

## Additional Supports

There are additional in-district and out-of-district supports available for some students, such as:

- Social Work and Interagency Support
- Individual and Group Counseling (with limited scope and frequency)
- Paraprofessional Support (with decreasing schedule to build independence)

Our school-based team works with families to access these services when necessary. When these services are used, the following are required:

- Outside agencies must share and review educationally relevant information such as behavior plans and associated data on a regular basis (and upon request) with the school-based team.
- When support staff are absent, WSSD will arrange coverage. Parents may not serve as a substitute for their child's support person.



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## Welcome to the IEP Process

### Grades 1 - 5



Wallingford-  
Swarthmore School  
District

## Introduction

An Individualized Education Plan (IEP) is a description of all the programs and services necessary to help your child be successful.

### Core Team Members

- Parent(s)
- Special Education Teacher
- Regular Education Teacher
- WSSD Representative (LEA)

Decisions affecting related services providers, contracted services, or other staff will not be made without their input.

### Parent/Teacher Communication

The case manager (Special Education Teacher) is your initial contact for any information sharing, questions or concerns. The principal should be contacted if the issue cannot be resolved with the teacher.

Opportunities for communication include:

- IEP Meetings
- Fall and Spring Conferences
- IEP Progress Reports in January and June report cards
- Phone and email communication as needed (If an immediate response is needed, contact or visit the main office. Please do not go directly to the classroom)

In all cases, school visits and meetings with parents, non-school personnel and IEP team members must be scheduled in advance.

### IEP Meetings Attendance and Scheduling

- Meetings take place from 8-9 am or at another mutually agreed upon time. Meetings that extend beyond one hour will be reconvened at a later date.
- The case manager must be informed two school days before the IEP meeting if parents plan to bring someone not listed on the invitation.
- If parents wish to bring a legal advocate or attorney to a meeting, the meeting may need to be rescheduled until the district's legal counsel is available to attend.

### Special Circumstances

- In the event that parent-initiated personnel are included in the IEP process, parents are asked to share information with these team members (parent provides copies of IEP, communicates progress, etc.).
- Contracted service providers will be asked to submit information in writing or attend IEP meetings.

- Meeting agendas will be established by the case manager. Additions to the agenda may be added at the meeting if the entire team agrees and time permits after the established issues have been covered.

### Behavior Support

The IEP may include approaches/strategies to help children correct or control their behavior. When a child has excessive behaviors that interfere with his or her learning or the learning of others, a Functional Behavioral Assessment may be conducted. A Behavior Improvement Plan may then be developed on the basis of data collection.

### Medical Access

All students currently receiving services through an IEP are eligible for a supplemental insurance, Medical Access. Financial assistance from Medical Access helps defray some of the related services costs incurred by the District and medical/prescription costs incurred by the parent. Assistance is available to help complete paperwork by contacting the case manager.