

Twin Cities Academy  
Special Education E-Learning Plan  
March 23, 2020

- 1. Describe how the school will ensure supports identified on a student's Individualized Education Program (IEP) or 504 Plan are provided.**
  - a. Twin Cities Academy will use Google Classroom to deliver specialized instruction from licensed special education teachers and related service providers. Instructional videos, online and electronic assignments, live video and telephone instruction, paraprofessional support, and weekly parent phone calls will support the provision of special education services. General education teachers will support the provision of accommodations and modifications through assistive technology, modified work, and other means as appropriate per student's individualized accommodations.
- 2. Outline the school's process for communicating with parents and guardians regarding their child's services, which should include discussion regarding amending IEP's to address how best to meet the student's needs in a flexible learning model. This includes direct specialized instruction, related services, and accommodations**
  - a. Twin Cities Academy has scheduled IEP amendment conversations with parents during the week of March 23, 2020, and will continue to schedule virtual meetings, when appropriate, to amend IEPs. IEP meetings will take place via Google Hangouts. All requirements and practices surrounding IEP meetings will remain the same as they were before e-Learning, with the exception of virtual participation. This includes the requirement for all required IEP team members to be in attendance, the requirement to send a notice of a team meeting, and the requirement to review all aspects of the IEP.
  - b. If you have any questions or concerns regarding the services provided and are unable to resolve the issues, please contact Colleen Schatz, Director of Special Education at 612-310-5389 or [colleen@creativelyfocused.org](mailto:colleen@creativelyfocused.org)
- 3. Describe the school's protocol to communicate with administration and staff to prepare and support them in meeting the needs of students eligible for special education, child find activities, evaluations/reevaluations, and IEP implementation.**
  - a. The child find process at Twin Cities Academy will remain the same. Twin Cities Academy has a regularly scheduled meeting each week with grade level teams. Teachers have the opportunity to bring student concerns to the team. Evidence based interventions are planned for a period of 4-6 weeks. Following the intervention period the team will determine if a special education evaluation is needed and forward the information to the Special Education Coordinator.
  - b. Communication to all staff regarding the child find process will be sent on April 6, 2020 to remind them of the procedures in this unique circumstance.
  - c. Evaluation activities with face-to-face components will be delayed until schools re-open. This includes any direct assessment and student observations. Evaluation activities aside from direct assessment and observation, including interviews, indirect assessment (protocol completion), and report writing will continue.

- d. General education and special education teachers will have the opportunity to collaborate during weekly grade level meetings and also individually scheduled meetings between staff.