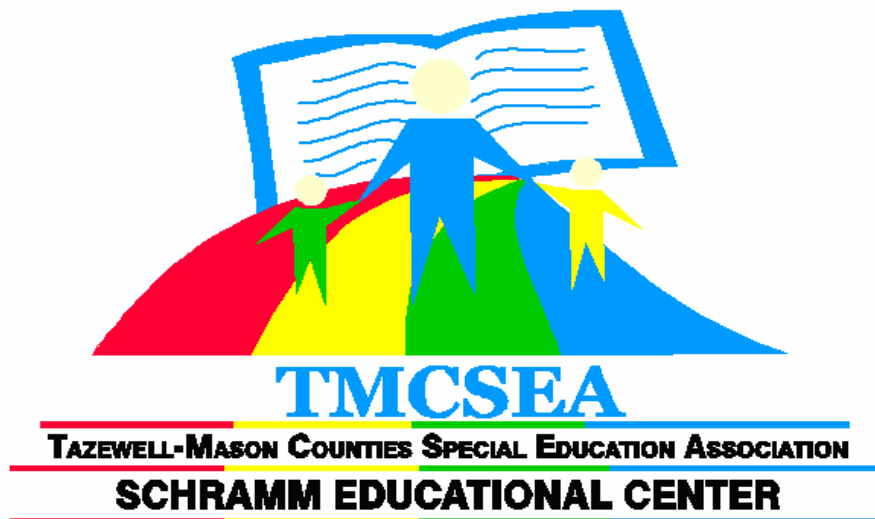


“Equal Educational Opportunity for All”

# *Staff Handbook*

For Employees of TMCSEA  
&  
Schramm Educational Center



Dear Employee,

Welcome to a new school year and to the many challenges and rewards the education profession brings.

The TMCSEA Employee Handbook is an attempt to help you understand practices and procedures of the Association and familiarize yourself with required paperwork of employees. Not all TMCSEA policies and procedures are included, those that have been summarized. This handbook is neither a contract or a substitute for the official TMCSEA Policy Manual, nor is it intended to alter the at-will status of non-contract employees in any way.

Because of the varied nature of differing employee groups, location of programs, and many itinerant services this handbook must be used in conjunction with three other pertinent documents:

- Policies & Bylaws Handbook—The Policy & Executive Committee approved rules and procedures of the Association
- Negotiated agreement between TMCSEA and the SOS-IEA-NEA Contract
- The Illinois School Code

Please feel free to ask your colleagues, immediate supervisor, office personnel, or me for clarification and direction on any of the material found in this handbook. Your suggestions for additions and improvements to this handbook are welcome.

My very best in all your professional pursuits and may the families & children we serve, either directly or through our work with professional staff of other districts, maximize their individual learning potential in a safe, healthy and nurturing environment.

Respectfully,

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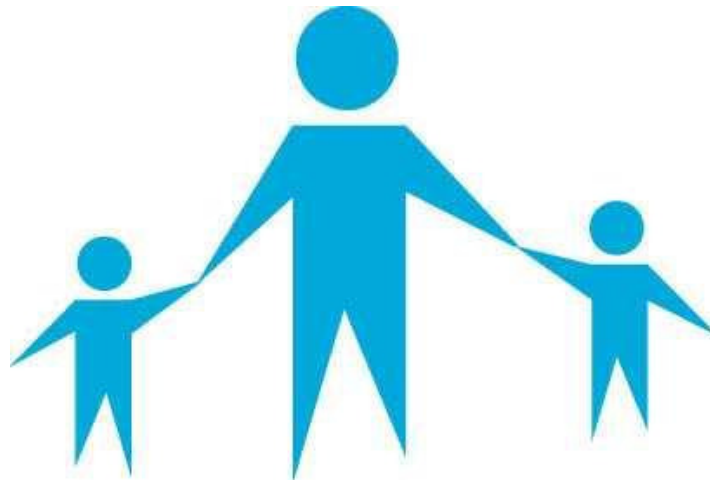
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# ***Introduction to TMCSEA***



Tazewell-Mason Counties Special Education Association (TMCSEA) is an organization made up of the school districts located within the two counties. It began in July, 1968 when these districts recognized that providing quality service in special education was a major goal and could be reached by joining forces.

The Association employs a staff of professionals and certified teachers as well as therapists to assist parents, children and local school districts in diagnostic, educational and supportive endeavors. TMCSEA is administered by a Director of Special Education and is governed by an Executive Committee and Policy Board, both of which are comprised of representatives from member school districts in the Association.

