



# FACULTY HANDBOOK



REVISED AUGUST 2004



## Mission Statement

The mission of Community High School District 128 is to provide quality educational opportunities for all students, including developing within each student:

- ❖ Respectful, responsible and ethical attitudes and behaviors
- ❖ An awareness and appreciation of the diverse cultures in our learning community and our world
- ❖ An ability to think critically and solve problems
- ❖ An ability to communicate effectively
- ❖ An ability to appreciate and demonstrate creativity
- ❖ A life-long desire to pursue knowledge

*“Excellence is our Standard”*

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**General District and Building Information**  
COMMUNITY HIGH SCHOOL DISTRICT #128

**District Office**  
940 West Park Avenue  
847-367-3159

***Libertyville High School***  
708 West Park Avenue  
Libertyville, IL 60048  
847-327-7000

***Vernon Hills High School***  
145 N. Lakeview Parkway  
Vernon Hills, IL 60061  
847-932-2000

[Website Address:](http://www.district128.org)  
[www.district128.org](http://www.district128.org)



**Board of Education**

Jan Foreman, President  
John Snow, Vice President  
Anne Landgraf, Secretary  
Scott Adams  
Dennis Ryan  
George Sachs  
Judy Sugarman

**Administration**

**Central Office**

Dr. David Clough, Superintendent  
Dr. Catherine Finger, Associate Superintendent of Curriculum & Instruction  
Mrs. Yasmine Dada, Assistant Superintendent of Business  
Mrs. Mary Todoric, Director of Communications

SCHOOL INFORMATION – Libertyville High School

**Administration**

Principal	Dr. Joseph Wojtena	1101	(847) 327-7001
Assistant Principal	Mr. Eric Maroscher	1103	(847) 327-7004
Assistant Principal	Ms. Diane Phillips	1103	(847) 327-7005
Student Support Services Director	Mr. Ron Bjurstrom	117	(847) 327-7012

**Department Supervisors**

Applied Arts	Mrs. Debra Kellum	102	(847) 327-7240
Athletic Director	Mr. Tim Albers	162	(847) 327-7063
Buildings and Grounds	Mr. Joe Tomaselli	175	(847) 327-7092
Community Education	Mr. Buzz Perry	VHHS/1601A	(847) 932-2019
Computer Support Services Director	Mr. Temple Murphy	160D	(847) 327-7044
Driver Education, PE	Mr. Jim Schurr	163	(847) 327-7188
English	Ms. Cindy Macdonald	102	(847) 327-7183
Fine & Performing Arts	Mr. Dan Patterson	103	(847) 327-7057
Information Technology	Mr. Mick Torres	121A	(847) 327-7199
International Language	Mrs. Thelma Krupp	228	(847) 327-7052
Mathematics	Mr. Tim Roegner	228	(847) 327-7053
Science	Mr. Greg Herman	228	(847) 327-7054
Social Studies	Mr. Bob Fox	102	(847) 327-7056
Special Services Director	Mrs. Kathleen Witt	116	(847) 327-7087
Special Services Supervisor	Mrs. Kathy Colon	114	(847) 327-7089
Technology Trainer	Ms. Kate Walters	121A	(847) 327-7041

**Learning Support Teams/Team Leaders**

**LST A-F**

**Students with last names beginning with A - F**

Team Leader	Mr. Bryan Wilcox	152	(847) 327-7018
Counselor A-CAR	Mrs. Sandy Cottrell	152	(847) 327-7020
Counselor CAS – F	Mrs. Judi Neuberger / Mr. Joseph Cragan	152	(847) 327-7021
Social Worker	Mr. Larry Grubb	152	(847) 327-7019
Secretary	Mrs. Rosie Kick	152	(847) 327-7024
Secretary	Mrs. Shelly Stoiber	152	(847) 327-7089

**LST G - PE**

**Students with last names beginning with G - PE**

Team Leader	Mr. Jeff McKenzie	156	(847) 327-7026
Counselor G – JE	Mr. Scott Bogumil	156	(847) 327-7029
Counselor JI – MAI	Mrs. Sarah Kelly	156	(847) 327-7150
Social Worker	Mrs. Mickie Kirschbaum	156	(847) 327-7027
Secretary	Mrs. Christy Sarby	156	(847) 327-7032
Secretary	Mrs. Ann Durkin	156	(847) 327-7031

**LST PF - Z**

**Students with last names beginning with PF - Z**

Team Leader	Mrs. Sally Hauck	1104	(847) 327-7033
Counselor PF – SO	Ms. Dawn Shannahan	1104	(847) 327-7036
Counselor SP – Z	Ms. Janet Weber	1104	(847) 327-7035
Social Worker	Mrs. Kim Johnson/ Mrs. Liz Perlman	1104	(847) 327-7034

Secretary	Mrs. Kathy Haan	1104	(847) 327-7038
Secretary	Mrs. Barb Plohr	1104	(847) 327-7037

Attendance, discipline, guidance, and social work functions have been combined and are the responsibility of three Learning Support Teams (LST) at LHS. These LST's are divided alphabetically.

Each LST is made up of a team leader, counselors/facilitators, a social worker, and is supported by teachers, a psychologist, a nurse, and office personnel. The Learning Support Team works together to help the student take advantage of all the programs the school has to offer.

Attendance, counseling, social work, and behavioral interventions are all a part of the Learning Support Team's responsibility. A close working relationship between the teacher, the department supervisors, the administration, the student and the parent(s) will help each student best meet his/her potential both educationally and as a productive, well-adjusted member of society.

#### **OFFICE SUPPORT PERSONNEL AND BUILDING SERVICES**

Assistant Principal Maroscher's Secretary	Mrs. Trudy Kulefsky	1103	(847) 327-7006
Assistant Principal Phillips' Secretary	Mrs. Sue Gallivan	1103	(847) 327-7007
Athletic Hotline			(847) 327-7300
Athletic Office Secretary	Mrs. Nancy Foote	162	(847) 327-7065
Attendance Office Clerk	Mrs. Judy Anderson	152	(847) 327-7023
Bus Information	Mrs. Trudy Kulefsky	1103	(847) 327-7006
CRC College Resource Center	Mr. David Ole Stevens	155	(847) 327-7161
CRC Secretary	Mrs. Lynda Turner	155	(847) 327-7017
Data Processing Specialist	Ms. Nancy Hornung	117	(847) 327-7014
Department Secretary – International Language, Math, Science	Mrs. Sandra Kruckman	228	(847) 327-7055
Department Secretary – Applied Technology, English, Social Studies	Mrs. Patty Scherrer	102	(847) 327-7241
Department Secretary – Bldg & Grounds	Ms. Ruth Vasquez	175	(847) 327-7093
Department Secretary – Bldg & Grounds	Ms. Janet Eichelberger	175	(847) 327-7134
Department Secretary – Fine Arts	Mrs. Willa Innis	103	(847) 327-7058
Department Secretary – Special Services	Mrs. Esther Beezley	116	(847) 327-7088
Detention		119A	(847) 327-7242
Drop In Computer Lab	Mrs. Maryjo Robins	150	(847) 327-7042
Fees/Fines	Mrs. Andrea Walls	117	(847) 327-7015
Food Service	Mr. Manual Vega	159A	(847) 327-7096
IRC Instructional Resource Center - English	Mrs. Cindy Rowland	160	(847) 327-7146
IRC Instructional Resource Center – Math, Science, Social Studies	Ms. Libby Victoria	1106	(847) 327-7043
Library Media Center	Ms. Sharon Losacco	165	(847) 327-7048
Lost & Found – LST A – F		152	(847) 327-7230
Main Office Receptionist	Ms. Marilyn McBride	1101	(847) 327-7003
Main Office Secretary - Daily Bulletin	Ms. Marilyn McBride	1101	(847) 327-7003
Nurse	Ms. Cameron Traut	115	(847) 327-7016
Principal's Secretary	Mrs. Diane Potter	1101	(847) 327-7002
Registrar	Mrs. Caryl Page	152	(847) 327-7022
Saturday School (8:00 AM – 12:00 PM)		142	(847) 327-7116
School Psychologist	Mrs. Wendi Munro	116	(847) 327-7090
School Resource Officer	Mr. Robert Uliks	153	(847) 327-7011
Security (Theft, Parking Stickers)	Mr. Mike Crane	106	(847) 327-7131
Student Activities Bookkeeper	Mrs. Laura Oilschlager- Bogumill	1103	(847) 327-7010
Student Assistance Coordinator	Mrs. Diane Busch	1104	(847) 327-7030

Substitute Caller – After Hours	Ms. Barbara Bush		(847) 265-5866
Substitute Caller – During Day	TBA	118	(847) 327-7039
Supervised Study	Mrs. Marie Brausum	119	(847) 327-7242
Teacher’s Center - Xerox	Mrs. Donna Smith	118	(847) 327-7040
Technical Center LCAVC	Mr. Ron Bjurstrom	117	(847) 327-7012
Work Permits	TBA	118	(847) 327-7039

**BUSINESS OFFICE SUPPORT PERSONNEL**

Assistant Superintendent of Business Secretary	Mrs. Carol Mampe		(847) 367-3155
Superintendent’s Secretary	Mrs. Denise Neal		(847) 367-3159
Payroll	Mrs. Pat Mirs		(847) 367-3157
Accounts Payable (A-L)	Mrs. Rhonda Wojciechowski		(847) 367-3186
Accounts Payable (M-Z)	Mrs. Claudia Wade		(847) 367-3158
Business Consultant	Mr. Jess Porres		(847) 327-7182
Associate Superintendent’s Secretary and Insurance	Mrs. Fran Wohlrab		(847) 367-3192
Personnel Specialist	Mrs. Terry Brown		(847) 327-7184
Personnel Secretary	Mrs. Carol Szkodyn		(847) 327-7185

# District Policies and Procedures

## ❖ *Acceptable Use Policy* 6:235

### Access to Electronic Networks

The Board of Education's goal is to include electronic networks, including the Internet, in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Individual Board of Education members and administrative staff members shall be treated like teachers.

