

TEACHER HANDBOOK

2022-2023

Updated: August 2022

COMMUNITY UNIT SCHOOL DISTRICT #16
600 N CEDAR STREET
NEW BERLIN IL 62670
(217) 488-2040
(217) 488-2043
2020-2021

*This handbook is subject to change
as deemed necessary by the district
and will be understood to be a guide
for the district to communicate
normal operating procedures or
policies.*

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PART I - ORGANIZATION

TELEPHONE NUMBERS OF INTEREST

CACC	529-5431
Shannon Fehrholz, Regional Supt.	753-6620
	753-6622
	753-6623
County Tribune	435-4511 (fax)
New Berlin Bee	438-6155
New Berlin Library	488-7733
New Berlin Post Office	488-7670
SASED Spec. Ed.	786-3250

BOARD OF EDUCATION

Stephanie Neuman – President

Holly Kotner – Vice-President

Jenny Mann – Secretary

Josh Beard

Bridget Williams

Chris Gordon

Bill Marr

STAFF LIST

SUPERINTENDENT
Jilinda Larson

ADMINISTRATIVE SECRETARY
Cindy Moore

NEW BERLIN ELEMENTARY PRINCIPAL
Brandi Maxedon

BUSINESS OFFICE
Lori Niemeier, CFO

Terri VanTine, Admin. Assistant

NEW BERLIN ELEMENTARY ASSISTANT PRINCIPAL
Shelley Haas

Denise Talbert, Accounts Payable Clerk

JUNIOR HIGH PRINCIPAL
Tim Roberts

MAINTENANCE/CUSTODIAL SUPERVISORS
New Berlin JR/SR High School – Matt Brown
New Berlin Elementary School – Rich Clark

HIGH SCHOOL PRINCIPAL
Hattie Llewellyn

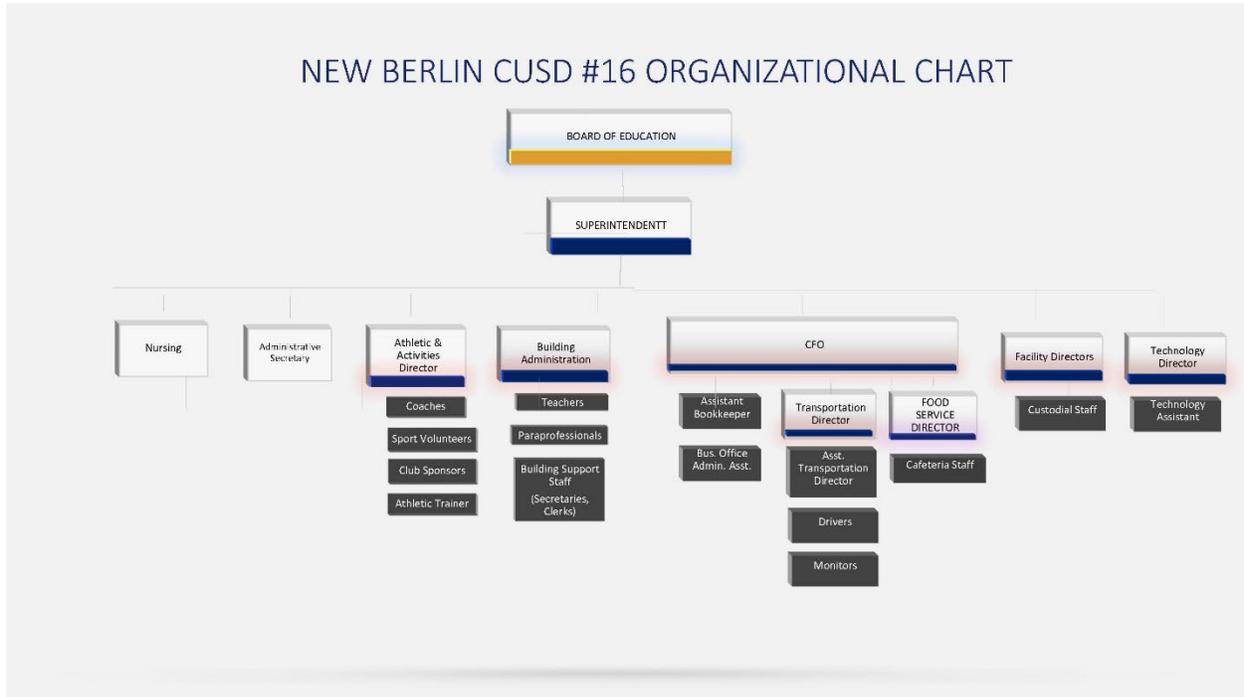
FOOD SERVICE DIRECTOR
Heather Pidcock

DISTRICT ATHLETIC AND ACTIVITIES DIRECTOR
Blake Lucas

TRANSPORTATION DIRECTOR
Seth Hill

TECHNOLOGY DIRECTOR
Kevin Cummins

ORGANIZATIONAL CHART



COMPLAINTS AND CHAIN OF COMMAND

Parents are often discouraged when they attempt to communicate with the superintendent and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “chain of command”, or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken before taking it to the next level. This document does not supersede any employee’s or citizen’s right to contact Board members directly. However, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution.

