



EMPLOYEE HANDBOOK

Summer 2016

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ARBOR PARK MISSION STATEMENT

The mission of Arbor Park School District 145 is to develop a partnership with students, staff, parents, and the community that will create a learning environment that enables all children to reach their full potential and to ensure quality and equity for all.

EMPLOYMENT INFORMATION

We welcome you to Arbor Park School District 145. If you are new to our schools, you were selected to work in our school district not only because of your technical skills, but because you demonstrate the positive character traits that support our mission statement. If you have been with us for a while, please know that your skills and positive attitude are instrumental to the achievement of every student and your efforts are appreciated.

The personnel policies and regulations of a school district are an essential part of the program of public education in any community. The philosophy of our school district is generally reflected in such policies and regulations. This handbook will provide you with useful information about Arbor Park School District 145's philosophy.

Through our personnel policies and regulations, the Arbor Park Board of Education wishes to establish conditions that will attract and hold the highest qualified personnel who will devote themselves to the education and welfare of our students and by extension, the betterment of our entire school community.

-- IMPORTANT NOTICE --

This manual or handbook may be changed at any time at the sole discretion of the Board of Education and/or the Superintendent, whichever has appropriate jurisdiction, subject only to mandatory collective bargaining requirements.

This Employee Handbook creates no contractual rights. Furthermore, neither prior practice nor oral representations by individual members of the Board of Education or administration will create contractual rights. Only written agreements expressly approved and authorized for signature by the Board's officers may be construed as creating contractual rights. To the extent that there is any conflict between the provisions of this handbook and the terms of any collective bargaining agreement, the terms of the collective bargaining agreement shall control.

Because of the foregoing, employees shall have no expectations of contractual rights other than those set forth in their respective contracts. The employment relationship is at will and the employee may be terminated at any time.

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Arbor Park

School District 145

COMMUNICATIONS

Employees are encouraged to discuss ideas, concerns, and suggestions with their immediate supervisor, Building Principal and / or Assistant Principal.

BOARD POLICIES

The Arbor Park Board of Education's policies and regulations are provided on the District website at <http://www.arbor145.org/District/BoardManual.html>. All employees of the school district are subject to the policies and regulations as established by the Arbor Park School District 145 Board of Education.

DISTRICT OFFICE CONTACTS

The District Office main phone number is 708.687.8040. Outside callers may reach their party by dialing prefix 342 and the extension number.

<u>Name and Title</u>	<u>Extension</u>
Dr. Andrea L. Sala, Superintendent of Schools	7680
Mrs. Debbie A. McDonough, Administrative Assistant to the Superintendent	7690
Mr. Brian K. O'Keeffe, Assistant Superintendent of Finance/CSBO	7780
Mrs. Tricia M. Baker, Payroll/Bookkeeper/Accounting Specialist	7688
Ms. Elaine A. Parker, Purchasing /Accounts Payable/Backup Registrar	7681
Ms Margaret M. Hesse, Registrar	7682
Ms. Gina M DioGuardi, Director of Special Education Services	7716
Mrs. Barbara E. Hughes, Assistant to the Director of Spec Ed. Services	7684

QUESTIONS OR COMMENTS

Please direct questions or comments regarding the Arbor Park School District 145 Employee Handbook to Brian K. O'Keeffe, Assistant Superintendent of Finance/CSBO, extension 7780 or by e-mail to bokeeffe@arbor145.org.

I. PERSONNEL POLICIES

A. Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status, use of lawful products while not at work, physical or mental disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Policy. Please refer to your direct Supervisor for the appropriate district contact.

B. Employment and Payroll

The Board of Education requires staff members new to the District to present evidence of physical fitness and freedom from communicable disease. Such evidence shall consist of a physical examination conducted by a certified health professional. Returning staff members are encouraged but not required to have annual physical. However, the Board of Education may require a physical if it so desires.

The following items are required to be on file in the District Office before the end of the first payroll period:

1. An Application.
2. A valid Illinois Teaching Certificate (teachers).
3. A current official college transcript.
4. A completed Personal Medical History--Medical Examiner Form submitted by each new employee (record of a current negative tuberculosis test {x-ray or skin} only must be submitted by each new substitute teachers).
5. A federal withholding tax form, Form W4.
6. A successful completion of all state and federal background requirements.
7. A signed and witnessed acknowledgment of receipt of a copy of the District's policy 5:285, Drug-, Alcohol-, and Tobacco-Free Workplace.
8. A signed Acknowledgment of Mandated Reporter Status Form; and,
9. A signed and executed Employment Eligibility Verification (Form I-9).

C. Sick Leave

Each full time employee is entitled to a total of fifteen (15) sick leave days with full pay per school term. Such unused sick leave may accumulate to enhance creditable

service but in no circumstances shall the employee be entitled to payment of any kind based upon accumulated sick leave unless otherwise authorized by a collective bargaining agreement.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household i.e., spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brother-in-law, sister-in-law, parents or legal guardian. The Superintendent may grant leave for illness or death not defined herein, but in no event shall such a grant be determined to be a past practice or precedent.

Excessive use of sick days may be cause for an individual conference or a request for a physical examination or other remedies at the sole discretion of the Superintendent. The excessive and/or improper use of sick days shall be considered as a violation of the Board's policies and may be cause for dismissal.

An answering service will take your information if you should need a sub. This service will be available at all times, seven days a week. Early notification gives us a better potential of obtaining a substitute teacher during your absence.

To secure a substitute call 708/342-7689 and give your name, school, reason, and date of your absence. Should you be too ill to make such a call, and the call is made by your spouse or someone else, have them identify themselves. Your call is expected to be made before 5:45a.m.

If you know in advance that you will be absent, make arrangements for a substitute teacher with the District Office and provide the substitute teacher with the necessary information. Scheduled and approved conferences on school time need the same attention as personal business days. The District Office should be informed at least three days prior to your absence.

D. Payment of Unused Sick Leave

Upon a tenured teacher's voluntary resignation, the tenured teacher shall be compensated in the amount of twenty dollars (\$20.00) for each accumulated sick leave not certified to the Illinois Teachers Retirement System.

E. Physician's Certificate

An employee reporting sick for three (3) or more consecutive days may be required to submit a physician's certificate upon returning to work.

F. Communicable and Chronic Infectious Disease

The Superintendent shall develop and implement procedures for dealing with known or suspected cases of a communicable and chronic infectious disease involving a District employee consistent with State and federal law, rules of the Illinois Department of Public

Health, and Board of Education policies.

An employee with a communicable or chronic infectious disease shall be evaluated by the District's Communicable and Chronic Infectious disease Review Team. Employee's medical records shall be held in the strictest confidence by the school district, except to the extent allowed by law.

Employees with a communicable or chronic infectious disease will be permitted to retain their positions whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the positions essential functions. Employees who cannot retain their positions shall remain subject to the Boards employment policies including sick leave, physical examinations, temporary or chronic infectious disease may retain his or her position will be made in accordance with established procedures.

The recommendation of whether the employee's placement is appropriate shall be made on a case-by-case basis by the District's Communicable and Chronic Infectious Disease Review Team.

G. Personal Leave

Three (3) days of sick leave allowance as outlined above may be used for personal business subject to Superintendent's approval. Except in the case of emergencies, written advance notice of the necessity for personal leave shall be submitted as soon as possible to the Superintendent or designee. **Sick days used immediately before or after granted personal leave may require a physician's release even if such leave is less than three (3) days.**

H. Court Duty

The District will pay full salary during the time an employee is on jury duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court. An employee should give at least 5 days prior notice of pending jury duty to the District.

I. Family And Medical Leave

The Board of Education will provide leave in accordance with the requirements of the Family and Medical Leave Act ("FMLA"). The policies set forth in this handbook shall apply to all employees who are not teachers subject to the terms of the Collective Bargaining Agreement between the Board of Education and the Arbor Park Education Association.

