

Responsibilities of the Teacher

Yearly Responsibilities

I. Beginning of the Year

A. Senate Bill 1196

- 1. CPI Non-Violent Crisis Intervention.**
- 2. Unit Staff must maintain yearly certification**
- 3. Follow district approved CPI techniques**

B. Review student's IEP

C. Ensure that the student has appropriate goals and objectives for all instructional and related services and services commence on the first day of school. If necessary, an ARD or ARD Amendment should be held for revisions.

D. Print copies of the schedule of services for all assigned students.

1. Compare eSchools schedule with IEP Schedule of Services and address discrepancies that require an ARD or ARD amendment.

E. The accommodation/modification page, BIP, and the IEP are available through the Teacher Access System (TAC). Ensure all general education teachers and all pertinent personnel know how to access this information prior to the first day of school. (Explain and discuss plan with pertinent personnel) If required by campus administration, hard copies of the accommodation/modification page, BIP and the IEP may be provided to pertinent staff.

1. Secure teacher signature of the IEP and accommodations (via TAC and/or Hard Copy) using Acknowledgment Receipt Form (included in this Handbook).

F. It is strongly recommended that the ARD teacher make initial contact with parent(s) during the first two weeks of the school year in order to establish a positive relationship with the parent(s).

G. Within the first week, review and confirm the student's IEP, schedule of services, and deliberations to ensure that all services are in place.

1. Includes related services, accommodations, adaptive P.E., assistive technology support, training for staff, or any other support or service addressed in the ARD.
2. Notify the service provider, campus special education administrator, and the cluster supervisor if services have not been provided.

II. During the Year

- A.** Monitor each student's progress on a consistent basis.
1. Areas to be checked:
 - a. Grades
 - b. Behavior
 - c. Attendance
 2. Monitor student progress once each three-week period.
 3. If a student is failing, then monitor one time a week and collaborate with the student's teachers and parents.
 4. Assure that Progress Reports for instructional and related services are collected and emailed or sent home every six (6) weeks.
 5. Progress must be documented for every goal and objective each grading period.
 6. Notify Administration, Supervisor, and Lead Teacher/Department Head if IEP report cards cannot be emailed or sent home due to another teacher or related service personnel's failure to complete their portion of the progress report.
- B.** The ARD teacher is responsible for checking the ARD schedule.
1. All annual ARDs must be held before the annual due date to comply with state and federal guidelines.
 2. The ARD teacher is responsible for inviting related/instructional services personnel at least two weeks before the ARD. Related/Instructional services personnel need enough time to plan for the ARD and prepare the IEP related to their area.
 3. The ARD teacher is responsible for ensuring that all individuals involved in the preparation of the IEP have completed their area of the IEP.
 4. The ARD teacher is responsible for finalizing all ARD meetings.
 5. The ARD documents should be finalized immediately following the ARD and emailed or copies given to the parents.
- C.** For any student whose behavior interferes with their learning or the learning of others, consider the need for a Behavior Intervention Plan (BIP) or a revision of an existing student BIP.

Steps for establishing a BIP:

1. Obtain parent consent for functional behavior assessment (FBA)
2. Collect pertinent information for the functional behavioral assessment.
3. Present a draft of the FBA/BIP to the ARD Committee for revision/approval.
4. Update FBA/BIP as new behaviors arise.

III. End of the Year

1. Complete the Teacher Clearance Forms with campus administrator.
2. Complete all end of year clearance procedures as per assigned campus.
3. Make sure that all ARDs and Amendments held during the year are finalized and filed in the eligibility folder.
4. Complete all progress reports for the year.
5. When applicable complete and submit all assurance logs to your cluster supervisor.