



Employee Handbook

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Introduction

The purpose of this handbook is to inform staff members of the common practices and procedures used within Black Hawk Area Special Education District (BHASED). The information in this handbook is to be used as a guide and is subject to change. If you have any questions about the contents of this guide, please see your supervisor.

Workplace Guidelines and Expectations

Attendance

All employees are expected to be present during all work hours.

Contract Hours

Regular, dependable attendance at work is an essential function of an employee's employment position.

- Employees shall follow the normal staff workday (including meetings, IEPs, etc.) as set forth by the schools to which they are assigned.
- Employees assigned to the District Office shall follow the workday as set by the Director. The District Office hours are 7:30 a.m. - 4:00 p.m. Monday through Friday.
 - Summer hours may be adjusted. Details will be provided by the Director.
- Black Hawk Area Education Center (BHAEC – also referred to as Center), Phoenix, and ACHIEVE Program (Academic, Career, Hands-On Learning, Independence, Empowerment, Vocational Education) licensed/certified staff hours are from 7:45 a.m. - 3:15 p.m. Paraprofessional (non-licensed staff) hours are from 8:00 a.m. - 2:30 p.m.
- In the event that the workday needs to be adjusted, the employee shall obtain prior approval from his/her direct supervisor.

It is expected that you are in your assigned building, clocked in (if applicable), and ready to begin working at the start of your shift.

Leave Procedures

Sick Leave: (Also see CBA, page 47.)

Complete a "Request for Leave" form (located on BHASED's website) and turn it into your immediate supervisor for approval.

If you need to leave during the school day on short notice, you must have approval from an administrator prior to leaving. Complete and submit a "Request for Leave" form as soon as possible, and no later than the first day upon your return.

BHASED's expectation of all employees, in alignment with the Illinois School Code (105 ILCS 5/24-6), is to request a physician's certificate for any 3 or more consecutive days of absence due to personal illness.

Itinerant staff and persons not assigned to the BHAEC (also referred to as Center), Phoenix, and ACHIEVE are to communicate with his/her direct supervisors and the district(s) you are assigned to work in when you are unable to attend due to illness or if you need to change your schedule. Over-communication is appreciated.

Personal Leave (Also see CBA, section XVIII)

Complete a "Request for Leave" form (located on BHASED's website) and turn it in to your immediate supervisor for approval at least five (5) work days prior to the requested leave.

Please refer to the Collective Bargaining Agreement (CBA) for details regarding the number of Sick Leave and Personal Leave days granted, as well as Family Medical Leave and other leaves available at BHASED.

Calendar Changes

(This section does not apply to staff assigned to the BHAEC (also referred to as Center), Phoenix, or ACHIEVE.)

Every effort is to be made by employees to maintain the workdays outlined in your original calendar that is submitted and approved. If a calendar change cannot be avoided, employees must submit a calendar change request at least 30 calendar days **prior to** the proposed change. An updated calendar, with revisions highlighted, and a "Request for Leave" form must be submitted to his/her immediate supervisor for approval.

Employees must submit a Calendar Change when school is canceled due to an Emergency Day (e.g. snow day) as soon as possible and preferably before the end of the month in which it occurred.

Assignments

Employees will receive individual notice of tentative assignments for the forthcoming year prior to the end of the current work year. Please refer to the Collective Bargaining Agreement (CBA) for further details.

Professional Attire

It is important for staff to project a professional image to students, parents, and coworkers. Appropriate attire and grooming are one of the means of projecting a professional image. Staff are expected to maintain conservative, appropriate, safe, and professional attire and grooming when on duty. As professionals, staff are expected to be aware of the standard to be maintained.

Staff are to dress appropriately to the job duty. If you have questions, contact your supervisor.

Staff are not to wear clothing that students would not be permitted to wear at school. The following list, while not inclusive, are clothing items that are not acceptable attire during the school day: sweatpants, sleepwear, slippers, rubber shower shoes, tube tops, halter tops, or other clothing that reveals too much cleavage, back, chest, stomach, or undergarments, or clothing with inappropriate words, pictures, or slogans.

The administration or employee's direct supervisor may establish more detailed guidelines for individual staff should they believe such guidelines are necessary. Failure to follow the standards of dress may result in the employee being asked to change clothes or further disciplinary action, as warranted.

Professional Ethics

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others (BHASED Policy 5:120).

