

2025-2026

South Eastern Special Education Employee Handbook



SESE Executive Board Approved 06/25/2025

**SESE Employee Handbook
2025-2026
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2025-2026 SESE HANDBOOK

*The following information is provided to help make your 2025-2026 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, [Handbook Verification](#)***

ADMINISTRATION

Kim Kessler, Director	217-663-3420
Morgan Fehrenbacher, Technical Assistance Supervisor	217-663-3471
Jane Gregory, Technical Assistance Supervisor	618-554-4398
Beth Leggitt, Technical Assistance Supervisor	618-553-9456
Katelyn Lidy, Technical Assistance Supervisor	618-663-5032
Lisa McMorris, Technical Assistance Supervisor	618-553-9457
Robyn Payne, Technical Assistance Supervisor	618-553-9459

ADMINISTRATIVE ASSISTANTS

Questions Regarding:

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ABSENCES/ATTENDANCE

Employees must complete the *Absence Request Form* prior to any type of absence. This should be completed prior to your absence by **6:30 AM** or earlier unless it is an emergency. This is the method that ensures that a substitute will be secured.

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”. This is in accordance with Section 5/24-6 of the Illinois School Code which includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brother-in-law, sister-in-law, **stepparents, stepchildren, domestic partner**, and legal guardians. The definition of immediate family shall be expanded to also include aunt, uncle, niece, nephew, grandparents-in-law, children-in-law, son-in-law, and daughter-in-law.

Bereavement Leave

An employee is entitled to a paid leave/absence from SESE, not to exceed three days per occurrence, on account of the 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, grandparents, grandchildren, parents-in-law, brother-in-law, sister-in-law, and legal guardians. The definition of immediate family shall be expanded to also include aunt, uncle, niece, nephew, grandparents-in-law, children-in-law, son-in-law, and daughter-in-law.

Personal Business Leave

At the beginning of each school year, each employee shall be credited with three (3) days to be used for personal business in full or half-day increments. Personal business 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.

****Failure to follow attendance policies may result in a pay reduction.**

Educational Conference Leave (Employee’s Children)

All employees must complete the *Absence Request form* **in advance** of the educational conference/meeting date for the employee’s children in order to receive permission to attend. Attempts should be made to schedule meetings when students are not in session.

Absences/Attendance

Classroom staff will complete the daily Google SESE Student Attendance Form shared in Google Drive. 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 of the scheduled arrival time by telephoning the numbers given. Calls, text messages, emails are to be logged and the absence reason documented on the tab titled *Absence Phone Log* located within the Google classroom attendance form. **If a student has three consecutive absences, a Technical Assistance Supervisor and the Special Education Coordinator of the resident school district should be notified via email.**

Requesting A Substitute

When there is *any* need for a substitute, you are to complete the absence request. If a substitute is needed in the middle of any given day or after 7:30 am due to an emergency, immediately contact your supervisor and fill out an absence request.

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, complete the absence request as early as possible.
2. Personal leave is to be requested in advance as per the contractual agreement and approved by the Director/designee. Once approved, the Director will notify the employee of the approved request.
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. 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.

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

ABSENCES: IEP, Eligibility, Annual Review Meetings

You are required to complete the following procedure for meeting absences:

1. Prior telephone contact to district coordinator and parent.
2. Written summary of services emailed to the coordinator.
3. Proposed minutes of service delivery and location if revising or developing the IEP and/or service plan emailed to the coordinator or documented in Embrace.
4. ESY statement emailed to the coordinator or documented in Embrace.

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, please contact your supervisor for meeting coverage.

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. 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 resident district coordinator with details.
4. Contact the building principal and school nurse if the call is accepted.
5. Complete the *DCFS Hotline Documentation Form* and the *CANTS 5 Form*.
6. 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 #B 1408 Martin St.
Effingham, IL 62401 Olney, IL 62450

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

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

ACCIDENT REPORTING AND INVESTIGATION (Students/Staff)

Employees must report any accident or injury to their TAS immediately following the accident or injury. Employees will assist in completing an accident/injury report and update administration regarding recovery from accidents or injuries following doctor visits. The Administration will investigate all accidents and injuries and report to the Director efforts to prevent any further accidents and injuries.

Each classroom teacher shall use the *Accident Report Form* to document the accident, **no matter how minor, and call your supervisor to 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. Complete all three *Workers' Compensation Forms* that are accessible on the SESE website under employee forms.

ADD/DROP (Classroom)

An *Add/Drop Form (Classroom Only)* should be completed and submitted electronically to Joyce Reis on the **same day** of any changes made to your class list. Please reference www.sese.org for the form. When a new student enters your class or a student leaves your class, immediately notify appropriate personnel in your host school.

ADD/DROP (Itinerant)

Changes in your caseload should be updated on your caseload form on the **same day** of any change. When a new student is added or dropped, use the official name, correct start/drop date of the IEP, and correct minutes. Minutes must be completely deleted if you are dropping a student.

ANCILLARY INSURANCE COVERAGE

Employees interested in disability, cancer, or intensive care insurance may purchase this on their own, running the premiums through the SESE's payroll /deduction program. SESE offers this as an administrative service only to the employee. Inquiries relating to any ancillary insurance should be directed to the insurance agent. SESE makes no representations with respect to any ancillary insurance coverage and any administrative assistance provided shall not be construed as endorsing such insurance coverage. For more information, employees should contact the office.

BED BUG PROCEDURE

Bed Bug Found in Room:

1. Inspect the area near where the bed bug was found.
2. Capture the live bed bug for proper identification.
3. Notify the building administration and school nurse.
4. Take the bed bug to the local Health Department for verification.

Bed Bug Found on Student:

1. Discreetly remove the student from the classroom.
2. Capture the live bed bug for proper identification.
3. Contact the building administration and school nurse and have the nurse check the student's clothing and belongings.
4. Contact the student's parents.
5. Send bed bug information home.

6. Place the student's belongings in a plastic tub with a lid.
7. Heat students' clothing on high heat for 30 minutes if a dryer is available.

Prevention Steps for the Classroom

- Inspect the room regularly.
- Reduce clutter.
- Clean and vacuum regularly.
- Isolate student belongings in clear plastic bags or bins.
- Reduce items brought back and forth from school.
- Wash items with soap and water.
- Safely store all blankets, clothing, etc., in individual plastic boxes with lids.

Prevention Steps for Staff

- Change clothes prior to going home
- Put clothing in sealed bag or tub – place in dryer or washer and dryer immediately when you arrive home
- Inspect yourself and the clothing you are wearing
- Bugs can be killed by using heat (dryer or steam cleaner: 121 degrees), bed bug spray or 90% proof rubbing alcohol – direct contact with bug.

BEGINNING OF YEAR INFORMATION

It is the employee's 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.

1. 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.
2. Special staff meetings for SESE personnel will be held as needed, but most meetings will be conducted on an individual basis.
3. Furnish your building principal a list of all students in your room, including name, address, phone number, and home district.
4. Employees who have not returned their assignment letter should do so immediately @ Attn: Renee.
5. If you change your address, telephone number or name anytime during the school year, please inform Renee Barthelme (Ext. 225) at the SESE office.
6. No employee shall be entitled to horizontal movement on the salary schedule or the application of hours toward horizontal movement except as provided below:
 - Having an official grade report and transcript from the university demonstrating successful completion of the course on file in the SESE's administrative office by September 1 of the school year in which the credit is to be claimed. Successful completion shall be defined as a grade of at least "B" or better.

- The coursework must be approved in advance by the Director and/or designee if movement on the salary schedule is desired. Courses will be approved on the following basis:
 - a. If the course is in a prescribed course of study leading to an advanced degree; or
 - b. If the course is pertinent to the employee's area of education or if the course directly relates to the employee's area of expertise and/or job assignment and is a graduate-level class; or
 - c. If a district requests that a course is taken by the employee.
 - No horizontal movement will be allowed on the salary schedule until the individual has received enough semester credits to advance to the next salary column.
7. 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.
 8. The SESE council will pay \$906.00 toward any health plan offered through SESE for the 2025-2026 school year.

