

Faculty and Staff
HANDBOOK

**Pleasantdale Elementary
School**

2014-2015

Pleasantdale School District 107

7450 S. Wolf Road
Burr Ridge, IL 60527

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ABSENCE PROCEDURES

- Pleasantdale School Dist 107 is using an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is called Aesop. The Aesop service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone. This system replaces the sub-line and paper requests forms and should be used for all school absences.

Aesop Procedures:

- Staff members can interact with Aesop either online or on through the phone.
- Aesop can be found on the internet at <http://www.frontlinek12.com/aesop>. On the website, staff can enter absences, check absence schedule, update personal information, and exercise other features such as uploading lesson plans for substitutes to view online.
- Staff members can also call **Aesop toll free at 1-800-942-3767**. A voicemail prompt menu is provided in order to enter and manage absences and access other features.
- For the initial set-up of the dial in-feature, staff members are to call in to check the computer recording of their name and title. To do this, press Option 5 and follow the prompts.
- Each staff member will be provided an ID and PIN number for accessing Aesop.
- When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

Additional Information Regarding Absences:

- Staff members should call their building principal directly if they have other responsibilities that will need to be addressed in their absence, i.e.: coaching, activities, lunch duty.
- If requesting to attend a professional conference, please request the absence on-line and attach a copy of the registration information and materials to the request. Such requests should be made at least 3 weeks in advance of the conference. The district will process the registration on your behalf. Additional information regarding conferences is referenced in Staff Development.
- For staff members attending a District provided Professional Development activity or scheduled meeting (I.e. Curriculum Council, CCSS Math/LA events), Principals will provide the District Office with a list of attendees. Confirmation to staff members will be provided through Aesop indication the absence.
- Pre-planned, long-term absences should be coordinated with District Office.
- Internal subbing may be done at the request of the principal to address absences otherwise not covered by a substitute. Staff members providing coverage should complete a time sheet indicating the date, time, and name of the staff member they replaced for that period(s).

Teacher Responsibilities Regarding Absences:

- To facilitate normal operations in your absence, the following must be available to the substitute:
 - Lesson plans
 - Seating plan and a copy of your class list
 - Attendance procedures
 - Location of Emergency Procedures
 - Information on special students: speech, resource, gifted, band etc.
 - Notations about special programs, supervision duties, etc. (Be sure to mark the supervisory duties clearly in your lesson plan book)
 - Names of students who may be counted upon for accurate information
 - Classroom management procedures, if applicable
 - Names and locations of recommended teachers that could assist with specific class issues (content, special ed, etc.)

The location of these materials must also be known to the substitute, preferably either on the desk, in your mailbox, or in the center drawer.

ACCIDENTS/INJURIES

Accidents to Students:

- Any accident that requires medical attention should be reported to the nurse.
- Any head injury should be evaluated by the Nurse immediately.
- Staff may be asked to complete an injury reporting form by the school nurse.
- Each teacher should have a basic first aid kit in his/her classroom. The school nurse will refurbish these kits annually.

Accidents to Staff Members:

- Staff Members are to report all injuries to the principal.
- Injured staff members are to utilize **Company Nurse** to report all injuries/accidents.
- Contact number is **1-855-921-9518**.

ANNOUNCEMENTS

- Announcements over the PA system will be kept to a minimum. Every morning at approximately 9:00 a.m. one of the office staff members will announce birthdays, communicate necessary information, begin the Pledge of Allegiance, and lead the song “America the Beautiful” or an appropriate morning song.
- During the instructional day, announcements over the PA system will only be made in unique situations.
- A brief announcement at the end of school day is usually made reminding staff and students of after-school activities.

ASSEMBLY PROGRAMS

- Assemblies are scheduled throughout the course of the year to advance and enrich the educational experience of our students. Assemblies include: student recognition, fine arts, spirit and celebration, and Cultural Arts (coordinated in conjunction with the PTA Cultural Arts committee).
- Since the nature and length of each assembly varies, staff members will be provided specific information and bell schedules regarding each.
- Some general Assembly Guidelines:
 - Students and staff will be called via the intercom to report to the assembly area.
 - Teachers should escort their students to the area and be seated with the students for the duration of the period they would normally be teaching those students.
 - Teachers should follow their normal schedule as far as student responsibility during assemblies.
 - If the assembly runs longer than one class period, teachers are expected to return to the assembly to supervise the students.
 - Teachers are expected to monitor student behavior during the performance.

AWARDS

- Teachers and/or entire grade levels are encouraged to recognize students on a regular basis.
- Near the end of the year, members of the staff will meet to determine the process for our Presidential and Eagle Awards for 3rd and 4th graders. This ceremony is held at the end of the year.
 - **Pleasantdale Eagle Award** –The purpose of this award is to recognize students who are excellent role models. This award is given to select 3rd and 4th grade students who consistently demonstrate the following traits:
 - Demonstrates academic responsibility (homework completion, class participation, effort, attendance)
 - Follows and models the Eagle Way inside and outside of the classroom with both authority figures and peers
 - Exhibits kindness and empathy
 - **President’s Award for Academic Excellence** - This award is given to only 3rd and 4th grade students meeting stringent criteria. The purpose of this award is to recognize academic

success in the classroom during this current school year. Students earning this award score in the top 10% nationwide on standardized tests given during the year and earn report card grades putting them in the top 10% of the class. Due to the calculation formula for this award, it is possible for more than 10% of the student population to receive this award.

- **SCOTY Award** – This award is given to one fourth grade student who is an excellent role model and school citizen.

BELL SCHEDULE

8:55 a.m.:	Students enter classrooms
9:00 a.m.:	Tardy bell
11:45 a.m.:	1-2 recess/lunch begins – Lunch supervision begins
12:00 p.m.:	K recess/lunch begins
12:15 p.m.:	3-4 recess/lunch begins – Lunch supervision begins
12:25 p.m.:	1-2 lunch ends
12:55 p.m.:	3-4 lunch ends
3:15 p.m.:	First bell: Kindergartners dismissal
3:20 p.m.:	Second bell: 1-4 dismissal

BIRTHDAYS

- With the increasing number of serious food allergies of our students, edible birthday treats are not allowed. This is a proactive decision to keep all kids safe. The following are the birthday guidelines:
 - Birthdays are special occasions for children. Birthdays and half-birthdays are celebrated at school.
 - On their birthday, students are sent to the office first thing in the morning for special treatment. They receive a small gift and personalized card from the office, their name is displayed on the lighted hallway sign, they get a chance to announce their birthday over the intercom, and they get to lead the school in the morning pledge and song.
 - School is not a good place to communicate birthday party information. Invitations often get misplaced, given to the wrong people, etc. Parents are told to take care of birthdays outside of school.
 - Sending edible or non-edible birthday treats to school is not allowed. There are more serious allergies than ever. In fact, many parents have requested that no treats be given to their children. Non-edible treats have the potential to get out of hand and be distracting. Please remind your parents of this rule.
 - PTA Birthday Book Club - Children have the option of donating toward the school library. Children who donate books to the library may also request that the teacher or Mr. Vandercar read this special book to the class during his weekly PERK (Principal Enjoys Reading to Kids) reading time. A permanent personalized sticker is placed in the book. This is a recommended birthday treat. Parents will receive more information through the PTA.

BULLETIN BOARDS

- Each teacher is expected to change classroom bulletin boards in a timely manner unless the board is part of an ongoing student communication tool and learning center. It is acceptable that students participate in the creation of bulletin board theme, allowing them the opportunity to participate in the creation of the learning environment. Hallway bulletin boards are the joint responsibility of those teachers whose classrooms are adjacent to the bulletin board areas.

