



# Carrollton CUSD#1 Staff Handbook

## 2023-24

Carrollton CUSD#1 will provide all students with opportunities to achieve their personal best, to become responsible, productive citizens, and to embrace lifelong learning.

Carrollton CUSD#1

5/15/23

**CARROLLTON COMMUNITY UNIT SCHOOL DISTRICT #1  
CARROLLTON, ILLINOIS  
2023-2024**

**EMPLOYEE HANDBOOK**

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**Absences and Reporting**

Good, consistent attendance is paramount to provide the best possible instruction for students and to achieve job expectations in all roles within the District. Notify the building principal or immediate supervisor as soon as possible when you know you are going to be absent. If you are absent for any reason, please notify the Principal no later than 6:45 AM. Complete online procedures in Skyward for your absence as soon as possible. For hourly employees, you may request sick leave time by the hour. For teaching staff, sick leave time may also be requested by the hour as a percentage of your 7.25 hour workday.

Employees may request to take time off of work for paid leave for personal use, sick time, and, in some circumstances, vacation time. In order to utilize paid leave, **the employee must have time available** to all the employee to be absent from work for the specific purpose (an excused absence) and follow the appropriate procedures for requesting time off from work and obtain the authorization of the Principal or immediate supervisor (an authorized absence). Employees may request to take time off of work for unpaid leave for the purposes set forth in the applicable leave provisions. Please observe the Collective Bargaining Agreement regarding requirements and procedures for personal leave.

“Dock days” are not an authorized leave category. Employees are not allotted dock days and they do not represent a separate type of leave available to them. Dock days, generally, represent an unexcused absence and the employee is not paid for them. Using dock days is unacceptable and will not be tolerated by the District. Doing so may result in corrective progressive discipline, up to and including dismissal. In the event an unpaid day of leave is needed for an absence that would *otherwise be an approved absence* under the applicable leave provisions, an employee must request the unpaid leave and it must be pre-approved by the superintendent.

**Abused and Neglected Child Reporting**

Any district employee who has reasonable cause to suspect that a student may be an abused or neglected child must report such case to the Illinois Department of Children and Family Services on its Child Abuse Hotline 217-524-2606. The employee shall also promptly notify the Building Principals or Superintendent that a report has been made.

**Activity Fund**

Activity funds are established as provided in Sec. 10-20.19 of *The School Code* to properly account for funds of classes, clubs, and associations connected with the school. All funds collected in School District #1 except the proceeds of funds required by law to be receipted with the School District Treasurer shall be included in the Activity Fund. **No fundraisers are to be held nor any funds collected for school purposes unless authorized by the Principal. (A fundraiser refers to any activity that solicits payment or resources from students, staff, families and/or the community that provides revenue for the organization.)** All funds collected by employees shall be properly receipted and deposited with the authorized fund treasurer. The treasurer shall take appropriate steps to safeguard these funds, and shall dispense them only by authorization of the officially delegated personnel. **Funds are to be deposited by the school secretary on a daily basis.** All activity fund transactions take place at the **building level** unless needed on a day that the school office is not open.

## **Advertisements**

It is the policy of the school system not to accept for distribution to students or teachers any item, which is primarily produced for business advertising purposes unless approved by the Board of Education. The schools may cooperate with community organizations in publicizing their projects and activities. No free materials, circulars, or flyers of any sort shall be distributed to students or teachers without the permission of the Superintendent of Schools. This excludes the regular school bulletins authorized by the Principal of a building. Flyers and information distributed to students may also be found within the online backpack on the District website. Employees may utilize the staff lounge for business advertisements for a limited period of time ONLY with pre approval from the building principal.

## **Announcements**

Announcements must be in writing and left with the office secretary by 2:45 p.m. on the day before it is to be announced. The building secretary will prepare and post the announcements by 8:00 a.m. the next morning. Announcements will be read to the students at the beginning of the day or during the advisory period. Each sponsor must sign all announcements concerning organizations. Unscheduled announcements will be made when necessary and are shared with the student body on the day they arise.

## **Asbestos**

- An Asbestos Management Plan has been approved by the Local Board of Education and a copy is available for public review at the Superintendent's office.
- Response actions required by the management plan are in process and are being conducted by properly trained custodial staff.
- Semi-annual surveillance activities are conducted in May and November of each year.
- Asbestos warning labels have been posted. Do not touch material with an attached warning label.
- Building occupants, with the exception of trained asbestos personnel, are not allowed in the furnace rooms at the grade or high school.
- Repair personnel should contact the supervising custodian prior to performing any repair work adjacent to asbestos containing material.

## **Behavior Management**

### **Staff Responsibility**

In order for the school to fulfill its function, it must operate efficiently. To operate efficiently it must implement good consistent discipline. Staff members have the responsibility to maintain order and discipline throughout the school grounds as well as to ensure proper conduct of all students in the district at recognized school activities away from school, and if necessary, traveling to and from school.

All non-certified staff and bus drivers will receive training with PBIS (Positive Behavior Interventions and Supports) at the start of the school year and refreshers as needed. Appropriate staff will also receive CPI training and retraining as deemed necessary.

*Teachers* must prepare and submit a classroom discipline management plan to the Principal for approval. The plan should list rules of conduct and a list of appropriate consequences. Any disciplinary action taken by you should be reasonable, swift, and consistent. The list of consequences should be brief, i.e. verbal reprimand, written assignment, phone call or conference with parent, and referral to the Principal. **Each plan must be submitted to the Principal the first week of school. Rules must be visibly posted in each classroom, read aloud, and explained to students.**

### **Office Discipline and Bus Referrals**

Staff members are to complete a referral form for each student that is sent to the office for a discipline matter or requires administrative support for issues on the school bus. This should occur only after the staff member has tried to resolve the matter or the student situation threatens the safety or learning environment for the other students.