### Curriculum

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's or designee's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate business purpose. Use is a privilege, not a right. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Acceptable Use of Electronic Networks* contains the appropriate uses, ethics, and protocol. The Superintendent or designee shall establish administrative procedures containing the appropriate uses, ethics, and protocol for student use of the Internet. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Authorization for Acceptable Use of Electronic Networks

Each teacher must sign the District's *Authorization for Acceptable Use of Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

The failure of any student or employee to follow the terms of the *Authorization for Acceptable Use of Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## ❖ *Asbestos*

The District conformed promptly to the regulation of 1982 that specified the removal of friable asbestos, that is, asbestos that was easily crumbled by hand pressure.

In October of 1987, a new federal regulation was passed ("The Asbestos Hazard Emergency Response Act" – ADHERA II) which requires public schools to identify all building materials in school which contain asbestos, whether friable or non-friable.

District 128 has been currently complying with this law. In October of 1988, Raymond J. Green and Associates completed a thorough inspection for friable and non-friable asbestos in our buildings. The results of this report show some of our buildings do contain some building materials that are non-friable. A plan for handling the asbestos has been filed with the Illinois Department of Public Health (IDPH). This plan details what the District will do in the future with all of our building materials that contain asbestos. A copy of our plan for managing the asbestos will be available, for viewing, in the main offices of each building containing asbestos materials. The District continues to address asbestos-containing material (ACM) in a manner which provides the maximum safety for our students, staff and community.

Any questions can be directed to Buildings and Grounds Supervisor.

❖ *Bloodborne Pathogens* 4:162

**Exposure Control Plan for Avoidance of and Handling of Accidental Exposure of Employees to Bloodborne Pathogens**

In order to protect the employees from accidental occupational exposure to bloodborne diseases, and in order to have a procedure to follow in the event of exposure in the work place to potentially infectious materials the following plan has been developed. This plan includes some procedures, which have been in place at this school previously, and adds others, which are new to this school. The OSHA and Illinois Department of Labor regulations have been used for reference and this plan should meet the requirements of those agencies.

In this school, as in any setting where many people gather, work, participate in sports and various other activities, there is reason to anticipate occasional incidents where an employee is exposed to human blood or other potentially infectious materials that may result from the performance of an employee's duties. An "exposure incident" is defined as a specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Avoidance of Exposure Incidents

In order to avoid actual exposure to blood and other body fluids, universal precautions must be adhered to. Universal Precautions is a concept that all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

All spills of blood or other body fluids should be reported to the maintenance department. Spills will be cleaned up by maintenance personnel wearing protective equipment and using appropriate precautions and recommended disinfectants. All soiled rags or towels will be properly disposed of. All contaminated surfaces must be disinfected. Any person who gets another's body fluid on them should adequately wash their soiled skin with soap and water and use individual towels or hot air dryers. They must remove any contaminated clothing and it must be carefully bagged in a waterproof container and labeled "Biohazard". The school will reimburse the employee for clothing that may be contaminated during an exposure incident.

The maintenance department employees shall be trained annually by the custodial supervisor and the Building and Grounds Department shall keep training records of this training.

This training will include:

- A. Contents of the OSHA/Illinois Department Labor regulations and this school policy, Bloodborne Pathogen 500.7.
  1. Information on bloodborne diseases.
  2. Procedures to prevent exposure to blood or other body fluids with emphasis on Universal Precautions.
  3. Procedures to decontaminate any surfaces; soak objects exposed to blood or body fluids in a 10:1 Bleach Solution for a minimum of 10 minutes.
  4. Post-exposure procedures.

All employees will be instructed by the School Nurse through written materials and video tapes, all employees will be instructed to avoid personal exposures and to contact the maintenance department if there is any contamination of any surface or object in the school buildings so that proper decontamination procedures can be followed.

This training will be reviewed annually by the school nurse and Building and Grounds supervisor. These concepts of Universal Precautions, avoiding personal exposure, and protecting the school environment will be included in the Teacher Handbook.

Designated first aid providers, the nurse, athletic trainers, maintenance employees and coaches will be offered Hepatitis B Vaccinations as prophylaxis against possible exposures to the hepatitis B virus. They will arrange to get these from private physicians and will be reimbursed by the District. If they decline to get the vaccination series these employees must sign the release declination form which is attached to this document. First aid providers for the District are the school nurse and the athletic trainer. Others may be offered the vaccination at the discretion of the Superintendent.

Professional health care providers, the nurse and athletic trainers, are responsible for practicing work practice controls that reduce the likelihood of exposure.

#### Procedure to Follow If an Exposure Incident Occurs

A spill or accident that results in an exposure incident shall immediately be treated in a manner to reduce exposure risk. That is, the body area contaminated should be washed with copious amounts of fresh water and, if possible, with soap and disinfectants. Any exposure incident should be reported to the school nurse and an Exposure Incident Report will be forwarded to the District Superintendent. A copy of the Exposure Incident Report form is attached to his document. Any employee who is exposed during the performance of his or her duties is entitled to a confidential medical examination and follow-up, which will be paid for by the employer.

The following shall be included in this medical care:

- a. First Aid.
- b. Documentation of incident.
- c. Identification and documentation of source individual, unless the employer can establish that identification is not feasible or prohibited by state or local law.
- d. If consent can be obtained, the source individual's blood shall be tested to determine HBV and HIV infectivity.
- e. The employee's blood shall be collected and tested as soon as possible for baseline comparison with later blood tests, if indicated.
- f. The employee shall be offered Hepatitis B Vaccination if the health care provider indicates that it would be advisable.
- g. The employer shall obtain from the health care provider a written evaluation of the recommendations for follow-up and care of the employee.

#### Engineering and Work Practice Controls

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility the following engineering controls will be utilized:

1. Containers for sharps will be located in the health office.
2. Latex gloves will be available to every staff member.
3. Latex gloves will be kept in the health office - easily accessible to any person administering first aid.
4. Custodians and coaches will have their own supply of latex gloves.

Confidentiality shall be maintained on a need to know basis.

#### **❖ *Child Abuse and Neglect Reporting* 5:90**

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services. The employee shall notify the Superintendent or Building Principal that a report has been made. Any employee hired after July 1, 1986, shall sign a statement to the effect that the employee has knowledge and understanding of the reporting requirements of the Act.

#### **❖ *Conduct on School Property* 8:30**

In addition to prohibitions stated in other District policies, no person on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the School District;
3. Violate any provision of the criminal law of the State of Illinois or town or county ordinance;
4. Smoke or otherwise use tobacco products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;

7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board of Education; or
8. Willfully violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on school grounds.

As circumstances warrant, appropriate action will be taken by the District's administrators.

### ❖ ***Economic Interest Statement***      **5:120**

#### **Ethics**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent
2. Building Principal
3. Head of any department
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater
5. Hearing officer
6. Any employee having supervisory authority for 20 or more employees
7. Any employee in a position that requires an administrative or a chief school business official endorsement

#### **Political Activities**

District employees shall not let their political activities interfere with their job responsibilities. Students shall not be used in any manner for promoting a political candidate or issue.

#### **Outside Employment and Conflict of Interest**

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

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

### ❖ ***Emergency School Closing Information***

In case of a need to close school or to go to a delayed start because of a snowstorm or other unforeseen reason, the decision will be made by the administration prior to 6:00 AM, with input from the bus company. Notices will be broadcast over radio stations WKRS (1220 AM), WMAQ (670 AM), WGN (720 AM), B96-FM, 94.7FM and television stations Fox 32-TV, WGN-TV Channel 9, WMAQ-TV Channel 5 and CLTV-News or on line at <http://www.cancellations.com> or <http://www.district128.org>.

If the weather is such that it will be necessary to close school, the Administration will notify the Department Supervisors as soon as the decision is made. The Department Supervisors will then NOTIFY THE TEACHERS IN THEIR DEPARTMENT and all employees under their supervision, including para-professionals, utilizing the department phone tree. (If this involves a toll charge, please turn in that amount to the Business Office, which will see that you are reimbursed.)

All Administrators, Supervisors, Buildings & Grounds, Educational Support Personnel and Technical Services personnel are expected to be at work at their normal starting time. The only employees who will not be working on

emergency school closing days when the offices are open are: teachers, teacher aides, monitor/security personnel and the cafeteria staff. As you know, if it is at all possible, school will remain open.

### ❖ ***Employee Assistance Program***

Employee Assistance Program  
(Public Law 101-226 Employee Drug Prevention)

1. The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or any related activity is in violation of Public Law 101-226.
2. Disciplinary sanctions (consistent with local, state and federal laws) up to and including termination of employment and / or referral for prosecution will be imposed on employees who violate the standards of conduct.
3. Our Employee Assistance Program (EAP) is a benefit provided by the district for employees and their dependents to assist with those personal problems that are too difficult or too complex to handle alone. Counseling through EAP is available at your request or at the suggestion of your supervisor. Members of your immediate family are also eligible for services through EAP.
4. The EAP offers counseling for virtually any personal or emotional distress, including alcohol and drug abuse, marital and family problems, legal and financial difficulties, stress management, adjustment to personal loss (through separation, divorce or death), improving family communication, interpersonal relationships and / or conflicts on the job, career and retirement planning.
5. Evaluation services are available at NO COST to employees and members of their immediate families. There may be some costs for services from other providers, but your health insurance may cover part of those expenses. Your EAP counselor will discuss possible costs and offer guidance.

### ❖ ***Family Medical Leave Act 5:185***

#### Leave Description

Eligible employees may use unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each year, beginning September 1 and ending August 31 of the next year.

