Standard Operating Procedures for Special School District and the Board of Elementary and Secondary Education Special Schools

Standard Operating Procedures for SSD and BSS

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State Superintendent of Education

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State Board of Elementary and Secondary Education

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FOREWORD

This manual contains operating practices of Special School District (SSD) and is structured to include the guidelines and directions associated with the administration of the SSD. It addresses the five major categories of guidelines as defined by:

- Louisiana statute and federal law
- State Board of Elementary and Secondary Education (BESE) Administrative Code
  Approved and issued by BESE, the Administrative Code was formulated with the executive offices of BESE and the Department of Education (DOE), input from Boards Special Schools (BSS) and SSD. It articulates governance, delegation and administration of Board Special Schools and SSD.

- Personnel and Administrative Manual of Special School District (SSD) and the Board of Elementary and Secondary Education Special Schools (BSS)
  Approved by BESE, the Personnel Manual provides an overview and summary of policies, procedures and other provisions for SSD and BSS.

- DOE Policy
  Approved by BESE, where necessary, DOE policy provides a more detailed guide of management and operation practices.

- SSD Practices and Procedures
  The uniform practices show how SSD operates. In addition to DOE policy, these procedures are issued by SSD, and address education programs, fiscal operations, personnel management, interagency operations, etc. They reflect compliance with Louisiana statutes, codes and other established rules and/or regulations or policies. They outline the specific steps to provide a uniform method of carrying out the day-to-day operations of SSD.
Development of operating practices and forward-looking philosophy is an ongoing and continuous process. New problems, issues, and needs require the ongoing development of new practices or the revision of existing ones.

Each designated site supervisor shall maintain this manual as new and/or revised operating practices are developed and distributed by the Central Office. In addition, each site supervisor is responsible for ensuring that all staff is informed of these procedures and any subsequent revisions.

How the Manual is Organized:

There are seven (7) major classifications, each bearing a numerical code:

1.0 Special School District Administration and Organization
2.0 General School Operation
3.0 Business and Administration Operations
4.0 Personnel Processes
5.0 Instructional Programs
6.0 Transportation
7.0 Site Operation

Sub-classification under each major heading is based on logical sequence and numerical sub-coding.

How to Find a Practice:

There are two ways to find a practice in the manual:

Turn to the index at the end of the manual. You will find an alphabetical listing of all topics used in the classification system. The numerical code to the right of each entry will indicate the section and/or subsection of the manual that contains the topic.
About SSD Policies:

Generally, the role of the State Board of Elementary and Secondary Education (BESE) is to set policy, and the role of administration is to execute this policy.

Policies are generally principles adopted by BESE to chart a course of action. They are broad enough to outline actions required by the administration in meeting day-to-day operations; however, they are narrow enough to give the administration clear guidance. These policies are included in the BESE Administrative Code and the Personnel and Administrative Manual of Special School District and the Board of Elementary and Secondary Education (BESE) Special Schools (Personnel Manual).

Procedures are the detailed direction developed by the administration to put policy into practice. They tell how, by whom, where, and when things are to be done; they may be in the format of procedures and further delineated into standard operating procedures.

The State Director is charged with the responsibility of implementing BESE policy and advising the BESE of needed policy additions, deletions and/or modifications. The State Director will submit recommended policy changes in writing to BESE for its consideration and action as approved by the State Superintendent of Education. As long as the administration operates within the guidelines of a general policy adopted by BESE, it may change administrative procedure or practices through consultation with the State Superintendent.
SPECIAL SCHOOL DISTRICT SERVICE AREAS

SSD provides special education and regular education in some programs to eligible students through the age of 25 within the physical confines of facilities which are under the governing authorities of different state agencies. Where possible or appropriate, interagency agreements are developed between such agencies and the State Department of Education in order to provide services.

Special School District Programs/Sites

SSD is a direct provider of specified education programs operated from the State level. Its geographical responsibility is the State of Louisiana and serves students who are in State-operated programs in need of special education and related services, or in some sites, special and regular education. Special School District sites are found on the grounds of the following facilities:

Office of Citizens with Developmental Disabilities:

- North Lake Supports & Services Center, located in Livingston Parish, near Hammond, Louisiana,
- Leesville Residential & Employment Services, located in Vernon Parish, in Leesville, Louisiana,
- Greater New Orleans Supports & Services Center, located in Plaquemines Parish, in Belle Chasse, Louisiana,
- Northwest Supports & Service Center, located in Bossier Parish, in Bossier City, Louisiana,
• Pinecrest Supports & Service Center, located in Rapides Parish, in Pineville, Louisiana,

• Northeast Supports & Services Center, located in Lincoln Parish, in Grambling, Louisiana.

**Office of Mental Health:**

• Central Louisiana State Hospital, located in Rapides Parish, in Pineville, Louisiana,

• Eastern Louisiana Mental Health System-Greenwell Springs Campus, located in East Baton Rouge Parish, in Greenwell Springs, Louisiana,

• Eastern Louisiana Mental Health System-Jackson Campus and Feliciana Forensic Facility, located in East Feliciana Parish, in Jackson, Louisiana,

• Southeast Louisiana Hospital, located in St. Tammany Parish, in Mandeville, Louisiana.

• New Orleans Adolescent Hospital, located in Orleans Parish, in New Orleans, Louisiana.

In the following Office of Youth Development facilities, special education programs are under the general direction of SSD and in conjunction with the education program provided by the Office of Youth Development who supervises all educational programs:

• Bridge City Center for Youth, located in Jefferson Parish, in Bridge City, Louisiana,

• Jetson Center for Youth, located in East Baton Rouge Parish, in Baton Rouge, Louisiana,

• Swanson Center for Youth, located in Ouachita Parish, in Monroe, Louisiana.

In the following Department of Public Safety and Corrections facilities, special education programs are under the general supervision of SSD:
- Avoyelles Correctional Center, located in Avoyelles Parish, in Cottonport, Louisiana
- J. Levy Dabadie Correctional Center, located in Rapides Parish, in Pineville, Louisiana
- Dixon Correctional Institute, located in East Feliciana Parish, in Jackson, Louisiana
- Forcht Wade Correctional Center, located in Caddo Parish, in Keithville, Louisiana
- Elayn Hunt Correctional Center, located in Iberville Parish, in St. Gabriel, Louisiana
- Louisiana Correctional Institute for Women, located in Iberville Parish, in St. Gabriel, Louisiana
- Steve Hoyle Rehabilitation Center, located in Madison Parish, in Tallulah, Louisiana
- Louisiana State Penitentiary, located in West Feliciana Parish, in Angola, Louisiana,
- C. Paul Phelps Correctional Center, located in Calcasieu Parish, in De Quincy, Louisiana
- David Wade Correctional Center, located in Claiborne Parish, in Homer, Louisiana,
- Washington Correctional Institute, located in Washington Parish, in Angie, Louisiana.
- Winn Correctional Center, located in Winn Parish, in Kinder, Louisiana
- Allen Correctional Center, located in Allen Parish, in Winnfield, Louisiana

For the following group home, shelter, and secure facility, SSD is a direct provider of specified education programs operated from the State level:

- Renaissance Home for Youth, located in Rapides Parish, in Alexandria, Louisiana
RELATIONSHIP TO LOCAL AGENCIES

Local education agencies (LEA) have ultimate responsibility under federal regulations for the provision of a free appropriate education for eligible handicapped students residing in their geographic areas. SSD provides a State-supported intermediate educational unit responsible for the provision of appropriate education and related services to eligible students in State-operated schools and residential facilities. When appropriate, SSD students will be enrolled in LEA community programs.
SCHOOL YEAR

Students

The school year for SSD shall be July 1 through June 30, funding permitting. SSD provides for continuous individualized programs consisting, when possible, of no less than 225 instructional days for students.

Instructional and School Administrative Staff

The school year for SSD shall be July 1 through June 30, funding permitting. Instructional and school administrative staff may be employed for 12 months (approximately 260 days, funding permitting). Included are paid holidays and annual leave.

SSD may designate certain days for in-service training, reporting to parents, emergencies, and other activities which the District deems appropriate and necessary, as approved by the State Superintendent.
SCHOOL CALENDAR

School Administrative and Instructional Staff

Refer to the Personnel and Administrative Manual of Special School District and the Board of Elementary and Secondary Education (BESE) Special School.
1.5

SCHOOL/WORK DAY

Refer to the Personnel and Administrative Manual of Special School District and the Board of Elementary and Secondary Education (BESE) Special School.
INCIDENT REPORTING

It is the practice of SSD that all employees shall report to the Director or his designee all incidents/accidents of a serious nature that require reporting to the facility department heads, supervisors, parents, facility administrator/superintendent, other agency authorities, law enforcement officials or district attorneys.

- SSD personnel will become a part of the facility incident/accident reporting system and procedures.

- All SSD supervisors shall arrange for SSD administrative, instructional and classified personnel to receive the same in-service regarding incident/accident reporting which each facility personnel receives.

- All SSD supervisors shall maintain documentation of such in-service. Documentation shall include a roster of employees in-serviced. All new employees of SSD shall be properly in-serviced within ten working days.

- When an SSD employee becomes involved in an incident/accident as an initiator of a report, a participant or a witness to, or is named in the incident/accident reporting process, the SSD principal or assistant principal shall report such to the Director of SSD by telephone or e-mail. A follow-up written report with copies of any documentation concerning the incident/accident shall be submitted.

- All subsequent information and/or actions taken regarding an incident/accident, after the initial reporting, shall be reported to the Director of SSD.
CHILD ABUSE AND NEGLECT REPORTING

The Louisiana Law:

Louisiana Revised Statutes 14:403 provides for the mandatory reporting of suspected cases of child abuse, neglect or sexual abuse by any person having reasonable cause to believe that such exists.

SSD’s Responsibility and Procedure for Reporting:

It shall be the practice of SSD to adhere to the spirit and letter of the law as it relates to abuse, neglect, or mistreatment of students enrolled in SSD programs. If an SSD employee is a witness to an incident of abuse, neglect, or mistreatment, or is told about such an incident and has reason to suspect that the allegation has validity, or suspects through his/her own observation (physical evidence, e.g., cuts, bruises, etc.) that a student has been abused, the employee must file a written report immediately.

It shall be the responsibility of each supervisor to secure a copy of the facility procedure for reporting cases of abuse, neglect, or mistreatment and to become familiar with it in order to identify facility personnel with whom reports should be filed.

SSD Reporting Procedure:

- An employee who witnesses or suspects an incident of abuse or neglect need not discuss nor seek the advice or permission of others to file a report.

- An employee who has cause to believe that a case of abuse, neglect, or mistreatment exists, shall secure a copy of the facility form, answer all questions as thoroughly as possible, and return the completed form to the supervisor by the end of the work day.
• If the supervisor is the person being accused of child abuse, neglect or mistreatment, claimant will file the report directly with the Director of SSD.

• The supervisor shall notify SSD Director and the facility administrator by phone immediately (within one hour) that a written incident report has been filed.

• The supervisor shall distribute copies of the written incident report with twelve (12) hours as follows:
  
  o Director of SSD
  
  o Facility personnel as indicated by facility procedure
  
  o Claimant
  
  o Superintendent’s file

• The supervisor shall keep a file on all incident reports filed and keep SSD Director informed through progress/status reports until the case has been settled. *If, through the course of the investigation, it is determined that other SSD employees are involved in the incident as a participant, witness or otherwise, the SSD Director shall be notified immediately.*

• The supervisor’s office will keep a sufficient supply of forms available at all times.

• The Office of Community Services’ notification will be coordinated with the facility procedures.
Disciplinary/Corrective Measures:

- If the findings of an investigation substantiate the allegation that a case of child abuse, neglect, or mistreatment exists, the SSD employee(s) responsible for the abuse, neglect, or mistreatment shall be subject to disciplinary action or other appropriate measures designed to prevent future incidents.
LINE AND STAFF RELATIONS

It shall be the policy of SSD that a person shall be accountable for the successful execution of his/her duties. Accordingly, all personnel employed by SSD shall be responsible to their immediate supervisor and the State Superintendent of Education through the State Director or designee.
PROFESSIONAL RELEASE TIME

SSD may grant professional release time to employees to engage in activities that further their professional development or enhance their job performance. Professional release time, to be considered, must be in the best interest of, and beneficial to, SSD.

Professional release time is time away from the regularly assigned duty granted to a professional employee to take part in professional activities deemed beneficial to the program of the SSD, and for which the employee receives no remuneration (travel, workshop fees, etc.).

Guidelines:

- Professional Release Time (PRT) must be requested in advance in writing. Any request must include detailed information to substantiate the benefit(s) to SSD. Sufficient time should be allowed for processing the request before commitment is made to an activity. The employee should submit the request to the appropriate site supervisor, through the gratis travel process, who may approve or deny the request, and forward the request to the Central Office for the State Director’s consideration. If approved, the State Director will notify the employee and the appropriate offices of action taken.

- No travel expenses or other reimbursement will be provided by SSD when an employee is on PRT unless the PRT is at the request of the agency.

- The supervisor will ensure that all classes and/or other activities continue without interruption before recommending approval of a request for PRT.

- Substitutes will not be hired to replace employees on PRT unless otherwise provided.
• Professional Release Time will be reported on Time and Attendance reports as time worked, but with appropriate indications for travel.

• All appropriate travel documents must also be submitted and approved in advance.

• Exceptions to these guidelines must have the approval of the State Director.
LEAVE

Refer to DOE Policy No. EP 4.2 and 4.2.1 available from the Human Resources/Employee Policies webpage: [http://www.louisianaschools.net/lde/hr/2309.html](http://www.louisianaschools.net/lde/hr/2309.html)
2.5

ADMINISTRATIVE RECORDS

SSD Administrative Records are subject to the Louisiana Public Records Act (La.R.S. 441.1, et seq.) and are generally available for inspection, copying and reproduction at reasonable times during working hours.

SSD is a school district and for this reason, many of its records are also subject to the Federal Education Rights and Privacy Act (FERPA, 20 USC 1232, et seq.) and its implementing regulations (34 CFR 99) and exceptions provided by state law.

La.R.S. 17:391.4 specifically provides that all test scores of individual students, average scores for individual classes or schools, and average scores for individual school systems resulting from tests or examinations given under the authority of that Act are exempt from the Public Records Act.

In addition, Family Educational Rights and Privacy Act (FERPA) prohibits the release of personally identifiable pupil education records to persons other than appropriate school and other officials without the written consent of the student (if 18 years old) or the parents. The student or the student’s parents (guardian) may, of course, examine such records. FERPA also requires that a record be maintained which indicates the parties who request or obtain information for student records and the legitimate interest the party has in such record. This record of disclosure may be inspected only by the student, parent, appropriate school officials, or other appropriate officials authorized by the Law, and any information made available under the Law to permitted parties may not be given by them to a third party without again obtaining the written consent of the student or his parents.
Furthermore, many employment records are private and may not be made available to the public.

Copies of school district records shall not be provided at school district cost. Except for use by appropriate school officials or other appropriate public agencies in connection with official school district business, all other persons requesting copies of school district records shall pay for the records in accordance with LAC Title 4 Part 1 Chapter 3 §301 ($.25 per page as of May 4, 2007). Official school district records shall not be removed from the school or district except by appropriate school officials for official school district business.

The Custodian of SSD Records, except HR Records, is the Education Program Consultant 5B (EPC5B) or the State Director in his absence. For walk-in requests, immediately refer to the EPC5B or the State Director. Records that are not in use will be made available as soon as reasonably possible unless they contain confidential information. Written requests for public records will be handled through the EPC5B or State Director in accordance with LDOE Policy AP 2.1 and 2.9.

All requests for employment records will be immediately referred to DOE HR.
TIME AND ATTENDANCE PROCEDURES

General Time and Attendance (T & A) Procedures:

- These procedures are to be incorporated into each site’s T & A procedures.

- The Fixed T & A Sheet must reflect the employee’s work hours, personnel number and the FLSA status (exempt or non-exempt).

- Each employee is to sign-in and sign-out according to the designated work schedule on the time sheet at the assigned worksite.

- Each employee whose work schedule deviates from the established work unit’s work hours must have an approved request for a schedule change on file. Non-standard and standard work schedules are permanent. They are not to fluctuate from month-to-month or week-to-week, or day-to-day.

- Employees should sign-in and sign-out for the exact time. For example, should an employee arrive at the duty station at 7:56, 7:56 should be entered, not 8:00.

- Employees will notify the appropriate supervisor and/or timekeeper as soon as an absence is anticipated. For planned absences, a leave request form is to be completed and submitted to the supervisor in advance. If an absence is not anticipated, but becomes necessary less than a day before the staff member needs to leave prior to the designated departure time, the supervisor should be notified as soon as possible. Leave may or may not be approved.
• Employees are to record the amount and type of leave in the appropriate space. If the employee fails to enter the time or records it incorrectly, the supervisor or Timekeeper may record the correct time and initial the entry.

• Employees, including timekeepers, are not permitted to sign another employee in or out on the Fixed T & A sheet; each employee must do so personally.

• Should problems exist with tardiness and accuracy of times reported, site administrators may implement procedures which include replacing the T & A sheet with a late sign-in sheet, to be used with increments of time indicated and marked through as time progresses, line-by-line.

• Employees who have not signed in or out will have the daily section highlighted and will be required to document their arrival or departure time (a just reason for not signing in or out, witnesses to their whereabouts, etc.).

• Corrections are to be made by a single strike-through with the correct time indicated legibly next to the stricken time. Such corrections must always be initialed.

• Leave slips for sick leave in excess of 6 consecutive days, extended sick leave, worker's compensation leave, and assault leave must be accompanied by a physician's statement certifying the illness, and any other related documentation must be attached to the leave form when submitted for Central Office approval. Upon return to the site, the signed leave form and the confidential documentation must be separated and the confidential documentation maintained in a separate folder.

• Employees are to initial the timesheet at the end of the pay period.
• Designation of positions (not employee names) that are the primary timekeeper, secondary timekeeper, and site internal review/audit are required to be included in site policy and procedures.

• Specific site procedures for the storage of T & A documents when reviews/audits are final are to be documented at the site.

**Tardiness/Late Arrivals:**

• When an employee is delayed in reporting to work, every effort should be made to notify the supervisor. Failure to notify the supervisor can be grounds for assignment for LWOP.

• Tardiness includes reporting late to work and reporting late from lunch or breaks. Employees should return to their work area promptly following lunch.

• Leave for tardiness will be charged to the appropriate leave category in this order: personal, annual and sick. A five (5) minute grace period may be allowed unless tardiness has become chronic or problematic.

• Leave Without Pay for tardiness may be charged when an employee has no available leave or as follows:

Tardiness accumulates until it reaches an initial amount of 1 hour and has occurred on three occasions. At that time, the accumulated tardiness will be charged.

Once the one hour / 3 occasion stipulation has been established, tardiness will accumulate and be charged in 30 minute increments. A five (5) minute grace period may be allowed unless tardiness has become chronic or problematic.
Employees whose attendance records reflect chronic or excessive tardiness / absences may receive an unsatisfactory rating in all areas as affected by the tardiness / absence on the job.

**Departure from Worksite During Work Hours:**

- Employees leaving the worksite for personal errands must sign out in the extra boxes of the time sheet and sign in again upon returning, submitting a leave form for the appropriate time.

- Employees leaving the worksite for the lunch period must sign out in the extra boxes of the time sheet and sign in again upon returning. Should the lunch period exceed the allotted time, a leave form will be submitted for the appropriate time.

- Employees leaving the worksite for work-related business must submit a request for travel, gratis or otherwise, and the appropriate in and out times must be indicated in the extra boxes of the Fixed T&A Sheet. Traveling employees must sign in and out at each site.

- Early departure: should it become necessary to leave prior to the designated departure time, the employee must inform and obtain the approval of the supervisor.

- If the premature departure is within 5 minutes of designated departure time, with a legitimate reason, the employee may be excused. If more than 5 minutes, the premature departure time will accumulate and will be charged in 30 minute increments, and a leave form will be submitted. This should occur only in an emergency or on an occasional basis.

- Once the one hour/3 occasion stipulation has been established, in the event that premature departure is in excess of 15 (16 or more minutes), it will not be accumulated
but will be charged ½ hour of leave. For example, if an employee is 16 minutes late, ½ hour will be charged, and if 46 minutes late, one hour will be charged. If premature departure is 15 minutes or less, it will accumulate until it reaches/totals 30 minutes. This accumulation may occur over multiple pay periods.

**Bi-weekly Processes:**

- The Department of Education T & A Checklist must be completed within 30 days after the end of the pay period.

- A copy of the “A-87” is to be attached to each packet of the bi-weekly records for each applicable employee.

- All travel, gratis or reimbursed, for full or partial days will be indicated on the Time & Attendance sheet in the extra spaces allowed for signing in and out. Travel requests are on file and approved in advance, prior to travel occurring. Copies of all travel requests will be maintained with the corresponding bi-weekly Time & Attendance sheets.

- All overtime approvals are to be attached to the bi-weekly Time & Attendance sheets.

- Fixed T&A Sheets from employee travel to other sites are to be assimilated with the Bi-weekly records and utilized for the entry of time.

**SSD Overtime Procedures:**

- Employees may be compensated for approved hours worked beyond the regularly scheduled workday.

- All overtime must be a necessary component of the assigned duties, critical to the operation of SSD and authorized and approved in advance.
• Overtime must be kept to a minimum and be completely justified.

• All overtime work shall be recorded on the Fixed Time and Attendance entry sheet.

• SSD employees will follow the DOE policies for exempt and non-exempt employees (attached). Failure to comply with these policies may result in disciplinary action.

Exempt employees shall not receive compensation for unapproved voluntary overtime worked.

Non-exempt employees shall not voluntarily work overtime and shall not sign in before the designated work day or sign out after the end of the designated work day unless prior approval has been obtained.

A five (5) minute grace period may be allowed.

In the event that overtime is in excess of 15 (16 or more minutes), it will not be accumulated but will be charged ½ hour of leave. For example, if an employee is 16 minutes late, ½ hour will be charged, and if 46 minutes late, one hour will be charged. If overtime is 15 minutes or less, it will accumulate until it reaches/totals 30 minutes. This accumulation may occur over multiple pay periods.

Non-exempt employees are to be completely relieved of all duties during the lunch period.

Non-exempt employees shall not be allowed to eat lunch at their desks.

Non-exempt employees should not be allowed or required to work overtime for work-related travel.

• Requests to work overtime shall be submitted on a case-by-case basis.
Requests are to be approved in advance, first by the supervisor and then by the State Director or designee.

Requests are to be submitted via e-mail to the State Director or designee.

Requests are to include the following information:

- Employee name
- Site
- Designated Timekeeper
- Supervisor
- Date of overtime
- Projected duration of overtime
- Detailed purpose of overtime

Requests for overtime should be submitted in advance for each occurrence of overtime is necessary. However, in some individual cases, requests may be granted for up to two weeks for particular projects.

The following SSD positions are considered Non-exempt. Should additional clarification on designations be required, the Central Office Administrative Assistant 5 should be contacted.

Accountant 3

Administrative Assistant 1
Administrative Assistant 2

Administrative Assistant 3

Administrative Assistant 4

Administrative Assistant 5

Information Technology Office Specialist 2

Paraeducator

Student Worker

Compensation:

• Non-exempt employees who do not work in excess of a 40-hour week are credited with compensatory time on an hour-for-hour basis

• Work completed by non-exempt employees in excess of a 40 hour work week is credited time and one-half compensatory time.

• Exempt employees are credited with compensatory time on an hour-for-hour basis.

• Overtime will be credited in the ISIS system according to the increments of 30 minutes.

Self Review/Audit Procedures:

• Procedures for site internal review/audit process (assimilation and organization of T & A form, timelines for reviews, procedures for correcting identified deficiencies) must be documented at the site level.

• The self-review/audit is to be completed within 30 days after the end of a pay period.
• Forms designated for internal review/audit procedures are to be on file and addressed in site policy and procedures.

• At the end of each pay period, a detailed Self-Review / Audit of the Time and Attendance Sheet, Leave forms, Prior Pay Period Adjustments, and all reports are to be completed by an assigned individual other than the primary timekeeper (backup timekeeper, Site Contact or Regional Coordinator). This is to include a meticulous, item-by-item, line-by-line review and cross-reference of every entry for every employee. Discrepancies will be identified on the form provided.

• A complete copy of all T & A sheets is to be made. On the copy, each entry box for each employee is to be reviewed. As reviewed, if no discrepancies are identified, a diagonal yellow/green highlight is to be made in the box. If a discrepancy is identified, a red/pink diagonal highlight is to be made in the box, the discrepancy noted, and both documented and described on the Self-Review/Audit sheet.

• The Self-Review Audit (Review Form and highlighted Fixed Time and Attendance) is to be attached to the bi-weekly packet.

• Supervisors are not to approve the bi-weekly records and Fixed Time and Attendance Entry Sheet if a completed Self-Review Audit is not attached.

FMLA:

For each possible or suspected FMLA leave occurrence, the SSD notice form is to be completed. The person designated with this responsibility by the SSD site supervisor will complete and fax this form to the SSD Central Office. Site and Central Office personnel will be kept informed by DOE Human Resources as to the status of the approval or denial of the FMLA leave.
Travel:

Timekeepers are to maintain a blank Fixed T&A Sheet for employees who work at sites other than the domicile. Traveling employees are to sign in and out at every facility where work is performed. Traveling employees are to arrive and depart from the non-domicile site according to the established travel procedures. Regional Coordinators must record their personnel number on the Fixed T&A.

Site Maintenance of Time and Attendance Documents

- A quarterly review of Fixed Time Entry Sheet filing shall be completed by each Regional Coordinator at each respective site under their supervision to ensure compliance.

- Fixed Time Entry Sheets shall be filed and stored in a secure location at each respective site and noted by an affixed label titled “SSD Fixed Time Entry Sheets.” Also, a notation that reflects the appropriate months/pay periods will be affixed to the folder in which they are filed.

- The Regional Coordinator will review the file in order to ensure that all Fixed Time Entry Sheets for the quarter are located in the folder at the site in the appropriate location.

- The Regional Coordinator shall verify compliance each quarter and forward a copy of the attached document to the appropriate SSD Central Office administration (Coordinator III, HR Analyst C; and super-timekeeper).
CORRESPONDENCE

SITE CORRESPONDENCE:

Any correspondence which is beyond basic and routine instructional functions (faculty meetings, record requests, schedules, class assignments) must be approved as outlined in the following procedures.

General:

All correspondence and communications utilizing school, facility or SSD letterhead, or correspondence that represents the site, facility, or SSD must be processed through the appropriate school administrator for approval prior to dissemination and will follow the attached format for letters and memoranda. The appropriate SSD supervisor must approve all correspondence utilizing school or SSD letterhead. This should be executed through an approval line for the signature of the SSD supervisor over the printed name and title of the SSD supervisor at the close of the correspondence as described in the following procedures. In addition, all site correspondence should be proofed by at least two other individuals in a similar fashion as outlined in the following procedures for Central Office.

This also includes other forms of communication such as telephone conversations and electronic communications, which represent a particular position of the agency or site. In these cases, documented approval of the site administrator must be evident and available.

Communications which represent an employee’s personal preference, feelings, or thoughts which do not reflect such of the agency, must be conducted at times other than official work hours or on the site, without utilizing the resources of the site or agency, and never should
appear to represent the site or agency. Employees may not use school, facility, SSD, or other agency’s letterhead, facsimile machines, e-mail, or telephones for unofficial activities.

