

Faculty and Staff

HANDBOOK

Pleasantdale Middle 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 HR 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 are to complete a time sheet indicating the date, time, and name of the staff member they replaces 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)
- Provide the substitute with the 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**.

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

Recognition of student performance and achievement is highly encouraged. Formal recognition of student occurs at student assemblies and at team level activities/assemblies. Awards include Honor Roll, and 8th grade specific awards: SCOTY, Presidential, American Legion, Kiwanis, and Presidential.

BELL SCHEDULES

Regular Bell Schedule

Monday, Tuesday, Thursday, & Friday

<u>Period</u>	<u>Time</u>
1	8:20 – 9:06
2	9:09 – 9:53
3	9:56 – 10:40
4	10:43 – 11:27
5	11:30 – 12:14
6	12:17 – 1:01
7	1:04 – 1:48
8	1:51 – 2:35
9	2:38 – 3:22

Advisory Bell Schedule

Wednesday

<u>Period</u>	<u>Time</u>
1	8:20 – 9:02
2	9:05 – 9:44
3	9:47 – 10:26
8	10:29 – 11:08
4	11:11 – 11:51
5	11:54 – 12:34
6	12:37 – 1:16
7	1:19 – 1:58
9	2:01 – 2:40
Advisory	2:43 – 3:22

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 to have 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 in August. It includes specific information about our school, programs, and procedures.

CHAIN OF COMMAND

When 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 SUPPORT

Clerical support in photocopying of materials is available in the office workroom. 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 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.

The Crisis Intervention Plan includes information on the following

- Abduction
- Bomb Threat
- Bus Accidents
- Death/Suicide
- Fire and Drill Procedure
- Hazardous Materials
- Hostage or Life Threatening Situations
- Medical Emergencies
- National Disasters
- Tornadoes
- Utilities Emergencies
- Intruder
- Important forms and phone numbers

Each classroom teacher will maintain an emergency folder that will include pertinent student information. Staff will be provided by the principal 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 Staff Binder, on the share drive.

CURRICULUM COMMITTEES

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

CURRICULUM NIGHT

Each year, Pleasantdale Middle 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

It is our goal at Pleasantdale Middle School to provide a safe and orderly learning environment. It is our belief that students enter Pleasantdale Middle School with an appropriate understanding of acceptable behavior. The teachers, support staff, and administration, in cooperation with parents, are dedicated to providing on-going support for their continued growth. Students are expected to accept responsibility for their actions and the consequences of those actions.

“The “I’s” of the Tigers” is our positive and proactive approach to school behaviors, and is the heart of our program. We ask our students to affirm the following statements in their actions and behaviors while at or representing Pleasantdale Middle School:

I am Respectful
I am Responsible
I am Safe

Expectations are taught, and when necessary, re-taught to illustrate the above statements through various areas within the building, including hallways, classrooms, lunchroom, recess, assemblies, and on the bus. Staff members will be provided with a separate, detailed handbook that further defines the positive and proactive program.

All staff members are encouraged to support and recognize positive examples of “The “I’s” of the Tigers” through home communications and “Tiger Stripes” presented to the student.

Inappropriate behaviors and the range of consequences for these behaviors are as follows:

Inappropriate Behaviors – Level 1

Tardiness (late to school – late to class)

Missed detention

Disrespect

Disturbance during class, assemblies, field trips, before or after school activities and in locker room, halls and lunchroom

Inappropriate physical contact

Loitering in unsupervised areas

Reckless behavior

Repeated inappropriate behavior

Range of Consequences

Behavioral Referral

Parent contact

Detention

Detention plus meeting with student

Detention plus meeting with student and administrator.

In-school suspension

Inappropriate Behaviors – Level 2

Blatant disrespect

Disruptive behaviors

Insubordination

Demonstrating a bullying behavior

Profanity or abusive language

Damaging property or others’ belongings

Misuse of computers or other school materials

Stealing

Reckless behavior

Inappropriate physical contact

Uncooperative with substitutes

Repeated inappropriate behavior

Range of Consequences (one or more of the following may occur)

Conduct Referral
Student meeting with the assistant principal
Parent contact
Parent conference
Detention
One week detentions for inappropriate behavior with substitutes
Out of all activities up to five days (spectator or participant)
One to three days in-school suspension
Reimbursement for damaged property

Inappropriate Behaviors – Level 3

Bullying
Harassing or threatening others
Sexual Harassment
Fighting
Any act of physical aggression toward others
Hazing
Gross disrespect towards others
Smoking
Vandalism
Using, selling, or distributing illicit drugs, narcotics, alcohol, or illegal substances (including “look-alikes”)
Prescribed or non-prescribed medication possession
Possession of weapons
Any gang related activity, literature, or items.
Arson
Explosives
Repeated inappropriate behavior

Consequences

Conduct Referral
Student sent to Main Office
Parent conference
In-school or out of suspension(s)
Confiscation of prohibited objects
(one or more of the following may occur)
Expulsion by the School Board
Notification of incident to proper authorities
Counseling Program

Teacher responsibilities in regard to discipline are as follows:

Misbehavior or Misconduct IN the Classroom

The teacher will be responsible for a minimum of two interventions or consequences for each act of misbehavior of the type listed below that occurs during a class period.