Other available paid vacation, personal, or family leave will be substituted for family and medical leave necessitated by birth, adoption/foster care placement, or a family member's serious health condition. Other available paid vacation, personal, or sick leave will be substituted for family and medical leave necessitated by a family member's or employee's own serious health condition. Any substitution required by this policy will count against the employee's family and medical leave entitlement. The District will pay family leave or sick leave only under circumstances permitted by the applicable leave plan. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of family and medical leave shall not serve to extend such other unpaid leave.

Family and medical leave is available in one or more of the following instances:

1. the birth and first-year care of a son or daughter;
2. the adoption or foster placement of a child;
3. the serious health condition of an employee's spouse, parent, or child; and
4. the employee's own serious health condition.

Employees may take an intermittent or reduced-hour family and medical leave when the reason for the leave is 3 or 4, above, with certain limitations provided by law.

Within 15 calendar days after the Superintendent makes a request, an employee must support a request for a family and medical leave when the reason for the leave is 3 or 4, above, with a certificate completed by the employee's or family member's health care provider. Failure to provide the certification may result in a denial of the leave request.

If both spouses are employed by the District, they may together take only 12-weeks for family and medical leaves when the reason for the leave is 1 or 2, above, or to care for a sick parent.

#### Eligibility

To be eligible for family and medical leave, an employee must either:

1. Have been employed by the District for at least 12 months (the 12 months need not be consecutive) and have been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave, or
2. Be a full-time classroom teacher.

#### Notice

If possible, employees must provide at least 30 days' notice to the District of the date when a leave is to begin. If 30 days' notice is not practicable, the notice must be given within 2 business days of when the need becomes known to the employee. Employees shall provide at least verbal notice sufficient to make the District aware that he or she needs a family and medical leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

#### Continuation of Health Benefits

During a family and medical leave, employees are entitled to continuation of health benefits that would have been provided if they were working.

#### Return to Work

An employee returning from a family and medical leave will be given an equivalent position to his or her position before the leave, subject to the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by law.

#### Implementing Procedures

The Superintendent shall develop procedures to implement this policy consistent with the federal Family and Medical Leave Act.

### **❖ *Field Trips/Educational Tour Policy* 6:240**

The Board of Education encourages field trips when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals.

Student activities involving travel shall be authorized by the Superintendent or designee. Educational tours shall be approved by the Board of Education. Each trip authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the students involved.

Guidelines for field trips are:

1. All field trips shall be adequately supervised by staff members and other adults.
2. Whenever entrance fees, food, lodging or other costs are involved, these costs shall be assumed by the student unless otherwise stipulated by the Board of Education, provided that no student shall be excluded from any field trip because of a lack of funds. On all field trips, a bus fee to be set by the Superintendent or designee may be charged to help defray the cost of transportation.
3. Parental permission must be obtained in writing when a field trip is planned.

The teacher shall arrange for the supervision and appropriate alternative learning experiences for non-participating students.

## ❖ *Gift Ban Act 5:130*

### Ethics and Gift Ban

#### Definitions

Unless otherwise stated, all terms used in this policy have the definition given in the State Officials and Employees Ethics Act.

With respect to an employee whose hours are not fixed, “compensated time” includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

#### Prohibited Political Activity

“Prohibited political activity” means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probably vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for election office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

No employee shall intentionally perform any prohibited political activity during any compensated time. No Board Member or employee shall intentionally use any property or resource of the District in connection with any prohibited political activity. At no time shall any Board Member or employee intentionally require any other Board Member or employee to perform any prohibited political activity: (a) as part of that Board Member’s or employee’s duties, (b) as a condition of employment, or (c) during any compensated time off, i.e., as holidays, vacation or personal time off. No Board Member or employee shall be required at any time to participate in any prohibited political activity in consideration for that Board Member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any Board Member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

A Board Member or employee may engage in activities that: (1) are otherwise appropriate as part of his or her official duties, or (2) are undertaken by the individual on a voluntary basis that are not prohibited by this policy.

### Limitations on Receiving Gifts

“Prohibited source” means any person or entity who:

1. Is seeking official action by: (a) a Board Member, or (b) an employee, or by the Board Member or another employee directing that employee;
2. Does business or seeks to do business with: (a) the Board member, or (b) with an employee, or with the Board Member or another employee directing that employee;
3. Conducts activities regulated by: (a) the Board Member, or (b) by an employee or by the Board Member or another employee directing that employee; or
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board Member or employee.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board Member or employee.

Except as permitted by this policy, no Board Member or District employee, and no spouse of or immediate family member living with any Board Member or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board Member or employee, or his or her spouse or immediate family members, pays the fair market value.
3. Any (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual’s spouse and the individual’s fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board Members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. “Catered” means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board Member or employee), if the benefits have not been offered or enhanced because of the official position or

employment of the Board Member or employee, and are customarily provided to others in similar circumstances.

10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board Member or employee from another Board Member or employee, and "inter-governmental gift" means any gift given to a Board Member or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exception is mutually exclusive and independent of every other.

A Board Member or employee, his or her spouse, or an immediate family member living with the Board Member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 © (3) of the Internal Revenue Code.

❖ **Harassment**

**Personnel 5:20**

**Student 7:20**

**5:20 Personnel Policy**

**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 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.

**Whom to Contact with a Report or Complaint**

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

*Nondiscrimination Coordinator:*

Name	<u>Mickie Kirschbaum and Eric Maroscher</u>	<u>Deb Larson and Greg Stilling</u>
Address	<u>Libertyville High School 708 W. Park Avenue Libertyville, IL 60048</u>	<u>Vernon Hills High School 145 N. Lakeview Pkwy. Vernon Hills, IL 60061</u>
Telephone No.	<u>847/327-7027 847/327-7004</u>	<u>847/932-2189 847/932-8429</u>

*Complaint Managers:*

Name	<u>Mickie Kirschbaum and Eric Maroscher</u>	<u>Deb Larson and Greg Stilling</u>
Address	<u>Libertyville High School 708 W. Park Avenue Libertyville, IL 60048</u>	<u>Vernon Hills High School 145 N. Lakeview Pkwy. Vernon Hills, IL 60061</u>
Telephone No.	<u>847/327-7027 847/327-7004</u>	<u>847/932-2189 847/932-8429</u>

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.

**7:20 Student Policy**

**Sexual Harassment**

Sexual harassment of students is prohibited. An employee, District 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.

The terms "intimidating," "hostile," and "offensive" include conduct which 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 student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. 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, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

*Nondiscrimination Coordinator:*

Name	<u>Diane Phillips and Eric Maroscher</u>	<u>Deb Larson and Greg Stilling</u>
Address	<u>Libertyville High School 708 W. Park Avenue Libertyville, IL 60048</u>	<u>Vernon Hills High School 145 N. Lakeview Pkwy. Vernon Hills, IL 60061</u>
Telephone No.	<u>847/327-7005    847/327-7004</u>	<u>847/932-2189    847/932-8429</u>

*Complaint Managers:*

Name	<u>Diane Phillips and Eric Maroscher</u>	<u>Deb Larson and Greg Stilling</u>
Address	<u>Libertyville High School 708 W. Park Avenue Libertyville, IL 60048</u>	<u>Vernon Hills High School 145 N. Lakeview Pkwy. Vernon Hills, IL 60061</u>
Telephone No.	<u>847/327-7005    847/327-7004</u>	<u>847/932-2189    847/932-8429</u>

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as by posting required notices and including this policy 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 student of the District 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. 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.

**❖ *Library Media Center*      6:230**

The Library Media Center shall serve as a multi-media center which shall provide resources to students and professional staff.

The Library Media Center program will focus on enlarging and enriching the on-going classroom instructional program. Continuous upgrading of materials and programs will be the responsibility of the Building Principal with assistance from the center teacher and other teachers of each building.

Each building's collection of materials will be of a comprehensive nature, support the curriculum and provide for varied individual needs, interests, abilities, and maturity levels.

Materials should be selected on the basis of encouraging the growth of knowledge and developing literary, cultural and aesthetic appreciation and ethical standards.

There should be opportunities for free selection of materials based on the student's interest, as well as guided selection of materials appropriate to specific, planned learning experiences.

**❖ *Public Relations*      8:10**

The Superintendent or designee is the District's chief spokesperson and shall plan, implement, and evaluate a District public relations program which will promote an understanding (externally and internally) of the District's efforts to provide each student with the best possible education.

The public relations program should include:

1. Regular news releases concerning District programs, policies, and activities, which will be sent to the news media,

2. News conferences and interviews as requested or needed. Individuals shall not speak for the District without prior approval from the Building Principal with regard to a building issue or from the Superintendent or designee with regard to the District,
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date, and
4. Other programs which highlight the District's programs and activities.

Many opportunities to communicate information and showcase school programs are available via the District 128 web site and printed district publications. The District 128 magazine, *Paw Prints*, is published five times a year for District 128 families and the families of eighth graders in the feeder districts. *The 128 Report*, the District newsletter, is published quarterly and is mailed to all addresses within District 128. Staff members are encouraged to contribute to these publications and to the District website. Please submit materials for publication to the District 128 Director of Communications.

In addition to printed materials and those found on the District website, District 128 employees will also receive communication briefings via email. Those include, but are not limited to, the District 128 Board Briefs and Staying Connected CARE (Committee About Recognizing Employees) memos.

Questions and concerns regarding communication in District 128 should be directed to the Director of Communications.

#### ❖ *School Day for Teachers Terms and Conditions of Employment - Contract*

Teachers shall report to work not later than ten (10) minutes prior to the beginning of the teacher's first scheduled period and shall schedule an additional thirty (30) minutes with the department supervisor either prior to their first period, or after the teacher's last scheduled period. This time may be allotted in a manner of the teacher's choosing. On Fridays and days before holidays, teachers shall remain only five (5) minutes after the end of the teacher's final scheduled period. The building principal shall be authorized to grant requests to leave prior to the end of the work day.