In order to be eligible for FMLA leave, an employee must meet the following criteria:

- Be employed by a covered employer and work at a worksite within 75 miles of which that employer employs at least 50 people;
- Have worked at least 12 months (which do not have to be consecutive) for the employer; and
- Have worked at least 1,250 hours during the 12 months immediately before the date FMLA leave begins.

An employer need not count employment prior to a break in service of seven years or more unless there was a written agreement between the employer and employee (including a collective bargaining agreement) to rehire the employee, or the break in service was due to fulfillment of military service in the National Guard or Reserves.

Basic Provisions/Requirements

The FMLA entitles eligible employees of covered employers to take job-protected, unpaid leave for specified family and medical reasons. Eligible employees are entitled to:

- Twelve workweeks of leave in any 12-month period for:
 - Birth and care of the employee's child, within one year of birth
 - Placement with the employee of a child for adoption or foster care, within one year of the placement
 - Care of an immediate family member (spouse, child, parent) who has a serious health condition
 - For the employee's own serious health condition that makes the employee unable to perform the essential functions of his or her job
 - Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in the U.S. National Guard or Reserves in support of a contingency operation.
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (Military Caregiver Leave)

Employees who are placed on FMLA leave shall be required to use any accrued sick, personal and/or vacation leave during the period of the FMLA leave. The twelve month period for purposes of determining FMLA leave availability shall be between September 1 and August 31.

J. 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 sexual advances or request sexual favors or engage in any 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 which 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 Nondiscrimination Coordinator and/or use the *Uniform Grievance Procedure*, Board policy 2:260. 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.

K. Public Relations

Employees are always interpreters of the school's educational program, and they have many opportunities for contact with the public during the year. Therefore, it is the employee's responsibility to be as well informed as possible at all times concerning the educational philosophy and policies of the school district. It is absolutely essential that all written information that is sent to the parents be cleared by the principal of the school.

L. Drug-, Alcohol-, and Tobacco-Free Workplace

All District workplaces are drug-, alcohol-, and tobacco-free workplaces.

All employees shall be prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the

- District.
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance is one which is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug-, alcohol-, and tobacco-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 days after such a conviction.

In order to make employees aware of dangers of drug, alcohol, and tobacco abuse, the District will:

- A. Provide each employee with a copy of the District Drug-, Alcohol-, and Tobacco-Free Workplace policy;
- B. Post notice of the District Drug-, Alcohol-, and Tobacco-Free Workplace policy in a place where other information for employees is posted;
- C. Make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
- D. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
- E. Inform employees of available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs.

District Action upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug-, or alcohol-abuse, employee-assistance rehabilitation program. The Board of Education 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.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the

Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

M. Professional Affiliation

Membership in professional organizations is not required as a condition of employment; however, active participation in professional organizations is encouraged. The Board of Education may provide dues deductions for staff members who desire this service.

N. Professional Meetings

Staff members are required to attend institutes and in-service training days scheduled by the district. Attendance at teacher's meetings, pre-school workshops, and curriculum meetings held during the school year is also required as prescribed in School Code. Failure to attend required meetings may result in disciplinary action by district administration or the Board of Education.

O. Soliciting of Funds

Solicitation of funds during school time or on school property is forbidden by state law.

P. Political Participation

Employees, as private citizens, are encouraged to take an active part in the political activities of their community, state, and nation. However, petitioning and/or posting, dissemination of political literature or active campaigning during school time on school property is forbidden by state law.

Q. Insurance Program

The Board of Education will provide group insurance for all employees according to the Professional Negotiations Agreement.

R. Releasing Information

No requests for information concerning an employee will be honored until the authorization of the employee concerned is received in the Office of the Superintendent. This authorization must state specifically what information is to be given and to whom it may be given. When an employee personally supplied certain information to an individual of concern and that information is sent for verification, the Superintendent will verify the truth of the data furnished by the employee.

S. Suspension

Suspension without Pay for Professional Employees

The Board of Education may suspend without pay (1) a professional employee (administrator or teacher) pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 10 employment days for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct includes any failure to follow any oral or written directive, order, or Board of Education policy or that of any supervisor. Misconduct also includes any act or failure to act that constitutes a violation or an attempt to violate any law or local ordinance which relates to the employee's duties. The Superintendent is authorized to establish rules and regulations designed to implement this policy.

At the request of the professional employee within 5 calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the teacher or his/her representative may present evidence.

Suspension Without Pay for Educational Support Personnel

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay (1) when the employee is exempt from the overtime provisions of the federal wage and hour laws or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees.

Suspension with Pay for Professional Personnel

The Board of Education or Superintendent may suspend a professional employee with pay (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interest, (2) as a disciplinary measure for up to 10 employment days for misconduct that is detrimental to the School District, or (3) pending a Board hearing to suspend a teacher without pay. The Superintendent shall meet with the professional employee to present the allegations, and give the professional employee an opportunity to refute the charges. The professional employee will be told the dates and times the suspension will begin and end. No suspension with pay shall exceed 10 school or working days in length.

Suspension with Pay for Educational Support Personnel

The Superintendent may suspend an educational support personnel with pay for any reason deemed necessary by the Superintendent.

T. In-Service Training and Workshop

In-service education is based on the premise that teachers should "grow on the job" and that this growth is most likely to take place if teaching experience is accompanied by activities specifically designed to upgrade the teacher's skills. In-service experience for teachers is especially needed today because of the rapid changes which are taking place in teaching methodology, curriculum content, and the society as a whole. School District 145 has recognized this need by setting aside days during the year, as the school calendar indicates, for in-service training.

U. Faculty Room Bulletin Boards

Staff members may post informational items on the bulletin board(s) provided in each faculty room. The following requirements apply to any such posting:

The employee must give a copy of anything put on the bulletin board to the building principal.

There may not be posted on the bulletin boards anything which is defamatory of any person or thing.

The volume of posting must be reasonable.

II. ADMINISTRATION

A. Closing Day Instructions

Closing day instructions will be circulated in a bulletin at least approximately two weeks before the close of school.

B. Extra-Curricular Activities

Extra-curricular activity is an important part of the school program. Teachers are encouraged to support extra-curricular activities through their attendance or in certain cases, their sponsorship. A teacher who has a personal interest in his/her students should desire to see them perform. If requested by the administration, a teacher is expected to provide their services to the program on a rotating basis.

C. Contests

Teachers are encouraged to have their students enter local, state, and national

contests, but all entries must be cleared with the principal in advance. A contest request must be on file in the office before permission will be granted.

D. Forms

Forms used by the school district may be available in each building office or on the district's web-site @ www.arbor145.org.

E. Handling of Money

All monies received by the staff members for school purposes should be taken to the office at the end of each school day. Under no circumstances should money be left in the classroom.

F. Instructional Supplies

All instructional supplies must be ordered by a requisition submitted to the building principal. Requisitions should be submitted in advance. Teachers are expected to use every type of instructional material available to the advantage of their classes; however, the supply of consumable instructional supplies is not inexhaustible. It is requested that care be exercised in the use of these materials.

Reproduce only the materials needed on a given day. Use both sides of paper whenever possible.

G. Office Equipment

Approved district-wide technology will be made available for employees to use at the district's discretion and subject to Board Policy. It is expressly understood that employees have no expectation of privacy while using District technology and services.

H. School in Session

Establishment of the school term and daily hours of instruction are functions of the Board of Education. The teachers' scheduled work day shall be a total of seven hours inclusive of a duty free lunch. The before and after school schedule shall be established by the building principal.

At the conclusion of the daily session, all children will be dismissed from the building, either to walk home or, in the event of bus riders, released to the supervision of the school personnel on duty. In inclement weather, bus riders will be assembled inside the building according to the plans of the building principal.

I. Secretarial Services

The building secretary is responsible to the building principal.

J. Textbook Issuing and Collecting Procedure

In order to establish a uniform accounting system for issuing and collecting textbooks, the following procedure should be used:

Subject area teachers will be responsible for issuing and collecting textbooks from fifth through eighth year students, and classroom teachers will be responsible for first through fourth year pupils. Textbook registers are provided on which the required information will be recorded.