[The Illinois Educator Code of Ethics](#), adopted by the Illinois State Board of Education, is incorporated by reference into BHASED policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Communications

All BHASED Staff are expected to check their email daily and their voicemail, if appropriate.

- As a rule of thumb, if a parent calls, emails, or otherwise contacts you during the school day, try to respond that same day. If it is late or you are already out of the building, please respond within 24 hours. The exception to this would be weekends and holidays.
- Teachers are expected to regularly contact and communicate with parents. Records of these communications are to be kept for later reference.
- In accordance with BHASED Policy 5:125 the District shall provide/establish supported communication methods for staff to communicate with parents. BHASED **requires** the use of school phones and school emails as your primary means of communication with families. Other appropriate communication venues include the following apps: Class tag, Remind, Class Dojo, Google Voice.
- Communication with families about school related topics via personal social media account platforms and messaging services is **not allowed**.
- Teachers are the direct contact person when parents request information that is educationally based.
- Reminder - IEP Goal Progress is required to be sent home by case managers at the same time as general education students receive grade reports.

Personal Technology

- Staff shall turn off cell phones or place them on vibrate or silence during the school day.
- Staff will refrain from using their cell phone during instructional time for personal reasons. (Placing calls, receiving calls, texting, social media use, etc)
- If staff choose to make a call during their break (prep or lunch), you must ensure the conversation and use of the phone is not a distraction to other classrooms and students.
- Staff will adhere to the *Personal Technology and Social Media; Usage and Conduct (Policy 5:125)* located within the BHASED Board Policy. Staff are to take specific notes related to communication exchanges with parents in writing or through pictures

Mandated Trainings

Staff will be assigned yearly mandated trainings through the district's online training platform, Infinitec. Training must be completed by the set deadline for each school year. When deadlines are not met staff will receive a letter in their personnel file.

Random Moment in Time Studies

The District is able to recover some costs for our programs through Medicaid Administrative Outreach claims. Employees may be randomly selected to complete a Random Moment in Time study intermittently throughout the school year. If you are selected you will receive an email notifying you of this requirement and shall include directions on how and when this is to be completed. Employees will have 72 hours to complete the documentation.

ID Badges

Staff must wear ID Badges in schools in order to be readily identified by staff for personal security. ID badges are to be plainly visible at all times. If you need an ID badge please contact the Human Resource Specialist at the BHASED District Office.

Professional Development (See CBA, section VIII)

The Director will notify licensed/certified staff by September 15th of each year of the amount of funds allotted for professional development during that school year. These funds may be used for training as well as professional licensure or membership fees. Approval must be obtained prior to registering.

Professional Development must be related to your area of certification.

A "Request for Professional Development Funds" form (located on the BHASED website) is due to BHASED a minimum of two weeks prior to the event date. Complete and submit to your direct supervisor for approval. A brochure or development description must be included with the form. Upon approval, a copy of the form will be returned to you indicating approval or noting conditions for approval. After approval, employees will make and pay for approved hotel reservations.

After attending the training or paying for your professional membership, complete and submit an "Expense Reimbursement" form (separate form located on the BHASED Website) including original itemized receipts within 30 days of professional development or payment of the professional membership fee.

****See CBA language on pages 21-23 for more details on professional development.**

Faculty Meetings, Teams, & Committees

All staff are required to attend faculty/department meetings. Meetings may be district-wide, by building, grade, department, subject area, or specific personnel. Notification of such a meeting will be made as early as possible. If you are unable to attend a meeting, you must receive permission from your immediate supervisor prior to the meeting and make arrangements to receive the information at another time. Team meetings are a vital component of student success. Teams are given the charge of tracking student progress, communicating with colleagues, parents, the office, alternative activities/schedules, and many curricular issues. Team members are expected to share various duties required to make the most efficient use of this time. Team meetings are to start promptly, with all members present. An agenda is to be formulated by the designated member and notes recorded from the meeting. All pertinent information will also be shared with other staff members, as necessary.

Participation in school and district-based committees allows for collaboration, review of goals and policies, discussions related to the effectiveness of programming, leadership opportunities, community, etc. Below are examples of teams/committees at the district level:

- Assistive Technology Team
- Strategic Planning Committee
- PERA Joint Committee
- Curriculum Committee
- Sick Leave Bank Committee
- Other committees established through an MOU or in the CBA

Supervision & Evaluation Procedure (See pages 33-38 in the CBA for details.)