CALENDAR/PARENT HANDBOOK

- A district calendar including school and district events is provided for all Pleasantdale families each August. The middle/elementary parent handbook is also given out to our students/parents at the beginning of the school year. It includes specific information about our school, programs, and procedures.

CHAIN OF COMMAND

- When the Principal is out of the building, the Chain of Command should be: The Superintendent or other available District Office Administrators. The Social Worker should be called to assist with any student issue that requires supportive services.

CLERICAL SUPPRT – ELEMENTARY SCHOOL

- Clerical support in photocopying of materials is available in the office. A form must be filled out, and teachers should expect a 1-3 day completion.

COMMUNICATION PROCEDURES

- Timely and accurate communication is highly valued. To that end, staff members are to advance questions and concerns directly to their immediate supervisor. Do not advance questions and concerns directly to the superintendent or Board of Education without addressing your immediate supervisor first. For teachers and educational support personnel, the principal is the first point of contact.
- Parent/teacher communication is a priority. A weekly newsletter/bulletin about what was covered, what is ahead, and ideas for home enrichment, is an example of a very effective communication tool.
- Teachers should provide parents with contact information.
- Staff should respond back to parents in a timely manner.
- Mass written communication should be proof read by a colleague and/or the office.
- Copies of letters, bulletins, or other planned class activity notices that are sent to parents, should also be sent to the secretary. It is important that the office staff is able to answer questions regarding a program, activity, etc.
- Classroom phones should be set to silent or low volume during teaching periods. Teachers should check for messages whenever possible.

CONFERENCES (EDUCATIONAL) AND COLLEGE COURSE WORK

- Board of Education Policy indicates that the District shall pay certain expenses of certified personnel who attend educational conferences and college course work approved in advance by the superintendent.
- All teachers are encouraged to seek out professional growth opportunities. Professional conferences should be connected to evaluation goals or school/district-wide goals. Staff members are to annually complete a personal Professional Development Plan.

Conference Requests

- Teachers interested in attending an educational conference shall submit through AESOP the date of absence(s) along with conference information/registration, allowing adequate time (3 weeks if possible) for processing.
- When additional costs are approved for attending a conference please submit a repayment with all receipts attached after you have attended the conference within 30 days. The attendee pays the costs of lunches for single day conferences, unless it is included in the conference fee.
- Teachers attending conferences are expected to share new ideas, strategies, etc., with the staff.

College Coursework

- Please refer to the current Professional Agreement for details regarding college and in-district workshop credits.

CRISIS PLAN

- A district-wide crisis plan has been developed to assist all staff in handling potential crises. It is imperative that all staff members understand this information. Every classroom should have posted the District provided Crisis Intervention Plan by the door, along with an emergency folder.
- Each classroom teacher will maintain an emergency folder that will include pertinent student information. The principal will provide staff with annually updated building specific details regarding teachers' responsibilities for specific drills (fire, lock-down, etc.) and should include these in their emergency folder. Current information will be available on the "emergency" folder, on the eschool drive.
- The Crisis Intervention Plan includes information on the following
 - Abductions
 - Bomb Threats
 - Bus Accidents
 - Death/Suicides
 - Fire and Drill Procedures
 - Hazardous Materials
 - Hostage or Life Threatening Situations
 - Medical Emergencies
 - National Disasters
 - Tornadoes
 - Utilities Emergencies
 - Intruders
 - Important forms and phone numbers

CURRICULUM COMMITTEES

- Each teacher is expected to serve on one district level curriculum committee.

CURRICULUM NIGHT

- Each year, Pleasantdale Elementary School will host a Curriculum Night for all parents. The date will appear on the district calendar, and is generally within the first two weeks of school. During the course of the night, parents will have the opportunity to visit with each teacher. Classroom presentations are to focus on curriculum, instructional techniques, materials used, and homework expectations. In addition, grade level teams will publish other pertinent information such as grade level grading procedures and behavior expectations.

CUSTODY

- Custody decrees are typically court-ordered and time-specific. A copy of the court order must be on file in the office. Teachers will be notified of cases where custody is court-ordered and should never release such students to the care of a non-custodial adult without written or verbal permission of the school office.
- In cases of joint custody, teachers will be notified if duplicate school communications are required/requested for both parents.

DISCIPLINE

Behavioral Intervention Policy

- The use of positive behavioral interventions with students with disabilities is a priority in District 107. When behavioral interventions are used, they will be used in consideration of the child's physical freedom and social interaction and be administered in a manner that respects human dignity and ensures a pupil's right to placement in the least restrictive environment. The most effective and humane manner of reducing undesirable behavior is by developing, strengthening, or generalizing desirable behaviors to compete with and displace the unwanted behavior. Repeated use of a more restrictive intervention, suspension, or a pattern of behavior that interferes significantly with the student's learning will result in the development of a written behavior management plan through the IEP process. Careful planning and monitoring of the intervention procedures and systematic evaluation of outcomes through the IEP team process will accompany the development of a behavior management plan. Students and parents will be informed annually of the existence of the policy in the Parent Handbook.

Behavior

- Every staff member is responsible for the day-to-day discipline in the school. Teachers should reinforce classroom and school rules at all times. If there are students that frequently break school rules and disrupt class, the parents and the principal should be contacted. When any staff member finds a student violating any school rule, that staff member should take appropriate action.
- It is the responsibility of the classroom teacher, or specialist, to document cases of frequent misbehavior. This documentation should include names, dates, and an anecdotal record of instances of misbehavior, and steps that were taken by the teacher to correct the problem.
- It is suggested that teachers use a variety of techniques to deal with discipline problems including measures such as detention, teacher/student conferences, student plans, calls and notes to parents, and parent conferences. This list is in no way all-inclusive. It offers a range of methods that may be utilized with different students. Teachers can also complete a Brainstorming form to schedule a meeting with Matt to discuss additional strategies.
- Parents should be informed about any detention or "time-out" requiring a behavior plan.
- Occasionally a student is sent to the office for disciplinary reasons. In such an instance, the teacher should initially find out if the principal is available in the office. If he is available, the teacher will write a note describing why the student was kicked out of class. Any time a child is removed from class during the instructional day for behavioral reasons the parents must be contacted.

The Eagle Way

- A detailed description of our building-wide behavior plan is located in the lounge. The Eagle Way often requires minor adjustments made at the beginning of the school year.

Classroom

- Effective classroom management is one trait that many successful teachers have in common. It is our responsibility as educators to provide a climate in our classrooms that facilitates learning. This climate includes establishing disciplinary criteria that are understood by all members of the class. Generally speaking, the teacher who maintains good classroom management is one who is consistent, fair, and kind, but firm in his/her approach to children.
- Each teacher will develop a set of classroom rules and procedures. These rules are to be on display in the classroom for all to see. These classroom rules should include hallway, bathroom, and recess guidelines. In addition, parents will receive a letter from the teacher that provides information regarding the discipline plan.
- Classroom rules should be taught, practiced, and reviewed throughout the school year.

Suspensions

- In-school suspensions, suspension, and reassignment for classroom purposes are all possible consequences utilized when a student's inappropriate behavior has become chronic or the behavior is so severe that it impedes the learning process. The Principal will determine appropriate consequences.

Hallway behavior

- Classes are to be escorted to all activities including lunch and end of the day dismissal. They are expected to be respectful.
- Students are not to wear hats in the school. During the winter months, hats can be put on in preparation for going outside.
- Students are to keep hands, feet, book bags, etc., to themselves.
- The elevator is not to be used by students, unless expressly approved by teacher, nurse, principal, etc.

