



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STUDENT SUPPORT SERVICES

September 11, 2020

TO: Complex Area Superintendents, Principals (All), Public Charter School Directors (All), and District Educational Specialists

FROM: Heidi Armstrong 
Assistant Superintendent

SUBJECT: **Update Inclusive Practices Implementation Training and Scale-Up**

The purpose of this memorandum is to provide updated information to the October 25, 2019 memorandum titled, [Mandatory Inclusive Practices Implementation Training](#). Due to the challenges brought on by the COVID-19 pandemic, the Hawaii State Department of Education (HIDOE) has revised the mandatory inclusive practices training and scale-up timeline. Adjustments to the inclusive practices scale-up effort have been made, and upcoming training opportunities and scale-up efforts are self-paced and voluntary. Inclusive practices modules and resources continue to be available [online](#).

Our vision for inclusive practices remains as follows:

HIDOE is committed to serving all students in inclusive environments where students are accepted members of their community, where students with disabilities have equal access to and successfully engage in the same educational environment with the same learning opportunities as their non-disabled peers.

Complex area (CA) staff who are in Inclusive Practices (IP) Professional Learning Network (PLN) positions have the option to participate in the upcoming scheduled training for inclusive practices and become certified Step by Step trainers. For any PLN member that is unable to participate in the inclusive practice training opportunities prior to the third quarter, additional training will be provided at a later date. All meetings and training sessions will be conducted virtually. Additional CA staff are welcomed and encouraged to join in the scale-up efforts and attend our inclusive practice training sessions.

Beginning in school year (SY) 2020-21, one (1) school from each CA will be given the opportunity to participate in the Step by Step for Inclusive Schools training and will receive individualized technical assistance to support their school's inclusive efforts. In January 2021, additional schools from each CA

may join as well. Our HIDEOE partner, Stetson & Associates, Inc., and the Exceptional Support Branch will provide coaching and mentoring to the CA staff. It is anticipated the CA staff will be able to accomplish the following:

- Participate in self-paced online courses related to IP.
- Provide CA schools with IP technical assistance.
- Create a phased complex action plan to provide all CA schools with the opportunity to participate in the scale-up.

See [attachment](#) for the scale-up process, information, and virtual meeting/training dates for SY 2020-21. [Links to virtual meetings/training will be provided in advance of the meeting/training date.](#) The dates are subject to change due to the unpredictable nature of the COVID-19 pandemic.

If you have any questions, please contact Ms. Krysta Bellevue, IP Educational Specialist, Special Education Section, at (808) 305-9806 or via email at krysta.bellevue@k12.hi.us.

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Attachment

c: Deputy Superintendent
Assistant Superintendents
Monitoring and Compliance Branch
State Public Charter School Commission

**Inclusive Practices Professional Learning Network (PLN)
and Scale-Up Phases**

Phase One (1) of the Scale-Up Efforts

- One (1) school from each of the 15 complex areas (CA) has the opportunity to be a part of the scale-up initiative.
- CA staff have the option to observe the Step by Step training and facilitate discussions and activities.
- The selected school will participate in a two-day Step by Step training and receive five (5) technical assistance days provided by Stetson and Associates and Exceptional Support Branch personnel.
- CA staff that participated in the observation of a Step by Step training may continue to participate in the Train the Trainers training.

Phase Two (2) of the Scale-Up Efforts

- January 2021, additional schools from each CA has the opportunity to participate in the scale-up efforts.
- CA staff that did not participate in the previous training will be given the opportunity to do so starting Quarter 3.
- CA staff that participated in the Train the Trainers training will conduct the Step by Step training alongside Stetson and Associates for additional interested schools.
- These schools will participate in a two-day Step by Step training and receive individualized technical assistance days in collaboration with CA staff and the Exceptional Support Branch.

Phase Three (3) of the Scale-Up Efforts

- March/April 2021, additional schools from each CA will have the opportunity to participate in the scale-up efforts.
- Certified CA staff will continue to be mentored and will begin to conduct the Step by Step training as well as provide technical assistance for the additional schools.
- This process will repeat until all HDOE schools have been provided the opportunity to participate in the scale-up.