Appraisals of the performance of employees are to be conducted in accordance with District policy. Staff members are expected to participate constructively and positively in the appraisal process and implement constructive suggestions and improvement strategies provided by the administrative instructional leaders responsible for the appraisal and supervision of instruction.

Purchase Orders and Ordering Supplies

All purchases to be paid for with school funds require approval in advance from the supervisor. Unless this approval is obtained, payment and/or reimbursement cannot be assured. Items that are purchased using BHASED funds are the property of BHASED, this includes any grant funds, Tootsie Roll funds, or other funds donated to the District.

To order an item, staff must complete and submit a requisition to their supervisor. Requisitions can be found on the BHASED website (BHASED.org under Staff Forms). If an item or service has been previously purchased and reimbursement is requested, an expense reimbursement form will need to be completed and submitted to their supervisor. The payment request form to obtain reimbursement or payment can be found on the BHASED website (BHASED.org under Staff Forms).

Fundraisers

ALL fundraisers must be approved in advance by the building administration and the Director. Obtain a "BHASED Fundraising Approval Form" from your administrator or on the BHASED website (BHASED.org under Staff Forms). Complete and submit to your administrator. This form must be submitted at least two (2) weeks prior to your fundraiser. After the fundraiser, complete the "Fundraiser Exit Report" acquired from your administrator. Submit to your administrator which will then be submitted to the BHASED Business Office.

Any money that is generated through the auspices of BHASED must be submitted to the BHASED District Office.

Employee Mileage Reimbursement

Refer to the District's mileage reimbursement policy that is found on the BHASED website. Every effort shall be made by employees to be planful and efficient with their travel and limit the number of miles driven per day between work sites.

Mileage reimbursement is to be submitted on a month-by-month basis and within 90 calendar days in order to ensure reimbursement. Please refer to the mileage reimbursement calendar on the BHASED website for due dates and reimbursement dates.

District Policies

Mandated Child Abuse/Neglect Reporter

Illinois law and District policy mandates school officials to make a report to the proper law enforcement agency or the Department of Children and Family Services (DCFS) at 800-252-2873 (800-25 ABUSE) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect.

According to Illinois law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- Placed in a situation that endangers his or her life or physical or mental health;
- Cruelly confined or cruelly punished;
- Deprived of necessary food, clothing, shelter, or care;
- Left unattended in a motor vehicle if such minor child is six years of age or younger;
- Sexually abused;

- Sexually exploited by allowing, encouraging, or forcing such a person to solicit or engage in prostitution, debauchery, public indecency, or obscene pornographic photography, films, or depictions.

You are not to investigate. That job is for the Department of Children and Family Services (DCFS). **When making a report, fill out the [DCFS CANTS](#) form with all relevant information. You are to make a copy of this and place it in the student's cumulative file. You mail the original form to the office of the Illinois Department of Children and Family Services, Attention: Child Protective Services: 500 42nd Street., Ste 5 Rock Island, IL 61201.**

Sexual Harassment

Sexual harassment is illegal and shall not be permitted (BHASED Policy 5:20). Any employee engaging in sexual harassment will be subject to discipline up to and including termination.

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties (BHASED Policy 2:265)

Staff who feel that they are victims of sexual harassment should file a complaint with the Director.

Faith's Law

Faith's Law is named after prevention advocate and child sexual abuse survivor Faith Colson, who graduated from an Illinois high school in the early 2000s. Faith's Law was passed by the Illinois General Assembly as two separate pieces of legislation. The first legislation established the definition of sexual misconduct within the School Code and outlined the requirements for schools to develop and post employee code of professional conduct policies. This is policy 5:120 and is found on the BHASED website in multiple locations. (Public Information — BHASED Board Policy Manual; Staff Links and Forms – BHASED Board Policy Manual). The second legislation adds employment history reviews as part of the hiring and vetting process for schools and school contractors, requires notices to be provided to parents/guardians and the applicable student when there's an alleged act of sexual misconduct, and makes other changes to the process schools must follow when handling allegations of sexual misconduct. BHASED has adopted policies to implement these standards. More details on Faith's Law can be found on the BHASED website – Staff Forms – Faith's Law.

Expectations for Teachers and Staff

All BHASED Staff members are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Expectations outlined below apply to all Teachers and/or Staff. The information below is being provided in compliance with Illinois School Code provisions enacted under Public Act 102-0676, referred to as Faith's Law. This document describes the expectations for Teachers and/or Staff regarding maintaining a professional relationship with students, including but not limited to, expectations for staff-student boundaries, and recognizing the age and developmental level of students served.

