



Special Education Advisory Committee

Draft Policy 7314

DUTIES AND RESPONSIBILITIES OF TEACHERS

Recommendations Summary

October 12, 2022

Prepared For:
SEAC Membership
Special Education Community
Loudoun County School Board

Overview: Policy 7314

DUTIES AND RESPONSIBILITIES OF TEACHERS

LCPS establishes policy to outline teacher duties and responsibilities. Teachers shall comply with all state and federal laws, State Board of Education policies and regulations, and policies, rules, and regulations of the Loudoun County School Board, the Superintendent, and their work locations.

SEAC has reviewed the draft policy and determined that it does not reflect the needs of persons with disabilities.

Concerns and Recommendations

Concern 1: Draft Policy 7314 does not specifically outline IDEA child find responsibilities for teachers per 8VA20-81-50. All LCPS students are general education students first.

Recommendation 1: Add at line 17, "and to determine if a referral for special education services is required."

15 D. Student Misconduct and Absenteeism. All serious or recurring problems of
16 student misconduct or student absenteeism should be discussed with the principal or
17 ~~his/her~~ **their** designee to prevent the development of more serious situations **and to**
 determine if a referral for special education services is required.

Recommendation 2: Add New F. at line 22, "Child Find. If a teacher suspects that a student may have a disability, the teacher shall make a referral for evaluation of special education eligibility."

22 F. Child Find. **If a teacher suspects that a student may have a disability,**
 the teacher shall make a referral for evaluation of special education
 eligibility.

Concern 2: Draft Policy 7314 does not identify the responsibility for implementation and monitoring of Individual Education Plans (IEP) and Section 504 Plans.

Recommendation 3: Add New G. “Special Education and Section 504.

If a teacher suspects that an IEP, BIP, or Section 504 Plan is not meeting the needs of the student, the teacher shall make a request to convene an IEP or Section 504 team meeting.”

27 G. Special Education and Section 504.

If a teacher suspects that an IEP, BIP, or Section 504 Plan is not meeting the needs of the student, the teacher shall make a request to convene an IEP or Section 504 team meeting.

SEAC Membership Vote

SEAC Membership Vote on Recommendations

Quorum: 14 of 16 SEAC Members present – Quorum Established

Motion: Melissa Waugh made a motion to vote on the proposed recommendations as a slate. Rozeena Khattak, seconded the motion.

Vote Summary: 13 yes; 1 abstain

DUTIES AND RESPONSIBILITIES OF TEACHERS

Teachers shall comply with all state and federal laws, State Board of Education policies and regulations, and policies, rules, and regulations of the Loudoun County School Board, the Superintendent, and their work locations. The duties and responsibilities of a teacher include but are not limited to those outlined in this policy.

A. Lesson Plans. Lesson plans shall be completed in advance of instruction and should be accessible so that a substitute, in an emergency, could provide instruction.

B. Reports. All reports and records should be made as requested and submitted as required.

C. School Keys and ID Badges. School keys and ID badges must be protected and are for use by the teacher only.

D. Student Misconduct and Absenteeism. All serious or recurring problems of student misconduct or student absenteeism should be discussed with the principal or ~~his/her~~ their designee to prevent the development of more serious situations.

E. Student Supervision. Students must be supervised in classrooms, co-curricular activities, and activities throughout the building and campus, (e.g. recess, cafeteria, bus, and hallway).

F. Meetings. Attendance at meetings is required, including staff meetings, staff development meetings, department or grade level meetings, and meetings with parents.

~~F.G.~~ Working Hours. Teachers are exempt level employees and may need to work beyond regular hours.

[Former Policy 7-20]

Adopted: 06/22/93

Revised: 08/09/11, 4/26/16

Current Revised: ~~4/26/16~~ PENDING

Legal Ref: Code of Virginia §§[22.1-253.13:7](#)