

MID-STATE SPECIAL EDUCATION: CHRISTIAN REGION

Policy & Procedure Meeting

August 2018

Agenda:

- Welcome Back!
- Certified & Non-Certified Staff
- Licensure, Professional Development, and Legally Mandated Trainings
- Faculty Meetings: Student Achievement, Compliance, Employee Performance
- MSSE Policy Highlights
- Job Descriptions
- Schedules
- Communication
- Mid-State Website
- When You're Not at School
- Timekeeping/Work Days
- SDS Time Clock & Employee Portal
- Make It a Wonderful and Meaningful Year!



**We welcome the following new
employees in Taylorville:**

PPS Teams

Lisa Cacciatori (SSW)

Margo Wagner (SC)

Amber Daniels (Intern)

Teachers

Megan Rhodes, Taylorville Junior High
Vacancy, Memorial

Assistants

Becky Albert, North

Gabrielle Flaherty, Central

Rebecca Scott, TJH

Heather Durbin, TJH

Melissa Midland, FACeS

We welcome the following new employees in Pana:

PPS Teams

Nancy Roasio(SSW)

Margo Wagner (SC)

Amber Daniels (Intern)

Teachers

Desiree Henschen, PJH

Leslie Clavin, PJH

Assistants

Rebecca Dagen, Washington

Vacancy, Washington

**We welcome the following new
employees in Nokomis:**

PPS Teams

Lauren Assalley (Psych)

Faith Farrimond (Psych)

Margo Wagner (SC)

Amber Daniels (Intern)

Speech/Language

Velvet Balmer

Teachers

Morgan Johnson, North Elementary

**We welcome the following new
employees in South Fork:**

PPS Teams

Kassandra Charles (Psych)
Dina Payne (SSW)

Teacher

Tamara Mashaw, SFJH

**We welcome the following new
employees in Morrisonville:**

PPS Teams

Kassandra Charles (Psych)
Dina Payne (SSW)

Speech/Language
Velvet Balmer

Teacher

Tami Clymer, MJH

**We welcome the following new
employees in Edinburg:**

PPS Teams

Kassandra Charles (Psych)
Dina Payne (SSW)

Teacher

Kristen Bertolino, Edinburg Elementary

Assistant

Vacancy, EB High School

**We welcome the following new
vision teacher, psychologist, social
workers/school counselors:**

Vision Teacher
Cindy Miller, MSSE

Psychologist
Kassandra Charles - PH, MV, SF, EB

Social Worker/School Counselor
Dina Payne - PH, MV, SF, EB
Lisa Cacciatore – TV, Nokomis
Margo Wagner- TV, Pana, Nokomis
Amber Daniels – TV, Pana, Nokomis

Congratulations to our 2019 Retirees beginning their last year of service!

- **Peggy Elmore, Edinburg Elementary**
- **Leann Kersey, Taylorville CBI**
- **Mickey Emerson, South Fork/Taylorville SLP**



A Special Thank You to our 2018-2019 Mentors:

Year 1 Mentors

- Garnet Tucker, TJH
- Erin Nicolas, SFE
- Peggy Elmore, EBE
- Sarah Crosby, PJH
- Amy Schmedeke, MHS
- BriAnn Langley, MSSE

Mid- State Special Education (MSSE)

Administrative Team:

- **Angela Armour** - Director of Special Education
- **Lyn Becker** - Assistant Director of Special Education CR & Bond County
- **Kelly Suey** – Program Coordinator CR
- **Randi Riemann** – Transition Specialist/Program Coordinator CR
- **Brenda Patrick** - Part-time Program Coordinator CR
- **Patti Hamlin** – Part-time Program Coordinator CR
- **Brandy Buske** - Assistant Director of Special Education MCC & Fayette County
- **Bobbi Hartman** – Program Coordinator MCC
- **Judith Riedl** - Part-time Program Coordinator MCC
- **Laura Snyder** – Transition Specialist/Program Coordinator MCC
- **Larry Emerick**, Program Coordinator & Elem Asst. Principal Vandalia
- **Scott Pasley** – Program Coordinator Bond County 2