BLOODBORNE PATHOGENS

SESE recognizes the potential risk its staff has to accidental occupational exposure to bloodborne pathogens and desires to educate and protect employees to minimize the possibility of exposure. The Bloodborne Pathogens Exposure Control Plan contains specific information regarding the SESE's policies and procedures.

All employees of SESE are instructed as to the correct handling of body fluids and tissue. All positions in SESE have been categorized into classifications to determine the likelihood of occupational exposure to blood, body fluids or tissue from other people. Classification I employees hold positions in which required tasks routinely involve a potential for that exposure. These employees and all others who are involved in an exposure incident are entitled to receive vaccinations for Hepatitis B at SESE's expense.

BULLY PREVENTION POLICY

7:180

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 District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the 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 **is 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 from a computer that is accessed at a nonschool- related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school District 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 District or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes *cyberbullying* 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 or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a 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 provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of 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, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an 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 productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a District, including without limitation school and District administrators, teachers, 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 District'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 District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District'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 U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint

Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report

Nondiscrimination Coordinator:

Robyn Payne
500 S. Scott Ave.
Newton, IL 62448
rpayne@sese.org
618/455-3396

Complaint Manager:

Robyn Payne
500 S. Scott Ave.
Newton, IL 62448
rpayne@sese.org
618/455-3396

Morgan Fehrenbacher
500 S. Scott Ave.
Newton, IL 62448
mfehrenbacher@sese.org
618/455-3396

1. Consistent with Federal and State laws and rules governing student privacy rights, the Director or designee shall promptly inform parent(s)/guardian(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.

2. 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 District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

3. The Director or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

4. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

5. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

6. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.

7. The Director or designee shall post this policy on the District's 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 be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

8. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Director or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. 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 District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Director or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

9. 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. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
- c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- d. 6:65, *Student Social and Emotional Development*. Student

social and emotional development is incorporated into the District's educational program as required by State law.

- e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- f. 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).
- g. 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.
- h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide 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

CALENDARS

Each district's school calendar will be shared at the beginning of the school year. **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.

FAMILY BEREAVEMENT LEAVE

5:250

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Family bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Family Bereavement Leave Act.

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 but not more than 249 employees on a full time basis, an employee is entitled to a total of six weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

CLOSE OF SCHOOL YEAR

Each classroom teacher and itinerant service provider will be checked out by a Technical Assistance Supervisor per individual requirements. Gift cards and keys shall be turned in at the end of the school year. Building keys should be returned to the district, cabinet and desk keys should be given to the classroom supervisor. Fourth Quarter progress reports and passports (classroom only) will be completed **prior** to the end of the school year for each student. Student files for students that have graduated or who have moved away need to be shredded either by the teacher or returned to TAS to be shredded at SESE.

COBRA INSURANCE

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their dependents (qualified beneficiaries) the opportunity to continue health insurance coverage under SESE's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; or a dependent child who no longer meets eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage of the group rates plus an administration fee.

SESE provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the health insurance plan. The notice contains important information about the employee's rights and obligations.

It is the employee's responsibility to inform the Plan Administrator of the following events for eligibility purposes:

The participant becomes entitled to Medicare benefits

The participant and spouse become divorced

The participant and spouse become legally separated

A participant's child ceases to be a dependent under the plan

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE

5:40

The Director or designee shall develop and implement procedures for dealing with known or suspected cases of a communicable and chronic infectious disease involving a District employee consistent with State and federal law, rules of the Illinois Department of Public Health, and Board policies.

An employee with a communicable or chronic infectious disease is encouraged to inform the Director immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and recommendations to the Director concerning the employee's conditions of employment and necessary accommodations. The Review Team shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law.

Employees with a communicable or chronic infectious disease will be permitted to retain their positions whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

The recommendation of whether the employee's placement is appropriate shall be made on a case- by-case basis by the District's Communicable and Chronic Infectious Disease Review Team.

COURT DUTY

5:80

The District will deduct any fees that an employee receives for court duty, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least five days' prior notice of pending court duty to the District.

Witness Duty

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The District will pay full salary during the time an employee is absent due to a subpoena to serve as a witness in a trial or have a deposition taken in any school-related matter pending in court.

Jury Duty

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The District will pay full salary during the time an employee is absent due to jury duty.

DENTAL INSURANCE

SESE provides a group dental insurance plan for all eligible full-time employees. SESE may pay a portion of dental insurance premiums for each eligible full-time employee. Employees may purchase dependent coverage at an additional cost. **See official plan documents or Insurance administrator for complete details.**

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 it in a locked cabinet. You are not allowed to search their person or

- property if you just suspect it.
3. Immediately notify licensed personnel.
 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 the least amount of force necessary to maintain safety to self or others. An Individualized Crisis Support 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, Safety Care and/or Ukeru 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 an 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 documented and sent home on the Illinois State Board of Education Restrictive Intervention Form within one business day and sent to the State Superintendent no later than 2 school days after the use of restrictive intervention.

Physical Restraint

1. The appropriate number of staff members for the restraint that is being utilized should be involved in any physical restraint.
2. If the restraint lasts 15 minutes, staff must contact administration in order to receive permission to continue restraint. After the first 15 minutes, administration must be contacted every 15 minutes.
3. The student should also be examined by the school nurse or district employee that provides those services if needed.
4. Any injuries to staff or students should be documented on the Accident Report Form.
5. The staff involved in the restraint will complete the Behavior Incident Report on the Embrace BIR tab and provide the parent with a copy after an administrator reviews the form.

Never deny a child their lunch, milk, or snack for any reason. You may require the child to eat alone, with supervision.

If a student demonstrates behavior which interferes significantly with student learning or the learning of others an FBA must be completed and a BIP should be developed. Consent must be obtained prior to beginning data collection. The Functional Behavior Assessment Consent form is available at www.sese.org.

DRESS STANDARDS

SESE's image is reflected in employees' dress and appearance and must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, or decency. Good grooming and professional attire are expected.

DRUG- AND ALCOHOL-FREE WORKPLACE; E-Cigarette, Tobacco, and Cannabis Prohibition

5:50

All District workplaces are drug- and alcohol-free workplaces.

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance or being impaired by or 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 impaired by or under the influence of an 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. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

Upon the Director or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Director or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

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.

For purposes of this policy, *District premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of this Board 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 five 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 the 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.
6. 6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, tobacco, and cannabis 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 has the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis has the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or 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.

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this

policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

DUTIES & QUALIFICATIONS

5:280

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Ill. State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Non licensed Personnel Working with Students and Performing Non-Instructional Duties Non licensed personnel performing non-instructional duties may be used:

1. 1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. 2. As supervisors, chaperones, or sponsors for non-academic school activities or for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule; or
3. 3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a non licensed person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

EDUCATION OF HOMELESS CHILDREN

6:140

A homeless child may attend the SESE District class that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the Education for Homeless Children Act.

It is the responsibility of the home/resident district to identify a student as homeless.

EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS)

All licenses must be registered in ROE# 12. Licenses must be renewed for \$10 per year to prevent them from lapsing. Educators can pay renewal fees by logging in to ELIS, and renewal fees must be paid for the entire cycle of the license. **It is your responsibility to remember your license needs to be renewed.** If a license is not renewed by August 31, it lapses on September 1, and the educator will have to pay a \$50 penalty fee OR complete nine semester hours of appropriate college coursework. 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 six years in case you are audited. Log in to the PD+ tab in ELIS after each professional development activity to enter data and verify completion.** Educators must take care to choose an approved professional development provider www.isbe.net/documents/prof-dev-provider-list.pdf

Paraprofessionals and substitutes must also renew their licenses at the end of their five-year renewal cycle and pay the fees using ELIS.