- Gum chewing
- Tardy to Class
- Excessive Talking in Class
- Missed Classroom Appointment
- Disrespect
- Inappropriate physical contact
- Reckless Behavior
- Disruptive Behavior not resulting in negative consequence for other student
- Physical displays of affection in the classroom
- Profanity

Teacher Toolbox – Suggestions for strategies teachers might use as interventions or consequences for poor behavior in the classroom are:

- Verbal warning/proximity
- Change of seat
- Removal from activity or alternative activity
- Detention with teacher
- Phone call home

If the misbehavior results in a Detention with the Teacher or Office referral:

- Fill out a behavior Form (long/short, as per program guidelines)
- Call the parent as soon as possible to discuss what has taken place

If a team notes a pattern of persistent misbehavior of a similar nature in several classes, the team will put a behavior plan in place for the student. All of the student's teachers will be notified and expected to implement the plan.

If the behavior plan created and administered by the team fails to correct the behavior, the team will request a brainstorming meeting by the Student Support Team.

Any consequences assigned by a teacher must be supervised by that teacher. For example, if a teacher assigns a lunch detention, he/she must supervise the detention.

Misbehavior or Misconduct OUT of the Classroom (e.g. hallways, lunchroom, assemblies, sports events, etc.)

When a teacher observes unacceptable behavior outside of his/her classroom, that teacher is expected to notify the student and fill out a referral and enter the infraction in the discipline file. If it is necessary to send the student to the office immediately, send the student with a pass. If the incident requires immediate attention call down to office so the administrator can address the situation.

Dress Code Violations: Send student to the nurse with a pass. Call the nurse to notify her that the student is on his/her way down. The nurse will record infraction and send student to change into gym uniform. The student must then return to the teacher for verification that the clothing has been changed. Please refer to the Parent/Student handbook for specifics regarding Dress Code.

Tardy: If a student accrues three tardies in any given class, the teacher may assign a lunch detention. There will be a Friday study hall option available for the full lunch period. If the teacher chooses to utilize this option, he/she must notify the study hall supervisor directly. Students who are tardy for first period classes will be assigned consequences from the main office. After 3 first period tardies, parents will be notified.

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

Cheating Policy: Students should consider all assigned work to be individual unless a teacher specifies otherwise. Each teacher should discuss cheating and plagiarism as it applies to his/her class and discuss the consequences.

Examples of cheating or plagiarism

- Copying homework
- Looking on other students' tests or quizzes
- Allowing another student to view a test or quiz
- Using other secretive methods of giving answers for tests or quizzes
- Working with others on any assignment that was meant to be done by individuals
- Taking papers in part or whole from the Internet or other publications or other students
- Taking information from another source that is not properly attributed
- Taking any part of a test to use or give to others

1st Offense

- Student receives a failing grade for the assignment
- The teacher confers with the student's parents about the offense

2nd Offense

- Student receives a failing grade for the assignment
- The teacher reports the offense to the principal who will meet with the student, his/her parents and the teacher about the incident.
- The student will have to redo the assignment, or an equivalent assignment, at a level equivalent to a passing grade, outside of school time, for no credit.

3rd Offense

- Student receives a failing grade for the assignments
- The teacher reports the offense to the principal who will meet with the student, his/her parents and the teacher about the incident.
- The student will have to redo the assignment, or an equivalent assignment, at a level equivalent to a passing grade, outside of school time, for no credit.
- The student will not be allowed to receive any school wide academic honors, such as honor roll status or special academic recognition.

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.

EMAIL

Each staff member is responsible for checking his or her email a minimum daily.

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 on 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 Middle 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. Stipended positions will be posted annually. In addition, staff members will be encouraged to submit proposals for clubs and activities to the Activity Director for approval and scheduling.

