



# SWANSEA PUBLIC SCHOOLS

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## **Department of Student Services Philosophy:**

We believe all students, regardless of their disabilities, are capable of learning. Our goal is for students to participate and contribute as fully as possible in the communities in which they live and be educated within the least restrictive environment appropriate to meet their needs. We strive to create an environment that is safe and comfortable for the students. We believe that family and school collaboration are essential factors in supporting a student's learning and development. In the Department of Student Services mutual respect and collaboration are expected and infused into all of our working partnerships.

## Student Services Office Changes:

Redesign of office layout, concept, and information provided to facilitate improved communication and transparency.

Action Item	Timeline	Responsible parties
Remodel of physical office space	Summer 2017 and continuing	Director and Assistant Director of Student Services along with Administrative Assistants
Parent pamphlets/handouts available	Ongoing	Director and Assistant Director of Student Services along with Administrative Assistants
Bulletin board for postings and information	Ongoing	Director and Assistant Director of Student Services along with Administrative Assistants
Detailed plan for meeting IEP timelines	Beginning in Fall of 2017 and monitored monthly	Director and Assistant Director of Student Services along with Administrative Assistants
Productivity chart	Beginning in October of 2017 and monitored monthly	Director and Assistant Director of Student Services along with Administrative Assistants
Possible restructure of the department	Discussions to begin at budget planning in Spring 2018	Director of Student Services, Superintendent of Schools and Director of Finance and Technology
Monthly and daily meetings with administrative assistants	Beginning in Fall of 2017 and monitored monthly	Director and Assistant Director of Student Services along with Administrative Assistants
Star of the month	Beginning in August 2017	Director and Assistant Director of Student Services

### School-Based Plan:

Increased contact with the school-based staff will allow for the Student Service Department to be more involved at the school level.

Action Item	Timeline	Responsible parties
Administrator goals aligned with district goals and action plan.	2017-2018 school year	Director and Assistant Director of Student Services
Increased involvement at elementary schools	2017-2018 school year	Director of Student Services
Change in service providers	Ongoing	Director and Assistant Director of Student Services
Increase in reverse inclusion opportunities across district	Ongoing	Director and Assistant Director of Student Services along with School Adjustment Counselors and Classroom teachers
Professional Development for Special Education Staff	October 6, 2017, department wide in-service day	Director and Assistant Director of Student Services
Professional Development for Gen. Ed. Staff (disability categories and eligibility criteria)	Annually at district wide in-service days	Director of Student Services and Asst. Superintendent of Schools
Program descriptions	Updated annually	Director of Student Services, Principals and Classroom Teachers
Director and Assistant Director of Student Services being made aware of School events	Beginning Fall 2017	Principals and Classroom Teachers

### Special Education Parents Advisory Council (SEPAC):

In order to encourage and promote an active SEPAC, the Department of Student Services will work closely with SEPAC officers.

Action Item	Timeline	Responsible parties
SEPAC meeting minutes will be shared with the Director of Student Services	Beginning 2017-2018 school year	SEPAC Secretary
Director of Student Services will share program descriptions with SEPAC Officers	August 2017 and annually	Director of Student Services
Monthly meetings with Director of Student Services and SEPAC Officers	Beginning in July of 2017	SEPAC Officers and Director of Student Services
Purchase MASSPAC membership for SEPAC	July 2017	Director of Student Services and SEPAC President
SEPAC Trainings (Parents Rights, IEPs, and MCAS)	Annually beginning in the 2017-2018 school year	SEPAC President and Director of Student Services
Annual SEPAC Elections	Annually in January	SEPAC Officers
SEPAC tab added to website	Tab added in May and will be updated upon request	SEPAC Officers and Director of Student Services
SEPAC meeting dates and important information to Director of Student Services	Ongoing beginning 2017-2018 school year	SEPAC Officers
SEPAC meeting agendas sent to Superintendent for approval and distribution	Beginning in September 2017	SEPAC Officers

## Parents:

In an attempt to increase collaboration with parents, the Department of Student Services will increase their outreach to parents.

