

## Special Education Q & A

### Continuous Learning Plan (CLP)

**Q:** Is this form required for each student being served on an IEP or just for the IEP's being case managed?

**A:** Case Managers are responsible for creating a CLP for each student on their caseload. Only one CLP per student should be written. A meeting is not required with the entire team to complete the CLP. Other service providers should provide input related to the areas they serve to the Case Manager. Information can be gathered through email, phone calls, shared documents etc....

**Q:** If a service is being provided in a general education setting by a general education teacher via Zoom meetings, do we consider this SDI?

**A:** If the work is aligned to IEP goals, this would be considered SDI. A special educator may provide accommodations and modifications as needed.

**Q:** How are staff to complete CLP's with all other responsibilities teachers have?

**A:** Principals are aware of this expectation, as well as other special education responsibilities, and have been asked to allow flexibility within the work week to allow for completion of this task as well as other special education duties and responsibilities.

**Q:** When is the CLP due?

**A:** The due date for CLP's is **June 1, 2020**, two weeks later than what was originally communicated.

### Assessment

**Q:** How should assessments be noted for this year and next on IEP's?

**A:** State assessments are not being completed this year due to COVID 19, to address next year's IEP's, assume school will resume and complete this section with that in mind.

### Specially Designed Instruction

**Q:** How should SDI be provided to students receiving Communication, Motor and Vision services?

**A:** SDI could be designed and delivered through collaboration with teachers regarding where goals or services could be embedded in academic and adaptive areas, through consultation with parents, by providing videos demonstrating skills being addressed for students to practice at home etc...

### Progress Monitoring

**Q:** How should progress reports be completed if direct assessment and goals cannot be addressed during the closure?

**A:** If a student's goal is embedded in modified assignments, use the student work that is completed. Parent reports can also be used, as can remote observations if needed. There is not an expectation that there is direct (in front of/synchronous) monitoring for every student. If students did not engage, you can indicate on your progress reports, "**Students were provided instructional activities but did not engage with them during COVID 19 School Closure.**"

### Miscellaneous

**Q:** How are completed IEP's sent to parents?

**A:** Create a PDF and send via email when possible. We will **not print or mail** IEP's/Evals/Re-evals centrally. If you were unable to email an IEP, please make note so that you can follow up in the Fall by mailing the physical IEP home.

**Q:** Is it a requirement to send out IEPs ahead of meetings?

**A:** There is a best practice of sending the present levels and suggested goals/objectives to prepare parents for the meeting. This can be done with a PDF via email, making certain families know that the document is a draft.

**\*\*Note:** Beginning Monday, May 4 we will have another opportunity to hand out materials to our K-5 students. The packet includes a bag with crayons, glue sticks, pencils and sharpener, scissors, composition notebook, and pens. I unlocked documents in IEP-Online will now have a watermark on them saying "Draft". You need to send home a PDF of the locked document in order to have the watermark removed.

**Q:** Are Office Hours required?

**A:** The number of Office Hour sessions should be no greater than the expectations for general education teachers within each building. This time can be blocked on your calendar to allow for time to confer with families and students. Once these hours are set, boundaries around this time should be followed and respected. Many secondary teachers are offering office hours to meet with students via Zoom. Elementary teachers should follow their building expectations around office hours.

**Q:** Can the resources shared be used through SeeSaw or Google Classroom or other platforms?

**A:** Yes. Please reach out to Karen Wilson or Krista Friar for support.

**Q:** How is ESY being addressed?

**A:** More information will be provided soon regarding ESY. Please remember that ESY is **not** a means to make up services missed during the closure. These services will be addressed when school resumes.

### Other Notes

- Beginning Monday, May 4, packets will be provided to our K-5 students. The packet includes a bag with crayons, glue sticks, pencils and sharpener,

scissors, composition notebook, and pens. These will be provided at meal distribution locations. Please share as appropriate.

- If you encounter challenges or have concerns, please reach out to Gaye or Darren. We are here to support you.