Weapons

- In accordance with state and federal law, we have a “no-tolerance” weapons policy. It states:
 - “No weapons of any kind, or replicas of weapons, are allowed on school grounds, school buses or at school activities. Weapons include any type of gun, knife (including pocket knives), martial arts material or sling shot. Weapons also include any type of object which can be used in a fight.”
- The consequence for breaking this rule will be suspension from school for up to 10 days, or expulsion from school for up to 2 years. The Board of Education will determine which consequence is deserved.
- At the beginning of the year, all parents and students sign a form that they understand the policy.

Use of Electronic Devices

- Use or visible possession of electronic devices including, but not limited to: cell phones, iPods, or other audio/video devices are only allowed:
 - With permission in the main office before and during the school day
 - After school outside the building or in the main office
- Students bringing these devices to school must have them powered off and not visible or present throughout the day.
- Faculty members are to direct any student violating this policy to the office. The Pleasantdale School District will not accept responsibility for electronic devices belonging to students that are lost or stolen. Inappropriate use of a cell phone on the school buses in a manner that compromises the safety of any student is also prohibited.

Students who violate the policy are subject to the following consequences:

1st Offense: Student is sent to the office and the device is held and parents are notified. Device is returned to the student at the end of the school day.

2nd Offense: Student is sent to the office and the device is held and parents are notified. Device is held in the office until a parent retrieves it.

More than two offenses will be considered blatant disregard for school rules and may result in one or more of the following:

- In school suspension
- Loss of the right to have the electronic device in school for the rest of the year

EARLY DISMISSAL SCHEDULE

- Throughout the year there will be half days for students. Dismissal on half days will be at 12:00 p.m. for all students, K - 8. For the 2014-2015 school year, noon dismissals are on August 21, February 13, and May 22. At the elementary school, the noon dismissal on February 13 will follow a flipped “B” schedule for “Specials” classes.

EMAIL

- Each staff member is responsible for checking his or her email prior to dismissal in order to have accurate information concerning student dismissal and/or activities.

EMERGENCY SCHOOL CANCELLATION

- In the event of an emergency school cancellation, the automated phone notification system will be utilized. Please be sure your phone number is up to date with the main office.

EVALUATION

- A schedule of evaluations will be provided by the first day of the school year.
- A meeting is held at the beginning of the year to review the evaluation process with all certified staff.
- Information regarding the evaluation plan and goal setting process is available in the district evaluation folder.

Instructional Aides, Clerical, Custodial Staff

Non-certified staff and teaching support staff are evaluated yearly. Aides and non-certified staff will meet with an administrator to plan and review individual goals for the school year.

EXTRACURRICULAR ACTIVITIES

- Pleasantdale Elementary School provides a rich and varied extracurricular activities program, aligned to the District mission, targeting student engagement and ownership in the school. In accordance to the Professional Agreement, funding is available to support activities outside of the curricular hours.
- Stipend positions will be posted annually.
- Staff members will be encouraged to submit proposals for clubs and activities to the Activity Director at the middle school and principal at the elementary school for approval and scheduling.

FIELD TRIP PROCEDURES

- It is recognized that the curriculum of a school encompasses more than the textbooks and course of study; therefore, the Board of Education allows educational field trips.
- Parents will be asked on a periodic basis for field trip or cultural arts ideas.
- Listed below are procedures that should result in well-planned field trips.
 - Field trips must have a direct relationship to a specific unit being studied.
 - Students may attend up to two “off campus” field trips during the school year.
 - Specific objectives and expectations for the trip must be established and understood by students.
 - A “Field Trip Planning Worksheet” must be filled out prior to making a field trip request. This worksheet includes:
 - Purpose of the field trip
 - What is the relationship to the unit being studied
 - Other possible options to attain this same goal (Can this be brought to school instead)
 - Information from field trip site:
 - Recommended student/chaperone ratio
 - Recommendations from other schools about the site
 - Staff background check
 - Religious implications
 - Potential risks to students (i.e. animal contact, hazards, etc.)
 - All requests for field trips must be made on the "Request for Field Trip" form, and submitted to the principal for approval 5 weeks in advance. After approval, permission slips are to be sent home for parental approval. The timing of the field trip must align with educational goals to maximize learning.
 - Permission slips must include at least the following information and turned in with the “Request for Field Trip” form.

My Child, _____, has my permission to attend the ___ grade field trip on ____
from ___ to _____. We will be going to _____.
Parent signature _____ Date _____.

Phone numbers at which parents can be reached during this time:
home _____ and cell _____

In relation to this specific field trip, the following medical considerations need to

be considered for my child:_____

I am interested in chaperoning yes____ no____

Teachers will notify you by _____whether or not you will be needed to chaperone.

Name of chaperone: _____

Mandatory chaperone meeting date and time: _____

- On occasion, a parent may be asked or required to attend a field trip with their child because of medical or behavioral issues.
- Teachers will finalize a chaperone list and let them know by a pre-determined date. Teachers will include these guidelines when notifying chaperones:
 - Date and time of a mandatory chaperone meeting – usually 8:45 – 9:00 a.m. on the day of the trip (Matt and one of the grade level teachers will run this meeting)
 - Siblings should not be brought on the field trip
 - Children should stay the entire day at school. Chaperones should not take their child home early.
 - For most trips, students will wear Pleasantdale clothing. An exception could be based on site guidelines/recommendations.
 - Chaperones should bring cell phones so that numbers can be shared for better communication on field trip, not to be used for personal calls to distract from responsibility.
- Mandatory chaperone meeting will include:
 - Specific guidelines unique to the trip
 - Instructions for handling behavioral problems
 - Cell phone number sharing
 - Personal cell phone calls while chaperoning
 - Specific educational goals that chaperones can advance/enhance
 - Process to evaluate the trip and give feedback to the staff
- Money will be collected by each classroom and combined with other teachers at that grade level. Money is then submitted to the office with the completed “Deposit for Building Activity Fund” form. A “Request for Check from the Building Activity Fund” form must be completed and turned in with the deposit. The office will provide a check if necessary.
- The office staff will make arrangements for transportation.
- Trips must be planned within the 9:15 a.m. and 2:15 p.m. time frame.
- The buses we use have 24 seats. Children in grades K-2 can sit three per seat. Children in grades 3-4 can sit two per seat.
- In case of emergency, contact the principal or superintendent immediately. Be sure to take school and students' telephone numbers with you on the trip. Cell phones must be brought along.
- Teachers are responsible for discipline at all times and must be accessible to the group at all times. Do not delegate this responsibility to a bus driver, tour guides, or chaperones.
- Parents selected as volunteers will be given clear directions regarding their duties.
- Check with the school nurse regarding medication needs and procedures
- Plans must be made for post trip review that may include any of the following:
 - a. discussion
 - b. written summary
 - c. review of literature
 - d. test or quiz
 - e. individual or group research reports
- The Board of Education will pay for the cost of transportation for grade level field trips. Additional costs for tickets to programs are to be paid by parents.

FOOD

- Holiday Parties – No food or candy will be served at elementary classroom holiday parties. Classroom parties will focus on holiday-related games and activities.
- No food will be given or sold directly to students during the school day outside of the school lunch program (with the exception of the PTA special lunches and special events as approved by principal).
- Ingredients of food used as part of an extra-curricular activity (cooking club) will be identified and communicated to parents in advance.
- Food sold as concessions outside of the school day at school sponsored events must be pre-packaged with the ingredients listed. Parents must be notified in advanced if any other foods besides prepackaged will be sold.
- Food sold as concessions outside of school at PTA sponsored events held on school premises must be pre-packaged with the ingredients listed. Parents must be notified in advanced if any other foods besides pre-packaged will be sold.
- Students are not allowed to share food. Parents are not allowed to send food for any student other than their own.
- Students are not permitted to bring in food or birthday treats to share with other students in the classroom or lunchroom. If a student brings in a treat, the teacher or lunchroom supervisor must direct student to take the treat to the office for pick-up at end of the day.
- Teachers are not allowed to give food to students outside of approved School Board policy. Policy and practices will be reviewed annually with all staff members.

