of Resolution Number 2024-02 for the Tentative Budget for fiscal year 2024 – 2025 – **SEE PAGE #6**  
  
Fund Source: All Funds Budget  
Amount: Refer to tentative budget  
  
ACTION REQUESTED: The Superintendent recommends approval.
5. AGREEMENT/CONTRACT/PROJECT APPLICATIONS
  - a. 2024 – 2025 School Resource Deputy Program Agreement – **SEE PAGE #9**  
  
Fund Source: General Fund  
Amount: To Be Determined Based on \$45.00/hour Rate  
  
ACTION REQUESTED: The Superintendent recommends approval.
  - b. 2024 – 2025 Contracts for PAEC Central Services – **SEE PAGE #17**  
  
Fund Source: General Fund  
Amount: \$120,862.52  
  
ACTION REQUESTED: The Superintendent recommends approval.

- c. Contractual Agreement for Inter-County Transfer of Exceptional Students and the School Board of Gadsden County – **SEE PAGE #36**
- Fund Source: FEFP  
Amount: N/A
- ACTION REQUESTED: The Superintendent recommends approval.
- d. Contractual Agreement between Independent Contractor Leslie Peterson, MS CCC SLP and the School Board of Gadsden County – **SEE PAGE #41**
- Fund Source: FEFP Dollars  
Amount: \$60.00 per hour
- ACTION REQUESTED: The Superintendent recommends approval.
- e. Contractual Agreement between More Ability Therapy Services, LLC and the School Board of Gadsden County – **SEE PAGE #50**
- Fund Source: FEFP  
Amount: \$60.00 per hour (for actual hours worked) Occupational Therapy  
\$45.00 per hour (for actual hours worked) Occupational Therapy Assistant
- ACTION REQUESTED: The Superintendent recommends approval.
- f. Memorandum of Understanding between Healing Hearts Music Therapy and the School Board of Gadsden County – **SEE PAGE 57#**
- Fund Source: IDEA Grant  
Amount: \$20,000 (not to exceed)
- ACTION REQUESTED: The Superintendent recommends approval.
- g. Contractual Agreement between Speech and Dysphagia Consulting Group, LLC and the School Board of Gadsden County – **SEE PAGE #65**
- Fund Source: FEFP Dollars  
Amount: \$60.00 per hour (for actual hours worked) Speech Language Pathologist  
\$40.00 per hour (for actual hours worked) Speech Language Pathologist Assistant
- ACTION REQUESTED: The Superintendent recommends approval.
- h. Contractual Services with Aubrey’s Heart Therapy Services and the School Board of Gadsden County – **SEE PAGE #75**
- Fund Source: FEFP dollars  
Amount: \$60.00 per hour (for actual hours worked) Speech Language Pathologist  
\$40.00 per hour (for actual hours worked) Speech Language Pathologist Assistant
- ACTION REQUESTED: The Superintendent recommends approval.
- i. Gadsden Mental Health Application: Mental Health Assistance Allocation Plan **SEE PAGE #87**
- Fund Source: N/A  
Amount: N/A
- ACTION REQUESTED: The Superintendent recommends approval.

- j. Exceptional Student Education Policies and Procedures (P & P) – **SEE PAGE #104**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

6. EDUCATIONAL ISSUE

- a. Advocacy Committee Representative and Advocacy Committee Alternate – **SEE PAGE #283**

ACTION REQUESTED: The Superintendent recommends approval.

- b. Health Insurance Proposal and Rate Increase for the 2024 – 2025 Fiscal Year  
**SEE PAGE #284**

ACTION REQUESTED: The Superintendent recommends approval.

7. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

8. SCHOOL BOARD REQUESTS AND CONCERNS

9. ADJOURNMENT

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO:**     4a    

**DATE OF SCHOOL BOARD MEETING:** 7/30/2024

**TITLE OF AGENDA ITEM:** Resolution Number 2024-01 for Tentative Millage

**DIVISION:** Business and Finance

         This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**  
**(Type and Double Space)**

Resolution Number 2024-01 for the proposed millage levies to be adopted by the Board for fiscal year 2024-25. The total millage is 5.3870.

**FUND SOURCE:** General Fund and Capital Project

**AMOUNT:** Refer to millage rates and amounts in the resolution

**PREPARED BY:** Marleni Bruner

**POSITION:** Director of Finance

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

         Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered                 

CHAIRMAN'S SIGNATURE: page(s) numbered

Resolution Number 2024-01

WHEREAS, the School Board of Gadsden County, Florida did pursuant to Chapters 200 and 1011, Florida Statutes, approve tentative millage rates for the fiscal year July 1, 2024 to June 30, 2025; and

WHEREAS, at the public hearing and in full compliance with Chapter 200, Florida Statutes, the School Board of Gadsden County adopted the tentative millage rates for fiscal year 2024-2025 in the following amounts:

	Tentative Millage Levy	Proposed Amount To Be Raised
Required Local Effort (including Prior Period Adjustment)	3.1390	\$8,238,095.72
Capital Outlay	1.5000	\$3,936,649.76
Basic Discretionary Operating	0.7480	\$1,963,076.01
Discretionary Capital Improvement	0.0000	\$0.00
Additional Voted Millage	0.0000	\$0.00
Debt	0.0000	\$0.00

**The total millage to be levied is 7.29 percent more than the roll-back rate.**

NOW THEREFORE, BE IT RESOLVED:

That the School Board of Gadsden County adopted each tentative millage rate for the fiscal year July 1, 2024, to June 30, 2025, by separate vote prior to adopting the tentative budget.

\_\_\_\_\_  
Chair

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO:**     4b    

**DATE OF SCHOOL BOARD MEETING:** 7/30/2024

**TITLE OF AGENDA ITEM:** Resolution Number 2024-02 for the Tentative Budget

**DIVISION:** Business and Finance

     This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**  
**(Type and Double Space)**

Resolution Number 2024-02 for the tentative budget to be adopted by the Board for fiscal year 2024-25. The proposed operating budget expenses are 36.4% more than last year's total operating expenses.

**FUND SOURCE:** All Funds Budget

**AMOUNT:** Refer to tentative budget

**PREPARED BY:** Marleni Bruner

**POSITION:** Director of Finance

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

     Number of ORIGINAL SIGNATURES NEEDED by preparer.

**SUPERINTENDENT'S SIGNATURE:** page(s) numbered                     

**CHAIRMAN'S SIGNATURE:** page(s) numbered

Resolution Number 2024-02

A RESOLUTION OF THE GADSDEN COUNTY SCHOOL BOARD ADOPTING THE TENTATIVE BUDGET FOR THE FISCAL YEAR 2024-2025.

WHEREAS, the School Board of Gadsden County, Florida did pursuant to Chapters 200 and 1011, Florida Statutes, approve tentative millage rates for the fiscal year July 1, 2024 to June 30, 2025;

WHEREAS, the School Board of Gadsden County set forth the appropriation and revenue estimate for the Budget for fiscal year 2024-2025.

WHEREAS, at the public hearing and in full compliance with Chapter 200, Florida Statutes, the School Board of Gadsden County adopted the tentative millage rates and the budget in the amount of \$104,862,717.22 for fiscal year 2024-2025.

NOW THEREFORE, BE IT RESOLVED:

That the attached budget of the School Board of Gadsden County, including the millage rates as set forth therein, is hereby adopted by the School Board of Gadsden County as a tentative budget for the categories indicated for the fiscal year July 1, 2024 to June 30, 2025.

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Chair

# 2024-2025 BUDGET SUMMARY

## DISTRICT SCHOOL BOARD OF GADSDEN COUNTY

THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE SCHOOL BOARD OF GADSDEN COUNTY ARE 36.4% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES

PROPOSED MILLAGE LEVY			
REQUIRED LOCAL EFFORT (including Prior Period Adjustment Millage)	3.1390	BASIC DISCRETIONARY OPERATING	0.7480
BASIC DISCRETIONARY CAPITAL OUTLAY	1.5000		
		<b>TOTAL MILLAGE</b>	<b>5.3870</b>

REVENUES	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TOTAL ALL FUNDS
Federal	212,000.00	15,478,710.77			15,690,710.77
State Sources	33,432,645.00	1,500,000.00	217,382.38	627,686.69	35,777,714.07
Local Sources	10,161,805.00	0.00		3,936,649.76	14,098,454.76
<b>TOTAL REVENUES</b>	<b>43,806,450.00</b>	<b>16,978,710.77</b>	<b>217,382.38</b>	<b>4,564,336.45</b>	<b>65,566,879.60</b>
Transfers In	2,000,000.00		201,366.62		2,201,366.62
Other Financing Sources	0.00			32,794,471.00	32,794,471.00
FUND BALANCES - (July 1, 2024)	2,000,000.00	2,000,000.00		300,000.00	4,300,000.00
<b>TOTAL REVENUES AND BALANCES</b>	<b>47,806,450.00</b>	<b>18,978,710.77</b>	<b>418,749.00</b>	<b>37,658,807.45</b>	<b>104,862,717.22</b>
EXPENDITURES					
Instruction	20,058,419.80	5,856,806.43			25,915,226.23
Pupil Personnel Services	2,067,959.49	1,217,808.92			3,285,768.41
Instructional Media Services	316,685.20	0.00			316,685.20
Instructional & Curriculum Development Services	871,723.87	768,966.94			1,640,690.81
Instructional Staff Training	92,052.95	938,572.85			1,030,625.80
Instructional Related Technology	290,627.35	353,659.05			644,286.40
Board of Education	1,236,846.85	0.00			1,236,846.85
General Administration	660,231.43	30,007.25			690,238.68
School Administration	3,233,552.25	127,452.78			3,361,005.03
Facilities Acquisition Construction	665,798.23	0.00		32,794,471.00	33,460,269.23
Fiscal Services	524,368.89	0.00			524,368.89
Food Service	3,159,002.11	4,501,606.12			7,660,608.23
Central Services	471,245.78	104,500.42			575,746.20
Pupil Transportation Services	3,568,468.31	2,388.08			3,570,856.39
Operation of Plant	6,969,627.81	22,969.65			6,992,597.46
Maintenance of Plant	1,183,512.95	185,634.94			1,369,147.89
Administrative Technology Services	730,143.95	0.00			730,143.95
Community Services	0.00	0.00			0.00
Debt Services	0.00	0.00	418,749.00		418,749.00
<b>TOTAL EXPENDITURES</b>	<b>46,100,267.22</b>	<b>14,110,373.43</b>	<b>418,749.00</b>	<b>32,794,471.00</b>	<b>93,423,860.65</b>
Transfers Out	201,366.62	0.00		2,000,000.00	2,201,366.62
FUND BALANCES - (June 30, 2025)	1,504,816.16	4,868,337.34		2,864,336.45	9,237,489.95
<b>TOTAL EXPENDITURES, TRANSFERS, &amp; BALANCES</b>	<b>47,806,450.00</b>	<b>18,978,710.77</b>	<b>418,749.00</b>	<b>37,658,807.45</b>	<b>104,862,717.22</b>

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGET ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 5a

**DATE OF SCHOOL BOARD MEETING:** July 30, 2024

**TITLE OF AGENDA ITEM:** 2024-2025 School Resource Deputy Program Agreement

**DIVISION:**

NA

\_\_\_\_\_ This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

The purpose of this agenda item is to request the School Board approve the attached agreement between that Gadsden County School District and the Gadsden County Sheriff Department that allows for resource officer school safety support at Havana Magnet, West Gadsden Middle, Gadsden County High, and James A. Shanks Middle schools.

**FUND SOURCE:** General Fund

**AMOUNT:** To Be Determined Based on \$45.00/hour Rate

**PREPARED BY:** Officer Tiffany Parsons-Buckhalt

**POSITION:** School Safety Coordinator

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

NA

\_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT’S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN’S SIGNATURE: page(s) numbered \_\_\_\_\_

REVIEWED BY:  \_\_\_\_\_



**2024 -2025 SCHOOL RESOURCE DEPUTY PROGRAM AGREEMENT  
BETWEEN THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA  
AND THE GADSDEN COUNTY SHERIFF'S OFFICE**



**2024-2025 School Year**

**THIS AGREEMENT** is made by and between the School Board of Gadsden County, Florida (Hereinafter referred to as the BOARD) and Morris A. Young, as Sheriff of Gadsden County, Florida, a County Constitutional Officer of the State of Florida, on behalf of the law enforcement agency commonly known as the Gadsden County Sheriff's Office (hereinafter referred to as the SHERIFF).

**WHEREAS**, the BOARD desires to have a deputy sheriff assigned to schools within Gadsden County, Florida and each deputy shall be known as a School Resource Deputy (hereinafter referred to as SRD);

**WHEREAS**, the SHERIFF agrees to provide a deputy sheriff in the schools within Gadsden County, Florida to serve as a SRD.

**NOW THEREFORE**, in consideration of the mutual promise to the parties hereto, and of the mutual covenants and conditions hereinafter expressed, the parties hereto covenant each with the other as follows:

**SECTION ONE: TERM**

The term of this agreement shall commence on the 12th day of August 2024, and end on the 23rd day of May 2025 for 180 school days. Services must be provided by the SHERIFF for each of the 180 days of school in session.

**SECTION TWO: SCOPE OF SERVICE- BOARD**

2.1 For the 2024-2025 school year, the BOARD will pay for three (3) SRDs and one (1) OFF Duty SRD at \$45.00 per hour for 8 hours per day for 174 school days, and 4 hours per day for the 6 days of early release for students.

Actual payment will be based on the monthly time and attendance sheets submitted by the 10<sup>th</sup> day of the month following services. Invoices, after being confirmed and approved, will require a minimum of seven days to be processed for payment. Payment is contingent upon services being rendered.

2.2 The BOARD agrees to provide the SRD of each assigned school the following materials and facilities that are deemed necessary for the performance of the SRD's duties:

2.3 Access to an air-conditioned and properly lighted office. This office shall contain a telephone, computer, and internet access, which may be used in accordance with the Gadsden County School Board policy.

2.4 A desk with drawers, an office chair, workable locking filing cabinet and office supplies.

- 2.5 A location within the office for files, records, which can be properly locked and secured.
- 2.6 The school principal (or his/her designee) acting as the designee of the BOARD agrees to notify the SRD and/or GCSO as soon as possible should any other law enforcement agency take action on a school campus.

**SECTION THREE: SCOPE OF SERVICE**

- 3.1 The Sheriff agrees to assign a full time SRD for a total of four (4) to the following schools and an off-duty detail SRD to 3.1.4:
  - 3.1.1 Havana Magnet School
  - 3.1.2 West Gadsden Middle School
  - 3.1.3 Gadsden County High School
  - 3.1.4 James A. Shanks Middle
- 3.2 The SRD agrees to produce a monthly report of services and criminal incidents concerning all school related functions.

**SECTION FOUR: REGULAR DUTY HOURS OF THE SRD**

- 4.1 SRD will report to his/her assigned school thirty (30) minutes before the start of school and remain thirty (30) minutes after school ends.
- 4.2 Each SRD shall record his/her time and submit the same to the school principal weekly. The BOARD shall be charged only for the time the SRD is on campus or performing school or BOARD related functions or activities.
- 4.3 Any SRD may be temporarily reassigned by the SHERIFF during school holidays and vacations.
- 4.4 Each SRD will be permitted to travel to off-campus based programs that are a part of school activities at the request of the principal, or with the consent of the SHERIFF or his designee for educational purposes.

**SECTION FIVE: INSTRUCTIONAL DUTIES OF THE SRD**

- 5.1 The SRD shall act as an instructor for specialized short-term programs at the school when requested by the principal of assigned school.

## SECTION SIX: MISCELLANEOUS DUTIES OF THE SRD

- 6.1 The SRD shall coordinate his/her activities with the principal and staff members. The SRD will seek permission, advice, and guidance prior to enacting any program within the school.
- 6.2 The SRD shall present various subjects to students; such subjects shall include but not limited to a basic understanding of the law, the role of a law enforcement Deputy, and his/her duties.
- 6.3 The SRD shall encourage individual and small group discussions with students. These discussions will be based upon material presented in class, which should help establish rapport with students.
- 6.4 The SRD shall attend parent/facility meetings to solicit support and understanding of the SRO program when requested by the principal.
- 6.5 The SRD shall be available for conferences with students, parents, and facility members when requested.
- 6.6 The SRD shall become familiar with all community agencies, which offer assistance to youth and families.
- 6.7 The SRD shall assist the principal in developing school safety plans and strategies in an attempt to prevent and/or minimize hazardous/dangerous situations.
- 6.8 Should it become necessary to conduct formal interviews with the student, the SRD shall inform the principal or his/her designees, and adhere to legal requirements with regard to such interviews.
- 6.9 The SRD shall take law enforcement actions as requested and deemed appropriate. The SRD shall advise the principal or his/her designee of such action as soon as possible. The SRD shall take appropriate law enforcement action against intruders and unwelcomed guests who may appear at the school and/or related school functions.
- 6.10 The SRD shall give assistance to other law enforcement officers in matters regarding his/her school assignment whenever necessary.
- 6.11 The SRD shall not act as a disciplinarian. School personnel shall handle all discipline. If the incident is a criminal violation, the SRD will determine whether law enforcement action is appropriate. SRD are not to be used for regularly assigned lunchroom and bus duties, hall monitors, or other monitoring duties. If there is a problem area, the SRD shall assist the school until school personnel resolve the problem.
- 6.12 The SRD will deliver expulsion documents and other legal documents to parents, students, victims and witnesses.
- 6.13 In case of contested expulsion, the Sheriff's Office will provide case information

and/or testimony to the Superintendent, or his designee, provided the case is not a pending criminal investigation. In pending criminal cases, the State Attorney or his designee must first approve the hearing. SRD's shall be subpoenaed at least five (5) working days prior to the hearing except in emergencies.

#### **SECTION SEVEN: EXTRA CURRICULAR ACTIVITIES AND SCHOOL FUNCTIONS**

- 7.1 Upon request of the principal, or his/her designee, and approval of the SRD Supervisor, a SRD may accompany any school-affiliated group to events outside Gadsden County. The payment for the SRD shall be based on a (rate of \$45.00 per hour). All home games or activities will be based on a rate of \$45.00 per hour. The school requesting the SRD's services will be obligated for payment.
- 7.2 The School shall give at least five (5) working days' notice prior to an event they wish the SRD to work.
- 7.3 Any other functions that are of a school nature (carnivals, dances, dramas, etc.) where a SRD is requested to work, the SRD shall be paid an hourly rate of \$45.00 by the school of the sponsoring group. A minimum of two (2) SRD's shall be at each event, unless the SRD or his/her supervisors determine two (2) are unnecessary or there is a need for additional SRD's.
- 7.4 All required payments for extra-curricular and/or athletic events as herein described shall be based on a three (3) hour minimum. Payments shall be made directly to the SRD assigned and shall be remitted to the SRD within fourteen (14) days of the event worked.

#### **SECTION EIGHT: EMPLOYMENT OF THE SRD**

- 8.1 The parties agree that the SRD are employees of the Sheriff and are not employees of the BOARD. The parties also agree that the SRDs are deputy sheriffs who shall uphold the law under the direct supervision and control of the Sheriff. SRDs shall remain responsible to the chain of command of the GCSO.
- 8.2 The parties agree that nothing in this Agreement is intended to, or not shall be construed to, create an agency relationship, an employer/employee relationship, a joint venture relationship or any other relationship allowing the BOARD to exercise control of direction over the manner or method by which the SHERIFF, his employees, agents, assignees perform hereunder.
- 8.3 The SHERIFF shall be solely responsible for recruiting, interviewing, and evaluating deputy sheriffs for the position of SRD. SRD's shall serve at the pleasure of the SHERIFF. The school Superintendent shall have meaningful input with respect to the assignment of a deputy sheriff to a school as a SRD.

- 8.4 Notwithstanding any other provisions contained within this Agreement, the BOARD acknowledges and agrees that should the SHERIFF determine that a SRD is needed to resolve a law enforcement emergency somewhere other than the school where the SRD is assigned, the SHERIFF retains the authority and the right to utilize the SRD for the law enforcement emergency on a temporary basis. Such temporary utilization shall not affect Section 2.1 of this Agreement.

#### **SECTION NINE: REASSIGNMENT OF THE SRD**

- 9.1 In the event the principal of the school to which the SRD is assigned feels that the particular SRD is not effectively performing his/her duties and the responsibilities, the principal shall state the reasons in writing to the superintendent or his designee. Within reasonable time after receiving the recommendation from the principal, the superintendent or his designee shall advise the Sheriff or his designee of the principal's concerns. If the Sheriff so desires, the superintendent and the Sheriff, or their designees shall meet with the SRD and principal to mediate or resolve any problems of the school which the SRD is assigned. If, within a reasonable amount of time after commencement of such mediation the problem cannot be resolved or mediated, then the SRD shall be reassigned from the SRD program at the school and a replacement shall be obtained.
- 9.2 The SHERIFF retains the express right to reassign or dismiss a SRD based upon a violation of the Sheriffs Rules, Regulations and/or General Orders.
- 9.3 In the event of title reassignment, resignation, or dismissal of a SRD. Or in the case of absences by a SRD, the SHERIFF agrees to provide a temporary replacement for the SRD as soon as possible and within thirty (30) school days of receiving notice of such reassignment, resignation, dismissal, or absence a replacement will be assigned.

#### **SECTION TEN: INDEMNIFICATION AND HOLD HARMLESS**

- 10.1 The BOARD and the SRD acknowledge the waiver of sovereign immunity for liability in tort contained in Florida Statutes 768.28, the State of Florida's partial waiver of sovereign immunity, and acknowledge that such statute permits actions at law to recover damages in tort for money damages up to the limits set forth in such statute for death, personal injury or damage to property caused by the negligent or wrongful acts or omissions of an employee acting within the scope of the employee's office of employment. The Board and the SRD agree to be responsible for all such claims and damages, to the extent and limits provided in Florida Statute Section 768.28, arising from the actions of their respective employees. The parties acknowledge that the foregoing shall not constitute an agreement by either party to indemnify the other, nor a waiver of sovereign immunity, nor a waiver of any defense the parties may have under such statute, nor as consent to be sued by third parties.

- 10.2 The SRD shall have no obligation to provide legal counsel or a legal defense to the BOARD in the event that a suit, claim or action of any character or nature is brought by any person not a party to this Agreement against the BOARD as a result of or relating to either parties duties, obligations and performances pursuant to this Agreement. The SRD has no obligation for the payment of any judgement or the settlement of any claims made against the BOARD as a result of or relating to the parties obligations, duties and performance pursuant to this Agreement.

#### **SECTION ELEVEN: MISCELLANEOUS PROVISIONS**

- 11.1 The parties, their agents, and employee agree to cooperate in good faith in fulfilling the terms of this Agreement. The parties agree that the unforeseen difficulties or questions will be resolved by negotiations between the Superintendent and the SRD or their designee.
- 11.2 This document constitutes the full understanding of the parties, and no terms, conditions, understanding or agreements purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by both parties.
- 11.3 A waiver by either party of a breach or violation of any provision of this Agreement shall not operate, or be constructed to be, a waiver of any subsequent breach of the same or other provision hereof.
- 11.4 In the event any provision of this agreement is held to be unenforceable or void, in whole or in part, the offending term or provision shall be constructed as valid and enforceable to the maximum extent permitted by law and the unenforceability thereof, shall not affect the remainder of the Agreement which shall remain in full force and effect and enforceable in accordance with its terms.
- 11.5 The performance of either party of any of the obligations under this Agreement shall be subject to the contingent upon, the availability of funds budgeting and allocated by that party's funding source, or otherwise lawfully expendable for the purpose of this Agreement for the current period listed in this Agreement.
- 11.6 This Agreement constitutes and contains the entire agreement and understanding between the Parties with respect to the subject matter herein and supersedes and replaces all prior negotiations and proposed agreements, written or oral. The Parties acknowledge that no Party, except those covenants and agreements embodied in this written Agreement. Any amendment or modification of this Agreement, or any waiver of its terms, in order to be binding, must be written and signed by the Parties hereto.



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO. 5b**

**DATE OF SCHOOL BOARD MEETING:** July 30, 2024

**TITLE OF AGENDA ITEM:** 2024-2025 Contracts for PAEC Central Services

**DIVISION:**

NA

\_\_\_\_\_ This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

The purpose of this agenda item is to request School Board approval of the annual PAEC Central Services Contracts, as listed below:

<b>Support Service:</b>	<b>District Assessment:</b>
PAEC Membership Services	\$12,454.74
Professional Development Center Services	\$20,151.64
Human Resources Support Services	\$6,668.40
Gateway Educational Computing Consultants Services (Finance/Payroll)	
Gateway Support Services ( <i>\$1909.19 credit</i> )	\$21,176.02
Skyward License Fee ( <i>flow through to Skyward</i> )	\$30,952.25
ISCorp Hosting Fee ( <i>flow through to Skyward</i> )	\$6,464.82
Student Data Services/ Student Data Support Services	\$22,994.65
<b>TOTAL</b>	<b>\$120,862.52</b>

**FUND SOURCE:** General Fund

**AMOUNT:** \$120,862.52

**PREPARED BY:** Dr. Sylvia R. Jackson

**POSITION:** Assistant Superintendent for Support Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1

\_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_ 1

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_ 1

REVIEWED BY: \_\_\_\_\_



**Master Contract for  
District Participation in PAEC Central Services  
2024-2025**

This Central Services Master Contract is between Panhandle Area Educational Consortium through its District of Record, the School Board of Washington County and the School Board of Gadsden County. This signature page is incorporated into and subject to all terms and conditions of the attached individual contracts.

<b>Support Service:</b>	<b>District Assessment:</b>
PAEC Membership Services	\$12,454.74
Professional Development Center Services	\$20,151.64
Human Resources Support Services	\$6,668.40
Gateway Educational Computing Consultants Services (Finance/Payroll)	
Gateway Support Services (\$1909.19 credit)	\$21,176.02
Skyward License Fee ( <i>flow through to Skyward</i> )	\$30,952.25
ISCorp Hosting Fee ( <i>flow through to Skyward</i> )	\$6,464.82
Student Data Services	
Student Data Support Services	\$22,994.65
<b>TOTAL</b>	<b>\$120,862.52</b>
<i>Please make payment to PAEC by September 15, 2024</i>	

**APPROVED**

**School Board of Gadsden County**

**School Board of Washington County on behalf  
of Panhandle Area Educational Consortium**

\_\_\_\_\_  
Elijah Key, Superintendent

Date:

\_\_\_\_\_  
Herbert J. Taylor, Superintendent

Date: 5/13/24

\_\_\_\_\_  
Karema Dudley, Board Chairman

Date:

\_\_\_\_\_  
Linda Cleveland, Board Chairman

Date: 5/13/24

\_\_\_\_\_  
John T. Selover, Executive Director  
Panhandle Area Educational Consortium

Date: 5/13/24

BOD approval: April 10, 2024

WCSB approval: May 13, 2024

**CONTRACT FOR DISTRICT PARTICIPATION IN THE  
PANHANDLE AREA EDUCATIONAL CONSORTIUM**



A contract of the **School Board of Gadsden County, Florida**, hereinafter referred to as “District”, pursuant to Florida Statutes, Sections 230.23(4)(j), 230.23(12), and 1001.451, adopting a plan for cooperating with school boards of other districts in this state in a Regional Consortium Service Organization, the Panhandle Area Educational Consortium (PAEC), for acquisition of materials, supplies, equipment, contracted services, and participation in programs and projects, when such meets specific needs of the District and is deemed educationally/monetarily beneficial by the District.

**WHEREAS, The District** has the power and the duty among other responsibilities to cooperate with other agencies in joint projects, programs, and services when it is to the best interest of the taxpayers of their county and for the best interest of the educational system and the school children of the school district, and

**WHEREAS**, it is necessary to adopt contracts spread upon the minutes of each participating school board, which provide a plan for cooperating with school boards of other districts in the state for the projects and activities cooperatively initiated, and

**WHEREAS**, the school boards of **Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Taylor, Wakulla, Walton, and Washington counties, FAMU Developmental Research School**, and all such other eligible school boards which adopt a like contract and are approved for Consortium membership by the Board of Directors, hereinafter called the Member Districts, with each district’s respective Superintendent holding full rights as a voting member of the PAEC Board of Directors, have established and participated in the Panhandle Area Educational Consortium (PAEC), a Regional Consortium Service Organization, jointly performing, bidding, contracting for, and purchasing certain materials, supplies, equipment, and services to be used in respective school systems and

**WHEREAS**, the school boards of **Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Taylor, Wakulla, Walton, and Washington counties, FAMU Developmental Research School**, and all such other eligible school boards which adopt a like contract, agree to serve as an alternate processing site for each other in the case of a disaster that interrupts their critical information technology operations. The alternate processing site’s responsibility would include providing a location with a computer, printer and internet access.

**WHEREAS**, the Consortium is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all programs, services, projects, and activities initiated through recommendation of the Board of Directors to its designated District of Record, the Washington County School Board (WCSB), for approval.

- I. SPECIFIC DISTRICT NEEDS.** That specific needs identified by the District School Board can be better met through cooperative programs/services undertaken with other participating school boards. Such needs include, but are not limited to:
- A. Educational/instructional needs of specific student populations.
  - B. Professional learning often mandated by law, for both instructional and non-instructional personnel.
  - C. Supplementary contracted services to compensate for limited staff, staff time, or expertise in federal and state mandated programs.
  - D. Student evaluation services.
  - E. Reduction in overhead costs of administration and conducting specific programs/activities through pooling of resources.
  - F. Financial advantages of cooperatively bidding and/or purchasing: materials, supplies, equipment, services, and programs that afford district protection.
- II. FEE-BASED/GRANT-BASED SERVICES TO DISTRICT.** That the District does hereby determine that it is in the best interest of the taxpayers of their county to cooperate with other school districts in the operation of the PAEC, availing themselves of the services which meet specific district needs. Projects,

programs, and contracted services may also be provided to non-member districts. Non-member districts shall pay for contracted services or goods received in the manner provided in Section IV of this Agreement or in the manner designated by the Board of Directors. Services will be provided through the PAEC. The services provided include, but are not necessarily limited to, the bidding, contracting, and purchasing arrangements pursuant to a plan of implementation for the following:

- A. Professional Development Center with electronic learning content and management system (FloridaLearns Academy™)
- B. Federal and State Discretionary Programs
- C. Federal and State Mandated Programs
- D. Cooperative Bidding & Purchasing
- E. Risk Management Services (Property Casualty Insurance, Group Health Insurance)
- F. Financial and Data Management Information Services (Gateway)
- G. Distance/Virtual Learning Services
- H. Instructional Services
- I. Resource Development
- J. Exceptional Student Education Services
- K. Federal and State Grant Procurement and Coordination
- L. Student Data Services
- M. Any other services recommended by the Board of Directors of the Consortium and approved by the District of Record, currently the Washington County School Board

**III. METHOD(S) OF EVALUATION.** That the Superintendent or designee will, annually, evaluate the results of services provided through the PAEC as follows:

- A. For services rendered without direct assessment to the district, such as participation in various projects funded by the state or federal government (ex. FDLRS, SEDNET, Migrant Education, Title IV, etc.), your superintendent and staff will review:
  - 1. Quality of service provided, including professionalism of personnel involved
  - 2. Alignment with the district's instructional professional learning plan
  - 3. Alignment of program activity to the needs of the district
- B. For contracted services, (ex. Risk Management, Student Data Services, Gateway Finance/Payroll, Professional Development Center, My Virtual Classroom, etc.), your superintendent and staff will review:
  - 1. Quality of service provided, including professionalism of personnel involved
  - 2. Cost efficiency
  - 3. Alignment of program activity to the needs of the district
  - 4. Benefits derived by the district. Fulfillment of obligations itemized in the contract
- C. For professional learning provided, (ex. principal leadership academy, new teacher academy, online professional learning via ePDC, add-on endorsement programs, leadership conference, etc.), your superintendent and staff will review:
  - 1. Quality of service provided, including professionalism of personnel involved
  - 2. Cost efficiency
  - 3. Alignment with the professional learning needs of the district
- D. For cooperative programs/activities (ex. cooperative purchasing, etc.) involving pooling of districts' resources, your superintendent and staff will review:

1. Quality of service provided, including professionalism of personnel involved
2. Cost efficiency
3. Alignment of program activity to the needs of the district

**IV. DISTRICT COST-SHARE.** The District will pay allocated costs for the services or goods received through participation in specific programs, projects, or activities of the Consortium. All assessments of compensation will be based on actual costs incurred, as itemized in contracts and/or invoices. The projected cost will be furnished to the superintendent prior to implementation of the service, with adjustments for actual costs being made only upon mutual consent of both parties.

**V. PENALTIES AND SEVERABILITY.**

- A. Should the District of Record, currently WCSB, in its capacity as fiscal agent for PAEC, be assessed a penalty or fine (including reimbursement of grant funds) by any governmental agency or authority arising out of and based on improper administration of a grant by PAEC, then the Member Districts would share responsibility for satisfaction of the penalty or fine based on the following:
  1. 50% of the fine or penalty shall be allocated equally among all the Member Districts.
  2. The remaining 50% of the fine or penalty shall be allocated among the Member Districts according to each district's percentage of the total FTE.
  3. The total of the amount to be allocated among the Member Districts under subparagraphs 1) and 2) shall first be reduced by any and all amounts recoverable by insurance or other bonds.
- B. Each Member District acknowledges and agrees that, as a condition of continued participation in the PAEC, each Member District is required to comply with and perform the above provision regarding satisfaction of any such fines or penalties. In the event that a Member District fails to satisfy its allocation as set forth above, the PAEC Board of Directors shall determine the repayment schedule for the Member District and any interest due PAEC. Member District agrees that if repayment has not been made by the date of expiration of this repayment period, said district:
  1. Shall no longer be eligible for participation as a Member District in PAEC.
  2. Shall no longer be a member of PAEC.
  3. Shall not be entitled to continue to receive any of the benefits of membership in PAEC. Any Member District whose participation in PAEC is terminated under this contract shall pay all allocated costs that have accrued to that district by virtue of participation in PAEC through the end of the month during which termination of participation occurs.
- C. In the event a Member District's participation is terminated pursuant to the foregoing paragraph B, and that former member has not satisfied its allocated share of any fine or penalty in accordance with paragraph A, then the allocated share of each of the remaining Member Districts shall then be re-determined in accordance with paragraph A based on the number of the remaining Member Districts and their respective percentage of the total FTE.
- D. The District of Record, currently WCSB, shall be responsible, only as allocated above as a Member District, for any such penalty or fine (including reimbursement of grant funds) assessed by any governmental agency or authority arising out of and based on improper administration of a grant by PAEC. In the event that the other Member Districts fail to comply with the above provisions relating to satisfaction of fines or penalties, WCSB shall have the right to terminate its fiscal agent agreement during the term of said agreement on the following terms:
  1. WCSB must give written notice and a thirty-day opportunity to cure any such failure to comply to the Member District or districts involved and to PAEC;

2. Termination shall not be permitted during the term of the agreement if the noncompliance is cured within the thirty-day period;
  3. Fiscal agent fees from PAEC to WCSB shall continue only through the end of the month during which the contract is terminated.
- E. Should the District of Record, currently Washington County School Board (WCSB), based on its own mismanagement or negligence, be assessed a fine or penalty (including reimbursement of grant funds) or be prohibited by any governmental agency or court from receiving any grant, PAEC (through its Board of Directors) shall have the right to terminate the fiscal agent agreement with WCSB by giving written notice and may appoint a new fiscal agent. Fiscal agent fees from PAEC to WCSB shall continue only through the end of the month during which the contract is terminated. There shall be no other monetary liability from PAEC or any other Member District to WCSB in the event of any such termination.
- F. Should PAEC be dissolved or moved to a different physical location by action of the PAEC Board of Directors, the District of Record, currently WCSB, shall dispose of the current PAEC facility in accordance with the terms of the Annual Fiscal Agent Agreement Between the Washington County District School Board and the Panhandle Area Educational Consortium (“Annual Agreement”), reflecting PAEC’s equitable ownership in its current physical facility. The PAEC Board of Directors would determine the use of the funds from the sale of the property.
- G. It is understood and agreed by all members of PAEC that the foregoing provisions of Section V shall not alter the waiver of sovereign immunity or extend the respective member’s liability as set forth in Section 768.28, Florida Statutes.

**VI. GOVERNANCE OF PAEC. That the organization and governance of the PAEC shall be as follows:**

- H. The Board of Directors has designated the WCSB to serve as the District of Record for contractual and reporting purposes for the Consortium. Said Board will:
1. Serve as employer for all Consortium staff, establishing policies in collaboration with the Board of Directors by which all personnel so employed will be governed. The District of Record assumes no liability for continued employment of Consortium staff in the event of loss of funds, discontinuation of project services or a reduction in force by Consortium Board of Directors. Additionally, the provisions of Section V (Penalties and Severability) shall apply to the extent that the District of Record (currently WCSB) were to be found liable and required by an administrative agency or court of competent jurisdiction to make a payment for unpaid wages or other losses to an employee of PAEC as a result of an employment action taken by PAEC so that any such liability shall be shared by the members of PAEC. The provisions of Section V shall only apply, however, in the event the order is not reversed or vacated on appeal. Additionally, nothing herein shall be construed or intended by any member or PAEC to serve as a waiver of any immunity of any kind. This provision shall not apply in the event it was deemed to be any such waiver of any type of immunity from liability. Moreover, it is understood and agreed by all members of PAEC that the foregoing provisions of Section V shall not alter the waiver of sovereign immunity or extend the respective member’s liability as set forth in Section 768.28, Florida Statutes.
  2. Serve as title holder for building complex on 753 West Boulevard, Chipley for PAEC and its Member Districts according to “Annual Fiscal Agent Agreement Section B. Equitable Ownership of Building Complex at 753 West Boulevard”.

3. Serve as District of Record for the Consortium, with mutually agreed upon compensation for services. These services will include, but not be limited to:
  - a. Monthly financial report to Member Districts.
  - b. Separate report on the financial status of the Consortium in the annual financial report of the District to the Commissioner.
4. Per Florida Statutes and Florida Administrative Code, approve all programs, projects, contracts, bids, and procedures for operation of the Consortium as part of the District of Record's consent agenda. If an action is not approved, written explanation of just cause shall be provided to the PAEC Board of Directors within fourteen (14) days of the District of Record's decision.
- I. The Board of Directors for the Consortium shall be composed of the Superintendents of all Member Districts. The Directors will:
  1. Determine all policies for operation of the Consortium.
  2. Determine programs, products, contracted services, and charges for services rendered by the Consortium.
  3. Determine Consortium salary schedule and compensation plan.
  4. Recommend establishment of positions and individuals for appointment to the District of Record.

The Board of Directors has full authority to control the Consortium within the parameters of Florida Statutes, State Board of Education administrative rules, and the Board-approved policies of the school board of the District of Record.

- J. An Executive Director, recommended by the Board of Directors and approved by the school board of the District of Record, will manage the operation of the Consortium. Said Executive Director will:
  1. Be responsible for compliance of Consortium operation with all Consortium policies, applicable State Laws, and State Board of Education Regulations.
  2. Keep the Board of Directors and District of Record apprised of all Consortium activities.

**VII. TERMS OF AGREEMENT.** The term of this Agreement shall commence and be deemed in full force and effective as of July 1, 2024. The terms of this Agreement shall be one (1) fiscal year with an annual renewal option.

**VIII. TERMINATION OF AGREEMENT.** Any participant may withdraw from this agreement by written notification to the PAEC Executive Director six months prior to renewal.

This Agreement among the Member Districts of the Consortium, as set forth in this contract, will be in operation and effect from July 1, 2024, by action of the various school boards named herein, and upon adoption by the Cooperating Boards joined together in this Consortium, shall be binding for one (1) fiscal year from said date of July 1, 2024.

For PAEC membership, each district pays a fixed base sum of \$3,000 plus \$2.00 / FTE based on the 3<sup>rd</sup> calculation of the previous school year.

For the above-described services, **The District** agrees to pay **The School Board of Washington County, Florida**, Fiscal Agent, and District of Record for PAEC, the sum of **\$12,454.74**, payable upon completion of this contract.

BOD approval: April 10, 2024  
WCSB approval: May 13, 2024

**PANHANDLE AREA EDUCATIONAL CONSORTIUM  
PROFESSIONAL DEVELOPMENT CENTER (PDC)  
CONTRACT FOR DISTRICT PARTICIPATION**



A contract of **The School Board of Gadsden County, Florida**, pursuant to Florida Statutes 1001.42(14) and Florida State Board of Education Administrative Rule 6A-1.099, FAC, adopting an agreement made by and between **The School Board of Washington County, Florida**, fiscal agent for **The Panhandle Area Educational Consortium (PAEC)** and **The School Board of Gadsden County Florida**, has been reviewed by both parties. It is the decision of these participants that the contract for rendering of services and benefits shall commence as of July 1, 2024, and shall end on June 30, 2025.

**WHEREAS The District** has the power and the duty among other responsibilities to cooperate with other agencies in joint programs when it is to the best interest of the district, taxpayers, the education system, and the school children of the participant, and

**WHEREAS The District** agrees to participate along with other participating and member districts in the PAEC Professional Development Center (PAEC PDC) and

**WHEREAS** PAEC is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as recommended by the PAEC Professional Development Center Advisory Committee and approved by the Board of Directors of PAEC (a/k/a PAEC Professional Development Center).

**THEREFORE**, in consideration of the mutual covenants contained herein, the parties hereto contract and agree as follows:

**I. SERVICES TO DISTRICT**

The general services to be provided by PAEC/PDC are to:

- A. Coordinate and facilitate the PAEC Professional Development Center Council meetings with district instructional and curriculum administrators with opportunities for networking, sharing effective practices and Florida Department of Education updates. PAEC Professional Development Center will comply with all requirements relating to s.119.07, F.S, Florida's public records act.
- B. Provide technical assistance with implementation of legislative mandates and FLDOE initiatives.
- C. Coordinate the 5-year Professional Learning Catalog for Professional Development with annual review and revision, as necessary, and subsequent submission of required board approval documentation to the Florida Department of Education.
- D. Develop and renew add-on endorsement plans.
- E. Develop and update, as needed/required, a Leadership Development Plan.
- F. Integrate a standard electronic Professional Learning Plan (PLP) with ePDC.
- G. Coordinate review and revision of the Annual Professional Development Needs Assessment and provide availability to districts.
- H. Update the electronic Professional Development Connections (ePDC) to meet Florida Statute guidelines and FDOE standards.
- I. Make ePDC revisions on an ongoing basis to facilitate usability and meet evolving district and educator needs.
- J. Provide annual update training for district administrators on the PAEC *electronic* Professional Development Connections (ePDC).
- K. Provide discounted prices for PAEC online courses, except for Athletic Coaching Endorsement courses. PDC member price will be no more than \$3/credit hour as compared to \$5.95/credit hour for non-members.
- L. Provide a toll-free Technical Support Hotline.
- M. Provide pre-audit technical assistance in preparation for Florida's Professional Development System Protocol site visits.
- N. Coordinate multi-district professional learning activities in collaboration with district professional learning, literacy, and other curriculum contacts.
- O. Collaborate with a variety of organizations/agencies to bring no-cost professional learning opportunities to PAEC member districts. PAEC consultants publicize, facilitate, register, track attendance, and provide and review implementation and evaluation follow up assignments.
- P. Assist district or school staff with appropriate selection of presenters for delivery of needs-based professional development.
- Q. Provide additional services at no cost.
  - Services may include:
    - a. Seek legislative funding for local initiatives.
    - b. Grant writing assistance as requested.

- c. Collaborate with colleges and universities to share information across the consortium regarding upcoming trainings.
- d. Coordinate and provide an annual Leadership Conference event for district and school administrators.
- e. Coordinate the PAEC Literacy Council meetings with district reading staff and administrators.
- f. Coordinate the PAEC Principal Convening sessions.
- g. Coordinate the PAEC Guidance Counselors Convening sessions.
- h. Coordinate and facilitate Textbook Adoption Fairs, as needed, or required by the State.

## II. GOVERNANCE.

The PAEC Board of Directors has established the PAEC Professional Development Center entity to work with districts on their PDC needs. As part of its work, the PAEC Professional Development Center shall have an Advisory Committee. The officers of the Council will be a chairperson and co-chairperson. Officers will also be voting members. The term of office will be two (2) years provided the officeholder has been reappointed to the PDC Council by his/her district school board. Nominees for chairperson shall have served a minimum of 12 months prior to nomination. The Committee shall assist the PAEC Executive Director in the overall management of PAEC PDC.

## III. DISTRICT RESPONSIBILITIES

- A. Superintendent will appoint one or two representatives to serve on the Advisory Committee and that person will serve as the primary PDC contact (POC) between PAEC and district.
- B. POCs will designate a backup contact.
- C. Responsible for attending conference calls and trainings.
- D. Responsible for facilitating internal communication regarding available trainings to district personnel.

IV. **PAEC ASSETS.** Training and Website materials provided by the PAEC Professional Development Center are strictly for the internal use of participating districts, including their administrators, staff, teachers, students, and parents. These materials cannot be reprinted, duplicated, sold, or distributed to anyone outside the participating school or school district without the express written consent of PAEC.

V. **District Financial Participation.** The District will pay for services received through participating in the PAEC Professional Development Center. All assessments will be based on actual costs incurred, prorated among participants on a base sum plus a sum per unweighted FTE. Each participating district hereby agrees to pay a sum per most recent unweighted FTE 3<sup>rd</sup> calculation at a rate of \$4.262759476/FTE. Reported unweighted FTE is **4727.37 and the total participation sum is \$20,151.64.** This contribution shall be the total obligation of each participating district during the agreement year. Payment must be made by the District and received by PAEC by September 15.

VI. **TERMS OF AGREEMENT.** The term of this agreement with PAEC PDC shall commence as of July 1 of each school year (the “renewal date”) and shall end on June 30 of each school year (the “termination date”) unless the participating district chooses to renew this contract for an additional year. Each District entering into a contract with PAEC PDC shall do so effective July 1 unless specified to the contrary.

## VII. TERMINATION/SUSPENSION OF AGREEMENT

### A. TERMINATION BY DISTRICT

Written notice of intent to withdraw (“Terminate”) from participation in the PAEC PDC program must be provided by the participating district to the PAEC Executive Director at least six months prior to the renewal date. This contract will automatically renew for an additional 1-year period if such written notice is not timely received by the PAEC Executive Director.

### B. SUSPENSION OF SERVICES BY PAEC

The Board of Directors of PAEC may suspend and decline to provide services to a participating district because of failure to:

- Make full payment by October 1<sup>st</sup> of each year.
- For DRS schools, provide proof of agreement with their statutorily assigned university affiliate (s. 1003.32, FS) by October 1<sup>st</sup> of each year.

**C. WITHDRAWAL BY FISCAL AGENT**

The fiscal agent must provide written notification by certified mail to the Superintendent/DRS Director of each participating district if services are to be discontinued. Notification must be received at least six months prior to the renewal date (July 1<sup>st</sup>).

**VIII. ADMINISTRATIVE/STAFFING.** PAEC PDC is administered under the PAEC Board of Directors. Washington County Schools will serve as the Fiscal Agent and District of Record. PAEC PDC staff will be under the supervision of the PAEC Executive Director and function as part of the consortium staff. The PDC program shall contribute its pro-rata share of the PAEC/Fiscal Agent Annual Agreement and PAEC Overhead Funding Plan.

**IX. EQUIPMENT PURCHASES AND TRANSFERS.** The equipment purchased to facilitate the center operation will be vested in the PAEC District of Record, the Washington County School Board according to the present PAEC Agreement. If the PAEC PDC is transferred to another District of Record, all equipment purchased with PAEC/PDC funds will be transferred to the new district upon approval of the PAEC Board of Directors.

For the above-described services, The District agrees to pay the School Board of Washington County, Florida, fiscal agent, and District of Record for PAEC, the sum of **\$20,151.64**, payable upon execution of this contract.

BOD approval: April 10, 2024

WCSB approval: May 13, 2024

**PANHANDLE AREA EDUCATIONAL CONSORTIUM  
HUMAN RESOURCES SUPPORT SERVICES  
CONTRACT FOR DISTRICT PARTICIPATION**



A contract of **The School Board of Gulf County, Florida**, hereinafter referred to as “District,” pursuant to Florida Statutes 1001.42(14) and Florida State Board of Education Administrative Rule 6A-1.099, FAC, adopting an agreement made by and between **The School Board of Washington County, Florida, fiscal agent for The Panhandle Area Educational Consortium (PAEC)** and **The School Board of Gulf County Florida**, has been reviewed by both parties. It is the decision of these participants that the contract for rendering of services and benefits shall commence as of July 1, 2024, and shall end on June 30, 2025.

**WHEREAS The District** has the power and the duty among other responsibilities to cooperate with other agencies in joint programs when it is to the best interest of the district, taxpayers, the education system, and the school children of the participant, and

**WHEREAS The District** agrees to participate along with other participating and member districts in the PAEC Human Resources Support Services and

**WHEREAS PAEC** is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as recommended by PAEC and approved by the Board of Directors of PAEC.

**THEREFORE**, in consideration of the mutual covenants contained herein, the parties hereto contract and agree as follows:

**I. SERVICES TO DISTRICT**

The specific needs, which will be met by consortium activity as they relate to the Human Resources Support Services to Districts, are:

- A. PAEC Human Resources Support Services will comply with all requirements relating to s.119.07, F.S, Florida’s public records act.
- B. Assist in streamlining Human Capital Management System and utilizing system data metrics.
- C. Facilitate networking and sharing of best practices in school district Human Resources.
- D. Assist district in planning and coordinating targeted professional development.
- E. Collaborate and inform on all matters related to innovative recruitment and retention initiatives/strategies.
- F. Provide training and support for implementation of Skyward Fast Track.
- G. Assist in development of recruitment programs, budgets, brochures, and other related material.
- H. Target specific universities and teaching colleges within Florida and out-of-state, if applicable, for recruitment visits (includes registration fees for respective career fairs).
- I. Coordinate with district staff to plan a recruitment event for the Northwest Florida region.
- J. Work with district and PAEC staff to implement comprehensive induction programs that include mentoring, staffing high need/critical areas, alternative certification options and community involvement in welcoming and supporting new teachers.
- K. Work with districts on grow-your-own teacher initiatives (including Future Educator Clubs).
- L. Serve as a liaison with the Florida Department of Education Educator Recruitment Development and Retention Office and work to secure support for PAEC recruitment initiatives.

**II. GOVERNANCE**

PAEC Human Resources Support Services shall be under the PAEC Business Services Department.

**III. DISTRICT RESPONSIBILITIES**

- A. Superintendent will appoint one representative who will serve as the primary HR contact (POC) between PAEC and district.
- B. POCs will designate a backup contact.
- C. Responsible for attending conference calls and trainings.
- D. Responsible for providing feedback on meeting sites, agenda items, etc.

**IV. PAEC ASSETS**

Training and Website materials provided by the PAEC Human Resources Support Project are strictly for the internal use of participating districts, including their administrators, staff, teachers, students, and parents. These materials cannot be reprinted, duplicated, sold, or distributed to anyone outside the participating school or school district without the express written consent of PAEC.

- V. DISTRICT FINANCIAL PARTICIPATION.** The District will pay for services received through participating in the PAEC Human Resources Project. All assessments will be based on actual costs incurred, prorated among participants on a base sum of \$3,548.33 plus a sum per unweighted FTE. Each participating district hereby agrees to pay a sum per most recent unweighted FTE 3<sup>rd</sup> calculation at a rate of 1,243.47 per unweighted FTE. Reported unweighted FTE is 1,884.04 and the total participation sum is \$4,791.80. This contribution shall be the total obligation of each participating district during the agreement year unless additional assessments are approved by the District. Payment must be made by the District and received by PAEC by September 15<sup>th</sup>.

- VI. TERMS OF AGREEMENT.** The term of this agreement with PAEC Human Resources Services shall commence as of July 1 of each school year (the “renewal date”) and shall end on June 30<sup>th</sup> of each school year (the “termination date”) unless the participating district chooses to renew this contract for an additional year. Each District entering into a contract with PAEC Human Resources Services shall do so effective July 1<sup>st</sup> unless specified to the contrary.

**VII. TERMINATION OF AGREEMENT**

**A. TERMINATION BY DISTRICT**

Written notice of intent to withdraw (“Terminate”) from participation in the PAEC Human Resources Services program must be provided by the participating district to the PAEC Executive Director at least six months prior to the renewal date. This contract will automatically renew for an additional 1-year period if such written notice is not timely received by the PAEC Executive Director.

**B. SUSPENSION OF SERVICES BY PAEC**

The Board of Directors of PAEC may suspend and decline to provide services to a participating district because of failure to:

- Make full payment by October 1<sup>st</sup> of each year.
- For DRS schools, provide proof of agreement with their statutorily assigned university affiliate (s. 1003.32, FS) by October 1<sup>st</sup> of each year.

**C. WITHDRAWAL BY FISCAL AGENT**

The fiscal agent must provide written notification by certified mail to the Superintendent/DRS Director of each participating district if services are to be discontinued. Notification must be received at least six months prior to the renewal date (July 1<sup>st</sup>).

**VIII. ADMINISTRATIVE/STAFFING**

PAEC Human Resources Services Project is administered under the PAEC Board of Directors. Washington County Schools will serve as the Fiscal Agent and District of Record. PAEC Human Resources Services Project staff will be under the supervision of the PAEC Executive Director and function as part of the consortium staff. The Human Resources Services Project shall contribute its pro-rata share of the PAEC/Fiscal Agent Annual Agreement and PAEC Overhead Funding Plan.

**IX. EQUIPMENT PURCHASES AND TRANSFERS**

The equipment purchased to facilitate the center operation will be vested in the PAEC District of Record, the Washington County School Board according to the present PAEC Agreement. If the PAEC/Human Resources Services Project is transferred to another District of Record, all equipment purchased with PAEC/Human Resources Services Project funds will be transferred to the new district upon approval of the PAEC Board of Directors.

For the above-described services, The District agrees to pay The School Board of Washington County, Florida, fiscal agent, and District of Record for PAEC, the sum of \$4,791.80 payable upon execution of this contract.

BOD approval: April 10, 2024

WCSB approval: May 13, 2024

**PANHANDLE AREA EDUCATIONAL CONSORTIUM  
GATEWAY EDUCATIONAL COMPUTING CONSULTANTS PROJECT  
CONTRACT FOR DISTRICT PARTICIPATION**



A contract of **The School Board of Gadsden, Florida**, pursuant to Florida Statutes 1001.42(14) and Florida State Board of Education Administrative Rule 6A-1.099, FAC, adopting an agreement made by and between **The School Board of Washington County, Florida**, fiscal agent for **The Panhandle Area Educational Consortium (PAEC)** and **The School Board of Gadsden County Florida**, has been reviewed by both parties. It is the decision of these participants that the contract for rendering of services and benefits shall commence as of July 1, 2024 and shall end on June 30, 2025.

**WHEREAS, The District** has the power and the duty among other responsibilities to cooperate with other agencies in joint programs when it is to the best interest of the district, taxpayers, the education system, and the school children of the participant, and

**WHEREAS, The District** agrees to participate along with other participating and member districts in the Gateway Educational Computing Consultants (Gateway) and

**WHEREAS**, the PAEC is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as approved by the Board of Directors of PAEC as extended to include all the superintendents of districts participating in the Gateway Project.

**THEREFORE**, in consideration of the mutual covenants contained herein, the parties hereto contract and agree as follows:

- I. SERVICES TO DISTRICTS.** The general services to be provided by Gateway are:
- A.** PAEC Gateway Services will comply with all requirements relating to s.119.07, F.S, Florida's public records act.
  - B.** Contracting for software updates, maintenance, and technical assistance.
  - C.** Application of software updates implemented at hosting service.
  - D.** Training of district personnel with regard to:
    - 1. Initial and continuing implementation of system
    - 2. Operational changes required by software updates
    - 3. Operational changes per requirements of the Florida Department of Education.
  - E.** On-site and telephone consultation to provide technical assistance and problem correction.
  - F.** Technical assistance in the maintenance of files to provide long-term records
  - G.** Technical assistance in the operation of data processing equipment necessary to operate the system.
  - H.** Maintenance of disk packs required for software libraries and online user files.
  - I.** Technical assistance in providing required automated files to DOE.
  - J.** Maintenance of system job control language (JCL) required for the execution of software and changes necessary to the execution of district or institution level jobs within the application of the system.
  - K.** Technical assistance in support of district processes at outside organizations and/or companies where the data being used originates from within the Gateway system. In order to provide this assistance, the districts authorize Gateway to have access to the data stored on such outside systems.
  - L.** PAEC Gateway staff members will serve as backup Security Administrators to the District's Security Manager. As backup Security Administrators PAEC Gateway staff will provide: 1) security access for new users by creating new accounts and giving access to modules and/or screens, and 2) update security for current users who may change jobs or whose job responsibilities have changed. PAEC Gateway staff will have two individual user IDs/passwords with permissions for system-wide access on product setup, and inquiry only setup on finance and payroll. View only access will ensure security control are maintained. Passwords for these two users will change as set by the district and according to the ISCorp Contingency Plan.

PAEC will also have a PAEC user ID/password that will only be utilized to run jobs sent to the auditor general's office including other scheduled jobs as needed by the district.

**II. GOVERNANCE**

The PAEC Board of Directors has established the PAEC Gateway Educational Computing Consultants entity to work with districts on their financial data processing needs. As part of its work, the PAEC Gateway Educational Computing Consultants shall have an Advisory Committee. The Gateway/PAEC Project is administered under the PAEC Board of Directors extended to include the superintendents from non-PAEC districts participating in the Gateway Project, with each participating district having one (1) vote. Five (5) voting members present will constitute a quorum. Washington County School Board shall serve as Fiscal Agent and District of Record. The Gateway staff will be under the supervision of the PAEC Executive Director and function as a part of the consortium staff. The Gateway PAEC Project shall contribute its pro rata share of the PAEC/Fiscal Agent Annual Agreement, Annual Employee Termination Benefits Plan (for staff paid from project budget) and PAEC Overhead Funding Plan.

### III. DISTRICT RESPONSIBILITIES

- A. Superintendent will appoint one representative to serve on the Advisory Committee and that person will serve as the primary Finance contact (POC) between PAEC Gateway and the district.
- B. POCs will designate a backup contact.
- C. Responsible for attending conference calls and trainings.
- D. Responsible for troubleshooting before reporting and providing clear and concise examples when reporting issues.
- E. Responsible for importing data into system.
- F. Responsible for facilitating internal training to district personnel.
- G. Responsible for setting up two individual IDs and passwords for Gateway staff to serve as backup Security Administrators, as needed. Responsible for setting up the general PAEC user ID and password. District will set permissions for individual users as follows: system-wide access on product setup, and inquiry only setup on finance and payroll. Passwords for these two users will change as set by the district and according to the ISCorp Contingency Plan.
- H. District will have established procedures to include periodic evaluations of all system changes to detect and remedy any unauthorized changes.

IV. **PAEC ASSETS.** Training and Website materials provided by PAEC Gateway are strictly for the internal use of participating districts, including their administrators, staff, teachers, students, and parents. These materials remain the property of PAEC Gateway and cannot be reprinted, duplicated, sold, or distributed to anyone outside the participating school or school district without the express written consent of PAEC Gateway.

V. **DISTRICT FINANCIAL PARTICIPATION.** The District will pay for services received through participating in the PAEC Gateway Educational Computing Consultants. All assessments will be based on actual costs incurred, prorated among participants on a base sum of \$16,800.00 plus unweighted FTE. Each participating district hereby agrees to pay a base sum per most recent unweighted FTE 3<sup>rd</sup> calculation at a rate of \$1.6282681930/unweighted FTE. This contribution shall be the total obligation of each participating district during the agreement year. Payment must be made by the District and received by PAEC by September 15<sup>th</sup>.

VI. **TERMS OF AGREEMENT.** The term of this agreement with PAEC Gateway Educational Computing Consultants shall commence as of July 1 of each school year (the "renewal date") and shall end on June 30 of each school year (the "termination date") unless the participating district chooses to renew this contract for an additional year. Each District entering into a contract with PAEC Gateway shall do so effective July 1 unless specified to the contrary.

### VII. TERMINATION/SUSPENSION OF AGREEMENT

#### A. TERMINATION BY DISTRICT

Written notice of intent to withdraw ("Terminate") from participation in the PAEC Gateway Educational Computing Consultants program must be provided by the participating district to the

PAEC Executive Director at least six months prior to the renewal date. This contract will automatically renew for an additional 1-year period if such written notice is not timely received by the PAEC Executive Director.

**B. SUSPENSION OF SERVICES BY PAEC**

The Board of Directors of PAEC may suspend and decline to provide services to a participating district because of failure to:

Make full payment by October 1<sup>st</sup> of each year.

For DRS schools, provide proof of agreement with their statutorily assigned university affiliate (s. 1003.32, FS) by October 1<sup>st</sup> of each year.

**C. WITHDRAWAL BY FISCAL AGENT**

The fiscal agent must provide written notification by certified mail to the Superintendent/DRS Director of each participating district if services are to be discontinued. Notification must be received at least six months prior to the renewal date (July 1<sup>st</sup>).

**VIII. ADMINISTRATIVE/STAFFING**

PAEC Human Resources Services Project is administered under the PAEC Board of Directors. Washington County Schools will serve as the Fiscal Agent and District of Record. PAEC Human Resources Services Project staff will be under the supervision of the PAEC Executive Director and function as part of the consortium staff. The Human Resources Services Project shall contribute its pro-rata share of the PAEC/Fiscal Agent Annual Agreement and PAEC Overhead Funding Plan.

**IX. EQUIPMENT PURCHASES AND TRANSFERS.** The equipment transferred from the former district of record, the School Board of Bay County, will be vested in Washington County School Board according to the present PAEC Agreement. If the Gateway Project is transferred to another District of Record, all equipment purchased with Gateway Project funds will be transferred to the new district upon approval of the PAEC Extended Board of Directors.

For the above-described services, The District agrees to pay The School Board of Washington County, Florida, fiscal agent and District of Record for PAEC, \$21,176.02 for Gateway Services, \$30,952.25 for the Skyward License Fee, and \$6464.82 for the ISCorp hosting fee equaling a total of \$66,203.31, payable upon execution of this contract.

BOD approval:

WCSB approval:

**PANHANDLE AREA EDUCATIONAL CONSORTIUM  
STUDENT DATA SERVICES  
CONTRACT FOR DISTRICT PARTICIPATION**



A contract of **The School Board of Gadsden County, Florida** (The District), pursuant to Florida Statutes 1001.42(14) and Florida State Board of Education Administrative Rule 6A-1.099, FAC, adopting an agreement made by and between **The School Board of Washington County, Florida**, fiscal agent for **The Panhandle Area Educational Consortium (PAEC)** and **The School Board of Gadsden County, Florida** (The District), has been reviewed by both parties. It is the decision of these participants that the contract for rendering of services and benefits shall commence as of July 1, 2024 and shall end on June 30, 2025.

**WHEREAS, The District** has the power and the duty among other responsibilities to cooperate with other agencies in joint programs when it is to the best interest of the district, taxpayers, the education system, and the school children of the participant, and

**WHEREAS, The District** agrees to participate along with other participating and member districts in the PAEC Student Data Services and

**WHEREAS, PAEC** is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as recommended by the PAEC Student Data Services Advisory Committee and approved by the Board of Directors of PAEC (a/k/a PAEC Student Data Services).

**THEREFORE**, in consideration of the mutual covenants contained herein, the parties hereto contract and agree as follows:

**I. SERVICES TO DISTRICT.** The specific services to be provided pursuant to this agreement by PAEC Student Data Services relate to the Focus Student Information System (SIS), and are:

- A. Student Information System recommendations for compliance with Department of Education (DOE) student database and student reporting requirements. PAEC Student Data Services will comply with all requirements relating to s.119.07, F.S, Florida’s public records act.
- B. Help desk support will be provided for only primary and/or backup contact to provide technical assistance to any SIS application related problem Monday-Friday 8am-5pm Eastern time, excluding holidays scheduled by PAEC District of Record, the Washington County School Board. Programming bugs and enhancement requests will be escalated by PAEC Student Data Services to Focus School Software as necessary.
- C. Upon mutually agreed dates, each district may utilize up to two days per year on-site with a Student Data Services staff member for either consultation with only primary and/or backup contact to provide technical assistance on any SIS application related problem or training for district staff on any SIS application related procedures.
- D. Training of district MIS contact:
  - 1. Regularly scheduled webinar training sessions to cover topics suggested by PAEC and the districts MIS contacts.
  - 2. Quarterly training sessions on pertinent procedures involving the Student Information System.
  - 3. Other specific needs recommended by the Advisory Committee of PAEC Student Data Services and approved by the PAEC Board of Directors.
- E. Weekly hot topic email newsletter.
- F. Web repository of training documents and videos.
- G. Custom PHP programs, Custom SQL Reports, and Custom SQL Integrations as deemed necessary by PAEC Student Data Services.
- H. Import Templates and Instructions for use as deemed necessary by PAEC Student Data Services.

**STUDENT DATA SERVICES**

**CONTRACT FOR DISTRICT PARTICIPATION**

Page 2 of 3

**II. GOVERNANCE.** The PAEC Board of Directors has established the PAEC Student Data Services entity to work with districts on their SIS needs. As part of its work, PAEC Student Data Services shall have an Advisory Committee. The Committee shall assist the PAEC Executive Director in the overall management of PAEC Student Data Services. The Advisory Committee shall consist of one (1) voting member from each district, appointed by the district Superintendent or equivalent for districts without a Superintendent and that person will serve as the primary MIS contact (POC) between PAEC Student Data Services and the district. POCs will designate a backup contact. The POC and the backup will serve on the Committee until 1) a staff change is made prohibiting the appointed representative to serve, or 2) a notice is received by the Superintendent or designee that a change is being made. A quorum must be present to take action. The Committee will have a chair and a co-chair who will serve two (2) year terms on alternating rotations. The chair and co-chair will be elected by the Committee.

**III. DISTRICT RESPONSIBILITIES**

- A. Provide and report accurate and clean data.
- B. Responsible for attending conference calls and trainings.
- C. Responsible for troubleshooting before reporting and providing clear and concise examples when reporting issues.
- D. Responsible for importing data (i.e. test scores) into the system.
- E. Responsible for facilitating internal training to district personnel.

**IV. PAEC ASSETS.** Training and Website materials provided by PAEC Student Data Services are strictly for the internal use of participating districts, including their administrators, staff, teachers, students, and parents. These materials remain the property of PAEC Student Data Services and cannot be reprinted, duplicated, sold, or distributed to anyone outside the participating school or school district without the express written consent of PAEC Student Data Services.

**V. DISTRICT FINANCIAL PARTICIPATION.** The District will pay for services received through participating in the PAEC Student Data Services program. All assessments will be based on actual costs incurred, prorated among participants on a base of \$15,000.00 plus a sum per unweighted FTE. Each participating district hereby agrees to pay, a sum of \$1.80 per most recent unweighted FTE 3<sup>rd</sup> calculation or October student count if FTE information is unavailable for a district and Workforce Development Information System (WDIS) as per the 2022-23 year’s enrollment. This contribution shall be the total obligation of each participating district during the agreement year. Payment must be made by the District and received by PAEC by September 15<sup>th</sup>.

**VI. TERMS OF AGREEMENT.** The term of this agreement with PAEC Student Data Services shall commence as of July 1 of each school year (the “renewal date”) and shall end on June 30 of each school year (the “termination date”) unless the participating district chooses to renew this contract for an additional year. Each District entering into a contract with PAEC Student Data Services shall do so effective July 1 unless specified to the contrary.

**VII. TERMINATION/SUSPENSION OF AGREEMENT**

**A. TERMINATION BY DISTRICT**

Written notice of intent to withdraw (“Terminate”) from participation in the PAEC Student Data Services program must be provided by the participating district to the PAEC Executive Director at least

**STUDENT DATA SERVICES**

**CONTRACT FOR DISTRICT PARTICIPATION**

Page 3 of 3

six months prior to the renewal date. This contract will automatically renew for an additional 1-year period if such written notice is not received in time by the PAEC Executive Director.

**B. SUSPENSION OF SERVICES BY PAEC**

The Board of Directors of PAEC may suspend and decline to provide services to a participating district because of failure to:

Make full payment by October 1<sup>st</sup>.

For DRS schools, provide proof of agreement with their statutorily assigned university affiliate (s. 1003.32, FS) by October 1<sup>st</sup>.

**C. WITHDRAWAL BY FISCAL AGENT**

The fiscal agent must provide written notification by certified mail to the Superintendent/DRS Director of each participating district if services are to be discontinued. Notification must be received at least six months prior to the renewal date (July 1<sup>st</sup>).

**VIII. ADMINISTRATIVE/STAFFING.** PAEC Student Data Services is administered under the PAEC Board of Directors. Washington County Schools will serve as the Fiscal Agent and District of Record. PAEC Student Data Services staff will be under the supervision of the PAEC Executive Director and function as part of the consortium staff. The Student Data Services program shall contribute its pro-rata share of the PAEC/Fiscal Agent Annual Agreement and PAEC Overhead Funding Plan.

**IX. EQUIPMENT PURCHASES AND TRANSFERS.** The equipment purchased to facilitate the center operation will be vested in the PAEC District of Record, the Washington County School Board, according to the present PAEC Agreement. If the PAEC Student Data Services program is transferred to another District of Record, all equipment purchased with PAEC Student Data Services program funds will be transferred to the new district upon approval of the PAEC Board of Directors.

For the above-described services, The District agrees to pay The District School Board of Washington County, Florida, fiscal agent and District of Record for PAEC the sum total of \$22,994.65 - payable upon execution of this contract.

BOD date: April 10, 2024

WCSB date: May 13, 2024

**SUMMARY SHEET**

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 5c

**DATE OF SCHOOL BOARD MEETING:** July 30, 2024

**TITLE OF AGENDA ITEM:**

Contractual Agreement for Inter-County Transfer of Exceptional Students and the School Board of Gadsden County,

**DIVISION:**

Exceptional Student Education

Yes This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

This Contractual Agreement for Inter-County Transfer of Exceptional Students by the School Board of Leon County and the School Board Gadsden County. The School Board of Leon County provides and operates special programs for properly identified special education students from Gadsden County. The special program contract is for Hearing Impaired, and other students specifically identified by individual contract. Students are placed at the following school sites: Gretchen Everhart Special Day School, Swift Creek Middle School, and Lincoln High School.