1. On Matters Involving Instruction/Curriculum

- a. Classroom Teacher
- b. Principal
- c. Superintendent
- d. Board of Education

- 2. On Matters Involving Student Discipline**
 - a. Classroom Teacher
 - b. Assistant Principal
 - c. Superintendent
 - d. Board of Education

- 3. On Matters Involving Athletics or Extra-Curricular Activity**
 - a. Coach or Club Sponsor
 - b. Athletic Director
 - c. Principal (eligibility/student discipline)
 - d. Superintendent
 - e. Board of Education

- 4. On Matters Involving Facilities/Grounds/Building**
 - a. Facilities Directors
 - b. Superintendent
 - c. Board of Education

- 5. On Matters Involving Transportation**
 - a. Transportation Director
 - b. Assistant Principal (for student discipline)
 - c. Chief Financial Officer
 - d. Superintendent
 - e. Board of Education

- 6. On Matters Involving Cafeteria and Food Service**
 - a. Food Service Director
 - b. Assistant Principal (for student discipline)
 - c. Chief Financial Officer
 - d. Superintendent
 - e. Board of Education

- 7. On Matters Involving Student Health & Wellness**
 - a. School Nurse
 - b. Principal
 - c. Superintendent
 - d. Board of Education

- 8. On Matters Involving Administration and All Other District Directors**
 - a. Superintendent
 - b. Board of Education

- 9. On Matters Involving Superintendent**
 - a. Board of Education

PART II - TEACHERS GENERAL PROCEDURES AND POLICIES

(This handbook is subject to change as deemed necessary by the district and will be understood to be a guide for the district to communicate normal operating procedures or policies).

A. ACTIVITY AND EDUCATION FUNDS

1) Expenditures

Purchases are not to be made unless the purchasing procedures established by the Board of Education and Superintendent of Schools are followed. These procedures are designed to facilitate the purchase of approved items without undue delay. Contact the Business Office if you have questions about procedures.

a) Purchasing with District Funds using Purchase Orders

An amount of District money is budgeted for supplies and equipment each year. Money is allocated to principals to use in the schools. Staff members are advised of these funds and the purposes for which they may be used. Purchase order forms are to be completed and submitted to the principal in accordance with instructions. All expenditures from district funds (or activity funds) must have prior approval from principal. Receipts are required for all credit card purchases. Receipts are required for all reimbursements. The district will not reimburse for sale tax. **Open P.O.** purchases must use a purchase order and have approval from the principal prior to the purchase.

b) Activity Funds

Activity Fund records are to be kept by each sponsoring staff member. The Business Office will maintain complete records on all activity accounts and will provide monthly reconciliation to each sponsor. Sponsoring teachers must maintain a positive balance in their accounts at all times. The Business Office will assist in placing orders and paying the bills from these accounts. Receipts are required. All expenditures must have approval from the principal prior to purchase.

2) Receipts

All money collected by a staff member, whether it is from activities or from educational fund categories, must be turned into the Business Office. Do not leave funds in a classroom. Follow the banking procedures.

B. ABSENCES AND LEAVES – TEACHER

1) Personal Illness, Family Illness, Family Emergencies

If you must be absent from work because of personal illness, family illness, etc. contact the building principal, or designee, as soon as possible. Be prepared to give your principal detailed instructions on seating charts, grade books, lesson plans and other items that might be needed by the substitute teacher. If you have needed items

at home, please arrange to have those items brought to school. The substitute teacher must have the necessary information in order to conduct a proper class. Teachers are responsible for daily lesson plans as well as lesson plans for substitutes.

2) Other Absences

Leave of absence, personal leave, association leave, maternity leave and paternity leave may be granted in accordance with conditions established and listed in the AGREEMENT between the School Board and the Teacher Association.

C. ASBESTOS REPORT

PUBLIC NOTIFICATION

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the U.S. Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in the New Berlin Jr/Sr High School. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing materials are inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants. This information was distributed to all building occupants by:

Reliable Environmental Solutions, Inc.
4211 Westgate Dr.
Springfield, IL. 62711

D. PESTICIDE NOTIFICATION REGISTRATION

District #16 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective use of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event this is found to be necessary, we are creating voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the Superintendent's Office if you wish to be added to the registry.

BUILDING SECURITY

All building keys/entry cards/fobs will be issued through the Superintendent's office (or designee); keys must be signed for and must be returned when requested.

Do not allow anyone else to have custody of your keys/entry cards/fobs. This includes students.

School offices, computer labs, band room and chemistry labs shall have security alarm systems. Do not enter those areas, other than during the normal school hours, without receiving instructions on the alarm system.

Teachers using the building in the evening, weekends, or holidays must notify the principal and are responsible to make sure the building is properly secured before leaving.

Report lost keys/entry cards/fobs to the office immediately. A \$100.00 fine will be issued if keys/entry cards/fobs are lost.

COMPLIMENTARY PASS

Staff members shall use their staff ID as a pass to all school activities, with the exception of student money-making activities and tournament events. This will entitle employee and a guest admittance.

PROFESSIONAL DEVELOPMENT

The school district provides funds each year to help defray costs incurred by staff members when attending conferences or going on school visits. Each staff member shall have the opportunity to attend a conference relating to his or her teaching assignments and certification.

The board shall provide money per teacher (non-transferable) for the purpose of professional development as per the collective bargaining agreement.

2021-2022	\$600.00
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All professional development opportunities must be approved in advance by the principal and superintendent.

Staff members shall submit a request for conference attendance or visitation in accordance with the "Agreement" between the school board and the teachers' association. This request must be approved by the Building Principal for reimbursement for the conference or the amount of money allotted for that purpose.