#### ❖ *Student Records Policy 7:340*

School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. The District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the students' parent(s) guardian(s).

The Superintendent shall implement this policy with administrative procedures. The Superintendent or designee shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

#### Classification of Student Records

1. The **Student Permanent Record** consists of basic identifying information, academic transcript, attendance record, college entrance examinations, accident reports and health record, a record of release of permanent information, and other basic information.
2. The **Student Temporary Record** consists of all information not required to be in the Student Permanent Record including family background information, test scores, psychological evaluations, teacher evaluations, special education files, and disciplinary information.

The following is designated as public information and is available for release to the general public, unless parents request that any or all such information not be released: student's name and address, grade level, birth date and place, parent's names and addresses, information on participation in school sponsored activities and athletics, the student's major field of study, and period of attendance in school.

### 3. **Rights of Access to Student Records**

Student records will be made available within 15 days from the request by a parent (or any person specifically designated as a representative by a parent) and they have the right to:

- Inspect and copy any and all information contained in the student record. There will be a charge of \$.25 a page for copies. This fee is not intended to prevent the parent from exercising his/her right to inspect and review records.
- Challenge the content of the records, by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer. A counter statement may be added to the temporary record of a student.
- Receive copies of records to be destroyed. The school will destroy temporary records by July 1 five years after the student's class graduates or permanent withdrawal. Permanent records shall be kept for sixty (60) years after graduation or permanent withdrawal.
- All rights and privileges accorded to a parent/guardian become exclusively those of the student upon his/her eighteenth birthday, graduation from high school, marriage or entry into military service, whichever comes first. The right to inspect and forward records may also be exercised by the student at any time with respect to the student's permanent record and, under certain conditions, the temporary record.
- Local, State and Federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.
- The school will notify parents of the records destruction schedule.
- A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit including employment, credit or insurance.
- In compliance with Senate Bill 078(Ch.122, Par, 10-21..8, IL School Code), the school will provide copies of all correspondence and reports to either parent of a child whose parents are divorced, in the absence of a court order to the contrary, upon the request of the parent.
- As required ISBE Form 33-78 and in accordance with Section 2-3.13 (a) of the School Code of Illinois, Vernon Hills High School must state whether a student seeking to transfer to another school is in good standing at Vernon Hills High School and whether or not the student's medical records are up to date. In good standing means that the student is not being disciplined by suspension or expulsion at the time the good standing affirmation is made.
- Full and complete copies of the laws, rules and regulations regarding student records are on file with the records custodian of VHHS and the Superintendent of District 128.

#### ❖ ***Tobacco Free School Environment***

#### ***Student Discipline***

***7:190***

#### ***Community Relations***

***8:30***

On July 19, 1995, Governor Edgar signed into law Public Act 89-181. The Act amends Section 10-20.5b of the Illinois School Code which relates to the prohibition of the use of tobacco on school grounds.

The Public Act prohibits, without exception, the use of tobacco on **all** school property at **any time**. Tobacco may not be used at any time or any place including, without limitation, grounds outside of school buildings, or on days

when school is not in session. The prohibition applies to all school buildings, grounds, and is not limited to buildings and grounds where students are present.

### ❖ ***Uniform Grievance Procedure***      **2:260**

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. ^1400 et. Seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. ^2000d et seq.
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. ^2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
9. Curriculum, instructional materials, programs; or
10. Provision of services to homeless students.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

#### 1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

#### 2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

#### 3. Decision and Appeal

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

#### Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Name	<u>Mickie Kirschbaum and Eric Maroscher</u>	<u>Deb Larson and Greg Stilling</u>
Address	<u>Libertyville High School 708 W. Park Avenue Libertyville, IL 60048</u>	<u>Vernon Hills High School 145 N. Lakeview Pkwy. Vernon Hills, IL 60061</u>
Telephone No.	<u>847/327-7027      847/327-7004</u>	<u>847/932-2189      847/932-8429</u>

❖ ***Visitors to Building Policy 8:50***

The District encourages visits by Board of Education members, parent(s)/guardian(s), citizens, and taxpayers to all School District buildings. All visitors shall report to the Building Principal's office. If a parent wishes to confer with a teacher, an appointment must be made. Conferences will be held outside school hours or during the teacher's conference/preparation period.

**All** visitors, adults and non-students, are to report to the Front Foyer and sign-in before visiting the school. No one should visit classes unless the administration has been informed, and the teacher has been notified. Teachers who see unauthorized people in the building should contact the Main Office immediately.

# Building Specific Policies and Procedures

## ❖ Activity/Facility Request Procedure

Any request for the use of a school facility, outside of a teacher’s regularly scheduled classroom during the regular school day, should be done as follows:

The teacher completes an Activity/Facility Request Form, which is available in the Main Office or Teacher work areas. This should be done as early as possible. The building is fully utilized throughout the year.

- Athletic Facilities.....Tim Albers
- Conference room use during the school day.....Eric Maroscher
- Cafeterias & Classrooms.....Joe Tomaselli
- Auditorium, Studio Theater, Music, Art, & Applied Tech Labs.....Dan Patterson

## ❖ Activity Fund Accounts

All moneys for individual organizations, clubs, and classes, as well as a general fund, will be kept in the Libertyville High School Activity Fund at the Libertyville Bank & Trust. Deposits into this account and withdrawals from this account will be made through the student activity bookkeeper. The organization sponsor and organization treasurer for each school group having an account should keep accurate books of all moneys received and spent. Frequent checking with the student activity bookkeeper is recommended in order that all school accounts will balance. **No faculty/staff member should keep any money that has been collected for deposit into a student activity account (fundraiser, athletic contest, etc) in his or her possession (not even in a locked desk or drawer). Daily deposits should be made to the bookkeeper in Room 1103.**

### • Student Fund-Raising 7:325

Students should not be used to promote fund-raising activities by non-school sponsored groups except those which are of a school-wide nature in which participation can be a positive experience for students and when the proceeds contribute to a recognized humanitarian purpose.

Fund-raising plans shall be approved by the Building Principal or designee. The funds shall be used to the maximum extent possible for student activities.

### Contractual Agreements

The Building Principal or designee may enter into contracts or agreements related to student activities. The soft drink contracts, photographer contracts and the class ring contracts will be reviewed and approved by the Assistant Superintendent for Business or designee and disclosed to the Board of Education.

### • Solicitation by Salesman/Fundraising

Fund-raising salesmen are discouraged from directly contacting teachers. The Student Activities Director/Assistant Principal keeps a file on fundraising companies and ideas, which teachers may check out. The Student Activities Director/Assistant Principal must approve all fund-raising projects prior to making a commitment to a company. This helps to ensure we do not have duplicate fund-raisers going on at the same time. Fund-raiser approval forms are available in the building mailroom.

## ❖ Assembly Programs

From time to time assembly programs will be held involving either the entire school population or special assemblies for classes, buildings or groups. Whenever all school or all building assemblies are held ALL TEACHERS are to be in direct supervision of students as assigned by the administration.

## ❖ Attendance Procedures

### ***Taking Attendance***

A couple of things to remember:

1. You should always keep a paper copy (grade book) record of student attendance. This is a legal document that could be requested at any time.
2. Attendance should also be recorded in Schoolmaster during the period the class meets.
3. If all students are present, you still must pull up the class roster to indicate your attendance has been taken.
4. Changes after the current day must be made in the student's LST using the Attendance Correction Form.
5. Attendance summary reports will be printed at 3:30 p.m. each day and placed in your mail tray.
6. **DO NOT** allow students to take attendance.
7. Remember to **log off** when you leave your room.
8. **Security is IMPORTANT!** Students must **NOT** have access to our Student Records System.
9. If you encounter problems with these attendance procedures, note the students that were absent. When you get a minute, contact the Data Processing Office for assistance.

### ***ATTENDANCE VIA COMPUTER***

Log on to **SchoolMaster**.

Method I – For a scheduled class

- Click on the **SEATING** icon. The Seating icon is located on the far right side of the screen. If there are no icons, click on Edit, Workstation Preferences, Button Bar.
- Select the Period.
- Click OK.

Your class roster, with pictures of each student in that period, will appear. If no pictures appear, click on Edit, Workstation Preferences, Show Pictures. You will need to close the seating chart window, then re-open it for the change to take affect.

- Click anywhere on the picture of the student and “Absent” will appear above the student’s picture. Click a 2<sup>nd</sup> time on the picture and “Tardy” will appear. Click a 3<sup>rd</sup> time on the picture and the student will be marked present.

All students are assumed “Present”. You need only to mark the absentees. You will notice that some students will already have absent codes on your roster for the day. You will not be able to change those students who have already been coded by the LST. If there are discrepancies, please see the LST.

Method II – For a scheduled class

- Click on the **ATTENDANCE** icon.
- Select a period.

Your class roster will appear in alpha order (no pictures).

Click on “A” for Absent. Again, you need only to mark absentees. Some students will already have attendance codes listed for the day. You will not be able to change those codes.

To access the next class roster, click on Roster in the upper right corner of the screen and select the next period.

### ***Seating Charts***

To Arrange the Seating Chart

Once you have selected a period, click **SETUP**.

Click, hold and drag a picture to the desired location on the screen. It is OK to drop that picture on top of another picture – the 2 pictures will switch locations.

When you have completed rearranging the pictures, click **DONE**.

Method III – For a Study Hall or for individual students

- Step I: Login to SchoolMaster
- Click on “Module” in the upper tool bar.
- Click on the first menu option “Attendance”
- Move right and click on the second menu option “Manual Entry by Student”
- “Date” – Enter the correct date
- “Code” – Choose an appropriate code... if in doubt, use “Present” (at the very top of the list)
- “Periods...” Select the exact period
- “Last Entry” – Skip
- “Student ID or Name” – Begin typing last name or ID number
- Place a “√” in the “Prompt When Overwriting” box
- Click “Select”

### ***Tardy Detentions***

If a student is late to your class, it is still your responsibility to issue a tardy detention. Tardy is defined as from the time the bell rings to **10 minutes** into the period. Please admit a student to your class if they arrive within this time period. It is still your responsibility to issue tardy detentions.