**Instructional:**

Periodically, specific recommendations from instructional personnel are requested or required regarding a student’s performance or placement. Generally, recommendations involved in student discharge planning include resource, IEP monitoring, self-contained, self-contained departmentalized or special school campus. These are standard recommendations for students with disabilities and are generally innocuous. Specific classroom instructional strategies (peer tutoring, individualized instruction, etc.) and behavioral interventions (point systems, level systems, etc.) are also routine recommendations; however, even the aforementioned recommendations should not be carried out independently by employees and should be conducted through the appropriate mechanisms (IEP meetings).

Because of legal ramifications, all such above-referenced recommendations should be made through appropriate avenues, such as approval by appropriate school administrator, IEP meetings, Treatment Team Meetings or other Pupil Appraisal Staff Meetings. Under no circumstance, should an employee, committee member or school committee make a recommendation more specific than the above examples. It is inappropriate for an SSD employee to make recommendations such as special transportation, child-specific aide, abbreviated school day, etc., which affect placement in SSD or other school systems. Should any SSD employee feel such recommendations are required, these recommendations and decisions are the function of an IEP committee.
CENTRAL OFFICE CORRESPONDENCE:

These procedures are to be utilized to process and disseminate correspondence. In addition to the guidelines outlined below, the DOE procedures on Correspondence for the Superintendent’s Signature as distributed by the Executive Office must be followed.

Format:

All correspondence to be mailed or faxed should follow the attached format for letters and memoranda. Also, if the document contains your signature, please be sure to include your correct title.

Copies of Correspondence:

A copy of any correspondence to SSD staff pertaining to employment must be sent to Human Resources, with the HR Director’s name listed on the correspondence as receiving a copy. All follow-up correspondence issued with the State Superintendent’s signature regarding confidential personnel matters requiring BESE action must be copied to the BESE Executive Director.

Approval:

All letters and memoranda that are initiated by SSD staff for outside distribution must contain an approval line for the State Director.

Proofing:

All letters and memoranda that are initiated by SSD staff for outside distribution must be proofed by the Administrative Assistant 5 and other designated Central Office staff before dissemination.
The SSD Coordinators may be backup proofers. An SSD proofing slip (yellow) and any attachments must be submitted with the correspondence for proofing. For correspondence that has a response timeline, please mark “Urgent” and indicate the response due date in the Comments section on the proofing slip.

All letters generated by Supervisors, Coordinators, and Regional Coordinators to staff or sites must also be proofed internally and by at least two other individuals, such as those listed above prior to approval and/or release by this office. Documentation of proofing must be kept on file if initiated at the Regional Coordinator’s office.

All documents dealing with discipline or legal issues must be proofed by the LDE legal staff. *The LDE General Counsel and assigned attorney must also be copied on such correspondence.*

Correspondence for the Superintendent’s signature must have the Executive Office’s pink routing slip attached in addition to the SSD yellow slip, when submitted to the Administrative Assistant 5. Any supporting documents (from the Superintendent to State Director) *and all drafts submitted for proofing* must also be attached to the correspondence.

**NOTE:** No documents should leave Central Office without a complete copy of all pages given to the Administrative Assistant 5.

**Timelines:**

Correspondence for outside distribution over the State Director’s signature or approval for dissemination should be dated at least two working days from the date of submission for proofing. Correspondence issued over the Superintendent’s signature must be dated no less than 10 calendar days from the date of submission for proofing. Please allow sufficient time for
an item to be returned. Any necessary follow-up on the status of correspondence will be done by, or coordinated through, the Administrative Assistant 5.

**Processing and Tracking:**

After all corrections are completed, staff should give the original yellow proofing slip and the original letter/memo for the Superintendent’s signature or the State Director’s signature and any attachments to the Administrative Assistant 5 for securing final signatures and/or approval for dissemination. Staff should also send an electronic copy of the final version of the document to the Administrative Assistant 5 to save in the appropriate subject file on the “I” drive. Correspondence requiring only the State Director’s approval for dissemination will be returned to the appropriate site via facsimile or email if available.

The Administrative Assistant 5 will monitor the proofing and approval status of the Superintendent’s correspondences, including daily check of Executive Office mailboxes.

**Dissemination:**

After the final signature is received, the Administrative Assistant 5 and/or the Education Program Consultant 4 will copy and disseminate the correspondence. Copies will be kept for the State Director’s reading file. Please check the box on the SSD proofing slip if you want a copy of any signed document that you initiated.

**Faxed/Emailed Correspondence:**

For Faxed correspondence issued by SSD staff, return receipt must be set on your FAX machine. Once the receipt confirmation has been received, the SSD initiating staff must file the original letter/memorandum, the receipt confirmation, or a copy of the confirmation, in a reading file in their office, and a copy should be sent to the Administrative Assistant 5.
For e-mail correspondence issued by SSD staff, a copy of the e-mail must be sent to the Administrative Assistant 5. This mode of correspondence should only be used in emergency situations, not for official policy, personnel or other important issues. When this method must be used, it should be used in conjunction with regular mail.
SSD TRAVEL PROCEDURES

TRAVEL REQUEST PROCESSES:

- All travel must be authorized and have prior electronic approval before it occurs. Requests may be denied when in the best interest of SSD, or if the employee has not followed appropriate protocol and procedures.

- All SSD staff must have an approved original Request for Official Annual Travel (TA) for a twelve month fiscal year (e.g. 7/1/05-6/30/06) on file in the Central Office (CO), and the traveler must submit a copy of this form in the Travel Reimbursement Packet.

- SSD Staff should not begin travel until he/she has received approval of the travel request by the appropriate supervisor.

- Travel requests should be submitted for approval to the appropriate supervisor via e-mail. Travel requests must be submitted for approval for a Monday-through-Friday work week. No requests that cross work weeks will be approved. Please understand, due to the complexity of approving travel reimbursements in a timely manner, all requests must be limited to a single work week. Travel that crosses two work weeks must be submitted on two separate travel requests.

- All travel requests for meetings/conferences/workshops with registration fees must be submitted in writing on the approved Request for Official Travel Form to the Supervisor two weeks prior to the travel date. Exceptions for less time may be granted by the State Director. An agenda and/or literature about the conference/workshop/training must be attached to the Request for Official Travel Form.
• The departure and arrival times of the requested travel must be specified in the “Time of
  Departure.” In addition, if the requested travel is to attend a meeting/workshop/training,
  etc, the beginning and ending times of meetings must be included on the travel request
  in the “Comments.”

• The “Purpose of the Travel” should also clearly and specifically list the benefits of the
  travel to SSD’s program.

**E-mailed Requests for Travel:**

Staff must submit travel requests in advance via e-mail.

An e-mail with the following information must be submitted to the designated supervisor:

The subject line should read as follows: “TRAVEL REQUEST – John Doe – Date(s) of actual
Travel.”

• DESTINATION: (Facility and City):

• PURPOSE OF TRAVEL:

• TIME OF DEPARTURE: _____a.m./p.m.   Date: ___/___/___    Return: _____ a.m./p.m.
  Date: ___/___/___

• ESTIMATED COST: (mileage, meals, lodging & total or GRATIS)

COMMENTS: If this is a meeting/conference/workshop, etc. and the dates are different from
the actual travel dates, the dates of the meeting/conference/workshop, etc. will be typed in the
“Comments.”
Amended travel requests should be submitted for approval electronically to the appropriate supervisor, one for each day of schedule change. Amended travel should be reflected in subject line of the e-mail: “AMENDED TRAVEL REQUEST” and the actual travel dates that are changed.

**Holiday, Weekend, and Conference Travel with Registration Fees:**

- Holiday, weekend and conference travel must be requested on the Request for Official Travel form and submitted to the Central Office six (6) weeks before the travel date and must be approved by the State Superintendent.

- State Travel Regulations allow higher rates for conference lodging if reservations are made at the hotels offered in conjunction with the conference. In the event that all conference hotels are unavailable, then the traveler is subject to making reservations within the hotel rates as allowed in the State Travel Regulations under Routine Lodging. The traveler will only be reimbursed for the hotel rate allowable as outlined in the State Travel Regulations.

- Reimbursement for registration fees must be submitted with an original receipt.

**APPROVAL OF TRAVEL REQUESTS:**

Travel must be requested via e-mail unless otherwise provided.

- E-mailed travel requests will be approved or denied by the appropriate supervisor or his designee by reply e-mail and copied to the site contact and designated SSD Central Office staff. Other people may be copied according to individual facility procedures.

- A copy of the approved travel request is to be given to the appropriate time keeper.
• It is the responsibility of the employee requesting travel to make sure the travel is approved before any travel can occur.

• Traveling without an approved request may result in both leave without pay and unreimbursed travel.

• Travel must be noted on the Time and Attendance (T&A) sign-in sheets.

• Written Travel Requests (to be used only for extenuating circumstances).

• Written travel requests will be approved or denied by the appropriate supervisor or his designee.

• A Request for Official Travel form must be submitted to the supervisor for approval.

• An approved Request for Official Travel form must be forwarded to the Central Office and Time Keeper.

TRAVEL REIMBURSEMENT PROCESSES:

An approved Travel Expense Account Form should be submitted for reimbursement of expenses in accordance with State Travel Regulations and these guidelines once travel has ended.

• The expense form should be filled out as shown on the attached sample. If not properly completed, staff will be notified by the Central Office that travel will not be reimbursed until a corrected Travel Expense Account is submitted.

• An original expense form is required, no copies and no carbons.
• The employee’s official domicile must be listed on the front of the Travel Expense Account Form.

• The employee’s personnel number must be shown on the front of the Travel Expense Account Form. The employee’s Social Security number is no longer used.

• Any reimbursement request that is not submitted within the 30 calendar days the trip occurred will require the traveler to submit a written request stating the reason for the delay and obtain written approval by the State Director or Designee. This additional approval is required to be received and filed with the travel documentation before the reimbursement is approved for payment.

REQUIRED ATTACHMENTS:

• A copy of the approved electronic travel request for actual dates traveled.

• A copy of the approved annual travel request.

• A website mileage calculation sheet (e.g., Mapquest).

• Itemized hotel receipts must show a zero balance.

Conference Travel Attachments:

• An agenda/brochure must be attached. An agenda is needed to make sure meals are properly reimbursed.

• The original conference registration form or other conference literature that states the amount of the Registration Fee, if any, must be attached.

• Original receipts, if applicable.
• Conference, holiday, weekend, and out-of-state travel must be submitted on separate Travel Expense Accounts. Approved travel dates as submitted on the approved electronic travel request must match the dates on the travel reimbursement form for the actual dates traveled.

There are two options for calculating mileage:

• Employees with web access to a software package for calculating mileage must do so (e.g., Mapquest). Print and attach the calculation page to the Travel Expense Account Form. This documents mileage claimed.

• Employees who do not have web access must use actual odometer readings. Use actual odometer readings from the point of origin of the travel to the point of return. Be sure to state “and vicinity” when listing the territory traveled.

• The second page of the Travel Expense Account Form (detail page) must be completed for each day. Meals and hotel rates should be itemized per day.

• Meals will not be reimbursed for single day travel.

• Mileage calculations and travel dates must match on the first and second page of the travel reimbursement form.

• To be reimbursed for any necessary supplies while on travel, an itemized receipt and a memo, explaining the reasons for the purchase, must be submitted with the Travel Expense Account and must be approved by the State Director.

NO REIMBURSEMENT CAN BE CLAIMED WHEN NO COST HAS BEEN INCURRED BY THE TRAVELER.
Please refer to the State of Louisiana travel guide for the correct amounts that are allowed for reimbursement for lodging and meals. The State Travel Guide can be obtained via the Internet at http://www.state.la.us/osp/travel/traveloffice.htm.

**GENERAL INFORMATION:**

The eligibility for routine and non-routine travel reimbursement depends upon the employee's job assignment, the nature of the travel and the one-way mileage from his/her domicile.

All staff are to sign in and out at each site when traveling. This includes sites which are not the official domicile and multiple sites visited in one day.

Reimbursable mileage must be in excess of 30 miles from the work site address, or if the travel begins from a residence, the lesser of the miles from the domicile or from the residence must be claimed.

Meals are not reimbursable for single day travel. Travel requests must be within the scope of an employee’s job description.

Travel associated with employees' licensure and certification is not appropriate. Certification and licensure are the responsibility of the employee.

Travel associated with seminars for employment matters such as retirement, health insurance, etc., is not permissible.

All travel is discretionary and subject to the approval of the State Director.

Gratis travel follows the same procedures for travel, except there is no expectation for reimbursement.
DOMICILE:

Domicile is the city in which the employee’s office (work site) is located.

Employees who are permanently assigned to more than one site on a regular basis will actually have two domiciles. An example would be an employee whose assigned schedule is: Monday, Wednesday, and Friday at Southeast Louisiana State Hospital (SELH) and Tuesday and Thursday at Hammond Developmental Center (HDC). When work is maintained routinely and permanently as in this example, this is considered a permanent assignment and travel reimbursement is not appropriate. However, if in the above example, the employee was required to travel to HDC on a Monday, mileage reimbursement may be appropriate from the domicile of SELH to HDC.

An employee cannot receive travel reimbursement from their home to their domicile or from their domicile back to their home. As an example, an employee who lives in Orleans Parish and works in St. Tammany cannot be reimbursed for travel.

Employees who are domiciled as supervisors at a particular site and are assigned supervisory responsibilities over additional sites with travel on a random, non-routine, and as-needed basis may be eligible for mileage reimbursement.

Temporary assignment is defined as “any assignment made for a period of less than 31 consecutive days at a place other than the official domicile.” In other words, employees who have their domicile reassigned for periods greater than 31 days are not eligible for reimbursed travel.
TRAVEL TIME ALLOWANCE:

Generally, all employees traveling should report to and depart from work at the established workday times.

Allowances **may** be granted in the following distances, if the traveling employee is not required to report to the travel site at the beginning of their workday. An example would be travel to a meeting or in-service that begins at 9:00.

Otherwise, the traveling employees should report to the travel site and depart from the site at the established travel site workday times.

<table>
<thead>
<tr>
<th>One way Mileage from domicile</th>
<th>Arrival/Departure Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 60 miles</td>
<td>Normal workday of the travel site</td>
</tr>
<tr>
<td>61 - 85 miles</td>
<td>May allow up to 30 minutes after/before normal workday</td>
</tr>
<tr>
<td>86 -100 miles</td>
<td>May allow up to 45 minutes after/before normal workday</td>
</tr>
<tr>
<td>101 - 115 miles</td>
<td>May allow up to 60 minutes after/before normal workday</td>
</tr>
<tr>
<td>116 -130 miles</td>
<td>May allow up to 75 minutes after/before normal workday</td>
</tr>
<tr>
<td>131-145 miles</td>
<td>May allow up to 90 minutes after/before normal workday</td>
</tr>
<tr>
<td>146 - 160 miles</td>
<td>May allow up to 105 minutes after/before normal workday</td>
</tr>
</tbody>
</table>

The above allowances do not apply to travel situations when the employee is expected to report to the travel site and depart at his/her established workday times. When the traveling employee is expected to report to the travel site at the beginning of the travel site established workday,
and the travel distance is 85 miles or greater or other factors require consideration, overnight stay for the first day of the trip may be allowed.

Departure on the day before a scheduled instate meeting that requires overnight travel, should not occur before the established workday ends, unless other documented extenuating circumstances exist and are approved by the State Director.

Specific approval for travel time should be obtained in advance through the travel request process.

**OTHER INFORMATION:**

In accordance with the following State Travel and Office of Risk Management (ORM) Regulations:

- No vehicle may be operated in violation of state or local laws. No traveler may operate a vehicle without having in his/her possession a valid U. S. driver’s license.

- All drivers of State or personal vehicles on State business must attend a Safe Driver course approved by ORM within three months of employment, and a refresher course every three years.

- The LDE annually requests an Operator’s Driving Record report from the Office of Motor Vehicle for all current employees. Any SSD employee having violations will be reported to the State Director and that employee will not be allowed to operate a State or personal vehicle on state business for twelve months unless documentation of proof is presented stating otherwise.

**The entire reimbursement process can be expedited, if employees follow the procedures as outlined.**
3.2

PURCHASING AND CONTRACTS

Purchasing will conform to State statutes and policies, BESE policies, State Department of Education (DOE) administrative directives and administrative regulations. No contract may be entered into in the name of Special School District without appropriate authorization. No obligations may be incurred except those approved by the State Director through established DOE procedures.
SSD EMPLOYEE EDUCATION INCENTIVE PROGRAM

SSD encourages staff to pursue professional development both through in-service and university course work. It is the policy of SSD to accept incentive applications for additional employee education.

Preference will be given to:

- Employees taking course work to achieve highly qualified status,
- Teachers needing course work in order to complete certification in other areas (i.e. mild/moderate) and
- Reimbursement to employees for Praxis test fees (one-time only).

Prior approval is required from the SSD Central Office for all staff requesting to be reimbursed. The following must be presented to your Regional Coordinator and then forwarded to the SSD Central Office for processing at least two weeks prior to the beginning of the anticipated course(s):

- The attached application for educational incentives with the Regional Coordinator's signature of approval,
- An attached schedule of classes from the institution.

Notification of approval for reimbursement will be forwarded to you and the appropriate Regional Coordinator.

Pending the availability of funding, staff may be reimbursed up to $200.00 for each credit hour successfully completed for tuition costs, course work, and fees. Praxis test fees may also be
reimbursed. In order to be considered for reimbursement, the following must be presented to
your Regional Coordinator and then forwarded to the SSD Central Office for processing:

- An official transcript showing successful completion of the college course(s) with a grade
  of ‘C’ or better,
- A copy of the approved application,
- A fee statement from the college and
- A travel reimbursement form requesting reimbursement.

**Note:** Reimbursement for Praxis exams will be for successful completion of each
area required. Multiple areas with passing scores may be submitted for
reimbursement.
SMALL DOLLAR REIMBURSEMENT

GENERAL INFORMATION:

These procedures are established for reimbursements of small dollar expenses. Requests for reimbursements should be submitted regularly with routine travel reimbursements when possible. An original receipt properly documenting the purpose of each expenditure is required for each reimbursement.

All reimbursements shall conform within the Department expenditure guidelines, as well as state and federal regulations. The following transactions are prohibited as Small Dollar Reimbursements, except where noted:

- Consulting fees;
- Alcoholic beverages; or tickets to social, cultural or athletic events;
- Payments to individuals or other companies for personal services;
- Transactions for which original invoice is not available (Copy certified by the SSD State Director may be processed).

APPROVAL OF EMPLOYEE PURCHASES FOR SMALL DOLLAR REIMBURSEMENT:

Each employee expense or purchase for which reimbursement may be requested must have the advance approval of the Regional Coordinator, Coordinator III and State Director, or reimbursements may be forfeited by the employee. Single purchases of expenditures may not exceed $100.00 unless appropriate justification is submitted for consideration and possible approval.
Each request for approval must be submitted via e-mail (preferred unless otherwise provided) or facsimile and contain the following information in this order:

- Employee name,
- SSD Site,
- Detailed purpose of expenditure,
- Approximate cost of expenditure (final cost may not increase more than 10%) and,
- Name of supplier or vendor.

Requests will be either approved or denied by the Regional Coordinator and forwarded to the next level of approval.

Upon final approval by the State Director, the Regional Coordinator will inform the employee that approval has been granted for the purchase.

It is the responsibility of the employee requesting permission for a purchase to make sure that approval is obtained in advance of the purchase.

When permission is requested to purchase items normally purchased through the Purchase Requisition process, the purpose should contain an explanation of why normal processes were not or cannot be used.

SMALL DOLLAR REIMBURSEMENT OF EMPLOYEE EXPENSES:

A properly completed Travel Expense Account Form (Appendix_3) and acceptable documentation is required for Small Dollar Reimbursement.
The **Travel Expense Account Form** shall include signatures of the receiving party, Regional Coordinator, Coordinator III, and State Director; date; description and specific purpose of expenditure; the dollar amount; and the expenditure organization to be charged. The authorizing signatory of the expenditure organization charged (State Director) and the Coordinator III should be different persons if case delegations are required. The “Other Expense” section of the **Travel Expense Account Form**, first page, should contain a brief description of the expenditure and a dollar amount. In addition, the “Other Expense” section on the second page should contain a detailed explanation (purpose) of the expenditure and the cost.

The Small Dollar Reimbursement request must be supported by copies of:

- The prior approval for each single expenditure and
- Proper receipt.

The following types of receipts are acceptable:

- Original, numbered receipts with the company name and address imprinted thereon, which includes an itemized listing or description of items purchased;
- Carbon copies of receipts mentioned above are acceptable but must be certified by the Regional Coordinator as a valid receipt, which has not been previously reimbursed;
- Register tape from cash registers that have the company’s name and date of purchase at the top of the tape, and all items are circled and described by the individual seeking reimbursement;
- Price tags taken from various items which contain a computerized or other type numbering system, and name of company is supplied;
Small Dollar Reimbursement requests will be processed by the SSD Central Office and forwarded to Appropriation Control for final consideration.

**CIRCUMVENTION OF POLICIES:**

Failure to comply with Small Dollar Reimbursement procedures may result in the revocation of this privilege and/or disciplinary action.

**EXAMPLES OF REIMBURSEABLE EMPLOYEE EXPENSES:**

These procedures are not intended to replace standard purchasing policies, procedures and processes. In addition, Small Dollar Reimbursements are not intended to replace proper planning and utilization of other established purchasing processes.

Pending approval, examples of Small Dollar Reimbursements include:

- **Classroom incentives:**
  - Edible rewards.
  - Tangible rewards.
  - Decorations for special events.

- **Classroom materials and supplies (not available through other purchasing processes):**
  - Special units of instructions.
  - Unexpected routine materials and supplies.

- **Special Students Services:**
  - Community based instruction.
• Emergency supplies (clothing, toiletries, etc.).

• Materials and supplies for special events.

• Employer required expenses:
  o Standardized tests (Para-pro).

  o Certain specific certification applications.

  o Certain coursework or seminar registration.

• Emergency situations:
  o Power outages.

  o Emergency student coverage.

  o Loss of routine operational processes.

• Office Supplies
  o Unexpected material and supply needs.

  o Sudden shortages (copy paper).
MOVEABLE PROPERTY CONTROL PROCEDURES

STATEMENT OF PURPOSE:

The overall purpose of this policy is to provide a uniform method to maintain an accurate inventory of all of the Special School District's moveable property in accordance with the applicable laws, rules and regulations of the state of Louisiana and applicable laws R.S. 39:321-332 and LAC 34:VII.

DEFINITIONS:

Moveable Property: (Property): all tangible non-consumable moveable property owned by the Special School District (SSD).

Mobile Technology Asset: (MTA): all tangible non-consumable moveable technology items owned by the Special School District (SSD) with a value greater than five hundred ($500.00) and less than one thousand ($1,000.00) (Ex.: computer, printer, fax machine or scanner).

State Director: the employee designated by the Superintendent of Education to be ultimately responsible for all functions of SSD, including appointing a Property Liaison and certifying the inventory annually.

Property Control Manager: employee(s) designated by the Superintendent of Education to ensure that State Property Control Procedures are followed throughout the Louisiana Department of Education (LDE).

SSD Property Liaison: the employee designated by the State Director who is responsible for SSD property identification, tagging, surplus, relocations and transfers; conducting annual SSD...
physical inventory; assisting the LDE Property Control Manager in the overall SSD inventory management.

**Location or SSD Section:** Name of Facility/School to which moveable property owned by the SSD is permanently assigned for use. The term "location" will include all facility sites in which SSD has property used by SSD staff, including the physical address, and building name and/or room number. Central Office is a separate location.

**Location Code (LOC CODE):** a four digit number assigned by the Louisiana Property Assistance Agency (LPAA), generally known as State Property Control, for tracking purposes. Example: SSD Central Office: 2000.

**Site:** a subcomponent of a location, such as a facility or school.

**Site Property Liaison:** the employee designated by the State Director or coordinator who is responsible for SSD property identification, tagging, surplus, relocations and transfers; conducting annual SSD physical inventory; assisting the SSD Property Control Liaison and LDE Property Control Manager in the overall SSD inventory management.

**Site Administrator:** SSD Principal, OYD Principal, Regional Coordinator, Central Office Supervisor or, as applicable, the Site Contact Person designated as the person supervising the Site Property Liaison.

**Moveable Property Tag:** a uniform State of Louisiana identification tag approved by the Commissioner of Administration to be affixed to qualified items with an "original" acquisition cost of $1,000.00 or greater. Special School District will tag all MTA of value between $500.00 and $1,000.00 using the unique SSD Property Tag. Special School District is not required to tag computer software regardless of the acquisition cost.
**Property Surplus/Relocation Request [Form EPC2_SSD]:** form submitted to the SSD Property Liaison by the Site Property Liaison, as approved by the Site Administrator. The SSD Property Liaison will forward the EPC2 to the LDE Property Control Manager for authorization to surplus, relocate, transfer or dispose of property. This form is also submitted as notification of a relocation of property within the facility or school site. This form may be used for both Property and MTA items being sent for surplus. This form may be submitted as an e-mail attachment to the SSD Property Liaison.

**Physical Inventory/Un-located Items [Form EPC3]:** form submitted during annual inventory or as needed for those items that are on the inventory list but un-located during the physical inventory.

**Physical Inventory - Items Not Listed on Printout [Form EPC4]:** form submitted during annual inventory or as needed for those items found in a location that are not listed on the inventory list.

**Moveable Property Tag Request [Form EPC5_SSD]:** form submitted by the Site Property Liaison to the SSD Property Liaison, who will forward to the LDE Property Control Manager, upon receipt of untagged Property valued at or above $1,000.00 as well as computers and technology assets valued above $500.00. Note that MTA will have the unique SSD Property Tag used to only identify SSD items. This form may be submitted as an e-mail attachment.

**Off-Site Property Use Authorization [Form EPC6]:** form submitted for authorization for use of Property or MTA at a site other than the assigned permanent location.

**Property Surplus:** any Property or MTA that is deemed to be of no further use to SSD and will be transferred to Louisiana Property Assistance Agency (LPAA) for sale or dispersal.

**Property Relocation:** any Property or MTA that can be moved and used in another location.
Transfer of Moveable Property: Official change of location and transfer of ownership of moveable property between two State agencies (Ex.: SSD to LSVI). A transfer must be approved by SSD State Director, LDOE Property Control Manager, and LPAA.

Scrap property: any moveable property or MTA that is deemed to be of no further use to the state of Louisiana, and is approved by the LPAA to be destroyed or discarded.

Non-Compliance Penalties:

Individuals who do not comply with the SSD Moveable Property Control Procedures will be reported to the Site Administrator who will, depending upon the nature of the infraction, address the employee in a supervisory meeting, supervisory memorandum, or both. Patterns of non-compliance or major infractions will be reported by the Site Administrator to the SSD Property Liaison who will consult the State Director. Repeated patterns of non-compliance will be reported to the State Director for authorization of penalties. An example of these sanctions may include a freeze of the SSD school/facility’s purchasing and travel funds until it is back into compliance, or individual personnel actions (reprimand, suspension, or other disciplinary action).

