

Quick Tips

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Essential information and/or interesting facts from Special Education Services, Alabama State Department of Education.



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for School Administrators

HELP GUIDE FOR SCHOOL ADMINISTRATORS

HELP GUIDE FOR SCHOOL ADMINISTRATORS WHAT SUCCESSFUL SCHOOL PRINCIPALS DO (AND NEED TO KNOW) LEGAL ASPECTS OF SPECIAL EDUCATION

What to do with the Help Guide & Where to Find It

Use the document developed specifically for the school principal regarding things you need to know regarding the implementation of the *Individuals with Disabilities Education Act* (IDEA). This document can be found on the *Alabama State Department of Education Website* under Office of Learning Support, Special Education Services.

- Click on "Department Offices" and select "Special Education Services" under "Office of Learning Support"
- Once you have opened the Special Education Services Website, Click on "Professional Development" and select *Help for Administrators 2013*
- Use this help guide as a desk reference

Quick Reference to the Help Guide

- Be familiar with federal laws such as IDEA, Section 504 of the Rehabilitation Act of 1973 as well as the Family Educational Rights and Privacy Act (FERPA) (pg. 5)
- KNOW your obligation for Child Find (pg. 12)
- Make certain your IEP Team makes appropriate decisions regarding the student's Least Restrictive Environment (LRE) (pg. 35)
- PRINCIPALS, know your role in monitoring the implementation of Individualized Education Programs (IEPs). (pp. 42-43)
- UNDERSTAND discipline procedures for students with disabilities (pp. 44-54)

Other Suggestions

- Review the IEPs of all students with disabilities who have behavior intervention plans (BIPs) as part of their individualized services.
- Avoid excessive suspensions; be aware of and use cautiously the ten days that are allowed for suspensions without creating a "change of placement".
- Communicate regularly with your special education teachers (case managers) regarding the need to review or revise current IEPs when behavior and/or poor levels of achievement indicate the need for intervention.

Guides for Disciplining Students with Disabilities

Review the six discipline charts that are provided on the Special Education Services Website. Follow the processes outlined in these charts so as to avoid any violations under the IDEA.

- Once you have opened the Special Education Services Website,
- Click on "Discipline"
- Look for *Discipline- 1 through 6*