

**APPENDIX J**

**MEMORANDUM OF UNDERSTANDING**

TEACHER SUPPORT FOR STUDENTS WITH DISABILITIES: August 15, 1994

The following constitutes an agreement between the Springfield Education Association and District 186 regarding teacher support for students with disabilities:

Every reasonable effort shall be made to provide the following services as needed:

1. instructional and non-instructional support;
2. needed medical support and/or plan;
3. informational meeting with appropriate staff (such as case manager, social worker, nurse, former teacher) before placement of student(s);
4. release time for I.E.P., M.D.C.'s and informational meeting(s), or in the event when the teacher is not in attendance at the IEP or MDC conference, the opportunity to provide written input prior to such conference will be provided;
5. access to the special education folders of all students assigned to their class.
6. An appeal process will be created to expedite all complaints made by SEA members to a panel comprised of the Deputy Superintendent, the building principal, the Director of Special Education, the appropriate case manager, and a representative of SEA designated by its president.

The above shall be provided in a timely manner. This memorandum of understanding shall not be subject to the grievance procedure.