TUITION REIMBURSEMENT

The school district provides \$125 per college course credit hour, up to 6 credit hours per year in accordance with Section 8.6 of the Collective Bargaining Agreement.

CONFIDENTIALITY OF INFORMATION

As education professionals we need to be committed to promoting a respectful environment that retains the full trust and confidence of students, staff, and faculty. In our daily work, we are in the unique and responsible position of having access to and being aware of an array of highly sensitive personal and medical information. This information comes to us directly from individuals or third parties associated with them. Information we have received of a personal nature will be disclosed to other parties or colleagues only when it is legally required or on a strict need-to-know basis.

Information on students or staff should not be shared with other students. Discretion should be used when information is communicated orally. Be aware of your surroundings and that others may overhear a conversation, for example, in hallways, offices, classrooms, restaurants, and other public places, such as sporting events or community gatherings.

Staff members must report the confidential nature of information to the administration if the information is deemed necessary or would aid proper decision making by the administration, regarding students, parents, other staff members.

List of students may not be released unless the superintendent gives approval.

COURT DUTY

Full salary will be paid during the time an employee is on jury duty, serves as a witness in a trial, or has a deposition taken in any school related matter pending in court. Court duty remuneration, less mileage and meal expenses, shall be reimbursed to the District for those working days when the employee is on court duty.

An employee shall give notice of pending jury duty to the District no later than five (5) days prior to the date the employee will serve.

CURRICULUM

The Superintendent of Schools may establish a committee or committees to provide staff input for curriculum development. All significant curriculum changes must be approved by the Board of Education following recommendation by the Superintendent of Schools.

EMERGENCY CLOSING OF SCHOOL

If the Superintendent of Schools determines that school is to be closed for an

emergency the District will use a phone automated system to notify staff. Please make sure a current phone number is recorded in the Superintendent's Office.

We will try to notify Local radio stations by 6:15 a.m. We will try to contact the news stations in addition to using our automated call system.

Sometimes contact cannot be made with the station due to the number of local cancellations.

FACULTY/COMMITTEE MEETINGS

As per the CBA, teachers are required to attend faculty meetings. Faculty meetings may be scheduled either before school or after school. **A yearly calendar with all faculty meeting dates will be given to all staff at the beginning of the year. Staff should reserve these dates and avoid scheduling any appointments, etc.** Teachers are also required to attend conferences with students and parents, as well as, open houses.

Committees may be established by the school district administration to meet the needs and interests of the school system. Teachers are expected to accept assignments to serve on these committees.

GIFTS, GRATUITIES, ETC.

Staff members shall not accept gifts, gratuities, etc. from anyone who has, or may have, a business relationship with the school district, unless the Superintendent of Schools gives permission. Any such item approved for acceptance becomes the property of the school district.

HANDLING EMERGENCY SITUATIONS

1. Fighting

- a. Do not ignore the fight situation.
- b. Don't leave the confrontation area.
- c. Send another staff member or student for help.
- d. Scan the situation for evidence of weapons being used.
- e. Try to step in between the fighters ONLY if you feel that you can control them. If you don't feel like you can, then you need to continue to provide them verbal commands to stop fighting.
- f. Yell, "Stop It" several times. Keep repeating, if necessary. If you have a whistle with you, keep blowing until additional help arrives. If you have water with you, throw it on the students.
- g. If you are able to break up the fight, please wait for additional help to arrive to walk the students to the office. If you feel that you can handle the students, then have one student walk ahead of you while the other student is beside you or one step behind you.

2. Injury Emergency

- a. Don't ignore the situation.
- b. Stay with the injured student.
- c. Stay calm.
- d. Send another staff member or student for help.
- e. Use emergency first aid and/or life-saving training if needed.

HEALTH/LIFE SAFETY GUIDELINES

- **Emergency signage** is to be posted at all times within each classroom throughout the school year.
- A 42-inch safe, reliable and unobstructed **means of access** travel shall be provided from any location in an occupied room at all times.
- A **door** is required to look like a door. Means of egress doors shall be readily distinguishable from adjacent construction and finishes such that doors are easily recognizable as doors. Curtains, drapes, decorations or similar materials shall not conceal egress doors. (This can be maintained by not covering an area of at least four (4) inches wide on the outside perimeter of the door and door hardware shall be visible or not covering 12 inches at bottom and top of door and leave 8-inches uncovered around the door handle hardware.)
- Glass panels on **classroom doors** are required to have a minimum of 100 square inches of viewing space.
- **Door stops** are to be removed from exit doors and doors should be closed when classrooms are vacant.
- Magnetic slips **locking door hardware** from latching are found throughout the building. Doors are required to latch to prevent the spread of fire.
- There should not be any paper adhered to **ceiling tile** or hanging from the ceiling and/or lights.
- On any **wood frame doors**, please refrain from using tape
- All **chemicals** are to be stored in secure areas and doors locked when a responsible adult is not present.
- Potpourri pot with wax melt is not acceptable or other items that have **hot liquids**.
- Candles and items using **open flames** are not acceptable.
- All **sprinkler heads and smoke detectors** should have a clearance area from the ceiling of at least 18 inches and 24 inches in non-sprinkled area.
- There are to be no **extension cords**. Please utilize power strips. See Rich or Matt if you need one. (An UL approved heavyweight extension cord can be used as a temporary source of power but is required to be unplugged from the wall and removed after each use.)
- No storage of flammable products is allowed in **boiler rooms**.
- **Boiler rooms** are not storage rooms. The boiler room shall be kept free of all material and equipment not necessary to the operations of the heating system. **Combustible storage** of any kind is not permitted in boiler rooms.

