 <small>8/07</small>	Northern Lights Academy Cooperative 302 14th Street Cloquet MN 55720-5720 Tel 218-878-3060	NOTICE OF A TEAM MEETING
---	---	---------------------------------

Student: Phil McCup ID: 0000111122223 Date: 09/14/2021
School: Northern Lights Academy - Garfield Grade: 04 Birth date: 01/01/2012

Dear :

You are invited to attend a meeting to plan for Phil McCup's education program. The meeting will be at **8:00 a.m. on Friday, 10/15/2021 at Our School Building, Room 000, 1000 E. School Dr. Cloquet, MN** Date and time of meeting were agreed upon between Mr. McCup by email on 9/13/21. .

Please allow **45 minutes** to meet.

The purpose of this meeting is:

The annual review of Phil's Individualized Education Program (IEP) plan, including consideration of extended school year services, and revise his IEP as needed.

One other purpose of this meeting is to decide if Phil had a lack of progress due to the COVID-19 pandemic. The team will decide if any more special education services or supports are needed to address any lack of progress.

The following persons are expected to attend:

Name	Title
Mr and Mrs. McCup	Parents
Dena Hagen	Special Education Teacher/IEP Manager
Barb Mackey	School Principal/Qualified District Representative
Anita Teacher	4th Grade Teacher

A member of the IEP team may be excused from attendance at the meeting, in whole or in part, if the district and the parent(s) agree, in writing, that their attendance is not necessary because their area of the curriculum or related services is not being modified or discussed in the meeting. However, you and the district may excuse a member from attendance, in whole or in part, when their area of the curriculum or related services are involved, if: 1) the parent and district agree in writing to the excusal, and 2) the excused member submits, in writing to you and the rest of the IEP team, input into the development of the IEP prior to the meeting.

You may invite other people to the meeting that have knowledge or special expertise regarding your child, including related services staff as appropriate.

If you have questions, please contact me:

<u>Dena Hagen</u>	<u>Special Education IEP Manager</u>	<u>218-655-5018</u>
Name	Position	Telephone

This form is available in other formats. Contact the case manager for an alternate format.



Northern Lights Academy Cooperative
302 14th Street
Cloquet MN 55720-5720
Tel 218-878-3060

Prior Written Notice

Student: Phil McCup ID: 0000111122223
 School: Northern Lights Academy - Grade: 04 Birth date: 01/01/2012
Garfield

Date Sent: 09/10/2021

Dear :

You are receiving this notice because the school district is proposing or refusing action(s) regarding your child's identification, evaluation, educational placement or free appropriate public education (FAPE).

1. Action(s) Proposed or Refused

The District proposes to implement the enclosed initial Individualized Education Program (IEP) plan to provide Phil with special education services as was discussed at the IEP Team Meeting held on September 7, 2021.

His Special Education services will be increased from 45 to 60 minutes a day working on reading comprehension skills each day. The IEP team will also trial Text to Speech Assistive Technology with Phil to determine if it's an effective tool for him to be independent. Phil also needs to be a part of a check-in/check-out system with his IEP manager to touch base on any social or behavioral needs and help keep him on track, so 20 minutes of Social/Behavior Skills per day has been added as well.

Possible wording (some, or none may apply, based on recovery conversations):

if General Education Recovery Services are added for Recovery: Phil fell far behind in Science over the past year, therefore, his team determined that he needs to participate in (district's Science Recovery Class or whatever it is called).

if ESY is added for Recovery: The team also determined that ESY services are needed for Phil next summer 2022. Service times and dates will be determined in the spring of 2022.

if Compensatory Ed is added for Recovery: Phil's IEP team also determined that Compensatory Education services are needed for Phil in the area of

if the IEP is Revised for Recovery: 30 minutes a day has also been added to Phil's special education services for social behavior skills teaching

2. Explanation: Why each action is proposed or refused

The IEP has been revised based on Phil's current levels of educational performance and educational needs, including the impacts on Phil's progress in general and special education, as a result of COVID-19.

Phil's comprehension skills have decreased according to his most recent benchmark assessments and so a slight increase in time for specialized instruction is needed going forward. He is also struggling to get his thoughts down on paper for writing assignments which is the reason the AT trial is recommended by his team.