The BHASED Expectations for Teachers and/or Staff include the following minimum standards:

1. All Teachers and/or Staff subject to these expectations are expected to adhere to the core principles, values, and responsibilities applicable to Illinois educators outlined in the Code of Ethics for Illinois Educators, 23 Ill. Adm. Part 22. The Expectations contained in this document are in addition to all applicable federal and state laws and regulations and applicable District Policies and Procedures.
2. All Teachers and/or Staff are explicitly prohibited from engaging in grooming behaviors or sexual misconduct with students.
3. Sexual misconduct is any act, including, but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee or agent of BHASED with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following:
 - a. A sexual or romantic invitation.
 - b. Dating or soliciting a date.
 - c. Engaging in sexualized or romantic dialog.
 - d. Making sexually suggestive comments that are directed toward or with a student.
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - f. Any sexual, indecent, romantic, or erotic contact with the student.

This definition and standard will apply to all Teachers and/or Staff of BHASED. However, all other applicable laws, regulations, BHASED policies, procedures, practices, or requirements also continue to apply.

Transporting students (See additional transportation details in the Workplace Safety section.)

1. If transportation is provided to students, Teachers and/or Staff are to be accompanied by another Teacher or Staff member when transporting a student.
2. Teachers and/or Staff are not to transport students in their privately owned vehicle unless the Teacher and/or Staff member has obtained the prior permission of their supervisor/administrator or Director.
3. When transporting a student in a privately-owned vehicle, permission from the parent/guardian is to be obtained and documented in writing. If it is not feasible to obtain advance permission or notify a parent/guardian prior to transporting the student (such as in an emergency situation or when a parent/guardian cannot be contacted), Teachers and/or Staff are to take all reasonable steps to ensure the safety of the student; within a reasonable period of time following transportation of a student, Teacher and/or Staff are to document what actions were taken and notify both the building administrator and the parent/guardian in a follow-up communication.

Meeting with a student or contacting a student outside of a Teacher and/or Staff member's professional roles.

1. Teachers and/or Staff are generally not permitted to meet with a student or contact a student as a Teacher and/or Staff member outside that individual's professional role.
2. Teachers and/or Staff are strictly prohibited from using any form of communication with students (including but not limited to e-mails, letters, notes, text messages, phone calls, and conversations) that includes any subject matter that would be deemed unprofessional and inappropriate between Teachers and/or Staff and a student.
3. It is understood that Teachers and/or Staff live and work in our dynamic communities and may encounter students in the context of the Teacher and/or Staff member's personal relationships outside

of school. All Teachers and/or Staff are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship.

Any violations of these standards or failure to report a violation of these standards may subject an employee to discipline, up to and including dismissal from employment. Other individuals (e.g. student teachers, volunteers, contractors) may be subject to corrective action or other appropriate consequences in accordance with applicable standards.

Reporting and Training

Allegations of possible violations of this section are to be made to the following office:

BHASED Director
4670 11th Street
East Moline, IL 61244
cschrader@bhased.org
309-796-2500 ext. 1101

Outside Employment

Employees shall not perform duties unrelated to the District employment during duty hours. In addition, employees shall not engage in employment that conflicts with their school duties, this may include working with and for parents of students in BHASED programs. The Board may request the employee to cease outside employment as a condition of continued employment with the District.

Workplace Safety

Drug and Alcohol-Free Workplace

BHASED district workplaces are all drug and alcohol-free workplaces (Policy 5:50). Employees are prohibited from distributing, consuming, possessing, using, being impaired by, or under the influence of alcohol, cannabis, illegal drug or controlled substance while they are present on District premises or while performing work for the District, regardless of when and/or where the use occurred. BHASED also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours.

Smoke-Free Workplace

Smoking is not permitted on school and district premises. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Injuries

- Student injuries:
 - Every accident in the school building, on school grounds, or any event sponsored by the school must be reported in a timely manner to the Principal or designee. The supervising staff member and/or staff who observed the accident are responsible for making the report. Contact
- Staff injuries:
 - Employees are required to immediately report any work-related injury or work-related medical condition to their immediate supervisor and complete all appropriate paperwork. The Illinois State Workmen's Compensation Act legally covers all staff members of BHASED. Failure to

report such cases may result in the employee becoming liable for all medical bills incurred during an injury.

