

PROFESSIONAL ACTIVITIES & RESPONSIBILITIES

RECORD KEEPING (Grades, IEPs, End-Of-Year Reporting)

Accurate records are to be kept on student attendance, lunch count and grade reports.

A Cumulative Record of Student Attendance MUST be sent to Sandy, Co-Op's Student Data Coordinator, by the last school day of each month. This report will reflect the monthly attendance that is due by noon on Monday following the week in which it occurred. The teacher should provide the paraprofessional with accurate information. The Co-Op Office is required to report all attendance to a child's home district by the first of each month.

Each teacher is responsible for scheduling, drafting, and updating IEPs, assigning grades and recording those grades at the end of each quarter in each pupil's Cumulative Student Record (yellow folder). In addition, after the grades are recorded at the end of each quarter, the teacher will need to make TWO copies (front & back) of each student's report card. One copy should be sent to student's home district via that student's bus driver and one copy (front & back) sent to Sandy at the office. **NOTE: A copy of the "Goals and Objective" page of the IEP should also be copied for district and Co-Op at the end of semester only and sent in with the report cards.**

The teacher is responsible for:

1. Recording grades
2. Sending copy to Co-Op Office
3. Sending copy to the home district

Annual revision of IEPs for children enrolled in a Co-Op instruction program will take place throughout the academic year. The IEP should include a detailed present level of performance, long-term goals, and short-term objectives to meet the instructional long-term goals. Each teacher should send original copy of the IEP to the Co-Op office (**with name of classroom coordinator paper clipped to front - do not turn in to secretary without letting her know to whom it should be given**) and one copy to the home district at the conclusion of each conference. Any teacher, parent, or coordinator may request an IEP conference at anytime throughout the year.

Each teacher should maintain accurate records of any other pertinent information such as a child's progress, critical incident reports, academic achievement, change of address/phone number and all parental contacts. Also, each teacher will devise a schedule for his/her class as soon as possible after the beginning of the school year. This should be posted in the classroom; copies of the schedule will be given to the classroom coordinator. This schedule shows where each child should be and what he should be doing. It is not the teacher program.

Each classroom teacher is responsible for obtaining current measures of the child's level of functioning. Each classroom coordinator will advise each teacher as to the most appropriate measure to be used.

Cumulative Student Record: Each teacher is to complete a Cumulative Student Record (CSR - yellow folder) for each student enrolled in his/her classroom. The Co-Op Governing Board considers the CSR to be the official record form for any student while they attend a Co-Op instructional program. The CSR includes student identifying information, evaluation information, and grade reports. The CSR is to be updated on an as needed basis (i.e., when new evaluation data is obtained, when new grades are entered at the end of each quarter). The CSR is the yellow folder.

End of the Year Check Out: For year end checkout follow the list of written instructions you will receive via, mail, Pony-Express through inner office school mail, or hand delivered by Co-Op personnel. Please disregard any instructions that are given to you by others.

When a student leaves your program for any reason (i.e., goes back to home district, transfers to Day Treatment, moves out of state, etc.) The following items should be sent to the Co-Op office **IMMEDIATELY** (do not hang on to these folders, they must be returned to district with the folder the Co-Op keeps on each student):

1. Student folder, including CSR (yellow folder).
2. Completed Student Summary

3. Health Records
4. Copy of yearly attendance sheet (copy only - original remains in notebook)

End of Year Grade Cards: The Co-Op classes will utilize it's own report cards, unless other procedures have been established and approved by the Director. Copies of student progress on goals and objectives should be included with the report cards on end of each semester only. Copies of the grade cards and Goals & Objective pages for the fourth quarter will be turned in out check out time with classroom coordinators. **BE SURE TO SEND A COPY OF ENDING REPORT CARD TO THE HOME DISTRICT. THIS WILL NOT BE DONE FROM THE CO-OP OFFICE.**

Student Progress Reports: Progress reports should also be written by Co-Op teachers for students who are transferring to a new program for the upcoming school year or for students who are being moved to a less restrictive environment. These reports should contain a reflection of the student's past psycho educational assessments plus current formal and informal evaluation updates in the areas in which he/she had been receiving instruction. It should reflect the names of commercial material in which the student is working.

DAILY SCHEDULE

All teachers must submit a completed daily schedule (form found in "Forms" section of this handbook) within the first two (2) weeks of the academic term. Your completed original schedule should then be forwarded to the Co-Op Director. This will enable other Co-Op personnel to schedule meetings with teachers in the field at a time convenient to that teacher, as well as to address other possible classroom needs.

DISTRICT RESPONSIBILITIES

The teacher has responsibilities both toward the school in which the class is housed and toward the Co-Op. Since the Co-Op class is an integral part of the school in which it is located, the teacher must assume and perform those duties assigned to all teachers within the building. This may include such activities as playground and lunch room supervision but definitely does include attendance at faculty meetings. At the school, the building principal is the logical point of contact concerning activities taking place in his building. Co-Op teachers have the same accountability to the principal as teachers employed by the local district.

