



**HOLLY AREA SCHOOLS COVID-19
REMOTE SPECIALLY DESIGNED
INSTRUCTION (SDI) LEARNING PLAN**

Special Education Department

April 15, 2020

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HAS Specially Designed Instruction (SDI) PROCEDURE

Staff Procedures:

1. Staff will develop a schedule for each student on their caseload
2. Documentation and Staff Instructional/Service Plans will be submitted to Michelle Flessa by Friday April 17, 2020
 - *Documentation:*
 - *Focused*
 - *Consistent*
 - *Detailed and*
 - *Demonstrates good faith effort to provide programs and/or services to students with an IEP*
3. SDI plans will begin on 4/15/2020 to align with the general education Holly@Home distance learning.

HAS BIRTH TO 3 DISTANCE LEARNING SDI PLAN

Staff Expectations:

- **Professional Expectations:**
 - Check and respond to email daily
 - Create and maintain schedule for remote continuous learning times
 - Attend Team and Special Education Department meetings
 - Schedule and hold all IFSPs due by the end of the school year
 - Schedule and hold all Initial IEPs for students with current IFSPs who will be Turning 3 before September 2020
 - Complete COSFs
 - Complete Transition Plans and Periodic Reviews
 - Send documentation to Early On
 - Upload all new referrals from Early On Oakland
- **Specially Designed Instruction (SDI):**
 - IFSP Family Outcome Support and Parent Consultation
 - IFSP with **30 min per week sessions** – Provide 120 TOTAL minutes per month of IFSP outcome support/coaching and/or Parent Consultation to meet IFSP minimum times
 - Provide instruction and family engagement using Google Platforms
 - Maintain logs of parent contacts, lessons, activities, and student progress

- **PART C Only IFSPs**
 - IFSP Family Outcome Support and Parent Consultation
 - Provide instruction and family engagement using Google Platforms. Parent Consultation/Support may be provided via Google Platforms or phone depending on the needs of the family.
 - Maintain service logs representing services provided and student progress

**Early Intervention Teacher & Child Find Coordinator will lead and support OT/PT with ALL IFSPs, Transition Plans and Periodic Reviews*

HAS PRE-SCHOOL DISTANCE LEARNING SDI PLAN

Staff Expectations:

- **Professional Expectations:**
 - Check and respond to email daily
 - Create and maintain schedule for remote continuous learning times
 - Attend building and Special Education Department meetings
 - Hold all IEPs due by the end of the school year
 - Hold all Preschool to Kindergarten Transition IEPs (only students who have 1755 services on their current IEP) – does not include ancillary only IEPs (speech, SSW, OT/PT services)
 - Complete COSFs
 - Complete monthly Medicaid
 - End of the year progress reports
- **Specially Designed Instruction (SDI) ([Early Childhood Special Education Services R.340.1755](#)):**
 - Instructional Sessions and Parent Consultation:
 - Minimum of 60-120 minutes per month; Includes remote lessons, groups, and/or parent consultation/parent support
 - Provide instruction and family engagement using Google Platforms. Parent Consultation/Support may be provided via the Google Platforms or phone depending on the needs of the family
 - Prepare learning lessons, activities & resources supporting academic progress and IEP goals
 - Maintain documentation logs of parent contacts, lessons, activities, and student progress

HAS ELEMENTARY RESOURCE DISTANCE LEARNING SDI PLAN

Staff Expectations:

- **Professional Expectations:**
 - Check and respond to email daily
 - Create and maintain schedule for remote continuous learning times
 - Attend building and Special Education Department meetings
 - Hold all IEPs due by the end of the school year
 - Send weekly communications to families
 - Complete monthly Medicaid billing
 - End of the year progress reports

- **Specially Designed Instruction (SDI):**
 - Instructional Sessions: Minimum of 30- 60 minutes a week (may be provided in groups and/or individually) focusing on meeting IEP goals
 - Provide instructional sessions and student/parent contacts using Google Platforms
 - Practice activities provided for each academic area listed in the student's IEP
 - Prepare instructional learning sessions supporting progress in IEP goals supported by district learning and supplemental virtual platforms
 - Check student performance and progress in learning activities
 - Maintain documentation logs of parent contacts, lessons, activities and student progress

- **GE Curriculum Support**
 - Provide weekly support for student progress in the general education curriculum
 - Communicate with case managers on student progress if you are supporting special education students in general education not on your caseload (departmentalized)

**HAS SECONDARY RESOURCE & ADULT TRANSITION DISTANCE LEARNING SDI
PLAN**

Staff Expectations:

- **Professional Expectations:**
 - Check and respond to email daily
 - Create and maintain schedule for remote continuous learning times