Anything after **10 minutes** is considered a truancy. Do not allow a truant student into your class. Send the student to their LST

### ***Truancy***

When a student is coded “TR” on the afternoon attendance report, the student is truant.

Do not allow a student that is marked “TR” into your class the next day, send them to their LST to receive an admit.

Admits are color coded: Red = truancy/unexcused absence      Blue = excused.

If you do not send a student to their LST when they are marked “TR”, a reminder note will be sent to you and this reminder note will be copied to your department coordinator.

### ***Forms***

#### **Teacher Initiated: Attendance Correction**

If you have made an error (ex. recorded the wrong student absent), complete the attendance correction form and bring this form to the student’s LST.

### **❖ Book Rental Procedures**

All textbooks and supplementary materials used during the school year will be issued by each teacher in all of their respective classes according to the following procedures:

- It will be necessary for you to secure your textbooks from a central departmental source area for distribution to your classes on the first day of school. If you should run short or need more textbooks, you should see your Department Supervisor.
- Department Supervisor’s will have a current price list of the books used in their department. Full list price shall be charged for the replacement of all workbooks and other consumables that are issued and lost.
- The school textbook code number system (04-101) is interpreted as follows: 04 (year of purchase) and 101 (textbook number). Numbers should be on all textbooks issued.
- PLEASE MAKE SURE THAT ALL STUDENTS WRITE THEIR NAMES IN THEIR TEXTBOOKS. Also, explain how they will be charged if textbooks, etc. are lost.
- Textbook assignment sheets are distributed each semester to teachers to be used in keeping a record of the textbooks issued to each student. This form should be returned to the data processing office.

- At the end of a semester class, books should be returned to the teachers and any loss or damaged books should be issued a fine. If a student loses a book and is issued another text: fill out a fine slip and send to the bookkeeper and issue the student a new text.

### ❖ **Bulletin Boards**

The bulletin boards throughout the building and in the classrooms are communication devices. Any announcements/poster posted on any hallway bulletin board **MUST** be cleared through the Principal or Assistant Principal.

All information appearing on bulletin boards/or posted in the hallway must be signed by either the Principal or Assistant Principal and dated so that information can be kept current. Teachers should remind their students to check the bulletin boards.

### ❖ **Care of School Property**

Students are expected to use, but not abuse, school property. This is especially true regarding the marking and mutilation of desks. Each teacher is responsible for the desks in the room they are utilizing during the period he or she is in charge of a class. Please check desk very carefully on a daily basis. Please report any damage to security.

### ❖ **Complimentary Passes**

#### **North Suburban Conference**

Complimentary passes are available to staff members. These passes are good for all **home** athletic events (but will not be honored at tournaments, invitationals, or IHSA competitions such as Sectionals, Regionals, State), and at other North Suburban Conference schools for North Suburban competitions. Passes will be honored for staff members and their families only. Families include spouses and pre-high school age children only. These passes will not be honored at non-N.S.C. events.

#### **Complimentary Passes for Fine Arts Events**

##### MUSIC CONCERTS

Staff members and their immediate families are invited to be our guests at all regular music concerts at LHS. Simply ask at the box office the night of the performance for complimentary tickets. The only possible exception will be some festivals where tickets are printed in advance and may sell out. In these rare instances, we will try to find a seat for you just before the concert starts.

##### THEATER PRODUCTIONS

Plays and Musicals require advance notification to hold up to two tickets for each staff member. These tickets will be held at the box office for you and must be picked up **AT LEAST 15 MINUTES** prior to curtain the night of the performance only. This allows us to sell the tickets if you are unable to make the show. Staff will be notified two weeks prior to each theater production to reserve tickets. You may purchase additional tickets at the time you reserve the two complimentary tickets.

### ❖ **Daily Bulletin**

Information in the Student Daily Bulletin is to be read by the Period 3 teacher and discussed with the students. After reading the bulletin, the Period 3 teacher should post it in the room. Since this is the major means of communication used at Libertyville High School, all Period 3 teachers should be extremely diligent in seeing that the students know what is in the Daily Bulletin. All items should be read. Information to be included in the Student Daily Bulletin should be submitted to Marilyn McBride in the Main Office no later than 10:00 AM on the day prior to the issuance of the Bulletin. The information should be submitted on the Daily Bulletin form or emailed to Marilyn at [Marilyn.McBride@district128.org](mailto:Marilyn.McBride@district128.org) and bear the signature of the faculty member requesting the item to be placed in the Bulletin.

### ❖ **Dropping a Class**

A teacher may not drop students from any class. Teachers cannot permanently suspend any student from class. The principal must approve all drops.

## ❖ Employee Absence

### **FACULTY ABSENCE**

#### After Hours

In the event of illness or an emergency, contact

1. Your immediate supervisor.
2. The substitute phone number is **847-265-5866**.  
**Hours 5:00 a.m. – 6:15 a.m. and 4:30 p.m. – 9:30 p.m.**  
**Please call only during these hours.**  
**Do not call the substitute caller's personal home phone number.**  
**Do not leave a message after 6:15 a.m. It will not be heard.**
3. Leave information regarding the location of your lesson plans with both your supervisor and the Substitute Caller. Follow the following Phone In Script when leaving a message.
4. Upon returning to work, complete the **green** Employee Absence Report form.

#### Teacher Phone In Script

If you call the substitute caller and get the voice mail please use the following script to make all the information clear and concise to the Substitute Caller.

This is (*state your name*).

I teach at (*state the school in which you teach*).

I (*do or do not*) commute.

My department is (*state the department in which you teach*).

I will be absent (*state beginning date of absence, number of days, and the last day of absence*).

I will be absent due to (*state the reason for absence*).\*

My lesson plans can be found (*state location of lesson plans*).\*\*

If possible, I would like to request (*indicate the name of a substitute, if known*) as my substitute.

I can be reached at (*state your phone number*) in case the message cannot be understood.

\*Please use the following reasons...Sick day, family illness, bereavement, family emergency.

\*\*Please place your lesson plans in one of the following two places: your **classroom desk or your mailbox**. This will facilitate the in-service substitute greeter to assist the substitute when they arrive at school.

#### During Business Hours – In Service Needs

**LHS – TBA – Extension 7039, (7:00 a.m. – 3:30 p.m.)**

**VHHS – Coral Trybus – Extension 2001, (7:00 a.m. – 3:30 p.m.)**

In the event that you should need to leave the building during the day:

1. Complete the **pink** Leave Request form.<sup>∞</sup>
2. Contact your immediate supervisor, another supervisor or a building level administrator for approval.
3. Route the **approved** Leave Request form to the substitute caller or the supervisor will contact them for you.
4. Leave information regarding the location of your lesson plans with both your supervisor and the Substitute Caller.

<sup>∞</sup>In an extreme emergency, you may call your supervisor for approval. The supervisor will call the substitute caller. The supervisor will then be responsible for filling out the pink Leave Request Form and submitting it to the substitute caller in a timely fashion.

### **To Attend a Meeting or Conference**

1. Complete the Conference Request Form.
2. Route the form to your immediate supervisor.
3. Notify your immediate supervisor or the substitute caller of the location of your lesson plans prior to leaving for the conference or meeting.

### **To Request a Personal Leave or Funeral Leave Day**

1. Complete a **pink** Leave Request form **at least two days prior to the requested date**.
2. Route the form to your immediate supervisor.
3. Notify your immediate supervisor or the substitute caller of the location of your lesson plans prior to being gone.

#### **▪ Partial Day Employee Absence**

#### **SICK LEAVE FOR PARTIAL ABSENCE**

#### **GUIDELINES TO DETERMINE TIME CHARGED**

1. Absence charged must be based on time missed, not on assignments or classes; to do otherwise would be to discriminate, according to the schedule.
2. Absences should be recorded only in full days or half-days. It is too cumbersome, and really serves little purpose, to work in lesser figures.
3. If there is evidence of misuse of these guidelines, the Superintendent may charge the time as absent.

#### **❖ Errands/Leaving Campus**

A teacher is **never** to send a student on personal errands or give a student permission to leave the school grounds. If a student must leave the school grounds on school business, the student must have written permission from the student's parents, the administration, and then must sign out in their Learning Support Team Office and sign in upon return.

#### **❖ Grade Books**

Teachers are asked to turn in all grade books at the end of the school year to the Data Processing office. Contents should include:

1. All permanent class rosters with all appropriate grades filled in for both semesters
2. Attendance pages

Lesson Plans and seating charts should be readily available in a teacher's grade book in case of an emergency absence.

#### **❖ Guidelines for duplication of videotapes**

**Videotaping and copying of tapes should be done through the Media Services department.**

1. Videotapes are not duplicated except in special circumstances.
2. Use of the equipment for school related video work should always take precedence over any copying of tapes.
3. The only tapes that should be copied on school equipment are tapes that have been made at District #128 or that are owned by the school.
4. Some single tapes can be copied at the request of the teacher for special circumstances. Only one copy of the tape should be made and that would be returned to the teacher. It might be necessary to change from 3/4" to 1/2" format. A suitable amount of time should be allowed to produce the tape. Some examples of this situation would be:
  - (a) A tape that a student might need to submit for a college scholarship application.
  - (b) A tape of an event like a student play, as long as it does not violate a copyright.
5. All VHHS tapes would be in two hour format.

### ❖ **Health Services**

The health services of the school are under the direct supervision of the school nurse. Provision is made for first aid, assisting students who become ill during the school day, and for the supervision of a student's health program when special attention is required.

However, it is not the function of the school health services to give treatments, administer any medications (such as aspirin), or maintain a clinic. The parent will always be telephoned in case of serious injury. The emergency rescue squad may be called for transport to Condell Medical Center. If the parent expects to be absent from the house during the school day, provision should be made for the supervision of the student by a responsible adult in the event of accident or illness.

