2016-2017

South Eastern Special Education

Employee Handbook

Building Brighter Tomorrows

SOUTH EASTERN SPECIAL EDUCATION

SESE Employee Handbook
2016-2017
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2016-2017 SESE HANDBOOK

The following information is provided to help make your 2016-2017 school year a successful one. ***Each employee is responsible for the contents of this packet. After reading the handbook, complete the handbook verification form provided on the SESE website, www.sese.org***

ADMINISTRATION

Jill Keller-Weems, Director
Beth Leggitt, Technical Assistance Supervisor
Lisa McMorris, Technical Assistance Supervisor
Robyn Payne, Technical Assistance Supervisor
Tracey Seesengood, Technical Assistance Supervisor

ADMINISTRATIVE ASSISTANT ASSISTANCE

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ABSENCES

•*Sick Leave*

For purposes of claiming sick leave pay in full or half-day increments, the statement “personal illness” shall be sufficient but with the further understanding

that this administrative procedure does not limit or impede the SESE Board's right to require a physician's certificate as a basis of pay for "personal illness". An employee is entitled to a paid leave/absence from the District, not to exceed three days, on account of death of a member of the employee's immediate family if acceptable proof of death and relationship is provided and the leave/absence commences within ten calendar days of the death. This is in accordance with Section 5/24-6 of the Illinois School Code which includes parents, spouse, brothers, sisters, children, children-in-law, grandchildren, parents-in-law, sister-in-law, son-in-law, daughter-in-law, and legal guardians. The definition of immediate family shall be expanded to also include aunt, uncle, niece, nephew, and grandparents-in-law.

If doctor appointments are made in advance, please complete *Advance Absence Request Form*.

•*Personal Business Leave*
All personal business leave, vacation days, and non-contract days shall have 24 hour **PRIOR** approval by the Director, as per SESE/SESEA contract, using the *Advance Absence Request Form* (see **Section 8.2** of SESE/SESEA contract). Personal business leave may be taken in full or half-day increments. Personal business leave days may be used for any purpose at the discretion of the employee, except they shall not be used immediately before or after a school holiday or vacation except in emergencies or as approved by the Director. Any use of more than two (2) consecutive personal days shall require the prior approval of the SESE Board or Director. No more than four (4) employees may use a personal day on any given day, except in an emergency as determined by the Director. An employee planning to use a personal business leave day shall notify the Director at least twenty-four (24) hours in advance, except in cases of emergency. Unused personal business leave days shall accumulate up to four (4) days before rolling into sick leave/days.

- **Any dock time must be submitted to the Executive Board for prior approval.**

- **Failure to follow this policy may result in a pay reduction**.

•*Educational Conference Leave*
All employees must complete the *Advance Absence Request form* **in advance** of the P/T conference/meeting date in order to receive permission to attend. Attempts should be made to schedule meetings when students are not in session. In addition, licensed staff will need to follow the absence procedures outlined in the following section if they will be absent from a scheduled meeting.

•*Student Absences*
If a student is absent without prior authorization by the parent(s)/guardian(s), the

classroom teacher or designee shall make a reasonable effort to notify the parent(s)/guardian(s) of the child's absence within 2 hours after the first class by telephoning the numbers given. Calls are to be logged on the *Student Absence Phone Log Form.* **If a student has three unexcused absences, notify a Technical Assistance Supervisor** so the local school district may be notified.

ABSENCES: IEP, Eligibility, Annual Review Meetings

In the case of an advanced absence, you are required to have the following paperwork prepared and provided directly to the district coordinator for distribution to the appropriate personnel:

1. Prior telephone contact to district coordinator and parent.
2. Written summary of services
3. Present level page statement
4. Progress report for old IEP – be specific with the number of goals and objectives as well as if the goals/objectives have been met at what criteria level.
5. New proposed IEP goal page
6. Proposed minutes of service delivery and location if revising or developing IEP and/or
7. SDS report or raw data
8. ESY statement

In the case of an emergency absence (less than 24 hours) you must contact your supervisor and provide the information.

If you have completed an evaluation, you are not eligible for excusal and the meeting will have to be rescheduled. Phone conferences are encouraged.

ABUSE

All SESE Employees are **MANDATED REPORTERS**. Anytime you suspect a student may be the victim of child abuse, the following steps shall immediately take place:

1. Contact the Division of Children and Family Services (DCFS) hotline at **1/800-252-2873. DO NOT question the child as it could contaminate the case.**
2. Contact the Director or a Technical Assistance Supervisor so he/she can contact a SESE social worker and the district coordinator. If the above personnel are not available, **Do not leave a voice message,** ask the Secretary to contact a supervisor and social worker.
3. Contact the building principal and school nurse if needed.
4. Complete the *DCFS Hotline Documentation Form* and the *CANTS 5 Form.*
5. Mail the CANTS 5 Form to the Illinois Department of Children and Family Services in your school area within 24 hours.

DCFS Effingham (Jasper)	DCFS Olney (Richland, Lawrence, Crawford)
401 West Industrial Ave	140 Martin

Effingham, IL 62401 Olney, IL 62450

DCFS Mt. Vernon (Clay)
321 A Withers Dr.
Mt. Vernon, IL 62864

Social workers shall keep the SESE Director and a Technical Assistance Supervisor fully informed of all cases involving child abuse.

ACCIDENTS (Student/Staff)

Each classroom teacher shall keep a written, dated record of all accidents, no matter how minor, using *Accident Report Form*. Call your supervisor and notify them of the accident. DO NOT leave a message. If the supervisor is not in, ask a SESE secretary to connect you to another available supervisor.

If the accident involves SESE personnel or substitute staff, the injured party should call their supervisor (Do not leave a message if your supervisor is not available. Ask a secretary for another available supervisor) and complete all three *Workers' Compensation Forms.*

ADD/DROP (Classroom and Itinerant)

An *Add/Drop Form (Classroom/Itinerant)* should be completed and submitted electronically to Joyce Reis the same day of any change in your class list. Please reference the SESE website for the appropriate form for classroom or itinerant. When a new student enters your class or a student leaves your class, immediately notify your Principal and school nurse.

BEGINNING OF YEAR INFORMATION

- It is your responsibility to be familiar with the rules and regulations that govern SESE. Copies of the policy manual and the current contract are available in the central office and on the SESE website.
- SESE teachers are to follow the school calendar of the district in which your classroom is located. Itinerant staff will be assigned a school calendar to follow.
- Special staff meetings for SESE personnel will be held as needed, but most contacts will be conducted on an individual basis.
- **Please send your class schedule to the SESE office by September 1.**
- Furnish your building principal a list of all students in your room, including name, address, phone number, and home district.
- Each employee is asked to contribute $4.00 to the flower fund. Submit your donation to the SESE office @ Attn: Lori.
- Probationary employees who have not returned their signed contracts should do so immediately @ Attn: Renee.
- If you change your address, telephone number or name anytime during the school year, please inform Renee Barthelme (Ext. 222) at the SESE office.

- If you have earned enough credits in your educational field of employment to change your status on the salary schedule, you must show proof by providing your official transcripts. This must be done no later than August 31 of the current school year to advance horizontally on the salary schedule.
- If you want your pay distributed over a 10-month period rather than 12 months, it will be necessary to submit that request immediately to the Director in writing. **This must be done each year**. Notification must occur within one week after school starts if you want only 20 payments. If at any time you request changes in your paycheck, such as number of dependents, more taxes withheld, insurance premiums, annuities, direct deposit, etc., this must be done **in writing** prior to the 10th of each month.

The SESE council will pay $471.00 toward any health plan offered through SESE.