- Artwork/student work in **hallways/corridors** is to be limited to 20% or less of the wall space.
- Artwork/student work in **classrooms** should be limited to 30% or less of wall space. Decorative paper is not to be used as wallpaper in classrooms.
- **Safe Storage** – items are to remain inside the perimeter of the top of the cabinet and/or shelf. Items are not to be stacked in a manner that they are slanting in the direction of the open portion of the stored area.
- **Hallways/corridors** are to be free of tables, chairs, etc
- Chains and padlocks are never used on **doors** to prevent egress from the building.
- Staff members utilizing science labs, family and consumer sciences and agricultural technology areas should be knowledgeable of **shut-off valves** for power and gas in these areas.
- **Classrooms** are not to contain any upholstered furniture, carpets, pillows or other items covered with fabric or upholstery without proof of materials being non-flammable. These articles are to have original tags stating that they meet the California Flammability code and/or have Class I fire rating.
- All **electrical items** have labels stating they are UL or ETA approved.
- Christmas/**Decorative lights** aren't allowed as decoration on bulletin boards or outlining whiteboards unless the plug is cut off making them inoperable.
- **Personal refrigerators, coffee pots, microwave ovens**, etc are not to be present in classrooms.
- **Fire extinguishers** are to remain unobstructed and visible. Do not hang items on the extinguisher.
- Utilize a **ladder** not a classroom chair when hanging items at a height or when you are needing to get something out that is taller than you.

INJURY - STAFF MEMBER

Staff members are protected from financial loss by Worker's Compensation for any injury suffered in an employment related situation. In case of injury, obtain an accident report form from the office. Return the completed form as soon as possible. Staff members are required to notify the office as soon as reasonably possible of any injury that might cause loss of work or visits to hospitals or doctors.

LEAVING THE CLASSROOM

It is our responsibility to supervise children throughout the day. We are held “in loco parentis” meaning “in place of parent”. Teachers are not to leave students **unsupervised in the classroom**. If it is necessary that a teacher be absent from class for a period of time, arrangements should be made with the principal to provide supervision. If an emergency should develop, ask another teacher to supervise the class.

LESSON PLANS

Each staff member will keep daily lesson plans. Staff members are expected to

prepare written lesson plans **using the online** plan book or any other means must be submitted and approved by principal. Lesson plans should be sufficiently explicit so substitute teachers can conduct a meaningful class.

LIABILITY INSURANCE

In accordance with Illinois law, New Berlin CUSD #16 provides liability insurance for the protections of each staff member.

LOG OF PARENTAL CONTACT

Teachers are required to keep a log of parental contacts (regarding notes, phone calls, conferences, etc.) throughout the year. The log should be turned into your principal at the end of the school year. This will be used to determine the number of students whose parents had contact with the school for the school report card. Teachers should notify their principal if any parental or public contact has a particularly negative connotation. Principals that are kept informed can aid the teacher. It is important that any threats also be reported.

MAILBOXES

Mailboxes for teachers are located in their respective offices or workrooms. These mailboxes and school email should be checked each morning and evening. **Please do not ask students to get mail from your mailbox.**

MEDICATION GUIDELINES

Medications are administered at school in accordance with the Recommended Practices and Procedures Manual from the Illinois State Board of Education. Administering medications at school is discouraged. However, some pupils with long-term chronic illness or disability may require medication during the day. Only in exceptional cases, where failure to take medication could jeopardize the child's health and/or education, should medication be administered at school. Medications of any kind are **not** to be dispensed or approved by any staff member. All medications being taken by students must be given to the school nurse and used under her/his supervision. If the school nurse is unavailable, medication shall be administered through the school office by the principal or designee.

1. **All** prescription medications that are brought to school must be sent to the nurse's office to be stored in a locked cabinet. It is recommended that medications be delivered to the school by a parent.
2. Over the counter non-prescription medications such as cough syrups are discouraged at school. Only with specific written request from the parent shall it be allowed.
3. **Prescription medications must be sent to school in the original container** as dispensed by the pharmacy or physician and accompanied by a written note from

the parent and physician including the name of the drug, dosage, route of administration, time of administration, and duration of therapy. Any change in the dosage or administration must have written authorization from the prescriber. Medication forms are available in the nurse's office.

4. The morning doses of medications should be given at home.
5. Students who require acetaminophen (generic Tylenol) for complaints of headache or pain must have the permission slip on the enrollment form signed by the parent. Generic Tylenol is kept in a locked cabinet in the nurse's office for self-administration by the student with the nurse monitoring the storage and safety of administration.
6. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of the nurse.
7. Questions concerning medications will be referred to your physician.
8. Self-managed medications will be evaluated individually by the school nurse (i.e.: asthma inhalers). Written directions for self-managed medications must be obtained from the physician and parent.
9. The school has not only the right, but also the responsibility, to refuse to administer any medication at school if properly qualified individuals are not available. The District cannot require a teacher to administer medicines to students. School guidelines state clearly that medicine should be stored in the nurse's office and administered by either the nurse or the principal. It is allowable by law that a teacher can administer medicine by choice if an unusual situation should arise that would require medication and the nurse or principal would not be available.
10. The school will ascertain from the parent and/or the physician the necessity for administering medication during the school hours and will retain the discretion to reject requests that do not meet the medication guidelines.