**Member School Districts:** 50-District No. 50 Schools; 51-Central Grade School; 52-Washington Grade Schools; 76-Creve Coeur Schools; 85-Robein School; 86-East Peoria Elementary Schools; 98-Rankin School; 102-North Pekin-Marquette Hgts. Schools; 108-Pekin Public Schools; 137-South Pekin Grade School; 303-Pekin Community High School; 308-Washington Community High School; 309-East Peoria Community High School; 606-Spring Lake Community Consolidated; 701-Deer Creek-Mackinaw Community Unit; 702-Tremont Community Unit; 703-Delavan Community Unit; 709-Morton Unit; 126-Havana Community Unit; 189-Illini Central Community Unit; 191-Midwest Central Community Unit

## Structure & History

Tazewell-Mason Counties Special Education Association is a legally constituted Special Education Joint Agreement, formed under the Illinois School Code. TMCSEA is a cooperative agreement among area Superintendents and schools to provide comprehensive special education services. The Association was formed by the leadership of the two county Regional Superintendents, local school Superintendents and the Board of Education of thirty-two school districts during the school year of 1966-67. The Association became operational on July 1, 1968. The 68-69 school year opened with a staff of forty-six special education personnel.

Since the 1980's, TMCSEA has been decentralized into seven mini-coops, where the individual districts hire a majority of the special education teaching and support staff. TMCSEA currently has twenty-one (21) member districts. The focus is on providing student and district consultative services, special education programs, professional development opportunities and the continued operation of Schramm Educational Center. The Association has been in operation since 1968 and has operated the Schramm Educational Center since that time. The Administrative offices were originally housed in a local office building in downtown Pekin, and moved to the Schramm Educational Center in 1990.

The Art Schramm family donated property in Pekin in a residential area to provide a site for Schramm Educational Center. The Center sits on seven acres of property that was jointly donated and purchased by the Association to provide the necessary school site.

In addition, TMCSEA has a joint agreement with the Department of Rehabilitation Services (DRS). The Association currently employs over eighty-five special education personnel serving the twenty-one member districts.

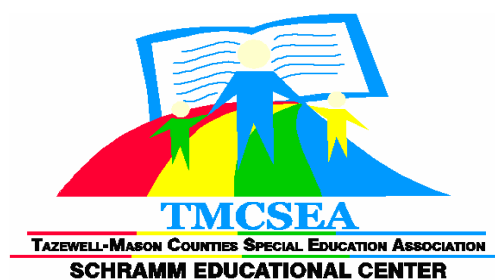
## Vision Statement

TMCSEA strives to promote programming and services that enable students with disabilities to maximize their individual potential and become contributing members of society. The Association, through shared programming, provides high quality, specialized educational services, programs and facilities in partnership with our member districts.

## Mission

TMCSEA: A 21 School District—Special Education— Joint Agreement which operates the Schramm Educational Center sees itself:

Empowering districts to meet the needs of diverse learners. An interconnection between Association/District/Community is established to provide for public awareness and education for students with disabilities. The Association champions equal educational opportunities and provides an array of services to include staff development, transition, low incidence classes, consultative services and technical assistance.



# *Organization*



Tazewell-Mason Counties Special Education Association was formed into an organization with a unique reporting structure. Since this organization is a joint effort between many caring groups and individuals, there is a system of checks and balances in place. This ensures that the needs of all the students are met, while maintaining the proper structure of the Association.

Employees are responsible to their immediate coordinator but need to be aware of the existing hierarchy. Besides reporting to their coordinators, they are responsible to the leadership of the specific schools where they perform their services. By working amiably with the respective school leadership, we can better meet the educational needs of the students. This is our number one goal.

# Joint Agreement Structure

The Tazewell-Mason Counties Special Education Association staff must be cognizant that:

- 1.) The legal responsibility for education is vested in the local school board of education and this responsibility cannot be delegated or shared. The superintendent is the chief administrative agent of the Board.
- 2.) The legal responsibility for TMCSEA is vested in the administrative district by action of the Executive Committee. This responsibility cannot be delegated or shared. The Director is the chief administrative agent of the committee.

TMCSEA personnel, as members of the Association, are responsible to two major governing bodies:

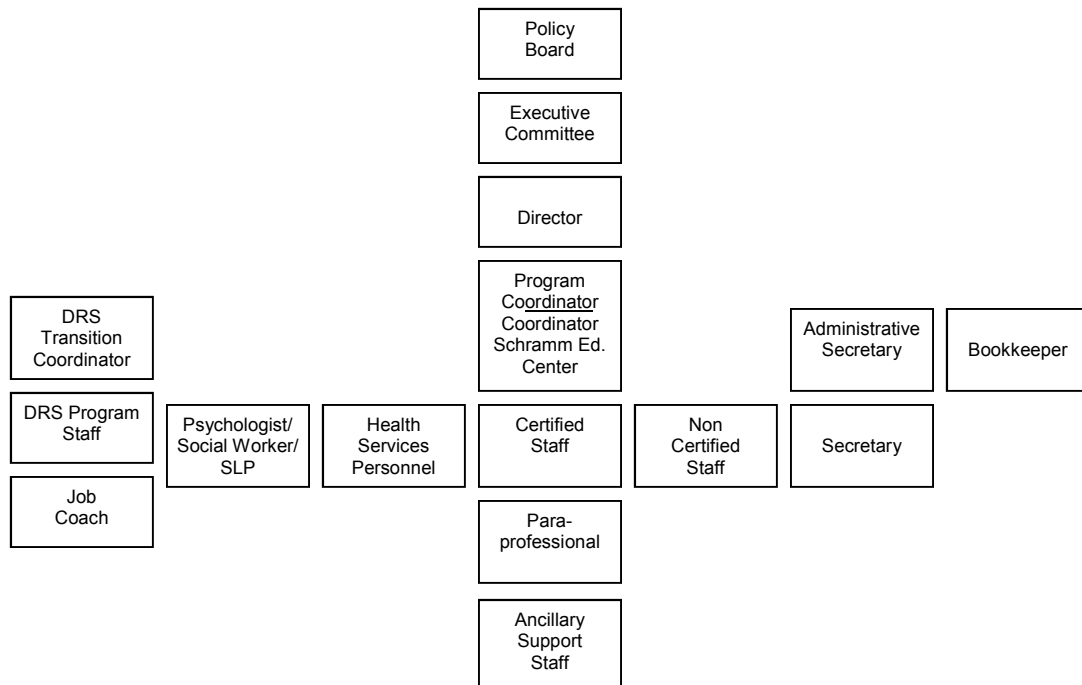
Local District Board of Education  
TMCSEA Policy Board