MSSE Staff

Michelle Rexroad- Business Manager



michelle.rexroad@midstatespec.org

1-217-526-8121 ext. 241

Tammy Burney- Accounts Payable and Received



tammy.burney@midstatespec.org

1-217-526-8121 ext. 224

Sharon Langen- Payroll and Insurance Specialist



sharon.langen@midstatespec.org

1-217-526-8121 ext. 221

MSSE Staff

Shera Hunt - Christian Region



shera.hunt@midstatespec.org

1-217-526-8121 ext. 232

Tina Smith- Christian Region



tina.smith@midstatespec.org

1-217-526-8121 ext. 225

Amy Zimmerman- Bond/Fayette Region

amy.zimmerman@midstatespec.org

1-618-283-4797

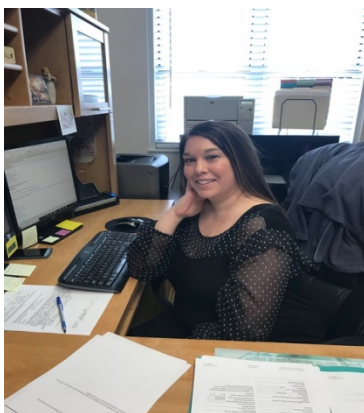


Mid-State Special Education Team:

- **Vickie Throne-** MSSE & MC/C
vickie.throne@midstatespec.org 526-8121



- **Shay Jones-** MC/C Region
shay.jones@midstatespec.org 526-8121



Professional Development Opportunities:

- We are currently planning a summer in-service focused on behavior. This professional development opportunity is OPTIONAL for those who wish to attend.
- Regional Office of Education #3 provides many professional development opportunities at a low cost.
- Initial and refresher Nonviolent Crisis Intervention (CPI) training will continue to be provided to all Mid-State Special Education staff and to District staff.
- Infinitec (www.myinfinitec.org) offers over 600 video presentations to meet your professional learning needs and provides CEU (continuing education hours). Our membership in Infinitec allows ALL of our member district staff to access the resources, training, and FREE professional development. Just use your school email to set up your account. Feel free to share this resource with other school staff.

Trainings Required by Statute:

- All Mid-State teachers, SLPs & assistants will complete the on-line trainings required by the district they serve.
- If you do not receive an email regarding required online trainings from your district, please contact program coordinator and/or veteran staff member.
- CPI recertification is scheduled as needed. You will be notified in advance of your expiration date so that you can make plans to attend.
 - Reminder: As per 105 ILCS 5/10-20.33 Time Out & Physical Restraint is prohibited except when the student poses a physical risk to him/herself or others, there is no medical contraindication to its use, and the staff applying the restraint have been trained in its safe application. The parents shall be informed whenever physical restraints are used within 24 hours.

Quarterly Faculty/Team Meetings:

- These meetings allow staff to collaborate and problem solve.
 - Each meeting will be scheduled to last 30- 40 minutes.
 - Each meeting will begin and end on time. Teachers are encouraged to bring questions and share ideas.
 - Refer to the CR Calendar for meeting dates, times, locations. Please be sure to mark these on your calendar.
 - If you are not able to attend in your building/district, make arrangements with your principal and program coordinator to attend in another district.
- Topics will include: Student performance, curriculum & instruction, defensible IEPs, and Framework for Teaching & Professional Practice.

Special Education Profile Data: Student Performance

- Analyze district profile data and state assessment data
 - Adjust target instruction provided (we continue to expect that all staff maximize instructional time to meet the needs of all students)
 - Adjust curriculum & supports across tiers
 - Adjust programming
- Analyze State Performance Plan for Proficiency in Special Education performance in Reading and Math (SPP Indicators 3a-3c)
 - 2018-2019 Target for Reading is 42% and Math is 40%.
- Analyze Individual Education Plans
 - Review and monitor student progress and make recommendations for adjustments in services
 - Revise IEP to increase student performance
- Provide targeted professional development
 - Based on survey results and from analyzing profile data

Special Education State Performance Plan: Compliance Indicators

- Indicator 11- Evaluation and Eligibility Determination within 60 school days. As a Special Education Teacher it is your responsibility to complete the referral packets and provide packets to the School Psychologist within the designated timelines.
- Indicator 12- Children referred by early intervention services (EI) prior to age 3, who were found eligible for special education services must have an IEP in place by their 3rd birthday.
- Indicator 13- An annual transition plan must be developed and included within each student's IEP prior to the student turning 14 ½ years of age. Randi Riemann, our transition specialist, is available to support you, the students, and answer any questions you may have about the transition components, processes, and paperwork. Email: randi.reimann@midstatespec.org