**Inclusive Practices Professional Learning Network (PLN)
Scale-Up Training Dates**

Date	Topic	Platform
9/22/2020 8:00 a.m. – 12:00 p.m.	Phase 1 Step by Step: Day 1 <ul style="list-style-type: none"> Two-day Inclusive Schools overview. 	Zoom
9/22/2020 1:00 p.m. – 2:00 p.m.	Questions & Answers (Q&A) Session <ul style="list-style-type: none"> 1-hour follow-up Q&A sessions with groups of school teams and PLN members. 	Zoom
9/23/2020 8:00 a.m. – 12:00 p.m.	Step by Step Day 2 <ul style="list-style-type: none"> Two-day Inclusive Schools overview. 	Zoom
9/23/2020 1:00 p.m. – 2:00 p.m.	Q&A Session <ul style="list-style-type: none"> 1-hour follow-up question and answer sessions with groups of school teams and PLN members. 	Zoom Meeting
9/23-12/7/2020	Online Courses <ul style="list-style-type: none"> Inclusion Basics Instructional Accommodations and Curricular Modifications Multi-Level Instruction New Models of Support Collaborative Teaching Side by Side: Teachers and Paraeducators 	Online Courses
9/29-9/30/2020	Remote Learning for Students with Disabilities Training <ul style="list-style-type: none"> Review a range of scaffolds to support student access to learning; Consider ways to differentiate instruction through attention to grouping, student's choice, and student's voice; Experience tools that will support engagement for students whose skills may be below that of their peers; and, Leave with tools for tracking progress of specific goals for students. 	Zoom RSVP Here
10/12 - 10/30/2020 School sign up schedule will be provided during the Step by Step Training	Technical Assistance 1: Action Planning w/ Phase 1 Step by Step Schools <ul style="list-style-type: none"> PLN personnel involvement to a) learn the process of action planning, b) determine the school needs and Technical Assistance to support the needs. 	Webex
11/2/2020, 11/4-6/2020 8:00 a.m. – 12:00 p.m.	Step by Step Train the Trainers	Zoom
Starting 12/7/2020 Exact date to be determined during the first technical assistance.	Technical Assistance 2 for Phase 1 Step by Step Schools <ul style="list-style-type: none"> Customized for each school. Conducted with PLN members, Exceptional Support Branch (ESB) team, and Stetson Associates. 	Webex

Date	Topic	Platform
Complete prior to 12/7/2020	Using Data / Action Plan <ul style="list-style-type: none"> Online module showing how to use LRE Data, Arch Database, etc. to assist in creating an Action Plan for individual schools. 	Online Module
12/7 – 12/11/2020	Sustaining Change <ul style="list-style-type: none"> PLN complex team members work with ESB to develop PLN roll out of Inclusive Practices to complex area schools. 	Zoom
Starting January 2021	Phase 2 Step By Step Training up Complexes <ul style="list-style-type: none"> Complexes choose 2-3 schools based on Sustaining Change Plans to participate in this round of Step By Step training. Conducted with PLN members and Stetson. 	Zoom
Prior to 1/25/2021	Staffing and Scheduling Training <ul style="list-style-type: none"> Overview on how to support schools in making student-centered staffing and scheduling decisions using data collected on the Form 2s. 	Zoom
Starting 1/25/2021 Exact date to be determined during the first technical assistance.	Technical Assistance 3 for Phase 1 Step by Step Schools <ul style="list-style-type: none"> Customized for each school. Conducted with PLN members, ESB team, and Stetson Associates. 	Webex
Starting February 2021	Technical Assistance 1: Action Planning w/ Phase 2 Step by Step Schools <ul style="list-style-type: none"> PLN personnel involvement to a) learn the process of action planning, b) determine the school needs and Technical Assistance to support the needs. 	Webex
Starting 3/1/2021 Exact date to be determined during the first technical assistance.	Technical Assistance 4 for Phase 1 Step by Step Schools <ul style="list-style-type: none"> Customized for each school. Conducted with PLN members, ESB team, and Stetson Associates. 	Webex
Starting April 2021	Phase 3 Step By Step Training up Complexes <ul style="list-style-type: none"> Complexes choose 2-3 schools based on Sustaining Change Plans to participate in this round of Step By Step training. Conducted with PLN members and Stetson. 	In-Person (TBD)
Starting April 2021	Technical Assistance 2 for Phase 2 Step by Step Schools <ul style="list-style-type: none"> Customized for each school. Conducted with PLN members, Exceptional Support Branch (ESB) team, and Stetson Associates. 	Webex
Starting 4/26/2021 Exact date to be determined during the first technical assistance.	Technical Assistance 5 for Phase 1 Step by Step Schools <ul style="list-style-type: none"> Customized for each school. Conducted with PLN members, ESB team, and Stetson Associates. 	Webex