



## TEACHER AND/OR SUBSTITUTE ACCESS TO INDIVIDUALIZED EDUCATION PROGRAMS (IEPs) PROCEDURE

Clarksville-Montgomery County School System

### 1.0 SCOPE:

- 1.1 This procedure outlines the responsibility regarding teachers and/or substitutes accessing students' individualized education programs in Clarksville-Montgomery County School System.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY:

- 2.1 School-based personnel: Special Education Case Managers and Classroom Teachers

### 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Special Populations and Chief Academic Officer

### 4.0 DEFINITIONS:

- 4.1 Individualized Education Program (IEP): a written statement for each child with a disability that is developed, reviewed, and revised in a meeting in accordance with CFR §§ 300.320 through 300.324.
- 4.2 Case Manager: the assigned special education personnel for each student with an IEP.
- 4.3 Classroom Teacher: for the purpose of this procedure, the assigned general education or special education personnel for each student with an IEP.

### 5.0 PROCEDURE:

- 5.1 Each case manager will ensure that every teacher (permanent or long-term substitute) working with students who have IEPs within their caseload, has reviewed each IEP and signed accordingly.
- 5.2 The case managers will ensure that the teachers receive a copy of the IEP-at-a Glance for each student and have access to the full IEP as necessary throughout their time with the student.
- 5.3 In the event, there is a short-term substitute/temporary teacher in place, it is the responsibility of the classroom teacher to ensure that any IEP related documentation (i.e. behavior plans) will be available for the substitute to implement any and all modifications; accommodations; and/or services bound by the IEP.

### 6.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/12/19	IR	Initial Release

\*\*\* End of Procedure \*\*\*