FRIENDSHIP COMMITTEE

- The purpose of the Friendship Committee Fund is to share in the significant moments of the lives of our fellow staff members. The monies for these gifts are collected voluntarily from District staff.
- Each staff member is encouraged to participate in the Friendship Committee Fund. Please remember we rely on each other to keep the committee informed of all staff members.

Examples:

- Weddings, First Baby, Adoptions, etc.
- Staff member illness requiring hospitalization
- Death in immediate family (spouse, child, or parent)
- Death of staff member
- Christmas Party and End-of-Year Party
- Leaving district
- Retirement

GRADING PROCEDURES / PROGRESS REPORTS / REPORT CARDS

- It is expected that each teacher will keep accurate records of his/her students on Skyward. These records are open to inspection by the building principal and parents. Each graded assignment must be linked to one or more mastery outcome(s). A hard copy of your grade book needs to be on file in the school office at the end of the year.

Report Cards

- Report cards are issued at the end of each trimester and sent home on dates that appear on the school calendar. If a grade average is in the D/F range, parents must have been contacted by phone or in person prior to report cards being mailed.
- Each teacher is required to keep accurate, specific records of student progress. It is essential that accurate grades be kept. A sufficient number of grades should be taken. Detailed documentation is necessary for effective parent conferences.
- Copies of final report cards should be placed in the cumulative folder at the end of the year.
- Individualized comments on report cards are valuable and encouraged.

- District grading scale:
 - A 92 - 100
 - B 83 – 91.99
 - C 74 – 82.9
 - D 65 – 73.99
 - F 64.99 and below

Grading Life Skills

- The calculation of students’ academic scores is a reflection on their performance towards the district’s mastery outcomes. Students’ academic scores are purely based on academic success. Life Skills, such as level of participation are not factored into academic grades. Student progress in attaining Life Skills is reported separately. The district places high value on the attainment of Life Skills. Life Skills include: behavior, participation, work completion, and working in groups.
 - District Outcome & Life Skills Grading Scale:
 - **4 Advanced**
 - **3 Proficient**
 - **2 Basic**
 - **1 Below Basic**

Progress Reporting

- Parents will be reminded to check grades halfway through the grading period. Hard copies will be provided to families who do not have access to the Internet. If a grade average is in the D/F range, parents must have been contacted by phone or in person prior to the grade being posted.

HEALTH/NURSE

- Although staff members must use discretion about sending children to the nurse’s office, it is better to be safe than sorry. Staff members should send children to the school nurse when they feel the situation is serious. Once again, if in doubt, send the student. Teachers should send the students with written detail of what is wrong.
- There must be emergency information on file in the nurse's office for each child.
- Students should always be sent to the nurse's office for:
 - Bleeding or dirty wounds
 - Head injuries, eye injuries
 - Swelling
 - Complaints of sore throat or earache
 - Coughing or sneezing that interferes with schoolwork
 - Rashes or skin eruptions
 - Eye symptoms: redness, tearing, discharge
 - Vomiting or diarrhea
 - Fever
 - Outside injuries that may fall under required mandated reporting.

Accidents and Illness

- All accidents that cause a pupil to be sent to the school nurse will be reported on the Student Accident form, in duplicate, one copy to the principal and one copy to the nurse.
- All accidents or emergency illnesses are to be reported in the treatment log kept on the desk in the nurse's offices.
- Each teacher has a first aid kit for minor injuries.
- All head and eye injuries are to be reported to the nurse who will be responsible for notifying the parent.
- Students will usually be sent home if they vomit or have a fever
- If Emergency Room treatment is necessary, the parent is advised. If possible, the school nurse, or other staff member, will go with the student.

- In the event a child becomes ill or is injured, the parent or person designated by the parent will be notified and asked to come to school for the child or the nurse will take the child home. No child shall be sent home if there is not a responsible adult, either parent or someone designated by the parent, to accept him.

Communicable Disease

- Rules and regulations regarding communicable disease control shall be enforced as required by Illinois Department of Public Health.
- Parents should notify the nurse if their child has a communicable disease. The nurse shall report contagious diseases in the school to the Illinois Department of Public Health, the child's teacher, and the administration.

Nurse

- It shall be the nurse's responsibility to maintain an individual health record for each child. This is a cumulative record, which is sent to the receiving high school on completion of eighth grade.
- Teachers and administrators are advised of health problems at each grade level. These are updated each year and whenever changes occur.
- School health records will be held with the cumulative record of the student until requested by the receiving school, should the student transfer out of the district.
- New students shall not be admitted without immunizations, except for religious reasons or if their own physician indicates they are contraindicated.
- Parents shall be notified if their child has not received all immunizations and booster immunizations as required by the Illinois Department of Public Health.
- All students must present evidence of a physical examination as required by law by the first day of the school year. New students to the district have 30 days to present the required information.
- Attendance - When a student has been absent for three consecutive days, the nurse shall telephone the home and report to the student's teacher. At the discretion of the principal, parents may be called earlier than three days.

HOMEWORK

- We want children to learn positive homework habits such as dedicating time and a space to work, meeting deadlines, prioritizing, and budgeting time. We want them to develop a feeling of responsibility for completing an assignment and returning it to school.
- Homework is a learning activity that can be an integral part of the school curriculum. It should complement and enrich work assigned in class and should increase in complexity with the maturity of the pupil. It should be considered a progressive and indispensable experience for all pupils.
- Homework should be created to reinforce and extend the lessons presented and should be planned for students to complete with little or no assistance from an adult.
- Homework provides meaningful practice and mastery of skills.
- Homework should involve parents in the learning process, thereby increasing insight into their child's individual academic strengths and difficulties. It provides parents with a better knowledge of school curriculum.
- Homework activities could include:
 - Individual practice in the basic skills already introduced
 - Recreational, shared, guided and research reading
 - Preparation of collections, exhibits, class projects and creative experiences
 - Experimentation in the field of science already demonstrated at school
 - Playing educational activities that build interest in arithmetic, reading, spelling, social studies, etc.
 - Making up work missed due to absence.
- When parents bring in homework, it will be placed in teacher mailboxes. Teachers should let the office know if they need this immediately.