RESPONSIBILITIES:

General:

All SSD employees are responsible for safeguarding all property belonging to SSD. Knowledge of their individual responsibilities and duties, and cooperation with the Site Property Liaison, Site Administrator, SSD Property Liaison and the State Director, is required.

Whenever an employee has knowledge or reason to believe that property belonging to SSD is lost, stolen, damaged, or destroyed through vandalism, fire, windstorm, or other Acts of God,
he/she shall immediately notify his/her Site Property Liaison who will notify the Site Administrator. The Site Administrator or Site Property Liaison shall immediately notify the SSD Property Liaison. In keeping with these Moveable Property Procedures, the verbal notification shall be followed up immediately in writing by the employee to each of these parties: Site Administrator, Site Property Liaison and the SSD Property Liaison. Any employee in the SSD Central Office must report in writing the details of any loss of property belonging to SSD to the SSD Property Liaison immediately upon his/her knowledge of the circumstances. The SSD Property Liaison will notify the State Director, make a copy of the written notice and forward the original notice to the LDE Property Control Manager. The SSD Property Liaison will keep the State Director informed of all resulting actions.

Property tags shall not be removed from moveable property or defaced in any way. Property tags are assigned to specific property items and cross-referenced with serial numbers. These tags are not to be exchanged on similar items. (Special attention must be taken, if and when, computer hard drive shells are removed. The shells contain the property identification numbers and must be returned to the correct property components and serial numbers.) Employees are not to upgrade, dismantle or exchange SSD property parts without proper authorization from the State Director.

**EACH INDIVIDUAL EMPLOYEE:**

Each SSD employee is responsible for the property assigned for his/her use. No property shall be removed from the assigned location, discarded or destroyed without authorization as appropriate from the Site Property Liaison and/or Site Administrator and the State Director through the SSD Property Liaison. All new property received by an employee for his/her own use or that of the facility/school, shall be immediately reported to the SSD Property Liaison through the Site Property Liaison and Site Administrator. To document property for which SSD
staff is responsible, a cover sheet is to be attached to the DOE Moveable Property list (inventory report) and placed on the back door of each room where the property is located. The cover sheet must include the statement: “I verify that I am both responsible for, and in possession of, the property listed on this report with my name. I understand that no property shall be removed from the assigned location without written administrative authorization; no property shall be discarded or destroyed without written administrative authorization; no property shall be removed from the school site without written administrative approval, and all new property received by me shall be immediately reported in writing to administration.” The person responsible is to sign and date the cover sheet.

SITE PROPERTY LIAISON:

The Site Property Liaison is responsible for assisting the Site Administrator and the SSD Property Liaison in the overall inventory recordkeeping and property management for their assigned location code(s). The management of this property includes the often-daily tasks of:

- Relocating property
- Preparing and submitting property relocation forms (EPC2_SSD)
- Preparing and submitting requests for property tags (EPC5_SSD)
- Tagging new acquisitions
- Locating un-located items
- Tracking purchases bought by the site through purchase orders received from LDE Purchasing office and forwarding purchase orders received in error to the SSD Property Liaison
• Assigning equipment to individual employees for in-house or off-site location use

• Preparing and submitting Off-Site Property Use Authorization forms (EPC6)

• Verifying that all computer hard drives are erased or reformatted prior to the disposition before items are submitted for surplusing or relocation (EPC2_SSD),

• Reporting all stolen, lost, damaged property or property destroyed by fire, to the Site Administrator and the SSD Property Liaison

• Updating inventory lists posted in each room, and entering information into the site computerized inventory (if applicable)

• Filing all documents related to property acquisitions and management accordingly

• Answering questions regarding property procedures

• Coordinating and/or performing a bi-annual hand-counted inventory of all tagged moveable property owned by SSD.

The Site Property Liaisons have designated authority to answer any questions regarding moveable property and mobile technology assets assigned to their location from the employees, the Site Administrator, the SSD Property Liaison, the State Director or the LDE Property Control Manager (if necessary).

**PURCHASING:**

The Site Administrator will establish and ensure that site procedures are in place and will provide to the Site Property Liaison copies of all purchase requisitions generated for qualified moveable property and mobile technology assets within two (2) days of generation. The LDE purchasing office will forward to the SSD school/facility and SSD Central Office, within 10 days,
a copy of all purchase orders generated by their office. School office personnel will forward, within two (2) work days of receipt, a copy of the purchase order to the Site Property Liaison.

SITE ADMINISTRATOR:

It is the responsibility of the Site Administrator to ensure that these Moveable Property Control Procedures are followed by all employees at the school/facility. This duty is achieved (in conjunction with the Site Property Liaison) through the following methods:

- Developing and overseeing implementation of the Moveable Property Control Procedures
- Reviewing all purchase orders generated for qualified moveable property items to be tagged
- Reviewing all invoices received for qualified moveable property and mobile technology asset items to be tagged
- Reviewing /checking / approving forms for completeness and accuracy
- Reviewing / checking / approving all reports for accuracy
- Ensuring all qualified items are tagged
- Establishing and supervising the bi-annual SSD moveable property inventory

RECEIPT & TAGGING OF ACQUISITIONS:

Pursuant to the State of Louisiana Property Control Regulations, acquisitions of qualified items must be timely tagged with a uniform state of Louisiana identification tag (property tag). All items of moveable property having an original acquisition cost of one thousand ($1,000.00) dollars or
more and other property having an appraised value of one thousand ($1,000.00) dollars or more must be tagged. The term moveable distinguishes this type of equipment from that which is attached as a permanent part of the building or structure. In addition, Mobile Technology Asset items will be tagged with SSD identification tags, and records of such will be maintained with similar inventory records procedures.

Immediately upon receipt of a new acquisition, the Site Property Liaison shall report the delivery to the SSD Property Liaison. The Site Property Liaison must also sign and date any paperwork received with the property (packing slips and or invoices). Copies of all related property and technology asset documents will be maintained on site as backup records.

Within **10 days of receipt**, the Site Property Liaison will submit a completed Request for Property Tags (EPC5) to the SSD Property Liaison, who will forward the request to the LDE Property Control Manager. Original packing lists, invoice, delivery tickets and associated paperwork will be sent to SSD Central Office with the EPC5. An EPC5_SSD will be submitted for all items considered Mobile Technology Assets (MTA) and tagged as required by the SSD Policy with the SSD Property Tag. A copy of the purchase order (or grant award, letter of donation, federal purchase order, etc.) must be attached to the EPC5 or EPC5_SSD form, when submitted to the LDE Property Control Manager. The Site Property Liaison receiving the property shall submit the packing slips or invoices. The originals of these documents shall be attached to the EPC5_SSD. Copies of these documents including the EPC5_SSD, shall be maintained in the records of the Site Property Liaison.

Within 10 days of receipt is defined as ten working days from the time the vendor delivers the property. This requirement includes all property, even the items that may still be in the shipping cartons and not ready to be set up in their permanent locations. The Site Property Liaison must un-package these items to verify the serial numbers and submit the EPC5_SSD request with
the required information. Once the property is installed in its permanent location, a relocation
request EPC2_SSD will be required, if the room number or location code is changed from that
reported on the original Request for Property Tags.

Upon receipt of the completed EPC5_SSD from the Site Property Liaison, the SSD Property
Liaison will review the request for completeness. Those forms with missing information, such as
“received date” or serial numbers, will be returned to the Site Property Liaison for completion. A
repeated pattern of returns for completions/corrections by any Site Property Liaison will be
reported to the State Director as a non-compliance violation, subject to sanctions or personnel
actions.

The SSD Property Liaison will forward the completed EPC5 forms to the LDE Property Control
Manager. Once the information is determined to be complete and accurate, the LDE Property
Control Manager will assign tag number(s) to the requested item(s). The LDE Property Control
Manager will then return a copy of the EPC5 form along with the property tags to the SSD
Property Liaison who will, in turn, forward the copy of the form and the property tags to the Site
Property Liaison. The SSD Property Liaison will assign MTA tag numbers and return a copy of
the EPC5_SSD along with the tags to the Site Property Liaison.

The Site Property Liaison will immediately tag the property accordingly. This process includes:

- Matching the item description, serial number, and room number and determining the
  corresponding property tag number assigned to the item,

- Placing the tag in a position on the front of the item that is easy to see at all times,

- Ensuring that the tag is not on a disposable part of the item,
• Signing verification that the tags were applied to the property and returning the copy of the EPC5_SSD form to the SSD Property Liaison immediately.

If the item cannot have a state of Louisiana property identification tag placed on it for any reason (item is too small, cloth item, leather item, etc.), the tag should be kept on file with the EPC5_SSD form and the identification number written on the item with indelible ink.

The Site Property Liaison will enter all information pertaining to the item(s) tagged into the site inventory database (if applicable), sign and date the copy of the EPC5_SSD form verifying that the tags have been applied, make a copy for site property files and transmit the EPC5_SSD copy to the SSD Property Liaison. The SSD Property Liaison will make a copy of the EPC5 verification of tagging for Central Office property files and forward the signed copy to the LDE Property Control Manager. The EPC5_SSD will be maintained in the SSD Inventory files. The Site Property Liaison will update the inventory list that is posted in each room for the employee(s) receiving the new property.

**RELOCATION OF PROPERTY:**

**Movement of Property Within the Location:**

The Site Property Liaison must prepare, for the Site Administrator’s approval, a relocation form (EPC2_SSD) for any property to be moved within the locations they manage. Room numbers and building names for the old and new locations must be included on the EPC2. Upon approval by the Site Administrator, the EPC2_SSD form and the property will be forwarded to the new address by the Site Property Liaison. The receiving person at the new address must sign and date the EPC2_SSD form upon receipt of the property, and return the form to the Site Property Liaison. The Site Property Liaison will forward the completed original EPC2_SSD form to the SSD Property Liaison, who will forward the EPC2 form to the LDE Property Control Manager for
approval and updating the LDE property database. The EPC2_SSD will be maintained in SSD Inventory files, and the SSD Internal Inventory Records will be updated with the most current information. The LDE Property Control Manager will disseminate copies of the approved EPC2_SSD to the SSD Property Liaison, who will keep a copy and forward a copy to the Site Property Liaison.

Movement of Property From One Location Code to Another:

To move property from one location to another, the sending Site Property Liaison is responsible for preparing the EPC2_SSD form and forwarding the form to the State Director through the SSD Property Liaison. The SSD Property Liaison will verify with the State Director/Principal/Site Administrator the name of the Site Property Liaison and room numbers and building names, etc., at the new location.

Upon approval by the State Director, the SSD Property Liaison will forward the EPC2_SSD form to the sending Site Property Liaison, who will forward the EPC2_SSD form with the property to the new person/location. The receiving person at the new location must sign and date the EPC2_SSD form upon receipt of the property, and return the form to the SSD Property Liaison. If the receiving person at the new site is not that site’s Property Liaison, the receiving person should make a copy of the signed EPC2_SSD form and ensure that the Site Property Liaison for the new location receives it.

The SSD Property Liaison will forward the completed EPC2_SSD form to the LDE Property Control Manager for approval and update the LDE property database. The EPC2_SSD Form will be used to update the SSD Internal Inventory Records. The LDE Property Control Manager will disseminate copies of the approved EPC2_SSD to the SSD Property Liaison, who will keep a copy and forward a copy to the Site Property Liaison at the new location. The sending and receiving Site Property Liaisons will update the inventory list (and the site inventory database, if
applicable) that is posted in each room for the sending and receiving employees. The SSD Property Liaison will also send the approval copies of the EPC2_SSD to Site Property Liaison at the new location.

TRANSFER OF PROPERTY:

Movement of Property From SSD to Another State Agency:

To transfer property from the Central Office or SSD location/site to another Louisiana state agency, a Property Surplus / Relocation Form (EPC2) must be submitted to the State Director for approval. The sending Site Property Liaison is responsible for preparing the form and submitting the form to the SSD Property Liaison, who will forward to the State Director. Included in the body of the form should be the complete address of where the property is being transferred and the name and phone number of the receiving property control person.

All moveable property being transferred, whether tagged or not, should be listed on the EPC2_SSD form.

Upon approval by the State Director, the SSD Property Liaison will forward the EPC2_SSD form to the LDE Property Control Manager. The LDE Property Control Manager will contact the Louisiana Property Assistance Agency (State Property Control) and discuss the specifics of the transfer. The LDE Property Control Manager will notify the SSD Property Liaison of the approvals received and may instruct the SSD Property Liaison to contact the receiving property control person to discuss shipment. Once a date and the logistics of the physical movement of the property have been confirmed, the SSD Property Liaison will notify the sending and receiving property persons of such. The SSD Property Liaison will keep all SSD Regional Coordinators and Central Office supervisors abreast of property transfers for locations under their supervision. Items listed on the EPC2_SSD form to be transferred to another agency, must
have prior approval from the State Director. Written documentation from the receiving agency identifying any transfer or cost associated with the transfer must be attached for SSD records of acceptance.

Once the details of the transfer have been resolved, the SSD Property Liaison will make two copies of the EPC2_SSD form; the original form will be forwarded to the receiving property control person, a copy of the EPC2_SSD form will be sent to the Site Property Liaison at the sending site, and a copy will be kept by the SSD Property Liaison.

The sending Site Property Liaison will notify the SSD Property Liaison when the property has been physically moved from the site. The receiving person at the new state agency location must sign and date the original EPC2_SSD form upon receipt of the property, and return it to the SSD Property Liaison. The SSD Property Liaison will forward the completed EPC2_SSD form to the LDE Property Control Manager, who will approve the official transfer and return two copies of the form to the SSD Property Liaison. One copy of the approved form will be sent to the Property Liaison at the new agency. The second copy of the approved EPC2 form will be filed by the SSD Property Liaison in the Central Office Property files. The Site Property Liaison will update the inventory list (and the site inventory database, if applicable) that is posted in each room for the SSD employee(s) whose property was transferred.

No property is to be transferred to another location or agency without prior approval of the Site Property Liaison, the Site Administrator (as applicable), the SSD Property Liaison, the State Director, and the LDE Property Control Manager.

Computer hard drives must be erased or reformatted prior to the request to transfer. Employees requesting a property transfer must verify to the Site Property Liaison and the SSD Property Liaison that this procedure has been done before the property can be transferred.
Receipt of Property From Another State Agency:

To receive property from another Louisiana state agency, an employee must first contact their Site Property Liaison who will request permission from the State Director and the LDE Property Control Manager through the SSD Property Liaison. A Property Surplus / Relocation form (EPC2) must then be submitted to the SSD Property Liaison to secure approval. The receiving Site Property Liaison is responsible for preparing the form and submitting the form to the SSD Property Liaison, who will forward it to the State Director and to the LDE Property Control Manager. Included in the body of the form should be the complete address of where the property is being transferred from, and the name and phone number of the transferring agency’s property control person.

Upon approval by the State Director, the SSD Property Liaison will forward the EPC2 form to the LDE Property Control Manager for approval and directions. The LDE Property Control Manager will contact the Louisiana Property Assistance Agency (State Property Control) and discuss the specifics of the transfer. The LDE Property Control Manager will notify the SSD Property Liaison of the approvals received and may instruct the SSD Property Liaison to contact the sending property control person to discuss delivery. Once a date and the logistics of the physical movement of the property have been confirmed, the SSD Property Liaison will notify the sending and receiving property persons of such. The SSD Property Liaison will keep all SSD Regional Coordinators and Central Office supervisors abreast of property transfers for locations under their supervision.

Upon approval by the LDE Property Control Manager, the SSD Property Liaison will make two copies of the EPC2 form; the original form will be forwarded to the receiving property control person, and a copy of the approved EPC2 form will be sent to the Site Property Liaison at the sending site.
The sending agency Property Liaison will notify the SSD Property Liaison when the property has been physically moved from the site. The receiving person at the new SSD location must sign and date the EPC2 form upon receipt of the property and return the original, signed form to the SSD Property Liaison. The SSD Property Liaison will forward the completed EPC2 form to the LDE Property Control Manager, who will approve and return two copies of the form to the SSD Property Liaison. One copy of the approved form will be sent to the Site Property Liaison at the new location. The receiving Site Property Liaison will update the inventory list (and the site inventory database, if applicable) that is posted in each room for the SSD employee(s) receiving the property.

No property is to be received from another location or agency without prior approval of the Site Property Liaison, the Site Administrator (as applicable), the SSD Property Liaison, the State Director and the LDE Property Control Manager.

SURPLUS PROPERTY:

Disposing of property that is no longer of value to SSD:

To surplus property, a Property Surplus / Relocation Form (EPC2) must be submitted by the Site Property Liaison through the Site Administrator/Regional Coordinator to the LDE Property Control Manager through the SSD Property Liaison. The surplusing site’s Site Property Liaison is responsible for preparing the form and submitting the form to the State Director and the LDE Property Control Manager for approval via the SSD Property Liaison. The LDE Property Control Manager will instruct the SSD Property Liaison as to what to do with the property (move property to the warehouse, scrap, transfer, etc.). It is the responsibility of the surplusing site to follow the LDE Property Control Manager’s instructions in the disposition of this property. No property is to be disposed of without prior approval of the State Director and the LDE Property Control Manager. The SSD Property Liaison will keep all SSD Regional Coordinators and
Central Office supervisors abreast of property surplused for locations under their supervision. All moveable property being surplused, whether tagged or not, should be listed on the EPC2_SSD form.

The Site Property Liaison will update the inventory listing report (and the site inventory database, if applicable) that is posted in each room for the SSD employee(s) whose property was sent to surplus or relocation.

Computer hard drives must be erased or reformatted prior to the request to surplus / scrap. Employees requesting to surplus or scrap property must verify to the Site Property Liaison that this procedure has been done before the property can be surplused or scrapped.

Requests for reimbursement for disposal of federally owned equipment by the sites must be submitted in writing from the Site Administrator through the Site Property Liaison to the LDE Property Control Manager via the SSD Property Liaison. Property with a current market value in excess of $5,000.00 will disposed of pursuant to the Education Department General Administrative Regulations (EDGAR) 34 CFR 80.32.

No property is to be surplused without prior approval of the Site Property Liaison, the Site Administrator (as applicable), the SSD Property Liaison, the State Director and the LDE Property Control Manager.

**DISPOSITION OF TECHNICAL EQUIPMENT:**

The Site Property Liaison will coordinate the following with the SSD Property Liaison as appropriate:
All computer hard drives, monitors, laptops, printers and modems will be made available to the LDE Information Technology Service Section (ITS) before a request for surplus, transfer or relocation will be approved,

- Prior to calling ITS, each item should be listed on an EPC2 form and submitted to the SSD Property Liaison,

- The SSD Property Liaison must then contact a representative of ITS, or the LDE Property Control Manager, who will inspect these property items and make an on-site determination as to whether the property will be relocated directly to ITS, or can be surplused, transferred or relocated by the site. When the items are rejected by ITS and/or the LDE Property Control Manager, that office representative(s) will initial and date the EPC2 form to verify that the items have been inspected and rejected. The SSD Property Liaison can then follow established procedures for disposition.

In accordance with State of Louisiana Property Control Regulations, moveable property cannot be dismantled without prior approval of the Louisiana Property Assistance Agency or a designee of that agency.

**PROPERTY ASSIGNMENTS AND OFF-SITE USE OF PROPERTY:**

All SSD property at a site must have an assigned permanent location where the property item is considered domiciled and can be located at any given time. **Special Authorization** must be given to those employees that take SSD property off-site (laptop computers, printer, overhead projectors, cameras, etc). A three-part Off-Site Property Use Authorization form (Form EPC6) must be completed with the Site Property Liaison and approved by the Site Administrator and the State Director for each piece of SSD property prior to removal from the permanent property location. Once the form is approved, the SSD Property Liaison will return the pink and yellow
copies to the Site Property Liaison. The yellow copy is to be kept on file at the site, and the third part (pink) must be kept with the property at all times. SSD property must not be removed from the permanent location until the pink copy authorization is received. Any property checked out on an EPC6 may be recalled at any time by the Site Property Liaison, SSD Property Liaison, or the State Director for inventory purposes. Recalled items must be returned within three (3) working days of the request or the employee will have to take their own personal leave to retrieve the item, and will remain on leave until the item is returned. Off-site authorizations can be granted for short or long-term use; however, all authorizations expire at the end of each calendar year, and, if necessary, must be reauthorized on an annual basis.

When the property is returned to its permanent location, the Site Property Liaison must sign and date the pink and yellow copies of the EPC6 and forward to the SSD Property Liaison. The SSD Property Liaison will mail the pink copy of the EPC6 back to the Site Property Liaison and keep the yellow copy in the SSD property files to close the transaction.

EPC6 forms are available in two versions. The original version of the EPC6 is used when an individual employee will be using a piece of equipment exclusively. The EPC6b (Multi-Use Off-Site Property Use Authorization) is used when a site intends for multiple employees to use an individual piece of equipment throughout the year for short periods, not to exceed one week. Use of the EPC6b requires that any piece of multi-use property be logged out through an authorized SSD employee as follows:

The Site Property Liaison or designee will be responsible for property, which is subject to placement on an EPC6 form.

When an employee needs to use/move a property item off site, a written advance request for such is to be addressed to the Site Property Liaison or designee. Detailed justification is to be included documenting the need for the property to be moved off site.
Should the requested property be available, and should the Site Property Liaison or designee consider the request appropriate, an EPC6b form will be completed for site use only.

The Site Property Liaison or designee will complete the EPC6b form, which is to be signed by the employee requesting the property and signed by the designee, if applicable, as the Site Property Liaison. On the EPC6b form, the Site Property Liaison will sign as the Division Director and the Site Administrator will sign as the Property Control Manager.

This EPC6 form will be maintained on site and does not require approval of the SSD Property Liaison. This form must be available for audit purposes.

The date and time the property is to be removed from and returned to the site are to be clearly indicated on the EPC6b form.

Should a need for the property exceed one week off site, the property must be returned to the site at the end of the first week and a new EPC6b form must be completed for up to one additional week. The renewal process may be used for a total period not to exceed three weeks.

Should a property require off site placement in excess of three weeks, an Off-Site Property Use Authorization (EPC6 form) should be completed for advance approval prior to the removal date. Off-site removal in excess of three weeks will require approval of the SSD State Director through the SSD Property Control Liaison and LDE Property Control Manager. A written justification will also be required.

**NOTIFICATION OF LOST, STOLEN, OR UNACCOUNTED FOR PROPERTY:**

Immediately upon discovery, a detailed written report is required to be submitted for item(s), lost, stolen or unaccounted for. A detailed report shall be submitted by the Site Property Liaison through the Site Administrator to the LDE Property Control Manager via the SSD Property
Liaison, stating when the property was last seen, who used the property last and what may have happened to the property. All correspondence submitted must indicate the brand name, model, serial number, and state property tag number. “Not located” or “unable to locate” is not acceptable.

- A detailed written report and a police report are required whenever a piece of equipment is reported stolen.

- A detailed written report and a report from the fire department of the State Fire Marshal’s office are required whenever equipment is reported lost or damaged in a fire.

- In the event that a state tagged property item is stolen, lost, or damaged by fire, the Site Property Liaison through the SSD Property Liaison is responsible to request a police or Fire Marshall investigation immediately. The Site Property Liaison must then forward a copy of the written report prepared by the investigating agency to the SSD Property Liaison, who will send to LDE Expenditure Control Division for instructions regarding insurance replacement or reimbursement.

- The individual employee who was assigned use of the property and the State Director must sign all reports of lost, stolen, fire damaged or unaccounted for property.

The Site Property Liaison must inform the SSD Property Liaison immediately when stolen or fire damaged items are replaced by insurance, so that the replacement items can be properly tagged.

Whenever equipment is reported as lost, stolen or unaccounted for and it is not replaced by insurance, it must be retained on the inventory for three (3) years. All of these items will show as unlocated with the date of the original year the property was first reported missing.
CONDUCTING BI-ANNUAL PHYSICAL INVENTORY:

Annually, at a time determined by the LDE Property Control Manager or the SSD Property Liaison, and bi-annually at a time determined by the Site Administrator, there will be a physical inventory of all SSD moveable property. Every moveable property item contained in the site inventory database (if applicable) and the DOE Moveable Property list must be accounted for during inventory, and a hand-counted physical inventory completed. The Site Property Liaison must recall all property items, which have been checked out for off-site use, to the permanent location for inspection. Accounting for property in a physical inventory means actually seeing and touching each item on the inventory list. If the property is not available to be seen and touched, it is considered unlocated and must be located by the Site Property Liaison and the employee that was assigned to use the property. All unlocated items must also be reported to the State Director through the SSD Property Liaison.

For the annual inventory, the LDE Property Control Manager will provide to the State Director two moveable property lists for each location code. One list will contain bar codes. A completion date for the return of the updated property lists will be designated. For the bi-annual inventory, requests for copies of the current LDE moveable property lists will be submitted to the SSD Property Liaison.

Under the direction of the SSD Property Liaison, the Site Property Liaison will:

- Identify all moveable property within their location code.

- On the bar code list, yellow highlight only the state tag number of each item found within the location code. Do not mark in the bar code column. In the “Agency Use” column, in red ink, write the current room number, building, etc, where each property item is located, and the first and last name of the SSD staff responsible for each item. The Site
Administrator will sign the Bar Code list certifying the true reporting of the moveable property inventory.

- On the DOE Moveable Property list, in the “Room #” column, in red ink, write the current room number, building etc., where each property item is located and the first and last name of the SSD staff responsible for each item.

- On the EPC3 form, list each item on the barcode inventory list that was not found at any site within the location code. The EPC3 form must be signed by the SSD staff assigned the use of each unlocated item, the Site Property Liaison and the Site Administrator. If all items are found, the Site Property Liaison should write “NONE” on the EPC3 form, obtain the Site Administrator’s signature and return.

- On the EPC4 form, list each item found at any site within the location code that is not listed on the barcode inventory list. If no items were found, the Site Property Liaison should write “NONE” on the EPC4 form, sign and return.

- Each Site Property Liaison must return the original updated, signed barcode inventory list, the signed original EPC3 and EPC4 forms, and the signed Department of Education Certification of Annual Moveable Property to the SSD Property Liaison by the date designated. The State Director must sign the EPC3 and the Certification of Annual Moveable Property before forwarding to the LDE Property Control Manager. Non-compliance penalties will be strictly and immediately enforced if this date is not met.

For annual inventories, the LDE Property Control Manager and SSD Property Liaison will reconcile the inventories. Any discrepancies found by the LDE Property Control Manager will be sent back to the Site Property Liaison through the SSD Property Liaison for verification and / or clarification. Once all moveable property inventories have been reconciled and entered into the
LDE property database, the LDE Property Manager will send the final reconciled property lists by location code to the SSD State Director. Each site will be sent a copy of these lists.

The LDE Property Control Manager will conduct a physical inventory for each LDE property location around the state. This will be done on a three-year rotating schedule, with a third of all locations being visited and physically inventoried each year.

Copies of reconciled reports of SSD moveable property are to be posted in each room (inventory list) and the responsible employee is to sign and date the room listed, acknowledging receipt and responsibility of the inventory.

The signed room listing is to be posted on the back of each office or room door at all times.

A copy of this signed reconciled DOE Moveable Property (inventory list) is to be filed in a master file of the Site Property Liaison.