NEWS RELEASES

The Superintendent of Schools is designated by the Board of Education as having responsibility for the dissemination of information regarding the school district to the news media. Staff members are strongly encouraged to submit items to the Principal for approval prior to placement in media. **If you are contacted by the news media, please let the Principal know. Parent permission must be obtained annually for a student's name, picture, work, or information about the students to appear in media.** Members of the news media entering the school building should be referred to the office of the Superintendent of Schools.

NURSE

Nurses are assigned to cover all attendance centers in the school district. The nurses' schedule will be available to all staff members.

When the nurse is in an attendance center, students who are ill should be sent to her as per building procedure. Otherwise, students must be sent to the principal's office. In the junior/senior high school all students should report to the office before reporting to the nurse, unless emergency conditions exist.

Any student leaving is to report to the office. If the student is ill, he/she should also report to the nurse. Any student, who does not follow the above procedures and leaves without notification to the office, is unexcused.

All school accidents must be reported by the teacher to the nurse's office by the end of the school day. An incident form must be included. Document everything. School accidents include any accident happening on the way to and from school, on the school grounds, in the school building or during school-sponsored activities.

PAYROLL

Certified staff members may choose between twenty (20) or twenty-four (24) semi-monthly pay installments. Employees will be paid in accordance with the Agreement.

POLITICAL ACTIVITIES

- Board of Education policy prohibits staff members from engaging in partisan political activity during the hours the staff member is employed by the school district. Nor shall students be used in any manner to promote partisan political activity. This policy does not prohibit those activities of a political nature that constitute legitimate subject matter in the appropriate classrooms. When teaching, be informative and present a balanced view. Be respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.

PROFESSIONAL DRESS AND APPEARANCE

The personal dress and appearance of teachers has an influence on the attitude and conduct of students as well as having a decided effect on how people in the community view our school and the teaching profession. It is important, therefore, that the entire staff maintain a professional appearance and demeanor. Jeans are acceptable for "Casual Friday," as long as, they are paired with other dress-casual attire. Yoga pants, leggings worn as pants, hoodies/sweatshirts and casual T-shirts, aside from spirit wear, are not appropriate. Athletic wear would be considered appropriate for individuals teaching PE. Footwear should mirror your professional dress and be safe and appropriate for your position

SALES/DONATIONS IN A SCHOOL BUILDING

Board of Education policy prohibits staff members and students from requesting

donations, or participating in sales projects, unless permission is given by the appropriate principal and approved by the Superintendent of Schools.

SCHOOL SUPPORT ORGANIZATIONS

A way to enlist parent support for the school is through the organization of parent groups. Staff members should support these organizations through membership, as well as participating in scheduled activities.

1. Parent Teacher Organization - The PTO is for parents of students enrolled in K-5.
2. Music Booster Club - This club includes parents of all students enrolled in music groups.
3. Athletic Booster Club - This athletic program in the junior and senior high schools receive support from this group.

These organizations raise funds to help purchase equipment and pay for other activities. They also assist in other ways to promote their respective programs.

SEXUAL HARASSMENT (EMPLOYEES)

The practice of sexual harassment is contrary to law and the policy of the school district. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment 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 of employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees who engage in conduct which constitutes sexual harassment shall be subject to disciplinary action including termination for cause.

Any person who believes himself or herself to be subject to sexual harassment may file a written complaint with the Superintendent who shall promptly conduct an investigation. The investigation may include interviews and hearings at which testimony is taken under oath. At the conclusion of the investigation, and in no case later than 30 days from the filing of the complaint, the Superintendent shall make a written report of his conclusions and recommendations, which he may have drawn. In the event the person presenting the complaint is dissatisfied with the recommendation and the conclusion of the Superintendent, an appeal may be taken to the Board of Education. An appeal shall be filed with the Board of Education by service at the Board office. The Board of Education shall uphold or reject the Superintendent's recommendations and conclusions within 30 days of the presentation of the appeal.

Nothing herein shall operate to affect any rights granted any person by other statutes.

The hearing shall commence by the district presenting through direct testimony and evidence those facts upon which the proposed action is based. In addition, the district shall present any portions of the employee's record, which shall have bearing upon the proposed action. All testimony shall be under oath and shall be subject to cross-examination.

Following the presentation of the testimony and evidence in support of the proposed action, the employee shall have an opportunity to present testimony, evidence, and argument bearing upon the charge and the proposed action.

At the close of the evidence, or as promptly thereafter as may be practicable, the person conducting the hearing shall make a written decision, which shall include findings of fact upon which the decision is based.

STAFF RELATIONS

The school system provides an organizational structure commonly called a chain of command. Matters requiring administrative action should always be referred to the person with immediate responsibility for that action.

SUPPLIES FOR TEACHERS

At the Elementary level and JH level, common supplies such as paper, paper clips, staples, pencils, ink pens, chalk, tape, etc. can be obtained from the individual school secretaries. Teachers at the High school level should order these supplies yearly during the spring, budgetary process.

TOBACCO, DRUGS AND ALCOHOL

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

- Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.

- Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.

- Possession or use of medical cannabis.

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 rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

TUTORING

Tutoring shall be defined as teaching; privately for pay and shall be reported as outside employment.

1. There shall be no private tutoring in the school building.
2. No student shall be excused from school for tutoring.
3. No teacher shall tutor a student for pay from his or her class during the school year.
4. In discussing tutoring with parents, each case shall be considered on its merits.
5. Building principals and teachers shall avoid recommendation regarding the tutor to be secured.
6. Parents shall be urged to keep the principal or teacher informed of tutoring that is done.