**FUND SOURCE:** FEFP

**AMOUNT:**

**PREPARED BY:** Kesandra Brown 

**POSITION:** Director of Exceptional Student Education and Student Services

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered 4



**CONTRACTUAL AGREEMENT  
FOR INTER-COUNTY**

**TRANSFER OF EXCEPTIONAL STUDENTS**

This agreement entered into the 12<sup>th</sup> of August, 2024, by the School Board of Leon County and the School Board of Gadsden County is for the purpose of defining the responsibilities of each as it relates to exceptional students who reside in one county and attend schools in the other and delineating the conditions under which the contract shall be executed.

I. The School Board of Leon County agrees to make available exceptional student education services in certain exceptional education programs and assignments within certain grade levels at specific sites in the district. Those programs, assignments, grade levels and sites are as follows:

PROGRAM ASSIGNMENT	GRADE LEVEL	SITE
Special Day School	PK-12	Everhart
DHH Program	6-8	Swift Creek
DHH Program	9-12	Lincoln

Parents and home zone school sites must in all cases contact the **Gadsden County** ESE Director. The ESE Director will contact the Leon County School ESE Director for all Leon County school assignments. **Gadsden County** school sites may not directly contact Leon County school site administrators.

The School Board of **Gadsden County** and the parents will develop an individual educational plan (IEP) for exceptional students in conjunction with the School Board of Leon County. As determined by the IEP, those exceptional students in need of programs, assignments, grade levels and at sites included herein may be served by the School Board of Leon County. Only if programs, facilities and personnel are available will students be considered.

II. In providing these Special Education Programs, the School Board of Leon County shall be responsible for:

A. Provision and maintenance of adequate and appropriate facilities to house the program(s);

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*"No person shall on the basis of sex, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law." No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.*

- B. Provision of sufficient certified instructional and qualified non-instructional personnel, necessary for a quality program, including teacher, therapists, and a supervisor or coordinator;
- C. Notifying and obtaining the agreement of the participating district in any decision regarding the assignment of instructional staff in excess of the approved staffing ratio of the School Board of Leon County in order to provide appropriate instruction for a student from the participating district.
- D. Provision of necessary equipment, materials and supplies for each student;
- E. Provision of all other direct and indirect services necessary to conduct a quality program, except those responsibilities specifically designated in this agreement as the responsibility of the participating county;
- F. Provision of dismissal or reevaluation information for students from the School Board of **Gadsden County**.
- G. Initiating and conducting annual Individual Education Plan meeting and reevaluation consideration meeting in accordance with 6A-6.0331, FAC and in conjunction with the School Board of Gadsden County.

III. As a participating school district, the School Board of **Gadsden County** is responsible for all of the following:

- A. Provision of transportation for those students from its county who are enrolled in the program. The transportation schedule shall enable students to participate in the program for at least the minimum number of hours required for the age or grade group;
- B. Provision of the evaluation information and eligibility process conducted in accordance with Florida State Board of Education Administrative Rules 6A-6.0331, FAC and 6A-6.03013, FAC;
- C. Provision of the assignment and dismissal process in accordance with 6A-6.03028, FAC, 6A-6.0311, FAC and 6A-6.0331, FAC;
- D. Initiating and conducting an Individual Education Plan meeting in accordance with 6A-6.0331, FAC and in conjunction with the School Board of Leon County;
- E. Legal costs incurred through the due process procedure as a result of a student's assignment;
- F. The salary of personnel required to instruct students from the participating district in excess of the approved staffing ratio of the School Board of Leon County;
- G. Adhering to the school calendar and hours designated by the School Board of Leon County.

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*"No person shall on the basis of sex, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law." No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.*

**"EXCELLENCE BEGINS IN LEON COUNTY SCHOOLS"**

IV. Funding for exceptional student programs shall follow the procedure specified within this section:

A. The School Board of Leon County shall:

1. Provide the **2024-2025** formula calculation for the Regional Funding Fee;
2. Provide an invoice after the February FTE period to June 1 based on a formula using discretionary tax dollars in the general fund (FEFP calculation) projected total weighted FTE for contracted students multiplied by the Regional Funding Fee; and the salary of any teacher, related service provider, classroom paraprofessional/aide, sign language interpreter or classroom support personnel required for individual instruction as a result of the behavior and/or communication needs of a **Gadsden County** student;
3. Submit or receive funds as an adjustment to the “Regional Funding Fee” following the June FTE and end-of-year close out, provided the actual end of year formula factors creates an under or over payment of \$100 or more for the current fiscal year.

B. The School Board of **Gadsden County** is responsible for all of the following:

1. Receive all FTE funds generated from Transportation of their students to Leon County; **all community-based instruction and/or field trips will be invoiced separately by the Leon County Transportation Department.**
2. Submit payment to the School Board of Leon County based on the statement of account described under IV A of this section. This payment shall arrive no later than **June 30, 2025**;
3. Submit or receive funds as an adjustment to the Regional Funding Fee payment projections and actual salary reimbursement for any teacher related services provider, classroom aide, interpreter or classroom support personnel required for instruction as a result of the behavior and/or communication needs of a **Gadsden County** student, if actual weighted FTE creates an under or over payment of \$100 or more. This adjustment will be made following the June FTE and prior to October 1, 2024.

This Agreement shall take effect **August 12, 2024** and continue until **May 23, 2025** for the regular 2024-2025 school year. This contract supersedes any previous agreements. The School Board of Leon County and the School Board of **Gadsden County** shall abide by Section 1001.42(4)(d)(3.), Florida Statutes, for Settlement of Disagreements, which states “In the event an agreement cannot be reached relating to any phase of the project or activity, the matter may be referred jointly by the cooperating school boards, or by any individual school board of the cooperating districts, to the Department of Education for decision under regulations of the state board, and its decision shall be binding on all school boards of the cooperating districts”.

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*“No person shall on the basis of sex, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.*

**“EXCELLENCE BEGINS IN LEON COUNTY SCHOOLS”**

**Extended School Year Services (ESY)**

I. Services and dates of services for Extended School Year (ESY) will be determined by the IEP team based on the State of Florida Indicators for Extended School Year.

II. The School Board of Leon County agrees to make available extended school year exceptional student education services for students who are being served under this contract based upon IEP team determination. Extended School Year services are defined as any services provided outside of the adopted Leon County School Board Calendar. All provisions agreed upon in the yearly contractual agreement are extended for extended school year services, i.e., among other things, **Gadsden County** will be required to pay for all costs associated with the employment of any related service provider, classroom paraprofessional and/or aide, sign language interpreter or classroom support personnel required for individual instruction as a result of the behavior and/or communication needs for ESY services.

III. Funding: Extended School Year services will be provided by Leon County for **Gadsden County** students for a cost of thirty-five dollars (\$35) per student per hour of ESY services.

IV. Transportation: Transportation for those students from **Gadsden County**, who are determined to be in need of ESY services, will be provided by the School Board of **Gadsden County**.

The agreement executed the day and year first written above.

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Board Chairperson

**THE SCHOOL BOARD OF LEON COUNTY, FLORIDA**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Rosanne Wood, Chair

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Rocky Hanna, Superintendent

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*"No person shall on the basis of sex, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law." No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.*

**"EXCELLENCE BEGINS IN LEON COUNTY SCHOOLS"**

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD**

**AGENDA AGENDA ITEM NO. 5d**

**DATE OF SCHOOL BOARD MEETING:** July 30, 2024

**TITLE OF AGENDA ITEM:**

Contractual agreement between Independent Contractor Leslie Peterson, MS CCC SLP and the School Board of Gadsden County.

**DIVISION:**

Exceptional Student Education

Yes This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

This agreement with Leslie Peterson, will provide Speech/Language services (including, but not limited to intervention services, assessments, evaluations, counseling, consulting, collaboration, and support to families, school staff and administrators), in a position not filled by the School Board of Gadsden County.

**FUND SOURCE:** FEFP Dollars

**AMOUNT:** \$60.00 per hour

**PREPARED BY:** Kesandra Brown 

**POSITION:** Director of Exceptional Student Education and Student Services

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 3

CHAIRMAN'S SIGNATURE: page(s) numbered 3

SCHOOL BOARD ATTORNEY: page(s) numbered \_\_\_\_\_

**This form is to be duplicated on light blue paper.**

REVIEWED BY: 

## AGREEMENT TO PROVIDE SPEECH THERAPY SERVICES

### THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA AND LESLIE PETERSON, MS CCC SLP.

This Agreement is entered into August 7, 2024, between LESLIE PETERSON MS CCC SLP., hereinafter referred to as “the VENDOR”, and THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, hereinafter referred to as “the BOARD”.

WITNESSETH:

WHEREAS, the VENDOR is duly qualified to practice Speech Therapy in the State of Florida; and

WHEREAS, the BOARD is in need of Speech Therapy services for eligible ESE students; and

WHEREAS, the VENDOR and BOARD desire to enter into a service agreement whereby the VENDOR shall furnish the following described Speech Therapy services (the “Services”) upon the following terms and conditions.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions hereinafter set forth, it is understood and agreed as follows:

1. The VENDOR shall provide Services to eligible ESE students in the Gadsden County School District. The VENDOR and the Director of Exceptional Student Education Services, or her designee, for the BOARD shall determine the schedule of days, hours, and location(s) for Services performed under this Agreement.
2. Teletherapy will be provided at the discretion of the Gadsden County School District, based upon student need.
3. The VENDOR shall maintain licensure in the State of Florida to perform the Services set forth in Schedule “A” attached hereto and made a part hereof.
4. The BOARD shall perform the administrative functions set forth in Schedule “B” attached hereto. The BOARD shall provide equipment and Services as agreed upon by the VENDOR and the BOARD and listed in Schedule “B” attached hereto.
5. The VENDOR agrees that before being permitted on school grounds while students are present, she will be fingerprinted and have her background checked as provided by Florida law. *under the background as required by Florida law.*
6. VENDOR will bear the cost of the fingerprinting/background checks. The BOARD has the right to refuse entry onto its school grounds to any individual whose background check does not meet the requirements established by the BOARD pursuant to Florida law.
7. The term of this Agreement shall commence on August 7, 2024, and expire on May 30, 2025, unless sooner terminated as hereinafter provided. The BOARD, through the Director of Exceptional Student Education Services, or her designee, shall have the right to reject the VENDOR as unsuitable, without showing cause. The BOARD shall have the option of canceling this Agreement upon ten (10) days written notice to the VENDOR.
8. District shall pay Contractor for services provided under this Agreement as follows: District should pay \$60 per hour for Speech Language Pathology. The VENDOR shall work a maximum of 37.5 hours per week. District shall pay Contractor an hourly rate of \$60 for Speech-Language Pathology during extended school year and, upon pre-authorization through the Exceptional Student Education Department.

Partial workdays are reimbursed on a pro rata basis as per hourly rate.

Contractor will attend all district mandatory professional development with compensation.

Attendance at voluntary professional development is not reimbursed, unless prior written permission is obtained and attendance is authorized by the Exceptional Student Education Department or his/her designee, and the school principal.

The VENDOR shall maintain a student schedule including the hours of service for each ESE student served. A weekly log of services rendered by the VENDOR shall be submitted to the BOARD by the first business day of the following week. Upon verification of the services, the BOARD will make payments to the VENDOR within 14 days from the date of receipt of the VENDOR's statement. Payment is contingent upon accurate biweekly submission of service logs with school based administrative signature. If service logs are found to be inaccurate by the BOARD or designee, the BOARD or designee will notify the VENDOR immediately so that necessary corrections can be made for timely submission.

Statements should be addressed to:

Gadsden County Public Schools: Exceptional Student Education Services  
35 Martin Luther King Blvd  
Quincy, FL 32351

8. During the entire term of this agreement and any extension or modification thereof, the contractor shall keep in effect a policy or policies of general liability insurance including professional liability coverage by contractor in relation to the performance of service(s) under this Agreement, of at least \$ 1,000,000 combined single limit for all damages arising out of death or injury to, or death from, each accident or occurrence and \$1,000,000 combined single limit for all damages arising out of injury to or destruction of property for each accident or occurrence.
9. This Agreement shall be construed for all purposes under the laws of the State of Florida and may not be changed, modified, altered, or amended except by a written instrument signed by both parties to this Agreement. If any provision of this Agreement is declared void, such provision shall be deemed severed so that all of the remaining terms and conditions of this Agreement shall otherwise remain in full force and effect. Any dispute in connection with this Agreement may be submitted to arbitration if mutually agreed by both parties. Sole and exclusive jurisdiction for any action brought in connection with this Agreement shall be in the County or Circuit Court for the Second Judicial Circuit in and for Gadsden County, Florida.
10. The VENDOR shall hold harmless, indemnify, and defend the BOARD, its agents, servants, or employees in their official and individual capacity from any demand, claim, suit, loss, cause, expenses, or damages, which may be asserted, claimed, or recovered against or from the BOARD, its agents, or employees, in their official or individual capacity by reason of any damage to property or injury or death of any persons which arises out of, is incident to, or in any manner connected with this Agreement. This provision shall survive termination of this Agreement and shall be binding on the parties, successors, representatives, and assigns and cannot be waived or varied. Nothing in this Agreement is intended to waive or limit the sovereign immunity to which the BOARD is entitled under Florida law.
11. The failure of either party to object to or take affirmative action with respect to any conduct of the other party which is in violation of the terms hereof shall not be construed as a waiver thereof, or any future breach or subsequent misconduct.
12. The VENDOR will provide services consistent with the highest degree of care, and shall comply with all medical and ethical requirements imposed by the Florida Department of Education, or any other applicable regulatory agency, and shall comply with requirements of the Florida Department of Education and the BOARD pertaining to ESE students.
13. The VENDOR shall provide the BOARD with copies of the professional license of the Speech Therapist who provides Services under this Agreement.
14. The VENDOR will provide all necessary documentation required by the BOARD relating to Medicaid reimbursement and billing for Services provided by the VENDOR under the terms of this Agreement.
15. Neither the VENDOR nor the BOARD shall assign or transfer any interest in this Agreement without the written consent of the other party.

16. The VENDOR and the Superintendent of Schools, or their respective designees, shall attempt to resolve any questions or disagreements arising out of the administration or performance of this Agreement before any litigation is instituted.
17. The relationship between the BOARD and the VENDOR, its employees and agents, shall be that of an independent contractor, and not that of employer/employee.
18. Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party.
19. Any notice given or requested to be given pursuant to this Agreement shall be hand delivered or mailed, first class postage pre-paid, to the BOARD at 35 Martin Luther King Blvd, Quincy, FL 32351, to the attention of the Director of Exceptional Student Education Services, and to the VENDOR at 303 NE 5<sup>th</sup> St. Havana, FL 32333 to the attention of Leslie Peterson MS CCC SLP, or at such other address as either party may direct in writing.

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Gadsden County School Board Chairperson

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Date

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Leslie Peterson, MS CCC SLP

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Date

---

Elijah Key, Gadsden County School Board Superintendent

---

Date

## **SCHEDULE "A"**

### **SERVICES PROVIDED BY SPEECH THERAPIST IN ACCORDANCE WITH FLORIDA STATE LICENSURE REQUIREMENTS:**

1. Speech Therapy Treatments Evaluations
2. Consultative Service as related to Speech Therapy
3. Evaluations and quarterly reports on all students in the Program
4. Participation in IEP's and eligibility staffings as necessary
5. Provision of written home programs when appropriate
6. Professional development activities as agreed upon by the VENDOR and the BOARD

### **NON-REIMBURSABLE ACTIVITIES:**

1. Sick days
2. Holidays
3. Vacation days
4. Lunch Time (30 minutes)
5. Continuing Education activities other than those included in Item 6 above
6. Travel/Mileage

## **SCHEDULE "B"**

The BOARD will provide the Speech Therapist with the following:

1. ENVIRONMENT:
  1. a) Adequate space, i.e., gym, cafeteria, clinic, and empty classrooms
  2. b) Utilities (lights, water, A/C)
  3. c) Housekeeping
  4. d) Other equipment and supplies as agreed upon by the Board and the Vendor
2. ADMINISTRATION:
  1. a) Coordination of overall program
  2. b) Communication with school district staff as appropriate

Your license number is SA 8226.

Please use it in all correspondence with your board/council. Each licensee is solely responsible for notifying the Department in writing of the licensee's current mailing address and practice location address. If you have not received your renewal notice 90 days prior to the expiration date shown on this license, please visit [www.FLHealthSource.gov](http://www.FLHealthSource.gov) and click "Renew A License" to renew online.

The Medical Quality Assurance Online Services Portal gives you the ability to manage your license to perform address updates, name changes and much more.



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE

DATE	LICENSE NO.	CONTROL NO.
DECEMBER 30, 2023	SA 8226	122858

THE SPEECH-LANGUAGE PATHOLOGIST  
NAMED BELOW HAS MET ALL REQUIREMENTS OF  
THE LAWS AND RULES OF THE STATE OF FLORIDA.

EXPIRATION DATE: DECEMBER 31, 2025

LESLIE DANIELLE PETERSON  
303 NE 5TH ST  
HAVANA, FL - 32333

Ron DeSantis  
GOVERNOR

Joseph A. Ladapo, MD, PhD  
STATE SURGEON GENERAL

Scan QR Code for  
License Authentication



DISPLAY IF REQUIRED BY LAW

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE

DATE	LICENSE NO.	CONTROL NO.
DECEMBER 30, 2023	SA 8226	122858

THE SPEECH-LANGUAGE PATHOLOGIST  
NAMED BELOW HAS MET ALL REQUIREMENTS OF  
THE LAWS AND RULES OF THE STATE OF FLORIDA.

LESLIE DANIELLE  
PETERSON

Expiration Date: DECEMBER 31, 2025

LICENSEE SIGNATURE



1100 Virginia Drive, Suite 250  
Fort Washington, PA 19034-3278  
Phone: 1-800-982-9491 Fax: 1-800-758-3635  
Website: www.hpso.com

01/15/24

Leslie Peterson  
303 Ne 5th St  
Havana, FL 32333-1765

Dear Leslie Peterson:

Enclosed is the replacement certificate of insurance that you requested.

If you have any questions or need assistance, please call us toll free at 1-800-982-9491. Our Customer Service Representatives are available weekdays from 8:00 a.m. to 6:00 p.m., EST.

Sincerely,

Customer Service

Enclosure

*Dedicated To Serving The Insurance Needs of Healthcare Providers*

Healthcare Providers Service Organization is a registered trade name of Affinity Insurance Services, Inc.; (AR 244489); in CA & MN, AIS Affinity Insurance Agency, Inc. (CA 0795465); in OK, AIS Affinity Insurance Services Inc.; in CA, Aon Affinity Insurance Services, Inc., (0G94493), Aon Direct Insurance Administrators and Berkely Insurance Agency and in NY, AIS Affinity Insurance Agency.

Q032



Certificate of Insurance OCCURRENCE PROFESSIONAL LIABILITY POLICY FORM

Print Date: 1/15/2024

The application for the Policy and any and all supplementary information, materials, and statements submitted therewith shall be maintained on file by us or our Program Administrator and will be deemed attached to and incorporated into the Policy as if physically attached.

Table with 5 columns: PRODUCER, BRANCH, PREFIX, POLICY NUMBER, POLICY PERIOD. Includes fields for Named Insured and Address, Medical Specialty, Code, Program Administered by, and Insurance Provided by.

Professional Liability \$ 1,000,000 each claim \$ 3,000,000 aggregate

Your professional liability limits shown above include the following:

- \* Good Samaritan Liability \* Malplacement Liability \* Personal Injury Liability
\* Sexual Misconduct Included in the PL limit shown above subject to \$ 25,000 aggregate sublimit

Coverage Extensions

Table listing coverage extensions such as License Protection, Defendant Expense Benefit, Deposition Representation, Assault, Medical Payments, First Aid, Damage to the Property of Others, Information Privacy (HIPAA) Fines and Penalties, and Media Expense with their respective limits.

Workplace Liability

Table listing workplace liability coverage: Workplace Liability, Fire & Water Legal Liability, and Personal Liability with their respective limits.

Total \$ 106.79

Base Premium \$ 105.00 FIGA Assessment \$ .74 FIGA Emergency \$ 1.05

Premium reflects Employed , Full Time

Policy Forms and Endorsements (Please see attached list of policy forms and endorsements)

Handwritten signature of the Chairman of the Board

Chairman of the Board

Handwritten signature of the Secretary

Secretary

Keep this Certificate of Insurance in a safe place. It and proof of payment are your proof of coverage. There is no coverage in force unless the premium is paid in full. To activate your coverage, please remit premium in full by the effective date of this Certificate of Insurance.

Coverage Change Date: CNA93692 (11-2018)

Endorsement Date:

Master Policy: 188711433

**POLICY FORMS & ENDORSEMENTS**

The following are the policy forms and endorsements that apply to your current professional liability policy.

**COMMON POLICY FORMS & ENDORSEMENTS**

<b>FORM #</b>	<b>FORM NAME</b>
G-121500-D (04-08)	Common Policy Conditions
CNA80989 (12-14)	Concealment, Misrepresentation, Fraud Condition Amendatory Endorsement - Florida
G-121503-C (07-01)	Workplace Liability Form
G-121501-C (07-01)	Occurrence Policy Form
CNA85582FL (04-16)	Florida Cancellation and Non-Renewal
CNA94164 (11-18)	Amendment Definition of Claim Endorsement
G-145184-A (06-03)	Policyholder Notice - OFAC Compliance Notice
G-147292-A (03-04)	Policyholder Notice - Silica, Mold & Asbestos Disclosure
GSL15563 (02-10)	Information Privacy Coverage Endorsement HIPAA Fines, Penalties & Notification Costs
GSL15564 (10-09)	Sexual Misconduct Sublimits of Liability Professional Liability & Sexual Misconduct Exclusion
GSL15565 (03-10)	Healthcare Providers Professional Liability Assault Coverage
GSL17101 (02-10)	Exclusion of Specified Activities Reuse of Parenteral Devices and Supplies
GSL13424 (05-09)	Services to Animals
CNA80051 (09-14)	Amended Definition of Personal Injury Endorsement
CNA80052 (09-14)	Distribution or Recording of Material or Information in Violation of Law Exclusion Endorsement
CNA81753 (03-15)	Coverage & Cap on Losses from Certified Acts Terrorism
CNA81758FL (01-21)	Notice - Offer of Terrorism Coverage & Disclosure of Premium
CNA82011 (04-15)	Related Claims Endorsement
CNA89027 (10-17)	Entity Exclusion Endorsement
CNA89026 (05-17)	Media Expense Coverage

**PLEASE REFER TO YOUR CERTIFICATE OF INSURANCE FOR THE POLICY FORMS & ENDORSEMENTS SPECIFIC TO YOUR STATE AND YOUR POLICY PERIOD.**

- For NJ residents: The PLIGA surcharge shown on the Certificate of Insurance is the NJ Property & Liability Insurance Guaranty Association.
- For KY residents: The Surcharge shown on the Certificate of Insurance is the KY Firefighters and Law Enforcement Foundation Program Fund and the Local Tax is the KY Local Government Premium Tax. As required by 806 Ky. Admin Regs. 2:100, this Notice is to advise you that a surcharge has been applied to your insurance premium and is separately itemized on the Declarations page or billing instrument attached to your policy, as required KRS. §136.392.
- For WV residents: The surcharge shown on the Certificate of Insurance is the WV Premium Surcharge.
- For FL residents: The surcharges shown on the Certificate of Insurance are the FL Insurance Guaranty Association - 2022 Regular Assessment and Florida Insurance Guaranty Association Emergency Assessment.

Form #:CNA93692 (11-2018)  
Master Policy #: 188711433

Named Insured: Leslie Peterson  
Policy #: 0713962639

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 5e

**DATE OF SCHOOL BOARD MEETING:** July 30, 2024

**TITLE OF AGENDA ITEM:**

Contractual agreement between More Ability Therapy Services, LLC and the School Board of Gadsden County.

**DIVISION:**

Exceptional Student Education

**Yes** This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:** (Type and Double Space)

This contract will provide Occupational Therapy Services to Exceptional Students in Gadsden Schools. The therapist will provide needed services (but not limited to intervention services, assessments, evaluations, consulting, collaboration, and support to families, school staff and administrators), in a position not filled by the School Board of Gadsden County.

**FUND SOURCE:** FEFP

**AMOUNT:**

\$60.00 per hour (for actual hours worked) Occupational Therapy  
\$45.00 per hour (for actual hours worked) Occupational Therapy Assistant

**PREPARED BY:** Kesandra Brown 

**POSITION:** Director of Exceptional Student Education and Student Services

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 2

CHAIRMAN'S SIGNATURE: page(s) numbered 2

SCHOOL BOARD ATTORNEY: page(s) numbered \_\_\_\_\_

**This form is to be duplicated on light blue paper.**

REVIEWED BY:  \_\_\_\_\_

**MORE ABILITY THERAPY SERVICES, LLC**

**Agreement to Provide Occupational Therapy Services for**

**Gadsden County School Board**

*School Board of Gadsden County*

This contract is effective August 7, 2024, by and between, More Ability Therapy Services, LLC hereinafter referred to as "the CONTRACTOR" and Gadsden County School Board hereinafter referred to as "the AGENCY".

Whereas the CONTRACTOR is dutifully qualified to practice Occupational Therapy Services in the state of Florida,

Whereas the AGENCY desires Occupational Therapy Services for eligible students with special needs,

Whereas the CONTRACTOR and the AGENCY desire to enter into a service agreement whereby the CONTRACTOR shall provide Occupational Therapy Services upon the following terms and conditions:

1. The CONTRACTOR shall provide Services to eligible students enrolled with The Gadsden County School Board. The Administrator of the CONTRACTOR and the Director or their designee for the AGENCY shall determine the schedule of days, hours, and locations for services performed under this Agreement.
2. The CONTRACTOR shall be licensed by the State of Florida to perform Occupational Therapy services. All Occupational Therapists and Occupational Therapy Assistants will meet and maintain the certification, licensure and qualification requirements to perform Occupational Therapy services.
3. The CONTRACTOR will be fingerprinted and have their background checked upon request by the AGENCY consistent with the requirements of Florida Statutes, as a prerequisite for the CONTRACTOR to be on school property and/or have access to students.
4. During the term of this Agreement, the CONTRACTOR shall maintain professional liability Insurance for Occupational Therapists and Occupational Therapy Assistants which will hold harmless the school district for possible incidents which may occur during treatment provided by the contractor.
5. The CONTRACTOR shall provide the Agency with copies of the professional licenses and liability insurance of Occupational Therapists and assistants who provide Services under this Agreement.
6. The CONTRACTOR shall complete Medicaid Billing for services provided as requested by the Director or their designee for the AGENCY. The CONTRACTOR shall submit monthly medicaid billing of therapy services rendered under contract.
7. The CONTRACTOR will train and supervise Occupational Therapists and Occupational Therapy Assistants with implementation of IEP goals and all other responsibilities within their scope of practice.
8. The CONTRACTOR will prepare 9-week IEP progress notes for incorporation into the educational records of the students receiving therapy.
9. The CONTRACTOR will submit biweekly service vouchers of services provided.
10. The CONTRACTOR will provide teletherapy services upon request of The School Board of Gadsden County.

11. Services provided by the CONTRACTOR and authorized by the AGENCY shall be compensated at the following rate: **\$60.00 per hour** for Occupational Therapist and **\$45.00 per hour** for Occupational Therapist Assistant. This rate shall be applied to all treatment sessions, documentation, and/or meetings associated with each student up to 37.5 hours per week.

12. The CONTRACTOR shall maintain a student schedule and the total hours of services provided. A statement of services rendered by the CONTRACTOR shall be submitted to the AGENCY. Upon verification of the Services, the AGENCY will make payments to the CONTRACTOR within fourteen (14) days from the date of receipt of the CONTRACTOR'S statement.

13. Contingency Clause - payment contingent upon accurate biweekly submission of service logs with school based administrative signature. If service logs are found to be inaccurate by the AGENCY, the AGENCY will notify the CONTRACTOR immediately so that necessary corrections can be made for timely submission.

**Payments shall be made payable to:**

**More Ability Therapy Services, LLC  
1845 Acorn Ridge Trail  
Tallahassee, FL 32312  
F.E.I.N. 46-4476931**

14. This agreement shall be constructed for all purposes under the laws of the State of Florida and may not be changed, modified, altered, or amended except by a written instrument signed by both parties.

15. The CONTRACTOR and the leadership of the AGENCY or their respective designees shall attempt to resolve any questions or disagreements arising out of the administration or performance of this agreement before any litigation is instituted.

16. The relationship between the AGENCY and the CONTRACTOR, its employees and agents, shall be that of an independent contractor, and not that of employer/employee.

17. The term of this Agreement shall commence on August 7, 2024 and expire June 30, 2025.

18. Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party.

In witness Whereof, the parties hereto have set their hands and seals this day and year written above.

**Gadsden County School Board**

BY: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name, Title: \_\_\_\_\_

Superintendent of Gadsden County Schools

**Gadsden County School Board**

BY: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name, Title: \_\_\_\_\_

Chairman of School Board

**More Ability Therapy Services, LLC.**

BY: \_\_\_\_\_ Date: 7/11/24

Print Name, Title: Deandrea Lee, OTR/L, Owner



1100 Virginia Drive, Suite 250  
Fort Washington, PA 19034-3278  
Phone: 1-800-982-9491 Fax: 1-800-758-3635  
Website: www.hpso.com

06/15/24

Deandrea Lee  
1845 Acom Ridge Trl  
Tallahassee, FL 32312-5143

Dear Deandrea Lee:

Enclosed is the replacement certificate of insurance that you requested.

If you have any questions or need assistance, please call us toll free at 1-800-982-9491. Our Customer Service Representatives are available weekdays from 8:00 a.m. to 6:00 p.m., EST.

Sincerely,

Customer Service

Enclosure

*Dedicated To Serving The Insurance Needs of Healthcare Providers*

Healthcare Providers Service Organization is a registered trade name of Affinity Insurance Services, Inc.; (AR 244489); in CA & MN, AIS Affinity Insurance Agency, Inc. (CA 0795465); in OK, AIS Affinity Insurance Services Inc.; in CA, Aon Affinity Insurance Services, Inc., (0G94493), Aon Direct Insurance Administrators and Berkely Insurance Agency and in NY, AIS Affinity Insurance Agency.

Q032



**Certificate of Insurance**  
**OCCURRENCE PROFESSIONAL LIABILITY POLICY FORM**

Print Date: 6/15/2024

The application for the Policy and any and all supplementary information, materials, and statements submitted therewith shall be maintained on file by us or our Program Administrator and will be deemed attached to and incorporated into the Policy as if physically attached.

<b>PRODUCER</b> 018098	<b>BRANCH</b> 970	<b>PREFIX</b> HPG	<b>POLICY NUMBER</b> 0696661209	<b>POLICY PERIOD</b> From: 06/15/24 to 06/15/25 at 12:01 AM Standard Time
<b>Named Insured and Address:</b> Deandrea Lee 1845 Acorn Ridge Trl Tallahassee, FL 32312-5143				<b>Program Administered by:</b> Healthcare Providers Service Organization 1100 Virginia Drive, Suite 250 Fort Washington, PA 19034 1-800-982-9491 www.hpsso.com
<b>Medical Specialty:</b> Occupational Therapist			<b>Code:</b> 80721	<b>Insurance Provided by:</b> American Casualty Company of Reading, Pennsylvania 151 N. Franklin Street Chicago, IL 60606
Excludes Cosmetic Procedures				

**Professional Liability** \$ 1,000,000 **each claim** \$ 3,000,000 **aggregate**

Your professional liability limits shown above include the following:

- \* Good Samaritan Liability
- \* Sexual Misconduct Included in the PL limit shown above subject to \$ 25,000 aggregate sublimit
- \* Malplacement Liability
- \* Personal Injury Liability

**Coverage Extensions**

License Protection	\$ 25,000	per proceeding	\$ 25,000	aggregate:
Defendant Expense Benefit	\$ 1,000	per day limit	\$ 25,000	aggregate:
Deposition Representation	\$ 10,000	per deposition	\$ 10,000	aggregate
Assault	\$ 25,000	per incident	\$ 25,000	aggregate
Includes Workplace Violence Counseling				
Medical Payments	\$ 25,000	per person	\$ 100,000	aggregate
First Aid	\$ 10,000	per incident	\$ 10,000	aggregate
Damage to the Property of Others	\$ 10,000	per incident	\$ 10,000	aggregate:
Information Privacy (HIPAA) Fines and Penalties	\$ 25,000	per incident	\$ 25,000	aggregate
Media Expense	\$ 25,000	per incident	\$ 25,000	aggregate

**Workplace Liability**

Workplace Liability	Included in Professional Liability Limit shown above
Fire & Water Legal Liability	Included in the PL limit shown above subject to \$150,000 aggregate sublimit
Personal Liability	\$1,000,000 aggregate

Total \$ 296.94

Base Premium \$ 294.00 FIGA Emergency \$ 2.94

Premium reflects Self Employed , Full Time

**Policy Forms and Endorsements** (Please see attached list of policy forms and endorsements)

**Chairman of the Board**

**Secretary**

Keep this Certificate of Insurance in a safe place. It and proof of payment are your proof of coverage. There is no coverage in force unless the premium is paid in full. To activate your coverage, please remit premium in full by the effective date of this Certificate of Insurance.

**Coverage Change Date:**

CNA93692 (11-2018)

**Endorsement Date:**

Master Policy: 188711433

## **POLICY FORMS & ENDORSEMENTS**

The following are the policy forms and endorsements that apply to your current professional liability policy.

### **COMMON POLICY FORMS & ENDORSEMENTS**

<b>FORM #</b>	<b>FORM NAME</b>
G-121500-D (04-08)	Common Policy Conditions
G-121501-C (07-01)	Occurrence Policy Form
G-121503-C (07-01)	Workplace Liability Form
CNA82011 (04-15)	Related Claims Endorsement
G-145184-A (06-03)	Policyholder Notice - OFAC Compliance Notice
G-147292-A (03-04)	Policyholder Notice - Silica, Mold & Asbestos Disclosure
CNA81753 (03-15)	Coverage & Cap on Losses from Certified Acts Terrorism
CNA81758FL (01-21)	Notice - Offer of Terrorism Coverage & Disclosure of Premium
GSL13424 (05-09)	Services to Animals
GSL15563 (02-10)	Information Privacy Coverage Endorsement HIPAA Fines, Penalties & Notification Costs
GSL15564 (10-09)	Sexual Misconduct Sublimits of Liability Professional Liability & Sexual Misconduct Exclusion
GSL15565 (03-10)	Healthcare Providers Professional Liability Assault Coverage
GSL17101 (02-10)	Exclusion of Specified Activities Reuse of Parenteral Devices and Supplies
CNA80052 (09-14)	Distribution or Recording of Material or Information in Violation of Law Exclusion Endorsement
CNA80051 (09-14)	Amended Definition of Personal Injury Endorsement
CNA94164 (11-18)	Amendment Definition of Claim Endorsement
CNA80989 (12-14)	Concealment, Misrepresentation, Fraud Condition Amendatory Endorsement - Florida
CNA85582FL (04-16)	Florida Cancellation and Non-Renewal
CNA79575 (07-14)	Exclusion of Cosmetic Procedures
CNA89026 (05-17)	Media Expense Coverage
CNA89027 (10-17)	Entity Exclusion Endorsement

### **PLEASE REFER TO YOUR CERTIFICATE OF INSURANCE FOR THE POLICY FORMS & ENDORSEMENTS SPECIFIC TO YOUR STATE AND YOUR POLICY PERIOD.**

For NJ residents: The PLIGA surcharge shown on the Certificate of Insurance is the NJ Property & Liability Insurance Guaranty Association.

For KY residents: The Surcharge shown on the Certificate of Insurance is the KY Firefighters and Law Enforcement Foundation Program Fund and the Local Tax is the KY Local Government Premium Tax. As required by 806 Ky. Admin Regs. 2:100, this Notice is to advise you that a surcharge has been applied to your insurance premium and is separately itemized on the Declarations page or billing instrument attached to your policy, as required KRS. §136.392.

For WV residents: The surcharge shown on the Certificate of Insurance is the WV Premium Surcharge.

For FL residents: The surcharge shown on the Certificate of Insurance is the FL Insurance Guaranty Association Emergency Assessment

Form #:CNA93692 (11-2018)

Named Insured: Deandrea Lee

Master Policy #: 188711433

Policy #: 0696661209

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO. 5f** \_\_\_\_\_

**DATE OF SCHOOL BOARD MEETING:** July 30, 2024

**TITLE OF AGENDA ITEM:**

Memorandum of Understanding between Healing Hearts Music Therapy and the School Board of Gadsden County.

**DIVISION:**

Exceptional Student Education

Yes This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

This contract provides Music Therapy for students with moderate to severe disabilities at Stewart Street Elementary, Gadsden County High School, Shanks Middle School, George W. Munroe Elementary and Gadsden Central Academy.

**FUND SOURCE:** IDEA Grant

**AMOUNT:** \$20, 000 (not to exceed)

**PREPARED BY:** Kesandra Brown 

**POSITION:** Director of Exceptional Student Education and Student Services

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT’S SIGNATURE: page(s) numbered 4

CHAIRMAN’S SIGNATURE: page(s) numbered \_\_\_\_\_

SCHOOL BOARD ATTORNEY: page(s) numbered \_\_\_\_\_

**This form is to be duplicated on light blue paper.**

REVIEWED BY: 

MEMORANDUM OF UNDERSTANDING

To: GADSDEN COUNTY SCHOOL SYSTEM

From: HEALING HEARTS MUSIC THERAPY LLC

Date: August 2024

Re: MUSIC THERAPY SERVICES

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This Memorandum of Understanding (hereinafter “MOU”) is made and entered into by and between the SCHOOL BOARD OF GADSDEN COUNTY, whose address is 35 Martin Luther King Blvd, Quincy, FL 32351 and HEALING HEARTS MUSIC THERAPY (hereinafter “HEALING HEARTS”), whose address is 1862 Newman Lane, Tallahassee, FL 32312.

- A. **Purpose.** The purpose of this MOU is to establish the salient terms and conditions under which HEALING HEARTS will operate and function. HEALING HEARTS is a music therapy practice that provides music therapy services to various facilities in Florida and Georgia.
- B. **Term.** This MOU is made and entered into upon the day and date signed and executed by the duly authorized representative of GADSDEN COUNTY SCHOOL SYSTEM and HEALING HEARTS and shall remain in full force and effect until MAY day 31st, 2025. This MOU may be terminated, without cause, by either party upon 30 days written notice, which notice shall be delivered by hand or certified mail to the address listed above. In case of termination all costs and fees due to HEALING HEARTS under this MOU shall paid on the date of such notice.
- C. **Services.** During the term (as specified in Section B) HEALING HEARTS shall provide music therapy services to students who have been identified as appropriate candidates for services. HEALING HEARTS will provide a licensed Board-Certified Music Therapist (MT-BC) and/or Music Therapy Intern (MTI) to perform consultative, direct, and indirect music therapy services to the identified student(s). Music Therapy sessions will be designed by the MT-BC/MTI, according to the student or groups referred and assessed needs, taking into account consultation and recommendations of teachers and staff. MT-BC/MTI will create music therapy sessions for identified classrooms (programmatic services) and for individuals (direct services). Session plans may include objectives obtained from IEPs, performance-based outcomes, and curriculum. Documentation will be taken for each music therapy session. Feedback, in the form of a written report and/or verbally, will be provided to teachers and staff at the school or district level at the end of the quarter, year, or semester (by request) for progress monitoring of

students. All services will be provided in the appropriate school environment according to each student's Individual Education Plan (IEP).

### **2024-2025 Service Plan**

Healing Hearts will be contracted for 10.5 hours per week to provide services to students of the Gadsden County School District (See Appendix A- Allocation of Services/Time). The first two weeks of school, MT-BCs will conduct music therapy assessments, observations, and teacher meetings for music therapy groups. MT periodic reassessment, such as seeking out IEP plans and/or functional goals to identify music therapy goals and observation of students in the natural school setting, will also be included within work time, when necessary to perform such tasks. When implementing services, each group/class of music therapy will be broken down into an average ratio of 1 hour of direct student contact to 15 minutes of preparation and documentation time (See Exhibit A-Allocation of Services/Time). Healing Hearts must turn in sign-in sheets (with signatures of a school representative and the music therapist facilitating services) and an invoice in order to receive payment, with the exception of the following provisions:

The MT-BCs reserve the right to complete documentation and planning, follow-up emails with teachers and/or administration, away from the school sites when school-mandated scheduling interferes with the scheduling of music therapy services. This will not affect direct student contact hours. Proof of this provision will be the documentation. This work will also be reflected on the invoice.

Up to 10.5 hours at the beginning of the school year and 10.5 hours at the start of the 3<sup>rd</sup> nine weeks will be allotted Healing Hearts to bill while doing work remotely. The purpose of these days is to produce initial/beginning of the year treatment plans and to produce middle of the year documentation, respectively. Any request for formal mid-year documentation will also be billed for an additional 6 hours. Proof of this provision will be the document. This work will also be reflected on the invoice.

**Payments received will not exceed \$20000 for the 2024-2025 school year.**

**D. Payment.** The fee schedule for services provided is attached hereto as Exhibit B

**E. Cancellation Policy:** HEALING HEARTS will not bill GADSDEN COUNTY SCHOOL SYSTEM for emergency cancellation of services by the MT-BC. Additionally, HEALING HEARTS requires a 24-hour notice for cancellation of sessions (ie. field trips/school events etc.) or GADSDEN COUNTY SCHOOL SYSTEM will be billed for a full session. If the MT-BC arrives for the scheduled session ready to provide services and students/groups are unavailable for the scheduled session or cancels, HEALING HEARTS reserves the right to bill the scheduled session in full. Additionally, HEALING HEARTS reserves the right

to reschedule sessions that may have been cancelled resulting from school closure, holiday, inclement weather, etc.

- F. **Billing.** All billing will be on a calendar month basis. HEALING HEARTS will submit an itemized statement of services provided during the month on the 1st day of each month for services rendered the prior month. The itemized bill will include dates of services, services rendered, and balance due.
- G. **Insurance.** HEALING HEARTS will provide GADSDEN COUNTY SCHOOL SYSTEM with the MT-BC's certification number, state licensure credentials, and proof of liability insurance. If requested by HEALING HEARTS, shall likewise provide proof of liability insurance to HEALING HEARTS, including but not limited to premises liability insurance sufficient to cover business invitees on the premises of GADSDEN COUNTY SCHOOL SYSTEM.
- H. **Administrative.** No parts of this MOU will be construed to alter the legal rights and remedies available to each party otherwise.
- I. **Obligations.** GADSDEN COUNTY SCHOOL SYSTEM will provide necessary and reasonable space on-site to facilitate performance of any and all services under this MOU. HEALING HEARTS will bear its own costs in the performance of its services not listed in Exhibit A.
- J. **Applicable Law.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Florida. The courts of the State of Florida shall have jurisdiction over any action arising out of this MOU and over the parties, and venue shall lie in Leon County, Florida.
- K. **Entirety of Agreement.** This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral. This agreement cannot be amended or modified, except in writing signed by authorized representatives of HEALING HEARTS and GADSDEN COUNTY SCHOOL SYSTEM.
- L. **Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.
- M. **Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall inure solely to the benefit of the Parties to this MOU. The provisions of this MOU are intended only to assist the Parties in determining and performing their obligations under this MOU. The parties



**EXHIBIT A**

**Allocation of Services/Time**

Based on services provided last year and new planned services for this year, Healing Hearts will be providing services to the following schools (below). While the classes provided and the overall services will reasonably stay the same, there may be some change in the specific classes scheduled to be served on a particular day based on the logistic ability of the therapist and best interest of students as defined by therapists with input from teachers:

- 1.5 hour at Gadsden High with S/P class (including documentation)
- 2.5 hours at George Munroe with 2 preschool/2 CBI classrooms (includes documentation)
- 2.5 hours at Stewart Street with 3 CBI classes (includes documentation)
- 1.5 hours at Shanks with 2 CBI classes (includes documentation)
- 1.5 hours at Gadsden Central with an elementary class (includes documentation)
- 1 hour of travel and transitions

**EXHIBIT B**  
**SCHEDULE OF FEES**

<b><u>Service Rendered</u></b>	<b><u>Costs</u></b>
60 Minute Session- (includes Documentation and Group Music Therapy)	\$60.00
Written Mid Year Evaluation (minimum 9.5 hours) as requested	\$60.00/hour





certification board  
for music therapists

In recognition of professional competence in clinical music therapy and  
having met the standards established by The Certification Board for Music Therapists

Stephany Herndon Nystrand

has been granted the credential of

**Music Therapist – Board Certified**

this 8th day of February in the year 2008.

In witness whereof, under the seal of this Board, the signatures of its duly authorized  
officers grant this certificate subject to the rules and regulations of the Board.

ACCREDITED  
CERTIFICATION PROGRAM



NCCA BY ICE

Sarah Laing  
Secretary

08591

Certification Number

Ellany Dap  
Chairperson

June 30, 2028

Expiration Date



**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 5g

**DATE OF SCHOOL BOARD MEETING:** July 30, 2024

**TITLE OF AGENDA ITEM:**

Contractual agreement between Speech and Dysphagia Consulting Group, LLC and the School Board of Gadsden County.

**DIVISION:**

Exceptional Student Education

Yes This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

This agreement with Speech and Dysphagia Consulting Group, LLC, will provide Speech/Language services (including, but not limited to intervention services, assessments, evaluations, counseling, consulting, collaboration, and support to families, school staff and administrators), in a position not filled by the School Board of Gadsden County.

**FUND SOURCE:** FEFP Dollars

**AMOUNT:**

\$60.00 per hour (for actual hours worked) Speech Language Pathologist  
\$40.00 per hour (for actual hours worked) Speech Language Pathologist Assistant

**PREPARED BY:** Kesandra Brown 

**POSITION:** Director of Exceptional Student Education and Student Services

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 5

CHAIRMAN'S SIGNATURE: page(s) numbered 5

SCHOOL BOARD ATTORNEY: page(s) numbered \_\_\_\_\_

**This form is to be  duplicated on light blue paper.**

REVIEWED BY: 

## **INDEPENDENT CONTRACTOR SPEECH-LANGUAGE PATHOLOGIST AGREEMENT**

THIS AGREEMENT made and entered into on the date last written below, by and between The School Board of Gadsden County (hereinafter "Employer"), and Speech and Dysphagia Consulting Group, LLC, an independent contractor (hereinafter "Contractor");

WHEREAS, the Employer desires to retain the services of Contractor, and Contractor desires to render services to the Employer, upon the terms and conditions hereinafter stated:

NOW, THEREFORE, the parties hereto, intending to be legally bound hereby, do hereby promise and agree as follows:

### **SECTION 1 – SCOPE OF DUTIES TO BE PROVIDED**

**1.1 Term.** Employer agrees to hire Contractor, at will, for a term commencing on August 7, 2024 and continuing until May 30, 2025 or until terminated in accordance with Section 4 of this agreement.

**1.2 Duties.** Contractor agrees to perform work for the Employer on the terms and conditions set forth in this agreement and agrees to devote all necessary time and attention (reasonable periods of illness excepted) to the performance of the duties specified in this agreement. Contractor's duties shall include the following:

1. Perform speech-language therapy services in accordance with the Individual Education Plan (IEP) for each individual student
2. Set up appropriate treatment plans and establish short- and long-term goals and objectives for inclusion on the Individual Education Plan.
3. Assist with selection and/or modifications of classroom environment to meet the student's needs.
4. Instruct the student and teacher in activities that facilitate optimal progress towards goals.
5. Train and supervise speech-language pathologists assistants (SLPAs) with implementation of IEP goals and all other SLPA responsibilities within their scope of practice.
6. Assist instructors regarding carry over of appropriate treatments through demonstration and supervision in the classroom, as appropriate.
7. Share information regularly with the teacher who coordinates the IEP of identified students.
8. Check in with building office/principal upon entering and leaving the building and complete Sign-In Sheet.
9. Prepare clinical and 9-week IEP progress notes for incorporation into the educational records of the students receiving therapy.
10. Provide professional liability insurance for Speech-Language Therapy which will hold harmless the school district for possible incidents which may occur during treatment provided by contractor.
11. Conform to all applicable policies and procedures of The School Board of Gadsden County and the Florida Regulatory Statutes.
12. Not attempt to collect for therapy services from either student, family, or any governmental, private, or public agency other than The School Board of Gadsden County during the period of this contract.
13. Meet and maintain the certification, licensure, and

qualification requirements for Speech-Language Pathologist(s) and Speech-Language Pathologist Assistant(s).

14. Submit biweekly a prepared statement of charges and student service vouchers to The School Board of Gadsden County. 15. Submit monthly Medicaid billing of speech therapy services rendered under this contract. 16. Provision of teletherapy services (as indicated) upon request of The School Board of Gadsden County.

Contractor further agrees that in all aspects of such work, Contractor shall comply with the policies, standards, regulations of the Employer from time to time established, and shall perform the duties assigned faithfully, intelligently, to the best of his/her ability, and in the best interest of the Employer.

## **SECTION 2 – CONFIDENTIALITY**

**2.1 Confidentiality.** Contractor acknowledges and agrees that all financial and accounting records, lists of property owned by Employer, including amounts paid therefore, client and customer lists, and other Employer data and information related to its business (hereinafter collectively "Confidential Information") are valuable assets of the Employer. Except for disclosures required to be made to advance the business of the Employer and information which is a matter of public record, Contractor shall not, during the term of this Agreement or after the termination of this Agreement, disclose any Confidential Information to any person or use any Confidential Information for the benefit of Contractor or any other person, except with the prior written consent of the Employer. Employer understands that certain Confidential Information may be required to be disclosed to certain individuals: directors, officers, employees, agents, or advisors (collectively, Representatives) of Contractor. Contractor shall maintain records of the persons to whom Confidential Information is distributed, will inform all such persons of the confidential nature of the information, will direct them to treat such information in accordance with this agreement, will exercise such precautions or measures as may be reasonable in the circumstances to prevent improper use of Confidential Information by them, and will be responsible for any breaches by them of the provisions of this agreement. The term "confidential information" does not include information that is or becomes publicly available (other than through breach of this Agreement) or information that is or becomes available to Contractor on a non-confidential basis, provided that the source of such information was not known by Contractor (after such inquiry as would be reasonable in the circumstances) to be bound by a confidentiality agreement or other legal or contractual obligation of confidentiality with respect to such information. In the event that Contractor or any of Contractor's representatives, assigns, or agents are requested or required by law or legal process to disclose any of the Confidential Information, the party required to disclose such information shall provide Employer with prompt oral

and written notice before making any disclosure. In addition, Confidential Information may be disclosed to the extent required in the course of inspections or inquiries by federal or state regulatory agencies to whose jurisdiction Contractor is subject and that have the legal right to inspect the files that contain the Confidential Information, and Contractor will advise Employer promptly upon such disclosure.

**2.2 Return of Documents.** Contractor acknowledges and agrees that all originals and copies of records, reports, documents, lists, plans, memoranda, notes and other documentation related to the business of the Employer or containing any Confidential Information shall be the sole and exclusive property of the Employer, and shall be returned to the Employer upon the termination of this Agreement or upon the written request of the Employer.

**2.4 No Release.** Contractor agrees that the termination of this Agreement shall not release Contractor from any obligations under Section 2.1 or 2.2.

### **SECTION 3 – COMPENSATION**

**3.1 Compensation.** In consideration of all services to be rendered by Contractor to the Employer, the Employer shall pay to Erika Raines the following for up to 37.5 hours per work week:

- \$60 per hour for each Master’s Level Speech-Language Pathologist with their Certificate of Clinical Competence providing in-person therapy and/or teletherapy for **clinical caseload up to 100 students independently and an additional 15 students per part-time SLPA/30 students per full-time SLPA.**
- \$40 per hour for each Speech-Language Pathologist Assistant providing in-person therapy and/or teletherapy.

\*\*Contingency Clause - Payment contingent upon accurate biweekly submission of service logs with school based administrative signature. If service logs are found to be inaccurate by the Employer, the Employer will notify Contractor immediately so that necessary corrections can be made for timely submission.\*\*

\*\*Full payment is expected within 14 days of accurate invoice. Failure to do so will be considered breach of contract.\*\*

**3.2 Withholding; Other Benefits.** Compensation paid pursuant to this Agreement shall not be subject to the customary withholding of income taxes and other employment taxes. Contractor shall be solely responsible for reporting and paying any such taxes. The Employer shall not provide Contractor with any coverage or participation in the Employer's accident and health insurance, life

insurance, disability income insurance, medical expense reimbursement, wage continuation plans, or other fringe benefits provided to regular employees.

#### **SECTION 4 - TERMINATION**

- 4.1 Employer or Contractor may terminate this Agreement no earlier than 30 days after receiving written notice. This Agreement also may be terminated at any time upon the mutual written agreement of the Employer and Contractor.

#### **SECTION 5 - INDEPENDENT CONTRACTOR STATUS**

- 5.1 Contractor acknowledges that she is an independent contractor and is not an agent, partner, joint venturer nor employee of Employer. Contractor shall have no authority to bind or otherwise obligate Employer in any manner beyond the terms of this Agreement, nor shall Contractor represent to anyone that it has a right to do so. Contractor further agrees that in the event that the Employer suffers any loss or damage as a result of a violation of this provision Contractor shall indemnify and hold harmless the Employer from any such loss or damage.
- 5.2 **Assignment.** The Contractor shall not assign any of her rights under this agreement or delegate the performance of any of her duties hereunder, without the prior written consent of the Employer.

#### **SECTION 6 - REPRESENTATIONS AND WARRANTIES OF CONTRACTOR**

- 6.1 Contractor represents and warrants to the Employer that there is no employment contract or other contractual obligation to which Contractor is subject, which prevents Contractor from entering into this Agreement or from performing fully Contractor's duties under this Agreement.
- 6.2 Contractor represents that she is licensed by the appropriate licensing agency for the Speech-Language Pathology profession and that she is in good standing with such agency.

#### **SECTION 7 - MISCELLANEOUS PROVISIONS**

- 7.1 No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.
- 7.2 This Agreement shall be governed by and shall be construed in accordance with the laws of the State of Florida.
- 7.3 This Agreement constitutes the entire agreement between the parties pertaining to its subject matter and supersedes all prior contemporaneous agreements, representations and understandings of the parties. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all parties.

7.4 **Severability.** If any provision of these policies and regulations or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of these policies and regulations which can be given effect without the invalid provision or application, and to this end the provisions of these policies and regulations are severable. In lieu thereof, there shall be added a provision as similar in terms to such illegal, invalid and unenforceable provision as may be possible and be legal, valid and enforceable.

WITNESS OUR SIGNATURES, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
School Board Chairman

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Independent Contractor  
Erika Raines-Owner of Speech and Dysphagia  
Consulting Group, LLC





**ERIKA ROCHELLE RAINES**

**License Number: SA9153**

*Data As Of 7/16/2024*

<b>Profession</b>	Speech-Language Pathologist
<b>License</b>	SA9153
<b>License Status</b>	CLEAR/Active
<b>License Expiration Date</b>	12/31/2025
<b>License Original Issue Date</b>	08/01/2007
<b>Address of Record</b>	2062 Hansell Hill Drive TALLAHASSEE, FL 32308
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

**Secondary Locations**

No secondary locations found.

**Discipline/Admin Action**

**Emergency Actions**

No Emergency Actions Found

**Discipline Cases**

No Discipline Found

**Public Complaints**

No Public Complaint Found

If a link does not appear for the case number, we do not have a scanned copy of the final order available in our database. To obtain a paper copy, please contact Public Records by clicking the link below:

[Discipline Public Records Request](#)

You may also contact Public Records by telephone at (850) 245-4252, option 4 or by written correspondence at:  
Division of Medical Quality Assurance

Public Records  
4052 Bald Cypress Way, Bin C01  
Tallahassee, FL 32399-3251

Please include the following:

1. Full name and license number of the practitioner;
2. Name and address where documents are to be sent; and
3. If you require certification of the documents, a \$25 fee will be charged, in addition to the duplicating charges. Certification of the requested records will not be done unless specifically requested. An invoice will be sent to you and payment will be expected within thirty days. Upon receipt of payment, material will be sent to you.

The information on this page is a secure, primary source for license verification provided by the Florida Department of Health, Division of Medical Quality Assurance. This website is maintained by Division staff and is updated immediately upon a change to our licensing and enforcement database.

**MEMORANDUM OF INSURANCE**

Date Issued 07/18/2024

**Producer**

AMBA  
P.O. Box 14554  
Des Moines, IA 50306  
1-800-375-2764

This memorandum is issued as a matter of information only and confers no rights upon the holder. This memorandum does not amend, extend or alter ~~the~~ coverages afforded by the Certificate listed below.

**Company Affording Coverage**

Liberty Insurance Underwriters Inc.

**Insured**

Erika Raines  
Apt. 4112  
2350 Phillips Road  
Tallahassee, FL 32308

This is to certify that the Certificate listed below has been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this memorandum may be issued or may pertain, the insurance afforded by the Certificate described herein is subject to all the terms, exclusions and conditions of such Certificate. The limits shown may have been reduced by paid claims.  
The Memorandum of Insurance and verification of payment are your evidence of coverage. No coverage is afforded unless the premium is successfully paid in full.

Type of Insurance	Certificate Number	Effective Date	Expiration Date	Limits	
Professional Liability SpeechLangH SE Speech Language Pathologist	AHY-855010008	01/25/2024	01/25/2025	Per Incident/ Occurrence	\$2,000,000
				Annual Aggregate	\$5,000,000

PROOF OF INSURANCE

Memorandum Holder:

PROOF OF COVERAGE ONLY

Should the above describe Certificate be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the Memorandum Holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative  
Stephen Miller

*Stephen Miller*

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO. 5h**

**DATE OF SCHOOL BOARD MEETING:** July 30, 2024

**TITLE OF AGENDA ITEM:** Contracted Services with Aubrey's Heart Therapy Services and the School Board of Gadsden County.

**DIVISION:** Exceptional Student Education

Yes This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:** (Type and Double Space)

This agreement with Aubrey's Heart Therapy, will provide Speech/Language services (including, but not limited to intervention services, assessments, evaluations, counseling, consulting, collaboration, and support to families, school staff and administrators), in a position not filled by the School Board of Gadsden County.

**FUND SOURCE:** FEED dollars

**AMOUNT:**

\$60.00 per hour (for actual hours worked) Speech Language Pathologist  
\$40.00 per hour (for actual hours worked) Speech Language Pathologist Assistant

**PREPARED BY:** Kesandra Brown 

**POSITION:** Director of Exceptional Student Education and Student Services

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 6

CHAIRMAN'S SIGNATURE: page(s) numbered 6

SCHOOL BOARD ATTORNEY: page(s) numbered \_\_\_\_\_

**This form is to be duplicated on light blue paper.**

REVIEWED BY: 

Aubrey's Heart Therapy Services PLLC  
240 Peoples Rd. Quincy, Fl.  
aubreyshearttherapyservices.com

THIS AGREEMENT was made and entered into on the date last written below by and between **School Board of Gaadsden County** (from now on "Employer") and **AUBREY'S HEART THERAPY SERVICES PLLC**, a contractor (from now on "Contractor");

WHEREAS the Employer desires to retain the services of Contractor(s), and Contractor(s) desires to render services to the Employer, upon the terms and conditions from now on stated:

NOW, THEREFORE, the parties hereto, intending to be legally bound at this moment, do at this moment promise and agree as follows:

**1.1 Term.** Employer agrees to hire Contractor, at will, for a term commencing on **August 7, 2024** and ending on **May 30, 2025**, and continuing until terminated per Section 4 of this agreement.

**1.2 Duties.** Contractor agrees to perform work for the Employer on the terms and conditions outlined in this agreement and agrees to devote all necessary time and attention to "reasonable periods of illness excepted" (e.g., three weeks or less due to but not limited to a positive COVID-19 test, flu, and other infectious diseases) to the performance of the duties specified in this agreement. The contractor's responsibilities shall include the following:

- **Speech Language Pathologist Duties and Responsibilities:**

- Diagnostic and Treatment; Consultation with Teachers, Staff, and other collaborators. Provide Speech and Language Treatment (listed under the American Speech Language and Hearing Association (ASHA) code of ethics/scope of practice) and Florida Department of Education laws and rules as within its scope of practice, which includes but is not limited to:
- design, implement, and document delivery of service by the best available practice appropriate to the practice setting;
- provide culturally and linguistically appropriate services;
- integrate the highest quality available research evidence with practitioner expertise and individual preferences and values in establishing treatment goals;
- utilize treatment data to guide decisions and determine the effectiveness of services;
- integrate academic materials and plans into treatment;
- deliver the appropriate frequency and intensity of therapy using the best available practice;
- engage in treatment activities that are within the scope of the professional's competence;
- utilize Augmentative and Alternative Communication (AAC) performance data to guide clinical decisions and determine the effectiveness of treatment and

- collaborate with other professionals in the delivery of services.
- Completion of nine-week progress reports.

**1.2 DUTIES continued:**

- Attend IEP meetings, perform physical appearances in person or via phone/telecommunication, and provide updates on student progress and strategies for classroom adaptation.
- Contractor further agrees that in all aspects of such work, Contractor shall comply with the policies, standards, and regulations of the Employer from time to time established and shall perform the duties assigned faithfully, intelligently, and to the best of his/her/their ability, and in the best interest of the Employer at School Board of Gadsden County.

**Speech Language Pathologist Assistant Duties and Responsibilities:**

- Conducts speech and language screenings without interpretation and using screening protocols developed by the supervising Speech and Language Pathologist (SLP).
- Provides direct assistance for speech-language voice fluency hearing to students under the supervision of the SLP
- Follows and implements documented IEP plans or protocols.
- Documents student progress toward meeting established objectives and reports the information to the SLP; assists the SLP during assessments, assisting with formal documentation, preparing materials, and performing clerical duties;
- Prepares therapy materials and equipment for use in the classroom and therapy activities
- Adapts or modifies instructional materials and equipment as determined by student needs and abilities for teacher use in the classroom;
- Assists in maintaining student records, tallying data, and preparing charts, documents, graphs, and reports;
- Assists in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional requirements, and creating an orderly and clean learning environment;
- May implement student behavior management programs designed by certified staff. Observe and report significant student behavior, behavioral patterns, and other problems to the SLP.

- Completion of nine-week progress reports

## SECTION 2 – CONFIDENTIALITY

- 2.1 Confidentiality.** The contractor acknowledges and agrees that all financial and accounting records, lists of property owned by the Employer, including amounts paid therefore, client and customer lists, and other Employer data and information related to its business (from now on collectively “Confidential Information”) are valuable assets of the Employer. Except for disclosures required to be made to advance the company of the Employer and information which is a matter of public record, the Contractor shall not, during the term of this Agreement or after the termination of this Agreement, disclose any Confidential Information to any person or use any Confidential Information for the benefit of Contractor or any other person, except with the prior written consent of the Employer. Employer understands that certain Confidential Information may be required to be disclosed to specific individuals: directors, officers, employees, agents, or advisors (collectively, Representatives) of Contractor. The contractor shall maintain records of the persons to whom Confidential Information is distributed, will inform all such persons of the confidential nature of the information, will direct them to treat such information by this agreement, will exercise such precautions or measures as may be reasonable in the circumstances to prevent improper use of Confidential Information by them and will be responsible for any breaches by them of the provisions of this agreement. The term “confidential information” does not include information that is or becomes publicly available (other than through a breach of this Agreement) or information that is or becomes available to Contractor on a non-confidential basis, provided that the source of such information was not known by Contractor (after such inquiry as would be reasonable in the circumstances) to be bound by a confidentiality agreement or other legal or contractual obligation of confidentiality concerning such information. Suppose the Contractor or any of the Contractor’s representatives, assigns, or agents are requested or required by law or legal process to disclose any of the Confidential Information. In that case, the party required to disclose such information shall provide the Employer with prompt oral and written notice before making any disclosure. In addition, Confidential Information may be disclosed to the extent required in inspections or inquiries by federal or state regulatory agencies to whose jurisdiction the Contractor is subject and that have the legal right to inspect the files that contain the Confidential Information. The contractor will advise the Employer promptly upon such disclosure.
- 2.2 Return of Documents.** Contractor acknowledges and agrees that all originals and copies of records, reports, documents, lists, plans, memoranda, notes, logs, assessments, hearing test results, graded assignments, and other documentation related to the business of the Employer or containing any Confidential Information shall be the sole and exclusive property of the Employer, and shall be returned to the Employer upon the termination of this Agreement or the written request of the Employer.

2.4 **No Release.** The contractor agrees that the termination of this Agreement shall not release the Contractor from any obligations under Section 2.1 or 2.2.

**SECTION 3 – COMPENSATION**

3.1 **Compensation.** Considering all services to be rendered by the Contractor to the Employer, the Employer shall pay for **Aubrey's Heart Therapy Services PLLC.** The Breakdown of services is as follows:

Therapist Type	Price per Hour
Master's Level Speech Therapist and Certificate of Clinical Competence (M.S. CCC-SLP)	\$60.00
Master's Level Speech Therapist Clinical First Year (M.S. CF-SLP)	\$60.00
Master's Level Speech Therapist Clinical First Year (M.S. CF-SLP)	\$60.00
Master's Level Speech Therapist Clinical First Year (M.S. CF-SLP)	\$60.00
Speech Language Pathologist Assistant (SLP-A)	\$40.00

3.2 **Withholding; Other Benefits.** Compensation paid under this Agreement shall not be subject to the customary withholding of income and other employment taxes. The contractor(s) shall be solely responsible for reporting and paying such taxes. The Employer shall not provide Contractor(s) with any coverage or participation in the Employer's accident and health insurance, life insurance, disability income insurance, medical expense reimbursement, wage continuation plans, or other fringe benefits provided to regular employees.

3.3 **Bill of Service:** The contractor will bill the Employer via invoice on a biweekly basis, including any accompanying expenses related to treatment/diagnostic testing, therapy logs, dates, and times in which services were provided with approved documentation (e.g., receipts, paid invoices, etc.) and bi-weekly Medicaid billing summary for all contractors. The employer must pay by the date indicated on the invoice. The employer will provide all testing technology and materials to the Contractor(s). **Contingency Clause exclusive to Gadsden County Public Schools:** payment contingent upon accurate biweekly submission of service logs with school based administrative signature. If service logs are found to be inaccurate by the Employer, the Employer will notify the contractor immediately so that necessary corrections can be made for timely submission. Once the correction is complete, Gadsden County Public Schools has 14 days to pay the corrected invoice.

3.4 **Hours of Service:** The contractor shall provide services to the Employer as stated in section 1.2 of this contract. Contractors are to work a minimum of 25 to a maximum of 37.5 hours per week with the exclusion of all district, state, and federal holidays or natural disasters. Contractor(s) approved by Employer to work in addition to 40 hours subjects the Employer to a rate increase, at

the current rate plus \$25 an hour each additional hour (e.g., Speech Pathologist \$60.00/hr +\$20.00= \$80.00/hr).

#### **SECTION 4 - TERMINATION**

- 4.1** **Termination at Will.** Violation of Florida Department of Education and Gadsden County School Board ethics, policies, and procedures committed by any Independent Contractor employed under the Contractor may be terminated by the Employer immediately, at will, and at the sole discretion of the Employer. The contractor may terminate the Independent Contractor Agreement within ten days of the infraction.

#### **SECTION 5 - CONTRACTOR STATUS**

- 5.1** Employer acknowledges that Aubrey's Heart Therapy Services is a Contractor that employs Independent Contractors and is not an agent, partner, joint venture, or employee of Employer. The contractor shall have no authority to bind or otherwise obligate the Employer in any manner beyond the terms of this Agreement, nor shall the Contractor represent to anyone that it has a right to do so. Contractor further agrees that if the Employer suffers any loss or damage due to a violation of this provision, the Contractor shall indemnify and hold harmless the Employer from any such loss or damage.
- 5.2** **Assignment.** The Contractor shall not assign any of its rights under this agreement or delegate the performance of any of its duties hereunder without the prior written consent of the Employer.

#### **SECTION 6 - REPRESENTATIONS AND WARRANTIES OF CONTRACTOR**

- 6.1** Contractor represents and warrants to the Employer that there is no employment contract or other contractual obligation to which Contractor is subject which prevents Contractor from entering into this Agreement or from performing Contractor's duties entirely under this Agreement unless agreed upon by both Employer and Contractor in writing with an addendum to the contract.
- 6.2** Contractor represents that the appropriate licensing agency licenses all Independent Contractors within the arch of Aubrey's Heart Therapy Services for the Florida Department of Health (FDOH) or Florida Department of Education (FDOE) within a respected profession and that they are in good standing with such agency.

**SECTION 7 - MISCELLANEOUS PROVISIONS**

- 7.1 The provisions of this Agreement shall be binding upon and inure to the benefit of the heirs, personal representatives, successors, and assigns of the parties. Any condition that imposes upon Contractor or Employer an obligation after termination or expiration of this Agreement shall survive termination or expiration hereof and be binding upon Contractor or Employer.
- 7.2 This Agreement shall be governed by and construed per the laws of the State of Florida and the Florida Department of Education's scope of practice.
- 7.3 **Severability. Suppose any provision of these policies and regulations or the application thereof to any person or circumstances is held invalid. In that case,** such invalidity shall not affect other provisions or applications of these policies and regulations, which can be effected without the invalid provision or application. To this end, the provisions of these policies and regulations are severable. In lieu thereof, a provision shall be added as similar to such illegal, invalid, and unenforceable provision as possible and be legal, valid, and enforceable.