FACULTY LOUNGE AND WORK AREA

The faculty lounge is located in the center hall of the administrative offices. The faculty work area is located next to the Locker Commons. **Students should not be in the areas without permission.** Teachers are asked not to direct students to obtain items from mailboxes, which are located in the workroom off the main office. Teachers are expected to maintain cleanliness of both lounge and teacher work areas. The cleaning service does not handle food so it is up to all staff to remove food from the tables daily.

FIELD TRIP PROCEDURES

- Field trip information should not be shared with students until after approval has been obtained from the principal.
- All requests for field trips must be made on the "Request for Field Trip" form, available in the school office and submitted to the principal. Completed requests are to be submitted well in advance of the anticipated date of the trip. The request must include the staff members attending and specifically identify all class periods and activities/supervisions requiring substitutes.
- A permission form requiring a parent signature for permission to attend the trip must be designed and submitted with the field trip request form.
- One teacher should serve as the trip coordinator and assume the responsibility of arranging the details of the trip, admission charges, lunch arrangements, etc. The trip coordinator will serve as the person to communicate with the school in cases of emergency or unforeseen situations that impact on the health and/or safety of students, or that impact the estimated time of arrival back at school. If the field trip extends through the lunch period, the trip coordinator is responsible for notifying FSP.
- When approval is obtained for the trip, the school secretary will make the necessary bus arrangements and communicate them to the designated teacher.
- All students must have a signed field trip permission form on file in the office prior to departure. Slips should be organized by bus. The permission slip must include the phone number at which a parent can be reached during the event. In exceptional circumstances, a parent may give verbal permission over the telephone. In such cases, school personnel must speak directly to a parent or guardian and this communication needs to be documented, signed by the staff member, and placed with the other permission forms.

- Teacher to student ratio should be no greater than 12 students to 1 adult. Students should be assigned to an adult for purposes of moving from point to point on the trip.
- Teacher cell phone #'s must be left with the secretary and each bus must have a phone.
- A staff member on each bus should be prepared with directions to their destination.
- When planning field trips, care must be taken to avoid weeks of testing as indicated on the school calendar.

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 prepackaged 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 prepackaged with the ingredients listed. Parents must be notified in advanced if any other foods besides prepackaged 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.

Grading Life Skills

- Life Skills will be graded by reporting at least two scores to parents (one at midterm and one at the end of the trimester).
- Teachers may choose to report more than two scores to reflect student growth and/or current status.
- There will be an assumption that if only two scores are reported that the teacher is keeping records/data that would support the trimester grade for each life skill should he/she be asked to support it.
- If only two scores are entered in Skyward, the midterm score should be marked “no count” so that the two scores are not averaged.
- Teachers have the option of entering all of their Life Skills scores in Skyward instead of keeping separate records and having Skyward calculate the average score.
- Teachers also have the option of entering all of their Life Skills scores in Skyward but not having Skyward calculate the average score. This would be used if a teacher wanted to view a trend instead of using a mathematical average. If this option is chosen, the checkbox for “post to family access” should be unchecked for all scores other than the midterm and final in order to avoid confusion.

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.**

Report Cards

Report cards are issued at the end of each trimester and mailed on dates that appear on the school calendar. Grades must be completed in Skyward for each class by 8:00 a.m. on the mailing date. **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.**

GROUP WORK

Group Work can be spontaneous and temporary – like pairing of students for a quick discussion – or it can be more formal. When a teacher designs formal instruction that involves students working in groups of 2 or more for the greater part of a class period or longer and those groups are asked to produce some sort of product, the teacher must follow these guidelines:

Before:

- Reason for including group work can be to build workplace skills, to motivate and engage, and/or to deepen understanding.
- Group work should be balanced with opportunities to practice skills independently.
- Group membership should be determined by the teacher taking into account student academic and social needs.
- Clear explanation of the learning goal, the specific outcome, time allowed and grading criteria should be communicated when the assignment is announced.
- Learning tasks should combine positive interdependence* and individual accountability**
- The process and skills involved in group work should be taught and practiced regularly.
- Group activities must be planned for and appropriately scheduled for in-school work as the primary means to fulfill the learning objective.
- Any group activities scheduled outside of the school day requires prior teacher and parental/student informed consent.
- Group meetings outside of the school day cannot be required.

During:

- Teacher should constantly monitor process and progress of groups and give feedback about group skills.
- Technology must be accessible if it is expected for any work that needs to be done outside of class period.

After

- Group grades may not be given for academic goals.
- Post group reflection on how the group functioned is recommended.

***Positive Interdependence** means that the task of the group is set up so that the group cannot succeed without the contribution of every member. Also, one person’s success does not come at the expense of another’s success. It is

important that the workload of each individual is reasonably equal to the workload of the other team members. Teachers can accomplish this by clearly defining roles and responsibilities during the activity. This aspect of the assignment is essential for the development of group social skills.

