

To: Elementary Principals  
From: Pat Blattman  
Date: April 1, 2001  
Re: Start Up and Closure Dates for Special Programs

Special elementary campus program (e.g. computer labs, library, remedial reading and math, content mastery labs, speech, G/T, etc.) should begin and close out direct services to students according to the following guidelines. As a general rule, services should be provided on all instructional days, with some variations as explained below.

Under normal circumstances, the following program should operate according to the following schedule:

**Library**

Start Up: The library should be open and available to students and teachers beginning the first day, although full services may not be in place for a few days due to need for data entry and scheduling.

Close: The library will need to discontinue checkout approximately two weeks prior to the last day, in order to collect all books, account for lost books, etc., but should remain open and have materials available for use in the library by students and teachers until the last day.

**Remedial Reading/Math**

Start Up: Remedial reading and math teachers should be providing services to students and teachers from the first day on. However, services during the first few days may be in the form of helping to test new students, assisting teachers in forming instructional groups, identifying and obtaining materials to serve student reading needs, etc.

Close: Services should be provided until the last day of instruction. Again, the last few days service may at least in part consist of testing of students, consulting with teachers on placement of student in STEPS, report cards, and placement for the following year.

**Computer Labs**

Start Up: Computer labs should follow the regular instructional calendar.

Close: The last day of school should be used for closing out, cleaning equipment.

**G/T**

Start Up: B/T pull-out classes can begin day one, but if the campus prefers delaying pull-out for the first few days, classes should begin no later than the second week of school. If start up is delayed by a few days, services during that delay may include helping classroom teachers plan for enrichment and acceleration, working with students in the classroom, goal setting with students, etc.

Close: G/T services should continue until the last day.

**SPECIAL  
EDUCATION**

Start Up: Special education classes should begin on the first day. An exception to this may be speech classes where pull-outs may not be preferable the first two or three days and the speech teacher can assist in the classrooms as well as take time necessary to set schedules for services. Since students may not need to be sent to content mastery for the first few days of instruction, the content mastery staff can assist teachers with students in the classroom.

Close: Special education services should continue until the last day of school.

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