

2015

# LASEC Employee Handbook



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## Introduction

This document will provide LASEC employees with information that will assist them in carrying out their jobs. The information in this document will be updated from time to time and will always be available on the LASEC website (under “Staff”) for review. It is the employee’s responsibility to check with the Handbook to become familiar with procedures and the forms and documents that are used to carry out daily functions.

## LASEC Forms

The majority of the most used LASEC forms are located on the LASEC website ([www.lasec.org](http://www.lasec.org)) under the “Staff” header. These forms, like this handbook, are updated periodically as procedures or laws change. Again, it is the employee’s responsibility to review these forms periodically for changes. Also, to ensure that you are using the most recent version of any form, it is best to download and print from the website on an as needed basis.

Below are some basic instructions on how to complete some of the more common forms:

### Absence Report Form

When requesting planned sick leave, personal leave, vacation day(s), bereavement, leave without pay, jury duty, inservice or professional leave day(s), you will submit this form to the Executive Director for approval. Upon approval from the Executive Director, the employee will receive a signed copy of the request from the LASEC office. We ask that you submit the request in a timely fashion in order to allow for the appropriate time for processing. In cases where the form is being submitted close to the day(s) being requested, the LASEC office will contact you by phone indicating the response from the Executive Director and will forward you a signed copy of the request. Also, the form requires you to indicate whether or not you will need a substitute; ***make sure that you complete that portion prior to your submission***, as this will cut the time in processing your request.

### Request for Inservice or Professional Leave Day

As indicated above you will need to submit an Absence Report Form in which that form directs you to attach a completed Request for Inservice or Professional Leave Day Form. This is the only time when you will need to submit both articles.

### Reimbursement Request For Inservice

Read this form before attending an inservice to be aware of documentation required by the employee. Submit this information to the Executive Director for approval. **Be sure to fill out the Inservice Reflection form and submit to the Program Coordinator as soon as possible.**

### Tuition Reimbursement Request

A certified staff member will be reimbursed as outlined in the staff agreement and/or contract for graduate hours. Pre-approval by the Executive Director is required. Attach a copy of the course description from the school's course catalog. Upon successful completion and receipt of a transcript, the employee will be reimbursed up to six hours per semester. Consideration for additional hours must be approved by staff member's immediate supervisor.

This form **must** have been given prior approval by the Executive Director. Upon the Executive Director's response the employee will be notified by the LASEC office.

Upon completion of the course the employee must submit a transcript from the University to the LASEC office. Upon the Executive Director's response the employee will be notified by the LASEC office. Payments will be made on the 15<sup>th</sup> and 30<sup>th</sup> of each month following approval from your Supervisor and Executive Director.

### Pre-Approval/Reimbursement Request

Please obtain authorization from your Coordinator/Supervisor prior to making any purchase(s) that will require reimbursement. Provide the appropriate information as indicated on the form. Make sure you attach **original** receipt(s) to the completed form. The form will be submitted to the Executive Director for final approval. Please keep in mind that LASEC is tax exempt; therefore, you will not be reimbursed for any taxes paid on your purchase. We highly recommend that you maintain a copy of our Tax Exempt Form so you may be reimbursed appropriately.

### Mileage Voucher

This form **must be submitted at the end of each month**. Turn this form into the business office on last day of the month to assure reimbursement in the following month. A check will be issued after the Executive Board (2<sup>nd</sup> Wednesday of the month) has approved the bills.

### Purchase Orders (P.O.)

Whenever a purchase order is required, it is very important that all information is provided and authorized by your Coordinator prior to purchase.

## After School Meeting Stipends

For an IEP Part I, IEP Part II, or Annual Review that is scheduled prior to the start of staff attendance hours, or those meetings that continue beyond the teaching hours of the building, this form is completed. This assures you of a stipend as addressed in the contract. The recorder of the meeting completes the form and submits to the coordinator of program for approval. The form is then submitted to the business department.

*Please contact the LASEC office if you have any questions about how to complete a form.*

## **LASEC Email Access**



***It is important that you check your LASEC email on a daily basis. Information that was formerly provided in written format is now typically distributed via email.***

To access your LASEC email from any computer go to the following address:

<https://remote.lasec.org/owa>

**Note:** the letter “s” **must** be included in the address after the “p” in https.

**User Name:** Is your first initial last name. User name is **not** case sensitive

**Password:** **New users** will be assigned a generic password: **Password.1** It is highly recommended that you change your password to your customizing. Your password **is case sensitive.**

If you have any problems with your email access please notify Lisa Loveless in the LASEC Office immediately.