Possible Wording

Phil's teachers and parents had a difficult time getting Phil to engage regularly in Distance Learning during the 1st semester of the 2020-21 school year. Therefore, Phil had a difficult time re-engaging with his schoolwork and working with teachers when he returned to in-person learning in the second 1/2 of the year. Phil had 5 office referrals/detention as a result of his new behaviors in school. This is the reason the additional 20 minutes of social/behavior service is proposed.

ESY will be added to Phil's IEP due to his regression with reading comprehension and his inability to recoup his skills in the same amount of time it took him to regress.

3. Sources of Information: Basis for proposed or refused action

Parent input, including how COVID-19 has impacted Phil.

Teacher/service provider input.

Review of Phil's school records (current IEP and evaluation, grades, attendance, etc.).

Review of classroom work samples.

4. Other options considered and why those options were refused

The team considered decreasing Phil's specialized instruction time for reading comprehension but after looking closely at his benchmark assessment results, determined his time needs to increase instead.

5. Additional factors relevant to the district's proposed or refused action.

No other relevant factors were identified by the Team.

Your Rights

For initial evaluation or initial placement and provision of special education services:

- The school district will not proceed with the actions proposed in this notice without first receiving your prior written consent.
- If you provide written refusal to an initial evaluation or the initial provision of special education services, the school district may not override your decision.

For other actions:

For other actions, the school district **will** proceed with the proposed or refused action(s) in the prior written notice **unless**:

- you object in writing within 14 calendar days
and
- you either request a conciliation conference, a meeting with appropriate Individualized Education Program (IEP) team members, file an impartial due process hearing, or you request a mediation or a facilitated team meeting.

What happens if I object to the action?

- You have the right to a conciliation conference if you request one. If you request a conciliation conference, the school district must hold the conciliation conference within 10 calendar days from the date of your request, and the school district will not proceed with the proposed action(s) or refusal(s). (See definition below). This request is made to the school district.
- You have the right to request a meeting with appropriate members of your child's Individualized Education Program (IEP) team to address the specific objections, and the school district will not proceed with the proposed action(s) or refusal(s). This request is made to the school district.
- You have the right to request a due process hearing in order to resolve the disagreements, and the school district will not proceed with the proposed action(s) or refusal(s). The school district may also request a due process hearing. This request is made to the Minnesota Department of Education (MDE).
- You have the right to request mediation or a facilitated team meeting to resolve the disagreement. This is a voluntary process, so both you and the school district must agree to participate in the process. If you make this request, the school district will not proceed with the proposed action(s) or refusal(s). This request is made to the Minnesota Department of Education (MDE).

Procedural Safeguards of the Individuals with Disabilities Education Act

A procedural safeguards notice or parental rights document explains some of the special education rights and procedural safeguards available to parents under federal and state law. For example, you will find information about when you need to provide written consent (agreement), how your child's records are protected, and your options if you do not believe your child is receiving appropriate special education services.

The school district must provide you with a notice of your procedural safeguards at least once per year and upon your request. You can get a copy of these safeguards by contacting:

Case Manager
[Name and Title/Role]

111-111-1111
at [telephone number]

casemanager@schooldistrict.org
or [email address]

☐ Procedural safeguards offered to parents by (Initials) on

Other Resources and Contact Information:

If you would like help in understanding what this prior written notice means, you can contact:

- PACER Center at 952-838-9000 or www.pacer.org
- The Arc Minnesota at 952-920-0855 or <https://arcminnesota.org/>
- Minnesota Department of Education at 651-582-8689 or <http://education.state.mn.us/mde/index.html>
- Minnesota Disability Law Center at 612-334-5970 or www.mylegalaid.org

Definitions:**Alternative Dispute Resolution:**

Alternative dispute resolution includes mediation and facilitated team meetings. Both you and the school district would need to agree to participate in mediation or a facilitated team meeting. The process is free and involves an impartial person provided by the state to help you and the district resolve differences while keeping the focus on the student's needs. For more information, here is a link to MDE's webpage:
<https://education.mn.gov/MDE/fam/sped/conf/>.

Conciliation Conference:

A conciliation conference is a meeting with the parent and school staff to resolve disagreements about the school district's proposed or refused actions described in the prior written notice. A conciliation conference must be attended by at least a parent and a school staff person with authority to resolve the dispute. The school district must hold the conciliation conference within 10 calendar days from the date it receives your request.