Different levels of administrative supervision exist as part of this joint agreement between local school boards and TMCSEA.

Superintendent  
Director  
Program Coordinator



# Administration & Supervision



# Personnel

## Code of Ethics of The Council for Exceptional Children

We declare the following principles to be the Code of Ethics for educators of persons with exceptionalities. Members of the special education profession are responsible for upholding and advancing these principles. Members of The Council for Exceptional Children agree to judge and be judged by them in accordance with the spirit and provisions of this Code.

- Special education professionals are committed to developing the highest educational and quality of life potential of individuals with exceptionalities.
- Special education professionals promote and maintain a high level of competence and integrity in practicing their profession.
- Special education professionals engage in professional activities which benefit individuals with exceptionalities, their families, other colleagues, students, or research subjects.
- Special education professionals exercise objective professional judgment in the practice of their profession.
- Special education professionals strive to advance their knowledge and skills regarding the education of individuals with exceptionalities.
- Special education professionals work within the standards and policies of their profession.
- Special education professionals seek to uphold and improve where necessary the laws, regulations, and policies governing the delivery of special education and related services and the practice of their profession.

To ensure a degree of high professional ethics, TMCSEA personnel are expected to conduct their professional life according to their respective professional standards and/or Code of Ethics as specific to each profession. Personnel will abide by the Illinois School Code.

## Employment Practices

### Items to be on file prior to employment:

TMCSEA is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status. The following items must be on file in the TMCSEA administrative offices before we may legally issue your first paycheck:

1. Must have a signed contract/salary agreement on file.
2. Appropriate certificate(s) or license as applicable issued by the Illinois State Board of Education and/or appropriate accrediting body.
3. Official transcripts of university credits.
4. Physical examination forms signed by examining physician.
5. Where applicable, a back strength test must be taken. Appropriate examination report must be on file.
6. Chest x-ray or T.B. skin test report.  
**(New staff only)**
7. Completion of appropriate insurance forms.
8. Completion of State and Federal Income Tax Withholding forms.
9. Completion of Federal Form I-9 employment eligibility verification. (Includes copy of Drivers License)
10. Completion of Teacher Retirement System Beneficiary form or Illinois Municipal Retirement Fund.
11. Criminal Background Investigation/Fingerprinting. (Includes Fingerprinting results, State of Illinois Sex Offender Report and Child Murderer & Violent Offender Against Youth Database Report)
12. Completion of Drug and Alcohol Free Workplace form.
13. Completion of Mandated Reporter Status on Child Abuse/Neglect.
14. Personnel & Student Sexual Harassment Policy.
15. Social Security 1945 form.

## Rules & Regulations

### Probation Period

New employees hired into positions that are not subject to the tenure requirements of the Illinois School Code shall serve a twelve month probationary period. During the twelve month probationary period, the employees are not subject to progressive discipline.

### Tenure

As prescribed by the Illinois School Code, 105 ILCS-5/24-11, full-time certified special education staff member who completes a probationary period of four (4) consecutive years (school terms) will be considered to be eligible for tenure at the start of their fifth (5) year of employment. Tenure is contingent on their hire date and its relationship to the school code.

### Dismissal

As prescribed in an amendment to the Illinois School code, 105 ILCS-5/24-11, a certified person will receive forty-five (45) days notice prior to the end of the school term that they will not be offered a contract for the coming school year. This is determined annually. A non-certified staff member will receive thirty (30) days notice.

### Indication of Termination of Contract by an Employee

The employee is responsible to notify the Director, in writing, of your intentions to terminate employment as soon as possible so that a suitable replacement can be hired. As prescribed by the Illinois School Code, 10 ILCS 5/24-14, a teacher who has entered into contractual continued service may resign at any time by concurrence of the Executive Committee or by serving at least thirty (30) days written notice. However, no teacher may resign during the school term, without concurrence of the Executive Committee, in order to accept another teaching assignment.