Visitors and Volunteers in the Building

Staff are not to have personal visitors, including family members, on school property except on a short-term basis and only with the permission and knowledge of the Principal or designee. Volunteers are to be approved by the administrator prior to participating in the volunteer activity. Visitors and volunteers are required to check in at the office upon arrival and must follow procedures for being on school property.

Animals & Children

Animals are not to be brought to school by any student, adult, or staff member without prior approval from the Principal and/or Director. Animals working directly with students must have proper training certifications and insurance.

Non-BHASED students are not to be brought to school during school hours without prior approval from the Principal. Staff are not to bring their children to school with them in lieu of taking them to childcare.

Transportation

Generally, the transportation of students shall be in vehicles owned or leased by the District and driven by an employee of the District. In some cases, it may be more economical, efficient, or staff-preferred for the District to allow an employee of the District to transport students in the employee's vehicle. Employees who transport students for school purposes must have permission from the appropriate supervisor and parents. When driving and transporting students, employees are to abide by all rules of the road and any applicable rules of the Illinois Department of Education and the District. Seat belts and child restraint systems will be utilized by all occupants. When transporting students, employees are not to use cell phones or to otherwise engage in distracting activity while the vehicle is in motion. The only exception would be in the case of an emergency where transportation and communication are essential.

The employee needs to consult with their automobile agent about coverage. Proof of auto insurance and a valid driver's license shall be on file prior to transporting. When these documents expire, the employee is responsible for providing an updated, valid copy to the District office.

Classroom Guidelines and Expectations

Classrooms

Classrooms are to be well-organized and orderly in appearance. Bulletin boards, if available, are to be neat, relevant to the curriculum, and periodically changed to maintain relevance. Classrooms are to be functional with limited distractions keeping in mind that our students may become overstimulated easily.

Curriculum & Instruction

BHASED's curriculum shall articulate what students are to know and be able to do in each subject or grade level aligning with the [Illinois Learning Standards](#) with respect to the unique learning needs of each student.

The curriculum shall document the learning that is essential and the assessment method(s), (formative and summative as appropriate), that will be used to determine the learning of each student.

Curriculum development, implementation, and review shall be an ongoing process in the District. Each curriculum area shall be reviewed and revised by teachers and administrators when necessary according to the timelines set out by the Director.

Teachers are to continue to refine their instructional knowledge and skills using the language and direction provided by the District's adopted instructional framework. Teachers are to use appropriate and effective assessment practices within the best or recommended practice, guidelines provided by the District and/or, as applicable, by state and federal guidelines.

Textbook and Room Inventory:

All BHASED purchased materials must be inventoried using procedures determined by each supervisor. BHASED employees are to maintain accurate inventory records.

Lesson Plans

Teachers will prepare lesson plans on a regular basis. Plans will be kept by the teacher in a place known and accessible to building administrators. The Principal may further require teachers to provide copies of lesson plans to the school office at reasonable times and intervals as determined by the Principal.

Lesson plans are to be of sufficient length and substance to allow a substitute teacher to carry on the course of study and are to provide a means by which Principals and supervisors may monitor instruction to ensure that the educational program in a particular class or activity is related to the District-approved course of instruction. In addition, the lesson plan must identify the Illinois State Standard and essential or key concepts each lesson addresses. Additional detail may be required to correct deficiencies if needed.

Supervision of Students

One of the primary responsibilities of every staff member is that of providing for an environment that is conducive to learning. In order to meet this goal, the cooperation of all staff members is essential, and every member of the staff shares equally in this responsibility.

Classes and students must never be left without the supervision of an employee at any time. If you must leave your classroom, for any reason, it is your responsibility to get another staff member to cover for you during your absence.

- Arrive in your classroom before the students.
- Do not allow students to leave the class without permission and then only for necessary reasons.
- Be vigilant and attentive when supervising students.
- Teachers are to be seated with and supervise their class during assemblies.
- Be cautious when touching students and of the language used.
- Address any and all bullying witnessed or reported to you.
- Report any strangers or suspicious persons in the school area.
- Be consistent with all students when addressing behavior issues.
- Contact the office for assistance, as needed.
- Teachers must take accurate daily attendance.
- Staff must be appropriate role models for students
 - Avoid the use of profanity in the presence of students.
 - Do not smoke on school district property.
 - Avoid the use of sarcasm or sarcastic comments and teasing with students.