Below are the fees to renew each license at this time

Renew License

PEL – Professional Educator License \$50.00 - \$10.00 per year of cycle + year currently in \$60.00

Substitute Teacher License \$50.00 - \$10.00 per year of cycle + year currently in \$60.00

Short-Term Substitute Non-renewable

Paraprofessional License \$25.00 - \$5.00 per year of cycle + year currently in \$30.00

ELECTRONIC NETWORKS

ACCESS TO ELECTRONIC NETWORKS POLICY

6:235

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term *electronic networks* includes all of the District's technology resources,

including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District- issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District- issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

The Director shall develop an implementation plan for this policy and appoint system administrator(s).

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 and Appropriate Online Behavior

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 resource center materials. As required by federal law, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent'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. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, 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

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors 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 *Authorization for Access to the District's Electronic Networks* 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.

Confidentiality

All users of the District's computers to access the Internet 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.

Violations

The failure of any user to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

EMAIL RETENTION ADMINISTRATIVE PROCEDURE

5:130 AP

Emails, including attachments, 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 2:140-E, *Guidance for Board Member Communications, Including Email Use*. For help with these responsibilities, please contact the District's FOIA Officer.

Non-Record Messages

Email messages are *non-record messages* if they do not evidence the District's organization, function, policies, procedures, or activities; or do not 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. Duplicates of notices concerning meetings or workshops, dates, discussion topics, or material to prepare for or to be discussed during a meeting.
3. Publications or promotional materials from vendors and similar materials that are sent as part of mass marketing campaigns.
4. Correspondence containing recommendations or opinions that are preliminary to a decision, unless appropriate for preservation, e.g., legal opinions.
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, except when appropriate for preservation, e.g., draft collective bargaining agreement language.

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. Some examples include:

1. Policy documents or contract-related documents.
2. Correspondence, e.g., letters, memos, or 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.
 5. Correspondence between Board members regarding District business.
 6. Updates provided to a student's parent/guardian about the student's progress or a disciplinary matter.
 7. Correspondence between administrators regarding an employee investigation.

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 Records 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*.

EMERGENCY FORMS

Parents will be notified regarding enrollment forms by mail. Enrollment forms are located on www.sese.org. Classroom teachers should contact parents and complete student forms on www.sese.org (forms - student forms) who fail to submit their forms. *Emergency Forms* should be completed for any new student enrolling in SESE classrooms throughout the school year by providing the parent with the link to www.sese.org. 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. If difficulty arises in obtaining completed emergency forms, contact a Technical Assistance Supervisor immediately.

Any student contact information change needs to be emailed to Joyce and carbon copied to the home district coordinator and classroom supervisor.

EMPLOYMENT AT-WILL

5:270

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Director is authorized to make exceptions to employing non-licensed employees at-will but shall maintain a record of positions or employees who are not at-will.

EMPLOYMENT RECORD/EMPLOYEE STATUS CHANGES

Any changes in name, address, phone numbers, marital status, and persons to be contacted in case of an emergency must be turned into the Central Office as soon as possible in order to keep employment records current.

END OF THE MONTH ACTIVITIES

All personnel shall complete his/her monthly *Timesheet - Licensed or Educational Support Personnel* by the third working day of each new month.

Itinerants utilize EmbraceDS to document service delivery. Use the appropriate codes to document services that are provided regardless of the ability to bill Medicaid. You can use the codes of “individual, group, and evaluation” as well as the other codes such as “ancillary, observation, collaboration, meeting, consultation,” etc.

Paraprofessionals shall document service delivery on the Medicaid daily log form and turn in the month’s forms to the TAS by the third working day of each new month.

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, work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of 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; conviction record, unless authorized by law; 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 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. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

Nondiscrimination Coordinator:

Robyn Payne
500 S. Scott Ave.
Newton, IL 62448
rpayne@sese.org
618/455-3396

Complaint Managers:

Robyn Payne
500 S. Scott Ave.
Newton, IL 62448
rpayne@sese.org
618/455-3396

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.

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 any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is 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 a 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 fundraising 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 intergovernmental 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 from 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 26 U.S.C. §501(c)(3).

Enforcement

The Board Chair 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 Chair. If attempts to correct any misunderstanding or problem do not resolve the matter, the Director or Board Chair 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) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
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 related to or attributable to government employment or the official position of a Board member or employee.

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/70-5), members of the Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board Chair or Director. If the report is made to the Director, the Director shall promptly notify the Chair, or if the Chair is the subject of the complaint, the Vice Chair. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board Chair shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. If the allegations concern the Chair, or the Chair is a witness or otherwise conflicted, the Vice Chair shall make the appointment. If the allegations concern both the Chair and Vice Chair, and/or

they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board.

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board.

The Director will post this policy on the District website and/or make this policy available in the District's administrative office.

FAITH'S LAW

October 2022

5:120-AP2, E

105 ILCS 5/10-23.13, Erin's Law, requires this exhibit's discussion. Use this exhibit to structure local conversations around what the District will include for its examples of expectations and guidelines about professional boundaries in employee-student relationships. Finalization of this exhibit requires a conversation among district administrators and employees to customize it based upon the ages, grade levels, and developmental levels of the students served, as well as local conditions.

All District employees must maintain professional employee-student boundaries and relationships with students. This includes meeting expectations and following guidelines established by the District for employee-student boundaries. These expectations and guidelines apply to all professional, educational support, and contracted District employees. If they conflict with an applicable collective bargaining agreement, the provision is severable and the applicable bargaining agreement will control.

The District understands that employees may have pre-existing relationships with families of students outside of school. These expectations and guidelines do not apply to employee-student relationships based in pre-existing relationships, including nuclear or extended families. These expectations and guidelines are not intended to prohibit such interactions, provided that an awareness of employee-student boundaries is maintained at all times. This document is not exhaustive, and an employee may be disciplined for boundary violations that are not specifically listed.

Employee-Student Boundaries

The relationship between students and school employees is an inherently unequal imbalance of power because school employees are in a unique position of trust, care, authority, and influence in relation to students. District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general

welfare. Employee-student boundaries are categorized into four areas that are not mutually exclusive:

- **Emotional Boundaries** – both the employee's own emotional state and self-regulation as well as students' emotional states and developmental abilities to self-regulate.
- **Relationship/Power Boundaries** – recognizing, as noted above, that the employee-student relationship is unequal and employees must safeguard against misusing positions of power.
- **Communication Boundaries** – how and what employees communicate to students, including communication that is verbal, nonverbal, in person, or via electronic means.
- **Physical Boundaries** – physical contact between employees and students.

While some employee-student boundaries are clear and easy to recognize, there are some unclear, grey areas that employees must plan for and respond to with sound judgment. This means recognizing the potential negative consequences for students and/or employees engaging in certain behaviors with students or allowing inappropriate conduct to continue. Employees may use time, place, and circumstances as a guiding principle by asking themselves:

- Is this the appropriate time for my planned action?
- Have I chosen the appropriate place for the planned action?
- Are these appropriate circumstances for me to take my planned action?

To avoid behavior or conduct which may lead to a breach in employee-student boundaries, employees should also recognize their own unique vulnerabilities. Examples of vulnerabilities that employees may experience include, but are not limited to:

- Employees regarding students as peers
- Employees who too closely identify with students and their issues
- Employees experiencing adult relationship issues
- Immature employees, or employees with an under-developed moral compass
- Employees feeling a need for attention

- Employees who abuse alcohol or other substances
- Employees who lack personal crisis management skills

Employees experiencing difficulties in their personal lives may be particularly susceptible to engaging in at-risk behavior or conduct with students. Employees must be alert to such risks and ensure they maintain professional boundaries at all times. The Markkula Center for Applied Ethics' Framework for Ethical Decision-Making may help employees evaluate and address conduct that concerns them. See

www.scu.edu/ethics/ethics-resources/ethical-decision-making/.