- The amount of time an elementary school student will spend on homework will vary according to many factors including the child's maturity and motivation. The following daily allotments are listed as a general guide:
 - K: 15-20 minutes per day reading
 - Grade 1-2: 15-30 minutes per day
 - Grade 3: 30-40 minutes per day
 - Grade 4: 30-40 minutes per day
- It is expected that all students spend 15-30 additional minutes per day on recreational reading activities. These may include a parent or older sibling reading to a younger child.
- Staff members should differentiate homework to adjust for the needs of students and families. Parents will be encouraged to contact teachers if homework is not appropriate.
- Classroom teachers give students time and guidance at the end of the school day to organize and plan their homework for the evening. The staff agrees that allowing students to return to school to pick up forgotten materials more than once could inhibit responsibility. If a student habitually forgets homework, an individualized plan will be developed.
- Since the classrooms are locked at the end of the day and materials are stored inside, the school secretary or principal should escort every student to pick up homework.
- An effective homework program includes:
 - Meaningful and significant assignments.
 - Assignments that are understood and can be accomplished independently
 - Timely feedback
 - Work that is not for disciplinary reasons – we don't want this to be a negative experience
 - Clear parent responsibilities such as:
 - Show interest
 - Provide suitable environment
 - Give assistance when necessary
 - Support school guidelines
 - Encourage responsibility
 - Communicate with teacher
 - Utilize remedial/extension ideas as needed

HOUSEKEEPING

- Effort should be made to keep the classroom neat and orderly. Students can be required to organize and clean their desks on a regular basis. Papers, pencils, crayons, etc. should be picked up off the floor at the end of the day.
- All staff has the responsibility for keeping the staff lounge neat and clean. If we all share this responsibility, the job is not very difficult. Wash and put away items you use, and help clean up tables, etc., as needed. Hot beverages should always be carried with caution.
- When you leave your classroom at the end of the day make sure to lock the door. When you are leaving the room for a period of time, turn off your lights and close the door. Personal belongs, including purses, should be put away in a locked cabinet or drawer.
- Teachers and students are not required to put chairs on top of desks at the end of the day. This is optional.
- According to Illinois State mandates, smoking is not allowed on school property

LATE (ACTIVITY) BUS SCHEDULE

- Once after-school activities begin, an activity bus runs Monday, Tuesday and Thursday at 4:20 p.m. Elementary students need to turn in permission slips prior to riding the late bus.

LEAVING THE BUILDING

- Whenever leaving the building during the contractual day, you must notify the Main Office. This is essential in the case of a school emergency situation.

- Whenever you wish to leave the building with your class for an outdoor project on school property, you must inform the office and take an entry key.

LIBRARY

- The Library Media Center provides materials and assistance for the students, parents, and teachers. Teachers should take an active role during literature sharing, research sessions and information skills instruction.
- All teachers should take time to familiarize themselves with the procedures, equipment and materials in the library.
- Larger A-V equipment must be signed out and transported by teachers to their classrooms. Students should not transport equipment. Teachers should plan ahead so equipment will be available when needed.
- Teachers are encouraged to take their classes to the library to work on research projects. Students need to develop the knowledge that the library is the place to locate information.
- Small groups of students are also welcome to work in the writing center, use CD-ROM materials, and use library materials to gather information.
- Please ask for assistance. The library media specialist is here to serve you.

MAINTENANCE

- Teachers who want to report maintenance needs should email maintenancemiddle@d107.org.

MEETINGS

- Staff meetings will be conducted on the first two Wednesdays of the month from 3:45 - 4:45 p.m. and the 3rd Wednesday of the month from 3:30 - 4:30 p.m.
- At least one teacher's planning period per day is set aside for meetings including team planning, differentiation, special education, etc.
- Meetings should have a purpose. The purpose is the intended result/outcome of the meeting and should be clearly stated.
- Meeting protocol should be followed at all meetings at school. Protocol is an agreed upon set of norms, ground rules, expectations, etc., that will be followed while meeting. When protocol is followed, meetings are more efficient, thus, shorter and not as numerous.
- A modified protocol can be used for a parent meeting.

MILEAGE REIMBURSEMENTS

- Teachers who travel between the two schools qualify for district travel reimbursement at the current rate per mile. A Form 5 and a Form 11 must be submitted to the principal twice each year.

PTA MEETINGS

- The staff is invited and encouraged to attend PTA meetings or PTA sponsored activities during the school year. Furthermore, staff is encouraged to support the PTA by joining.
- A schedule of yearly PTA and Board of Education activities will be posted in the lounge. Teachers are encouraged to sign up so that staff is represented at all functions.
- Part of every PTA Executive meeting involves correspondence time when letters are read aloud. Staff members are encouraged to write letters of gratitude whenever appropriate.

PARENT-TEACHER CONFERENCES NOVEMBER 24TH & 25TH FROM 1:00 – 8:00 PM

- Parents will have the opportunity to schedule individual meetings with their teachers. Conferences can also initiate at the request of the teachers. Teams can initiate group or team level meetings, as appropriate. During conferences, teachers should provide ample feedback with examples of students' progress and assessment results if available.

- All “non-classroom” teachers are expected to be available for parent/teacher conferences. This may be done in conjunction with the classroom teacher or held separately with the parent.
- All teachers are encouraged to involve colleagues and administration when a difficult conference is anticipated. Furthermore, if a conference becomes difficult, the teacher should immediately excuse himself/herself to get assistance from colleagues and/or administration.
- In addition to regularly scheduled conferences, teachers should initiate conferences with parents whenever the need arises.
- Each teacher should schedule a dinner break into the schedule
- All staff must stay until the end of the scheduled conference day.

PAYDAY

- School employees are paid twice monthly. Payday is the 15th and 30th of the month, unless that date falls on a weekend. In that case checks are issued the Friday before. Checks or check stubs will be distributed to the schools on payday.
- The office must be notified of address changes or temporary summer addresses. Arrangements can be made to have checks mailed to a different address.

PRIVATE TUTORING OF STUDENTS

- Private tutoring of students is prohibited on school premises. Staff members may not privately tutor any student whom they teach during the school year. The use of school email, phones or other school resources may not be used to solicit students for private tutoring.
- All activities related to private tutoring of students must be conducted separately from Pleasantdale School District employment responsibilities.

RECORDS (Attendance, Grading, Student Cumulative Folders)

- Cumulative records are kept in the office. Teachers wishing to review a file should do so in the office or sign it out. Records cannot be kept out overnight or taken out of the building.
- Parents have the legal right to examine cumulative folders. Therefore, great care should be taken to be conscientious and forthright. Any parent requesting a review of the cumulative records should be referred to the principal's office.

RELEASE OF STUDENTS

- Students can only be released to those parents or guardians identified on the emergency form or unless parents have confirmed pick up by another adult.

REQUEST FOR ASSIGNMENTS WHEN STUDENTS ARE ABSENT

- Parents are to call the school in the morning to request the assignments in order to provide the teacher sufficient time to prepare the materials. The office will inform the teacher of the parent's request. Materials should be sent to the office for pickup unless other arrangements have been made.
- In the event of a request for homework due to vacation, it is not the responsibility of the teacher to give class work in advance to the student. It may be suggested that the parent make the vacation as educationally relevant as possible by having the child keep a journal, etc. Assignments can be kept and given to the child upon his/her return.

RESPONSE TO INTERVENTION (RTI) – MULTI-TIERED SYSTEM OF SUPPORT

- In order to best meet the needs of all students, and multi-tiered system of supports is in place that includes: differentiation in the classroom, additional daily instruction in Math and Reading (labs), occasional in-class supports.
- Staff members will participate in regularly scheduled Data Meetings, at least once per trimester, to review individual student performance, utilizing data generated from nationally normed (STAR), state, and local assessments. Supports will be identified, based upon each individual student’s performance, to best meet their needs.

SAFETY

- The safety of children in and around the school is of paramount importance. Accidents of every kind occur at school and we are responsible for all of the boys and girls. Accidents to children must be reported on an accident report form immediately after it occurs. This is for your own protection as well as the protection of the school.
- There are some definite actions teachers should take to insure the safety of youngsters as well as themselves:
 - Instruct your children in orderly fire or disaster drills. Try some practice exits.
 - Accident forms should be done by the nurse or with the nurse. Forms are found in the nurse's office.
 - All staff should become thoroughly familiar with location of fire alarm switches and fire extinguishers.
 - If possible, close all windows and doors when an alarm goes off.
 - Make sure children are always monitored by an adult. Teachers are not to leave their classes unattended except in extreme emergencies.
 - Each room has a first aid kit. This is for the treatment of minor injuries. The nurse will refill if necessary.
 - Children should not keep medicine, including cough drops, aspirin, etc., in the classroom.