In addition, however, teacher employed by the Co-Op have responsibilities related to the Co-Op. The Co-Op teachers are directly responsible to the classroom coordinator for the operation of their class. The class coordinator will seek to alleviate many of the problems and concerns of the local principal regarding classes operated by the Co-Op, while at the same time, attempting to integrate the Co-Op classes into the total educational program of the school. The class coordinator and Director are responsible for recommending appropriate materials, equipment, instructional procedures, personnel development activities, changes in pupil assignments, etc.

The Special Services Cooperative will hold periodic in-service meetings for teacher, and all teachers will be expected to be in attendance. A complete array of Professional Development Activities is available in each district. Upon completion of one of those activities complete a Report of Conference Form and submit it to the Co-Op office for your personnel folder.

COMMUNICATION

The Co-Op staff may confer with the administrator and staff of member district concerning instructional programs for individual children with whom they are mutually involved. Personnel related matters, however, should be channeled through the Co-Op office.

Requests for information or action should be discussed with the Co-Op classroom coordinator. If a consensus has not been met, the Director should be included and a conference scheduled involving concerned individuals. Co-Op related matters are not the district administrators responsibility.

CONFIDENTIALITY

Procedural Safeguards for Children and Parents are explained by Co-Op or Local Education Agency (LEA) personnel on these occasions:

1. At the time of initial referral for evaluation.
2. With the Notification of the IEP Conference.
3. When seeking Permission for Reevaluation.
4. On registration of Due Process with the State.

Some districts want a copy of the Procedural Safeguards to be presented at every conference. This is a desirable, but not a mandatory practice.

Confidentiality of information is part of the safeguards afforded. Information will be maintained and released in accordance with Family Educational Rights and Privacy Act (FERPA) of 1974. Only persons responsible for the student's educational program will have access to the student files. Maintenance of student files will be part of the total in-service for staff on an annual basis. A complete student file is housed at the Co-Op office and in each student's home district. All rights accorded to parents are extended to the child when he/she reaches the age of 18 except in cases of a severely or profoundly disabled child who is legally determined to be incompetent to make personal decisions.

CLASSROOM VISITORS

Parents are encouraged to visit their child's classroom all visitors should adhere to local building regulations regarding visitors. The Co-Op staff will bring visitors to the classroom occasionally. Normal classroom activities should be continued during these visits. Coordinators will do both visiting and observing in the classroom. Observations are longer blocks of time and are accompanied by verbal and written feed-back for the teacher.

PROFESSIONAL ACTIVITIES

Professional organization involvement is encouraged by the Co-Op. There are a number of local and area groups of interest to special education teachers as well as those groups which are relevant to all educators. Teachers should participate in activities at the school district in which their classes are held and provide evidence of their attendance for their personnel file at the Co-Op office. Though the teachers are officially employed by the Co-Op, they are also a part of their local schools.

Requests to attend conventions, workshops, etc., will be considered on an individual basis. Attendance should be justified as pertinent to a teacher's work. A program of the request event should accompany each request.

Such a request should be made IN WRITING at least four weeks prior to the date of the meeting. Request should be sent to the Director via the form entitled "Jefferson County Comprehensive System of Personnel Development" (CSPD).

FIELD TRIPS

The policies on field trips conform closely to those of the school district and/or building in which the Co-Op class is housed. Teachers should check with their building principal's office to learn the district procedure for field trips. The teacher should complete the Co-Op "Field Trip Form" and send it to the Director. The teacher should contact the building principal before submitting a request to the Co-Op. This will insure that field trips are according to district policy. Based upon problems related to bookkeeping, the Co-Op office would like teachers to submit their requests for their annual field trip by October. Due to funding issues, it will be necessary to limit each Co-Op class to only one trip per school year. It is strongly recommended that the field trip be taken by the end of April, rather than waiting until the last few days of school in May.

Transportation arrangements are made by the teacher and are the only allowable costs that should be billed to the Co-Op. The anticipated cost of the field trip should be listed on the "Field Trip Request Form".

CHILD ABUSE (*Child Abuse Hotline: 1-800-422-4453*)

If a teacher has reasonable cause to believe a child under 18 has suffered injury or disability from physical or emotional abuse or neglect other than by accidental means, he/she should report the case immediately to the Co-Op Office, and then to the Missouri Division of Family Services. Any person making a report in good faith is immune from both civil and criminal liability.

Any person who fails to report abuse, neglect, or suspicion of abuse or neglect of a child is guilty of a misdemeanor and shall, upon conviction, be punished by a fine not exceeding \$1,000 or imprisonment in the county jail not to exceed one year, or both (House Bill #57). A complete and concise reference from the Department of Elementary and Secondary Education (DESE) is included in the appendix.