Should the responsible person refuse to sign the report listing the property room/office for which that person is responsible, all property is to be immediately removed from that person and reassigned to others, as appropriate.
SITE/OFFICE/CLASSROOM MAINTENANCE

A high standard of housekeeping is expected of all personnel. Work areas and classrooms should be kept attractive and the furnishings kept in orderly array. All furnishings and equipment should be inspected periodically. The safety of all students should be of prime concern, and every effort must be made to provide the best possible conditions in the classroom and on the school grounds.
3.7

SAFETY PROGRAM

Safe buildings, grounds and equipment shall be maintained in order to prevent accidents or injury to students, employees, and other citizens from fire, natural disasters, and mechanical and electrical malfunctions in accordance with all existing life safety codes and applicable local and state codes. Proper supervision of students and other citizens using the building shall be required at all times.

All personnel assigned to a facility will be familiar with safety procedures and policies associated with that facility.
3.8

EMERGENCY DRILLS

Each SSD program shall conduct and document emergency drills as prescribed by the facility where the SSD program is located and in accordance with Standards of Bulletin 741.
DISASTER RECOVERY

The LDOE Disaster Recovery Manual will be utilized as applicable in conjunction with the policies and procedures of other agencies which operate the facilities in which SSD provides services:

- SSD sites are reminded that the Central Office and LDOE Human Resources office are the official file custodians. Backup copies of files may be maintained at sites; however, originals should always be forwarded to the Central Office for inclusion into the appropriate file system which incorporates disaster recovery.

- Sites are to maintain duplicate files of confidential employee addresses and contact information for use at times when communication is critical.

- SSD staff is to be trained annually on the LDOE Disaster Recovery Manual, facility policies, LDOE policies and procedures and SOP. Documentation of this training is to be maintained at the site.
EMERGENCY CLOSINGS

LDOE policies and procedures will be utilized as applicable in conjunction with the policies and procedures of other agencies which operate the facilities in which SSD provides services. The following Emergency closure processes for SSD sites may be considered when local or state-wide conditions warrant such.

- Decisions will be made in conjunction with the Regional Coordinator, facility administrator and the State Director and will strive to balance considerations for student needs, programmatic needs and safety of all.

- Should closure be required, approval of the State Superintendent must be obtained through the State Director.

- The SSD Central Office will maintain confidential address and contact information on all employees subject to correct information provided by employees. Employees are required to notify the Central Office when there is an update to the addresses and contact information.

- Sites are to maintain duplicate files of confidential employee addresses and contact information. Should emergency situations or closures arise that require employee notification, employees will be contacted as proactively as possible. SSD sites with larger pools of staff should consider the development of teams to assist in the notification of employees.

- Each SSD site will maintain copies of facility emergency procedures. Regional Coordinators will familiarize themselves with facility policies and expectations.
In addition, individuals may request special leave according to DOE E.P. No. 4.2 and 4.2.1. The request should clearly document the specifics of the Act of God or other situation which prevented the employee from performing their duties. Documentation must be attached. These requests may be denied at the site level. Considerations of such requests will include impact on the program and other staff.
DATA MANAGEMENT

Personnel Records and documentation will continue to be maintained by the LDOE Human Resource Division. Through data sharing, these records are processed into the OnBase image storage system that will be accessible to designated SSD staff.

The OnBase database also houses back-up documentation of employee administrative records for SSD. Resources associated with daily and historical information associated with the operation of SSD will be stored in this database. Criteria and configuration of the database structure related to this storage has been developed through a partnership with LDOE data management staff and SSD. Electronic versions, documents, spreadsheets, database information, PDF files and electronic images of administrative records are also maintained on the LDOE network as part of the SSD directory structure that is part of the LDOE. The LDOE network is included in the file back-up schedule maintained by LDOE IT department.

The original and resource documentation is maintained as part of the public record on site in the SSD File room. Current LDOE policy establishes record retention processes associated with these files.
SSD RECRUITMENT, HIRING AND INITIAL EMPLOYMENT PROCESSES (CLASSIFIED)

When vacancies in positions occur, Special School District (SSD) shall announce, when appropriate, such positions and shall send notices of such vacancies to all facilities in SSD so that all personnel who are qualified for the positions may have an opportunity to apply.

When positions in SSD are to be filled, preference may be given to SSD employees; however, it is the State Director’s responsibility to determine what selection is in the best interest of SSD. Criteria for such opportunities are professional qualifications, experience, past performance record, and evidence of professional growth.

Initiation of Process:

- Classified Positions

The State Director requests staff to:

- Prepare the Authorization to Fill Position Form (ATF), secure State Director’s signature, and submit to LDE Human Resources (HR) office. Attached to the ATF should be:
  
  Current position description (SF3)
  
  Current SSD Organizational Chart

Announcement:

- SSD staff contacts the designated LDOE HR staff to discuss the specifics of the position, the two-week announcement period and the close date.
• LDOE HR staff will automatically post the announcement on the LDOE website and Civil Service Job Search.

• LDOE HR will collect all applications received, and review them to ensure that the individuals are qualified for the position. Any concerns are noted by LDOE HR on the specific application, and the packet of qualified applications is forwarded to the SSD State Director.

• SSD staff will stamp the receipt date of the packet.

• SSD State Director or designee will determine which applicants to consider for the interview process.

**Interviews:**

• SSD staff coordinates with the State Director or assigned Central Office designee Regional Coordinator or SSD facility contact to schedule and perform interviews.

• Once an applicant has been recommended to the SSD State Director via the interview process, the Employment Authorization process is initiated.

**Employment Authorization:**

SSD staff, through the SSD State Director, completes an Employment Authorization form and forwards it to LDOE HR for processing. Attached to the Employment Authorization form are the following documents:

• Personnel Action Request Form

• LDOE Applicant Recapitulation Report
• Pre-Employment Reference Check form(s) for the past five years of prior employment

• Civil Service Employment Application (SF10)

• Latest Performance, Planning and Review form, if applicable

The Employment Authorization is sent through the signature process (LDOE HR and the Executive Office.)

Appointment Processes:

• Once LDOE HR receives the Employment Authorization with all required signatures (Budget Office and Executive Office), the SSD staff is notified of the approval to hire the applicant. The SSD staff is given a “New Employee Packet” (Packet Number 1) to mail to the applicant. (Please see attached LDOE Pre-Employment Induction Checklist that includes all documents included in the New Employee Packet.)

• The State Director requests SSD staff to prepare an appointment letter to the applicant for his signature. Copies of the appointment letter are disseminated to the appropriate Department of Public Safety and Corrections staff, Regional Coordinator, Site Contact, LDOE HR and the appropriate SSD Central Office staff.

• SSD staff prepares letters to send to the other applicants letting them know that the position has been filled with another applicant.

• SSD staff notifies the applicant via phone that they have been selected to fill the announced position and:

  o Lets the applicant know to expect the “New Employee Packet,”
o Explains to the applicant that their employment is contingent on the drug test results,

o Mails the packet to employee via Federal Express along with return envelope.

**Employment Tracking and Verification:**

- SSD staff updates the SSD Access Employment Tracking database as necessary when specific documents come in or are issued.

- SSD staff prepares an Employment Tracking envelope for that job announcement which will contain:
  
  Copies of the announcement and documentation of dissemination

  Interview process

  Applications of all applicants

  Applicant flow and recapitulation report

  Letters to applicants and interviewees

  - LDOE HR notifies SSD staff of drug test results. If the results are “negative,”

  - SSD staff contacts the applicant for a start date.

  - SSD Staff notifies LDOE HR of the intended start date of the new employee.

  - SSD Database is updated with employee’s name, position number, etc.
Active Employment Processes:

- Once the New Employee Packet (Packet Number 1) is received by the SSD Central Office, the documents are reviewed, copied and brought to the LDOE HR for processing. (SSD staff notifies the appropriate Regional Coordinator if corrections, signatures or forms are needed.)

“Packet Number 2” is mailed to the employee which includes:

- State Employee Group Benefits Enrollment/Change Form (GB01)
- Premium Conversion Enrollment/Stop Form
- LASERS Designation of Beneficiary Form (01-06)
- Social Security Form SSA-1945 (Statement Not Covered by Social Security)
- LASERS Designation of Beneficiary (01-06)
- Appointment Affidavit Form SF-13
- SSD Standardized Job Description
- HR Policy Signature Acknowledgement Form
- SSD Policies and Procedures Signature Acknowledgement Form
- Web site information on where to obtain all SSD policies, procedures and Personnel and Administrative Manual of SSD and BSS

(Packet Number 2 is mailed via Federal Express to the employee along with a Federal Express return envelope.)
Once Packet Number 2 is received by the SSD Central Office, the documents are reviewed, copied and brought up the LDOE HR for processing. (SSD staff notifies the appropriate Regional Coordinator if corrections, signatures or forms are needed.)

“Packet Number 3” is mailed to the employee which includes:

- Safety Documents and Information Checklist (LDOE Safety and HR Policies for New Employees) signature page
- Assignment of Safety Responsibility information
- On-Line Defensive Driving Course Instructions
- Authorization and Driving History Form
- LDOE Driver Safety Program policy
- Safety Rules
- Tips for Preventing Workplace Violence
- Preventing Workplace Violence Quiz
- Alcohol and Drug-Free Workplace policy
- Americans With Disabilities Act policy
- Return to Work policy
- Sexual Harassment policy
- Blood borne Pathogens Booklet w/quiz enclosed
- Web site address to the LDOE Safety Manual

(Packet Number 3 is mailed via Federal Express to the employee along with a Federal Express return envelope.)

- Once Packet Number 3 is received by the SSD Central Office, the documents are reviewed, copied and sent to the Safety Manager to be logged and filed in the safety office. Copies are to be kept in the SSD Administrative file.

- Employee Notification Forms will be mailed to the employee once they have been entered into the ISIS payroll system as a new hire.
SSD RECRUITMENT, HIRING AND INITIAL EMPLOYMENT PROCESSES (Unclassified)

When vacancies in positions occur, Special School District (SSD) shall announce, when appropriate, such positions and shall send notices of such vacancies to all facilities in SSD so that all personnel who are qualified for the positions may have an opportunity to apply.

When positions in SSD are to be filled, preference may be given to SSD employees; however, it is the State Director’s responsibility to determine what selection is in the best interest of SSD. Criteria for such opportunities are professional qualifications, experience, past performance record, and evidence of professional growth.

Initiation of Process:

- Unclassified Positions

The State Director requests staff to:

- Advertise for a position, describing the type of personnel and credentials needed (Unclassified: teacher, Para-educator, Central Office, pupil appraisal, etc.) and the facility.

- Prepare an announcement and determine whether if restricted to current SSD employees, a specific region or area, or statewide.

Advertisement:

- If necessary, determine which newspapers or means will be used to advertise with any required timelines.
- Check with SSD liaison in LDE Purchasing to determine when a Purchase Order can be issued to the newspaper with the required timelines,

- Draft wording of advertisement for State Director’s review. When final, submit via e-mail or FAX to one or several newspapers requesting a quotation & stating the preferred date(s) to run. Included is a statement “Do Not Run Advertisement without a Purchase Order.”

**Purchase Requisition:**

- Once a written quotation has been received, with confirmed date(s) to run the advertisement, SSD staff then types a Purchase Requisition to each newspaper with quotation and advertisement wording attached,

- The State Director’s and Budget approval is obtained and the Purchase Requisition is forwarded to Purchasing.

**Announcement:**

Once the dates that an advertisement, if any, is to run in a newspaper are known:

- Type the announcement memo that includes the following information: Site/Location, Position Title(s), Certification and Requirements, and Closing Date,

- E-mail HR requesting to post the position on the LDOE website, attaching a WORD version of the job description. If the announcement is for a regional position, HR also needs the name(s) of the SSD domicile and the city,

- Set up a new record in the SSD Access Employment Tracking database,

- Send an SSD Employment Application to each individual requesting one,
• Receive all applications and forward to State Director, who reviews all applications for necessary qualifications, certification, and accuracy.

• SSD staff along with the State Director or designee will determine which applicants to consider for the interview process.

**Interviews:**

• SSD staff coordinates with the State Director or assigned Central Office designee, Regional Coordinator or SSD facility, to schedule and perform interviews in accord with LDOE HR policies.

• Once an applicant has been recommended to the State Director via the interview process, the Employment Authorization Process is initiated.

**Employment Authorization:**

SSD staff through the SSD State Director completes an Employment Authorization form and forwards it to LDOE HR for processing. Attached to the Employment Authorization form are the following documents:

• Personnel Action Request Form

• LDOE Applicant Recapitulation Report

• Copy of the Job Announcement

• Current SSD Organizational Chart

• Pre-Employment Reference Check form(s) for the past five years of prior employment

• SSD Salary Computation Form and backup including:
Certification verification and level of education from the LDOE Office of Teacher Certification or the LDOE Teach Louisiana web site. Official transcripts are requested from applicant for back-up documentation when necessary.

SSD Unclassified Employee Pay Scale

SSD Employment Application

Current Job Description for the position to be filled

- The Employment Authorization is sent through the signature process (LDOE HR and the Executive Office).

Appointment Processes:

Once LDOE HR receives the Employment Authorization back with all required signatures (Budget Office and Executive Office), the SSD staff are notified of the approval to hire the applicant. The SSD staff is given a “New Employee Packet” (Packet Number 1) to mail to the applicant. (Please see attached LDOE Pre-Employment Induction Checklist that includes all documents included in the New Employee Packet.)

The State Director requests SSD staff to prepare:

- Unclassified employee contract

- Salary computation form

- Appointment letter for his signature.
Copies of the appointment letter are disseminated to the appropriate Department of Public Safety and Corrections staff, Regional Coordinator, Site Contact, LDOE HR and the appropriate SSD Central Office staff.

- SSD staff prepares letters to the other applicants for the State Director’s signature to let them know that the position has been filled with another applicant.

- SSD staff notifies the appointee via phone that they have been selected to fill the announced position and:

  Informs the applicant to expect the “New Employee Packet,”

  Explains to the applicant that their employment is contingent on mandatory drug test results and criminal background check,

  Mails the packet to applicant via Federal Express along with a Federal Express return envelope.

**Employment Tracking and Verification:**

- SSD staff updates the SSD Access Employment Tracking database as necessary when specific documents come in or are issued.

- SSD staff prepares an Employment Tracking envelope for the job announcement which will contain:

  Copies of the announcement and documentation of dissemination

  Interview process

  Applications of all applicants

  Applicant flow and recapitulation report
Letters to applicants and interviewees

LDOE HR notifies SSD staff of drug test results. If the results are “negative,” SSD staff contacts the applicant for an effective start date and salary estimate.

SSD Staff notifies LDOE HR of the intended start date of the new employee.

SSD staff communicates to the selected applicant that pending verification, SSD Unclassified instructional employees will be paid by verified degree at zero (0) years of experience. The appointees are informed that as verifications are received and verified, salary adjustments may be made accordingly.

As part of the pre-employment record completion, SSD will provide unclassified employees the appropriate prior employment verification form. Employees will be required to distribute this form to all prior employers. Forms will be returned to SSD by the prior employer and will be forwarded to LDOE HR by the SSD Central office staff.

Active Employment Processes

- Once the New Employee Packet (Packet Number 1 is received by the SSD Central Office, the documents are reviewed for accuracy, copied and brought up the LDOE HR for processing. (SSD staff notifies the appropriate Regional Coordinator if corrections, signatures or forms are needed.) All documents are filed in LDOE HR with copies kept in the SSD Administrative file.

- The SSD Employment Tracking Database is updated with employee’s name, position number, stated years of experience, level of education, etc.

“Packet Number 2” is mailed to the employee which includes:
• State Employee Group Benefits Enrollment/Change Form (GB01)

• Premium Conversion Enrollment/Stop Form

• Teachers’ Retirement System of LA Form 2 (Enrollment Application)

• Teachers’ Retirement System of LA Form 2SS (Statement Not Covered by Social Security)

• Teachers’ Retirement System of LA Form 3 (Beneficiary Designation)

• Appointment Affidavit Form SF-13

• SSD Standardized Job Description

• HR Policy Signature Acknowledgement Form

• SSD Policies and Procedures Signature Acknowledgement Form

• Copy of the SSD Unclassified Employee Pay Scale

• Web site information on where to obtain all LDOE policies, SSD policies, SSD Personnel and Administrative Manual and accessing Louisiana Employees Online (LEO).

(Packet Number 2 is mailed via Federal Express to the employee along with a Federal Express return envelope.)

• Once Packet Number 2 is received by the SSD Central Office, the documents are reviewed, copied and brought up the LDOE HR for processing. (SSD staff notifies the appropriate Regional Coordinator if corrections, signatures or forms are needed.)

Originals are filed in LDOE HR, and copies are kept in the SSD Administrative file.
“Packet Number 3” is mailed to the employee which includes:

- Safety Documents and Information Checklist (*DOE Safety and HR Policies for New Employees*) signature page
- Assignment of Safety Responsibility information
- On-Line Defensive Driving Course Instructions
- Authorization and Driving History Form
- LDOE Driver Safety Program policy
- Safety Rules
- Tips for Preventing Workplace Violence
- Preventing Workplace Violence Quiz
- Alcohol and Drug-Free Workplace policy
- Americans With Disabilities Act policy
- Return to Work policy
- Sexual Harassment policy
- Blood borne Pathogens Booklet w/quiz enclosed
- Web site address to the DOE Safety Manual

(Packet Number 3 is mailed via Federal Express to the employee along with a Federal Express return envelope.)
• Once Packet Number 3 is received by the SSD Central Office, the documents are reviewed, copied and sent to the Safety Manager to be logged and filed in the safety office. Copies are to be kept in the SSD Administrative file.

• Upon receipt of verification of years of experience, the SSD Employment Tracking database and the SSD salary database are updated, and the employee’s salary is corrected to the verified years of experience.

• A Personnel Action Request (PAR) form is prepared, signed by the State Director and Assistant State Director or designee. The PAR form is then routed along with copies of the verification form(s) and updated salary calculation sheet to LDOE HR. LDOE HR staff, then forwards the PAR and backup documentation to the Budget Office and Executive Office for required approval signatures.

• Once the PAR has been returned to LDOE HR with all required approval signatures, the LDOE HR staff enters the salary increase based on the verified years of experience and forwards a copy of the signed PAR form to the SSD HR Manager for the SSD files.

• Any verified Sick Leave stated on the prior service verification form from the most recent prior school system or state agency will be credited to the employee by LDOE HR staff.

**Employee Notification Forms:**

Employee Notification Forms will be mailed to employees:

• Once they have been entered into the ISIS payroll system as a new hire.

• When their years of experience have been verified and a salary increase is implemented.
4.3

ORIENTATION

Upon appointment each employee shall orient themselves in SSD operating policies and procedures through a thorough review of this manual and the Policies and Procedures Manual for Board Special Schools and Special School District. It shall be the responsibility of the site supervisor to ensure that all newly appointed personnel are provided copies of the appropriate manuals, and policies and, in addition, each SSD employee shall receive orientation to the policies and procedures of the facility in which the SSD School is located.
4.4

SALARY AND CREDENTIAL ADJUSTMENT PROCEDURES

Salaries and credentials of employees are changed when appropriate documentation is submitted.

Upon submission of documentation justification demonstrating additional credentials, the appropriate additions to certifications, degrees or salaries will be implemented and submitted to HR for approval.

Anniversary Dates:

Instructional Staff

- Anniversary dates will be according to the Fiscal Year and the Uniform Scale with at least six (6) months employment to qualify for a merit increase on the next July 1.

Central and Regional Staff

- If promoted from instructional staff, anniversary date will become the date of promotion. If new hire, anniversary date will be actual employment date.
EMPLOYEE CONTRACTS

All non-tenured, certified personnel shall be issued a contract as needed.
PERSONNEL RECORDS

LDOE Human Resources is the official custodian of personnel records.

Refer to LDOE Policy for additional information.
ORGANIZATIONAL CONFIGURATION, JOB DESCRIPTIONS AND
DETAILED PERSONNEL DUTIES

SSD management will maintain a process which outlines and identifies the specific duty assignments of certified office staff according to job descriptions. This is a 3-tiered structure to illustrate the organizational configuration, job descriptions and detailed personnel duties.

Organization Chart:

- The organizational chart is updated in conjunction with approval by Human Resources and includes Civil Service specifications and reporting relationships.

Job Descriptions:

- Classified job descriptions are updated as positions are needed and filled according to Civil Service specifications and the Personnel Manual.

- Unclassified job descriptions are maintained per the procedures of Bulletin 1525.

Specific Duties and Assignments:

- Job analysis forms are completed by central office staff and updated as needed and when changes to the job description are required.

SSD program needs and changes will require periodic adjustments to personnel assignments, reassignment of positions and changes to positions. These changes in personnel and positions will be executed according to all appropriate Louisiana Department of Education (LDOE) policies including Policy No. AP 3.5 and the Delegation of Authority.
Personnel Requests:

- Reassignments, lateral transfers, facility transfers, position transfers and other position changes involving filled positions will be approved and implemented through the Personnel Action Request Form (PAR) process and comply with Policy No. AP 3.7.

- Timekeeper reassignments may be addressed via e-mail notification to Human Resources.

- Confirmation letters from the State Superintendent will accompany the PAR approval process for signatures.
DUTIES – PROFESSIONAL PERSONNEL

Teachers are required to attend faculty meetings or other meetings called by the supervisor on a limited basis, which may be held after regularly scheduled work hours. Advance notice will be provided.

Teachers may choose, with the approval of the regional coordinator, to sponsor student activities which go beyond the school day even if there is no compensation for this work.
SPECIAL ASSIGNMENT

The State Director of SSD may direct employees to attend certain professional meetings or assign them professional duties in other schools or places whenever, in his opinion, the best interest of the District will be served. No deduction will be made in pay. Such assignments will be authorized by letter from the State Director. The employee will be compensated for mileage and lodging if appropriate and according to LDOE and State Travel Regulations.
TEMPORARY PROMOTION

When an employee of the District having administrative or supervisory responsibility is unable to report for work for ten days or more, the State Superintendent may fill the temporary vacancy by appointing another employee on an acting basis, based on the recommendation of the State Director.

The compensation of the person promoted for the duration of the temporary appointment shall be increased to the salary level for which eligible, if regularly appointed to the position. This personnel action will be implemented through the personnel action request form process.
PERSONNEL TRANSFER

SSD may transfer school administrative and instructional staff from one school or program to another when determined appropriate and necessary for the efficient operation of the District. This includes reassignments, lateral transfers, facility transfers, position transfers and other position changes involving pulled positions. Such transfer shall be made with the recommendation of the State Director to the State Superintendent of Education and reported to BESE. These transfers will be implemented through the personnel action request form process, all appropriate LDOE policies and the delegation of authority.

Position Control:

SSD position control will comply with Policy No. AP 3.2.

Vacant positions which need to be moved from facility to facility involving only domicile changes may be implemented by the State Director via e-mail notification to HR.

Position changes such as delimits, title changes (classified to unclassified) or the establishment of new positions will be approved by the State Superintendent’s office. This will be executed in a memorandum format specifying the position changes involved with approval by Human Resources Director, Deputy Superintendent and State Superintendent. Title changes to vacant positions may be implemented via e-mail requests to the HR office. To ensure ongoing appropriate allocation of Central Office and Regionalized positions, Position Analysis Forms (PAF) will be updated as needed.

Time Keeper Assignments:

Time Keeper assignments may be addressed via e-mail notification to the Human Resources Office.
SABBATICALS AND EXTENDED SICK LEAVE

Sabbatical Leave is leave with pay at the rate of 65% which may be granted a tenured employee. Sabbatical Leave may be granted for the two semesters immediately following any twelve or more consecutive semesters of active service or for one semester immediately following any six or more consecutive semesters of service. Sabbatical Leave is granted in accordance with the terms of the Sabbatical Leave Law as provided by LRS 17:46.

Determination of Sabbatical Benefit:

- Begin with effective date of employment or 1st day of service following previous sabbatical, verify six (6) consecutive semesters (91 days each) of employment which constitutes one (1) semester sabbatical benefit equivalent to ninety-one (91) work days – counting all paid work days and holidays.

- Benefits with effective date of employment or 1st day of service following previous sabbatical, verify twelve (12) consecutive semesters (91 days each) of employment which constitutes two (2) semesters sabbatical benefit equivalent to one hundred eighty-two (182) work days – counting all paid work days and holidays.

- The effective date of employment does not necessarily equate to the start of the semester.

- For employees who have previously been granted sabbaticals, the beginning date of the eligibility period will be the first day of service following the return from sabbatical.

- Holidays are included in the counting of eligible days.

- Employees approved for sabbatical leave shall be paid at the rate of sixty-five percent of the person’s salary, including holidays.
Application of Sabbatical Benefit:

- The application, processing and approval of sabbatical leave requests will be in accordance with R.S. 17:46 and Department of Education (LDOE) Employee Policy No. EP 4.2.1.

- The standard sabbatical application should be submitted, which should note requested effective date of sabbatical and must include statutorily required “medically necessary” language in a sworn physician’s statement.

- To determine the length of the 91 or 182 day sabbatical, count calendar work days to determine end date of sabbatical. Holidays are included in count.

- Applicants for professional or cultural improvement leave shall be notified in writing within sixty days after the final day for the filing of the application whether, the application has been granted by the board or rejected.

- Applications for medical leave shall be notified by the State Director or Board Special School Director within 30 days from the date of the filing of the application, whether the application has been granted or rejected. If the application has been rejected, the reasons for such rejection shall be specified. Pursuant to R.S. 17:46, applications will be submitted to the Board of Elementary and Secondary Education (BESE) for review. If granted, the sabbatical leave will be submitted to BESE for review as a receive item with an explanation that BESE shall maintain the right to review the application. If the board, upon review of the application, questions the validity or accuracy of the certification, the board may require the applicant, as a condition for continued consideration of the application, to be examined by a licensed physician selected by the board. Should the ongoing consideration of the application result in the cancellation of the leave, cancellation will not be retroactive.
Receipt/Approval:

- State Director receives application. State Director approves/disapproves; notifies employee within timelines; and reports to BESE for review. BESE may require additional information.

Determination of Extended Sick Leave Benefit:

- The Department of Education Human Resources will track balances of statutory extended sick leave. SSD will process the initial request to prior employers.

- Beginning with the effective date of employment, teachers are eligible for up to 90 days of extended sick leave in each six-year period of employment. The six-year period is determined from the date of employment, not fiscal or calendar years and not from the first time of use of extended sick leave.

- The teacher must have no remaining regular sick leave balance, but may have unused balances of annual leave. When teachers on extended sick leave obtain additional advanced sick leave, the extended sick leave may be interrupted by the use of the advanced sick leave. When teachers (central office) on extended sick leave earn additional accrued sick leave, this leave will be used/available at the end of the period of extended sick leave.

- The standard leave application should be submitted, which should note requested effective start and end date of extended sick leave and must include statutorily required “medically necessary” language in a physician’s statement.

- Holidays that fall within the sworn prescription period count as Extended Sick Leave days and will be paid at the designated rate of pay.
- Employees approved for extended sick leave shall be paid at the rate of sixty-five percent of the person’s salary.