**Gadsden County School Board**

By: \_\_\_\_\_  
Superintendent of Schools

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Chairman of the School Board

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Representative of Aubrey's Heart Therapy Services PLLC

Date: \_\_\_\_\_

**Independent Consultant.** Provider's relationship to the School District in performing this Engagement Agreement is that of an independent contractor. The personnel performing services under this Engagement Agreement shall be independent contractors of the Provider and not employees of the School District. The School District and the contractor will be responsible for negotiating the time and place for the services.

Aubrey's Heart Therapy Services  
240 Peoples Rd. Quincy, Fl.  
aubreyshearttherapyservices.com

**Authority.** The provider and its officers, managers, employees, independent contractors, and agents are now authorized to perform or cause to be performed all acts associated with providing services rendered hereunder. The provider, however, is not responsible for the failure of any third party to perform correctly.

**Nonexclusive.** During this Agreement, the Provider may provide services to other school districts. **Consequential Damages.** Under no circumstances shall Provider and its officers, managers, employees, and agents be liable to the School District or any other person or entity for any special, indirect, or consequential loss or damage, whether or not such loss or damages caused by the fault, breach of contract, or negligence of provider and its officers, managers, employees, and agents or independent contractors. This exclusion of liability also includes loss of profits or revenue, costs of capital, damage to or loss of use of equipment or facilities, or any claims of School Districts, parents, or any third party.

**Lack of Qualified Personnel.** The provider has the right to terminate this Agreement at any time if it cannot locate a contractor suitable to provide the services contemplated herein without the payment of penalty or damages.

**Indemnification.** School District agrees to indemnify, hold harmless, and defend Provider and its officers, managers, employees, independent contractors, and agents from and against any losses, costs, expenses, damages, or liabilities (including reasonable attorney fees) incurred or threatened to be incurred by Provider or its officers, managers, employees, independent contractors and agents because of or arising out for in connection with this Engagement Agreement or the performance of services hereunder, including the negligence of Provider.

**Entire Agreement.** This Engagement Agreement constitutes the entire agreement between the parties, and it supersedes all prior and contemporaneous agreements, representations, and undertakings of the parties concerning the subject matter of this Engagement Agreement.

**Waiver.** If one party breaches this Engagement Agreement, failure of the other party to enforce any right under this Engagement Agreement shall not be deemed a waiver of any right hereunder. The rights and remedies of the parties as outlined in this Engagement Agreement are not exclusive and are in addition to any rights and remedies provided by law. No waiver of any provision of this Engagement Agreement shall be deemed or shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver of constitution continuing waiver. No waiver shall be binding unless executed in writing by the party making a waiver.

**Severability.** Should any provision of this Engagement Agreement be held void or unenforceable, the remaining provisions shall remain in full force and effect, to be read and construed as if the void or unenforceable provisions were initially deleted.

**Choice of Law.** This Engagement Agreement is deemed to be made under and shall be governed by, construed, and enforced in accordance with the laws of the State of North Carolina.

**Venue.** Exclusive venue for any action or proceeding seeking to enforce any provision of, or based on any right arising out of, this Agreement shall be in Gadsden County Circuit Court of the State of Florida or, subject to applicable jurisdictional requirements, in the United States District Court for the District of Florida. Each party consents to the jurisdiction of such courts (and of the appropriate appellate courts) in any such action or proceeding and waives any objection to such venue.

Mission:  
To protect, promote & improve the health  
of all people in Florida through integrated  
state, county & community efforts.



Ron DeSantis  
Governor

Joseph A. Ladapo, MD, PhD  
State Surgeon General

**Vision:** To be the **Healthiest State** in the Nation

---

## FLORIDA DEPARTMENT OF HEALTH

### CONFIRMATION OF LICENSE

**NAME:** ELEENA ALEEN RUIZ  
**PROFESSION:** SPEECH-LANGUAGE PATHOLOGY ASSISTANT  
**LICENSE NUMBER:** SI6644  
**EFFECTIVE DATE:** 09/20/2023

**MAILING ADDRESS:** 102 BOYKIN AVE.  
CHATTAHOOCHEE  
CHATTAHOOCHEE, FL 32324

**ATTENTION:**

**PRACTICE ADDRESS:** 102 BOYKIN AVE.  
CHATTAHOOCHEE  
CHATTAHOOCHEE, FL 32324

**ATTENTION:**

**NOTE:**

This document confirms receipt of an approved initial licensure application for the practitioner listed above. The practitioner should receive a license in the mail within 7-14 business days. Online licensure confirmation also can be obtained by visiting <http://www.FLHealthsource.gov> and accessing the Department's license verification screen.

This document, issued from a secure online site, authorizes practice until the practitioner receives the printed license.

---

**Florida Department of Health**  
Division of Medical Quality Assurance  
4052 Bald Cypress Way  
Tallahassee, FL 32399-3260

**PHAB** Accredited Health Department  
Public Health Accreditation Board

Your license number is SI 6412.

Please use it in all correspondence with your board/council. Each licensee is solely responsible for notifying the Department in writing of the licensee's current mailing address and practice location address. If you have not received your renewal notice 90 days prior to the expiration date shown on this license, please visit [www.FLHealthSource.gov](http://www.FLHealthSource.gov) and click "Renew A License" to renew online.



The Medical Quality Assurance Online Services Portal gives you the ability to manage your license to perform address updates, name changes and much more.

**STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE**

DATE	LICENSE NO.	CONTROL NO.
DECEMBER 21, 2023	SI 6412	17345

**THE SPEECH-LANGUAGE PATHOLOGY ASSISTANT  
NAMED BELOW HAS MET ALL REQUIREMENTS OF  
THE LAWS AND RULES OF THE STATE OF FLORIDA.**

**EXPIRATION DATE: DECEMBER 31, 2025**

**KASSANDRA GONZALEZ  
815 E MAGNOLIA DR  
QUINCY, FL - 32351**

*Ron DeSantis*  
Ron DeSantis  
GOVERNOR

*Joseph A. Ladapo*  
Joseph A. Ladapo, MD, PhD  
STATE SURGEON GENERAL

Scan QR Code for  
License Authentication



**STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE**

DATE	LICENSE NO.	CONTROL NO.
DECEMBER 21, 2023	SI 6412	17345

**THE SPEECH-LANGUAGE PATHOLOGY ASSISTANT  
NAMED BELOW HAS MET ALL REQUIREMENTS OF  
THE LAWS AND RULES OF THE STATE OF FLORIDA.**

**KASSANDRA GONZALEZ** Expiration Date: **DECEMBER 31, 2025**

LICENSEE SIGNATURE

DISPLAY IF REQUIRED BY LAW

Your license number is SA 14161.

Please use it in all correspondence with your board/council. Each licensee is solely responsible for notifying the Department in writing of the licensee's current mailing address and practice location address. If you have not received your renewal notice 90 days prior to the expiration date shown on this license, please visit [www.FLHealthSource.gov](http://www.FLHealthSource.gov) and click "Renew A License" to renew online.



The Medical Quality Assurance Online Services Portal gives you the ability to manage your license to perform address updates, name changes and much more.

**STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE**

DATE	LICENSE NO.	CONTROL NO.
DECEMBER 13, 2023	SA 14161	119321

**THE SPEECH-LANGUAGE PATHOLOGIST**  
NAMED BELOW HAS MET ALL REQUIREMENTS OF  
THE LAWS AND RULES OF THE STATE OF FLORIDA.

EXPIRATION DATE: **DECEMBER 31, 2025**

**JUSTINA WILLIAMS**  
240 PEOPLES RD  
QUINCY, FL - 32352

*Ron DeSantis*  
\_\_\_\_\_  
Ron DeSantis  
GOVERNOR

*Joseph A. Ladapo*  
\_\_\_\_\_  
Joseph A. Ladapo, MD, PhD  
STATE SURGEON GENERAL

DATE	LICENSE NO.	CONTROL NO.
DECEMBER 13, 2023	SA 14161	119321

**THE SPEECH-LANGUAGE PATHOLOGIST**  
NAMED BELOW HAS MET ALL REQUIREMENTS OF  
THE LAWS AND RULES OF THE STATE OF FLORIDA.

**JUSTINA WILLIAMS**      Expiration Date: **DECEMBER 31, 2025**

\_\_\_\_\_  
LICENSEE SIGNATURE

Scan QR Code for  
License Authentication



**DISPLAY IF REQUIRED BY LAW**

**MEMORANDUM OF INSURANCE**

Date Issued 03/18/2024

**Producer**

AMBA  
 CA Insurance License #0196562  
 P.O. Box 14554  
 Des Moines IA 50306  
 1-800-375-2764

This memorandum is issued as a matter of information only and confers no rights upon the holder. This memorandum does not amend, extend or alter the coverages afforded by the Certificate listed below.

**Company Affording Coverage**

Liberty Insurance Underwriters Inc.

**Insured**

Aubrey's Heart Therapy Services, PLLC  
 240 Peoples Road  
 Quincy, FL 32352

This is to certify that the Certificate listed below has been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this memorandum may be issued or may pertain, the insurance afforded by the Certificate described herein is subject to all the terms, exclusions and conditions of such Certificate. The limits shown may have been reduced by paid claims.

The Memorandum of Insurance and verification of payment are your evidence of coverage. No coverage is afforded unless the premium is successfully paid in full.

Type of Insurance	Certificate Number	Effective Date	Expiration Date	Limits	
<b>Professional Liability</b> SpeechLangH Fm Speech Language Pathologist	AHY-1026236104	12/02/2023	12/02/2024	Per Incident/ Occurrence	\$1,000,000
				Annual Aggregate	\$5,000,000
<b>General Liability</b>	AHY-1026236104	12/02/2023	12/02/2024	Per Incident/ Occurrence	\$1,000,000
				Annual Aggregate	\$5,000,000

Coverage includes General Liability occurrences at 240 Peoples Rd Quincy, FL 32352 but only as respects to claims arising out of the sole negligence of the Persons Insured under the provisions of this policy.

Memorandum Holder:

PROOF OF COVERAGE ONLY

Should the above describe Certificate be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the Memorandum Holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

Stephen Miller



**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 5i

**DATE OF SCHOOL BOARD MEETING:** July 30, 2024

**TITLE OF AGENDA ITEM:**

Gadsden Mental Health Application: Mental Health Assistance Allocation Plan

**DIVISION:**

Exceptional Student Education

Yes This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

The Youth Mental Health Awareness Training (YMHAT) Plan and Mental Health Assistance Allocation (MHAA) Plan are to provide supplemental funding to the district so schools can establish and/or improve mental health care, awareness and training and offer a continuum of services. These allocations are appropriated annually to serve students and families through resources designed to foster quality mental health.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** KeSandra Brown 

**POSITION:** Director of Exceptional Student Education and Student Services

---

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 14

CHAIRMAN'S SIGNATURE: page(s) numbered 14

SCHOOL BOARD ATTORNEY: page(s) numbered \_\_\_\_\_

**This form is to be  duplicated on light blue paper.**

REVIEWED BY: 

2024-25 |

HOPE  
COMMUNICATION  
RESILIENCE  
WELLNESS  
KINDNESS

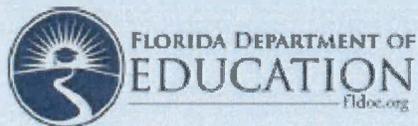


FAMILY  
POSITIVITY  
AWARENESS  
WELLNESS  
MENTAL  
HEALTH

# Gadsden

## MENTAL HEALTH APPLICATION

*Mental Health Assistance Allocation Plan*



# Table of Contents

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# I. Introduction

## Plan Purpose

The purpose of the Mental Health Assistance Allocation (MHAA) is to provide funding to assist school districts in establishing or expanding school-based mental health care; train educators and other school staff in responding to mental health issues; and connect children, youth and families who may experience behavioral health issues with appropriate services.

These funds are allocated annually in the General Appropriations Act to each eligible school district. Each school district shall receive a minimum of \$100,000, with the remaining balance allocated based on each school district's proportionate share of the state's total unweighted full-time equivalent student enrollment.

Charter schools that submit a plan separate from the school district are entitled to a proportionate share of district funding. A charter school plan must comply with all of the provisions of this section, must be approved by the charter school's governing body, and must be provided to the charter school's sponsor. (*Section [s.] 1006.041, Florida Statutes [F.S.]*)

## Submission Process and Deadline

The application must be submitted to the Florida Department of Education (FDOE) by **August 1, 2024**.

### There are two submission options for charter schools:

- Option 1: District submission includes charter schools in their application.
- Option 2: Charter school(s) submit a separate application from the district.

## II. MHAA Plan

### A. MHAA Plan Assurances

#### 1. District Assurances

One hundred percent of state funds are used to establish or expand school-based mental health care; train educators and other school staff in detecting and responding to mental health issues; and connect children, youth and families with appropriate behavioral health services.



Other sources of funding will be maximized to provide school-based mental health services (e.g., Medicaid reimbursement, third-party payments and grants).



Collaboration with FDOE to disseminate mental health information and resources to students and families.



A system is included for tracking the number of students at high risk for mental health or co-occurring substance use disorders who received mental health screenings or assessments; the number of students referred to school-based mental health services providers; the number of students referred to community-based mental health services providers; the number of students who received school-based interventions, services or assistance; and the number of students who received community-based interventions, services or assistance.



Mental Health Assistance Allocation Plans for charter schools that opt out of the District's MHAA Plan are reviewed for compliance.



Curriculum and materials purchased using MHAA funds have received a thorough review and all content is in compliance with State Board of Education Rules and Florida Statutes.



The MHAA Plan must be focused on a multi-tiered system of supports to deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses. Section 1006.041, F.S.



## 2. School Board Policies

Students referred to a school-based or community-based mental health services provider, for mental health screening for the identification of mental health concerns and students at risk for mental health disorders are assessed within 15 calendar days of referral.



School-based mental health services are initiated within 15 calendar days of identification and assessment.



Community-based mental health services are initiated within 30 calendar days of referral.



Individuals living in a household with a student receiving services are provided information about behavioral health services through other delivery systems or payors for which such individuals may qualify if such services appear to be needed or enhancements in those individuals' behavioral health would contribute to the improved well-being of the student.



District schools and local mobile response teams use the same suicide screening instrument approved by FDOE pursuant to s. 1012.583, F.S., and Rule 6A-4.0010, Florida Administrative Code.



Assisting a mental health services provider or a behavioral health provider as described in s. 1006.041, F.S., respectively, or a school resource officer or school safety officer who has completed mental health crisis intervention training in attempting to verbally de-escalate a student's crisis situation before initiating an involuntary examination pursuant to s. 394.463, F.S. Such procedures must include strategies to de-escalate a crisis situation for a student with a developmental disability as that term is defined in s. 393.063, F.S.



The requirement that in a student crisis situation, the school or law enforcement personnel must make a reasonable attempt to contact a mental health professional who may initiate an involuntary examination pursuant to s. 394.463, F.S., unless the child poses an imminent danger to self or others before initiating an involuntary examination pursuant to s. 394.463, F.S. Such contact may be in person or using telehealth, as defined in s. 456.47, F.S. The mental health professional may be available to the school district either by contracts or interagency agreements with the managing entity, one or more local community behavioral health providers, the local mobile response team, or be a direct or contracted school district employee. Note: All initiated involuntary examinations located on school grounds, on school transportation or at a school-sponsored activity must be documented in the Involuntary Examinations and Restraint and Seclusion (IERS) platform.



Parents of students receiving services are provided information about other behavioral health services available through the student's school or local community-based behavioral health service providers. Schools may meet this requirement by providing information about and internet addresses for web-based directories or guides for local behavioral health services.



## **B. District Program Implementation**

### **Evidence-Based Program (EBP) #1**

#### **Evidence-Based Program (EBP)**

Zones of Regulation

#### **Tier(s) of Implementation**

Tier 1, Tier 2, Tier 3

#### **Describe the key EBP components that will be implemented.**

---

Social Skills listed as "Good Support" for Anxiety, Avoidant Behaviors, Attention and Hyperactive Disorders, Delinquency and Disruptive Behaviors.

Zones of Regulation is also a cognitive framework which integrates best practices around Trauma Informed Care and Mental Health Supports.

#### **Early Identification**

Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional or behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence.

---

The Zones of Regulation will be provided to students identified via the MTSS (Multi Tiered System of Supports) process in grades K-12 throughout the district. Teachers and School Counselors will be trained by district staff (School Psychologists and Social Workers) as well as provide the tools for implementing the curriculum. School Social Workers will assist teachers within the classroom with implementation and work with students who continue to struggle to regulate their emotions. Students in need of more intensive behavior supports will be referred for mental health services.

#### **High Risk Students**

Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and students at high risk of such diagnoses.

---

As a Tier 1 and Tier 2 Intervention, Zones allows for a more precise process of recognition of students who may be in need of Tier 2 and Tier 3 services. Outcome measures are based on the Zones pre and post test. 70% of students should be aware of and identify the self-regulation process through the Zones Curriculum.

### **Evidence-Based Program (EBP) #2**

#### **Evidence-Based Program (EBP)**

## Social Skills Instruction

### **Tier(s) of Implementation**

Tier 1, Tier 2

### **Describe the key EBP components that will be implemented.**

---

Social Skills instruction addresses a wide range of social skills. Some examples of skills targeted in the MTSS process include but not limited to...

- How to exhibit appropriate behaviors in school and community settings
- Understanding emotions and facial expressions
- Gestures and Body Language
- Self-Advocacy
- Empathy/Sympathy

### **Early Identification**

Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional or behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence.

---

School Based Social Workers, School Psychologists and Mental Health Counselors will work with small groups and individual students with an emphasis on improving social skills. Sessions will occur a minimum of 1 x Weekly.

### **High Risk Students**

Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and students at high risk of such diagnoses.

---

School based Social Workers, School Psychologists and Mental Health Counselors will utilize the Zones of Regulation and Navigate 360 Prevention, Intervention and Mental Health Program via Face to Face a minimum of 1 x Weekly.

## **Evidence-Based Program (EBP) #3**

### **Evidence-Based Program (EBP)**

Functional Behavior Assessment - based interventions

### **Tier(s) of Implementation**

Tier 2, Tier 3

### **Describe the key EBP components that will be implemented.**

---

Interventions will be documented for all students who are identified with or at risk for an emotional behavioral challenge. Functional Behavioral Assessment - based interventions were found to have potentially positive effects on school engagement and challenging behaviors. Gadsden County will be assessing and progress monitoring interventions that provide the most positive impact in identifying the function of a student's behavior.

### **Early Identification**

Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional or behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence.

---

The Functional Behavior Assessment Intervention has multiple components with the school mental health team completing the observations and interviews with the student, teacher and parent. The team will collaborate to share their data with the MTSS (Multi-Tiered System of Supports) Team and parents to discuss the need for a Behavior Intervention Plan. If a Behavior Intervention Plan is written, the three components are to modify environment, educational and functional supports. If a Behavior Intervention Plan is written, this becomes a Tier 2 and/or Tier 3 Intervention.

### **High Risk Students**

Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and students at high risk of such diagnoses.

---

A Functional Behavior Assessment will provide evidence-based assessment, diagnosis, intervention, treatment and recovery services by identifying behavior patterns, environmental analysis, functional analysis, function based diagnosis and precision in treatment planning. A functional behavior assessment will provide a structured approach to understanding behaviors. It moves beyond symptom description to identify why behaviors occur, leading to more targeted diagnosis and interventions.

## **C. Direct Employment**

### **1. MHAA Plan Direct Employment**

#### **School Counselor**

Current Ratio as of August 1, 2024: **1:363**

#### **School Counselor**

2024-2025 proposed Ratio by June 30, 2025 **1:363**

#### **School Social Worker**

Current Ratio as of August 1, 2024: **1:7**

#### **School Social Worker**

2024-2025 proposed Ratio by June 30, 2025 **1:571**

#### **School Psychologist**

Current Ratio as of August 1, 2024: **1:8**

#### **School Psychologist**

2024-2025 proposed Ratio by June 30, 2025 **1:667**

#### **Other Licensed Mental Health Provider**

Current Ratio as of August 1, 2024: **1:2**

#### **Other Licensed Mental Health Provider**

2024-2025 proposed Ratio by June 30, 2025: **1:1**

## 2. Policy, Roles and Responsibilities

Explain how direct employment of school-based mental health services providers (school psychologists, school social workers, school counselors and other licensed mental health professionals) will reduce staff-to-student ratios.

---

The hiring of additional School Social Workers, School Psychologists and Licensed Mental Health Professionals will enable our district to have smaller staff-to-student ratios which will result in an increase of students being provided more frequent Mental Health supports and services.

Describe your district's established policies and procedures to increase the amount of time student services personnel spend providing direct mental health services (e.g., review and revision of staffing allocations based on school or student mental health assistance needs).

---

The district will increase the number of School Social Workers, School Psychologists and Mental Health Professionals in the district as well as allocate additional resources to administrators as an avenue to provide School Counselors the opportunity to have increased time to provide mental health services.

Describe the role of school-based mental health providers and community-based partners in the implementation of your evidence-based mental health program.

---

- Direct Services
- Individual and Group Counseling
- Prevention and Early Intervention
- Collaboration with Educators
- Crisis Management
- Parent and Family Support
- Grief Counseling Support
- Suicide Risk/Threat Assessment Support

## 3. Community Contracts/Interagency Agreements

List the contracts or interagency agreements with local behavioral health providers or Community Action Team (CAT) services and specify the type of behavioral health services being provided on or off the school campus.

---

- Apalachee Center - Individual Counseling/Family Therapy
- DISC Village - Drug, Alcohol and Addiction Support
- CCYS (Capital City Youth Services) - Individual and Group Counseling
- Florida State University Multidisciplinary Center - Individual Group Counseling
- Panhandle Therapy - Behavioral/Mental Health Counseling

Community Wellness - Individual Counseling/Family Therapy  
2-1-1 Big Bend - Crisis Support

## D. MHAA Planned Funds and Expenditures

### 1. Allocation Funding Summary

MHAA funds provided in the 2024-2025 Florida Education Finance Program (FEFP):	<b>\$352,146</b>
Unexpended MHAA funds from previous fiscal years:	<b>0.00</b>
<b>Grand Total MHAA Funds:</b>	<b>\$352,146</b>

### 2. MHAA planned Funds and Expenditures Form

Please complete the **MHAA planned Funds and Expenditures Form** to verify the use of funds in accordance with s. 1006.041, F.S.

School districts are encouraged to maximize third-party health insurance benefits and Medicaid claiming for services, where appropriate.

#### Uploaded Document:

[MHAA Planned Funds and Expenditures Form 2024-2025.pdf](#) 

## E. District School Board Approval

This application certifies that the School Superintendent and School Board approved the district's MHAA Plan, which outlines the local program and planned expenditures to establish or expand school-based mental health care consistent with the statutory requirements for the MHAA in accordance with s. 1006.041(14), F.S.

**Note:** The charter schools listed below have **Opted Out** of the district's MHAA Plan and are expected to submit their own MHAA Plan to the District for review.

### Charter School Number and Name

9104 Crossroad Academy Charter School

### Approval Date:

07/30/2024

**Mental Health Assistance Allocation (MHAA) Plan**

**2024-2025**

**Due August 1, 2024**

**District Name:** **Gadsden**

**Planned Funds and Expenditures 2024-2025**

<b>Section 1. MHAA Plan Funding Summary</b>		<b>\$ Amount</b>
MHAA provided in the 2024-2025 Florida Education Finance Program:		<b>\$352,146.00</b>
Unexpended MHAA funds from previous fiscal years: <i>Please confirm the unexpended amount with your Finance Department.</i>		<b>\$0.00</b>
<b>Total MHAA Plan Funds for Section 1:</b>		<b>\$352,146.00</b>
<b>Section 2. MHAA Planned Expenditure Summary – Funded by the MHAA Plan</b>		<b>Total \$ Amount</b>
<b>Profession</b>	<b>Total Number</b>	
School Counselor(s) – DOE-certified	<b>0</b>	<b>\$0.00</b>
School Psychologist(s) – DOE-certified and/or DOH-licensed	<b>2</b>	<b>\$124,000.00</b>
School Social Worker(s) – DOE-certified and/or DOH-licensed	<b>2</b>	<b>\$110,000.00</b>
Other (DOH) Licensed Mental Health Services Providers	<b>0</b>	<b>\$0.00</b>
Mental Health Administrator(s)	<b>1</b>	<b>\$65,000.00</b>
Mental Health Support Staff	<b>0</b>	<b>\$0.00</b>
<b>Total Planned Expenditures for Section 2:</b>		<b>\$299,000.00</b>
<b>Section 3. MHAA Continued Summary of Planned Expenditures</b>		<b>\$ Amount</b>
Expenditures for services provided by community-based mental health program agencies or providers: N/A		<b>\$0.00</b>
Expenditures for professional development and training: Insights to Behavior On-Site (Face to Face) Training		<b>\$3,000.00</b>
Expenditures for travel (in-county, out-of-county, in-state, out-of-state): N/A		<b>\$0.00</b>
Expenditures for supplies, materials and equipment: Therapy Resource Materials, Counseling Games & Activities, Emotional Regulation Books/Games/Sensory Tools, Zones of Regulation, Navigation 360: Mental Health & Prevention.		<b>\$8,894.61</b>
Other Expenditures: Crossroad Academy Charter School Proportionate Share		<b>\$41,251.39</b>
<b>Total Planned Expenditures for Section 3:</b>		<b>\$53,146.00</b>
<b>Unexpended MHAA funds:</b>		<b>\$0.00</b>
<b>Submission Date:</b>		<b>7/30/2024</b>

If you experience difficulty completing this form electronically, contact Dr. Andrew Weatherill, Student Support Services, at 850-245-7851 or StudentSupportServices1@fldoe.org.

**This agreement shall take effect upon receipt of signatures and may be terminated or revised at the request of either party.**

**Superintendent of Gadsden School District**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Chairman of Gadsden School District Board**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SUMMARY SHEET**

**TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 5j

**DATE OF SCHOOL BOARD MEETING:** July 30, 2024

**TITLE OF AGENDA ITEM:** Exceptional Student Education Policies and Procedures (P & P)

**DIVISION:** Exceptional Student Education

**Yes** This is a **CONTINUATION of a current project, grant, etc.**

**PURPOSE AND SUMMARY OF ITEM:**

Programs and Procedures for Students with Disabilities are the policies, procedures, guidelines, mandates and laws that must be followed during the provision of services for Students with Disabilities. The Gadsden School District Policies and Procedures have been approved by the Florida Department of Education.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Kesandra Brown 

**POSITION:** Director of Exceptional Student Education and Student Services

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 277, 278

CHAIRMAN'S SIGNATURE: page(s) numbered 278

SCHOOL BOARD ATTORNEY: page(s) numbered \_\_\_\_\_

**This form is to be  duplicated on light blue paper.**

**summary.form**

**revised**

REVIEWED BY: 

**This agreement shall take effect upon receipt of signatures and may be terminated or revised at the request of either party.**

**Superintendent of Gadsden School District**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Chairman of Gadsden School District Board**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FLORIDA DEPARTMENT OF EDUCATION**

**DIVISION OF K-12 PUBLIC SCHOOLS**

**BUREAU OF EXCEPTIONAL EDUCATION AND STUDENT SERVICES**

**School District**

**Gadsden**

**EXCEPTIONAL STUDENT EDUCATION  
POLICIES AND PROCEDURES (P&P)**

**EFFECTIVE DATE:**

**2023-2024 through 2025-2026**

## **Part I. General Policies and Procedures**

### **Section A.1: Legal Requirements for General Policies and Procedures**

#### **Statutory and Regulatory Citations**

Title 34, Code of Federal Regulations (C.F.R.) §§ 300.201 and 300.641

Sections 1002.22, 1003.57, 1003.571, 1003.573, 1003.574 and 1012.582, Florida Statutes (F.S.)

Rules 6A-6.03411 and 69A-58.0084, Florida Administrative Code (F.A.C.)

The school district, in providing for the education of children with disabilities within its jurisdiction, must have in effect policies, procedures and programs that are consistent with the state policies and procedures established under 34 C.F.R. §§ 300.101 through 300.163 and 300.165 through 300.174.

#### **Requirement Related to Exceptional Student Education (ESE) Policies and Procedures (P&P)**

For a school district to be eligible to receive state or federal funding for specially designed instruction and related services for exceptional students, it shall do the following:

1. Develop a written statement of policies and procedures for providing an appropriate program of specially designed instruction and related services for exceptional students.
2. Submit its written statement of policies and procedures to the Bureau of Exceptional Education and Student Services for approval.
3. Report to the Florida Department of Education (FDOE) the total number of students in the school district receiving instruction in each special program for exceptional students in the manner prescribed by the FDOE.

The Individuals with Disabilities Education Act and corresponding federal regulations, state statutes and State Board of Education rules relating to special programs for exceptional students serve as criteria for the review and approval of the school district's ESE P&P document.

The school district must submit the ESE P&P document in accordance with the timelines established in ss. 1003.57 and 1003.573, F.S., and Rule 6A-6.03411, F.A.C.

## **Section A.2: Legal Requirements Related to the Use of Restraint**

### **Seclusion**

School districts and facilities shall prohibit school personnel from using seclusion.

### **Restraint**

1. Authorized school personnel may use restraint only when all positive behavior interventions and supports (PBIS) have been exhausted.
2. Restraint may be used only when there is an imminent risk of serious injury and shall be discontinued as soon as the threat posed by the dangerous behavior has dissipated.
3. School personnel may not use mechanical restraint. This paragraph does not apply to school resource officers, school safety officers, school guardians, or school security guards as described in s. 1006.12, F.S., who may use mechanical restraint in the exercise of their powers and duties to restrict students in grades 6 through 12.
4. Restraint techniques may not be used to inflict pain to induce compliance.
5. Notwithstanding the authority provided in s. 1003.32, F.S., restraint shall be used only to protect the safety of students, school personnel or others and may not be used for student discipline or to correct student noncompliance.
6. The degree of force applied during restraint must be only that degree of force necessary to protect the student or others from imminent risk of serious injury.

### **Crisis Intervention Plans**

1. A team comprised of the student's parent or guardian, school personnel, and applicable physical and behavioral health professionals must develop a crisis intervention plan upon the second time that the student is restrained within a semester.
2. The crisis intervention plan must include:
  - a. Specific PBIS to use in response to dangerous behaviors that create a threat of imminent risk of serious injury;
  - b. Known physical and behavioral health concerns that will limit the use of restraint for the student; and
  - c. A timetable for the review and, if necessary, revision of the crisis intervention plan.
3. The school district must provide a copy of the crisis intervention plan to the student's parent or guardian.

### **School District Policies and Procedures**

1. Each school district shall adopt PBIS and identify all school personnel authorized to use the interventions and supports. Each school district shall develop policies and procedures that are consistent with this section and that govern the following:
  - a. Incident-reporting procedures;
  - b. Data collection and monitoring, including when, where and why students are restrained and the frequency of occurrences of such restraint;
  - c. Monitoring and reporting of data collected;
  - d. Training programs and procedures relating to restraint;
  - e. The school district's plan for selecting personnel to be trained;
  - f. The school district's plan for reducing the use of restraint, particularly in settings in which it occurs frequently or with students who are restrained repeatedly, must include a goal for reducing the use of restraint and must include activities, skills, and resources needed to achieve that goal—activities may include, but are not limited to:
    - i. Additional training in PBIS,

- ii. Parental involvement,
- iii. Data review,
- iv. Updates of students' functional behavioral assessments and positive behavior intervention plans,
- v. Additional student evaluations,
- vi. Debriefing with staff,
- vii. Use of schoolwide positive behavior support,
- viii. Changes to the school environment,
- ix. Analysis of data to determine trends and
- x. Ongoing reduction of the use of restraint.

2. Any revisions a school district makes to the policies and procedures pursuant to this section must be filed with the bureau chief of the Bureau of Exceptional Education and Student Services within 90 days after the revision.
3. At the beginning of each school year, each school district shall publicly post its policies and procedures on PBIS as adopted by the school district. (See Appendix D.)

### **Training**

1. Each school district shall provide training to all school personnel authorized to use PBIS pursuant to school district policy.
2. Training shall be provided annually and must include:
  - a. The use of PBIS;
  - b. Risk assessment procedures to identify when restraint may be used;
  - c. Examples of when PBIS techniques have failed to reduce the imminent risk of serious injury;
  - d. Examples of safe and appropriate restraint techniques and how to use these techniques with multiple staff members working as a team;
  - e. Instruction in the school district's documentation and reporting requirements;
  - f. Procedures to identify and deal with possible medical emergencies arising during the use of restraint; and
  - g. Cardiopulmonary resuscitation.
3. Each school district shall publish the procedures for the required training in the school district's policies and procedures manual.

## Section A.3: Requirements Related To Documenting and Reporting Incidents of Restraint and Seclusion

### Documentation and Incident Reporting

1. A school shall prepare an incident report within 24 hours in the bureau's restraint reporting system, Involuntary Examination, Restraint and Seclusion (IERS), after a student is released from a restraint. If the student's release occurs on a day before the school closes for the weekend, a holiday or another reason, the incident report must be completed by the end of the school day on the day the school reopens.
2. The following must be included in the incident report:
  - a. The name of the student who was restrained;
  - b. The age, grade, ethnicity and disability of the student who was restrained;
  - c. The date and time of the event and the duration of the restraint;
  - d. The location at which the restraint occurred;
  - e. A description of the type of restraint used in terms established by the Florida Department of Education (FDOE);
  - f. The name of the person using or assisting in the restraint of the student and the date the person was last trained in the use of positive behavior interventions and supports;
  - g. The name of any nonstudent who was present to witness the restraint; and
  - h. A description of the incident, including all of the following:
    - i. The context in which the restraint occurred;
    - ii. The student's behavior leading up to and precipitating the decision to use restraint, including an indication as to why there was an imminent risk of serious injury to the student or others;
    - iii. The positive behavior interventions and supports used to prevent and deescalate the behavior;
    - iv. What occurred with the student immediately after the termination of the restraint;
    - v. Any injuries, visible marks or possible medical emergencies that may have occurred during the restraint, documented according to school district policies;
    - vi. Evidence of steps taken to notify the student's parent or guardian; and
    - vii. The date the crisis intervention plan was last reviewed and whether changes were recommended.
3. A school shall notify the parent or guardian of a student each time restraint is used. Such notification must be in writing and provided before the end of the school day on which the restraint occurs. Reasonable efforts must also be taken to notify the parent or guardian by telephone or e-mail, or both, and these efforts must be documented. The school shall obtain, and keep in its records, the parent's or guardian's signed acknowledgment that he or she was notified of his or her child's restraint.
4. A school shall also provide the parent or guardian with the completed incident report in writing by mail within three school days after a student was restrained. The school shall obtain, and keep in its records, the parent's or guardian's signed acknowledgment that he or she received a copy of the incident report.
5. Incidents of restraint are reported in the IERS reporting system developed for this purpose, in a manner prescribed by the FDOE.

## Section A.4: District Procedures Related to Documenting and Reporting Incidents of Restraint

1. The school district will have procedures for providing the parent with a copy of the written notice on the day of the incident.

### **Describe how the parent is provided written notice on the day the restraint occurs.**

Parent's must be informed of each restraint in writing before the end of the school day. Written notice must be provided to the parent in a sealed envelope, email, face to face and/or via certified mail if the parent is unavailable.

### **Specify personnel (by role or title) responsible for preparing the written notice on the day of the incident, and how it is provided to the parent on the day the restraint occurs.**

The Administrator or Designee (assigned by administrator), will prepare the written notice on the day of the incident. The parent(s) will be informed of each restraint in writing before the end of the school day. Written notice will be provided to the parent in a sealed envelope face to face, email and/or via certified mail if the parent is unavailable.

### **Describe how reasonable efforts are made and documented on the day of the incident to contact the parent by telephone or email, or both, and specify personnel (by role or title) responsible for contacting the parent.**

The Administrator or Designee (assigned by administrator) will make reasonable efforts on the day of the incident to contact the parent(s) by telephone, email or mail.

### **Describe how records of the parent's acknowledgement that the written notice was received are retained, and the actions to be taken in the event the parent does not provide a signed acknowledgement of the initial written notice.**

Records of the parent's acknowledgement that the written notice was received will be documented via the secure student information database (ie. FOCUS, SKYWARD). Every attempt will be made to retrieve the parent's acknowledgement of the written notice. In the event, the acknowledgement of restraint is not received within 5 school days, the Administrator or Designee (assigned by administrator) will retrieve acknowledgement via certified mail. Receipt from certified mail must be maintained for documentation via the secure student information database (ie. FOCUS, SKYWARD)

2. The school district will have procedures for providing the parent with a completed copy of the incident report within three school days of the incident.

### **Specify personnel (by role or title) responsible for preparing the incident report.**

The School Administrator or Designee (assigned by school administrator) will complete the incident report in the state reporting data entry portal within twenty-four (24) hours after a student is released from restraint. If the student's release occurs on a day before the school closes for the weekend, a holiday, or another reason, the incident report must be completed by the then of the school day on the day the school reopens.

### **Describe how the school district provides the parent with a copy of the incident report within three school days.**

The School Administrator or Designee (assigned by school administrator) will provide the parent(s) with a copy of the incident report within three school days. The incident report will be provided to the parent in a sealed envelope face to face, email and/or via certified mail if the parent is unavailable.

**Describe how records of the parent's acknowledgement that the written report was received are retained, and the actions to be taken in the event the parent does not provide a signed acknowledgement of the initial incident report.**

Records of the parent's acknowledgement that the incident report was received will be documented via the secure student information database (ie. FOCUS, SKYWARD). Every attempt will be made to retrieve the parent's acknowledgement of the incident report. In the event, the acknowledgement of the incident report is not received within 3 school days, the School Administrator or Designee (assigned by school administrator) will retrieve acknowledgement via certified mail. Receipt from certified mail must be maintained for documentation via the secure student information database (ie. FOCUS, SKYWARD).

3. The school district will monitor the implementation of restraint practices.

**Describe how the school district monitors the implementation of restraint practices to include reporting requirements in charter schools, Department of Juvenile Justice (DJJ) facilities and contracted residential facilities.**

The District's Exceptional Student Education and Student Services Department reviews the restraint reporting documents upon notification. Charter schools will follow the same process as all district schools and will be trained in the reporting requirements. The restraint data is reviewed monthly with the School Administrator or Designee (assigned by school administrator). The district does not have a Department of Juvenile Justice (DJJ) Facility or contracted residential facilities.

4. The school district will have procedures for providing the parent with a copy of the crisis intervention plan.

**Specify members responsible for developing the crisis intervention plan.**

Upon the second time a student is restrained during a semester, the school shall develop a crisis intervention plan for the student. The crisis intervention plan shall be developed by a team comprised of the School Administrator(s), Dean of Students (If applicable), Social Worker, School Psychologist, ESE Teacher (If applicable), General Education Teacher, any other school related staff knowledgeable of the student and the student's parent or guardian and applicable physical and behavioral health professionals.

**Describe when and how a copy of the crisis intervention plan is provided to the parent.**

Following the development of the crisis intervention plan, a copy will be provided to the parent via face to face, email or mail within 5 school days.

**Describe how the school district monitors the implementation of crisis intervention plans, including reporting requirements in charter schools, DJJ facilities and contracted residential facilities.**

The school district will monitor the implementation of the crisis intervention plans, including the reporting requirements in charter schools, DJJ facilities and contracted residential facilities during monthly school based threat assessment meetings.

## **Section A.5: District Procedures Related to Review of Data and Reporting Procedures (including monitoring and training)**

1. The school district will review data and reporting procedures.

**How often does the school and the school district review restraint data collected for schools and the school district?**

The school and school district will review restraint data collected for schools and the school district during the school based monthly threat assessment meetings.

**Specify personnel (by role or title) at the school level who is responsible for collecting and reviewing the school-level data and to whom the data are reported to at the school and school district levels.**

Personnel at the school level who is responsible for collecting and reviewing the school-level data and to whom the data are reported to at the school and school district levels are as follows but not limited to the School Administrator(s) and/or Dean of Students to the Exceptional Student Education Department.

**Specify personnel (by role or title) at the school district level who is responsible for collecting and reviewing the school- and district-level data and to whom the data are reported to at the school and school district levels.**

The District Exceptional Student Education Department is responsible for collecting and reviewing the school and district-level data and to whom the data are reported to at the school and school district levels.

2. The school district will have procedures for monitoring data collection and reporting and the use of restraint at the (a) classroom, (b) building and (c) school district levels. These monitoring procedures must address when, where and why students are restrained and the frequency of the occurrences of restraint. (Charter schools, Department of Juvenile Justice [DJJ] facilities, and contracted residential facilities must be included.)

**Describe how the school district monitors school practices related to the data collection and reporting to parents, including:**

- **Data entry into the bureau's restraint reporting system, Involuntary Examination, Restraint and Seclusion (IERS);**
- **Email or telephone attempts to contact the parent on the day of the incident;**
- **Content of the written notice;**
- **Provision of written notice and incident reports to the parent within the required timelines;**
- **Maintaining documentation of the parent's acknowledgments of the receipt of written notices and reports; and**
- **Making additional attempts to obtain written parental acknowledgment when the parent fails to acknowledge the initial written notice or incident report.**

The district ESE Program Specialists and School Level Administrator or Administrator Designee will monitor student discipline folders on a monthly basis to ensure that they contain copies of the following: a) the same day parent notification of restraint that contains all the required information; b) parent acknowledgement of the notice of restraint; including documentation of at least two attempts to obtain parent acknowledgement of notification; c) the incident report entered into the FDOE web-based system and provided to parents within the required timelines; d) acknowledgement of receipt of the incident report including documentation of at least two attempts to obtain parent acknowledgement; e) the contact record log documenting emails or phone calls to parents on the day of the incident; and f) restraint data form. The records are monitored at the school level by the ESE Program Specialist and School Level Administrator or Administrator Designee to ensure compliance with notification, receipt of records and record storage.

**Describe how the school district monitors school practices related to when, where and why students are restrained at the (a) classroom, (b) building and (c) school district levels.**

After each incident, the Crisis Prevention Intervention Team will conduct a debriefing to determine antecedent behaviors, discuss the roles assumed by participants in the incident and to ensure compliance with the Crisis Prevention Intervention Model. After the debriefing, The School Administrator and/or Administrator Designee will notify the ESE Director, School ESE Program Specialist and ESE Coordinator via email. After each restraint, the safety of the student and the need for a safety plan (if applicable) is discussed as well as the need for additional behavioral supports, evaluation or training.

**Describe how information about restraint data is:**

- **Shared with school and classroom personnel directly involved in the use of restraint; and**
- **Reviewed to assess, develop, or revise and implement effective behavioral strategies and instructional practices for students who are frequently restrained.**

Principal or administrative designee will share the restraint data with the school and classroom personnel directly involved in the use of restraint via email within 48 hours after a restraint event and will also review and share the restraint data monthly. Analysis of the logs will include: (a) the frequency, duration and location of restraint procedures (b) staff involved in the use of restraint procedures (c) appropriate use of restraint procedures (d) proper documentation of the use of restraint procedures and timely notification. After the analysis, the principal or a designee administrator will request, if needed, student IEPs and BIPs to be reviewed and classroom assistance will be provided to teachers or other staff in need of additional support and training.

Upon the second time a student is restrained during a semester, a Crisis Intervention Plan (CIP) will be developed or revised in conjunction with development and/or revision of a FBA (Functional Behavior Assessment) and BIP (Behavior Intervention Plan) will be held within 5 calendar days in collaboration with the parent/guardian, school personnel and behavior professionals. The review will include a.) Review of CPI (Crisis Prevention Intervention) strategies, additional positive behavior interventions and supports to use in response to dangerous behaviors that create a threat of imminent risk of serious injury b.) Any known physical and behavioral health concerns that will limit the use of restraint for the student c.) A timetable for a follow up review and, if necessary, a revision of the crisis intervention plan. Within a week of review (5 Calendar Days) The school will provide a copy of the crisis intervention plan to the student's parent or guardian.

3. The school district will have training for personnel in the use of restraint, and how records of such trainings are maintained. The records maintained should include, but not be limited to, names of personnel trained, description of training received and dates of trainings. (Charter schools, DJJ facilities and contracted residential facilities must be included.)

**Describe all programs the school district uses to train personnel regarding the use of restraint; if multiple programs are used within the school district, describe how decisions are made regarding when each particular program is selected.**

Crisis Prevention Intervention (CPI) is used to train personnel.

**Describe how the school district implements professional development on the selected restraint training program(s), including intervals at which this occurs and who provides the trainings for initial and periodic "refresher training."**

The training is provided by Florida Diagnostic Learning Resources System (FDLRS) on a bi-annual basis. FDLRS will provide the initial and periodic "refresher training."

**Describe the school district's plan on the selection of personnel to be trained in the use of restraint and how the school district maintains records of personnel trained.**

FDLRS maintains records of persons who have completed the training and provides the district with a copy of persons who have completed the training.

**Do all charter schools, DJJ facilities and contracted residential facilities in the school district use the same crisis management program as that described for use in district-operated schools.**

- Yes
- No

**If no, indicate by charter school, DJJ facility and contracted residential facility, the name of the crisis management program used in each.**

| N/A

4. The school district will have training for authorized personnel in the use of positive behavior interventions and supports (PBIS).

**Describe all programs the school district uses to train personnel regarding the use of PBIS; if multiple programs are used within the school district, describe how decisions are made regarding when a particular program is selected.**

| The district utilizes Crisis Prevention Intervention (CPI), The Florida PBIS Project and Insights to Behavior programs to train personnel regarding the use of PBIS.

| CPI - Crisis Prevention

| Florida PBIS - Tier 1, 2 and 3 Interventions

| Insights to Behavior - Tier 2 and Tier 3 Interventions

**Describe how the school district implements professional development on the selected PBIS training program(s), including intervals at which this occurs and who provides the trainings.**

| The school district will implement professional development on the selected PBIS training programs via Face to Face and Virtual Models on a quarterly basis. Program Facilitators will provide the trainings.

**Describe the school district's plan on the selection of personnel to be trained in the use of PBIS and how the school district maintains records of personnel trained.**

| The school district will select the personnel to be trained in the use of PBIS via Professional Development Request Survey results and discipline data retrieved via the district's secure student database (ie. FOCUS).

**Do all charter schools, DJJ facilities and contracted residential facilities in the school district use the same PBIS as that described for use in district-operated schools.**

- Yes
- No

**If no, indicate by charter school, DJJ facility and contracted residential facility, the name of the PBIS used in each.**

| N/A

## Section A.6: District Plan Related to Reducing the Use of Restraint

Does the school district prohibit the use of restraint?

- Yes  
 No

1. Even if the school district prohibits the use of restraint, if restraint incidents occurred during the 2022-2023 school year, the school district will have a plan for reducing the use of restraint and answer all questions.

**If the school district allows the use of restraint, specify the school district's measurable annual goal for the 2023-2024 school year for reducing the number of incidents of restraint (goal must include a percentage for reduction).**

The district will maintain zero as the number of incidents of restraint for the 2023-2024 and 2024-2025 school years.

2. The school district will have a plan for reducing the use of restraint, particularly in settings where it occurs frequently or with students who are restrained repeatedly. The plan must include a goal for reducing the use of restraint and must include activities, skills and resources needed to achieve that goal. Charter schools, Department of Juvenile Justice facilities, and contracted residential facilities must be included. Activities may include, but are not limited to, the following:

- a. Additional training in positive behavior interventions and support and crisis management;
- b. Parental involvement;
- c. Data review;
- d. Updates of students' functional behavioral assessments (FBAs) and positive behavior intervention plans (PBIPs);
- e. Additional student evaluations;
- f. Debriefing with staff;
- g. Use of schoolwide positive behavior support;
- h. Changes to the school environment;
- i. Analysis of data to determine trends; and
- j. Ongoing reduction of the use of restraint.

**Indicate the total number of incidents of restraint during the 2022-2023 school year.**

0

**Indicate the percentage of increase or decrease from the 2021-2022 rate to the 2022-2023 rate (trend data), whether the school district attained the 2022-2023 goal, and the rationale for the increase or decrease.**

The total number of restraints remained consistent across both academic school years (0%). The district has attained the 2022-2023 goal of zero restraints and has remained consistent due to on-going implementation of the MTSS (Multi-Tiered System of Supports), Crisis Management and Positive Behavioral Support training which will continue to be provided to staff.

**How many students were restrained two or more times within the same semester?**

0

**How many students were restrained 15 or more times? What were the specific activities, skills and resources implemented to reduce these rates, if applicable?**

0

**Does the school district have a policy in place that prohibits the use of prone restraint?**

Yes

No

**If no, describe how and when prone restraints are being used and include a plan for reducing the use of prone restraints.**

This SP&P serves as notice for the prohibition of prone restraints.

**Does the school district have a policy in place that prohibits the use of mechanical restraint?**

Yes

No

**If no, describe how and when mechanical restraints are being used and include a plan for reducing the use of mechanical restraints.**

This district prohibits the use of mechanical restraint. This SP&P serves as notice for the prohibition of mechanical restraints.

**Describe the data reviewed from the 2022-2023 school year (which must include primary exceptionality, race or ethnicity of students restrained, and type of restraint used).**

According to the data reviewed from the 2022-2023 school year via the Involuntary Examinations and Restraint and Seclusion Database, zero number of restraints were utilized within the district within the past ten school years due to the consistent conduction and implementation of crisis management training. The school personnel regularly review the Behavior Intervention Plans of students with significant behavioral challenges as well as ensure the proper supports and services are in place to meet the needs of the students.

**Describe how the data and the problem-solving process informed your school district's plan to reduce the use of restraint.**

The data and problem-solving process (Student Database, MTSS, Early Warning System) informed our school district's plan to reduce the use of restraint by providing automatic weekly behavior and incident reports. The goal is to ensure students participate safely in their educational environment without the use of restraint.

3. The crisis intervention plan must include:

- a. Specific positive behavior interventions and supports to use in response to dangerous behaviors that create a threat of imminent risk of serious injury;
- b. Known physical and behavioral health concerns that will limit the use of restraint for the student; and
- c. A timetable for the review and, if necessary, revision of the crisis intervention plan.

**How often are the students' crisis intervention plans reviewed and revised?**

Students' crisis intervention plans are reviewed monthly during Threat Assessment meetings and revised as needed or on a case by case basis.

4. The following are examples of activities that may be considered for the purpose of reducing the use of restraint. Activities may include, but are not limited to:

- a. Implement student-specific strategies, such as reviewing individual educational plans and Section 504 plans, conducting evaluations or reevaluations and FBAs, and evaluating the effectiveness of PBIPs and health care plans specific to individual students' responses and progress;
- b. Implement school district and school strategies for increasing parental involvement;
- c. Introduce or strengthen multi-tiered system of supports, which could include schoolwide positive behavioral support;
- d. Provide additional professional development training in positive behavioral support and crisis management; and

e. Engage in problem solving with school administrators to make data-driven decisions regarding school environments.

**Describe the activities and resources that are a part of the school district's plan to reduce the use of restraint.**

**Resources** - School Based Social Workers, School Psychologists, Social Emotional Curriculums, Sensory Rooms, School Counselors, Outside Counseling Agencies, Mentors and Guardian Angel Law Enforcement Program.

**Activities** - Implementation of student-specific strategies such as: reviewing Individual Educational Plans (IEPs) and Section 504 plans; conducting evaluations or reevaluations and Functional Behavior Assessments (FBAs); evaluating the effectiveness of Positive Behavior Intervention Plans (PBIPs) and health care plans specific to individual students' responses and progress, Implementation of district and school strategies for increasing parental involvement, Implementation of the Multi-tiered System of Supports (MTSS) with fidelity which could include school-wide positive behavioral support, Provide additional professional development training in positive behavioral support and crisis management, Problem solve with school administrators to make data-driven decisions regarding school environments and safety of students, Monitoring programs district-wide

## Section A.7: District Plan Related to Eliminating the Use of Seclusion

Did the school district have an incident of seclusion during the 2022-2023 school year?

- Yes (Continue answering questions)  
 No (Stop here)

1. The school district will have a plan for eliminating seclusion.

**Specify the school district's measurable annual goal for eliminating the number of seclusion incidents.**

N/A

2. The school district's plan for eliminating the use of seclusion must include activities, skills and resources needed to achieve that goal. Charter schools, Department of Juvenile Justice facilities, and contracted residential facilities must be included. Activities may include, but are not limited to, the following:

- a. Additional training in positive behavioral support and crisis management;
- b. Parental involvement;
- c. Data review;
- d. Updates of students' functional behavioral assessments (FBAs) and positive behavior intervention plans (PBIPs);
- e. Additional student evaluations;
- f. Debriefing with staff;
- g. Use of schoolwide positive behavior support; and
- h. Changes to the school environment.

**Indicate the total number of incidents of seclusion during the 2022-2023 school year.**

N/A

**Indicate the percentage of increase or decrease from the 2021-2022 rate to the 2022-2023 rate.**

N/A

**Provide a rationale for the school district's increase or decrease in incidents when comparing the data.**

N/A

**How many students in the school district were secluded? What were the specific activities, skills and resources implemented to reduce these rates to eliminate seclusion?**

N/A

3. The following are examples of activities that may be considered for the purpose of eliminating the use of seclusion:

- a. Implement student-specific strategies, such as reviewing individual educational plans and Section 504 plans, conducting evaluations or reevaluations and FBAs, and evaluating the effectiveness of PBIPs and health care plans specific to individual students' responses and progress;
- b. Implement school district and school strategies for increasing parental involvement;
- c. Introduce or strengthen a multi-tiered system of supports, which could include schoolwide positive behavioral support;

- d. Provide additional professional development training in positive behavioral support and crisis management; and
- e. Engage in problem-solving with school administrators to make data-driven decisions regarding school environments.

**Describe the activities and resources that are a part of the school district's plan to eliminate the use of seclusion.**

| N/A

## **Section B.1: Assurances – Free Appropriate Public Education (FAPE)**

### **Statutory and Regulatory Citations**

Title 34 CFR §§99.7, 300.111, 300.172, 300.226, 300.613-300.621 and 300.647  
Chapters 468, 486, 490 and 491, F.S.  
Sections 393.17, 627.6686, 641.31098, 1002.20, 1002.22, 1003.4282, 1003.57, 1003.572,  
1006.03, 1011.62, 1012.32 and 1012.321, F.S.  
Rules 6A-1.0955, 6A-6.03028 and 6A-6.0311, F.A.C.

### **Full Educational Opportunity Goal**

The school district assures provision of full educational opportunity to all children with disabilities, aged three through 21, using the kind and number of facilities, personnel, and services necessary to meet this goal. A Free Appropriate Public Education (FAPE) is available to all students with disabilities upon determination of need.

### **Information to be Provided at Initial Meeting of a Student's Individual Educational Plan (IEP) Team**

In accordance with s. 1003.57(1)(j), F.S., the district school board shall provide each parent with information regarding the amount that the school district receives from the state appropriation for each of the five exceptional student education support levels for a full-time student. The school district shall provide this information at the initial meeting of a student's IEP team.

### **Ages of Students Served**

**For students with disabilities who have not graduated with a standard diploma, the school district will:**

- Provide services until the day the student turns 22 years old
- Provide services until the end of the semester in which the student turns 22 years old
- Provide services through the last instructional day of the school year for all students in the school district in which the student turns 22 years old, provided that the student was 21 years old on the first instructional day of school for all students in the school district

**Indicate if the school district (including charter schools) serves infants and toddlers with disabilities, ages birth through 2 years old, in collaboration with Local Early Steps:**

- Yes
- No

Note: School districts may provide a FAPE to a child who will turn 3 years old during the school year. If this is the only circumstance for which the school district would provide services to a child who is 2 years of age, no should be checked.

**Indicate if the school district (including charter schools) serves prekindergarten children with disabilities, ages 3 through 5 years:**

- Yes
- No

## Section B.2: Parental Input and Meetings

### Parental Input and Meetings

In accordance with section 1002.20(21)(a), Florida Statutes, *Meetings with school district personnel*, parents of public-school students may be accompanied by another adult of their choice at a meeting with school district personnel. School district personnel may not object to the attendance of such adult or discourage or attempt to discourage, through any action, statement, or other means, the parents of students with disabilities from inviting another person of their choice to attend any meeting. Such prohibited actions include, but are not limited to, attempted or actual coercion or harassment of parents or students or retaliation or threats of consequences to parents or students.

1. Such meetings include, but are not limited to, meetings related to: the eligibility for exceptional student education or related services; the development of an individual family support plan; the development of an individual educational plan; the development of a 504 accommodation plan issued under section 504 of the Rehabilitation Act of 1973; the transition of a student from early intervention services to other services; the development of postsecondary goals for a student with a disability and the transition services needed to reach those goals; and other issues that may affect the educational environment, discipline, or placement of a student with a disability.
2. The parents and school district personnel attending the meeting shall sign a document at the meeting's conclusion stating whether any school district personnel have prohibited, discouraged, or attempted to discourage the parents from inviting a person of their choice to the meeting.

**One of the following must be selected:**

- I have read and understand the above information.
- This section is not applicable for the Department of Corrections.

## Section B.3: Collaboration of Public and Private Instructional Personnel

### Collaboration of Public and Private Instructional Personnel

Section 1003.572, F.S., provides:

1. As used in this section, the term "private instructional personnel" means:
  - a. Individuals certified under s. 393.17 or licensed under chapter 490 or chapter 491 for applied behavior analysis services as defined in ss. 627.6686 and 641.31098, F.S.
  - b. Registered behavior technicians who have a nationally recognized paraprofessional certification in behavior analysis and who practice under the supervision of individuals described in paragraph (a) by assisting and supporting such individuals in the provision of applied behavior analysis services. To provide services under this section, a registered behavior technician must be employed by a provider described in paragraph (a);
  - c. Speech-language pathologists licensed under s. 468.1185, F.S.;
  - d. Occupational therapists licensed under part III of Chapter Part III F.S.;
  - e. Physical therapists licensed under Chapter 486, F.S.
  - f. Psychologists licensed under Chapter 490, F.S.
  - g. Clinical social workers licensed under Chapter 491 F.S.
2. The collaboration of public and private instructional personnel shall be designed to enhance but not supplant the school district's responsibilities under the Individuals with Disabilities Education Act (IDEA). The school as the local education agency shall provide therapy services to meet the expectations provided in federal law and regulations and state statutes and rules. Collaboration of public and private instructional personnel will work to promote educational progress and assist students in acquiring essential skills, including, but not limited to, readiness for pursuit of higher education goals or employment. Where applicable, public and private instructional personnel shall undertake collaborative programming. Coordination of services and plans between public school and private instructional personnel is encouraged to avoid duplication or conflicting services or plans.
3. Private instructional personnel who are hired or contracted by parents to collaborate with public instructional personnel must be permitted to observe the student in the educational setting, collaborate with instructional personnel in the educational setting, and provide services in the educational setting according to the following requirements:
  - a. The student's public instructional personnel and principal consent to the time and place.
  - b. The private instructional personnel satisfy the requirements of s. 1012.32 or 1012.321, F.S.

For the purpose of implementing this rule, a school district may not impose any requirements beyond those requirements specified in this rule or charge any fees.

4. The provision of private instructional personnel by a parent does not constitute a waiver of the student's or parent's right to a free appropriate public education under IDEA.

### **Written Agreements**

1. The school district assures that written agreements are on file in the school district for multi-district programs and for the assignment of instructional personnel to a facility operated by another agency or organization. These written agreements have been developed and approved by all participating school boards or agencies. Each such agreement, in accordance with Rule 6A-6.0311, F.A.C., includes but is not limited to:
  - a. Designating responsibilities for the implementation of school district procedures;
  - b. Providing transportation;
  - c. Providing program and staff supervision;

d. Funding programs; and

e. Dissolving the agreement.

**2. Written agreements are on file for the provision of special education and related services to this school district's exceptional students through multi-district programs.**

- Yes
- No

**If yes, include the names of the school districts providing services and the types of exceptional student education (ESE) services provided by each school district.**

District Providing Services: 1) Leon County School District provides services for students with significant cognitive deficits for whom the Individual Educational Plan (IEP) Team determines that services must be provided in a public center school placement. 2) Leon County School District provides services for students identified as Deaf or Hard-of-Hearing and for whom the IEP team determines that needs cannot be met in the Gadsden County School District.

**3. Written agreements are on file for the provision of special education and related services to exceptional students from other school districts through multi-district programs.**

- Yes
- No

**If yes, include the names of the school districts receiving services and the types of ESE services provided for each school district.**

N/A

**4. Agreements for assigning instructional personnel to a facility operated by other agencies or organizations are on file in this school district.**

- Yes
- No

**If yes, include the name of each agency and the instructional personnel assigned for each facility.**

N/A

## Section B.4: Juvenile Justice Facilities, County Jails and Municipal Detention Facilities

### Statutory and Regulatory Citations

34 C.F.R. § 300.2(b)(1)

Sections 951.176, 951.23, 1003.01, 1003.52, 1003.57, 1003.573 and 1011.62, F.S.

Rules 6A-1.045111, 6A-1.0503, 6A-6.0334, 6A-6.0361 and 6A-6.05281, F.A.C.

### Juvenile Justice Facilities

1. In accordance with s. 1003.01(14)(b), F.S., "Juvenile justice provider" means the Department of Juvenile Justice (DJJ); the sheriff; or a private, public or other governmental organization under contract with the DJJ or the sheriff that provides treatment, care and custody, or educational programs for youth in juvenile justice intervention, detention or commitment programs.
2. The district school board of the county in which the residential or nonresidential DJJ facility is located shall provide appropriate educational assessments and an appropriate program of instruction and special education services, including all services and documentation required by federal and state laws. School districts have the option of providing the education services directly or may enter into an education services contract with a private provider.

Note: Not every juvenile justice facility is under the jurisdiction of the DJJ.

3. School districts that enter into a contract with an educational provider are responsible for oversight. For exceptional students, school districts should ensure the following:
  - a. Exceptional students have a current individual educational plan (IEP);
  - b. The IEP contains measurable annual goals (including academic and functional);
  - c. The IEP is being implemented;
  - d. The parents are invited to IEP team meetings; and
  - e. The appropriate team members are present at IEP team meetings.

### **Describe how the school district ensures that students who are in need of special education and related services are identified, located and evaluated in juvenile justice facilities.**

The district's Exceptional Student Education (ESE) Department is contacted by the juvenile justice facilities when a youth under the age of 21 is in their custody. The department then verifies whether or not the youth in their custody is a student with a disability. Following the initial review, an Individual Educational Plan Review is held with the student's IEP team which includes the parents/guardians. Updating of the student's Individual Educational Plan includes a Change of Placement. During the IEP meeting, the parent/guardian provides consent for the district's Hospital/Homebound teacher or another certified teacher who is employed by the Gadsden County School District to serve the student while he/she is in the juvenile justice system's custody.

### **Describe how the school district ensures that special education and related services are determined by the student's needs and not the availability of services in juvenile justice facilities.**

The school district will ensure the special education and related services are determined by the student's needs and not the availability of services in juvenile justice facilities by reviewing and considering previous and current academic, psychoeducational, medical and social/emotional data/records.

### **County Jails and Municipal Detention Facilities**

1. County jails or municipal detention facilities are defined in accordance with s. 951.23, F.S.
2. Each county may contract with a district school board, the Florida Virtual School, or a charter school authorized to operate under s. 1002.33, F.S., to provide education services to inmates at county detention facilities. The education services may include any educational, career or vocational training that is authorized by the sheriff or chief correctional officer, or a designee.

3. All eligible students with disabilities under 22 years of age who have not graduated with a standard diploma or its equivalent who are detained in a county or municipal detention facility as defined in s. 951.23, F.S., shall be offered education services by the local school district in which the facility is located. These education services shall be based upon the estimated length of time the youth will be in the facility and the youth's current level of functioning. School district superintendents or their designees shall be notified by the county sheriff or chief correctional officer, or his or her designee, upon the assignment of a youth under 21 years of age to the facility.
4. A cooperative agreement with the local school district and applicable law enforcement units shall be developed to address the notification requirement and the provision of education services to these youth.

**Describe how the school district ensures that all eligible-age students with disabilities who are in need of special education and related services are identified, located and evaluated in county jail or municipal detention facilities located within the school district.**

The school district's Hospital Homebound Teacher and/or appointed district staff will collaborate with the county jail and municipal detention facilities via email and/or face to face to retrieve notifications and updated lists of detained/enrolled eligible-age students with disabilities.

**Describe how the school district provides educational programming to students with disabilities under the age of 18 in county jails or municipal detention facilities located within the school district.**

The school district will collaborate with the Staff or Educational Department established within the county jail or municipal detention facilities monthly via email, teleconference or face to face to provide educational programming to students with disabilities.

Describe the school district's process for serving students 18 through 21 years of age in county jails or municipal detention facilities who meet the following conditions:

- **The student had been identified as a student with a disability and received services in accordance with an IEP, but left school prior to incarceration.**

Upon notification of a student with an IEP (18 through 21 years of age) has been detained in a county jail or municipal detention facility, the district's Exceptional Student Education Department will..

- a.) collaborate with the jail or detention facility via email to ensure the transfer of records
- b.) Schedule and conduct an IEP Review within 14 days of initial notification to reflect the current placement and any new needs that have arisen due to their incarceration
- c.) Review the educational records to assess the students' current academic levels, educational needs and any required special education services
- d.) Regularly monitor the implementation of IEP supports and services
- e.) Develop a transition plan for reintegrating the student back into the community and a traditional school setting upon release
- f.) Engage the student's parents or guardians in the planning process to ensure a smooth transition and continued support after release (coordination with community services, post-secondary education options or vocational training programs)

- **The student who had been identified as a student with a disability and did not have an IEP in the last educational setting.**

Upon notification of a student with without an IEP (18 through 21 years of age) has been detained in a county jail or municipal detention facility, the district's Student Services and/or Exceptional Student Education Department will...

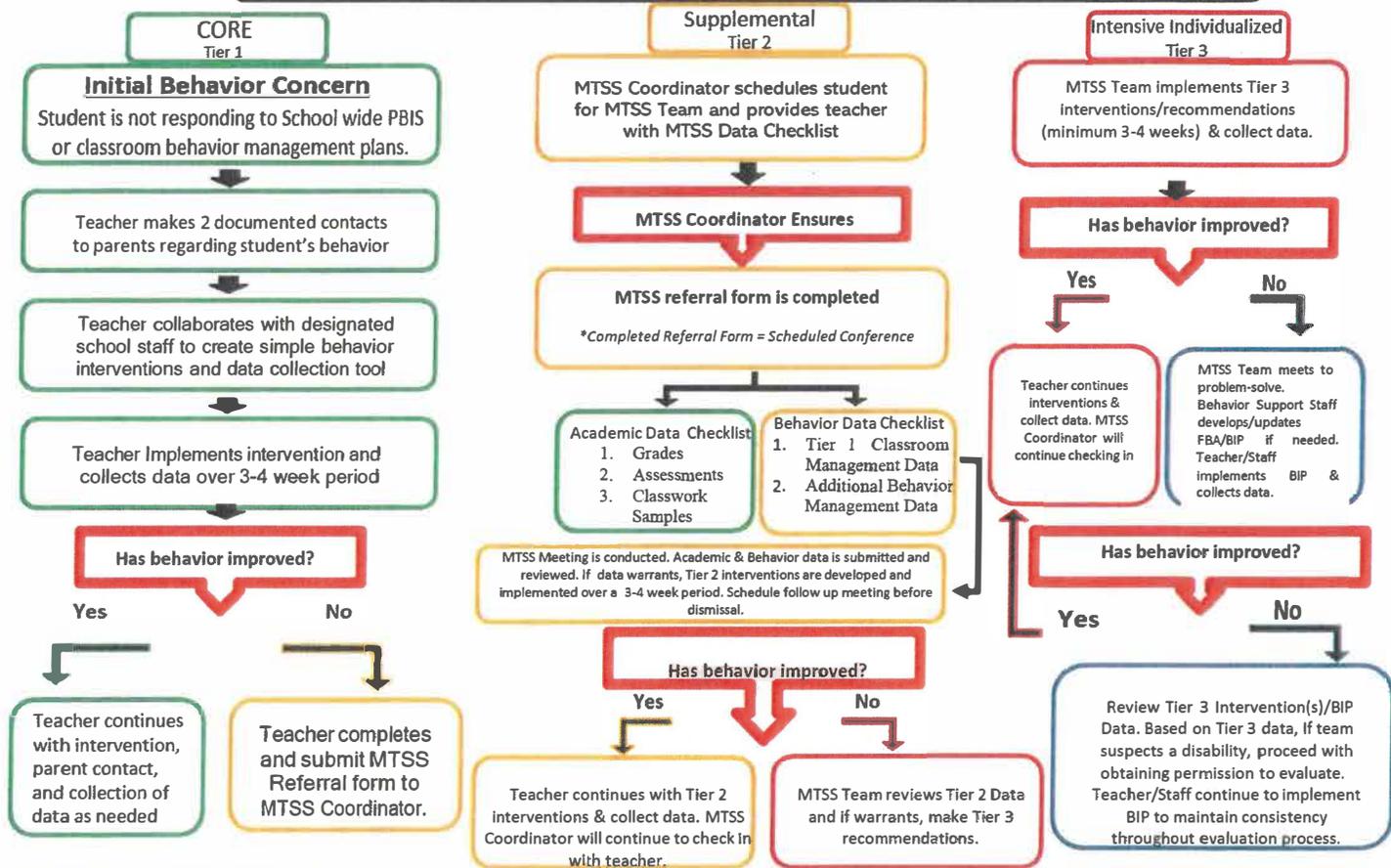
- a.) Invite the the parent(s) or guardian and the appropriate jail or detention facility staff to a MTSS (Multi-Tiered System of Supports) meeting via email or teleconference within 14 days
- b.) Review the educational and medical records to assess the students' current academic/behavior data, educational needs and initiate any warranted evaluations to consider eligibility for Exceptional Student Education Services due to suspicion of a disability
- c.) Develop a transition plan for reintegrating the student back into the community and a traditional school setting upon release
- d.) Engage the student's parents or guardians in the planning process to ensure a smooth transition and continued support after release (coordination with community services, post-secondary education options or vocational training programs)

Describe the school district's process with county jail and municipal detention facility administrators to identify students who meet the abovementioned conditions under the Individuals with Disabilities Education Act.

