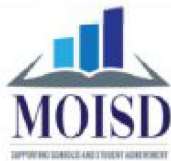


Contingency Learning Plans

- for the non-virtual student -



August 21
2020

COVID-19 CLP GUIDANCE

...
EVERY student needs a contingency learning plan.
Use this guidance for students who did not elect virtual learning while schools were open.

STEP 1

- ✓ Check if student has an IEP coming up in the next 2-3 weeks
 - ✓ If YES, write the CLP with the IEP
 - ✓ If NO, create an amendment to create one

STEP 2

- ✓ In section 5 of the IEP process, add "Contingency Learning Plan" as a an accommodation under "Other Supports, Accommodations, and Modifications". (see below)
- ✓ Add a condition identifying what circumstances would trigger the use of the contingency learning plan AND the circumstances under which the contingency learning plan would be discontinued. (See example below)

Other Supports, Accommodations, and Modifications

Contingency Learning Plan Delete

Begin Date: [] Time: [] min Frequency: [] per [] Location: Other

End Date: []

Conditions: The contingency learning plan will be utilized under specific conditions, which include:
- The region of the state where the school is located is in phases 1-2 of the MI Safe Start Plan.
- The school closes for in-person instruction.
- The instance of individual or classroom quarantine.
The contingency learning plan will be discontinued under the following conditions:
- The school resumes in-person instruction.
- Mandatory quarantine has concluded.
- The school no longer offers virtual as a way to address the COVID-19 pandemic.

Phys. Auth. Begin Date: [] Serving School: Assigned School

Phys. Auth. End Date: [] Group Size: unspecified Provider: []

Add Other Supports, Accommodations, and Modifications

- ✓ Make sure you save the section
- ✓ Complete the IEP if NEEDED, or begin the CLP development without an IEP through the amendment.

STEP 3

Contingency Learning Plan Document

- Go to the student's document section



- Click on Contingency Learning Plan under the Special Education Tab and create a draft for all members to collaborate on.



- Fill in all current demographic information and shareable contact information for case manager

The screenshot shows the 'Create Draft document' form for a 'Contingency Learning Plan'. The form contains the following fields:

| Contingency Learning Plan | |
|---------------------------|-----------------------------|
| Date of Parent Input: | 08/12/2020 |
| Date of Student Input: | 08/17/2020 |
| Parent / Guardian: | Ayla Lockhart |
| Parent / Email: | 047-5308_aylockar@gmail.com |
| Case Manager: | Ayla Lockhart |
| Case Manager Phone: | 778-5555 |

- Very IMPORTANT to read and review these items

NOTE: The parent is an integral team member when planning to address the needs of a student with a disability. If the parent did not provide input when developing this plan, document multiple efforts to obtain parent participation.

The following items were reviewed to inform decision-making about the student's individual needs:

- The student's current IEP and progress, including goals/objectives, programs, related services, and supplementary aids/services;
- Engagement and progress during the closure of schools due to the Governor's Executive Order 2020-35
- Parental request for virtual learning

- ✓ Add accommodations/supplementary aids and services relevant for virtual learning

Does the student require accommodations/modifications or supplementary aids/services to:

- Advance appropriately toward attaining their annual goals while engaging in remote learning?
- Be involved in and progress in the general education curriculum while engaging in remote learning?
- Be educated and participate in activities with other students with disabilities and nondisabled students in the remote learning environment?

| Accommodation / Modification or Supplementary aid / service to be provided: | Mode of Delivery |
|---|------------------|
| screen reader | virtual |

Add Accommodation / Modification or Supplementary Aid / Service(s)

- ✓ Add each service, skills or [objectives] being addressed, goals related to, mode of delivery, when & frequency. Add all information in one box per provider. These may look different from the IEP, due to the virtual environment.
 - ✓ REMINDER- EACH SERVICE PROVIDER from the IEP must add input and their own services for the CLPs.
- ✓ Add the impact statement on the bottom regarding how the disability will impact the learning in a virtual environment.

Implementation Plan: Describe the services or supports that will be provided to ensure FAPE for this student.

NOTE: Although every effort will be made to protect the confidentiality of all students during services, there may be times in which your student may participate in groups that could include other students. Virtual Learning platforms will be FERPA and HIPAA compliant.

| Service | Skill Addressed | Goal #(s) | Mode of Delivery | When and Frequency |
|------------------|---|-----------|--|---|
| Resource Program | Writing complex Sentences writing basic algebraic expression | 1,2 | Virtual Group Instruction 1-1 phone calls Instructional materials via jump drive | 1/ week for 20 minutes 1/week for 10 minutes 1/week |

Add Service(s)

Briefly describe how the disability will impact the student's learning in a virtual learning format and subsequent need for specially designed instruction and/or supplementary aids and services:

Due to Ayla's difficulty with basic reading skills she will need supports to access online material and read to interpret the information through screen reading and reading assessments.

- ✓ Create the draft. Case Manger ensures all IEP team members have participated and parent was included in the creation prior to finalization.
 - ✓ REMINDER- Document the multiple attempts to contact the parent in EdPlan. Continue with the creation if contact cannot be made after multiple reasonable attempts.



Not all boxes appear in the fillable portion. There are parts to be filled out after finalization.

STEP 4

Finalizing the CLP

- ✔ Finalize documents and complete some portions described below
- ✔ IEP team decides the marking period review date to check student progress if electing virtual learning.

Marking Period Review Date:

- ✔ Check the Service Provider Assurances.

SERVICE PROVIDER ASSURANCES

Before completing this Contingency Learning Plan, I reviewed the Student's IEP and consulted with the IEP team to determine the supports and services.

A copy of this Contingency Learning Plan as provided to the Parent(s), Guardian(s), or eligible student by:

US Mail Email Other (specify) _____ Date: _____

Select one. Other could be "In Person"

- ✔ Case Manager signs and dates.

Case Manager Signature _____ Date _____

- ✔ Copies & Filing

- ✔ Original Signed - CA 60
- ✔ Copy Signed - Parent
- ✔ Copy Signed - Scanned to email/fax to Wendy (wlyons@moisd.org)