- Pursuant to R.S. 17:47, applications will be submitted to the Board of Elementary and Secondary Education (BESE) for review. If granted, the Extended Sick Leave will be submitted to BESE for review as a receive item with an explanation that BESE shall maintain the right to review the application. If the board, upon review of the application, questions the validity or accuracy of the certification, the board may require the applicant, as a condition for continued consideration of the application, to be examined by a licensed physician selected by the board. Should the ongoing consideration of the application result in the cancellation of the leave, cancellation will not be retroactive.
ASSAULT LEAVE

Any secretary, paraprofessional employee, school aide, teacher, or superintendent of a special school who, while acting in his official capacity, is injured or disabled as a result of physical contact with a student or others while providing physical assistance to a student to prevent danger or risk of injury to the student or others shall receive sick leave for a period of up to one calendar year without reduction in pay and without reduction in accrued sick leave days or accrual of sick leave days while injured or disabled as a result of rendering such assistance. Such secretary, paraprofessional employee, school aide, teacher, or superintendent of a special school shall be required to present a certificate from a physician selected by the employee certifying such injury or disability. Nothing in this Subsection shall prohibit the governing authority of the special school from extending this period beyond one calendar year.

Application and Determination of Assault Leave:

- The standard leave application should be submitted which should note requested effective start and end date of assault leave and must include statutorily required physician’s certificate certifying such injury or disability in a sworn physician’s statement.

- Pursuant to R.S. 17:47, (BESE) may question the validity or accuracy of the physician certification.

The statute requires that:

- The individual submit a sworn statement from a physician certifying the illness and disability,

- The statement stipulates that illness and disability are caused by the incident on a particular date and at a location associated with the job responsibilities, and

- The statement acknowledges that it is made subject to the provisions of R.S. 14:125.
WORKER’S COMPENSATION

Program:

Every person performing services arising out of and incidental to his employment in the course of his employer’s occupation, trade, or business is covered by worker’s compensation insurance.

Worker’s compensation benefits are provided injured employees as a result of the laws of the State of Louisiana.

First Report Form:

When an employee is injured on the job while performing his duties, an Employer’s Report of Injury should be completed by the supervisor and sent to the SSD office at the earliest possible date. The original will be sent to the Personnel Office who will forward it to ORM.

- Even if an employee does not seek medical aid, a First Report form should be completed.

The same procedure is to be followed even if in doubt as to whether or not an accident did occur. If the latter case, the Employer’s Report Form can simply state that the injured employee alleges to have been injured under the circumstances.

Complete the Employer’s Report Form as requested. Items 1-4 are always to be completed no matter the outcome of any injury investigation.

All the questions on the EFR Form must be completed, particularly the information such as the employee’s occupation, social security number, home telephone number; if off from work, wage
date, name of physician consulted, name of hospital, and whether the employee has returned to work. When listing name of foreman, please state his work phone number.

In item 28, if no time were lost from the job, i.e., no leave taken, enter “NLT.” If not back at work put “No” in item 28. If “Yes” enter the date from item 7.

Upon the employee’s return to work, the supplemental form should be completed.
RESIGNATIONS

Resignation means the voluntary separation from a position by an employee. When an employee of SSD decides to separate from the District, the following procedure is to be used:

- Meet with the appropriate SSD administrator or supervisor to discuss a mutually agreeable date of separation. The employee follows the Employee Exit Checklist (located on the LDOE Intranet at http://info.doe.state.la.us – click on Human Resources, then Forms, and then Employee Use).

- The employee turns in a written resignation letter to the State Director, and sends a copy to Human Resources Office, at least two weeks prior to the last day of work.

- The employee and supervisor complete and submit the Exit Interview Form (located on the LDOE Intranet at http://info.doe.state.la.us – click on Human Resources, then Forms, and then Employee Use).

- The supervisor completes the Supervisor’s Checklist for Exiting Employee, ensuring all notifications and actions are completed and submitted to the Central Office,

- The Division Director or Designee signs the Supervisor’s Checklist for Exiting Employee and maintains the form in the Division’s Files for a minimum of one year from date of separation.

The exit process applies to an employee who leaves the Department or transfers within the Department. This includes employees who leave by resignation, transfer, retirement, layoff, termination or are removed without cause. Exceptions should be made only in extreme circumstances (e.g., the employee is on extended sick leave or the employee is a security threat).
The exit process allows the agency to:

- Advise the employee of information regarding retirement benefits, termination of and/or continuation of insurance benefits, paid and unpaid leave balances and reemployment eligibility; and

- Secure state property. This is the best opportunity to secure all state equipment and ensure all records (payroll, files, travel, etc.) are submitted prior to the employee’s last day of work.
HEALTH EXAMINATIONS

All staff shall be required to successfully complete a physical examination in accordance with individual facility procedures or by SSD where appropriate. The designated supervisor will ensure that each SSD employee adheres to facility procedures.

The Director of SSD or the State Health Officer, or his representative, may require any teacher, supervisor, or other employee of the school to submit to a thorough physical examination, including laboratory tests, and other diagnostic tests, such as x-ray, deemed advisable to determine whether the employee has a communicable disease in an infectious stage.
SUBMISSION OF RETIREMENT PAPERWORK

The Louisiana Department of Education Human Resources Office (LDE-HR) is requesting those individuals who plan to retire or enter the Deferred Retirement Option Plan (DROP) notify the Central Office a minimum of 60 days prior to their retirement date/DROP participation. Failure to follow this process can cause delays in the processing of your retirement/DROP application and could impact you financially.

We ask that you submit your application to the Special School District Central Office instead of directly to the retirement system, and SSD HR will forward it to HR. Submitting your application directly to the retirement system may delay the processing and receipt of your benefits, because the retirement system will send your application back to LDE-HR for verification of service, leave, etc., before they can establish an accurate benefit amount for you.

The complex nature of the retirement systems has created issues in the past; therefore, SSD strongly urges retirees to contact the Louisiana State Employees’ Retirement System (LASERS) at 225-922-0600 or the Teachers’ Retirement System of Louisiana (TRSL) at 225-925-6446 for accurate answers to retirement questions, especially when you apply for benefits.
DAY-BY-DAY SUBSTITUTE HIRING PROCESS

SSD substitutes are at-will, as needed, hourly, non-permanent employees. SSD reserves the right to reject or consider all employment applications based upon current conditions and needs. Substitutes may be released, terminated, or placed “on call” at any time. Submission of required paperwork is only part of the process and shall not be interpreted as acceptance or approval.

Applications will be accepted, rejected or indefinitely held by the State Director based on need, qualifications, work history, references, performance, funding availability and assessment of the applicant’s attributes to provide for the particular needs of, and work within, the operational characteristics of the SSD program.

Solicited Applications:

Depending upon current or anticipated needs, the State Director may request staff to advertise for substitutes, stating the type of position (teacher, Para-educator, day-by day, etc.), the facility and closing date.

  • Advertisement:

Staff will draft an advertisement for the State Director’s review. When finalized, the advertisement is submitted to the appropriate newspaper or other publication, requesting a price quote and stating the preferred date(s) to run. The statement “Do Not Run Advertisement without a Purchase Order” must be included. (See Appendix)

  • Purchase Requisition:

Once written price quotes and run dates have been received, staff will contact Purchasing as to the timeframe to issue a Purchase Order. A Purchase Requisition for each newspaper or other publication, with the quotation and advertisement wording attached, will be prepared and
submitted. The Purchasing staff will obtain Budget approval and issue a Purchase Order for publishing the advertisement.

- An SSD Employment Application will be sent to each individual requesting one.

- All employment applications received in Central Office by the closing date will be logged and initially screened for completeness, prior employment history, nepotism, etc. In the event of the need to hire, the State Director will forward each acceptable application to the Regional Coordinator or designated supervisor for interviewing.

- Applications may be denied, reconsidered, or held indefinitely at this stage based on need, qualifications, work history, references, performance, funding availability and assessment of the applicant’s attributes to provide for the particular needs of, and work within, the operational characteristics of the SSD program.

- Interviews

- The Regional Coordinator or designated supervisor must:

  Report to Central Office the status of contacts with the approved applicants,

  Establish the interview panel, and

  Confirm the date, time and location of the interviews.

Once interviews are completed, the Regional Coordinator or designated supervisor will prepare and submit a written recommendation to the State Director. Such a recommendation is non-binding and shall not be interpreted as an offer of employment. Along with the recommendation, the Regional Coordinator or designated supervisor will submit the candidate’s application, transcripts, and other supporting documentation, including the EEO Applicant Recapitulation Report to the State Director.
**Equal Opportunity Employer (EEO) Documentation:**

If interviews are held at the site, all interview questions and responses must be sent to Central Office within 30 days of the interview. Unsolicited applications will be tracked and reconciled on a quarterly basis.

**Unsolicited Applications:**

All employment applications received in Central Office will be logged and initially screened as in #3 above. In the event of the need to hire, the State Director will forward each acceptable application to the Regional Coordinator or designated supervisor for interviewing.

Applications may be denied, reconsidered, or held indefinitely at this stage based on need, qualifications, work history, references, performance, funding availability and assessment of the applicant’s attributes to provide for the particular needs of, and work within, the operational characteristics of the SSD program.

**Submission of Employment Packet:**

When it has been determined to process substitute applications for employment, the State Director will submit an Employment Authorization with the required supporting documentation to the LDOE Human Resources Office for review and further handling. Submission of the Employment Authorization for approval shall not be interpreted as a final offer of employment.

When the LDOE Human Resources Office receives the Employment Authorization approved by the State Superintendent of Education, the SSD Central Office will be notified to pick up a pre-employment packet, which will include the criminal history background request and drug testing application, along with other pre-employment documentation, to be completed by the proposed candidate for hire prior to receiving a confirmed effective date.
The pre-employment packet includes a Conditional Offer of Employment Form which must be signed by the SSD State Director prior to sending the pre-employment packet to the proposed candidate for hire. LDOE HR will notify the appropriate SSD Central Office staff member when the drug test results are posted. Provided the results are satisfactory, the SSD State Director shall provide LDOE HR with a proposed effective date of employment.

When both parties agree on an effective date, the SSD Central Office staff shall be responsible for contacting the proposed candidate and advising him/her accordingly.

- It is critical the candidate be reminded to complete the pre-employment packet and provide the identified, required, documentation on the first day of work or else they will be sent home and will not be allowed to work.

If there are any changes in the assignment of the substitute, SSD Central Office must notify HR immediately in writing.

SSD approved and/or active substitutes may be terminated or placed “on call” at any time. Applicants may be rejected or indefinitely held at any time.

Submission of required paperwork and recommendation for appointment shall not be interpreted as an offer of employment. Only the State Director has the authority to offer employment, upon notification by LDOE HR that the State Superintendent of Education has given his approval.

**Substitute Payment:**

Once a substitute has been approved for employment, he/she will sign in and out on the Special School District Substitute Time Sheet for each day worked. The substitute will also check off their education credentials; write in the number of hours worked each day, the name and title of the person they replaced, and sign verifying their attendance each day. The SSD facility timekeeper will enter on the substitute time sheet: the dates of the payroll period, the facility
name, the substitute’s personnel number, and the substitute’s work schedule. The timekeeper will also submit the completed time sheet to the Site Contact (if applicable) and the Regional Coordinator to review for accuracy and validity and Supervisor signature. After the supervisor signs, the timekeeper will enter the substitute’s time on the ISIS HR system.

Substitute information must be received in the Central Office no later than 10:00 on the Monday after the payroll period closes. The substitute time sheet must be faxed to Central Office and the ZT02 Report must be e-mailed as an attachment to Central Office to the Administrative Assistance 5 and the Regional Coordinator. The ZT02 Report must be saved in Excel format utilizing the following steps:

- Open the ZT02 report in ISIS for the pay period.
- On the bar above the ZT02 report, click the Icon with the white and green blank pages (export will be highlighted).
- A drop down box will appear, click on “SPREADSHEET.”
- A blue box will appear. Click on “table” and then the green check mark.
- A second blue box will appear. Click on “table” and then the green check mark.
- A third blue box will appear. Click on the green check mark.
- The ZT02 report will appear in the e-mail window.
- Click on the file and name your document. You should create a folder for all “Z” reports and save each pay period in that folder.
- Save the file by pay period in that folder.
Attach the file to an e-mail to the Administrative Assistant 5 and the Regional Coordinator.

Central Office staff will review the timesheet entries with the approved work schedule; verify the daily and total hours claimed, the leave or travel status of SSD staff for which the substitute is reported as replacing, and the number of consecutive days worked for the same teacher. If all is in order, the State Director or his designee shall sign the substitute time sheet, a copy is made of the time sheet and the ZT02, and the original time sheets and ZT02 reports are taken to HR no later than NOON the Monday after the pay period closes.

Human Resources will review the substitute time sheets and make any adjusting entries in ISIS HR for those substitutes that replaced a Paraeducator. The following are the hourly rates for day-by-day substitute teachers and paraeducators as approved by the Board of Elementary and Secondary Education effective February 18, 2005:

- Para-educator $10.00/hour - $70.00/day
- Teacher-High School Diploma $11.00/hour - $77.00/day
- Teacher-College Degree $12.00/hour - $84.00/day
- Teacher-Certificated $13.00/hour - $91.00/day

In addition, the following rates were approved for day-by-day substitutes after 10 continuous days of employment for one teacher beginning on the 11th day:

- Teacher-College Degree $14.29/hour-$100.00/day
- Teacher-Provisionally Certified $17.86/hour-$125.00/day
- Teacher-Certificated $21.43/hour-$150.00/day
These provisions will be in addition to current policy which provides: “In the event a long absence of an employee occurs due to a sabbatical leave or a verifiable absence of such length as to have a significant impact on the instructional program, as documented by the appropriate administrator, an individual who is otherwise eligible for permanent full-time employment in the position held by the absent employee may be paid at the per diem rate of pay determined by their credentials and the position in which they are substituting.”

SSD Central Office staff will verify the consecutive days worked for the same teacher and the substitute’s credentials to confirm that the higher hourly rate can be paid. If the consecutive dates lap into a following pay period, a copy of the prior pay period for that substitute is made and attached to the current time sheet. An Excel statement is prepared that provides the following information: Substitute Name, Personnel No., a listing of the Consecutive Dates, the name of the staff substituted for, Date of the 11th day, the # of Hours in the current pay period the sub earned above the 10th consecutive day, the Higher Rate that the substitute is eligible for, and his/her education credentials. The State Director’s signature is obtained and this statement is also submitted, with the substitute time sheets to HR by NOON on the Monday after the pay period closes. A copy of this statement with the State Director’s signature is kept in Central Office files.
STUDENT DISCIPLINE

- No student in SSD may be expelled from school.

- No student in SSD may be suspended from school as disciplinary action.

- Corporal punishment shall not be used in SSD Schools.

- When a student in SSD is consistently disruptive, the school shall address the management of that student’s behavior as a component of his/her educational program. Functional behavior assessment and behavior management plans for individual students shall be developed as necessary to address inappropriate behavior in the classroom. When a student is consistently disruptive in both the classroom and in non-educational settings, SSD staff will work with the appropriate facility staff to develop a coordinated management plan.

- If a student becomes so disruptive or harmful that he/she poses a serious threat to the well-being of staff or students, that student may be temporarily removed from educational services by the treatment team to develop alternative services for him/her. Any change in student placement to a more restrictive setting will be determined through re-evaluation of the IEP.
STUDENT RECORDS

SSD shall maintain a student record file in accordance with the policies established by the State Board of Elementary and Secondary Education (BESE), State and Federal statutes and regulations.

Student cumulative records shall continually be updated and, when applicable, contain the following as identified by State statute or law:

- Name, gender, social security number or a state-assigned identification number, date of admission, and date of birth;
- Name and address of parents, legal guardian, and/or next of kin;
- Language or means of communication, spoken or understood;
- A cumulative record of the student's progress through the curriculum;
- Health history;
- Student grades;
- Attendance records;
- Results of vision and hearing screening;
- All immunizations given in accordance with the requirements of the State Department of Public Health recorded on a cumulative health record;
- Scores on LEAP 21 tests and scores on local testing programs and screening instruments necessary to document the local criteria for promotion;
• Information (or reasons) for student placement, including promotion, retention, and/or remediation and acceleration;

• Information on the outcome of student participation in remedial and alternative programs; and

• A copy of the letter informing the parent of either the placement of the student in or the removal of the student from a remedial education program.

The following are applicable to students eligible under IDEA or Section 504:

• Records of parent/teacher conferences prior to referral to pupil appraisal;

• Results of all educational screening information;

• Educational interventions and their results;

• Multi-disciplinary evaluation reports;

• A copy of the IEP, including least restrictive environment justification;

• A copy of the Individualized Accommodation Program (IAP);

• A copy of the parent’s written consent for the student to be moved from an alternative to a regular placement program;

• Documentation of contact with School Building Level Committee prior to referral to pupil appraisal;

• Access sheet for special education confidentiality;

• LEAP 21 Individual Student Reports.
Each teacher shall be provided with record forms or materials on which the roster of each class taught shall be kept and on which all data used to determine student progress shall be recorded.

- This record is and shall remain the property of the school and shall be filed with the principal at the end of the school.

**Student records shall be reviewed regularly, and results shall be used for instructional planning, student counseling, and placement.**

In addition to the above-listed required elements to be maintained in the Student’s Cumulative Folder, the following information shall be maintained:

- Sex, height, weight, color of hair, color of eyes and recent photograph
- Reason for admission or referral problem
- All individual evaluations which shall be on record and made available to the authorized State Department of Education personnel for review upon request
- A cumulative record of the student’s progress through the curriculum with provisions made for this record to follow the student if he/she were to transfer
- Accident reports, seizures and illness
- Behavioral incidents
- Attendance records
- Anecdotal notes
- Media releases
• Individual Education Program (IEP)

  • Established by an interdisciplinary team in accordance with Federal requirements

  • A statement of the present level of education performance

  • A statement of annual goals, including short-term instructional objectives

  • A statement of the specific educational services to be provided to each student and the extent to which each student will be able to participate in regular educational programs

  • The projected date for initiation and anticipated duration of such services

  • Appropriate objective criteria and evaluation procedures and schedules for determining, on at least an annual basis, if instructional objectives are being achieved
DESTRUCTION OF STUDENT RECORDS

Special School District’s (SSD) policy for Destruction of Records indicates that all student records must be maintained for at least 5.5 years or until 23 years of age.

A. It is general practice that when student records have existed for a minimum of 5.5 years or the student has reached 23 years of age, only for past students who did not get IDEA notice, records may be destroyed with some limitations.

B. Upon release/discharge exit, each parent will be provided a notice which includes the following language: name, date, date of exit, and “Upon release, discharge, or exit, SSD no longer needs student records to provide educational services. Parents or students who are of age majority may request that the record be destroyed. Should additional information be requested, please contact_____________”.

C. Every school must continue to maintain a cumulative record of every student’s education record.

The following pertinent information should be maintained as recorded on a cumulative card at each site for every student whose records have been destroyed.

- Student’s Full Name
- Date of Birth
- Social Security Number or State-Assigned Identification Number
- Individual Evaluation Date, most recent
- IEP Date, most recent
- Exceptionality
- Date of Administration
- Date of Exit
- Location of Discharge
- Documentation that a Transition/Discharge Packet has been provided to the parent/guardian/student if at age of majority. In addition, parents should receive a copy of this policy regarding the destruction of personally identifiable information when students are enrolled in SSD.
PERFORMANCE INDICATOR REPORTS

The Objective Reporting Form must be utilized by each teacher of IEP authority for reporting quarterly data to the Regional Coordinator or other designated supervisor. It is the responsibility of the Regional Coordinator or other designated supervisor to compile this information on the Performance Indicator Report Form. This form and the Objective Reporting Form backups must be submitted to the designated Central Office position for Performance Indicator data collection.

Students Reported on the Objective Reporting Form:

- All students with IEPs enrolled during the reporting period are to be reported whether present or discharged, regardless of the number of days enrolled.

- Columns B, Date of IEP Conference; C, Date of Admission; D, Date of Discharge; E, # of days enrolled; and F, # of Objectives on the IEP are also mandatory.

- Students who are enrolled less than 10 days may have columns G, # Objectives Projected; H, # of projected objectives achieved and I, Percent achieved; unreported if it is not possible to establish a projection of objectives due to short enrollment. Students enrolled 10 or more days must have objectives projected.

Number of Objectives Projected:

- The number “# of Objectives Projected” is a professionally estimated number of objectives which the student should have addressed, given treatment and disability conditions, during the period of enrollment. The teacher reporting the student information must consider the actual number of days of enrollment and ascertain the number of objectives that should have been addressed during the enrollment period. As an
example, should a student with 60 objectives based upon annual goals have been enrolled six months, then it is reasonable to project that only 30 objectives should have been projected; if enrolled only one month then only five objectives; and if two weeks, then only one objective. These projections would be reasonable under optimal educational situations. Additional factors should also be considered. As another example, should a particular student have been restricted to a unit for medical reasons to monitor medications adjustments, then it is reasonable to project that the student would have attempted to master even fewer objectives.

In cases where an objective has been essentially mastered but is being maintained for reasons stated by the teacher, these objectives should not be included in the number of objectives projected until they have been determined to have been fully mastered and are no longer in need of being addressed.

**Percent of Objectives Achieved:**

This figure is obtained by dividing the number of objectives achieved by the total number of objectives. Please note it is not possible to report completion percentages above 100%.

**Performance Indicator Report Form:**

The designated site employee should assimilate this information on the Performance Indicator Report Form for submission no later than the 5th day of the reporting month.

**Summary:**

Students should be held to reasonable, supportive and compassionate expectations, not punitive or unreasonable expectations. Instructional staff should maintain the Objective Reporting Form on an ongoing basis instead of attempting to complete the information at the
end of the quarter. This form should be partially completed before the end of the reporting period in order to timely finalize for submission by the due date. The designated site employee compiling data on the Performance Indicator Report Form must also keep in mind due dates and submit by the established dates.
TRANSPORTATION

The Special School District (SSD) provides educational services in a wide variety of state facilities. Most of the state-operated facilities have school buses, while others have vans for the transportation of children to events outside of the facility, but some do not.

STUDENT TRANSPORTION

The transportation of students shall be in accordance with the policies, rules and regulations of the facility where the SSD program is located. All such transporting of students must be coordinated with the facility where the student is a resident. SSD employees transporting students will meet all appropriate criteria as outlined.

School Sponsored Events

If the trip is a school-sponsored event, SSD personnel may only drive students in a school bus that meets all federal and state requirements of a school bus, including color, size, signals, etc. In addition, the drivers of these school buses must meet all state and federal licensure requirements.

Facility Sponsored Events

If the event is sponsored by the facility and not SSD, the facility is free to arrange for its own transportation for children including vans, SUV’s, and other non-school bus vehicles owned by the facility. If the facility requests that SSD site personnel accompany children on these facilities–sponsored events, they are permitted to do so. However, the SSD personnel are on the trips in the limited capacity of “aides,” to assist the facility personnel with the children. SSD personnel may not exercise authority over these facility-sponsored events.
When accompanying children on facility-sponsored events, SSD staff may ride in the van/SUV/bus to assist with the children on the bus. If seating is limited or for other justified reasons, SSD personnel may also follow the bus in their own cars. If any employee intends to follow the bus in their own car, the employee must obtain prior approval for mileage reimbursement. All employees, whether riding in facility or SSD vehicles or their own vehicles, must submit prior requests for gratis travel.
7.0

SITE OPERATION HANDBOOK

- 7.1 Personnel Administration
- 7.2 Instructional / Students
- 7.3 Records and Reporting
- 7.4 Safety
- 7.5 Admissions and Child Search
- 7.6 Time / Attendance / Scheduling
- 7.7 Transportation
DEFINITIONS

Note: If there is a violation of any part of the Operations Manual, the Regional Coordinator will address the violation(s) within the established guidelines provided by the Department of Education and Special School District.

**DEFINITIONS**

**Carnegie Units** - Units of High School credit. Refer to SSD Pupil Progression Plan.

**Child Search** - Child Search is a process of identifying and tracking students that have “fallen through the cracks” of the educational, medical, and/or mental health systems prior to placement in SSD facilities.

**Homeroom** - The teacher to whom a student has been assigned primarily to keep records and to act as an advisor.

**Operations Handbook** - This guide makes local procedures clear.

**Surrogate Parent** - An assigned legal (voluntary) representative for school admissions, evaluations, and Individual Education Plans.

**Teacher of Record (TOR)** - The teacher to whom a student has been assigned primarily to keep records and to act as an advisor.

**ACRONYMS**

**CBI** - Community Based Instruction

**CPR** - Cardiopulmonary Resuscitation
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>DAR</td>
<td>Daily Assessment Report</td>
</tr>
<tr>
<td>EPO</td>
<td>Exclusive Provider Organization</td>
</tr>
<tr>
<td>HMO</td>
<td>Health Maintenance Organization</td>
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<tr>
<td>IE</td>
<td>Individual Evaluation</td>
</tr>
<tr>
<td>IEP</td>
<td>Individual Education Program</td>
</tr>
<tr>
<td>MSDS</td>
<td>Material Safety Data Sheets</td>
</tr>
<tr>
<td>OTC</td>
<td>Over the Counter Medications</td>
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<tr>
<td>OYD</td>
<td>Office of Youth Development</td>
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<tr>
<td>PPO</td>
<td>Preferred Provided Organization</td>
</tr>
<tr>
<td>SSD</td>
<td>Special School District</td>
</tr>
<tr>
<td>TOR</td>
<td>Teacher of Record</td>
</tr>
<tr>
<td>UTC</td>
<td>Unable to Complete</td>
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</tbody>
</table>
7.1.2

JOB ASSIGNMENTS

Assignments are not permanent.

All staff is reminded that classroom or program assignments are not permanent including instructional location (setting). Ongoing adjustments to staff assignments will occur as the needs of the school program change. Staff assignments are made according to student and program needs.
JOB DESCRIPTIONS

All SSD personnel must be familiar with their job descriptions.

Job descriptions are available for all SSD personnel. Copies of job descriptions will be given to personnel. A signed copy of each employee's job description will be kept in the administrative folder at each site and in the Central Office official personnel file.
USE OF AUTOMOBILE

Automobiles must be operated in a manner compliant with facility guidelines (where applicable).

- Vehicles are registered with the facility through the SSD office. Changes in vehicles must be reported to the site contact's office promptly for the purpose of registering with the facility.

- Speed limits and traffic signs are posted and enforced.

- Student transportation in personnel's automobiles is not permitted.

- School employees are required to familiarize themselves with and follow vehicle and traffic control procedures in the facility Safety Manual.

- School employees who receive violations will be referred to DOE for the mandatory Defensive Driving course as described in DOE and SSD policies and Procedures.

- Staff is to park personal vehicles in designated areas according to facility rules and policies.

- SSD employees are directed to review and know the facility policies and procedures related to vehicle operations, as well as, DOE and SSD policies.

- Access to LDOE policies is available online. See LDOE website for complete policy information: http://www.louisianaschools.net/lde/hr/2307.html

- Staff is to update driver history annually. See LDOE website for form and information: http://www.louisianaschools.net/lde/ssd/2376.html
All new employees of the school are required to have a folder opened at the medical clinic.

- T-B skin tests may be required by the facility.
- Annually, flu shots may be available and may be free of charge.
- Additionally, other immunizations may be available such as hepatitis B series.
- Medical directives prescribed by the facility, which guarantee the safety of all employees and clients must be followed. It is the employee’s responsibility to review and know facility policies.
LINES OF COMMUNICATION

Lines of communication should be followed to ensure an efficient operation of the school. When official school business is being conducted, these lines of communication should be followed.

- Para-educator to teacher.

- Teacher to site contact person.

