



Novi Community School District Special Education Department

Shailee Patel, Director & Stacey Theophelis, Supervisor

April 16, 2020

Dear Families of Students with IFSPs and IEPs:

We hope you and your families are well and staying healthy! As we navigate these uncertain times, the Novi Community School District Special Education Department is committed to supporting your child through this tumultuous period of school closure.

The Special Education Department:

1. Will support our students with IFSPs and IEPs in the following programs:
 - o Birth to 3/Early On
 - o Early Childhood/Prek Special Education Programs & Services
 - o K-12
 - o Novi Adult Transition Center (NATC)
 - o Career Prep
 - o Catholic Central (Non-Public Service Plans)
 - o Novi students who attend Center-Based Programs in Oakland County
2. Will demonstrate good faith effort to provide programs and/or services to students with an IFSP or IEP.
3. Will be moving towards coordinating supporting your child for general education classes, providing virtual specially designed instruction learning opportunities for your child and developing individualized instructional plans. In addition, we will conduct virtual IFSPs and IEPs to meet annual/revaluation timelines.
4. Will provide Early Intervention/Early On Intervention and processing of new referrals from Early On Oakland.
5. Will provide services in the areas of: School Social Work, Occupational Therapy, Physical Therapy, Speech and Language Services, Special Education Teacher Services, and Oakland Schools Consultant support as stated on student IFSPs and IEPs.

*The Special Education staff will be sending you a virtual service plan to support student’s IEP service times.



Specialty Designed Instruction Virtual Service Plan

Student:		Week of:
School:	Grade:	Service Providers:

- 6. Will develop individual Instructional Learning Plans based upon individual student needs. If we, in good faith, are unable to provide services from an IEP, the district will provide the Notice Document below:

NOVI COMMUNITY SCHOOL DISTRICT
COVID-19 Contingency Learning Plan & IEP AMENDMENT

You are receiving this notice for:

Student Name: _____ **Student ID#:** _____

Attending Building: _____ **Grade:** _____

The district is delivering this notice via Email: _____

This Plan and IEP Amendment is created in response to the COVID-19 pandemic and Governor Whitmer's Executive Order 2020-21 and 2020-24, which close school buildings for an period in order for the remainder of the 2020-21 school year and require Michigan citizens to stay at home except for purposes necessary to sustain life or health. The Novi Consolidated School District is unable to implement the Student's current Individualized Education Program (IEP) in a manner that complies with the Executive Order. This Plan and IEP Amendment details the programs and services the District will provide until this Plan is otherwise amended or normal in-person school operations resume.

Related Services: The District will provide the Student the following related services:

Related Service/Task Number	Direct OR Consult	Specific Amount of Minutes	Frequency (Times Per Week)
Direct Instruction in Reading	Direct		
Direct Instruction in Writing	Direct		
Direct Instruction in Math	Direct		
Direct Instruction in Science	Direct		

Supplementary Aids/Services:

The District will provide, or assist parents/guardians in providing, the following supplemental aids and services:

Supplemental Aids/Services	How will it be provided?

Goals:

During the duration of this Plan and IEP Amendment, the District, in collaboration with the Student's parents/guardians, will focus on the following goals:

Plan Duration:
This Plan and IEP Amendment begins on [] and will continue until otherwise amended or normal, in-person school operations resume. Once resumed, in-person school operations resume, this Plan will be automatically void, and implementation of the Student's most recent IEP will resume.

Parent/Guardian Collaboration and Agreement:
A District representative discussed this plan with the Student's parent/guardian via [] on [] and the parent/guardian agreed to make the changes to the IEP described in this plan without covering an IEP Team meeting. The Student's parent/guardian agrees that this Plan constitutes an amendment to the Student's IEP for the Plan's duration.

Notice:
A copy of this Plan was sent to the Student's parent/guardian via [] and []. This Plan explains how and why the Student's IEP will be amended and contains prior written notice pursuant to Section 300.503 of the regulations implementing the Individuals with Disabilities Education Act (IDEA), 20 CFR 200.503. Parents/guardians may access their procedural safeguards, which explains their rights under IDEA, at this link:

Related Links:
<https://www.novik12.org/documents/covid-19/COVID-19-Contingency-Learning-Plan-2020-21.pdf>
Parents/Guardians may contact Michigan Alliance for Families at info@michiganallianceforfamilies.org or Michigan Protection and Advocacy Services, Inc. at www.mspas.org for free or low-cost assistance in understanding their rights.

Superintendent or Designee: _____ **Date:** _____

- 7. Will ensure accessibility, including accommodations and modifications to general education learning, as well as individual student needs.
- 8. Will provide Specially Designed Instruction and supports will be provided using a variety of methods including the following based upon individual student needs:
 - o Zoom
 - o TeleVate Platform
 - o Schoology
 - o SeeSaw
 - o Unique Learning Systems
 - o i-Ready
 - o Other Researched Web Based Instruction

We appreciate your patience and look forward to our continued work together for your children.

Sincerely and Stay Healthy,

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Dr. RJ Webber, Assistant Superintendent - rj.webber@novik12.org

Shailee Patel, Director of Special Education - shailee.patel@novik12.org

Stacey Theophelis, Supervisor of Special Education - stacey.theophelis@novik12.org

SE PAC (Special Education Parent Advisory Board) - novisepac@novik12.org