Remember that the students assigned to you are your responsibility. In the event of any liability issue, the most important factor may be whether or not you were negligent in the performance of that duty.

Substitute Folders/Plans

All staff are required to leave detailed substitute plans when they are absent in order for routines to proceed as normally as possible in your absence. Please be sure to include the following:

- Daily Schedule (including any duties)
- Detailed lesson plans or emergency plans
- Plans for students with individual needs
- Nurse's Information about student medical needs/concerns
- Emergency Procedures

Field Trips

Community Outing Requests must be submitted and approved in writing by the supervisor and Director no less than 10 days prior to the trip. The trip it to be well-planned, organized, and of educational value. [Community Outing Request Form](#)

Field trip approval procedures are as follows:

1. Once the trip is approved, it is the teacher's responsibility to submit the required forms to their supervisor.
2. Check with the nurse to see if students require medication or other special medical concerns that staff need to be aware of.
3. It is the teacher's responsibility to ensure that written permission to attend a field trip has been secured from the student's parent/guardian a minimum of two days prior to the field trip.
4. Maintain a file of the Parent/Guardian permission forms and authorization for medical care forms for every student participating in the field trip.
5. All receipts must be submitted to the District Business Office upon return.

Photos of Students

The District must acquire parent/guardian's written permission to publish or release pictures to the media that pertain to school-related activities and/or for the school's use each school year. This includes newspapers, pamphlets, yearbooks, school use, and Facebook or other social media platforms. Written consent is acquired during registration each school year.

If a student does not have parent/guardian permission, then BHASED employees may not take any photos of the student.

Taking or possessing a photo or a video of a student

1. Teachers and/or Staff are not permitted to take a photo or video of a student for their personal use. Photos and images of students for BHASED-sponsored activities used to further the District mission are permitted as follows:
 - a. All photos/video images of students shall be used in accordance with the authorization provided by parents/guardians to the School.

- b. A photo or video of a student is a FERPA-protected education record when the photo or video is (1) directly related to a student and 2) maintained by an educational agency or a party acting for the agency or institution. These images may reveal personally identifiable information about students. A photo or video taken by the Teacher and/or Staff in their professional capacity (such as a photo or video taken in a classroom) is entitled to protections as any other FERPA-protected student record. These images may not be disclosed without consent or as otherwise permitted by law. These types of images are not to be posted to a Teacher and/or Staff member's personal media accounts for any reason.
- c. If a staff member's personal device was used to take the video or photo, the video or photo must be downloaded on a district device and then deleted from the personal device immediately.
- d. A photo or video would not be considered "directly related to a student" if, for example, a student's image is incidental or captured as part of a background, or a student is shown participating in school activities open to the public without a specific focus on any individual.
- e. A photo or video of students taken by Teachers and/or Staff who are also parents/guardians may not be used for BHASED purposes without appropriate consent.

For additional information or clarification, please contact your supervisor or the BHASED Director.

Student Records

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights to access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board Policy. Student records do not include:

- Writings or other recorded information maintained by an employee of a school or other person at the direction of a school for his or her exclusive use as long as 1) this information is destroyed not later than the student's graduation or permanent withdrawal from the school, and 2) the information is not shared with anyone else (except a person designated by the school as a substitute unless they are first incorporated in a school student record and made subject to all of the provisions of this Act).
- Information maintained by law enforcement professionals working in the school.
- Contents of a video or other electronic recording, including on a school bus, unless the video/electronic records are used and maintained for a particular reason (e.g., disciplinary action or compliance with a student's Individualized Education Program) regarding that specific student.

Student records are further categorized by permanent and temporary records. Districts are required to retain permanent records for 60 years after a student withdraws, transfers, or graduates from the district. Districts are required to retain temporary records for five years after a student withdraws, transfers, or graduates from the district. Special education records are generally considered temporary records (i.e. IEPs, therapy notes, progress notes, and data collection related to student IEP goals are considered student records).



BHASED EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I hereby acknowledge that I have been provided access to the Black Hawk Area Special Education School District (BHASED) Employee Handbook (hard copy and/or access to the electronic version on the BHASED website www.bhased.org). **I understand that it is my responsibility to read and understand the expectations of the information contained in the Employee Handbook and any revisions made to it.**

Employee's Signature

Employee's Name (Print)

Date