

Individual Learning Plan (ILP) Conference Guidelines (Formally SEP)

Formally known as SEP Please refer to the following when planning your Individual Learning Plan (ILP) weeks.

STUDENT TIME

During ILP weeks, Wednesday and Thursday will be an early-out day for students. The school will use the same start and end times for Friday schedules.

TEACHER TIME

Each ILP week should include seven and one-half hours of teacher time beyond the regular contract. This schedule insures that teachers earn the two compensatory days built into the District Calendar. In scheduling the additional 7.5 hours each conference week, each school principal and JSSC should determine the most appropriate schedule for the school community. Schedule 15 minute conferences.

COMPENSATORY TIME

Each teacher with large class sizes which require the teacher to work beyond the hours appropriated for ILP conferences will provide the principal with a plan for compensatory time to be approved by the principal.

KINDERGARTEN

Kindergarten teachers will follow the same schedule and format for ILP conferences as the rest of the school. K-grade teachers may select one day during each of the ILP conference weeks to have a substitute take their class while they plan and prepare, or to begin conferencing with parents. (If they choose to conference during this time, begin with children who don't have a sibling in other grades so parents are not required to make two visits for ILP's). Full-time teachers receive a full day substitute, while half time teachers receive a half day substitute. Kindergarten teachers may adjust their conferences to 10 minutes when:

- It doesn't interfere with the school's scheduling for multiple students in one family.
- A shorter conference is appropriate when parents may have recently been contacted.
- Other reasons that you feel are appropriate.

COMMUNICATION

Please make sure the District Transportation Department, crossing guards, etc. are told in advance of the schedule changes.