### ❖ **Incomplete Grades**

If a student has an extended absence due to illness or a pre-arranged absence, a grade of incomplete may be issued. If the course work is not completed by the end of the following nine-week grading period, a failing grade may be issued. This grade will be placed on the student's Permanent Record card and computed into the grade point average.

Once the course work has been completed and a grade assigned, please report the grade to the registrar as soon as possible.

### ❖ **Incomplete Work**

The responsibility for completing makeup work lies with the student. Any student who has an excused/authorized absence from school must contact his/her teachers in order to secure makeup work. This makeup work must be completed at the earliest opportunity and, except in cases of prolonged absence, the work should be completed within a reasonable length of time after returning to school.

The assigning of work in advance for students who will be absent is left to the discretion of the teacher. The office will verify any instances in which a student is eligible to receive assignments in advance; however, since certain units or classes may not lend themselves to advance assignments, a teacher need not give advance work assignments.

Although the responsibility for completing makeup work lies with the student, the teacher cannot assume that the student will carry through; therefore, the teacher should be certain that the work is completed as soon as possible.

### ❖ **Information Technology Services**

#### **Availability of Access**

Access to the District's electronic communications system(s), including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Access to the District's electronic communications system(s) is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system(s) and shall agree in writing to comply with such regulations and guidelines. Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

#### **Acceptable Use**

Community High School District 128 has developed and implemented administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. Every district employee is required to have read the Internet Employee Acceptable Use Policy and signed the Internet Employee Acceptable Use Contract prior to access to the District's network systems and the Internet.

Any student that has read and signed the Internet Student Acceptable Use Policy may participate in classroom activities involving the Internet.

### **Internet Safety**

Community High School District 128:

- Controls students' access to inappropriate materials, as well as to materials that are harmful to minors;
- Ensures student safety and security when using electronic communications;
- Prevents unauthorized access, including hacking and other unlawful activities; and
- Restricts unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

### **Internet Filtering**

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee. Faculty members may obtain a username and password from their local IT Network Manager for bypassing this filter for access to Internet-based resources that may be blocked by the filter, yet support the curriculum. At LHS, contact Temple Murphy (ext. 7044); at VHHS, contact Bob Bartnik (ext. 2056.)

### **Disclaimer of Liability**

The District shall not be liable for the users' inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The Superintendent or designee will oversee the District's electronic communication system(s). Oversight of the posting of official district, or department materials on the District's electronic communication system(s) will be the responsibility of the superintendent, principal, or department supervisor or designee. The District's system(s) will be used only for administrative and instructional purposes consistent with the District's mission and goals.

### **Software and Copyright Law**

Copyrighted software or data may not be placed on any computer connected to the District's network system without permission from the holder of the copyright. Only the owner(s) or individuals the owner(s) specifically authorized may upload copyrighted material to the system.

The District IT Department will maintain a file of software licensing agreements and does not allow the installation of any software on district owned computers without first having a copy of the license on file. Staff members should see their local IT Network Manager if they have software that they wish to be installed on any computer. At LHS, contact Temple Murphy (ext. 7044); at VHHS, contact Bob Bartnik (ext. 2056.)

### **Network Security and Passwords**

In order to maintain the security and integrity of the Community High School District 128's network system, passwords must be kept confidential. Under no circumstances should a staff member divulge their password to students or other employees. By doing so, they risk having grades changed, losing important student data, losing personal documents or having them modified, or having their identity compromised in email or other forms of electronic communications. Passwords should be changed at any time that a staff member feels as if their password has been discovered or at a minimum, once a year. Staff members should see their local IT Network Manager to get a password changed.

Minimum requirements for passwords:

- Minimum 8 characters in length;
- Contains at least one character from three unique character groups – uppercase letter, lowercase letter, numeral, or other keyboard character.

Example of acceptable password: *83NIUHuskie\$*

Employees should not allow students to troubleshoot problems with computer systems or tamper in any way with hardware or system configuration settings.

### **Publishing to the Internet**

All web publishing activities are governed by Board policies and administrative regulations which address technology, network, and acceptable computer use. All persons who have responsibilities for the publishing of web pages to the District 128 website must comply with the guidelines and policies outlined in the Community High School District 128's Web Publishing Standards.

All web publishing training is conducted in collaboration with the Staff Training and Renewal Support Committee. The development of staff training materials along with a schedule of workshops is the responsibility of the Staff Technology Trainer and is conducted as part of ongoing district staff development.

Material appropriate for placement on the District 128 website includes information about the District, department activities or services, teachers or classes, student projects, student co-curricular organizations and parent organizations. Educational resources for staff, students and the District 128 community may also be published online. Personal information, not related to the educational mission of the district, will not be allowed on the website.

All content published on the District 128 website must comply with the following:

- Publications must comply with all state, federal, and international laws concerning copyright, intellectual property rights, and legal uses of network computers.
- Publications must comply with Board policies, administrative regulations, and other District guidelines provided for specific content being published.
- All district web pages must reside on District 128 network servers.

### **Web Publishing Standards**

- All district web pages should reflect standards of high quality in style, presentation, clarity, grammar, spelling and readability.
- All district web pages must coincide with the mission of the district. This means that all department, staff, community and student pages should clearly demonstrate the connections to educational projects, activities, and goals.
- All information that is published must be verifiable.
- Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
- All web pages should include navigation text which links the viewer back to the main page from the front page of any department's, group's or individual's pages.

- Relevant referencing dates are required on all publications. Always list the last updated change on dated materials.
- All publications must include the district email address of the adult maintaining the page. If a student is the publisher, the sponsoring staff member's email must be included as the responsible person. No student email addresses, whether a personal or district account, may be listed on any web page. Only District 128 staff members may act as student sponsors.
- Commercial use for the pursuit of personal or financial gain is prohibited.
- Web pages shall not contain the personal address or phone number of students or staff members. Students' full name may not be used unless otherwise authorized by an explicit parent permission process and signed form. The Director of Communications is to be contacted as the consultant in these kinds of special circumstances where awards or events warrant publicity of this nature.
- Web pages shall not display personally identifiable student pictures unless explicit parental permission has been granted by a parent's signature on the **District 128 Parent Permission for Publication of Student Photo** form. It is required prior to publishing any identifying pictures of students. Each parent permission document must be retained on file as long as the student's picture remains online.
- Any external web sites linked to must be specifically relevant to the district's services, needs, or activities and be pre-approved by the Director of Communications.
- Where student pages are published, there must be an introduction written by the sponsoring staff member describing the intent of the web pages, accompanied by the district email address where that staff member can be reached.
- Maintenance of web pages authored directly by staff members or students is the responsibility of that staff member. If the publisher fails to manage and update his or her web pages in a timely and appropriate manner, the Webmaster reserves the right to remove the pages entirely.

### **Reporting Problems with Computers or Telephones**

If an employee encounters a problem with a computer system or telephone, they should contact the District IT Department immediately for assistance. At LHS, call ext. 7401; At VHHS, call ext. 2401. To report a problem via email, simply send a message to [helpdesk@district128.org](mailto:helpdesk@district128.org).

Employees should not move a computer, printer or telephone without first contacting the District IT Department. This includes temporary or off-site locations.

### **Protecting Employee Files and Documents**

Employees who generate information or resources on computers should not save this important data to the local hard drive of a computer in their classroom, lab or office. When an employee logs into the District's network system, they are immediately mapped to a personal documents storage folder located on a network server (called the H:\ drive.) This folder is backed up every night, scanned for viruses, and ensures the integrity and preservation of the data. Employees are encouraged to make personal back up copies of their documents and files on to floppy disk, CD or other media. Contact your local IT Network Manager for assistance with this.

### **Remote Access**

Employees have the privilege of accessing the District's electronic resources from any computer with Internet access outside of the district. This includes access to district licensed software applications and their personal documents

and files. For more information on this, employees should contact their local IT Network Manager. At LHS, contact Temple Murphy (ext. 7044); at VHHS, contact Bob Bartnik (ext. 2056.)

## **Telephone Calls**

If you are not available for a telephone call, messages will be forwarded to your voicemail. Employees should check their voicemail in the morning, noon and after school. The voicemail system will only keep messages for 30 days. After 30 days, the messages will be automatically deleted by the system. To avoid classroom interruptions, calls will not be forwarded to classrooms during instructional time.

Some district telephones have long distance access. If an employee makes a long distance call, they should make a log of the call on the green telephone log sheet near the phone. These logs will be reviewed monthly by district personnel and employees may be charged for personal long distance phone calls.

### **Instructions for Using the District Telephone System**

To originate an outside call: Dial 9 (for outside line).  
Dial 1, area code and phone number.

**Last Number Redial:** Dial \*\*

#### **Ring Volume:**

Depress FNC 0 and phone will ring.  
Depress Up and Down arrows to adjust volume  
Depress FNC to end

#### **Forwarding Voice Mail**

Pick up the handset and do the following:

- Pick up your main line
- Dial \*6 3999 wait for tone and hang up
- Pick up your main line
- Dial \*3 XXXX (backup line #) wait for tone and hang up (tone will take longer this time)
  
- Pick up your second line
- Dial \*3 3999 wait for tone and hang up
- Pick up your second line
- Dial \*6 3999 wait for tone and hang up
- For setting your phone to Do Not Disturb, dial \*8
- For forwarding all calls, dial \*5 then the number
- For forwarding no answer calls, dial \*6 then the number
- For forwarding busy calls, dial \*3 then the number

#### ***Canceling***

**Press # then 8, 5, 6 or 3 to cancel any of these functions. If you are having problems with your phone, do this first on each line.**

#### **To transfer a call:**

Depress TRP button, receive interrupted dial tone  
Dial extension of party to transfer call TO  
Hang up OR Announce caller, then hang up

\*Note: To retrieve caller before you hang up, depress TRF button. If voice mail answers, hang up to complete transfer, or depress \* TRF to retrieve caller.

