

8.26 SPECIAL EDUCATION CASELOAD

When creating a special education caseload, ~~supervisors building administration and special education specialists~~ will provide an opportunity for collaborative input. Flexibility will be used in structuring caseloads. Training for case managers will be provided as needed.

8.4 SPECIAL EDUCATION INSTRUCTION**8.41 ~~NOTIFICATION OF PROBLEMS~~ COMMUNICATION OF STUDENT NEEDS**

~~When teachers are working with children with special education problems, they shall be notified by the special education department of the nature of the special learning needs of the students. Special education case managers will notify any staff responsible for implementing a student's Individualized Education Program (IEP).~~

~~A procedures manual for staffing, testing, and placement of perceived disabled students shall be made available in each building for teacher use. Teachers shall receive notification of any procedural modification prior to its implementation.~~

Special Education students who transfer in during the school year will be staffed to discuss specific problems, test scores, psychological evaluations, and other available pertinent information upon the receipt of such information from the sending district.

8.42 ADJUSTMENT FOR BEHAVIORAL PROBLEMS

~~When a teacher has one or more students in a class who have been independently evaluated as disabled, and when such student's behavior disrupts the learning environment, appropriate recognition shall be given by means of reduced class size through reassignment to other classes, or other methods or resolution. When a teacher has a student whose behavior significantly disrupts the learning environment appropriate supports shall be available through a variety of means such as/but not limited to: request for additional staff support, safety plan, Functional Behavior Analysis, Behavior Intervention Plan, Positive Behavior Interventions and Supports, relevant Professional Development, and/or the most appropriate placement of the student.~~

8.43 SERVICE TEAM MEETINGS

Participants in service team meetings will collaboratively develop a plan regarding scheduling/operation of the team in order to provide comprehensive services to our students. Substitutes will be available to all schools to facilitate scheduling during the school day. Teachers on service teams who work beyond the regular school day are entitled to up to one additional hour per week of actual recorded worked time provided that the entire regular school day is also used for service team. A protocol will be utilized to resolve service team policy and procedure issues. Any unresolved service team policy/procedure issue may be taken to the Special Education Committee (SEC) Protocol Review Committee as designated in the Special Education Procedures Manual (Red Book).

The Special Education Policy and Procedures Manual (Red Book) shall be available electronically on the table during these meetings. ~~A procedures manual for staffing, testing, and placement of perceived disabled students~~

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with perceived disabilities shall be made available in each building for teacher use. Teachers shall receive notification of any procedural modification prior to its implementation.

8.44 IEP MEETINGS

(meetings requiring IEP 10-day parent notification ISBE # 34.57D 7/07; or any amendments thereto.)

IEP meetings shall be scheduled during the school day whenever possible and substitutes shall be provided. Participants required to attend IEP meetings scheduled outside the school day shall be compensated according to 10.47 of the Elgin Agreement.

The Special Education policy and Procedures Manual (Red Book) shall be available electronically on the table during these meetings.

8.44.1 RELEASED TIME FOR IEP'S

Each teacher who is responsible for preparing IEP's shall have two (2) full days of released time or hourly equivalent during the school year, to be scheduled at a time mutually agreeable between the building principal and the teacher, for the purpose of preparing such IEP's. Section 10.32 shall apply only to teachers in self-contained or secondary resource classrooms for such released time.¹

8.44.2 RELEASED TIME FOR ANNUAL REVIEWS

Each teacher who is responsible for preparing IEP's shall have the hourly equivalent of two (2) days of released time in order to conduct annual reviews. Section 10.32 shall apply only to teachers in self-contained or secondary resource classrooms for such released time.²

8.45 SPECIAL EDUCATION COMMITTEE (SEC)

The SEC shall be a permanent structure designed to obtain information from all sources throughout the district concerning Special Education and share issues/changes regarding Special Education with district employees.