During initiation and implementation of the Tier III MTSS Process, the Student Study/Problem Solving Team reviews student data. If all interventions are unsuccessful or intensity of instruction cannot be sustained, the student will be referred for a comprehensive evaluation. A comprehensive Evaluation Team will review collected data to consider the appropriate evaluation(s) to determine if the student is eligible for initial and/or additional Exceptional Student Education (ESE) services.

### MTSS Behavior Flowchart

#### Implementation of School Wide PBIS and Classroom Behavior Management Plans



**Mandatory Team Member Attendance:** Parent, Administrator, School Counselor, Referring Teacher, School Psychologist, School Social Worker...IF Student with Disability (ESE) include additional applicable staff (Program Specialist, Related Service Provider, etc.). Parent and/or team may invite outside service providers involved with student  
**MTSS Meetings MUST be held a minimum of once weekly** (Ex. Every Wednesday)...MTSS meetings MUST be scheduled/held for 504 and Students with Disabilities (ESE) as well  
**\*\*\*No Data = Meeting Rescheduled**

**Describe the school district's process with county jail and municipal detention facility administrators to ensure that students 18 through 21 years of age receive a free appropriate public education, which includes special education and related services in accordance with students' IEPs.**

Upon notification of a student (18 through 21 years of age) has been detained in a county jail or municipal detention facility, the district's Student Services and/or Exceptional Student Education Department will...

- a.) Invite the the parent(s) or guardian and the appropriate jail or detention facility staff to a MTSS (Multi-Tiered System of Supports) meeting via email or teleconference within 14 days
- b.) Student will be assigned a School Counselor and provided with monthly counseling services to plan the student's educational program
- c.) Review the student's educational and medical records within 14 days to assess the students' current academic/behavior data, educational needs, initiate any warranted evaluations to consider eligibility for Exceptional Student Education Services and obtain consent to participate in Special Education Services (signed copy of consent from the student and/or parent or guardian will be maintained in the district's secure student database/folder.
- d.) Develop a transition plan for reintegrating the student back into the community and a traditional school setting upon release
- e.) Engage the student's parents or guardians in the planning process to ensure a smooth transition and continued support after release (coordination with community services, post-secondary education options or vocational training programs)

## **Section B.5: Residential Facilities**

### **Statutory and Regulatory Citations**

34 C.F.R. § 300.2(b)(1)

Sections 951.176, 951.23, 1003.01, 1003.52, 1003.57, 1003.573 and 1011.62, F.S.

Rules 6A-1.045111, 6A-1.0503, 6A-6.0334, 6A-6.0361 and 6A-6.05281, F.A.C.

### **Placement in a Residential Facility of a Student with a Disability by a Public Agency Other Than the School District**

1. In accordance with s. 1003.57(3), F.S., an exceptional student with a disability may be placed in a private residential care facility by the Department of Children and Families, Agency for Persons with Disabilities, or Agency for Health Care Administration. For this purpose, "placement" is defined as the funding or arrangement of funding by an agency for all or a part of the cost for an exceptional student with a disability to reside in a private residential care facility and the placement crosses school district lines.
2. The private residential care facility, or a residential facility that is operated, licensed or regulated by a public agency shall ensure that, within 10 business days of a student with a disability being placed in the facility, written notification of the placement is provided to the school district where the student is currently enrolled and counted for funding purposes under s. 1011.62, F.S. (sending school district), and the school district where the residential facility is located (receiving school district). If the student is not currently counted for funding purposes in the school district in which the legal residence of the student is located, the school district in which the legal residence of the student is located also shall be notified by the residential facility in writing within the required timeline. The placing agency shall collaborate with the residential facility to determine how that notification will be provided within the required timeline.
3. In accordance with Rule 6A-6.0334(3), F.A.C., the sending school district shall take reasonable steps to promptly respond to the residential facility's request for transmittal of the student's education records. If the student's placement in the residential care facility occurs while the notification and procedures regarding payment are pending, the student shall remain enrolled in the sending school district and the sending school district shall collaborate with the residential care facility to ensure that the student receives a free appropriate public education and special education and related services, including services comparable to those described in the current individual educational plan (IEP), until the notification and procedures regarding payment are completed.
4. Each school district is responsible for assuring the proposed program at the nonpublic school or community facility is appropriate to meet the educational needs of the exceptional student with a disability, or early intervention needs of the infant or toddler with a disability, placed through a contractual agreement. This is not meant to limit the responsibility of agencies in the state other than the district school boards from providing or paying some or all of the cost of a free appropriate public education or early intervention services to be provided to children with disabilities ages birth through 21 years.

### **Contractual Arrangements with Private Schools**

#### **Statutory and Regulatory Citations**

Sections 1002.42, 1003.52, 1003.573, 1011.61 and 1012.42, F.S.

Rules 6A-1.0503, 6A-1.0955 and 6A-6.0361, F.A.C.

1. Each school district shall provide special education and related services to an exceptional student with a disability through a contractual agreement with an approved nonpublic school or community facility under either of the following circumstances:
  - a. When the school district has determined that no special educational program offered by it, a cooperating school district, or a state agency can adequately provide the educational program for the student; or b.
  - b. For the provision of the educational component of a residential placement for an exceptional student with a disability when such a placement is made by another public agency for the primary purpose of addressing residential or other noneducational needs in accordance with ss. 1003.57(3) and (4), F.S. The student's IEP developed in accordance with Rule 6A-6.03028, F.A.C., may reflect that the residential placement is not required in order for the student to benefit from special education which could otherwise be provided by the school district during the day.
2. Each school district may provide special education and related services to an exceptional student with a disability through a contractual agreement with an approved nonpublic school or community facility for the provision of a nonresidential interagency

program that includes the provision of educational programming in accordance with the student's IEP.

3. In collaboration with the Part C Early Steps Program, each school district may provide early intervention services for an infant or toddler with a disability through a contractual agreement with approved nonpublic or community facilities when the school district has determined that a nonpublic or community facility can provide appropriate services for the infant or toddler. The early intervention services shall be provided in accordance with an individualized family support plan (IFSP) developed in accordance with Rule 6A-6.03029, F.A.C.
4. The requirements of Rule 6A-6.0361(1), F.A.C., do not apply when a school district provides educational assessments and a program of instruction and special education services to students in the custody of Department of Juvenile Justice programs who are served in residential and nonresidential care facilities and juvenile assessment facilities located in the school district in accordance with s. 1003.52(3), F.S.

### **District Responsibilities**

Before the school district executes a contract with a nonpublic school or community facility, the school district will determine that the school or facility:

1. Has qualified personnel as defined in Rule 6A-1.0503, F.A.C., or appropriate licensing entities and appoints noncertified instructional personnel according to the policies required in Rule 6A-1.0502, F.A.C. Personnel in an out-of-state nonpublic school or community facility shall be certified or licensed in accordance with the standards established by the state in which the nonpublic school or community facility is located.
2. Provides instructional school day and year consistent with s. 1011.61, F.S, taking into account the number of school hours or school days provided by the school district.
3. Maintains current sanitation and health certificates and fire inspections for each appropriate building and will be open for inspection by appropriate authorities.
4. Protects the confidentiality of student records and information and assures the provision to the parent or student whose rights have transferred upon reaching the age of majority (age 18), the right of access, copies, amendments, and hearings as specified in Rule 6A-1.0955, F.A.C.
5. Designates staff member to be responsible for the administration of the provisions of the contract and supervision of the educational program provided to each student, or early intervention services provided to each child age birth through two years, under the contract.
6. Has written procedures for admission, dismissal, and separation of students, if appropriate.
7. Has a written description of the support services that are available and will be provided to each student placed under a contract in accordance with each student's IEP or each child's IFSP.
8. Has written policies concerning the care of the student in emergencies, clinical and administrative records, personnel policies, staff duties, fee schedules, food services, and insurance coverage.
9. Complies with requirements of the following: the Office for Civil Rights; the Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Act of 1965, as amended by the No Child Left Behind Act of 2001).
10. Files reports with the Florida Department of Education (FDOE) as prescribed in s. 1002.42, F.S., if applicable.

### **Contents of Contract**

A contract between a district school board and a nonpublic school or community facility to provide educational programs for an exceptional student with a disability, or early intervention services to a child with a disability age birth through two years, shall not extend beyond the school district's fiscal year, and shall include at least the following:

1. Written assurance that the nonpublic school or community facility is staffed by qualified personnel as defined by Rule 6A-1.0503, F.A.C., or an appropriate and identified licensing entity.
2. A description of the scope of service provided by the nonpublic school or community facility and how it relates to the IEP of the exceptional student with a disability or the IFSP of the infant or toddler with a disability.
3. Provision for reporting to appropriate school district personnel and the parent on the student's progress in meeting the annual goals in accordance with the IEP or the child's and family's progress in meeting the major outcomes in accordance with the IFSP.
4. Provision for appropriate school personnel to review the program provided by the nonpublic school or community facility and to confer with the staff of the nonpublic school or community facility at reasonable times.
5. Provision for reporting to appropriate school district personnel any non-attendance of the exceptional student with a disability or the infant or toddler with a disability.
6. Provision for notifying appropriate school district personnel and the parent of the use of seclusion or restraint of the student, in accordance with s. 1003.573, F.S.
7. The method of determining charges and sharing costs with other agencies for the placements under the contract, including the projected total cost to the school district.
8. Identification of financial responsibility.
9. Method of resolving interagency disputes. Such methods may be initiated by district school boards to secure reimbursement from other agencies.
10. A schedule for review of the program being provided to the exceptional student with a disability or the infant or toddler with a disability, through the contract.
11. Provision for terminating the contract.
12. Written assurance of compliance with applicable provisions of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1974, and Section 504 of the Rehabilitation Act of 1973.

### **Additional School District Responsibilities**

When contracting with a nonpublic school or community facility, in accordance with Rule 6A-6.0361, F.A.C., the school district shall be responsible for at least the following:

1. Selecting an appropriate nonpublic school or facility in consultation with the parent and other appropriate agency personnel
2. Providing for transportation for students aged 3 through 21 years.
3. Maintaining a case file including progress reports and periodic evaluations of the exceptional student with a disability, or infant or toddler with a disability.
4. Verifying that the child is a resident of the school district and is enrolled in, or has made application for admittance to, a school district program.
5. Providing for the cost of the student's educational program or early intervention services as specified in the contract.
6. Maintaining documentation of the qualifications of personnel in nonpublic schools or community facilities as required in Rule 6A-6.0361, F.A.C., or by the appropriate licensing entity, including the out-of-field notification requirements of s. 1012.42, F.S.
7. Providing an appropriate educational program for the student in the least restrictive environment based on an annual or more frequent review of the student's IEP, or early intervention services in a natural environment based on a six-month or more frequent review of the child's IFSP.
8. Maintaining copies of the IEPs or IFSPs in the school district and providing copies of the IEPs of students who are in residential placements to the FDOE, Bureau of Exceptional Education and Student Services.

9. Reporting, data collection, and monitoring the use of seclusion or restraint of the student, in accordance with s.1003.573, F.S.

## Section B.6: Florida Educational Finance Program (FEFP) Funds

When an exceptional student with a disability, or infant or toddler with a disability, is enrolled in a nonpublic school or community facility program under contractual arrangement for providing a special educational program or early intervention services as provided herein, the student, or infant or toddler, shall generate FEFP funds for the school district in the appropriate cost categories as established in s. 1011.62, F.S., as outlined below.

1. The nonpublic school or community facility program meets the criteria referenced under District Responsibilities in Part 1. Section B.5.
2. The student is regularly attending the program, and the length of the school day and minimum number of days are in compliance with Rule 6A-1.045111, F.A.C.
3. The student is appropriately identified as an exceptional student with a disability by the school district, or the infant or toddler has been determined eligible as an infant or toddler with a disability by the Part C Early Steps Program and does not include students identified solely as gifted.
4. An individual educational plan (IEP) or individualized family support plan (IFSP) for the student has been developed as required.
5. Full-time equivalent (FTE) student membership for each exceptional student with a disability, or infant or toddler with a disability, under a contractual arrangement is included in the school district's report of membership.
6. Annually and prior to the first report of FTE membership for a student in a residential placement in a nonpublic or community facility program, a copy of the contracts signed by all participating parties shall be filed with the Florida Department of Education, Division of Public Schools, Bureau of Exceptional Education and Student Services, 325 West Gaines Street, Tallahassee, Florida 32399.

When a school district contracts for the educational component of a residential placement for a group of students, one contract with student names or individual contracts shall be filed.

### Notes:

When an exceptional student with a disability is offered an appropriate educational program by the school district and the parent waives this opportunity in favor of a nonpublic program selected by the parent, the parent shall assume full financial responsibility for the student's education.

Section 1003.57(2)(a), F.S., states, "an exceptional student with a disability who resides in a residential facility and receives special instruction or services is considered a resident of the state in which the student's parent is a resident." The statute further indicates that nonresident students with disabilities receiving services in residential facilities "may not be reported by any school district for FTE funding in the [FEFP]."

**Does the district contract for special education and related services with nonpublic schools, residential facilities, and or community facilities.**

- Yes  
 No

If yes, describe the district's procedures for the following:

**Determining that the school or facility meets the required criteria before a contract with a nonpublic school or community facility is completed.**

| N/A

**Maintaining documentation of the qualifications of personnel in nonpublic schools or community facilities as required in Rule 6A-6.0361, F.A.C., or by the appropriate licensing entity, including the out-of-field notification requirements of s. 1012.42, F.S.**

| N/A

**Maintaining copies of the IEPs or IFSPs in the district and providing copies of the IEPs of students who are in residential placements to the Florida Department of Education, Bureau of Exceptional Education and Student Services.**

| N/A

### **Section B.7: Limited English Proficiency (LEP) Students**

The school district assures that LEP students who are also students with disabilities have programming and services pursuant to federal and state laws and regulations.

### **Section B.8: Child Find**

1. The State has assigned to local school districts and the Florida Diagnostic and Learning Resources System (FDLRS) associate centers the responsibility for fully informing parents about the requirements of identifying, locating and evaluating students with disabilities in accordance with 34 C.F.R. §§ 300.111, 300.130 and 300.131 and ss. 1006.03 and 1003.57, F.S.
2. The focus for FDLRS's child-find activities is children birth to 5 years of age (not enrolled in a public school) and children attending nonpublic (private) schools. FDLRS also serves as a link between school districts and the identification, location, and evaluation services of the local county health units, Florida School for the Deaf and the Blind, and the individual school districts.
3. In addition to these functions, FDLRS centers have been authorized to provide testing and evaluation services to nonpublic school pupils or other children who are not enrolled in public schools and to assist school districts in providing testing and evaluation services for high-risk or infants and preschool children with disabilities.
4. For parentally placed private school students, the school district in which the private school is located has the responsibility for child find if the private school is nonprofit. If the private school is for profit, the school district of the student's residence has the child-find responsibility.

## Section B.9: Confidentiality of Student Records

In accordance with 20 United States Code § 1232g; 34 C.F.R. §§ 300.613 through 300.621; s. 1002.22, F.S.; and Rule 6A-1.0955, F.A.C., the school district assures that a formal policy is in place to guarantee the confidentiality of student records. This policy includes the following:

### 1. Access rights

- a. The school district will permit parents to inspect and review any educational records relating to their children that are collected, maintained or used by the school district, without unnecessary delay and before any meeting regarding an individual educational plan (IEP), individualized family support plan (IFSP), or educational plan (EP), or any hearing relating to the identification, evaluation or educational placement of the child, or the provision of a free appropriate public education (FAPE) to the student, and in no case more than 30 days from the request. The parent has the right to:
  - i. A response from the school district for reasonable explanation and interpretation of the records,
  - ii. Request that the school district provide copies of the records if failure to do so would deprive the parent of the right to review the records, and
  - iii. Have a representative of the parent inspect and review the records;
- b. The school district presumes that the parent has authority to inspect and review records relating to that parent's child unless otherwise advised that the parent does not have such authority.
- c. The school district keeps a record of parties obtaining access to student records, other than the parent or authorized school district or school employees, which includes the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.
- d. When the educational record includes information about more than one student, the parent may review the information relating only to that parent's child.
- e. The school district will provide the parent, upon request, a list of the types and locations of educational records relating to that parent's child.
- f. The school district may charge a fee for copies of records if the fee does not prevent the parent from accessing the records. A search or retrieval fee may not be charged.

### 2. Amendment of student records

- a. The student's parent who believes that information within the student's educational records contains inaccurate or misleading information or violates the privacy or other rights of the child, may request that the school district amend the information.
- b. The school district will decide whether to amend the information in accordance with the request within a reasonable period of time.
- c. If the school district refuses to amend the information, it will inform the parent of the refusal and advise the parent of the right to a hearing, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.
- d. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it will amend the record accordingly and inform the parent in writing.
- e. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it will inform the parent of the right to place in the record a statement commenting on the information or setting forth any reason for disagreement with the decision of the school district.
- f. Any explanation placed in the student's record will be maintained by the school district as part of the student's record as long as the school district maintains the record or the contested portion. If the record is disclosed by the agency to any party, the explanation will also be disclosed.

### 3. Consent

- a. Parental consent will be obtained before personally identifiable information is disclosed to anyone other than officials of the school district or other party with a legitimate interest in the record, or as specifically authorized by FERPA and s. 1002.22, F.S.
- b. Parental consent or the consent of an eligible student, who has reached the age of majority, must be obtained before personally identifiable information is released to officials of participating agencies that provide or pay for transition services.
- c. Parental consent or the consent of an eligible student, who has reached the age of majority, must be obtained before any personally identifiable information about a child is released between school district officials where a private school is located and officials in the school district of the parent's residence in situations involving parentally placed private school students.

### 4. Safeguards

- a. The school district will protect the confidentiality of personally identifiable information during the collection, storage, disclosure, and destruction of records.
- b. The principal, or a designee, of each school assumes responsibility for ensuring confidentiality of student records.
- c. All persons using or collecting personally identifiable information must receive training in confidentiality procedures.
- d. The school district will maintain for public inspection a current listing of the names and positions of those employees within the school district who have access to personally identifiable information.

### 5. Destruction of information

- a. The school district will inform parents when personally identifiable information is no longer needed to provide education services to the student. This information must be destroyed at the request of the parent.
- b. A permanent record of the student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

### 6. Annual written notice to parents

- a. The school district will provide annual written notice to inform the adult student, or the parent or guardian, of the rights defined in s. 1002.22, F.S., and 34 C.F.R. § 99.7. Items to be included in the notice are:
  - i. The right to review and inspect the student's education records, including the procedures to exercise this right;
  - ii. The right to seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights, including the procedures to request an amendment;
  - iii. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state statute permits disclosure without consent; and
  - iv. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.
- b. The school district will have developed alternate methods of notice for informing adult students or the parent or guardian unable to comprehend a written notice in English.

### 7. FAPE

The school district ensures that FAPE is available to all students with disabilities residing in the school district aged 3 through 21 years, including students with disabilities who have been suspended or expelled from school; students with disabilities who have graduated with a certificate of completion, but have not attained the age of 22 years; students in the care and custody of DJJ, and students with disabilities who attend public charter schools. FAPE is also available to students identified as gifted in kindergarten through grade 12. FAPE does not apply to students who have graduated from high school with a standard diploma and who did not defer receipt of the diploma in accordance with s. 1003.4282(8)(c), F.S. A standard diploma does not include an alternative degree

that is fully aligned with the state's academic standards, such as a certificate of completion or a general educational development credential (known as a GED), in accordance with Rule 6A-6.03028(1)(a), F.A.C.

#### 8. Transition from Part C to Part B

Children participating in early intervention programs under Part C, who will participate in prekindergarten programs under Part B, will experience a smooth and effective transition to the prekindergarten program for children with disabilities. By the child's third birthday, an IEP or IFSP is developed and implemented. A representative of the school district participates in transition planning conferences arranged by Children's Medical Services, and Local Early Steps, the designated lead agency for Part C.

#### 9. Funding formula

The school district assures that, in accordance with s. 1011.62, F.S., in order to generate funds using one of the two weighted ESE cost factors, a new matrix of services form is completed by trained personnel at the time of initial placement and at least once every three years. Additionally, the school district ensures that matrices reflect current services. If services change as the result of an IEP team decision, the school district will complete a new matrix. The nature and intensity of the services indicated on the matrix is consistent with the services described in each student's IEP, IFSP or EP. Nothing listed in the matrix limits the services the school district provides in order to ensure that exceptional students are provided a FAPE.

Students identified as exceptional who do not have a matrix of services will generate funds on the basis of full-time equivalent student membership in the Florida Education Finance Program (FEFP) at the same funding level per student as provided for basic students. These students will be reported at 111 for grades prekindergarten through 3, 112 for grades 4 through 8, and 113 for grades 9 through 12. Additional funding for these students is provided through the ESE Guaranteed Allocation component of the FEFP.

### **Section B.10: Coordinated Early Intervening Services (CEIS)**

The Individuals with Disabilities Education Act (IDEA) regulations, 34 C.F.R. § 300.226, permit a local educational agency (LEA) to voluntarily use up to 15 percent of Part B funds to develop and implement CEIS.

CEIS is for students who have not been identified as students with disabilities under IDEA, but who have been identified as needing additional academic and behavioral supports to succeed in general education.

CEIS may be used for:

1. Direct instruction of students in kindergarten through grade 12, with a particular emphasis on students in kindergarten through grade three;
2. Professional development for teachers and other school staff for the delivery of scientifically based academic instruction and behavioral interventions, including scientifically based literacy instruction and instruction in the use of adaptive and instructional software; and
3. Educational and behavioral evaluations, services and supports.

Any LEA that uses Part B funds for coordinated early intervening services must annually report to the state educational agency (SEA) the number of students served by CEIS.

The SEA may require an LEA to reserve 15 percent of its Part B funds for CEIS, when significant disproportionately based on race or ethnicity is determined according to IDEA regulations 34 C.F.R. § 300.646(d)(2).

## **Section B.11: National Instructional Materials Access Center (NIMAC)**

### **Statutory and Regulatory Citations**

34 C.F.R. § 300.172

1. The school district assures compliance with the National Instructional Materials Accessibility Standard (NIMAS) to provide instructional materials to blind persons or other persons with print disabilities in a timely manner.
2. Instructional materials may be purchased through the NIMAC in the same manner and conditions as authorized by the state.
3. School districts may choose not to coordinate with the NIMAC but must ensure that children with disabilities who need instructional materials in accessible formats receive those materials in a timely manner.

## Section C.1: Exceptional Student Education Procedural Safeguards

### Statutory and Regulatory Citations

34 C.F.R. §§ 300.121 and 300.500 through 300.536

Sections 1002.22, 1003.57, 1003.571 and 1008.212, F.S.

Rules 6A-1.0955, 6A-6.03311 through 6A-6.03313, F.A.C.

### Procedural Safeguards

Parents of exceptional students are entitled to information about their rights. These rights, or *procedural safeguards*, are intended to ensure that parents have the opportunity to be partners in the educational decisions made regarding their children.

The procedural safeguards notice must be written in language understandable to the general public and provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so. If the native language or other mode of communication of the parent is not a written language, the district must take steps to ensure that the notice is translated orally or by other means to the parent in his or her native language or other mode of communication, that the parent understands the content of the notice, and that there is written evidence that these requirements have been met.

#### 1. Procedural safeguards for students with disabilities

This applies to students with disabilities enrolled in public schools and to students with disabilities enrolled by their parents in nonprofit private schools.

The district assures that the *Notice of Procedural Safeguards for Parents of Students with Disabilities* is made available to parents at least one time a school year. In addition, a copy also must be given to the parents:

- a. Upon initial referral or parent request for evaluation;
- b. Upon receipt of the first state complaint under 34 C.F.R. §§ 300.151 through 300.153 and upon receipt of the first due process complaint under 34 C.F.R. § 300.507 in a school year;
- c. In accordance with the discipline procedures in 34 C.F.R. § 300.530(h) (when a change in placement occurs);
- d. Upon request by a parent; and
- e. In accordance with the provisions of s. 1008.212, F.S., upon the school district superintendent's recommendation to the Commissioner of Education that an extraordinary exemption for a given state assessment administration window be granted or denied.

#### **One of the following must be selected:**

- The school district will use the Florida Department of Education's (FDOE's) *Notice of Procedural Safeguards for Parents of Students with Disabilities*, as posted on the FDOE's website, to inform the parents as required.
- The school district will use a different notice of procedural safeguards for parents of students with disabilities to inform the parents as required. A copy of this notice is located in Appendix A.1.

#### 2. Procedural safeguards for exceptional students who are gifted

The school district assures that the notice of the *Procedural Safeguards for Exceptional Students who are Gifted* is made available to parents of a child who is gifted, and must be given to the parents, at a minimum:

- a. Upon initial referral for evaluation
- b. Upon refusal of a parent's request to conduct an initial evaluation
- c. Upon notification of each educational plan meeting
- d. Upon receipt of a request for a due process hearing by either the school district or the parent

**One of the following must be selected:**

- The school district will use the FDOE's *Procedural Safeguards for Exceptional Students who are Gifted*, as posted on the FDOE's website to inform the parents as required.
- The school district will use a different notice of procedural safeguards for parents of students who are gifted to inform the parents as required. A copy of this notice is located in Appendix A.2.
- This section is not applicable for the Department of Corrections.

A due process hearing shall be conducted by an administrative law judge appointed as required by s. 120.65, F.S., from the Division of Administrative Hearings (DOAH), Department of Management Services, on behalf of the FDOE.

**Describe the school district's policies and procedures to ensure that the school district files a parent's due process hearing request with DOAH as soon as possible following receipt of the request.**

Upon receipt of a parent's request for an Exceptional Student Education (ESE) due process hearing, an Exceptional Student Education Administrator will acknowledge receipt of the request to the parent or representative via writing (email) within 7 Calendar Days. The request will be reviewed to verify the inclusion of all necessary documentation and forwarded to the school district's legal counsel for review. Within 14 calendar days, the school district (Exceptional Student Education Department Administrator), will electronically file the due process hearing request with DOAH.

**Describe the school district's policies and procedures to ensure that within 15 days (seven days if expedited) of receiving notice of a parent's due process hearing request, the school district convenes a resolution meeting with the parent and the relevant members of the IEP team unless the parent and the school district agree in writing to waive the meeting or use the mediation process.**

Within 15 days of receiving notice of the parent's due process complaint, and prior to the initiation of a due process hearing under 34 CFR 300.511, the LEA must convene a meeting with the parent and the relevant member or members of the IEP Team who have specific knowledge of the facts identified in the due process complaint that:

- Includes a representative of the public agency who has decision-making authority on behalf of that agency; and
- May not include an attorney of the LEA unless the parent is accompanied by an attorney.

If the parent files an expedited due process hearing request, the district will hold a resolution meeting with the parent and the relevant member or members of the IEP team who have specific knowledge of the facts identified in the due process complaint within 7 calendar days. The purpose of the meeting is for the parent of the child to discuss the due process complaint, and the facts that form the basis of the due process complaint, so that the LEA has the opportunity to resolve the dispute that is the basis for the due process complaint. The meeting described in 34 CFR 300.510(a)(1) and (2) need not be held if:

- The parent and the LEA agree in writing to waive the meeting; or
- The parent and the LEA agree to use the mediation process described in 34 CFR 300.506. The parent and the LEA determine the relevant members of the IEP Team to attend the meeting. [34 CFR 300.510(a)] [20 U.S.C. 1415(f)(1)(B)(i)]

If the LEA has not resolved the due process complaint to the satisfaction of the parent within 30 days of the receipt of the due process complaint, the due process hearing may occur. [34 CFR 300.510(b)(1)] [20 U.S.C. 1415(f)(1)(B)(ii)] Except where the parties have jointly agreed to waive the resolution process or to use mediation, notwithstanding 34 CFR 300.510(b)(1) and (2), the failure of the parent filing a due process complaint to participate in the resolution meeting will delay the timelines for the resolution process and due process hearing until the meeting is held. [34 CFR 300.510(b)(3)] The district will work closely with the parents in an attempt to schedule a meeting at a mutually agreeable time and location. All attempts are made to consider the parents' preferences and requests when scheduling the meeting. Parents are contacted both verbally and in writing. Emails are also used when available. The district makes attempts to obtain the parents' participation in consenting to and attending the resolution meeting. These attempts are made by phone, in person when possible, and in writing. When the parents are non-responsive, additional attempts are made and documented. The district enlists the assistance of appropriate school personnel as necessary in the attempts to obtain parental contact and agreement. If the LEA is unable to obtain the participation of the parent in the resolution meeting after reasonable efforts have been made (and documented using the procedures in 34 CFR 300.322(d)), the LEA may, at the conclusion of the 30-day period, request that a hearing officer dismiss the parent's due process complaint. [34 CFR 300.510(b)(4)] If the LEA fails to hold the resolution meeting specified in 34 CFR 300.510(a) within 15 days of receiving notice of a parent's due process complaint or fails to participate in the resolution meeting, the parent may seek the intervention of a hearing officer to begin the due process hearing timeline. [34 CFR 300.510(b)(5)] Except as provided in 34 CFR 300.510(c), the timeline for issuing a final decision under 34 CFR 300.515 begins at the expiration of the 30-day resolution period. [34 CFR 300.510(b)(2)] Adjustments to the 30-day resolution period. The 45-day timeline for the due process hearing in 34 CFR 300.515(a) starts the day after one of the following events:

- Both parties agree in writing to waive the resolution meeting;
- After either the mediation or resolution meeting starts but before the end of the 30-day period, the parties agree in writing that no agreement is possible;
- If both parties agree in writing to continue the mediation at the end of the 30-day resolution period, but later, the parent or public agency withdraws from the mediation process. [34 CFR 300.510(c)]

The public agency must ensure that not later than 45 days after the expiration of the 30 day period under 34 CFR 300.510(b), or the adjusted time periods described in 34 CFR 300.510(c):

- A final decision is reached in the hearing; and
- A copy of the decision is mailed to each of the parties. [34 CFR 300.515(a)]

**Describe the school district's policies and procedures for ensuring that the parent and the school district determine the relevant member or members of the IEP team to attend the resolution meeting.**

School district will utilize the student's current IEP and course schedule within the student database to determine the relevant member or members of the IEP team to attend the resolution meeting.

**Describe the school district's specific policies and procedures related to how information about dispute resolution mechanisms available to parents according to the notice of procedural safeguards for students with disabilities and the notice of procedural safeguards for students who are gifted are made available to and shared with parents and local stakeholders. Additionally, please provide web links to these resources, if applicable.**

Information about dispute mechanisms will be made available to and shared with parents during IEP Meetings, Email and the District's Website.

**Describe any specific alternate dispute resolution and stakeholder involvement options that are made available to parents of students with disabilities.**

Upon receipt of a Request for Exceptional Student Education (ESE) Due Process Hearing, a District ESE staff member contacts the parent to explain the district's alternate dispute resolution process and schedule a local resolution meeting which will include a facilitated IEP meeting. If the parent agrees, written consent will be obtained and the meeting is scheduled within 15 calendar days of receipt consent or within 7 calendar days of receipt of consent of an expedited local dispute resolution meeting, unless the District and the Parent agree, in writing, to waive the meeting or use the mediation process instead of a local resolution session. Once the District and Parent have agreed upon a date, time and location for the meeting, a District staff member sends electronic confirmation and notification via email to all parties involved. The notification includes the date, time, and location of the meeting as well as the agreed upon relevant members from the District who will be participating in the meeting, including a District representative who has decision-making authority. A school board attorney is not included unless the parent is being accompanied by an attorney. The notification is sent to the parent via email or fax. If the parent does not have access to email or fax, the notification may be sent via U.S. Mail (Certified), or provided in person. Additionally, the notification of meeting is typically sent home with the student. The District documents all attempts to contact the parent to schedule the resolution session. If, after making reasonable, documented attempts, the parent is not responsive to the District's efforts to obtain their participation in a resolution meeting, the District, at the end of the 30-calendar-day resolution period, will request that the Administrative Law Judge (ALJ) dismiss the Parent's request for due process hearing. Written agreement to waive the resolution session or use the mediation process is typically obtained via email or fax. If the Parent does not have access to email or fax, written agreement is obtained via U.S. Mail, or in person. If the local resolution meeting is conducted, the district will obtain documentation of the meeting and submit the resolution results in writing to all authorized parties involved within 7 calendar days.

## **Section C.2: Parental Revocation of Consent for Special Education and Related Services**

### **Statutory and Regulatory Citations**

34 CFR §§300.9, 300.300 and 300.503

### **Procedures**

A parent of a student with a disability who has been receiving specially designed instruction and related services may revoke consent for such services.

1. The parent's request for revocation must be in writing.
2. The school district will provide the parent with written notice under 34 CFR §300.503 before ceasing the provision of special education and related services.
3. The school district may not continue to provide special education and related services to the student.
4. The school district will not use mediation or due process procedures to challenge the parent's revocation of consent.
5. The school district is not required to convene an individual educational plan (IEP) team or develop an IEP for further provision of special education and related services for the student.
6. The school district is not required to amend the student's education records to remove any reference to the student's previous receipt of such services.
7. The school district will not be considered to be out of compliance with the Individuals with Disabilities Education Act for failure to provide a free appropriate public education to an otherwise eligible student.

### **Requirements or Options No Longer Applicable**

When a parent of a student with a disability revokes consent for services, the requirements that previously applied solely as a result of the student's status as a student with a disability will no longer apply. Examples include:

1. The revocation applies to all services the student is receiving as a student with a disability, including instructional and testing accommodations; the revocation cannot be for some services but not others.
2. The procedural safeguards that apply to students with disabilities, including disciplinary protections, will no longer apply to the student.
3. The options in accordance with s. 1003.4282(8), F.S., for a student with an individual educational plan to satisfy the standard high school diploma requirements will not be available.

## Section C.3: Transfer of Parental Rights at Age of Majority

### Statutory and Regulatory Citations

34 C.F.R. §§ 300.320 and 300.520

Chapter 744, F.S.

Sections 393.12 and 1003.5716, F.S.

Rules 6A-6.03011, 6A-6.03028, 6A-6.0311 through 6A-6.0361, and 6A-6.03311, F.A.C.

### Procedures

1. When a student with a disability reaches the age of 18, except for a student with a disability who has been determined incompetent under state law or who has had a guardian advocate appointed to make educational decisions as provided by s. 393.12, F.S., all rights afforded to parents under Rules 6A-6.0311 through 6A-6.0361, F.A.C., transfer to the student. However, the right to notice under Rules 6A-6.0311 through 6A-6.0361, F.A.C., is retained as a shared right of the parent and the student.
2. At least one year before the student's 18th birthday, the school district will inform the student of his or her rights under Part B of the Individual with Disabilities Educational Act (IDEA), if any, that will transfer from the parent to the student on reaching the age of majority, which is 18 years of age. The student's individual educational plan (IEP) will include a statement that the student has been informed of the rights, if any, that will transfer to the student at 18 years of age.
3. At least one year before the student reaches the age of majority, the school district must provide to the student and parents, information and instruction on self-determination and the legal responsibilities regarding educational decisions that transfer to the student upon attaining the age of 18. This instruction and information must include the ways in which the student can provide informed consent to allow his or her parent to continue to participate in educational decisions, including:
  - a. Informed consent to grant permission to access confidential records protected under the Family Educational Rights and Privacy Act as provided in s. 1002.22, F.S.;
  - b. Powers of attorney as provided in Chapter 709, F.S.;
  - c. Guardian advocacy as provided in s. 393.12, F.S.; and
  - d. Guardianship as provided in Chapter 744, F.S.
4. The school district will notify the student and the parent of the transfer of rights when the student attains the age of 18; this notice is separate and distinct from the notice that was provided to the student and the parent at least one year before the student's 18th birthday.
5. The IEP in effect at the beginning of the school year the student is expected to graduate must include a signed statement by the parent or guardian or the student, if the student has reached the age of majority and rights have transferred to the student, that he or she understands the process for deferment and identifying if the student will defer receipt of his or her standard high school diploma.
6. For a student with a disability who has attained age 18 and is incarcerated in a juvenile justice facility or local correctional facility, all rights accorded to parents under Part B of the IDEA transfer to the student, including the right to notice.
7. For students incarcerated in state correctional facilities, all rights accorded to parents under Part B of the IDEA transfer to the student, including notice, regardless of the age of the student.
8. If a student with a disability has reached the age of majority and does not have the ability to provide informed consent with respect to his or her educational program, procedures established by statute may be used by the parent to take one of the following actions:
  - a. Have the student declared incompetent and the appropriate guardianship established in accordance with the provisions of Chapter 744, F.S.
  - b. Be appointed to represent the educational interests of the student throughout the student's eligibility for a free appropriate public education (FAPE) under Rules 6A-6.03011 through 6A-6.0361, F.A.C.

- c. Have another appropriate individual appointed to represent the educational interests of the student throughout the student's eligibility for a FAPE under Rules 6A-6.0311 through 6A-6.0361, F.A.C., if the parent is not available in accordance with s. 393.12, F.S.

**Describe the school district's procedures for when a student with a disability has reached the age of majority and does not have the ability to provide informed consent with respect to his or her educational program.**

When a student with a disability has reached the age of majority and does not have the ability to provide informed consent with respect to his or her educational program, the school district will request a written signed copy of Informed Consent to grant permission to access confidential records protected under the Family Educational Rights and Privacy Act (FERPA) as provided in s. 1002.22.F.S., Powers of Attorney as provided in Chapter 709, F.S., Guardian Advocacy as provided in s. 393.12, F.S., or Guardianship as provided in chapter 744, F.S. from the guardian, advocate or appointee to represent the educational interests of the student throughout the student's eligibility for a free appropriate public education (FAPE) prior to an IEP Meeting.

Documentation must be submitted to the District's Program Specialist and District's ESE Department prior to an IEP Meeting which will be filed within the student's IEP File as well as educational records.

**The school district has the option to include model forms pertaining to a student with a disability who has reached the age of majority and does not have the ability to provide informed consent with respect to his or her educational program.**

- The school district's model forms can be found in Appendix A of this document.
- There are no additional forms for this section.

## Section D: Surrogate Parents

### Statutory and Regulatory Citations

34 CFR §300.519

Sections 39.0016 and 1002.22, F.S.

Rule 6A-6.0333, F.A.C.

### Definition

A surrogate parent is an individual appointed to act in the place of a parent in educational decision-making and in safeguarding a student's rights under the Individuals with Disabilities Education Act and s. 39.0016, F.S., when no parent can be identified; the student's parent, after reasonable efforts, cannot be located by the school district; the student is a ward of the state under state law; the student is an unaccompanied homeless youth; or a court of competent jurisdiction over the student has determined that no person has the authority, willingness, or ability to serve as the educational decision-maker for the student without judicial action.

### Procedures

1. A surrogate parent appointed by the district school superintendent or the court:
  - a. Must be at least 18 years old.
  - b. Must have no personal or professional interest that conflicts with the interests of the student to be represented.
  - c. Must not be an employee of the FDOE, the local school district, a community-based care provider, the Florida Department of Children and Families (DCF), or any other public or private agency involved in the education or care of the student.
    - i. This prohibition includes group home staff and therapeutic foster parents.
    - ii. A person who acts in a parental role to a child, such as a foster parent or relative caregiver, is not prohibited from serving as a surrogate parent if he or she is employed by such agency, willing to serve, and knowledgeable about the child and the exceptional student education process.
    - iii. The surrogate parent may be a court-appointed guardian ad litem or a relative or nonrelative adult who is involved in the child's life regardless of whether that person has physical custody of the child.
  - d. Must have the knowledge and skills acquired by successfully completing training using materials developed and approved by the FDOE to ensure adequate representation of the child.
2. Appointment of a surrogate parent for a student who has or is suspected of having a disability:
  - a. A surrogate parent for a student who is eligible for or who is suspected of being eligible for special programs made available through a school district or agency under contract with the school district shall be appointed by the district's school superintendent not more than 30 days after the school district determines that the student needs a surrogate parent.
  - b. The surrogate parent for a student who is eligible for or who is suspected of being eligible for special programs made available through a contract from the FDOE shall be appointed by the individual specified in the contract.
  - c. In the case of a student who is a ward of the state, the surrogate parent alternatively may be appointed by the judge overseeing the student's case, provided the surrogate meets the qualifications above.
  - d. If a guardian ad litem has been appointed for a child, the district school superintendent must first consider the child's guardian ad litem when appointing a surrogate parent.
    - i. The district school superintendent must accept the appointment of the court if he or she has not previously appointed a surrogate parent.
    - ii. The court must accept a surrogate parent duly appointed by a district school superintendent.
  - e. A surrogate parent appointed by the district school superintendent or the court must be accepted by any subsequent school or school district without regard to where the child is receiving residential care so that a single surrogate parent can follow

the education of the child during his or her entire time in state custody.

- f. Nothing in s. 39.0016, F.S., or in Rule 6A-6.0333, F.A.C., shall limit or prohibit the continuance of a surrogate parent appointment when the responsibility for the student's educational placement moves among and between public and private agencies.
- g. For a child known to the DCF, the responsibility to appoint a surrogate parent resides with both the district school superintendent and the court with jurisdiction over the child.
  - i. If the court elects to appoint a surrogate parent, notice shall be provided as soon as practicable to the child's school.
  - ii. At any time the court determines that it is in the best interests of a child to remove a surrogate parent, the court may appoint a new surrogate parent for educational decision-making purposes for that child.
- h. The surrogate parent shall continue in the appointed role until the occurrence of one of the following circumstances:
  - i. The child is determined to no longer be eligible or in need of special programs, except when termination of special programs is being contested.
  - ii. The child achieves permanency through adoption or legal guardianship and is no longer in the custody of DCF.
  - iii. The parent who was previously unknown becomes known, whose whereabouts were unknown is located, or who was unavailable is determined by the court to be available.
  - iv. The appointed surrogate no longer wishes to represent the child or is unable to represent the child.
  - v. The superintendent of the school district in which the child is attending school, the FDOE contract designee, or the court that appointed the surrogate determines the appointed surrogate parent no longer adequately represents the child.
  - vi. The child moves to a geographic location that is not reasonably accessible to the appointed surrogate
- i. The appointment and termination of appointment of a surrogate shall be entered as an order of the court with a copy of the order provided to the child's school as soon as practicable.

3. The person appointed as a surrogate parent:

- a. Must be acquainted with the child and become knowledgeable about his or her disability and educational needs;
- b. Must represent the child in all matters relating to identification, evaluation, and educational placement and the provision of a free and appropriate education to the child; and
- c. Must represent the interests and safeguard the rights of the child in educational decisions that affect the child.

- 4. The responsibilities of the person appointed as a surrogate parent shall not extend to the care, maintenance, custody, residential placement, or any other area not specifically related to the education of the child, unless the same person is appointed by the court for such other purposes.
- 5. A person appointed as a surrogate parent shall enjoy all of the procedural safeguards afforded a parent with respect to the identification, evaluation, and educational placement of a student with a disability or a student who is suspected of having a disability.
- 6. A person appointed as a surrogate parent shall not be held liable for actions taken in good faith on behalf of the student in protecting the special education rights of the child.
- 7. A school district may compensate persons appointed as surrogate parents. A person acting as a surrogate parent is not an employee of the school district or FDOE-contracted program solely because he or she is paid by the school district or FDOE-contracted program to serve as a surrogate parent.
- 8. In the case of a student who is an unaccompanied homeless youth, appropriate staff of emergency or transitional shelters, independent living programs, and street outreach programs, as well as McKinney-Vento liaisons or other school district staff, may be

appointed as temporary surrogate parents without regard to the requirements until a surrogate can be appointed who meets all of the requirements.

**Describe the school district's procedures for determining when a student who has or is suspected of having a disability needs a surrogate parent, including documentation of reasonable efforts to locate or contact the parent, if applicable. (i.e., no clear evidence that parental rights have been terminated).**

When a student who has or is suspected of having a disability needs a surrogate parent, reasonable efforts are undertaken by the School Counselor, School Social Worker, District Social Worker, and School Administrators to determine whether a parent or guardian can be identified for the student, the student is a ward of the state, the student is an unaccompanied homeless youth, or a court has determined that no one has the authority, willingness or ability to serve as the educational decision maker for the student without judicial action. Efforts to locate the student's parent or guardian include: inquiries with other agencies, certified letters, home visits, review of court orders (if any) and telephone calls. After the district has exhausted all reasonable efforts to determine the identity or whereabouts of a parent or guardian, using the above methods, a decision is made to appoint a Surrogate Parent if the student's parent or guardian cannot be located.

**Describe the district's procedures for recruiting and training surrogate parents, including those surrogates appointed by a judge.**

Recruiting of surrogate parents will be facilitated by our district ESE staff. The district ESE staff will partner with our school principals, district volunteer coordinator, district parent involvement specialist, district liaison for homeless students and families, and ESE social worker to recruit volunteers. Sources for surrogates will include local civic and service organizations. Our public information officer and faith-based partners will also serve as resources for recruiting surrogate parent volunteers. Surrogate parents, including those surrogates appointed by a judge, will be trained (annually or as needed) by the Florida Diagnostic and Learning Resources System (FDLRS) staff and the district ESE staff. The Florida Department of Education's approved surrogate parent training program will be used to train volunteers.

**One of the following must be selected:**

- I have read and understand the above information.
- This section is not applicable for the Department of Corrections.

## Section E: Individual Educational Plans (IEPs) and Educational Plans (EPs) for Transferring Exceptional Students

### Statutory and Regulatory Citations

34 CFR §§99.31 and 300.323

Sections 1003.01 and 1003.57, F.S.

Rules 6A-6.030191, 6A-6.03028, 6A-6.0331, 6A-6.0334 and 6A-6.0361, F.A.C.

### Definition

A transferring exceptional student is one who was previously enrolled as an exceptional student in any other school district or agency and who is enrolling in a different Florida school district or in an educational program operated by the Florida Department of Education through grants or contractual agreements in accordance with s. 1003.57, F.S.

### Procedures

#### 1. IEPs or EPs for students who transfer school districts within Florida

If an exceptional education student who had an IEP or EP that was in effect in a previous Florida school district transfers to the school district and enrolls in a new school, the new school district (in consultation with the parents or legal guardians) will provide FAPE to the student, which includes services comparable to those described in the child's IEP or EP from the previous Florida school district, until the school district does one of the following:

- a. Adopts the student's IEP or EP from the previous school district, or
- b. Develops, adopts, and implements a new IEP or EP that meets the applicable requirements of Rule 6A-6.03028 - 6A-6.0361, F.A.C.

#### 2. IEPs or EPs for students transferring to or from a Florida school district and a full-time virtual program

a. If an exceptional education student who had an IEP or EP that was in effect in a previous Florida school or school district enrolls in a full-time virtual program (in accordance with s. 1002.37 or 1002.45, F.S.), the virtual program must determine if the student meets the profile for success in this educational delivery context. If the student meets the profile for success in this educational delivery context, the virtual program will provide FAPE to the student, which includes services comparable to those described in the student's IEP or EP from the previous school or school district, until the IEP team for the virtual program either:

- i. Adopts the student's IEP or EP from the previous school or school district, or
- ii. Develops, adopts and implements a new IEP or EP that meets the applicable requirements of Rules 6A-3.03011 - 6A-6.0361, F.A.C. A virtual program may not deny or delay enrollment pending review of a student's IEP or EP.

b. When an IEP team of a school district determines that the full-time virtual program is appropriate for a student in accordance with s. 1003.57(5), F.S., within fifteen (15) business days prior to the withdrawal from the school district, the school district must convene an IEP team meeting with at least one (1) representative specific to the full-time virtual program to determine appropriate goals, supports and services for the student. The receiving virtual program may adopt and implement the student's existing IEP from the previous school district or may revise the IEP as needed, to meet the student's needs in the virtual environment.

c. When an IEP team for a virtual program determines that the full-time virtual program is not appropriate for a student in accordance with s. 1003.57(5), F.S., the full-time virtual program must, within fifteen (15) business days, convene an IEP team meeting to determine appropriate goals, supports and services for the student. A representative from the school district of residence for the student must participate in this meeting. A student may not be disenrolled from a full-time virtual program until after the IEP team has met and determined appropriate services for the student.

#### 3. IEPs for students who transfer from outside Florida

If an exceptional education student who had an IEP that was in effect in a previous school district in another state transfers to a

Florida school district and enrolls in a new school within the same school year, the new Florida school district (in consultation with the parents or legal guardians) will provide the student with a FAPE (including services comparable to those described in the student's IEP from the previous school district) until the new Florida school district does the following:

- a. Conducts an initial evaluation in accordance with Rule 6A-6.0331, F.A.C., or determines that evaluation is not necessary, and
- b. Develops, adopts, and implements a new IEP or EP, if appropriate, that meets the applicable requirements of Rules 6A-6.03011 through 6A-6.0361, F.A.C.

#### 4. EPs for gifted students who transfer from outside Florida

If a student who had a gifted plan that was in effect in a previous school district in another state transfers to a Florida school district and enrolls in a new school within the same school year, the new Florida school district (in consultation with the parents or legal guardians) must provide the student with services comparable to those described in the student's gifted plan from the previous school district, until the new Florida school district develops, adopts and implements a Florida EP that meets the applicable requirements of Rule 6A-6.030191, F.A.C. In accordance with Rule 6A-6.0334, F.A.C., students who transfer with gifted eligibility from another state do not need to meet the requirements of Rule 6A-6.03019, F.A.C., for continued services. A gifted plan could include documentation from the previous school district in another state that the student was determined eligible for gifted services in accordance with the applicable requirements of that school district or state and was receiving gifted services.

#### 5. Parental consent

The student's new school district is not required to obtain parental consent for the initial provision of services for transferring exceptional students determined eligible for services. However, written informed parental consent is required before the new school district can conduct an initial evaluation to determine if a student has a disability and needs special education and related services.

#### 6. Transmittal of records

To facilitate the transition for a student described in subsections 1 through 4 above, the new school district in which the student enrolls will take reasonable steps to promptly obtain the student's records, including the IEP or EP and supporting documents and any other records relating to the provision of special education or related services to the student, from the previous school district in which the student was enrolled, in accordance with 34 C.F.R. § 99.31; and the previous school district in which the student was enrolled must take reasonable steps to promptly respond to the request from the new school district.

## Section F: Access to a Student's Public Benefits or Insurance

### Statutory and Regulatory Citations

34 C.F.R. § 300.154

Rules 6A-6.03011 through 6A-6.0361, 6A-6.03028 and 6A-6.03311, F.A.C.

### Procedures

The school district may use the Medicaid or other public health benefits or insurance programs in which a student participates to provide or pay for services required under Rules 6A-6.03011 through 6A-6.0361, F.A.C., as permitted under the public benefits or insurance program, except as noted in the following:

1. Regarding services required to provide a free appropriate public education (FAPE) to an eligible student under the Individuals with Disabilities Education Act (IDEA), the school district:
  - a. May not require parents to sign up for or enroll in public insurance programs in order for their student to receive a FAPE under Part B of the IDEA.
  - b. May not require parents to incur an out-of-pocket expense such as the payment of a deductible or co-pay amount incurred in filing a claim for services provided pursuant to the IDEA—the school district may pay the cost that the parent otherwise would be required to pay.
  - c. May not use a student's benefits under a public insurance program if that use would (any of the following):
    - i. Decrease available lifetime coverage or any other insured benefit;
    - ii. Result in the family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the student outside of the time the student is in school;
    - iii. Increase premiums or lead to the discontinuation of benefits or insurance; or
    - iv. Risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures.
  - d. Prior to accessing the student's or parent's public benefits or insurance for the first time, and after providing notification to the student's parent as described in Rule 6A-6.03028(3)(q)1.e., F.A.C., the school district must obtain written, parental consent that specifies each of the following:
    - i. The personally identifiable information that may be disclosed, such as records or information about the services that may be provided to the student;
    - ii. The purpose of the disclosure, such as the purpose of billing for services;
    - iii. The agency to which the disclosure may be made; and
    - iv. The parent understands and agrees that the school district may access the insurance to pay for the services required under Rules 6A-6.03011 through 6A-6.0361, F.A.C.
  - e. Prior to accessing a student's or parent's public benefits for the first time, and annually thereafter, the school district must provide written notification consistent with requirements found in Rule 6A-6.03311(1)(a) and (b), F.A.C., to the student's parents that includes all of the following:
    - i. A statement of the parental consent provision in Rule 6A-6.03028(3)(q)1.d., F.A.C.;
    - ii. A statement of the no-cost provisions of Rule 6A-6.03028(3)(q)1., F.A.C.;
    - iii. A statement that the parents have the right to withdraw their consent to disclose their child's personal identifiable information to the agency responsible for the administration of the State's public benefits or insurance at any time; and

- iv. A statement that the withdrawal of consent or refusal to provide consent to disclose personally identifiable information to the agency responsible for the administration of the State's public benefits or insurance program does not relieve the school district of its responsibility to ensure that all required services are provided at no cost to the parents.
2. Regarding students with disabilities who are covered by private insurance, a school district may access a parent's private insurance proceeds to provide services required under the IDEA only if the parent provides written informed consent. Each time the school district proposes to access the parent's private insurance proceeds, the agency must obtain parental consent and inform the parents that their refusal to permit the school district to access their private insurance does not relieve the school district of its responsibility to ensure that all required services are provided at no cost to the parents.
3. If a school district is unable to obtain parental consent to use the parents' private insurance, or public benefits or insurance when the parents would incur a cost for a specified service required to ensure a FAPE, the school district may use its IDEA Part B funds to pay for the service. To avoid financial cost to parents who otherwise would consent to use private insurance, or public benefits or insurance if the parents would incur a cost, the school district may use its IDEA Part B funds to pay the cost that the parents otherwise would have to pay to use the parents' benefits or insurance (e.g., the deductible or co-pay amounts).

## **Section G: General Education Intervention Procedures**

### **Statutory and Regulatory Citations**

34 C.F.R. §§ 300.302, 300.306 and 300.308 through 300.310

Sections 381.0056 and 1008.25, F.S.

Rules 6A-6.03018, 6A-6.03019, 6A-6.03020, 6A-6.0331 and 6A-6.03411, F.A.C.

### **Definition**

General education intervention procedures are activities conducted by a school district for kindergarten through grade 12 students enrolled in public schools who need additional academic or behavioral support to succeed in the general education environment. These activities are embedded in the school district's responsibility to implement a multi-tiered system of supports (MTSS) that is integrated into a continuum of evidence-based academic and behavioral interventions. In implementing a data-based problem-solving process designed to develop a coordinated continuum of evidence-based instruction and intervention practices, a school district may engage in activities that include educational and behavioral evaluations, services, supports, evidence-based literacy instruction, and professional development for teachers and other school staff, and, where appropriate, instruction on the use of adaptive and instructional technology.

### **General Education Intervention Procedures for K-12 Students Suspected of Having a Disability Who are Enrolled in Public Schools**

#### 1. Parent involvement in general education intervention procedures

The school district provides opportunities for parents to be involved in a data-based problem-solving process to address the student's academic or behavioral areas of concern. There must be a discussion with the parent regarding the data used to identify the problem, the plan for addressing the problem through intervention, the plan for monitoring student progress, the student's responses to instruction and interventions, modification of the interventions when needed and anticipated future action to address the student's learning or behavioral needs. The school district must maintain documentation of parental involvement and communication.

#### 2. Observations of student in the educational environment

The school district conducts observations of the student in the educational environment and, as appropriate, in other settings to document the student's academic or behavioral areas of concern. At least one observation must include an observation of the student's performance in the general education classroom.

#### 3. Review of data

The school district reviews social, psychological, medical, and anecdotal records and achievement data in the student's cumulative folder and demonstrates through data that the student was provided appropriate instruction in the regular education settings, which was delivered by qualified personnel. Attendance records are reviewed and used as one indicator of a student's access to instruction.

#### 4. Sensory screenings and diagnostic assessments

- a. Hearing and vision screenings are completed for the purpose of ruling out sensory deficits that may interfere with the student's academic and behavioral progress. Hearing and vision screenings are conducted in accordance with the school district's school health plan. In certain circumstances, a current evaluation by a medical professional may be used as the screening report.
- b. Additional screenings and assessments are conducted to assist in determining academic or behavioral interventions, as appropriate. Student screenings to determine instructional and behavioral intervention strategies are not considered to be an evaluation for eligibility for special education and related services.

#### 5. Implementation of evidence-based interventions

- a. The school district implements evidence-based interventions addressing the identified areas of concern in the general education environment.

- b. The interventions selected for implementation should be determined by a team through a data-based problem-solving process that uses student performance data to identify and analyze the areas of concern, select and implement interventions, monitor effectiveness of the interventions, and modify intervention or intensity when needed.
- c. Interventions must be implemented as designed for a period of time sufficient to determine effectiveness, and with a level of intensity that matches the student's needs.
- d. The school district must collect pre-intervention and ongoing progress-monitoring data regarding academic or behavioral areas of concern and communicate the data to the parents in an understandable format, which may include, but is not limited to, graphic representation.

6. General education interventions are not required for the following:

- a. Children younger than kindergarten-entry age who are not enrolled in kindergarten
- b. Students suspected of being gifted as described in Rule 6A-6.03019, F.A.C.
- c. Students who are being considered for eligibility for specially designed instruction for students who are homebound or hospitalized as described in Rule 6A-6.03020, F.A.C.
- d. Students who are not enrolled in a public school.

General education interventions may not be required for students suspected of having a disability if the student demonstrates a speech disorder; severe cognitive, physical or sensory disorders; or severe social or behavioral deficits that require immediate intervention to prevent harm to the student or others, and a team comprised of qualified professionals and the parent determines that these general education interventions are not appropriate.

**Does the school district have an MTSS procedures document or website?**

- Yes
- No

**If yes, how can this document or website be accessed?**

| <http://www.gadsschools.org>

**If no, describe the school district's policies and procedures for integrating a data-based problem-solving process within an MTSS.**

| N/A

**Describe what academic and behavior progress monitoring tools and data teams use to monitor student response to intention. Address the following in your response:**

- **How frequently are Tier 3 interventions reviewed and monitored?**
  - **What factors do the problem-solving team consider in determining that the student may be a student with a disability?**
  - **What are the decision criteria for initiating an evaluation?**
- 
- Tier 3 Interventions are reviewed every 4 -6 weeks after development and initiation of intervention(s). They are also monitored and reviewed based on their needs and response to intervention. Students at the Tier 3 Intervention Level who are exhibiting behavior concerns have Individual Behavior Intervention Plans. Individual Behavior Plans are monitored daily. Classroom teachers have the daily responsibility of monitoring student data. However, members of the student study team also monitor student data during classroom visits and during student study team meetings.
  - The problem solving team considers the student's current and prior academic/behavioral history using a variety of measures. The team also considers the interventions being implemented and whether or not these interventions appear suitable to address the student's needs. The team assesses the fidelity of intervention implementation. Additionally, the problem-solving team considers exclusionary factors such as the student's attendance, their cultural factors, their socioeconomic status, their behavior, their vision/hearing, and English Language proficiency, to determine whether or not any of these factors may be negatively impacting the student. The team also considers whether or not the student has experienced significant trauma that may be adversely affecting their progress (academic and behavior). Teams initiate an evaluation if one is requested by the parents or if data indicates that despite intense interventions the student continues to perform at a level significantly below that of their peers or if the intensity of interventions required by the student to make academic progress cannot continue to be implemented without exceptional student education services and support. Behavior evaluations are initiated if the student continues to display a plethora of inappropriate behaviors despite intense behavioral interventions or if the student engages in behaviors that are a threat to their well-being or the well-being of other students.
  - Teams initiate an evaluation if one is requested by the parents or if data indicates that despite intense interventions the student continues to perform at a level significantly below that of their peers or if the intensity of interventions required by the student to make academic progress cannot continue to be implemented without exceptional student education services and support. Behavior evaluations are initiated if the student continues to display a plethora of inappropriate behaviors despite intense behavioral interventions or if the student engages in behaviors that are a threat to their well-being or the well-being of other students.

**Describe how the school district monitors implementation and fidelity of problem identification, problem analysis, intervention development and intervention effectiveness. Address the following in your response:**

- **How is problem-solving documented?**
- **What are the procedures for monitoring fidelity?**

The district has a variety of forms such as the student study team action plan on which teams are required to document the problem, analysis of the problem, interventions and the effectiveness of the interventions for each student. A copy of this action plan is kept in the student's folder, and another copy is given to the parent at the end of each meeting. In addition to this, the district has also implemented a fidelity monitoring checklist to be used by administrators to observe and assess the effectiveness and integrity of interventions being implemented on their campuses. This form is also kept in the student's intervention folder. Additionally, teams also complete the GTIPS working tool which guides teams in addressing critical components of the problem-solving process. Conference notes are also completed at each meeting. These notes contain information about the student's academic/behavioral history, current performance, and recommendations. Members of the student study team and administrators visit classrooms on a regular basis to monitor the fidelity of interventions as proposed by the student study teams and complete a fidelity monitoring checklist to verify the implementation of interventions. This checklist is also placed in the student's folder. Information from the data reviews helps inform decisions about intensifying or fading interventions. If the data indicates the interventions are positively impacting student progress, the team will make a determination to continue the interventions or begin fading the interventions. Positive response to interventions is determined when the data indicates a positive response and the progress is at a rate in which the team determines the student can obtain the goal established by the intervention team in a reasonable amount of time. If the data indicates the interventions are not positively impacting student progress, the team will determine whether or not interventions need to be modified. Inadequate progress is determined when the data indicates no progress or limited progress or when the progress is at a rate in which the team determines the student cannot obtain the goal established by the intervention team in a reasonable amount of time.

**Describe how parents are engaged in the problem-solving process (include the frequency and format for sharing student response-to-intervention data with parents). Address the following in your response:**

- **How is information explaining the school's MTSS (global awareness) disseminated?**
- **What are the procedures or policies for including parents in problem solving?**
- **What are the frequency and format for sharing data on student response to intervention with parents?**
- **When and how are parents notified of their right to request an evaluation?**

In order to foster global awareness of the Multi-Tiered System of Supports, the district has distributed MTSS manuals to all staff members. Additionally, the district's MTSS manual can be accessed by the general public via the district's website. Moreover, at the beginning of every school year, teams train all staff members about the MTSS process and provide them with any updated information. Global awareness of the MTSS process apart from the resources available on the district's website, is generally conveyed to parents by Teachers, Administrators, School Counselors, Parent services department personnel and ESE department personnel. Teachers, Administrators, and School Counselors generally provide this information to parents when meeting with them individually at formal or informal meetings, while parent services and ESE personnel generally provide this information to parents at parent training meetings which are held twice each school year. At these meetings, parents are presented with information about MTSS, given an opportunity to express their concerns, and are also provided with MTSS literature. During problem solving meetings, parents are again informed about the process, given literature about the process, and provided with a forum to ask questions. We encourage active parent participation in the problem-solving process. Prior to the initiation of team meetings, parents are notified by the class teacher or teachers about their areas of concern. Together the parent and teacher discuss the child's prior academic/or behavior performance and discuss what can be done to assist the student. If problem solving at this stage does not lead to a positive outcome, and the student is referred to the Student Study Team, parents are invited to attend all Student Study Team meetings via mail and a follow-up phone call. Teams are flexible and attempt to make the necessary amends to accommodate parent schedules. Additionally, in the event that a parent is unable to attend a meeting, they are given the option to have a phone conference. During the problem solving team meetings, parents are given work samples, grades, and information about their child's attendance and discipline. They are also shown graphs which document their child's performance compared to other students in their class. Parents are asked about information regarding their child's academic and behavior history, as well as medical and family history. Parents are also given various strategies to assist their child at home and encouraged to observe their child within the classroom environment. At the end of the meeting, parents are given copies of the conference notes and the team's Action Plan for their child. They are also given information about the MTSS process. Translators are available and provided to parents who are unable to communicate effectively in English. Parent involvement in the problem solving process begins as soon as student difficulties are observed. As a member of the team, parents are a part of the data-based problem solving process. Parents are invited to attend and participate in problem solving meetings. Data is typically collected at least on a weekly basis and reviewed within 4 to 6 weeks. However, in some instances, meetings are held more frequently based on the magnitude of the situation. Progress monitoring data is shared through the use of graphs and other data collection means. Teachers are also encouraged to call parents to discuss their child's progress and parents are encouraged/welcomed to meet with their child's teacher as well as observe their child within the classroom environment. Parents are notified verbally of their right to request an evaluation by their child's Teacher, School Counselor or School Administrator when an initial concern is raised. Once a Student Study Team meeting is scheduled for a student, parents are again informed verbally and in writing of their right to request an evaluation (information is included in the MTSS handout that parents receive).

Identify the procedures for children who are below mandatory school age and who are not enrolled in kindergarten, which should include the following:

- A review of the existing social, psychological, and medical data;
- Referral for a health screening when needed;
- Vision and hearing screenings for the purpose of ruling out sensory deficits; and
- Any additional screenings conducted to assist in determining interventions as appropriate.

a. Review existing social, psychological, and medical data. Refer for a health screening when needed.

b. Conduct vision and hearing screenings for the purpose of ruling out sensory deficits.

c. Conduct additional screenings to assist in determining interventions as appropriate.

## **Section H.1: Initiating an Evaluation for Exceptional Student Education**

### **Statutory and Regulatory Citations**

34 C.F.R. §§ 300.300 through 300.305

Chapter 490, F.S.

Sections 1003.57 and 1003.575, F.S.

Rules 6A-1.044, 6A-1.0502, 6A-4.0311, 6A-6.0331, 6A-6.03311 and 6A-6.03411, F.A.C.

### **Definition**

The school district must ensure that all students with disabilities or who are gifted and are in need of exceptional student education (ESE) are identified, located and evaluated, and a free appropriate public education is made available to them if it is determined that the student meets the eligibility criteria.

### **Procedures for Initiating an Evaluation**

1. Each school district must conduct a full and individual initial evaluation before the initial provision of ESE services. Either a parent of a kindergarten through grade 12 student, or child aged 3 to kindergarten-entry age, or a school district may initiate a request for an initial evaluation to determine if the student is a student with a disability. Either a parent of a kindergarten through grade 12 student or a school district may initiate a request for initial evaluation to determine if a student is gifted. The request for an evaluation is documented on the school district's consent for evaluation form.
2. The school district must seek consent from the parent or guardian to conduct an evaluation whenever the school district suspects that a kindergarten through grade 12 student, or a child aged 3 to kindergarten-entry age, is a student with a disability and needs special education and related services. Circumstances that would indicate that a kindergarten through grade 12 student may be a student with a disability who needs special education and related services include, but are not limited to, the following in accordance with Rule 6A-6.0331(3)(a), F.A.C.:
  - a. When a school-based team determines that the kindergarten through grade 12 student's response-to-intervention data indicate that intensive interventions implemented are effective but require a level of intensity and resources to sustain growth or performance that is beyond that which is accessible through general education resources; or
  - b. When a school-based team determines that the kindergarten through grade 12 student's response to interventions implemented indicates that the student does not make adequate growth given effective core instruction and intensive, evidence-based interventions; or
  - c. When a child aged 3 to kindergarten-entry age receives a developmental screening through the school district or the Florida Diagnostic and Learning Resources System (FDLRS) and, based on the results of the screening, it is suspected that the child may be a child with a disability in need of special education and related services; or
  - d. When a parent requests an evaluation and there is documentation or evidence that the kindergarten through grade 12 student or child aged 3 to kindergarten-entry age who is enrolled in a district-operated preschool program may be a student with a disability and needs special education and related services.
3. Within 30 days of a determination (i.e., suspicion of a disability) that a circumstance described in subsections 1., 2. or 3. above exists for a student in kindergarten through grade 12 or a child aged 3 to kindergarten-entry age, the school district must request consent from the parent to conduct an evaluation, unless the parent and the school agree otherwise in writing as required by Rule 6A-6.0331(3)(b), F.A.C.
4. If a parent requests that the school conduct an evaluation to determine whether their child is a child with a disability in need of special education and related services, the school district must, within 30 days, unless the parent and the school agree otherwise in writing, in accordance with Rule 6A-6.0331(3)(c), F.A.C.:
  - a. Obtain consent for the evaluation; or
  - b. Provide the parent with written notice in accordance with Rule 6A-6.03311, F.A.C., explaining its refusal to conduct the evaluation.

5. Prior to a school district's request for an initial evaluation for students in kindergarten through grade 12, school personnel must make one of the following determinations about general education procedures:

- a. Whether the general education intervention procedures have been implemented as required under Rule 6A-6.0331, F.A.C., and that the data indicate that the student may be a student with a disability who needs special education and related services;
- b. Whether the evaluation was initiated at the parent's request and the general education activities will be completed concurrently with the evaluation but prior to the determination of the student's eligibility for special education and related services; or
- c. Whether the nature or severity of the student's areas of concern makes the general education intervention procedures inappropriate in addressing the immediate needs of the student.

**Describe the district's procedure for obtaining parental consent for an evaluation when, through the FDLRS or school district child find process, it is suspected that a child ages three to kindergarten-entry age may be a child with a disability. In addition, describe how the district will ensure that the parent will be given the opportunity to provide consent within 30 days of the parent's request.**

When the school district has reason to suspect that a student has a disability, the student study team discusses their findings and discuss evaluation process and procedures with parents. Following this, parents are asked whether or not they will give permission for an evaluation, and are then requested to sign a consent for evaluation form (within 30 days). If parents are unable to attend the meeting at which the need for an evaluation is discussed, then the parents are contacted via telephone, the evaluation process and procedures are discussed, and a consent for evaluation is sent home requesting the parent signature. Our District Child Find Specialist is also a FDLRS Child Find Specialist who usually participates in community screenings. If the District Child Find Specialist is unable to participate in community screenings, FDLRS notifies the Child Find Specialist and/or ESE Director within a week if there are any children with areas of concern. FDLRS forwards the screening packet to the Child Find Specialist within one week and parent contact is made to schedule an appointment for further screening and possible evaluation. -At the appointment, parents are asked to provide written consent for evaluation. Further screening is conducted and an evaluation if necessary.

