

Language & Communication Profile & Planning Procedures

*Make sure you have created a new copy of the LCP each time you update it.

Procedure	Directions	Suggested Timeframe
<p>Step One: Supervisor or each team's leader organize every class's digital folder & files</p>	<ol style="list-style-type: none"> 1. Ensure the paperwork for assessments and documentations are ready and available for the team <ol style="list-style-type: none"> a. One Drive/Google Drive folders b. Language and Communication Profile (LCP) 	<p>Completed within the first week of school.</p>
<p>Step Two: Develop Language and Communication Profile (LCP) Summary two times per school year.</p> <p><i>Note: These are informal assessments and screenings that can be done multiple times throughout the year.</i></p> <p><i>If disagreement among team members, collect 3 days of data with Communication Continuum and remeet.</i></p>	<p>First,</p> <ol style="list-style-type: none"> 1. Complete the Communication Continuum for each student to determine which modality the student uses in a variety of settings. 2. If the student is DeafBlind, TVI to use Learning Media Profile for modifications and accessibility related to the student's vision. <p>Based on the student's receptive and expressive modalities, select the most appropriate of the following screenings to complete (note: you may select screenings from different modality categories). Click here for an assessment guide.</p> <p>Signed language user:</p> <ul style="list-style-type: none"> - For functional language and communication skills for emerging language users, use the Kendall P-Levels - For receptive ASL skills, use the ASL-RST if the student has higher-level language - For social language information, use the Pragmatics Checklist <p>AAC (e.g., PECs, iPad) user:</p> <ul style="list-style-type: none"> - For PECS levels, use the Critical Communication Skills Checklist <ol style="list-style-type: none"> a. If you completed the CCSC, use the Pragmatics Checklist - For PECS levels, use the Student Skills Checklist - For functional communication and emerging language skills, use Communication Matrix 	<p>This should be completed within a week. We suggest spending about an hour per student during assessment week in September and again in June.</p>

	<ul style="list-style-type: none"> - For determining which types of symbols best meet the student's needs, use the Iconicity Scale <p>Spoken language user:</p> <ul style="list-style-type: none"> - For listening and spoken language skills, use the CASLLS <p>Finally, the supervisor or team lead will share the student's file with you:</p> <ol style="list-style-type: none"> 3. Work together to complete the LCP for that student. 	
<p>Step Three: Develop the student's language allocation plan</p>	<ol style="list-style-type: none"> 1. Use the student's LCP to develop a language allocation plan for the classroom (immersion, acquisition, learning, integration). <ol style="list-style-type: none"> a. You may utilize anecdotal notes, assessment data, the LCP summary, and/or the student's daily schedule to inform your allocation plan 2. Use the student's LCP to guide additional supports needed for student and family 3. Use students' LCPs to help differentiate instruction in the classroom (use this schedule to help) 4. Use the LCP to guide student groupings 5. Use the LCP to plan access to curricula & social-emotional development 	<p>This should be completed after you receive your finalized schedule. We recommend utilizing about an hour and half during class time to complete the allocation plan.</p>
<p>Step Four: Identify and apply appropriate language facilitation and teaching strategies</p>	<ol style="list-style-type: none"> 1. Participate in professional development activities related to multimodal/ translanguaging teaching methodologies 2. Participate in multidisciplinary/ transdisciplinary team meetings 3. Post language allocation plan in each classroom 	<ul style="list-style-type: none"> - Sporadic professional development all year long - Monthly team meetings with the Language and Communication Supervisor - Professional Learning Community (PLC) meetings throughout the year