

# IEP Meeting Norms and Guidelines for Gen Ed/SpEd Teachers and Case Managers

## 1. Scheduling and Attendance:

- IEP meetings must be scheduled **by mutual agreement** of all required members.
- General education teachers must be present at the IEP meeting for **the entirety** to collaborate on student goals, accommodations, modifications, and placement. (see excusal process below)
- If the meeting occurs before school and is not finished by the start of the school day, (see excusal process below).
- If a required team member cannot attend, an **excusal form** must be signed by the family. If the family does not agree to the excusal, the meeting must be **rescheduled**.
- If a **special education teacher** or **administrator** is not present, the meeting **cannot proceed** and must be rescheduled.

## 2. General Education Teacher Responsibilities:

- General education teachers are responsible for attending a **reasonable and equitable number** of IEP meetings, evaluation meetings, MTSS, and Section 504 meetings.
- **OPTIONAL** During IEP meetings, the general education teacher could take notes and **share pertinent information** with other teachers who support the student.
- For IEP meetings that extend **30 minutes or more** beyond the contracted workday, teachers will be compensated at their **per diem rate**. No teacher is required to stay more than **2.5 hours** for a single IEP meeting.
- If excused from attending the full meeting, the general education teacher must be **formally excused** by the parent. (see excusal process below)

## 3. **BEST PRACTICE** Request for Teacher Feedback:

- IEP case managers should request feedback from all **relevant** teachers **well in advance** before the meeting. Feedback should include **Present Levels of Performance (PLOP)** and other necessary information about the student's academic and behavioral progress
- Gen ed teachers should provide this feedback as soon as possible to case managers and prior to IEP meeting.

## 4. IEP Draft and Translation:

- Parents must receive the IEP draft **at least one week** prior to the meeting to allow time for review.
- IEP documents should be translated into the family's **preferred language** to ensure accessibility.

## 5. Scheduling of IEP Meetings and Parent Communication:

- Meeting invitations should be sent using **multiple methods** of communication (e.g., email, phone, mailed letter) to ensure parents receive them.
- Clear instructions should be provided on who to contact if rescheduling is needed.
- For IEP meetings held via Zoom, the **date and time** should be clearly noted in the invitation, and the IEP facilitator should log these details.
- Provide instructions for parents on how to log onto Zoom and provide a contact number and email address for parents in the event that they experience issues when logging into the meeting.

## 6. Teacher Invitations and RSVP:

- Teachers must be invited to IEP meetings with a minimum of **two weeks' notice** **when possible** and are required to **RSVP within two days** of receiving the invitation.
  - If there is no response or the teacher does not attend, the case manager should contact administration to ensure attendance or make alternative arrangements.
  - **IEP MEETINGS OPTIONAL ATTENDANCE INVITATION:** By law, a gen-ed teacher is required at all IEP meetings. **Our scheduler, Bonnie Karim, is tracking teacher acceptances to keep things as evenly distributed as possible. As always, if you are invited as a "required" member of the meeting, please be at the meeting and let us know ASAP if you cannot.**
  - **If you accept the meeting, please be there. Refrain from using the tentative option. If you cannot be there, please decline the meeting.**
  - Even if you are not required to attend a meeting, your input may be valuable, and you may want to be aware that the meeting is taking place. Therefore, we will begin inviting all of the student's teachers to IEP meetings. One general education teacher will be designated as required, while the others will have the option to attend. Optional attendees are not obligated to stay for the entire meeting and do not need to request to be excused.
    - Please note that IEP meetings are not the appropriate time to discuss discipline or unrelated concerns. To ensure these meetings remain focused and efficient, we aim to keep them as succinct as possible.
  - If a required teacher cannot attend a meeting, another teacher will be invited.
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## Compensation and Collective Bargaining Agreement (Section 9.14.A):

- General education teachers attending IEP meetings that extend beyond the scheduled workday by 30 minutes or more can submit a timesheet to the building administrator via the office manager using the following budget code: 11-21-27-LLL-082005 (replace the LLL with your location number) for these time sheets.
  - If you are required to attend an IEP meeting during your planning, you can submit a timesheet.
  - **Special educators and related service providers** receive additional compensation for IEP hours and planning. However, they should not use the budget code above.
  - For **evaluation, MTSS, and Section 504 meetings**, general education teachers are required to provide input but are not expected to stay for the entire meeting unless needed. After providing input, attendance is at the teacher's discretion, or they can be formally excused by the district representative.
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## Required IEP Meeting Attendees (Per OSPI Guidelines):

- **The student's parent(s) or guardian(s)**
- **At least one general education teacher** (if the student participates or could participate in general education)
- **At least one special education teacher**
- A **school district representative** qualified to provide or supervise specially designed instruction and knowledgeable about general curriculum and district resources (e.g., administrator or designee)
- **Related services personnel**, if appropriate (e.g., SLP, OT, PT, DHH, Vision)
- **The student**, if appropriate