### **Suspensions and Expulsions**

Students who are irresponsible, violate the rights of others, or present an actual or threatened danger to persons or property may be suspended and/or expelled from school. Due process procedures as established by law and the local Board of Education will govern such actions.

### **Belief Statements**

All decisions and activities in the District are to follow the guidelines established through the District Belief and Mission Statements. As a District, we believe...

- Children are worth the investment
- In hiring, maintaining, and developing quality staff
- In differentiated and data-driven instruction
- In a safe, supportive, and positive learning environment
- Education is a partnership
- In promoting positive character
- In sound financial planning
- In high expectations.

### **Bullying Prevention, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. School staff must follow School Board policy 7:180.

### **Ceremonies and Observances**

The following policies shall be adhered to regarding opening exercises and school programs as they pertain to patriotic and religious customs and holidays:

1. The school day shall start with a salute to the flag; Memorial Day and Veteran's Day shall be observed in their traditional forms.
2. During the periods of Christmas, Hanukkah, Easter, and other holidays observed in various religions, it is recommended that schools sing songs, use appropriate decorations, and present assembly programs in accord with the traditional and historical significance of the season.
3. Students have the right to refuse to participate in or attend any form of religious activity, including but not limited to prayers, songs, readings, meditations, and seasonal programs.

### **Chain of Command**

An organizational chart indicating the channels of authority and reporting relationships for school personnel is in place as part of board policy (3:30). These channels should be followed, and no level should be bypassed except in unusual situations. All personnel should refer matters requiring administrative action to the responsible administrator and may appeal a decision to a higher administrative officer. Whenever possible each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

The chain of command is a vital part of the function of any system. It is required that everyone follow the chain of command when any issue arises. The chain of command is as follows:





## **Class and Organizational Sponsorships**

### **High School**

Class of 2024	Mrs. McAdams and Mr. Feltes
Class of 2025	Mrs. Racey and Mrs. Madix
Class of 2026	Mr. Baro and Mr. Spainhoward
Class of 2027	Mr. Kesinger and Mr. Childs
Student Council	Mrs. McAdams
N.H.S.	Ms. Struble
F.B.L.A.	Mrs. Heck
F.F.A.	Mr. Hartwick
Yearbook	Ms. Struble
Spanish Club	Mr. Lindsey Malott
Art Club	Mr. Kesinger
Civics Club	Mr. Eric Childs
Robotics Club	MS. Struble
Scholastic Bowl	TBD
Pep Band	TBD
Drama Club	Mrs. Heil

### **Middle School**

Student Council	Ms. Wollenweber
Scholastic Bowl	Ms. Kirchner

## **Classroom/School Appearance**

The appearance of each classroom/school setting relates directly with student morale and public perception of the school. Each and every classroom should be a positive place reflecting the coordination of curriculum and classroom management. Our staff members are expected to help keep our buildings and grounds clean. In order to accomplish this task, everyone has the responsibility to keep their work space in good order. Ensuring that students are respectful, responsible and safe throughout the day makes this a team effort. Our limited custodial staff makes it essential that we all do our part to keep our school buildings and grounds clean. Model responsible behavior and demonstrate school pride by always picking up after yourself, encouraging students to do the same, and helping out whenever possible.

## **Communication/Board of Education**

The Board of Education desires to maintain open communication between itself and the staff. The basic line of communication is through the building Principal and Superintendent Team. Board policy requires all communications or reports to the Board from teachers or other staff to be submitted to the Superintendent through the Principal; this includes **ALL** notes home to groups of students containing information regarding school or classroom events/programs/etc.

## **Community Notification Laws**

State law requires that the Building Principal or teacher to notify parent/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public.

- You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

- You may find the Illinois Statewide Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at <http://www.isp.state.il.us/cmvo/>.

## **Conduct**

Staff members are required to exhibit professional etiquette at all times during the school day. Unprofessional behaviors will not be tolerated and will be dealt with in the appropriate manner. **Staff members are to be cognizant of personal information shared on social media and its connection to one's role in the District.**

## **Confidentiality**

District employees are responsible for maintaining: 1) the integrity and security of all internal information, and 2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board Meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and as appropriate, confidentiality of internal information.

## **Conflict of Interest/Secondary Employment**

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

## **Conflicting School Events**

If students are scheduled to participate in two school activities whose times overlap or conflict, the teachers, coaches, or sponsors involved should cooperate so that the students may participate in both events. If this is not possible, the following guidelines will determine in which event they should participate.

1. A class related activity (Example: field trip, science project fair, or choir performance, etc.) will take precedence over an extracurricular practice or performance.
2. A performance, contest, or game takes precedence over a practice or rehearsal.
3. If two performances (contests or games) or two practices or rehearsals are in conflict, the student involved may choose which he wishes to attend. The student may do so without penalty as long as he/she informs both teachers (coaches, sponsors) of his/her choice a day in advance. Failure to inform the teacher (coach, sponsor) in writing, in a timely manner may result in the student suffering the "normal" consequence for a failure to show up.
4. If there are continuous schedule conflicts between two activities, either sponsor (teacher, coach) may ask for the student to choose between the activities with the advice and consent of the Principal.

## **Copyright**

No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

## **Course Credit/College Transcripts**

Each teacher must supply the Superintendent with an official and current transcript of all college credits. No movement on the salary schedule can be made until the superintendent has pre-approved the credits and received the official transcript. Course pre approval forms are available on the District website.

## **Disturbances on School Grounds**

It is the policy of the School Board to maintain a suitable learning atmosphere for the students in the district. The building principal is authorized to exclude visitors or members of the public who are disorderly or disruptive to the educational process. The Superintendent or the building principal, when authorized by the Superintendent, may file in their own name or on behalf of the school district complaints of criminal trespass or disorderly conduct or



such other appropriate charge where they deem such action to be warranted and shall be held harmless by the Board of Education with respect to any action which may result from such filing.