## Reporting Absence

(815) 838-8080, Ext. 17

All calls for a sick day, whether or not a substitute is needed,  
**Call must be made by 6:00 a.m.**

LASEC's attendance reporting line is **extension 17**. All attendance reporting is to be left on **extension 17**, which is a voice mailbox available 24 hours per day, 7 days per week. Lisa Loveless, Executive Secretary and Substitute Caller, will retrieve messages from this extension in order to effectively assign substitutes. Please be aware that messages are retrieved beginning at **5:40a.m. until 6:00a.m.** and subs are then contacted. The retrieving of messages and the contacting of substitutes will resume at **8:00a.m.**

When recording your message on the attendance line, please speak in a clear tone so your recording is understandable. Remember to leave the following information **every** time you call in:

- Your full name
- If you will be out a full day, morning or afternoon
- Reason (only Sick days are permitted without pre-approval)
- School/site you would normally attend that day
- Position (teacher, teacher assistant, etc.) and the program (Early Childhood, Int/JH Mult-Needs, etc.)
- If you need a substitute

**You are responsible to call your school(s) to inform them of your absence.** If you have scheduled appointments or see out of program students, you need to contact the parents, school and bus company, when applicable.

In the event you need to leave school after arriving for the day, whether you require a substitute or not, you need to call the LASEC Office at (815) 838-8080 and ask to speak to Lisa Loveless.

Lisa is committed to making certain absences are filled in the best and most appropriate manner. If everyone commits to following the above directives, we can all be assured our students will continue learning and growing even during the stressful times when their teacher and assistants are absent from class.

## **Mandated Reporting**

Any Cooperative employee who suspects or receives knowledge that a student may be an abused or neglected child, or for a student aged 18 through 21, an abused or neglected individual with a disability, shall immediately: (1) report such a case to the IL Department of Children and Family Services (DCFS), and (2) follow any additional directions given by DCFS to complete a report. The employee shall also promptly notify the Executive Director or Building Principal that a report has been made. All employees shall sign the "Acknowledgement of Mandated Reporter Status" form provided by LASEC.

## **Use of Physical Restraint**

This administrative procedure applies to all students. Physical restraint shall be used only as a means of maintaining discipline in schools, that is, as a means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others. Physical restraint shall not be used in administering discipline to individual students, i.e., as a form of punishment. The use of physical restraint by any staff member shall comply with the Illinois State Board of Education (ISBE) rules, Section 1.285, "Requirements for the Use of Isolated Time Out and Physical Restraint." Physical restraint is defined as follows:

**Physical restraint** - holding a student or otherwise restricting his or her movements. Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily.

The following also apply:

1. The circumstances under which physical restraint will be applied is limited to maintaining a safe and orderly learning environment. §1.280(c)(1).
2. The ISBE rules are adopted as the District's written procedure to be followed by staff for the use of physical restraint. §1.280(c)(2).
3. Staff members shall inform the Program Coordinator whenever physical restraint is used and the Program Coordinator or designee shall maintain the documentation required according to Section 1.285. §1.280(c)(3).
4. The Executive Director or designee shall investigate and evaluate any incident that results in a serious injury as reported by the affected student, parent/guardian, staff member, or other individual. §1.280(c)(4).
5. The Program Coordinator shall compile a description of alternative strategies that will be implemented when determined advisable pursuant to Section 1.285(f)(4). §1.280(c)(5).

6. The Executive Director or designee shall compile an annual review of the use of physical restraint. The Program Coordinator shall report the following information to the Executive Director in order to facilitate the report's compilation: §1.280(c)(6).
  - a. The number of incidents involving the use of these interventions;
  - b. The location and duration of each incident;
  - c. Identification of the staff members who were involved;
  - d. Any injuries or property damage that occurred; and
  - e. The timeliness of parental notification and administrative review.

*All physical restraint incidents should be properly documented using the physical restraint forms found on the LASEC website in the "Forms" section.*

## **Bullying, Intimidation or Harassment of Students**

No person, including a Cooperative employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; 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 Cooperative will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects 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, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### Sexual Harassment Prohibited

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

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

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Making a Complaint; Enforcement

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

An allegation that a student was a victim of any prohibited conduct perpetrated Administrator or Coordinator for appropriate action.

