

## CTE Teachers' Role in ARD Meetings- Tips for Effective Participation

By Cheryl Grenwelge & Lakshmi Mahadevan

### Signature

- Sign in the “Additional Participant” slot if none is available for “CTE Teacher”.
- Check “Disagree” if you are uncomfortable with ARD decisions made – or Dr. Linda Parrish, our consultant recommends that you sign on the back of the sheet if checkbox not available.
- The Texas Education Agency recommends that you sign only as CTE teacher.
- If you signed an IEP but never had the student in class or had them intermittently – best practice would be to document their absences and get in contact with the SPED teacher so a failing ARD can be called if the student is failing to meet IEP objectives in your class.

### Attendance

- In Texas, the Texas Administrative Code - <http://www.tea.state.tx.us/rules/tac/chapter075/ch75bb.html> scroll to §75.1023 (d)(1) mandates that the ARD committee shall include a representative from career and technology education, preferably the teacher, when considering initial or continued placement of a student in career and technical education. An ARD committee member, including a member described in this subsection, is not required to attend an ARD committee meeting if the conditions of [34 Code of Federal Regulations \(CFR\), §300.321\(e\)\(1\), regarding attendance, or 34 CFR, §300.321\(e\)\(2\)](#), regarding excusal, have been met.
- Collaborate with the special education department, diagnostician and counselors to make sure that you are included on the ARD listservs and invited to ARD meetings as necessary.
- If you are unable to attend check to see if CTE will be represented by someone else. Make sure they have documents related to your classroom (for initial placement) or student’s progress reports (continued placement) so that they may speak on your behalf.

### ARD Packets/Minutes

- Be sure and voice your concerns about the committee’s decisions during the meeting so that they are recorded in the ARD minutes.
- If you are not offered a copy of the ARD packet at the end of the meeting - ask where they will be stored so that you may be able to access it when necessary.
- Ask for a copy of the ARD minutes to be sent to you.
- Store all pertinent documents in a secure place.
- Update grade sheets, progress reports, IEP’s and stay in touch with parents.
- You can only access ARD packets if you have an “educational need to know” about the student i.e. student is enrolled in your course or that of a colleague whom you representing.
- If you receive the accommodations/modifications sheet for a student who is enrolled in your class who’s ARD you did not attend, ask for a copy of the minutes. We recommend that you speak to the other signees (usually diagnostician, special education teacher, counselor etc.) to determine what your responsibilities are in relation to the student.