Teachers should be extremely careful to record the condition of the book when it is checked out to the student and when it is returned. The classifications of new, good, poor, and unusable will be used to record the condition if replacement payment is required from parents.

Fines will be levied for unwarranted damage to the book and for lost books. It will be the responsibility of the teacher to evaluate the damage and assess fines; building principals may be consulted in unusual cases. Receipts will be issued upon request.

The following guidelines will be used to assess fines:

Lost Books or Unusable Books.

New Books - 100% of list price
Book one year old - 80% of list price
Book two years old - 60% of list price
Book three years old - 40% of list price
Book four years old - 20% of list price
Older books – 0%

Damaged Books that are still Useable.

Fifty (50%) percent of amount in (1) above.

K. Mail

Each staff member is assigned an intra-district communication mailbox in the school office. It is requested that these boxes be checked and the mail picked up a minimum of twice daily, once in the morning and once in the afternoon. It is further requested that students not be sent to the office to pick up the mail; sometimes communications are placed in the mail boxes which are confidential in nature and should not be viewed by students.

L. Use of the Internet & E-Mail

1. Arbor Park School District #145 provides Internet access for the purpose of promoting the use of telecommunication and networking technology as a tool to enhance classroom teaching and learning. All use of the network and the Internet must be consistent with this purpose and be in accordance with Board of Education policies.
2. Staff members are expected to check their e-mail accounts on a daily basis at the least.
3. Technologies shift the ways that information may be accessed. The board supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources, using appropriate policy and guidelines.
4. Access to the network is a privilege, not a right. This privilege requires that each user adhere to the responsibility of acceptable use. The user has no expectation of privacy while using any District computers, networks, cell phones or other District-issued technology devices.
5. Transmission of material in violation of any state or federal regulation is prohibited. This prohibition extends to, but is not limited to: copyrighted material, threatening, obscene or any unlawful material, pornography sites, gambling sites and material protected by trade secret. Use of the network for commercial activities, product advertisement, or political lobbying is prohibited. Use of the network for any illegal activities is prohibited.
6. All employees are requested to sign the "Acceptable Use Policy" each school year.

M. Use of the Telephone/Cell Phones

Employees are encouraged to use the school telephones for school business. However, no telephone calls may be received during the school day except during plan periods unless it is an emergency. Phones have been installed in the faculty room of each school for employee use; these phones should not be used for calling outside the area listed on the chart posted by each phone. Personal cell phones may only be used on school grounds during duty-free periods, such as lunch or breaks, before or after established work hours or in an emergency. If emergency use is necessitated, such use should be reported to your building administration.

N. Keeping Records and Submitting Reports

Record keeping is an important responsibility of the teacher. The records should be systematized, accurate, neat and up-to-date. Reports required by the principal or superintendent should be turned in by appropriate dates.

O. Cumulative Folders

Permanent records on each student are kept from the time they enter District 145 schools until they leave. The importance of maintaining an up-to-date accurate record of each child's progress cannot be overstated.

P. Mileage Reimbursement

Purpose:

To provide for the appropriate reimbursement to employees for expenses incurred in the use of personal vehicles on district business.

Policy:

Arbor Park School District #145 will reimburse employees for the use of their personal vehicle used for district business. Reimbursement will be at the effective date and rate published by the Internal Revenue Service.

Reimbursement requests should indicate the points of travel and the miles eligible for reimbursement (*An electronic form is available on the district web site – www.arbor145.org and through each schools Principal's office*). Mileage reimbursement requests should be sent to the school Principal for approval within 30 days after the travel has occurred.

Q. Employee Injuries

The health and welfare of Arbor Park School District #145 employees is important to our district and the Board of Education. It is the policy of the school district to provide a workers' compensation program at no cost to employees. This program covers any injury or illness which is work-related as defined by State law.

Several expectations of all employees who are injured or contract an illness during the course of employment are as follows:

Any employee who sustains a work-related injury or illness should inform his or her direct supervisor or a building nurse immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. The supervisor or building nurse will assist the employee in obtaining appropriate medical treatment (*if necessary*).

It is the districts preference to support the practice of bringing injured employees back to work, as soon as they are medically able, to a position within the district compatible with any physical restrictions they may have. While this is the districts preference, there is no defined guaranty or employee right to “light” or “temporary duty” positions and the District does not maintain these types of positions. The District will assess what, if any, accommodations can be made for an employee on a case by case basis.

Workers’ compensation fraud is a punishable crime. Our district and our insurer have a “zero tolerance” policy for fraud. Offenders will be prosecuted to the fullest extent of the law. If you think you see fraud happening, please tell an administrator or supervisor right away. Your information will be investigated and kept strictly confidential.

Every injured employee must complete a “WC Employee Injury Report” (Appendix E) and a “WC Injury Medical Authorization for the Release of Records Form” (Appendix F) as soon as reasonably possible after an injury has occurred.

While the employee has the right to choose what doctor they may see if an injury or illness occurs during the course of employment, Arbor Park School District #145’s preferred Occupational Health vendor is: **Ingalls Health System, 6701 West 159th Street, Tinley Park, Illinois 60477.**

Once an employee has seen a health care specialist, all medical and/or release information **must be returned in person** to Brian K. O’Keeffe - Assistant Superintendent of Finance, at the district office. **No employee will be allowed to return to work until the district office has received all relevant medical information clearing the employee to return to work with or without a reasonable accommodation, if necessary.**

R. Employee Dress Code

The dress and grooming of District employees shall be clean and neat, in a manner appropriate for their assignments. The below are district-wide expectations:

- Halters, tank tops, see-through garments, or clothing with revealing/ provocative necklines, bare backs, bare midriff, or spaghetti straps shall not be permitted. In addition, clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, or any controlled substances are unacceptable.
- No hats, caps or other head coverings shall be worn inside the building.
- Flip flops or any other open toed shoes are not recommended for

use on any district property. The district cannot be held responsible for any injury that was directly related an employee wearing this type of footwear.

- Jeans may be worn on days designated by the principal or supervisor, designated spirit days, and teacher in-service days.
- Male instructional staff shall be expected to wear slacks and collared shirts or other appropriate professional attire.
- Jewelry shall not be worn in a visible pierced area other than the ear.
- Exceptions are provided for Physical Education staff; instructors in shop courses; auxiliary employees in maintenance, custodial, transportation, and food service; and positions requiring uniforms. The District will also consider exceptions to the above-listed dress code standards should the employee demonstrate a religious or medical need. These exceptions will be made on a case by case basis.

III. BUILDING

A. Building Access

All Four (4) Schools will be open daily from 6am – 9pm, Monday through Friday. No access will be available to staff before or after these times.

- Under no circumstances will an individual staff member be allowed to be in the building by himself/herself after the custodial staff has left for the evening.
- If two (2) or more staff members have an interest in staying in a building longer than the custodial staff (*no later than 9pm in any building*), a request must be submitted to the Principal in writing 48 hours in advance.

Saturday/Sunday access to be determined by Building Principal on a case by case basis.

- Under no circumstances shall an individual staff member be allowed to be in the building by himself/herself.
- All requests for weekend access must be submitted to the Building Principal one (1) week in advance.

All district offices and buildings will be closed on legal holidays with no access to staff.

Summer Access – A tentative cleaning schedule will be shared with district staff before the end of the school year. Hours during the summer are from 6am till 5pm, Monday through Friday, unless otherwise noted.

B. Maintenance Requests

All maintenance requests should be submitted to the principal in order that services of the custodial staff may be most efficiently utilized.

C. Keys/Codes

Each building will maintain its own key security system.

IV. CLASSROOM

A. Care of Property and Classrooms

Every staff member shall see that the property under his/her care and control is not damaged, destroyed, or littered. No staff member shall be paid any part of the school funds unless he has satisfactorily accounted for all books, apparatus and other property for which he is responsible.