### **Conference Call:**

Dial the first number

With call in progress, depress TRF button, receive interrupted dial tone

Dial second party

Depress CNF button to establish 3-way connection.

\*Note: Maximum four party conference. Maximum of two outside parties. To add fourth party, repeat above procedure.

\*Note: You may use the hold key to place callers on hold. They may continue to converse.

### **Instructions for Using the District Voicemail System**

#### **To Call Your Mailbox when you are using a campus extension:**

1. Dial **3999**
2. Press # if you hear the system greeting OR press \* # if you are asked for a password.
3. Enter Your Mailbox Number
4. Enter Your Security Code

#### **To Call Your Mailbox when you are off campus or not using a campus extension:**

1. Dial **327-7800 OR 932-2800**
2. Press # (as soon as you hear the system greeting)
3. Enter Your Mailbox Number
4. Enter Your Security Code

#### **To Transfer an Outside Caller to a Staff/Faculty Voice Mailbox**

1. If you are using a single line phone, momentarily press the switch hook If you are using a Dterm press TRF or Transfer
2. Wait for the stuttering Dial Tone
3. Dial 2500 or 7500
4. Wait for the voice - the dial the mailbox number
5. Immediately Hang Up.

#### **To Set Up Your Mailbox You Need To Do The Following 3 Things:**

- Record Your Mailbox Greeting
- Enter A New Security Code
- Record Your Name

#### **How To Set Up Your Mailbox**

1. Call Your Mailbox
2. Press **3** for Phone Manager
3. Press **1** for Personal Options
4. Enter the Option You Wish to Record:
  - Press **3** to record a Mailbox Greeting. Then Follow the Instructions
  - Press **4** to enter a New Security Code (4 to 15 digits). Then Follow the Instructions
  - Press **5** to record Your Name. Then Follow the Instructions

## Sample Mailbox Greeting

*(Communicate with your callers. Let them know when you're out of the office so they don't expect an immediate call back)*

This is (your name). For Monday, December 11th, I will be in my office all day. I've stepped away from my desk, please leave a message after the tone. Or, for immediate assistance, press 0 for the operator.

## Message Retention

New messages and saved messages will be stored for 30 days. After the 30th day they will be automatically deleted.

## To Record and Send Messages

1. Call Your Mailbox
2. Press **2**
3. Enter Mailbox No. You Wish to Send a Message To
4. Press **2** to Start/Stop Recording
5. Press **6** to Review
6. Press **5** to Send the Message

## To Listen to New/Saved Messages

1. Call Your Mailbox
2. Press **1** to Listen to New Messages - or -
3. Press **5** to Listen to Saved Messages

## To Forward a Message to Another Mailbox

There may be times when you will want to forward a message to another person's voice mailbox. After you have listened to the message, follow these steps to forward the message:

1. Press **2** after listening to the message.
2. When prompted, enter the mailbox number of the person to whom you wish to forward the message.
3. You may now record an introduction which will accompany the message that you are forwarding. Press **2** to start recording the introduction. Press **2** again to stop recording the introduction.  
**NOTE:** If you do not wish to record an introduction simply press **5**.
4. Press **5** to send the message.

## To Exit Your Voice Mailbox

- Hang up!

## ❖ Interim Grade Reports

### Interim-Grade-Period Reports to Parents

At the midpoint of each grading period, special reports are prepared by the teachers. These reports are mailed to the parents of **all students**. The purpose of these reports is to give the student advanced warning that more diligent effort is needed in the course and to advise the parent of specific concerns the teacher has about the work to date of the student.

Teachers are encouraged to use the report card comments to help communicate their expectation with the parents. There are many positive comments as well as negative comments from which to choose. Many favorable comments have been received from parents and students who have received complimentary statements via the use of these reports. A comment must be included with any student receiving a grade of D or F. This helps in communicating the area of concern.

### ❖ **In-Service Substitute**

Teachers who have permission from the building principal and will require a substitute for one or two periods only, should inform the substitute caller in the Teacher's Center (118), well in advance so that an in-service substitute teacher may be contacted. Forms will be given to the in-service substitute teacher. The forms should be signed in duplicate and returned to the Teacher's Center. Payment will be made for periods that are prep period or lunch periods and not for periods when supervisory duties have been assigned.

When an in-service or substitute teacher is needed - lesson plan books should be prepared. Seating charts and assignments should be placed in convenient places so that substitute teachers can easily find them.

#### • **In-Service Substitution** *Contract language*

Class substitution by teachers during their preparation shall be made on an impartial and rotating basis for the best interest of the educational program with reimbursement equal to 1/1,295 of the then current base of the salary schedule per period. Teachers assigned to substitute in industrial arts classes shall not be compelled to allow students to operate machinery if the teacher is not qualified to supervise. Any teacher desirous of assignments in addition to those falling in the rotation should give his/her name to the substitute coordinator.

### ❖ **Library / Media Centers Scheduling Procedures** **LIBRARY MEDIA CENTER - Libertyville High School**

The LHS library program emphasizes two major functions: information literacy instruction and curriculum support services. The teacher librarians (library media specialists) are subject specialists with respect to helping teachers identify and incorporate the best technological resources and information literacy skills into specific units, lessons, and activities. We encourage teachers and staff to contact the library media specialists for all their information technology needs, ranging from traditional print sources to our most advanced online research programs. We emphasize the research process, the evaluation of Internet sites, advanced research techniques, and we will provide insights into copyright restrictions and plagiarism issues.

For staff requiring additional resources when designing instructional activities, or for personal or professional research needs, the library staff provides access to books and resources available in other libraries through interlibrary loan agreements. Additionally, the teacher librarians are continuously evaluating and updating the print, AV materials and Internet resources. We welcome input from teachers throughout the year, and we are available to present book talks and cooperate in other classroom activities when appropriate. Finally, we provide a special service to English department teachers each semester by purchasing and reselling paperback books for their classes. Advanced planning is necessary as the service is limited to the beginning of each semester.

### **CLASS USE POLICY – Libertyville High School**

Teachers with curriculum units involving library resources and research should contact one of the teacher librarians to discuss the unit requirements. We will create information literacy activities and lessons to match the unit. See the library web page for our new online calendar.

Anyone requesting use of the classroom **before or after regular scheduled classes** must complete a "Facilities Request Form", found in the teachers workroom, to request placement on the master school calendar. Teachers can schedule their classes into the library or the library classroom during the regular school day by contacting library staff to coordinate both the library and library classroom usage.

## **VIDEO AND OTHER AV MATERIALS**

Our AV materials (videos, CDs, etc.) are searched by using the library media center's online catalog. These items must be checked out in the same way we circulate our print collection. As always, please ask for assistance in finding and using these and any other print, online, or audiovisual materials you may need. The LMC staff can locate a variety of materials and information resources not immediately available in our collections.

## **GUIDELINES FOR SCHEDULING THE LIBRARY MEDIA CENTER**

The following guidelines are intended to allow as many people access to the facilities as possible.

1. All facilities, including the LMC computer lab within the library and library classroom, are scheduled on a first come, first served basis.
2. Library use is limited to no more than three consecutive days to enable all faculty access to the LMC.
3. After three days, a teacher can schedule the same area after the next three consecutive days. However, either of the areas can be rescheduled if it is available 24 hours before it is needed. Follow-up scheduling is limited to no more than one day at a time please.
4. Teachers may share the LMC classroom if it is mutually agreeable.
5. All scheduling should be directed to the teacher librarians.

## **GUIDELINES FOR SCHEDULING COMPUTER LABS (ROOM 149 AND 151)**

1. All labs are scheduled on a first come, first served basis.
2. Please schedule as far in advance as possible by contacting the lab supervisor in person (Rm 150) or at ext. 7042 (LHS), or [www.district128.org](http://www.district128.org) > LHS > Departments > Schedules for Rooms 149, 150, 151. An email link to the lab supervisor is included on each page. Include with each request: Teacher's name, dates and periods needed, and software required. Confirmation will be sent by return email.
3. Scheduling labs before or after school should follow the same procedure as outlined above.
4. Changes may have been made over the summer that might affect program performance. Before bringing students to a lab for the first time each school year, be sure to come to the labs and test your software in the lab environment. Please do this well in advance of your scheduled date.
5. Teachers may share a lab if it is mutually agreeable.
6. Every attempt will be made to accommodate your classes. However, it is suggested that requests are limited to no more than three consecutive days. This is intended to maximize lab access for as many faculties as possible.

### **❖ Lost and Found**

Articles found by students or teachers/staff in or around either building must be turned in to the LST. Students who have lost articles should check in the LST A-F (Room 152) to see if the articles have been turned in. When items have been lost or stolen, students should immediately notify their Learning Support Team office so that a Theft Report can be filed.

### **❖ Maintenance**

- ***Building Security***

#### **Alarm Security Areas**

Security is important in our facility to maintain a safe environment for students, staff and support. Areas of the school are alarmed. These areas are identified by notices and alarm lights.

#### **Building Appearance & Security**

We would like to maintain a neat and uniform appearance of our school building, save energy and facilitate easier cleaning by performing the following tasks at the end of each day: Please close all blinds and close windows completely. Shut classroom doors and turn out the lights when leaving for the day.

### **Doors - Vision Panel**

Glass vision panels provide surveillance in case of fires and safety by preventing doors from being opened into someone. **Please do not use them for displaying notices or work.** Temporary shading is acceptable when needed but must be removed afterwards.

### **Keys & Proximity Cards**

Faculty personnel are entrusted with keys and proximity cards in order to perform their work safely. Keys and cards should never be loaned to others for any reason. Building keys and proximity cards are controlled and are not to be personally duplicated. Additional or replacement keys and proximity cards may be obtained by approved request to your supervisor, Athletic Director, or Fine Arts. Requests are then forwarded to Building Principal and then to Buildings and Grounds Supervisor. Requests are available in the Teacher's Center.

