

South Plainfield Public Schools



Special Services Department Action Plan

Area Identified for Improvement	Source of Information	Goal/Outcome	Evidence of Outcome	District Oversight	Date Completed
Individual Education Plan (IEP)- Final copy of plan is not received in a timely manner to parent/guardian	Parental Concern	Turnaround time for return of IEP Within 15 calendar days	Completed document date listed in IEP Direct Parent Copy Report generated from Special Services- within calendar 15 days	Special Services Director Special Services Supervisor Case Manager	12/16
Individual Education Plan (IEP)- Final Copy is different from draft copy agreed to at meeting.	Parental Concern	IEP copy will match draft copy as agreed to at the IEP meeting by all members of the CST/Case Manager/Parent/Guardian	Review of at least 10 selected IEPs to check for consistency between draft and final copy	Special Services Director Special Services Supervisor	12/16

Individual Education Plan (IEP)- Plans are completed prior to the meeting	Parental Concern	IEP will be developed during the IEP meeting with input from teachers/CST/Support Staff/Case Manager/Parent/Guardian (Notes within the draft copy will be utilized by the team as a reference and suggestions for the development of the IEP)	District created checklist to use during IEP meetings – checklist to outline IEP areas to be address during meeting.	Special Services Director Special Services Supervisor Case Manager (Implementation)	1/17
Lack of communication between special services department/case manager (phone calls /emails)	Parental Concern	Calls and emails will be returned within 24 hours	Call Log Email Log Copies of email (on system)	Special Services Director Special Services Supervisor Case Manager	12/16
Support Staff excluded from IEP meetings	Parental Concern	Parent/Guardians must request additional support staff 3 days prior to the scheduled meeting	Parent/Guardian email/written communication requesting support staff	Special Services Director Special Services Supervisor Case Manager	1/17
Case managers (CST) are not familiar with student file and identified areas of concern	Parental Concern	Case Manager will read and sign-off on student file prior to attending IEP meetings. Case Manager will meet at least once with teacher (SE/GE) prior to attending IEP meeting. Case Manager will observe assigned students.	Sign off Log Case Manager Schedule Case manager student observation schedule	Special Services Director Special Services Supervisor Case Manager	1/17 ongoing 6/17

Modification/Accommodations are not appropriate for student success	Parental Concern Teacher Concern	Modifications /Accommodations will be individual to student needs and appropriate for student's disabilities	Create a committee to develop list comprised of various administration, teachers, CST members Develop a list of appropriate accommodations/modifications based on ability and age/grade appropriateness Review with parent/guardian the purpose of the accommodation/modification during IEP meetings	Special Services Director Special Services Supervisor Case Manager Teacher (GE/SE)	1/17 – 3/17
Parent Workshops	Parental Concern	Understanding the Evaluation Process I&RS Student Discipline Restraint IEP Direct on Genesis	Schedule Parent Workshop	Special Services Director Special Services Supervisor Guidance Director	2/17-6/17
Alternative Consequences for Behaviors ISS/OSS	Parental Concern	Development of alternative programs for behaviors – identified as related to student disability (non-safety related)	Create in-house program including but not limited to counseling/in-house classes	Superintendent Special Services Director Special Services Supervisor Director of Guidance	9/17
Faculty and Staff knowledge of programs offered in district	Parental Concern	Develop and distribute to all district teachers and staff information on district offered programs	Document description on district programs to be reviewed and distributed during department meeting	Special Services Director Special Services Supervisor	1/17

Confidentiality of student information	Parental Concern	Building administration to review the importance of confidentiality during a faculty meeting at least twice per school year.	Meeting agenda – Faculty sign-in form	Special Services Director Special Services Supervisor Principals	2/17
Student Progress and Goals are not listed	Parental Concern	Student Progress Report received by parent/guardian three times per year with progress and goals listed	Meet with teachers to review progress reports prior to distributing to parents/guardians	Special Services Director Special Services Supervisor Case Manager Teacher (GE/SE)	1/17
Teacher training and implementation on district program and student accommodations/modification	Parental Concern	Teacher training on district programs during professional development. Review of accommodations and modification as per student IEP	Supervisor log on program training dates Agenda from accommodation and modification review	Special Services Director Special Services Supervisor Case Manager	3/17