## Mandatory Reporting

### DCFS Mandated Reporter—Drug & Alcohol Free Work Place — Sexual Harassment Reporting

The Association requires and protects its employees with required practices of Mandatory Reporting. All employees must report suspected child abuse and neglect to DCFS. These required practices are established by federal and state law. Employees must review and sign the Drug & Alcohol Free Work Place, Personnel & Student Sexual Harassment and Mandated Reporter Forms.

## Accountability/Responsibility

### Accountability

Special education staff members fulfill a dual role, an active member of the local school district in which the staff member's class or office is housed as well as a representative to the Tazewell-Mason Counties Special Education Association. In this dual role, it is necessary to receive assignments from both education agencies. Special education personnel, as a member of a service-supporting agency, are responsible to:

- A) The Tazewell-Mason Counties Special Education Association Policy Board and Executive Committee.
  - A special education staff member is initially responsible for following the policies, rules and regulations of the TMCSEA Policy Board and Executive Committee.
- B) Tazewell-Mason Counties Special Education Association Administration.
  - Director—The chief administrative agent of the Policy Board and Executive Committee, provides information, direction, support and evaluation of all special education personnel.
  - Program Coordinators—The Executive Committee and Director have delegated responsibilities to coordinators of personnel in order to provide direct support and evaluation.
- C) District Board of Education
  - The Board of Education of that district, its policies, rules and regulations and administration.

**Should a conflict in assignments arise, it will be worked out with the Director, immediate supervisor and Superintendent/Principal involved.**

### Responsibility

- 1) Report suspected child abuse and neglect as outlined in the TMCSEA policies.
- 2) Participate in ISBE mandated trainings and audio/visual presentations on lifting, behavioral-restraint techniques and warm water therapy pool operation.
- 3) Attend professional development activities at the discretion of the Director and/or immediate supervisor.

- 4) Report address changes: Any time an employee has a change of address the TMCSEA Administrative Office should be notified in writing. Upon leaving employment with the Association, keep the bookkeeper informed of your correct address for at least one year, as often there are important papers that need to be forwarded.

## Transportation of Students

Each Member District will have responsibility for providing transportation for disabled children residing within their district. The Director or designee will aid in the overall coordination of such transportation. The district of residence is responsible for providing the costs of transportation and for filing its own claim for state reimbursement for transportation. No TMCSEA employee may transport students in school or private vehicles unless authorized by the administration in an emergency situation.

## Job Descriptions

TMCSEA employees have both general and specific job responsibilities. Employees should refer to their individual job descriptions. New employees will be given a copy of this job description by their immediate supervisor. Replacement copies may be obtained from that supervisor. If a change is made in the job description, the employee will receive a revised copy.

## Personnel Evaluations

### Staff Evaluation

All Staff will be evaluated by their appropriate supervisor.

- 1) All tenure and non-tenure staff will be evaluated according to the provisions in Association's evaluation plans for all TMCSEA personnel. Evaluations may be narrative or checklist. Whatever evaluation technique is used, the results will be shared with the staff member. The staff member will sign the evaluation to indicate that it has been discussed.
- 2) Local district administrators may be requested to give additional input regarding the performance of TMCSEA staff members based on their district(s).
- 3) Administrative staff is evaluated by the Director.
- 4) TMCSEA will provide performance evaluation input as appropriate to co-op programs such as DRS/STEP.

## Grievance Procedures

### Definition

A grievance is a complaint involving the violation, interpretation, or application of:

- established Board policy
- administrative rules or regulation, and/or
- collective bargaining agreement

An attempt shall be made to resolve any grievance in informal, verbal discussions between the complainant and his/her supervisor.

- A grievance shall be presented in writing to the appropriate supervisor within thirty (30) working days of the occurrence prompting the filing of the grievance. The supervisor shall make a decision on the grievance and communicate it in writing to the employee and the Director within ten (10) working days after receipt of the grievance.
- In the event the grievance is not resolved to the satisfaction of the staff member with the supervisor, a written grievance to the Director shall be filed within ten (10) working days of the supervisor's written decision.
- Within twenty (20) working days after such a grievance is filed, the aggrieved employee and the Director, or his designee, shall file an answer within ten (10) working days of the grievance meeting and communicate it in writing to the employee and the supervisor.
- Should the employee wish to bring the grievance to the Executive Committee after meeting with the Director, a written grievance shall be filed within ten (10) working days or by the next regularly scheduled Executive Committee meeting (whichever occurs first).

Employees covered by a collective bargaining agreement will follow grievance procedures as stated in the collective bargaining agreement.

## Insurance Benefits

Full-time certified and non-certified staff shall be eligible for fringe benefits as determined by the Policy Board. A minimum of thirty-two and a half (32.5) hours per week is considered full-time employment, for medical, dental and life insurance benefits.

Employees are provided partially paid major medical/hospitalization. Coverage for medical, hospitalization and dental insurance is available for eligible dependents. The Association contributes a negotiated dollar amount per year toward cost of dependent insurance. Employees using sick leave continue with full insurance coverage. Employees taking non-paid leave for an extended period have no insurance benefits unless the employee agrees to pay the premium and arrangements are made with the business office.