Action Item	Timeline	Responsible parties
Brief parent communication survey	Annually at beginning of school year, starting with 2017	Director of Student Services
Brief exit survey for parents	Initial discussions in Fall 2017	Director and Assistant Director of Student Services
Offer trainings for parents on various topics	Starting in Spring 2018	Director and Assistant Director of Student Services
Updated parent satisfaction survey for 2017-2018	Sent home with each IEP and posted on website	Administrative Assistants and Director of Student Services
Parent information center	Starting September 2017	Director and Assistant Director of Student Services along with Administrative Assistants
Parents procedural safeguards	Sent home annually on first day of school	Administrative Assistants and Case Managers
Parent welcome letter	Annually at beginning of school year, starting with 2017-2018	Director of Student Services

## Technology:

An increase in the use of technology will allow for more transparency with the Department of Student Services.

Action Item	Timeline	Responsible parties
Using parent email base and One Call System for Department wide updates	Beginning Fall 2017-2018 school year	Director of Student Services along with Administrative Assistants
Using One Call System for weekly meeting reminders	Beginning Fall 2017-2018 school year	Administrative Assistants
Welcome message via email and One Call System	Fall 2017-2018	Director of Student Services
Exploring the option of emailing IEPs to parents	Initial discussions in Fall 2017	Director of Student Services and Director of Finance and Technology
Using Twitter in order to share classroom experiences, share information important to families and promote the Department	Beginning Fall 2017-2018 school year	Director and Assistant Director of Student Services
Using the Department of Student Services website and emails in an attempt to increase parent communication	Beginning Fall 2017-2018 school year	Director of Student Services

### IEP Completion:

The District goal is to have IEPs out to parents/guardians within five days of the IEP team meeting.

Action Item	Timeline	Responsible parties
Bi-Weekly IEP Tracking log	Ongoing	Administrative Assistants
Review of Tracking Log bi-weekly	Ongoing	Director and Assistant Director of Student Services
Review of expectations with Case Managers	First Day of School 2017-2018	Director and Assistant Director of Student Services
Review of expectations with service providers	Beginning in Fall of 2017 and monitored monthly	Director and Assistant Director of Student Services
Emails to Case Managers who are late and cc their supervising principal	Starting 2017-2018	Director and Assistant Director of Student Services
IEPs completed by Case Manager within three days of meeting	Ongoing	Case Managers
New IEP summary form and meeting agenda	Beginning Fall 2017-2018 school year	Director and Assistant Director of Student Services and SEPAC Officers
Ensure Case Managers bring "draft" IEP to all annual review meetings	Ongoing	Director and Assistant Director of Student Services and Case Managers
Monthly Service Provider meetings	Beginning in Fall of 2017	Director and Assistant Director of Student Services
Productivity monitoring	Beginning in Fall of 2017 and monitored monthly	Director and Assistant Director of Student Services

### Administration Growth and Development:

The Director and Assistant Director will continue to be ongoing learners in the field of Special Education.

Action Item	Timeline	Responsible parties
Participation in the Special Education Leadership Institute	July 2017- forward	Director of Student Services
Special Education Leadership Mentor	2017-2018 school year	Director of Student Services
Member of Association for Supervision and Curriculum Development	Ongoing	Director of Student Services
Member of Massachusetts Administrators of Special Education	Ongoing	Director of Student Services
Member of Massachusetts Association for the Education of Young Children	Beginning 2017-2018 school year	Assistant Director of Student Services
Early Intervention Transition Meetings	Ongoing	Assistant Director of Student Services
Active member of area Collaborative Boards	Ongoing	Director of Student Services
Member of the Greater Fall River Transitions Group	Ongoing	Director of Student Services
Member of the South Shore Special Education Administrators Council	Beginning 2017-2018 school year	Director of Student Services
Member of the South Shore Out of District Coordinators Group	Ongoing	Director of Student Services
Doctoral Candidate in Educational Leadership	Expected Graduation May 2018	Director of Student Services



## **Long Term Planning:**

- ❖ School Psychologist for 2018-2019
- ❖ Sped Data Teams for 2018-2019
- ❖ Videos for Parents and/or Blog for 2018-2019
- ❖ CPR Review in 2020
- ❖ Department Wide PD DESE Course
- ❖ Explore inclusion Opportunities (co-teaching/fully inclusive models)
- ❖ Development of disability handbook