

Cleveland **Heights**  
University



City School District

**SPECIAL EDUCATION POLICIES &  
PROCEDURES HANDBOOK Revised 2/5/26**

# Introduction

This manual has been prepared to provide parents, teachers and administrators with information about the policies and procedures of the special education department of Cleveland Heights - University Heights City School District. The department's policies and procedures have been established through guidance from and in accordance with special education legislation at the state and federal levels. This handbook is intended to be used in conjunction with the Ohio Operating Standards.



# The Office of Student Services

**Mission: Together with our partners, provide comprehensive services for students that prepare each student to achieve their unique potential as valued contributors to their families and community.**

We believe:

- All children can learn
- All children should have access to and progress in the general education curriculum
- All individuals deserve the right to be treated with respect
- The emphasis should be on the child not the disability
- Integrity is essential to trust
- Communication should be by fact
- In high expectations for student achievement
- The rights of children with disabilities should be upheld and honored
- Special Education is a service not a place
- A full continuum of services best supports the needs of children
- An alignment must be created between a student's individual needs and educational services
- Performance must be measured systematically
- It takes an entire community to support the child

# Special Education Staff Annual Notices

## I. Annual Notice - Distribution of IEP at a Glance to Staff

As a reminder, it is essential that all staff working with students with disabilities have timely access to relevant IEP information to ensure appropriate implementation of supports, accommodations, and services.

In accordance with district procedures and to support compliance with IDEA and Ohio Operating Standards, the following expectations are in place:

### IEP at a Glance Distribution Requirements

Special education staff are responsible for ensuring that an IEP at a Glance is provided to all teachers and service providers who work with a student with a disability:

1. Within ten (10) school days of the first day of the school year, for all students currently enrolled and receiving special education services.
2. Within ten (10) school days from the student's first day of attendance, for any student who enrolls or begins attending after the start of the school year.

### Purpose

The IEP at a Glance provides general education teachers and related service providers with essential information needed to implement the student's IEP, including:

- Accommodations & Modifications
- Specially Designed Instruction considerations
- Behavior or safety considerations (if applicable)

### Staff Responsibilities

- Maintain confidentiality when sharing student information
  - Provide the document only to staff with legitimate educational responsibility for the student.
- Timely distribution of the IEP at a Glance helps ensure that all staff understand their responsibilities and that students receive consistent and appropriate support.

If you have any questions regarding procedures or timelines, please contact Student Services.

Thank you for your continued commitment to supporting students and maintaining compliance.

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