EMPLOYEE USE OF SCHOOL EQUIPMENT AND SUPPLIES

Board of Education policy prohibits the use of school facilities, equipment or materials for outside job interest without the approval of the Superintendent of Schools.

Please do not ask the secretaries to do your copying for you except in cases of emergencies.

LUNCH PROGRAM

School breakfast and lunch will be served daily and is available to all staff members. Meals should be paid for in advance either by check made payable to CUSD #16 or by credit card in the school office. Each staff member will be given a lunch card/ID which can be scanned by the computer. All accounts must have a positive balance at all times.

WEBSITE – TEACHER PAGES

Teachers are expected to create and maintain individual up-to-date web pages on the District website and/or assist with providing content to the district application as a measure to keep the community connected with the schools. These pages should include, at a minimum, the following: Teacher schedule, contact information, general class expectations/guidelines, course and homework information. Pages should contain current information at all times. For teachers of 6-12 students, all homework and pertinent information should be made available on Planbook and updated by Monday morning to reflect the new week.

PART III - STUDENTS-RULES AND REGULATIONS

ABUSED AND NEGLECTED CHILDREN

Illinois law requires that all suspected cases of child abuse and neglect is reported to the Illinois Department of Children and Family Services. All school employees are mandated reporters. You will need to call 1-800-25-ABUSE or 1-800-252-2873. Print out the CANT5 Written Confirmation of Suspected Child Abuse/Neglect Report :Mandated Reporters form which is on the IL DCFS website. You will need to fill out this form as you make the oral report. The written form **does not** replace the oral report. This is a requirement in addition to the oral report. This report is to be mailed at the address on the second page. If you need assistance with the procedures, please see your building principal. The appropriate principal must be advised immediately if a report is to be prepared and filed.

ACCIDENTS AND INJURIES

Staff members are to be alert to those conditions and situations where accidents are most likely to occur. Rules and procedures are to be adopted by staff members to minimize the chance of injury.

There is a school nurse, but that person is not always in the building.

If an injury does occur, please observe the following procedures:

1. If there is any question concerning the seriousness of the injury, do not move the student.
2. Immediately notify the school nurse and the building principal. They will decide on the course of action to be taken.
3. Parents should be notified as soon as possible of all serious injuries by the school nurse or the building principal.
4. Assist with the injured student until your help is no longer needed.
5. Complete an accident form and return it to the school nurse and district office and provide a copy of the completed form, (front & back), to the parent. If the nature of the injury appears to occur under questionable circumstances, only the district office shall determine whether or not to send the student accident insurance form to the parents.

ASSEMBLIES

All assemblies must be approved by the building principal and must be consistent with the educational objectives of the school district. Teachers are to instruct students as to the nature of the assembly program and as to what you expect of them in regard to courtesy and behavior. All teachers are to attend the assemblies to supervise their

class. Students are to use the restroom before the assembly and are not allowed to leave the assembly unless it is an emergency.

Students may be required to be seated by classes. If so, class sponsors are to sit with their classes. Other teachers are to scatter throughout the assembly area.

ATTENDANCE - STUDENT

Staff members are to encourage students to maintain good attendance records. The relationship between success in the classroom and regular attendance should be emphasized. Elementary teachers are to take attendance at the beginning of the school day. Junior/Senior high teachers shall make an electronic attendance report within the first ten minutes of each class. Class attendance records are to be maintained by the teacher for the school year and turned in at the end of the year.

The following applies to the Junior/Senior High: In the junior and senior high school a student absentee bulletin will be distributed electronically each morning following the collection of first period attendance reports.

The school office will determine whether or not a student has make-up privileges for time missed. Generally, excused absences are given for personal illness, quarantine, bereavement, family emergencies and observance of religious holidays. Other absences which are planned for in advance by the students (explained absences) may be approved by the appropriate administrator in advance of the absence. These may include medical appointment, family vacation, workdays and college days. Students are always responsible for signing out at the office. If a student leaves school for any reason without notifying office personnel, the absence will be unexcused.

I.H.S.A. and I.E.S.A. regulations state that a student must be in school for the last one-half day before participating in any practice or activity. This means that a student must be in attendance third and fourth periods in order to participate in an athletic contest. If a student is not in school for the entire afternoon, he/she cannot participate in practice or participate in a game that night unless one of the following conditions has been met:

1. doctor's note for appointment
2. funerals
3. court appointment verified
4. other emergencies at the discretion of the principal

Teachers may not excuse students from school without approval of the building principal. Any Junior/Senior High School student leaving school must report to the office and sign out.

BUS TRANSPORTATION – SCHOOL ACTIVITY

Any student who rides on a bus to a school activity must return on the bus. Only sponsors and/or coaches may release students to a parent.

CANDY, DRINKS AND PARTIES IN CLASS

Candy, food, gum and drinks are not allowed in hallways and lockers or class. Parties in class are discouraged and must be approved by principal. On special occasions parties may be allowed if approval is received ahead of time. If students have class luncheons the office and cafeteria must be notified at least 1 day prior.

CLOSED CAMPUS

Students are not permitted to leave the school campus from the beginning to the close of the school day.

Once a student has parked his/her vehicle they are not to go to the vehicle or leave without permission.

DISCIPLINE

Staff members are responsible for maintaining discipline in all situations involving students in the school building or at school activities. Supervision duty will be assigned by the Building Principal and the Superintendent of Schools.

