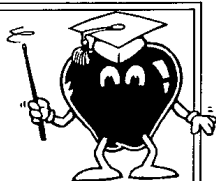


CONTENTS

	Page
Overview of the Special Needs Process	5
Special Needs Process (4-part chart)	6-9
Ten-Month Calendar Organizer	11-20
Organization of O.S.R.s	21-23
September Overview of Students	24-26
Modification Sheets	27-37
Integration Forms	38-45
Review of Placement Data Sheet	46
Resource Teacher Tips	47-48
New Arrivals for September	49
Volunteers are Teacher Savers	50-51
Master Copy of School Volunteers	52
Staff Request for Volunteers	53
Where to Find Volunteers	54
Volunteer Form	55
Make the Most of Your Volunteer's Time	56
How Your Volunteer Can Assist You... ..	57
Classroom Volunteer Organizers	58-60
Blank Memo Cards	61-62
Two Sculptors (poem)	63

SEPTEMBER



FOCUS: ORGANIZATION

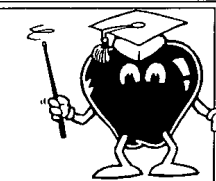
- Inservice staff on in-school Special Education procedures.
- Compile a list of all Identified Students and their Exceptionality.
- Ensure a Student Education Plan is written for Identified Students in Regular and Special Education classes.
- Compile a list of students requiring a modified (Special Education) French programme.
- Follow-up on students exempted in French and have new form signed.
- Compile list of staff interpreters and language.
- Check to see if O.S.R.s for students in Special Education classes have arrived.
- O.S.R. organization forms distributed to teachers of Special Education classes.
- "September Overview" form distributed to all staff with information on filling it out.
- Schedule every class "September Overview" meeting with teachers (approximately 40 minutes). Kindergarten to be done in October.
- Meet with Board Special Education Resource Personnel to inform them of school procedures (ie. Speech and Language, Student Services, Psychological Services, E.S.L.).
- Assign co-op students to classrooms.
- Send home forms requesting Parent Volunteers.
- "Thank You for Volunteering" to parents with date and time of orientation meeting.
- Hold Parent Volunteer orientation meeting (explain guidelines).
- Assign Parent Volunteers to staff.
- Make Volunteers' buttons or name tags—kept in a central area
- Complete Resource Teacher annual Management Plan (in consultation with Administration).

- Schedule weekly meeting with school administrative team.
- Schedule weekly, monthly meeting with area Special Education team.
- Attend division meetings (primary, junior, intermediate, senior).
- Schedule monthly meeting with all in-school Special Education personnel:
for e.g. September focus – writing S.E.P.s.

Prepare monthly message for school newsletter,
e.g. for September focus: Parent Volunteers.

"Tact is the unsaid part of what you think."

DECEMBER



FOCUS: REPORT CARDS/INTERVIEWS

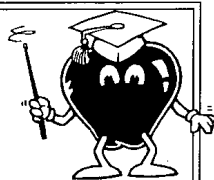
- Arrange to attend parent-teacher interviews.
- Distribute Gifted Nomination forms to Grade 2 teachers (where applicable to your Board)
- Ensure modification sheets are updated for the first term.
- Ensure Student Education Plans are updated for the first term.

- Meet with:
 - school administrative team
 - area Special Education team
 - in-school Special Education Personnel
 - divisions

Prepare monthly message for school newsletter.
focus: e.g. holiday activities.

*I hear, and I forget.
I see, and I remember.
I do, and I understand.*

JUNE



FOCUS: ORGANIZATION AND SUMMER PROGRAMMING

- Check that O.S.R.s are organized and ready to be sent to the High Schools—include writing folders.
- Deliver O.S.R.s to High Schools.
- Provide summer programming suggestions for parents at Parent-Teacher Committee Meeting (work placement program, tutoring).
- Ensure modification sheets are updated for term three.
- Ensure all Student Education Plans are updated for term three to include "exit instructional level".
- Call schools of September in-coming students re: academics, behaviour, recommendations.
- Call schools of exiting students re: academics, behaviour, recommendations.
- Work with administration to finalize class lists.
- Review Resource Teacher Management Plan.

- Meet with:
 - school administrative team
 - area Special Education team
 - in-school Special Education Personnel
 - divisions

Prepare monthly message for school newsletter.
focus: e.g. summer programs available.

The best time capsules are our children.

MODIFICATION SHEET

Name:	What	
	Why	
	Who	
	How	
	Method of Evaluation	
	Outcome/Results	

Integration Meeting

Student _____ Gr. _____ Homeroom Teacher: _____ Age: _____

Subjects(s) _____ Integrating Teacher (s) _____

Strengths | **Areas of Need**

Modifications Needed: _____

Responsibilities:

Student	Homeroom Teacher	Integrating Teacher	Parent

Parents to be contacted by: _____ Date: _____

Starting Date: _____ Review Date: _____

Type of Integration: _____

Weekly Assignment Sheet for Integrated Students

(To be completed by receiving teacher)

Week of _____

Subject _____

Teacher _____

Student _____

Please fill out this sheet and return to _____

by _____

Assignments this week:	How is this student doing?
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	

Tests coming up and dates: _____

Questions/concerns/comments (if any): _____

Integration

Name _____

Date _____

MATH _____

Comments _____

Review _____

Work to be completed _____

ENVIRONMENTAL STUDIES _____

Comments _____

Review _____

Work to be completed _____

Signatures: Subject teacher _____

Homeroom teacher _____

Parent _____

VOLUNTEER FORM

School _____

Parent's Name: _____ Phone _____

Child's Name: _____ Teacher _____

- Do you have a special hobby, interest or talent that could be used if called upon? Please describe it briefly (coaching, computers, career day speaker). Don't be modest!
- Please indicate in which school program(s) you would be willing to assist.
 - Assisting a classroom teacher
occasionally weekly
Primary (K-3) Junior (4-6) Intermediate (7-8)
 - Work with one child, or a small group, i.e. math facts
 - Make posters, displays, games (etc.)
 - Listening to children read
 - Assisting with clerical work
 - Assisting in the Library Resource Centre
 - Typing for a teacher if called: at your home at school
 - Assisting in excursions (special day trips)
 - Laminating and photocopying materials in our Resource Centre
 - Cooking, baking, and/or crafts with children
 - Transporting children to and from sports events
 - Assisting in the French Dept. (fluency in French is not necessary)
 - Block Parent phoning (this would take approximately 20 minutes at 9:00 a.m. and/or 1:00 p.m.)
 - Assisting with coaching sport? _____

I can help in a.m. p.m. no preference.

The day(s) most suitable for me are: (please circle choices)

Monday Tuesday Wednesday Thursday Friday

_____ appreciates you volunteering your time to assist our students.
"Together in Education"