

Can you believe it? The first semester is over. Portfolios are almost done. We are in the homestretch for TCAP testing. The old adage that "time flies" is certainly true of this school year. As I garnered my notes of helpful hints for the newsletter, I have realized that they are a hodgepodge – not on one topic as I had hoped to do each newsletter. BUT, these seem to be the items that I heard discussed the most over the past several months. I sincerely hope that you will find something helpful or encouraging within these pages. Remember to send me success stories from your school or topics you would like discussed in "your" newsletter. Kaye Thomas

IEP TIPS

Recommendations, assessments, and suggestions from sources such as parents, physicians, psychologists, independent educational agencies, and social services must be considered. Documentation of that consideration and the results of that consideration are very important. This should not only be noted in the conference summary, but also on the prior written notice.

Conference Summary notes are very important in documenting the IEP meeting. The new conference summary form is now on the website. Remember that just checking the boxes does not give all the information needed. Note also who reviewed the rights, any concerns brought up by parents, and how these concerns were addressed. We hold so many meetings that, without the use of the conference summary, one meeting is the same as the next.

When the documentation of the IEP meeting is faxed to Theresa, please include the **date enrolled** for new students. This should correspond with the date that is entered on Horizon.

Any **medical equipment** documented in the IEP as needed for the student's physical well being must be present in all settings throughout the day.

Attention: CDC Teachers

Please update the TCAP Alt list immediately. The vendor will use this information to enter the students into the state's database. If you have any reports of irregularity for students who are either homebound or have missed 40% or more of the data collection days, forward them to Jeff Romanczuk. If absenteeism is the issue, the teacher should send a horizon print out of days missed and the report of irregularity with the completed portfolio.

Who is the Parent?

The new federal regulations for IDEA Part B substitutes the term "biological" parent for "natural" parent. It also clarifies that to be considered a "parent," a guardian must be a person generally authorized by judicial decree to act as the child's parent, or authorized to make educational decisions for the child. Grandparents are legally recognized if the child is residing with them. Step-parents are not legally recognized. Foster parents may act on the student's behalf if the student has been in the home for at least a year. Otherwise, a surrogate must be utilized.

Attention Deficit Hyperactivity Disorder

ADHD has been called the “hidden handicap” because it is often invisible, buried beneath what appears to be misbehavior, sloppiness, and stubbornness. Students engage in the same behaviors over and over again, even if the consequences for the behaviors are negative. We, as teachers, can become impatient or exasperated before we understand the reasons behind the behaviors. The American Psychiatric Association suggests these top reasons that students with ADHD misbehave:

1. They get frustrated because they had a different perception of what was supposed to happen.
2. They get confused.
3. They feel overwhelmed with the tasks they are assigned to do.
4. They are afraid to say that they do not understand.
5. They feel misunderstood and alone.

SO... What can we do to help them?

At the National Middle School Conference recently, Maryln Appelbaum suggested that giving clear and concise directions may be the single most important strategy to help students with ADHD. She gave these hints:

- ❖ Follow clear and concise directions with an example.
- ❖ Use words that the student understands.
- ❖ Make certain that the number of steps is appropriate for the age and grade. Too many steps will be confusing.
- ❖ Each section of the material should be explained and an example given.

On the Tech Tip side :



Cut and Paste in Windows :

In almost any Windows-based program, highlighting a block of text, then holding down the control <Ctrl> key while pressing the C key will copy that text to the system's "clipboard." In any other Windows program, you can then place the cursor where you want the text to appear and hold down the control key while pressing the V. ("V" is paste in Windows rather than "P" because the "P" commands usually have to do with printing.)

Remember the Ten-Nash accounts:

Just because we all have sevier.org accounts now does not mean our ten-nash accounts are gone. You should still continue to check your ten-nash account every once in a while, at least to see who you forgot to give your sevier.org e-mail address to and to see what news and listservs you need to quit. Jeff Romanczuk

From the *Special Educator*

Question: Can schools require a student to take his medication before allowing him into class? If the child has not taken the needed medication, can he be sent home?

Answer: Teachers and administrators cannot tell a parent to either bring a child's medication to school or take the child home for the day. It is fine to call a parent and ask if the child has taken his/her medications, but you cannot require a parent to drug their child, or keep them home unless they are on medication.