B. Chalk/Interactive Boards

The chalk boards are made of a composition material which must be handled with care if they are to give maximum life and service.

The following items should never be used on or attached to the surface of the board:

1. Water (wet rags, sponges, etc.)
2. Scotch tape or similar adhesive materials.
3. Paste or glue of any sort.
4. Crayons.
5. Colored chalk (Alpha). The Alpha colored chalk has an oil base and should be used only on paper.

Regarding interactive White/Promethean Boards, staff should only use approved equipment/instruments as instructed by the administration/technology staff. If staff members are unsure of a tools use, please consult with the technology department before using.

C. Furniture and Equipment

Children should be made aware of their responsibility for the proper care and use

of furniture and equipment. Do not allow students to sit on desks, or place their feet on the furniture.

D. Physical Condition of Rooms

1. Temperature and ventilation proper room ventilation and room ventilation are of the greatest importance for the well-being and comfort of the pupils. Rooms are ventilated through careful adjustment of windows and doors. Do not regulate controls! If there is a problem, notify the building principal.

2. Lighting - It is essential that adequate and proper lighting be maintained at all time.

3. Cleanliness - Proper upkeep of the room should be one of the educational activities carried out by all classes. Children should learn to take responsibility for, and pride in, the appearance of their classroom. Rooms should be left neat and orderly at the close of the day. Papers, books, pencils, and other materials should be properly stored.

E. Room Security

Valuables should be placed in desk drawers, storage cabinets, or in another safe place. When you are temporarily out of the room, take your valuables with you and close/lock your classroom. To the maximum extent possible, the bringing of valuables to school should be avoided.

All information of confidential nature, i.e., phone list, lock combinations, medical information, student records, etc., should be kept in a controlled area which is inaccessible to students and others without a demonstrative need to review the information.

When leaving the building after working hours or holidays, teachers should double-check to make sure that all windows are locked and doors closed.

F. Inventories

An inventory of books and equipment may be required periodically. Each teacher will be given the necessary forms on which to record the inventory. One copy will be kept on file by principal and the other retained by the teacher.

V. **ATTENDANCE**

A. Compulsory Attendance

According to the State School Code, all enrolled pupils must be in continuous attendance. State financial aid is based on attendance. Therefore, it becomes

the responsibility of the teacher to help enforce and maintain accurate attendance records.

B. Student Absences

Bona fide emergencies, such as pupil illness, death, or serious illness in the family, and certain religious holidays, may be recognized as approved absences by the school.

Whenever children return to school following an absence, the school office must be notified as to the reason for absence. This can be accomplished by bringing a note signed by the parent(s) or by telephone call. All notes should be returned to the office. All cases of communicable disease should be reported to the office at once so that proper steps for the control of the disease and the notification of contacts may be made. Children recovering from measles, German measles, mumps, and chicken pox are not required to present a doctor's certificate for readmission to class.

Occasionally, there may be need for children to be excused from school during the day. According to the School Code, they may be excused for health or religious reasons. Whenever it is necessary for a child to be excused from class during the school day, he must be called for by the parent or guardian who has made arrangements through the school office. The parent or guardian must come into the office, present identification (if necessary), and sign for the child.

C. Sending Pupils Home

The principal must be notified before any child is sent home for any reason. Prior to sending any child home, the parents will be telephoned to make arrangements for transportation. In the event that a child is seriously ill and the parents cannot be reached, the emergency card information will be used.

VI. DISCIPLINE IN THE CLASSROOM

A question frequently raised by parents concerns our attitude toward the practice of discipline in the classroom. Sometimes parents misunderstand classroom learning activities and believe that we do not desire to seek good discipline. Staff members can contribute a great deal toward eliminating this misconception through good classroom practice of the philosophy we accept and explanations to parents in parent-teacher conferences and at other times. In general, there is much need for teaching children how to live in an orderly and productive fashion within a democratic framework. Discipline is conceived as an end to be achieved, rather than the means to that end. The most desirable form of discipline is defined as "self-control" in which reason prevails over automatic response; however, at times "self-applied" discipline must be administered by the building principal.

In order that we may develop wholesome, cooperative, interested, comfortable, secure, and sensible children in our classrooms, the following general principles should prove helpful:

1. Be consistent. Capricious or unpredictable disciplinary practices are not desirable if they confuse children, and their energy goes into "outguessing" the teacher and his moods.
2. Aim toward self-discipline. Each year the child should have the opportunity to demonstrate his capacity for higher and higher degrees of self-control. Discipline is a learned process and should be taught as any other subject.
3. Maintain the child's security and self-respect. Harassing, frightening, angering, or embarrassing the child are all more harmful than helpful in the long run.
4. Teach the child to make behavior choices which are based upon insight into the social consequences of behavior.
5. Teach the child to use rational approach in seeking causes for his behavior.
6. Help the child to recognize and handle dangerous situations in which automatic responses rather than rationality may be more appropriate, e.g., pedestrian safety habits, not touching dangerous objects, not fighting with dangerous weapons, etc.

Discipline and the development of acceptable student conduct is the joint responsibility of all staff members. It begins with the classroom teacher, the staff, students, parents, and administration. Identifying the cause(s) of inappropriate behavior assists all parties in seeking appropriate solutions to a problem. This process of identifying causes and solutions suggests certain responsibilities for teachers and administrators. In terms of teacher responsibilities, the following actions should be initiated when dealing with a problem student:

1. Discuss the problem with the student.
2. Discuss the problem with appropriate personnel.
3. Notify the parents. (If in writing, correspondence needs to be returned signed. If by phone, a record should be kept.)
4. Consult with the building administration.
5. Hold a parent conference at a mutually agreeable time.

6. Provide documentary data to the building administrator relative to (1) - (5) above upon request.

The building administrator will assist teachers having problems with classroom discipline. The building administrator has the same options as the classroom teacher. All staff should refrain from making physical contact with students unless such contact is necessary to protect the welfare of the student or others from immediate harm.

VII. STAFF & STUDENTS SAFETY DRILLS

For schools to be effective, they must operate within a safe and orderly environment. Specifically, this means being prepared in case of an emergency. School authorities have both a moral and legal obligation to provide for protection of property and lives of students and staff.

A comprehensive plan has been developed for use during emergencies and includes a plan for each individual school building in Arbor Park School District 145. The plan includes checklists with lines of communication and emergency assignments clearly designated. Attention is also given to the preservation of essential records and critical building areas.

The crisis procedure will be reviewed and, if needed, revised prior to the beginning of each school year. I hope that this plan will never be needed, but we must be prepared as if the need for its use is a certainty.

CODE RED 1) RESPOND 2) NO RESPOND

Both Code Reds are LOCKDOWNS with the following General Procedures for students and staff to follow under ALL Code Reds:

- All rooms shall lock doors and windows, pull down shades, turn off lights and gather away from doors and windows toward center of the room (positioning of students and staff during Code Red will be age-appropriate and determined under the principal's direction.)
- Students out of their classroom shall report to the closest adult and be kept for the duration of the Code Red.
- Teachers shall take attendance and report appropriately all students in and out of their room at the time of Code Red.

CODE RED "NO RESPOND": IS A LOCKDOWN WHERE ATTENDANCE IS TAKEN AND SLIDE UNDER DOOR STAY AT YOUR LOCATION AND WAIT FOR DIRECTION.

CODE RED "RESPOND":

- First Responder Effort Procedure.
- Crisis Response Team to designated location; also staff without student responsibility; await Team Response Signal.
- General Procedures for Code Red as stated above are activated. Attendance is taken and held by the teacher until further instruction. (Transmit electronically when possible.)
- Bells and intercom shut down.
- Call 911.
- Notify Superintendent of Schools.
- Response Team Action.
- “All Clear” - signifying end of Code Red situation and return to normal schedule.
- Meeting with all staff for debriefing.