Guidelines for Specific Boundary Areas

Customize based upon the ages, grade levels, and developmental levels of the students served.

<u>Boundary Area</u>	<u>Inappropriate</u>	<u>Appropriate</u>
<u>Emotional</u>	<p><u>Favoring certain students by inviting them to your classroom at non-instructional times to "hang out."</u></p> <p><u>Favoring certain students by giving them special privileges.</u></p> <p><u>Engaging in peer-like behavior with students.</u></p> <p><u>Discussing personal issues with students.</u></p>	<p><u>Inviting students who need additional instructional support to your classroom for such additional support.</u></p> <p><u>Conducting one-on-one student conferences in a classroom with the door open.</u></p>

<p><u>Relationship/Power</u></p>	<p><u>Meeting with a student off-campus without parent/guardian knowledge and/or permission.</u></p> <p><u>Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside your professional role.</u></p> <p><u>Transporting a student in a school or private vehicle without administrative authorization.</u></p> <p><u>Giving gifts, money, or treats to individual students.</u></p> <p><u>Sending students on personal errands.</u></p> <p><u>Intervening in serious student problems instead of referring the student to an appropriately trained professional.</u></p> <p><u>A sexual or romantic invitation toward or from a student.</u></p> <p><u>Taking and using photos/videos of students for non-educational purposes.</u></p>	<p><u>Meeting with a student off-campus with parent/guardian knowledge and/or permission, e.g., when providing pre-arranged tutoring or coaching services.</u></p> <p><u>Transporting a student in a school or private vehicle with administrative authorization.</u></p> <p><u>Taking and using photos/videos of students for educational purposes, with student and parent/guardian consent, while abiding by student records laws, policies, and procedures.</u></p>
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<p><u>Communication</u></p>	<p><u>Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting.</u></p> <p><u>Inviting students to your home.</u></p> <p><u>Adding students on personal social networking sites as contacts when unrelated to a legitimate educational purpose.</u></p> <p><u>Privately messaging students by any means.</u></p> <p><u>Maintaining intense eye contact.</u></p> <p><u>Making comments about a student's physical attributes, including excessively flattering comments.</u></p> <p><u>Engaging in sexualized or romantic dialog.</u></p> <p><u>Making sexually suggestive comments directed toward or with a student.</u></p> <p><u>Disclosing confidential information.</u></p> <p><u>Self-disclosure of a sexual, romantic, or erotic nature.</u></p>	<p><u>Limiting communication to what is necessary for educational and/or extracurricular activities.</u></p> <p><u>Using District-approved methods for communicating with students.</u></p>
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<u>Physical</u>	<u>Full frontal hugs.</u> <u>Invading personal space.</u> <u>Massages, shoulder rubs, neck rubs, etc.</u> <u>Lingering touches or squeezes.</u> <u>Tickling.</u> <u>Having a student on your lap.</u> <u>Physical exposure of a sexual, romantic, or erotic nature.</u> <u>Sexual, indecent, romantic, or erotic contact with a student.</u> <u>Assisting a young student or a student with special needs with a toileting issue without obtaining parent/guardian permission.</u>	<u>Occasionally patting a student on the back, shoulder, or arm.</u> <u>Momentary physical contact with limited force designed to prevent a student from completing an act that would result in potential physical harm to the student or another person or damage to property; or to remove a disruptive student who is unwilling to leave the area voluntarily.</u> <u>Assisting a young student or a student with special needs with a toileting issue when parent/guardian permission has been granted.</u>
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[1] Follow the discussion related to subjects of mandatory collective bargaining in f/n 1 of this exhibit's procedure 5:120-AP2, *Employee Conduct Standards*.

[2] Adapted with permission from *Teacher-Student Professional Boundaries: A Resource for WA Teachers*, Revised Edition (2019), Teacher Registration Board of Western Australia, at: www.trb.wa.gov.au/Professional-Conduct/Teacher-Student-Professional-Boundaries.

June 2019

5:120-E

General Personnel

Exhibit - Code of Ethics for Illinois Educators

Code of Ethics for Illinois Educators, Illinois State Board of Education (ISBE) (23 Ill.Admin.Code §22.20)

a) Responsibility to Students

The Illinois educator is committed to creating, promoting, and implementing a learning environment that is accessible to each student, enables students to achieve the highest academic potential, and maximizes their ability to succeed in academic and employment settings as a responsible member of society. Illinois educators:

1. Embody the Standards for the School Support Personnel Endorsements (23 Ill.Admin.Code Part 23), the Illinois Professional Teaching Standards (23 Ill.Admin.Code Parts 24 and 130), and Standards for Administrative Endorsements (23 Ill.Admin.Code Part 29), as applicable to the educator, in the learning environment;
2. Respect the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect and equal opportunity for each student, regardless of race, color, national origin, sex, sexual orientation, disability, religion, language or socio- economic status;
3. Maintain a professional relationship with students at all times;
4. Provide a curriculum based on high expectations for each student that addresses individual differences through the design, implementation, and adaptation of effective instruction; and
5. Foster in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

b) Responsibility to Self

Illinois educators are committed to establishing high professional standards for their practice and striving to meet these standards through their performance. Illinois educators:

1. Assume responsibility and accountability for their performance and continually strive to demonstrate proficiency and understanding of current trends in both content knowledge and professional practice;
2. Develop and implement personal and professional goals with attention to professional standards through a process of self-assessment and professional development;
3. Represent their professional credentials and qualifications accurately; and
4. Demonstrate a high level of professional judgment.

c) Responsibility to Colleagues and the Profession

The Illinois educator is committed to collaborating with school and district colleagues and other professionals in the interest of student learning. Illinois educators:

1. Collaborate with colleagues in their respective schools and districts to meet local and State educational standards;
2. Work together to create a respectful, professional, and supportive school climate that allows all educators to maintain their individual professional integrity;
3. Seek out and engage in activities that contribute to the ongoing development of the profession;
4. Promote participation in educational decision-making processes;
5. Encourage promising candidates to enter the education profession; and
6. Support the preparation, induction, mentoring, and professional development of educators.

d) Responsibility to Parents, Families and Communities

The Illinois educator will collaborate, build trust, and respect confidentiality with parents, families, and communities to create effective instruction and learning environments for each student. Illinois educators:

1. Aspire to understand and respect the values and traditions of the diversity represented in the community and in their learning environments;
2. Encourage and advocate for fair and equal educational opportunities for each student;
3. Develop and maintain professional relationships with parents, families, and communities;
4. Promote collaboration and support student learning through regular and meaningful communication with parents, families, and communities; and
5. Cooperate with community agencies that provide resources and services to enhance the learning environment.

e) Responsibility to ISBE

Illinois educators are committed to compliance with the School Code (105 ILCS 5/) and its implementing regulations, and to State and federal laws and regulations relevant to their profession. Illinois educators:

1. Provide accurate communication to ISBE concerning all educator licensure

matters;

2. Maintain appropriate educator licensure for employment; and
3. Comply with State and federal laws and regulations.

FAMILY AND MEDICAL LEAVE - LICENSED STAFF

5:185

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks per rolling year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Board policies and rules. In addition, all policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.

3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

“Serious Health Condition” – *A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.*

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,000 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under

the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, et seq., or when a written agreement exists concerning the District's intention to rehire the employee.

2. The employee is a full time classroom teacher.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Director or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Director or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Director or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Director or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Director or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Director or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

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. Educational value of field trip
10. The alternative experience that will be provided non-participating students

Please check IEP to confirm if a student requires a car seat and make sure this is reflected on the *Field Trip Request Form*.