District Use Only:

Date form given or mailed to parent: 09/14/2021

 Northern Lights Academy Cooperative 302 14th Street Cloquet MN 55720-5720 Tel 218-878-3060	Parental Consent/Objection
--	-----------------------------------

Student: Phil McCup ID: 0000111122223 Date: 09/10/2021
 School: Northern Lights Academy - Garfield Grade: 04 Birth date: 01/01/2012

Dear :

The school district seeks your consent or objection before moving ahead with the proposed actions as stated in the enclosed Prior Written Notice sent 09/10/2021.

Step 1: Understand Your Rights

The school district **will not** proceed with an initial evaluation or initial placement and provision of special education services without your prior written consent.

For other actions, the school district **will** proceed with the proposed or refused action(s) in the prior written notice **unless** :

- you object in writing within 14 calendar days (09/24/2021) **and**
- you either request a conciliation conference, a meeting with appropriate Individualized Education Program (IEP) team members, file an impartial due process hearing, or you request a mediation or a facilitated team meeting

If you would like to request a mediation, facilitated team meeting, or a due process hearing, please contact MDE at 651-582-8689 or by email at mde.adrservices@state.mn.us.

Step 2: Review the school district's proposed or refused action(s) as described in the prior written notice.

Step 3: Check one of the boxes to indicate your response to the proposed or refused action(s).

☐ **Consent:** I agree, so the school district will proceed with the proposed or refused action(s) in the prior written notice.

or

☐ **Objection:** I do not agree and **I request a conciliation conference** to be held within ten calendar days from the date the school district receives this request to resolve my concerns and understand the school district will not proceed with the proposed or refused action(s) in the prior written notice.

or

☐ **Objection:** I do not agree and **I request a meeting with appropriate members of my child's IEP team** to resolve my concerns and understand the school district will not proceed with the proposed or refused action(s) in the prior written notice.

If you choose this option, please explain the specific part that you object to:

Step 4: Sign, date, and return this form.

Parent Signature _____

Date _____

This form is available in other formats. Contact the case manager for an alternate format.

Return this form to:


Name	Position	Phone
Address	City	State Zip

For School Use Only:

Date Received:

Section: 1

Phil McCup
IEP for Phil McCup | Meeting date: _____

 Northern Lights Academy Cooperative 302 14th Street Cloquet MN 55720-5720 Tel 218-878-3060	ACCOMMODATIONS, MODIFICATIONS AND SUPPORTS
--	---

MODIFICATIONS

Program Modifications, Supports and Adaptations in General and Special Education

Phil needs General Education COVID Recovery Services for Science, as he fell way behind during Distance Learning in the 2020-21 school year, according to Phil and his parents. The school district offers Recovery classes after school on Mondays and Wednesdays each week during the 2021-22 school year and so Phil will attend those until his recovery instructor determines he is at a level similar to his grade level peers.

Phil will need audio version access to any science text he identifies as being too difficult for him due to his comprehension skills. His teachers need to check with him to remind him about this and advocate for himself. Phil may also use his text to speech as he trials to help with writing assignments in Science recovery.

Program Supports for School Personnel

Program Modifications page of IEP is where you can list the Gen Ed. Recovery services determined needed by the IEP team. Keep track of these in a list for later reporting.

Order # 2	Service DCD-Mild/Moderate	Location Special Education Class	Remove
Functional Living Skills			
Frequency 5 x week	Minutes per session Indirect Min Direct Min 30	Anticipated duration 1 year	Start date 01/31/2018 End date 01/31/2022
Provider 1587	Supervisor	Direct minutes 13340	Indirect minutes Service hours 223
Provider: Hagen, Dena			
Order # 3	Service Recovery Services	Location Special Education Class	Remove
Functional Living Skills			
Frequency 5 x week	Minutes per session Indirect Min Direct Min 30	Anticipated duration 1 year	Start date 09/28/2021 End date 09/28/2022
Provider 1587	Supervisor	Direct minutes 4590	Indirect minutes 1530 Service hours 102
Provider: Hagen, Dena			

Document IEP Revision due to Recovery Services needed in a separate service line. In this students case, they were already getting 30 minutes a day of Functional Living Skills but team determined that an additional 30 minutes on top of that was needed. That additional time is documented in a Recovery service line.