Special Education State Performance Plan: Results Indicators

- Indicator 1- Graduation Rate Target is 84% or more of students with special education needs will graduate from high school.
- Indicator 2- Dropout Rate Target is 4.5% or less of students with special education needs will drop out of high school.
- Indicator 4a- Measures rate of suspensions and expulsions greater than 10 school days.
- Indicators 5a/c- Educational Environment (EE)



5a	Inside regular class 80% or more of the day	58% or more
5b	Inside regular class less than 40% of the day	Less than 15.5%
5c	In separate schools, residential facilities, or homebound/hospital placements	Less than 3.9%

Indicators 6a/7c- Early Childhood EE & Outcomes- Measures inclusive services with positive outcomes in the following: social-emotional, acquisition of skills, and appropriate behavior.

embraceIEP, embraceEval, embraceDS, embrace504:

- In the last three years, BDS has grown significantly, moving into additional states, and serving over 800 districts. Through this growth, BDS felt the “embrace” name best reflects the strong relationships that they have with their clients and their desire to embrace your feedback and suggestions to improve their products and improve outcomes for staff and students. BDS continues to provide the same great software, only the name has changed. All usernames and passwords have remained the same.
- embraceIEP- IEP program
- embraceEval- Evaluation tool for certified staff
- embraceDS- medicaid billing
- embrace504- 504 program



Defensible IEPs:

- We are hoping for very few changes again this year related to IEP requirements and best practices so that we can all continue to focus on the quality and consistency of IEPs for our students. Let's be thankful there have been no major changes since September of 2014!
- We are in our 4th year of implementing embraceIEP. SLPs and teachers will want to view the short on-line webinars and how to videos. Always read the updates found on embraceIEP home screen after logging in.
- Each teacher or SLP will complete all required paperwork/documentation, and SUBMIT IEP in a timely manner and file documents in the temporary file in an orderly fashion.
- The temporary file for each student should be well organized and contain only one copy of necessary documents.
- A teacher or SLP's compliance and success at maintaining accurate records and complete progress reports will be documented.

Defensible IEPs:

Quality IEPs:

- Expectations for Administrators, Teachers & SLPs:
 - Prior to the annual review for a student, each teacher or SLP will write a draft IEP and send it along with the Notice of Conference to the parent or guardian so that 10 days notice is provided.
 - Each teacher or SLP will submit every DRAFT IEP and Notice of Conference to the program coordinator through embraceIEP at least 10 days prior to the annual review date .
 - The coordinator will provide input and feedback upon the review of randomly selected IEPs for each teacher. If you have a specific IEP that you would like reviewed, please e-mail your program coordinator prior to sending the DRAFT with the NOC.

Teacher & SLP Evaluation:

- Evaluation Plans and Professional Practice Rubrics for Teachers can be found on our website and online in embraceEval.
- It is recommended that you review the rubric that pertains to your professional practice.
- We will continue to use embraceEval during the evaluation process. Utilizing this technology has been a time-saver for all. Navigation is similar to embraceIEP. You can upload evidence to be stored electronically instead of maintaining your portfolio.
- Licensed staff due for a summative evaluation during this year were notified via their assignment letter.
- Informal observations will continue to be completed on all teachers and SLPs each year.

We continue to be committed to making this a positive and professional process.

Teacher Performance & Student Growth:

Student Growth

- 2 SLOs are required to establish the summative rating for all tenured and non-tenured teachers.
- 1st year Non-tenured teachers will complete both SLO 1 and 2 by November 15.
- Tenured teachers must have 2 SLOs completed by November 15 during your evaluation year.
- Watch for emails from BDS regarding the status of SLO approvals (Approval date for November 15 completion is September 15).

We are committed to this process going smoothly for all of our teachers!

