

## **System Wide Established Procedures For The Program for Exceptional Children**

1. *All original paperwork is due at PEC 10 days after a meeting is held.*
2. Annual reviews are due one year or earlier from the most recent yearly IEP meeting date. Reviews that are held after the one year anniversary date must have careful documentation stating the reason(s) for the delay. Annual reviews should be maintained according to **Due Dates**. Do *not* wait on completion of reevaluations.
3. Reevaluations should be considered up to one year prior to the three-year anniversary date of the current eligibility. Reevaluation packets are to be submitted to PEC using the guidelines dictated by the SPED calendar for the year. Reevaluation packets may be submitted early, but should not be turned in late, unless accompanied by carefully documented reasons for the delay. A new evaluation requires a new Consent to Evaluate signed by the parents.

If the committee determines that the current eligibility and placement are still appropriate and elects not to do a new evaluation, the old eligibility should be dated and signed by all committee members and brought forward to take its place as the new eligibility. A copy should be made and the original should be sent to PEC with the other paperwork within ten days of the meeting.

4. All eligibilities must be dated and signed by the IEP committee members.
5. Always make sure that Consent for Placement is signed by the parent/guardian and is accessible in the folder(s).
6. General education teacher(s) are required to be at all IEP meetings, unless the parent agrees in writing (prior to the meeting) to exclude them (Parent Excusal Form online).
7. Be sure to use the template for the PLOP so that all areas are addressed. (See the PEC website > Special Ed Handbook under Forms.)
8. Include the most recent results from the CRCT, GHSGT, EOCT, etc. in each IEP's PLOP under STATEWIDE TESTING Subtitle.

9. Dates on Notice, IEP, etc. should be checked for accuracy and agreement.
10. When a Behavior Intervention Plan is noted as needed, one should be included in the IEP.
11. Always put parents/guardians' names on Notice.
12. Use the **Due Process Checklist** that was issued by the DOE to verify each IEP's completion and accuracy. The checklist **must** be included on **all** paperwork that comes to PEC. (Form is on the website.)
13. Segments in regular and special education should total **30 hours per week**.
14. Hearing and Vision screening should be within three years, unless an exception is documented.
15. Make certain that the psychologist signs the psychological evaluation.
16. Include Placement Options Considered, Options Rejected, and Rationale in all IEPs. Remember, regular education placement is the default placement and explicit reasons must be given why the student cannot function in this environment, even when appropriate supports are considered/implemented.
17. Projected mastery dates for objectives should be staggered and in chronological order. Remember that there is one curriculum for **all** students, the GPS/QCC (until the GPS is completely phased in).
18. Document when parents are not in attendance at an IEP meeting and that at least three attempts were made to arrange for parents to attend.
19. Regarding transfer students:
  - ◆ Hold IEP meeting ASAP;
  - ◆ Place in a setting comparable to placement at previous school;
  - ◆ Committee can accept or modify an in-state IEP;
  - ◆ Attempt to acquire records from previous school, to include SST, etc.
  - ◆ Begin reevaluation process for out-of-state transfers;

- ◆ Get Candler County Consent for Placement and Evaluation signed;
  - ◆ When new evaluation is complete, write new eligibility, IEP, etc.
  - ◆ Transfer student records should adhere to system/state guidelines as quickly as possible.
20. When a student withdraws from your school or from the system, please send the withdrawal form, along with the student's SPED folder, to the records clerk at BOE so that the student can be made inactive in the system. The *Notice of Change in Status* form is on the web.
21. Keep all SPED records in a locked cabinet with access restrictions posted.
22. Note that all SPED memos will be accessible on the PEC website. They will be archived at the end of the school year. Check often to verify changes, additions, etc. to PEC Established Practices.
23. ESY considerations must be made in an IEP meeting where objectives that are to be extended are decided by the full committee. All of the appropriate paperwork for the meeting should accompany the ESY request, including complete minutes. (ESY forms are on the website.)
24. Regarding Classroom/Testing Accommodations, think about the CRCT, GHSGT, EOCT, etc. and the specific modifications that will enable the student to participate in the test at the appropriate grade level. For example, some choices might be: use of a calculator, write in the test booklet, read orally, test in small group, etc. Avoid wholesale selection of accommodations by choosing the ones that are the "best fit" for the student's needs. Remember that modifications for state/national testing can only be used in the formal testing setting if they are used on a regular basis in the classroom.
25. Remember to check the SPED Calendar regularly. (Look on the PEC website.)
26. Professional days are available on a limited basis to maintain compliance of paperwork. Call the Director or Coordinator to make the necessary arrangements.

27. FTE forms must be updated and submitted to the Technology Specialist at PEC by email on the date specified. (Use the form in the Special Ed Handbook.)
28. Updated purchase order information is available on the Candler County website.
29. Only PEC personnel will be allowed to pull student records at PEC office. *Anyone* who requests access to a student record will be required to sign the Record of Access Sheet.
30. After each IEP meeting, please fill out the Power School Information Report form and give the Power School clerk the form the same day of the IEP meeting. The information in the Power School Report is vital in the maintenance of up-to-date data necessary for all local, state and Federal reports.
31. New teachers are required to attend the *New Teacher Orientation Program* meetings that are scheduled at PEC throughout the school year. Absences from meetings must be made up at times that are mutually agreeable to the teacher and the facilitator. The schedule of meetings is on the website.
32. Failure to maintain student records and/or other required documents in a compliant manner may result in an **unsatisfactory rating** on the GTDRI.