### **Dress Code**

Staff members are expected to dress in a professional manner at all times. **At a minimum, all components of the student dress code are included in this expectation.** All Fridays are casual days. Blue jeans are acceptable on this day only with spirit day apparel.

### **Drug and Alcohol Free Workplace**

All District workplaces are drug and alcohol free workplaces as stated in the Board Policy 5:50. An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug or alcohol abuse, employee assistance rehabilitation program.

### **Duties**

In order for the school to operate effectively and efficiently, it is necessary and a requirement that all staff members perform a share of reasonable, special duties from time to time. **Among these special duties assigned to all teachers are attendance at the Commencement exercise, participation in after-hours programs (i.e., Open House, Prom, Homecoming, PTO Carnival, STEM Family Nights, Staff Meetings, etc.), serving as class sponsor, and supervision of students during assigned periods in the hallway, library, etc., before school (morning duty) and during the lunch periods. Staff members may be assigned morning duty, noon duty, and/or after school duty. Note specific dates of annual events on your personal calendar to ensure that conflicts do not occur.**

Building Principals will explain assigned duties to staff members. As the enrollment requires and student needs change, it is expected that teachers will be flexible and accept changes in the number of classes and assignments as needed.

### **Emergency Closings/Delayed Start**

In the event of an emergency school closing, all regularly scheduled afternoon or evening events will be canceled unless specific permission to hold the events is secured from the Superintendent. The coach shall communicate directly with the Athletic Director matters related to tournaments.

Should the need arise due to extreme conditions or other short-term emergencies, Carrollton CUSD#1 may implement a Two-Hour Delayed Start procedure for all schools. A decision about any delayed start will be made and announced by 6:30AM. All delayed starts will be two-hour delayed starts. **Teachers and teachers' assistants are to arrive two hours after the normal start time. Secretaries, cooks and custodians should arrive as close to their normally scheduled start time as possible keeping safety as the number one priority.** Carrollton CUSD#1 respects the rights of parents/guardians to make a decision regarding the attendance or late arrival of their children. A personal contact by the parent/guardian or a written note to the school principal will excuse a student's late arrival or absence during these conditions.

- **Students:** Students are expected to arrive two hours later than their regular start time.
- **Bus Pick Up Times:** Buses will pick up students at bus stops two hours later than regularly scheduled pick-up times. This includes programs not located in Carrollton. Buses will make every effort to be punctual, although traffic and road conditions may increase travel time.
- **Before School and Morning Programs:** All morning programs, practices, meetings or other activities scheduled prior to 11:00 AM by the school itself or the school district are canceled. All Early Bird classes are also canceled.
- **Drop Off and Arrival Times:** Parents/Guardians dropping off students, students who walk and students driving to school should arrive 2 hours after their regular arrival times. However, staff should be alert and prepared to provide supervision, if students arrive early.

- **Breakfast:** Breakfast will not be served on any day with a two-hour delayed start.
- **PreK Programs:** All morning (A.M.) Pre-K programs are canceled when there is a two-hour delayed start schedule. All afternoon (P.M.) Pre-K programs will run on normal schedules.
- **School Schedules:** Unless specifically instructed by their principal, all students should report to wherever they would normally report at the start of the day for any Delayed Start Days. The schedule for the remainder of the day, should it be different than a regular day, will be communicated by the principal.
- **School Dismissal Times:** School dismissal times will remain on regular schedules, including bus drop-off times and parent pick-up times at schools.
- **Afternoon and Evening Programs and Activities:** All afternoon and evening programs will operate as normally scheduled unless announced otherwise.

### **Emergency Procedures**

The Principal is responsible for the implementation of emergency plans, including sufficient practices until all students and staff members are fully aware of the type of emergency being practiced, the procedures to be followed, and the necessary alternative plans that will be used. The local police department must be notified prior to any practice drill, since the alarm automatically rings at the fire department and emergency vehicles will be dispatched to the school. Please follow and refer to the District Emergency Plan made available to you.

### **Energy Conservation**

Conservation of energy is the job of every employee of the district. Equipment should not be left on when not in use. Lights should be shut off when no one is present in classrooms.

### **Equal Employment Opportunity & Minority Recruitment**

The School District shall provide equal employment opportunities to all person regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

### **Equipment Loans**

It is the policy of the School District not to lend any items of furniture or equipment for use outside the school buildings; however, special provisions may be made to loan furniture or equipment to other government, civic, or religious organizations. All loaned material **must be checked out through the office,** and only after proper forms have been completed.

### **Equipment/Supplies**

Supplies are to be ordered on a district requisition form provided and given to the Principal. Supplies will be distributed by the building secretary.

### **Facility Use**

Local youth groups may use school facilities after school if properly supervised by school personnel or others as approved by the building Principal. Requests for facility use shall be made in writing to the Superintendent of Schools. The user will pay any expense other than that ordinarily incurred by the district. (Facility Use Agreement forms are located on the District website.)

District staff may use school facilities after school or during summer months for non-scheduled school related activities. Such use must involve students of the district. Requests for facility use shall be made to the

Superintendent of Schools. The user will pay any expense other than that ordinarily incurred by the district. Use of facilities for more than two consecutive weeks shall not normally be authorized. No practices or contests will be allowed on Sunday where attendance is mandatory for students.

## Field Trips

Field trips may not be taken unless they are approved in **writing and in advance by the building Principal**. Field trips are permissible when the experiences are an integral part of the school curriculum and/or contribute to the District's educational goals. Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives of the district's schools, field trips must have the Superintendent or designee prior approval; however, no district funds may be expended. *Students should not be traveling to and from the field trip longer than the time spent at the event.* The Board of Education must pre approve of any field trips beyond a 200-mile radius of the school or extending overnight.