**Describe the district's procedures for responding within 30 days to a parent who requests that an evaluation be conducted to determine the student's eligibility for special education and related services.**

When a parent makes a request for an evaluation, this request is forwarded to the School Counselor or Student Study Team coordinator who then schedules a student study team meeting for the student within the 30-day time period. At this meeting, the class teacher is required to bring documentation of the student's current academic and behavioral performance. The team discusses the student's current performance, discusses the Multi Tiered System of Supports (MTSS) framework with the parent, and consent for an evaluation is obtained. Upon parent request, the school initiates a meeting within 10 school days to examine the student's progress in comparison to the class, grade, district, and across subgroups (if applicable). -The team will also review all other relevant documentation including, but not limited to: grades, discipline records, attendance, medical information, parent input, and assessment performance. -If the team determines that there is reason to suspect that the student is a student with a disability, the parent consent for a formal evaluation will be obtained and the activities described in the General Education Intervention Procedures will be completed concurrently with the evaluation. -If the team does not feel that an evaluation is warranted, the team will provide the parent with a written Notice of Refusal and the Notice of Procedural Safeguards for Parents of Students with Disabilities.

**Describe the school district's procedures for requesting an initial evaluation for students who may have disabilities and for students who may be gifted who are enrolled in the school district.**

The Multi-tiered System of Supports (MTSS) model is used for students who may have a disability. After research-based interventions and supports have not been successful, the Student Study Team completes a referral form and submits the consent for evaluation along with the response to intervention and supporting documentation to the evaluation specialist. Gifted students may be referred by staff or parents. Students with high achievement scores on district and state assessments will be referred by school personnel. Program Specialists for Exceptional Student Education will also monitor and refer students with high achievement scores on district and state assessments. Referral packets will be completed and submitted to the evaluation specialist.

**Describe the school district's procedures for requesting an initial evaluation for students who may have disabilities and for students who may be gifted who are enrolled in nonpublic schools or agency programs.**

The nonpublic school or agency makes a written referral to the school district. The Director of Exceptional Student Education forwards the referral to the assigned evaluation specialist. -Prior to the evaluation specialist meeting with personnel from the nonpublic school or agency program, parent permission is obtained for the sharing of information. -The nonpublic school or agency team gathers information concerning attendance, discipline, testing (formal and informal), academic history, social developmental history, medical records, classroom observations and current classroom performance. General education interventions are not required, but are helpful. - Evaluations are completed based on needs identified by the data, as well as school and parent requests. -If the request is for a student who may be gifted, the Exceptional Student Education/Student Services Director or Designee will obtain consent to conduct a Gifted Screening, or other screenings that the team feels are necessary, and obtain teacher input of the Gifted Characteristics. The ESE/SS Director will assign the evaluation to the qualified evaluation specialist.

**Describe the district's procedures for requesting an initial evaluation for students who may have disabilities and students who may be gifted who are not enrolled in any school.**

Parents/legal guardians of students not enrolled in any school may contact the Director of Exceptional Student Education or designee to make a referral for an initial evaluation. -The ESE Director will assign public school and/or district personnel to assist the parent/guardian in the referral process and obtain written informed consent for evaluation. -A conference with the parent/guardian is held to determine the concern(s) and identify what interventions have been attempted. Interventions are not a criteria for evaluation, but may be helpful. -The ESE Director will assign an appropriate evaluation specialist to complete the evaluation. -If the request is for a student who may be gifted, the ESE/SS Director or designee will obtain consent to conduct a Gifted Screening, or other screenings that the team feels are necessary, and obtain teacher input of the Gifted Characteristics. The ESE Director will assign the evaluation to the qualified evaluation specialist.

## Section H.2: Conducting Student Evaluations and Reevaluations

### Statutory and Regulatory Citations

34 C.F.R. §§ 300.131 and 300.300 through 300.305

Chapter 490, F.S.

Sections 1003.57 and 1003.575, F.S.

Rules 6A-1.044, 6A-1.0502, 6A-4.0311, 6A-6.03013, 6A-6.03014, 6A-6.03022, 6A-6.0331, 6A-6.03411, and 6A-6.0361, F.A.C.

### Definitions

1. Evaluation means procedures used to determine whether a student has a disability, or is gifted, and in need of specially designed instruction and related services, and the nature and extent of the exceptional student education (ESE) that the student requires.
2. Reevaluation of a student with a disability is the process whereby existing evaluation data about the student is reviewed and additional data collected (if necessary), to determine whether the student continues to have a disability and still requires specially designed instruction and related services, and the current educational needs of the student.

### Procedures for Evaluation

#### 1. Responsibility for evaluation

- a. The school district is responsible for conducting a comprehensive individual initial evaluation necessary to determine if the student is eligible for ESE services and to determine the educational needs of the student.
- b. Evaluations are conducted by qualified examiners (e.g., physicians, school psychologists, psychologists, speech-language pathologists, teachers, audiologists and social workers), as evidenced by a valid license and/or certificate to practice in Florida. In circumstances where the student's medical care is provided by a physician licensed in another state, at the discretion of the school district administrator for ESE, a report of a physician licensed in another state may be accepted for the purpose of evaluation and consideration of eligibility as a student with a disability.
- c. Tests of intellectual functioning are administered and interpreted by a professional person qualified in accordance with Rule 6A-4.0311, F.A.C., or licensed under Chapter 490, F.S.
- d. Unless statutory restrictions apply, the responsibility for determining who is qualified to administer and interpret a particular assessment instrument lies with the local school district. In determining qualified evaluators, school districts may consider the following:
  - i. State Board of Education rules and the requirements of the Individuals with Disabilities Education Act (IDEA);
  - ii. Testing standards (e.g., *Standards for Educational and Psychological Testing*);
  - iii. User qualifications recommended by the publisher in the test manual; and
  - iv. Level of training, supervision, experience and certification of the individual administering or interpreting the instrument.

#### 2. Evaluation timelines

- a. The school district shall ensure that initial evaluations of students and preschool-age children aged 3 through kindergarten-entry age suspected of having a disability are completed within 60 calendar days after the school district's receipt of parent consent for evaluation. Rule 6A-6.0331(3)(g), F.A.C., states that the following days shall not be counted toward the 60-calendar-day requirement:
  - i. All school holidays and Thanksgiving, winter and spring breaks as adopted by the district school board, as required by Rule 6A-10.019, F.A.C.;
  - ii. The summer vacation period, beginning on the day after the last day of school for students and ending on the first day of school for students, in accordance with the calendar adopted by the district school board, as required by Rule

6A-10.019, F.A.C. However, the school district is not prohibited from conducting evaluations during the summer vacation period; and

iii. In the circumstance when a student is absent for more than eight school days in the 60-calendar-day period, the student's absences shall not be counted toward the 60-calendar-day requirement. The determination of whether a student is "in attendance" must be made consistent with the school board's policies implementing Rule 6A-1.044, F.A.C., which requires the reporting of students' attendance.

b. The 60-day timeline for evaluation does not apply if:

i. The parent and school district, by mutual written agreement, extend the 60-calendar-day requirement by no more than 30 calendar days. The written agreement must be secured before the 45th calendar day, but after the formal testing has begun and it was determined that other evaluators are needed to complete the required full and individual evaluation, as required by Rule 6A-6.0331(3)(h), F.A.C.

ii. The parent repeatedly fails or refuses to produce the student for the evaluation.

iii. A student's school district of enrollment changes after the timeline has begun and prior to a determination by the student's previous school district as to whether the student has a disability. This exception only applies when the current school district is making sufficient progress to ensure prompt completion of the evaluation, and the parent agrees to a specific time when the evaluation will be completed. Assessments of students who transfer within the same school year must be coordinated between schools to ensure prompt completion of evaluations.

c. The school district will ensure that students thought to be gifted are evaluated within a reasonable time, as defined in the school district's ESE Policies and Procedures document as required by Rule 6A-6.03411(2), F.A.C., but no more than 90-school days that the student is in attendance after the school district's receipt of parental consent for the evaluation.

**Describe the school district's procedures on how the decision is made that other evaluators are needed to complete the full and individual evaluation.**

The evaluation team determines other evaluators are needed to complete the full and individual evaluation by reviewing and considering current/prior evaluations, data and suspicion of disability. Student will be evaluated by the appropriate evaluator based upon the suspicion of disability.

**Describe how the school district ensures timely completion of an initial evaluation with the additional 30-day timeline extension?**

The district ensures timely completion of an initial evaluation with the additional 30-Day timeline extension by maintaining and monitoring an extension evaluation log.

**Describe the school district's time frame to ensure completion of gifted evaluations.**

The district's timeframe to ensure completion of gifted evaluations is 60 days.

This text box is not applicable for the school district.

**3. Parental consent**

a. The school district will provide the parent written notice that describes any evaluation procedures the school district proposes to conduct. Before the evaluation is conducted, the school district will obtain written informed consent from the parent of a student to determine whether the student is a student with a disability or is gifted and needs ESE.

Parental consent is not required before reviewing existing data as part of an evaluation or administering a test or other evaluation that is administered to all students unless, before administration of that test or evaluation, consent is required of parents of all students.

Parental consent for initial evaluation is not construed as consent for the initial provision of ESE services.

- b. The school district must make reasonable efforts to obtain informed consent from the parent for an initial evaluation to determine whether the student is a student with a disability or gifted. Should the parent fail to respond to the school district's request to obtain informed written consent, it must maintain documentation of all attempts made to obtain consent.
- c. In compliance with 34 C.F.R. § 300.300(a)(2), the school district is not required to obtain informed consent from the parent for an initial evaluation if the student is a ward of the State and is not residing with the parent, and:
  - i. The school district cannot discover the location of the parent,
  - ii. The rights of the parent have been terminated, or
  - iii. The rights of the parent to make educational decisions have been subrogated by a judge and consent for initial evaluation has been given by an individual appointed by the judge to represent the student.

In accordance with Rule 6A-6.03411(1)(bb), F.A.C., the term "Parent" means any of the following persons:

- i. A biological or adoptive parent of a student;
  - ii. A foster parent;
  - iii. A guardian generally authorized to act as the student's parent, or authorized to make educational decisions for the student (but not the state if the student is a ward of the state);
  - iv. An individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the student lives, or an individual who is legally responsible for the student's welfare; or
  - v. A surrogate parent who has been appointed in accordance with Rules 6A-6.03011 through 6A-6.0361, F.A.C.
- d. If the parent refuses consent for an evaluation to determine if the student is eligible for ESE services as a student with a disability, the school district may continue to pursue consent for the evaluation by using the mediation or due process procedures. A school district is not required to pursue an initial evaluation when the parent refuses consent and a school district does not violate its child find or evaluation obligations if it declines to do so.
  - e. The school district may not use a parent's refusal to consent to initial evaluation as justification to deny the parent or student any other service of the school district, except as permitted by Rule 6A-6.0331, F.A.C.

#### 4. Evaluation procedures

- a. As part of an initial evaluation, a team of qualified professionals and the parent, as appropriate, must take the following actions:
  - i. Review existing evaluation data on the student, including:
    - 1. Evaluations and information provided by the student's parents;
    - 2. Current classroom-based, local, or state assessments and classroom-based observations; and
    - 3. Observations by teachers and related services providers.
  - ii. Identify, based on that review process and input from the student's parents, what additional data, if any, are needed to determine the following:
    - 1. Whether the student is a student with a disability; and
    - 2. The educational needs of the student.
  - iii. The group conducting this review may do so without a meeting.
  - iv. The school district shall administer tests and other evaluation measures as may be needed to produce the data that are to be reviewed under this section.

v. If the group determines that no additional data are needed to determine whether the student continues to be a student with a disability and to determine the student's educational needs, the school district shall notify the student's parents of:

1. That determination and the reasons for the determination; and
2. The right of the parents to request an assessment to determine whether the student continues to be a student with a disability and to determine the student's educational needs. The school district is not required to conduct the assessment unless requested to do so by the student's parents.

vi. In conducting an evaluation, the school district must:

1. Use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the student within a data-based problem-solving process, including information about the student's response-to-evidence-based interventions as applicable, and information provided by the parent. This evaluation data may assist in determining whether the student is eligible for ESE and the content of the student's individual educational plan (IEP) or educational plan (EP). The evaluation should include information that enables a student with a disability to be involved and progress in the general curriculum (or for a preschool child, to participate in appropriate activities) or identifies the needs beyond the general curriculum of a student who is gifted.
2. Not use any single measure or assessment as the sole criterion for determining eligibility or educational programming.
3. Use technically sound instruments that assess the relative contribution of cognitive and behavioral factors, in addition to physical and developmental factors.

b. The school district must ensure that assessments and other evaluation materials and procedures used to assess a student:

- i. Are selected and administered so as not to discriminate on a racial or cultural basis;
- ii. Are provided and administered in the student's native language, or other mode of communication, and in the form that most accurately measures what the student knows and can do;
- iii. Are used for purposes for which the measures are reliable and valid; and
- iv. Are administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the assessments.

c. Assessments are selected and administered to best ensure that, if administered to a student with impaired sensory, manual or speaking skills, the assessment results accurately reflect the student's aptitude or achievement level, or whatever other factors the test purports to measure, rather than reflecting the student's sensory, manual or speaking skills, unless those are the factors being measured.

d. Assessments and other evaluation materials and procedures include measures that assess specific areas of educational need rather than those merely designed to provide a single general intelligence quotient. The school district uses assessment tools and strategies that provide relevant information that directly assists in determining the educational needs of the student.

e. The student is assessed in all areas of the suspected disability, including, if appropriate, health, vision, hearing, social-emotional status, general intelligence, academic performance, communicative status and motor abilities. The evaluation is sufficiently comprehensive to identify all of the student's ESE needs, whether commonly linked to the suspected disability.

A [Web-based Evaluation Resource](#) developed to assist school districts in selecting [special evaluation instruments](#); [general diagnostic evaluation instruments](#); and [screening and monitoring tools](#), including comprehensive eligibility evaluations, is available through the Florida Department of Education's Student Support Services Project.

5. Pursuant to 34 C.F.R. § 502, if parents obtain an independent educational evaluation (IEE) at their own expense, the results shall be considered by the school district when making decisions regarding the student, so long as the IEE meets school district criteria.

6. Following completion of the student's evaluation, the school district shall not unreasonably delay the determination of a student's eligibility for ESE services.

**Describe the school district's procedures for ensuring that a student's eligibility for ESE services is determined within a reasonable time following completion of the student's evaluation.**

The school district ensures that evaluations are completed within the 60-day timeline. There is continuous communication between the School Psychologist and the Program Specialist(who facilitate the eligibility determination meeting). Once the evaluation is completed, the evaluator forwards the completed Response to Intervention/Multi-tiered System of Supports packet to the Program Specialist so that an eligibility determination will occur within a reasonable timeframe.

**Procedures for Reevaluation**

1. Reevaluation is required in the following circumstances

- a. Reevaluations must occur at least every three years, unless the parent and the school district agree that reevaluation is not needed. Reevaluation for deaf/hard of hearing, dual sensory impairments and visual impairments are not able to have reevaluation procedures waived.
- b. Reevaluation is required whenever the educational or related services needs of the student warrant a reevaluation or if the student's parent or teacher requests it.
- c. Reevaluation is required prior to the determination that the student is no longer a student with a disability in need of specially designed instruction and related services.
  - i. Unless a comprehensive review of the student's educational history, including current levels of functioning; progress toward meeting IEP goals; grades; state, district and class assessments; progress monitoring; previous psychoeducational evaluations; teacher and parent input; and a gradual release of delivery of services documented on the IEP, demonstrates that the student is no longer in need of specially designed instruction and related services. The student has met or surpassed the annual measurable goals.
  - ii. Students are individuals and, as such, decisions are to be made on a case-by-case basis. The school district is responsible to ensure that data-based decisions provide an outcome that is beneficial to the student.
  - iii. If, after a comprehensive review of the student's educational history, the school district or the parent requests a formal reevaluation, then consent for reevaluation must be secured.
- d. Reevaluation of the student may not occur more than once per year unless the parent and the school district agree otherwise.
- e. Reevaluation is not required for a student before termination of eligibility due to graduation with a standard diploma or exiting upon reaching the student's 22nd birthday. However, the school district will provide the student with a summary of the student's academic achievement and functional performance, including recommendations to assist the student in meeting the student's postsecondary goals.
- f. Based on 34 C.F.R. § 300.131, the school district is responsible for reevaluations of students with disabilities attending:
  - i. Nonprofit private schools located within the school district;
  - ii. For-profit private schools and are residents in the school district; and
  - iii. Home education.

2. Reevaluation procedures

As part of any reevaluation, the IEP team and other qualified professionals, as appropriate, must take the following actions:

- a. Review existing evaluation data on the student, including evaluations and information provided by the parents of the student and the student; current classroom-based district or state assessments and classroom-based observations by teachers and

related services providers.

b. Identify, on the basis of the review and parent input, what additional data, if any, are needed to determine the following:

- i. Whether the student continues to have a disability;
- ii. The educational needs of the student;
- iii. The present levels of academic achievement and related developmental needs of the student;
- iv. Whether the student continues to need special education and related services; and
- v. Whether any additions or modifications to the special education and related services are necessary to enable the student to meet the measurable annual goals set out in the student's IEP and to participate, as appropriate, in the general curriculum.

c. The IEP team may conduct the review of existing evaluation data without a meeting.

d. If the IEP team determines that no additional evaluation data are needed to determine whether the student continues to be a student with a disability, and to determine the student's educational needs, the reevaluation is completed, and the school district shall notify the student's parents of the following:

- i. The determination and the reasons for that determination; and
- ii. The right of the parents to request an assessment to determine whether the student continues to be a student with a disability and determine the student's educational needs.

The school district is not required to conduct the assessment unless requested to do so by the student's parents.

e. Reevaluation is not required for a student before termination of eligibility due to graduation with a standard diploma or exiting upon reaching the student's 22nd birthday. However, the school district will provide the student with a summary of the student's academic achievement and functional performance, including recommendations to assist the student in meeting the student's postsecondary goals.

f. The following rules require the administration of specific assessments as a part of a student's reevaluation:

- i. Rule 6A-6.03013, F.A.C., Exceptional Student Education Eligibility for Students Who Are Deaf or Hard-of Hearing
- ii. Rule 6A-6.03014, F.A.C., Exceptional Student Education Eligibility for Students Who Are Visually Impaired
- iii. Rule 6A-6.03022, F.A.C., Exceptional Student Education Eligibility for Students with Dual Sensory Impairments

For students determined eligible under these rules, the administration of formal assessments at reevaluation must be completed in accordance with the requirements of these rules.

### 3. Parental consent when additional data are needed

- a. The school district must obtain informed parental consent prior to conducting any reevaluation of a student with a disability.
- b. Informed parental consent for reevaluation need not be obtained if the school district can demonstrate that it made reasonable efforts to obtain such consent and the student's parent failed to respond.

### 4. Reevaluation timelines

- a. The school district must complete a reevaluation every three years, unless the parent and the school district agree that a reevaluation is unnecessary.
- b. If the IEP team identifies the need for additional data, the additional data collection must be completed within a reasonable time and prior to the reevaluation due date if a triennial evaluation.
- c. If an IEP team makes a recommendation for a student with a disability to receive an assistive technology (AT) assessment, that AT assessment must be completed within 60-school days after the team's recommendation.

**Describe the school district's procedures for ensuring that a reevaluation is conducted at least every three years.**

At least monthly, each Program Specialist and School Psychologist receives an "IEP/Re-evaluation Compliance List" report from our Access Data Base (our ESE data base, designed as a cross-check to our MIS/student data base) of all current ESE students. This report lists the last IEP and re-evaluation date of each student. This information is shared with each ESE teacher. The ESE teacher schedules the re-evaluation review meetings in conjunction with the IEP meetings.

**Describe the school district's procedures on what constitutes a comprehensive review of the student's educational history and how data are collected to support the determination as to whether the student is no longer in need of specially designed instruction and related services.**

Review of the student's previous and current academic/behavior data, current IEP, medical history/records, attendance and social history constitutes a comprehensive review of the student's educational history. The data is collected via the IEP (Individual Educational Plan) and MTSS (Multi-Tiered System of Supports) process to determine whether the student is no longer in need of specially designed instruction and related services.

**Describe the school district's procedures for ensuring that assessments and other data collection procedures are completed within a reasonable time following the review when the IEP team determines that additional data are needed.**

In order to ensure that assessments and other data collection procedures are completed within a reasonable time following the reevaluation review, all evaluation specialists and persons responsible for collecting data are required to attend the reevaluation review. Each evaluation specialist (and persons responsible for collecting data) receives a copy of the signed consent for reevaluation. Evaluations will be completed by the designated persons and passed on to the School Psychologist (who will serve as Case Manager for the reevaluation process). The Psychologist will compile the reports and pertinent documents and pass the compilation of information to the Program Specialist who will promptly schedule a Reevaluation Review meeting.

Note: When a parent requests a reevaluation, the school's IEP team may request a meeting with the parent for the purpose of reviewing existing data and to determine what additional data may be needed. The school may then, at that meeting, obtain parental consent for reevaluation, if appropriate. If the parent refuses to meet in a timely manner, the school must send the parent one of the following:

- A prior written notice of consent for reevaluation indicating what assessments will be administered based on the IEP team's review of data, or
- A prior written notice of refusal.

**Describe the school district's procedures in place when a parent requests a reevaluation.**

When a parent requests a reevaluation, the school's IEP team convenes a meeting with the parent in order to review existing data and to determine what additional data may be needed. Each evaluation specialist (and persons responsible for collecting data) receive a copy of the signed consent for reevaluation. Evaluations will be completed by the designated persons and passed on to the School Psychologist (who will serve as Case Manager for the reevaluation process). The Psychologist will compile the reports and pertinent documents and pass the compilation of information to the Program Specialist who will promptly schedule a Reevaluation Review meeting.

**Describe the school district's procedures for ensuring that an assistive technology assessment is completed within 60 school days after an IEP team makes the recommendation.**

Once a referral for an Assistive Technology (AT) evaluation is made, it is sent to the Assistive Technology team. The Assistive Technology Specialist and the Program Specialist will be responsible for managing the time-line to ensure that the evaluation for assistive technology will be completed within 60 school days after the IEP team's re-evaluation meeting in which the AT assessment was recommended.

**5. Determination of continued need for special education and related services**

- a. A meeting of the IEP team is convened to review all available information about the student, including reports from the additional evaluations, and to determine whether the student continues to be a student with a disability in need of special

education and related services. If the student continues to be an eligible student, the student's IEP is reviewed and revised, as appropriate, to incorporate the results of the reevaluation.

- b. If the reevaluation indicates that the student is no longer a student with a disability or that special education and related services are no longer needed, the parent must be provided prior written notice that these services will be discontinued.
- c. If the reevaluation indicates that the student's disability has changed (i.e., adding, deleting, or changing a disability category), the applicable eligibility staffing procedures are followed.

## Section I: Independent Educational Evaluations

### Statutory and Regulatory Citations

34 C.F.R. § 300.502

Rule 6A-6.03311, F.A.C.

### Definition

An independent educational evaluation (IEE) is an evaluation conducted by a qualified evaluation specialist who is not employed by the school district responsible for the education of the student in question.

### General

1. The parents of a student with a disability have the right to an IEE at public expense if the parent disagrees with an evaluation obtained by the school district.
2. The parent of a student with a disability is to be provided, upon request for an IEE, information about where an IEE may be obtained and the school district criteria applicable to IEEs.
3. Public expense means that the school district either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent.
4. Whenever an IEE is conducted, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the evaluation specialist, must be the same as the criteria used by the school district when it initiates an evaluation, to the extent that those criteria are consistent with the parent's right to an IEE.
5. The school district may not impose conditions or timelines for obtaining an IEE at public expense other than those criteria described in Rule 6A-6.03311, F.A.C.
6. If a parent requests an IEE at public expense, the school district must, without unnecessary delay, either:
  - a. Ensure that an IEE is provided at public expense; or
  - b. Initiate a due process hearing under Rule 6A-6.03311, F.A.C., to show that its evaluation is appropriate or that the evaluation obtained by the parent did not meet the school district's criteria. If the school district initiates a hearing and the final decision from the hearing is that the school district's evaluation is appropriate, then the parent still has a right to an IEE but not at public expense.
7. If a parent requests an IEE, the school district may ask for the parent to give a reason for the objection to the school district's evaluation. However, the explanation by the parent may not be required, and the school district may not unreasonably delay either providing the IEE at public expense or initiating a due process hearing to defend the school district's evaluation.
8. A parent is entitled to only one IEE at public expense each time the school district conducts an evaluation with which the parent disagrees.
9. If the parent obtains an IEE at public expense or shares with the school district an evaluation obtained at private expense:
  - a. The school district must consider the results of such evaluation in any decision regarding the provision of a FAPE to the student, if it meets appropriate school district criteria described in Rule 6A-6.03311, F.A.C.; and
  - b. The results of such an evaluation may be presented by any party as evidence at any due process hearing regarding that student.
10. If an administrative law judge requests an IEE as part of a due process hearing, the cost of the evaluation must be at public expense.

**Describe the district's policies and procedures for responding to a parent's request for an IEE at public expense.**

The district's policies and procedures for responding to a parent's request for an IEE at public expense are as follows: -The district meets with the parent and school personnel to review the current evaluation and discuss the concerns of the parent. -The district makes a decision as to whether or not to approve the request of an Independent Educational Evaluation. -If the district approves the request for an IEE, a letter is sent to the parent approving such request along with a list of qualified evaluators with addresses and phone numbers from which the parent should choose an evaluator to conduct the assessment. The district provides the parent with information on criteria that an independent evaluator needs to meet in order to be considered. However, if the parent requests an evaluator that is not on the list, the district would consider the request and if approved a contract will be developed with the evaluator. -Should the district deny the parent request for an IEE, a Notice of refusal will be sent to the parent explaining why the request was denied. If it is decided that the district will not fund the requested IEE, the ESE Director/designee will take immediate action to initiate a due process hearing to show that the district's evaluation is appropriate or that an evaluation already obtained by the parent did not meet school district criteria. \*A parent is entitled to only one IEE at public expense each time the school district conducts an evaluation with which the parent disagrees.

**Describe the district's policies and procedures for consideration of the results of an IEE obtained at private expense.**

When parents obtain an independent evaluation at private expense and share the results of that evaluation with the district, the district must consider that evaluation in any decision made with respect to identification, educational placement, and/or the provision of FAPE (free appropriate public education) provided that the private evaluation meets district criteria for evaluations, including criteria regarding qualified evaluators.

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

### Section A: Instructional Program

#### Statutory and Regulatory Citation

Rule 6A-6.03411, F.A.C.

The following applies to the instructional program for students with disabilities in general. In addition to the philosophical, curricular, and instructional support issues included here, there are disability-specific expectations or requirements for certain categories of disability. That information is provided in the relevant *Exceptional Student Education Eligibility* sections of this document.

#### Philosophy

1. Each student with a disability is entitled to receive FAPE in the least restrictive environment that will enable the student to progress in the general curriculum to the maximum extent possible.
2. Special education, which refers to specially designed instruction and related services, is provided to meet the unique needs of the student that result from the student's disability and to prepare the student for further education, employment, and independent living. Related services are defined in Rule 6A-6.03411(1)(dd), F.A.C.
3. Specially designed instruction means adapting, as appropriate, the content, methodology, or delivery of instruction.
4. Specially designed instruction may employ universal design for learning, assistive technology, accommodations, or modifications.

#### Curriculum

1. To maximize accessibility to the curriculum, students will access the state standards through appropriate programming, support from special education and regular education teachers, support in the use of assistive technology, and through the use of universal design principals.
2. For all students with disabilities, these supports provide progress toward a standard high school diploma.

#### Instructional Support

1. Students receive instructional support through specially designed instruction and related services as determined through the IEP process.
2. Teachers are trained in designing and implementing individualized programs to address the learning needs of each student.
3. Teachers are provided with administrative support to assure reasonable class size and workload, adequate funds for materials, and professional development.
4. Teachers instruct students in the unique skills necessary to access and benefit from the core curriculum. These skills may include, but are not limited to, curriculum and learning strategies, compensatory skills, independent functioning, social emotional behavior, use of assistive technology, and communication.
5. A range of service delivery options is available to meet the student's needs: consultation, itinerant instruction, resource room, special class, separate school, residential placement, homebound or hospitalized, and community-based or home-based services.
6. School districts may provide professional development for teachers in coordination with community agencies, the Florida School for the Deaf and the Blind, discretionary projects funded by the Department of Education and other agencies of state and local government, including, but not limited to, the Division of Blind Services, the Division of Vocational Rehabilitation, Department of Children and Families, and the Department of Health, Children's Medical Services, as appropriate.

## **Section B.1: Exceptional Student Education Eligibility for Students with Autism Spectrum Disorder**

### **Statutory and Regulatory Citations**

34 C.F.R. § 300.8

Sections 1003.01 and 1003.57, F.S.

Rules 6A-6.03023, 6A-6.0331 and 6A-6.03411, F.A.C.

### **Definition**

Autism spectrum disorder (ASD) is a condition that includes a wide range of symptoms and levels of impairment, which affect individuals differently. ASD is characterized by an atypical developmental profile, with a pattern of qualitative impairments in social interaction and social communication, and the presence of restricted or repetitive, patterns of behavior, interests or activities, which occur across settings. The term "spectrum" in ASD refers to the wide range of symptoms and severity.

### **Eligibility Criteria**

A student is eligible for specially designed instruction and related services as a student with ASD if evidence of all of the following criteria is met:

1. Impairment in social interaction as evidenced by delayed, absent or atypical ability to relate to individuals or the environment;
2. Impairment in verbal or nonverbal language skills used for social communication;
3. Restricted or repetitive patterns of behavior, interests or activities;
4. The core features identified in the previous three criteria occur across settings.
5. The student demonstrates a need for special education, as defined in Rule 6A-6.03411(1)(kk), F.A.C.

### **Student Evaluation**

In addition to the provisions in Rule 6A-6.0331(6), F.A.C., the school district must conduct a full and individual evaluation that addresses the core features of ASD to include deficits in social interaction, social communication, and restricted or repetitive patterns of behavior, interests or activities. An evaluation for determining eligibility must include the following components:

1. Behavioral observations conducted by members of the evaluation team targeting social interaction, social communication skills, and restricted or repetitive patterns of behavior, interests or activities across settings;
2. A social developmental history, based on an interview with the parents or guardians;
3. A psychological evaluation that includes assessment of academic, intellectual, social-emotional and behavioral functioning, and must include at least one standardized instrument specific to ASD;
4. A language evaluation that includes assessment of the pragmatic (both verbal and nonverbal) and social interaction components of social communication (an observation of the student's social communication skills must be conducted by a speech-language pathologist);
5. A standardized assessment of adaptive behavior; and
6. If behavioral concerns are present, a functional behavioral assessment is conducted to inform behavioral interventions on the student's individual educational plan.

### **Unique Philosophical, Curricular or Instructional Considerations**

1. While students with ASD share instructional needs with other students, there are characteristics that are specific to ASD, including the development and use of language and communication skills, the development of appropriate social skills, and the development of appropriate behavioral skills. The need to tailor instruction to the individual learning styles and needs of each student requires that teachers of students with ASD be knowledgeable in a variety of educational strategies.

2. Inherent in a program for students with ASD is the recognition that ASD is a developmental disability that adversely impacts the student's communication, social, and behavioral skills. It is important to take into consideration the student's strengths and needs in all three areas—communication, social, and behavioral—when tailoring educational services for the student.

**The school district has the option to include additional information regarding evaluations; qualified evaluators; or unique philosophical, curricular, or instructional considerations for students with ASD.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## **Section B.2: Exceptional Student Education Eligibility for Students who are Deaf or Hard of Hearing**

### **Statutory and Regulatory Citations**

34 C.F.R. §§ 300.8, 300.34, 300.306 and 300.113

Sections 1003.01, 1003.55 and 1003.57, F.S.

Rules 6A-2.0010, 6A-6.03013, 6A-6.03028, 6A-6.0331 and 6A-6.03411, F.A.C.

### **Definition**

Deaf means a hearing level that is so severe that it impacts the processing of linguistic information through hearing, with or without amplification, that adversely affects the student's educational performance.

Hard of hearing means a hearing impairment or loss, whether permanent or fluctuating, that adversely affects a student's educational performance, but that is not included under the definition of deaf.

Speech Language Pathologist means an individual who is certified or licensed in speech or language pathology in accordance with Rule 6A-4.01761, Florida Administrative Code (F.A.C.).

**Teacher of the deaf or hard of hearing means an individual who is certified in the area of deaf or hard of hearing in accordance with Rule 6A-4.0172, F.A.C.**

### **Student Evaluation**

A full and individual evaluation must be conducted by a school district to identify a student who is deaf or hard of hearing as eligible for exceptional student education and consider the individual needs of a student who is deaf or hard of hearing when developing, reviewing, or revising an Individual Educational Plan (IEP) in accordance with Rules 6A-1.09401(1)(j), 6A-1.09414, 6A-6.03028, 6A-6.0331, and 6A-6.03411, F.A.C.

Eligibility determination. For a student who is, or who is suspected of being, deaf or hard of hearing, evaluation for eligibility must include an audiological report and two assessments as described in paragraphs (3)(b)-(c), unless one of the assessments is waived as provided in paragraph (3)(d).

An audiological report. An audiological report must include a summary of the hearing and medical history, audiological evaluation results, and a diagnosis of any hearing impairment or loss. A licensed audiologist must provide the audiological report.

Functional listening assessment. A functional listening assessment is an assessment that determines how noise, distance, and visual input affect a student's listening abilities. This assessment must be conducted by a teacher of the deaf or hard of hearing or a licensed speech language pathologist.

**Communication and language assessment. A communication and language assessment is an assessment that addresses expressive and receptive language, including pragmatic language. The assessments must consider a student's preferred mode of communication, such as American Sign Language, spoken language, signed or written language, with or without visual support or hearing assistive technology, augmentative and alternative communication, or a combination thereof. These assessments must be conducted by a teacher of the deaf or hard of hearing, a licensed speech language pathologist, or a combination of both.**

### **Assessment Waiver**

If one of the assessments described in paragraphs (3)(b) or (3)(c) provides sufficient information to determine that a student who is deaf or hard of hearing is eligible for exceptional student education, the other assessment must be waived for the purpose of determining eligibility. However, if the assessment is waived because it was not necessary to determine eligibility, the assessment must be completed during the IEP process.

Once a student who is deaf or hard of hearing is determined eligible for exceptional student education, the district must conduct the following assessments:

(a) Any assessment waived for the eligibility determination as provided in paragraph (3)(d); and

(b) A special skills assessment. A special skills assessment evaluates skills aligned with content knowledge described in Rule 6A-1.09401(1)(j), F.A.C. This assessment must be conducted by a teacher of the deaf or hard of hearing.

### **Student Reevaluation**

Reevaluation of students who are deaf or hard of hearing must comply with Rule 6A-6.0331(7), F.A.C., and in addition must include an audiological report and an evaluation of skills known to be impacted by the hearing impairment or loss as required for determining initial eligibility. The audiological report may be waived by the IEP team if the team finds that there is no suspected change in hearing.

### **Usher's Syndrome**

A screening for Usher syndrome must be administered to each student who is deaf or hard of hearing at least once during grades K-5 and grades 6-12.

### **Communication Plan**

The Communication Plan form referenced in Rule 6A-6.03028(3)(g), F.A.C., and section 1003.55(6)(a), F.S., must be used in the development of individual educational plans (IEPs) for students who are DHH or have a dual sensory impairment. In developing these IEPs, IEP teams must consider the instructional needs unique to students who are DHH or have a dual sensory impairment.

### **Supportive Services**

The district must make available referral forms, links, and technical support contacts for services to students and parents. These resources include:

- (a) Auditory-Oral Clarke School and Bridge to Speech Clarke School;
- (b) Auditory-Oral University of Miami (UM) Debbie School and Bridge to Speech UM Debbie School;
- (c) Educational Interpreter Project (EIP);
- (d) Florida Division of Blind Services (DBS);
- (e) Florida Division of Vocational Rehabilitation (VR);
- (f) Florida School for the Deaf and the Blind (FSDB); and
- (g) Resource Materials and Technology Center for the Deaf/Hard of Hearing (RMTC-DHH).

**One of the following must be selected:**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## Section B.3: Exceptional Student Education Eligibility for Prekindergarten Children who are Developmentally Delayed

### Statutory and Regulatory Citations

34 C.F.R. §§ 300.8 and 303.21

Sections 1003.01, 1003.21 and 1003.57, F.S.

Rules 6A-6.03026, 6A-6.03027, 6A-6.03028, 6A-6.03029, 6A-6.03031, 6A-6.0331 and 6A-6.03411, F.A.C.

### Definitions

1. For an infant or toddler from birth through 2 years of age (under 36 months), developmental delay is defined as delay in one or more of the following developmental domains: adaptive development, cognitive development, communication development, social or emotional development, or physical development.
2. For a child 3 through 9 years of age, developmental delay is defined as a delay in one or more of the following areas: adaptive or self-help development; cognitive development; communication development; social or emotional development; or physical development, including fine, gross or perceptual motor.

### Eligibility Criteria

1. For a child 3 through 9 years of age:

A child is eligible for specially designed instruction and related services as a child with developmental delay when the following criteria are met:

- a. The child is 3 through 9 years of age.
- b. There is documentation of one of the following:
  - i. A score of two standard deviations (SD) below the mean or a 25-percent delay on measures yielding scores in months in at least one area of development;
  - ii. A score of 1.5 SD below the mean or a 20-percent delay on measures yielding scores in months in at least two areas of development; or
  - iii. Based on informed clinical opinion, the eligibility staffing committee makes a recommendation that a developmental delay exists and exceptional student education (ESE) services are needed.
- c. The eligibility staffing committee or multidisciplinary team, which includes the parents, makes a determination concerning the effects of the environment, cultural differences and/or economic disadvantage.

2. For a child, birth through 2 years of age (under 36 months):

An infant or toddler is eligible for ESE when a team of qualified professionals and the parent or guardian, in accordance with Rule 6A-6.0331(6), F.A.C., determine that all the following criteria are met:

- a. The child is under the age of 36 months;
- b. There is documentation of one of the following:
  - i. A score of 1.5 standard deviations below the mean in two or more developmental domains as measured by at least one appropriate diagnostic instrument and procedures, and informed clinical opinion;
  - ii. A score of 2.0 standard deviations below the mean in one developmental domain as measured by at least one appropriate diagnostic instrument and procedures, and informed clinical opinion; or
  - iii. Based on informed clinical opinion a determination has been made that a developmental delay exists;
- c. The requirements of Rule 6A-6.0331(2), F.A.C., have been met;

d. There is written evidence that the Department of Health, Children's Medical Services, Part C Local Early Steps has determined that the infant or toddler has a developmental delay as defined in Rule 6A-6.03027(2)(b); and

e. The infant or toddler needs early intervention services, as defined in Rule 6A-6.03411(1)(i), F.A.C.

### **Child Evaluation**

In addition to the provisions in Rule 6A-6.0331(2), F.A.C., regarding procedures prior to initial evaluations for prekindergarten children, the evaluation for the determination of eligibility must include the following:

Procedures for evaluation for children 3 through 9 years of age:

1. The school district must seek consent from the parent or guardian to conduct an evaluation within 30 days, unless the parent and the school district agree otherwise in writing, whenever:
  - a. The Florida Diagnostic and Learning Resource Center's or the school district's developmental screening results indicate that the child, 3 years to kindergarten-entry age, is a child with a disability and needs special education and related services; or
  - b. A parent requests an evaluation and there is documentation or evidence that the child may be a student with a disability in need of special education.
2. Developmental delay is documented by a multidisciplinary team using multiple measures of assessment, which include the following:
  - a. Standardized instruments, judgement-based assessments, criterion-referenced instruments, systematic observation, functional skills assessments, or other procedures selected in consultation with the parents; or
  - b. Informed clinical opinion using qualitative and quantitative information to determine the need for early intervention services; and
  - c. Parent report, which can confirm or modify information obtained and describe behavior in environments that the school district may not be able to access.
3. When a developmental delay cannot be verified by the use of standardized instruments, the delay may be established through observation of atypical functioning in any one or more of the developmental areas. A report must be written documenting the evaluation procedures used, the results obtained, the reasons for overriding those results from standardized instruments, and the basis for recommending eligibility.

### **Continued Eligibility for ESE Services**

1. For a child 3 through 9 years of age, continued eligibility as a student with a disability under another category will be determined before the child is 10 years old or through the student's completion of grade 2, whichever occurs first.
2. For a child, birth through 2 years of age (under 36 months), continued eligibility as a child with a disability will be determined before the child's third birthday.

### **Unique Philosophical, Curricular or Instructional Considerations**

1. For a child 3 through 9 years of age:
  - a. As appropriate, the individualized family support plan (IFSP) or individual educational plan (IEP) shall be developed through interagency collaboration with the family and other providers of services to the child and family and in accordance with Rules 6A-6.03026, 6A-6.03028 and 6A-6.03029, F.A.C.
  - b. Because of the rapid development of young children, ongoing observations and assessments shall be conducted as needed to plan for IFSP or IEP modifications.
2. For a child, birth through 2 years of age (under 36 months):
  - a. The IFSP shall be developed in collaboration with the family and other providers of service to the child and family and in accordance with Rules 6A-6.03026, 6A-6.03029 and 6A-6.0331, F.A.C.

- b. Because of the rapid development of young children and the changing needs of families, ongoing observations or assessments shall be conducted at least every six months for the purpose of completing the periodic review of the IFSP.

**The school district has the option to include additional information regarding evaluations; qualified evaluators; or unique philosophical, curricular or instructional considerations for prekindergarten children with developmental delays.**

- The school district has provided additional information for this section in Appendix B of this document.  
 There is no additional information for this section.

## Section B.4: Exceptional Student Education Eligibility for Students who are Dual-Sensory Impaired

### Statutory and Regulatory Citations

34 C.F.R. §§ 300.8, 300.34, 300.113, 300.172 and 300.324

Chapters 458 and 463, F.S.

Sections 1003.55, 1003.57 and 1003.575, F.S.

Rules 6A-2.0010, 6A-6.03014, 6A-6.03022, 6A-6.0331 and 6A-03411, F.A.C.

### Definition

Dual sensory impairment is defined to mean concomitant hearing and visual impairments, or etiology or diagnosed medical condition that indicates a potential dual sensory loss, the combination of which impacts communication, independence, and other developmental and educational needs.

Functional blindness is defined to mean that the physical structures of the eye may be functioning, but the student does not attend to, examine or utilize visual information. This may include cortical visual impairment.

Functional hearing loss is defined to mean that parts of the auditory system may be functioning, but the student does not attend to, respond, localize, or utilize auditory information. This may include cortical hearing impairment or auditory neuropathy or auditory dyssynchrony.

### Eligibility Criteria

A student is eligible for specially designed instruction and related services as a student with a dual sensory impairment if the following criteria are met:

1. One or more of the following visual impairments:

- a. A visual acuity of 20/70 or less in the better eye after best possible correction;
- b. A peripheral field so constricted that it affects the student's ability to function in an educational setting;
- c. A diagnosis of visual impairment after best correction;
- d. A progressive loss of vision that may affect the student's ability to function in an educational setting; as stated in Rule 6A-6.03014(3)(a), F.A.C.; or
- e. Functional blindness;

and

2. One or more of the following hearing impairments:

- a.  $25 \pm 5$  decibels (dB) or greater based on pure tone average or average of 500, 1000 and 2000 Hz unaided in the better ear;
- b. A high frequency hearing threshold level of  $25 \pm 5$  dB or greater based on pure tone average of 1000, 2000 and 3000 Hz unaided in the better ear;
- c. A unilateral hearing threshold level of  $50 \pm 5$  dB or greater based on pure tone average of 500, 1000 and 2000 Hz unaided;
- d. Auditory evoked potential responses evidencing permanent hearing loss at multiple frequencies equivalent to or in excess of the decibel hearing loss threshold criteria for pure tone audiometric testing specified above; or
- e. Functional hearing loss;

and

3. The student demonstrates a need for special education;

or

4. The student has a medical report from a physician licensed in Florida in accordance with Chapter 458 or 463, F.S., unless a report of a medical examination from a physician licensed in another state is permitted in accordance with Rule 6A-6.0331(3)(e), F.A.C., confirming the existence of a medical condition having the potential for dual sensory loss to include the diagnosis, its prognosis, and the potential for dual sensory loss; and
5. The student demonstrates a need for special education.

### **Student Evaluation**

In addition to the procedures defined in Rule 6A-6.0331(5), F.A.C., the minimum student evaluations must include:

1. A medical eye exam by an ophthalmologist or optometrist licensed in Florida in accordance with Chapter 458 or 463, F.S., unless a report of a medical examination from a physician licensed in another state is permitted in accordance with Rule 6A-6.0331(3)(e), F.A.C., describing etiology; diagnosis; treatment regimen; prognosis; near and distance vision; corrected and uncorrected acuity measures for left eye, right eye and both eyes; measure of field of vision; and recommendations for lighting levels, physical activity, aids, or use of glasses, as appropriate;
2. An audiological evaluation;
3. A comprehensive assessment of skills known to be impacted by hearing and vision impairments, to include a functional vision evaluation;
4. A functional hearing assessment;
5. An assessment of social development;
6. An evaluation of receptive and expressive communication by a speech-language pathologist;
7. A learning media assessment;
8. If appropriate, an orientation and mobility assessment and a sign-language assessment; and
9. If available, a medical report from a physician licensed in Florida in accordance with Chapter 458 or 463, F.S., unless a report of a medical examination from a physician licensed in another state is permitted in accordance with Rule 6A-6.0331(3)(e), F.A.C., describing the etiology or diagnosis of the student's medical condition that does, or has the potential to, result in dual sensory loss.

### **Student Reevaluation**

A reevaluation shall occur at least every three years and must include, a comprehensive assessment of skills known to be impacted by hearing and vision impairments, to include the following:

1. A functional vision evaluation;
2. A functional hearing assessment;
3. An assessment of social development;
4. An evaluation of receptive and expressive communication by a speech-language pathologist;
5. A learning media assessment;
6. If appropriate, an orientation and mobility assessment and a sign language assessment; and
7. Any other evaluations specified by an evaluation specialist and an exceptional student teacher after examination of available information in all areas addressed in the initial evaluation or in subsequent reevaluations of the student in accordance with Rule 6A-6.0331, F.A.C.

### **Qualified Evaluators**

All evaluators must hold a valid license or certificate in the state of Florida, in accordance with Rule 6A-6.0331, F.A.C. The specialized evaluations and the qualified evaluators are as follows:

1. Medical eye exam: An optometrist or ophthalmologist;
2. Functional vision assessment: A teacher of the visually impaired; an orientation and mobility specialist can be used to analyze how a student uses vision for orienting and moving through space;
3. Learning media assessment: A teacher of the visually impaired;
4. Orientation and mobility: An orientation and mobility specialist;
5. Comprehensive audiological evaluation: An audiologist; and
6. Functional hearing assessment: A teacher of the deaf or hard of hearing, a speech-language pathologist, the parents, an educational team and an audiologist.

### **Unique Philosophical, Curricular or Instructional Considerations**

1. All students with visual impairments, including students with dual sensory impairment, must be registered for services from the Florida Instructional Materials Center for the Visually Impaired. Additionally, information regarding all students with a dual sensory impairment must be submitted to the state's annual census report for the national child count of students and youth who are both deaf and blind.
2. In accordance with 34 C.F.R. § 300.324, the individual educational plan (IEP) team must, in the case of a student who has a dual sensory impairment, provide for instruction in braille and the use of braille unless the IEP team determines, after an evaluation of the student's reading and writing skills, needs, and appropriate reading and writing media (including an evaluation of the student's future needs for instruction in braille or the use of braille), that instruction in braille or the use of braille is not appropriate for the student. Students must be provided with instruction in braille unless otherwise determined by the IEP team. This determination is based on the student's present reading and writing skills, functional vision assessment, and learning media assessment, as well as documentation indicating the need for instruction or use of braille in the future.
3. Orientation and mobility is a service provided to students who have visual impairments or are blind by qualified personnel, when the IEP team determines that it is necessary in order for the student to benefit from specially designed instruction, to enable those students to attain systematic orientation and safe movement within their environments in school, home and community. Orientation and mobility instruction encompasses skill and conceptual awareness and includes, but is not limited to, spatial and environmental concepts, and use of sensory information received by the senses (such as sound, temperature and vibrations) to establish and maintain, or regain orientation and line of travel (e.g., using sound at a traffic light to cross the street); the use of a long cane or service animal to supplement visual travel skills or as a tool for safely negotiating the environment for students with no available travel vision; to understand and use remaining vision and, distance low vision aids; and other concepts, techniques and tools.
4. The Communication Plan form referenced in Rule 6A-6.03028(3)(g), F.A.C., and section 1003.55(6)(a), F.S., must be used in the development of the IEP for students who are deaf or hard of hearing or have a dual sensory impairment. In developing these IEPs, IEP teams must consider the instructional needs unique to students who are deaf or hard of hearing or have a dual sensory impairment. The IEP team must also consider the communication and language needs, opportunities for direct communication with peers and professional personnel in the student's language and communication mode, and the student's academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode in accordance with 34 C.F.R. § 300.324.
5. Students shall have access to instruction using the method of communication most readily understood by the student. Each student who is deaf or hard of hearing shall have the opportunity to develop expressive and receptive language skills using any or all of the following:
  - a. Residual hearing,
  - b. Speech reading,
  - c. Manual communication systems,
  - d. Speech,
  - e. Appropriate amplification,

- f. Interpreters,
- g. Assistive listening devices,
- h. Real-time captioning, or
- i. American Sign Language.

6. Routine checking of hearing aids worn in school by students with hearing loss and the external components of surgically implanted medical devices (i.e., cochlear implants) is required to ensure that these devices are functioning properly.
7. Assistive technology and related services do not include a medical device that is surgically implanted, or the replacement of such device. Although cochlear implants are not considered assistive technology, children with cochlear implants maintain the right to receive related services that are determined by the IEP team to be necessary for the student. While school districts are responsible for providing appropriate services for such students, that duty does not include maintaining, optimizing (i.e., mapping) or replacing cochlear implants.
8. Interpreting services include the following, when used with respect to children who are deaf or hard of hearing: oral transliteration services; cued language transliteration services; sign language transliteration and interpreting services; transcription services, such as CART, C-Print and TypeWell; and special interpreting services, such as an intervener, for children who are deaf-blind.
9. Each learning environment shall have appropriate acoustic treatment, lighting and auditory amplification equipment to meet the individual needs of each student. Auditory equipment shall be made available through the school district (e.g., personal or soundfield frequency modulation systems, infrared systems, induction loop systems, and other assistive listening devices). Auditory equipment will be calibrated annually, maintained and considered for replacement on a five-year cycle. Visual alarm devices shall be provided in all areas where students who are deaf or hard of hearing may be separated from persons with normal hearing, such as group bathrooms, corridors and specific areas designated for the deaf, in accordance with Rule 6A-2.0010, F.A.C.
10. The school district shall make available the following supports and services to aide in educational programming; will provide educational opportunities unique to students with sensory impairments to include the residential school, the Florida School for the Deaf and the Blind and all other programs and methods of instruction available to the parent of a student with sensory impairments. This information will be provided annually. In accordance with Rule 6A-6.03014, F.A.C., cooperative planning with the Division of Blind Services, including parent involvement activities.

**The school district has the option to include additional information regarding evaluations; qualified evaluators; or unique philosophical, curricular or instructional considerations for students with dual sensory impairment.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## **Section B.5: Exceptional Student Education Eligibility for Students with Emotional or Behavioral Disabilities**

### **Statutory and Regulatory Citations**

34 C.F.R. § 300.8

Sections 1003.01 and 1003.57, F.S.

Rules 6A-6.03016 and 6A-6.0331, F.A.C.

### **Definition**

A student with an emotional or behavioral disability (EBD) has persistent (i.e., is not sufficiently responsive to implemented evidence-based interventions) and consistent emotional or behavioral responses that adversely affect performance in the educational environment that cannot be attributed to age, culture, gender or ethnicity.

### **Evidence-Based Interventions in General Education**

Prior to an evaluation, the school district must meet the general education requirements in Rule 6A-6.0331(1), F.A.C., including the responsibility to implement evidence-based interventions for students requiring additional academic and emotional or behavioral support in the general education environment. General education activities and interventions conducted prior to an evaluation in accordance with Rule 6A-6.0331(1), F.A.C. may be used to satisfy the requirements of Rule 6A-6.03016, F.A.C.

### **Eligibility Criteria**

A student is eligible for specially designed instruction and related services as a student with emotional or behavioral disabilities if the following criteria are met:

1. A student with an emotional or behavioral disability demonstrates an inability to maintain adequate performance in the educational environment that cannot be explained by physical, sensory, socio-cultural, developmental, medical or health (with the exception of mental health) factors; and one or more of the following characteristics:
  - a. Internal factors characterized by:
    - i. Feelings of sadness, or frequent crying, or restlessness, or loss of interest in friends or schoolwork, or mood swings, or erratic behavior; or
    - ii. The presence of symptoms such as fears, phobias, or excessive worrying and anxiety regarding personal or school problems; or
    - iii. Behaviors that result from thoughts and feelings that are inconsistent with actual events or circumstances, or difficulty maintaining normal thought processes, or excessive levels of withdrawal from persons or events; or
  - b. External factors characterized by:
    - i. An inability to build or maintain satisfactory interpersonal relationships with peers, teachers and other adults in the school setting; or
    - ii. Behaviors that are chronic and disruptive such as noncompliance, verbal or physical aggression, or poorly developed social skills that are manifestations of feelings, symptoms or behaviors as specified above.
2. The characteristics described above are present for a minimum of six months duration and in two or more settings, including but not limited to, school, educational environment, transition to or from school, or home and community settings. At least one setting must include school.
3. The student demonstrates a need for special education.
4. In extraordinary circumstances, the general education requirements in Rule 6A-6.0331, F.A.C., and the criteria for eligibility relating to duration and setting described above may be waived when immediate intervention is required to address an acute onset of an internal characteristic listed above in the Eligibility Criteria section.
5. The characteristics described below are not indicative of a student with an emotional or behavioral disability:

- a. Normal, temporary (fewer than six months) reactions to life events or crisis, or
- b. Emotional or behavioral difficulties that improve significantly from the presence of evidence-based implemented interventions, or
- c. Social maladjustment unless also found to meet the criteria for an emotional or behavioral disability.

### **Student Evaluation**

In addition to the provisions in Rule 6A-6.0331, F.A.C., regarding general education intervention procedures, the minimum student evaluation shall include all of the following:

1. A functional behavioral assessment (FBA) must be conducted. The FBA must identify the specific behavior of concern, conditions under which the behavior is most and least likely to occur, and function or purpose of the behavior. A review and, if necessary, a revision of an FBA completed as part of general education interventions may meet this requirement if it meets the conditions described in this section. If an FBA was not completed to assist in the development of general education interventions, one must be completed and a well-delivered scientific, research-based behavioral intervention plan of reasonable intensity and duration must be implemented with fidelity prior to determining eligibility.
2. The evaluation must include documentation of the student's response to general education interventions implemented to target the function of the behavior as identified in the FBA.
3. A social developmental history compiled from a structured interview with the parent or guardian that addresses developmental, familial, medical, health and environmental factors impacting learning and behavior, and which identifies the relationship between social developmental and socio-cultural factors, and the presence or no presence of emotional or behavioral responses beyond the school environment.
4. A psychological evaluation conducted in accordance with Rule 6A-6.0331, F.A.C. The psychological evaluation should include assessment procedures necessary to identify the factors contributing to the development of an emotional or behavioral disability, which includes behavioral observations and interview data relative to the referral concerns, and assessment of emotional and behavioral functioning, and may also include information on developmental functioning and skills. The psychological evaluation shall include a review of general education interventions that have already been implemented and the criteria used to evaluate their success.
5. A review of educational data that includes information on the student's academic levels of performance, and the relationship between the student's academic performance and the emotional or behavioral disability; additional academic evaluation may be completed if needed.
6. A medical evaluation must be conducted when it is determined by the administrator of the exceptional student program or a designee that the emotional or behavioral responses may be precipitated by a physical problem.

### **Unique Philosophical, Curricular or Instructional Considerations**

1. When making a distinction between students with internalized or externalized characteristics, the individual educational plan team will consider these presenting manifestations as they determine the needs of the students when recommending the following: goals and short-term objectives or benchmarks, if appropriate; specially designed instruction and related services; and the location of such services.
2. Services for students with EBD provide an integrated curriculum of academic, affective and behavioral interventions. These services are designed to support the improvement of academic and social functioning through academic (e.g., differentiated instruction and mastery learning); affective (e.g., individual or group counseling and parent education and support); and behavioral (e.g., behavior support; consultation from mental health, medical or other professionals) interventions. Student improvement is measured through continuous progress monitoring of responses to intervention.

**The school district has the option to include additional information regarding evaluations; qualified evaluators; or unique philosophical, curricular or instructional considerations for students with emotional or behavioral disabilities.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for section.

## **Section B.6: Exceptional Student Education Eligibility for Infants or Toddlers Birth through Two Years Old who have Established Conditions**

This section is not applicable for the school district.

### **Statutory and Regulatory Citations**

34 C.F.R. §§ 303.21 and 303.300

Sections 1003.01, 1003.21 and 1003.57, F.S.

Rules 6A-6.03030, 6A-6.0331 and 6A-6.03411, F.A.C.

### **Definition**

An infant or toddler with an established condition is defined as a child from birth through age 2 with a diagnosed physical or mental condition known to have a high probability of causing developmental delay. Such conditions shall include genetic and metabolic disorders, neurological disorders, a severe attachment disorder, autism spectrum disorder, a sensory impairment (vision or hearing), or the infant's birth weight was less than 1,200 grams.

### **Eligibility Criteria**

An infant or toddler is eligible for exceptional student education (ESE) when a team of qualified professionals and the parent or guardian, in accordance with Rule 6A-6.0331(6), F.A.C., determine that all of the following criteria are met:

1. The infant or toddler is below the age of 36 months;
2. The requirements of Rule 6A-6.0331(2), F.A.C., have been met;
3. There is written evidence that the Department of Health, Children's Medical Services, Part C Local Early Steps has determined that the infant or toddler has an established condition as defined Rule 6A-6.03030(1), F.A.C.; and
4. The infant or toddler needs early intervention services as defined in Rule 6A-6.03411(1)(i), F.A.C.

### **Continued Eligibility**

Continued eligibility for ESE programs will be determined before the child's third birthday.

### **Unique Philosophical, Curricular or Instructional Considerations**

The individualized family support plan shall be developed with the Local Early Steps, the family, and other providers of service to the child and family, and shall include services to provide the parent, guardian or primary caregiver the opportunity to acquire specific skills and knowledge that will enable them to enhance the child's cognitive, physical, social, communication and adaptive behavior. In the provision of an appropriate educational program for eligible children with disabilities birth through age 2, home instruction may include direct instruction of the parent, guardian or primary caregiver.

**The school district has the option to include additional information regarding evaluations; qualified evaluators; or unique philosophical, curricular or instructional considerations for children birth through age 2 with established conditions.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## Section B.7: Exceptional Student Education Eligibility for Students who are Homebound or Hospitalized

This section is not applicable for the school district.

### Statutory and Regulatory Citations

34 C.F.R. § 300.115

Chapters 458 and 459, F.S.

Sections 1003.01 and 1003.57, F.S.

Rules 6A-6.03011, 6A-6.03012, 6A-6.03013, 6A-6.03014, 6A-6.030151, 6A-6.030152, 6A-6.030153, 6A-6.03016, 6A-6.03018, 6A-6.03020, 6A-6.03022, 6A-6.03023, 6A-6.03027 and 6A-6.03028, F.A.C

### Definitions

A homebound or hospitalized student is a student who has a medically diagnosed physical or psychiatric condition that is acute or catastrophic in nature, a chronic illness, or a repeated intermittent illness due to a persisting medical problem, which confines the student to home or hospital and restricts activities for an extended period.

### Eligibility Criteria

A student is eligible for educational instruction through homebound or hospitalized services if the following criteria are met:

1. A physician licensed in Florida in accordance with Chapter 458 or 459, F.S., unless a report of medical examination from a physician licensed in another state is permitted in accordance with Rule 6A-6.0331(3)(e), F.A.C., must certify:
  - a. The student is expected to be absent from school due to a physical or psychiatric condition for at least 15 consecutive school days (or the equivalent on a block schedule), or due to a chronic condition for at least 15 school days (or the equivalent on a block schedule), which need not run consecutively; and
  - b. The student is confined to home or hospital; and
  - c. The student will be able to participate in and benefit from an instructional program; and
  - d. The student is under medical care for illness or injury that is acute, catastrophic, or chronic in nature; and
  - e. The student can receive instructional services without endangering the health and safety of the instructor or other students with whom the instructor may come in contact.
2. The student is in kindergarten through grade 12 and is enrolled in a public school unless the student meets criteria for eligibility under Rule 6A-6.03011, 6A-6.03012, 6A-6.030121, 6A-6.03013, 6A-6.03014, 6A-6.030151, 6A-6.030152, 6A-6.030153, 6A-6.03016, 6A-6.03018, 6A-6.03022, 6A-6.03023, or 6A-6.03027, F.A.C.
3. A child is 3 through 5 years of age and has been determined eligible as a student with a disability in accordance with s. 1003.571, F.S., and Rule 6A-6.03011, 6A-6.03012, 6A-6.030121, 6A-6.03013, 6A-6.03014, 6A-6.030151, 6A-6.030152, 6A-6.030153, 6A-6.03016, 6A-6.03018, 6A-3.03022, 6A-6.03023, 6A-6.03026, 6A-6.03027 or 6A-6.03411, F.A.C.
4. A parent, guardian or primary caregiver signs a parental agreement concerning homebound or hospitalized policies and parental cooperation.

### Student Evaluation

In addition to the provisions of Rule 6A-6.0331(5), F.A.C., the minimum evaluation for determining eligibility shall include the following:

1. A current medical report from a licensed physician, as defined above, describing the following:
  - a. A disabling condition or diagnosis with any medical implications for instruction;
  - b. A statement that the student is unable to attend school;
  - c. The plan of treatment;

- d. Recommendations regarding school re-entry and other school-related activities; and
  - e. An estimated duration of condition or prognosis.
2. The team determining eligibility may require additional evaluation data. This additional evaluation data must be obtained at no cost to the parent.
  3. A physical reexamination and a medical report by a licensed physician or physicians, which may be requested by the administrator of exceptional student education or the administrator's designee on a more frequent basis than annually, may be required if the student is scheduled to attend school part of a day during a recuperative period of readjustment to a full school schedule. This physical examination and medical report shall be obtained at no cost to the parent.

**Procedures for Providing an Individual Educational Plan (IEP) or Individualized Family Support Plan (IFSP)**

1. The IEP or IFSP shall be developed or revised following determination of eligibility in accordance with this rule.
2. A student may be assigned to both a homebound or hospitalized program and to a school-based program due to an acute, chronic or intermittent condition as certified by a licensed physician.
3. This decision shall be made by the IEP or IFSP team in accordance with the requirements of Rule 6A-6.03028 or 6A-6.03029, F.A.C.

**Instructional Services**

The following settings and instructional modes, or a combination thereof, are appropriate methods for providing instruction to students determined eligible for these services:

1. Instruction in a home. The parent, guardian or primary caregiver shall provide a quiet, clean, and well-ventilated setting where the teacher and student will work; ensure that a responsible adult is present; and establish a schedule for student study between teacher visits that takes into account the student's medical condition and the requirements of the student's coursework.
2. Instruction in a hospital. The hospital administrator or designee shall provide appropriate space for the teacher and student to work and allow for the establishment of a schedule for student study between teacher visits.
3. Instruction through telecommunications or electronic devices. When the IEP or IFSP team determines that instruction is by telecommunications or electronic devices, an open, uninterrupted telecommunication link shall be provided, at no additional cost to the parent, during the instructional period. The parent shall ensure that the student is prepared to actively participate in learning.
4. Instruction in other specified settings. The IEP or IFSP team may determine that instruction would be best delivered in a mutually agreed upon alternate setting other than the home or hospital or through telecommunications or electronic devices.
5. Instruction in a school setting on a part-time basis may be appropriate as the student transitions back to the student's regular class schedule, if the IEP or IFSP team determines this meets the student's needs.
6. Services for students in specialty hospitals. In accordance with the requirements of s. 1003.57, F.S., eligible students receiving treatment in a children's specialty hospital licensed in accordance with Chapter 395, Part I, F.S., must be provided educational instruction from the school district in which the hospital is located until the school district in which the hospital is located enters into an agreement with the school district in which the student resides. The agreement must ensure the timely provision of seamless educational instruction to students who transition between school districts while receiving treatment in the children's specialty hospital.
7. Notification agreement. A school district in which a children's specialty hospital is located must enter into an agreement with the hospital that establishes a process by which the hospital must notify the school district of students who may be eligible for educational instruction through homebound or hospitalized services pursuant to s. 1003.57, F.S.

**Students Receiving Treatment in a Children's Specialty Hospital**

Eligible students receiving treatment in a children's specialty hospital licensed under Chapter 395, Part I, F.S., must be provided educational instruction from the school district in which the hospital is located until the school district in which the hospital is located enters into an agreement with the school district in which the student resides.

The school district has entered into an agreement with children's specialty hospitals in the school district. This agreement establishes a process by which the hospital must notify the school district of students who may be eligible for instruction consistent with the eligibility for homebound and hospitalized services.

**The school district has entered into an agreement with a children's specialty hospital.**

- Yes
- No
- N/A

**If yes, identify the children's specialty hospitals licensed under Chapter 395, Part I, F.S., that are in your school district.**

| N/A

**The school district has the option to include additional information regarding evaluations; qualified evaluators; or unique philosophical, curricular or instructional considerations for students who are homebound or hospitalized.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## Section B.8: Exceptional Student Education Eligibility for Students with an Intellectual Disability

### Statutory and Regulatory Citations

34 C.F.R. § 300.8

Chapter 490, F.S.

Sections 1003.01 and 1003.57, F.S.

Rules 6A-4.0311, 6A-6.03011 and 6A-6.0331, F.A.C.

### Definition

An intellectual disability (InD) is defined as significantly below-average general intellectual and adaptive functioning manifested during the child's developmental period, with significant delays in academic skills. Developmental period refers to birth to 18 years of age.

### Eligibility Criteria

A student is eligible for specially designed instruction and related services as a student with an InD if the following criteria are met:

1. The measured level of intellectual functioning is more than two standard deviations below the mean on an individually measured, standardized test of intellectual functioning.
2. The level of adaptive functioning is more than two standard deviations below the mean on the adaptive behavior composite or on two out of three domains on a standardized test of adaptive behavior. The adaptive behavior measure shall include parental or guardian input.
3. The level of academic or pre-academic performance on a standardized test is consistent with the performance expected of a student of comparable intellectual functioning.
4. The social developmental history identifies the developmental, familial, medical, health and environmental factors impacting student functioning and documents the student's functional skills outside of the school environment.
5. The student demonstrates a need for special education.

### Student Evaluation

1. In addition to the procedures identified in Rule 6A-6.0331, F.A.C., the minimum evaluation for determining eligibility shall include all of the following:
  - a. A standardized individual test of intellectual functioning individually administered by a professional person qualified in accordance with Rule 6A-4.0311, F.A.C., or licensed under Chapter 490, F.S.
  - b. A standardized assessment of adaptive behavior to include parental or guardian input.
  - c. An individually administered standardized test of academic or pre-academic achievement. A standardized developmental scale shall be used when a student's level of functioning cannot be measured by an academic or pre-academic test.
  - d. A social developmental history that has been compiled directly from the parent, guardian, or primary caregiver.
2. Eligibility is determined by a group of qualified professionals and the parent or guardian in accordance with Rule 6A-6.0331, F.A.C. The documentation of the determination of eligibility must include a written summary of the group's analysis of the data that incorporates the following information:
  - a. The basis for making the determination, including an assurance that the determination has been made in accordance with Rule 6A-6.0331, F.A.C.
  - b. Noted behavior during the observation of the student and the relationship of that behavior to the student's academic and intellectual functioning.
  - c. The educationally relevant medical findings, if any.

- d. The determination of the group concerning the effects on the student's achievement level of a visual, hearing, motor, or emotional or behavioral disability; cultural factors; environmental or economic factors; an irregular pattern of attendance or high mobility rate; classroom behavior; or limited English proficiency.
- e. The signature of each group member certifying that the documentation of determination of eligibility reflects the member's conclusion. If it does not reflect the member's conclusion, the group member must submit a separate statement presenting the member's conclusion.

**The school district has the option to include additional information regarding evaluations, qualified evaluators, or unique philosophical, curricular or instructional considerations for students with an InD.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## **Section B.9: Exceptional Student Education Eligibility for Students with Orthopedic Impairment**

### **Statutory and Regulatory Citations**

34 C.F.R. § 300.8

Chapters 458 and 459, F.S.

Sections 1003.01 and 1003.57, F.S.

Rules 6A-6.030151 and 6A-6.0331, F.A.C.

### **Definition**

Orthopedic impairment means a severe skeletal, muscular and/or neuromuscular impairment. The term includes impairments resulting from congenital anomalies (e.g., including, but not limited to, skeletal deformity or spina bifida) and impairments resulting from other causes (e.g., including, but not limited to, cerebral palsy or amputations).

### **Eligibility Criteria**

A student is eligible for specially designed instruction and related services as a student with an orthopedic impairment if the following criteria are met:

1. There is evidence of an orthopedic impairment that adversely affects the student's performance in the educational environment in any of the following: ambulation, hand movement, coordination, or daily living skills.
2. The student demonstrates a need for special education.

### **Student Evaluation**

In addition to the provisions in Rule 6A-6.0331, F.A.C., regarding general education intervention procedures, the minimum student evaluation shall include all of the following:

1. A report of a medical examination, within the previous 12-month period, from a physician licensed in Florida in accordance with Chapter 458 or Chapter 459, F.S., unless a report of medical examination from a physician licensed in another state is determined by the school district to be permitted in accordance with Rule 6A-6.0331(3)(c), F.A.C. The physician's report must provide a description of the impairment and any medical implications for instruction.
2. An educational evaluation that identifies educational and environmental needs of the student.