BULLY PREVENTION POLICY 7:180

PREVENTION of and RESPONSE to BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important cooperative goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic i**s prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information through a computer that is accessed at a non school-related activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school cooperative or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a cooperative or school to staff or monitor any non school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's or students' person or property;
2. Causing substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet, communications, instant messages, facsimile communications. *Cyber-bullying* includes the creation of a web page or web log in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of a posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school based alternatives to exclusionary discipline such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and conducive learning climate, (iv) teach students the personal and interpersonal skills they may need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school cooperative, including without limitations school and school cooperative administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Director or designee shall develop and maintain a bullying prevention and response plan that advances the Cooperative's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The Cooperative uses the definition of *bullying* provided in this policy.
2. Bullying is contract to State law and the policy of this Cooperative, however nothing in the cooperative's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the US Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report. A report may be made orally or in writing to the Cooperative Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has the information about actual or threatened bullying is encouraged to report it to the Cooperative Complaint manager or any staff member. Anonymous reports are also accepted.

   Complaint Manager
   Robyn Payne
   PO Box 185
   Ste. Marie, IL 62459
   rpayne@sese.org
   618-455-3396 ext 245

4. Consistent with federal and State laws and rules governing student privacy, the Director or designee shall promptly inform parents(s)/guardians(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Director or designee shall promptly investigate and address reports of bullying, by, among other things:
   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
   c. Notifying the Technical Assistance Supervisor or school administrator or designee of the report of the incident of bullying as soon as

possible after the report is received.

d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Technical Assistance Supervisor, school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Director or designee shall investigate whether a reported act of bullying is within the permissible scope of the Cooperative's jurisdiction and shall require that the Cooperative provide the victim with information regarding services that are available within the Cooperative and community, such as counseling, support services, and other programs.

6. The Director or designee shall use interventions to address bullying, which may include, but not be limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the Cooperative's investigation concludes that no bullying occurred. However, knowingly making a false accusation providing knowingly, false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The Cooperative's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/ guardians.
10. The Director or designee shall post this policy on the Cooperative's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Director or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
    a. The frequency of victimization:
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the Cooperative already collects for other purposes. The Director or designee must post the information developed as a result of the policy evaluation on

the Cooperative's website, or a if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Director or designee shall fully implement the Board policies, including without limitation, the following:

a. 2:260, *Uniform Grievance Procedure.* A student may use this policy to complain about bullying.
b. 6.60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
c. 6:65, *Student Social and Emotional Development.* Student social and emotional development is incorporated into the Cooperative's educational program as required by State law.
d. 6:235, *Access to Electronic Networks.* This policy states that the use of the Cooperative's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
e. 7:20, *Harassment of Students Prohibited.* This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
f. 7:185 , *Teen Dating Violence Prohibited.* This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
g. 7:190, *Student Discipline.* This policy prohibits students from and provides consequences for hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

ADOPTED: December 10, 2014

SESE classrooms will participate in the Illinois PBIS Bullying Program, "Bully Prevention in Positive Behavior Support", in the ECE, elementary and junior high classrooms and "Bullying and Harassment Prevention in Positive Behavior Support", in the high school classrooms. SESE fully supports the Illinois PBIS system that is being utilized in the cooperative. Teachers are expected to incorporate the lessons provided into the yearly classroom schedule.

CALENDARS

The links to each district's school calendar are available at www.sese.org. SESE classroom teachers should provide each student a copy of the calendar of the district where their class is housed. By July 1, the Director will notify each itinerant employee of the school calendar he/she is to follow for the coming school year.

CLOSE OF SCHOOL YEAR

All updated classroom inventories, items from the assistive technology, sensory and gross motor libraries that are on your inventory, teacher rosters, lesson plans, grade books, attendance records (sent to Joyce), tracking sheets, grade cards (ED, MSI, and Autism classrooms), Wal-Mart card and keys shall be turned in at the end of the school year. Each classroom teacher and itinerant service provider will be closed out and checked out by a Technical Assistance Supervisor per individual requirements. Fourth Quarter progress reports and passports (classroom only) will be completed **prior** to the end of the school year for each student. See progress report section for additional information. All employees will turn in their laptop or netbook computers for the summer. Student files for students that have graduated or who have moved away need to be given to the Technical Assistance Supervisor.

DISCIPLINE

Discipline is to be consistent with the policy of the district in which the class is housed. Teachers are responsible for knowing the district policy in which their classroom is housed. Please contact your building principal for details.

•*Corporal Punishment*

According to State and SESE policies, corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. It does not include reasonable force and physical restraint as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of school property.

•*Handling Drugs/Alcohol/Weapons*

Upon finding or suspecting a student has drugs, alcohol, or a weapon, we must provide a safe secure environment by:

1. If there is an imminent risk of danger – CALL 911. Do not attempt to remove a weapon in an unsafe situation. If not start with #2.
2. If it is in plain sight secure the drugs/alcohol/weapon from the student and place in a locked cabinet. You are not allowed to search their person or property if you just suspect it.
3. Immediately notify the classroom teacher or licensed itinerant.
4. Immediately call a Technical Assistance Supervisor or Director. **Do Not Leave A Message.**

•*Handling Physical Aggression*

Classroom teachers and other South Eastern Special Education staff may use reasonable and graduated force and physical restraint to remove students from a classroom for disruptive behavior that poses a threat of safety to self, others or property. An Individualized Crisis Management Plan should be completed for each student that shows the potential for physical aggression. South Eastern Special Education utilizes the Therapeutic Crisis Intervention System for Schools or Safety-Care for handling physical aggression. All employees are required to complete training on a yearly basis. Physical restraints should only be employed after other less intrusive approaches have been attempted unsuccessfully.

Physical restraints should only be used as a safety response when there is imminent risk of harm to the student, other students, or staff members. Physical restraints should never be used as punishments, consequences, for "demonstrating who is in charge," or for classroom maintenance. All incidents of physical intervention must be recorded on incident report forms.

Handling Physical Restraint

1. Two or more staff members should be involved in any physical restraint.
2. If the restraint lasts 30 minutes, staff must contact administration in order to receive permission to continue restraint. After the first 30 minutes, administration must be contacted every 15 minutes.
3. Once the restraint has ended, a use of restrictive intervention form must be completed and sent home to the parent within 24 hours. To adequately complete the form, each staff member involved in the incident must complete the summary of the event. The student must also be examined by the school nurse or district employee that provides those services.
4. Any injuries to staff or students should be documented on the Accident Report Form.

Never deny a child lunch, milk, or snack for any reason. You may require the child to eat alone, with supervision. Please remember that **at no time are your students to be left unattended.**

•*Exclusionary Time-Out*

If a restrictive emergency intervention is used more than **one** time in a 30-day period, or a pattern of behavior occurs which interferes significantly with student learning, an IEP team meeting should be convened. The IEP team should meet no later than 10 days after emergency procedures have commenced. Prior to the IEP meeting, a functional analysis of the student's behavior, which caused the implementation of the emergency procedure, should be completed. A new behavior management plan may be developed from this analysis.

1. Exclusionary time-out procedures shall be attached to and made a part of each student's IEP, as recommended by a consensus of IEP participants.
2. Only Time-out rooms that have been designed and constructed in compliance with Il State regulations and approved by the Director or designee shall be used.
3. Time-out procedures are not to be utilized as a form of punishment, but as a procedure, which will allow a student to regain composure and control. Once a student is no longer disruptive, he/she may return to the classroom.
4. Time-out environments shall include, but not be limited to, exclusion in the classroom by standing in the corner or another location in the classroom, or exclusion to another room designated as a time-out room. All time-out environments shall be approved by the classroom supervisor before being used for that purpose.
5. Students placed in time-out shall be monitored and supervised at all times. Anytime a restrictive intervention, such as time-out is used, Use of Restrictive Interventions Form and Life Space Interview Form shall be utilized and completed.

See Page 31 IEP Content Section for additional information

DRUG- AND ALCOHOL-FREE WORKPLACE; Tobacco Prohibition_ 5:50

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance or being under the influence of any illegal substance or any detectable use of any illegal substance regardless of when or where the use occurred.
2. Distribution, consumption, use, possession, or being under the influence of alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Possession or use of medical cannabis.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of dangers of drug and alcohol abuse, the Director or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
    a. The dangers of drug abuse in the workplace,
    b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
    c. The penalties that the District may impose upon employees for violations of this policy.

Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in the policy 8:30, *Visitors to and Conduct on School Property.* The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. *Tobacco* shall have the meaning provided in section 10-20.5b of the School Code.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program. The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction. Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of $5,000 or more, the Director shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

ADOPTED: December 9, 2015

EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS)

All licenses must be registered in the county in which you are working. Licenses must be registered for $10 per year to prevent them from lapsing. Educators can pay registration fees by logging in to ELIS, and registration fees must be paid for the entire cycle of the license. If you hold more than one license, you must pay registration fees for each license. **It is your responsibility to remember your license needs to be registered.** If a license is not registered after six months, it lapses, and the educator will have to pay a $500 penalty fee OR complete nine semester hours of appropriate college coursework. **Please provide a copy of any new licenses to the SESE office no later than the third working day of September**.

If you are working on a professional educator license with a teaching endorsement, you must continue to engage in professional development activities for renewal. **Maintain evidence of completion for two years after your license renewal date in case you are audited. Log in to ELIS after each professional development activity to enter data and verify completion.** Educators must take care to choose activities they believe are appropriate.

ELECTRONIC NETWORKS

ACCESS TO ELECTRONIC NETWORKS POLICY _ 6:235

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Director or designee shall develop an implementation plan for this policy and appoint a system administrator.

The District is not responsible for any information that may be lost, damaged, or

unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

•*Curriculum*

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Director's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

•*Acceptable Use*

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

•*Internet Safety*

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Director or designee. The Director or designee shall enforce the use of such filtering devices.

The Director or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

•*Authorization for Electronic Network Access*

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers to access the Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against

unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

(Your supervisor will give you a copy of this document during institute. Please read, sign, and return.)

ADOPTED: August 8, 2012

EMAIL RETENTION ADMINISTRATIVE PROCEDURE _ 5:130 AP

Email, including attachments that are sent or received by the District or District employees may be, depending on their content, subject to disclosure under the Freedom of Information Act and/or discovery in litigation as evidence in support of a claim. Employees must use the same standards of judgment, propriety, and ethics with email as they do with other forms of school business-related communications.

Accordingly, employees have the same responsibilities for email messages as they do for any other communication and must distinguish between record and non-record messages. This allows for the proper storage or disposal of email. However, no District record, no matter its form, may be destroyed if it is subject to a litigation hold. See administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules.* For guidance on School Board member use and retention of email, see 2140-E, *Guidance for Board Member Communications, Including Email Use.*

Non-Record Messages

Email messages are "non-record messages" if they do not evidence the District's organization, function, policies, procedures, or activities; or contain informational data appropriate for preservation. These are generally informal or preliminary drafts, notes, recommendations, or memoranda that do not contain official action. Examples include:

1. Personal correspondence not received or created in the course of District or school business, such as, "What's for dinner?" or "I'll be glad to drive to the meeting."
2. Notices concerning meetings or workshops, dates, discussion topics, and material to prepare for or to be discussed during a meeting.
3. Publications or promotional material from vendors and similar materials that are available to anyone.
4. Correspondence containing recommendations or opinions that are preliminary to a decision.
5. Informal correspondence to parents/guardians concerning school activities or an individual student's progress or assignments provided the messages do not contain notice of final or official action.
6. Draft material.

If the email is a “non-record message,” the employee should delete it as soon as its purpose is fulfilled unless the email is subject to a litigation hold. The goal is to control excessive accumulation of material.

Official Record Messages

Email messages are “official record messages” if they are evidence of the District’s organization, function, policies, procedures, or activities or contain informational data appropriate for preservation. Examples include:

1. Policy documents or contract related document
2. Correspondence, e.g., letters, memos, emails from individuals, companies, or organizations requesting information about the District or school policies or practices and the responses to these requests.
3. Project reports.
4. Correspondence dealing with significant aspects of District administration or a school executive office, including messages containing information concerning policies, programs, fiscal and personnel matters, and contracts.

Official record messages should routinely be transferred to the records maintenance location identified by the Records Custodian or Head of Information Technology (IT). Before transferring the message, the employee should identify it as belonging in one of the categories of records established by the Record Custodian or Head of IT. Once transferred, it becomes the official copy and the original electronic version may be deleted according to the District’s approved record preservation and retention schedule. See administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules.*

Adopted: May 2012

EMERGENCY FORMS

An emergency form is mailed to each student in the summer. Classroom teachers should print student forms on www.sese.org (forms - student forms) to send home with students who fail to return their forms. *Emergency Forms* should be sent home to any new student enrolling in SESE classrooms throughout the school year. A copy of the completed emergency form should be kept in the classroom Emergency Bag and a copy sent to the child’s home district coordinator. Send the original copy to the SESE central office. If difficulty arises in obtaining signed emergency forms, contact a Technical Assistance Supervisor immediately.

END OF THE MONTH ACTIVITIES

All personnel shall submit a monthly *Time Sheet - Licensed* or *Time Sheet - Noncertified* online by the third working day of each new month.

Itinerant personnel should electronically submit an *Itinerant Summary*

documenting the amount of time spent with each child during the month and medicaid information. You will obtain the correct form from your supervisor. Include direct service minutes as well as consultative minutes.
Itinerants must also complete *Monthly Log Forms on a **bi-yearly** basis only* to track additional meetings during the school day. This form is to be completed in October and February for a time sample. Submit these to your supervisor by the third working day following the end of each month.

A monthly Student Attendance Summary Form will be e-mailed to all SESE classrooms. All classroom teachers should complete and email the Monthly Student Attendance Summary Form to Joyce Reis jreis@sese.org on the **last working day of each month**. Please list all students' formal names in alphabetical order, write the exact number of days present and exact number of days absent, and the exact date(s) the student is absent, following the district calendar where the classroom is located.

EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY RECRUITMENT 5:10

The District shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions, credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1)requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Director shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts.

The Nondiscrimination Coordinator may be the Director or a Complaint Manager for the Uniform Grievance Procedure. Director shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Name: Robyn Payne
Address: P.O. Box 185
Ste. Marie, IL
62459
Telephone No: 618/455-3396 Ext. 245

Complaint Managers:

Name:	Robyn Payne	Sherri Murrell
Address:	P.O. Box 185, Ste. Marie, IL	P.O. Box 185, Ste. Marie, IL
Telephone No.	(618) 455-3396 ext. 245	(618) 455-3396 ext. 247

The Director shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

ADOPTED: February 18, 2015

ETHICS AND GIFT BAN POLICY _ 2:105

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and Board members:

1. No employee shall intentionally perform any "political activity" during any "compensated time", as those terms are defined herein.
2. No Board Member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate

in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in activities that: (1) are otherwise appropriate as part of his or her official duties, or (2) are undertaken by the individual on a voluntary basis that are not prohibited by this policy.

Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with any Board member or employee shall intentionally solicit or accept any "gift" from any "prohibited source," as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board Member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those

individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.

8. Food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered," means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board member or employee from another Board member or employee, and "inter-governmental gift" means any gift given to a Board member or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c) (3) of the Internal Revenue Code.

Enforcement

The Board President and Director shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task. Written complaints alleging a violation of this policy shall be filed with the Director or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Director or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board Policy 2:260, *Uniform Grievance Procedure.* A Board member, who is related, either by blood

or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

"Political Activity" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.

15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, “compensated time” includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.
“Prohibited source” means any person or entity who;

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board Member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) the Board member, or (b) by an employee or by the Board member or another employee directing that employee; or
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board Member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of , a spouse of, or an immediate family member living with a prohibited source.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements relate to or attributable to government employment or the official position of a Board member or employee.
ADOPTED: December 18, 2013

FIELD TRIPS/COMMUNITY-BASED INSTRUCTION TRIPS

All requests for field trips must have prior approval by the classroom Supervisor and be submitted on a *Field Trip Request Form* on www.sese.org **two weeks** in advance. Information, which must be provided, on this form includes:

1. Date of field trip
2. Location/destination of field trip
3. Distance from SESE classroom
4. Number of students attending*
5. Number of staff and other adults attending
6. Pick up time, return time and locations
7. Written verification of parental permission for each field trip
8. Any special needs.
9. The trips’ educational value
10. The alternative experience that will be provided non-participating students

Please check IEP to confirm if student requires a car-seat.

