



Extended School Year (ESY) Guidance

Summer, 2020

Rationale: This document provides guidance to case managers determining student eligibility for Extended School Year (ESY) services during school building closures due to COVID-19. Extended school year IS NOT intended address service concerns due to building closures during COVID-19.

General Information

Extended school year services will run **July 6th- 24th, 2020** in a remote learning environment.

Learning zones and instructional sessions will run between **8am-12pm daily**.

Each student will access a designated 60-minute learning zone including access to:

- ✓ 20 minutes a day of Zoom classroom instruction (100 minutes per week)
- ✓ Daily or weekly learning activities and materials
- ✓ Consultation with speech and motor therapist (as eligible)
- ✓ Teacher feedback on daily work
- ✓ Office hours (open-ended; student specific needs; student/parent consultation)
- ✓ Communication and outreach with families via phone/email/Zoom
- ✓ Learning packets will be available as needed

Eligibility

Student eligibility requirements are NOT CHANGED due to COVID-19 building closures.

Eligibility criteria include:

Regression means significant loss of skills or behaviors if educational services are interrupted in any area specified on the IEP.

- ✓ Critical Skills- Adaptive or functional skills necessary for the student to access a free and appropriate public education.

Recoupment means the recovery of skills or behaviors to a level demonstrated before interruption of services specified on the IEP.

- ✓ 45 school days or more- Number of days required for a student to recoup skills after the summer break to meet parameters for ESY. (See regression data)

Emerging Skills means few, if any; gains are made during the regular school year. Skill is in the process of emerging when they are at beginning levels of mastery.

- ✓ Critical Stage of Development- Adaptive or functional skills that serve to increase student's self-sufficiency during a stage of development, and if such skill is not completely acquired and mastered during this stage of development it is likely the current level of acquisition will be lost.

Students who qualified for ESY during the 2018-19 school year have **continued eligibility without the need for additional data.**

Newly identified students should be based on **progress data from September 2019 to March 13th, 2020 (prior to building closures).**

Enrollment & Documentation

Case managers should use the provided **OSPI ESY addendum** to document services. See link

- ✓ Continuing students: Contact parent/guardian and complete ESY addendum without reconvening IEP meeting; Complete prior written notice using language provided by Special Services.
- ✓ Newly identified students: Contact parent/guardian to review progress data and determine eligibility. If agreed, proceed with steps outlined for continuing students.

All ESY documentation must be submitted by June 15th, 2020. Documentation submitted to Penny Bravo, pbravo@everettsd.org.

IEP Amendment & Prior Written Notice

The OSPI ESY addendum includes:

- Statement indicating services will be based on student's continuous learning plan (CLP) priority areas.
- List of service areas from CLP that will be addressed during ESY.
- Completed service matrix including up to 100 minutes per week total for all areas (except speech and motor).
- Completed service minutes for speech and motor based on exact minutes outlined in CLP.

Refer to the Prior Written Notice sample language for completion through IEP+ documentation.

Service matrix should include **100 minutes per week** with additional minutes designated for speech and motor therapy per CLP (if eligible).

If ESY services are already outlined through an addendum in the current IEP, a new addendum is still required to reflect the specified service minutes.

A parent/guardian letter (see attached) will be forwarded on June 26th, 2020 by Zac Crane and can be referenced when talking with families.

Please contact Marisol Mallari, Facilitator, mmallari@everettsd.org or Sherlunda Anderson-Smith, ESY Principal, sandersonsmith@everettsd.org

DRAFT PARENT/GUARDIAN LETTER

Greetings Families and Guardians,

We are pleased to learn your child is recommended to receive extended school year (ESY) services as part of their Individualized Education Plan (IEP).

Due to the continuing building closures related to COVID-19, ESY will be conducted in a remote learning environment. Additionally, services during ESY will be focused on priority skills outlined in your child's Continuous Learning Plan (CLP).

Extended school year services will run **July 6th- 24th, 2020**

Learning zones and instructional sessions will run between **8am-12pm daily**.

Each student will access a designated 60 minute learning zone including access to:

- ✓ 20 minutes a day of Zoom classroom instruction (100 minutes per week)
- ✓ Daily or weekly learning activities and materials
- ✓ Consultation with speech and motor therapist (as eligible)
- ✓ Teacher feedback on daily work
- ✓ Office hours (open-ended; student specific needs; student/parent consultation)
- ✓ Communication and outreach with families via phone/email/Zoom
- ✓ Learning packets will be available as needed

We seek to accommodate families by gathering preferences for learning zone time. Please identify your priority times by designating 1st, 2nd, and 3rd option below:

- ☐ 8am-9am
- ☐ 9am-10am
- ☐ 10am-11am
- ☐ 11am-12pm
- ☐ Either time works

Please share your preferred time via email to Sherlunda Anderson-Smith, ESY Principal at sandersonsmith@everettsd.org

Additional information from the ESY principal and assigned special education teacher will be shared via e-mail on July 1st, 2020.

For additional questions, concerns, or decline ESY services, please contact Sherlunda Anderson-Smith at the email provided above or contact your child's case manager directly.

