

# ST. HELENA PARISH SCHOOL DISTRICT

A RELENTLESS PURSUIT OF EXCELLENCE



## Special Services to Support Achieving the Vision: Campus Handbook on Special Education & Bullying



**2016-2017**

*To develop a productive educational system that increases student achievement, develops educator effectiveness, and builds public confidence.*

**Acknowledgments:**

**Superintendent of Schools  
Kelli Joseph, Ed. D.**

**Chief of Innovation  
Charlene Comstock-Galagan, M. Ed.**

**Pupil Appraisal Coordinator  
Carmen Overton, M.S.W.**

**School Board Members**

**Joyce Porter, District 1  
Dr. Byron Hurst, District 2  
Linda Chaney, Board President, District 3  
Barbara Whitley, District 4  
Virginia Bell, District 5  
Alton Travis, Board Vice-President, District 6**

**This handbook was adapted from one written for the  
St. Helena Parish School Board by**

**Kathy Kilgore, Director  
The SUNS Center  
New Orleans, Louisiana**

2016-2017

## CONTEXT and PURPOSE

This manual will only be helpful when applied within the context of the St. Helena Parish School District's BLUEPRINT TO EXCELLENCE. The overarching purpose for the handbook is to provide the user with a way to place Special Education policies and procedures within the district's Mindful Teaching Framework so the needs of ALL students are addressed consistently by General and Special Educators. Specifically, the special education department is moving on the same path as everyone else in the district.

We are here so that even if a student is identified as a student with a disability, quality, engaging instruction is designed and delivered using relevant technology so that they improve their math and literacy comprehension, develop executive functioning skills and graduate on time.

The deeper purpose of this handbook is as an instructional tool and reference guide. Administrators, Special and General Educators should use it as they design, implement and monitor programs for students with disabilities to ensure compliance with the Individuals with Disabilities Education Act (I.D.E.A.) and the October 1, 2008, revised *Louisiana Bulletin 1706 A: Regulations for Implementation of the Children with Exceptionalities Act*.

The handbook is arranged in two parts: Part I addresses Process Issues; Part II addresses Effective Practices.

*Part I: Process Issues* covers areas that are mandated by the State Department of Education for inclusion in a district's policy and procedures handbook.

*Part II: Effective Practices* covers areas of programming that impact outcomes for students with disabilities.

*Part III: Bullying* covers policies and procedures to support safe schools for all.

## **Source Materials Louisiana Bulletins**

Bulletins are our source materials; they govern the operating policies of the St. Helena Parish School Board and include:

BULLETIN 1706/Subpart A-

Regulations for Students with Disabilities

BULLETIN 1706/Subpart B –

Regulations for Gifted/Talented Students

BULLETIN 1508:

Pupil Appraisal Handbook

BULLETIN 1530:

Louisiana IEP Handbook for Students with Disabilities

BULLETIN 1922:

Compliance Monitoring Procedures

BULLETIN 1929-

Louisiana Accounting and Uniform Governmental Handbook

BULLETIN 1573-

Complaint Management Procedures

BULLETIN 746-

LA Standards for State Certification of School Personnel

BULLETIN 741-

Louisiana Handbook for School Administrators

BULLETIN 118:

Statewide Assessment Standards and Practices

## TABLE OF CONTENTS

### PART I: PROCESS ISSUES

<u>Section Number</u>	<u>Topic</u>
1	Appraisal Services
2	Free Appropriate Public Education (FAPE) and Least Restrictive Environment (LRE)
3	Individualized Education Program (IEP)
4	Discipline
5	Extended School Year (ESY)

### PART II: PRACTICES ISSUES

<u>Section Number</u>	<u>Topic</u>
1	Assessment
2	Curriculum and Instruction
3	Behavior Management
4	Assistive Technology
5	Inclusive Practices

### PART III: BULLYING