- 2) Fully paid \$40,000 term life insurance
- 3) Liability insurance as part of TMCSEA umbrella coverage
- 4) Worker's Compensation
- 5) Unemployment insurance benefits paid to eligible terminated employees

## Tuition Stipend

The Board shall reimburse an employee for course work taken related to his/her job assignment in accordance with the following:

- The course(s) must be approved by the Director prior to enrollment. The Director shall approve courses, workshops or seminars which, in the Director's discretion, are applicable to an employee's present or potential future assignment in the Association. Further, if the Board requires an employee to fill a position utilizing a temporary or provisional certification, the employer shall approve any courses, workshops or seminars required in order for that employee to obtain permanent certification.
- The course(s) must be taken at an accredited college or university and must be successfully completed with appropriate notice to the TMCSEA. Only three (3) hours of online credit will be approved per semester.
- Tuition reimbursement is limited to not more than six (6) hours per semester during the school year and no more than six (6) hours during the summer, with a maximum of no more than 15 hours in any 12-month period.
- Reimbursement shall be at a rate equal to ISU resident tuition costs or one-half (1/2) the hourly cost at any other accredited college or university, provided that under no circumstances shall the reimbursement exceed the hourly costs.

Advancement shall be on the first day of the contractual school year. Staff are responsible to submit a transcript on or before September 1st.

## Salaries/Payroll

TMCSEA employee salaries are recommended by the Executive Committee and approved by the Policy Board. All employees will receive written notice of their pay before the start of each school year. Pay periods are the 15th and 30th of each month. Checks are mailed from the Administrative Office on the 14th and 29th of the month, unless the 15th or 30th is a Saturday, Sunday or a holiday. In that case, they are mailed on Friday, or the day preceding the holiday. Paychecks will be mailed or available to be picked up at the Administration Office on the last working day prior to a holiday break. Checks are available in the Administrative Office during regular business hours on the 14th and 29th or that pay day. If you personally pick up your paycheck, you must sign each time that the check is issued. Direct deposit is available for all employees.

During summer office hours, regular business hours may differ. Paychecks may be picked up during those hours.

You will be receiving 24 checks starting on August 30th and ending August 15th. If you wish to receive your salary in 20 pays starting August 30th and ending June 15th, you must notify the business office in writing before August 15th prior to the new pay period you will be requesting the 20 pays. Anyone employed after November 15th in a calendar year will receive their last pay for the year on June 15th.

A TMCSEA employee wanting another party to pick up their paycheck must give written permission authorizing such action. That party must sign and date the pick up transaction.

## Mileage

Tazewell Mason Counties Special Education Association will reimburse employees for documented mileage expense related to official business at the Internal Revenue Service (IRS) standard mileage rate for reimbursable business miles. The IRS standard mileage rate includes vehicle operation costs of gas, oil, and repairs, lease payments and insurance. This mileage rate is typically revised annually by the IRS.

Reimbursable business miles are from the point of initial assignment in one building to a second or multiple school sites. Mileage reimbursement will also be paid. When it is necessary to return to the building where

the initial assignment occurs. Any exceptions must be approved by the Director. Expense reports must be submitted to accounts payable for reimbursement. All staff requesting mileage reimbursement must have a valid driver's license on file. In accordance with state law, it is mandatory for employees to wear seatbelts when operating company or personal vehicles for business use.

## Professional Meetings & Conferences

Attendance at professional meetings and conferences outside the local district or those conducted by the Association is encouraged. Attendance at those meetings held during school hours must be pre-planned and approval obtained through your coordinator.

Request permission of your appropriate supervisor and complete professional meeting and conference form. When approval is granted to attend a professional meeting or conference with expenses paid, the following guidelines will prevail:

- a) When more than one staff member is attending a meeting, we encourage car pooling. The driver will be reimbursed at the currently approved mileage rate of reimbursement. The riders will receive no travel reimbursement. If traveling by rail or air, actual rail or airfare will be paid.
- b) Expense sheets are to be completed and turned in to your program coordinator/supervisor with receipts for hotel/motel, meals, registration fees (excluding dues to organizations) and any other expenses incurred. Meal charges to TMCSEA cannot exceed \$35.00 per day.

## Purchasing

1. Staff member completes a requisition form.
2. Appropriate coordinator approves the budgeted purchase and codes according to the chart of accounts.
3. Director approves all appropriate requisitions and checks code.
4. Staff member and Coordinator will receive a copy of the approved and signed requisition provided by the Administrative Secretary.
5. Purchase orders are entered into the Skyward Financial program and purchases are made weekly.

6. Purchase orders are used as a backup to determine whether the order is complete for payment of invoice by Bookkeeper.
7. Staff reimbursement for expenses require coordinator approval, requisition form and the original purchase receipt.
8. Monthly checks are generated the Thursday before scheduled Executive Committee meetings where they are approved for payment and then to East Peoria High School District #309 Board for final approval.
9. Please refer to the Payroll/Accounts Payable schedule that is provided to all staff on opening day.