- 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 in the classroom and scanned to student files at the end of the school year.
- Field trips will be approved based on funding availability.
- 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 the 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.**

FINGERPRINTING AND CRIMINAL BACKGROUND CHECKING POLICY

The Director or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database are performed on each employee as required by School Code. A copy of the record of convictions obtained from the Illinois State Police may be provided by SESE to the applicant

and the Director or designee shall notify the applicant if the applicant is identified in either database. Any information concerning the record of convictions obtained by SESE shall be confidential and may only be transmitted or shared with the President of the Executive Board, Director or her designee, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision.

SESE retains the right to not employ or to discharge any employee who makes any false or misleading statement on, or omits facts from, his or her employment application or documents, if there is any criminal history records check, Statewide Sex Offender Database check, Statewide Child Murderer and Violent Offender Against Youth Database check, or background investigation, or if SESE is prohibited from employing the employee under Section 10-21.9 of the Illinois School Code.

Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving direct contact with children or students, the Director shall ensure that an EHR is performed as required by State law. When the applicant is a district candidate, the Board President shall ensure that the EHR is initiated before a successful director candidate is offered employment by the Board

FLEXIBLE SPENDING ACCOUNTS (SECTION 125)

Employees can save tax dollars by enrolling in this multi-option plan. This account allows employees to withhold pre-tax dollars from their paycheck to pay:

1. Group Health Insurance Premiums
2. Medical Reimbursement, including dental and optical expenses, out-of-pocket expenses such as meeting deductibles, etc.
3. Child or dependent care expenses
4. Premiums for any qualified individual ancillary insurance (disability coverage may not be deducted pre-tax) the employee may have purchased.

The benefits eligibility date must have been reached for this benefit to become effective. Elections may only be changed during the annual election period, which is from November to December of each year. Allowable expenses include only those that were incurred during the plan year. Expenses may be submitted up to 60 days following the end of the plan year. Contributions not used will be forfeited in accordance with federal law.

FUNDRAISERS

7:180

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.

GIFT CARD PURCHASE VERIFICATION

Use the Gift Card Purchase Verification Form.

1. Write your name, the month for which you are submitting, and your position.
2. The 16-digit card number is printed on the back of your Gift card.
3. Write the amount available on your card at the beginning of the month.
4. Document the date of the purchase, a brief description of the purchase, the quantity, and the total amount spent.
5. Figure the total amount spent for the month. Then subtract that from the amount available.
6. Attach the receipt.
7. **Electronically sign the verification form** and submit the form along with the attached receipt. An electronic copy of the receipt will be accepted.
8. Turn in receipts each month by attaching to a completed *Gift Card Purchase Verification Form*. If no purchases are made for that month, no form needs to be submitted.
9. **ONLY ONE RECEIPT PER FORM.**

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, each semester, and an end-of-the-year final grade. To ensure that courses are correct for the report card, teachers need to communicate with their Classroom Supervisor regarding each student's 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. Teachers will obtain the grade from the mainstream teacher and add it to the report card. 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 its 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 Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70- 5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this 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 under this policy 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 policy 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.

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 any complaint alleging bullying and/or cyberbullying of students, 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. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

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 an 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, this policy, or any collective bargaining agreement,

(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, this policy, or any collective bargaining agreement, (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 policy about the status of the investigation. Within 30 school business days after 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.

The Director will keep the Board informed of all complaints.

If a complaint contains allegations involving the Director or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Director shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt

requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Director's decision, the Complainant or the accused 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 after an appeal of the Director's decision, the Executive Board shall affirm, reverse, or amend the Director's decision or direct the Director to gather additional information. Within five school business days after the Executive Board's decision, the Director shall inform the Complainant and the accused of the Executive Board's action.

For complaints containing allegations involving the Director or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

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

Appointing a Nondiscrimination Coordinator and Complaint ManagersThe 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 this policy. If possible, the Director will appoint two 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, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Robyn Payne
500 S. Scott Ave.
Newton, IL 62448
rpayne@sese.org
618/455-3396

Complaint Manager:

Robyn Payne
500 S. Scott Ave.
Newton, IL 62448
rpayne@sese.org
618/455-3396

HARASSMENT OF STUDENTS

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

HARASSMENT OF STUDENTS PROHIBITED POLICY

7:20

No person, including a School 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; 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, sexual, 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

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Robyn Payne
500 S. Scott Ave.
Newton, IL 62448
rpayne@sese.org
618/455-3396

Complaint Managers:

Robyn Payne
500 S. Scott Ave.
Newton, IL 62448
rpayne@sese.org
618/455-3396

Morgan Fehrenbacher
500 S. Scott Ave.

Newton, IL 62448
mfehrenbacher@sese.org
618/455-3396

The Director shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a

school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

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 third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. 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 behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

HEAD LICE PROCEDURE

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 the district where the classroom is located when head lice or nits are confirmed. If eggs/nits (for districts with a nit-free policy) or lice are found, staff will follow district policy regarding excluding the student from attendance and inform 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 the 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

HEALTH INSURANCE

SESE provides a group health insurance plan for all eligible full-time employees. SESE may pay a portion of health insurance premiums for each eligible full-time employee. Employees may purchase dependent coverage at an additional cost. **See official plan documents for complete details.**

ILLINOIS MUNICIPAL RETIREMENT FUND

Employees who are expected to work 600 or more hours per year must contribute to the Illinois Municipal Retirement Fund (“IMRF”). These employees are considered participating members of the IMRF and will have the appropriate deductions made from their salary. SESE will contribute the amount designated by the IMRF in the name of the employee. Employees who are expected to work less than 600 hours per year are considered non-participating members of the Fund. Individuals employed utilizing a Professional Educator License do not qualify as a participating member of this fund.

INDIVIDUAL EDUCATION PLANS, RECORDS

IEP Meeting Documentation

Do not count the date of the meeting as one of the days in the total count.

1. Contact district coordinator if a meeting is not set-up in Embrace when beginning to work on draft IEP/Eligibility.
2. Draft documentation of evaluation results completed 13 calendar days prior to the Eligibility/IEP/Annual Review meeting date.
3. Draft IEP completed 11 calendar days in advance of the IEP/Annual Review meeting date.
 - a. Present Levels of Academic Achievement and Functional Performance
 1. Include grades, attendance information, behavior concerns, etc.
 - b. Goals and Objectives/Benchmarks
 - c. Educational Accommodations and Supports
 - d. Assessment
 - e. Secondary Transition (if applicable)
 - f. Autism Considerations (if applicable)
 - g. Functional Behavior Assessment (if applicable)
 - h. Behavior Intervention Plan (if applicable)
4. Educational Services and Placement will be sent blank to parents. This must be discussed at the meeting to prevent pre-determination of services and placement.

5. No later than 11 calendar days before the IEP/Annual Review meeting date, classroom teacher/case manager will confirm the draft IEP is complete, along with the **draft progress report** for the life of the IEP.
 - a. Ensure related service logs are current at all times.
 - b. Each person completing a progress report will complete the final progress report (for the life of the IEP) and make it official prior to the date of the annual review.

Meeting Documentation Checklist

Do not count the date of the meeting as one of the days in the total count.

Deadline	Task	Responsible Person
13 calendar days prior to meeting date	Draft documentation of evaluation results.	SESE Evaluators
11 calendar days prior to meeting date	Classroom teacher/case manager will confirm that the draft IEP is complete, along with the draft progress report for the life of the IEP.	Classroom Teacher/Case Manager

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

Classroom programming **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 the 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, Snack, 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. Some goals are more effectively implemented at naturally occurring daily events. Teachers should 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 sheets must be emailed for each student to the appropriate email address below.

autismtracking@sese.org	(autism classroom)
ecetracking@sese.org	(ECE classroom)
edtracking@sese.org	(ED classroom)
hittracking@sese.org	(HI teacher)
msitracking@sese.org	(MSI classroom)
ottracking@sese.org	(occupational therapist)
psytracking@sese.org	(psychologist)
pttracking@sese.org	(physical therapist)
pvtracking@sese.org	(pre-vocational coordinator)
slptracking@sese.org	(speech-language pathologist)
swtracking@sese.org	(social worker)
vitracking@sese.org	(VI teacher)

IEP Progress Reports

Progress reports are required to be submitted no later than the date host district report cards are due. *If a student was on your caseload for any period of time during the monitoring period, a progress report must be completed.*

For **Embrace** the progress must be recorded on the current IEP goals. A copy should be printed for the parent and sent home with the student's grade card.