Discipline is the responsibility of all staff members at all times. Good school discipline cannot be achieved or maintained without the help and coordination of all staff members and the administration working together. Good discipline is essential to the success of the educational program. Positive Behavior Interventions and Supports (PBIS) will be utilized in all New Berlin Schools. All classroom management plans should fall under these expectations and procedures.

When student behavior is positive, motivated, and appropriate, learning is successful and teaching is rewarding. Our schools must provide a positive and safe place in which children can grow emotionally and academically. It is about building good relationships first and foremost. Teaching and modeling expectations to students in the classroom, hallways, cafeteria, offices, gym, bus, etc. is key. Expectations should be stated and enforced consistently and fairly.

Classroom management is vital to student learning. Teachers are to design classrooms rules that will facilitate learning. Students must be instructed in these expectations and reminded of them frequently. Students are required to sign off on receiving the classroom management plan. These sign offs are to be kept in a secure location by the teacher in the event that it may be necessary for administration to request them. All teachers are to submit a copy of their Classroom Management Plan to their building principal/assistant principal. Administration has the authority to

amend or change a classroom management plan.

When a discipline problem develops in the classroom, it is usually best to do only what has to be done at the moment to quiet the disturbance. At the earliest possible time, meet with these students to clarify and correct the problem. Discipline problems sometimes intensify when a student is severely reprimanded in front of the class and feels the need to "save face."

Teachers are expected to handle their own discipline problems whenever possible. However, there are those occasions when student behavior becomes so chronically disruptive, or is so severe in nature, that the student must be removed from the classroom immediately. In these instances, students are to be referred to the Principal and/or Assistant Principal.

All procedures for processing referrals will be reviewed at the beginning of the school year.

The schools use a wide variety of disciplinary measures including denial of privileges, removal from the classroom, before or after school detention (including Saturday detention), DSR, suspension (out of school) and expulsion.

Detailed explanation of the school district discipline program can be found in the Student Handbook. In addition, the School Safety Officers are not responsible for getting the classroom under control for teachers.

ELIGIBILITY FOR ATHLETES

A student must meet scholastic eligibility rules established by the Illinois High School Association and New Berlin High School District #16 to participate in interscholastic athletic program. Teachers will be required to report grades for athletes on a weekly basis.

High school students must have passed seven of eight academic classes in the previous semester; in addition, participants must be passing in all subject areas in the current semester to be eligible to participate in interscholastic athletics.

Junior high school students must be passing in all classes to be eligible to participate in athletic programs. Address all questions on eligibility with principal and/or athletic director.

EXTRA-CURRICULAR ACTIVITIES

The school system offers a large range of student activities including clubs, athletics, drama, etc. These activities are an important part of the school program. Staff members are expected to attend all activities, practices or meetings of teams, groups, or clubs, which they sponsor or supervise. Staff members are expected to encourage

students to participate in these activities and to be supportive of their participation.

FIELD TRIPS-Curriculum Related

Board of Education policy recognizes the value of field trips and requires the Superintendent of Schools to develop guidelines and regulations for field trips. These guidelines and regulations are necessary because of the many potential consequences involved in taking students out of school for a period of time.

1. All field trips shall be supervised by staff members and other adults.
2. A field trip form must be completed and returned to the principal at least two weeks before the date of the field trip.
3. The field trip must be related to the educational program, include all pupils assigned in the class and be part of the school day.
4. Teachers in grades Pre-K thru 12 may request a field trip each year. The trip must be during the school day.
5. Students taking part in field trips must pay all costs of the trip, unless otherwise provided for by the Board
6. of Education.
7. Parents must give permission in writing for field trips.
8. Volunteer supervisors must be approved by principal with the appropriate safety checks completed.
9. Participating students and staff members must show proof of accident and health insurance coverage.
10. No students shall be excluded from any field trip because of a lack of funds.
11. Any trip taken out of state must be approved by the Board of Education.
12. Any field trips curriculum related or non-curriculum related that include overnight stay must be Board approved at least one month prior to the trip.

GRADES

Teachers shall establish reasonable standards for grades that accurately measures the students' mastery of the learning objectives. These standards shall be explained to students at the beginning of the school term. Students should be kept informed as to the status of their grades. All teachers will be responsible for inputting their grades using the online grade book system. Teachers should update grades weekly.

Our school district is on four nine-week grading periods. If a student is performing poorly or there is a significant change in academic progress at any time outside progress report dates, the teacher is to make a parent contact. If a student receives a D or F, they should include teacher comment(s) on the quarterly report. Incomplete grades should be given only to students who have a circumstance and have not yet had the opportunity to make up missed work. The teacher is responsible for updating incomplete grades. The principal and/or Director of Student Services will make the

communicate students that fall into this category.

The following grade scale has been established by the Board of Education and is the only acceptable scale to be used by teachers at all times:

JH/HS GRADING SCALE	
A	100-92
A-	91-90
B+	89-88
B	87-82
B-	81-80
C+	79-78
C	77-72
C-	77-72
D	67-62
D-	61-60
F	59-0

Mid-term reports shall be sent to parents of students who are failing or in danger of failing (D). Progress report dates will be shared at the beginning of the year.