## Absences

It is the responsibility of the employee to inform the operating district as well as the TMCSEA administration office daily of your absence until you have returned to work (includes call to attendance secretary and immediate supervisor). If possible, TMCSEA staff should notify parties before 3:00 p.m. concerning the status of their absence. Upon their return, TMCSEA staff must complete a Record of Absence form. This must be done no later than five (5) working days from the time of employee's return. Absence without pay for up to five (5) days is at the discretion of the Director and requires pre-approval. Request for short-term leave requires approval of the Executive Committee.

## Leaves of Absence

### Sick Leave

At the beginning of each school year, each employee shall be credited with sixteen (16) days of sick leave, the unused portion of which shall continue to accumulate to a maximum of 350 days, excluding the leave of the current school year for teachers, and a maximum of 200 days, excluding the leave of the current school year, for educational support personnel. A sick day shall be the same length as the employee's work day. Such leave shall be interpreted to mean personal illness or illness or death in the employee's immediate family or household, as described in Section 24-6 of The School Code, or death of a close personal friend.

The Board may require a physician's certificate as a basis for pay during leave after an absence of three (3) days for personal illness, or as it may deem necessary in other cases as permitted by The School Code.

The Board shall furnish each employee with a written statement at the beginning of each school year, setting forth the total sick leave credit.

### Personal Leave

At the beginning of each school year, each employee shall be credited with two (2) days to be used for personal business. Personal business leave days shall be allowed to accumulate to a maximum of three (3). Unused personal business leave days earned in excess of three (3) shall accumulate as sick leave days. A personal business day may be used for any purpose at the discretion of the employee. An employee planning to use a personal business leave day shall notify his/her supervisor in writing at least one week in advance, except in cases of emergency. Personal business leave days shall be available for the practice of individual religious preferences. Personal business leave days on a day immediately preceding or following a school holiday shall be considered on a first received, first granted basis. All personal day forms shall be turned into the administrative office. All personal day approvals preceding and following holidays are subject to the availability of substitutes. No more than three (3) employees shall be on personal business leave at one time.

### Jury Leave

Any employee called for jury duty during the work week or who is subpoenaed to testify during the work week in a judicial or administrative matter shall be paid his/her full salary for such time provided the employee pays to the Board any remuneration, less mileage expenses, received for such duties for any work day that is missed.

### Other Leave of Absence

All employees covered by this Agreement may be granted leaves of absence only by action of the Executive Committee. Except as provided in Section 6.3 above, leaves of absence without pay may be granted based on the following conditions:

1. Requests for leave shall be in writing, stating the reason for the requested leave, and submitted to the Director, setting forth the length of leave requested.
2. All leaves of absence shall be limited to a maximum of one (1) school year.
3. All leaves shall normally commence at the beginning of the school year or immediately after Christmas vacation, and reinstatement at other than the agreed upon time shall be at the discretion of the Executive Committee. However, in the event of adoption of a child and the employee does not receive sufficient advance notice of the delivery of the child in order for the leave to commence at a natural break in the school year, the leave shall

commence the day the child arrives and will terminate at the agreed upon subsequent break in the school year providing that the employee had informed the Administration at the time of making application for an adopted child that such application was being made and thereafter kept the Administration informed as to the most likely schedule for the adoption to proceed.

4. Sick leave days shall not accrue, but unused sick leave held at the start of the leave shall be available upon reinstatement.
5. Written notice of intention to either return or resign shall be given by the employee to TMCSEA fifteen (15) calendar days prior to the end of the leave of absence. Failure to furnish such written notice shall constitute a notice of resignation.
6. An employee returning from a leave of absence without pay will be reassigned to the job classification he or she left.
7. An employee on an unpaid leave of absence may remain in TMCSEA's insurance plans, but shall pay the full premium costs for same on a monthly basis.

Arrangements may be made at the Director's discretion for time off with pay to attend the funeral of a student. Short-term leaves of absence without pay, not to exceed five (5) work days, may be granted at the discretion of the Director. Personal leave shall be exhausted prior to any unpaid short-term leave of absence.

## Family and Medical Leave

1. Each "eligible employee" (as defined within the Family and Medical Leave Act) shall be entitled to a family and/or medical leave of absence which shall be defined as an approved absence available to eligible employees for up to twelve (12) weeks of unpaid leave per twelve (12) month period (measured backward from the date an employee uses any family or medical leave) ("Family and Medical Leave"). Leave may be taken for those qualifying events identified within the Family and Medical Leave Act (the "Act").

During a single 12-month period, measured as provided for above, 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 with a serious injury or illness. The term "covered servicemember" has the same

meaning as provided for by the Act, and includes a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