***ECE** – if taking both AM and PM class on an all-day field trip, please indicate to Renee what districts send children to your classroom. More than one bus may need to be obtained.

•A *Field Trip Permission Form* must be sent home and signed by the parent/guardian of every student each time a field trip or classroom community-based trip is planned that requires leaving school property. Permission slips are to be kept on file until the end of the school term.

•Field trips will be approved based on funding availability.

•Classroom Community-based instruction trips are limited to one per quarter for MSI III & IV.

•If paraprofessionals are unable to take a duty free lunch during a field trip/CBI trip, be sure to allow duty free time before or after trip. SESE will not purchase lunches for employees. Every effort should be made to give staff a duty-free lunch on field trip days. If this cannot be accomplished, please contact your Technical Assistance Supervisor. **All community-based trips and field trips are pending district transportation availability.**

FUNDRAISERS

All fundraising projects for SESE classes are discouraged. No project is to be initiated without prior approval by the Director. Any request should be in writing and a description included.

GRADING - REPORT CARDS

Classroom teachers are required to inform students about the grading system at the beginning of each school year. All teachers are responsible for completing grades for each quarter, semester, and final reporting periods. To ensure that courses are correct for the report card, teachers need to communicate with their TAS regarding each students needed subject/credit areas. **All teachers must complete the mainstream add/drop form each time when adding or dropping a student from a mainstream class with the date of transfer.** This ensures that your report card is correct for each student. The class qualifies as mainstream if the grade is being given by a teacher outside the SESE classroom. Divorced or separated parents will both be informed of the grades unless a court order requires otherwise.

(UNIFORM) GRIEVANCE PROCEDURE _ 2:260

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution,State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the American with Disabilities Act:
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. § 2000e et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42

U.S.C. § 2000e et seq.;

7. Sexual Harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victim's Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students;
13. Illinois Whistleblower Act, 740 ILCS 174/'1 et seq.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure. If a complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

1. Filing a Complaint

   A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

   For bullying and cyber-bullying, the complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

2. Investigation

   The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

   The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

   The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Director. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Director, the written report shall be filed with the Board, which will make a decision in accordance with Section 3 of this policy. The Director will keep the Board informed of all complaints.

3. Decision and Appeal

   Within 5 school business days after receiving the Complaint Manager's report, the Director shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager. All decisions will shall be abased upon the *preponderance of evidence* standard. Within 10 school business days after receiving the Director's decision, the Complainant may appeal the decision to the Executive Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Executive Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Director's decision or direct the Director to gather additional information for the Board. Within 5 school business days of the Board's decision, the Director shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Director shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the district's Title IX Coordinator.

The Director shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Director will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.
The Director shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Robyn Payne
P.O. Box 185
Ste. Marie, IL 62459

618/455-3396 Ext. 245

Complaint Managers:

Name:	Robyn Payne	Sherri Murrell
Address:	P.O. Box 185, Ste. Marie, IL	P.O. Box 185, Ste. Marie, IL
Telephone No.	(618) 455-3396 ext. 245	(618) 455-3396 ext. 247

ADOPTED: December 9, 2015

HARASSMENT OF STUDENTS

A copy of Policy 7:20 Harassment of Students Prohibited shall be sent home with all new students enrolled in a SESE classroom.

HARASSMENT OF STUDENTS PROHIBITED POLICY _ 7:20

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; or actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
    a. Substantially interfering with a student's educational environment;
    b. Creating an intimidating, hostile, or offensive educational environment;
    c. Depriving a student of educational aid, benefits, services, or treatment; or
    d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating", “hostile” and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Director shall insert into this policy the names, addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name: Robyn Payne

Address: P.O. Box 185
Ste. Marie, IL 62459

Telephone No. 618/455-3396 ext. 245

Complaint Managers:

Name:	Robyn Payne	Sherri Murrell
Address:	P.O. Box 185, Ste. Marie, IL	P.O. Box 185, Ste. Marie, IL
Telephone No.	(618) 455-3396 ext. 245	(618) 455-3396 ext. 247

The Director shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

ADOPTED: December 10, 2014

The *Student Bullying/Harassment Complaint Form* should be made available to students at all times. A secure location should be created to allow complaints to remain confidential. Once a complaint is made, classroom staff should complete the *Investigation of Misconduct* forms to determine the findings of the claim. If the student is uncomfortable speaking with a classroom staff person, the classroom teacher should call the above mentioned complaint managers to interview the student. Once the interviews are complete, the *Investigation Findings of Harassment Form* should be completed and placed in the student file and a copy sent to the TAS of the classroom.

HEAD LICE PROCEDURE _ 7:250-AP

Staff should: Follow district policy and procedures where the classroom is located and send home any materials, memos, etc. from the district regarding head lice. To prevent the spread of head lice infestations, staff should report all suspected cases of head lice to the school nurse or designee as soon as possible so the child may be checked. Continue to follow the procedure of district where classroom is located when head lice or nits are confirmed.

If eggs/nits (for districts with nit-free policy) or lice are found, staff will follow district policy regarding excluding the student from attendance and informs the parent(s)/guardian(s) about recommended treatment procedures and sources of further information.

All staff should maintain the privacy of students identified as having head lice and excluded from attendance.

Staff will follow District Policy where classroom is located regarding checking the students to verify that all eggs/nits (in districts that have nit-free policy) and lice are gone so that the student may return.
Staff should contact the TAS to notify the parent(s)/guardian(s) whose excluded student has not returned to school within 5 days of the following:

School attendance laws
Action that may be taken if absence continues
Resources for treatment information

ADOPTED: August 8, 2012

INDIVIDUAL EDUCATION PLANS, RECORDS

•*IEP Meetings*

It is extremely important that the building principal be notified of all IEP meetings. **Classroom teachers and itinerant case managers** should schedule a room **in advance** for all IEP meetings.

•*IEP Instruction*

Instruction shall be initiated promptly upon each student's arrival in the classroom and should continue until the last student departs in the afternoon. Utilize program assistants to escort students to and from school buses arriving and departing to facilitate bell-to-bell teacher instruction. Illinois law requires a minimum of five hours of instruction.

•*IEP Contents*

If a student's behavior impedes his/her learning or learning of others, a functional behavior analysis (FBA) should be completed and an individual behavior intervention plan (BIP) must be attached to the IEP.

•*IEP Goals - Lunch, Recess*

Time spent during lunch, snack and recess is to be counted as part of the instructional day. A student's IEP should include goals and objectives related to their identified deficits, which state what is to be accomplished during lunch or snack such as eating/feeding skills, food selection, table manners, language development and/or behavioral/social skills. Goals for recess as well as structured play activities shall include physical and social skills training. Some of these goals are more effectively implemented at these naturally occurring daily events. All aspects of the student's day are instructional, regardless of whether a specific goal is written; therefore, careful thought and planning should go into all aspects of the daily routine. Teachers should write/plan activities to implement each of these goals. Paraprofessionals may assist in implementation.

•*IEP Tracking*

Goals and objectives should be tracked according to the monitoring schedule written on the IEP. Tracking should occur more than once during the designated monitoring schedule. (i.e. quarterly/monthly = tracking more than once during that quarter or month.) Sample tracking sheets are available upon request from a Technical Assistance Supervisor. Tracking sheets must be submitted at the end of the school year for each student.

•***IEP Progress Reports***

Progress reports are required four times per year to be submitted no later than the date host district report cards are due. All teachers and itinerant providers will be required to submit progress on a quarterly basis. If a student was on your caseload for any period of time during the quarter, a progress report must be completed for that quarter.