The following factors are analyzed when determining whether to approve a field trip: educational value, date of trip, student safety, parent/guardian concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips; (a) value of the activity to the particular class group of class groups; (b) relationship of the field trip activity to a particular aspect of classroom instruction; (c) suitability of the activity and distance traveled in terms of the age level; (d) availability of transportation, and (e) cost. Educational field trips shall be planned and conducted in accordance with the following guidelines:

- The teacher shall review the educational value of the field trip with the principal and receive the principal's approval prior to making arrangements for the field trip.
- A parental/guardian permission slip is required for each child participating in the trip, including walking or bicycling excursions. Slips will be available in each school office.
- The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation, and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when a field trip will extend beyond the school day.
- Participating students may pay a proportionate share of costs for transportation, admission fees, etc. One or more adults, in addition to the teacher, will accompany each class on field trips unless otherwise approved by the principal. Teachers are responsible for informing the accompanying adults of their duties and responsibilities.
- The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the children. Children who cannot be self-controlled or teacher-controlled may be excluded from field trips.
- The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.
- Students will be a primary consideration with first aid kits required on all field trips.
- The buddy system, or partners, is recommended to assure constant awareness of each child's whereabouts, needs and participation.
- Should an emergency situation occur, the teacher is responsible for notifying the principal by telephone as soon as possible.
- Arrangements for buses are to be made through the business office with teachers ordering buses **at least five days in advance of the trip**. Regulations are in place regarding the number of students allowed per seat. Transportation forms will be available in each school office.

- Children will not be permitted to leave the field trip group during the trip unless prior written arrangements are made by parents.
- If children return to the schools from a trip after school hours, the teacher and the principal should make provisions for their safe departure home, taking into account the age of the students and the hour.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participating in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be canceled without notice due to danger to students, staff, or chaperones. Monies deposited may be forfeited.

### **Financial Assistance**

Limited funds are available in an activity account to assist students who cannot afford to pay some type of required cost associated with their high school education. If you are aware of a student that is having difficulty in this area, please see the Principal.

### **Flag Display**

The national flag will be flown on the school grounds from before the opening to after the close of school on all school days, weather permitting, while students are in attendance. In any assembly or gathering where the flag is to appear on the stage or speaker's stand, it is the teacher's or advisor's responsibility to see that the flag appears correctly at the right of the speaker. The Pledge of Allegiance to the Flag of the United States will be given at the beginning of each day. Students who may not wish to participate in the pledge are to be given an opportunity not to do so.

### **Fund Raising**

Student fund raising activities shall be limited. The Principal shall consider all requests and shall make the final decision for approval. **No student, group, team, organization, or similar body shall engage in fundraising activities without the express permission of the building Principal. All funds raised through student fund raising activities shall be deposited with the appropriate student account activities treasurer at the building level.**

Funds collected by school employees and/or by student treasurers are to be handled with good and prudent business procedures. It shall be collected, receipted, accounted for and directed to the proper location of deposit on the day it was received. In no case shall funds be left overnight in the building, except in safes provided.

### **Grade Reports and Records**

#### **Grade Books**

Teachers must utilize the grade book on the Skyward system. A complete and accurate up-to-date record includes attendance. **Grades need to be entered weekly and current by 8:00 am every Monday morning.**

#### **Incomplete Grades**

Occasionally an incomplete grade is given. This grade denotes no grade at the time it is given, but it may be changed to after the assigned work is completed. All incomplete grades will follow a two to one ratio, (i.e., if a student is absent two days from a class, he will have four days from the time he/she returns to make up the work).

- W/F which means the student withdrew from the class and received a failing grade, or
- W/P for the student who withdrew from the class with a passing grade.

In either case, no credit is given. Exceptions will be made in cases of illness, clear misplacement, or full withdrawal from school and will be reviewed for approval by the principal.

### **Report Cards**

Report cards **are available online** to families at the end of first, second, third and fourth nine weeks on the dates indicated on the school calendar. Parents/Guardians may request a paper copy in the office. Teachers are responsible for inputting your grades into the management system in a timely manner. Such reports will provide the following information:

1. A mark indicating the pupil's scholarship level as compared to other students in the school system. In computing grades or grade point equivalent the following scale is used:
  - A = 92 - 100%
  - B = 85 - 91%
  - C = 76 - 84%
  - D = 65 - 75%
  - F = below 65%
2. A report of attendance and punctuality.
3. Whenever possible teachers are encouraged to schedule personal conferences with parents since much valuable information can be communicated this way. Teachers are to carefully observe the progress of pupils between reporting periods and when it appears that a pupil is doing unsatisfactory work, the parent shall be immediately notified so that appropriate and cooperative action can be taken by the student and school.

### **Temporary/Permanent Records**

Temporary and permanent records are to be left in the office. A permanent record of all student grades is maintained in student files.

- The student permanent record consists of basic identifiers, academic transcript, attendance record, accident report and health record, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.
- The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every three-four years (2<sup>nd</sup> grade, 5<sup>th</sup> grade, 8<sup>th</sup> grade, 12<sup>th</sup> grade) for destruction of out-of-date information and will be destroyed entirely within five years after graduation or permanent withdrawal.
- Parents have the right to:
  - Inspect and copy any and all information contained in the student record. There may be a small charge for copies not to exceed 35 cents a page. This fee will be waived for those unable to afford such costs.
  - Challenge the contents of the records by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter.
  - Receive copies of records proposed to be destroyed upon graduation, transfer, or permanent withdrawal from school.
  - Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
- Local, state, and federal educational officials have access to student records for educational and administrative purposes without parent consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.
- The following is designated as public information and may be released to the general public, unless the parents request that any or all such information not be released: Student's name and address; grade

level; birth date and place; parents' names and addresses; information on participation in school sponsored activities and athletics; the student's major field of study; and period of attendance in the school.

