

## **Mid-Valley Special Education Cooperative**

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*Thank You  
For  
Hosting  
a  
Mid-Valley  
Program*

*Principals' Guide  
2016/2017*

**Mid-Valley Satellite Classroom Guidelines** *Adapted by  
the Mid-Valley Special Education Cooperative Executive  
Board December, 2006  
Revised June, 2016*

**Belief Statement**

Mid-Valley classrooms, the teachers, support staff and students are considered to be an integral part of the learning community of the host school. The building administration considers staff and students their responsibility.

**Community**

- Students are invited to participate in whole school and/or grade level activities, including assemblies, school pictures, yearbooks, after-school programs, etc.
- Parents of Mid-Valley students should receive school newsletters and communications consistent with those sent to all parents of enrolled students, including PTA/PTO information and should be encouraged to attend all functions. If possible, parents should be entered into the emergency alert system.
- Mid-Valley classrooms should share in PTA/PTO funds distributed to all teachers in the school.
- Mid-Valley pays rent to the host district at a rate per square foot as approved by the Executive Board. These funds contribute to the per student allocation at each program site. So basic supplies, printing, laminating, art supplies would be covered by these allocations, in addition to parent mailings.

**Mid-Valley Responsibilities**

- Instructional support, supervision and staff evaluation will be provided by a Mid-Valley administrator who will communicate frequently with the school administration. IEP meetings, paperwork and staffing's are facilitated by a Mid-Valley coordinator.
- Specialized health services for conditions related to the students' disabilities are provided by Mid-Valley (i.e. gastro-tube feeding, suctioning etc.). Building school nurses will be provided with student medical emergency plans for their information. **In emergency situations, it is expected that the school nurse assist with Mid-Valley students.**
- Mid-Valley teachers participate in staff meetings and activities, when appropriate.
- Classroom teacher supplies and instructional materials are provided by Mid-Valley. Specialized instructional materials, supplies, software, technology, furniture and equipment will be furnished by the Cooperative. Mid-Valley will consult with the technology director of the host district prior to the purchase of specialized computers and software to insure system compatibility and District approval.

## **Facilities**

- Classrooms should be furnished in a manner consistent with other classrooms in the school, which may include, but is not limited to desks and chairs for teachers and students, tables, book cases, file cabinets, storage cabinets, window coverings, flags, etc.
- Technology in the classroom should be consistent with other classrooms in the building to include phones, computers for teacher and student use, projectors and any equipment found in typical classrooms in that building. At a minimum, there should be one teacher-use and two student-use computers. Staff will require access to printers for color copies. The costs for copies are included in the rental agreement. **Questions regarding technology for the classrooms should be directed to the program coordinator.**
- Mid-Valley teachers should be assigned log-in names and passwords to school and district networks, e-mail addresses/accounts, and telephone voice mail as provided to other teachers in the building.
- The host school should provide classroom or equivalent space, utilities, garbage, snow removal, lawn cutting, janitorial service and general maintenance.

- Mid-Valley parents complete registration packets for their home districts and the Mid-Valley programs. If you do not receive emergency or medical information, please check with the teacher.
- Mid-Valley parents also complete the application for free & reduced lunches in their home districts. You will be informed of those students at the beginning of the school year. Should a family's situation change, you may provide them with the application. Once completed, please forward it to the Mid-Valley office.



- General education teachers should participate in IEP meetings for Mid-Valley students attending their classes, or being considered for participation in their general education classes. If there are substitute costs, they are

to be taken from the rent amount/student allocation that Mid-Valley pays the district.

- Mid-Valley students attending general education classes in the school building should be provided with text books, materials and supplies consistent with those provided to other students attending those classes. Teacher materials, if not readily available, are the responsibility of Mid-Valley.
- Mid-Valley staff are to follow your school's calendar regarding Parent/Teacher Conferences, Open Houses and other parent functions.
- Mid-Valley students should practice all emergency drills and bus evacuation drills as scheduled in the building.
- Mid-Valley staff and parents should be provided with host districts policies and procedures in order to assure compliance (allergies, emergencies).
- Mid-Valley staff and students should have access to personnel (nurse, secretary, librarian, etc) and spaces (gym, lunchroom, library computer labs, etc.) available to all students in the building.
- The Mid-Valley staff should have access to general supplies, copy and fax machines, phones, mailboxes, and laminators, etc. as all other staff.
- Health services provided to the general population such as daily medication, first aid, screenings and emergency care should be provided to Mid-Valley students by the school nurse or health assistant.

- Some Mid-Valley students have a Mid-Valley nurse assigned to them. In the event a substitute nurse cannot be obtained by Mid-Valley, the school nurse should support and implement the medical plans for the Mid-Valley student.
- Attendance is collected by Mid-Valley through the classroom teacher. If your electronic system requires attendance to be recorded daily, it would be for your use only.