2. The provisions of this Section shall apply to all family medical leaves of absence. If an employee is entitled to paid leave, the employee must take the paid leave first; provided, if the paid leave otherwise available is for less than a twelve (12) or twenty-six (26) week period, the additional days of leave necessary to attain the twelve (12) or twenty-six (26) weeks of leave required under this policy shall be without compensation. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. The limitations placed on length of leave by this Section shall not in any way affect the length of other leaves which may be available.
3. Spouses who are employed by TMCSEA are entitled to a combined total of twelve (12) weeks of leave for the birth or adoption of a child or for the care of a sick parent, or a combined total of twenty-six (26) weeks to care for a covered servicemember.
4. When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide reasonable prior notice not less than thirty (30) days prior to the leave, and make efforts to schedule leave so as not to disrupt TMCSEA's operations. If thirty (30) days advance notice is not practicable, the employee must give notice as soon as practicable. In case of illness, the employee shall report periodically on his or her leave status and intention to return to work. An employee must provide the Superintendent or designee reasonable notice of changed circumstances that will alter the duration was for reasons beyond the employee's control.
5. For purpose of this Family Medical Leave only, an employee who is granted a family or medical leave of absence shall continue to receive group insurance benefits for up to a total of twelve (12) or twenty-six (26) weeks, including coverage during paid leave, at the level and under the conditions that the coverage would be provided if the employee had continued working and had not taken leave. In the event that an employee elects not to return to work upon completion of an approved, unpaid leave of absence, the employee must reim-

burse TMCSEA for the cost of any payments made to maintain the employee's coverage, unless the failure to return to work.

6. When an employee requests leave that is foreseeable based upon planned medical treatment and would last longer than twenty percent (20%) of the school term, TMCSEA may require the employee to choose either (1) to take leave for a period of particular duration, not to exceed the duration of the planned treatment, or (2) to transfer temporarily to an available alternative position for which the employee is qualified, that has equivalent pay and benefits, and that better accommodates recurring periods of leave than the employee's regular position. If an employee begins leave more than five (5) weeks before the end of the school term, TMCSEA may require the employee to continue taking leave until the end of the term if the leave is at least for three (3) weeks' duration and the employee's return would take place during the last three (3) weeks of the school term. If the employee begins a leave less than five (5) weeks before the end of the school term, TMCSEA may require the employee to continue taking leave until the end of the term if the leave is longer than two (2) weeks or the employee would return during the last two (2) weeks before the end of the school term, TMCSEA may require the employee to continue taking leave until the end of the school term if the leave will last more than five working days.

## Work Day/Work Year

An annual calendar is approved that provides for all staff contracted days and student attendance days. Itinerant and satellite employees shall follow the Schramm Educational Center calendar or the district where contracted or housed. A specific calendar is determined by the Program Coordinator. All employees are to be punctual, arriving and leaving work at the proper designated time. These times are dependent on the assigned work site. For staff at the Schramm Educational Center one may leave the last day of the work week after the last student is officially dismissed. Administrative Office and Schramm Educational Center Office follow established schedules. All employees working in excess of six (6) hours per day shall be entitled to two (2) ten minute breaks during the work day. Part-time employees working three (3) to six (6) hours will receive one ten minute break.

## Substitutes

It must be recognized that provision of substitutes for special education classes and programs is dependent on your assignment and immediate supervisor.

- A. Responsibility for the arrangements for a substitute rests with:

Substitutes are secured by TMCSEA through a representative of the Schramm Educational Center.

- B. All staff who require substitutes have the following responsibilities that apply to their position:

- 1) Lesson plans clearly marked and available
- 2) Schedule of day's activities and duties
- 3) Substitute folders that contain information necessary to meet needs of students, as outlined by your immediate supervisor.

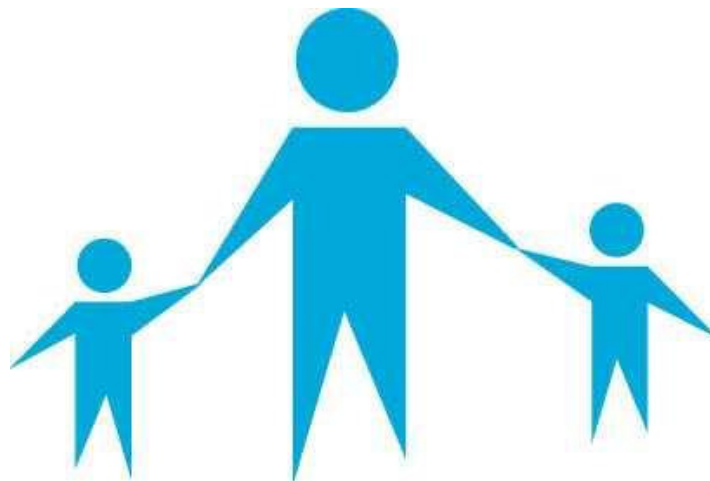
## Technology

Proper use of telephones, voice mail and e-mail systems are essential to effective school operation. These tools are for school business purposes. Personal use should be limited in frequency and length. Telephones, voice mail and e-mail systems are school equipment and privacy cannot be guaranteed. Inappropriate use of technology may lead to disciplinary action.

TMCSEA Administrative office and program coordinators utilize e-mail for the purposes of communication and notification. It is an expectation of each employee to check their e-mail & voice mail on a daily basis.

Staff may use cell phones before and after school and during breaks as long as they do not create a distraction or disruption during student instructional time or work hours.

# **Student Services**



According to the initial Public Law 94-142, and now re-authorized IDEA (Individual Disabilities Education Act), all disabled students between the ages of 3 and 22 are eligible to be provided a free and appropriate public education.