For move-in IEPs not on Embrace forms, the progress should be recorded on the current IEP goals, printed, scanned and emailed to district and studentfiles@sese.org. A copy should be sent home to parents with the student's grade card. Files should be saved by Last Name, First initial, 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.

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 be listed in the "Dates Reviewed/Extent of Progress" objective box. Review previous progress reports to ensure consistency with goal reporting between progress reporting periods.

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 the Supervisor 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 report for all annual reviews. Progress for all reporting periods of the current IEP must be available at the annual review.**

INSTITUTE DAYS

All SESE staff need to check with the building administration regarding the district's institute plan to determine if it is relevant. If you feel you need a different training or activity, please contact your TAS.

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.

ITINERANT CASELOAD

You will be responsible for updating your caseload. You will need to enter the student's name as their legal name, not a nickname. If you add a student, you will add their information, by adding the date and the minutes or support to staff information. If you drop a student, you will enter the drop date and remove the minutes. If you change minutes, adjust the minutes, but make a note to show this change. Enter any information in the notes field that is necessary for someone to track what has happened with this student (i.e. moved, eligibility, equipment, ESY, homebound, etc.) You will not delete any students from your caseload, you will just make changes to their information, that way we can track caseloads for the entire school year. If a student moves from your district to someone else's district within the Cooperative, you will need to communicate with the other clinician in order for them to add to their caseload and then drop them from yours.

For evaluations, Joyce will enter the students on your caseload doc's evaluation tab as the referrals come in. You will then add the additional information as the referral continues through the normal process.

Each of your caseloads then feed into a combined document that is accessed for many different processes. **It is VERY important that you keep your caseload up to date at all times. This should become a part of your daily routine.**

You will need to enter the student's name as their legal name, not a nickname. Also, the district should be entered as such CL#10, CL#25, CL#35, CR#1, CR#2, CR#3, CR#4, JA#1, LA#10, LA#20, RI#1. This is important so that when the combined document is sorted, all students and/or districts are sorted together appropriately. For each of your caseloads that is also why you have to enter your name for each student as the clinician, so that on the combined document, it shows who sees them.

Please verify that all your students are listed on your caseload and add the other information that we did not enter as we did not have this information from your previous caseload.

LATE STAY PROCEDURES

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

The ED classroom teacher should call the classroom TAS by 1:00 PM. Joyce will contact volunteers between 1:30 and 2:00 to schedule site and times. Please complete the *Late Stay Timesheet* to be paid. Also, be sure to complete a separate *Mileage Form* to receive mileage for late stay. Please submit both forms no later than the third working day of the new month.

LEAVE OF ABSENCE

The Director and the Executive Board will have discretion in deciding whether to approve all leaves of absence. A leave of absence shall be determined as any leave, which does not involve paid time off or is not covered under another leave policy. The employee must give prompt written notice of a leave of absence, the dates, and expected date of return to the Director for approval. If medical-related, it should additionally include a doctor's notice stating the nature of the leave. If a Leave of Absence is approved, the employee is responsible for reimbursing SESE for the cost of benefits during the leave time.

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 of the required components, if desired, at www.sese.org under Educator Resources.

LIFE INSURANCE

SESE may provide Life Insurance for eligible full-time employees. **See official plan documents for complete details.**

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.

MEAL & BREAK PERIODS

5:300

The Director shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Director's approval is required to establish a flexible work schedule or job-sharing.

Breaks

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday. The District accommodates employees who are nursing mothers according to State and federal law.

MEDICATION

Students requiring medication while at school must return a **Medication Administration Request From Parent form**. The form **must** have a parent/guardian signature as well as a physician's signature. This form is required for all prescriptions and over-the-counter medications.

A **Medication Administration Request From Parent** form can be accessed at www.sese.org. Follow procedures outlined in SESE's Administration of Medicine policy using **Documentation of Medication Administered at School Form**.

1. All medications should be stored in a locked cabinet or in the building nurse's office.
2. All medications must 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.)
3. Epi-Pens, insulin and other life-saving medications that require immediate access for the student should be documented within an

individual student's medical plan.

Procedures

1. All medication shall be distributed by a school nurse or administrator.
2. Licensed classroom staff may also distribute medication with training and administrator approval.
3. In the event of a teacher's 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.
5. Administration of medication should be documented on the Administration of Medication form.

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 (SMA Form)* is submitted by the student's parents/guardians. 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 and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Director or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal

Individuals with Disabilities Education Act.

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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. 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 injector, asthma medication, and/or a medication required under a qualifying plan.

District Supply of Undesignated Epinephrine Injectors

The Director or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine 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 injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law

District Supply of Undesignated Opioid Antagonists

The Director or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the

following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

- a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
- b. Copies of the registry identification cards are provided to the District;
- c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and

d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.

3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Director or designee is, for whatever reason, unable to: (1)

obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Director or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Director or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

MILEAGE

Travel shall be recorded on the Google *Mileage Reimbursement Form* in order to receive mileage reimbursement. This form must be emailed monthly to gniemerg@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. **Mileage 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 the 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 an 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 the meeting destination and back to your classroom. If at the end of the day it is closer from the meeting destination to your home rather than back to the 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.

MILEAGE - Professional Development

Procedures for Charging Mileage – Inservice @ SESE (any inservice attended throughout the summer will be paid a stipend with no mileage reimbursement)

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 the 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/Designated Location

The SESE Central Office or designated location 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 <u>ALLOWABLE MILEAGE</u>
Home (Lawrenceville)	Olney – RCES	21.4 miles	Charge shorter mileage, SESE to RCES (16.5 miles)

Home (Oblong)	Clay City Elem.	44 miles	Charge shorter mileage, SESE to Clay City Elem (34.4 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	24.5 miles	Providing service (i.e. social work). (Charge 24.5 miles)
Oblong Elem.	SESE (office day)	24.5 miles	Mileage reimbursement allowed back to office on office day, but not allowed from Oblong to home if finishing the day in Oblong.
Hutsonville Elem.	Home (Newton)	37.2 miles	Charge mileage shorter distance, SESE to Home 1.0 miles

Example Mileage Procedures – Classroom Personnel

STARTING POINT	DESTINATION	DISTANCE (START TO DESTINATION)	EXPLANATION of <u>ALLOWABLE MILEAGE</u>
Classroom (RCHS)	Red Hill High School (staffing)	18.7 miles	Mileage to staffing, charge 18.7 miles.
Red Hill High School (Staffing)	Home (end of day, Lawrenceville)	4.5 miles	Charge shorter mileage, staffing location to home (4.5 miles)

Example Mileage Procedures – Professional Development

STARTING POINT	DESTINATION	DISTANCE (START TO DESTINATION)	EXPLANATION of ALLOWABLE MILEAGE
Home (Robinson)	Salem, IL	85.7 miles	Charge shorter mileage, SESE to Salem (66 miles)
Salem	Home (Robinson)	85.7 miles	Mileage claimable back to SESE (66 miles)
Home (Oblong, but you work at RCHS, Olney)	Salem	76.8 miles from home	Charge shorter mileage, RCHS to Inservice (50.3 miles)
Salem	Home	76.8 miles	Mileage claimable back to RCHS, 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, 31.9)
Hutsonville	Home	27.2 miles	Mileage allowable from Hutsonville HS

HS (end carpool)	(Lawrenceville)		to home, 27.2 miles.
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NURSING SERVICES

NURSING SERVICES TO BE PROVIDED TO SESE STUDENTS

1. Administration of Medication
2. Periodic visits to SESE classrooms.
3. Access to first aid supplies.
4. Review of medical records.
5. Audiometric and vision screenings.
6. Immunization boosters (with parental consent).
7. Consultative services to teachers for students' personal hygiene needs.
8. Emergency nursing needs.

