



# Connections from Jerr

Volume 1, Issue 5 May of 2005

## *From Jerry's Computer: We're On the Move!*

As summer approaches, various divisions of the Special Education Department prepare to move to their new offices. The majority of the our department will be housed in one location! Because the Records office is moving, please give special attention to the following notice:

The Records Department will be closed for normal business for 2 to 3 weeks beginning May 23 due to our move to Boniface. During this time files will not be accessible for review or copying, so requests for information cannot be completed during this time.

Processing of IEP paperwork will continue at Emerald for as long as possible. We will not move the paperwork secretaries (Linda Galyan, Dana Seaton, Sandy Salvatore) to Boniface until their area is completely set up so their transition time will be as short as possible.

There will be special "paperwork drop" areas located at both Emerald and Boniface through the end of the school year. The Boniface paperwork drop will begin as soon as Related Services has moved in (about June 1). Emerald will stay open with a paperwork drop until the end of school year. We will set up daily carriers to transport paperwork to the correct location for processing.

### What you can do to help:

1. Please begin hand delivering paperwork to Emerald after May 16.
2. Turn in any paperwork that is ready by May 16 so it can be processed, filed and ready for the move.
3. Please, please don't save up stacks of paperwork until the end of the year. The 5 people responsible for processing it all can not complete their work if too much comes in at the last minute.

*Jerry Sjolander,*

Executive Director,  
Special Education

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# Keep in Step - Introducing SPED-Connect Email Address

## What is Sped\_Connect?

- Sped\_Connect acts as an information portal ~ a team works together to assist school district employees to receive departmental information and/or to locate answers to their special education questions in a timely manner.

## Tell Me More About Sped\_Connect...

- Sped\_Connect is a specific email address: [sped\\_connect@asdk12.org](mailto:sped_connect@asdk12.org) designed to assist anyone in the Anchorage School District with special education questions. It is designed to assist information seekers to locate those folks who can help find the answers. Just as many special education staff know to call teacher consultants or other members of the special education department, questions about special education department policy or procedures can also be directed to Sped\_Connect. Questions may arise from one or more of the following topics:

**district policy**      **technology issues**      **FERPA or records policy**  
**IEP program**      **paperwork issues**

- Emails to Sped\_Connect are monitored by a team from the following departments:

IEP Help Desk: These specialists handle questions on the technical functions of the IEP program.

Records: This team processes and manages special education files and paperwork.

Special Education Executive Committee: This committee led by Executive Director of Special Education Jerry Sjolander designs procedures and policy for our department.

Special Education Professional Development: This team designs and facilitates trainings and professional development opportunities for district personnel on topics relating to special education.

STeP Center: The STeP Center offers a nexus between families and educators of common concerns. The STeP Center is specifically charged with providing information resources to Students, Teachers and Parents. Utilizing an extensive lending library and large website, the STeP Center personnel provide a service oriented approach to problem solving and location of resources.

Technology: These specialists are responsible for updating a networked IEP program to simplify paperwork and providing trainings on computer applications relevant to special education. Technology consultants help to provide connectivity in all buildings for itinerant special education staff and design ways to disseminate information through technology.

## *Policy Updates - Have You Heard?*

### **New Release of Information**

The Special Education Department now has a new Release of Information form that is drafted in compliance with the Family Education Rights Privacy Act as well as HIPPA. Please review this form, located on our website at: <http://www.asdk12.org/depts/sped/policy/part7/ConsentforRelinfo.pdf> and begin using it when seeking information from sources outside our school district.

### **Reminder about Providing Special Education Rights to Parent**

A parent of a child with a disability has specific rights or procedural safeguards under IDEA 97. The district is required to give parents a copy of the Notice of Procedural Safeguards:

1. When consent is sought for an initial evaluation.
2. With each invitation to an IEP Team meeting.
3. When consent is sought for reevaluation of the child.
4. When the parent requests a due process hearing.
5. When a disciplinary decision involves removal of a child that constitutes a change of placement.

Procedural Safeguards booklets are available through the Special Education Office. This document is also available online at: [http://www.asdk12.org/depts/sped/policy/DEED\\_ProcSafe.pdf](http://www.asdk12.org/depts/sped/policy/DEED_ProcSafe.pdf).

**Best practice** also dictates that special education team members offer a copy of the Notice of Procedural Safeguards when the parent or guardian has stated a disagreement with the consensus of the IEP team.