A. Bomb Threat Plan

Any bomb threat is treated as a danger to all persons in a school building. Staff members shall follow these procedures when a bomb threat is made:

1. The secretary or any person taking the telephone call will attempt to gain as much information as possible from the caller, i.e., the bomb’s location, type, and when it will explode, and the caller’s name, sex, age, and voice tone.
2. The main office will immediately call 911.
3. The main office will immediately advise the Building Principal or designee of the situation. The building Principal or designee shall announce a “CODE RED RESPOND” over the public address system to notify the staff a bomb threat was received. The principal will decide whether to evacuate the school immediately and search the facility or make a preliminary search prior to any other action. If a search is done, use a check-off list, assigning areas of the building to specific personnel, to save time and confusion. All two-way radios should be immediately shut off.
4. Staff members should note any “strange” boxes or packages. **DO NOT TOUCH ANYTHING SUSPICIOUS.** Report any such item to law enforcement after you have left the building.
5. The Building Principal or designee shall notify the Superintendent’s office.
6. The Building Principal shall check to ensure everyone has left the building(s).
7. Staff members shall account for everyone by making a roll call check. Names of missing students or staff members will be relayed to the Building Principal.

8. Staff members shall escort the students to a predetermined waiting area that is a safe distance from the school and wait for further instructions.
9. The Building Principal shall assist the police, fire, and public safety officials as needed.
10. After a bomb search is completed, the Building Principal, Safety Program Coordinator, Superintendent, and local law enforcement will determine if the building should be re-entered.
11. If the school cannot be re-entered, the students will be moved to the closest available facility that can safely house them.
12. When a bomb threat is made before lunch, the Building Principal or designee shall coordinate with the food service department to arrange for an alternative lunch plan.
13. If the decision is made to move students to an alternative school, the Building Principal or designee shall so notify the transportation department. Buses will be used if the school is beyond walking distance or if there is inclement weather.
14. The transportation department will make arrangements to have the evacuated students picked up at the regular release time, at the alternate site, by the normal route school buses.
15. When a bomb threat is made during inclement weather, the Building Principal or designee shall notify the transportation department to supply buses for temporary shelters. This should not delay the school's evacuation.
16. No one shall re-enter the building unless the "ALL CLEAR" is sounded by the Building Principal. No electronic devices shall be used to recall students into the building.
17. No one shall re-enter the building unless the "ALL CLEAR" is sounded by the Building Principal. No electronic devices shall be used to recall students into the building.

B. Fire Emergency Procedures

The following emergency actions shall be taken by the appropriate staff members:

1. Pull the first alarm immediately if you have any reason to suspect a fire may be in the building. If possible, notify the main office, giving as many details as possible.
2. The main office will immediately call 911.
3. The main office will immediately advise the Building Principal or designee

of the situation.

4. The Building Principal will sound the fire alarm and evacuate the building(s).
5. The Building Principal or designee shall notify the Superintendent's office.
6. Fire extinguishers should be used only after notifying the Fire Department and only if feasible. Fire extinguishers are intended for some fires only. In addition, the user should make sure the fire extinguisher is of the proper type for the fire before using it.
7. When the fire alarm is heard:

Teachers and supervisors shall be sure that all windows and doors are closed and lights are turned off in their rooms. They should pick-up their class register and grade book and then lead students out of the building according to the evacuation route.

Teachers and supervisors shall immediately check the class register to be sure all students are present. If a student is absent who was present before the evacuation, notify the Principal or fire official immediately.

C. Natural Disasters

A natural disaster includes severe weather situations, tornadoes, hazardous material accidents, floods, and earthquakes. The following emergency procedures should be taken:

1. The Building Principal or main office staff will alert staff - the signal is "Tornado Tone."
2. Teachers shall step into the halls to immediately clear them by directing students to the classroom.
3. While in the hallways or other identified safety areas, all teachers and students are to maintain sheltered positions.
4. Call local police/911 if emergency responders are needed.
5. Render first aid, if necessary.
6. The building Principal or designee will direct designated "couriers" to each classroom notifying the teacher/staff of the situation.
7. Unless the situation requires evacuation, all doors will remain locked and personnel and students will remain stationary until the "ALL CLEAR" is sounded by the Building Principal.

D. Weapons and Explosives on Campus

Any report of a person armed with a weapon or explosive on campus is a “CODE RED RESPOND”, i.e., all doors are locked in offices, classrooms, and halls. The following emergency actions shall be taken by the appropriate staff member:

1. Notify the main office immediately if you have any reason to believe that a weapon or explosive is on school grounds. Give the main office as many details as possible (where, who is involved, type of weapon, and if anyone is injured or is currently being threatened or being held hostage).
2. The main office will immediately call 911.
3. The main office will immediately advise the Building Principal or designee of the situation. The Building Principal or designee shall announce a “CODE RED RESPOND” over the public address system to notify staff members to lock all doors.
4. The main office will notify the Superintendent’s office.
5. If possible, move students safely away from the intruder. Remain calm while sending people to safety. Do not panic students by telling them that the person is armed.
6. When a “CODE RED RESPOND” is called:
 - ✚ LOCK YOUR CLASSROOM DOOR. KEEP YOUR STUDENTs AWAY FROM DOORS. Remain this way until the Principal sounds the “ALL CLEAR” or until you are evacuated from your room by law enforcement.
 - ✚ If you are not in classroom, move your students to the closest securable room and lock it down.
 - ✚ If you cannot get to a classroom or a protected area, have all students duck and cover behind any available barrier or drop and cover if there is nothing to hide behind. Direct them to move to a protected area as soon as possible.
7. The Building Principal or designee shall notify the Superintendent’s office.
8. School nurses and/or other staff give first aid for victims until emergency medical services takes over. If possible, identify injured students by using name tags.
9. NOTE: If any site becomes involved in hostage situation, the primary concern is the safety of students and staff. Individuals who take hostages are frequently emotionally disturbed or in a state of panic and the key to dealing with them is to make every attempt to avoid upsetting them any

further. Communication must be handled in a non-threatening, non-joking manner. Always remember that it may take very little to cause such persons to become violent.

E. Emergency Aid

The Safety Program Coordinator/Superintendent shall supervise an on-going program for the provision of first-aid and emergency care that includes:

1. First-aid and CPR courses are offered to select staff members.
2. Staff members are told how to summon emergency medical care.
3. Adequate first-aid and emergency care equipment are readily accessible, conspicuously marked, and consistently inspected.
4. Each participant in an extracurricular sport must present a completed Certificate of Physical Fitness for Athletics. Parent(s)/guardian(s) are required to report any serious health problem their child might have experienced.
5. Written accident reports are completed by the person having supervision over the student at the time of the accident and shall be immediately sent to the Principal who will forward a copy to the Superintendent.
6. An injured student will take priority over everything else. The person having supervision over an injured student shall immediately notify the parent(s)/guardian(s).

Emergency Phone Numbers:

Safety Coordinator: Brian K. O’Keeffe

Poison Control: 1-800-222-1212

Hospital: Advocate South Suburban Hospital – 708-799-8000

Fire, Police, Ambulance: 911

VIII. HEALTH AND FIRST AID

A. Health

The school district has a nurse who visits each building on a regularly scheduled basis and is on call for emergencies throughout the District. There are times during the year when teachers will wish to refer a child to the school nurse for her appraisal of a problem. For this purpose, a Student Health Referral Form is used. These forms are available in the school office.

Referrals may be made for the following reasons:

1. Vision screening.

2. Hearing screening.
3. Special conditions, including any of the following reasons should be indicated on the form:

Nose and throat - frequent sore throat, recurrent cold, chronic nasal discharge, frequent nosebleeds, nasal speech, frequent tonsillitis, persistent mouth-breathing.

Skin and scalp - unusual pallor of face, eruptions on the face or noticeable rash, habitual scratching scalp or skin, state of cleanliness, excessive redness of skin.

