



## **Administrators' Back to School Tips: Special Education**

- ☐ **Ensure** that all children and families feel respected and welcome in the school, even if children come from outside the school's attendance zone or if they are participating in community-based programs.
- ☐ **Ensure** that all school staff members, including specialists, feel welcome and respected.
- ☐ **Welcome and ensure** access for all children with disabilities to any school-sponsored program outside the typical instructional day (clubs, sports, tutorials, special events).
- ☐ **Set** the tone and establish a climate of respect for diverse populations.
- ☐ **Demonstrate** and encourage practices that respect children's cultural and ethnic backgrounds.
- ☐ **Ensure** that the contributions of all children, including children with disabilities, and their families are acknowledged.
- ☐ **Maintain** ongoing communication with special education administrators for professional planning, transportation and placement logistics, solution-focused collaboration and support for all students, regardless of individual needs.
- ☐ **Review** the ISBE planning calendars for important due dates and upcoming events.
- ☐ **Encourage** the capabilities and emphasize the worth of all individuals.

Source:

*"Implementing IDEA: A Guide for Principals," Council for Exceptional Children, 2001 (adapted)*

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