

Special Education/504 Guidelines for E-Learning

Academic Skills Teachers/504 Plan Coordinators:

- SPED teachers will be available during scheduled office hours of 9:00-11:30am and 1:00-3:00pm as well as extended hours when necessary.
- Teachers will communicate contact information with students and families.
- Academic Skills Teachers must provide supplemental material to general education teachers, if needed. You do not have to provide additional assignments for your pull-out service.
- The IEP/504 case managers will work closely with general education teachers to ensure that accommodations are accessible during E-Learning
 - Accommodations that are not necessary to provide include preferential seating, small group, frequent breaks, etc.
 - If students require extended time, consider this when giving due dates.
 - Oral Administration Suggestions
 - Utilize Immersive reader in OneNote or Microsoft Word
 - On Internet Explorer, ctrl+shft+g should read aloud webpages
 - Record yourself reading an assignment, share and have them download the recording
 - <https://www.naturalreaders.com/online/>
 - If students receive chunking of or shortened assignments, their assignments may need modifications in the way they are sent home or posted.
 - If students require a calculator, send one home with them or make sure they understand how to access on the computer.

Self-Contained Teachers:

- SPED teachers will be available during scheduled office hours of 9:00-10:30 and 1:00-2:30, as well as extended hours when necessary.
- Teachers will communicate contact information with students and families.
- Provide assignments in all classes for which you teach the student
- You may utilize iReady
- Be prepared to send printed assignments or ensure assignments are downloaded for students who may not have internet access