Content

The IEP information must be quantifiable data (numbers, trials, percentage) as indicated by criteria for mastery. This information MUST MATCH and be measured in the same manner as indicated in the "evaluation criteria". This information should also be listed in the "Dates Reviewed/Extent of Progress" objective box.

Submission

Reports should be electronically submitted by the staff member to the student's home district coordinator and carbon copied to the TAS and studentfiles@sese.org. Send a hard copy to the parent(s). If you have co-implemented goals, you must report to your TAS the name of the provider that is responsible for the progress report each quarter.

Files should be saved by Last Name, First Name, DOB(yyyy-mm-dd), Progress Report Service Title Year Month Day (yyyy-mm-dd). (Example - Smith John 2000-04-01 Progress Report SLP 2016-01-20) Do not put in commas. The month and day both must have two digits.

•*IEP Meeting Requests*

An IEP meeting can be requested by any member of the student's IEP team in order to update or revise the IEP as necessary. Requests for an IEP meeting should be made with the resident district's special education coordinator. Whenever possible, try to group and schedule meetings so that as few substitutes as possible are needed.

•*Records - Central Office Files*

All evaluation and caseload files will be shared with you via Google Drive. If you do not have a needed student file, make sure that you have completed the add/drop form, then contact Joyce. If you find another student's document in the wrong file, please contact Joyce.

•*Annual Reviews/IEP*

SESE staff should consult with TAS on proposed goals and objectives prior to the IEP meeting. Parent input is required and should be documented.

Each teacher/itinerant provider must complete a current progress update for all annual reviews. A formal report is not required. Progress for all quarters of the current IEP must be available at the annual review.

INSTITUTE DAYS

All SESE classroom and itinerant staff will participate in the assigned SESE district Institute Day activities unless they have submitted a plan that was scheduled by or approved by the Supervisor and Director. This plan must be submitted **three (3) school days in advance** using the *Institute- SIP-PT Conf. Plan form* with a detailed explanation of the structured training activities they will

be attending. All SESE teachers need to check with building administration regarding the district's institute plan, and note this on the form if they feel it is appropriate and want to attend it instead of the SESE assigned activity. If there is a District Institute agenda, it should be attached.

INVENTORY CHANGE

All inventory changes must be approved by your immediate Technical Assistance Supervisor prior to moving an item to or from your classroom. Classroom teachers should record all changes on the *Change of Inventory* form. This procedure must also be followed prior to throwing any destroyed item away.

LATE STAY PROCEDURES

Volunteers must have taken and passed the Therapeutic Crisis Intervention (TCI) training, including meeting its physical requirements, and received training on the operation of the Late Stay Program prior to working late stay.

The classroom teacher should call Joyce (or dial 0 if she is not available) by 1:00 PM to verify whether or not any student has acquired late stay time. Joyce will contact volunteers between 1:30 and 2:00 to schedule site and times. Please complete *Late Stay Time Sheet* to be paid. Also be sure to check the late stay box on the *Mileage Form* to receive mileage for late stay. Please submit both forms no later than the third working day of the new month.

LESSON PLANS

Teachers should complete lesson plans with required components a minimum of 5 days in advance. Please have these available in your classroom and ready upon request. These lesson plans are to serve as a daily guide for instruction and provide a clear picture of the daily routine to benefit the instruction to students performed by substitutes in your absence. An example Understanding by Design (UBD) lesson plan format is included for reference, if desired, on the SESE website under Educator Resources.

LUNCHES - STUDENTS

Students are **never** to be denied breakfast/lunch for disciplinary reasons. Each SESE class will follow procedures for overdue payment of charged lunches according to the policy of the housing district. In addition, if charges accumulate beyond the limit allowed by district policy, notify the Technical Assistance Supervisor. The resident district of each student housed in a SESE class shall be ultimately responsible for unpaid breakfast/lunch charges.

MEDICATION

Students requiring medication while at school must return a *Student Request to Administer Medication form.* This form must be completed for each child requiring medication or anything requiring a prescription before any medication can be administered in the classroom. The form **must** have a parent/guardian signature as well as a physician's signature.

A Medication Administration at School Request form will be sent to the parent/ guardian of every student enrolled in a SESE class before the first day of school. This form should be copied by the teacher and sent home with all new students enrolling during the school year, before the first day of attendance in a SESE classroom. Follow procedures outlined in SESE's Administration of Medicine policy using *Documentation of Medication Administered at School Form.*

- All medications should be stored in a locked cabinet at all times.
- All medications should be sent and contained in a labeled bottle/container from the pharmacist with the student's name, medication name, and dosage on the bottle/container. (Parents can request an extra container from the pharmacist.)
- Do not accept or administer loose pills in a Ziploc bag or unlabeled container.

ADMINISTERING MEDICINES TO STUDENTS POLICY _ 7:270

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

District Supply of Epinephrine Auto-Injectors

The Executive Director or designee shall implement Section 22-30 (f) of the

School Code and maintain a supply of epinephrine auto-injectors in the name of the district and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for school epinephrine auto-injectors and a standing protocol from a physician licensed to practice medicine in all its branches, or (2) fill the district's prescription for school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur. Upon implementation of this subsection and Section 22-30 (f) of the School Code, the protections from liability and hold harmless provisions as explained in Section 22-30 (c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

ADOPTED: February 18, 2015

Procedures

1. All medications should be distributed by licensed classroom staff unless approved by the director or technical assistance supervisor.
2. Administration of medication should be documented on form.
3. In the event of teacher absence, the teacher should develop a plan for distribution by listing substitute licensed staff(s) that can administer the medication. The plan should be placed in the sub folder.
4. If a licensed staff person is not available, please contact the director or technical assistance supervisor to approve medication distribution.

**Paraprofessionals cannot administer medication.

MILEAGE

Travel shall be recorded on a *Mileage Form* in order to receive mileage reimbursement. This form must be emailed monthly to the Bookkeeper ldavis@sese.org no later than the third working day of each new month.

Standardization of distances within SESE from point to point is listed in a Mileage Travel reimbursement for itinerant personnel **will not be authorized unless previously submitted on your work schedule**, unless it is an emergency. Travel shall be kept to an absolute minimum. Forms for mileage reimbursement claims are provided. **Mileage is paid on the 10th of each month.** Mileage rate for 2016-17 school year will be the current IRS rate.

•Procedures for Charging Mileage:
If you travel to an approved location other than your assigned building, you will receive mileage. If you travel from a place of business to your assigned building, you will receive mileage. All mileage other than service provision and IEP meetings require prior approval from administration.
•Procedures for Charging Professional Development Mileage: Professional travel outside SESE shall have prior approval by the Director through use of *Request to Attend Professional Meeting* and submitted via email. **Itemized** receipts are required in order to be reimbursed for lodging, mileage, tolls, cab fare, parking, meals and registration fees to be submitted on *Professional Meeting Reimbursement.* Gratuity amounts must be written in on the credit card charge slip and also be submitted with the itemized receipt, in order to obtain reimbursement. Employees shall share transportation and lodging, and can be assigned (i.e. designating claimable mileage for 1 car when multiple employees attend the same conference, etc.) and shall utilize the most economical means of transportation.
MILEAGE – Itinerant Staff
•Procedures for Charging Mileage—Student Services:
To Work / To Home

1. Charge the **shorter** of the two distances if your assigned location is the central office.

Example:

- SESE central office to scheduled destination
- Home to scheduled destination
- Scheduled destination to home
- Scheduled destination to SESE central office

2. If it is your assigned office day, mileage is **not** charged from your home to the SESE central office, **or** from the SESE central office back home.
3. If you provide **occasional pre-approved** direct service to students or parents, or are **pre-approved** to attend a staffing on your assigned office day, you may charge mileage to and/or from the SESE central office. This service and mileage charge should not occur on a weekly basis.
4. If it is not an office day and the SESE central office is your assigned location, you should **not** charge mileage to come to the office at the beginning **or** end of the day.

