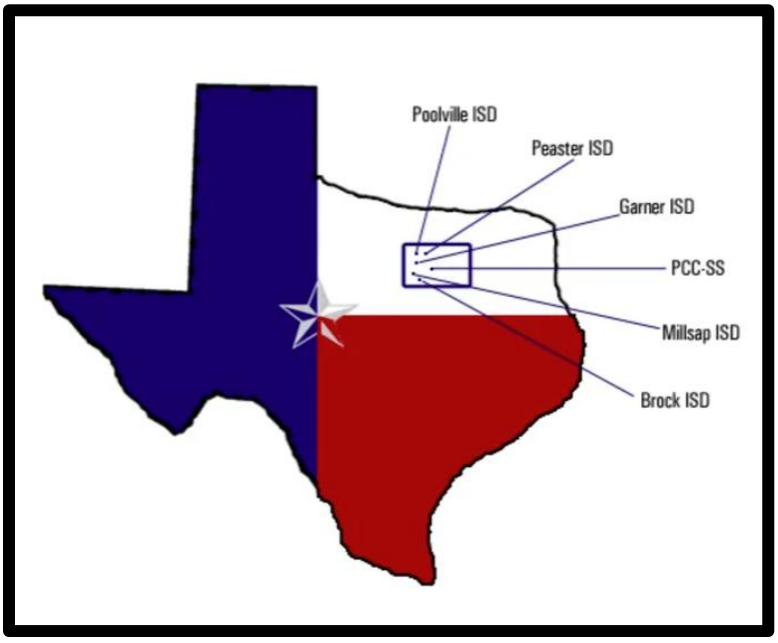
Parker County Coop Special Education Staff Handbook



2026-2027

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Contents

Introduction 3
Attendance 3
Email Usage 3
Visitors 3
Personal Phone Calls 3
Keys and Building Security 4
Materials/Supplies 4
Purchase Orders 4
Sunshine Fund 4
Evaluations 4
Meetings 4
Professional Learning 4
Schedule 5
Professional Dress Code 5
Flexible Schedule Guidelines 6

Introduction

The purpose of this handbook is to provide staff members a reference manual containing responsibilities, processes and procedures in Parker County Coop. The material in this handbook covers an abundance of topics and procedures. However, special circumstances may arise. During those situations it is recommended that the appropriate personnel (Director/Assistant Director) be contacted. It is the responsibility of each staff member to read this handbook. Following these responsibilities, processes and procedures will be utilized for annual employee evaluations.

Expectations

Attendance

Absences need to be submitted through Aesop and will be approved by the Director of Special Education. If it is necessary for you to be absent from duty because of sudden illness or an emergency, email the Director.

Email Usage

Because the Special Education staff works on all or several campuses throughout the district, important information will be disseminated through e-mail.

Please remember that e-mails are records and are property of Parker County Coop. **Be careful what you say and that emails are subject to open records.** Please reply promptly to emails. You should check emails two to three times per day. E-mails should:

- have a professional tone to them
- need to be work relevant
- contain details not opinions

Visitors

Visits from outside individuals that are not business related should be minimized. All non-business visits should be kept short.

Personal Phone Calls

All personal phone calls, whether on the co-op phone or on your personal phone should be limited and last no more than 5 minutes.

Keys and Building Security

Keys and entry cards may be obtained from the Director of Special Education or Business Manager. Keys may NOT be duplicated. You are responsible for the use of your key and entry card so do not loan it to other people. The building has a monitored security system. The alarm system alerts the Police Department. You may enter the building after hours if you fully understand how to disarm and arm the alarm system. **This is extremely important!**

Materials/Supplies

Routine office supplies are available to you in the co-op office. Please inform the Business Manager if you take the last item so that she can reorder. Special materials and supplies must be approved by the Director prior to order.

Purchase Orders

Staff can make requests for materials, supplies, technology and staff development through use of the "Purchase Order Request." This form must be submitted with all other required paperwork

Sunshine Fund

The main purpose of the Sunshine Fund is to express thoughts of condolence or best wishes to staff members. The voluntary donation for each staff member is $10 for the year.

Evaluations

Annually, Educational Diagnosticians and ARD Managers are evaluated by a Special Education Director. Information regarding the performance of the diagnostician is requested from the building principals. This information is considered in completing the evaluation.