SCHEDULES

- By the end of the second week of school each teacher should submit a daily teaching schedule to the secretary. All schedules are kept in a binder in the office. The daily schedule is intended to cover all of the time from 8:15 a.m. to 3:20 p.m.
- Staff should update the office binder as changes occur.

SECURITY AND BUILDING OCCUPANCY

- After student arrival in the morning, all doors are locked. Anyone entering the building will be required to enter the first set of doors by the office and ring the bell. Unless staff in the office knows the visitor, an inquiry must be made through the intercom requesting the purpose of the visit.
- It is illegal to prop open any outside door to a school. This also includes closing doors when leaving the building for a fire drill. Having doors open defeats the purpose of a secure building.
- Teachers should teach students to never open outside doors to let anyone in the building.
- During the school day, all visitors must wear visible Visitor's Badges with lanyards while in the building. Each staff member must enforce this guideline.
- On school days, all staff members must wear lanyards with school identification cards and room keys while working in the building.

Alarm system

- The building operates on an alarm system. All outer doors and inside building areas are wired to the sound alarm system. When the alarm is set and an outside door or inner door is opened, a loud buzzer will sound an alarm and continue to buzz until it is shut off manually, or until the police arrive to investigate the reason for setting off the alarm. When an alarm is triggered, the police are notified automatically.
- The alarm system is in operation at the following times:
 - Monday through Friday - 11:00 p.m. until 7:00 a.m.
 - Saturday and Sunday - 24 hours
 - Summer: The alarms are usually activated at the close of the workday.
- During the school year, the building is open to staff during evening hours until the building is secured by the cleaning service or 11 p.m., whichever is later.
- To work in the building on weekends, staff must make arrangements ahead of time. These special requests for opening the building must be made in advance to the principal. Upon approval, the

staff member will be given access to security code and will need to sign out for any keys they may need.

- Entering the building using your key fob does not shut off the alarm system.

SEXUAL HARASSMENT POLICY

Pleasantdale School District 107 Board of Education has adopted the following policies on sexual harassment.

Students (Board Policy 7.20)

Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.
 - e. Placing the student in reasonable fear or harm to the person or property; or
 - f. Causing a substantially detrimental effect on the student's physical or mental health.

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

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Nondiscrimination/Complaint Manager, Building Principal or Assistant Building Principal. Students may choose to report to a person of the student's same sex.

Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment by informing them in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy as documented in the Parent/Student Handbook. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments.
34 C.F.R. Part 106.
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

ADOPTED: February 20, 2008

REVISED: August 17, 2011; September 19, 2012

Personnel (Board Policy 5.20)

Workplace Harassment Prohibited

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*.

Sexual Harassment

The School District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but

are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Complaint Manager(s) per School Board policy 1:18, *Uniform Complaint Procedure*. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

Making a Complaint: Enforcement

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 1:18, *Uniform Complaint Procedure*).

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to the Complaint Manager(s) per school the Board policy 1:18, *Uniform Complaint Procedure*. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

LEGAL REF.: Title VII of the Civil Rights Act, 42 U.S.C. §2000e et seq., 29 C.F.R. §1604.11.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.; 34 C.F.R. §1604.11.
775 ILCS 5/2-101(E) and 5/2-102(D).
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Burlington Industries v. Ellerth, 118 S.Ct. 2257 (1998).
Faragher v. City of Boca Raton, 118 S.Ct. 2275 (1998).
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
Harris v. Forklift Systems, 114 S.Ct. 367 (1993).
Jackson v. Birmingham Board of Education, 125 S.Ct. 1497 (2005).
Meritor Savings Bank v. Vinson, 106 S.Ct. 2399 (1986).
Oncale v. Sundown Offshore Services, 118 S.Ct. 998 (1998).

ADOPTED: September 23, 2009

REVISED: August 18, 2010

SKYWARD USAGE

- Teachers must post attendance in the first 10 minutes of every class.
- Teachers should enter grades promptly using the grade book portion of Skyward.
- If applicable, teachers will post homework and/or related information in the Skyward “message center” on a regular basis.

SPECIAL EDUCATION

- We work in a District that values inclusion. Each student receiving special education services has a case manager who works with the classroom teacher and parents. Case managers know each student and family situation well.
- If a teacher has concerns about a student, the classroom teacher should develop and implement interventions. Parental notification and involvement is encouraged.
- If additional interventions are necessary, the classroom teacher should discuss the student in detail with his/her grade level team. Additional interventions should be identified and attempted.
- If interventions are not effective, the teacher and Principal will meet and decide a course of action that involves family and possibly other staff members. A timeline will be generated.
- The SST coordinator and Principal will meet to decide whether or not to take this to the team made up of regular and special education staff. At this time, either additional interventions will be generated or the decision will be made to move the case to an SST (Student Support Team).
- A graphic of this process and sample forms will be available.

STAFF MAILBOXES

- Each staff member, including administration is assigned a mailbox in staff lounge. A mailbag for deliveries to administrative and middle school buildings is located in the office.
- Mailboxes should be checked daily.

STUDENT RECORDS (MAINTENANCE)

- Student cumulative records are maintained in the school office. Files are updated each year by building secretaries. If a staff member becomes aware of a change in the personal data for a student, the staff member should alert the school secretary who will update the file after verifying the information for accuracy.
- Staff members have access to student records of students assigned to them.
- Student records are not to be removed from the school office without consent of the principal.

STUDENT SUPPORT TEAM (SST) AND RESOURCE SUPPORT

- Every grade level team will schedule one day per week when their agenda includes an update for and from the resource teacher regarding IEP students’ progress. During the resource period in an IEP student’s schedule the first priority will be to work on the skills and concepts in the student’s IEP goals. If homework assignments can be used for this, they will be. However, it is expected that on most days students will still have homework to do after school. Resource periods will also be used to take tests but only if the student’s goals require this modification. For support from the SST Team the following sequence will be followed: If a student’s behavior or academic progress presents problems
- The teacher will put in place and document at least two interventions in the classroom. If the problem persists...
- The teacher brings the problem to the grade level team. If the problem is evident in other classes, the team designs and documents two more interventions to be done in all classes. If the problem persists...
- The team invites selected specialist from the SST team (e.g. psychologist, social worker, speech therapist, etc.) to join them for a brainstorming session during a team meeting. Ideas generated will

be put in place and documented. If the problem persists, all documentation detailing interventions and progress is referred to the principal who will decide if the student goes to the next step.

- The student is referred to the Student Support Team (SST) for a meeting on a designated day. At this point the Director of Special Education takes responsibility for determination of eligibility for special education services.

SUPERVISION OF STUDENTS

- Most of the staff is scheduled to help with supervision. The degree of supervision responsibility depends on factors such as availability, differences in teaching loads, knowledge of families and children, as well as several other factors.
- A supervision schedule is developed before the school year begins. It is designed to be consistent, fair and flexible. Any time changes occur, a new version is distributed.

Morning arrival supervision

- Staff members on morning bus duty must be at their assigned locations by 8:40 a.m. and remain until students have been escorted into the building.
- Parents are told not to drop off students before 8:40 a.m. unless the student has a reason to be in school. If applicable, supervisors should give a list of those children arriving earlier than 8:40 a.m. to the office.
- Students will line up with their class in a line behind a designated area identified by a painted box on the sidewalk.
- Supervisors should be the last to enter the building and make sure the door is locked.