MILEAGE – Classroom Teachers

➢ **Procedures for Charging Mileage to Meetings**

From School / To Destination

1. If you have a meeting away from your classroom building in which your classroom is not located, you would charge from your classroom to meeting destination and back to your classroom. If at the end of the day and it is closer from meeting destination to your home rather than back to classroom, you would charge the shorter of the distances.
2. If you have a meeting that is scheduled first thing in the morning outside of the district in which your classroom is located, you would charge mileage from the **shorter** distance, either your home to meeting destination, or

from classroom to meeting destination.

PROFESSIONAL DEVELOPMENT MILEAGE

➢ Procedures for Charging Mileage – Inservice @ SESE:

This is considered professional travel and shall have prior approval by the Director/Designee.

1. Charge the shorter of the two distances if your assigned location is a school not the SESE central office.

Example:

· Assigned school to SESE central office is 44 miles and

Home to SESE central office is 20 miles. Mileage claimed for reimbursement is the distance of 20 miles, or 40 miles round trip.

Example:

· Assigned building to SESE is 15.6 miles. Home to SESE is 50 miles. Mileage claimed for reimbursement is for 15.6 miles, or 31.2 miles round trip.

2. Itinerant Staff does not charge for meetings/inservice at SESE Central Office

This is considered professional travel and shall have prior approval by Director/Designee.

➢ Procedures for Charging Mileage – Inservice Outside Cooperative or in district other than assigned district.

1. Charge the shorter of the two distances from either home or assigned building/SESE:

Example:

·You attend an inservice first thing in the day. SESE Central office or assigned building to the inservice is 10.5 miles. Home to inservice destination is 22.5 miles. Mileage claimed for reimbursement is for 10.5 miles, or 21 miles round trip.

➢ Procedures for Charging Mileage – Institute Days at SESE Central Office: The SESE Central Office would be considered your assigned work location on scheduled Institute days, and therefore mileage reimbursement would not apply.

Example Mileage Procedures – Itinerant Personnel

STARTING POINT	DESTINATION	DISTANCE (START TO DESTINATION)	EXPLANATION of ALLOWABLE MILEAGE
Home (Lawrenceville)	Olney – RCES	21.4 miles	Charge shorter mileage, SESE to ERES (16.5 miles)
Home (Oblong)	Clay City Elem.	44 miles	Charge shorter mileage, SESE to Clay City Elem (38 miles)
Home (Robinson)	Nuttall Middle	1.0 mile	Charge shorter, Home to Nuttall (1 mile)
Home	SESE (office day)	22 miles	**No mileage reimbursed on office day**
SESE (office day)	Oblong Elem. To provide services	11.9 miles	Providing service (i.e. social work). (Charge 11.9 miles)
Oblong Elem.	SESE (office day)	11.9 miles	Mileage reimbursement allowed back to office on office day, but not allowed from Oblong to home if finishing the day in Oblong.
SESE (office day)	Home	22 miles	**No mileage reimbursed on office day.**
Hutsonville Elem.	Home (Newton)	37.2 miles	Charge mileage shorter distance, SESE to Home 9.5 miles

Example Mileage Procedures – Classroom Personnel

STARTING POINT	DESTINATION	DISTANCE (START TO DESTINATION)	EXPLANATION of ALLOWABLE MILEAGE
Home (Newton)	Classroom Location	19.7 miles	**No mileage reimbursed to daily classroom**
Home (Lawrenceville)	Classroom (RCHS)	21.4 miles	**No mileage reimbursed to daily classroom**
Classroom (RCHS)	Red Hill High School	18.7 miles	Mileage to staffing, charge 18.7 miles.

	(staffing)		
Red Hill High School (Staffing)	Home (end of day, Lawrenceville)	4.5 miles	Charge shorter mileage, staffing location to home (4.5 miles)
Home (Newton)	Classroom (RCHS)	19.7 miles	**Mileage not allowable to daily classroom**
Classroom (RCHS)	Bridgeport (staffing)	18.7 miles	Mileage to staffing, charge 18.7 miles
Bridgeport (staffing)	Classroom (RCHS)	18.7 miles	Mileage back to school, charge 18.7 miles
Classroom (RCHS)	Home	19.7 miles	**Mileage not allowable to home**

Example Mileage Procedures – Professional Development

STARTING POINT	DESTINATION	DISTANCE (START TO DESTINATION)	EXPLANATION of ALLOWABLE MILEAGE
Home (Oblong)	Olney, Ty's	29.8 miles	Charge shorter mileage, SESE to Inservice (17.5 miles)
Olney, Ty's	Home (Oblong)	29.8 miles	Mileage claimable back to SESE (17.5 miles)
Home (Robinson)	Salem, IL	85.7 miles	Charge shorter mileage, SESE to Salem (65.7 miles)
Salem	Home (Robinson)	85.7 miles	Mileage claimable back to SESE (65.7 miles)
Home (Oblong, but you work at RCHS, Olney)	Salem	76.8 miles from home	Charge shorter mileage, ERHS to Inservice (50.3 miles)
Salem	Home	76.8 miles	Mileage claimable back to ERHS, 50.3 miles
Home (Lawrenceville)	Hutsonville HS to carpool to Terre Haute	27.2 miles	Mileage claimable home to Hutsonville HS (shorter distance 27.2 miles rather than SESE to Hutsonville HS, 30.4)
Hutsonville HS (end carpool)	Home (Lawrenceville)	27.2 miles	Mileage allowable from Hutsonville HS to home, 27.2 miles.

NURSING SERVICES

NURSING SERVICES TO BE PROVIDED TO SESE STUDENTS

1. Periodic visits to SESE classrooms.
2. Access to first aid supplies.

3. Review of medical records.
4. Audiometric and vision screenings.
5. Immunization boosters (with parental consent).
6. Consultative services to teachers for students' personal hygiene needs.
7. Emergency nursing needs.

Records:

1. The school nurse shall inform SESE of needed immunizations or physicals.
2. SESE students may participate in local district clinics, with proper permission.
3. If a SESE student gets a physical or immunization at his/her district of residence, that district must inform SESE, who in turn notifies the nurse in the district where the SESE class is located.
4. A copy of the student's' health records is to be kept in both the home district and the district where the SESE class is located.
5. If questions arise concerning records for SESE students, the district should contact the SESE office, which in turn contacts the nurse in the district where the SESE class is located.

PARENT COMMUNICATION / INVOLVEMENT

•*Newsletters*

All ECE teachers will prepare a weekly newsletter and ED/MSI/Autism teachers a monthly newsletter. **This should be e-mailed to the classroom supervisor and sent to Tiffany to include on the website each week/month.** Content of the newsletter shall be information that will keep parents informed of progress, activities, current units of study, and scheduled school events. Confidential information should not be reported in newsletters. Photo consent should be attained prior to including any student photos. All ED teachers will also send home weekly behavior summaries. Sample are available from a Technical Assistance Supervisor upon request.

•*Visitors*

A *Request to Visit Form* is available on the SESE website. All requests should be communicated with and approved by the classroom supervisor. All visitors should sign in on either the SESE or District Sign-in sheet located in the office before visiting the classroom.

PARENT/TEACHER CONFERENCES

All licensed staff are required to coordinate with case managers or schedule separate times to meet with parents in order to participate in parent/teacher

conferences. Itinerants must be available during the hours scheduled for conferences unless the change of schedule is approved.

Teachers are responsible for having the parent complete the Parent Survey listed on the SESE website.

PASSPORTS

Classroom teachers must complete a passport using the *Passport Form* at least one time per year. This is shared with you on your Google Drive by your supervisor. It must be updated for each student at the end of the year. It also needs to be updated if changes are made to the student's programming or behavioral interventions. When you complete the online form, be sure to mark the "send me a copy box". This will allow you to print a copy for the substitute folder and forward a copy to the student's new teacher (s), principal, coordinator, and your supervisor. Please create folders in your email and save all of your passports by school year.