Records

1. The school nurse shall inform SESE and the Student's Home District 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 and INVOLVEMENT

Newsletters

All ECE teachers will prepare a weekly newsletter and ED/MSI/Autism teachers a monthly newsletter. Each newsletter should be e-mailed to the classroom supervisor. 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 obtained prior to including any student photos. All ED teachers will also send home weekly behavior summaries. Samples 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 the 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. If the student is in a foster placement, the DCFS caseworker should be invited to the conference for the student with the foster parent.

PARKING

All employees shall park on District premises in a designated area.

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.

PERFORMANCE EVALUATION

Please refer to the following current Evaluation Plan and Guide.

PERSONAL TECHNOLOGY AND SOCIAL MEDIA; USAGE AND CONDUCT

5:125

Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube*.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information,

(2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes computers, tablets, smartphones and other devices.

Usage and Conduct

All District employees who use personal technology and/or social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting*.
6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District's logos without permission and follow policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for

imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.

10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

Director Responsibilities

The Director shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher- student conduct, and school employee-student conduct required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

PHONE CALLS/TEXT MESSAGING

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.

Cell Phones

Cell phones should be turned off or on vibrate during school hours. Time spent on personal calls, social media and texts interrupts classroom instruction time. Personal calls and texts **SHOULD NOT** be made except during lunch, planning periods, or in **emergency** situations. SESE does not expect employees to use their personal cell phones for business use. If an employee uses a personal cell phone to text a parent, please be aware that the message becomes a part of the student's educational record. The text must be electronically sent or printed to maintain in the temporary student file. This behavior is discouraged.

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/school use only.

PRINTER CARTRIDGES

Complete the *Printer Cartridge Requisition* to request printer cartridges for your classroom or office. Please remember cartridges are limited due to budget constraints. Please return used cartridges to the Central Office for recycling/ink discounts.

PROFESSIONAL LEAVE

When requesting approval to attend professional meetings, please submit the *Request to Attend Professional Meeting Form*. *If you need a substitute, please also submit an Absence Request Form*. 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. 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** receipts 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 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 a 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.

PUBLIC INFORMATION PROCESS

The Director and/or Director Designee are the public relations officers of SESE. Contacts with the media should be routed through the Director. If a member of the media contacts an employee about a school-related issue, the Director should be informed immediately.

PUBLIC RELATIONS AND TELEPHONE CALLS

It is important that SESE phones be kept clear for SESE business. Personal calls are acceptable; however, proper discretion is advised. First impressions are very important and when answering the phone employees shall greet the caller with "Good Morning or Good Afternoon, **South Eastern Special Education**, John/Jane Doe speaking." Employees who answer the phone should do so promptly and in a businesslike manner.

PUNS

The Illinois Department of Human Services' Division of Developmental Disabilities supports quality, integrated, person- centered services and supports for individuals with developmental disabilities and their families. The system of services and supports in Illinois enhance opportunities for individuals to make real choices and receive appropriate, accessible, prompt, efficient and life-spanning services that are strongly monitored to ensure individual progress, quality of life and safety.

A Guide to PUNS: <https://www.dhs.state.il.us/page.aspx?item=47620>

PURCHASE REQUISITIONS

All purchases shall be requested **prior to** purchase on a *Purchase Requisition Form*. Purchase requisitions should be submitted to your supervisor in the spring semester for the following school year. If an emergency arises with a student during the school year and a supply is needed, contact your immediate supervisor and complete a purchase requisition. No purchases will be reimbursed without prior approval.

RELEASE DURING SCHOOL HOURS

7:90

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Director or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

Voting

The Director or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

RELIGIOUS HOLIDAYS

5:70

Supervisors shall grant an employee's request for time off to observe a religious holiday if the employee gives at least five days' prior notice and the absence does not cause an undue hardship.

Employees may use earned vacation time or personal leave to make up the absence, provided such time is consistent with the District's operational needs. A per diem deduction may also be requested by the employee.

RESPONSIBILITIES CONCERNING INTERNAL INFORMATION **5:130**

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Governing or Executive Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Director or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

RETIREMENT

SESE provides a salary enhancement program for all eligible full-time employees. **Employees may refer to Article XI, 11.6 of the SESEA 2023-2026 contract.**

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 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 2023-2026 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 or after any change, 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

It is the responsibility of each central office employee to sign in and check mail/messages upon arrival at the work site. 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 their designated school work site ready to work by 8:15 AM and may depart at 3:15 PM. If the 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 daily as changes occur** on their Google calendar in their SESE Google account. Fill in all spaces between 8:00 a.m. and 3:30 p.m. with type of service, location, student name, times, etc. Anytime a change occurs in an itinerant's daily schedule, please update your Google calendar in real time. **All itinerant staff 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 District Activity or contact your TAS.

SEIZURE CARE

A *Seizure Treatment Plan* form should be updated with each guardian at the beginning of every year for a student that has a history of seizures. Once the plans are updated, 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 Manager is Robyn Payne, Technical Assistance Supervisor.

SEXUAL HARASSMENT – WORKPLACE HARASSMENT PROHIBITED POLICY

5:20

The District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State 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, but is not limited to, verbal, physical, or other

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 Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy.

Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Robyn Payne

500 S. Scott Avenue, Newton, IL 62448
rpayne@sese.org
618/455-3396

Complaint Managers:

Robyn Payne
500 S. Scott Avenue, Newton, IL 62448
rpayne@sese.org
618/455-3396

Morgan Fehrenbacher
500 S. Scott Avenue, Newton, IL 62448
mfehrenbacher@sese.org
618-455-3396

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on

school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

Retaliation Prohibited

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 complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Director shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative

office, and including this policy in the appropriate handbooks.

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE AND GROOMING BEHAVIORS (4:165)

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program.

The Program will:

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, Curriculum Content;
 - b. Information in policy 7:250, Student Support Services, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, Employee Ethics; Conduct; and Conflict of Interest;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; 5:90, Abused and Neglected Child Reporting; 5:100, Staff Development Program; and 5:120, Employee Ethics; Conduct; and Conflict of Interest; and
 - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary

violations with evidence-informed educational information that also includes:

- a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, Employee Ethics; Conduct; and Conflict of Interest, and how to prevent child sexual abuse from happening;
 - b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, Student Support Services.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

ADOPTED: March 16, 2022

SOLICITATION AND DISTRIBUTION

Employees may not solicit or distribute literature concerning outside events or activities during the employee's working time or the working time of any employee. (Working time does not include lunch periods, work breaks, or any periods in which employees are not on duty). In addition, the posting of written solicitations or literature on SESE/District bulletin boards is restricted. These bulletin boards display important information and employees should consult them frequently for: Employee Announcements, Internal Memoranda, Job Openings, Organization Announcements, Payday Notice, Worker's Compensation Insurance information, etc. If employees have a message of interest to the workplace, they may submit it to administration for approval.

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. **Employees should not release student records at any time under any circumstances.**

The classroom teacher should maintain a working file for each student. That file should contain and should be scanned and emailed to studentfiles@sese.org annually:

1. All progress monitoring assessments, curriculum placement assessments, IAR, KIDS or DLM results
2. Verified reports or information from non-educational sources
3. Any correspondence from the student's parents
4. Field Trip Permission Forms
5. Documentation of Medication administered Form

6. Seizure Procedure Plan
7. Seizure Log

SUBSTITUTES

Substitutes are required to work the entire full or half day for which he/she is being paid. Do not send a sub home early without TAS approval.