****Individual Accountability – (social and academic)** refers to the need for each member of the team to receive feedback on how his or her personal efforts contribute to achievement of the overall goal. The teacher should use formative and summative assessments to determine a student's social contributions to the group goal. In regard to the academic grade, there must be a way for each group member to demonstrate proficiency relative to the knowledge and skills embedded in the Mastery Outcome on which the assignment is based. Each student must receive his/her own individual academic grade.

HALLWAY SUPERVISION

In order to better supervise students in unstructured settings, all staff are expected to be present in hallways and/or the locker commons from 8:15 to 8:22 and from 3:22 to 3:30.

During passing periods, teachers should position themselves so that they can supervise both the hallway and students who have entered their classrooms. In addition, each team will work out a schedule for coverage described below that will be altered as needed if behavior problems persist.

- ❖ 5th Grade Team will be responsible for hallway from their classrooms to the bathrooms.
- ❖ 6th Grade Team will be responsible for north hallway from the bathrooms to the corridor crossing. . In addition, they will assign one of their team members to supervise the 6th grade locker area in the morning, before and after lunch and at dismissal.
- ❖ 7th and 8th grade Teams will be responsible for the west wing hallway from the corridor crossing to the west doorways.
- ❖ Exploratory Team will be responsible for the front hallway from stairs to front door.

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 and/or pass.

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.

There must be an emergency information card on file in the nurse's office for each child.

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.

HOMEROOM/SEL PROGRAM

All certified staff members are responsible for a weekly homeroom period. Teachers must follow the Middle School Homeroom curriculum they have been given. The purpose of this period is to develop social and emotional skills and also good learning habits. Homeroom period is not a study hall.

HOMEWORK

Homework is an integral part of the District 107 educational program. It is the expectation that homework will be a priority for our students. Homework offers teachers, parents and students the opportunity to be involved in and support the learning process outside of school. Homework should be meaningful and provide opportunities for practice, enrichment and extension of classroom activities. It also helps to develop student responsibility and necessary work habits such as time-management and self-discipline and the ability to work independently. It is an essential part of the educational process.

The following daily time allotments are listed as a general guideline:

Grade 5	50 – 60 minutes per day
Grades 6-8	60 – 90 minutes per day

Teachers will...

- Assign homework that is meaningful and purposeful
- Assign homework that targets students needs, learning styles and abilities
- Assign homework that is age appropriate in length and difficulty

- Explain directions, expectations and purpose for assignments in class.
- Post assignments on Skyward and in the classroom
- Ensure that students receive feedback about homework assignments

Parents will...

- Provide an environment conducive to studying
- Offer guidance, not answers
- Monitor homework completion and emphasize its importance
- Communicate with both teacher and student regarding any on-going homework concerns
- Utilize Skyward as a tool for accessing information concerning homework and grades

Students will...

- Accurately fill out their assignment notebooks each day
- Be responsible for completing homework on time
- Seek out and complete all make up assignments
- Practice academic honesty when completing homework
- Exhibit self-advocacy by seeking additional help when needed
- Utilize Skyward as a tool for accessing information concerning homework and grades
- Return to school to pick up forgotten materials and /or homework whenever needed

HONOR ROLL

Pleasantdale Middle School has a three-tiered system.

Students earning a 3.5 -3.749 average will be named to the Bronze Honor Roll

Students earning a 3.75 – 3.99 average will be named to the Silver Honor Roll

Students earning a 4.0 average will be named to the Gold Honor Roll

Each subject that meets for one period, on a daily basis, will count as one full credit towards honor roll computation. The building-wide grading scale is as follows:

A = 100 - 92 B = 91.99 - 83 C = 82.99 - 74 D = 73.99 - 65 F = 64.99 or below

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

An activity bus runs Monday, Tuesday and Thursday at 4:30 p.m. It is the student’s responsibility to notify parents when taking the activity bus. The office will notify activity supervisors of the arrival of the late bus for dismissal purposes.

LEAVING THE BUILDING

- Whenever leaving the building during the contractual day, sign 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 is intended to provide materials and services to students and teachers at Pleasantdale Middle School. In collaboration with the library, teachers should become familiar with the services and materials available for use with their students.
- As with all areas of the building, students must be supervised when using the library.
- The librarian functions as a resource of information and a co-teacher with other middle school teachers when they are working on research projects.
- The library is the hub of the school, a center where all members of the school community are able to access information, work independently, or in groups as they engage in learning activities.
- The librarian, principal and teachers will collaboratively determine specific guidelines for the use of the library.
- A/V equipment is available for classroom use. Guidelines for the checkout of equipment are provided in the library. Under no circumstances will school equipment be allowed off school premises without prior approval from the principal and completion of an Equipment Usage Agreement.