PAYROLL

Employees shall be paid twice per month. These pay dates shall be the 10th and 25th of each month. In the event that the 10th or 25th falls on a weekend or holiday, pay shall take place on the nearest Central Office workday preceding. Direct Deposit is offered to all SESE employees. The direct deposit may be made into a checking or savings account or a combination of both.

PHONE CALLS/TEXT MESSAGING

Personal long distance telephone calls should be charged to your home phone number or personal credit card. **Personal calls of any nature should be reserved for non-working hours.** Make only necessary school-related calls and keep each call to a minimum. Attempt to phone the SESE central office only once with several questions rather than several times.

•*Advocate Calls*

All telephone calls and correspondence from Child Advocates or attorneys regarding special education students enrolled in SESE shall be directed initially to the district superintendent and/or his/her special education coordinator and then, if necessary to the Director. If the Director is not available when a teacher phones, you should request to speak to a Technical Assistance Supervisor.

•*Calling Cards*

Do not make operator-assisted third party calls. Whenever possible, utilize a phone in a SESE classroom to place school related calls. If a classroom phone is not available and an employee needs to contact the office, they should dial 888-882-4022. If you need assistance, call 1-888-800-0878.

•***Cell Phones***

Cell phones should be turned off or on vibrate during school hours. Time spent on personal calls and texts interrupts classroom instruction time. Personal

calls and texts **SHOULD NOT** be made except during lunch, planning periods, or in **emergency** situations.

PHOTOGRAPHING, VIDEOTAPING

No child may be photographed or videotaped without a permission form signed by the parent or guardian. All photos and videos are for classroom use only and must be destroyed at the end of the school year.

PROFESSIONAL LEAVE

When requesting approval to attend professional meetings, please submit a copy of your current membership in that organization as well as the *Request to Attend Professional Meeting*. If you are not a member of the professional organization, you will be required to pay the difference of the higher non-member registration and the lower member registration. Request to Attend Professional Meeting forms are to be submitted via email to the SESE office. When requesting reimbursement for mileage, tolls, cab fare, parking, meals, or registration fees, for attending a conference/workshop, please use the *Professional Meeting Reimbursement*. **Itemized r**eceipts will be **required** in order to receive reimbursement for meals or for any other expenses (i.e., tolls, cab fare, parking, fees, etc). Gratuity amounts must be written in on the credit card charge slip and also be submitted with the itemized receipt, in order to obtain reimbursement. Attach receipts, completed evaluation form, and copy of the signed Request to Attend Form when submitting. **Do not** request reimbursement for something that you did not request on *The Request to Attend Professional Meeting* form, or that was not approved for reimbursement. **Do not** put professional development mileage on your regular mileage sheet. If SESE has pre-paid the registration fee for you, **do not** request reimbursement for this fee.

SCHEDULES

Schedules are to be followed closely. Planning periods and duty free lunch periods must be included in the classroom schedule. **The Director or Technical Assistance Supervisor shall be notified immediately of all schedule deviations or changes.**

•Teachers' Schedules

The standard workday for teachers shall be the same as that of the licensed staff of the building to which the teacher is assigned, including planning periods and a duty free lunch period equal to that of the teachers in that building. If, in emergency situations, a teacher is required to supervise student(s) using their regular lunch period the teacher will be permitted to use an amount of time equal to their duty free lunch period at the end of the work day as their duty free lunch period, **after** contacting their supervisor and ensuring that students are supervised. Teachers should submit their schedule for approval on *the Classroom Personnel Schedule* no later than the end of the second week of school.

•Paraprofessional's Schedules

The standard workday for paraprofessionals shall be six and one half (6 1/2)

hours. Paraprofessionals will receive a duty free lunch period, as designated by the Director, of not less than thirty (30) minutes. If, in emergency situations, a paraprofessional is required to supervise student(s) during their regular lunch period they may use an amount of time equal to their duty free lunch period at the end of their work day as their duty free lunch period. Emergencies must be approved by South Eastern Special Education Program Supervisor or the building principal, but, if neither is available the supervising teacher has the right to make the decision that an emergency exists.

- **Employees may refer to Article VI, 6.2 of the SESEA 2014-2017 contract.**

Classroom teachers shall set the daily work times for paraprofessionals assigned to their classroom, not to exceed a 6 ½ hour work day (i.e., the teacher may have the paraprofessional report to work earlier than a typical 8 AM arrival or later than a 3 PM departure in order to ensure supervision of all students arrival or departure times **with prior supervisor approval**). Each classroom teacher should submit *Classroom Personnel Schedule Form* to the Director no later than the end of the second week of school, with the following information: each staff member's name, daily starting time, time designated for lunch (if applicable), and ending time. The final approval for the working hours of paraprofessionals will be made by the Director. If any changes are needed for the teacher's or paraprofessional's start time and/or end time after the start of the school year, **prior approval** must be obtained from the Director or Designee.

•Itinerants' Schedules

Itinerant staff shall ask all principals and teachers in schools in which you work to notify you if a student or students are absent on a particular day. Ask them to please call the SESE office as early as possible so you will not make an unnecessary trip to the school or schools involved. It is the responsibility of each central office employee to sign in and check mail/messages upon arrival at the work site. All itinerant staff are required to check their voicemail messages at the SESE office daily. Central office and itinerant personnel are scheduled to work 7 hours (8:00 am - 3:30 pm), unless notified differently. Itinerant personnel should arrive at designated school work site ready to work by 8:15 AM and may depart at 3:15 PM. If designated building is in your hometown, you should arrive by 8:00 AM and depart at 3:30 PM. Itinerant personnel should schedule one-half hour for lunch. Itinerants **must** update their weekly schedule on their google calendar in their SESE email account. Fill in all spaces between 8:00 a.m. and 3:30 p.m. with type of service, student initials, etc. Anytime a change occurs in an itinerant's day-to- day regular schedule, please update your google calendar accordingly. All itinerant teachers shall finalize their schedule no later than one week following the opening of school by scheduling a meeting with their respective Technical Assistance Supervisor. The Technical Assistance Supervisor will then meet with the Director for final approval.

SCHOOL IMPROVEMENT DAYS

All SESE staff will email their supervisor regarding the selected activity for the SIP day. Staff will either participate in assigned SESE School Improvement

Activity, District Activity, or submit an alternate plan. This plan must be submitted **three (3) school days in advance** on the *Institute/SIP/PT Conf. Plan f*orm with a detailed explanation of the structured training activities they will be attending.

SEIZURE CARE

A *Seizure Treatment Plan* form should be mailed to each parent at the beginning of every year for a student that has a history of seizures. If there is a current plan in the student's temporary file, please send a copy for the parent to update or make changes. Once the plans are received, please send a copy to the SESE central office, host school nurse, and home district coordinator.

Seizure plans should be reviewed with all classroom staff, including itinerants. Once reviewed, copies of the plan should be placed in the temporary file, emergency bag, and sub folder. If a seizure occurs, please follow the individualized care plan. If 911 is called, please notify the parent and SESE administration. If the student is transported to the hospital, please send one SESE staff with the student until the parent arrives. The *Seizure Log* form must be completed to track seizure activity. If the student is injured during the seizure, the *Accident Report* form must also be completed and sent to the classroom supervisor.

SEXUAL HARASSMENT - Procedure

The *Complaint Form* shall be used to file a complaint and request an investigation regarding sexual discrimination or sexual harassment. Complaints should be filed with the SESE Complaint Manager. Complaint Managers are Robyn Payne, Technical Assistance Supervisor, and Sherri Murrell, School Social Worker.

SEXUAL HARASSMENT – WORKPLACE HARASSMENT PROHIBITED POLICY _ 5:20

The District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex sexual orientation, age citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of student, including, but not limited to, sexual harassment, is prohibited by Board policy 5:20, *Harassment of Students Prohibited.*

The District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law. District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is

used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint: Enforcement

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop. Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

The Director shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Name:	Robyn Payne
Address:	P.O. Box 185
	Ste. Marie, IL 62459
Telephone No.	618/455-3396 ext. 245

Complaint Managers:

Name:	Robyn Payne	Sherri Murrell
Address:	P.O. Box 185, Ste. Marie, IL	P.O. Box 185, Ste. Marie, IL
Telephone No.	(618) 455-3396 ext. 245	(618) 455-3396 ext.