Assistant Evaluation:

- Our teaching assistants are crucial providers of services to students which directly impact the achievement and growth of our students. We would not see the success that we see for students if not for the hard work, contributions, and professionalism of our assistants.
- The *Teacher Input for Educational Support Personnel* form provides consistent and meaningful feedback and input for assistants, helps teachers supervise and guide the assistant(s) they work with, provides the assistant a focus to target their own growth and improvement, and allows for input by the teacher(s) to the Assistant Director for evaluation purpose's. The *Teacher Input for Educational Support Personnel* form also allows for special and regular education teacher input into the retention of high quality assistants. Input and suggestions from the teachers that work directly with the assistant will be included in the summative evaluation if provided to the AD prior to the evaluation being completed. This form is on our website.
- All assistants being evaluated this year have received an the evaluation tool that is currently used by CR. The CR evaluation tool and process will continue to be used by the Assistant Director to evaluate assistants.

MSSE Policies & Procedures:

- The entire policy manual is available at www.midstatespec.org.
- Your packet contains copies of 5:20, 5:22, 5:50, 5:90, 5:120, 5:122, 5:125, 6:235, 5:188, 5:188-AP, 5:188-E, 5:230**, 7:20. (** certified staff only)
- We will review these and other select policies.
- Please sign the verification forms and turn in prior to leaving.

5:20 Workplace Harassment Prohibited

- MSSE expects the workplace environment to be productive, respectful, and free of unlawful harassment. Employees shall not engage in harassment or abusive conduct on the basis of any protective group status. Harassment of students is also prohibited.
- MSSE shall provide employees an employment environment free of verbal, physical, or other conduct or communications constituting sexual harassment on the basis of sex as defined and otherwise prohibited by state and federal law.
- A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.
- **Employees should report claims of sexual harassment to the Nondiscrimination Coordinator or a Complaint Manager.**
Nondiscrimination Coordinator: Angela Armour, Director 526-8121
Complaint Managers: Lyn Becker, Assistant Director 526-8121
Fred Lamkey, CR Board President 623-5604

5:22 Sexual Misconduct

- “Sexual Misconduct” means any actual, attempted or alleged sexual molestation, assault, abuse, sexual exploitation or sexual injury. Does not include “sexual harassment”.
- **Employees should report suspected incidents of sexual misconduct immediately to the DCFS hotline(1-800-252-2873), the Building Principal and the Designated Child Abuse Counselor (Angie Armour, 526-8121)**

5:50 Drug-and Alcohol-Free Workplace; Tobacco Prohibition

- All employees shall be prohibited from unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance or alcohol or possessing or using medical cannabis while on the premises or performing work for the **Joint Agreement regardless of when or where the use occurred.**
- As a condition of employment, each employees shall: Abide by the terms of this policy respecting a drug- and alcohol-free workplace; and notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the Joint Agreement premises or while performing work for the Joint Agreement, no later than 5 calendar days after such a conviction.
- 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 the employee's work performance is not impaired.
- If you smoke you must do so OFF SCHOOL PROPERTY during your scheduled duty-free lunch break.

A violation of this policy may result in discipline, up to and including discharge.

5:90 Abused and Neglected Child Reporting

- Any employee who suspects or receives knowledge that any student under age 18 or a student age 18-21 with a disability may be an abused or neglected child shall immediately report such a case to DCFS (1-800-25ABUSE or 1-800-524-2606) and follow their directions for completing a report within 48 hours at the nearest DCFS office. The employee shall promptly notify the Superintendent or Building principal of the resident district that a report has been made.
- The report shall include, if known: 1. Name and address of the child, parent/guardian names, or other persons having custody; 2. Child's age; 3. Child's condition, including evidence of previous injuries or disabilities; and 4. Any other information that the reporter believes may be helpful to DCFS for its investigation. Form is found at: <http://www.state.il.us/DCFS/docs/cants8.pdf>
- Any Joint Agreement employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's Cyber Tipline 800-843-5678 or www.cybertipline.com, and the Special Education Director and Principal.

5:90 Abused and Neglected Child Reporting

- Any Joint Agreement employee who observes any act of hazing must report that act to the Principal and Director (or designee) who will investigate and take appropriate action.
- Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.
- Before beginning employment, all Joint Agreement employees must sign the *Acknowledgement of Mandated Reporter Status* form. Complete mandated reporter training within one year of initial employment and at least every 5 years after that date (may be more frequent).