K-3 Grading System

Grading System- A Standards Based Grading and Reporting System will be used for all subjects at the Elementary. Student progress will be reported using the following performance levels:

4 – Exceeds Expectations

Student is consistently performing above academic expectations

3 – Meets Expectations

Student is consistently performing/attaining all academic expectations

2 – Approaching Expectations

Student is progressing but not consistently performing/attaining academic expectations

1 – Significantly Below Expectations

Student is not progressing and/or is not attaining academic expectations

HOMEWORK

Homework assignments are important. When making homework assignments, there are a number of factors that should be considered:

1. The ability level of the student.
2. The amount of time available to students to do homework.
3. Homework should be a positive experience. It should not be busy work, nor should it be used as a disciplinary measure. **It should be additional practice on exercises, reading and/or writing of material on a specific subject, in-depth follow-up classroom activities, independent reading, or project work related to a subject.**
4. Starting the homework assignment in class allows the teacher the opportunity to correct misunderstanding about the assignment. It also ensures that each student does begin the assignment. Students should be academically engaged for the entire class period.

LEAVING SCHOOL DURING THE DAY

No teacher is to leave school during the school day unless permission is received **from administration prior to leaving. For school safety purposes, teachers will be required to sign out in office utilizing the checkout binder in the main offices. Upon return, they are to sign back in.**

SCHOOL EQUIPMENT & UNIFORMS ISSUED TO STUDENT

Teachers should keep complete records on all school equipment issued to students. Items, which are lost by students, or damaged through negligent use, must be paid for by the students. Coaches and sponsors are responsible for issuing and collecting school equipment. Inventories of all equipment and uniforms are required.

SEMESTER EXAMS

All high school students are required to take semester tests, which count 1/5 of the final semester grade. Failure to take a semester exam (unexcused) will result in a zero grade for that exam. Exam exemptions are listed in Junior High/High School Student Handbook.

TEXTBOOKS

Teachers should keep accurate records on the condition and number of textbooks issued to each student. At the end of the school term, textbooks will be collected. In accordance with instructions from the principal, fines may be levied for undue damage to text materials.

INVENTORIES

End of Year

Thorough inventories of equipment, textbooks and supplies should be kept by each teacher. On an annual basis, teachers will be required to update their inventory lists for insurance purposes. **All donated items by parents, items purchased by PTO grants or other community grants are the property of the district.**

Turn in grade books and lesson plans in to principal

EMERGENCY PROCEDURES

1. Procedure for reporting to the Principal's office in the event school officials, teachers, guidance counselors, and support staff observe any person in possession of firearm on school grounds

Staff members will be instructed on the first day of teacher in-service to report incidents of any person in possession of firearm on school grounds immediately to the Principal's office.

Upon Notification of an incident, the Principal will:

- ensure that the building is secure, and students are safe applying procedures as described in the crisis management plan
- report the incident to the local law enforcement authorities immediately
- investigate and evaluate the situation applying discipline measures as per the student handbook. In addition, he or she will contact the parent/guardian. The principal will notify the district office.
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System

2. Procedure for reporting all incidents of battery committed against teachers, teacher personnel, administrative personnel or education support personnel to the local law enforcement authorities:

Staff members will be instructed on the first day of teacher in-service to report incidents of battery committed against teachers, teacher personnel, administrative personnel or education support personnel to a supervisor immediately. If necessary, staff will complete an accident report and submit it to the supervisor.

Upon Notification of an incident, the supervisor will:

- investigate and evaluate the situation applying discipline measures as per the student handbook and contact the parent/guardian
- ensure that the accident report is completed
- ensure that the staff member involved is seen by the school nurse or if necessary seeks medical treatment

- report the incident to the local law enforcement authorities immediately and to the Department of State Police's Illinois Uniform Crime Reporting Act no later than 3 days after the occurrence of the attack
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System (SIRS)

3. Procedure for reporting all drug related incidents occurring in a school or on school property to the local law enforcement authorities immediately and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police.

Staff members will be instructed on the first day of teacher in-service to report incidents of any drug related incidents occurring in a school or on school grounds immediately to the Principal's office.

Upon Notification of an incident, the Principal will:

- ensure that the building is secure, and students are safe applying procedures as described in the crisis management plan if necessary
- report the incident to the local law enforcement authorities immediately
- investigate and evaluate the situation applying discipline measures as per the student handbook. In addition, he or she will contact the parent/guardian. The principal will notify the district office.
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System (SIRS)

Acknowledgement Form

- ❖ I hereby acknowledge I have been made aware that the **District Policy Handbook** is available on the district's website and I have been instructed on how to access this site. Furthermore, I know how to access my **school's staff handbook**. I understand that I am responsible for reviewing these policies and will become familiar with all of the policies and will become familiar with all of the policies, which relate to my employment and will refer to these policies as needed.
- ❖ I hereby acknowledge I have been made aware that the **Parent/Student Handbook (grades K-5) or the Student Handbook (grades 6 -8) and (9-12)** is available on the school website and I understand how to access the handbook. I understand that I am responsible for reviewing these policies and will become familiar with all of the policies, which relate to my employment and will refer to these policies as needed.

Instructional Resources - Telecommunications/Acceptable Use Policy

- ❖ I understand and will abide by the above **Acceptable Use Policy**. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

Special Education

I understand that an individualized education plan is a legal document. It is my responsibility to follow the IEP that is developed and written by the team. All questions pertaining to the IEP should be addressed to the special education case manager, special education administrator, Principal and/or Assistant Principal, and Superintendent.

504

I understand that a 504 plan is a legal document. It is my responsibility to follow the 504 plan that is established by the team. All questions pertaining to the 504 plan should be addressed to the Principal and/or Assistant Principal, and Superintendent.

Employee Name (please print)

Employee Signature

Date