- Site contact person to Regional Coordinator as the central office representative.

- Regional Coordinator to Coordinator 3 and State Director.

School employees should request permission from the site contact person who in turn will obtain approval from the Regional Coordinator before contacting the SSD Central Office. In no case should staff contact central office unless failure to contact would be a violation of facility policy.

School employees are to obtain permission from the site contact person who in turn will obtain approval from the Regional Coordinator before contacting the State Department of Education. The Regional Coordinator is the Central Office representative and should not be circumvented.
7.1.7

RADIO COMMUNICATION (if applicable to the site)

- Staff is to use radio communication when leaving the school building (if applicable to the site).

- Two-way Radio communication devices are to be taken with staff when leaving the building.

- Radios are not to be used within the classrooms during instruction.

- Radios are to be stored / located in the office area on their chargers when not in use.

- Staff is to take a radio upon exiting the building with a student (or without a student). Also, administrative and / or office personnel should be informed of the departure and have a radio to communicate. It is the exiting employee's responsibility to make sure that a line of communication is in order before departure.

- All radio volume levels should be adjusted so as to not disrupt the entire educational environment.

- A movement log must be maintained indicating the location of personnel and radio. The date, time, staff name, destination/ location, and return time should be entered into the log. At no time should a communication device be left unattended.
DRESS CODE

All employees are to be appropriately dressed following the guidelines for all facility operated employees.

- Employees are to project a professional image at all times. They are to be well groomed and neat in appearance, with special attention to hair, clothing, and shoes.

- Employees should dress in such a manner that attention is always placed upon the best educational context. They are expected to use common sense and discretion in the clothing they wear to work. Since an employee's manner of dress is included in an assessment of their professional competence, administrators are the final arbiters in any departures from good judgment. Refer to facility policies.

- Any clothing which is considered sexually provocative is not acceptable. Shirts or dresses with cut-out necks and sleeves are not to be worn. Low necked, revealing, and/or see-through clothing is not acceptable. Skin-tight, body-molding pants are not acceptable, as they may be considered provocative. This includes ankle length leotards. T-shirts, hats, jewelry, or other items which display drugs, alcohol, profanity, sex, and/or nudity are not to be worn. Hats are not to be worn in the building.

- Hoop and dangling earrings should not be worn by employees due to safety factors. Excessive and/or expensive jewelry is discouraged as it may be damaged or inflict harm during crisis intervention. Care should be taken in selecting clothing and jewelry, keeping in mind the potential crisis intervention situation possibilities at the facility.

- Fingernails shall be kept trimmed due to the possibility of inflicting harm during crisis intervention.
- Shoes that allow easy mobility and are suitable for walking or running are appropriate. Heels higher than 1 1/2 inch should not be worn by employees who come in contact with clients. Backless shoes and flip-flops should not be worn by employees.

- Caps, hats, scarves, bandanas covering the entire head are not to be worn inside the school, with the exception of circumstances where it relates to safety and/or sanitation to the job.

- Hair should be arranged so as not to interfere with vision or performance of duties. Curls should not be worn. Hair is to be kept neat and clean as well as combed at all times.

- Sunglasses should not be worn inside the building. Prescription photo lenses may be worn if required by physician.

- If you are uncertain about appropriate apparel, please feel free to discuss such with your supervisor. In addition to facility policies, extremes in clothing should be avoided.

- Jogging apparel and warm-up suits are not to be worn to work (this does not apply to physical education teachers).
7.1.9

STAFF ID BADGE

All SSD staff should wear the facility id badge at all times.

- Staff is to wear the facility identification badge at all times when on duty.

- Staff is to comply with the facility policies and procedures concerning proper identification.
7.1.10

SMOKING POLICY

According to facility policy, smoking is allowed only in designated areas.

- There are designated areas where smoking is permitted (see facility policies).
- At no time will smoking be permitted in the presence of students.
- Smoking is prohibited in all buildings (including private offices).
- Smoking is absolutely prohibited in any area used by Special School District.
- Please refer to the Louisiana Smoke-Free Act 815 of the 2006 Regular Session.
PLANNING PERIODS

Teachers will be assigned a planning period according to applicable standards.

- The planning period should be utilized well, usually to prepare for student instruction; however, there may be occasions when various meetings or school projects will disrupt such planning periods. Planning periods are also time for preparing unit information, completing other required paper work, IEP development, and conferring on professional matters.

- The planning period is not a social period of time. You should not visit other classes when instruction is in progress unless you are participating in the lesson / activity taking place.

- Para-educators may not be assigned a planning period.
7.1.12

PERSONAL READING MATERIALS

Employees should not have any personal reading or other related items visible during the workday except for lunch break.

- All personal reading or other related items should be secured and out of sight except during the lunch break. This includes newspapers, magazines, crossword puzzles, homework assignments (for those attending school), personal posters, calendars, framed items, etc. which express personal preferences regarding non-instructional, non-academic topics such as religion, politics, etc. This will help ensure that each staff member is involved in classroom instruction and is properly monitoring assigned students.

- Staff is to know and follow facility policies and procedures related to this topic.
7.1.13

EMPLOYEE’S FAMILY MEMBERS/GUESTS

Family members or other guests are not allowed to visit with school employees on duty.

- Employees’ children, other family members, or friends are not allowed to stay with personnel while on duty. Contact with students by family members is strictly prohibited.

Employees are to know and follow facility policies and procedures relative to this topic.

- No pets are allowed.
EMPLOYEE CONFIDENTIALITY

Confidentiality of employee time / attendance records and personnel files will be maintained.

- Information regarding attendance or personnel records will not be shared with others unless a written release has been given by said employee. These records cannot be posted on notice boards at any time.

- Unauthorized release or posting of employee information is prohibited by law.
7.1.15

STUDENT AND STAFF PERSONAL TELECOMMUNICATION DEVICES

No personal telecommunication devices (e.g., cell phones, pagers) are allowed in the facility (where applicable).

- Staff is to follow the facility policy relative to cell phone usage.

- Regional Coordinators and Site Contacts are granted permission by the Office of Youth Development to carry a state-issued telecommunication device.
TELEPHONES - PERSONAL TELEPHONE CALLS

Telephones are for work-related calls. All personal telephone calls should be kept to a minimum.

- Staff members will keep all personal telephone calls at a minimum during working hours.

- Only emergency-type personal phone calls should be placed on facility and SSD lines. Employees should not tie up outgoing lines for personal purposes.

- Messages received during class time will be left in the individual's mailbox, unless they are of an emergency nature.

- School personnel should be familiar with and adhere to facility telephone use procedures.

- Special permission requests for carrying personal telecommunication devices must be made in writing and forwarded to the Regional Coordinator. The staff and/or student making the request in writing, must justify the reason(s) why the current land-line- phone system is inadequate to meet his/her particular needs for telecommunication (where applicable).

- If granted permission, the telecommunication device must be set on vibrate and NO personal cell phone calls can be made or answered during instructional classroom time (where applicable).

CELLULAR TELEPHONES/BLACKBERRIES

- Cellular telephones and Blackberries are for Special School District (SSD) business purposes only.
• Each month, employees are to carefully review the cellular charges and acknowledge that all charges are for business purposes only.

• An inter-office memo from Appropriate Control is to be signed and returned to the Central Office verifying that this cellular telephone or Blackberry as well as all charges, are for business purposes only.
CORRESPONDENCE/COMMUNICATION

All correspondence and communication including telephone and electronic communication utilizing school, facility or SSD letterhead or correspondence that represents the school, facility or SSD must be processed through and approved by the appropriate school administrator and regional coordinator prior to dissemination. Submit all correspondence/communication to the SSD Regional Coordinator. Employees must not communicate personal feelings or thoughts which do not reflect such of the agency during official work hours or on the work site. Employees may not use school, facility, SSD or other agency's letterhead, facsimile machines, e-mail, or telephones for these activities.

The official Department of Education Letterhead and SSD letterhead must not be issued without following communication protocol and having in advance written prior approval from the Regional Coordinator.

- An approval line with the Regional Coordinator signature must be placed over the printed name and title at the close of the correspondence/communication.

- The Regional Coordinator's signature or initials must be on all official requests or documents leaving the school.

- When using memorandum format, the initials and the word "approved" must appear next to the printed name and title of the administrator.

- If the Regional Coordinator is not on the facility grounds, the Regional Coordinator designee must be contacted.
7.1.17

FOOD AND SNACKS IN CLASSROOM

Food and drink are not permitted in the classroom during instructional class time.

- Staff is not permitted to eat, drink or chew gum during class time. These practices are disconcerting and cause student distraction through extraneous sensory stimuli.

- Staff is to know and follow facility and school administration policy relative to edible reimbursement given in the classroom.

- The Regional Coordinator will approve only documented medically necessary exceptions to this policy.
MAILBOXES

Mailboxes should be checked daily.

- Staff will check and review written communications routed by mail to their boxes daily.

- Staff is to check their mailbox in the AM and PM during Time and Attendance arrival and departures of the facility.

- Forms or reports received are to be completed within requested time frames.
LOST KEYS

Lost keys should be reported immediately and an incident report completed.

- When an employee realizes that keys have been lost or taken by a student, supervisors and staff should be notified immediately.

- Facility specific reporting forms should be completed immediately and submitted in the format required; e.g., e-mail. A UOR report should be completed immediately for OYD facilities.
SLEEPING ON DUTY

Sleeping on duty is not allowed.

- Employees are not to sleep while on duty. If an employee while under a doctor's care requires medication which will make them unable to stay awake, that employee should be on approved leave.
7.1.21

CONTRABAND

Weapons, illegal drugs, and alcohol are not permitted on campus.

- All employees must annually receive, review, and sign the facility Substance Abuse Policy (where applicable).

- All employees are expected to be familiar with and adhere to the facility contraband policy.
FACILITY REQUISITIONS

Requisitions from dietary or the warehouse must be processed through the school office (where applicable)

- A requisition form is to be completed and given to the employee’s supervisor to sign when requesting equipment from the warehouse or dietary. All requests must be signed by the school office.
REQUISITIONS/ORDERING MATERIALS FROM SSD

Orders and requests for supplies and materials which are to be processed through the central office are to be completed on the proper form.

- This form is to be completed and processed through the Site Contact. The information should be as specific as possible since substitutions are often made at the state level.

- The Regional Coordinator will review and approve or deny the request.

- Approved requests will be forwarded to the Regional Coordinator's supervisor in the SSD Central Office.

- The administrative/office assistant will assist in the coordination of the purchasing process, completing purchase requisitions, communicating with Central Office, receiving and distributing purchases and other required administrative documentation (where applicable).

- The administrative/office assistant will keep inventory of materials and supplies; check, monitor, reorder, and distribute office supplies as needed (where applicable).

- The administrative/office assistant will maintain copier, fax machine, and other office equipment per maintenance agreement and for proper usage (where applicable).
MAINTENANCE REQUEST/HOUSEKEEPING

Request for maintenance must be processed through the school office (where applicable).

- When needed, a Work Order Request form is to be processed through the school office.
PROPERTY CONTROL

All staff is required to maintain class inventories according to procedures:

- Staff will be provided a copy of the inventory assigned. This list is to be posted on the back of the classroom or office door.

- Staff should verify that the list is correct with any discrepancies or corrections reported to the designated inventory control employee for the site. Staff should make copies of this list for use in reporting discrepancies and changes.

- Any movement or changes of inventory may be done only after a relocation form has been completed and approved by the Regional Coordinator.

- Periodically, some items are taken to surplus. If staff has items which need to be placed in surplus, please notify the Site Contact.

- Staff is responsible for the items on this list. Employees are also responsible for verifying that the property on this list is, in fact, in their possession and present.

- When asked to verify an inventory staff should not simply verify the items on the list; inventory each item in the room.
7.1.26

EMERGENCY CLOSINGS

• The school program may be closed when emergency conditions exist. School closure due to emergency conditions will be determined by the administrator of the facility and the State Director through the State Superintendent. If the administrator is not sure of the closing, he/she should be able to verify such with the Site Contact person or Regional Coordinator.
FACULTY MEETINGS

All staff is to attend faculty meetings as scheduled.

- Staff will be notified of the time and location of faculty meetings.

- Faculty meetings may be held after normal work hours with a one-week notice provided to staff.
IN-SERVICES

Opportunities to attend in-services, workshops, conferences and conventions may be provided to staff. Representation at an out-of-school in-service will be determined by these factors:

- SSD regulations
- Classroom coverage
- Relatedness to job description
- Discretion of Regional Coordinator

Ideas regarding in-service topics are welcomed. They can be routed to the Site Contact person on a request form.

Certain school-sponsored in-services are held annually. These include the following:

- Confidentiality
- Drug Prevention Education
- IEP Writing

Additionally, the facility requires certain annual in-services. These include:

- CPR
- Fire/Life Safety
- Annual Review
7.1.29

PRECAUTIONS AGAINST PERSONAL LOSS

The school is not responsible for personal items. Precautions should be taken to reduce the risk of personal and facility property loss. Precautionary reminders:

- All personal property should be locked in a desk or locker.

- No employee should be out of direct contact with his/her prescription medication (refer to facility policies and procedures).

- No money should be left in the open or not in your personal control.

- All small hand held instruments should be locked in a desk drawer or locker when not in use.

- When an employee leaves their desk or office and the office is vacant, all lockable items and/or doors should be locked.

- When the building is closed for the end of the day, weekend, or holiday, lockable items, inter-office and exterior office doors should be locked.

- Staff should follow facility procedures for returning all keys when leaving employment.

- Staff should know who has duplicate keys to lockable items.

- Keys should not be left unattended.

- If there is a theft or damage, do not touch anything. Notify the appropriate facility administrator (where applicable) and Site Contact, and Regional Coordinator IMMEDIATELY.
SITE CONTACT PERSON

An SSD site contact person may be assigned to a facility. The site contact person will assist in the day-to-day operations of the school under the supervision of the Regional Coordinator.

Duties (MAY INCLUDE):

- Completing the Site Contact “Daily Assessment Report” and submitting to Regional Coordinator and Coordinator 3 by e-mail or phone (if internet system is non-operational).

- Completing a monthly Safety Check which should be conducted on the building / site according to the facility policies (where applicable).

- Assigning IEP duties and assisting in IEP reviews.

- Assigning Inventory control.

- Assigning the task of conducting Time and Attendance Self Reviews.

- Ensuring that SSD Central Office and Regional Coordinator correspondences are provided to all staff as identified.

- Ensuring that reporting information is complete, accurate, and transmitted, meeting specified timelines.

- Ensuring that the Regional Coordinator is informed relative to:
  
  - All meetings, SSD/facility staff issues and communications
  
  - Policy and procedural violations by SSD staff
- Student, parent, staff, and facility concerns / needs

- Unusual occurrences

- Assisting in collecting data and information. Also, assisting in conducting needs assessments of facility, staff, and students.

- Assigning tasks in orientation of new employees.

- Attending in-services, workshops, meetings etc. and traveling to other facilities as directed by Regional Coordinator.
7.1.31

PERSONNEL EVALUATIONS

The accountability plan for SSD is adhered to in regard to faculty / staff evaluations.

- Regional Coordinator is evaluated by the Coordinator 3.

- Teachers are evaluated by the Regional Coordinator.

- Para-educators are evaluated by an assigned teacher and/or Regional Coordinator.

- Non-instructional personnel including Pupil Appraisal staff, i.e., Educational Diagnosticians, School Psychologists, and Social Worker are evaluated by the Regional Coordinator.

- All Staff should receive annual training on the SSD Accountability Program for Certificated Personnel & Non-Certificated Personnel.
CLASSROOM OBSERVATIONS/SCHOOL STAFF

Classroom visits are made by the following:

- Regional Coordinator
- Pupil Appraisal Staff
- Other Classroom Teachers
- Facility Personnel
- SSD Central Office Staff
- State or Federal Monitors
- University Students and their instructors
- Approved volunteers and guests of the facility or school and others as designated by governing authority.

Prior notice for formal observations is the same as in a pre-observation conference. In addition, the Regional Coordinator makes classroom visits to ensure the educational needs of students are met and to support staff.

Classroom visits may be made at any time and for a variety of reasons.

**Pupil Appraisal Staff** - Confer with teachers and visits classrooms to observe students in the Pupil Appraisal services.
**Classroom Teachers and Paraeducators** - May visit other classes upon requesting permission from each teacher. Proper coverage of one's own class must be assured. Familiarity with others' programs, together with the sharing of ideas and materials, is encouraged.

**Facility Personnel** - Psychiatrists, psychologists, social workers, nurses, attendants, occupational therapists, music therapists, and speech therapists are some of the hospital personnel working with the school and sharing common interests such as point systems and student evaluations. Welcoming them into the classroom is encouraged. They should seek teacher approval in advance. Interagency agreements allow SSD to work together for the benefit of the students and staff.

**SSD and Central Office Staff** - Visit classrooms while on site. They like to get to know about individual teachers, the overall school program, and compliance issues.

**State or Federal Monitors** - The facility and SSD programming may be monitored.

**University Students and their Instructors** - Students should seek teacher approval prior to observations. They may help in the classroom and log hours for their coursework. They sign confidentiality forms. Other university students are in speech therapy, psychology, and social work. Also, depending upon the number and background of the observer (groups of student nurses or student teachers), teachers may deny admittance with sufficient reason (limited space, distractions). A visitor's behavior and presence is expected to be such that the classroom operation proceeds smoothly.

If a teacher ever has concerns about the identity of a stranger seeking admittance as an observer in a classroom, he should contact the Site Contact right away. Also, depending upon the number and background of the observer (groups of student nurses or student teachers),
teachers may deny admittance with sufficient reason (limited space, distractions). A visitor's behavior and presence is expected to be such that the classroom operation proceeds smoothly.
ACCOUNTABILITY/PROFESSIONAL GROWTH

The SSD accountability plan, encouraging professional development, is followed.

- Certificated and non-certificated personnel complete Professional Growth Plans.

- In-services are provided by the school, the operating facility, the district, and other sources throughout the year.
7.1.34

EMPLOYEE CONDUCT WITH CO-WORKER

School employees are to maintain a positive image and professional demeanor with one another and facility personnel.

- A positive image and professional demeanor should be projected at all meetings, conferences and contacts with facility personnel. Disputes will arise between individual employees from time to time; however, the concerned employees should move to other concerns quickly in the provision of quality student instruction.

- Staff conflicts between SSD staff or facility staff will not be allowed to interfere with student programming; staff should be positive role models for conflict resolution.
GROUP INSURANCE

All employees are eligible to enroll in the State Employee Group Benefits Program (Medical Benefits and Life Insurance) as well as other HMO's, PPO's, Dental Insurance, and Accident / Dreaded Disease policies. Any application for the State Employee's program received after the 30-day period will be considered an overdue application, and the applicant will be required to complete a “Statement of Health” form and sign an acknowledgment of pre-existing conditions. New employees should contact the Regional Coordinator regarding enrollment in the plan and to receive a handbook explaining the benefits. The enrollment period for all plans and employees is April of each year.
CPR CERTIFICATION

Facility procedures require that all staff members are currently certified in cardiopulmonary resuscitation (where applicable).

- Training for certification or re-certification is offered by the facility at frequent intervals. Upon completion of the annual training / re-training, the employee receives a card which is copied for their personnel folder.

- Training in Safe Crisis Management should be completed annually (OYD Sites)
GRIEVANCE PROCEDURES

Grievance procedures are available to all staff when necessary. Please refer to the Personnel and Administrative Manual of SSD and BSS for specific instructions on filing grievances.
DISABLING CONDITIONS

Employees are to keep the site contact person / regional coordinator informed of any conditions which may interfere with their job performance.

- Before reporting to work, school employees should notify the site contact person / Regional Coordinator of any temporary impairment that may reduce their abilities to perform assigned duties.

- Use of leave may be required in such cases. Without exception, established procedures should be followed for requesting leave.
COMPUTER USE

The hardware, software and/or networks operated by Special School District (SSD) have been purchased with public funds. District computers, software, networks, and internet access are provided to support the administrative and instructional functions of special school district. These resources are to be used only for school district-related purposes.

- Communication using SSD hardware and/or software is not a private, personal form of communication. Although SSD staff does not actively and routinely monitor e-mail or other electronic communications, such monitoring can and does occur. Any applicable public records law would govern contents of any communication of this type.

- All users must follow existing copyright laws and restrictions regarding computer software and must not use District computer systems to violate any software license agreement, or any applicable federal, state, or local laws.

- Staff members who knowingly bring obscene, vulgar, pornographic, racist, gang-related, hate or other inappropriate material into the District's electronic environment will be subject to disciplinary action or charges in accordance with District policies or federal, state, or local laws.

- Games and other software that are not of specific educational or administrative nature should not be placed on any District computer. All software that is installed on District computers must be for a specific educational or administrative purpose. Acceptable educational games must be primarily marketed for instructional purposes. Games that are not particularly designed for or marketed specifically to the education market are not allowed on District computers. Educational software must address a benchmark,
standard or lesson plan. Excluded from this requirement are programs that are packaged with computer operating systems, utility programs such as anti-virus software, or utility software that enhances access to a computer’s resources such as multimedia utility software. If there is a question about the appropriateness of a particular software title, a request in writing should be made to the Regional Coordinator.

- Each school employee must agree and sign that they have reviewed SSD’s existing policy(ies) on the use of computer and other educational technology.

- Only teachers and authorized personnel should have access to computers containing confidential information e.g., IEPs
NEW EMPLOYEE ORIENTATION

New employees will receive training and orientation on SSD Policies / Operational Procedures. Central Office should have all of the information found on the pre-employment checklist from the employee prior to the employee start date. SSD Central Office will contact the Regional Coordinator in the instances where information is missing.

The Regional Coordinator will:

- Arrange for the new employee to receive facility orientation training. The length of training requirements will vary by facility.

- Assign a peer mentor to work closely with the new staff member. The assigned mentor will assist in orientation to the facility and be available to answer questions.

- Provide the new employee with facility, SSD, and LDOE Policy & Procedure Manuals. The SSD Operational Manual will be reviewed with the new employee by the Site Contact person and the Regional Coordinator.

For new teachers, the Regional Coordinator will:

- Arrange IEP in-service/training for the new employee. This will include the IEP development process, IEP folder organization, and IEP file placement in a secure file cabinet clearly marked Confidential, IEP conference scheduling, and facility accommodations for conducting meetings.

The Time Administrator / Site Contact / Regional Coordinator will provide:
• SSD and facility contact information i.e., staff names, titles, and phone numbers for both SSD office and facility offices.

• In-service on Time & Attendance, travel, and the facility's SSD office operations.
7.2.1

NOTIFICATION OF CLASS/LOCATION CHANGE

The Regional Coordinator/Site Contact Person must be notified if a class is being conducted away from the designated area.

- When a class is moved to an area other than the scheduled designated classroom area for instructional purposes, the teacher must obtain the approval of the Regional Coordinator and facility administration before moving to the new location.

- The Teacher is to provide an estimated amount of time expected to be relocated with the class.
7.2.2

SUPERVISION ON GROUNDS

Students should be closely supervised e.g., while at recess, breaks, on the playground, or in sports areas while under the direction of school personnel.

- Staff should closely supervise students at all times. Staff must be actively engaged in supervising the activities while remaining in constant contact with SSD staff.
7.2.3

INCIDENT REPORTING/STUDENTS

An incident report is to be completed and submitted immediately after an incident.

- Fill out an Unusual Occurrence Report (UOR)/Facility Incident Report after each occurrence. Report ANY injury to you, another in your classroom, office, or ANY disturbance in a working area e.g., fighting, stealing, safety concerns, etc.

- If staff or student is injured, the incident report should be sent to the facility nurse as well.

- **THE EMPLOYER REPORT OF INJURY/ILLNESS** should be completed by the Site Contact and/or Regional Coordinator for all employee accidents.

- An original copy of the Facility Incident Report is to be for all respective departments.
7.2.4

ASSEMBLIES AND OTHER SCHOOL ACTIVITIES

All school personnel are to participate in assemblies and other specially scheduled activities.

- All school personnel are to participate in assemblies and other specially scheduled activities (tournaments, guest speakers, presentations, etc). It is essential that all school personnel attend these activities, unless given permission by the Regional Coordinator/site contact person not to attend.

- Students should come to school as scheduled unless other arrangements have been made for facility staff to transport the students to an activity.
Classrooms are to be neat and orderly at all times.

- Classrooms should be arranged with chairs and desks in an orderly fashion and arranged to allow visual contact with students at all times by instructional staff.

- Students can participate in maintaining the cleanliness of the classroom as part of the end of the day routine. It is ultimately the teacher and the para-educator assigned to the classroom to ensure the classroom is clean and arranged for the following day's educational activities (routine custodial duties are not included).

- The condition of the classroom will be documented during classroom visits conducted by the Regional Coordinator.
7.2.6

END OF DAY ROUTINE

At the end of the day, personnel are to turn off the lights and lock their doors.

- At the end of the class day, the teacher or the para-educator is to turn off classroom lights and adjust the air-conditioning/ heating. Computers and equipment must be secured and the school building doors locked.
DANGEROUS ITEMS/SAFETY CONCERNS

Teachers and paraeducators are to exercise good judgment and extreme caution with materials, tools, chemicals, etc. that may cause harm to a student.

- Staff is to know and follow facility policies and procedures related to this topic. Potentially dangerous items, sharp objects or tools should be kept in a locked teacher's desk or a locked cabinet. Be reminded that 'liquid paper' is an item that has been abused by many students.

- Personal medications/OTC should not be brought into the secure area.

- School staff should be continuously aware of any object (hazardous materials) that a student may use as a weapon towards someone else or themselves. Examples would be pens and pencils, paper clamps that could be sharpened, strips of wood or metal from furniture that could be sharpened, scissors, etc.

- A supervising adult is to be in each classroom at all times. DO NOT discard potentially dangerous items in wastebaskets. Take such objects to the appropriate location in each building for disposal (ALUMINUM CANS CAN MAKE VERY SHARP WEAPONS). Refer to facility and SSD policies concerning safety.
EQUIPMENT

Staff is responsible for equipment in their rooms.

- Prior to operating equipment, staff and students should be familiar with proper operation and know where to store the equipment when finished. Equipment in need of repair should be returned to the Site Contact Person. Removal of any equipment to another location requires that a "relocation form" be completed and sent to the proper liaison.

- It is the employee's responsibility to review and practice procedures established by SSD concerning equipment and inventory control.

SSD copiers are to be used for instruction or administrative purposes only.

- Any problem with the copier should be reported to the Site Contact Person.

- Do not attempt to work on the machines unless very basic maintenance is required (paper trays or easily cleared paper jams).

- The areas around the copy machines should be kept clean.

- Students are not to use the copier unless it is part of a supervised instructional lesson.

- Misuse of the copy machine may result in denial of future use and the assignment of "User ID numbers."

Instructional staff should consider alternate means of presenting materials prior to using copy machine for replacing materials. Examples include chalkboards, workbooks, computerized software, pencil and paper activities, and "hands-on" activities.
CONFIDENTIALITY OF STUDENT INFORMATION

All student information is confidential.

- Any information about a student should be kept in a locked cabinet/desk in the classroom. This includes grade sheets, IEPs, report cards, evaluations, hospital records, schedules, or anecdotal notes of conferences or student progress.

- Students should not have access to any information that may be placed in the teacher’s mailbox.