Teeth and mouth - state of cleanliness, gross caries (poor dental health), irregular teeth, gumboils, offensive breath, and mouth habits such as thumb-sucking.

General conditions and appearance - underweight, tires easily, chronic fatigue, nausea or vomiting, faintness or dizziness.

Any other unusual condition not covered in the above, including poor attendance.

B. Accident Report

An accident report must be completed, if the injury of the child is of such a nature as to necessitate any of the following conditions:

1. Notification of nurse and/or parents.
2. Medical attention by a doctor.
3. The pupil's absence from school of more than one-half day.
4. Possible medical attention at a later date.

These forms can be obtained in the school office.

C. First Aid

Staff members are responsible for taking care of minor cuts and scratches. In case of other injury or illness, and especially with head injuries, the child should be brought to the school office, unless the child should not be moved. All head injuries must be reported to the school office. Arrangements will be made to administer first aid or take the child to a physician by the administration or school nurse.

Parents will be notified of any injury, accident, or illness of a serious nature.

D. Medication

It is preferred that medication be administered in the home. However, any pupil who is required to take medication during regular school hours must comply with school regulations. These regulations include the following:

1. Written orders renewed annually, from a physician detailing name of the drug, dosage, and time interval medication is to be taken.
2. Written permission from parent or guardian of the pupil, requesting that the school district comply with the physician's order.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a School Medication Authorization Form.
5. The school nurse will inform appropriate school personnel of potential benefits and side effects of the drug being administered.

Opportunities must be provided for communication with the pupil, parent and physician regarding efficacy of the medication administered during school hours.

IX. LESSON PLANS

The importance of daily and long range lesson planning cannot be over-emphasized. Only through thoughtful planning can the learning of pupils be successfully guided.

Comprehensive lesson plans which state the main objectives to be realized and materials and methods to be used, including page numbers and other references. Any member of the administration team may check or collect lesson plans at their discretion.

Lesson plans will be considered vital to the effective teaching methodology of each teacher. It shall be expected of each teacher to have his/her lesson plan current, and available at the time of evaluation or any such time that the administrator in his/her building requests the plan book. In the event of teacher absence, detailed lesson plans will be provided for the substitute teacher.

X. SUBSTITUTE TEACHER FOLDER

In order that instruction may proceed actively with minimal interruption, teachers should have the following materials available for the substitute:

Complete lesson plans and daily program.

- ✓ Grade book and attendance record.
- ✓ Up-to-date seating charts. (If flexible seating arrangement is used, a standing seating arrangement should be maintained in order that pupils may use same when a substitute teacher is in charge.)
- ✓ Teachers' editions of all texts used.
- ✓ Fire and Disaster Drill procedures should be posted by the classroom door.

All items should be accessible to administration.

XI. HOMEWORK

Directed learning is best accomplished in the classroom under the skillful guidance of the teacher. Whereas, experience outside the classroom involving educational methodology can be mishandled by parents and impose undue burdens upon the energy and personal life of the students.

Study at home may be designated by the teacher as needed, but in all cases the teacher must be certain that the assignment is purposeful and commensurate with the child's ability to complete the work within a reasonable length of time.

Staff members should plan to coordinate their assignments with other members of the faculty who have the same pupils. Without proper coordination and planning, students can easily be overburdened with homework.

XII. PUPIL PROGRESS REPORTING

At least two (2) planned parent-teacher conferences for each pupil are held during the year to facilitate better progress reporting.

Progress report cards are issued three (3) times yearly. The teacher has the responsibility of preparing the reports and of checking for signature of the parent.

A. District Grading Scale

A grading philosophy shall be established and implemented by the district and building administrations published in the community at the beginning of each school year.

The following grading scale shall be used for fourth through eighth grade students in Arbor Park School District 145:

90% -- 100% A Indicates excellent work

80% -- 89%	B	Indicates work above average in quality
70% -- 79%	C	Indicates average performance
60% -- 69%	D	Indicates below average comparison and performance
59% and under	F	Indicates failure

I - Indicates that work is incomplete. This work must be made up within a reasonable amount of time as indicated by the teacher.

If any teacher deviates from this grading scale, it must be justified by indicating the manner and method of determining the grades in front of the grade books and shared with the Building Principal.

Students and parents should understand that other factors enter in the final grade of a grading period which can affect the grade determined by averaging. Some of these include: Class participation, special projects, etc. Parents are encouraged to arrange a parent conference at any time if any aspect of the report card needs further explanation.

B. Symbols Used

The symbols to be used in progress reporting are those which are explained on the report card.

C. Appropriate Placement of Students

The general policy of the District is to encourage and assist each student to move along in a pattern of academic achievement in harmony with his/her normal social and emotional development. In arriving at a decision for either the promotion or retention of a student, the combined views of the teacher, principal, and the special education team are taken into consideration along with those of the parents. The district will only consider retention in the most extreme cases.

The following criteria are presented as a guide for reaching a decision about retention:

REPORT CARD - G.P.A. is less than 1.5

TESTING RESULTS - Student progress does not match indicated potential

DAILY CLASS WORK - Ability to complete and turn in assigned work is below grade-level expectations

PREVIOUS AND/OR CURRENT S.E.S. OBSERVATIONS – Problems indicated or not

MATURATION AND SOCIAL DEVELOPMENT - Below expectations

The following procedural time frames are to be utilized in reaching a decision about retention:

1. Please meet with your building Principal after the 1st and 2nd trimester if you have any potential candidates for retention. Parents must be consulted throughout this process.
2. Special Education staff should be consulted in order to obtain a more accurate picture of the child's ability and the need for further observation/evaluation.

The guiding philosophy for determining acceleration, promotion or retention will be what is in the best interest of the child.

XIII. FIELD TRIPS

Teachers are encouraged to use field trips as a teaching method at the rate of one per grade level. Planning for field trips should be done with the building principal and authorization will be based on the trip's importance to the total educational program, the quality of pre-planning and the planning of follow-up activities.

The Building Principal or his/her designee shall assign one teacher to carry the cellular telephone and to make sure the phone is on at all times while the group is away from the bus(es). The teacher shall also be asked to carry a District Safety-Pack.

LIFE THREATENING INJURY OR EMERGENCY - DIAL 911 and follow Arbor Park School District 145 Emergency procedures as outlined in the Employee Handbook.

Parental help should be enlisted to accompany classes on all field trips. Parental permission slips must be secured for all participating students.

The Building Principal or administrative designee shall be solely responsible for canceling or shortening any field trip due to inclement weather or other related emergencies as determined by the administration.

XIV. AUDIO-VISUAL EQUIPMENT

Each building will have access to technology as approved by the Board of Education. A method of check-in and check-out will be devised by the Technology Supervisor. The necessity for proper care and the prompt return after using this equipment cannot be over-emphasized. The district does possess limited funding dedicated to the purchase of technology and each member of the staff should ensure that proper care is taken at all times.

XV. SCHOOL BOARD AND TEACHER LIABILITY

Because of recent court decisions concerning school responsibility for the supervision of students while they are on school property, it is necessary for teachers to assume and/or be assigned the responsibility for supervising the halls, the unloading and loading of buses, lunchroom supervision, and certain outdoor duties. This is a shared responsibility of the entire staff. Further, teachers should feel a sense of responsibility toward maintaining safety and order in their school at all times and endeavor to enforce school policy even if they are not assigned a supervising task at the moment. For example, if disorderly situations arise, they should be taken care of by the first member of the school staff that learns of them. Only through close cooperation among the entire faculty can an orderly school with optimum learning conditions exist.

Teachers should never leave children in their classroom unattended. If an emergency arises and it is necessary for the teacher to be out of the room, the school office should be notified.

 **Staff members should not transport students in their private vehicles under any circumstances. This is to protect the student, the teacher and the school district.**

XVI. ARRIVAL TIME OF STUDENTS

Students (other than bus riders) should not arrive on the school property more than 10 minutes before classes begin and should go home immediately upon dismissal.