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

Nondiscrimination Coordinator and Complaint Managers

*Nondiscrimination Coordinator:*

Name	Thomas E. Brim, Jr., Executive Director
Address	LASEC
	1343 E 7 <sup>th</sup> Street
	Lockport, IL 60441
Telephone No.	815.838.8080

*Complaint Managers: Includes Coordinators, Teachers, Aides, Social Worker or Psychologist.)*

Name	Thomas E. Brim, Jr., Executive Director	Andy Siegfried, Superintendent
Address	LASEC	Chaney-Monge SD 88
	1343 E 7 <sup>th</sup> Street	400 Elsie Ave.
	Lockport, IL 60441	Crest Hill, IL 60435
Telephone No.	815.838.8080	815.722.6673

## **Email Retention**

Email, including attachments, which are sent or received by the Cooperative or Cooperative 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 Cooperative record, no matter its form, may be destroyed if it is subject to a litigation hold.

### Non-Record Messages

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

- Personal correspondence not received or created in the course of Cooperative or school business, such as, “What’s for dinner?” or “I’ll be glad to drive to the meeting.”
- Notices concerning meetings or workshops, dates, discussion topics, and material to prepare for or to be discussed during a meeting.
- Publications or promotional material from vendors and similar materials that are available to anyone.
- Correspondence containing recommendations or opinions that are preliminary to a decision.
- 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.
- Draft material.
- If the email is a “non-record message,” the employee should delete it as soon as its purpose is fulfilled unless the email is subject to a litigation hold. The goal is to control excessive accumulation of material.

### Official Record Messages

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

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

If you have any questions about whether particular emails should be retained, please contact your supervisor or the Executive Director for guidance.

### Field Trip Procedures

Actor	Action
Teacher(s) or administrator proposing the trip	Submits to the Program Coordinator all trip requests. The request must specifically describe: <ol style="list-style-type: none"> <li>1. The trip, including possible dates, location, and experience;</li> <li>2. The trip’s educational value;</li> <li>3. Transportation requirements;</li> <li>4. Supervision plans that include, among other things, plans for at least 2 adult supervisors to be present with every grouping of students;</li> <li>5. The students who will be involved;</li> <li>6. The alternative experience that will be provided non-participating students; and</li> <li>7. A summary and evaluation of any previous similar trip.</li> </ol>
Program Coordinator	Uses the following factors to analyze the proposal and prepares a recommendation for the Executive Director, as appropriate: <ul style="list-style-type: none"> <li>Educational value</li> <li>Distance to be traveled</li> <li>Location</li> <li>Travel arrangements</li> <li>Fees</li> <li>Parent concerns</li> <li>Insurance carrier’s liability feedback</li> <li>Safety considerations</li> <li>Heightened security alerts</li> <li>Whether trip is an annual event</li> </ul>

<b>Actor</b>	<b>Action</b>
Appropriate teacher(s) and Program Coordinator	<p>Makes final transportation arrangements.</p> <p>Recruits parents/guardians for supervisory roles, as appropriate.</p> <p>Collects signed consent forms and fees from all participating students' parents/guardians.</p> <p>Makes sure all supervisors have a list of the following:</p> <ol style="list-style-type: none"> <li>1. Names of all student participants and supervisors</li> <li>2. Names and specifics of students with special needs</li> <li>3. Name/phone number of emergency contacts for all students and supervisors</li> <li>4. Date/time and specific destination of trip</li> <li>5. Departure/arrival times both to and from destination</li> <li>6. Name and phone number of transportation company and primary contact in case of emergency</li> <li>7. Name/phone number of contact at destination</li> <li>8. Once at destination, where to go in case of an emergency</li> <li>9. Make final supervisor assignments and inform all supervisors of their individual assignments.</li> </ol>
Parent(s)/guardian(s)	<p>Decides whether to consent to their student's participation.</p> <p>If the student is participating, pays all applicable fees for entry, food, lodging, transportation, or other costs. The District will pay such costs for students who qualify for free and reduced school lunches.</p>
Teacher(s) or administrator proposing the field trip	<p>After a trip, evaluates the trip and provides the Program Coordinator with the evaluation.</p>