5:90 Abused and Neglected Child Reporting/ Additional Information

- Mandated reporters-All school personnel are included.
- “Mandated reporters are **required** to report suspected child maltreatment immediately when they have **“reasonable cause to believe” that a child known to them in their professional or official capacity may be an abused or neglected child.**”
- Willful failure to report suspected incidents of child abuse or neglect is a misdemeanor (first violation) or a class 4 felony (second or subsequent violation).
- Form following phone report is found at <http://www.state.il.us/DCFS/docs/cants8.pdf>
- Abused and Neglected Child Reporting Act http://www.state.il.us/dcfs/policy/pr_policy_laws.shtml

5:120 Ethics; Conduct; & Conflict of Interest

- All Joint Agreement employees are expected to maintain high standards in their professional relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain appropriate professional relationships with students, parents, staff members, and others.
- Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.
- Board Policy 2:105, Ethics and Gift Ban, applies to all Joint Agreement employees. Students shall not be used in any manner for promoting a political candidate or issue.
- Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

5:122 MSSE Professional Standards

All MSSE Employs Shall:

1. Demonstrate regular attendance, punctuality and compliance with established policy, routine or procedures related to an employee's time on duty.
2. Display honesty and integrity in the workplace.
3. Exhibit conduct that is respectful of the business conducted by the cooperative, and of the rights of others as related to interactions with students, staff, parents/guardians, and community members.
4. Maintain a safe and healthy environment in which students and staff are not subject to harassment, discrimination, intimidation, bullying, violence and/or substance abuse.

5:122 MSSE Professional Standards

All MSSE Employs Shall:

5. Uphold confidentiality as related to student, personnel, financial records and closed session board meeting discussions/minutes.
6. Exhibit truthfulness and responsibility in dealing with public records, funds, and property.
7. Demonstrate conduct that is reflective of recognized professional standards or a “reasonable person standard.”
8. Comply with legitimate directives given by supervisors.
9. Abide by all state and federal laws and rules/regulations and MSSE policies and procedures.

5:125 Personal Technology and Social Media: Definitions

Please be sure to review the provided copy of this policy as well as your district policy.

- Personal technology – Any device that is not owned by the Joint Agreement (or district) or otherwise authorized for Joint Agreement 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 of information networks. This includes laptop computers, tablets, smartphones, and other devices.
- Social Media- Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies. This includes but is not limited to; Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube.

5:125 Personal Technology and Social Media: Usage and Conduct

- Use of personal technology and social media shall not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
- Comply with policy 5:130, Responsibilities concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or Joint Agreement employees with out proper approval or consent.
- Use of 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 be disruptive to the school environment or its operation.

5:125 Personal Technology and Social Media: Usage and Conduct

- It is important that all Mid-State employees maintain high standards in their school relationships. This includes Joint Agreement 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, 5:100, 5:120, 6:235, 7:20, and the Ill. Code of Educator Ethics.
- Choose a joint agreement (or district) provided or supported method whenever possible to communicate with students and their parents/guardians.
- Staff who violate this policy will be subject to remedial and disciplinary action ranging from prohibiting the employee from possessing or using any personal technology or social media at school up to and including dismissal and/or indemnification of the Joint Agreement for any losses, costs, or damages, including reasonable attorney fees, incurred by the Joint Agreement relating to violation of this policy.

5:125 Personal Technology and Social Media: Employee Monitoring

- Employees are cautioned that they should have no expectation of privacy while using Mid-State or District internet, technology, equipment or facilities for any purpose.
- The Joint Agreement and Districts use blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites.
- The Joint Agreement reserves the right to use content management tools to monitor, review or block content on blogs that violate district blogging rules and guidelines.

6:235 Access to Electronics

- All use of the Joint Agreement's electronic networks must be: (1) in support of education and/or research, (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the Joint Agreement's electronic networks. Electronic communications and downloaded material including files deleted from a user's account but not erased, may be monitored or read by school officials. The acceptable use policies and procedures of the individual member districts shall be followed.
- All users shall maintain the confidentiality of student records.
- The failure of any staff member to follow the terms of the Joint Agreements administrative procedure, Acceptable Use of the Joint Agreement's Electronic Networks, or this policy, may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

5:188 Attacks on School Personnel

- Incidents of aggravated battery committed against staff will be reported to local law enforcement authorities as well as the Department of the State Police's Uniform Crime Reporting Program.
- 5:188E must be completed and submitted to the Assistant Director or designee on the same date the incident occurred.
- "Aggravated Battery" means there was physical harm to the victim. **The student must have knowingly acted with the intent to harm the victim.**
- If you are choosing to engage with the student (implementing CPI or performing a job duty), the action is not aggravated battery.

