

Swan River Montessori Charter School

Adopted: 2.17.11

Revised: 12.17.24

**CASELOAD POLICY FOR SPECIAL EDUCATION**

**I. PURPOSE**

The purpose of this policy is to develop a caseload policy pertaining to pupils who receive direct special education services.

**II. GENERAL STATEMENT OF POLICY**

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

1. Timely implementation of Individualized Education Plan (IEPs)
2. Timely completion of the evaluation/re-evaluation process
3. Timely provision of notices
4. Preparation of timely progress reports that informs parents of progress toward annual IEP goals
5. Regular communication with general education teachers related to student goals and modifications to be made in the general curriculum
6. Sufficient time for IEP managers to coordinate the direct and indirect services set forth in students' IEPs

B. Annually, the Director, the Special Education Coordinator and/or the Special Education Director will meet to determine a reasonable workload for Special Education teachers. They 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.