Students will be required to remain outside, except in cases of rain, snow, or extremely cold weather. The building administrator will decide whether or not students will enter the building. Members of the faculty should be on duty in the hall outside their classrooms when students are coming in or leaving the building and when students are passing between classes to insure an orderly building.

XVII. VISITORS "OPEN DOOR" POLICY

Everyone interested in observing our educational program is welcome.

Parents should make arrangements with the principal in advance of the time they wish to visit. Other persons interested in observing classes should contact the principal. All visitors must stop at the school office before going to the classroom and receive a "pass" to wear.

Parents should be encouraged to visit the schools and the "open door" policy should always prevail.

XIIX. CURRICULUM IMPROVEMENT

Continuous improvement of our educational program through assessment and discussion is a necessity. To facilitate improvement, staff members are involved in planning and decision making as required.

XIX. THE FLAG CODE

The flag of the United States of America is to be displayed in every classroom. The pledge of allegiance shall be given by all students.

XX. PHYSICAL EDUCATION PARTICIPATION

All students are required to participate in the physical educational program except for the following reasons:

- A pupil may be excused for a period of two days by presenting a note from the parent stating the reason for the request.
- Students may be excused for periods longer than two days if they present a doctor's certificate stating the reason.

XXI. SUBJECT AREAS TIME ALLOTMENT

The newly instituted Illinois Program for Evaluation, Supervision, and Recognition of Schools does not stipulate the amount of time to be devoted to the various basic subjects during the school day. The state recognizes that as schools increasingly individualize their instructional programs, the time and emphasis devoted to a given subject will vary in accordance with the need of the individual learner. The state is still concerned, however, that each of the required subjects receives adequate emphasis within each child's educational program.

The following Subject Area Time Allotments are provided as a reminder that teachers and principals should insure the proper inclusion and emphasis of all subjects. The suggested time allotments should serve as a guide in the planning and provision of learning experiences for the students of our district.

GUIDE FOR SUBJECT AREA MINIMUM TIME ALLOTMENT

<u>SUBJECT</u>	<u>GRADES 1-4</u>	<u>GRADES 5-8</u>
English Language Arts	60	52
Mathematics	40	52
Reading	60	52
Science	40	52

Social Studies	40	52
Physical Education	40	52
Unified Arts	20	52

Each teacher is responsible for the total education program for each child within his/her class. Teachers are responsible for assigned instruction when regularly scheduled personnel are not available.

XXII. ARBOR PARK EDUCATION ASSOCIATION

The Arbor Park Education Association is affiliated with the Illinois Education Association and the National Education Association. The Arbor Park Education Association is the recognized collective bargaining agent for teachers.

XXIII. PROMOTIONS AND TEACHER VACANCIES

Notice of teacher vacancies and teacher promotions when determined by the Superintendent will be recommended to the Board for approval, and will be posted under the employment section on the district's web site at www.arbor145.org.

XXIV. PARENT TEACHER ORGANIZATION

General P.T.O. meetings are usually held on the first Thursday of each month. Teacher participation is recommended and encouraged in our district. Active participation in this organization is considered one of the qualities of a teacher being involved within the community.

XXV. BOARD OF EDUCATION MEETINGS

Board of Education meetings are usually held on the fourth Wednesday of each month. The location of each meeting is posted at Arbor Park Middle School and under the Board of Education section of the district's web site at www.arbor145.org. All staff are welcome and encouraged to attend.

XXVI. CHANGES OR ADDITIONS

From time to time bulletins will be issued to supplement this handbook. They will be consecutively numbered. It is requested that staff members keep them in numerical order with this handbook.

XXVII. APPENDIX

- A. First Aid Guide

- B. Coursework Application
- C. Injury Incident Report
- D. WC Employee Injury Report
- E. WC Injury Medical Authorization for the Release of Records.



APPENDIX A

FIRST AID GUIDE

I. CUTS AND ABRASIONS

A. Minor or Superficial Wounds:

1. Cleanse with soap and water.
2. Apply Band-Aid.
3. Do not attempt to remove foreign bodies, such as dirt, glass, sand or metal particles, unless they work off easily during cleansing.

B. Major and Deep Wounds:

The wound should be considered of major degree when:

1. Edges of wound do not fall together.
2. Foreign material or damaged tissue is present.
3. Deep penetration through the skin is suspected.
4. Bleeding not easily stopped by mild pressure with sterile dressing.
- "Apply direct pressure on wound to control bleeding."
5. Wounds about head and face. (Definitely call parent.)
6. Part around wound does not look, or function normally.
7. If fracture is suspected, splinting for immobilization purposes.
8. Make accurate report of injury on accident report form being sure the parent, guardian or accountable person has been notified through the school office.
9. Notify school nurse.
10. Do not move child from place of accident.

C. Dog and Other Animal Bites

1. They must always be referred to physician for possible tetanus injection.
2. Cleanse thoroughly with soap and water - making sure that all wound surfaces are completely cleansed.
3. Cover with sterile dressing.
4. All bites must be reported to local policy and Cook County Department of Public Health.

II. SPRAINS, STRAINS, BRUISES

1. Place injured part at rest, and elevate it.
2. Apply cold compresses or ice bag. Ice first 24 hours, after 24 hours apply heat.
3. "Call parent and urge them to contact physician."
4. Make accurate report of injury on accident report form.

5. If sprain appears serious, notify school nurse.

III. BURNS

1. Place burned area in very cold water quickly.
2. Keep immersed 20 minutes.
3. "Refer directly to school nurse."
4. USE NO OINTMENT OR OTHER SUBSTANCE ON ANY BURN.
5. For chemical burns--rinse profusely with water (except those caused by phosphorus).
6. Call parent and encourage them to contact a physician.

IV. CONVULSIONS

1. Prevent child from self-injury.
2. DO NOT place anything in child's mouth.
3. Make NO effort to restrain the convulsive movements.
4. Place child on the side to prevent aspiration of saliva or vomitus.
5. During period of sleep or unconsciousness, leave child undisturbed but attended.
6. Notify parent and advise to see physician.
7. Notify school nurse.
8. Make accurate report on accident report form.

V. FAINTING

1. Place head lower than the body.
2. Place child on floor or bed to prevent falls.
3. Keep child at rest until recovery.
4. Notify parents.
5. Notify school nurse.

VI. FRACTURES

1. Refer to B-7.
2. Do not allow child to put weight on suspected part.
3. Do not move child from place of accident.
4. Notify school nurse.
5. Contact parent.
6. Make accurate report on accident report form.

VII. NOSE BLEED

1. Seat child with head leaning forward--onto chest.
2. Reassure child--have him breath slowly through his mouth.
3. Press both nostrils firmly against central portion of nose for FIVE minutes.
4. Apply cold compresses over nose.
5. Advise against blowing nose for several hours.

If bleeding persists--notify nurse. If bleeding is severe, contact parents and make accurate report on accident report form.

VIII. FOREIGN BODY IN EYE

1. DO NOT ATTEMPT TO REMOVE IMBEDDED MATERIAL.
2. Rinse with tap water.
3. Cover eye loosely and notify nurse.
4. Contact parent.
5. Make accurate report on accident report form.

IX. POISON IVY, OAK OR SUMAC

1. Wash with soap and water.
2. Pupil may not return to school until under treatment or modification by physician.
3. Notify nurse.
4. Contact parent.

X. SPLINTERS

1. Wash area gently with soap and water.
2. Notify school nurse.
 - Contact parent and urge to contact physician for possible need of tetanus injection.

XI. FOREIGN BODIES IN THROAT

1. If a child is choking and gasping for help--child is sitting or standing--get behind child, wrap your arms around his waist, put heel of palm against the victim's upper abdomen, rest the second hand directly on first, make a quick upward thrust with both hands. Repeat several times if necessary.
2. CAUTION: Do not put fingers into child's throat in the hope of removing the object as this may force the object into the trachea.