LOCKERS

Students will be allowed to go to their lockers four times a day **only**. They will go before school, before and after lunch and after school.

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 with parent meeting.

MILEAGE REIMBURSEMENTS

Teachers who travel between the two schools qualify for district travel reimbursement at the current rate per mile. Forms and processes are available from the Business Office.

MONEY MATTERS

Please review with students the rule that no money collection (for any purpose) may be initiated without first gaining approval of the principal. A financial "statement" should accompany any fundraising activity. All monies collected by teachers are to be deposited through the school secretary by the end of the school day. Money must not be left in the classroom. All disbursements will be done by check through the school secretary.

Any staff member issued a procurement card must sign the Individual Procurement Card Use Agreement and abide by all requirements listed in the agreement.

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

- 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.

Formal parent-teacher conferences are scheduled annually, following the first trimester.

PARKING

Staff parking is located on the west side of the building. In addition, a limited number of spaces are available on Wolf Road across from the main entrance. There is no parking on 74th street.

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.

PROGRESS REPORTS

- Parents are encouraged to check their child's grades on Skyward on a regular basis. Midway through each trimester, an email will be sent home to remind parents to check midterm grades. Midterm progress reports will be mailed home to families who do not have Internet access or who request a hard copy.

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.

REPORT CARDS

- 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

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, a 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.

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.

SECURITY AND BUILDING OCCUPANCY

- The Main Entrance Doors will be open from 7:30 until 8:20 am, Monday through Friday, with provided supervision. At all other times, entrance is only through the left side front door. Teachers needing access at different times, or on weekends, will have a personal key-card and a staff security code allowing entrance. Teachers who need to access the building over the weekend should put a note next to the security code box indicating that they are in the building. Care must be taken to ensure that the alarm is not reactivated while someone is still in the building.
- Each teacher will be issued one key, which will open his/her classroom door and all common areas. Common areas are interior hallway doors, Teachers' Workroom, Library, Computer Lab, Modular Technology Lab, and Teachers' Lounge. If a teacher needs access to additional areas, s/he must discuss it with the principal.
- It is recommended that classrooms be locked when the room is vacant. Purses and valuables should be enclosed in drawers or cupboards, not left out in open view. **All classroom doors must be locked at the end of the school day.**
- **All outside doors must remain closed and locked.**
- If you need to leave the building with your class for an outdoor project on school property, you **must** inform the office and lock outside doors.

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 will enter grades promptly using the grade book portion of Skyward.
- Teachers will post all homework on Skyward in the “message center” for each class they teach.
- Progress reports and report cards will be posted by teachers according to the school calendar, and printed out and mailed by the office.

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.
- The Brainstorming materials are located on the school network drive. This should start as soon as a teacher has concerns.
- 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 work room off the main office. A mailbag for deliveries to Admin and Elementary buildings can be found there as well. 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 being signed out.

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 Wednesday. At this point the Director of Special Education takes responsibility for determination of eligibility for special education services.

STUDY HALL EXPECTATIONS

- Students need to be on time with necessary materials.
- All students must go to assigned rooms.
- Teachers must take attendance at the beginning of the period and notify the office if any students are missing.
- Students should not be given passes to go to other classes during study hall except for math lab.
- Students must remain in seats and work silently.
- Student activities and clubs should not be held on study hall days.

SUPERVISION OF STUDENTS

- All staff members have supervision responsibilities when present on school grounds.
- No students are permitted in the school building prior to 8:00 AM or after 3:30 PM unless in an organized activity. Teachers who host after-school activities are to be in direct supervision of their students at all times. Students who are found in the building unsupervised should be escorted out of the building.
- Students will enter the building at 8:10 (grades 5,6), and 8:15 (grades 7,8) and a tardy bell will ring at 8:20 AM. Any student arriving after the tardy bell needs a late pass from the Health Office to enter class.
- The locker commons area shall have assigned supervision during passing periods, before and after school.
- All teachers shall supervise hallways during passing periods.
- Students shall remain with supervisor/coach of after school activities until an all call for the late buses has been heard.
- Students are not to be in classrooms without direct supervision.

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 5,6, "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.

WEBPAGE

All teachers are to provide annually updated materials for a webpage on the district website. Each webpage should include, but is not limited to: contact information, information about the current unit of study, materials needed for class, grading procedures, classroom expectations, mastery statements, and personal information.

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: _____