5:230 Maintaining Student Discipline (Applies to Certified Staff)

- “Maintaining an orderly learning environment is an essential part of each teacher’s instructional responsibilities. A teacher’s ability to foster appropriate student behavior is an important factor in the teacher’s educational effectiveness.” The Director shall ensure that all teachers, other certificated employees, and persons providing a student’s related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the Board policies and administrative procedure on student conduct, behavior, and discipline.
- Discuss situation with the student.
- Discuss with principal and/or parents.
- Do not use disciplinary methods which may be damaging to students (ridicule, sarcasm, or excessive temper displays).
- Corporal punishment (including slapping, paddling or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used.
- Teachers may use reasonable force to keep students, school personnel, and others safe, or for self-defense.

7:20 Harassment of Students Prohibited

Bullying, Intimidation, Harassment, and Sexual Harassment is Prohibited

- No person shall harass, intimidate or bully a student on the basis of actual or perceived: race color, national origin, military status, unfavorable discharge status from military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.
- 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.
- Examples of sexual violence include rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

7:20 Harassment of Students Prohibited

Bullying, Intimidation, Harassment, and Sexual Harassment is Prohibited

- Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual or sex-based nature.
- Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.
- Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator, or a Complaint Manager of the member district.

7:20 Harassment of Students Prohibited

Bullying, Intimidation, Harassment, and Sexual Harassment is Prohibited

- An allegation that one student was sexually harassed by another student shall be referred to a member district administrator, for appropriate action.
- Any Mid-State employee who is determined, after investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge.

Job Descriptions

- All employees must be able to meet the Qualifications, Essential Job Functions, and Expectations for the particular position employed.
- Review the Job Description (Special Education Teachers, Speech/Language Pathologists, & Paraprofessionals) in your packet.

Questions about any of the
Policy and Procedure
information reviewed?

Schedules:

- Teachers & SLPs: E-mail your daily schedule/ classes to your coordinator and copy Shera as soon as possible but **no later than 5 days after the start of the school year for your district.**
- Assistants: Email your start and end time to Shera today or tomorrow if it changed from last year. E-mail your daily schedule (start and end times, lunch break, including the students you work with) to Shera as soon as possible **but no later than 5 days after the start of the school year for your district.**
- Teachers, SLPs and Assistants: **Please email updated schedules as changes occur throughout the school year.**

Communication:

- We will continue to communicate with you using your school e-mail. It is expected that you will check your e-mail at least daily to receive important communications from our office as well as your district and building.
- Assistants are also expected to check e-mail at least once per day. Teachers, please be understanding that this will take a few minutes each day.
- We will continue to check our e-mail and phone messages daily, making every effort to respond to you within 24 hours.
- Please report any change in name, address, and/or phone number to Shera.

Mid-State Website www.midstatespec.org

- Staff may login to access additional information.
- For current information and procedures, refer to the online handbook.
- The website also includes resources, site links, announcements, calendar, lending library, discussion boards, teacher handbook, a resource manual (community resources for Montgomery and Christian counties), and current vacancies.
- Personnel forms are updated periodically. **Please throw ALL of your old forms away!** Simply click on “Christian Region” on the left side under “Documents” on the Home page. Then, click on “Personnel Forms”.

When you are not at work...

- If you are absent for MORE THAN three consecutive days due to illness, a release to return to work (with or without restrictions) must be faxed or emailed (shera.hunt@midstatespec.org) to the CR office PRIOR to your return.
- The Assistant Director in consultation with the principal will determine if a requested restriction can be accommodated. All employees must be able to perform their essential job functions. Sick leave, unpaid leave, and access of disability benefits may all be considerations for an employee who cannot perform the job with reasonable accommodations.

When you are not at work...

- We record sick and personal time as reported to us on the attendance report submitted monthly by each principal. The building protocol for reporting leave for all employees will be followed (i.e. quarter day increments, half-day increments, full day increments, etc.)
- Take care to complete and submit leave requests by the timelines indicated in the CREATE contract if you expect the leave to be granted (personal leave 4.3).
- Personal & unpaid leaves require PRIOR approval by the Assistant Director. Scan and email these requests to Shera Hunt at the CR office. **Do not use “school mail.”**

When you are not at work...