- Staff should not talk about a student in the presence of another student.

- Only individuals requiring access to confidential information concerning a student should have access concerning that student including written, verbal, or electronic. This must be posted.

- All staff will be required to review the facility Confidentiality Policy annually.

- Information regarding a student is to be viewed only by persons listed on the access sheet.

- Confidential information must be signed out using the sheet in each folder.

- Confidentiality of records extends to the community. School employees will guard against mentioning or acknowledging any student's name or identity.

Student’s last name should not appear on posted notices - i.e., schedules, bulletin boards, or other wall displays.

- Student's first names and last initials should be used on any posted notices.
CONFIDENTIALITY/PHOTOGRAPHS/VIDEO

Photographs or videos of students are not to be taken.

- Photographs or videos of students are not to be taken unless given specific permission by the facility administration. Photographs may be acceptable if there is no personally identifiable information (student's name, site name, etc.)

- Confidentiality of students is to be maintained.
CHILD ABUSE/NEGLECT

Report immediately any allegation of child abuse. Any suspicion of child abuse or neglect should be reported immediately to the supervisor, and an Unusual Occurrence Report (UOR for OYD) or facility incident report should be completed immediately. This includes reports of abuse from students (whether or not you can substantiate the information) or the neglect of consumers / clients / students from poor care. SSD staffs are mandatory reporters.
Students are to be properly attired, observe basic rules of personal hygiene and dress in a manner that would not disrupt the educational process according to the dress code policy of the school system in which the facility is located. To ensure that students observe basic rules of personal hygiene and dress in a manner that would not disrupt the educational process, adherence to the dress code of the facility is mandatory.
USE OF AUDIO-VISUAL EQUIPMENT/CLASSROOM USE OF VIDEOS/RADIOS

The showing of recreational movies and videos is prohibited in most cases. Radio / CD players are also prohibited in most cases.

- Audio visual equipment/videos may be used to reinforce lessons that are being presented or have been presented. During the summer session, or on special occasions, they can be used as a part of special activities. In any case, the videos used should be noted on the weekly lesson plans, indicating if they are to reinforce instruction or are used for enrichment or special occasions. This also includes "educational media" that are viewed on the computer.

- Videos should be selected according to:
  - The subject as it relates to the class subject matter;
  - Social skills training; and
  - Thinking skills training.

- For adolescent students, "G" videos may be allowed after being approved by the appropriate facility administrator and/or treatment team / Regional Coordinator (see facility administration for individual policies).

- "R" rated videos are not permitted to be shown. Staff should use discretion when showing "G" rated videos since even some of these videos may be inappropriate for use with the students.
• It should be remembered that most students have had numerous problems in school, and they need as much remediation as possible. They are here to be educated, not entertained. Videos and films must not be overdone as a “good thing.” They must be shown with restricted frequency. Many fine films and presentations are available; however, concern comes in the selection of only the best and most meaningful. Teachers may be inclined to give students breaks from academic work. This is not permitted. The fifth Nine Week Grading period is a regular academic session, not enrichment.

• Teachers do not determine curriculum. All video information, purchased, recorded, downloaded (e.g., United Streaming), must be approved by Regional Coordinator / SSD Central Office.
7.2.14

HALLWAY MONITORING/CLASS CHANGES/SUPERVISION

Hallways are to be monitored by teachers and paraeducators.

- It is the responsibility of all classroom staff to supervise students while in school. Teachers and para-educators should be consistent in supervising students during class changes. Students should be instructed that they are not allowed to stop for conversations or go to classes and areas other than their next scheduled class.

- At the end of each class period, a teacher or para-educator from each class should stand by their door(s) to supervise / facilitate a smooth change of classes.

- Students will walk in an orderly fashion to assigned classrooms. They will not be in the hall at any other time without permission, and they will be checked for destination, class, etc.

- Teachers allowing a student into the hall at times other than class changes should provide supervision for that student.

- In classroom situations, students must be supervised by school personnel at all times. Students are never to be left unattended; either a teacher or para-educator or both must be present with students at all times.

Escort Ratio:

- Staff escorting students shall ensure that students are escorted into the presence of staff responsible for the area.

- Leaving students in any area without notifying the receiving staff is prohibited.
• Youth Care Worker staff transporting students to SSD classrooms shall escort the students directly to the classroom teacher or school personnel (OYD).

• Teachers will stand outside of their classroom doors with a count sheet and verify the youth's name prior to the youth's entering.
PUPIL PROGRESSION

All certificated and non-certificated staff must review the pupil progression plan annually. As required by BESE, SSD maintains a Pupil Progression Plan. This plan must be reviewed at least annually by each teacher.
INDIVIDUALIZED INSTRUCTION

All students are to receive individualized instruction. All students should be taught on their academic functioning level using individualized instructional planning.
7.2.17

STAFF NAMES

All students are to address all staff by the last name of the staff person.

- School staff is to require all students to address them with the appropriate title (Mr., Mrs., and Ms.) and their last name.

- Additionally, on the outside of each classroom the teacher's and para-educator's last names should be posted.
COMMUNITY BASED INSTRUCTION

A request form must be completed for all off campus instructional lessons (where applicable).

- Teachers are permitted to arrange community-based instruction (CBI) trips using the school bus.
- Gratis Travel forms must be completed by all staff going on the CBI trip.
- A full CBI lesson plan must be submitted with the CBI Request form that outlines the objectives and activities at least a week in advance.
- A complete student participant roster with school personnel attending must also be attached.
- Those personnel certified as CDL drivers with training may operate the school bus on an off-site.
- School personnel are not permitted to transport students in personal vehicles.

The SSD provides educational services in a wide variety of state facilities. Most of those state operated facilities have school buses while others have vans for the transportation of children to events outside of the facility, but some do not. The question has arisen as to whether SSD site personnel can legally transport students in state owned vehicles, such as vans and SUVs. The policy is as follows.

School Sponsored Events:

If the trip is a school-sponsored event, SSD personnel may only drive students in a school bus that meets all federal and state requirements of a school bus, including color, size, signals, etc.
In addition, the drivers of these school buses must meet all state and federal licensure requirements.

**Facility Sponsored Events:**

If the event is sponsored by the facility and not SSD, the facility is free to arrange for its own transportation for children including vans, SUVs and other non-school bus vehicles owned by the facility. If the facility requests that SSD site personnel accompany children on these facility-sponsored events, they are permitted to do so. However, the SSD personnel are on the trips in the limited capacity of “aides,” to assist the facility personnel with the children. SSD personnel may not exercise authority over these facility-sponsored events.

When accompanying children on facility-sponsored events, SSD staff may ride in the van/SUV/bus to assist with the children on the bus. If seating is limited or for other justified reasons, SSD personnel may also follow the bus in their own cars. If an employee intends to follow the bus in their own car, the employee must obtain prior approval for mileage reimbursement. All employees, whether riding in facility or SSD vehicles or their own vehicles, must submit prior requests for gratis travel.
LESSON PLANS AND GRADE BOOK

Lesson plans are to be completed weekly and a grade book must be maintained.

LESSON PLANS:

- Each teacher must maintain lesson plan information on each student in each subject using the approved uniform school Lesson Plan for facility/school or SSD (if applicable).

- Lesson plans will be reviewed by the Regional Coordinator/Site Contact person for the following components:
  - Objectives: Comprehensive Curriculum/Grade-Level Expectations (GLE) and/or Content Standard
  - Activities: (student)/Procedures: (teacher)
  - Technology: Tools and Materials List to include all forms of technology tools and resources and materials
  - Assessment: Must be aligned with GLE/Content Standards
  - Assignment: Homework given
  - Accommodations/Modifications: Identify and describe accommodations/modifications needed so that students with exceptional needs can participate in the lesson.
  - LEAP REMEDIATION: All teachers, regular and special education, of students who receive remediation will coordinate the instructional effort through conferences,
exchange of lesson plans, test results, student profile sheets and other records on a weekly basis.

Positive Behavior Supports and facility discipline rules will be reviewed in the classroom weekly and reflected in the lesson plan.

**GRADE BOOK/SHEET:**

Teachers are to maintain a grade book for each school year.

The grade book must have all students listed that receive instruction from the SSD teacher by subject and class period.

The current school year and instructional dates must be indicated in the grade book.

Student class attendance must be recorded (see facility school administration policy on attendance coding if applicable).

These codes will be used throughout SSD Schools; however, each facility will develop their own site-specific coding for absences.

- ATTENDANCE CODES: A= Absent; AE= Absent Excused; AU= Absent Unexcused; T= Tardy; TU= Tardy Unexcused; E= ENTRY; X= EXIT THE PROGRAM

Student conduct and academic grades must be recorded.

The grading scale must be noted in the grade book and used (see facility school administration policy if applicable or SSD Pupil Progression Plan).
DISCIPLINE

Student behavior will be addressed through Individual Education Plans (IEP), Behavior Intervention Plans (BIP), the Behavior Support Plans (BSP), and Individual Treatment Plans (ITP).

- Students with a Behavior Support Plan (BSP) provided by the facility should have the BSP incorporated into the Individual Education Plan (IEP).

- SSD staff will follow the BSP/BIP/ITP and IEP behavior interventions.

- All staff will report incidents and behaviors in a timely manner according to SSD and facility policies. Staff should review all policies related to this topic.

- Staff is responsible to review the respective facility policies on Crisis Intervention and follow established procedures.

- Each new employee will receive training from the facility concerning behavior intervention and then updated annually as documented by training sign-in sheets and professional development.
EMPLOYEE CONDUCT WITH STUDENTS

All staff members will conduct themselves in a professional manner at all times. Staff members are to respect student rights and dignity at all times. Staff members will model appropriate behavior for the students.

At no time are staff members to become personally involved with students. While employees are expected to display a caring, compassionate, congenial attitude to students, appropriate limits must be set.

Employees are to avoid:

- Unnecessary physical contact with students.
- Giving or receiving of gifts to students
- Purchasing items for students.
- Undue select attention to students, unless part of the treatment/IEP plan.
- Contact with the students off grounds, while on pass, or after discharge.
- Correspondence with former students by phone/e-mail/ letter.
- Sharing detailed personal information.
- Joking, suggestive behavior, horseplay
- Verbal abuse/sarcasm
* Staff is to review and follow facility policies and procedures related to student/staff appropriate interaction.

** Any inappropriate staff involvement or behavior with students is to be reported in the form of a facility incident report and directly report to the Regional Coordinator.
COMBINING CLASSES

The combining of classes by teachers is limited to a few special occasions, with the prior knowledge/approval of the site contact/regional coordinator and school administration. Teachers wishing to combine classes for part of a day should first discuss the matter with the site contact person/school administration/facility administration.

Examples of times when it would be appropriate to combine classes are as follows:

- Emergency class coverage
- Eve of a major holiday
- Major televised event of national interest
- Attendance of special events (e.g., programs in gymnasium)
- Instructional Plan
CLASS CANCELLATION

The cancellation of classes by the school is to be avoided as much as possible; it is a “last-resort” measure used with the prior knowledge/approval of the regional coordinator.

- The site contact person will discuss the situation and possible alternative arrangements with the Regional Coordinator.

- Class cancellations impact negatively on students and their units and are to be done only when there are no alternatives. Students need a highly structured environment with a dependable routine. Good unit relations are needed in order to get the job done well. In addition, classes should not be dismissed early without prior approval of the Regional Coordinator or facility.
7.2.24

TEACHING SUPPLIES

Supplies are available on a limited basis from the SSD Supply Room.

- Office supplies are handled through the Site Contact, Time Administrator, and Regional Coordinator.

- Storage room containing supplies should be locked at all times when not in use.

- Items not in inventory should be requested according to SSD Small Dollar Reimbursement procedures.

- Staff should anticipate needs and order supplies in advance. The annual deadline for ordering should be adhered to when requested by Central Office.
VISITOR/STUDENT SIGN "IN" AND "OUT"

Individuals visiting or taking students out of the classroom must sign the student out (where applicable).

- Students are not to be taken out of instructional class time without justification. SSD staff or facility personnel who are removing a student from instructional time must document the purpose of removal.

- SSD staff/facility staff/other state agency staff/parents/authorized individuals must sign a student out of class noting the date, time, reason, and the return time.

- The following information should be recorded when a student is being removed from the classroom:
  - The name of the student
  - The person visiting or removing the student
  - The purpose
  - The date and the time checked "in" and "out."
CLASSROOM DOORS

Classroom doors need to be unlocked when occupied during the school day and locked when not occupied.

- Classroom doors may need to be closed during the change of classes; if so, be sure that the door is unlocked.

- Classroom doors should be closed during instructional time so as to not disrupt the educational environment of the school building. Noise levels should be monitored and controlled.

- All classroom and building doors should be secured and locked at the end of the day.
STUDENT CENSUS/SCHEDULING

Students will be scheduled in a timely manner.

- A student's schedule is based on the Individual Education Plan (IEP). An IEP must be developed by SSD policies and procedures and within the time frame established by SSD. The Site Contact person is responsible for notifying the Regional Coordinator of new admits through the Daily Assessment Report (DAR).

- A member of Pupil Appraisal will be identified as a SSD representative to attend student intake and will arrange for records and evaluations (if necessary). (Site Specific)

- The Site Contact person will assign the student to a teacher of record. (Site Specific)

- Copies of student schedules will be disseminated to all relative SSD facility/school personnel. (Site Specific)

- All SSD staff and Students are to follow the approved schedule. The schedule is reflective of each student's individual programming. The educational programming needs of the student supersede all other factors in scheduling. (Site Specific)
7.3.2

STUDENT CENSUS/SCHEDULING

A census list of all current students at SSD facilities will be maintained, updated, and disseminated.

- The Special Education Student Roster will be maintained and disseminated monthly to Regional Coordinator. (Site Specific)
- Student data must be updated in JPAMS/JSPED/SER as student records change.
- The teacher of record is responsible for completing a "student folder check" during records day every 9 weeks and turn in the information to the Site Contact / Regional Coordinator who will update the Special Education Student Roster file. (Site Specific)
OFFICIALLY DESIGNATED REPRESENTATIVE(S) OF THE SCHOOL

An officially designated representative(s) of the school will be named by the Regional Coordinator.

- The Regional Coordinator will identify SSD staff who will serve as ODR of the school.
- An approval list will be maintained at the site and with the Regional Coordinator.
- The ODR should not have any other role in the IEP process, e.g., the evaluator cannot sign as ODR.
REPORT CARDS/CUMULATIVE RECORD CARDS/ATTENDANCE

All students will be issued report cards

Site Specific:

- The homeroom teacher will distribute a grade sheet for completion by all scheduled teachers. These sheets should be distributed as soon as discharge information is received.

- The enrollment date should be recorded.

- When the grade sheet is completed, the homeroom teacher will then complete a report card. The date of admission and date of discharge (once the student has exited the program) should be recorded on the report card as well as any pertinent comments such as estimated functioning levels, motivation, or recommendations regarding placement. Forms should be filed in the student folders by the para-educator.

- If a student is discharged soon after the close of a 9-week period, a grade sheet and report card should be completed reflecting days enrolled for the new period.

- It is hoped that if a student has attended a week, a grade can be issued based on daily work; however, in the unlikely event that a grade cannot be issued, record “no grade” and make a comment indicating the reason. When issuing grades or completing report cards, use the grading scale printed on the report card.

- Students are counted present when they attend a special program, activity, counseling, and therapy. Students are counted unexcused if on home/ unit restriction or refuse to attend class, or if on elopement. (Site Specific)
Procedures for Disseminating Report Cards:

- The original copy of the report card should stay in the homeroom folder until the student is discharged. The Regional Coordinator or designee should sign the original copy.

- A copy of the report card should be given to the student.

- A copy should be mailed to the guardian. Be sure to check the school files to verify the guardian's correct name and address.

- A copy should be filed in the discharge folder located in the SSD office.

- Teachers should celebrate student achievement in the form of awards, certificates, and public recognition frequently.
7.3.5

PROTOCOL FOR IEP DEVELOPMENT AND RECOMMENDATIONS

An individual education program will be developed for each student within legal guidelines and requirements.

IEP Procedures and Development:

- The Teacher of Record (TOR) will document attempts made to involve the parent in the IEP process using the "Documentation of Attempts to Involve Parent(s)/Guardian" form when scheduling the IEP.

- The Teacher of Record (TOR), will based on available information, follow SSD procedures for IEP development, and complete the "Parent Concerns/Student Information Interview" form to be used in developing the IEP and addressing student needs.

- The Teacher of Record (TOR) will submit a draft of the student's IEP for peer review 3 business days prior to the scheduled IEP meeting. The word ""DRAFT"" must be stamped on all pages of the draft IEP.

- The assigned IEP reviewer and/or Peer Reviewer will review the submitted IEP and will complete the "IEP Records Review" and "IEP Component Review" forms. The corrected Draft IEP and forms should be returned to the TOR prior to the scheduled IEP meeting.

- The TOR will notify the Site Contact of IEP decisions after the meeting that may affect scheduling and programming using the "Changes In Placement/Services" form which is used to update schedules and SER information.
• AN OFFICIALLY DESIGNATED REPRESENTATIVE(S) (ODR) OF THE SCHOOL WILL BE NAMED BY THE REGIONAL COORDINATOR.

• If during the IEP Team meeting new concerns are raised, refer to the Pupil Appraisal Guide for procedures.

• Timelines for completing evaluations should be adhered to in scheduling IEP meetings.

• The final accepted copy of the IEP is provided to appropriate individuals and placed in the student's confidential folder(s).
IEPs will be updated every nine weeks and at the time of discharge.

**Progress Reports:**

- (For RDC staff) IPCs of students should receive monthly progress reports by the 10th of each month.

- The teacher of record (TOR) for a student is responsible to report objective performance for all students he/she is assigned. Progress reports should be provided to the parent at the end of each reporting period.

- Pupil Appraisal and related services staff will provide progress reports to the TOR 5 business days prior to the end of the reporting period. The TOR will mail all student progress reports to the parent. It is the responsibility of *Pupil Appraisal and *Related Services to have the progress reports submitted to the TOR in a timely manner.

* (PA Resource Guide) "Related Service Providers (PA) will submit to the teacher of record a progress report one week prior to the end of each grading period for each student receiving related services. The related service provider will use the SSD computerized progress report to document the student's progress and any additional information."

- The Teacher of Record will file all progress reports in the student folders located in SSD, facility offices, and student portfolios (where applicable).
IEPs:

- IEPs are to be updated every 9 weeks and at the time of discharge. Progress reports should reflect growth or lack of progress towards annual goals and objectives. The update should show whether or not the progress made during the nine-week period is sufficient to meet the annual goal within the year of the IEP.

Performance Indicator Reporting:

- The teacher of record (TOR) for a student is responsible to report objective performances for all students he/she is assigned. The SSD Objective Reporting form is to be completed every quarter by the teacher of record and submitted to the Site Contact person 5 business days before the end of the reporting month.

- The Site Contact will compile the data from all Objective Reporting forms and submit to the Regional Coordinator the Performance Indicator Report 2 business days before the end of the reporting month. The previous quarter information should be present during each reporting period (e.g., When reporting the 2nd quarter information, the 1st quarter should be on the form.)

Performance Indicator Report Form: Instructions

(Lines 1 & 2)

The designated site employee should assimilate the information from the IEP Objective Reporting Forms from the teachers to the Performance Indicator Report Form for submission to the Regional Coordinator.

Note: Line 2 CANNOT be greater than Line 1.
Who – Count any student who has received a pretest and a post-test using the STAR or TABE to measure academic growth during the reporting period. If a student has a pretest and no posttest the student would not be included on the report.

How – The pretest is the initial test given and the post-test must be given six-months following the pretest. Remember, pretests and post-tests are two different documents, given on two different dates, and must be given six-months apart. All students will be tested on the date of entry and again within 10 days of the six-month anniversary of their date of entry. If a student is enrolled for longer than six months, then a new test is given at each subsequent six-month interval. Each new test given becomes the post-test score, and the previous post-test will become the pretest score. This will allow for the pretest and the post-test to be used to determine the amount of academic growth during the previous six-months of instruction.

Entry Date – The day after admission to the facility.

What – The areas to be measured are Reading and Mathematics. A combination of the two scores from the STAR or the TABE will be used to determine overall growth. For example:

- Student “A” has a reading pretest score of 3.2 and a reading post-test score of 4.0. However, Student “A” has a math pretest score of 2.0 and a math post-test score of 2.4. Student “A” shows 8 months growth in reading, but only 4 months growth in math. He would be counted as having attained one-month growth for one-month of instruction, since these tests were given six months apart. If Student “A” had failed to attain at least 6 months growth during the previous 6 months, then he would not have been counted for this indicator.

Note: Line 4 CANNOT be greater than line 3
BEHAVIOR MANAGEMENT PLAN

Behavior management plans are to be implemented on any student whenever necessary.

- When necessary, behavior management plans (BMP) should be completed on individual students. The teacher of record is responsible for developing the Behavior Management Plan according to SSD Policies and Procedures in conjunction with the IEP (for SSD students). The use of the BMP form is not restricted to identify exceptional students.

- The Behavior Management Plan should be developed in harmony with the facility-developed behavior plan.

- Parental input and involvement must be part of the development of the BMP. Students that are of age of majority must be included in the development of the BMP.
7.4.1

SAFETY-EMERGENCY PHONE NUMBERS

Emergency phone numbers should be readily available. EMERGENCY TELEPHONE NUMBERS SHOULD BE RECORDED AND PLACED ON OR NEAR EACH TELEPHONE.

- Students should not have access to telephones, codes, or phone numbers.
FIRST AID/EMPLOYEE INJURY

All injuries are to be reported no matter how minor.

- School personnel are to become familiar with and adhere to facility First Aid procedures.

- EMPLOYER REPORT OF INJURY/ILLNESSLDOL-WC-1007 Form must be completed by the Site Contact/designee/Regional Coordinator for Central Office processing. It is completed in conjunction with the facility Incident Report Form.

- Minor injuries may be treated at the Medical Clinic or by the nurse on the ward. If a physician is needed, the employee will be referred to his/her private physician (site specific).

- The employee will provide the Regional Coordinator with the treating physician's diagnosis of the injury and the length of time he/she is expected to be unable to work.
HAZARDOUS MATERIALS MANAGEMENT

School personnel will comply with facility hazardous materials management procedures

- All employees should assist in identifying, eliminating or effectively controlling potential hazards.

- Anytime a hazardous material is to be moved from one place to another, the staff who is required to move such materials should be made aware of the type of material they are moving, and all special precautions which must be taken. Special precautions and special handling techniques shall be in accordance with information on the product's Material Safety Data Sheets (MSDS). The MSDS list will be updated annually.

- Storage of hazardous materials shall be in accordance with product labels and/or special handling and storage procedures as defined by State and Federal regulatory agencies. Hazardous materials storage areas shall not be used for the storage of food, serving utensils, or other student care items.

- Closets and other areas where hazardous materials are stored shall remain locked at all times.

- Disposal of hazardous materials shall be carried out in total and complete compliance to manufacturer's instructions and State and Federal regulations.
FIRE SAFETY

All employees should be familiar with fire safety routines.

- All employees should be familiar with facility Fire Procedure.

R - Remove students in immediate danger area

A - Use fire station alarm

C - Close all doors and windows

E - Extinguish fire

Fire Extinguishers: Use the PASS technique

P - Pull the pin

A - Aim low

S - Squeeze the handle

S - Spray from side to side
7.4.6

FIRE EXIT DRILLS

Fire drills will be conducted on a regular basis according to policy.

- School employees will participate in facility fire drills according to policy.

- All school personnel should familiarize themselves with the location and use of fire extinguisher, call/pull boxes, and control panels.
SAFETY - ELECTRICAL SAFETY

Electrical safety should be practiced by everyone.

- School personnel are to be familiar with and adhere to facility electrical safety procedures.
SAFETY – STORAGE

Materials and equipment are to be stored in the prescribed manner.

- All school employees are to be familiar with and adhere to facility storage procedures.
7.4.9

DECORATION PROTOCOL

Facility decoration protocol procedures will be followed.

- Refer to the facility policies.
SAFETY-UNIVERSAL PRECAUTIONS

Universal precautions shall be implemented for everyone. All blood and body fluids shall be considered potentially infectious, and barriers will be used to prevent exposure. Gloves, masks/eye wear, and/or gowns/aprons, shall be worn when touching blood and body fluids and/or during procedures that generate droplets of blood or other body fluids. Hand washing must be done: (1) After contact with blood/body fluids, (2) before and after contact; (3) before and after all procedures; (4) when leaving isolation rooms; (5) immediately after gloves are removed (gloves are to be used once per occurrence).
**CLASSROOM INSPECTION**

Classrooms should be inspected on a regular basis. Classrooms, office areas, storage areas, bathrooms and hallways should be inspected by all staff on a regular and/or ongoing basis for potential hazards. Any identified potentially unsafe condition or act should be reported immediately to the supervisor with the appropriate forms completed. Classroom or office areas should be inspected on a regular basis for compliance and documented.
7.4.12

AUTHORIZATION AND DRIVING HISTORY

- All SSD staff is to complete the Authorization and Driving History form annually. The completed form must be forwarded to SSD Central Office.

- All new employees must complete the form as part of pre-employment packet.

- All employees should access LEO and complete the driving test and print the certificate. The certificate must be submitted to the Regional Coordinator. A copy must be maintained at the site.
7.5.1

ADMISSIONS AND CHILD SEARCH PROCEDURES

Child search must be conducted during admissions

Admissions and Child Search (Site Specific):

- A Pupil Appraisal staff member will be assigned as a Special Education Child Search representative. The assigned responsibilities during the first day of admissions are gathering and obtaining all necessary student educational records. Child Search is a process of identifying and tracking students in need of services for educational, medical, and/or mental health systems prior to placement in a SSD program.

Child Search Procedure (OYD):

- The Child Search coordinators attend weekly intake staff meetings which include representatives from regular education, special education, social services, medical, mental health, security, and religious services.

- The representative from each department reports the information available for each student.

- The Child Search coordinator reviews the transfer data that are pertinent to education on every student as they enter the facility. This may include Achievement test scores, previous grade placement, age, level of cognitive functioning, medical or mental health histories, educational placement and history.

- The intake meeting has proven to be the most critical component of the Child Search process, because a wealth of information is obtained on every student. Many referrals are made at this point of entry.
Students that are given intellectual screening tests at the diagnostic unit and score in the mildly impaired range are tracked using a separate list.

If these students are not already identified as special education students, they will be immediately referred to the SBLC to rule out cognitive concerns.

**Sources of student information:**

- SER/JPAMS and information from JIRMS Clerk for OYD
- Parent contact information from student's Case Manager
- Direct Intake Coordinator
- OYD Education representative conducting TABE testing and hearing screenings

**PA Child Search coordinator will exchange all information on the first day of admissions with (site specific):**

- SSD Site Contact person (for IEP development)
- Pupil Appraisal SSD SBLC representative (for case assignments on lapsed evaluations)
- SCY administration, School Administrators and secretary
- SBLC Chairperson
- LSU staff (for assessment)
- SSD office administrative Assistant (for student records request)
- SSD PA "Board Tracker" (for the purpose of tracking students for evaluations)
• SSD Related Service provider (see current definition of Related Services).

The "SSD Pupil Appraisal SBLC representative" will monitor all new students coming into the facility. When a new student comes into the facility with a lapsed evaluation, the SSD SBLC representative will immediately fax the SER report to the central office for case assignment.