### **Intensive Funding Memo**

If you are writing an IEP for a Level 3 student, please be sure to check the Intensive Funding Memo. This memorandum is designed in a question and answer format. It provides assistance to building level teams who determine whether a special education student qualifies for intensive funding. It specifically outlines the 7 criteria that a student must meet in order to qualify for special education funding. Additionally, the memo includes information about the limited exceptions. This new policy is located online at: <http://www.asdk12.org/depts/sped/policy/part1.asp>. Questions about this new policy can be directed to special education administrators and department chairs at secondary level.

## **What Ever Happened to Goalview?**

After months of working on this project it has been determined that GoalView will not meet our district needs. We will continue to use and upgrade our current program until the district purchases a new Student Information System sometime in the next few years.

ASD Teacher Academy  
Register NOW at ASDTA.com

Registration Closes May 13!

All ASDTA Sessions are at DIMOND High School 8:00am-4:00pm. Join us for high quality courses specific to special education, collegiality, catered lunches, music, art and door prizes. The following courses are being sponsored by special education.

- June 13-14** Teaching **Reading to High School Students: Decoding, Vocabulary and Comprehension**  
*Presenter: Suzanne Carreker, Neuhaus Education Center, Bellaire, TX*  
Learn scientifically based decoding, vocabulary and comprehension activities and strategies (including a pilot computer based program) to promote skilled reading for high school students reading below grade level.
- June 13-14** Early Childhood Special Education: **Intensive Educational Intervention** for Your Most Challenging Students  
*Presenter: Judi Hall, Sunrise Educational Consulting, Boise, Idaho*  
Learn an array of positive, systematic, instructional strategies and specific teaching procedures designed to provide a consistent process to teach your most challenging students. The course provides approved credit for Type A certified special education teachers to meet requirements for teaching preschool special education.
- June 15-16** Teaching **Reading Grades 4-8: Decoding, Vocabulary and Comprehension**  
*Presenter: Suzanne Carreker, Neuhaus Education Center, Bellaire, TX*  
Learn scientifically based decoding, vocabulary and comprehension activities and strategies to promote skilled reading and writing for struggling readers and writers in grades 4-8.
- June 15-16** Opportunities for **Communication & Language Interactions for Youth with Severe Communication Challenges** Transitioning Into Adulthood  
*Presenter: Kathleen M. Stremel, National Technical Assistance Center, Kansas*  
Complete a Communication Map, analyze potential interactions, use an ecological inventory, use research-based strategies to increase the quality and frequency of reciprocal interactions and collect effective data to increase communication and language interactions for older students and those transitioning into adult life who have severe communication challenges.
- June 15-16** Early Childhood Special Education: **Facilitating Emotional/Social Development**  
*Presenter: Judi Hall, Sunrise Educational Consulting, Boise, Idaho*  
Learn to facilitate the emotional/social development of young children who have developmental challenges. The course provides approved credit for Type A certified teachers to meet requirements for teaching preschool special education.
- June 20-21** Improving Reciprocal **Communication Interactions** Across **Early Childhood Routines and Activities**  
*Presenter: Kathleen M. Stremel, National Technical Assistance Center, Kansas*

Design, develop, implement and evaluate individualized communication and early language programs for preschoolers and early elementary students who have severe communication challenges, in both natural environmental routines and preschool/elementary activities.

- June 20-21** Best Behavior: Building **Positive Behavior Supports** in Middle Schools and High Schools  
*Presenter: Jeffrey R. Sprague, Ph.D. , Center on Violence and Destructive Behavior, University of Oregon*  
Gain knowledge and skills necessary to develop and sustain a school and classroom culture that supports the success of all students, particularly those with challenging behaviors.
- June 22-23** Best Behavior: **Building Positive Behavior Supports** in Preschools and Elementary Schools  
*Presenter: Jeffrey R. Sprague, Ph.D., Center on Violence and Destructive Behavior, University of Oregon*  
Gain knowledge and skills necessary to develop and sustain a school and classroom culture that supports the success of all students, particularly those with challenging behaviors.
- June 22-23** **Accommodations and Modifications: Meeting the Needs of Secondary Diverse Learners in Your Classroom**  
*Presenters: Denise Aune, Phyllis Seeba and Frank Shaffer, Anchorage School District*  
Learn to provide a continuum of modifications and accommodations and to appropriately adapt general classroom assignments and instructional materials for students with diverse learning needs.
- June 22-23** **Early Literacy and Augmentative Communication**  
*Presenters: Ruth Dene & Peggy Spencer, Anchorage School District*  
Investigate learning strategies and philosophies about teaching literacy to students who use communication devices. The focus is on early reading instruction and what that looks like with students at any grade level who are at an early level of literacy development.