**The school district has the option to include additional information regarding evaluations; qualified evaluators; or unique philosophical, curricular or instructional considerations for students with an orthopedic impairment.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## **Section B.10: Exceptional Student Education Eligibility for Students with an Other Health Impairment**

### **Statutory and Regulatory Citations**

34 C.F.R. §300.8

Chapters 458 and 459, F.S.

Sections 1003.01 and 1003.57, F.S.

Rules 6A-6.030152 and 6A-6.0331, F.A.C.

### **Definition**

An other health impairment (OHI) means having limited strength, vitality, or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that is due to chronic or acute health problems. This includes, but is not limited to, asthma, attention deficit disorder or attention deficit hyperactivity disorder, Tourette syndrome, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia, and acquired brain injury.

### **Eligibility Criteria**

A student with an OHI is eligible for specially designed instruction and related services if the following criteria are met:

1. Evidence of a health impairment that results in reduced efficiency in schoolwork and adversely affects the student's performance in the educational environment; and
2. The student demonstrates a need for special education.

### **Student Evaluation**

In addition to the provisions in Rule 6A-6.0331, F.A.C., regarding general education intervention procedures, the minimum student evaluations shall include all of the following:

1. A report of a medical examination, within the previous 12-month period, from a physician licensed in Florida in accordance with Chapter 458 or Chapter 459, F.S., unless a report of medical examination from a physician licensed in another state is determined by the school district to be permitted in accordance with Rule 6A-6.0331(3)(c), F.A.C. The physician's report must provide a description of the impairment and any medical implications for instruction.
2. An educational evaluation that identifies educational and environmental needs of the student.

**The school district has the option to include additional information regarding evaluations; qualified evaluators; or unique philosophical, curricular or instructional considerations for students with an OHI.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## Section B.11: Exceptional Student Education Eligibility for Students with Traumatic Brain Injury

### Statutory and Regulatory Citations

34 C.F.R. § 300.8

Chapters 458 and 459, F.S.

Sections 1003.01 and 1003.57, F.S.

Rules 6A-6.030153 and 6A-6.0331, F.A.C.

### Definition

A traumatic brain injury (TBI) means an acquired injury to the brain caused by an external physical force resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects educational performance. The term applies to mild, moderate, or severe open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem-solving; sensory, perceptual and motor abilities; psychosocial behavior; physical functions; information processing; or speech. The term includes anoxia due to trauma. The term does not include brain injuries that are congenital, degenerative or induced by birth trauma.

### Eligibility Criteria

A student is eligible for specially designed instruction and related services as a student with TBI if the following criteria are met:

1. There is evidence of a TBI that impacts one or more of the areas identified in the definition.
2. The student demonstrates a need for special education.

### Student Evaluation

1. In addition to the provisions in Rule 6A-6.0331, F.A.C., regarding general education intervention procedures, the minimum student evaluations shall include all of the following:
  - a. A report of a medical examination, within the previous 12-month period, from a physician licensed in Florida in accordance with Chapter 458 or 459, F.S., unless a report of medical examination from a physician licensed in another state is determined by the school district to be permitted in accordance with Rule 6A-6.0331(3)(c), F.A.C. The physician's report must provide a description of the TBI and any medical implications for instruction.
  - b. Documented evidence by more than one person, including the parent, guardian, or primary caregiver, in more than one situation. The documentation shall include evidence of a marked contrast of pre- and post-injury capabilities in one or more of the following areas: cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem-solving; sensory, perceptual, and motor abilities; psychosocial behavior; physical functions; information processing or speech.
  - c. An educational evaluation that identifies the educational and environmental needs of the student.
2. The evaluation may also include a neuropsychological evaluation when requested by the exceptional student education administrator or designee.

**The school district has the option to include additional information regarding evaluations; qualified evaluators; or unique philosophical, curricular or instructional considerations for students with a TBI.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## Section B.12: Exceptional Education Eligibility for Students with Specific Learning Disabilities

### Statutory and Regulatory Citations

34 CFR §300.8

Section 1003.57, F.S.

Rules 6A-1.09401, 6A-6.03018 and 6A-6.0331, F.A.C.

### Definition

A specific learning disability (SLD) is defined as a disorder in one or more of the basic learning processes involved in understanding or in using language, spoken, or written, that may manifest in significant difficulties affecting the ability to listen, speak, read, write, spell, or do mathematics. Associated conditions may include, but are not limited to, dyslexia, dyscalculia, dysgraphia or developmental aphasia. An SLD does not include learning problems that are primarily the result of a visual, hearing, motor, intellectual, or emotional or behavioral disability, limited English proficiency, or environmental, cultural, or economic factors.

### Procedures

#### 1. General education intervention procedures and activities

a. To ensure that lack of academic progress is not due to lack of appropriate instruction, a group of qualified personnel must consider the following:

- i. Data that demonstrate the student was provided well-delivered scientific, research-based instruction and interventions addressing the identified areas of concern and delivered by qualified personnel in general education settings; and
- ii. Data-based documentation, which was provided to the student's parents or guardians, of repeated measures of achievement at reasonable intervals, graphically reflecting the student's response to intervention during instruction.

b. General education activities and interventions conducted prior to referral in accordance with Rule 6A-6.0331(1), F.A.C., may be used to satisfy the requirements of this rule.

#### 2. Members of the group determining eligibility

The determination of whether a student suspected of having an SLD is a student who demonstrates a need for specially designed instruction and related services and meets the eligibility criteria must be made by the student's parents or guardians and a group of qualified professionals, which must include, but is not limited to, all the following:

- a. The student's general education teacher; if the student does not have a general education teacher, a general education teacher qualified to teach a student of his or her chronological age;
- b. At least one person qualified to conduct and interpret individual diagnostic examinations of students, including, but not limited to, a school psychologist, speech-language pathologist, or reading specialist; and
- c. The school district administrator of exceptional student education or designee.

#### 3. Documentation of determination of eligibility

For a student suspected of having an SLD, the documentation of the determination of eligibility must include a written summary of the group's analysis of the data that incorporates the following information:

- a. The basis for making the determination, including an assurance that the determination has been made in accordance with Rule 6A-6.0331, F.A.C.
- b. Noted behavior during the observation of the student and the relationship of that behavior to the student's academic functioning
- c. The educationally relevant medical findings, if any

d. Whether the student has an SLD as evidenced by response to intervention data confirming each of the following:

i. Performance discrepancy

The student's academic performance is significantly discrepant for the chronological age or grade level in which the student is enrolled, based on multiple sources of data when compared to multiple groups, which include the peer subgroup, classroom, school, district, and state-level comparison groups

ii. Rate of progress

When provided with well-delivered scientific, research-based general education instruction and interventions of reasonable intensity and duration with evidence of implementation fidelity, the student's rate of progress is insufficient or requires sustained and substantial effort to close the achievement gap with typical peers or academic expectations for the chronological age or grade level in which the student is currently enrolled; and

iii. Educational need

The student continues to need evidence-based interventions that significantly differ in intensity and duration from what can be provided solely through general education resources to make or maintain sufficient progress.

e. The determination of the group concerning the effects on the student's achievement level of a visual, hearing, motor, intellectual, or emotional or behavioral disability; cultural factors; environmental or economic factors; an irregular pattern of attendance or high mobility rate; classroom behavior; or limited English proficiency

f. Documentation based on data derived from a process that assesses the student's response to well-delivered scientific, research-based instruction and interventions, including the following:

i. Documentation of the specific instructional interventions used, the support provided to the individuals implementing interventions, adherence to the critical elements of the intervention design and delivery methods, the duration and frequency of intervention implementation (e.g., number of weeks, minutes per week, sessions per week), and the student-centered data collected

ii. Documentation that the student's parents or guardians were notified about the state's policies regarding the amount and nature of student performance data that would be collected and the general education services that would be provided; interventions for increasing the student's rate of progress; and the parental or guardian right to request an evaluation

g. The signature of each group member certifying that the documentation of determination of eligibility reflects the member's conclusion; if it does not reflect the member's conclusion, the group member must submit a separate statement presenting the member's conclusions

**Describe how the school district documents a student's response to intervention data to determine eligibility as a student with an SLD, including the progress-monitoring tools used to measure the student's response to intervention and how the team determines the adequacy of the student's response to intervention.**

The following document describes the process employed by Gadsden County School District, to document a student's response to intervention to determine the student's eligibility as a student with a Specific Learning Disability (SLD): - Each school has a Student Study Team (SST) comprised of a variety of professionals which includes an Administrator, School Counselor, School Psychologist, Teacher, Behavior Specialist, Reading Coach and/or Math Coach. Moreover, the parent of the student being addressed is also part of the school's Student Study Team (SST). The composition of the team may vary depending on the resources of the school and/or the issues being addressed. This multidisciplinary team meets to problem-solve and address the needs of students. - If a teacher has a concern about a student, they may obtain a Student Study Team (SST) referral form from the School Counselor or other member of the team. -Before a referral is made to the school's Student Study Team (SST), teachers are required to document that they have attempted various strategies within the classroom environment to address the student's needs. Moreover, teachers are also required to indicate that they have made contact with the student's parents whether via telephone or in person, to discuss the area (s) of concern. Parent involvement is considered to be an integral part of the problem-solving process since parents provide us with valuable information about the student such as whether or not the problems have occurred previously, whether there is a family history of learning disabilities, whether or not the student is experiencing or has recently experienced a traumatic situation. Moreover, parents can also give us information about whether or not the student receives outside services, takes a very long time to complete homework assignments and/or becomes frustrated when doing homework assignments. Parents may also reinforce interventions at home and seek additional resources outside of school to help their child. Parent involvement continues throughout the problem-solving process. The parent is invited to attend meetings. If the parent is unable to attend the meeting, they may participate via telephone. Moreover, if because of schedule conflicts, parents are unable to attend meetings or participate in a phone conference, a copy of the conference report is sent home. -Additionally, before a student is referred to the Student Study Team (SST), two professionals are required to observe the student and document their observations of the student within the general education classroom environment. These observations should address academic behaviors such as student's class participation, ability to follow directions, assignment completion and other academic behaviors. -Once these initial steps are completed, the student is referred to the Student Study Team (SST) where data regarding the student's specific area (s) of needs are addressed. In addition to addressing the student's particular area of need, additional information is reviewed/analyzed at the SST meeting. The team reviews existing data such as anecdotal records, social, psychological, medical, and achievement records. Moreover, results of vision and hearing screenings are also reviewed. If vision/hearing screenings are more than 12 months old, updated vision/hearing screenings are requested. If sensory deficits are evident, parents are notified by letter and are requested to consult with a medical professional to further address their child's needs. Attendance data is also reviewed. If the student has an absenteeism rate greater than 20%, the student's attendance must be addressed. Based on the compiled data: -The problem is defined. -Solutions to the problem are brainstormed by the team. -Scientifically-based interventions are discussed and put into place based on the student's needs. Section 6A-6.0331 contains the steps required to develop effective interventions within the Problem Solving/Response to Intervention model. The use of these steps will ensure the development, implementation, and evaluation of evidence-based instruction and interventions. Interventions with the greatest potential for success are chosen. -A Plan of Action is developed that outlines the implementation of the specific intervention(s) targeted by the team. -Interventions are documented, monitored and assessed for outcomes. Interventions should be implemented for a reasonable period of time and with a level of intensity that matches the student's needs. The student's progress should be monitored and reported to the parents. The district has not developed standard timelines for interventions. This is because the length of time necessary to respond to interventions may vary based on the child's age, skill area, and skill complexity. Progress monitoring tools may include but are not limited to: FAIR Data, IREADY, Florida Standards Assessment, Weekly Curriculum Assessments. If a student responds positively to the intervention, the interventions should be continued. If a student is improving, but still continues to be performing at a rate significantly below that of his/her peers, it is likely that the intensity of the intervention should be increased. If the student is responding poorly to selected interventions, alternative interventions should be implemented. -Fidelity checks are completed to determine intervention fidelity. Each team has assigned personnel to monitor the fidelity of interventions within their school. -Using the GTIPS Model, comparisons are made between the student's performance and that of peers (students in their school, class, socioeconomic level and ethnicity). These comparisons help to determine if the achievement gap is closing. -Graphs are created that illustrate the student's level of response to intervention. The graphs and data show how the student is progressing. The graphs and collection of data show expected response or inadequate response to interventions. -The team continues to review trajectory of improvement or lack thereof and determines whether or not to move to more intensive interventions. -Based on the data, the team will determine what specialized instruction and supports are needed in order for the student to achieve grade level expectations. -Prior to a request for an evaluation, the school's Student Study Team (SST) must make one of the following determinations and include appropriate documentation indicating that general education intervention procedures have been implemented as required under 6A-6.0331 and indicate that the student should be considered for eligibility for Exceptional Student Education; or the nature and severity of the student's areas of concern make the general education

interventions inappropriate in addressing the immediate needs of the student. -The determination of whether the student suspected of having a specific learning disability is a student who is in need of specially designed instruction and related services and meets the eligibility criteria is made by the student's parents/guardians and a group of qualified professionals including the student's general education teacher, school psychologist, program specialist, and an exceptional student education teacher. Results of the comprehensive evaluation are reviewed. Graphs that document the student's response to intervention, as well as a summary using the GTIPs model are also reviewed. Written evidence of the team's determination of eligibility is documented which indicates that the student has either failed to respond to scientific interventions, or that the intensity of support required by this student to make progress within the general education classroom environment, make them eligible for special education services. Each member of the team is required to sign the Summary form indicating their agreement with the determination of the group. Team members who do not agree with the conclusions of the group must submit a separate statement presenting his/her conclusions.

**Describe how parents are engaged as team members in the problem-solving process (include the frequency and graphic format for sharing student progress data with parents).**

Parents are viewed as an integral member of the Student Study Team (SST). Parents are involved throughout the entire process. They are provided with written notice at least ten days in advance for all meetings and allowed the opportunity to reschedule at a more convenient time if necessary, or participate via telephone. During each Student Study Team meeting data will be shared with parents, typically data will be shared with parents every four to six weeks. However the SST may meet and share data with parents more often if needed as determined by student need. Parents are provided with information about their child's academic performance and progress on classroom assignments and standardized tests. They are also provided with anecdotal data about their general performance (level of motivation, ability to retain information, attendance, on-task/off-task behaviors). Additionally, they are provided with graphs that indicate their child's performance in comparison to other classmates, their performance relative to a target score, and a trend line that illustrates whether or not the student is making progress, maintaining their level of performance, or regressing.

**Describe the types of data used to make comparisons to other students and how teams determine the findings are not primarily due to the exclusionary factors outlined in Rule 6A-6.03018, F.A.C., lack of instruction in reading or math or limited English proficiency.**

During the Student Study Team process, data from several sources are analyzed. Classroom observations are completed by two individuals who are very familiar with the student's performance, and discussed during the SST meeting. Data is compiled and comparisons are made with the student's performance in comparison to their classmates on standardized measures such as the F.A.S.T and I-Ready. The student is compared to other students in the district, their classmates, grade level peers in their school, and members of their socioeconomic and ethnic group. These comparisons are documented on the district's working tool. Student attendance data is compiled and accessed using the district database system (Skyward). Using the District's Attendance Policy, the team determines if the student has been in attendance for a sufficient amount of time to receive appropriate instruction. If the student has missed more than the stipulated amount of time, the team will address attendance concerns prior to a determination of a learning disability. Moreover, students that are English Language Learners (ELL) are assessed on their English language proficiency using a variety of measures to distinguish between language acquisition concerns and a learning disability. If however, the student has not obtained English language proficiency but team still has concerns with the student's academic ability, a referral is made to Florida State University for a bi-lingual evaluation.

**Eligibility Criteria**

A student is eligible for specially designed instruction and related services as a student with an SLD if all the following criteria are met:

## 1. Evidence of an SLD

The student's parents or guardians and group of qualified personnel may determine that a student has an SLD if there is evidence of each of the following:

- a. When provided with learning experiences and instruction appropriate for the student's chronological age or grade-level standards, in accordance with Rule 6A-1.09401, F.A.C., the student does not achieve adequately for the student's chronological age or does not meet grade-level standards as adopted in Rule 6A-1.09401, F.A.C., in one or more of the following areas based on the review of multiple sources that may include group or individual criterion or norm-referenced measures, including individual diagnostic procedures:
  - i. Oral expression,
  - ii. Listening comprehension,
  - iii. Written expression,
  - iv. Basic reading skills,
  - v. Reading fluency skills,
  - vi. Reading comprehension,
  - vii. Mathematics calculation, and
  - viii. Mathematics problem solving.

The school district has the option of requiring that an individually administered, standardized test of achievement be administered by a qualified evaluator in accordance with Rule 6A-6.03018(4)(b)2., F.A.C., as one of the evaluation procedures used to address the requirements of Rule 6A-6.03018(4)(a)1., F.A.C.

### One of the following must be selected:

- The school district requires that an individually administered, standardized test of achievement (that addresses the relevant areas of concern as identified by the team) be given by a qualified evaluator after obtaining parental consent for an evaluation.
- The school district does not require that an individually administered, standardized test of achievement be given by a qualified evaluator after obtaining parental consent for an evaluation. The team responsible for the evaluation may determine the need for an individually administered, standardized test of achievement on an individual basis.

## 1. Evidence of an SLD

- b. The student does not make adequate progress to meet chronological age or grade-level standards adopted in Rule 6A-1.09401, F.A.C., in one or more of the areas identified previously as determined through a process based on the student's response to scientific, research-based interventions, consistent with the comprehensive evaluation procedures in Rule 6A-6.0331 F.A.C
- c. The group determines that its findings under the eligibility criteria areas above are not primarily the result of one or more of the following:
  - i. A visual, hearing or motor disability;
  - ii. Intellectual disability;
  - iii. Emotional or behavioral disability;
  - iv. Cultural factors;
  - v. Irregular pattern of attendance or high mobility rate;
  - vi. Classroom behavior;
  - vii. Environmental or economic factors; and

viii. Limited English proficiency.

2. The student demonstrates a need for special education.

### **Student Evaluation**

The evaluation procedures shall include the following:

1. The school district must promptly request parental or guardian consent to conduct an evaluation to determine if the student needs specially designed instruction in the following circumstances:
  - a. The student does not make adequate progress when:
    - i. Prior to a referral, the student has not made adequate progress after an appropriate period when provided appropriate instruction and intense, individualized interventions; or
    - ii. Prior to referral, intensive interventions are demonstrated to be effective but require sustained and substantial effort that may include the provision of specially designed instruction and related services; and
  - b. Whenever a referral is made to conduct an evaluation to determine the student's need for specially designed instruction and the existence of a disability.

#### 2. Observation requirement

In determining whether a student needs specially designed instruction and has an SLD, and to document the relationship between the student's classroom behavior and academic performance, the group must do the following:

- a. Use information from an observation in routine classroom instruction and monitoring of the student's performance that was completed before referral for an evaluation; or
  - b. Have at least one member of the group conduct an observation of the student's performance in the student's typical learning environment, or in an environment appropriate for a student of that chronological age, after referral for an evaluation and parental or guardian consent has been obtained.
3. In addition to the procedures identified in Rule 6A-6.0331, F.A.C., the evaluation must also include the school district's procedures as specified in these policies and procedures as required by Rule 6A-6.03411, F.A.C. The evaluation must adhere to the time limit required by Rule 6A-6.0331, F.A.C., unless extended by mutual written agreement of the student's parents or guardians and a group of qualified professionals.

**The school district has the option to include additional information regarding evaluations; qualified evaluators; or unique philosophical, curricular or instructional considerations for students with an SLD.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## Section B.13: Exceptional Student Education Eligibility for Students with Speech Impairments

### Statutory and Regulatory Citations

34 C.F.R. §§ 300.8, 300.306 and 300.34

Sections 1003.01, 1003.57, 1012.44 and 1011.62, F.S.

Chapters 456, 458, 459 and 468, Part I, F.S.

Rules 6A-4.0176, 6A-4.01761, 6A-6.03012, 6A-6.03028, 6A-6.0331, 6A-6.03411 and 64B20-2.001, F.A.C.

### Definitions

1. Speech impairments are disorders of speech sounds, fluency, or voice that interfere with communication, adversely affect performance or functioning in the educational environment, and result in the need for exceptional student education.
  - a. Speech sound disorder. A speech sound disorder is a phonological or articulation disorder that is evidenced by the atypical production of speech sounds characterized by substitutions, distortions, additions, or omissions that interfere with intelligibility. A speech sound disorder is not primarily the result of factors related to chronological age, gender, culture, ethnicity, or limited English proficiency.
    - i. Phonological disorder. A phonological disorder is an impairment in the system of phonemes and phoneme patterns within the context of spoken language.
    - ii. Articulation disorder. An articulation disorder is characterized by difficulty in the articulation of speech sounds that may be due to a motoric or structural problem.
  - b. Fluency disorder. A fluency disorder is characterized by deviations in continuity, smoothness, rhythm, or effort in spoken communication. It may be accompanied by excessive tension and secondary behaviors, such as struggle and avoidance. A fluency disorder is not primarily the result of factors related to chronological age, gender, culture, ethnicity, or limited English proficiency.
  - c. Voice disorder. A voice disorder is characterized by the atypical production or absence of vocal quality, pitch, loudness, resonance, or duration of phonation that is not primarily the result of factors related to chronological age, gender, culture, ethnicity, or limited English proficiency.

### Eligibility Criteria

A student is eligible for exceptional student education as a student with a speech impairment if the student meets the following criteria for one or more of the following disorders as determined by the procedures prescribed in Rules 6A-6.03012 and 6A-6.0331(6), F.A.C.

#### 1. Speech sound disorder

A student with a speech sound disorder is eligible for exceptional student education if there is evidence, based on evaluation results, of a significant phonological or articulation disorder that is characterized by the atypical production of speech sound(s). The atypical production of speech sound(s) may be characterized by substitutions, distortions, additions, or omissions. Evaluation results must reveal all of the following:

- a. The speech sound disorder must have a significant impact on the student's intelligibility, although the student may be intelligible to familiar listeners or within known contexts;
- b. The student's phonetic or phonological inventory must be significantly below that expected for his or her chronological age or developmental level based on normative data;
- c. The speech sound disorder must have an adverse effect on the student's ability to perform or function in the student's typical learning environment, thereby demonstrating the need for exceptional student education; and
- d. The speech sound disorder is not primarily the result of factors related to chronological age, gender, culture, ethnicity, or limited English proficiency.

## 2. Fluency disorder

A student with a fluency disorder is eligible for exceptional student education if there is evidence, based on evaluation results, of significant and persistent interruptions in the rhythm or rate of speech. Evaluation results must reveal all of the following:

- a. The student must exhibit significant and persistent dysfluent speech behaviors. The dysfluency may include repetition of phrases, whole words, syllables, and phonemes; prolongations; blocks; and circumlocutions. Additionally, secondary behaviors, such as struggle and avoidance, may be present.
- b. The fluency disorder must have an adverse effect on the student's ability to perform or function in the educational environment, thereby demonstrating the need for exceptional student education.
- c. The dysfluency is not primarily the result of factors related to chronological age, gender, culture, ethnicity, or limited English proficiency.

## 3. Voice disorder

A student with a voice disorder is eligible for exceptional student education if there is evidence, based on evaluation results, of significant and persistent atypical voice characteristics. Evaluation results must reveal all of the following:

- a. The student must exhibit significant and persistent atypical production of quality, pitch, loudness, resonance, or duration of phonation. The atypical voice characteristics may include inappropriate range, inflection, loudness, excessive nasality, breathiness, hoarseness, or harshness.
- b. The voice disorder does not refer to vocal disorders that are found to be the direct result or symptom of a medical condition unless the disorder adversely affects the student's ability to perform or function in the educational environment and is amenable to improvement with therapeutic intervention.
- c. The voice disorder must have an adverse effect on the student's ability to perform or function in the educational environment, thereby demonstrating the need for exceptional student education.
- d. The atypical voice characteristics are not primarily the result of factors related to chronological age, gender, culture, ethnicity, or limited English proficiency.

## **Student Evaluation**

In addition to Rule 6A-6.03012, F.A.C., the provisions in Rule 6A-6.0331, F.A.C., regarding general education intervention procedures for students in kindergarten through Grade 12, who are suspected of having a disability and enrolled in public school must be implemented. The provisions in Rule 6A-6.0331(2), F.A.C., regarding procedures prior to initial evaluation for prekindergarten children who are below mandatory school attendance ages and not enrolled in kindergarten must be met. In addition, the following must be included for each disorder:

1. For a speech sound disorder, the evaluation must include all of the following:
  - a. Information gathered from the student's parent(s) or guardian(s) and teacher(s), and, when appropriate, the student, regarding the concerns and description of speech characteristics. This may be completed through a variety of methods, including interviews, checklists, or questionnaires.
  - b. Documented and dated observation(s) of the student's speech characteristics conducted by a speech-language pathologist to examine the student's speech characteristics during connected speech or conversation. Observation(s) conducted prior to obtaining consent for evaluation may be used to meet this criterion.
  - c. An examination of the oral mechanism structure and function.
  - d. One or more standardized, norm-referenced instruments designed to measure speech sound production administered to determine the type and severity of the speech sound errors and whether the errors are articulation (phonetic) or phonological (phonemic) in nature.
2. For a fluency disorder, the evaluation must include all of the following:

- a. Information gathered from the student's parent(s) or guardian(s) and teacher(s), and, when appropriate, the student, to address the following areas regarding the speech behaviors: motor aspects, student's attitude, social impact, and educational impact. This may be completed through a variety of methods, including interviews, checklists, or questionnaires.
  - b. A minimum of two documented and dated observations of the student's speech and secondary behaviors conducted by a speech-language pathologist in more than one setting, including the typical learning environment. For prekindergarten children, the observations may occur in an environment or situation appropriate for a child of that chronological age. Observations conducted prior to obtaining consent for evaluation may be used to meet this criterion, if the activities address the areas identified in subsection d) below.
  - c. An examination of the oral mechanism structure and function.
  - d. An assessment of all of the following areas:
    - i. Motor aspects of the speech behaviors,
    - ii. Student's attitude regarding the speech behaviors,
    - iii. Social impact of the speech behaviors, and
    - iv. Educational impact of the speech behaviors.
  - e. A speech sample of a minimum of 300–500 words collected and analyzed to determine frequency, duration, and type of dysfluent speech behaviors. If the speech-language pathologist is unable to obtain a speech sample of a minimum of 300–500 words, a smaller sample may be collected and analyzed. The evaluation report must document the rationale for collection and analysis of a smaller sample, the results obtained, and the basis for recommendations.
3. For a voice disorder, the evaluation must include all of the following:
- a. Information gathered from the student's parent(s) or guardian(s) and teacher(s), and, when appropriate, the student, regarding the concerns and description of voice characteristics. This may be completed through a variety of methods, including interviews, checklists, or questionnaires.
  - b. Documented and dated observation(s) of the student's voice characteristics conducted by a speech-language pathologist in one or more setting(s), which must include the typical learning environment. For prekindergarten children, the observation(s) may occur in an environment or situation appropriate for a child of that chronological age. Observation(s) conducted prior to obtaining consent for evaluation may be used to meet this criterion.
  - c. An examination of the oral mechanism structure and function.
  - d. A report of a medical examination of laryngeal structure and function conducted by a physician licensed in Florida in accordance with Chapter 458 or Chapter 459, F.S., unless a report of medical examination from a physician licensed in another state is permitted in accordance with Rule 6A-6.0331 (3)(e), F.A.C. The physician's report must provide a description of the state of the vocal mechanism and any medical implications for therapeutic intervention.

### **Unique Philosophical, Curricular, or Instructional Considerations**

#### 1. Speech services

- a. A group of qualified professionals determining eligibility under the requirements of Rules 6A-6.03012 and 6A-6.0331(6), F.A.C., must include an SLP.
- b. An SLP shall be involved in the development of the individual educational plan for students eligible for speech services, whether as special education or as a related service for an otherwise eligible student with a disability as specified in Rule 6A-6.03012, F.A.C.
- c. Speech therapy services shall be provided by a certified SLP pursuant to Rule 6A-4.0176, F.A.C., or a licensed SLP pursuant to Chapter 468, F.S., a speech-language associate pursuant to Rule 6A-4.01761, F.A.C., or a speech-language pathology assistant pursuant to Chapter 468, F.S.

d. Students determined eligible as a student with a speech impairment have access to any supports and services needed as determined by the individual educational plan (IEP) team. A student should be identified as a student with a disability using the most appropriate category, but this does not mean that the team must identify every possible category under which the student may be eligible. In addition, there is no requirement that a student be eligible under a given category in order to receive specific services. For example, students determined eligible as a student with a speech impairment may have counseling as a related service, a functional behavioral assessment, or academic support for reading or writing, even though the student has not been determined to be a student with an emotional or behavioral disability or a specific learning disability.

## 2. Speech-language associate

- a. Speech therapy services provided by a speech-language associate as specified in Rule 6A-4.01761, F.A.C., will be under the direction of a certified or licensed SLP with a master's degree or higher in speech-language pathology. Services can be provided for a period of three years as described in s. 1012.44, F.S., in school districts that qualify for the sparsity supplement as described in s. 1011.62(7), F.S.
- b. The district shall submit a plan to the Department of Education for approval before implementation of Rule 6A-4.01761, F.A.C. The components of the plan found in Rule 6A-6.03012(7), F.A.C., will include a description of:
  - i. The model, specifying the type and amount of direction, including direct observation, support, training, and instruction;
  - ii. The rationale for using this model;
  - iii. The manner in which the associate will be required to demonstrate competency;
  - iv. The process for monitoring the quality of services;
  - v. The process for measuring student progress; and
  - vi. The manner in which the speech-language associate will meet the requirements of the annual district professional development plan for instructional personnel.

**The school district has the option to include additional information regarding evaluations, qualified evaluators, or unique philosophical, curricular, or instructional considerations for students with speech impairments.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## Section B.14: Exceptional Student Education Eligibility for Students with Language Impairments

### Statutory and Regulatory Citations

34 C.F.R. §§ 300.8, 300.34 and 300.306

Chapters 456 and 468, Part I, F.S.

Sections 1003.01, 1003.57, 1011.62 and 1012.44, F.S.

Rules 6A-1.09401, 6A-4.0176, 6A-4.01761, 6A-6.030121, 6A-6.03028, 6A-6.0331, 6A-6.03411 and 64B20-2.001, F.A.C.

### Definitions

Language impairments are disorders of language that interfere with communication, adversely affect performance or functioning in the student's typical learning environment, and result in the need for exceptional student education. A language impairment is defined as a disorder in one or more of the basic learning processes involved in understanding or in using spoken or written language. These include:

1. Phonology is defined as the sound systems of a language and the linguistic conventions of a language that guide the sound selection and sound combinations used to convey meaning.
2. Morphology is defined as the system that governs the internal structure of words and the construction of word forms.
3. Syntax is defined as the system governing the order and combination of words to form sentences, and the relationships among the elements within a sentence.
4. Semantics is defined as the system that governs the meanings of words and sentences.
5. Pragmatics is defined as the system that combines language components in functional and socially appropriate communication.

The language impairment may manifest in significant difficulties affecting listening comprehension, oral expression, social interaction, reading, writing, or spelling. A language impairment is not primarily the result of factors related to chronological age, gender, culture, ethnicity, or limited English proficiency.

### Eligibility Criteria

#### 1. For prekindergarten children

A prekindergarten child is eligible as a student with a language impairment in need of exceptional student education if all of the following criteria are met:

- a. There is evidence, based on evaluation results, of significant deficits in language. The impairment may manifest in significant difficulties affecting one or more of the following areas:
  - i. Listening comprehension,
  - ii. Oral expression,
  - iii. Social interaction, or
  - iv. Emergent literacy skills (e.g., vocabulary development, phonological awareness, narrative concepts).
- b. One or more documented and dated behavioral observation(s) reveals significant language deficits that interfere with performance or functioning in the typical learning environment.
- c. Results of standardized norm-referenced instruments indicate a significant language deficit in one or more of the areas listed in the Definitions section, as evidenced by standard scores significantly below the mean. If the evaluator is unable to administer a norm-referenced instrument and an alternative scientific, research-based instrument is administered, the instrument must reveal a significant language deficit in one or more of the areas listed in the Definitions section. The significance of the deficits must be determined and based on specifications in the manual of the instruments utilized for evaluation purposes.

- d. Information gathered from the child's parents or legal guardians, teachers, service providers, or caregivers must support the results of the standardized instruments and observations conducted.
- e. The language impairment must have an adverse effect on the child's ability to perform or function in the typical learning environment, thereby demonstrating the need for ESE.
- f. The language impairment is not primarily the result of factors related to chronological age, gender, culture, ethnicity or limited English proficiency.

2. For students in kindergarten through Grade 12

A student meets the eligibility criteria as a student with a language impairment in need of ESE if all of the following criteria are met:

- a. Due to deficits in the student's language skills, the student does not perform or function adequately for the student's chronological age or to meet grade-level standards, as adopted in Rule 6A-1.09401, F.A.C., in one or more of the following areas, when provided with learning experiences and instruction appropriate for the student's chronological age or grade:
  - i. Oral expression,
  - ii. Listening comprehension,
  - iii. Social interaction,
  - iv. Written expression,
  - v. Phonological processing, or
  - vi. Reading comprehension.
- b. Due to deficits in the student's language skills, the student does not make sufficient progress to meet chronological age or state-approved grade-level standards pursuant to Rule 6A-1.09401, F.A.C., in one or more of the areas identified in 2.a. of this section when using a process based on the student's response to scientific, research-based intervention.
- c. Evidence of a language impairment is documented based on a comprehensive language evaluation, including all evaluation procedures as specified for students in kindergarten through grade 12, included in Part I of this ESE Policies and Procedures (P&P) under the Conducting Student Evaluations and Reevaluations section. There must be documentation of the following:
  - i. Documented and dated observations show evidence of significant language deficits that interfere with the student's performance or functioning in the educational environment.
  - ii. Results of standardized norm-referenced instruments indicate a significant language deficit in one or more of the areas listed in the Definitions section, as evidenced by standard scores significantly below the mean. If the evaluator is unable to administer a norm-referenced instrument and an alternative scientific, research-based instrument is administered, the instrument must reveal a significant language deficit in one or more of the areas listed in the Definitions section. The significance of the deficits must be determined and based on specifications in the manual of the instruments utilized for evaluation purposes.
  - iii. Information gathered from the student's parents or guardians, teachers, and, when appropriate, the student, must support the results of the standardized instruments and observations conducted.
  - iv. At least one additional observation conducted by the speech-language pathologist (SLP) when the language impairment is due to a deficit in pragmatic language and cannot be verified by the use of standardized instruments. The language impairment may be established through the results of the evaluation procedures as specified in the evaluation procedures for students in kindergarten through grade 12, included in Part I of this ESE P&P under the Conducting Student Evaluations and Reevaluations section, and the additional observations conducted subsequent to obtaining consent for evaluation as part of a comprehensive language evaluation. The evaluation report must document the evaluation procedures used, including the group's rationale for overriding results from standardized instruments, the results obtained, and the basis for recommendations. The information gathered from the student's

parents or legal guardians, teachers, and, when appropriate, the student, must support the results of the observations conducted.

- d. The group determines that its findings under 2.a. of this section are not primarily the result of factors related to chronological age, gender, culture, ethnicity or limited English proficiency.

### **Documentation of Determination of Eligibility**

For a student suspected of having a language impairment, the documentation of the determination of eligibility must include a written summary of the group's analysis of the data that incorporates all of the following information:

1. The basis for making the determination, including an assurance that the determination has been made in accordance with subsection 6A-6.0331(6), F.A.C.
2. Noted behavior during the observation of the student and the relationship of that behavior to the student's academic functioning.
3. The educationally relevant medical findings, if any.
4. Whether the student has a language impairment as evidenced by response to intervention data confirming all of the following:
  - a. Performance or functioning discrepancies. The student displays significant discrepancies, for the chronological age or grade level in which the student is enrolled, based on multiple sources of data when compared to multiple groups, including to the extent practicable the peer subgroup, classroom, school, district, and state level comparison groups.
  - b. Rate of progress. When provided with effective implementation of appropriate research-based instruction and interventions of reasonable intensity and duration with evidence of implementation fidelity, the student's rate of progress is insufficient or requires sustained and substantial effort to close the gap with typical peers or expectations for the chronological age or grade level in which the student is currently enrolled.
  - c. Educational need. The student continues to demonstrate the need for interventions that significantly differ in intensity and duration from what can be provided solely through educational resources and services currently in place, thereby demonstrating a need for exceptional student education due to the adverse effect of the language impairment on the student's ability to perform or function in the educational environment.
5. The determination of the student's parent(s) or guardian(s) and group of qualified professionals concerning the effects of chronological age, culture, gender, ethnicity, patterns of irregular attendance, or limited English proficiency on the student's performance or functioning.
6. Documentation based on data derived from a process that assesses the student's response to well-delivered scientific, research-based instruction and interventions, including:
  - a. Documentation of the specific instructional interventions used, the intervention support provided to the individuals implementing interventions, adherence to the critical elements of the intervention design and delivery methods, the duration of intervention implementation (e.g., number of weeks, minutes per week, sessions per week), and the student-centered data collected
  - b. Documentation that the student's parent(s) or guardian(s) were notified about the state's policies regarding the amount and nature of student performance or functioning data that would be collected and the educational resources and services that would be provided; interventions for increasing the student's rate of progress; and the parental or guardian right to request an evaluation.

### **Student Evaluation**

1. Children in prekindergarten

In addition to the procedures identified in subsection 6A-6.0331(5), F.A.C., the minimum evaluation for a prekindergarten child shall include all of the following:

- a. Information gathered from the child's parent(s) or guardian(s) and others, as appropriate, such as teacher(s), service providers, and caregivers, regarding the concerns and description of language skills. This may be completed through a variety of methods, including interviews, checklists, or questionnaires.
- b. One or more documented and dated observation of the child's language skills conducted by the SLP in one or more setting, which must include the child's typical learning environment or an environment or situation appropriate for a child of that chronological age.
- c. One or more standardized norm-referenced instrument designed to measure language skills. The instrument must be administered and interpreted by a SLP to determine the nature and severity of the language deficits. If the SLP is unable to administer a norm-referenced instrument, a scientific, research-based alternative instrument may be used. The evaluation report must document the evaluation procedures used, including the rationale for use of an alternative instrument, the results obtained and the basis for recommendations.

## 2. Students in kindergarten through Grade 12

The provisions in Rule 6A-6.0331(1), F.A.C., regarding general education intervention procedures for students in kindergarten through Grade 12, who are suspected of having a disability and enrolled in public school must be implemented, as well as procedures identified in Rule 6A-6.0331(5), F.A.C., and must include all of the following:

- a. To ensure that the decreased performance or functioning of a student suspected of having a language impairment is not due to a lack of appropriate instruction, the minimum evaluation procedures must include all of the following:
  - i. Review of data that demonstrates the student was provided well-delivered scientific, research-based instruction and interventions addressing the identified areas of concern and delivered by qualified personnel in general or ESE settings.
  - ii. Data-based documentation, which was provided to the student's parents or legal guardians, of repeated measures of performance or functioning at reasonable intervals, communicated in an understandable format, reflecting the student's response to intervention during instruction.
  - iii. Information gathered from the student's parents or legal guardians and teachers, and, when appropriate, the student, regarding the concerns and a description of language skills. This may be completed through a variety of methods including interviews, checklists or questionnaires.
  - iv. Documented and dated observations of the student's language skills conducted by the SLP in one or more settings.
  - v. One or more standardized norm-referenced instrument designed to measure language skills. The instruments must be administered and interpreted by a SLP to determine the nature and severity of the language deficits. If the SLP is unable to administer a norm-referenced instrument, a scientific, research-based alternative instrument may be used. The evaluation report must document the evaluation procedures used, including the rationale for use of an alternative instrument, the results obtained, and the basis for recommendations.
- b. With the exception of one additional observation conducted by the SLP when the language impairment is due to a deficit in pragmatic language that cannot be verified by a standardized assessment, general education activities and interventions conducted prior to initial evaluation in accordance with Rule 6A-6.0331(1), F.A.C., may be used to satisfy the requirements of this rule.

## **Unique Philosophical, Curricular, or Instructional Considerations**

### 1. Language services

- a. A group of qualified professionals determining eligibility under the requirements of Rule 6A-6.030121, F.A.C., and Rule 6A-6.0331(6), F.A.C., will include a SLP.
- b. A SLP will be involved in the development of the individual educational plan for students with a language impairment, whether as special education or as a related service for an otherwise eligible student with a disability.

- c. Language therapy services will be provided by a certified SLP pursuant to Rule 6A-4.0176, F.A.C., or a licensed SLP pursuant to Chapter 468, F.S., and Rule 64B20-2.001, F.A.C., or a speech-language associate pursuant to Rule 6A-4.01761, F.A.C., or a speech-language pathology assistant pursuant to Chapter 468, F.S.
- d. Students determined eligible as a student with a language impairment have access to any supports and services needed as determined by the individual educational plan team. A student should be identified as a student with a disability using the most appropriate category, but this does not mean that the team must identify every possible category under which the student may be eligible. In addition, there is no requirement that a student be eligible under a given category in order to receive specific services. For example, students determined eligible as a student with a language impairment may have counseling as a related service, a functional behavioral assessment, or academic support for reading or writing even though the student has not been determined to be a student with an emotional or behavioral disability or a specific learning disability.

## 2. Speech-language associate

- a. Language therapy services provided by a speech-language associate as specified in Rule 6A-4.01761, F.A.C., will be under the direction of a certified or licensed SLP with a master's degree or higher in speech-language pathology. Services under this rule can be provided for a period of three years, as described in s. 1012.44, F.S., in school districts that qualify for the sparsity supplement as described in s. 1011.62(7), F.S.
- b. The school district will submit a plan to the Florida Department of Education for approval before implementation of Rule 6A-4.01761, F.A.C. The components of the plan must include a description of:
  - i. The model, specifying the type and amount of direction including, but not limited to, direct observation, support, training and instruction;
  - ii. The rationale for using this model;
  - iii. The manner in which the associate will be required to demonstrate competency;
  - iv. The process for monitoring the quality of services;
  - v. The process for measuring student progress; and
  - vi. The manner in which the speech-language associate will meet the requirements of the annual school district professional development plan for instructional personnel.

**The school district has the option to include additional information regarding evaluations, qualified evaluators, or unique philosophical, curricular, or instructional considerations for students with language impairments.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## **Section B.15: Exceptional Student Education Eligibility for Students who are Visually Impaired**

### **Statutory and Regulatory Citations**

34 C.F.R. §§ 300.8, 300.34, 300.172 and 300.324

Sections 1003.55, 1003.57 and 1003.575, F.S.

**Rules 6A-1.09401, 6A-6.03014, 6A-6.0331 and 6A-6.03411, F.A.C.**

### **Definitions**

Visual impairment including blindness means any impairment in vision regardless of significance or severity that, even with correction, adversely affects the student's educational performance. The term includes both partial sight and blindness, including ocular, brain-based and neurological disorders.

**Teacher of the visually impaired means an individual who is certified in the area of visually impaired in accordance with Rule 6A-4.0178, Florida Administrative Code (F.A.C.).**

### **Student Evaluation**

A full and individual evaluation must be conducted by a school district to identify a student with a visual impairment as eligible for exceptional student education and consider the individual needs of a student with a visual impairment when developing, reviewing, or revising an Individual Educational Plan (IEP) in accordance with Rules 6A-1.09401(1)(j), 6A-1.09414, 6A-6.03028, 6A-6.0331, and 6A-6.03411, F.A.C.

Eligibility determination. For a student who has, or who is suspected of having, a visual impairment, evaluation for eligibility must include a medical report and three assessments as described in paragraphs (3)(b)-(d), unless one or more of the assessments is waived as provided in paragraph (3)(e).

Medical report. A medical report must include a diagnosis or provide information about a student's visual impairment. This medical report must be provided by a licensed ophthalmologist, optometrist, or neurologist.

Functional vision assessment. A functional vision assessment considers the student's performance of daily tasks across a variety of natural environments to determine factors that influence visual access. This assessment must be conducted by a teacher of the visually impaired.

Learning media assessment. A learning media assessment considers and compares learning and literacy media in order to provide recommendations about which visual, tactual, and auditory learning media are appropriate for the student. These recommendations must consider the use of braille in accordance with the requirements of Rule 6A-6.03028(3)(g)8., F.A.C. This assessment must be conducted by a teacher of the visually impaired.

**Orientation and mobility screening. The district must conduct an orientation and mobility screening. An orientation and mobility screening considers the travel needs and abilities of the student in a variety of environments. The screening must be conducted by a person who holds an orientation and mobility certification or endorsement.**

### **Assessment Waiver**

If one of the assessments described in paragraphs (3)(b)-(3)(d) provides sufficient information to determine that a student with a visual impairment is eligible for exceptional student education, the other assessments must be waived for the purpose of determining eligibility. However, if the assessments were waived because they were not necessary to determine eligibility, the assessments that were waived must be completed during the IEP process.

Once a student with a visual impairment is determined eligible for exceptional student education, the district must conduct the assessments and screening as described below.

(a) The district must conduct any assessment waived for the eligibility determination as provided in paragraph (3)(e).

(b) The district must conduct a special skills assessment. A special skills assessment evaluates skills aligned with content knowledge as described in Rule 6A-1.09401(1)(j), F.A.C. This assessment must be conducted by a teacher of the visually impaired.

## **Reevaluation**

Reevaluation of students with visual impairment must comply with Rule 6A-6.0331(7), F.A.C., and, in addition, the reevaluation must include:

1. A medical report as referenced in paragraph (3)(a), unless a medical report is waived by the student's IEP team if the team finds that there is no suspected change in visual functioning, or if the team is provided a physician's written recommendation to waive the medical report for students with bilateral anophthalmia; and
2. An evaluation of skills known to be impacted by visual impairment as required for determining initial eligibility.

## **Supportive Services**

The district must make available referral forms, links, and technical support contacts for services to students and parents. These resources include:

- (a) Critical Initiatives in Visual Impairment Project Florida State University (CIVI-FSU);
- (b) Florida Division of Blind Services (DBS);
- (c) Florida Division of Vocational Rehabilitation (VR);
- (d) Florida Instructional Materials Center for the Visually Impaired (FIMC-VI);
- (e) Florida Low Vision Initiative (FLVI); and
- (f) Florida School for the Deaf and the Blind (FSDB).

**The school district has the option to include additional information regarding evaluations; qualified evaluators; or unique philosophical, curricular or instructional considerations for students with VIs.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## **Section B.16: Provision of Occupational Therapy to Exceptional Students as a Related Service**

### **Statutory and Regulatory Citations**

34 CFR §300.34

Chapters 456 and 468, Part III, F.S.

Sections 1003.01 and 1003.57, F.S.

Rules 6A-6.030191, 6A-6.03024, 6A-6.03028, 6A-6.03411 and Chapter 64B-11, F.A.C.

### **Definitions**

1. Occupational therapy means services provided by a licensed occupational therapist or a licensed occupational therapy assistant.
2. Related service provider means the licensed occupational therapist responsible for the assessment and provision of school-based occupational therapy as a related service.
3. Include input from the occupational therapist to assist the individual educational plan (IEP), educational plan (EP) or individualized family support plan (IFSP) team when the educational need for occupational therapy as a related service is being determined.

### **Assessments**

As defined in s. 468.203, F.S., prior to the provision of occupational therapy, assessments shall be conducted by the related service provider. Rule 6A-6.03024(1)(c), F.A.C., defines a related service provider as the licensed occupational therapist responsible for the assessment and provision of school-based occupational therapy as a related service as defined in s. 1003.01(3)(b), F.S., and Rule 6A-6.03411(1)(dd)3.f., F.A.C.

### **Determination of Need for Occupational Therapy**

To determine the need for occupational therapy as a related service for the IEP, EP or IFSP team shall:

1. Review assessments conducted by the related service provider and all other relevant data; and
2. Determine if occupational therapy services are needed to assist a student to benefit from specially designed instruction.

### **Unique Philosophical, Curricular, or Instructional Considerations**

1. The licensed occupational therapist shall provide input to assist the IEP, EP or IFSP team when:
  - a. The educational need for occupational therapy as a related service is being determined, and
  - b. A student who is receiving occupational therapy as a related service is being reviewed by the IEP, EP or IFSP team.
2. Once the educational need for occupational therapy has been determined in accordance with Rule 6A-6.03024, F.A.C., a plan of treatment as referenced in s. 468.203, F.S., shall be developed. The plan of treatment may be included as a part of the IEP, EP or IFSP.
3. Pursuant to s. 468.203, F.S., occupational therapy:
  - a. May be provided by either a licensed occupational therapist or a licensed occupational therapy assistant.
  - b. The occupational therapy assistant is supervised by the licensed occupational therapist.
  - c. The licensed occupational therapist provides both initial direction in developing a plan of treatment and periodic inspection of the actual implementation of the plan. Such a plan of treatment shall not be altered by the supervised individual without prior consultation with, and the approval of, the supervising occupational therapist.
  - d. The supervising occupational therapist need not always be physically present or on the premises when the licensed occupational therapy assistant is performing services. However, except in cases of emergency, supervision shall require the availability of the supervising occupational therapist for consultation with and direction of the supervised individual.

**The school district has the option to include additional information regarding evaluations; qualified evaluators; or unique philosophical, curricular or instructional considerations for students who need occupational therapy.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## **Section B.17: Provision of Physical Therapy to Exceptional Students as a Related Service**

### **Statutory and Regulatory Citations**

34 CFR §300.34

Chapters 456, 458, 459, 461, 466 and 486, F.S.

Sections 1003.01 and 1003.57, F.S.

Rules 6A-6.030191, 6A-6.03024, 6A-6.03028, 6A-6.03411 and 64B17-6.001, F.A.C.

### **Definitions**

1. Physical therapy means services provided by a licensed physical therapist or a licensed physical therapist assistant.
2. Related service provider means the licensed physical therapist responsible for the assessment and provision of school-based physical therapy as a related service.

### **Assessments**

As defined in s. 486.021, F.S., prior to the provision of physical therapy, assessments shall be conducted by the related service provider. Rule 6A-6.03024(1)(c), F.A.C., defines a related service provider as the licensed physical therapist responsible for the assessment and provision of school-based physical therapy as a related service, as defined in s. 1003.01(3)(b), F.S., and Rule 6A-6.03411(1)(dd)3.i., F.A.C.

### **Determination of Need for Physical Therapy**

To determine need for physical therapy as a related service for the individual educational plan (IEP), educational plan (EP) or individualized family support plan (IFSP), the team shall:

1. Review assessments conducted by the related service provider and all other relevant data; and
2. Determine if physical therapy services are needed to assist a student to benefit from specially designed instruction.

### **Unique Philosophical, Curricular, or Instructional Considerations**

1. The licensed therapist or licensed assistant shall provide input to assist the IEP, EP, or IFSP team when:
  - a. The educational need for physical therapy as a related service is being determined, and
  - b. A student who is receiving physical therapy as a related service is being reviewed by the IEP, EP, or IFSP team.
2. Once the educational need for physical therapy has been determined in accordance with the provisions of this rule, a plan of treatment as referenced in s. 468.203, F.S., shall be developed. The plan of treatment may be included as a part of the IEP, EP or IFSP.
3. Pursuant to s. 486.021, F.S., physical therapy may be provided by either a licensed physical therapist or a licensed physical therapist assistant, who is under the general supervision of a physical therapist. The supervision of a physical therapist assistant shall not require on-site supervision by the physical therapist.
4. Pursuant to Rule 64B17-6.001, F.A.C., the supervising physical therapist shall be:
  - a. Accessible at all times by two-way communication, which enables the physical therapist to respond to an inquiry when made and to be readily available for consultation during the delivery of care.
  - b. Within the same geographic location as the physical therapist assistant.
  - c. Provided both initial direction in developing a plan of treatment and ensuring the plan is appropriately implemented on a consistent basis. The supervised individual cannot change the plan of treatment without prior consultation with, and the approval of, the supervising physical therapist.
  - d. Readily available to the physical therapist assistant with emphasis placed on directing the assistant through frequent reporting, both verbal and written and frequent observations of the care rendered.

**The school district has the option to include additional information regarding evaluations; qualified evaluators; or unique philosophical, curricular or instructional considerations for students who need physical therapy.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## Section C: Individual Educational Plan

### Statutory and Regulatory Citations

34 CFR §§300.29, 300.106, 300.110, 300.320 through 300.328, and 300.503

Sections 1001.02, 1002.20, 1002.3105, 1003.01, 1003.4203, 1003.4282, 1003.4285, 1003.57, 1003.5715, 1003.5716, 1003.572, 1008.22 and 1008.212, F.S.

Rules 6A-1.0943, 6A-1.09441, 6A-1.0996, 6A-1.09963, 6A-6.03028, 6A-6.0311 through 6A-6.0361, and 6A-6.03311, F.A.C.

### Definition

An individual educational plan (IEP) is a written statement for a student with a disability that is developed, reviewed and revised in accordance with Rule 6A-6.03028, F.A.C. Parents are partners with schools and school district personnel in developing, reviewing and revising IEPs. The procedures for the development of IEPs for students with disabilities are as follows:

Note: Since an educational plan (EP) is defined in Rule 6A-6.030191, F.A.C., as being developed for students identified solely as gifted, an IEP rather than an EP is developed for students who are gifted and have also been identified as having a disability.

### Procedures

#### 1. Role of parents

The role of the parents in developing IEPs includes, but is not limited to:

- a. Providing critical information regarding the strengths of their student;
- b. Expressing their concerns for enhancing the education of their student so that their student can receive a free appropriate public education (FAPE);
- c. Participating in discussions about the student's need for special education and related services;
- d. Participating in deciding how the student will be involved and progress in the general education curriculum, including participation in state and school district assessments;
- e. Participating in the determination of what services the school district will provide to their student and in what setting; and
- f. Participating in the determination of which course of study leading to a standard diploma the student will pursue, consistent with s. 1003.4282, F.S., to include a course of study leading to a Scholar or Industry Scholar designation in accordance with s. 1003.4285, F.S.
- g. For the IEP in effect at the beginning of the school year the student is expected to graduate, a signed statement by the parent or guardian or the student, if the student has reached the age of majority and rights have transferred to the student, that he or she understands the process for deferment and identifying if the student will defer the receipt of his or her standard high school diploma, must be included in the student's IEP.

#### 2. Parent participation in IEP team meetings

The school district shall establish procedures that provide for parents, guardians, surrogate parents or persons acting in loco parentis to participate in decisions concerning the IEP. Parents of each student with a disability must be members of any group that makes decisions on the educational placement of their child.

- a. To ensure that parents are present at each meeting, or are afforded the opportunity to participate at each meeting the following must occur:
  - i. Parents are notified of the meeting early enough to ensure that they have an opportunity to attend.
  - ii. The meeting is scheduled at a mutually agreed upon time and place.
  - iii. A written notice to the parent indicates the purpose; time; location of the meeting; and who, by title or position, will be in attendance; and includes a statement informing the parents that they have the right to invite individuals with

special knowledge or expertise about their child. Parents may also request that a Part C service coordinator or other representative of the Part C system be invited to attend the initial IEP team meeting for a child previously receiving early intervention services under Part C of IDEA. Parents may also be accompanied by an adult of their choice at a meeting with school district personnel.

- iv. At the discretion of the parent or the school district, other individuals who have knowledge or special expertise regarding the student must also be included as part of the IEP team. Consistent with federal law, the determination of knowledge or special expertise must be made by the party (parent or school district) who invites the individual to be a member of the IEP team.
- v. Decisions as to which teachers and special education providers are members of the IEP team are made by the school district, based on the needs of the student.
- vi. The written notice to the parent clearly indicates which persons invited to the IEP team meeting are required members of the IEP team and, thus, would require excusal as described in subsection 4 below.

Any time an IEP team meeting is convened for the purpose of reviewing or changing a student's IEP as it relates to administration of the Florida Alternate Assessment and the provision of instruction in the state standards access points curriculum, or placement of the student in an exceptional student education (ESE) center, the school must provide the notice to the parent at least 10 days prior to the meeting.

- b. Not later than the first IEP to be in effect when the student attains the age of 12 or seventh grade, whichever occurs first (or younger, if determined appropriate by the IEP team), the notice must also indicate that a purpose of the meeting will be to identify the transition services needs of the student and that the school district will invite the student.
- c. The provision of information must be given to the student and the parents about the following resources:
  - i. The school district's high school-level transition services, career and technical education, and collegiate programs available to students with disabilities and how to access them;
  - ii. School-based transition programs; and
  - iii. Programs and services available through the Florida Center for Students with Unique Abilities, the Florida Centers for Independent Living, the Division of Vocational Rehabilitation, the Agency for Persons with Disabilities, and the Division of Blind Services.
- d. Not later than the first IEP to be in effect when the student turns 14 or enters high school (or younger, if determined appropriate by the IEP team), the notice must also indicate that a purpose of the meeting will be the consideration of postsecondary and career goals and transition services for the student, which must be operational and in place to begin implementation not later than the first day of the student's first year of high school, and that the school district will invite the student and identify any other agency that will be invited to send a representative to the meeting.
- e. If neither parent can attend, the school district uses other methods to ensure parent participation, including individual or conference telephone calls or video conferencing.
- f. A meeting may be conducted without a parent in attendance if the school district is unable to obtain the attendance of the parent. In this case, the school district maintains a record of its attempts to arrange a mutually agreed upon time and place. These records include such items as:
  - i. Detailed records of telephone calls made or attempted, and the results of those calls;
  - ii. Copies of correspondence sent to the parents and any responses received; and
  - iii. Detailed records of visits made to the parents' home or place of employment, and the results of those visits.
- g. The school district takes whatever action is necessary to ensure that the parents, and the student when the student is age 12 or in grade 7, whichever occurs first, understand the proceedings at a meeting, including arranging for an interpreter for parents and students who are deaf or whose native language is other than English.

- h. A meeting does not include informal or unscheduled conversations involving school district personnel and conversations on issues such as teaching methodology, lesson plans or coordination of service provision. A meeting also does not include preparatory activities that school district personnel engage in to develop a proposal or response to a parent proposal that will be discussed at a later meeting.
- i. The school district provides the parent with a copy of the IEP at no cost to the parent.

### 3. IEP team participants

The IEP team, with a reasonable number of participants, shall include:

- a. The parents of the student
- b. At least one regular education teacher of the student, if the student is or may be participating in the regular education environment. The regular education teacher of a student with a disability participates, to the extent appropriate, in the development, review, and revision of the student's IEP, including assisting in the determination of:
  - i. Appropriate positive behavioral interventions and supports and other strategies for the student; and
  - ii. Supplementary aids and services, classroom accommodations, modifications, or supports for school personnel to be provided for the student.
- c. At least one special education teacher of the student, or, where appropriate, one special education provider of the student
- d. A representative of the school district who is qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with disabilities, knowledgeable about the general education curriculum, and is knowledgeable about the availability of resources of the school district. At the school district's discretion, the student's special education teacher may be designated to also serve as the school district representative, if the teacher meets these requirements.
- e. An individual who can interpret the instructional implications of evaluation results. Another member of the IEP team may fulfill this role.
- f. At the discretion of the parent or the school district, other individuals who have knowledge or special expertise regarding the student, including related services personnel. The determination of the knowledge or special expertise shall be made by the party who invited the individual to participate in the IEP team meeting.
- g. The student, if appropriate, and in all cases where a purpose of the meeting will be the identification of the student's transition services needs or consideration of postsecondary and career goals for the student and the transition services needed to assist the student in reaching those goals. If the student does not attend the IEP team meeting to identify transition services needs or consider postsecondary and career goals and transition services, the school district takes other steps to ensure that the student's preferences and interests are considered.
- h. Agency representatives—To the extent appropriate and with the consent of the parents or a student who has reached the age of majority, the school district will invite a representative of any participating agency that may be responsible for providing or paying for transition services. Parental consent or the consent of the student who has reached the age of majority must also be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.
- i. In the case of a student who was previously served and received early intervention services under Part C of the IDEA, the Part C service coordinator or other representatives of the Part C system must be invited to the initial IEP team meeting, at the request of the parent, to assist with the smooth transition of services.
- j. The school district will determine the specific personnel to fill the roles.

### 4. IEP team member excusal

- a. A member of the IEP team is not required to attend an IEP team meeting, in whole or in part, if the parent of a student with a disability and the school district agree, in writing, that the attendance of the member is not necessary because the member's

area of curriculum or related services is not being modified or discussed in the meeting.

- b. A member of the IEP team also may be excused from attending an IEP team meeting, in whole or in part, when the meeting involves a modification to or discussion of the member's area of the curriculum or related services, if the parent, in writing, and the school district consent to the excusal and the member submits, in writing to the parent and the IEP team, input into the development of the IEP prior to the meeting.
- c. The school district has designated the following individuals, by name or position, as having the authority to make the agreement with the parent, or provide consent on behalf of the school district, to excuse an IEP team member from attending an IEP team meeting.

**Identify the individuals, by title or position, who have been granted this authority.**

| District Director of Exceptional Student Education or Designee, and School Administrator or Designee.

**4. IEP team member excusal (continued)**

- d. If a required IEP team member is unable to attend the meeting as scheduled, the parent can agree to continue with the meeting and request an additional meeting if more information is needed, or request that the meeting be rescheduled.

**5. Transition of children with disabilities from the infants and toddlers early intervention program**

- a. An IEP or an individual family support plan (IFSP) must be developed and implemented by the third birthday of a child who has been participating in the early intervention program for infants and toddlers with disabilities.
- b. Each school district shall participate in transition planning conferences arranged by the state lead agency for the infants and toddlers with disabilities early intervention program.
- c. If the child's third birthday occurs during the summer, the child's IEP team shall determine the date when services under the IEP or IFSP will begin.

**6. IEP timelines**

Timelines for IEPs include the following:

- a. An IEP that has been reviewed, and, if appropriate, revised periodically, but not less than annually, must be in effect at the beginning of each school year for each eligible student with a disability within the school district's jurisdiction.
- b. An IEP must be developed within 30 calendar days following the determination of a student's eligibility for special education and related services and be in effect prior to the provision of these services.
- c. A meeting shall be held at least annually to review, and revise, as appropriate, each IEP.

**7. Considerations in IEP development, review, and revision**

The IEP team considers the following factors in the development, review, and revision of the IEP:

- a. Strengths of the student and concerns of the parents for enhancing the education of their child
- b. Results of the initial or most recent evaluation or reevaluation
- c. As appropriate, results of the student's performance on state or districtwide assessments
- d. Academic, developmental and functional needs of the student.
- e. In the case of a student whose behavior impedes the student's learning or the learning of others, strategies, including the use of positive behavioral interventions, supports, and other strategies to address that behavior.
- f. In the case of a student with limited English proficiency, the language needs of the student as related to the IEP.

- g. In the case of a student who is blind or visually impaired, the provision of instruction in braille and the use of braille unless the IEP team determines, after an evaluation of the student's reading and writing skills needs, including future needs and appropriate reading and writing media (including an evaluation of the student's future need for instruction in braille or the use of braille), that instruction in braille or the use of braille is not appropriate for the student.
- h. The communication needs of the student
  - i. In the case of a student who is deaf or hard of hearing, the student's language and communication needs, opportunities for direct communications with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode. Rule 6A-6.03028(3)(g), F.A.C., requires the use of the Communication Plan form (available at <https://www.flrules.org/gateway/reference.asp?No=Ref-04776>) adopted by the State Board of Education during the development of the IEP for students who are deaf or hard of hearing or have a dual sensory impairment. Use of this plan will ensure that IEP teams are considering the instructional needs of these students in a more comprehensive manner.
  - j. Whether the student requires assistive technology devices or services. On a case-by-case basis, the use of school-purchased assistive technology devices in a student's home or other settings is required if the IEP team determines that the student needs access to those devices to receive a FAPE.
- k. At least annually, whether extended school year (ESY) services are necessary for the provision of a FAPE to the student if the IEP team determines, on an individual basis, that the services are necessary. School districts may not limit ESY to categories of a disability or unilaterally limit the type, amount or duration of those services. ESY services must be consistent with the following:
  - i. Pursuant to 34 C.F.R. § 300.106, ESY services must be considered by the IEP or IFSP team as part of the provision of FAPE for students with disabilities. ESY is special education and related services that are provided to a student with a disability beyond the normal school year of the school district, in accordance with the child's IEP or IFSP and at no cost to the parent of the student and meets the standards of the state educational agency.
  - ii. ESY is not intended to provide education beyond that which has been determined necessary by the IEP or IFSP team to ensure a FAPE. In many cases, not all the services specified in an individual student's IEP or IFSP for the school year need to be provided as part of ESY services.
  - iii. Parental requests for ESY services must be considered; however, if ESY services are requested by the parent and the IEP or IFSP team does not determine the provision of the requested ESY services as necessary for the provision of a FAPE, then a written informed notice of refusal must be provided.

**Describe the district's procedures for determining the need for ESY services for individual students.**

Decisions of eligibility for ESY services are made by an IEP or FSP team. Criteria that is used to determine whether a student is eligible for ESY services include, but are not limited to: •Regression/recoupment •Critical point of instruction •Emerging skills •Nature or severity of disability •Interfering behaviors •Rate of progress •Extenuating/Special circumstances (e.g., transition from school to work, Crisis leading to school closures). During the IEP or FSP team meeting, a variety of criteria or factors are considered, in order to ensure provision of FAPE. An ESY Checklist is used to document the factors that were considered. The eligibility decision is documented on the signature page of the IEP or FSP. Student progress is monitored using daily classroom assignments, weekly assessments as well as standardized assessments. Based on a student's performance, the IEP team may reconvene and review additional data to determine the student's eligibility for ESY services.

**Describe the school district's procedures for informing staff that varying amounts, types and durations of ESY services are possible based on the individual needs of a student. (Any predetermination or set policy on the amount of time ESY will be provided is contrary to the regulations.)**

During Policies and Procedures Trainings, IEP Trainings, ESE Updates, etc., District and School-based staff are informed that varying amounts, types and durations of ESY services are possible based on the individual needs of a student. During trainings staff receive information which includes (but not limited to): •Eligibility for ESY services and/or the duration of services cannot be limited based on the type or the degree of disability. •The fact that a student has made progress toward annual goals or has met annual goals during the school year does not exclude a student from receiving ESY services. •ESY services cannot be based on a predetermination or set policy on the amount of time ESY will be provided. Various service delivery models are discussed (as appropriate) during IEP meetings. In extenuating circumstances, education models such as Google Classroom, Zoom and academic packets are considered and sent to students with technology challenges. The service delivery models are monitored by ESE Program Specialists and the ESE Director. .During the IEP or FSP team meeting, a variety of criteria or factors are considered, in order to ensure provision of FAPE. An ESY Checklist is used to document the factors that were considered. The eligibility decision is documented on the signature page of the IEP or FSP. Student progress is monitored using daily classroom assignments, weekly assessments as well as standardized assessments. Based on a student's performance, the IEP team may reconvene and review additional data to determine the student's eligibility for ESY services. Once the IEP team has made the eligibility determination for ESY services. The ESE Program Specialists and ESE Director monitor implementation of services.

7. Considerations in IEP development, review and revision (continued)

- I. If, after considering all the factors mentioned above, the IEP team determines that a student needs a particular device or service, including an intervention, accommodation or other modification, to receive a FAPE, the IEP includes a statement to that effect.

8. Prior Written Notice

Written notice must be given to the parents of a child with a disability within a reasonable time before the school district:

- a. Proposes to initiate or change the identification, evaluation or educational placement of the child or the provision of FAPE; or
- b. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of FAPE to the child.

The content of the notice must be written in language understandable to the public and provided in the native language or other mode of communication used by the parents unless it is not feasible to do so. If it is not feasible, the school district must take steps to ensure that there is evidence that the notice is translated orally or by other means to the parents in the native language or other mode of communication used by the parents and must include the following:

- a. A description of the action proposed or refused by the school district;
- b. An explanation of why the school district proposes or refuses to take the action;
- c. A description of each evaluation procedure, assessment, record or report the school district used as a basis for the proposed or refused action;
- d. A statement that the parents of a child with a disability have protection under the procedural safeguards if the notice is not an initial referral for evaluation and how a copy of a description of the procedural safeguards can be obtained;
- e. Sources for the parents to contact to obtain assistance in understanding the notice;
- f. A description of other options that the IEP team considered and the reasons why those options were rejected; and
- g. A description of other factors that are relevant to the school district's proposal or refusal.

9. Content of the IEP

Each IEP must include the following:

- a. A statement of the student's present levels of academic achievement and functional performance, including how the student's disability affects the student's involvement and progress in the general education curriculum, or for prekindergarten children, as appropriate, how the disability affects the student's participation in appropriate activities.
- b. A statement of measurable annual goals, including academic and functional goals designed to meet the student's needs that result from the student's disability to enable the student to be involved in and make progress in the general education curriculum or for prekindergarten children, as appropriate, to participate in appropriate activities and meeting each of the student's other educational needs that result from the student's disability.
- c. A description of benchmarks or short-term objectives for students with disabilities who take alternate assessments aligned to alternate achievement standards, or any other student with a disability, at the discretion of the IEP team.
- d. A statement of the special education and related services, and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the student, or on behalf of the student..
- e. A statement of the classroom accommodations, modifications or supports for school personnel that will be provided for the student to advance appropriately toward attaining the annual goals; be involved and progress in the general education curriculum; to participate in extracurricular and other nonacademic activities; and to be educated and participate with other students with disabilities and without disabilities in compliance with state and federal laws. (A parent must provide signed consent for a student to receive instructional accommodations that would not be permitted on the statewide assessments and must acknowledge in writing that he or she understands the implications of such accommodations.)
- f. An explanation of the extent, if any, to which the student will not participate with students without disabilities in the regular class or in the activities described above.
- g. A statement addressing any individual appropriate accommodations necessary to measure the academic achievement and functional performance of the student on the statewide, standardized assessments or school district assessments. Accommodations that negate the validity of a statewide assessment are not allowable in accordance with s. 1008.22, F.S. If the IEP team determines that the student will take the Florida Alternate Assessment instead of other statewide, standardized assessments or an alternate school district assessment of student achievement, the IEP must include a statement of why the student cannot participate in other statewide, standardized assessments or school district assessments and, if applicable why the particular school district alternate assessment selected is appropriate for the student. If a student does not participate in the statewide, standardized assessment program as a result of being granted an extraordinary exemption in accordance with s. 1008.212, F.S., or an exemption due to medical complexity in accordance with s. 1008.22(12), F.S., the school district must notify the student's parent and provide the parent with information regarding the implications of such nonparticipation in accordance with s. 1008.22(3), F.S.
- h. The projected date for the beginning of the special education, services, accommodations and modifications described and the anticipated frequency, location and duration of those services.
- i. A statement of how the student's progress toward meeting the annual goals will be measured and when periodic reports on the progress the student is making toward meeting the annual goals (such as using quarterly or other periodic reports, concurrent with the issuance of report cards) will be provided.
- j. A statement to identify any Career and Professional Education (CAPE) digital tool certificates and CAPE industry certifications the student seeks to attain before high school graduation.