- A parent/guardian or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
- Full and complete copies of the laws, rules, and regulations on student records are on file with the record custodian of each school and the superintendent of the district. Parents/guardians or eligible students are encouraged to contact local school district authorities if further information is desired about the above regulations or local board policies.

## **Health Certificate**

Each employee must have a certified health certificate on file in the Superintendent's office. All new employees must furnish evidence of physical fitness based upon medical examinations by a physician before the first day of school. The employee is responsible for the cost of the exam.

**Upon returning to work from an extended leave of absence for medical reasons, the employee must furnish a written and signed doctor's release to return to work.**

## **Homework**

Homework that is properly designed, carefully planned, and geared to the development of the individual students meets a real need and has a definite place in the educational program. It is designed to help the students become more self-reliant, learn to work independently, and improve skills that have been taught. Teachers should exercise caution in ensuring that students understand the nature and approach to the assignment, determining its purpose and in determining that the cumulative effect of such assignments within a certain time period is not overwhelming to the average student.

## **Instructional Information**

### **Mandated Instruction**

**Evidence of instruction is to be maintained by school staff in accordance with ROE#40 mandates:**

- patriotism and principles of representative government, proper use of the flag and method of voting (no less than one hour per week/Middle School)
- daily physical education
- honesty, kindness, justice and moral courage.
- consumer education with maintained evidence
- conservation of natural resources
- safety
- the life and history of Leif Erickson (one hour - on or near October 9th of each school year)
- appropriate exercises in commemoration of American Indians (fourth Friday of September)
- observance of "Illinois Law Week" (during the month of May)
- passing grade for United States history test and a Constitution test (No student shall be promoted from the 8th grade unless this evidence is present.)
- bus safety, to include emergency evacuation drills
- career education (available at each grade level)
- availability of co-curricular activities opportunities for all students
- Health Education (evidence of one semester participation—middle school)
- history of women in America
- Holocaust
- Acts of Genocide
- Black History

### **Sex Education**

Sex education, which will include incorporating the use of community lay people, is to be taught in health class. Parents/Guardians are to be notified of the content and shall have the right to object to their child's attendance in such class. No other sex education is to be taught without the expressed permission of the Principal after consultation with health teachers.

### **AIDS Education**

Aids education is to be taught in health class. Parents/Guardians are to be notified of the content and shall have the right to object to their child's attendance in such class. No other AIDS instruction is to be taught at the high school without the expressed permission of the Principal after consultation with health teachers.

### **Religion Instruction**

The school district's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religious belief or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement of practice or religion.

The District shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony or other school sponsored activity with the exception of graduation activities.

### **Controversial Issues of Instruction**

The Superintendent shall ensure that all school sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers, are: age appropriate, consistent with the curriculum and serve an educational purpose, present an informed and balanced view, is respectful of the rights and opinions of others, and uses no profanity or slander.

### **Intercom System**

Each classroom is equipped with a two-way intercom. To contact the office for any reason, press the button on the call-box once and release it. A tone will signal the office at which time your intercom will be activated for communication by office personnel.

### **Internet Access and Authorization**

Each staff member including Board of Education members must sign this authorization as a condition for using the district's Internet connection. Each student and his or her parent(s)/guardian(s) must sign authorization before being granted unsupervised access. All use of the Internet shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) on the acknowledgement sheet distributed at the start of each school year is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### **Terms and Conditions**

##### **1. Acceptable Use**

Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the district.

##### **2. Privileges**

The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.

##### **3. Unacceptable Use**

You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulations;

- Unauthorized downloading of software, regardless of whether it is copyrighted or void of viruses;
- Downloading copyrighted material for other than personal use;
- Using the network for private, financial, or commercial gain;
- Wastefully using resources, such as file space;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

#### 4. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of students or colleagues.
- Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communication accessible via the network to be private property.

#### 5. No Warranties

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

#### 6. Indemnification

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any breach of this Authorization.

#### 7. Security

Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

#### 8. Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

#### 9. Telephone Charges

The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs

## **Inventory**

At the close of the school term it is required that all student books are returned **before credit is given.** Teachers are responsible for the inventory of supplies, books, and equipment. Coaches will conduct and maintain an



inventory of uniforms, supplies, and equipment within two weeks after the end of the season or at another time designated by the Principal. Custodians and cooks are responsible for the inventory of supplies and materials.

## Keys

Keys and/or door codes for the building entrance and classroom doors are issued to all employees. Available keys to desks, files, and cabinets are also distributed. All other keys may be secured from the building secretary or athletic director and returned after use.

**Keys are for the use of the staff member only; they are not to be given to anyone else at any time.** This is for the safety and security of our entire school system.

## Lesson Plans

Lesson plans are to be completed **one week in advance**. Plans are to be located in plain sight on the top of your desk or available online. A daily plan book or online resource is supplied for your convenience. Weekly plans may be reviewed by administrators on the last day of the week for the next week.

In the event of unplanned absences, office personnel will refer to this book or online site to provide the substitute teacher with necessary information for completing the goals for the day. Assignments, visual aids, library materials and a brief statement regarding planned class activities are to be indicated in this plan book or online resource.

Teachers will also keep a substitute binder that includes the following: 1) current seating charts, 2) teacher's daily schedule, 3) class lists, 4) emergency evacuation plans for the classroom, 5) classroom management plan, 6) dismissal procedures, 7) emergency medical information, 8) information regarding students with special needs, 9) lunch procedures, 10) Substitute handbook, 11) Student Handbook and, 12) Staff Handbook.

