

EACS MAY 2023 - SPED HANDBOOK REVISIONS

Recommended for board approval to align with new provisions and update language for clarity

Section	Item
Overall	<ul style="list-style-type: none">● Updated verbiage throughout to change “Non-classroom based” to “independent study”● Changed all references from 2022-23 to 2023-24 ● Replaced “annual” with “Plan Review” regarding the term IEP● Removed all references to Intake Manager● Changed contact for parents inquiring about their student needing special education services from the Intake Manager to the School Psychologist
<u>Section:</u> Opening <u>Section:</u> SPED Department Contacts	<p><i>Revised:</i></p> <ul style="list-style-type: none">● Letter from the Director of Special Education <p><i>Revised:</i></p> <ul style="list-style-type: none">● Contacts and question topics for the Director, Program Coordinator, and Program Specialist● Removed main office contact● Removed Intake Manager contact <p><i>Added:</i></p> <ul style="list-style-type: none">● Contacts for the Program Coordinator, Program Specialist, and School Psychologist

<p><u>Section:</u> Enrollment</p>	<p><i>Revised:</i></p> <ul style="list-style-type: none"> ● Removed Intake Manager and added Program Coordinator for parent questions
<p><u>Section:</u> IEP Services</p>	<p><i>Added:</i></p> <ul style="list-style-type: none"> ● Occupational Therapist to the list of team members ● Requirements for students when attending a virtual session, in regards to the ability to respond to the virtual instructor ● Requirement for the student to be visible in the camera frame ● Extra information regarding service providers setting up session schedules <p><i>Revised</i></p> <ul style="list-style-type: none"> ● Replaced 12 hours with 24 hours in regards to canceling IEP service appointments

<p><u>Section:</u> CM/ToR Collaboration</p>	<p><i>Added:</i></p> <ul style="list-style-type: none"> ● “When scheduling LP meetings with the ToR, please keep in mind your student’s Excel provided services. Missed service sessions due to LP meetings will not be made up.”
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<p><u>Section:</u> IEP Information</p>	<p><i>Revise</i></p> <ul style="list-style-type: none"> ● Clarified language regarding EACS’ procedure following no response from the parent when proposing a required IEP meeting
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