Thank you,

Zac Crane
Director of Special Services
Everett Public Schools
zcrane@everettsd.org

SAMPLE ESY ADDENDUM

PURPOSE: The purpose of the Extended School Year (ESY) addendum to the IEP is to identify services that the student requires beyond the normal school year. This decision is made in accordance with the IEP and at no cost to the parents of the student (see WAC 392-172A-02020).

EXTENDED SCHOOL YEAR (ESY) ADDENDUM

Student name: Doe, Jane

Addendum Date: 6/1/2020

<p><input checked="" type="checkbox"/> The IEP team has determined that this student is eligible for ESY services because these services are necessary for the provision of a free, appropriate public education (FAPE) to the student.</p>	<p>POINTS TO CONSIDER:</p> <ul style="list-style-type: none"> The purpose of ESY services is the maintenance of the student's learning skills or behavior, not the teaching of new skills or behaviors. The IEP team's decision for ESY should be based upon regression and recoupment time based on documented evidence, or on the determinations of the IEP team, based upon the professional judgment of the team and consideration of the nature and severity of the student's disability, rate of progress, and emerging skills, with evidence to support the need.
<p>Description of the skills and/or behaviors that require ESY services in order to be maintained:</p> <p><i>Services are based on recommendations and priority skills outlined in the student's continuous learning plan (CLP).</i></p> <p>Areas of service recommended for ESY include: <u>Reading, writing, math, adaptive, social/behavior, communication</u></p> <p>Per the CLP, parent/guardian opted out of services in: <u>Motor</u></p> <p>Additional information on priority skills outlined in CLP (attached).</p>	

Service	Initiation Date	Frequency (e.g., minutes per week)	Location (setting)	Duration	Staff Responsible for Delivering	POINTS TO CONSIDER: <ul style="list-style-type: none">For definitions of special education, related services, and supplementary aids and services, refer to WAC 392-172A-01020 through -01200.
Special Education and Related Services to be provided during ESY:						
Reading	7/6/2020	20	Remote, Packets	7/24/2020	SPED Teacher	
Writing	7/6/2020	20	Remote, Packets	7/24/2020	SPED Teacher	
Math	7/6/2020	20	Remote, Packets	7/24/2020	SPED Teacher	
Adaptive	7/6/2020	20	Remote, Packets	7/24/2020	SPED Teacher	
Social/behavior	7/6/2020	20	Remote, Packets	7/24/2020	SPED Teacher	
Communication	7/6/2020	15 (per month)	Phone Consult	7/24/2020	SLP	
Supplementary Aids/Services, Program Modifications, or Support for School Personnel needed during ESY:						
See CLP						



PRIOR WRITTEN NOTICE SAMPLE LANGUAGE

For all students eligible to receive ESY services, select Proposing to Initiate and enter Other: ESY addendum

Description and reason for proposed or refused action:

We are proposing to initiate extended school year services and complete an ESY addendum. ESY will be conducted in a remote learning environment from July 6th- 24th, 2020 as outlined in Continuous Learning Plan (CLP).

Services will be provided 100 minutes per week in _____.

(If applicable) Therapeutic services for _____ will be provided as outline in Continuous Learning Plan, in addition to 100 minutes per week.

Description of any other options considered and rejected:

Due to the COVID-19 public health emergency, with school facility closure and provision of learning opportunities, the team rejected serving the extended school year services inbuilding.

Description of evaluation procedure used:

Continuous Learning Plan, Progress data gathered prior to building closures on March 13th, 2020

Other factors related to the action:

The ESY addendum was completed without reconvening the IEP team. Parent/guardian notified of addendum via (phone/email/zoom). Procedural Safeguards provided to parent/guardian via (email/mail).

Or, if IEP team meeting is convened

The ESY addendum was completed with reconvening the IEP team. Parent/guardian participated in ESY addendum meeting via (phone/email/zoom). The following is a list of meeting attendees and how they participated: (Ex. Thalia Teacher via Zoom, Paul Parent via Zoom, Oscar OT via Phone, etc.). Procedural Safeguards provided to parent/guardian via (email/mail).

Or, if parent/guardian nonresponsive

After multiple attempts to contact the parent(s) the school team was unable to review the proposed ESY amendments via phone or schedule an ESY meeting with the parents. [List dates, times, and method of contact – aim for three different times and three different methods]

Parents can contact (IEP Case Manager/School Psychologist) at the following email address at any time with further questions or to request a remote meeting be scheduled to discuss the ESY IEP Amendment. Procedural Safeguards and copies of ESY IEP Amendment documents were provided to parents via (email/mail)

If parent/guardian declines extended school year services, select Refusing to Initiate and enter Other: ESY addendum

Description and reason for proposed or refused action:

The team is refusing to initiate extended school year services and complete an ESY addendum based on parent/guardian reporting they do not agree to access extended school year services at this time.

Description of any other options considered and rejected:

Initiating extended school year services and completing an ESY addendum was considered but rejected by parent/guardian due to (enter reason parent/guardian declined ESY services).

Description of evaluation procedure used:

Continuous Learning Plan, Progress data gathered prior to building closures on March 13th, 2020

Other factors related to the action:

Extended school year is intended to support the maintenance of critical learning skills. Declining extended school year services does not affect ability to consider extended school year services next academic year.