## Licensure Registration

Teaching and paraprofessional licensure should be obtained and registered with the Regional Office of Education #40. It is unlawful for a school district to pay teachers any salary until the license has been properly registered.

## Mail/Email

A mailbox for each staff member is located in the office. Please check this daily and so not allow items to accumulate in this area. **EVERY STAFF MEMBER is to check email and their mailbox EVERY DAY prior to the start of the school day and at the end of each school day for important information.**

## Media

All releases to newspapers and all matters for distribution to patrons or the public in general require the approval of the Superintendent of Schools. Board policy dictates that the Board President and the Superintendent are the sole spokespersons for the District and its programs.

### Media Release

Each staff member must have a signed media release on file in order for photos, videos, and/or information regarding the individual to be utilized in school media releases and/or website publications.

### Media Release/Use of Student Work

- Pictures of Unnamed Students

Students may occasionally appear in photographs and video recordings taken by school staff members, other students or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

- Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign a consent form.

- Use of student projects

Student projects may be shared in many different ways including, by not limited to, the following: submission to Illinois State Board of Education for assessment; posted on the district website to showcase our students' work; utilized in regional, state or national conferences or articles effective teaching practices; published in photographs and videos to demonstrate classroom teaching and learning; etc. The primary purpose of sharing this work is to showcase student learning and to encourage excellence in the integration of technology in to student learning in meaningful ways. For privacy reasons, all information associated with student work will include no more than the school name, the teacher, your child's grade level and your child's first name only. In order for the school to utilize student work in these ways, one of the student's parents or guardians must sign a consent form.

## **Medical/Emergency Information**

### Administering Medicine to Students

If a child is required to take oral medication during school hours and a parent/guardian cannot be at school to administer the medication, the Principal's designee or nurse will administer the medication in compliance with the regulations that follow:

1. Written instructions signed by a parent or guardian or the instructions included with a prescription will be required and will include:
  - Student's name
  - Name of medication
  - Dosage
  - Time to be administered
2. Non-prescription medication, such as cough medicine, aspirin, etc., can be administered with medical authorization form.
3. The school Principal or his designee will:
  - Inform appropriate school personnel of the medication.
  - Keep record of the administration of the medication.
  - Keep the medication in a locked cabinet during school hours.
  - Return unused medication to the parent after the complete course of therapy.
4. The parent/guardian must assume the responsibility for informing the principal or his designee of any change in the child's health or change in medication.
5. The school district retains the discretion to reject requests for the administration of medicines.
6. A copy of this regulation is provided to parents/guardians upon request for the administration of medication in the schools.
7. The school district and school nurse are not responsible for adverse reactions to medications given at school.

### Student Accidents and Injuries

Student accidents, which occur during the school day, or on the way to or from school, are to be reported to the Principal immediately and an accident report form completed. This form can be found online. When an accident occurs, the supervisor is to complete a statement of what occurred and include it in the accident report.

Except in cases of extreme emergency, it shall be the responsibility of the parent/guardian to call a doctor for a child or to take him to the doctor's office or the hospital. In cases where it is impossible to reach the parent/guardian and it is deemed necessary to take such action, emergency medical facilities shall be used and the parent/guardian shall be notified as soon as possible. In any case, the responsibility for the payment of medical, ambulance, or hospital fees shall lie with the parent/guardian. Anytime an accident report is filled out on any

student in the District, it is to be done in duplicate and one copy is to be sent to the building secretary or school nurse. This will serve as a notice that an accident did occur and will also serve as a basis for insurance procedures.

**Care of Students in Emergency Situations**

Staff members in charge of a group of students are responsible for students in an emergency situation. Parents/guardians shall be notified immediately. If the parent/guardian is unavailable, available emergency medical facilities shall be used.

During intramural sports or other extra-curricular activities, the supervising teacher or coach is responsible for handling any emergency, for notifying parents/guardians, and notify the building principal. If the principal is not available, contact the superintendent.

**Nondiscrimination Coordinator and Complaint Managers**

Complaint Managers:

Alex Pulido	Leslee D. Frazier	Jean Heil
Carrollton Grade School	Carrollton High School	Carrollton Grade School
721 Fourth Street	950 Third Street	721 Fourth Street
Carrollton, IL 62016	Carrollton, IL 62016	Carrollton, IL 62016
217-942-6831	217-942-6913	217-942-6913

Nondiscrimination Coordinator:

Mark A. Halwachs, Superintendent  
950A South Third Street Carrollton, IL 62016  
217-942-5314

**Office Hours**

The following office hours will be in place for district buildings: Grade School (7:30-4:00), High School (7:15-3:45).

**Outside Sales on School Property**

No agents or sales persons shall interview teachers, non-certified employees or building service employees without the specific permission of the administrator to whom the employee is responsible. Any outside sales or events promoted by individual staff members must be approved by the building principal and not interfere with the school day.

**Parent Organizations**

The Board of Education endorses the creation of parent organizations such as the PTA, PTO, Booster Clubs and other advisory groups as appropriate means of achieving effective and maximum possible involvement of parents and guardians in the school's affairs. Parent organizations that have been formed by the school and parents provide a link between the home and school personnel. The Board approved goals for such organizations are as follows:

- To involve parents/guardians and school personnel in a cooperative and sustained system of activities which will increase the educational opportunities of the children both in the home and at school.
- To improve school-home relationships by enabling parents/guardians and school personnel to (a) define their relationship to each other; (b) define their roles as they pertain to the children served by the schools; and (c) identify family needs and resources, including those of the community, as well as school needs and resources.
- To provide teachers and administrators with opinions and viewpoints that will lead to a better analysis of the needs of students and more relevant program planning.
- To sustain parental/guardian interest through a program of training and consultative services.
- To develop the skills needed by school personnel to function effectively in a working relationship with parents/guardians and other community members.

