

Release Days for Special Ed Case Managers:

FAQs:

- **Who is eligible to take release days?**

All CVE Bargaining Unit Members who are Special Education Case Managers are provided with 4 release days to be used during the school year.

- **What defines a case manager?**

All RSP, SDC (Mild/Mod, Mod/Severe), and any other Special Education Educators who are case managers for a student with an IEP (LSH/SLP, APE)

- **What is the absence code?**

Code 11 & then Code 68. Case Managers are responsible for arranging for their own sub. When securing your sub online, use code 11. Then, because each case manager gets 4 days, and the AESOP doesn't support a limit of days per code, you must then either email the sub desk (essc.subdesk@cvesd.org) or have your secretary contact sub desk to change it to 68 so that a record of days taken per person can be tracked.

- **When can these days be taken?**

Special Education Case Managers should use their professional judgment to determine the when it would be most beneficial. There is no stipulation that they must be taken 1 per quarter. They are not a part of our open minimum days.

- **Do I have to inform my administrator?**

There is nothing in our agreement stating this is a requirement. However, it's always nice to give them a heads up, especially if you have any high profile students or you are CTI trained.

- **How many do I get this year?**

Four.

- **Can I take a ½ day or multiple days in a row?**

Yes, release days may be taken in ½ day increments. They may also be taken in multiples.

- **What happens if there is no sub or my sub gets pulled?**

If there is no sub or your sub gets pulled, then you are entitled to another release day.

- **Will I have to make up missed services?**

No. These days are in no way a denial of FAPE. Services do not have to be made up.

- **Since I have to stay on campus, where can I work?**

Case Managers should work with their administration to provide a location free from interruptions. Case managers should not have to be in their work space if there are children there at the same time.

- **What happens if my principal needs me for something (for example, an out of control child) during a release day?**

There shall be NO interruptions. This day should be treated the same as if you were not on campus. If for some reason, you are pulled for ANY reason, keep track of your time because it will have to be made up.

- **Are there limitations on what I can use my release day for?**

The only restrictions are that you must be working on activities related to an IEP; testing, progress reports, writing goals, writing the IEP, etc.

November 19, 2018 CVE

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