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:

- Arrival and departure times for each student, bus times and numbers
- Paraprofessional arrival and departure times, with notation for substitute not to leave early.
- Arrival & Departure time for the Teacher Sub with notation for substitute not to leave early.
- Attendance Procedures
- Fire and disaster drill instructions
- Daily class schedules
- Lesson Plans - minimum of 5 days
- Passports for each student/IEP Summary
- Students on medication and instructions regarding required dosages at school. Copy of Health Plan, if applicable.
- www.sese.org - link to handbook
- A list of duties of each paraprofessional
- Class Roster and Home District
- Emergency Forms
- Example of SESE Substitute Feedback Form
- Individualized Crisis Support Plans/Reinforcement Plan if applicable
- TAS Phone number
- 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 classroom supervisor should be aware of where the folder is kept.

Requesting A Substitute

When there is *any* need for a substitute, you are to complete the absence request form. If a substitute is needed in the middle of any given day or after 7:30 a.m. due to an emergency, immediately contact your supervisor and fill out an absence request. **Do not leave messages, talk directly to an administrator.**

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

5. For unexpected illness to you or your immediate family members, complete the absence form as early as possible.
6. Personal leave is to be requested in advance as per contractual agreement and approved by the Director/designee. Once approved, the

- supervisor will notify Joyce and the employee of the approved request.
7. 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.
 8. 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.
- *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

Procedure:

Identification of the At-Risk Student

1. An employee having any reason to believe that a student is in crisis or is considering or threatening suicide must contact SESE administration.
2. In the case that the social worker, counselor, school psychologist, or SESE Administrator determines that the student presents a risk of harm to self or others, CARES Hotline (1-800-345-9049) will be contacted.
3. 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).
4. 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 CARES/SASS worker.
5. All calls and meetings with parent(s)/guardian(s) will be documented in Embrace IEP under "Contact Form".
6. The teacher should notify the home district coordinator and building administrator that a hotline call has been placed.

Documentation Regarding the At-Risk Student

1. 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 supervisor and corresponding coordinator).
2. Conversations which involve or relate to the at-risk student shall be confirmed in writing with the other staff.

TIMESHEETS

All personnel shall submit a monthly *Timesheet - Licensed or Educational Support Personnel* by the third working day of each new month.

TITLE IX SEXUAL HARASSMENT

2:265

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34

U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment

against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Director or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly

making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Director shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:

Robyn Payne
500 S. Scott Ave.
Newton, IL 62448
rpayne@sese.org
618/455-3396 ext. 245

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the

investigation.

The Director or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.

8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will

be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students

TOBACCO

In keeping with South Eastern Special Education's intent to provide a safe and healthful work environment and in compliance with the Illinois School Code and Smoke-Free Illinois Act, smoking is ***prohibited*** in all school buildings, vehicles used for school purposes, and school property. Further, the use of tobacco is prohibited on school property by any employee, student, or other person when such property is being used for any school purposes. "School purposes" include but are not limited to all events or activities or other use of school property that the Board or school officials authorize or permit on school property, including without limitation all interscholastic or extracurricular athletic, academic, or other events sponsored by the Board or in which pupils of SESE participate. "Tobacco" shall mean cigarette, e-cigarette, vaping, cigar, or any other electronic nicotine delivery system or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked."

This policy applies equally to all employees and visitors.

TRANSPORTATION

Students should be in the classroom bell-to-bell, and **should not leave early** (unless otherwise specified on the IEP). If at any time during the school year a bus driver asks to change an arrival or departure time, contact your supervisor immediately. Students should be ready to board the bus promptly at the designated departure time. Students are NEVER to be allowed to go outside independently 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 amend the approved bussing schedule.

VICTIMS' ECONOMIC SECURITY AND SAFETY ACT

Leave Description

In accordance with the Victims' Economic Security and Safety Act ("VESSA"), SESE will provide employees, up to 12 weeks unpaid leave per rolling year for an employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence.

Unpaid leave from work may be taken to address domestic or sexual violence by:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
2. Obtaining services from a victim services organization for the employee or the employee's family or household member;
3. Obtaining psychological or other counseling for the employee or the employee's family or household member;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the

employee's family or household member from future domestic or sexual violence or ensure economic security; or

5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

* "Family or household member" is defined as a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.

Employees are entitled to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

An employee may elect to substitute any earned vacation time, sick leave, or other paid or unpaid leave the employee is entitled toward the 12-week period allowed for any approved leave of absence pursuant to this policy.

Requesting Leave

Any employee who desires a leave of absence pursuant to this policy must complete, sign, and submit an application for a leave of absence to the Director. The employee shall provide SESE with at least 48 hours' notice in advance of the employee's intention to take the leave, unless providing such notice is not practicable.

Certification

Every application for Leave of Absence pursuant to this policy must include a sworn certification by the employee that: (1) the employee or the employee's family or household member is a victim of domestic or sexual violence; and (2) the leave is for one of the purposes enumerated in the above paragraph. In addition, the employee must provide the following documents to SESE within a reasonable time: (1) documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; (2) a police or court record; or (3) other corroborating evidence.

Conditions of Leave

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, SESE may require an employee taking approved leave of absence to periodically report on his or her status and intention to return to work.
2. An employee taking a leave of absence may not engage in other work or employment during the leave of absence. If an employee engages in other work or employment during the leave of absence, the employee will be

considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with SESE.

3. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, SESE may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.

Continuation of Health Benefits

During VESSA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the leave. SESE may recover the premium that SESE paid for maintaining coverage for the employee and the employee's family or household member under the health plan during any period of VESSA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
2. The employee fails to return to work for a reason other than;
 - I. The continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave pursuant to this policy; or
 - II. Other circumstances beyond the control of the employee.

Any employee who fails to return to work for a reason listed in 2(I) or (II) must provide to SESE within a reasonable time a sworn certification by the employee that the employee is unable to return to work because of that reason and (1) documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; (2) a police or court record; or (3) other corroborating evidence.

Return to Work

An employee returning from VESSA leave will be restored to the position of employment held by the employee when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

VISITORS TO AND CONDUCT ON SESE PROPERTY

8:30

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or District employee.

All visitors to District property are required to report to the main office and receive permission to remain on District property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the District, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. For procedures on visitations to SESE classrooms, please refer to Policy 8:50.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Director or designee.

The District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface District property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of

an alcoholic beverage, cannabis, other lawful product, or illegal drug.

9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property.
12. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skate-boarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a District function.

Exclusive Bargaining Representative Agent

Please refer to the applicable collective bargaining agreement(s).

For employees whose collective bargaining agreement does not address this subject:

Upon notifying the Director or Designee, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Director, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Technical Assistance Supervisor or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from or denied admission to school property in accordance with State law. The person also may be subject to being denied admission to school athletic or extracurricular events for up to one calendar year in accordance with the procedures below.

Procedures to Deny Future Admission to Athletic or Extracurricular District Events

Before any person may be denied admission to District athletic or extracurricular events, the person has a right to a hearing before the Board. The Director may refuse the person admission pending such hearing. The Director or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to District events will be denied, and

4. Instructions on how to waive a hearing.

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 Supervisor. Applications can be obtained by contacting your classroom supervisor. The *Volunteer Handbook* will be reviewed by the Supervisor with the prospective Volunteer.

WAREHOUSE ORDER PROCEDURES

1. Complete the warehouse form (www.sese.org) by selecting the items that are needed for the classroom/office.
2. When the order has been received, it will be packaged and distributed for delivery by itinerants and administration. If you do not receive your order, please notify your supervisor.
3. Only order what you will need for the month.
4. Please do not use gift cards to purchase items that are available from the warehouse.
5. Please indicate on the warehouse form if you plan to pick up your warehouse order from the central office