

## **IEP/504 Guiding principles for NCVPS Teachers and School-level DLAs**

1. School DLAs will verify whether the IEP/504 has been checked in the students' information within the registration system. The school DLA will update student information as needed.
2. School DLAs will acquire copies of all IEP/504 plans.
3. NCVPS instructors will need to be aware of students' IEP/504 plans. When rosters are populated in the registration system and Blackboard, instructors will be able to see if a student has an IEP/504, provided that information was checked by the DLA.
4. NCVPS instructors and school DLAs will meet all modifications and/or IEP/504 goals as detailed in such documents
  - a. School level DLA will contact teacher via conference call to report modifications. If a school level DLA does not make contact within the first week of school, the NCVPS teacher needs to email the school level DLA to set up a phone meeting to discuss IEPs. IEPs are not to be emailed to NCVPS teachers.
  - b. The NCVPS instructor will provide an e-mail follow-up to the school level DLA that explains the modifications he or she can meet and which ones her or she cannot meet because of the constraints of the online environment and how the teacher and DLA agreed that those modifications will be met.
  - c. The school DLA will provide a final e-mail that confirms the modifications the instructor has agreed to provide as well his or her responsibility in meeting the remaining modifications.
  - d. The NCVPS instructor and school-level DLA will include the following stakeholders in all communication regarding the students' IEP/504 plans: the parent, the principal, the Central Office DLA (or Central Office EC director) the school's EC department chair, and the district's/school's NCVPS Virtual Learning Consultant).
  - e. The DLA will be responsible for providing contact information to the instructor for the principal, the Central Office DLA (or Central Office EC director) the school's EC department chair, and the district's/school's NCVPS Virtual Learning Consultant).
5. NCVPS instructors and/or DLAs (or designee) will be represented at related meetings and/or participate in them through communications and feedback with the LEA IEP team.

- a. School –level DLA notifies instructor of times and call in number for IEP/504 meetings with all stakeholders.
  - b. NCVPS instructor will provide e-mail confirmation if unavailable to participate in IEP/504 meeting.
  - c. The DLA will be responsible for sharing the outcome of the IEP/504 meeting with the instructor if unavailable to participate in meeting.
6. NCVPS instructors will provide monthly reports to DLA related to student’s progress on 504/IEP and success. (Copy of report will be sent to all stakeholders as indicated in 4.d above).
  7. NCVPS instructors and/or school-level DLAs will participate in weekly updates to the LEA if a student issue is unresolved at the local LEA level. This is in accordance with Office of Civil Rights (OCR) standards for instruction and student support.