- Attend building and Special Education Department meetings
 - Send weekly/bi-weekly communication to families
 - Complete monthly Medicaid billing
 - End of the year progress reports
 - Complete Senior Summary of Performance (HHS)
- **Specially Designed Instruction:**
 - Instructional Sessions
 - Minimum (1) 30-60-minute instructional session weekly that focuses on progress towards meeting IEP goals
 - Prepare instructional learning sessions supporting progress in general education and IEP goals supported by district learning and supplemental virtual platforms
 - Provide practice, learning activities, and resources
 - Maintain documentation logs of parent contacts, instructional sessions, activities, and student progress
 - **GE Curriculum Support**
 - Provide weekly support for student progress in the general education curriculum
 - Communicate with case managers on student progress if you are supporting special education students in general education not on your caseload (departmentalized)

HAS K-12 SELF-CONTAINED (CI/SXI/EI) DISTANCE LEARNING SDI PLAN

Staff Expectations:

- **Professional Expectations:**
 - Check and respond to email daily
 - Create and maintain schedule for remote continuous learning times
 - Attend building and Special Education Department meetings
 - Hold all IEPs due by the end of the school year
 - Send weekly communication to families
 - Maintain learning platform(s) for grade level (ULS, Easy CBM, etc.)
 - Complete monthly Medicaid billing

- End of the year progress reports
- **Specially Designed Instruction:**
 - Instructional Sessions:
 - Minimum: (1) 30-60-minute weekly instructional sessions that focuses on progress towards meeting IEP goals
 - Provide practice, learning activities, and resources
 - Maintain documentation logs of parent contacts, lessons, activities, and student progress
 - Prepare learning lessons supporting progress in IEP goals using district learning and supplemental virtual platforms
 - Document student performance and progress on learning activities

HAS Social Work & School Psychologist Services DISTANCE LEARNING SDI PLAN

Staff Expectations:

- **Professional Responsibilities**
 - Check and respond to email daily
 - Create and maintain schedule for remote service times
 - Attend building and Special Education Department meetings
 - Complete Service Logs for each student
 - Attend all IEPs due by the end of the school year
 - Complete monthly Medicaid billing (Social Workers Only)
 - End of the year progress reports (Social Workers Only)
- **Specially Designed Instruction**
 - Direct Services will be provided via Google Platforms and may be provided for individual students or with groups of students
 - Provide a minimum of (1) student contact per week

- Provide 30-90 minutes of Direct Services per month focusing on meeting IEP goals
- Consultative Services:
 - Provide 1-2 contacts a month to check-in with students and families
 - Provide access to SEL resources
- Maintain documentation logs of parent contacts, sessions, activities, and progress toward IEP goals
- **504 Students**
 - Make 2-4 contacts a month to check-in with students and families
 - Provide access to SEL resources

HAS [Speech-Language Services](#) DISTANCE LEARNING SDI PLAN

Staff Expectations:

- **Professional Responsibilities**
 - Check and respond to email daily
 - Create and maintain schedule for remote service times
 - Attend building and Special Education Department meetings
 - Complete Service Logs for each student
 - Hold all IEPs due by the end of the school year
 - Complete monthly Medicaid billing
 - End of the year progress reports
- **Specially Designed Instruction**
 - Direct Services will be provided via Google Platforms and may be provided for individual students or with groups of students
 - Provide a minimum of (1) student contact per week
 - Provide 30-90 minutes of Direct Services per month focusing on meeting IEP goals
 - Consultative Services:
 - Make 1-2 contacts a month to check-in with students and families
 - Provide access to SLP resources

- Maintain documentation logs of parent contacts, sessions, activities, and progress toward IEP goals

HAS Occupational/Physical Therapy Services DISTANCE LEARNING SDI PLAN

Staff Expectations:

- **Professional Responsibilities**
 - Check and respond to email daily
 - Create and maintain schedule for remote service times
 - Attend building and Special Education Department meetings
 - Complete Service Logs for each student
 - Attend all IEPs due by the end of the school year
 - Complete monthly Medicaid billing
 - End of the year progress reports

- **Specially Designed Instruction**
 - Direct Services will be provided via Google Platforms/Kids in Motion Platforms and may be provided for individual students or with groups of students
 - Provide a minimum of (1) student contact per week
 - Provide 30-90 minutes of Direct Services per month focusing on meeting IEP goals
 - Consultative Services:
 - Make 1-2 contacts a month to check-in with students and families
 - Provide access to OT/PT resources
 - Maintain documentation logs of parent contacts, sessions, activities, and progress in IEP goals

- **504 Students**
 - Make 2-4 contacts a month to check-in with students and families
 - Provide access to OT/PT resources

For further information regarding the COVID-19 school closure and the District's distance learning program, please refer to our Holly @ Home web link:

<https://www.hask12.org/hollyathome/>