Daily Supervision

- At no time are students to be permitted to enter and remain in the classroom, or the building, for any reason before, during, and/or after school unless under the direct supervision of a staff member.
- At 8:55 a.m. classroom teachers are to be at their classroom doors to greet students.
- Teachers not assigned a class are to be at various locations in the building to assist with the orderly movement into classrooms. Teachers should also be at the door as students change rooms during the day.
- Teachers must stay with their classes at the time they are responsible for them.
- Specials teachers have supervision responsibilities whenever they are teaching the class during classroom teachers' planning times. Communication between classroom teachers and specials teachers concerning supervision is vital.
- At the end of the day teachers should escort students to the exits. Kindergarten classes leave the room at the first bell, 3:15 p.m., to begin boarding the buses. All other classes begin dismissal at the 3:20 p.m. bell. Students should never be dismissed before these dismissal times.

Lunch/recess supervision

- Teachers should walk their classes all the way to the outside door and be prepared when they return from lunch.
- It is important that teachers make sure students get their lunches from their backpacks to the lunch bin. Students that leave their lunch in the classroom are allowed to get it during the first ten days of the school year. If a student forgets after that, he/she will be given food from the "extra" table. Classroom teachers will need to give the student time to eat lunch when he/she returns to the classroom.
- Full-day kindergartners will have lunch in their classrooms.
- Those staff members assigned to lunch supervision should:
 - Be on time
 - Dress appropriately if going outside
 - Enforce posted lunch room and recess guidelines
 - Follow disciplinary guidelines whenever necessary
- Indoor Recess

- On occasion, students will have indoor lunch recess where students return to their classrooms for quieter activities. Teachers will be notified regarding indoor recess so that they can prepare students before lunch for activity choices. There will be occasions when prior notification is not possible because of rapidly changing weather.
- Ideally, one supervisor will be assigned for each room. There may be situations when a supervisor monitors adjacent rooms.
- It is important that teachers prepare their students for indoor recess so it can be a positive experience.

Dismissal

- Students should spend minimal instructional time preparing for dismissal. Ideally, the amount of time would diminish as the school year progresses.
- In order to reduce congestion, students should arrive and depart by using the same doors.
 - 4th grade students will use the middle doors.
 - 3rd grade students will use the south doors.
 - 2nd grade students will use the middle or south doors.
 - 1st grade students will use the office doors.
- All students who do not ride the bus home should proceed to the “pick-up door”. The “pick-up door” is at the end of the 1st grade hallway.
- Staff members will be assigned to the “pick-up” door to make sure all children meet up with the appropriate adults.

SUPPLIES

- Teacher supplies are ordered by each individual staff member annually.
- Teachers will be provided specific information regarding the purchasing processes, as well as department and individual allocations.
- Common supplies, such as butcher paper on rolls, and laminating supplies are available in the teacher work room located next to the locker commons. Please notify the office of any supply shortage.
- All purchases should be approved in advance. Purchases made without approval may not be reimbursed.
- Teachers will be reimbursed for approved purchases. Teachers can only be reimbursed for the amount of purchase, and should use a tax exempt letter to avoid personally paying taxes.

TEACHER ATTIRE

- Educators are role models to students and parents. Professional appearance makes a difference to students and to our public. Although different jobs, activities and events may require different attire, educators are expected to dress appropriately on all occasions. Any clothing that wouldn’t pass the student’s dress code should not be worn.
- Flip-flops are not allowed, due to safety concerns.
- Blue jeans are optional is when attending a field trip or appropriate class activity.

TEACHER MEETINGS

- Staff and curriculum committee meetings are held from 3:45-4:45 p.m. Team/Department meetings are held 3:30-4:30 p.m. Staff members receive compensation for Wednesday meetings based on the current year’s per diem rate

Staff meetings are conducted on Wednesdays as per the following schedule:

- 1st Wednesday of each month: Staff Meeting
- 2nd Wednesday of each month: District Curriculum Committee Meeting
- 3rd Wednesday of each month: Building Curriculum Department Meeting
- 4th Wednesday of each month (no meeting)
- 5th Wednesday of each month: (no meeting)

TEACHERS' SCHOOL DAY

- Teachers must arrive no later than 8:15 a.m. and may not depart until after 3:30 p.m.
- When leaving the building during the day, notify the Principal or Main Office prior to leaving.
- Tardiness: Unless a staff member has a scheduled late start, all staff is to be in the building by 8:15 a.m.
- If there is an unexpected situation requiring late arrival, the office should be contacted immediately.

TECHNOLOGY

Acceptable Use

- Each staff member is required to sign an Acceptable Use Policy (AUP) and adhere to the set policies at all times. (refer to Appendix I).

Troubleshooting

- Staff members experiencing difficulties with technology issues should report these directly to the building technology staff member.
- Ongoing concerns regarding technology programs, systems and equipment should be reported to the Principal

TELEPHONES, STUDENT USE

- Students must have teacher permission to use any telephone during the school day.
- Calling students out of class to receive phone calls will only be done in emergency situations.
- In order to assist students in becoming more responsible, we discourage having students call home because they have forgotten an instrument, notebook, homework, etc. Hopefully, students will learn from these experiences.

TEXTBOOKS

- Students should be instructed on the proper care of and respect for school issued textbooks. Each teacher is responsible for the issue and return of all textbooks. Textbooks should be numbered and teachers should keep track of which student is assigned each book.
- Teachers are encouraged to have textbook checks at the end of each trimester.
- At the end of the period of usage of the textbook, each teacher will utilize building forms to assess damage and/or unusual wear and tear on books. The student will be charged the replacement cost if the book is unusable.
 - Instruct all children on the proper respect and use of books.
 - Students are not allowed to write in textbooks.
 - Textbooks are numbered and inventoried. When teachers assign textbooks, they should record the textbook numbers in their grade books.
 - Students are responsible for all textbooks assigned to them.

TRANSPORTATION OF STUDENTS

- No school employee may transport students in school or private vehicles. Administrators will be the only personnel authorized to transport students, and only in situations deemed by administrator to be an emergency.

UNIVERSAL PRECAUTIONS (HANDLING OF BLOOD BORNE PATHOGENS)

- Use disposable gloves (in first aid kit) whenever in contact with blood or body fluids.
- If contact with skin occurs, cleanse hands with antiseptic towelettes and follow up with proper hand washing as soon as possible.

- Children with wounds that need cleansing should be sent to the nurse's office. If bleeding needs to be controlled, have the student apply pressure to the area if possible.
- All blood or body fluid spills shall be reported to the office immediately. It is important to have proper clean up by trained personnel.
- Any exposure incident to blood or body fluids must be reported to the office before leaving school that day.

VIDEOS

- There are many wonderful videos and on-line media clips that could be very useful to engage and illustrate the curricular materials. However, the use of videos could involve some risk, if not pre-screened for educational value and age appropriateness.
- Videos should be for educational purposes.
- On occasion, a video can be shown as an incentive or reward. This reward should not be overused.
- Only "G" rated movies may be shown in grades PreK - 6, "G" and "PG" in grades 7 & 8.
- Our library has an ample supply of appropriate videos. Furthermore, the school has a budget that will allow for additional educational video purchases.
- Videos obtained from such sources as "You Tube" should be filtered, and when possible, ads and commentary removed.

VISITORS

- All visitors are required to check in at the main office and pick up a visitor's badge.
- If an unexpected visitor appears in your room, direct the person to return to the office. If she/he refuses, contact the office immediately.
- Former students will not be permitted to enter the building as visitors until after school hours.
- Teachers need to get approval from the principal in order to invite visitors to the school.