8.45.1 SCOPE OF ACTIVITY

The SEC will assist in the planning, coordinating and implementing of any changes occurring within Special Education. The committee will collect information from all relevant sources throughout the school district and outside of the district. Participants will discuss concerns/issues and generate ideas for improvements within the Special Education Department. Further, the committee will disseminate information regarding the Special Education Department, including changes in policies and procedures (state, federal, district).

At each meeting, the administration will provide the committee with the most recent financial report as provided to the Board of Education and the regular monthly budget update.

¹ For the purpose of 8.44.1, the 'hourly equivalent' of two (2) days of released time shall be 12 hours.

² For the purpose of 8.44.2, the 'hourly equivalent' of two (2) days of released time shall be 12 hours.

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8.45.11 FUNCTIONING

The SEC shall meet monthly throughout the year (unless adjustments in scheduling are made by the SEC). When school is in session, the SEC will meet during the normal school day.

The SEC may appoint task force study committees to make recommendations to the SEC. The SEC will review the recommendations and recommend changes accordingly. These SEC recommendations will be considered for department implementation. Outcomes will be provided to the SEC regarding the recommendations and the decisions resulting from these recommendations. Existing special education committees will provide the SEC with information regarding their activities.

An elections committee will be formed composed of a special education representative, ETA representatives and special education secretary. This committee will conduct elections.

The SEC will be co-chaired by one regular education representative, one special education representative and the Director of Special Education.

8.45.12 COMPOSITION

SEC shall be comprised of twenty-six (26) members of which twenty (20) shall be ETA members. The nineteen (19) elected members shall be voted for by their respective groups and will serve a two-year term. Membership is limited to two consecutive terms.

~~Eleven (11) members representing the various special education departments serving staggered two-year terms. Membership is limited to two consecutive terms. All members will be elected from their respective groups as follows:~~

Twelve (12) members representing Special Education:

Related Services (5)

~~(SP/Lang~~Speech-Language Pathologist~~, School social~~Social workersWorker~~, Certified school~~School~~nurses~~Nurse~~, psychologists~~Psychologist~~, Elgin Mental Health hospital, STEP/SWEP, music therapists,~~
~~facilitator/diagnosticians~~Diagnostician~~, adapted~~Adapted Physical Education~~, home~~Home/Hospital~~Hospital Tutor)~~

Low Incidence (~~12~~)

~~(PH~~Physically Handicapped~~, Exceptional~~Needs~~, hearing~~Hearing Impaired~~, vision~~Visually Impaired~~, Instructional Learning Program, Modified Learning Program)~~

High Incidence (~~54~~)

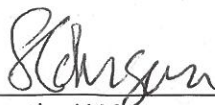
(Cross Categorical - Instructional, Cross Categorical – Resource, ~~E~~motionalDisorder~~, Behavioral~~
~~Disorder, ILP, MLP)~~

English Language Learner (ELL) SPED (1)

~~One (1) member representing Early Childhood -pre-K classrooms. One (1) member representing Early Childhood education serving a two-year term will be elected from his/her respective group.~~

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Six (6) members representing general education ~~serving staggered two-year terms will be elected from their respective groups as follows:~~

Elementary (3)
Middle School (1)
High School (1)
~~ESL/Bilingual~~ ELL (1)

~~Two~~ One (21) at-large members will be appointed by ETA.

Six (6) members representing the administration serving staggered two-year terms selected by their particular groups as follows:

Special Education ~~Supervisors~~ Specialists (2)
Building Administrators (3)
Curriculum Administrator (1)

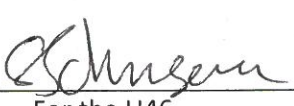
Any teacher vacancy shall be filled by ETA.


When SEC realizes a teacher vacancy has occurred, the ETA President will be informed. ETA will make every effort to fill the vacancy within thirty (30) days or inform SEC in writing of the progress that has been made.

~~8.46 — ELECTRONIC DOCUMENTATION~~

~~The parties agree to appoint a joint committee composed of three (3) persons appointed by the ETA and three (3) persons appointed by the Administration with one from Information Services to discuss and process issues related to electronic documentation or other teacher-related non-instructional technology.~~

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