

Roles and Responsibilities of Schools

As defined by the Hawaii Department of Education Procedures and Guidelines (August 2011)

Schools:

1. Contact Person
Designate a school contact person for SES and provide the complex area, parents/ guardians, and service providers with the contact information.
2. School Year
Student eligibility and the SES County per pupil funding limit apply to a school year which begins on the first day for students of a school year at a particular school and ends **May 24, 2012. Enrollment** (submitted and approved SES application) for services should conclude by **April 2, 2012.**
3. Location of Services
Upon receipt of the Application “For Use of Schools Building, Facilities or Grounds (BO-1 and BO-2)” form from provider, allow use of appropriate school facilities on a first-come, first-served basis (if available) to the service provider at no charge. SES is “parent choice” and a school may not determine who will and will not be a SES provider at their school; however, a school may provide space to SES providers who already have authorized students assigned to them prior to providers who do not have any authorized students. If tutoring will be taking place at a private residence, then a parent/guardian must be present **and in close proximity** for the safety of the tutor and student. **Keep copies of all BO-1 and BO-2 forms in School’s SES Handbook.**
4. Non-Instructional Times
SES must be provided during non-instructional times only, including before school, after school, weekends, holidays and intersessions, as determined by the school bell schedule and calendar.
5. School Priority Ranking System
Schools enter Status Report grades for reading and math in the school priority ranking website twice a year-second semester grades for the prior year and first semester grades for the current year. Schools verify report card grades uploaded by the Information System Services Branch (ISSB) twice a year (second semester grades of the prior year and first semester grades of the current year). Report card grades are refreshed by ISSB during August/September and January/February every year. ALL elementary and secondary schools shall update free and reduced-price meal status, and verify reading and math grades in the school priority ranking system.

See Attachment D for instructions on entering, updating, and/or verifying reading and math grades and free and reduced-price meal status in the school priority ranking website.
6. Informing Parents/Guardians
Inform parents/guardians about SES and the available service providers and provide an application form and Forms HAR 64 – Consent for Release of Information. Complex area, complex, or school conducts parent/guardian informational meeting(s) on SES and/or employs other effective outreach strategies. Supplemental provider information (e.g., brochures) may be disseminated to parents/guardians.

Provide updated information as new providers are approved or additional capacity becomes available by an existing provider. See Attachment A for SES parent/guardian letter. The letter should be printed on school letterhead, signed by the principal and sent to parents/guardians at minimum twice a year. SES applications forms, forms HAR 64 and SES Parent/Guardian Matrix should accompany the SES parent/guardian letter.

7. Applications for Services and Parent/Guardian Preferences - See Attachment B-1
 - a. Submit a copy of the completed application and forms HAR 64 to the complex area after verifying and updating student information. Continue this procedure throughout the school year.
 - b. A student with a premature termination of services is eligible to apply for services again in the same school year, subject to the balance of the SES County per pupil funding limit. However, the complex area places the student at the bottom of the complex area priority rankings 1-5 with other unfulfilled requests for services. This placement is at the date and time of the new application. If authorized for services again, parents/guardians are to contact the assigned provider to develop and sign a new AOS.

However, if a parent/guardian requests a change in provider, the student may be reassigned to a new provider (depending on provider capacity). A new AOS must be completed to reflect change in the provider and any other subsequent changes. The student's per pupil funding continues until it has been exhausted.

If a student changes provider, the Complex Area will reconcile all student files to enable transition from one provider to another. Services with the new provider must begin as soon as possible.

8. Notifying Parents/Guardians Whether Child Will Be Offered Services

Send parents/guardians the complex area authorization letter offering SES services that includes the name of the assigned provider and contact information to be sent home. The assigned provider is determined by the complex area priority ranking and providers' capacity. Parents/guardians are to show the authorization letter to the assigned provider when the AOS meeting is held to ensure the student and provider were authorized.
9. Notifying Parents/Guardians About Informational Meeting

Notify parents/guardians about any parent/guardian informational meeting(s) on SES and service providers that may be sponsored by the complex area, complex, or school. At such a meeting, parents/guardians may submit the application for services to a school representative.
10. Agreement of Services (AOS) - See Attachment E (required form)
 - a. Meet with the assigned service provider, parent/guardian, and student to develop and sign the AOS. **With the consent of a parent, the school may disclose information about the student's academic record in order to assist the provider in determining the student's strengths and weakness – see 34 C.F.R. §99.30. See Attachment B-3**

If a school representative is unavailable, the provider, parent/guardian, and student shall meet to develop and sign the AOS, and the provider will forward the AOS to the school for signature. Services may not begin until the AOS is completed and signed by all appropriate parties. The student signature is optional.

 - b. Provide copy of the signed Agreement within three (3) working days of receipt to the principal (school file copy), teacher, provider, parent/guardian/student, and complex area. **Failure to provide a signed copy of the AOS to the complex area may prevent timely services to students and payment to the SES provider.**
 - c. Assure compliance and integrity with the Agreement, including student awareness of the measurable objectives and student commitment to participation.
 - d. SES providers will be requested to contact a parent/guardian within 15 days of the authorization date. In the case where the SES provider is unable to contact a parent/guardian, the provider should contact the school SES contact person for assistance.

- e. If the SES Provider is unable to meet with a parent/guardian due to circumstances that prevent them from conducting a face-to-face meeting (e.g., work schedule), the provider and school may make arrangements for a phone consultation with the parent/guardian.
- The following people shall be involved to discuss the terms of the agreement: the school principal/SES designee, SES provider, and parent/guardian.
 - The school principal/SES designee and SES provider meet to call a parent/guardian or a three-way conference call may be made to discuss the type of services.
 - The SES provider shall indicate in writing the following information on the AOS: “per phone consultation,” date and time of consultation, and the names of people involved on the parent/guardian signature and date line.
 - At the end of the phone consultation, the SES provider, and school principal/SES designee sign the AOS.
 - The school shall provide a copy of the AOS to the parent/guardian, provider and complex area personnel within three (3) working days.

11. Monitoring Student Progress

Monitor student progress, as reported by provider in student progress reports, and attendance logs. Student progress reports and summary reports that are submitted to the school need to be kept on file for documentation. It is the decision of the school as to how the progress reports and summary reports will be housed and filed. Schools may request the format (hard copies and/or electronic copies) in which the progress reports are provided.

12. Evaluation of Service Providers: Satisfaction Surveys

Distribute parent/guardian and student satisfaction surveys, as requested, to the HIDEOE-contracted evaluator. Complete and submit school satisfaction surveys, as requested, to the evaluator.

13. Record Keeping/Data Collection and School Level Monitoring - SES Handbook

- a. Maintain records:
- Copy of Parent/Guardian Letter with attachments
 - SES applications/Forms HAR 64-Consent for Release of Information
 - Authorization Letters
 - Agreements of Services
 - Progress Reports
- b. Provide SES information to Complex Area as requested.
- c. Record issues and concerns from SES providers, schools and parents/guardians on SES Communication Log.
- d. **Collect, Organize, Monitor and Maintain SES documents in the SES Handbook for seven years.**