Because each child has an individual set of needs, TMCSEA has a vast array of programs and services. Our goal is to meet the needs of every special education student. TMCSEA has an experienced staff of social workers, psychologists, physical therapists, occupational therapists, speech/language therapists, health service personnel, teachers and paraprofessionals to achieve that goal.

***Adaptive Physical Education Consultation Services • Assistive Technology • Audiological Evaluations  
Autism Assistance Services • CPI Restraint Training • Hearing Impaired Itinerant Services • Low Incidence Diagnos-  
tic Services • Multiple Disabilities Program Placements • Nursing Consultation Services  
Occupational & Physical Therapy Services • Speech/Language Technical Assistance • Psychological Services •  
Social Work Services • Transition Services/STEP • Visually Impaired Itinerant Services***

## Community Based Instruction

Community based instruction (CBI) is a planned educational experience that directly relates to a student's Individual Educational Plan. The purpose of the CBI is to allow for training in the community or naturally occurring environment in a variety of functional skills including communication, academics, appropriate behavior, sensory awareness, independent functioning, and social skills.

In order for teaching to occur and also to not exceed the natural proportion of persons with disabilities, best practice would be to not have more than three students at one site. There must be a certified person accompanying the students into the community. It is also necessary to provide supervision to the students remaining in the classroom; therefore, paraprofessionals may remain in the class with the students as long as there is a certified staff member available should an emergency arise. When possible, schedule CBI at a time when there will be a certified staff in the class. It is the teacher's responsibility to assure that the paraprofessional is provided adequate direction to meet the needs of the remaining students.

The CBI Transportation Request form must be completed in its entirety and submitted to the coordinator by the third Wednesday of each month. The coordinator will then approve the trip, secure transportation, and return the approved form to the teacher. Parents should sign a general permission slip for their child to participate in CBI's at the beginning of the school year.

In addition, teachers should notify the parents a few days prior to the CBI that the child will be going into the community.

A general practice for the number of times a student participates in CBI's is as follows:

Early Childhood	Once a month
Primary	Once a month
Intermediate	Twice a month
Jr. High/High School	Once a week

It is sometimes necessary to ask parents to send money to cover the cost of a particular purchase when going on a CBI. This should not become burdensome to the family nor should it ever be a reason to exclude a child from participation in CBI's. Should this become a problem, your coordinator should be contacted.

## Reporting Student Progress

TMCSEA staff are required to monitor student progress as specified in their IEP. A quarterly progress report and/or regular report card will be used where applicable. TMCSEA staff are also required to fulfill the State Alternate Assessment requirement.

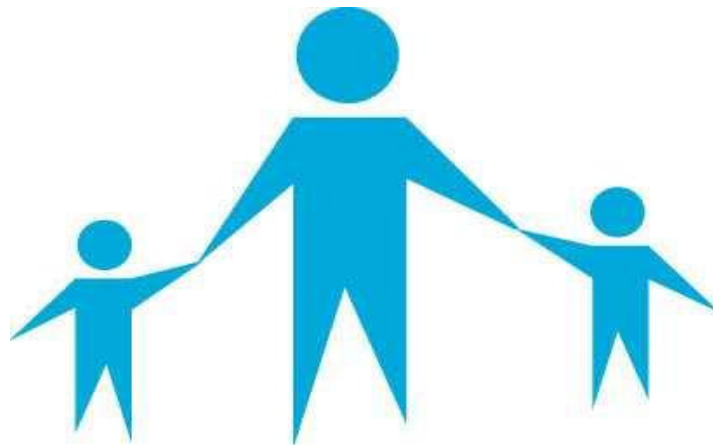
In addition to the above, staff are encouraged to use other progress measures; i.e., work portfolio folder, anecdotal records, behavior charts and student performance data collections.

## Consultation/Evaluation Services

All personnel have available consultative/evaluation services to address teacher and/or student needs. Services can be requested by completing the TMCSEA Request for Service Form, available on the website. Available services include the following:

- Adaptive Physical Education Consultation Services
- Audiological Evaluation
- Autism Assistance Services/ADOS
- Assistive Technology
- Central Auditory Processing Evaluation
- CPI Training
- Functional Curriculum
- Hearing Impaired Itinerant Services
- Illinois Alternate Assessment
- Individual Education Plans
- Low Incidence Diagnostic Services
- Neuro-Behavioral Consultation
- Nursing Consultation Services
- Occupational & Physical Therapy Services
- Psychological Services
- Response to Intervention
- Social Work Services
- Special Education Rules and Regulations
- Speech/Language Technical Assistance
- Transition Services/STEP
- Visually Impaired Itinerant Services

# ***TMCSEA PERSONNEL FORMS***



Application for Personal/Vacation Leave  
Expense Form  
FMLA Application/Certification/Response  
Mileage Form  
Record of Absence  
Request to Attend Professional Development Activity  
Requisition Form  
Time Sheet  
Transportation Request Form—CBI  
Tuition Reimbursement Request

**All forms are available in the  
Administrative Office or on our website at:  
[www.tmcsea.org](http://www.tmcsea.org)**