Purpose of Contingency Plans

We all know the sayings “Things happen….” “The best laid plans…” In schools this can be used to describe the flexibility we have to demonstrate because of events that occur that affect day-to-day operations. In accordance with the North Dakota Department of Public Instruction interim guidance and the Governor’s Executive Order, we must determine how to provide all students with an appropriate and reasonable education during the COVID 19 Pandemic. A Contingency Plan is a recommended method of doing this for students with Individualized Education Plans (IEP).

Components of Contingency Plans

- Goal areas from IEP
- Frequency of services
- Data collection methods
- Service delivery methods
- Adaptations for distance learning
- Parent input
- Document parent requests

Staff will make every effort to have a weekly contact with the student and/or parent/guardian to ensure they are accessing the learning activities, they are fostering ongoing relationships and they are responding to student needs.

Documentation for Contingency Plans

A copy of all contingency plans will be provided to parents/guardians. A copy will be placed in the student file.

Procedural Safeguards and Contingency Plans

- School team members will write the contingency plan so a notice of meeting is not needed.
- A Prior Written Notice of Special Education Action will be attached to each contingency plan.
- Each Contingency Plan will be linked to the Parental Rights Booklet from the Department of Public Instruction.
- IEPs will resume once students and staff are back in brick and mortar buildings.

For Additional Information

Email your building principal, special education coordinator or the special education director, Danica Nelson.