

Adopted 2008

Revised: 2009, 2012

626 CASELOAD POLICY FOR SPECIAL EDUCATION SERVICES

I. PURPOSE

Minn.R. 3535.2341, subp. 4(A)(1) defines the maximum number of school age pupils that may be assigned to teachers who serve children ages birth through six (6) and teachers of pupils receiving special education services more than 50% of the school day.

Minn.R. 3525.2340, subp. 4(B) requires districts to develop a caseload policy pertaining to pupils who receive direct special education services less than 50% of the school day.

II. GENERAL STATEMENT OF POLICY

Hutchinson Public Schools will ensure that special education caseloads allow special education service providers necessary time to meet due process requirements. These requirements include:

- a. Timely implementation of Individualized Education Plans (IEPs)
- b. Timely completion of the evaluation/re-evaluation process
- c. Timely provision of notices
- d. Regular status reports to parents of student progress toward yearly IEP goals
- e. Regular communication with general education teachers related to student goals and modifications to be made in the general curriculum
- f. Sufficient time for IEP managers to coordinate the direct and indirect services set forth in students' IEPs

Under the following condition, the Hutchinson Public Schools administrators may use the tools provided in the *MDE Workload Considerations for Effective Special Education Manual* or other comparable tools to assist in determining reasonable teacher workload if a building administrator and the special services director determine that the above special education requirements (a-f) are not being met for a student(s), possibly due to a high teacher workload.

Legal References: Minn.R. 3535.2341, Minn.R. 3525.2340