## Parking

- CHS** The parking lot on the north side of the building is reserved for the staff and for visitors. Please be reminded that IL law prohibits use of hand held cell phones while driving. ***Traffic flow around CHS is one way from 7:30AM-4:30PM.***
- CGS** Grade School staff may park in the lots on the southwest and northwest corners of the building, along Fourth Street and along the alley south of the building. Please be reminded that IL law prohibits use of hand held cell phones while driving.

## Passes

In order to encourage staff members to attend district activities and promote teamwork and school spirit, all staff members will receive a pass to most school sponsored activities. ***The pass is good for you and one guest only.*** Your attendance is encouraged and promoted. As an employee of the school district your assistance in monitoring student conduct is always appreciated.

## Payroll Installments

Pay periods occur once a month. All employees are paid electronically on the 28<sup>th</sup> of each month or if this date falls on a weekend or holiday, pay day occurs on the prior business day. Employees can access payroll information online via Employee Access on Skyward. No paper pay stubs will be distributed. All twelve-month employees and/or if any employee is to receive additional pay, documentation must be received to the payroll department no later than the cutoff date for that particular pay period. Please see the Payroll calendar for specific dates.

## P Card

A district credit card (p-Card) may be accessed by employees for approved district purchases. . Cards must be signed out at the District office after the employee has agreed to the procedures for District use. Circumventing this option, by use of a personal credit card, may result in no reimbursement for purchase. Any use of personal credit cards for district related purchases must be approved in writing by a supervisor before purchase is made. Accumulation and use of any personal credit card “points” or “rewards” must be addressed in the approval process.

## Phone Usage

Incoming calls will be delayed until the staff member has a free period or break unless it is an emergency. Students are never to be left unsupervised at any time; in case of an emergency, secure another employee to supervise your class. Staff members may have possession of their personal cell phones at any time. In times of crisis this can be critical in ensuring safety for all. **Staff members are not to use their cell phone when students are present unless using it for instruction purposes or during an emergency situation.** Phones should be on silent mode or turned off during instructional, supervision, or work time in order to not interfere with job responsibilities. Use during times other than a crisis will be considered a discipline matter by the administration.

## Police Interrogation

No police officer or other law enforcement officer shall be allowed to question or interview a student in the school building or on the school grounds unless legal authority is presented to the building Principal, except in the presence of the parent or legal guardian of the child. The principal may serve in lieu of parents. If a request to interview is made, please refer the officer to the Principal.

## Property Damage

Students/staff members shall be required to pay restitution for damage to school property if it is established that the damage was done deliberately or through want or carelessness. Please report such damage to the Principal.

## Requisitions/Purchase Orders

Requisitions for needed supplies should be completed and forwarded to the Principal. Requisition forms are available online. It must be ordered through the office **otherwise the staff member is personally responsible for the debt** that may result from the situation.

## School Calendar

The official school calendar is approved by the Board of Education each spring. A team of representatives of all employee groups collaborated and made recommendations to the BOE. It is the responsibility of all staff members to understand the contractual work day schedule for the school year; this includes start and end times (see below).

## School Day

The official teacher work day is 7:45 AM-3:30PM; non-certified staff members have specific contractual hours directly related to their role in the district. If an emergency arises and employees are not able to arrive on time, the employee must contact the building Principal or immediate supervisor as soon as possible. You are expected to be at your scheduled class or supervision area prior to the arrival of students. Staff members are not to leave the school premises while school is in session **without signing out in the office; upon returning staff members must sign back in to the office** in order to have correct information regarding occupancy of each building for safety purposes. This excludes traveling teachers for their routine schedules and for coaches departing for scheduled events and field maintenance.

## School Meals - Community Eligibility Program

Carrollton Community School District #1 participates in the Community Eligibility Provision which provides both breakfast and lunch meals at **NO COST** to students. Students will be charged current prices for any additional food or drink purchases and/or meal purchases. Neither students nor staff members WILL be allowed to have more than \$10 or negative balance at any time.

## Sexual Harassment

The School District shall provide a workplace environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as identified and otherwise prohibited by State and federal law.

## Special Education Services

The Board of Education recognizes its mandate and responsibility, under state and federal law, to provide a free appropriate education to district students who have been identified as needing special educational resources and/or instructional programs and related services. To appropriately provide for special education the Board has entered into membership with the Four Rivers Special Education District and with them shall have joint responsibility for the development of procedures for identification, referral, evaluation and placement of identified students.

- Special education resources and/or instructional programs and related services for children between the ages of three and twenty-one with identified intellectual, physical, emotional, behavioral and/or social handicaps are provided within the district or through cooperating districts or other public and private facilities. The Board shall utilize as its guidelines the "Illinois Rules and Regulations to Govern the Administration and Operation of Special Education." Parents/Guardians of school age children shall, upon request, have access to these regulations by contacting the principal of either the grade school or high school.
- In the event that parents'/guardians' questions or objections related to special education are not

- addressed satisfactorily, they may have the right to initiate a due process hearing on behalf of their child.
- Information regarding due process procedures may be obtained from the office of the Board of Education.

### **Staff Meetings**

Staff meetings will be scheduled monthly as needed. Team and committee meetings will be held as announced. Attendance and participation at all meetings is expected. All staff members are expected to attend and participate during PLC meetings. If a situation arises in which you must be absent from a meeting, notify the team leader and building principal as soon as possible. Monthly meetings are scheduled with administration and union leadership to enhance communication and promote proactive measures.

### **Student Attendance**

**Each teacher must take attendance each period immediately after the beginning of the period.** Attendance will be reported as instructed by the administration.

#### **Student Absences**

Excused absences provide students the opportunity to make up work. The length of time allowed is at the rate of two days make-up time for every day missed. Unexcused absences also require students to make up work at the same rate.

