BACK TO SCHOOL

Welcome Back!

Monterey County SELPA is pleased to share these tips to help prepare your classroom, students, and parents at the beginning of the year:

A. Send a specific classroom management packet and have parents and students sign and return it. This establishes your behavior expectations and acknowledge understanding

THE BASICS

Here's what you should include in your packet:

1) A greeting-introducing yourself and welcoming families to your classroom.
   → Be friendly and conversational
   → Briefly share something about yourself and how excited you are about the new school year
   → Tell parents what's in the packet and why you're sending it home
2) Your classroom management plan (rules, expectations, and consequences both positive and negative)

B. When introducing classroom management to your students:
   - Begin day one and repeat daily for the first few weeks
   - Explicitly teach expectations, procedures, and practice multiple times
   - Be consistent and remember to positively reinforce appropriate behaviors (5 positive reinforcements for every 1 negative behavior)
   - Present this information again for parents at Back to School Night

It's much more difficult to manage a classroom that's already out of control–like putting toothpaste back in the tube. It's best to start the year off on the right foot by establishing your classroom management expectations early.

Refer to SELPA Procedural Handbook (pages 108-109) for timelines related to initial referrals and annual/triennial IEPs.

ORGANIZE YOUR CALENDAR

Be compliant by holding all your IEPs and assessments by the due date. Organize your caseload before the school year begins so that all IEPs are scheduled in advance.

Put the following on your calendar

1. IEP due date for each student on your caseload
2. IEP meeting date for each student approx a week before the IEP due date to allow time to reschedule if necessary
3. Note the date you need to send home triennial assessment plans (NC 3: at least 60 days before the scheduled IEP meeting)
4. Note the date you need to send home Notices of Meetings (NC6A: in a timely manner).

Completing a calendar with your entire educational team (SLP, Psychologist, OT, and other specialists) at one of your initial staff meetings avoids conflicts in scheduling down the road. This takes time at the beginning of the year, but saves time in the end. Happy scheduling!

IEP TIMELINES

REMEMBER these timeline adjustments following a break in excess of five days:

- New referrals for assessment received 10 days or fewer before the end of the school year require a notice of referral, prior written notice in response to the referral, and a proposed assessment plan if appropriate be provided to the parent within the first 10 days of the new school year.
- If an assessment plan is signed with less than 60 days remaining in the previous school year recommence the timeline for assessment upon the first day of school.
  o Example: If the assessment plan is signed 45 days prior to the school year ending, the assessments need to be completed and the IEP meeting needs to be held within the first 15 days of the new school year. (60 day timeline)
- If an assessment plan is signed with 30 days or less remaining in the previous school year the IEP will need to be completed within the first 30 days of the new school year.
  o Example: If the assessment plan is signed 15 days prior to the school year ending, the assessments need to be completed and the IEP meeting needs to be held within the first 30 days of the new school year. (45 day timeline)

DON'T MISS THE DEADLINE!

Be sure that you understand this timeline to remain compliant.

TIME FOR ACTION

Upcoming Workshops

08/22 Woodcock Johnson IV Tests of Achievement: Administration, Scoring, and Interpretation

08/24 Certificated Special Education Staff Orientation

08/28 SIRAS: IEP Forms

Check OMS for additional offerings in October and November

Hot Links!

- Monterey County Special Education Local Plan Area (SELPA) Procedural Handbook
- SIRAS System - IEP Manager
- Staff and Parent Training Catalog 2017-18
- Organization Management System (OMS)- SELPA workshop registrations