Meetings

Special Education staff will meet throughout the school year. Dates and times for the meetings will be set at the beginning of the school year and communicated by the Special Education Director. Meetings are held to disseminate information and discuss issues of importance to the whole group. Attendance and active participation by all Special Education staff is expected. ARDs or personal appointments should not be scheduled during these meetings. If it is necessary to miss a scheduled meeting, the Director should be informed. If a meeting is missed, it is the responsibility of the Special Education staff to find out what was discussed.

Professional Learning

The Director will need to be notified of Professional Learning that occurs during a school day. You may be asked to present to staff regarding your learning.

Schedule

Staff members should report to work at either the Co-op office or to a school campus each workday by **7:45 AM**. Staff complete the day at **3:45 PM**.

Your Daily Schedule must be completed in the Outlook calendar. It is the employee's responsibility to enter the information for the coming week in the log at the end of the previous week. Employees must make the office aware of their daily schedule so they can be reached when needed or in case of an emergency. The daily schedule is also documentation for the financial audit requirements.

Professional Dress Code

Employees are expected to dress in a manner that projects a professional image for the employees, the school, and the District. This dress code aims to establish a professional appearance for all staff while offering flexibility and comfort. Our goal is to ensure a respectful and productive work environment that reflects positively on our organization.

General Guidelines:

- Cleanliness and Neatness: All clothing should be clean, free of wrinkles, and in good repair.
- Grooming/Hygiene: Exemplify proper grooming standards and personal hygiene in a manner that projects a professional image for the employees, the school, and the District.
- Appropriate Fit: Clothing should fit well, not be too tight or too loose.
- Modesty: Attire should be appropriate for a professional setting, avoiding overly revealing or distracting clothing.
- Footwear: Shoes should be clean, in good condition, and appropriate for the work environment. Open-toed shoes, sandals, and flats are generally acceptable, unless specific safety requirements dictate otherwise for certain roles.

Specifics:

- Tops: Collared shirts (polo, button-down), blouses, sweaters, and professional tops are acceptable. T-shirts are generally discouraged unless they are professional in nature (e.g., district-branded).
- Bottoms: Dress pants, slacks, skirts, and dresses are always appropriate.
- Jeans: Jeans are permitted on days you are not in an ARD meeting or other professional meeting. All jeans must be free of holes, rips, tears, or fraying, regardless of whether they are factory-made or appear intentional. They should be clean, neat, and in good condition.
- Outerwear: Professional jackets, blazers, and cardigans are appropriate.

Unacceptable Attire Includes (but is not limited to):

- Athletic wear (sweatpants, leggings as primary bottoms, athletic shorts)
- Excessively casual clothing (e.g., pajamas)
- Clothing with offensive language, graphics, or imagery

- Clothing that is overly revealing (e.g., spaghetti straps without an appropriate cover-up, excessively short skirts/shorts, cleavage, spandex/form fitting, exposed midriffs)
- Any jewelry, tattoos, brands, or similar artifacts that are either obscene, distracting, or may cause disruptions to the educational environment

Administrators will have the discretion to make exceptions to appropriateness of attire as it relates to culture, religious beliefs, vocational courses, physical education, maintenance, medical necessities, field trips, and spirit days.

We trust that all staff members will use their best judgment to select appropriate attire that adheres to these guidelines. If you have any questions regarding the dress code, please consult with the Director of Special Education.

Flexible Schedule Guidelines

An employee may request a flexible schedule for work days not included in their current contract/calendar. Exchange time may be given under the following conditions:

- Prior written approval by the employing director of special education must be given.
    - Submit the form requesting change of schedule three school days prior to the dates when duties will be performed.
    - Receive written approval from the Director of Special Education.

The hours worked outside the regularly scheduled day are required by the Co-Op to fulfill the requirements of the job description.

The hours outside the established scheduled day are considered excessive beyond professional duties.

- Written approval must be given to not working a regularly scheduled day.
    - Submit the form requesting a change of schedule to the director of special education.
    - Receive written approval to take the day.

- Flexible time will NOT be given for the following:
    - Attending non-required Saturday, Sunday, or summer workshops/conferences.
    - Occasional extended lessons after school hours.

Flexible time will only be awarded and redeemed in 1/2 or full day increments.

Flexible time must be used during the contract year in which it is awarded and may not be carried forward to another contract year.