APPENDIX I

Pleasantdale School District 107

Technology Acceptable Use Policy for Staff

Definition

The term “technology” shall include all computer and audiovisual hardware and software owned or operated by the District, District websites, District online services, and electronic information systems. “Use” of District technology shall include use of or obtaining access to the system from any electronic device and/or computer terminal, whether or not owned or operated by the District.

Purpose

Technology at Pleasantdale District 107 is a tool to enhance learning experiences as articulated in our mission statement. Integrating technology into the curriculum affords students opportunities to develop the skills required for excelling in life pursuits. Technology is also a tool to facilitate communication among employees and between employees and stakeholders.

Expectations

District staff is expected to act in a responsible, ethical, and legal manner in accordance with Federal and State law and District policies.

Specifically, staff who use technology will:

- ✓ Understand that email and network files are not guaranteed to be private. Employees who manage the system do have access to mail and files. Network administrators and other designated school officials have access to all email messages and may review files and communications to maintain system integrity and monitor responsible use.
- ✓ Be responsible at all times for the proper use of their access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures or other confidential information.
- ✓ Take responsibility for any activities conducted under their account or password.
- ✓ Protect technological resources from physical abuse and viruses.
- ✓ Protect the privacy of other users and the integrity of the system by avoiding misuses of passwords, others’ files, equipment and programs.
- ✓ Monitor students and circulate among them when using computer resources to ensure that students are adhering to the District’s Student Acceptable Use Policy.
- ✓ Report any incident or information that violates this policy.
- ✓ Report to a District Technology Specialist any inappropriate website that our students should not be using.
- ✓ Read and abide by the terms and conditions stated in this Staff Acceptable Use Policy.

Specifically, staff who use technology will not:

- ✓ Use technology for illegal activities.
- ✓ Access, submit, post, publish, display or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially/religiously offensive, harassing, illegal or other material unsuitable in the educational setting.
- ✓ Create and/or propagate unsolicited advertising, political lobbying, chain letters, pyramid schemes, computer worms, and viruses.
- ✓ Commit acts of vandalism. Vandalism includes any attempt to harm or destroy data of another user, the Internet, the District’s Network or any other network. This includes, but is not limited to, uploading, downloading, creation or knowing transmission of computer viruses. If a user is uncertain whether his or her conduct is permissible, he or she should contact one of the district’s technology specialists.

- ✓ Use the network to transmit material likely to be offensive or objectionable to recipients.
- ✓ Allow students access to a computer under a teacher's login.
- ✓ Impersonate another user, or use anonymity or pseudonyms to obscure identification.
- ✓ Use the network for financial gain.
- ✓ Post personal contact information about a student or staff member, or otherwise invade the privacy of individuals or violating the Illinois School Student Records Act or Federal Right to Privacy Act.
- ✓ Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
- ✓ Quote personal communications in a public forum without the original author's prior consent.
- ✓ Represent personal views as those of the District or those that could be interpreted as such.
- ✓ Load or use unauthorized games, programs, files, or other electronic media.
- ✓ Violate copyright laws. See http://www.educationworld.com/a_curr/curr280.shtml for an overview of copyright law pertaining to education.
- ✓ Damage technology, hardware and/ or software.
- ✓ Attempt and/or breach security measures or remove hardware/software, networks, information, or communication devices from the District network.

Specifically, the District will:

Ensure that each district computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene (2) pornographic, or (3) harmful or inappropriate for students or staff, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purposes provided the person receives prior permission from the Superintendent or system administrator.

The Superintendent or designee shall implement measures to:

- Prohibit unauthorized access, including "hacking" and other unlawful activities.
- Prohibit unauthorized disclosure, use and dissemination of personal identification information.

District 107 Expectations for Electronic Communication

Pleasantdale District 107 recognizes that today's students and their families are deeply engaged in electronic forms of communication via social networks. Though these tools for communication are often quick, easy to use, and a growing part of our lives, their casual use may not meet the district's standards for professional communication within our school community.

The purpose of these guidelines is to:

1. Protect the students, staff, and families of the district.
2. Improve awareness of acceptable ways to use electronic communication tools.
3. Raise awareness of the potential positive and negative outcomes that may result when using these tools.

The following expectations are to be followed by all members of the Pleasantdale professional community.

Does it pass THE TEST?

Our electronic communications should always be *professional, transparent, and accessible*:

1. **Professional** – ALL electronic communication from district staff should be written as professionally representing District 107. Utilize word choices, tone, grammar, and subject matter that model the high standards and integrity of the district and are businesslike in manner.
2. **Transparent** - ALL electronic communication from district staff should be transparent. As a public entity, we are expected to maintain openness, visibility, and accountability in all communications.
3. **Accessible** - ALL electronic communication from district staff should be considered a matter of record which is a part of the district’s archives and may be accessible by others.

Staff members will refrain from any communication that does not meet the above criteria.

Acceptable Electronic Communication Methods

Skyward – The Skyward student information system will allow teachers to communicate directly with students and parents regarding grades, attendance, assignments, and much more.

District 107 Email – District email is a common way to communicate directly with our school families, colleagues, and community. Since district email provides the staff member with a record of the communication, only the district provided email system (your @d107.org address) is to be used for district business.

District 107 Website – Web pages are public documents welcoming the outside world to the district, school, and individual classroom while at the same time linking students and staff to outside sources of information. This section provides guidelines for the publishing of materials on the district website. The district administration reserves the right to deactivate non-compliant web pages hosted on our server or to remove any links to non-compliant websites hosted on outside servers.

Specifically, staff who use the district website *will*:

- ✓ Update pages that contain time-sensitive information regularly, such as calendars and school events, to insure current and accurate information.
- ✓ Include on each page of the website the date when it was last updated.
- ✓ Use graphics and animated graphics judiciously, keeping files sizes small.
- ✓ Carefully proofread and spell check postings.

Specifically, staff who use the district website *will not*:

- ✓ Post files or links on the district web server that contain information that is in violation of (or promotes the violation of) any district policy or regulation or any local, state, or federal regulation or law.
- ✓ Post personal information about a student, district family, or another staff member, such as email address, phone number, or home address.
- ✓ Post copyrighted material.
- ✓ Post links to sites that are not accessible from inside the network (through the Sonic Wall filter)
- ✓ Use email/instant messaging abbreviations or slang.

Unacceptable Communication Methods

Text Messaging – Text messaging is not an appropriate method in which to communicate with students as extended messaging can quickly get “off topic”. *Staff members need to be aware that text messaging between a staff member and an individual student can easily be misinterpreted and should be avoided.*

Non-District Email Accounts – District staff should never use personal email accounts for school matters.

Using Facebook, MySpace, Twitter, or other social Media Sites for Personal Purposes

Staff members who use Facebook and other social media sites to communicate with family, friends, and their own personal networks should never “friend” students who are currently enrolled in District 107, nor should students be accepted as “friends”. The district strongly encourages staff to exercise caution when interacting with school families on-line. The distinction between the role of public educator and personal friendships with district families should always be visible and clearly communicated.

Any content staff members publish on-line (pictures posted, blog entries, Facebook updates, etc) should never compromise the professional integrity and policies of the district. A good benchmark is: “Would I mind if this appeared on the front page of the newspaper?” If the answer is “yes”, then *do not* post it!

Staff members should contact their building principal or technology specialist with any questions.

Application for Network and Internet Use:

All District 107 staff who use the Network and Internet must complete the following form and turn it in to the Technology Support Specialist.

Staff Contract for Network and Internet Use:

I have read the Acceptable Use Policy and will abide by the terms and conditions stated. I further understand that any violation may lead to my access privileges being revoked, school disciplinary action, and/or appropriate legal action.

Name (please print): _____

Staff Signature: _____

Date: _____