The SSD PA Board Tracker's responsibility is to maintain the Tracking Board at each Office of Youth Development (OYD) Site. The board is to be maintained according to the "Pupil Appraisal Resource Guide."

The SSD office Administrative Assistant will request all student school records and provide copies to the Site Contact for IEP development and Pupil Appraisal evaluation coordinator (if applicable).

The Site Contact person is responsible to assign a teacher of record (TOR) for IEP development and records maintenance. The Site Contact person is the acting IEP Facilitator who will maintain an IEP schedule calendar and provide it to all SSD and OYD teachers, Pupil Appraisal, and administrative staff. The IEP schedule calendar is to be posted on the Fixed Time Sheet clip board for daily review of staff. The Site Contact person (IEP Facilitator) will ensure that SSD policies for IEP development are followed and executed.

The Site Contact person is responsible for maintaining updated information in the student admission packet, updating the master schedule to reflect the new student's programming, and disseminating the schedule to all staff. The updated master schedule should be forwarded to the Regional Coordinator via e-mail.

The teacher of record (TOR) will be responsible for providing a student packet for school admission to the student and reviewing all school rules and policies with the incoming student.
7.6.1

MONITORING LEAVE REQUEST BALANCES

The Time Administrator for the Special School District is responsible to monitor weekly the ZT06 report for employee leave balances and to alert any SSD staff member with low sick or annual leave balances (less than 70). Employee leave balance information is not to be posted.

- Before submitting an e-mail leave request for approval, the Time Administrator must review the current ZT06 and inform the staff member of their current balance. The requested leave balance must be included in the e-mail request.

- The employee must enter the balance on the designated leave form in the space provided.

- The Regional Coordinator will not approve any e-mail or leave form request without the leave balance indicated as required.

- It is the employee's responsibility to submit a completed request. This will ensure that requests submitted to use leave are based on legitimate, available balances.
7.6.2

TIME AND ATTENDANCE WORK HOURS AND LEAVE REQUEST

(DISTRICT POLICY - SITE POLICY)

Personnel are expected to work a full 7 hours or 8 hours, if applicable. Personnel are not permitted to report late or leave early without the approval of the regional coordinator. Tardiness will not be condoned, and anyone reporting late will be asked to submit a leave request per time and attendance procedures. (Site Specific)

SSD TIME AND ATTENDANCE PROCEDURES should be followed (please review and reference). They will be strictly enforced.

The following policies do not supersede SSD policies:

- The Time Administrator will ensure that sign-in and-out times are recorded accurately in the appropriate space. Staff is required to sign in and sign out in the SSD office or in a designated area.

- Tardiness will be charged according to SSD Policies and will be strictly enforced. The Time Administrator will highlight the fixed time sheet after the scheduled time for the employee has exceeded the scheduled reporting time.

- SSD employees should notify the facility and SSD supervisors as soon as an absence is anticipated. For planned absences, complete a staff request form and submit it to the Time Administrator. The Time Administrator will e-mail the request to the Regional Coordinator for approval. It is the employee's responsibility to secure the approval before leave is taken. Once the request is approved, an Application for Leave form must be completed and submitted to the Time Administrator in advance. If an absence is not anticipated, but becomes necessary less than a day before its occurrence, the
supervisor must be called after 7:30 A.M. Remember, a substitute is authorized by the supervisor, not by staff. First, staff needs to give notice to the office. The sooner an absence is reported, the more easily a substitute can be arranged. In addition, it is the employee's responsibility to complete and submit to the Time Administrator a leave slip upon returning to work.

- SSD staff is to call first to the school administration by 6:30 a.m. so that school administration can arrange for coverage. Then, SSD staff should call the SSD office and notify the Site Contact and/or Time administrator. Staff "call-in's" should be recorded with the date, time, name of staff calling in, and reason for the absence noted. The staff taking the call should sign-off on the information. The Time Administrator is responsible to notify the Site Contact (if available, if not the Regional Coordinator) of staff who has called-in an absence. This information is provided on the Daily Assessment Report (DAR) that is e-mailed to the Regional Coordinator.

- EARLY DEPARTURE: If a staff member needs to leave prior to the designated departure time, the staff member must notify the Site Contact person, and class coverage must be arranged.

- When the Regional Coordinator determines, based upon existing documentation, that an employee has exceeded or abused the established leave regulations, the employee will receive a counseling memo for the performance/administrative file on the first occurrence, warning of the severity of the employee's action, and that further occurrences may lead to disciplinary action, and job performance will be considered at time of employee performance evaluation and at time of promotional opportunities.
SPECIAL LEAVE

Requests for “special leave” to attend funerals, "act of God," and jury duty are to be processed through established procedure.

- Requests for “Special/Funeral” leave will not be approved and forwarded for the State Director's approval until the required documentation is provided. A copy of the related obituary is to be attached to your request for “Special/Funeral” leave.

- Request for Jury Duty will not be approved and forwarded for the State Director's approval until the required documentation is provided. A copy of the Jury Duty summons and attendance verification is to be attached for "Special / Jury Duty" leave.

- Request for Special Leave - Act of God (LSAG) will be considered on a case-by-case basis and when proper documentation has been obtained.
TIME & ATTENDANCE PROCEDURES/SSD SITE BI-WEEKLY SELF REVIEW/AUDIT

Procedures for Time & Attendance and SSD Site Bi-Weekly Self Review/Audit will be followed by all staff.

See SSD Time & Attendance Procedures for the Self Review / Audit Procedures.

- Self Reviews will be conducted within the two-week period following the ending payroll period.

- The Time Administrator is responsible for completing his/her review within 5 work days following the ending pay period and submitting it to the designated self reviewer.

- A designated staff member will complete a Self Review/Audit within 3 work days and submit it to the Regional Coordinator to complete a Self Review and sign the pay period before a 30-day period has expired.

- Payroll periods will be reviewed, corrected, and stored according to SSD Time & Attendance Procedures within a 30 day period.

- The Time Administrator will e-mail the Regional Coordinator the ZT02 and ZT06 report at the start of the new payroll period.

- The regional Coordinator will make sure that the time sheets are being signed before the Prior Period Adjustments are submitted for processing.

- The Regional Coordinator will review the pay period noting discrepancies and issue a memo addressing errors. The Time Administrator will provide a copy of the memo to the staff member and place a copy in the staff member’s Time and Attendance folder.
• The Time Administrator shall mail PPAs instead of faxing them to the Central Office, unless it is an emergency situation. (They were informed of this at the New Orleans meeting in July).
7.6.5

SUBSTITUTE PROCEDURE

Substitute teachers may be called for absent teachers as approved by central office and based on the staffing needs of the school.

- A substitute list will be maintained by the site contact person or Regional Coordinator containing the names of eligible trained substitutes.

- A substitute may be removed from the list for documented violation of school or SSD policy.

- Substitutes will be given first priority according to their degrees and certifications.

(See SSD hiring procedures)
HOLIDAYS

Various holidays for all employees will be identified by SSD on its district calendar. Identified holidays will be by all staff. These holidays will usually be as follows:

- New Year's Day
- Memorial Day
- Martin Luther King, Jr. Birthday
- Mardi Gras
- Good Friday
- July 4th
- Thanksgiving
- Christmas
- Labor Day
- Veteran's Day

Some other days may also be declared as holidays (Refer to the current SSD fiscal year calendar.)
7.6.8

SCHOOL CALENDAR

An annual school calendar will be prepared for the district schools. A copy of the school calendar will be distributed to all facility personnel. Any deviations from the board-approved district calendar will be submitted to and approved by the SSD State Director, the CEO and key facility personnel beforehand.

- Staff must consult the SSD school calendar in advance of requesting leave. Any questions concerning conflicts will be directed to the Regional Coordinator.

- No annual leave will be approved during formal statewide testing.
7.6.9

NON-STUDENT CONTACT DAYS

Some work days will be designated as non-student contact days by the district. These are noted on the district calendar. The student non-contact days are days that may be utilized for a variety of purposes:

- Staff education (in-service, workshops, faculty meetings, etc.)
- Report cards / records
- IEP development and updates
- Classroom organization / planning (if applicable)
TRAVEL

Only authorized travel will be allowed by the SSD. Advance notice is necessary.

- Staff is to complete a travel request form and submit it to the Time Administrator. This request is forwarded to the Regional Coordinator by e-mail (or fax if e-mail is not working) for approval.

- If the travel involves a professional workshop, the employee should attach a copy of the agenda or announcement to the travel request form.

- The Time Administrator will then complete a travel authorization form including cost of transportation, registration, lodging, meals, and other incurred allowable expenses.

- Travel Reimbursements are to be completed according to travel procedures established by SSD and DOE. A copy of the personnel's Annual Travel Request must be attached to all travel reimbursements. The traveling personnel and not the Time Administrator must complete the travel reimbursement with all the necessary attached documentation (see SSD Travel Procedures). Gratis travel encompasses the same procedure.

- Failure to comply with this procedure will delay travel and/or reimbursements.
Appendix

Standard Operating Procedures for SSD and BSS

Paul G. Pastorek
State Superintendent of Education

May 2007
Index
Numerical Order

1.1 SPECIAL SCHOOL DISTRICT SERVICE AREAS
1.2 RELATIONSHIP TO LOCAL AGENCIES
1.3 SCHOOL YEAR
1.4 SCHOOL CALENDAR
1.5 SCHOOL/WORK DAY
2.1 INCIDENT REPORTING
2.2 CHILD ABUSE AND NEGLECT REPORTING
2.3 LINE AND STAFF RELATIONS
2.4 LEAVE
2.5 ADMINISTRATIVE RECORDS
2.6 TIME AND ATTENDANCE PROCEDURES
2.8 CORRESPONDENCE
3.1 SSD TRAVEL PROCEDURES
3.2 PURCHASING AND CONTRACTS
3.3 EMPLOYEE EDUCATION INCENTIVE PROGRAM
3.4 SMALL DOLLAR REIMBURSEMENT
3.5 MOVEABLE PROPERTY CONTROL PROCEDURES
3.6 SITE / OFFICE / CLASSROOM MAINTENANCE
3.7 SAFETY PROGRAM
3.8 EMERGENCY DRILLS
3.9 DISASTER RECOVERY
3.10 EMERGENCY CLOSINGS
3.11 DATA MANAGEMENT
4.1 SSD RECRUITMENT, HIRING AND INITIAL EMPLOYMENT PROCESSES (CLASSIFIED)
4.2 SSD RECRUITMENT, HIRING AND INITIAL EMPLOYMENT PROCESSES (Unclassified)
4.3 ORIENTATION
4.4 SALARY AND CREDENTIAL ADJUSTMENT PROCEDURES
4.5 EMPLOYEE CONTRACTS
4.6 PERSONNEL RECORDS
4.7 ORGANIZATIONAL CONFIGURATION, JOB DESCRIPTIONS AND DETAILED PERSONNEL DUTIES
4.8 DUTIES – PROFESSIONAL PERSONNEL
4.9 SPECIAL ASSIGNMENT
4.10 TEMPORARY PROMOTION
4.11 PERSONNEL TRANSFER
4.12 SABBATICALS AND EXTENDED SICK LEAVE
4.13 ASSAULT LEAVE
4.14 WORKER’S COMPENSATION
4.15 RESIGNATIONS
4.16 HEALTH EXAMINATIONS
4.17 SUBMISSION OF RETIREMENT PAPERWORK
4.18 DAY-BY-DAY SUBSTITUTE HIRING PROCESS
5.1 STUDENT DISCIPLINE
5.2 STUDENT RECORDS
5.3 DESTRUCTION OF STUDENT RECORDS
5.4 PERFORMANCE INDICATOR REPORTS
6.1 TRANSPORTATION
7.0 SITE OPERATION HANDBOOK
7.1 Personnel Administration
7.2 Instructional / Students
7.3 Records and Reporting
7.4 Safety
7.5 Admissions and Child Search
7.6 Time / Attendance / Scheduling
7.7 Transportation
<p>| 7.3.3 | OFFICIALLY DESIGNATED REPRESENTATIVE(S) OF THE SCHOOL |
| 7.3.4 | REPORT CARDS / CUMULATIVE RECORD CARDS / ATTENDANCE |
| 7.3.5 | PROTOCOL FOR IEP DEVELOPMENT AND RECOMMENDATIONS |
| 7.3.6 | PROGRESS REPORTS / IEP UPDATES / PERFORMANCE INDICATOR REPORT FORM |
| 7.3.7 | BEHAVIOR MANAGEMENT PLAN |
| 7.4.1 | SAFETY-EMERGENCY PHONE NUMBERS |
| 7.4.2 | FIRST AID / EMPLOYEE INJURY |
| 7.4.3 | HAZARDOUS MATERIALS MANAGEMENT |
| 7.4.5 | FIRE SAFETY |
| 7.4.6 | FIRE EXIT DRILLS |
| 7.4.7 | SAFETY - ELECTRICAL SAFETY |
| 7.4.8 | SAFETY – STORAGE |
| 7.4.9 | DECORATION PROTOCOL |
| 7.4.10 | SAFETY-UNIVERSAL PRECAUTIONS |
| 7.4.11 | CLASSROOM INSPECTION |
| 7.4.12 | AUTHORIZATION AND DRIVING HISTORY |
| 7.5.1 | ADMISSIONS AND CHILD SEARCH PROCEDURES |
| 7.6.1 | MONITORING LEAVE REQUEST BALANCES |
| 7.6.2 | TIME AND ATTENDANCE WORK HOURS AND LEAVE REQUEST (DISTRICT POLICY - SITE POLICY) |
| 7.6.3 | SPECIAL LEAVE |
| 7.6.4 | TIME &amp; ATTENDANCE PROCEDURES / SSD SITE BI-WEEKLY SELF REVIEW AUDIT |
| 7.6.5 | SUBSTITUTE PROCEDURE |
| 7.6.7 | HOLIDAYS |
| 7.6.8 | SCHOOL CALENDAR |
| 7.6.9 | NON-STUDENT CONTACT DAYS |
| 7.7.1 | TRAVEL |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5</td>
<td>ADMINISTRATIVE RECORDS</td>
<td>4.12</td>
</tr>
<tr>
<td>4.13</td>
<td>ASSAULT LEAVE</td>
<td>SABBATICALS AND EXTENDED SICK LEAVE</td>
</tr>
<tr>
<td>2.2</td>
<td>CHILD ABUSE AND NEGLECT REPORTING</td>
<td>3.7</td>
</tr>
<tr>
<td>2.8</td>
<td>CORRESPONDENCE</td>
<td>SAFETY PROGRAM</td>
</tr>
<tr>
<td>3.11</td>
<td>DATA MANAGEMENT</td>
<td>4.4</td>
</tr>
<tr>
<td>4.18</td>
<td>DAY-BY-DAY SUBSTITUTE HIRING PROCESS</td>
<td>SALARY AND CREDENTIAL ADJUSTMENT PROCEDURES</td>
</tr>
<tr>
<td>5.3</td>
<td>DESTRUCTION OF STUDENT RECORDS</td>
<td>1.4</td>
</tr>
<tr>
<td>3.9</td>
<td>DISASTER RECOVERY</td>
<td>SCHOOL CALENDAR</td>
</tr>
<tr>
<td>4.8</td>
<td>DUTIES – PROFESSIONAL PERSONNEL</td>
<td>1.3</td>
</tr>
<tr>
<td>3.1</td>
<td>EMERGENCY CLOSINGS</td>
<td>SCHOOL WORK DAY</td>
</tr>
<tr>
<td>3.8</td>
<td>EMERGENCY DRILLS</td>
<td>3.6</td>
</tr>
<tr>
<td>4.5</td>
<td>EMPLOYEE CONTRACTS</td>
<td>SITE / OFFICE / CLASSROOM MAINTENANCE</td>
</tr>
<tr>
<td>3.3</td>
<td>EMPLOYEE EDUCATION INCENTIVE PROGRAM</td>
<td>7.5</td>
</tr>
<tr>
<td>4.16</td>
<td>HEALTH EXAMINATIONS</td>
<td>SITE OPERATION HANDBOOK Admissions and Child Search</td>
</tr>
<tr>
<td>2.1</td>
<td>INCIDENT REPORTING</td>
<td>7.1.1</td>
</tr>
<tr>
<td>2.4</td>
<td>LEAVE</td>
<td>SITE OPERATION HANDBOOK DEFINITIONS</td>
</tr>
<tr>
<td>2.3</td>
<td>LINE AND STAFF RELATIONS</td>
<td>7.1.8</td>
</tr>
<tr>
<td>3.5</td>
<td>MOVEABLE PROPERTY CONTROL PROCEDURES</td>
<td>SITE OPERATION HANDBOOK DRESS CODE</td>
</tr>
<tr>
<td>4.7</td>
<td>ORGANIZATIONAL CONFIGURATION, JOB DESCRIPTIONS AND DETAILED PERSONNEL DUTIES</td>
<td>Instructional / Students</td>
</tr>
<tr>
<td>4.3</td>
<td>ORIENTATION</td>
<td>7.1.2</td>
</tr>
<tr>
<td>5.4</td>
<td>PERFORMANCE INDICATOR REPORTS</td>
<td>SITE OPERATION HANDBOOK JOB ASSIGNMENTS</td>
</tr>
<tr>
<td>4.6</td>
<td>PERSONNEL RECORDS</td>
<td>7.1.3</td>
</tr>
<tr>
<td>4.11</td>
<td>PERSONNEL TRANSFER</td>
<td>SITE OPERATION HANDBOOK JOB DESCRIPTIONS</td>
</tr>
<tr>
<td>2.3</td>
<td>PROFESSIONAL RELEASE TIME</td>
<td>7.1.6</td>
</tr>
<tr>
<td>3.2</td>
<td>PURCHASING AND CONTRACTS</td>
<td>SITE OPERATION HANDBOOK LINES OF COMMUNICATION</td>
</tr>
<tr>
<td>1.2</td>
<td>RELATIONSHIP TO LOCAL AGENCIES</td>
<td>7.1.5</td>
</tr>
<tr>
<td>4.15</td>
<td>RESIGNATIONS</td>
<td>SITE OPERATION HANDBOOK MEDICAL CLINIC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITE OPERATION HANDBOOK Personnel Administration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.1.11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITE OPERATION HANDBOOK PLANNING PERIODS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.1.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITE OPERATION HANDBOOK RADIO COMMUNICATION (if applicable to the site)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITE OPERATION HANDBOOK Records and Reporting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITE OPERATION HANDBOOK Safety</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.1.10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITE OPERATION HANDBOOK SMOKING POLICY</td>
</tr>
<tr>
<td>Section</td>
<td>Title</td>
<td>Section</td>
</tr>
<tr>
<td>---------</td>
<td>----------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>7.1.9</td>
<td>SITE OPERATION HANDBOOK STAFF ID BADGE</td>
<td>7.2.9</td>
</tr>
<tr>
<td>7.6</td>
<td>SITE OPERATION HANDBOOK Time / Attendance / Scheduling</td>
<td>7.1.21</td>
</tr>
<tr>
<td>7.7</td>
<td>SITE OPERATION HANDBOOK Transportation</td>
<td>7.1.16</td>
</tr>
<tr>
<td>7.1.4</td>
<td>SITE OPERATION HANDBOOK USE OF AUTOMOBILE</td>
<td>7.1.36</td>
</tr>
<tr>
<td>7.0</td>
<td>SITE OPERATION HANDBOOK</td>
<td>7.2.7</td>
</tr>
<tr>
<td>7.1.33</td>
<td>SITE OPERATIONS HANDBOOK ACCOUNTABILITY / PROFESSIONAL GROWTH</td>
<td>7.4.9</td>
</tr>
<tr>
<td>7.5.1</td>
<td>SITE OPERATIONS HANDBOOK ADEMISSIONS AND CHILD SEARCH PROCEDURES</td>
<td>7.1.38</td>
</tr>
<tr>
<td>7.2.5</td>
<td>SITE OPERATIONS HANDBOOK APPEARANCE OF CLASSROOMS AND ROOM ARRANGEMENTS</td>
<td>7.2.20</td>
</tr>
<tr>
<td>7.2.4</td>
<td>SITE OPERATIONS HANDBOOK ASSEMBLIES AND OTHER SCHOOL ACTIVITIES</td>
<td>7.1.26</td>
</tr>
<tr>
<td>7.4.12</td>
<td>SITE OPERATIONS HANDBOOK AUTHORIZATION AND DRIVING HISTORY</td>
<td>7.1.34</td>
</tr>
<tr>
<td>7.3.7</td>
<td>SITE OPERATIONS HANDBOOK BEHAVIOR MANAGEMENT PLAN</td>
<td>7.2.21</td>
</tr>
<tr>
<td>7.2.11</td>
<td>SITE OPERATIONS HANDBOOK CHILD ABUSE / NEGLECT</td>
<td>7.1.14</td>
</tr>
<tr>
<td>7.2.23</td>
<td>SITE OPERATIONS HANDBOOK CLASS CANCELLATION</td>
<td>7.1.13</td>
</tr>
<tr>
<td>7.2.26</td>
<td>SITE OPERATIONS HANDBOOK CLASSROOM DOORS</td>
<td>7.2.6</td>
</tr>
<tr>
<td>7.4.11</td>
<td>SITE OPERATIONS HANDBOOK CLASSROOM INSPECTION</td>
<td>7.2.8</td>
</tr>
<tr>
<td>7.1.32</td>
<td>SITE OPERATIONS HANDBOOK CLASSROOM OBSERVATIONS / SCHOOL STAFF</td>
<td>7.1.22</td>
</tr>
<tr>
<td>7.2.22</td>
<td>SITE OPERATIONS HANDBOOK COMBINING CLASSES</td>
<td>7.1.27</td>
</tr>
<tr>
<td>7.2.18</td>
<td>SITE OPERATIONS HANDBOOK COMMUNITY BASED INSTRUCTION</td>
<td>7.4.6</td>
</tr>
<tr>
<td>7.1.39</td>
<td>SITE OPERATIONS HANDBOOK COMPUTER USE</td>
<td>7.4.5</td>
</tr>
<tr>
<td>7.2.10</td>
<td>SITE OPERATIONS HANDBOOK CONFIDENTIALITY / PHOTOGRAPHS / VIDEO</td>
<td>7.4.2</td>
</tr>
<tr>
<td>Site Operations Handbook Section</td>
<td>Site Operations Handbook Section</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td>7.1.17  SITE OPERATIONS HANDBOOK</td>
<td>7.1.31  SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>FOOD AND SNACKS IN CLASSROOM</td>
<td>PERSONNEL EVALUATIONS</td>
<td></td>
</tr>
<tr>
<td>7.1.37  SITE OPERATIONS HANDBOOK</td>
<td>7.1.29  SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>GRIEVANCE PROCEDURES</td>
<td>PRECAUTIONS AGAINST PERSONAL LOSS</td>
<td></td>
</tr>
<tr>
<td>7.1.35  SITE OPERATIONS HANDBOOK</td>
<td>7.3.6   SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>GROUP INSURANCE</td>
<td>PROGRESS REPORTS / IEP</td>
<td></td>
</tr>
<tr>
<td>7.2.14  SITE OPERATIONS HANDBOOK</td>
<td>7.3.4   SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>HALLWAY MONITORING / CLASS CHANGES / SUPERVISION</td>
<td>REPORT CARDS / CUMMULATIVE RECORD CARDS / ATTENDANCE</td>
<td></td>
</tr>
<tr>
<td>7.4.3   SITE OPERATIONS HANDBOOK</td>
<td>7.1.25  SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>HAZARDOUS MATERIALS MANAGEMENT</td>
<td>PROPERTY CONTROL</td>
<td></td>
</tr>
<tr>
<td>7.6.7   SITE OPERATIONS HANDBOOK</td>
<td>7.3.5   SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>HOLIDAYS</td>
<td>DEVELOPMENT AND RECOMMENDATIONS</td>
<td></td>
</tr>
<tr>
<td>7.2.3   SITE OPERATIONS HANDBOOK</td>
<td>7.2.15  SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>INCIDENT REPORTING / STUDENTS</td>
<td>PUPIL PROGRESSION</td>
<td></td>
</tr>
<tr>
<td>7.2.16  SITE OPERATIONS HANDBOOK</td>
<td>7.3.4   SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>INDIVIDUALIZED INSTRUCTION</td>
<td>REPORT CARDS / CUMMULATIVE RECORD CARDS / ATTENDANCE</td>
<td></td>
</tr>
<tr>
<td>7.1.28  SITE OPERATIONS HANDBOOK</td>
<td>7.1.23  SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>IN-SERVICES</td>
<td>REQUISITIONS / ORDERING MATERIALS FROM SSD</td>
<td></td>
</tr>
<tr>
<td>7.2.19  SITE OPERATIONS HANDBOOK</td>
<td>7.4.7   SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>LESSON PLANS AND GRADE BOOK</td>
<td>SAFETY - ELECTRICAL SAFETY</td>
<td></td>
</tr>
<tr>
<td>7.1.19  SITE OPERATIONS HANDBOOK</td>
<td>7.4.8   SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>LOST KEYS</td>
<td>SAFETY – STORAGE</td>
<td></td>
</tr>
<tr>
<td>7.1.18  SITE OPERATIONS HANDBOOK</td>
<td>7.4.1   SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>MAILBOXES</td>
<td>SAFETY-EMERGENCY PHONE NUMBERS</td>
<td></td>
</tr>
<tr>
<td>7.1.24  SITE OPERATIONS HANDBOOK</td>
<td>7.4.10  SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>MAINTENANCE REQUEST / HOUSEKEEPING</td>
<td>SAFETY-UNIVERSAL PRECAUTIONS</td>
<td></td>
</tr>
<tr>
<td>7.6.1   SITE OPERATIONS HANDBOOK</td>
<td>7.6.8   SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>MONITORING LEAVE REQUEST BALANCES</td>
<td>SCHOOL CALENDAR</td>
<td></td>
</tr>
<tr>
<td>7.1.40  SITE OPERATIONS HANDBOOK</td>
<td>7.1.30  SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>NEW EMPLOYEE ORIENTATION</td>
<td>SITE CONTACT PERSON</td>
<td></td>
</tr>
<tr>
<td>7.6.9   SITE OPERATIONS HANDBOOK</td>
<td>7.1.20  SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>NON-STUDENT CONTACT DAYS</td>
<td>SLEEPING ON DUTY</td>
<td></td>
</tr>
<tr>
<td>7.2.1   SITE OPERATIONS HANDBOOK</td>
<td>7.6.3   SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>NOTIFICATION OF CLASS / LOCATION CHANGE</td>
<td>SPECIAL LEAVE</td>
<td></td>
</tr>
<tr>
<td>7.3.3   SITE OPERATIONS HANDBOOK</td>
<td>7.2.17  SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>OFFICIALLY DESIGNATED REPRESENTATIVE(S) OF THE SCHOOL</td>
<td>STAFF NAMES</td>
<td></td>
</tr>
<tr>
<td>7.1.12  SITE OPERATIONS HANDBOOK</td>
<td>7.1.15  SITE OPERATIONS HANDBOOK</td>
<td></td>
</tr>
<tr>
<td>PERSONAL READING MATERIALS</td>
<td>STUDENT AND STAFF PERSONAL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TELECOMMUNICATION DEVICES</td>
<td></td>
</tr>
</tbody>
</table>