

LIONSGATE ACADEMY

804 SPECIAL EDUCATION CASELOAD

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Revision Date(s):

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I. PURPOSE

Minnesota law establishes the workload for special education staff when they serve the educational needs of students who receive direct special instruction for more than sixty percent (60%) of the instructional day. Lionsgate Academy follows these requirements for these students. For students who receive direct special education instruction for sixty percent or less of the instructional day, the law requires that the district establish a policy to determine how workload limits are set for the special education staff who serve these students. The purpose of this policy is to establish how the workload limits for special education staff who provide direct special education services to students who receive those services sixty percent or less of their instructional day.

II. GENERAL STATEMENT OF POLICY

- A. This policy is applicable to special education teachers employed by the district as special education teachers and who provide services to students who receive direct special education services for sixty percent or less of their instructional day.
- B. Workload limits for special education teachers subject to this policy shall be determined by the appropriate special education administrator, in consultation with the principal of the building to which the teacher is assigned and the Executive Director, or the Director's designee.
- C. The factors that must be considered in establishing workload limits under this policy are:
 - 1. Student contact minutes;
 - 2. Evaluation and reevaluation time;
 - 3. Indirect services time;
 - 4. Management of Individual Education Programs (IEPs);
 - 5. Travel time required for provision of services or management of IEPs;
 - 6. Other services required by the IEPs of eligible students.

III. DEFINITIONS

For the purpose of this policy and any regulations created for its implementation, the following words shall be defined as stated herein:

- A. "Direct Services" means special education services provided by a duly licensed teacher or a related service professional when the services are related to instruction, including cooperative teaching.

- B. "Evaluation or reevaluation" means an appropriate individual educational evaluation of a student's performance or development conducted by an appropriately licensed professional.
- C. "Indirect Services" means special education services provided by a duly licensed teacher or related service professional which include:
1. Ongoing progress reviews;
 2. Cooperative planning;
 3. Consultation;
 4. Demonstration teaching;
 5. Modification and adaptation of the student's environment, curriculum, materials or equipment;
 6. Direct contact with students to monitor and observe.
- D. "Related Service Professional" means properly licensed persons who provide Speech and Language Pathology Services, School Nursing services, School Psychology services, School Social Work services, Physical Therapy, Occupational Therapy, and other licensed services to eligible students.
- E. "Special Education Staff" and "Special Education Teacher" both mean a teacher employed by the district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific, disabling conditions and who is employed by the district to provide instructional services to students with disabling conditions. Neither of these terms includes employees of the District who are assigned to Special Education classrooms, or to individual students or teachers, who are not licensed as a special education teacher or who are not employed as a special education teacher.

References:

Minn. Rule 3525.0210 (Definitions)

Minn. Rule 3525.2340 (Caseload)