XII. ACCIDENTAL LOSS OF A NONFRACTURED WHOLE TOOTH

1. Place tooth in a solution of warm salt water and encourage the parent to see that the child and the tooth are taken to the dentist immediately.
2. Notify parent.
3. Notify school nurse.
4. Make accurate report on accident report form.

XIII. HEADACHES

1. Have child rest--if it persists, call parent.
2. DO NOT GIVE ASPIRIN.

XIV. VOMITING

1. Due to a number of causes: Eating in a hurry; over-eating; movement associated with transportation or playground equipment. It may also be an early symptom of a communicable disease.
2. Require child to lie down (school secretary will know where the cot is).
3. Notify parent to come for child.
4. Make proper notation on weekly minor injury form.

NOTE: The following mild antiseptic is available: Hydrogen Peroxide.



Appendix C

INJURY/INCIDENT REPORT

Please check one of the following (A., B., or C.) and complete rest of form:

A. _____ This is a report of a STUDENT INJURY __APMS, __SOS, __MGS, __KHS

B. _____ This is a report of an EMPLOYEE INJURY
Initial observation __DOES or __DOES NOT suggest a work-related injury

C. _____ This is a report of a VISITOR INJURY

Name of injured _____ Birth date _____

Family Name _____ Today's date _____

Address _____ Home Phone _____

Social Security Number _____

Where Did Injury Occur? _____

Date/Time injury occurred: _____

Date/Time injury reported: _____

Supervisor(s) in charge: _____

Witness(es) to injury: _____

Description of injury by injured:

Description of injury by witness(es):

Description of injury by school nurse:
(indicate any exposure to BLOODBORNE PATHOGENS & precautions taken)

Description of first aid given:

Time(s) first aid given: _____

First aid administered by: _____

Parent notified: YES NO Time: _____ By whom: _____

If student is non-resident special ed., was the resident district notified? YES NO;

If YES, Time: _____ By whom: _____

Result of call(s):

Student released: YES NO; If Yes, To whom: _____

Signature of person to whom student was released: _____

Ambulance called: YES NO Ambulance from: _____

_____ Injured examined by ambulance team but not taken to hospital.

_____ Injured taken to _____ Hospital by ambulance team.

Information provided by attending physician at the hospital indicated above:

Comments/Recommendations (include information regarding days absent from school or work and reason)

Supervisor _____ Date _____ School Nurse _____ Date _____

COPIES TO: Superintendent & Assistant Superintendent
Building Principal and/or Supervisor
School Nurse

SPECIAL NOTE: Use **FOLLOW-UP ON A REPORT OF AN INJURY** form for:
1st day after the injury; 1st week after injury; and, any other
necessary follow-up.



Appendix D

FOLLOW-UP ON A REPORT OF AN INJURY

Special Note:

This form needs to be completed by the school nurse the first work day following an initial report of injury. If the incident requires further follow-up, a second follow-up form needs to be completed the first week following an initial report of injury. Thereafter, continue to complete forms on a weekly basis until the incident has been addressed.

Name of injured: _____

Social Security Number: _____

Date of injury: _____

Today's date: _____

Use this section to indicate injury status **1ST DAY** after the incident:

_____ No further reporting necessary for this incident.

Use this section to indicate injury status **1ST WEEK** after the incident:

_____ No further reporting necessary for this incident.

Use this section to report any **OTHER NECESSARY FOLLOW-UP:**

Copies of this form are sent to the same staff as the original INJURY INCIDENT FORM.

**Arbor Park School District 145
2016-2017 Professional Development Request Form**

DATE: _____

Submit as early as possible, allowing at least two weeks for registration and payment
Step one – General Information (attach flyer and completed registration form)

Name Position Site

Title of Conference (or Name of Speaker for in-house PD)

Date(s) of Conference Location

Conference Sponsored by

____ I will register and pay conference registration fees, if any, but need approval for the professional day

OR

____ I would like to request that the district pay for my registration (or pay speaker) AND
____ I will register and pay for myself and request reimbursement after attendance OR
____ I would like the district to submit and pay for my registration up front

Step Two - Description of how this activity connects to professional development goals for the district:

- ____ Differentiating Instruction to meet the needs of all learners (IDEA)
- ____ Improving outcomes for English Language Learners (LIPLEPS)
- ____ Improving reading achievement for eligible children in Title 1 buildings (Title 1)
- ____ Other area recommended by my principal or supervisor _____

Step Three - Description of how this activity will be shared with others in your building or the district:

- ____ Present and share resources at building, grade level or department meeting
- ____ Other _____

Step Four – Estimate of Expenses (all costs and reimbursements must be pre-approved):

\$ _____ Registration Fee (enter \$0 if no cost)
\$ _____ Mileage/Tolls (attach map with mileage from point of departure to conference and back)
\$ _____ Other _____
\$ _____ Total Requested

Step Five - Substitute Needed: ____ Yes ____ No

Employee Signature

Principal/Supervisor Signature

Step Six - Supervisor submit to Debbie McDonough for registration completion and sub coordination:

Registered by (initial/date) _____ Paid by (initials/date) _____
Method _____

Sub Arranged _____ Mileage/Receipts submitted and approved
(date): _____

When you complete a Professional Development Request form you are actually making two requests: 1) You would like a paid day off to participate in professional development for which you may need a sub AND 2) you may also be requesting that the district pay for the conference and related costs. All absences related to professional development should be documented with a Request Form even if there are no costs. Submit your request as early as possible, allowing at least two weeks for registration and payment.

Step one – Complete the General Information section. You MUST attach a copy of the flyer describing the conference and a *completed* registration form. If online registration is required, it is your responsibility to print the registration page and provide all requested information so the district office can enter everything that is requested. Indicate whether you will be paying for and completing your own registration process or if you want the district to cover the cost. If there is no cost (such as attending PD at SWCCCASE), please check this option and register yourself. If you are requesting that the district cover the cost, indicate whether you wish to pay up front and be reimbursed after attending or if you want the district to register and pay for you at the same time (preferred). If you choose reimbursement, please wait to register until the cost has been pre-approved unless you are willing to cover the cost if it is denied.

Step Two - Indicate which Professional Development goal area your conference addresses by checking the box. If you are unsure, please consult with your principal or supervisor. Please note that the district does not have the resources to assist teachers in maintaining their certificates or licenses and all PD must be related to an identified district need.

Step Three - You must then indicate how you will share what you have learned with other staff in your grade level, building or area of concentration. It is expected that grant dollars spent on PD will increase the knowledge and skills of more than just the people who attend.

Step Four – Please indicate ALL expenses associated with this conference.

Take registration fees directly from conference flyer, paying close attention to early bird, member, or group discounts.

If you plan to request mileage you MUST produce and attach a map with mileage from your intended point of departure to the conference and back. Estimate the number of tolls you will pay if you intend to submit for reimbursement.

The district no longer covers the cost of meals during professional development unless it is automatically included in the workshop fee. However, if there are other costs such as manuals or CDs that are provided, indicate those costs here. Indicate a total and remember that this is a pre-approval total only.

Step Five – Indicate whether a sub is needed while you are at the conference. Do not indicate sub requests on this form.

Sign, date, and make copies of the form and registration materials and retain for your personal records. Submit the originals to your principal for approval.

Principal or Supervisor – Check Professional Development balance from last Administrative Council and decide whether to approve. Sign and date the form and forward the originals to Debbie McDonough at District Office.

Step Six –Sub Coordinator – Complete registration process, creating a Purchase Requisition or paying by credit card. Forward copy of request form to Business Office with payment info entered at bottom and consult with Asst. Superintendent for account information and funds availability. Arrange sub and notify staff and principal that the process is complete (or if there are any problems).

AFTER THE CONFERENCE – Submit proof of attendance and any other receipts for pre-approved expenses including tolls if you are requesting reimbursement. Submit mileage by the end of the following month.

Administrators arranging in-house trainings should use the same PD form and attach a list of the participants. Include estimates of ALL costs, including refreshments and materials.