

Special Education Staff will follow the same procedures as general education staff.

Staff Availability

Teachers, administrators, and other licensed professionals will be available by email (voice/video chat could be organized) from **9:00 am - 3:00 pm**. The (staff emails/ ubahstudents.org) includes all school emails. **FOLLOW DAILY SCHEDULE. Each teacher meets his/her students according to their regular school schedule attached.**

How Distance Learning Days work

- Students will check Unified Classroom daily for instructions from and to connect with their teachers during their normal scheduled class hours.
- Teachers will be available during the school day to answer questions and provide guidance as noted in the Staff Availability section (above).
- Students with special needs may face unique challenges while performing academic tasks independently. Provisions will be made for the particular needs of these students by their teachers (**Packets and other Hard Copy work**).

Grade Level	Student Work Guidelines
ALL (9-12)	Teachers will post the day/week's activities on Unified Classroom. Teachers will use discretion regarding the amount of time needed to complete assignments. Students will submit the Distance Learning Day activity based on the teacher's instructions. Students' daily attendance will depend on their daily work with their teachers as submitted.

Special Education Services

Please note: Since schools are closed to prevent spread of the COVID19 that home visits are not encouraged since it is contrary to the reason for the school closing.

Everyone needs to track their contact with the particular students assigned to them. This should include the assigned staff's name, student's name, date of contact, start & end times, general area taught (math, functional skills, transition, reading, writing, gen.ed.science, etc.,) and comments if any. This information will also be used for time and effort tracking. I will need copies of these logs and I am open to ideas for getting them to me. They can be emailed or mailed. What would best for you?

would like to review the contact lists at the end of each two week period so I can decide if IEP times should be changed. As of right now I do not know the best way to get copies and I am open to your suggestions.

Classes should be provided as they have been during the school year up to the current situation.

Special Education Assistants (SEA) may reinforce instruction after Yassin has previously taught the lesson. As is done in the special education classrooms.

Since SEA provide support to students in general education classes, they should fulfill the same role during this school closed down. SEA should check daily/ regularly with special education students regarding each student's understanding of the general education classes' assignments. As needed, support should be provided by the SEA to the student. The Special Education Team may decide how to share the workload and provide a copy to Ismail and to Bonnie.

During this period of time, Individual Education Plans (IEP) need to be followed as written. If you see a pattern that is different from the current IEP, please inform Kim. Kim will develop amended IEPs that document special education time while using distance learning. It may be that a particular goal cannot be taught effectively with distance learning, In addition special education evaluations will not be conducted during this school closing but rather completed when the students' return to regular school attendance.

As you work through the daily procedures, please let Bonnie know if something needs to change from what was directed.

During distance learning time during the current school closing, please notify Bonnie if additional materials need to be ordered.

You are an amazing team. You work so well together and clearly are the students' best advocates. Thank you for all you do on behalf of Ubah's special students.