#### 10. Transitional needs addressed within IEP

- a. During the student's seventh grade year or when a student attains the age of 12, whichever occurs first, IEP teams must begin the process of identifying the need for transition services of students with disabilities before the student enters high school or attains the age of 14, whichever occurs first, in order to have identified postsecondary and career goals. The plan must be operational and in place to begin implementation on the first day of the student's first year in high school. This process must include, but is not limited to, the following:
  - i. Consideration of the student's need for instruction or the provision of information in self-determination and self-advocacy to assist the student to be able to participate in IEP team meetings actively and effectively.

- ii. Preparation for the student to graduate from high school with a standard high school diploma pursuant to s. [1003.4282](#), F.S., with a Scholar designation unless the parent chooses an Industry Scholar designation.
  - iii. Provision of the information to the student and his or her parent of the school district's high school-level transition services, career and technical education, and collegiate programs available to students with disabilities and how to access such programs. Information shall also be provided on school-based transition programs and programs and services available through Florida's Center for Students with Unique Abilities, the Florida Centers for Independent Living, the Division of Vocational Rehabilitation, the Agency for Persons with Disabilities, and the Division of Blind Services. Referral forms, links, and technical support contacts for these services must be provided to students and parents at IEP team meetings.
- b. Beginning not later than the first IEP to be in effect when the student enters high school, attains the age of 14, or when determined appropriate by the parent and the IEP team, whichever occurs first, the IEP must include the following statements that must be updated annually:
- i. A statement of intent to pursue a standard high school diploma and a Scholar or Industry Scholar designation, as determined by the parent.
  - ii. A statement that documents discussion of the process for a student with a disability who meets the requirements for a standard high school diploma to defer the receipt of such diploma.
  - iii. The IEP in effect at the beginning of the school year the student is expected to graduate, must include a signed statement by the parent, the guardian or the student, if the student has reached the age of majority and rights have transferred to the student, that he or she understands the process for deferment and identifying if the student will defer the receipt of diploma.
  - iv. A statement of intent to receive a standard high school diploma before the student attains the age of 22 and a description of how the student will fully meet the requirements in s. 1003.4282, F.S. The IEP must also specify the outcomes and the additional benefits expected by the parent and the IEP team at the time of the student's graduation.
  - v. A statement of appropriate measurable long-term postsecondary education and career goals based upon age-appropriate transition assessments related to training; education; employment; and, if appropriate, independent living skills and the transition services, including courses of study needed to assist the student in reaching those goals.
  - vi. Any change in the IEP for the goals specified above must be approved by the parent and is subject to verification for appropriateness by an independent reviewer selected by the parent as provided in s. 1003.572, F.S.
  - vii. If a participating agency responsible for transition services, other than the school district, fails to provide the transition services described in the IEP, the school district shall reconvene the IEP team to identify alternative strategies to meet the transition objectives for the student set out in the IEP. However, this does not relieve any participating agency of the responsibility to provide or pay for any transition service that the agency would otherwise provide to students with disabilities who meet the eligibility criteria of that agency.
- c. Beginning at least one year before the student's 18th birthday, a statement that the student has been informed of his or her rights that will transfer from the parent to the student on reaching the age of majority, which is 18 years of age.
- d. Beginning with the 2015-2016 school year, a statement identifying CAPE digital tool certificates and the CAPE industry certifications that the student seeks to attain before high school graduation, if any, pursuant to s. 1003.4203, F.S.
- e. For students whose eligibility terminates due to graduation from secondary school with a regular diploma or due to exceeding the age eligibility for FAPE under state law, a school district must provide the student with a summary of the student's academic achievement and functional performance, which should include recommendations on how to assist the student with meeting the postsecondary and career goals.

#### 11. Requirements for a Standard Diploma

The requirements for a standard diploma are found in s. 1003.4282, F.S., and Rule 6A-6.03028, F.A.C.

## 12. High School Graduation Requirements for Students with Disabilities

### a. General requirements.

Students with disabilities entering grade 9 may attain a standard diploma and earn standard diploma designations by meeting the requirements in ss. 1003.4282(1)-(9) or 1002.3105(5), or 1003.4282(10) and 1003.4285, F.S. Nothing contained in Rule 6A-1.09963, F.A.C., shall be construed to limit or restrict the right of a student with a disability solely to the options described in Rule 6A-1.09963, F.A.C. A certificate of completion will be awarded to students who earn the required 18 or 24 credits required for graduation, but who do not achieve the required grade-point average or who do not pass required assessments unless a waiver of the results has been granted in accordance with s. 1008.22(3)(d)2., F.S., or participation in a statewide assessment has been exempted in accordance with s. 1008.212, F.S., or s. 1008.22(12), F.S.

### b. Definitions from Rule 6A-1.09963, F.A.C.

- i. Access courses. Access courses are approved by the State Board of Education and are described in the Course Code Directory and Instructional Personnel Assignments, in accordance with Rule 6A-1.09441, F.A.C. Access courses are based on the access points. Access points are academic expectations intended only for students with the most significant cognitive disabilities and are designed to provide these students with access to the general education curriculum.
- ii. Alternate assessment. In accordance with s. 1008.22(3)(d), F.S., an alternate assessment is a statewide standardized assessment designed for students with significant cognitive disabilities to measure performance on the access points.
- iii. Employment transition plan. A plan that meets the requirements found in s. 1003.4282(8)(b)2.d., F.S. This plan is separate from the IEP.
- iv. Eligible Career and Technical Education (CTE) courses. Eligible CTE courses include any ESE or general education CTE course that contains content related to the course for which it is substituting. Modifications to the expectations or outcomes of the curriculum, known as modified occupational completion points (MOCPs), are allowable and may be necessary for a student who takes access courses and participates in the alternate assessment. Modifications may include modified course requirements. Modifications to curriculum outcomes should be considered only after all appropriate accommodations are in place. MOCPs must be developed for students in conjunction with their IEP and must be documented on the IEP. Course outcomes may be modified through the IEP process for secondary students with disabilities who are enrolled in a postsecondary program if the student is earning secondary (high school) credit for the program.

c. Requirements for a standard diploma for students with disabilities for whom the IEP team has determined that participation in the Florida Alternate Assessment is the most appropriate measure of the student's skills, in accordance with Rule 6A-1.0943(5), F.A.C., and instruction in access points is the most appropriate means of providing the student access to the general education curriculum. Students must meet the graduation requirements specified in s. 1003.4282(1)-(9), F.S., or s. 1002.3105(5), F.S., through the access course specified for each required core course, through more rigorous ESE courses in the same content area, or through core academic courses. Eligible access courses are described in the Course Code Directory and Instructional Personnel Assignments, in accordance with Rule 6A-1.09441, F.A.C.

- i. Eligible CTE courses, as defined in Rule 6A-1.09963(2)(e), F.A.C., may
- ii. substitute for Access English IV; one mathematics credit, with the exception of Access Algebra 1A and Access Algebra 1B and Access Geometry; one science credit, with the exception of Access Biology; and one social studies credit, with the exception of Access United States History. Eligible courses are described in the Course Code Directory and Instructional Personnel Assignments, in accordance with Rule 6A-1.09441, F.A.C.
- iii. Participation in the Florida Alternate Assessment in reading, mathematics, and science is required until replaced by Florida Alternate Assessments in English Language Arts I, II, and III, Algebra I, Geometry, Algebra II, Biology I, and United States History.
- iv. A score of at least a Level 4 on the Florida Alternate Assessment in reading and math must be attained, until replaced by the Grade 10 English Language Arts alternate assessment and the end-of-course (EOC) assessment for

Access Algebra I, unless assessment results are waived in accordance with s. 1008.22(3)(d), F.S. A waiver of the results of the statewide, standardized assessment requirements by the IEP team, pursuant to s. 1008.22(3)(d), F.S., must be approved by the parents and is subject to verification for appropriateness by an independent reviewer selected by the parents as provided for in s. 1003.572, F.S.

- v. For those students whose performance on standardized assessments is waived by the IEP team as approved by the parent, the development of a graduation portfolio of quantifiable evidence of achievement is required. The portfolio must include a listing of courses the student has taken, grades received, student work samples, and other materials that demonstrate growth, improvement, and mastery of required course standards. Multimedia portfolios that contain electronic evidence of progress, including videos and audio recordings, are permissible. Community-based instruction, MOCPs, work experience, internships, community service, and postsecondary credit, if any, must be documented in the portfolio.
- d. Requirements for a standard diploma for students with disabilities for whom the IEP team has determined that mastery of both academic and employment competencies is the most appropriate way for the student to demonstrate his or her skills. A student must meet all the graduation requirements specified in s. 1003.4282(1)-(9), F.S., or s. 1002.3105(5), F.S. Eligible courses are described in the Course Code Directory and Instructional Personnel Assignments, in accordance with Rule 6A-1.09441, F.A.C.
- i. Eligible CTE courses, as defined in Rule 6A-1.09963(2)(e), F.A.C., may substitute for English IV; one mathematics credit, except for Algebra and Geometry; one science credit, with the exception of Biology; and one social studies credit, with the exception of United States History. Eligible courses are described in the Course Code Directory and Instructional Personnel Assignments, in accordance with Rule 6A-1.09441, F.A.C.
  - ii. Students must earn a minimum of one-half credit in a course that includes employment. Such employment must be at a minimum wage or above in compliance with the requirements of the Federal Fair Labor Standards Act, for the number of hours a week specified in the student's completed and signed employment transition plan, as specified in s. 1003.4282(8)(b)2.d., F.S., for the equivalent of at least one semester. Additional credits in employment-based courses are permitted as electives.
  - iii. Documented achievement of all components defined in s. 1003.4282(8)(b)2.b., F.S., on the student's employment transition plan.
- e. A waiver of the results of the statewide, standardized assessment requirements by the IEP team, pursuant to s. 1008.22(3)(d), F.S., must be approved by the parents and is subject to verification for appropriateness by an independent reviewer selected by the parents as provided for in s. 1003.572, F.S.
- f. Deferral of receipt of a standard diploma. A student with a disability who meets the standard high school diploma requirements may defer the receipt of the diploma and continue to receive services if the student meets the requirements in s. 1003.4282(8)(c), F.S.
- i. The decision to accept or defer the standard high school diploma must be made during the school year in which the student is expected to meet all requirements for a standard high school diploma. The decision must be noted on the IEP and the parent, or the student over the age of 18 for whom rights have transferred in accordance with Rule 6A-6.03311(8), F.A.C., must sign a separate document stating the decision.
    - 1. The IEP team must review the benefits of deferring the standard high school diploma, including continuation of educational and related services, and describe to the parent and the student all services and program options available to students who defer. This description must be done in writing.
    - 2. School districts must inform the parent and the student, in writing, by January 30 of the year in which the student is expected to meet graduation requirements, that failure to defer receipt of a standard high school diploma after all requirements are met releases the school district from the obligation to provide a FAPE. This communication must state that the deadline for acceptance or deferral of the diploma is May 15 of the year in which the student is expected to meet graduation requirements, and that failure to attend a graduation ceremony does not constitute a deferral.

3. School districts must ensure that the names of students deferring their diploma be submitted to appropriate school district staff for entry in the school district's management information system. Improper coding in the school district database will not constitute failure to defer.

ii. A student with a disability who receives a certificate of completion may continue to receive FAPE until his or her 22nd birthday, or, at the discretion of the school district, until the end of the school semester or year in which the student turns 22. Any such student who meets all special requirements of the district school board in effect as of June 20, 2014, but who is unable to meet the appropriate special state minimum requirements in effect as of June 20, 2014, shall be awarded a special certificate of completion in a form prescribed by the Commissioner of Education.

13. Separate parental consent for specific actions included in an IEP

In accordance with s. 1003.5715, F.S., effective July 1, 2013, separate parental consent for the following actions in a student's IEP is required:

- a. Administration of an alternate assessment pursuant to s. 1008.22, F.S., and instruction in the state standards access points curriculum and
- b. Placement of the student in an ESE center school.

The district must use the following forms adopted by FDOE for obtaining consent.

- a. Parental Consent Form: Instruction in the State Standards Access Points Curriculum and Florida Alternate Assessment Administration and
- b. Parental Consent Form: Student Placement in an Exceptional Education Center.

In accordance with 34 C.F.R. § 300.503, each consent form must be provided in the parent's native language as defined in 34 C.F.R. § 300.29. Both consent forms can be found in multiple languages at <https://www.fldoe.org/academics/exceptional-student-edu/beess-resources/parental-consent-form-prior-written-no.stml>. A school district may not proceed with the actions described above unless the school district documents reasonable efforts to obtain the parent's consent and the student's parent has failed to respond or the school district obtains approval through a due process hearing.

Except for a disciplinary change in placement as described in s. 1003.57(1)(h), F.S., if a school district determines that there is a need to change a student's IEP related to administration of the alternate assessment, instruction in the access points curriculum, or ESE center school placement, the school must hold an IEP team meeting that includes the parent to discuss the reason for the change. The school shall provide written notice to the parent at least 10 days before the meeting, indicating the purpose, time and location of the meeting and who, by title or position, will attend the meeting. The IEP team meeting requirement may be waived by informed consent of the parent after the parent receives the written notice.

For a change in a student's IEP related to administration of the alternate assessment, instruction in access points curriculum, or ESE center school placement, the school district may not implement the change without parental consent unless the school district documents reasonable efforts to obtain the parent's consent and the student's parent has failed to respond or the school district obtains approval through a due process hearing and resolution of appeals.

14. Least restrictive environment (LRE) and placement determinations

- a. To the maximum extent appropriate, students with disabilities, including those in public or private institutions or other facilities, are educated with students without disabilities. A school district shall use the term "inclusion" to mean that a student is receiving education in a general education regular class setting, reflecting natural proportions and age-appropriate heterogeneous groups in core academic and elective or special areas within the school community; a student with a disability is a valued member of the classroom and school community; the teachers and administrators support universal education and have knowledge and support available to enable them to effectively teach all children; and a student is provided access to technical assistance in best practices, instructional methods, and supports tailored to the student's needs based on current research.

Section 1003.57(1)(f), F.S., requires that, once every three years, each school district and school must complete a Best

Practices in Inclusive Education (BPIE) assessment. The BPIE is an internal assessment process designed to facilitate the analysis, implementation, and improvement of inclusive educational practices. The results of this process, including all planned short- and long-term improvement efforts, must be included in the school district's ESE policies and procedures.

**What is the date the BPIE was completed?**

| 11/01/2023

**Upload the Plan for Inclusive Education: Short- and Long-Term Improvement Efforts document in Appendix F.**

**Upload the District Best Practices for Inclusive Education Assessment document (District's BPIE Indicator Rating Tally Sheet) in Appendix F.**

**What is the anticipated date for the triennial BPIE assessment, if known?**

| 11/01/2026

14. Least restrictive environment (LRE) and placement determinations (continued)

- b. Special classes, separate schooling or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily; and
- c. A continuum of alternative placements must be available to meet the needs of students with disabilities for special education and related services, including instruction in regular classes, special classes, special schools, home instruction, and instruction in hospitals and institutions. A school district must make provision for supplementary services (such as resource room or itinerant instruction) to be provided in conjunction with regular class placement.

**Describe the district's continuum of alternative placements (e.g., instruction in regular classes, special classes, special schools, home instruction and instruction in hospitals and institutions). If your district contracts with another district to provide a placement option, please indicate this as well.**

The services that each student will receive is determined by the student's Individual Educational Plan committee. The services provided by our district include: Instruction in regular classes: Consultation - Consultation services may be direct and/or indirect services provided to a student with a disability who attends regular education classes and/or to the student's regular education teachers. Resource Room - Students receive instruction in a regular class placement the majority of the day and in a special education classroom for part of the day. Separate class placement - Students receive specialized instruction in a separate classroom (in a regular school) for the majority of the day. Separate Day School - Students (approximately 25 - 30 students district-wide) with an Emotional Behavioral Disability receive instruction in a school separate from a regular school. Florida State Hospital - A very small number of students receive Exceptional Student Education services in this hospital setting. Hospital/Homebound - Students who are disabled or ill and cannot benefit from appropriate public schooling are provided instruction in their home setting or hospital as needed. Multi-District Agreement with Leon County School District - This agreement provides students who are Dual-Sensory Impaired to receive appropriate services.

**Describe the school district's procedures regarding provision for supplementary services to be provided in conjunction with regular class placement.**

Based on the student's Individual Educational Plan, the student may receive the following services: Resource Room - Students receive instruction in a regular class placement for the majority of the day, and specialized instruction for part of the day. Itinerant Instruction - Students in regular class placement receive in-class support or pull-out services that support and supplement the instruction received in the regular class placement. Related Services (Itinerant Services)- Related services are recommended by the IEP committee in order to meet the specific needs of a student with a disability. Related Services include, but are not limited to: -Language Therapy -Speech Therapy -Occupational Therapy -Physical Therapy -Vision Services -Orientation/Mobility

14. Least restrictive environment (LRE) and placement determinations (continued)

- d. In determining the educational placement of a student with a disability, including a prekindergarten child with a disability, each school district must ensure that:
- i. The placement decision is made by a group of persons, including the parents, and other persons knowledgeable about the student, the meaning of the evaluation data, and the placement options.
  - ii. The placement decision is made in accordance with the LRE provisions listed above.
  - iii. The student's placement is determined at least annually, is based on the student's IEP, and is as close as possible to the student's home.
  - iv. Unless the IEP of a student with a disability requires another arrangement, the student is educated in the school that he or she would attend if without disabilities.
  - v. In selecting the LRE, consideration is given to any potential harmful effect on the student or on the quality of services that he or she needs.
  - vi. A student with a disability is not removed from education in age-appropriate regular classrooms solely because of needed modifications in the general education curriculum.
- e. In providing or arranging for the provision of nonacademic and extracurricular services and activities (including meals, recess periods, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the school district, referrals to agencies that provide assistance to individuals with disabilities, and employment of students, including both employment by the school district and assistance in making outside employment available), each school district must ensure that each student with a disability participates with students without disabilities to the maximum extent appropriate to the needs of the student. The school district must ensure that each student with a disability has the supplementary aids and services determined by the student's IEP team to be appropriate and necessary for the student to participate in nonacademic settings.

#### 15. Review and revision of the IEP

The school district ensures that the IEP team:

- a. Reviews the IEP periodically, but not less than annually, to determine whether the annual goals for the student are being achieved;
- b. Revises the IEP as appropriate to address:
  - i. Any lack of expected progress toward the annual goals and in the general education curriculum, if appropriate,
  - ii. Results of any reevaluation conducted,
  - iii. Information about the student provided to or by the parents,
  - iv. The student's anticipated needs or other matters, and
  - v. Consideration of the factors described previously (subsection 7);
- c. Responds to a parent's right to ask for revision of the student's IEP; and
- d. Encourages the consolidation of reevaluation meetings for the student and other IEP team meetings for the student, to the extent possible.

#### 16. Changes to the IEP

Changes to the IEP must be made by the entire IEP team at an IEP team meeting and may be made by amending the IEP rather than by redrafting the entire IEP. However, in making changes to the IEP after the annual IEP team meeting for a school year, the parent and school district may agree not to convene an IEP team meeting for purposes of making those changes, and instead may develop a written document to amend or modify the student's current IEP. If changes are made to the student's IEP without a meeting, the school district must ensure that the student's IEP team is informed of those changes. Upon request, a parent will be

provided with a revised copy of the IEP with the amendments incorporated. In addition, the following changes to the IEP and decisions made by the IEP team must be approved by the parent or the adult student, if rights have transferred, in accordance with Rule 6A-6.03311(8), F.A.C. Such changes are subject to an independent reviewer selected by the parent as provided in s. 1003.572, F.S., and include:

- a. Changes to the postsecondary or career goals; and
- b. Changes in the selected graduation option specified in the student's IEP and any waiver of statewide, standardized assessment results made by the IEP team in accordance with the provisions of s. 1008.22(3)(d), F.S.

17. Students with disabilities in adult prisons

The requirements relating to participation in general assessments do not apply to students with disabilities who are convicted as adults under state law and incarcerated in adult prisons. In addition, the requirements relating to transition planning and services do not apply with respect to those students whose eligibility for services under Part B of IDEA will end because of their age before they will be eligible to be released from prison based on consideration of their sentence and eligibility for early release. The IEP team may modify the student's IEP or placement if the state has demonstrated a bona fide security or compelling penological interest that cannot otherwise be accommodated. The requirements relating to the IEP content and LRE do not apply with respect to such modifications.

18. IEP implementation and accountability

The school district is responsible for providing special education to students with disabilities in accordance with the students' IEPs. However, it is not required that the school district, teacher or other person be held accountable if a student does not achieve the growth projected in the annual goals and benchmarks or objectives. An IEP must be in effect before special education and related services are provided to an eligible student and will be implemented as soon as possible following the IEP team meeting. In addition, the IEP will be accessible to each regular education teacher, special education teacher, related service provider and other service provider who is responsible for its implementation. All teachers and providers will be informed of their specific responsibilities related to the implementation of the IEP and the specific accommodations, modifications, and supports that must be provided for the student in accordance with the IEP. The school district must make a good faith effort to assist the student in achieving the goals and objectives or benchmarks listed on the IEP.

19. IEPs and meetings for students with disabilities placed in private schools or community facilities by the school district

If a student with a disability is placed in a private school by the school district, in consultation with the student's parents, the school district will ensure that the student has the same rights as a student with a disability served by the school district. Before placing the student, the school district initiates and conducts a meeting to develop an IEP or IFSP for the student. The school district will ensure the attendance of a representative of the private school at the meeting. If the representative cannot attend, the school district will use other methods to ensure participation by the private school, including individual or conference telephone calls. After a student with a disability enters a private school or facility, any meetings to review and revise the student's IEP may be initiated and conducted by the private school or facility at the discretion of the school district. However, the school district must ensure that the parents and a school district representative participate in decisions about the IEP and agree to proposed changes in the IEP before those changes are implemented by the private school. Even if a private school or facility implements a student's IEP, responsibility for compliance with state board rules remains with the school district. These requirements apply only to students who are or have been placed in or referred to a private school or facility by a school district as a means of providing FAPE. If placement in a public or private residential program is necessary to provide special education to a student with a disability, the program, including non-medical care and room and board, must be at no cost to the parents of the student.

20. Access to instructional materials

The school district will take all reasonable steps to provide instructional materials in accessible formats to students with disabilities who need those instructional materials at the same time as other students receive instructional materials.

21. Physical education

Physical education services, specially designed, if necessary, must be made available to every student with a disability receiving

FAPE, unless the school district does not provide physical education to students without disabilities in the same grades. Each student with a disability will be afforded the opportunity to participate in the regular physical education program available to students without disabilities unless the student is enrolled full-time in a separate facility or the student needs specially designed physical education, as prescribed in the student's IEP. If specially designed physical education is prescribed in a student's IEP, the school district will provide the services directly or plan for those services to be provided through other public or private programs. The school district responsible for the education of a student with a disability who is enrolled in a separate facility must ensure that the student receives appropriate physical education services in compliance with state and federal law.

## 22. Treatment of charter school students

Students with disabilities who attend public charter schools, and their parents, retain all rights under Rules 6A-6.03011 through 6A-6.0361, F.A.C. The school district will serve students with disabilities attending those charter schools in the same manner as it serves students with disabilities in its other schools. This includes:

- a. Providing supplementary and related services on site at the charter school to the same extent to which the school district has a policy or practice of providing such services on site to its other public schools; and
- b. Providing funds under Part B of the IDEA to those charter schools on the same basis as the school district provides funds to the school district's other public schools:
  - i. Including proportional distribution based on relative enrollment of students with disabilities; and
  - ii. At the same time as the school distributes other federal funds to its other public schools;

## 23. Program options

The school district must take steps to ensure that students with disabilities have available to them the variety of educational programs and services available to students without disabilities in the area served by the school district, including art, music, industrial arts, consumer and homemaking education, and career and technical education.

**The school district has the option to include additional information regarding the development and implementation of IEPs.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## Section D: Discipline

### Statutory and Regulatory Citations

34 CFR §§300.530–300.537

Sections 893.02, 893.03, 1002.20, 1002.22, 1003.01, 1003.31, 1003.57, and 1006.09, F.S.

Rules 6A-1.0955, 6A-6.03011 through 6A-6.0361 and 6A-6.03312, F.A.C.

### Definitions

#### 1. Change of placement because of disciplinary removals

For the purpose of removing a student with a disability from the student's current educational placement as specified in the student's IEP under Rule 6A-6.03312, F.A.C., a change of placement occurs with either of the following:

- a. The removal is for more than 10 consecutive school days.
- b. The student has been subjected to a series of removals that constitutes a pattern that is a change of placement because the removals cumulate to more than 10 school days in a school year, because the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals, and because of additional factors, such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another. A school district determines on a case-by-case basis whether a pattern of removals constitutes a change of placement, and this determination is subject to review through due process and judicial proceedings.

#### 2. Controlled substance

A controlled substance is any substance named or described in Schedules I–V of s. 893.03, F.S.

#### 3. Illegal drug

An illegal drug means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act, 21 U.S.C. 812(c), or under any other provision of federal law.

#### 4. Serious bodily injury

Serious bodily injury means bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

#### 5. Weapon

Weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade that is less than two and a half inches in length.

#### 6. Manifestation determination

A manifestation determination is a process by which the relationship between the student's disability and a specific behavior that may result in disciplinary action is examined.

#### 7. Interim alternative educational setting (IAES)

An interim alternative educational setting is a different location where educational services are provided for a specific time period due to disciplinary reasons and that meets the requirements of Rule 6A-6.03312, F.A.C.

## Procedures

### 1. Students with disabilities whose behavior impedes their learning or the learning of others

For students with disabilities whose behavior impedes their learning or the learning of others, strategies, including positive behavioral interventions and supports to address that behavior, will be considered in the development of their IEPs. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the requirements and procedures in Rule 6A-6.03312, F.A.C., is appropriate for a student with a disability who violates the Code of Student Conduct.

#### **Describe the district's procedures for providing information and training regarding positive behavioral interventions and supports.**

The district provides information and training to all personnel who provide services and supports to students with disabilities. Persons receiving training include ESE teachers, general education teachers, paraprofessionals, guidance counselors, behavior specialists, school psychologists, program specialists and school administrators. Generally the following trainings are provided: -Updates on rules/regulations governing students with disabilities -Individual and group training in discipline and behavior management -Trainings on conducting Functional Behavior Assessments and developing Behavior Intervention Plans -Trainings on Developing Behavior Management Plans - Trainings on Positive Behavior Management in the Classroom -Trainings on Accommodations, Modifications and Strategies for Students with Discipline Problems -Trainings specific to students with Autism -CPI Training -Trainings and information are provided by Florida Diagnostic and Learning Resources System (FDLRS), Partnership for Effective Programs for Students with Autism (PEPSA), Center for Autism and Related Disorders (CARD), Behavior Consultants/Counselors and ESE district support staff. In addition, the Institute for Small and Rural Districts (ISR) provides trainings throughout the school year. Information regarding trainings is provided to appropriate personnel and the district supports their participation. -Teachers, school administrators and support staff receive on-going information and support from Behavior Specialists, Behavior Analysts and/or Mental Health Counselors. All schools are able to access additional Behavior Management and Consultation services by completing a request to the ESE/Student Services Director. -Schools have MTSS/Problem-Solving teams that meet to identify and address behavioral needs of individual students. Interventions are put in place based on the review of data and student needs.

#### **Describe how the district addresses behavior in the development of the IEP for students with disabilities whose behavior impedes their learning or the learning of others.**

In the case of a student with a disability whose behavior impedes his or her learning or that of others, the Individual Educational Plan (IEP) team, in developing the student's IEP, will consider, if appropriate, strategies including positive behavioral interventions, supports, behavior data and other strategies to address that behavior. If the IEP team determines that such services are needed, they will be added to the IEP and will be provided. The IEP team will show evidence that the behavior is being addressed (e.g., documentation of problem-solving/response to intervention or instruction process, evidence in the student's discipline file, positive behavior intervention plan) and annual goals, if applicable, or services to address the behaviors.

### 2. Authority of school personnel

Consistent with the school district's Code of Student Conduct and to the extent that removal would be applied to nondisabled students, school personnel:

- a. May remove a student with a disability, who violates a code of student conduct, from the student's current placement for not more than 10 consecutive school days
- b. May remove a student with a disability, for not more than 10 consecutive school days in that same school year, for separate incidents of misconduct, as long as those removals do not constitute a change in placement, as defined in Rule 6A-6.03312, F.A.C.

**Describe the district's procedures for monitoring out-of-school suspensions, to include the review of suspension and expulsion data.**

A monthly report detailing the number of Out-of-School and In-school Suspensions is generated by the district's Management Information Systems department. This report is given to each program specialist (district-level personnel) and school-level administrators to review. The data is reviewed to ensure that students do not receive more than 10 days out of school suspension for the school year. -If the school has not notified the program specialist prior to the eighth cumulative day of suspension, the program specialist will request a manifestation where it will be determined if there is a pattern of removals constituting a change in placement, a need to conduct a Functional Behavioral Assessment, a need to develop or revise a Behavior Intervention Plan, or a need for an Individual Educational Plan review to address the behavior (s) of concern. -If a student is suspended from school based on a zero-tolerance offense and expulsion may be a possibility, the school level administrators submit a packet to the Assistant Superintendent's office requesting a hearing/manifestation determination. The Assistant Superintendent's secretary notifies the ESE Director and Program Specialists. A hearing/manifestation determination is held by the student's fifth day of suspension from school.

**Describe the district's procedures for determining whether a pattern of removals constitutes a change of placement (See Definitions 1 a-b).**

The student is subject to a series of removals that constitute a pattern because they accumulate to more than 10 school days in a school year and because of factors such as the length of each removal, the total amount of time the student is removed or the proximity of the removals to one another. To determine if a pattern of removals constitute a change in placement, school personnel with authority to suspend, will exercise this authority on a case-by-case basis by conducting a review of the description of: 1) the behavior/incident that is currently subject to disciplinary removal and the proposed suspension; and 2) the behaviors/incidents subjected to disciplinary removal for current school year. The date and description of the behavior/incident subject to discipline will be reviewed, including the number of days of suspension (length of removal); the cumulative days of suspension (total amount of time student has been removed); and the proximity of removals to one another (number of days, weeks, or months since the last incident). School personnel will consider the above factors in making a determination of pattern of removals on a case-by-case basis.

**3. Manifestation determination**

A manifestation determination, consistent with the following requirements, will be made within 10 school days of any decision to change the placement of a student with a disability because of a violation of a Code of Student Conduct.

- a. In conducting the review, the school district, the parent, and relevant members of the IEP team (as determined by the parent and the school district):
  - i. Will review all relevant information in the student's file, including any information supplied by the parents of the student, any teacher observations of the student, and the student's current IEP
  - ii. Will determine whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability or whether the conduct in question was the direct result of the school district's failure to implement the IEP
- b. If the school district, the parent, and relevant members of the IEP team determine that the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability or that the conduct in question was the direct result of the school district's failure to implement the IEP, the conduct will be determined to be a manifestation of the student's disability and the school district will take immediate steps to remedy those deficiencies.
- c. If the school district, the parent, and relevant members of the IEP team determine that the conduct was a manifestation of the student's disability, the IEP team will either:
  - i. Conduct a functional behavioral assessment (FBA), unless the school district had conducted an FBA before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan (BIP) for the student; or
  - ii. If a BIP has already been developed, review and modify it, as necessary, to address the behavior; and

iii. Except as provided in 6. of this section, return the student to the placement from which the student was removed, unless the parent and the school district agree to a change in placement as part of the modification of the BIP.

d. For disciplinary changes of placement, if the behavior that gave rise to the violation of a Code of Student Conduct is determined not to be a manifestation of the student's disability, the relevant disciplinary procedures applicable to nondisabled students may be applied to the student in the same manner and for the same duration in which they would be applied to nondisabled students, except that services necessary to provide FAPE will be provided to the student with a disability, as described in 5. of this section.

e. If a parent disagrees with the manifestation determination decision made by the IEP team pursuant to this rule, the parent may appeal the decision by requesting an expedited due process hearing as described in 7. of this section.

**Describe the district's procedures for scheduling manifestation determination reviews within required timelines and determining participants for these reviews.**

Once the ESE Program Specialist has been notified (by the lead ESE teacher or school administrator) that further suspension of a student who has already been suspended for 8 days in a school year is being considered, a meeting to make a manifestation determination will be convened. The meeting is convened no later than 10 days (giving the parent a reasonable notice) after the ESE Program Specialist has been notified that a change of placement beyond 10 days in the school year is contemplated. A Manifestation Determination will be made within 5 school days of any decision to change the placement of a student with a disability who has violated the student code of conduct. - If a student is suspended from school based on a zero-tolerance offense and expulsion may be a possibility, the school level administrators submit a packet to the Assistant Superintendent's office requesting a hearing/manifestation determination. The Assistant Superintendent's secretary notifies the ESE Director and Program Specialists. A hearing/manifestation determination is held by the student's fifth day of suspension from school.

**Describe the school district's procedures for determining participants for these reviews.**

-The IEP Team, Parent and District ESE Department Staff will determine the relevant members of the team and invite them to participate in the manifestation determination.

**Describe the school district's procedures for initiating and conducting FBAs and developing BIPs in a timely manner.**

If it is determined (during a Manifestation Determination Hearing) that a student's conduct is a manifestation of the student's disability and no FBA or BIP is in place, consent to conduct an FBA will be requested at the time of the meeting. Consent for an FBA will be forwarded to the School Psychologist and the Functional Behavior Assessment will be completed within 10 days after the meeting. Data and information obtained from the FBA will be used to develop a BIP.

**Describe the school district's procedures for providing training regarding initiating and conducting FBAs and developing and implementing BIPs to include who provides the training and frequency.**

The district provides face to face trainings on how to conduct FBAs and BIPs tri-annually in collaboration with discretionary projects, contracted agencies and staff such as FDLRS, PS/RTi, Insights to Behavior, ESE Staff, School Psychologists and Behavior Analysts (Positive Behavior Supports, Inc.). Teachers will be trained in whole and small groups as well as individuals on an as needed basis to ensure they knowledgeable in initiating, conducting, developing and implementing BIPs.

**Describe the school district's procedures for providing FAPE for students when the behavior is determined not to be a manifestation of the student's disability.**

If the team determines that the behavior is not a manifestation of the student's disability, the team may decide to extend the suspension beyond the days that the student has already been suspended (not to exceed 10 days). Based on the nature and severity of the offense, the team will review the student's IEP and determine if the IEP and placement meet the student's needs. The district's practice (in as many instances as possible) is to use alternative placements rather than expulsion of students. Students may be expelled from their home school to an alternative school where they will receive required services. In an alternative placement, the student with disabilities will continue to receive educational services to (1) enable the student to continue to participate in the general curriculum; although in another setting, (2) progress toward meeting the goals in the student's IEP; and (3) receive as appropriate; a functional behavior assessment and positive behavior intervention plan designed to address the behavior violation.

**Describe the school district's procedures for requesting an expedited due process hearing when parents disagree with a manifestation determination.**

If it is deemed necessary, the district will request an expedited due process hearing when parents disagree with a manifestation determination. The request will be forwarded to Florida's Division of Administrative Hearings (DOAH) with a copy to FDOE. -In all cases the IEP team (which includes the parent) determines need for additional services including counseling, psychiatric evaluation or additional programs to address the behavior problems. -The parent of a student with a disability may request an expedited due process hearing when they disagree with a manifestation determination following the guidelines in the Procedural Safeguards given to the parent with the meeting notice.

**4. Notification to the parent of a removal that constitutes a change of placement of a student**

On the date a decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of a Code of Student Conduct, the school district will notify the parent of the removal decision and provide the parent with a copy of the notice of procedural safeguards.

**5. Providing FAPE for students with disabilities who are suspended or expelled or placed in an IAES**

- a. A school district is not required to provide services to a student with a disability during removals totaling 10 school days or fewer in that school year if services are not provided to students without disabilities who are similarly removed.
- b. Students with disabilities who are suspended or expelled from school or placed in an IAES will continue to receive educational services in accordance with s. 1003.01, F.S., including homework assignments, to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the measurable annual goals in the student's IEP and receive, as appropriate, a functional behavioral assessment, behavioral intervention services, and modifications designed to address the behavior violation so that it does not reoccur.
- c. After a student with a disability has been removed from the current placement for 10 school days in the school year, if the current removal is not more than 10 consecutive school days and is not a change of placement under this rule, school personnel, in consultation with at least one of the student's special education teachers, will determine the extent to which services are needed to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the measurable annual goals in the student's IEP.
- d. If the removal is a change of placement under Rule 6A-6.03312, F.A.C., the student's IEP team determines appropriate services under 5.b. of this section.

**Describe the school district's procedures for providing FAPE to students with disabilities who are suspended (in school and out of school), expelled, or placed in an IAES.**

Students with disabilities who are suspended from school and placed in an Interim Alternative Educational Setting (IAES) will continue to receive appropriate educational services as indicated on the IEP that will enable the student to continue to participate in the general curriculum and progress toward meeting the goals of the student's IEP. The IEP team will determine if additional supports and services are needed which could include a Functional Behavior Assessment (FBA), Behavioral Intervention Plan (BIP) and/or counseling designed to address the behavior violation. -Students who have been suspended or expelled and placed in an alternative setting may have their IEPs revised to indicate Home Instruction. These revisions may be made when students have not responded to specialized instruction for a specified period of time. If the student has had reoccurring behavior issues in multiple assignments ranging from a self-contained class in a regular school to an alternative school or to a separate day school, home instruction may be appropriate. The student will receive services from a certified ESE teacher in order for the student to continue to work toward his/her IEP goals and objectives.

**Describe the school district's procedures for providing training and support for staff members who provide services to students with disabilities who are suspended (in school and out of school), expelled, or placed in an IAES.**

Supports and Training for the staff include: -Teachers participate in CPI Training conducted by FDLRS -Teachers and administrators are provided Positive Behavior Support training -Teachers will receive additional resources and materials to use in their classrooms -Teachers will receive guidance by a behavior specialist who is housed at the alternative school -Teachers and staff are provided support and guidance during the MTSS/Problem Solving team meetings to determine appropriate interventions for students

**6. Special circumstances and IAES**

- a. School personnel may remove a student to an IAES for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:
  - i. Carries a weapon to or possesses a weapon at school, on school premises, or to a school function under the jurisdiction of a state educational agency (SEA) or a school district;
  - ii. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of an SEA or a school district; or
  - iii. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of an SEA or a school district.
- b. On the date that a decision is made to make a removal that constitutes a change of placement because of a violation of a Code of Student Conduct, the school district shall notify the parent of that decision and provide the parent with a copy of the notice of procedural safeguards.

**Describe the school district's procedures for notifying parents on the date that a decision is made to make a removal that constitutes a change of placement and providing parents with a copy of the notice of procedural safeguards on this date.**

On the first day of the student's suspension, a copy of the procedural safeguards is sent to the parents along with a notice of a hearing/manifestation determination meeting. The meeting notification and procedural safeguard will be sent by mail or delivered by a school resource officer. A hearing and manifestation determination is scheduled and held within five school days. If a zero tolerance offense was committed and the student violated the Code of Student Conduct in regards to weapons, drugs or serious bodily harm, a change of placement to an IAES may be made for not more than 45 school days. The parent or guardian is in attendance during the hearing and manifestation determination meeting and receives written documentation of the removal. If the parent is not present (which is an extreme exception), a letter is hand delivered to the parent by a school resource officer, school administrator or school social worker. Each notice has a copy of the Procedural Safeguards. -If the maximum suspension is beyond 10 previous days of suspension, the letter will be mailed by certified mail (if the parent cannot be reached). Documentation of the certified mail will be kept in the student's ESE file.

**Describe the school district's procedures for tracking students' removals to an IAES to ensure that the 45 school-day limit is maintained.**

Immediately following the hearing, an IEP meeting will be convened. The 45-school day duration of the IEP and services is included in the initiation/duration section of the IEP. Prior to the expiration of the 45-school day placement, the IEP team is reconvened to review the IEP and determine appropriate placement and services. The Program Specialist provides both the principal of the IAES and the principal of the student's home school with the date of the student's return to his home school.

**7. Appeal and expedited hearings**

- a. An expedited hearing may be requested by:
  - i. The student's parent, if the parent disagrees with a manifestation determination or with any decision not made by an administrative law judge (ALJ) regarding a change of placement under Rule 6A-6.03312, F.A.C.; and
  - ii. The school district, if it believes that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.
- b. The school district may repeat the procedures for expedited hearings if it believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.
- c. Expedited due process hearings requested under this subsection will be conducted by an ALJ for the Division of Administrative Hearings, Department of Management Services, on behalf of the Florida Department of Education, and will be held at the request of either the parent or the school district regarding disciplinary actions. These hearings will meet the requirements prescribed in Rules 6A-6.03011 through 6A-6.0361, F.A.C., except that the hearing will occur within 20 school days of the date the request for due process is filed and an ALJ will make a determination within 10 school days after the hearing. In addition, unless the parents and the school district agree in writing to waive the resolution meeting described herein or agree to use the mediation process set forth in these rules:
  - i. A resolution meeting will occur within seven days of receiving notice of the request for an expedited due process hearing; and
  - ii. The expedited due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of the receipt of the request for an expedited due process hearing.
- d. The decision of the ALJ rendered in an expedited hearing may be appealed by bringing a civil action in a federal district or state circuit court, as provided in s. 1003.57(1), F.S.

**Describe the school district's procedures for setting up resolution meetings within seven days of receiving notice of a request for an expedited due process hearing.**

The Director of Exceptional Student Education will be notified by the principal of the student's school by phone that the parent has requested an expedited due process hearing. The principal will send a copy of the written request to the district's ESE Director. The Director will immediately select a date for the meeting and notify the parents and other participants of the date. The parent is requested to indicate if the date is adequate and modifications are made if needed. The meeting will be held within 7 days of the district's receipt of notice of the request for an expedited due process hearing.

**8. Authority of an ALJ**

An ALJ hears and makes a determination regarding an appeal and request for an expedited due process hearing under this subsection and, in making the determination:

- a. An ALJ may return the student with a disability to the placement from which the student was removed if the ALJ determines that the removal was a violation of Rule 6A-6.03312, F.A.C., or that the student's behavior was a manifestation of the student's disability; or
- b. Order a change of placement of the student with a disability to an appropriate IAES for not more than 45 school days if the ALJ determines that maintaining the current placement of the student is substantially likely to result in injury to the student or

to others.

The procedures under this subsection may be repeated if a school district believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.

9. Student's placement during appeals or expedited due process proceedings

When an appeal as described in 7. above has been made by either the parent or the school district, the student will remain in the IAES determined by the IEP team pending the decision of the ALJ or until the expiration of the time period specified by school personnel, including expulsion for a student where no manifestation was found, unless the parent and the Florida Department of Education or school district agree otherwise.

10. Protections for students not determined eligible for special education and related services

A regular education student who has engaged in behavior that violated a Code of Student Conduct may assert any of the protections afforded to a student with a disability under Rule 6A-6.03312, F.A.C., if the school district had knowledge of the student's disability before the behavior that precipitated the disciplinary action occurred.

a. Basis of knowledge

A school district is deemed to have knowledge that a student is a student with a disability if:

- i. The parent has expressed concern in writing to supervisory or administrative personnel of the appropriate school district, or a teacher of the student, that the student needs special education and related services;
- ii. The parent has requested an evaluation to determine whether the student is in need of special education and related services; or
- iii. The teacher of the student, or other school district personnel, expressed specific concerns about a pattern of behavior demonstrated by the student directly to the school district's special education director or to other supervisory school district personnel.

b. Exception

A school district would not be deemed to have knowledge of a disability (see above) if:

- i. The parent of the student has not allowed an evaluation to determine if the student is an eligible student with a disability;
- ii. The parent of the student has refused to provide consent for initial provision of special education and related service;
- iii. The parent of the student revoked consent for the student to receive special education and related services; or
- iv. The school district conducted an evaluation in accordance with Rules 6A-6.03011 through 6A-6.0361, F.A.C., and determined that the student was not a student with a disability.

c. Conditions that apply if no basis of knowledge

- i. If the school district has no knowledge that the student is a student with a disability prior to disciplinary action, the student may be disciplined in the same manner as a student without a disability who engages in comparable behaviors.
- ii. If an evaluation request is made for the student during the time period of the disciplinary action, the evaluation will be conducted in an expedited manner. Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the student is determined to be a student with a disability, taking into consideration information from the evaluation and information provided by the parents, the school district will provide special education and related services consistent with the requirements of Rule 6A-6.03312, F.A.C.

11. Reporting a crime

Nothing in Rule 6A-6.03312, F.A.C., prohibits a school district from reporting a crime committed by a student with a disability to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state laws to crimes committed by a student with a disability.

12. Student records in disciplinary procedures

Regarding the person making the final determination for the disciplinary action, school districts shall ensure that the special education and disciplinary records of students with disabilities are transmitted, consistent with the provisions of 34 C.F.R. § 300.535(b), s. 1002.22, F.S., and Rule 6A-1.0955, F.A.C.

**Describe the school district's procedures for ensuring that special education and disciplinary records of students with disabilities are transmitted to the person making the final determination regarding the disciplinary action.**

Where a disciplinary change of placement is determined appropriate, the ESE Program Specialist will ensure that the IEP team has all relevant special education and disciplinary records. The IEP team makes the final disciplinary determination. In cases where a disciplinary action is considered that is not a change of placement, the administrator responsible for discipline will have access to special education and disciplinary records of the student. No "transmission" of records is necessarily involved. When a school reports a crime to appropriate authorities, the district conveys relevant information related to the student's disability, particularly the information necessary to protect the health or safety of the students or others.

13. Disciplinary records of students with disabilities

School districts shall include in the records of students with disabilities a statement of any current or previous disciplinary action that has been taken against the student and transmit the statement to the same extent that the disciplinary information is included in, and transmitted with, the student records of students without disabilities.

- a. The statement may be a description of any behavior engaged in by the student that required disciplinary action, a description of the disciplinary action taken, and any other information that is relevant to the safety of the student and other individuals involved with the student.
- b. If the student transfers from one school to another, the transmission of any of the student's records will include both the student's current IEP and any statement of current or previous disciplinary action that has been taken against the student.

## Section E: Participation in State and District Assessments

### Statutory and Regulatory Citations

34 C.F.R. § 300.8

Chapters 458 and 459, F.S.

Sections 1003.01, 1003.428, 1003.4282, 1003.43, 1003.433, 1007.02, 1008.212, 1008.22, 1008.25 and 1011.62, F.S.

Rules 6A-1.09401, 6A-1.0943, 6A-1.09430, 6A-6.03011 through 6A-6.0361, 6A-6.03018, 6A-6.03020, 6A-6.03028, 6A-6.0331, 6A-6.03311 and 6A-6.03411, F.A.C.

### Statewide, Standardized Assessment Program

#### 1. Purpose

The primary purpose of the student assessment program is to provide student academic achievement and learning gains data to students, parents, teachers, school administrators, and school district staff and assess the achievement level and learning gains of each student in English Language Arts (ELA), mathematics and all other subjects assessed.

#### 2. Student participation

- a. Each student with a disability has the opportunity to participate in the statewide, standardized assessment program and any districtwide assessment of student achievement with allowable accommodations, if determined appropriate by the individual educational plan (IEP) team and recorded on the student's IEP.
- b. Accommodations identified for testing situations are those identified in the test administration manual and regularly used by the student in the classroom.
- c. A parent must provide signed consent for a student to receive instructional accommodations not permitted on statewide, standardized assessments and acknowledge, in writing, the implications of such accommodations.
- d. Eligible students may receive paper-based accommodations (regular-print, large-print, one-item-per-page, braille). Students must have an IEP or Section 504 Plan that clearly indicates the reason that the computer-based test is not currently accessible or appropriate for the student. Documentation should include:1. Whether or not the student is currently able to use a computer or mobile device to engage in instruction/assessments;2. Accommodations/assistive technology the student needs when using a computer or mobile device; 3. Training and services the student needs to successfully use a computer or mobile device in instruction/assessments; and 4. The type of media/accommodations (e.g., paper, braille) that are necessary if it is determined that the student cannot use a computer or mobile device for the foreseeable future.
- e. Unique accommodations are specialized accommodations that require alterations to existing test materials, presentation, or administration guidelines. Requests may be submitted for such accommodations that are outside of the scope of currently available test materials and/or established test administration procedures. A unique accommodation must be documented on an IEP or Section 504 Plan, must be used regularly by the student in the classroom, and must not negate the validity of the assessment.
- f. For students with the most significant cognitive disabilities, the Florida Department of Education shall provide for the implementation of the Florida Alternate Assessment to accurately measure the core curricular content established in the state academic standards.
- g. Students who are identified solely as gifted are not eligible for statewide, standardized assessment accommodations.

#### 3. Allowable accommodations

Allowable and appropriate accommodations for K-2 statewide, standardized progress monitoring assessments are included in the FAST K-2 Renaissance Star Assessments Administration Manual and the K-2 Progress Monitoring Statewide Assessments Accommodations Guide. These resources can be found at <https://flfast.org/testing-resources-K2-tech-coord.html>.

Allowable and appropriate accommodations for grades 3-10 statewide, standardized progress monitoring assessments are included in the Test Administrator User Guide and the Statewide Assessments Accommodations Guide. These resources can be found at <https://flfast.org/coordinators.html#region03>.

Associated Resources for preparing, administering and reviewing data of the statewide, standardized progress monitoring assessments published by the Florida Department of Education's (FDOE) Office of Assessment can be found at <https://flfast.org/coordinators.html>.

#### 4. Waiver of assessment requirements

A student with a disability, as defined in s. 1007.02, F.S., for whom the IEP team determines that the statewide, standardized assessments cannot accurately measure the student's abilities, taking into consideration all allowable accommodations, shall have assessment **results** waived for the purpose of receiving a course grade and a standard high school diploma. Such a waiver shall be designated on the student's transcript.

### Extraordinary Exemption for Students with Disabilities

In accordance with s. 1008.212, F.S., a student with a disability may be eligible for an exemption from participation in the statewide assessment.

#### 1. Definitions

- a. "Circumstance" means a situation in which accommodations allowable for use on the statewide, standardized assessment, a statewide, standardized end-of-course assessment, or an alternate assessment pursuant to s. 1008.22(3)(d), F.S., are not offered to a student during the current year's assessment administration due to technological limitations in the testing administration program, which lead to results that reflect the student's impaired sensory, manual or speaking skills, rather than the student's achievement of the benchmarks assessed by the statewide, standardized assessment, a statewide, standardized end-of-course assessment, or an alternate assessment.
- b. "Condition" means an impairment, whether recently acquired or longstanding, that affects a student's ability to communicate in modes deemed acceptable for statewide assessments, even if appropriate accommodations are provided, and creates a situation in which the results of administration of the statewide, standardized assessment, an end-of-course assessment, or an alternate assessment would reflect the student's impaired sensory, manual or speaking skills rather than the student's achievement of the benchmarks assessed by the statewide, standardized assessment, a statewide, standardized end-of-course assessment, or an alternate assessment.
- c. "Medical complexity" – Pursuant to s. 1008.22(12), F.S., a child with a medical complexity means a child who, based upon medical documentation from a physician licensed under Chapter 458 or 459, F.S., is medically fragile and needs intensive care due to a condition such as congenital or acquired multisystem disease; has a severe neurological or cognitive disorder with marked functional impairment; or is technology dependent for activities of daily living; and lacks the capacity to take or perform on an assessment.
- d. "Parent" – Pursuant to Rule 6A-6.03411(1)(bb), F.A.C., parent means:
  - i. A biological or adoptive parent of a student;
  - ii. A foster parent;
  - iii. A guardian generally authorized to act as the student's parent, or authorized to make educational decisions for the student (but not the State if the student is a ward of the State);
  - iv. An individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent or other relative) with whom the student lives, or an individual who is legally responsible for the student's welfare; or
  - v. A surrogate parent who has been appointed in accordance with Rules 6A-6.03011 through 6A-6.0361, F.A.C.

2. A student with a disability for whom the IEP team determines is prevented by a circumstance or condition from physically demonstrating the mastery of skills that have been acquired and are measured by the statewide, standardized assessment, a statewide, standardized end-of-course assessment, or an alternate assessment pursuant to s. 1008.22(3)(d), F.S., shall be granted

an extraordinary exemption from the administration of the assessment. A learning, emotional, behavioral or significant cognitive disability, or the receipt of services through the homebound or hospitalized program in accordance with Rule 6A-6.03020, F.A.C., is not, in and of itself, an adequate criterion for the granting of an extraordinary exemption.

3. The IEP team, which must include the parent, may submit to the school district superintendent a written request for an extraordinary exemption at any time during the school year, but not later than 60 days before the current year's assessment administration for which the request is made. A request must include all of the following:
  - a. A written description of the student's disabilities, including a specific description of the student's impaired sensory, manual, or speaking skills;
  - b. Written documentation of the most recent evaluation data;
  - c. Written documentation, if available, of the most recent administration of the statewide, standardized assessment, an end-of-course assessment, or an alternate assessment;
  - d. A written description of the condition's effect on the student's participation in the statewide, standardized assessment, an end-of-course assessment, or an alternate assessment;
  - e. Written evidence that the student has had the opportunity to learn the skills being tested;
  - f. Written evidence that the student has been provided appropriate instructional accommodations;
  - g. Written evidence as to whether the student has had the opportunity to be assessed using the instructional accommodations on the student's IEP that are allowable in the administration of the statewide, standardized assessment, an end-of-course assessment, or an alternate assessment in prior assessments;
  - h. Written evidence of the circumstance or condition as defined in Rule 6A-1.0943(1), F.A.C.; and
  - i. The name, address and phone number of the student's parent.
4. Based upon the documentation provided by the IEP team, the school district superintendent shall recommend to the commissioner whether an extraordinary exemption for a given assessment administration window should be granted or denied. A copy of the school district's procedural safeguards as required in Rule 6A-6.03311, F.A.C., shall be provided to the parent. If the parent disagrees with the IEP team's recommendation, the dispute resolution methods described in the procedural safeguards shall be made available to the parent. Upon receipt of the request, documentation, and recommendation, the commissioner shall verify the information documented, make a determination, and notify the parent and the district school superintendent in writing within 30 days after the receipt of the request whether the exemption has been granted or denied. If the commissioner grants the exemption, the student's progress must be assessed in accordance with the goals established in the student's IEP. If the commissioner denies the exemption, the notification must state the reasons for the denial.
5. The parent of a student with a disability who disagrees with the commissioner's denial of an extraordinary exemption may request an expedited hearing. If the parent requests the expedited hearing, the FDOE shall inform the parent of any no-cost or low-cost legal services and other relevant services available in the area. The FDOE shall arrange a hearing with the Division of Administrative Hearings (DOAH), which must commence within 20 school days after the parent's request for the expedited hearing. The administrative law judges at DOAH shall make a determination within 10 school days after the expedited hearing. The standard of review for an expedited hearing is de novo, and the FDOE has the burden of proof.

### **Exemption for a Child With Medical Complexity**

In accordance with s. 1008.22, F.S., a child with a medical complexity may be exempt from participating in statewide, standardized assessments, including the Florida Alternate Assessment (FAA)—Performance Task and the FAA—Datafolio, pursuant to the following provisions:

1. *Definition.* A child with a medical complexity means a child who, based upon medical documentation from a physician licensed under Chapter 458 or 459, F.S., is medically fragile and needs intensive care due to a condition such as congenital or acquired multisystem disease; has a severe neurological or cognitive disorder with marked functional impairment; or is technology dependent for activities of daily living; and lacks the capacity to take or perform on an assessment.

2. *Exemption options.* In accordance with Rule 6A-1.0943, F.A.C., if the parent consents in writing, and the IEP team determines that the child should not be assessed based upon medical documentation that the child meets the definition of a child with medical complexity, then the parent may choose one of the following three assessment exemption options:

- a. One-year exemption approved by the district school superintendent. If the superintendent is provided written documentation of parental consent and appropriate medical documentation to support the IEP team's determination that the child is a child with medical complexity, then the superintendent may approve a one-year exemption from all statewide, standardized assessments, including those in the FAA program. For all students approved by the district superintendent for a one-year exemption, the following information must be reported to the commissioner beginning June 1, 2015, and each June 1 thereafter:
  - i. The total number of students for whom a one-year exemption has been granted by the superintendent; and
  - ii. For each student receiving an exemption, the student's name, grade level, and the specific statewide, standardized assessments from which the student was exempted.
- b. One-, two- or three-year or permanent exemption approved by the commissioner as described in s. 1008.22(12), F.S. In order for the commissioner to consider such an exemption, the following information must be submitted by the district superintendent to the commissioner no later than 30 calendar days before the first day of the administration window of the statewide, standardized assessment for which the request is made:
  - i. The student's name, grade level, and the statewide, standardized assessment for which the exemption request is made;
  - ii. The name, address and phone number of the student's parent;
  - iii. Documentation of parental consent for the exemption;
  - iv. Documentation of the superintendent's approval of the exemption;
  - v. Documentation that the IEP team considered and determined that the student meets the definition of a child with medical complexity as defined in s.1008.22(12), F.S.; and
  - vi. Medical documentation of the student's condition as determined by a physician licensed in accordance with Chapter 458 or 459, F.S.
- c. Upon receipt of the request, documentation and recommendation, the commissioner shall verify the information documented, make a determination, and notify the parent and the district school superintendent in writing within 20 calendar days after the receipt of the request whether the exemption has been granted or denied.

### **Alternate Assessment Based on Alternate Academic Achievement Standards (AA-AAAS)**

1. Students with a most significant cognitive disability, for whom the statewide, standardized assessment—even with allowable accommodations—is not appropriate, may be eligible to participate in the statewide assessment program through the AA-AAAS.
2. Eligibility requirements

The decision that a student with a most significant cognitive disability will participate in the statewide alternate assessment program as defined in s. 1008.22(3)(d), F.S. and Rule 6A-1.0943(5)(a), F.A.C., is made by the IEP team and recorded on the IEP. The provisions with regard to parental consent for participation in the FAA program, in accordance with s. 1003.5715, F.S., and Rule 6A-6.0331(10)(b), F.A.C., must be followed. The following criteria must be met:

- a. Even with appropriate and allowable instructional accommodations, assistive technology or accessible instructional materials, the student requires modifications as defined in Rule 6A-1.09401, F.A.C.; and
- b. The student requires direct instruction in academic areas of English language arts (ELA), math, social studies and science based on access points pursuant to Rule 6A-1.09401, F.A.C., in order to acquire, generalize, and transfer skills across settings.

### 3. Eligibility areas excluded

Per Rule 6A-6.03018, F.A.C., and 34 C.F.R. § 300.8(c)(10)(ii), students with a primary exceptionality of a specific learning disability (SLD) does not include students with learning problems that are primarily the result of an intellectual disability. Per s. 1008.22, F.S., and Rule 6A-1.0943, F.A.C., only students with a most significant cognitive disability are eligible to participate in the FAA program. Therefore, students with a primary disability category of SLD cannot participate in the FAA program and subsequently should not be enrolled in access courses that align to the FAA program.

### 4. School district and IEP team requirements

If it is determined by the IEP team, using the "Checklist for Course and Assessment Participation," that the student will participate in the statewide assessment through the AA-AAAS, the IEP must contain a statement of why the general assessment is not appropriate and why the AA-AAAS is appropriate. The IEP also must indicate that notification was made to the parent and that the implications of the student's nonparticipation in the statewide, standardized assessment program were provided. The "Checklist for Course and Assessment Participation" may be accessed at <https://faa.fsassessments.org/-/media/project/client-portals/florida-alt/2023-2024-faa/manuals-and-guides/checklist-for-course-and-assessment-participation.pdf>.

### 5. Administration of the AA-AAAS

The assessment will be administered individually by the student's exceptional student education teacher. If this is not possible, the test administrator will be a certified teacher or other licensed professional who has worked extensively with the student. All individuals who administer the AA-AAAS must be trained in administration procedures and receive annual update training.

### 6. Additional Information Required

An alternate assessment is required for any districtwide assessment of academic student achievement that is not administered to students on alternate academic achievement standards.

**The school district administers districtwide assessments of academic student achievement.**

- Yes  
 No

**If yes, include the name of each districtwide assessment and whether the assessment is administered to students on alternate academic achievement standards. If the districtwide assessment is not administered to students on alternate academic achievement standards, identify the corresponding alternate assessment. (If your school district uses a portfolio as a corresponding district alternate assessment, the data collected should be based on grade-level alternate academic achievement standards. For portfolios, indicate what information is being collected, how the information is being recorded, what type of scoring rubric is being used, and how the school district ensures that all teachers are collecting the same information and scoring the data the same way.)**

I-Ready, F.A.S.T and STAR

### **Parental Consent Documentation**

In accordance with s. 1003.5715, F.S., and Rule 6A-6.0331(10), F.A.C., the school district may not proceed with a student's instruction in access points and the administration of an alternate assessment without written and informed parental consent unless the school district documents reasonable efforts to obtain parental consent and the student's parent has failed to respond or the school district obtains approval through a due process hearing. The school district shall obtain written parental consent for the actions described above on the Parental Consent Form – Instruction in Access Points – Alternate Academic Achievement Standards (AP-AAAS) and Administration of the Statewide, Standardized Alternate Assessment, Form 313181 <https://www.flrules.org/Gateway/reference.asp?No=Ref-14585>.

**The school district certifies that it either obtains prior parental consent or due process approval for every student participating in the FAA program. If prior parental consent is not obtained, the school district certifies that it has documentation of reasonable efforts to obtain that approval and consent, or a final order from DOAH.**

- Yes  
 No

## Percentage of Students on Alternate Assessment

The Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act (which can be found at <https://www.ed.gov/essa>), limits the percentage of students that a state may assess with an AA-AAAS to no more than 1 percent of all assessed students in the grades assessed in a state for each subject.

While there is a limit on the percentage of students statewide who may participate in the AA-AAAS, there is no such limit among school districts; however, 34 C.F.R. § 200.6(c)(3)(ii) and (iv) require that a school district submit information justifying the need to assess more than one percent of its students in any subject with an AA-AAAS. The state must make that information publicly available, provided that such information does not reveal personally identifiable information about an individual student.

It is understood that school districts have unique circumstances that may contribute to a higher number of students who are in access courses and participating in the FAA program. The purpose of this justification is to ensure that school districts are cognizant of their current processes and procedures to ensure that an IEP team decision to place a student in access courses is in alignment with state requirements and is the most appropriate academic decision for the student.

What is your school district's 2022-23 participation percentage in the FAA in the following areas?

### Reading

3.0

### Mathematics

3.3

### Science

4.3

Is the school district over one percent in any area?

- Yes  
 No

The criteria for the following statement is outlined in s. 1008.22(3)(d), F.S., and Rule 6A-1.0943, F.A.C., and on the Checklist for Course and Assessment Participation, which can be found at <https://faa.fsassessments.org/-/media/project/client-portals/florida-alt/2023-2024-faa/manuals-and-guides/checklist-for-course-and-assessment-participation.pdf> for use in determining student eligibility for participation in the FAA program.

**If the school district is over one percent in any area, please provide a description of how the school district is ensuring that IEP teams are adhering to the criteria (see above.)**

To ensure the IEP teams are adhering to the percentage of students on Alternate Assessment, the Gadsden County School District will:

- 1.) Provide Training regarding the eligibility process for the Florida Alternate Assessment Guidelines and Procedures (assessment administration, eligibility criteria, accommodations and modifications specific to students with disabilities) at the beginning of every school year.
- 2.) Compliance Monitoring - The district will conduct periodic compliance checks to ensure all IEP teams are making decisions aligned with state and federal policies and procedures related to Exceptional Student Education Assessments/Florida Alternate Assessment.

**Provide a justification, with supporting evidence, that identifies specific programs or circumstances within the school district that may contribute to higher enrollment of students in access courses that exceeds one percent (e.g., center schools serving surrounding school districts).**

Circumstances within the school district that may contribute to higher enrollment of students in access courses that exceed one percent are as follow:

1.) Comprehensive Transition Program - Program provide targeted instruction, vocational training and social skills development to prepare students for post-school outcomes.

What is your school district's risk ratio for disproportionality in each content area for each subgroup?

**ELA American Indian or Alaskan Native**

| 0

**ELA Black, non-Hispanic**

| 2.66

**ELA Hispanic**

| 0.27

**ELA Asian or Pacific Islander**

| 0

**ELA White, non-Hispanic**

| 1.14

**ELA Economically Disadvantaged**

| 1.78

**ELA English Language Learner**

| 0.12

**Math American Indian or Alaskan Native**

| 0

**Math Black, non-Hispanic**

| 2.25

**Math Hispanic**

| 0.36

**Math Asian or Pacific Islander**

| 0

**Math White, non-Hispanic**

| 1.11

**Math Economically Disadvantaged**

| 1.85

**Math English Language Learner**

| 0.12

**Science American Indian or Alaskan Native**

| 0

**Science Black, non-Hispanic**

| 3.01

**Science Hispanic**

| 0.34

**Science Asian or Pacific Islander**

| 0

**Science White, non-Hispanic**

| 1.15

**Science Economically Disadvantaged**

| 0.34

**Science English Language Learner**

| 0.13

**Social Studies American Indian or Alaskan Native**

| N/A

**Social Studies Black, non-Hispanic**

| N/A

**Social Studies Hispanic**

| N/A

**Social Studies Asian or Pacific Islander**

| N/A

**Social Studies White, non-Hispanic**

| N/A

**Social Studies Economically Disadvantaged**

| N/A

**Social Studies English Language Learner**

| N/A

If an identified risk ratio is 3 or above in any area, describe the school district's plan to address this disproportionality. This could include examining practices, such as the training and technical assistance provided to personnel on culturally responsive practices; working within a multi-tiered system of supports (MTSS) to promote best practices in screening; progress monitoring; and initial eligibility determination. School districts may also refer to their efforts to decrease disproportionality in evaluation, identification and discipline if similar efforts are made in that area.

#### *Gadsden CCEIS Action Plan*

### **Root Cause Analysis**

• The root cause analysis for being identified as Comprehensive Coordinated Early Intervening Services is due to a significant disproportionality regarding the identification of students with Intellectual Disabilities (3-21) of Black/African American. The disproportionality regarding the identification of students with Intellectual Disabilities is also attributed to students' chronic absenteeism and the lack of the MTSS (Multi-Tiered Systems of Support) process with consistency and fidelity districtwide as well as scarcity of behavior supports to determine whether the behaviors are impeding the academics or academics are impeding behaviors. Hence, resulting in students being over/mis-identified as students with Intellectual Disabilities. MTSS Team members involved in problem solving process are as follow: School Administrator(s) School Counselor/MTSS Coordinator General Education Teacher(s) Exceptional Student Education Teacher School Psychologist School Social Worker Related Service Providers (As needed basis)

### **Goals**

- By June 2027, GCPS will increase the number of African American students achieving mastery / proficiency of grade level literacy skills from 28.8% to 40% as measured by District Assessments/Benchmarks (I-Ready, STAR, etc.)
- By June 2027, GCPS will increase the number of African American students achieving mastery / proficiency of grade level literacy skills from 28.8% to 40% as measured by State Assessment (F.A.S.T).
- By June 2027, the district will decrease the risk ratio from 3.43% to 2.9% of African American students that were identified as significantly disproportionate (Intellectual Disabilities) by building a culturally responsive MTSS framework that will provide appropriate levels of academic, social emotional and positive behavioral intervention support.
- By May 2027, the district will build a culturally responsive MTSS framework that will provide appropriate levels of academic, social emotional and positive behavioral intervention support that will lead to a reduction of 15% in African American students with one or more out of school suspensions as measured by disciplinary records. (Currently 83.2%)
- By June 2027, the district will reduce the percentage of African American students with chronic absenteeism from 71.6% to 50%.

### **Strategies**

- Provision of Tier 2 interventions for literacy using Targeted Research Based Interventions for Reading. Intervention groups will be determined based on benchmark and progress monitoring assessment data.
- Case management for each target student with regular monitoring through Problem Solving Team to include family using the Individual Learning Plan. • Provide training on how to utilize the Early Warning System (EWS) via the FOCUS (student database) and Performance Matters (Progress Monitoring Database)
- Provide district-wide face to face professional development opportunity regarding the MTSS (Multi-Tiered System of Supports) Framework
- Collaborate with Discretionary Projects to provide professional development opportunities to school and district level staff regarding disability awareness.
- Provide ongoing professional development opportunities to Administrators, School Counselors, General Education Teachers and ESE Teachers regarding High Leverage Practices and Identification process of students with disabilities.
- Utilize Progress Monitoring and IEP Database (ex. FOCUS and PEER) to monitor the identification of students with Intellectual Disabilities • Provide supplemental reading intervention program to at risk students

## District-Specific Procedures

These are the criteria required for participation in the statewide, standardized alternate assessment as per Rule 6A-1.0943(5), F.A.C.:

**Section A:** The decision that a student with a significant cognitive disability will participate in the statewide, standardized alternate assessment as defined in Rule 6A-1.0943(5)(a), F.A.C., must be made by the IEP team and recorded on the IEP.