#### **Tardy Procedures**

Only office personnel issue tardy slips; do not admit tardy students into class without a tardy slip. Any student who arrives to class after the start of each class period must be sent to the office to obtain this form. If you detain a student, please send an explanation to the office with the student so the student can receive an excused tardy slip.

#### **Student Participation in Athletic Events**

If a student is absent from school, the student may not participate in extracurricular events during the day or days of absence. Exception to this rule is permission granted by the building Principal for absolutely necessary reasons to be out of school, generally not related to personal illness.

### **Student Errands**

Do not send students on errands off of school grounds or between buildings unless the following steps have been taken. 1) Specific permission has been received from a parent/guardian; 2) permission has been received from the principal; and 3) students complete the sign out form in the office.

### **Student Illness**

If a student becomes ill while under your supervision, send the student to the office and the school nurse will be contacted. Students may remain in the office if they are considered to be too ill to return to class and cannot be sent home immediately. Do not leave ill or injured students unattended. Students may not be sent home without the permission of a parent or guardian. Students may not use the school's phone without permission from the office. In the event of accident or injury, staff members should notify the office immediately so the school nurse can be contacted. An accident or injury report must be filed by the student and signed by the staff member.

### **Student Passes**

Students must have their student agenda filled out and visible if they are to be in the hallways during class time. Students must also sign out/in the room. Please limit the number of out of class passes that you issue. The signed handbook is the ONLY authorized pass.

### **Supervision/Hall Duty**

Active supervision is expected of all staff members to ensure the orderly departure, passage, and arrival of students in respective class areas. Although our bell systems provide structure and continuity, each staff member is responsible for dismissing students at the end of each class period. HS & MS teachers are expected to be in the

hall near their door supervising during all passing periods. Elementary teachers must escort their students at all times.

The minimum supervision for students is line of sight, meaning that teachers/staff members can supervise two areas if they are not teaching a class in another site, but supervising from area to area.

### **Targeted School Violence Prevention and Threat Assessment Education**

Our District has a standard procedure for responding to student threats of violence. Below is a brief synopsis of situations where school officials want individuals to bring forth information identifying a threat or situation of concern to the Building Principal. Once identified, the Building Principal will determine whether a threat exists and whether to engage in further investigation. *Any* situation or student of concern should be brought forward.

Threat assessment is a valuable component of a comprehensive approach to preventing targeted school violence. The identification of threats is everyone's responsibility: our students, parents, staff, and community members.

- **What is a Threat?**  
A threat is an expression of intent to harm someone that may be spoken, written or expressed in some other way, such as through gestures. Threats may be direct, indirect, vague or implied. Any possession of a weapon or mention of one is a possible threat. Sometimes students make threats that are in fun or may be "just kidding" but sometimes a threat is very serious and/or criminal. When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to report it.
- **What Can Staff and Parents/Guardians Do?**  
Educate students about what a threat is, encourage students not to make threats in the first place, and reiterate that seeking help to prevent someone from getting hurt or hurting another is appropriate.

### **Technology Resources**

Staff members are expected to utilize available technology resources and tools to assist with students. Classroom, office and lab resources are to be utilized for work purposes only.

Staff members are required to utilize the online Lab and Resource Scheduler to sign up for computer labs and other available meeting locations as well as to check out laptops/Chromebooks. Technology is to be returned to its original location immediately after scheduled time so it is available for the next user.

### **Textbooks**

Textbooks are rented to the pupils. During the first few days of school teachers are to ensure that each student writes his or her name and date in ink in the rental label in each book. Remind students that damage beyond ordinary wear will be added to book rental fees. Teachers should note any issues with textbooks that are distributed prior to distribution and keep accurate records of all books issued to students. This notification must be made as to the book's condition at the time of issue and its condition at the time of return. Use the form supplied by the office and provide the building secretary a copy. Use the same form to account for books when they are returned at the end of school. Place this form in your year-end report.

### **Transportation of Students**

Employees are NOT to transport students in their privately owned vehicle for school purposes unless you have written permission of the administration; a legitimate need to transport students must be established with administration. Written permission must also be received from each student's parent/guardian. Copies of an individual's proof of insurance and driver's license must also be filed at the district office prior to any transportation of students. Board Policy 4:110.

Groups wanting to utilize district buses for transporting student groups will be assessed a fee for the transportation if the event is an extra-curricular event, field trip or other event NOT directly connected to course curriculum. Buses will be provided with no fee for co-curricular competitions and events DIRECTLY related to

course curriculum.

### **Video Usage**

Teachers are to use supplemental age-appropriate video materials only when it will enhance or illustrate the essential skills being taught in the curriculum. **Viewing full length videos must receive pre-approval from the building principal.** PG-13 rated videos cannot be utilized at the K-5 levels; parental/guardian permission must be obtained at the middle school or high school levels for use. Permission forms are available in the school office. No R-rated can be utilized in the school setting.

### **Visitors**

Please help all visitors to our school feel welcome. All visitors in the building should sign in at the office and receive a "Visitor's Pass". If you meet a visitor in the building, greet them in a friendly manner and ask if you can help. If any staff member does not see a visitor's pass, escort them to the office.

### **Websites and School Sponsored Publications**

School sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

### **Workplace Harassment**

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board Policy 5:10, Equal Employment Opportunity and Minority Recruitment. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board Policy 7:20, Harassment of Students Prohibited.

### **Workroom**

The Board of Education has provided a workroom for staff members. The workroom provides privacy for the purpose of preparation, break time and evaluation during those times when a staff member is not scheduled to be with his or her students. Be cognizant of available work space. Keep the door closed to the workroom at all times AND clean up the area that you utilize prior to your departure. Students are not to be permitted to use this facility unless approved by administration.