

IEP/504 Guidelines for NCVPS Teachers and School-Level DLAs

- Section 1:** School-level DLAs will verify whether the IEP/504 has been checked in the students' information within the Registration System. The school-level DLA will update student information as needed.
- Section 2:** School-level DLAs will acquire copies of all IEP/504 plans and designate school personnel for all IEP/504 communications.
- Section 3:** NCVPS instructors will need to be aware of students' IEP/504 plans. When student rosters are populated in the Registration System and the LMS, instructors will be able to see if a student has an IEP/504, provided that information was checked by the DLA.
- A.** NCVPS instructors will record in their Contact Log their completion of each step of the IEP/504 Guidelines found in this document.
 - B.** NCVPS instructors will populate information on the Exceptional Children's document within the course section for each student with an IEP/504.
 - C.** If an NCVPS instructor has no students with an IEP/504 in a section, this must be indicated on both the IEP/504 section of the Contact Log and the Exceptional Children's document within the instructor's course section.
- Section 4:** NCVPS instructors and school-level DLAs and/or school IEP/504 personnel will work together to meet all modifications and/or IEP/504 goals as detailed in the students' IEP/504 document.
- A.** School-level DLA and/or school IEP/504 personnel will contact NCVPS instructors via conference call to report modifications. If a school-level DLA and/or school IEP/504 personnel do not make contact with the NCVPS instructors within the first week of school, the NCVPS instructors **MUST** email the school-level DLA to set up a conference call to discuss IEPs. **IEP/504 documents are NOT to be emailed to NCVPS instructors. There should be no exchange of IEP/504 information via email except what is detailed below in B and C.**
 - B.** The NCVPS instructor will provide a **password protected document via e-mail** to the school-level DLA and/or school IEP/504 personnel; this document will explain the modifications the instructor can meet and which modifications the instructor cannot meet because of the parameters of the online environment. The document will also include how the instructors and DLA and/or school IEP/504 personnel agreed those modifications will be met.
 - C.** The school-level DLA and/or school IEP/504 personnel will provide a **final password protected document via e-mail** to the NCVPS instructor. This document will confirm the modifications the instructor and school personnel have agreed to and provide any additional details as to the school's responsibility in meeting the remaining modifications. The NCVPS instructor will post all students'

IEP documents in a specified location in the LMS along with the Exceptional Children's form.

- D.** The NCVPS instructor and school-level DLA and/or school IEP/504 personnel will include the following stakeholders in all communication regarding the students' IEP/504 plan as determined by the DLA and/or school IEP/504 personnel: the parent, the principal, the Central Office Distance Learning Coordinator (or Central Office Exceptional Children's Director), the school's Exceptional Children's Department Chair, and the NCVPS Virtual Learning Consultant.
- E.** The DLA and/or school IEP/504 personnel will be responsible for providing contact information if needed to the NCVPS instructor for the principal, the Central Office Distance Learning Coordinator (or Central Office Exceptional Children's Director), the school's EC Department Chair, and the NCVPS Virtual Learning Consultant.
- F.** Throughout the semester, NCVPS instructors need to check the Registration System for any student information changes according to the "modification" date listed by each student's name. As Section 4 is being completed, the NCVPS instructor should update the IEP/504 section of the Contact Log and add information to the Exceptional Children's document within the course section.

Section 5: NCVPS instructors and IEP/504 personnel will be represented at related meetings and/or participate in the meetings through communications and feedback with the school IEP/504 team as decided by the school IEP/504 personnel.

- A.** School –level DLA and/or school IEP/504 personnel notifies the NCVPS 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 school-level DLA and/or school IEP/504 personnel will be responsible for sharing the outcome of the IEP/504 meeting with the instructor if unavailable to participate in meeting. This information should be shared via phone or password protected document within 72 hours of the meeting.

Section 6: NCVPS instructors will provide updates to the school-level DLA and/or school IEP/504 personnel related to student's progress on 504/IEP and success. NCVPS instructors will be provided specific directions on how to communicate this information to the school-level DLA and/or school IEP/504 personnel. The school-level DLA will be responsible for providing this report to those listed in 4.D.

Section 7: NCVPS instructors and/or school-level DLAs and/or school IEP/504 personnel will participate in weekly updates to the LEA designated contact if a student issue is unresolved at the local school level. This is in accordance with Office of Civil Rights (OCR) standards for instruction and student support.