- **All leave forms must have your principal's signature before I will consider approval.**
- Personal leave may be used for urgent personal business with 2 days advance notice to the building principal then forwarded to the Assistant Director for approval. Leaves before or after a holiday or vacation shall not be granted unless approved by the building principal and Assistant Director. Leaves the first two weeks and last two weeks of school may not be granted. Unused personal days accumulate as sick days. (CR/CREATE 4.3D page 12)

When you are not at work...

- Incentive bonuses will be paid to those who use no more than 0 – 2 sick days per year (CR/CREATE 4.5, pg. 13)
- **NOTE: CERTIFIED AND NON-CERTIFIED STAFF NEVER LOSE UNUSED SICK AND PERSONAL LEAVE.** Upon retirement or resignation, unused leave is reported to TRS or IMRF which increases your retirement payment or allows you to retire earlier!

When you are not at work...

- Unpaid Leave of Absence may be granted for up to 1 year for maternity, child rearing, or health purposes. The Assistant Director must be notified by March 15th.
- Any employee who may need to make a request to the CR Region Board for an extended leave, should contact the Assistant Director.
- Additional contact information on disability leave benefits through TRS or IMRF are posted on the MSSE website. You can find this information after logging in on the left side near the bottom of the home page.

Timekeeping/ Work Days

- Accurate completion of work days by licensed staff and hours worked by hourly employees is required.
- With the transition to SDS, additional safeguards and monitoring will continue to occur.
- Inaccurate reporting of time will be investigated and reported. Discipline up to and including dismissal may occur as well as prosecution.
- At this time you are not required to log in or out for your lunch period. The lunch break (minimum of 30 minutes per day) that is reported on your schedule will be automatically deducted from each day.

Timekeeping/ Work Days

- Remember to not clock in earlier than **7 minutes** prior to your start time or **7 minutes** later than your end time.
- Any time worked in addition to the approved time for full-time (6 hours per day) or the part-time hours must be approved in advance by the Assistant Director in order to be compensated. Failure to comply may result in informal or formal disciplinary action.
- If there are computer or internet problems at the beginning of the day, note your clock in time & record in the notes section when you are able to log-in or email or call Shera.
- If there are computer or internet problems at the end of the day, note your clock out time & record in the notes section when you are next able to log-in. (BUT GO HOME, PLEASE.)

Timekeeping/ Work Days

- We expect that accurate reporting will continue to be a priority as we begin another school year.
- Assistants who work 6 hours per day or more are entitled to a 15 minute break in addition to their 30 minute duty free lunch. Please include this break on your schedule.
- Assistants shall follow the district calendar given to them prior to the start of school.

Teaching Assistants

- Your salary is estimated based upon the anticipated number of hours to be worked in a school year.
- Adjustments made due to additional pay or docks will be made each pay period.
- Purposeful inaccurate reporting of time will be investigated and reported. Discipline up to and including dismissal may occur.
- Assistants are required to be in the building, ready to work with students at the designated start of the day.
- The building principal, in conjunction with the AD, determine the actual work hours for assistants based on building and students' needs (i.e., staggered schedules may be used).

Teaching Assistants

- Attendance is extremely important. Unless you or a family member are ill or you have an approved leave for urgent personal business, you should be at school.
- Unused sick and personal leave accrues or “carries over” to the next school year. You do not lose it.
- Given the length of the school year, all of the scheduled days off, and the ample amount of sick and personal leave an employee receives, it should be an extremely rare occurrence for any employee to be out of leave during the school year.
- If you have any questions regarding timesheet completion, please contact Shera at the CR office at shera.hunt@midstatespec.org or 526-8121.

SDS Time Clock & Employee Portal

The Time Clock link is on the Mid-State website homepage:

<https://sdsssl.schooloffice.com/SDS05/SDSWEBOFFICE/financeoffice/timeclock.aspx>

The Employee Portal link is on the Mid-State website homepage:

<https://sdsssl.schooloffice.com/SDS05/SDSWEBOFFICE/Login.aspx>

THANK YOU!!

Remember every single thing you do matters!