ADOPTED: December 18, 2013

STUDENT RECORDS

Local districts maintain the official temporary record for students who are in the

SESE self-contained classrooms. If teachers receive requests for any records regarding a student, the teacher should direct that person to the home district special education coordinator.

The classroom teacher should maintain a working file for each student. That file should contain:

- All progress monitoring assessments, curriculum placement assessments, PARCC or DLM results
- Verified reports or information from non-educational sources
- Any correspondence from student's parents
- Sign off page on SESE Parent/Student Handbook
- Field Trip Permission Forms
- Consent to Exchange Information (Available at SESE office)
- Medication Administered at School Request Form
- Documentation of Medication administered Form
- Seizure Procedure Plan
- Seizure Log

SUBSTITUTES

When a teacher is absent from work, the paraprofessional is to report the name of the substitute to the building principal when the substitute arrives. Substitutes are required to work either the full or ½ day for which he/she is being paid.

•***Substitute Folder***

All SESE classroom teachers are to prepare a "Substitute Folder" to be kept on file and made available to any substitute teacher who may be teaching the class. This "Substitute Folder" shall contain at least the following items:

A. Arrival and departure times for each student, bus times and numbers
B. Paraprofessional arrival and departure times, with notation not to leave early.
C. Arrival & Departure time for the Teacher Sub with notation not to leave early.
D. Fire and disaster drill instructions
E. Free milk and free lunch rosters
F. Daily class schedules
G. Lesson Plans - minimum of 5 days
H. Passports for each student
I. Students on medication and instructions regarding required dosages at school.
J. www.sese.org - link to handbook
K. A list of duties of each paraprofessional
L. Class Roster and Home District
M. Emergency Forms
N. Other items deemed necessary

This "Substitute Folder" shall be compiled one week after school starts and kept updated and on file in the classroom. This will be checked and approved by the

classroom supervisor. The paraprofessional and building principal should be aware of where the folder is kept.

•Requesting A Substitute

When there is a need for a substitute, you are to call Renee at (618) 455-3396 x 222. She will arrange for all substitutes. If a sub is needed in the middle of any given day due to an emergency, contact Renee immediately as well as your supervisor. If an emergency arises after 1:30 P.M., contact a supervisor immediately **(do not leave messages, talk directly to an administrator)**.

You are responsible for adhering to the following rules and procedures regarding substitutes:

(1) For unexpected illness to you or your immediate family members, phone as early as possible and leave a message on the sub line voicemail. If you know that you or a family member will be ill the following day, please call in advance the evening before.

(2) Personal leave is to be requested in advance as per contractual agreement and approved by the Director/designee. Once approved, a supervisor will notify Renee of the approved request. Please call Renee and confirm that a sub has been obtained.

(3) Almost all Doctor/Dentist appointments are made in advance. With substitutes being in short supply, it is imperative that as much advance notice as possible is given to your supervisor. The more lead- time given, the better the chances are in getting your class a quality substitute teacher or substitute paraprofessional.

(4) Requests to attend staffings are to be approved by your supervisor. After approval, call Renee at Ext. 222 to request a sub. Please notify your supervisor that you have called Renee and a sub was secured.

(5) For classes with multiple paraprofessionals, it may be necessary for other paraprofessionals to cover for a paraprofessional if no substitute can be obtained. Please have an emergency staff reduction plan prepared and available within a week of the first day of school.

(6) When calling the substitute line, you must give the following information:

(a) Name, class and location
(b) Substitute arrival time
(c) Location of Substitute folder
(d) Extenuating circumstances regarding your class/program or personnel, if any

Every effort will be made to secure substitutes for all positions who may need one. Remember that we are competing with eleven school districts for substitutes.

SUICIDE AND CRISIS INTERVENTION 7:290

Procedure:

Identification of the At-Risk Student

A. An employee having any reason to believe a student is considering or threatening suicide or is in crisis is to contact the Technical Assistance Supervisor.

B. The social worker/counselor/school psychologist or Technical Assistance Supervisor will assess the situation.
C. In the case that the social worker, counselor, school psychologist, or TAS finds that the student is a risk of harm to self or others, CARES Hotline (1-800-345-9049) will be contacted.
D. The administration or staff will call the student's parent(s)/guardian to notify them of the situation and request that they come to their child's location to meet with the SASS worker.

- All calls and meetings with parent(s)/guardian will be documented.

E. A student should never be left alone if an employee reasonably believes the student is in imminent risk of suicide. An employee should immediately contact the student's parent(s)/guardian(s).

Documentation Regarding the At-Risk Student
A. District employees shall take notes on any conversations which involve or relate to the at-risk student. The notes shall become a part of a written report (Complete the *Cares Hotline Follow-up* form and email to your TAS and corresponding coordinator).
B. Conversations which involve or relate to the at-risk student shall be confirmed in writing with the other staff.

SUPPLIES, PURCHASE REQUISITIONS

All purchases shall be requested **prior to** purchase on a *Purchase Requisition Form, Warehouse Order Form*, and/or *Printer Cartridge Requisition Form,* unless previously approved by the Director.

Warehouse Order Procedures

1. Review warehouse form and select items that are needed for the classroom/office. Do not request items not listed on the warehouse form – use purchase requisition forms for the unlisted items.
2. Complete order form. Be sure to fill out quantity.
3. Important – the order form must be received at the SESE office by the fifth of each month. There will be only **one distribution per month**, so estimate the supplies that will be needed for the entire month.
4. When the order has been received by the third working day, it will be packaged and distributed by the tenth of the month. If you do not receive your order, please notify your supervisor.
5. Please do not hoard materials and only order what you will need for the month. If you have an extremely large quantity request, you may want to call ahead.
6. Please check with the host district on providing paper for the district copier that you are utilizing. Make sure that our paper will not jam their printer/copier.

TIME SHEETS

All licensed/noncertified employees should complete the appropriate time sheet on www.sese.org at the end of the month by the third working day of the next

month.

TRANSPORTATION

All classroom teachers should fill out an *Student Arrival and Departure Time Form* on www.sese.org by the end of the first full week of school.

Have your students ready for the bus on time, but not too early. Students should be in the classroom bell-to-bell, and **should not leave early** (unless otherwise specified on the IEP). If at anytime during the school year a bus driver asks to change an arrival or departure time, contact your supervisor immediately. Special education buses run on tight schedules. Students are NEVER to be allowed to go outside when there is ice or heavy frost on walking surfaces. If such conditions exist, then staff members should physically assist each student to and from the bus.

Only administrative personnel shall have authority to make a decision as to whether or not students will have early dismissal or whether students shall or shall not attend school on any given day.

VOLUNTEERS

Notify the Director or Technical Assistance Supervisor of any person who would like to serve as a volunteer. All volunteers must follow an application process and be pre-approved by the classroom's TAS. Applications can be obtained by contacting your classroom supervisor. The *Volunteer Handbook* will be reviewed by the TAS with the prospective Volunteer.

WAL-MART CARD PURCHASE VERIFICATION

Use *the Walmart Purchase Verification Form.*

- Write your name, the month for which you are submitting, and your position.
- The 16-digit card number is printed on the back of your Walmart card.
- Write the amount available on your card at the beginning of the month.
- Document the date of the purchase, a brief description of the purchase, the quantity, and the total amount spent.
- Figure the total amount spent for the month. Then subtract that from the amount available.
- Attach the Wal-Mart receipt.
- Sign the verification form and send to your supervisor at SESE.
- Turn in receipts each month by attaching to a completed *Walmart Purchase Verification* Form. If no purchases are made for that month, no form needs to be submitted.
- **ONLY ONE RECEIPT PER FORM.**