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MEMORANDUM

TO: Administrators, Classroom Teachers, and Special Educators
FROM: Karin Edwards & Laura Baker
SUBJECT: Agency of Education
DATE: 6/30/17

Co-teaching Requirements Memo 6/20/17

This memo updates information for both the application and requirements for obtaining an approved co-teaching plan. An approved plan is necessary in order to comply with Vermont state special education rules and regulations to receive special education reimbursement. Minor changes to the requirements are described in this memo. The contact for the approval process is Laura Baker at laura.baker@vermont.gov.

Section 2360.2.12(b)(1)(i) of the SBE rules states: (A) Co-teaching services is the delivery of special education services in the general education classroom provided jointly by the general education teacher and a special education teacher. 1) By selecting the co-teaching services model, the IEP team has determined that there is no compelling reason why the child's instruction cannot be provided jointly in the general education classroom. The general education teacher shall be an active participant in IEP meetings. 2) The general education and special education teachers will review and document each child's progress toward course objectives and IEP goals. 3) Should a progress review at any grading period indicate that a child is in danger of failing a course or is not making satisfactory progress towards IEP goals, the IEP team shall meet immediately to: a) Determine continued co-teaching services or change of placement, and b) Revise the IEP as appropriate. 4) In order to offer co-teaching services, the LEA must complete a plan for implementation which includes continuous professional development and submit the plan to the Vermont Agency of Education for approval.

The Individuals with Disabilities Education Act (IDEA) defines special education to include specially designed instruction that addresses the unique needs resulting from a child's disability and ensures that the child will be able to access and progress in the general curriculum in order to meet grade level educational standards that apply to all students. An IEP team may decide that co-teaching is the best way to provide specially designed instruction for an individual child. This decision would require participation and agreement by IEP team members and be reflected in the goals and services included in the IEP. The Agency recommends that instructional services to be provided through co-teaching should reflect "special educator" as provider and "co-teaching" in the group size column on the service page of the IEP.

As with any IEP service, the effectiveness of co-teaching should be measured and progress towards meeting goals addressed through co-teaching reported as required. If progress toward the IEP goals addressed through co-teaching is not satisfactory over time, as evident in ongoing assessment data, the IEP team meets to consider whether changes to the IEP are needed.

Section 2360.2.12(4) in Special Education Services, in order to offer co-teaching services, the LEA must complete a plan for implementation which includes continuous professional development and submit the plan to the Vermont Agency of Education for approval.

Electronic application for review and approval:

- An application for a school plan for co-teaching will be reviewed and approved by the assigned personnel at the VT AOE.
- An approvable plan will include the following elements:
 - Delivery of training by qualified individuals (see below)
 - Dedicated time for teachers to develop the skills and knowledge needed to successfully implement co-teaching, as well as practice and reflection time identified in the co-teaching plan timeline
 - Addresses at a minimum the content of the attached course syllabus which includes a scope and sequence of co-teaching professional learning
 - Evidence of specific co-teaching resources and materials that support deep understanding of the practice
 - Opportunities for the participants to practice and apply the theoretical concepts of co-teaching
 - Documentation that the SU leadership supports the use of the co-teaching model

**The form for requesting approval can be obtained by emailing laura.baker@vermont.gov.*

Training:

- Training is required for all educators who will be co-teaching.
 - Team training opportunities must include representation from both general and special education teachers, as well as building and/or district-level administration
 - Equivalent of 2 graduate credits or 20 hours of coursework in co-teaching

Supervision by qualified professional:

- Delivery of training by qualified personnel who has demonstrated experience implementing co-teaching in general classroom settings

Monitored by administration:

- Supervision of co-teaching staff by an Administrator ensures fidelity of your co-teaching model.
- The Vermont Agency of Education wants to remind schools to review their existing co-teaching plans for relevancy and contact us with any questions or when revisions are required.

In an effort to encourage consistency of co-teaching across the State of Vermont, we want to hear from you about how co-teaching pairs are doing. Please consider submitting a video. We'd like to support co-teaching in action and create an on-line video catalog of Vermont teachers implementing different co-teaching models!