If the definition of “most significant cognitive disability” is not met according to the criteria set in Rule 6A-1.0943(1)(f)1., F.A.C., then complete Section E of this document, which satisfies Rule 6A-1.0943(1)(f)2., F.A.C.

**Section B:** The provisions regarding parental consent for participation in the statewide, standardized alternate assessment found in Rule 6A-6.0331(10), F.A.C., must be followed.

**Section C:** In order for a student to participate in the statewide, standardized alternate assessment, all of the following criteria must be met:

1. The student must receive exceptional student education (ESE) services as identified through a current IEP and be enrolled in the appropriate and aligned courses using alternate achievement standards for two consecutive full-time equivalent reporting periods prior to the assessment;

Evidence of criteria will be provided through the student’s current IEP and student schedule.

2. The student must be receiving specially designed instruction, which provides unique instruction and intervention support that is determined, designed and delivered through a team approach, ensuring access to core instruction through the adaptation of content, methodology or delivery of instruction and exhibits very limited to no progress in the general education curriculum standards;

Evidence of criteria will be provided through MTSS or response-to-intervention (Rtl) documentation.

3. The student must be receiving support through systematic, explicit and interactive small-group instruction focused on foundational skills in addition to instruction in the general education curriculum standards;

Evidence of criteria will be provided through MTSS or Rtl documentation.

4. Even after documented evidence of exhausting all appropriate and allowable instructional accommodations, the student requires modifications to the general education curriculum standards;

Evidence of criteria will be provided with \_\_\_\_\_ (the required IEP and school district documentation of services provided—accommodation logs, accommodation logs compared to classroom performance).

5. Even after documented evidence of accessing a variety of supplementary instructional materials, the student requires modifications to the general education curriculum standards;

Evidence of criteria will be provided with \_\_\_\_\_ (the required IEP and school district documentation of the provision of supplementary instructional materials—may be a summary from teacher, speech-language pathologist (SLP) or other service providers).

6. Even with documented evidence of the provision and use of assistive technology, the student requires modifications to the general education curriculum standards;

Evidence of criteria will be provided with \_\_\_\_\_ (the required IEP and school district documentation of the provision assistive technology services provided).

7. Even with direct instruction in all core academic areas (i.e., ELA, mathematics, social studies and science), the student is exhibiting limited or no progress on the general education curriculum standards, and requires modifications;

Evidence of criteria will be provided with \_\_\_\_\_ (the required IEP and school district documentation of the provision of supplementary instructional materials—may be a summary from teacher, SLP or other service providers).

8. Unless the student is a transfer student, the student must have been available and present for grade-level general education curriculum standards instruction for at least 70 percent of the school year prior to the assessment;

Evidence of criteria will be provided through the student's attendance report.

9. Unless the student is a transfer student, the student must have been instructed by a certified teacher for at least 80 percent of the school year prior to the assessment; and

Evidence of criteria will be provided through the teacher's certificate and teacher's attendance record.

10. The assessment instrument used to measure the student's global level of cognitive functioning was selected to limit the adverse impact of already-identified limitations and impairments (e.g., language acquisition, mode of communication, culture, hearing, vision, orthopedic functioning, hypersensitivities and distractibility).

Evidence of criteria will be provided through available evaluations, medical reports or screeners provided in the past.

11. The student has a most significant cognitive disability.

**Section D:** A student is not eligible to participate in the statewide, standardized alternate assessment if any of the following apply:

1. The student is identified as a student with a specific learning disability or as gifted;

Evidence of criteria will be provided through IEP and applicable evaluation results.

2. The student is identified only as a student eligible for services as a student who is deaf or hard of hearing or has a visual impairment, a dual sensory impairment, an emotional or behavioral disability, a language impairment, a speech impairment, or an orthopedic impairment; or

Evidence of criteria will be provided through IEP and applicable data.

3. The student scored a level 2 or above on a previous statewide, general education curriculum standardized assessment administered pursuant to Section 1008.22(3)(e), F.S., unless there is medical documentation that the student experienced a traumatic brain injury or other health-related complications subsequent to the administration of that assessment that led to the student having the most significantly below-average global cognitive impairment.

Evidence of criteria will be provided through statewide standard assessment results, if applicable.

**Section E:** In the extraordinary circumstance when a global, full-scale intelligent quotient score is unattainable, a school district will comply as follows:

More specifically, in the event when a student cannot be directly assessed, the student who has a suspected most significant cognitive disability for whom assessment via the FAA may be appropriate as defined in Rule 6A-1.0943(1)(f)1., F.A.C., will be identified through the following detailed procedure:

**List the factors the school district will use to determine that a direct assessment of cognitive functioning is not achievable.**

The factors the school district will use to determine that a direct assessment of cognitive functioning is not achievable are non communitive, repeat failure on general education assessments, medical conditions, communication/language barriers, sensory impairments, behavior challenges or alternative assessment needs.

**Describe the assessment process the school district will use to determine if a student has a most significant cognitive disability in the absence of reliable direct assessment of cognitive functioning.**

The assessment process the school district will utilize to determine if a student has a most significant cognitive disability in the absence of reliable direct assessment of cognitive functioning is as follows:

- 1.) Review existing data: The evaluation team will review current and previous data, medical records, educational history, teacher and parent observations, medical/developmental history, parent and teacher input.
- 2.) Observations: Any applicable professionals such as but not limited to School Psychologists, Social Workers, ESE Teachers, Speech Language Pathologists may conduct observations of the student in various settings to assess their functional abilities, behaviors and responses to stimuli.
- 3.) Assessments: Additional assessments may be conducted to assess the student's behavior, adaptive skills and academic progress (Functional Behavior Assessment, Adaptive Behavior Assessment and Curriculum-Based Assessments).
- 4.) MTSS (Multi-Tiered System of Supports) - A MTSS meeting will be held which will include the parent(s), to collaborate to review assessment results, conduct data analysis to make informed decisions.

**Describe how the school district will train and monitor staff with compliance of the determination and assessment process.**

The school district's Exceptional Student Education Department will train and monitor staff with compliance of the determination and assessment process at the beginning of each new school year during new staff and returning staff orientation. Orientation will consist of the following staff (General Education Teachers, ESE Teachers, School Psychologists, Administrators, Related Service Providers and Social Workers). Orientation will include an overview of the district's policies and procedures regarding the assessment process. Follow Up and Ongoing Professional Development Opportunities will be made available via monthly MTSS (Multi-Tiered System of Supports) Team Meetings where assessment documentation and procedures will be reviewed and monitored.

## Section F: Eligibility Criteria for Prekindergarten Children with Disabilities

### Statutory and Regulatory Citations

34 CFR §§300.25 and 300.101

Sections 1003.01, 1003.21, and 1003.57, F.S.

Rule 6A-6.03026, F.A.C.

### Definition

A prekindergarten child with a disability is a child who meets the following criteria.

### Eligibility Criteria

In accordance with s. 1003.21, F.S., a child is eligible for prekindergarten programs for children with disabilities based upon meeting the eligibility criteria for one or more specific exceptionalities listed below and upon meeting the age requirements shown.

1. The child is below three years of age and meets the criteria for eligibility for any of the following educational programs:
  - a. Deaf or hard of hearing
  - b. Visually impaired
  - c. Orthopedically impaired, other health impairment, or traumatic brain injury
  - d. Intellectual disabilities
  - e. Established conditions
  - f. Developmentally delayed
  - g. Dual-sensory impaired
  - h. Autism Spectrum Disorder
2. The child is age three through five years and meets the criteria for eligibility as a child with one or more of the following disabilities:
  - a. Intellectual disabilities
  - b. Speech and language impaired
  - c. Deaf or hard of hearing
  - d. Visually impaired
  - e. Orthopedically impaired, other health impairment, or traumatic brain injury
  - f. Emotional or behavioral disabilities
  - g. Specific learning disabilities
  - h. Homebound or hospitalized
  - i. Dual-sensory impaired
  - j. Autism Spectrum Disorder
  - k. Developmentally delayed

### Child Evaluation

1. Evaluations are conducted in accordance with the requirements of rules for the eligibility areas listed in Sections 1. and 2. of the Eligibility Criteria.

2. Existing screening and evaluation information available from agencies that previously served the child and family shall be used, as appropriate, to meet evaluation criteria for the rules for the eligibility areas listed in Sections 1. and 2. of the Eligibility Criteria.

## **Instructional Program**

Regarding a child who is eligible for admission to public kindergarten in accordance with s.1003.21, F.S., an eligible PreK child with a disability may receive instruction for one additional school year in a PreK classroom in accordance with the child's individual educational plan (IEP) or individualized family support plan (IFSP).

The parent or guardian must be informed in writing of the implications of an additional year in the prekindergarten classroom (i.e., the additional year is not considered a "retention," thus impacting the future consideration of a "good cause exemption"). If a parent disagrees with the IEP team recommendation for an additional year of instruction in a prekindergarten classroom, the team's recommendation may not be used to deny a child admission to kindergarten.

## **Transition from Early Steps Part C Services to Part B Services**

The school district's will have processes and procedures regarding the transition of eligible children from Early Steps to the Part B Program for Prekindergarten Children with Disabilities, including school district procedures that ensure its participation in the transition conference and development of the IEP by age 3.

### **Describe the school district's processes and procedures regarding the transition of eligible children from Early Steps to the Part B Program for Prekindergarten Children with Disabilities.**

Notification from Early Steps to the school district is provided as outlined in the Interagency Agreement of students that are potentially eligible for Part B services. The part C Early Intervention Program (Early Steps), Family Services Coordinator contacts the school district LEA representative and initiates a referral approximately 90 days prior to the child's third birth date. The transition conference must be held prior to 90 days before the child's third birthday. The School District LEA representative and other relevant staff are in attendance (when invited by the Part C contact person, with approval of the family) at a transition conference where relevant data are shared with the school district about the student. The student's records are carefully reviewed and any required actions, such as further evaluations are planned. Evaluations can be administered by a qualified evaluation specialist within the school district, prior to the child's third birthday. When the student comes from a Part C agency (Even Start, Early Steps, BDS, or CHS), evaluations may be completed by agency staff and shared with the school district per the inter-agency agreement. Evaluation data will be used in consideration of eligibility and to develop the IEP for eligible students. Parents shall be notified of their right to involve the Part C representative in the initial IEP meeting, via the Meeting Participation form. In all cases, an eligibility determination meeting is held and if the student is eligible, an IEP is developed to ensure that there is an IEP in effect on or prior to the child's third birth date. If the child is eligible for special education services under Part B, the school district will complete the Child Outcome Summary process at either the eligibility determination or within 30 days following eligibility. If a child transitioning from Part C is referred to the school district during the summer, the school district has staff assigned during the summer to attend transition meetings, hold eligibility determination meetings, and develop IEPs. This process ensures that students turning 3 years of age during summer break will have an IEP in place by their 3<sup>rd</sup> birthday. During the summer, the school district will follow all processes and procedures related to transition conferences, evaluations, eligibility determinations, and if applicable IEP development and COS development to ensure there are no unreasonable delays in provision of services and supports for eligible students.

## **Unique Philosophical, Curricular, or Instructional Considerations**

### **1. Philosophy**

- a. The PreK program for children with disabilities supports young children by recognizing and respecting their unique abilities, strengths and needs.
- b. Services for young children with disabilities and their families include a range of educational, developmental and therapeutic activities that are provided in least restrictive or natural learning environments where children experience learning opportunities that promote and enhance behavioral and developmental competencies.
- c. For a child with disabilities age three through five years, special education, which refers to specially designed instruction and related services, is provided to meet the unique needs of the child. Specially designed instruction means adapting, as appropriate, the content, methodology, or delivery of instruction.

- d. Programs and services for prekindergarten children with disabilities are based on practices that are developmentally appropriate for all young children. They acknowledge the importance of collaboration and partnerships with families and view the child in the context of the family and community. Understanding and knowledge of early childhood development serves as a foundation for these practices.

## 2. Curriculum

- a. Curriculum content, materials, and activities are consistent with the district's program philosophy.
  - i. For PreK children with disabilities, during the year prior to kindergarten entry, the Florida Early Learning and Developmental Standards (FELDS) are used to guide the selection of curriculum (curricula) in concert with a knowledge and understanding of the impact of the disability on the growth and development of the child.
  - ii. The FELDS are used to help create a shared framework and common language between early childhood education and early childhood special education by emphasizing the sequence of development across multiple developmental domains and the importance of the classroom environment to include how curricula, materials and equipment are selected.
  - iii. For children birth to the age of eligibility for the Voluntary Prekindergarten program, FELDS may be used to guide the selection of curriculum, materials and equipment.
- b. Modifications, adaptations and accommodations of curricula, materials and activities selected may be needed to meet the unique needs of the child. Ongoing progress monitoring is conducted to ensure that the instruction or interventions provided are effective in attaining the desired outcomes.

## 3. Instructional support

- a. Young children receive instructional support through specially designed instruction and related services as determined by the IEP process or early intervention services as determined through the IFSP process. These services are based on peer-reviewed, research-based practices to the extent practicable.
- b. Teachers and related services personnel are trained in how to design and implement individualized programs to address the learning needs of children with disabilities.
- c. Teachers and related services personnel are provided with administrative support to ensure reasonable class size and workload, adequate funds for materials, and professional development. Teachers provide instruction that is aligned with the FELDS instruction and related services may be offered in a continuum of placements and settings that may include regular, resource or special class settings in public, community-based or home-based settings.
- d. School districts may provide related services to children and professional development for teachers and related services personnel in coordination with community agencies, including other early childhood partners such as Early Learning Coalitions and Head Start. Additionally, support for professional development and related services may, as appropriate, be provided in collaboration with discretionary projects funded by the Bureau of Exceptional Education and Student Services, the Florida School for the Deaf and the Blind, and other agencies of state and local government, including, but not limited to, the Division of Blind Services, the Department of Children and Families, and the Department of Health, Children's Medical Services.

**The school district has the option to include additional information regarding evaluations; qualified evaluators; or unique philosophical, curricular or instructional considerations for PreK children with disabilities.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## **Section G: Individualized Family Support Plan (IFSP) for Students with Disabilities Birth Through 5 Years of Age**

### **Students with Disabilities Ages Birth through 2 Years**

#### **Statutory and Regulatory Citations**

34 C.F.R. § 303.340

Sections 1003.03, 1003.21 and 1003.57, F.S.

Rules 6A-6.03029 and 6A-6.0331, F.A.C.

#### **Definition**

An IFSP is a written plan identifying the specific concerns and priorities of families who have children with disabilities, birth through 2 years of age, related to enhancing a child's development and the resources to provide early intervention services. To meet the identified outcomes for an individual child and family, a planning process involving the family, professionals, and others is used to prepare the document. An IFSP must be used for children birth through 2 years of age.

#### **Procedures**

1. Contents of an IFSP, which must be written, includes

The IFSP must be written and includes:

- a. A statement of the child's present levels of physical development (including vision, hearing and health status), cognitive development, communication development, social or emotional development, and adaptive skills development based on the information from the child's evaluation and assessment;
- b. With concurrence of the family, a statement of the family's resources, priorities and concerns related to enhancing the development of the child as identified through the assessment of the family;
- c. A statement of the measurable results or measurable outcomes expected to be achieved by the child and the family, including pre-literacy and language skills, as developmentally appropriate for the child, and the goals, criteria, procedures and timelines used to determine the degree to which progress toward achieving the measurable results or outcomes is being made and whether modifications or revisions of the expected results or outcomes or services are necessary;
- d. A statement of the specific early intervention services based on peer-reviewed research, to the extent practicable;
- e. A statement of the natural environments in which early intervention services and a justification of the extent, if any, to which the services will not be provided in a natural environment;
- f. A statement of the strategies needed in order to meet the child's and family's outcomes;
- g. The projected dates for initiation of services;
- h. The IFSP must:
  - i. Identify any medical and additional supports that the child or family needs or is receiving through other sources but that are neither required nor funded under the Individuals with Disabilities Education Act, Part C, and
  - ii. Include a description of the steps the service coordinator or family may take to assist the child and family in securing additional supports not currently being provided;
- i. The name of the service coordinator from the profession most immediately relevant to the child's or family's needs or the individual who is otherwise qualified to be responsible for the implementation of the services identified on the plan including transition services and coordination with other agencies and persons;
- j. Family demographic and contact information;
- k. A statement of eligibility, including recommendations for children not found eligible;

l. A description of everyday routines, activities, and places in which the child lives, learns and plays and individuals with whom the child interacts;

m. Identification of the most appropriate IFSP team member to serve as the primary service provider; and

n. Documentation of the names of the individuals who participated in the development of the IFSP, the method of participation, and the individual responsible for implementing the IFSP.

## 2. Contents of IFSPs for children birth through 2 years of age

IFSPs developed for children with disabilities birth through 2 years of age must also include:

a. The frequency, intensity and method of delivery of the early intervention services;

b. The location and length of the early intervention services;

c. Funding source or payment arrangements, if any;

d. Anticipated duration of the services;

e. Other services to the extent appropriate; and

f. The steps to be taken to support the transition of the child, upon reaching age 3, to preschool services for children with disabilities ages 3 through 5 years, or other services that may be available, if appropriate; the steps required for transition include:

i. Discussions with, and training of, parents regarding future placements and other matters related to the child's transition;

ii. Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting;

iii. Notification information to the school district for the purpose of child find;

iv. With parental consent, the transmission of information about the child to the school district to ensure continuity of services, including a copy of the most recent evaluation and assessments of the child and family and a copy of the most recent IFSP that has been developed and implemented; and

v. Identification of transition services and other activities that the IFSP team determines are necessary to support the transition of the child.

## 3. Timelines and requirements for IFSPs

a. Timelines for IFSPs developed for children birth through 2 years of age include:

i. A meeting to develop the initial IFSP for a child who has been evaluated for the first time and determined eligible must be conducted within 45 days from referral; and

ii. A review of the IFSP for a child and the child's family must be conducted every six months from the date of the initial or annual evaluation of the IFSP or more frequently if conditions warrant, or if the family requests such a review; the review may be carried out at a meeting or by another means that is acceptable to the parents and other participants.

b. The purpose of the periodic review is to determine:

i. The degree to which progress toward achieving the results or outcomes identified on the IFSP is being made;

ii. Whether modifications or revision of the results or outcomes or services are necessary; and

iii. Whether additional needs have been identified based on ongoing assessment or observation.

c. A face-to-face meeting is conducted on at least an annual basis to re-determine eligibility and review the IFSP and, to revise, change or modify its provisions. The results of any current evaluations, and other information available from ongoing

assessments of the child and family, are used to determine continuing eligibility and what early intervention services are needed and will be provided.

d. IFSP meetings are held in accordance with the following:

i. Conducted in settings and at times that are convenient to families; and

ii. Conducted in the native language of the family or other mode of communication used by the family unless it is clearly not feasible to do so.

e. Meeting arrangements are made, and written notice is provided to the family and other participants early enough before the meeting date to ensure that they will be able to attend.

f. The contents of the IFSP are fully explained to the parents and informed written consent from the parents is obtained prior to the provisions of early intervention services described in the plan. If the parents do not provide consent with respect to a particular early intervention service, that service may not be provided. Each early intervention service must be provided as soon as possible after the parent provides consent for that service.

4. Participants in IFSP meetings (birth through 2 years of age) Participants in the development of IFSPs (both initial and annual) for children with disabilities birth through 2 years of age must include:

a. The parent or parents of the child;

b. Other family members as requested by the parents, if feasible to do so;

c. An advocate or individual outside of the family, if the parents request that the individual participate;

d. The service coordinator who has been working with the family since the initial referral of the child for evaluation, or the person designated responsible for implementation of the IFSP;

e. For initial IFSP meetings, individuals who are directly involved in conducting the evaluation and assessment; and

f. The individual who will be providing early intervention services to the child or family, as appropriate.

5. If any of these participants is unable to attend a meeting, arrangements must be made for the individual's involvement through other means, including:

a. Participating in a telephone or video conference call;

b. Having a knowledgeable authorized representative attend the meeting; or

c. Making pertinent records available at the meeting.

6. Each periodic review provides for the participation of the individuals listed above. If conditions warrant, provisions must be made for the participation of other representatives.

7. Provision of services before evaluation and assessments are completed

Early intervention services for a child with disabilities birth through 2 years of age and the child's family may commence before the completion of the evaluation and assessments if the following conditions are met:

a. Parental consent is obtained;

b. An interim IFSP is developed that includes the name of the service coordinator who will be responsible for the implementation of the interim IFSP and coordination with other agencies and individuals and the services that have been determined to be needed immediately by the child and the family;

c. Signatures of those who developed the IFSP; and

d. The evaluation and assessments are completed and an initial IFSP developed within 45 days from the referral date.

8. For children birth through 2 years of age, the school district is only financially responsible for the early intervention services specified and agreed to through the IFSP process.

## **Students with Disabilities Ages 3 through 5 Years**

### **Statutory and Regulatory Citations**

34 C.F.R. §§ 300.323 and 303.340

Sections 1003.21, 1003.03 and 1003.57, F.S.

Rules 6A-6.03028, 6A-6.03029 and 6A-6.0331, F.A.C.

### **Definition**

An IFSP is a written plan identifying the specific concerns and priorities of a family related to enhancing their child's development and the resources to provide early intervention services to children with disabilities birth through 2 years of age or special education and related services to children with disabilities ages 3 through 5 years. School districts may utilize, at the option of the school district and with written parental consent, an IFSP, consistent with Rule 6A-6.03029, F.A.C., in lieu of an individual educational plan (IEP). Parents must be provided with a detailed explanation of the difference between an IFSP and an IEP. To meet the identified outcomes for an individual child and family, a planning process involving the family, professionals, and others shall be used to prepare the document.

### **Procedures**

#### **1. Contents of an IFSP**

The IFSP is in writing and includes:

- a. A statement of the child's present levels of physical development (including vision, hearing and health status), cognitive development, communication development, social or emotional development, and adaptive skills development based on the information from the child's evaluation and assessment;
- b. With concurrence of the family, a statement of the family's resources, priorities, and concerns related to enhancing the development of the child as identified through the assessment of the family;
- c. A statement of the measurable results or measurable outcomes expected to be achieved by the child and the family, including an educational component that promotes school readiness and incorporates pre-literacy, language and numeracy skills, as developmentally appropriate for the child, and the goals, criteria, procedures and timelines used to determine the degree to which progress toward achieving the measurable results or outcomes is being made and whether modifications or revisions of the expected results or outcomes or services are necessary;
- d. A statement of the specific early intervention services based on peer-reviewed research, to the extent practicable, or, necessary to meet the unique needs of the child and the family, to achieve the results or outcomes identified on the IFSP;
- e. The projected dates for initiation of services;
- f. The name of the service coordinator from the profession most immediately relevant to the child's or family's needs or the individual who is otherwise qualified to be responsible for the implementation of the plan and coordination with other agencies and persons. In meeting this requirement, the school district may assign the same service coordinator who was appointed at the time that the child was initially referred for evaluation to be responsible for implementing a child's and family's IFSP or may appoint a new service coordinator;
- g. Family demographic and contact information;
- h. A statement of eligibility, including recommendations for children not found eligible;
- i. A description of everyday routines, activities and places in which the child lives, learns and plays and individuals with whom the child interacts;
- j. Identification of the most appropriate IFSP team member to serve as the primary service provider;

k. Documentation of the names of the individuals who participated in the development of the IFSP, the method of participation and the individual responsible for implementing the IFSP;

l. The frequency, intensity, and method of delivery of the early intervention services;

m. The location and length of the services;

n. The payment arrangements, if any;

o. Anticipated duration of the services;

p. Other services to the extent appropriate; and

q. The steps to be taken to support the transition of the child when exiting the Early Steps program to preschool services for children with disabilities ages 3 through 5 years, or other services that may be available. The steps required for transition shall include:

i. Discussions with, and training of, parents regarding future placements and other matters related to the child's transition;

ii. Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting;

iii. With parental consent, the sharing of information about the child to the school district to ensure continuity of services, including evaluation and assessment information and copies of IFSPs that have been developed and implemented; and

iv. Identification of transition services and other activities that the IFSP team determines are necessary to support the child.

2. Requirements for IFSPs for children ages 3 through 5 are in accordance with the requirements in Rule 6A-6.03028(3)(e), F.A.C.

a. By the third birthday of a child who has been participating in the early intervention program for infants and toddlers with disabilities, an IEP consistent with Rule 6A-6.03028(3)(e), F.A.C., or an IFSP consistent with Rule 6A-6.03029, F.A.C., must be developed and implemented.

b. For the purpose of implementing the requirements of Rule 6A-6.03029, F.A.C., each school district will participate in transition planning conferences arranged by the state lead agency for infants and toddlers with disabilities early intervention program.

c. If the child's third birthday occurs during the summer, the child's IEP team shall determine the date when services under the IEP or IFSP will begin.

3. Participants in IFSP meetings (ages 3 through 5 years) include:

a. The parent or parents of the child;

b. Not less than one regular education teacher, if the child is or may be participating in the regular education environment;

c. Not less than one special education teacher or, where appropriate, not less than one special education provider of the student.

d. A representative of the local school district who is qualified to provide or supervise the provision of specially designed instruction for children with disabilities and is knowledgeable about the general curriculum and the availability of resources of the local school district;

e. An individual who can interpret the instructional implications of the evaluation results. This individual may be a member of the committee as described in b. through d. above;

f. At the discretion of the parent or the school district, other individuals who have knowledge or special expertise regarding the child, including related services personnel (Note: The determination of the knowledge or special expertise shall be made by

the party who invited the individual to participate in the IFSP meeting); and

g. Whenever appropriate, the child.

4. IEPs and meetings for students with disabilities placed in private schools or community facilities by the school district.

a. If a student with a disability is placed in a private school by the school district, in consultation with the student's parents, the school district shall:

i. Ensure that the student has all of the rights of a student with a disability who is served by a school district.

ii. Initiate and conduct a meeting to develop an IEP or an IFSP in accordance with Rules 6A-6.03011 through 6A-6.0361, F.A.C., before the school district places the student; and

iii. Ensure the attendance of a representative of the private school at the meeting. If the representative cannot attend, the school district shall use other methods to ensure participation by the private school, including individual or conference telephone calls.

b. After a student with a disability enters a private school or facility, any meetings to review and revise the student's IEP may be initiated and conducted by the private school or facility at the discretion of the school district, but the school district must ensure that the parents and a school district representative are involved in decisions about the IEP and agree to proposed changes in the IEP before those changes are implemented by the private school.

c. Even if a private school or facility implements a student's IEP, responsibility for compliance with these rules remains with the school district.

d. Subparagraphs 4.a.-c. of this section apply only to students who are or have been placed in or referred to a private school or facility by a school district as a means of providing FAPE.

5. If placement in a public or private residential program is necessary to provide special education to a student with a disability, the program, including nonmedical care and room and board, must be at no cost to the parents of the student.

6. For children ages 3 through 5 years, the school district is only financially responsible for the provision of special education and related services necessary for the child to benefit from special education.

## Part III. Policies and Procedures for Students Who are Gifted

### Section A: Exceptional Student Education Eligibility for Students who are Gifted

This section is not applicable for the Department of Corrections.

#### Statutory and Regulatory Citations

Sections 1003.01 and 1003.57, F.S.

Rules 6A-6.03019 and 6A-6.030191, F.A.C.

#### Definition

A student who is gifted is one who has superior intellectual development and is capable of high performance.

#### Eligibility Criteria

A student is eligible for special instructional programs for the gifted from kindergarten through Grade 12 if the student meets the criteria under 1. or 2. below:

1. The student demonstrates:
  - a. The need for a special program
  - b. A majority of characteristics of gifted students according to a standard scale or checklist, and
  - c. Superior intellectual development as measured by an intelligence quotient of two standard deviations or more above the mean on an individually administered standardized test of intelligence; or
2. The student is a member of an underrepresented group and meets the criteria specified in an approved school district plan for increasing the participation of underrepresented groups in programs for students who are gifted. Underrepresented groups are defined in Rule 6A-6.03019, F.A.C., as students with limited English proficiency or students from low socio-economic status families.

#### Additional Information:

- The school district has a plan for increasing the participation of underrepresented groups in programs for gifted students. The plan is provided in Appendix C of this document.
- The school district does not have a plan for increasing the participation of underrepresented groups in programs for gifted students.

#### Student Evaluation

1. The minimum evaluations for determining eligibility address the following:
  - a. Need for a special instructional program,
  - b. Characteristics of the gifted,
  - c. Intellectual development and
  - d. May include those evaluation procedures specified in an approved district plan to increase the participation of students from underrepresented groups in programs for the gifted.
2. Evaluations and qualified evaluators for students who are gifted are listed in Part I of this document.

#### Temporary Break in Service

The team developing the Educational Plan (EP) may determine that a student's needs may currently be appropriately met through other academic options. The parent or student may indicate that they do not desire service for a period of time. Should the decision be made to waive the services offered on the current educational plan, the student may resume service at any time.

## Unique Philosophical, Curricular, or Instructional Considerations

### 1. Philosophy

- a. Each student identified as being eligible for gifted services is entitled to receive a free appropriate public education which will enable the student to progress in the general curriculum to the maximum extent appropriate.
- b. Specially designed instruction, appropriate related services, and programs for students who are gifted shall provide significant adaptations in one or more of the following: curriculum, methodology, materials, equipment, or environment designed to meet the individual and unique needs and goals of each student who is gifted.
- c. A range of service delivery options is available to meet the student's special needs. Teachers are trained to provide the unique services identified for each student and are provided with administrative support to ensure reasonable class size, adequate funds for materials and inservice training.

### 2. Curriculum

- a. Curriculum options include an effective and differentiated curriculum designed for the abilities of the student who is gifted to ensure that each individual student progresses in the curriculum.
- b. The curriculum may include, but is not limited to, opportunities for problem solving, problem-based learning, application of knowledge and skills, and other effective instructional strategies.
- c. The teachers of the students who are gifted are trained to provide a curriculum based on the educational characteristics and needs of the learner who is gifted.
- d. The curriculum for each student will be determined by the EP and will focus on the performance levels for the student and needs for developing further skills and abilities, recognizing opportunities to extend the present program through appropriate scaffolding for students who are gifted.
- e. The curriculum for the student who is gifted will assume access to the general curriculum (State standards) with emphasis on what the EP team determines will offer opportunities for growth for the learner who is gifted based on the student's strengths and present level of performance.

### 3. Instructional support

- a. Students identified as eligible for gifted services receive instructional support through the specially designed instruction and related services as determined through the development of the EP.
- b. Teachers of the students who are gifted provide instruction and support to further develop the student's demonstrated ability.
- c. Teachers are provided with administrative support to develop an individualized program to meet the goals for each student as determined by the EP.
- d. Students who are gifted may indicate a need for special counseling in understanding their special characteristics.
- e. Support services are provided in coordination with local school district student services and community agencies, the Florida Diagnostic and Learning Resources System associate centers, special projects funded by the Bureau of Exceptional Education and Student Services, and other agencies of state and local government.
- f. No student may be given special instruction for students who are gifted until after he or she has been properly evaluated and found eligible for gifted services.

**The school district has the option to include additional information regarding evaluations, qualified evaluators, or unique philosophical, curricular, or instructional considerations for students who are gifted.**

- The school district has provided additional information for this section in Appendix B of this document.
- There is no additional information for this section.

## Section B: Educational Plans (EPs) for Students who are Gifted

This section is not applicable for the Department of Corrections.

### Statutory and Regulatory Citation

Sections 1001.02, 1003.01, and 1003.57, F.S.

Rule 6A-6.030191, F.A.C.

### Procedures

1. The school district is responsible for developing Educational Plans (EPs) for students who are identified solely as gifted.

Note: Individual Educational Plans (IEPs) rather than EPs are developed for those students who are gifted and are also identified as having a disability.

a. The EP includes:

- i. A statement of the student's present levels of educational performance that may include, but is not limited to, the student's strengths and interests, the student's needs beyond the general curriculum, results of the student's performance on state and school district assessments, and evaluation results;
- ii. A statement of goals, including benchmarks or short-term objectives;
- iii. A statement of the specially designed instruction to be provided to the student;
- iv. A statement of how the student's progress toward the goals will be measured and reported to the parents; and
- v. The projected dates for the beginning of services and the anticipated frequency, location, and duration of these services.

b. The EP team considers the following during development, review, and revision of the EP:

- i. The strengths of the student and the needs resulting from the student's giftedness;
- ii. The results of recent evaluations, including class work and state or school district assessments; and
- iii. In the case of a student with limited English proficiency, the language needs of the student as they relate to the EP.

c. Timelines for development of the EP include the following:

- i. An EP is in effect at the beginning of each school year for each student identified as gifted who is continuing in a special program.
- ii. An EP is developed within 30 calendar days following the determination of eligibility for specially designed instruction in the gifted program and is in effect prior to the provision of these services.
- iii. Meetings are held to develop and revise the EP at least once every three years for students in kindergarten through grade 8 and at least every four years for students in grades 9 through 12.
- iv. EPs may be reviewed more frequently, as needed, such as when a student transitions from elementary to middle school or from middle to high school.

d. EP participants include:

- i. The parents, whose role includes providing information on the student's strengths, expressing concerns for enhancing the education of their child, participating in discussions about the child's need for specially designed instruction, participating in deciding how the child will be involved and participate in the general education curriculum, and participating in the determination of what services the school district will provide to the child and in what setting;
- ii. At least one teacher of the gifted program;

- iii. One regular education teacher of the student who, to the extent appropriate, is involved in the development of the student's EP; involvement may include the provision of written documentation of a student's strengths and needs for the review and revision of subsequent EPs;
- iv. A representative of the school district who is qualified to provide or supervise the provision of specially designed instruction for students who are gifted and is knowledgeable about the general curriculum and the availability of resources of the school district; at the discretion of the school district, one of the student's teachers may be designated to serve as the school district representative;
- v. An individual who can interpret the instructional implications of the evaluation results; this individual may be a teacher of the gifted, a regular education teacher, or a representative of the school district as described above;
- vi. At the discretion of the parent or the school district, other individuals who have knowledge or special expertise regarding the student, including related services personnel (Note: The determination of the knowledge or special expertise shall be made by the party who invited the individual to participate in the EP meeting); and
- vii. Whenever appropriate, the student.

## 2. Parent participation in EP meetings

The school district takes the following steps to ensure that one or both parents of a student identified as gifted is present or provided the opportunity to participate at EP meetings:

- a. Notifying parents of the meeting early enough to ensure that they will have an opportunity to attend.
- b. Scheduling the meeting at a mutually agreed on time and place:
  - i. A written notice to the parent indicates the purpose, time, location of the meeting, and who, by title or position, will be in attendance. It also includes a statement informing the parents that they have the right to invite an individual with special knowledge or expertise about their child. If neither parent can attend, the school district uses other methods to ensure parent participation, including individual or conference telephone calls or virtual platforms.
  - ii. A meeting may be conducted without a parent in attendance if the school district is unable to obtain the attendance of the parents. In this case, the school district maintains a record of its attempts to arrange a mutually agreed on time and place. These detailed records include such items as:
    - 1. Telephone calls made or attempted and the results of those calls,
    - 2. Emails or text communications sent to the parents and any responses received,
    - 3. Copies of correspondence sent to the parents and any responses received, and
    - 4. Visits made to the parent's home or place of employment and the results of those visits.
  - iii. The school district takes whatever action is necessary to ensure that the parent understands the proceedings at the meeting, including arranging for an interpreter for parents who are deaf or whose native language is other than English. A copy of the EP shall be provided to the parent at no cost.

## 3. Implementation of the EP

- a. An EP is in effect before specially designed instruction is provided to an eligible student and is implemented as soon as possible following the EP meeting.
- b. The EP is accessible to each of the student's teachers who are responsible for the implementation of the EP, and each teacher of the student is informed of his or her specific responsibilities related to the implementation of the EP.

## Part IV. Policies and Procedures for Parentally Placed Private School Students with Disabilities

### Section A: Provision of Equitable Services to Parentally Placed Private School Students with Disabilities

#### Statutory and Regulatory Citations

34 C.F.R. §§ 300.130 through 300.144

Rules 6A-6.03011 through 6A-6.0361, F.A.C.

Rule 6A-6.030281, F.A.C.

#### Definition

Parentally placed private school students with disabilities means students with disabilities enrolled by their parents in private, including religious, non-profit schools or facilities, which meet the definition of elementary school or secondary school under Rules 6A-6.03011 through 6A-6.0361, F.A.C. It does not include students with disabilities who are or have been placed in or referred to a private school or facility by the school district as a means of providing special education and related services. This definition does not include students with disabilities enrolled by their parents in for-profit private schools.

#### Procedures

##### 1. Policies and procedures for parentally placed private school students with disabilities

The school district will maintain policies and procedures to ensure the provision of equitable services to students with disabilities who have been placed in private schools by their parents.

##### 2. Child find for parentally placed private school students with disabilities

The school district will locate, identify and evaluate all students with disabilities who are enrolled by their parents in private, including religious, elementary, and secondary schools located in the school district's jurisdiction. The child find process will be designed to ensure the equitable participation of parentally placed private school students and an accurate count of those students.

###### a. Activities

In implementing the requirements of this section, the school district will undertake activities similar to those undertaken for the school district's public school students.

###### b. Cost

The cost of carrying out the child find requirements, including individual evaluations, may not be considered in determining if the school district has met its child find obligation.

###### c. Completion period

The child find process will be completed in a time comparable to that for other students attending public schools in the school district.

###### d. Out-of-state students

The school district in which private, including religious, elementary and secondary schools are located will, in carrying out the child find requirements, include parentally placed private school students who reside in a state other than Florida.

##### 3. Confidentiality of personally identifiable information

If a student is enrolled, or is going to enroll, in a private school that is not located in the school district of the parent's residence, parental consent will be obtained before any personally identifiable information about the child is released between officials in the school district where the private school is located and officials in the school district of the parent's residence.

#### 4. Provision of services for parentally placed private school students with disabilities – basic requirement

To the extent consistent with the number and location of students with disabilities who are enrolled by their parents in private, including religious, elementary and secondary schools located in the school district's jurisdiction, provision is made for the participation of those students in the program assisted or carried out under Part B of the Individuals with Disabilities Education Act (IDEA) by providing them with special education and related services, including direct services determined in accordance with 12 and 13 below, unless the U.S. Secretary of Education has arranged for services to those students under the bypass provisions in 34 C.F.R. §§ 300.190 through 300.198.

##### a. Services plan for parentally placed private school students with disabilities

A services plan will be developed and implemented for each private school student with a disability who has been designated by the school district in which the private school is located to receive special education and related services.

#### **The school district has the option to include model forms regarding the transfer of parental rights at the age of majority.**

- The school district's model forms can be found in Appendix A of this document.
- There are no additional forms for this section.

#### 4. Provision of services for parentally placed private school students with disabilities – basic requirement (continued)

##### b. Record keeping

The school district will maintain in its records, and provide to the Florida Department of Education (FDOE), the following information related to parentally placed private school students covered:

- The number of students evaluated,
- The number of students determined to be students with disabilities and
- The number of students served

#### 5. Expenditures

To meet the requirements, the school district will spend the following on providing special education and related services (including direct services) to parentally placed private school students with disabilities:

- a. For children and students aged 3 through 21, an amount that is the same proportion of the school district's total subgrant under Section 611(f) of IDEA as the number of private school students with disabilities aged 3 through 21 who are enrolled by their parents in private, including religious, elementary, and secondary schools located in the school district's jurisdiction, is to the total number of students with disabilities in its jurisdiction aged 3 through 21.
- b. For children aged 3 through 5 years, an amount that is the same proportion of the school district's total subgrant under Section 619(a) of IDEA as the number of parentally placed private school students with disabilities aged three through five who are enrolled by their parents in private, including religious, elementary and secondary schools located in the school district's jurisdiction, is to the total number of students with disabilities in its jurisdiction aged 3 through 5.
- c. Children aged 3 through 5 years are considered to be parentally placed private school students with disabilities enrolled by their parents in private, including religious, elementary schools, if they are enrolled in a private school that meets the definition of elementary school under Florida law.
- d. If the school district has not expended for equitable services all of the funds described in a. and b. above by the end of the fiscal year for which Congress appropriated the funds, the school district will obligate the remaining funds for special education and related services (including direct services) to parentally placed private school students with disabilities during a carry-over period of one additional year.

#### 6. Calculating proportionate amount

In calculating the proportionate amount of federal funds to be provided for parentally placed private school students with disabilities,

the school district, after timely and meaningful consultation with representatives of private schools, will conduct a thorough and complete child find process to determine the number of parentally placed students with disabilities attending private schools located in the school district. (See Appendix B to Part 300 of IDEA regulations for an example of how proportionate share is calculated.)

7. Annual count of the number of parentally placed private school students with disabilities

The school district will, after timely and meaningful consultation with representatives of parentally placed private school students with disabilities, determine the number of parentally placed private school students with disabilities attending private schools located in the school district and ensure that the count is conducted on any date between October 1 and December 1, inclusive, of each year. The count will be used to determine the amount that the school district will spend on providing special education and related services to parentally placed private school students with disabilities in the next fiscal year.

8. Supplement, not supplant

State and local funds may supplement, but in no case supplant, the proportionate amount of federal funds required to be expended for parentally placed private school students with disabilities.

9. Consultation with private school representatives

To ensure timely and meaningful consultation, the school district will consult with private school representatives and representatives of parents of parentally placed private school students with disabilities during the design and development of special education and related services for the students regarding the following:

- a. The child find process, including how parentally placed private school students suspected of having a disability can participate equitably and how parents, teachers and private school officials will be informed of the process.
- b. The determination of the proportionate share of federal funds available to serve parentally placed private school students with disabilities, including the determination of how the proportionate share of those funds was calculated.
- c. The consultation process among the school district, private school officials, and representatives of parents of parentally placed private school students with disabilities, including how the process will operate throughout the school year to ensure that parentally placed students with disabilities identified through the child find process can meaningfully participate in special education and related services.
- d. Provision of special education and related services; how, where and by whom special education and related services will be provided for parentally placed private school students with disabilities, including a discussion of:
  - i. The types of services, including direct services and alternate service delivery mechanisms.
  - ii. How special education and related services will be apportioned if funds are insufficient to serve all parentally placed private school students. and
  - iii. How and when those decisions will be made.
- e. How, if the school district disagrees with the views of private school officials on the provision of services or the types of services (whether provided directly or through a contract), the school district will provide to such private school officials a written explanation of the reasons why the school district chose not to provide services directly or through a contract.

10. Written affirmation

When timely and meaningful consultation has occurred, the school district will obtain a written affirmation signed by the representatives of participating private schools. If the representatives do not provide the affirmation within a reasonable period of time, the school district will forward the documentation of the consultation process to FDOE.

**Describe the school district's procedure for ensuring meaningful consultation and obtaining written affirmation with representatives of participating private schools to include the following:**

- **How the school district selects, identifies and records participating private schools for this consultation,**
- **How frequently and in what format consultation occurs, and**
- **Specify personnel (by role or title) identified as the school district lead for this process.**

- a.) The Gadsden County School District will compile a comprehensive list of all private schools and parental representatives within the district's zone
- b.) Certified Letters will be mailed to all private schools and parental representatives informing them of the consultation process and request participation with the Gadsden County School District.
- c.) Meetings will be scheduled during convenient times and locations for Private School Representatives (multiple options will be provided to ensure maximum participation)
- d.) A detailed agenda will be developed for the consultation meetings, covering service delivery, funding, program design and evaluation
- e.) Topics of discussion will include but not limited to (identification of student needs, delivery and scope of services, assessments, assessment results, data collection, consideration of views regarding provision of services)
- f.) Input and suggestions from private school representatives will be recorded to ensure their views are adequately considered in the planning and implementation process. The Gadsden County School District will obtain a written affirmation signed by the representatives of participating private schools. If the representatives do not provide the affirmation within a reasonable period of time, the school district will forward the documentation of the consultation process to FLDOE. Written affirmations will consist of the topics discussed during the consultation, agreements reached regarding the provision of services and signatures from the private school representatives and district officials.
- g.) The district will conduct quarterly follow up meetings with private school representatives to monitor the implementation of services, review the effectiveness of services and address any emerging issues or concerns
- h.) The school district's lead for this process is the Director of Federal Programs and Director of Exceptional Student Education

#### 11. Compliance

A private school official has the right to submit a complaint to the FDOE that the school district did not engage in consultation that was meaningful and timely or did not give due consideration to the views of the private school official. If the private school official wishes to submit a complaint, the official will provide to the FDOE the basis of the noncompliance by the school district with the applicable private school provisions. The school district will then forward the appropriate documentation to the FDOE. If the private school official is dissatisfied with the decision of the FDOE, the official may submit a complaint to the U.S. Secretary of Education by providing the information on noncompliance. The FDOE will then forward the appropriate documentation to the U.S. Secretary of Education.

#### 12. Equitable services determined

- a. No parentally placed private school student with a disability has an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school.
- b. Decisions about the services that will be provided to parentally placed private school students with disabilities will be made in accordance with the information in this section.
- c. The school district will make the final decisions with respect to the services to be provided to eligible parentally placed private school students with disabilities.

#### 13. Services plan for each student served

- a. If a student with a disability is enrolled in a religious or other private school by the student's parents and will receive special education or related services from the school district, the school district will initiate and conduct meetings to develop, review and revise a services plan for the student and ensure that a representative of the religious or other private school attends each meeting. If the representative cannot attend, the school district will use other methods to ensure participation by the religious or other private school, including individual or conference telephone calls.
- b. Each parentally placed private school student with a disability who has been designated by the school district to receive services will have a services plan that describes the specific direct special education services that the school district will provide to the student, per the school district's determination of services it will make available to parentally placed private school students with disabilities.
- c. The services plan will be developed, reviewed and revised consistent with the requirements for IEP development, review and revision.

14. Equitable services provided

- a. The provision of equitable services will be by employees of the school district or through contract by the school district with an individual, association, agency, organization or other entity.
- b. The services provided to parentally placed private school students with disabilities will be provided by personnel meeting the same standards as personnel providing services in the public schools, except that private elementary and secondary school teachers who are providing equitable services to parentally placed private school students with disabilities are not required to meet the highly qualified special education teacher requirements under Florida law.
- c. Parentally placed private school students with disabilities may receive a different amount of services than students with disabilities in public schools.
- d. Special education and related services provided to parentally placed private school students with disabilities, including materials and equipment, must be secular, neutral and non-ideological.

15. Location of services and transportation

- a. Equitable services to parentally placed private school students with disabilities may be, but are not required to be, provided on the premises of private schools.
- b. If necessary for the student to benefit from or participate in the services, a parentally placed private school student with a disability will be provided transportation from the student's school or the student's home to a site other than the private school and from the service site to the private school, or to the student's home, depending on the timing of the services.
- c. The school district is not required to provide transportation from the student's home to the private school.
- d. The cost of any transportation provided under this section may be included in calculating whether the school district has expended its proportionate share.

16. Due process hearings and procedural safeguards

- a. Except as provided herein, the procedures related to procedural safeguards, mediation and due process hearings do not apply to complaints that the school district has failed to meet the requirements in this section, including the provision of services indicated on the student's services plan. However, such procedures are applicable to complaints that the school district has failed to meet the requirements related to child find, including the requirements related to conducting appropriate evaluations of students with disabilities.
- b. Any request for a due process hearing regarding the child find requirements must be filed with the school district in which the private school is located, with a copy forwarded to the FDOE.

17. State complaints

- a. Any complaint that the school district has failed to meet the requirements related to the provision of equitable services, services plans, expenditures, consultation with private school representatives or personnel, or equipment and supplies will be filed in accordance with the state complaint procedures described in Rule 6A-6.03311, F.A.C.

- b. A complaint filed by a private school official under this section will be filed with the FDOE in accordance with its state complaint procedures, as prescribed in Rule 6A-6.03311, F.A.C.

18. Requirement that funds not benefit a private school

- a. The school district will not use funds provided under IDEA to finance the existing level of instruction in a private school or to otherwise benefit the private school.
- b. The school district will use funds provided under Part B of IDEA to meet the special education and related services needs of parentally placed private school students with disabilities, but not for the needs of a private school or the general needs of the students enrolled in the private school.

19. Use of personnel

- a. The school district may use funds available under IDEA to make public school personnel available in other than public facilities to the extent necessary to provide equitable services for parentally placed private school students with disabilities, if those services are not normally provided by the private school.
- b. The school district may use funds available under IDEA to pay for the services of an employee of a private school to provide equitable services, if the employee performs the services outside of his or her regular hours of duty and the employee performs the services under public supervision and control.

20. Separate classes prohibited

The school district will not use funds available under IDEA for classes that are organized separately based on school enrollment or religion of the students, if the classes are at the same site and the classes include students enrolled in public schools and students enrolled in private schools.

21. Property, equipment, and supplies

- a. The school district will control and administer the funds used to provide special education and related services, and hold title to and administer materials, equipment and property purchased with those funds, for the uses and purposes provided in this section.
- b. The school district may place equipment and supplies in a private school for the period of time needed for the provision of equitable services.
- c. The school district will ensure that the equipment and supplies placed in a private school are used only for IDEA purposes and can be removed from the private school without remodeling the private school facility.
- d. The school district will remove equipment and supplies from a private school if the equipment and supplies are no longer needed for IDEA purposes, or removal is necessary to avoid unauthorized use of the equipment and supplies for other than IDEA purposes.
- e. No IDEA funds will be used for repairs, minor remodeling, or construction of private school facilities.

## Section B: Family Empowerment Scholarship for Students with Unique Abilities

### Statutory and Regulatory Citations

Chapter 1002, Part III, F.S.

Sections 393.063, 393.069, 456.001, 1002.01, 1002.394, 1002.395, 1002.66 and 1005.02, F.S.

Rule 6A-6.0952, F.A.C.

### Definition

Effective July 1, 2022, the McKay Scholarship Program was repealed and joined the Family Empowerment Scholarship Program under the Unique Abilities (FES UA) category, which provides children of families with limited financial resources with education options to achieve success in their education.

The following are defined as they relate to the FES UA:

1. "Approved provider" means a provider who has been approved by the Agency for Persons with Disabilities, a health care practitioner pursuant to s. 456.001(4), F.S., or a provider approved by the department pursuant to s. 1002.66, F.S.
2. "Curriculum" means a complete course of study for a particular content area or grade-level, which includes any required supplemental materials.
3. "Department" means the Florida Department of Education.
4. "Disability" means, a 3- or 4-year-old child or for a student in kindergarten to grade 12, and any of the following:
  - a. Autism spectrum disorder, as defined in the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition, published by the American Psychiatric Association, as defined in s. 393.063, F.S.;
  - b. Cerebral palsy, as defined in s. 393.063, F.S.;
  - c. Down syndrome, as defined in s. 393.063, F.S.;
  - d. Intellectual disability, as defined in s. 393.063, F.S.;
  - e. Speech impairment;
  - f. Language impairment;
  - g. Orthopedic impairment;
  - h. Other health impairment;
  - i. Emotional or behavioral disability
  - j. Specific learning disability, including, but not limited to, dyslexia, dyscalculia or developmental aphasia;
  - k. Phelan-McDermid syndrome, as defined in s. 393.063, F.S.;
  - l. Prader-Willi syndrome, as defined in s. 393.063, F.S.;
  - m. Spina bifida, as defined in s. 393.063, F.S.;
  - n. For a high-risk child, meaning a child aged 3 to 5 years of age with a developmental delay in cognition, language or physical development, as defined in s. 393.063(23)(a), F.S.;
  - o. Muscular dystrophy;
  - p. Williams syndrome;
  - q. Rare diseases (which affect patient populations of fewer than 200,000 individuals in the United States) as defined by the National Organization for Rare Disorders;

- r. Anaphylaxis;
  - s. Hearing impairment (including deafness);
  - t. Visual impairment (including blindness);
  - u. Traumatic brain injury;
  - v. Hospital or homebound; or
  - w. Dual sensory impairment, as defined by Rule 6A-6.03022, F.A.C., and evidenced by reports from the local school district.
5. "Eligible nonprofit scholarship-funding organization" as defined in s. 1002.395, F.S.;
  6. "Eligible postsecondary institution" means any of the following:
    - a. Florida College System institution;
    - b. State university;
    - c. School district technical center;
    - d. School district adult general education center; or
    - e. An accredited nonpublic postsecondary educational institution, as defined in s. 1005.02, F.S., that is licensed to operate in the state pursuant to requirements specified in Part III of Chapter 1005, F.S.
  7. "Eligible private school" means a private school, pursuant to s. 1002.01, F.S., that is located in Florida and offers an education to students in any grade from kindergarten to grade 12.
  8. "IEP" means an individual educational plan.
  9. "Inactive" means that no eligible expenditures have been made from an account funded by the Family Empowerment Scholarship.
  10. "Parent" means a resident of this state who is a parent, as defined in s. 1000.21, F.S.
  11. "Program" means the Family Empowerment Scholarship Program.

### **Eligibility Criteria for the FES UA**

A parent of a student with a disability may apply for and receive from the State a scholarship for the purpose specified in paragraph (4)(b), if the student:

1. Is a resident of this state or the dependent child of an active duty member of the United States Armed Forces who has received permanent change of station orders to this state or, at the time of renewal, whose home of record or state of legal residence is Florida;
2. Is 3 or 4 years of age during the year in which the student applies for program participation or is eligible to enroll in kindergarten through grade 12 in a public school in the state;
3. Has a disability as defined in subsection (2); and
4. Is the subject of an IEP written in accordance with rules of the State Board of Education or with the applicable rules of another state or has received a diagnosis of a disability from a physician who is licensed under Chapter 458 or 459, a psychologist who is licensed under Chapter 490, or a physician who holds an active license issued by another state or territory of the United States, the District of Columbia or the Commonwealth of Puerto Rico.

### **Scholarship Prohibitions**

A student is not eligible for a Family Empowerment Scholarship while:

1. Enrolled full time in a public school, including, but not limited to, the Florida School for the Deaf and the Blind, the College-Preparatory Boarding Academy, the Florida School for Competitive Academics, the Florida Virtual School, the Florida Scholarships Academy, a developmental research school, authorized under s.1002.32, F.S., or a charter school authorized under this chapter. For purposes of this paragraph, a 3- or 4-year-old child who receives services funded through the Florida Education Finance Program is considered to be a student enrolled in a public school;
2. Enrolled in a school operating for the purpose of providing educational services to youth in Department of Juvenile Justice commitment programs;
3. Receiving any other educational scholarship in pursuant to this chapter. However, an eligible public school student receiving a scholarship under s.1002.411, F.S. may receive a scholarship for transportation pursuant to subparagraph (4)(a)2.;
4. Not having regular and direct contact with his or her private school teachers, pursuant to s. 1002.421(1)(i), F.S., unless he or she is eligible pursuant to paragraph (3)(b) and enrolled in the participating private school's transition-to-work program pursuant to subsection (16) or a home education program pursuant to s.1002.14, F.S.;
5. Participating in a private tutoring program in accordance with s. 1002.43, F.S.; or
6. Participating in a virtual school, correspondence school or distance learning program that receives state funding pursuant to the student's participation.

### **School District's Obligations and Parental Options**

School district's obligations and parental options include the following:

1. The school district shall notify a parent who has made a request for an IEP that the school district is required to complete the IEP and matrix of services within 30 days after receiving notice of the parent's request;
2. The school district shall conduct a meeting and develop an IEP and a matrix of services within 30 days after receiving notice of the parent's request in accordance with State Board of Education Rule 6A-6.03028(3)(f)2., F.A.C.;
3. The school district shall provide for state assessments to students, upon parental request;
4. Pursuant to s.1002.394(7)(c)1, F.S., within 10 days after an IEP meeting is held, a school district shall notify the parent of a student of all options available pursuant to this section and offer that student's parent an opportunity to enroll the student in another public school in the school district;
5. The parent is not required to accept the offer of enrolling the student in another public school in lieu of requesting a scholarship. However, if the parent chooses the public school option, the student may continue attending the public school chosen by the parent until the student graduates from high school;
6. The parent may choose another public school in the school district, and the school district shall provide transportation to the public school selected by the parent; and
7. The parent may choose, as an alternative, to enroll the student in and transport the student to a public school in an adjacent school district that has available space and has a program with the services agreed to in the student's IEP already in place, and that school district shall accept the student and report the student for purposes of the school district's funding pursuant to the Florida Education Finance Program.

I have read and understand the above information.

**\*Note:** Due to proposed changes to HB 1403, s. 1002.394(3)(b), F.S. and s. 1002.394(6), F.S., these statutes will be effective July 1, 2024.

## Part V. Appendices

### Appendix A: General Policies and Procedures

#### 1. Procedural Safeguards for Students with Disabilities

One of the following must be selected:

- The Florida Department of Education's Notice of Procedural Safeguards for Parents of Students with Disabilities, as posted on the department's website.
- A different notice of procedural safeguards for parents of students with disabilities, included as an attachment.

#### 2. Procedural Safeguards for Students Who Are Gifted

One of the following must be selected:

- The Florida Department of Education's Procedural Safeguards for Exceptional Students Who Are Gifted, as posted on the department's website.
- A different notice of procedural safeguards for parents of students who are gifted, included as an attachment.
- This requirement is not applicable for the Department of Corrections.
- This requirement is not applicable for the Florida Department of Corrections.

#### 3. Transfer of Parental Rights at Age of Majority

#### 4. Provision of Equitable Services to Parentally-Placed Private School Students with Disabilities

## Appendix B: Unique Philosophical, Curricular or Instructional Considerations

The school district has included as an attachment additional information related to evaluations; qualified evaluators; or philosophical, curricular, or instructional considerations for the exceptionalities identified below:

### II.B.1 Autism Spectrum Disorder

- Evaluations
- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

### II.B.2 Deaf or Hard of Hearing

- Evaluations
- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

### II.B.3 Developmentally Delayed

- Evaluations
- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

### II.B.4 Dual Sensory Impaired

- Evaluations
- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

### II.B.5 Emotional or Behavioral Disabilities

- Evaluations
- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

### II.B.6 Established Conditions

- Evaluations
- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

### II.B.7 Homebound or Hospitalized

- Evaluations
- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

### II.B.8 Intellectual Disabilities

- Evaluations

- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

**II.B.9 Orthopedic Impairment**

- Evaluations
- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

**II.B.10 Other Health Impairment**

- Evaluations
- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

**II.B.11 Traumatic Brain Injury**

- Evaluations
- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

**II.B.12 Specific Learning Disabilities**

- Evaluations
- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

**II.B.13 Speech Impairments**

- Evaluations
- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

**II.B.14 Language Impairments**

- Evaluations
- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

**II.B.15 Visually Impaired**

- Evaluations
- Qualified Evaluators
- Unique Philosophical, Curricular or Instructional Considerations

**II.B.16 Related Services – Occupational Therapy**

- Evaluations
- Qualified Evaluators

Unique Philosophical, Curricular or Instructional Considerations

**II.B.17 Related Services – Physical Therapy**

Evaluations

Qualified Evaluators

Unique Philosophical, Curricular or Instructional Considerations

**II.C. Individual Educational Plans (IEPs)**

**II.F. Prekindergarten Children with Disabilities**

Evaluations

Qualified Evaluators

Unique Philosophical, Curricular or Instructional Considerations

**III.A. Gifted**

Evaluations

Qualified Evaluators

Unique Philosophical, Curricular or Instructional Considerations

**Other**

## Appendix C: School District Plan to Increase the Participation of Underrepresented Students in the Program for Students Who Are Gifted

### Current Status

Provide the following data:

#### Total Student Population

#### Total Number of Students

| 4,292

#### Total Number of Gifted Students

| 30

#### Percent of All Gifted Students

| .69%

**Limited English Proficient (Limited English proficient students are those who are coded as "LY," "LN," "LP," or "LF")**

#### Number of LEP Students

| 350

#### Number of LEP Gifted Students

| 0

#### Percent of LEP Gifted Students

| 0

#### Percentage of LEP Gifted Compared to Total Number of Gifted Students

| 0

\*In order to calculate the "Percentage of LEP Gifted Compared to Total Number of Gifted Students", divide the number of LEP gifted students by the total number of gifted students in the district and move the decimal point two numbers to the right.

### Low Socio-Economic Status (SES) Family

#### Number of Low SES Students

| 3,351

#### Number of Low SES Gifted Students

| 15

#### Percent of Low SES Gifted Students

| .4%

## Percentage of Low SES Gifted Compared to Total Number of Gifted Students

| 50%

\*In order to calculate the "Percentage of Low SES Gifted Compared to Total Number of Gifted Students", divide the number of Low SES gifted students by the total number of gifted students in the district and move the decimal point two numbers to the right.

\*\* Percentage of students who are gifted equals the number of students who are gifted within a category divided by the total number of students within that category

### School District Goal

**Provide the school district's goal to increase the participation of students from underrepresented groups in programs for students who are gifted, including the targeted categories.**

The district's goal is to increase the participation of students from under-represented groups in programs for students who are gifted to 6.0% by the end of the 2027-2028 school year. In order to increase the participation of under represented students in the district's gifted program, we will continue to analyze test data and train teachers to recognize gifted characteristics. We will also continue to monitor demographic information for appropriate representation and academic performance at least twice per school year. Implementing these strategies will assist us in determining whether or not Gadsden's Plan B is making a difference in the identification of underrepresented LEP/ELL and/or SES populations in our district.

**The school district's plan addressing each of the following areas is included as an attachment.**

- 1. Screening and Referral Procedures**
- 2. Student Evaluation Procedures**
- 3. Eligibility Criteria**
- 4. Instructional Program Modifications or Adaptations**
- 5. School District Evaluation Plan**

## Appendix D: School District Policies Regarding the Allowable Use or Prohibition of Restraint

Select from the following:

- This Exceptional Student Education P&P serves as the school district's policy regarding the allowable use or prohibition of restraint of students with disabilities.

## Appendix E: Policies and Procedures Unique to Developmental Research (Laboratory) Schools

- This section is not applicable for the district.

Section 1002.32, F.S., establishes the category of public schools known as developmental research (laboratory) schools (lab schools). In accordance with s. 1002.32(3), F.S., "The mission of a lab school shall be the provision of a vehicle for the conduct of research, demonstration, and evaluation regarding management, teaching, and learning." Each lab school shall emphasize mathematics, science, computer science, and foreign languages. The primary goal of a lab school is to enhance instruction and research in such specialized subjects by using the resources available on a state university campus, while also providing an education in nonspecialized subjects. The exceptional education programs offered shall be determined by the research and evaluation goals and the availability of students for efficiently sized programs (s. 1002.32(3)(e), F.S.).

**Describe the exceptional education services available within the lab school:**

| N/A

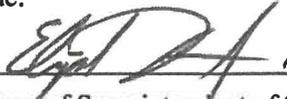
## **Appendix F: Best Practices in Inclusive Education (BPIE) Assessment**

Section 1003.57(1)(f), F.S., establishes the following requirement for school districts, "Once every three years, each school district and school shall complete a BPIE assessment with a Florida Inclusion Network facilitator and include the results of the BPIE assessment and all planned short-term and long-term improvement efforts in the school district's exceptional student education policies and procedures. BPIE is an internal assessment process designed to facilitate the analysis, implementation, and improvement of inclusive educational practices at the school district and school team levels."

**Bureau of Exceptional Education and Student Services**  
**Exceptional Student Education (ESE) Policies and Procedures (P&P) Signature Page**

School District:	Gadsden
ESE Director:	Kesandra Brown
This document is effective for the <b>2024-2025</b> school year.	

**CERTIFICATION OF APPROVAL**

I, <span style="border: 1px solid black; background-color: #d9ead3; padding: 2px;">Elijah Key, Jr.</span> , do hereby certify that each of the statements below are true:	
 _____	<span style="border: 1px solid black; background-color: #d9ead3; padding: 2px;">7/22/24</span>
Signature of Superintendent of School District Authorized Representative of Governing Body or Agency	Date of Approval or

**SPECIAL PROGRAMS AND PROCEDURES**

The district's *ESE P&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 Florida 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 and its implementing requirements found in Title 34, section 300, Code of Federal Regulations.

**SCHOOL DISTRICT ESE P&P**

Any district-produced ESE P&P documents that meet the following criteria have been submitted to the Florida Department of Education with the ESE P&P. Such documents would include:

- Supplemental information contained in the district's ESE P&P;
- Exceptional student education policies or procedures addressed by the school district; and
- School district policies that are adopted by the school board.

**This agreement shall take effect upon receipt of signatures and may be terminated or revised at the request of either party.**

**Superintendent of Gadsden School District**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chairman of Gadsden School District Board**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 6a-

**DATE OF SCHOOL BOARD MEETING:** July 30, 2024

**TITLE OF AGENDA ITEM:** Advocacy Committee Representative and Advocacy Committee  
Alternate

**DIVISION:** Administration

         This is a **CONTINUATION** of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**  
**(Type and Double Space)**

Florida School Boards Association require each district school board to appoint a member to serve on the Advocacy Committee Representative and the Advocacy Committee Alternate (formerly known as the Legislative Committee).

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Elijah Key

**POSITION:** Superintendent

---

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

         Number of ORIGINAL SIGNATURES NEEDED by preparer.

**SUPERINTENDENT'S SIGNATURE:** page(s) numbered \_\_\_\_\_

**CHAIRMAN'S SIGNATURE:** page(s) numbered \_\_\_\_\_

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO:** \_\_\_ 6b \_\_\_\_\_

**DATE OF SCHOOL BOARD MEETING:** 7/30/2024

**TITLE OF AGENDA ITEM:** Health Insurance Rate Increase

**DIVISION:** Business & Finance

\_\_\_\_\_ This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**  
(Type and Double Space)

Capital Health Plan Insurance Proposal and Rate Increase for 2024 – 2025.

**FUND SOURCE:** General Fund

**AMOUNT:** No change to the current amount funded by the board.

**PREPARED BY:** Marleni Bruner

**POSITION:** Director of Finance

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT’S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN’S SIGNATURE: page(s) numbered \_\_\_\_\_



June 10, 2024

LaClarence Mays  
 Gadsden County School District  
 35 Martin Luther King Jr. Blvd  
 Quincy, FL 32351

Group: Gadsden County School District  
 Group Number: 00072

Dear LaClarence Mays:

Thank you for choosing Capital Health Plan to provide health care coverage for your employees. Our commitment is to provide you and your employees with comprehensive benefits, excellent service, and affordable rates. We understand your business is unique and that your health coverage needs may change over time. As such, the renewal period is an opportunity to review all of the options and make changes if it makes sense to you. If you have any questions when reviewing these materials, please contact your agent or your Capital Health Plan Representative. To renew your current benefit plan or change the benefit plan, please do the following:

- Please complete and sign the Large Employer Application & Renewal Agreement for the selected benefit plan along with the Enrollment Summary. Return these documents to us by the **15th of the month prior to the effective date of the proposal**. If these documents are not received by the effective date, this proposal may be voided by Capital Health Plan.
- You must distribute the attached Summary of Benefits and Coverage (SBC) document for the health plan you offer to your employees. The SBC(s) should be provided with your open enrollment materials or, if enrollment is automatic, employees should receive a copy at least 30 days prior to your anniversary date. SBCs are available for download directly from CHP's website at [www.capitalhealth.com/sbc](http://www.capitalhealth.com/sbc).

Listed below are renewal rates for your current plan and alternate plan options effective 10/1/2024.

Option	Benefit Plan	Employee Only	Employee + Spouse	Employee + Child(ren)	Family	% Renewal Increase
<b>Current</b>	Capital Selection (\$15/\$15/\$30/\$50/\$50/\$50 Rx)	\$813.82	\$1628.29	\$1383.64	\$2360.33	8.39%
Alt. I	Value Selection HDHP (\$15/\$15/\$50/\$100/\$100/\$100 Rx)	\$600.63	\$1201.74	\$1021.18	\$1742.02	8.39%

We look forward to serving you in the next contract year and welcome you to contact us if we can be of any assistance. I can be reached at (850) 383-3329 or via e-mail at [djsisk@chp.org](mailto:djsisk@chp.org)

Sincerely,

Deborah Sisk, Account Executive

## Large Employer Group - Proposal Assumptions

- Proposed rates are not final. Rates are based on the census provided at the time of the proposal and are not a guarantee of coverage. Rates are subject to change if the final census changes 15% or more after the group is enrolled.
- Coverage is not effective until after the application has been approved by Capital Health Plan and the premium has been paid. No agent or broker can make or change this contract. The coverage offered by Capital Health Plan is subject to the terms and conditions of the policies issued.
- This proposal assumes the group meets the definition of a large group. Large group is defined as an employer having an average total number of 51+ employees on the payroll in the preceding calendar year. This proposal is not applicable if **Gadsden County School District** qualifies as a Small Group according to Section 627.6699, Florida Statute.
- This proposal assumes Capital Health Plan will be the only carrier providing health coverage for the Group's employees unless it is otherwise agreed upon in writing.
- This proposal is contingent upon **Gadsden County School District** meeting all of the Capital Health Plan Large Group Underwriting Guidelines. Guidelines are available upon request.
- The premiums in this proposal may include costs associated with the payment of compensation to independent, third parties for the sale of products. Please contact Capital Health Plan if you have any questions.
- This information is intended solely for **Gadsden County School District**. If you are not **Gadsden County School District** this information does not apply to you.
- This proposal is for non-occupational illnesses and injuries only.
- This proposal is only a summary of the benefits and provisions applicable to this group policy. A complete list of benefits and provisions is located in the group Master Policies (Large Employer Member Handbook, Large Group Master Policy, Large Employer Application & Renewal Agreement, and Member Enrollment Application). Other benefits, guidelines, and restrictions may apply.
- Capital Health Plan is not the plan sponsor or plan administrator, as defined by the Employee Retirement Income Security Act ("ERISA"), as amended; of the Group Plan. The Group, as either plan sponsor or plan administrator of an employee welfare benefit plan, is responsible for ensuring compliance with ERISA.

### Please note that rates provided do not include:

- Changes in the plan design after the proposal
- Changes mandated or made available by State Regulation and Federal Regulation after the proposal
- Changes in eligibility after the proposal
- Changes in the group Anniversary Date

Important Proposal Information