MOU for Hosting Regional Programs

This document was developed in collaboration with the superintendents in the county, the SELPA director and other stakeholders, including regional program education specialists, program specialists, and the behavior support specialist. This document is meant to be reviewed annually with the superintendent, the site principal, the SELPA director, the program specialist and the education specialist assigned to the district.

In order to establish and maintain a collaborative partnership between the hosting district and the regional program each party agrees to the following items:

The ________________ School District hosting the program agrees to:
- Include the regional program students in all assemblies, field trips, fire drills, emergency drills and other campus activities.
- Invite the regional program students to the grade equivalent class activities.
- Include the families of regional students in all communications and emergency notifications.
- Include the regional program staff in all campus wide communications, staff meetings and professional development.
- Provide access to the grade level equivalent recess equipment (which may be on another campus in the district)
- Administration attend IEP meetings when possible.
- General education teacher attends IEP meetings for students integrated into their class.
- A general education teacher grade level representative attend IEP meetings to answer questions parents may have for students who are not ready to be integrated into the program.
- The principal will stop by the regional class as often as any other class on campus.
- The principal will establish rapport with the students in the regional program.
- The principal will assign campus duties as is appropriate and needed, this may include yard duty, parking lot duty, bus duty, or other supervision roles.
- If any parent has a concern about the regional program they will be directed to the program specialist.

The Glenn County Office of Education agrees to:
- Provide all direct services required by the IEP.
- Provide transportation as needed to students in the regional program.
- Provide supervision to students at all times.
- Provide behavior support as needed to students including the general education environment.
- Provide staff to fulfill the supervision duties assigned by the principal.
- Education specialist teacher will attend all staff meetings, professional development or other required activities on campus.
- Paraprofessionals will attend any campus activities district paraprofessionals are required to attend.
- Schedule and coordinate all IEP meetings.
• Prepare all IEP documentation.
• The program specialist will check in weekly with the site administration.

In order to coordinate discipline procedures in the event of behavior problems or education code violations each party agrees to the following:

The ________________________________ School District hosting the program agrees to:
• Collaborate with the program specialist on education code violations
• Provide administrative support immediately if there is an emergency and administrative action needs to be taken including calling law enforcement if needed if the program specialist is not in close proximity to the program.
• Make staff available for training on the behavior plans for students.
• Staff will only intervene in behavior incidents if they have been trained in the proper procedures.
• Staff and administration will use CPI de-escalation strategies if they have been trained.
• Staff and administration will not use ANY form of restraint or “hands-on” techniques unless the student is in imminent danger and no regional program staff are near.

The Glenn County Office of Education agrees to:
• The program specialist is the official administrator responsible to the regional class.
• The education specialist and paraprofessional staff will attempt to manage all behavior problems.
• The behavior specialist will be assigned to students with significant needs.
• The education specialist or behavior support specialist will contact the program specialist when there is a behavior issue including serious behavior incidents.
• The staff in the regional program will train all district staff who will have contact with the student on the behavior plan and the appropriate manner to respond to behaviors from the student.
• Provide copies of all behavior plans to the site administrator.
• The program specialist will work with site administration to determine the course of action if there is an education code violation that may require suspension.
• The program specialist will complete the report and notify parents if suspension is required.
• The program specialist will notify the district of special education accountability of any suspension within 2 days of the suspension.

In order to collaborate and support staff employed by GCOE on ______________________________ school district’s campus both parties agree to the following:

The ________________________________ school district agrees to:
• Notify the program specialist if there are any concerns about staff in the regional program.
• Provide written input to the teacher evaluation in the area of California Standards for the Teaching Professional Standard 6.
The Glenn County Office of Education agrees to:

- Employ, train and evaluate the education specialist teacher.
- Employ, train and evaluate the assigned paraprofessionals.
- The program specialist will be responsible for any corrective actions or discipline procedures required to remedy the situation.

All parties signing below have read and agree to the terms outlined in the MOU.

_________________________  Site Principal  Date: _______
_________________________  Superintendent  Date: _______
_________________________  District Special Education Administrator  Date: _______
_________________________  Program Specialist  Date: _______
_________________________  SELPA Director  Date: _______