If you are issued a master key, it is to be used only for the purpose for which it was requested and issued, not for general use throughout the building.

Teachers may retain their keys over the summer with permission of their respective departmental supervisor and a copy to Buildings and Grounds Supervisor after building wide audit each June.

Lost keys and proximity cards should be reported immediately to your supervisor, Principal and to the Buildings and Grounds Department so that access to the building can be controlled.

### **Lock Doors**

Classroom doors must be locked when leaving for the day. When in doubt, assume you are the last person.

- ***Building Environment***

#### **Heating/Air conditioning**

Please notify Building and Grounds office as soon as possible if a problem with the heat is suspected. During weekends, evening hours and holidays temperatures are may be reduced to 60 degrees and outside air is cut off automatically in order to conserve energy.

#### **Lighting**

Classroom and office lighting should be turned off when not in use in order to conserve energy. Report any unusual conditions or deficiencies to Building and Grounds via Work Order.

Building and Grounds personnel or other technical personnel will control Hall, auditorium, theater, gymnasium and outside lighting.

#### **Toxic Substance in the Workplace**

The Illinois Department of Labor has developed a list of potentially toxic substances that may be found in the workplace. Toxic substances are identified on the container labels and will have an accompanied MSDS (Material Safety Data Sheet) to warn the user and instruct the users on how to handle and correctly dispose of the substance. **Please provide a MSDS sheet with any chemicals or hazardous material being turned over to the Building and Grounds department to dispose of. Material will not be accepted without MSDS sheets. It is your responsibility to request a MSDS sheet when ordering the material.**

Copies of all MSDS's are to be given to the School Nurse for immediate reference in the event of accident or emergency. Ensure proper understanding before using or storing any toxic substance on school property.

Because we are not a manufacturer of large quantities of toxic substances, we are exempt from many of the Illinois Department of Labor requirements, but we do wish to maintain a safe environment and an informed staff. If

unknown substances suspected as toxic are found, contact Building and Grounds office. In the event of a personal accident involving a toxic substance please contact the School Nurse.

**In Summary, your responsibility regarding toxic substances in the workplace is:**

- ❖ Turn in all MSDS sheets to the school nurse
- ❖ Check all products you use for appropriate labeling
- ❖ Familiarize yourself with the appropriate MSDS's.

- ***Building Maintenance***

**Maintenance Request (Work Orders)**

Work Orders can be generated by anyone when suspecting building problems. Blank work order forms are available in the Teacher's Workroom or Buildings and Grounds Office.

Work Orders are used to identify, assign and schedule correction action to problems. Work Orders are to be filled out correctly by the requester and turned in to the Department Supervisor and the Buildings and Grounds Supervisor. Work Orders will be scheduled into three priorities (Life & Safety, Emergency and Routine). The Buildings and Grounds Director determines priorities. If work does not appear to be performed in a reasonable manner your respective departmental supervisor should contact the Building and Grounds Director for a department update.

If Work Orders become elevated to a Project Level, materials and outside assistance may be required. Buildings and Grounds will continue to provide follow-up information to the originator or respective supervisors if work cannot be completed promptly.

❖ **Messages to Students**

Messages to students will be delivered to students on an extreme emergency basis only. Messages are to be delivered to the Learning Support Team of that student. Students should take care of appointment times, rides home, etc. at home.

❖ **Parking Areas**

The speed limit in all areas of District #128 is 10 mph.

**No Parking Areas**

The FIRE LANES at Libertyville High School must be kept open at all times before, during and after school and during school events. Libertyville Police Department has the authority to issue tickets on LHS property.

**Other Parking Areas**

1. Specific parking areas have been designated for student parking (east side of the building), faculty parking (back of the building), and commuting teachers (facing the lake in back of the building). Faculty and staff should avoid parking in the student parking lot, visitor parking lot and in the commuter section in the faculty lot unless you are assigned a commuter spot by the Administration. Also, there is no parking in the administration lot where signs designate "Administrative parking only". Visitor parking is marked on the east side of the building along the new student drop off area that is painted blue.

2. Handicapped parking spots are reserved for valid handicapped (Secretary of State issued) stickers/plates and emergency parking only.

3. If you have any questions concerning parking, please consult the Security Supervisor.

❖ **Parking Permits for Staff**

All staff of District #128 must have a staff-parking sticker permanently affixed to their rear view mirror. Stickers are available in the security office, room 106, at LHS. Parking tickets are issued to cars without parking stickers.

Temporary stickers can be issued when you are driving another vehicle temporarily. Please notify the security office at the start of the day if you are driving another vehicle temporarily so you do not receive a ticket.

### ❖ **Personal Property**

Please obtain written administrative approval before you bring personal property to school. Approval of the Principal is required for electrical appliances, furniture and other equipment. All electrical appliances and equipment should be approved by the Underwriters Laboratory and have the “UL” label. Grounded items should be plugged into grounded receptacles or grounded extension cords. Space and other program considerations will be evaluated before approval is given. Safety and liability exposure will also be reviewed in evaluating requests. Personal property at school is at your own risk. It is not covered by school insurance.

### ❖ **Photocopy Machines**

#### Use

At LHS, photocopy machines are located in the Teacher’s Center and in the Library Media Center. The machines are in place for the sole purpose of duplicating school-related data. **They are not to be used for personal documents.**

The photocopy machines located in specific office areas should be limited to use by personnel within that office area. For long run copying, see Donna Smith who is located in the Teacher’s Center. A minimum run for the high-speed machine is 25 copies.

Whenever possible, copying should be done back-to-back to conserve paper.

Please **DO NOT** send students with materials to be copied. **STUDENTS SHOULD NOT BE SENT TO ANY OFFICE OR LIBRARY WITH WORK TO BE RUN OFF.**

#### Word-processing/duplicating services for staff

The office staff of LHS will help teachers in word processing and duplicating whenever possible. Please give the office staff sufficient time to do this work. The period of time immediately prior to the end of grading periods is especially busy and pre-planning is necessary to insure materials will be ready when needed. Please submit typing requests to your Department Secretary.

### ❖ **Postage Machines**

Postage may be requested for school related purposes only. UPS pickup can be requested in the Teacher’s Center. See Donna Smith for information.

### ❖ **Posters**

Throughout the school year, various organizations use posters to stimulate school spirit and relate their messages to the students. ALL posters to be displayed must be approved (initialed and dated) through the Assistant Principal of the building in which the poster is to be displayed and will be placed only in authorized areas. If you are making more than 1 copy of a poster, please bring the original to the Assistant Principal before photocopying so that it can be initialed and then photocopied. Posters are never to be taped to painted walls or glass surfaces. The building now has bulletin boards and tack strips throughout the hallways and staircases. Any teacher who finds a poster which is in poor taste or which is unauthorized should remove the poster and bring it to the Assistant Principal’s office, room 1103.

The display of posters and students work can bring a feeling of life into the building, or the can give it a junky look. The following suggestions should contribute to our appearance for order, rather than disorder.

#### 1. Appropriate Display Locations

No advertising should be placed in the lobby, office, or exhibit area. Advertising should be clearly separated from display. **NOTHING IS TO BE TAPED TO A PAINTED WALL.** Use bulletin boards or

the tack strips that are located throughout the building. Any posters appearing in an unauthorized area are to be immediately removed and returned to the advisor or the group displaying the poster.

## 2. Sense of Timing

Posters up too long lose their effectiveness. The posters become ragged and stale. Events requiring special preparation or dates might be advertised one to three weeks in advance. Large numbers of signs, such as “Pep” signs, should be displayed for one or two days only. (The same signs could be taken down and put up again.)

## 3. Mechanics

Any messages should be easy to understand quickly. Careful lettering will give your message more importance. The poster should be securely fastened to a bulletin board or slipped into the tack strip.

## **PROCEDURES FOR DISPLAYING POSTERS AND SIGNS**

### **Inside Organizations**

1. Signs or posters will be submitted to the Assistant Principal for approval. Signs or posters will be initialed and dated. Please do this on the original prior to photocopying.
2. Information explaining where, how long, and how the sign/poster can be hung will be given to the person submitting the signs/posters.
3. Any sign not having the Assistant Principal’s initials will be taken down and turned in to the administration.
4. Posters and/or signs should be removed immediately after the event.

### **Outside Organizations**

1. Any sign, poster, banner, advertisement or such must be submitted to the Assistant Principal for approval. A **maximum of three** posters/signs will be allowed.
2. The Assistant Principal will initial and date the material.
3. The Assistant Principal will supervise the “posting” of the material.
4. Any sign not having the Assistant Principal’s initials will be taken down and turned in to the administration.
5. Posters and/or signs should be removed immediately after the event.

### **Decorating of Lockers and Locker Rooms**

The athletic director will approve cheerleaders, pompon, or athletic teams decorating lockers, locker rooms and athletic fields.

## **❖ Public Address System**

The public address system is to be used primarily for making necessary announcements. There may be certain occasions when the system will be used to publicize a particular activity, but this use is strictly regulated. The P.A. system is not to be used to announce the type of information that should be carried in the Student Bulletin. When the P.A. is in operation, teachers should insist upon complete attention and should clarify the announcement whenever necessary. All announcements for the P.A. must be in writing and must be approved by the principal or assistant principal and then turned into the receptionist in the Main Office.

Announcements will be made at the following times:

- 1) Before school starts (Club recognition, sports results, updates, upcoming reminders, individual student recognition, etc) or either the first 5 minutes of third period ONLY for special announcements, 2) The last 5 minutes of eighth period for club, sports cancellations or changes, or 3) After school.

## **❖ Regulated Posted Maximum Occupancy**

Each staff member who supervises an activity in the areas listed below is responsible for compliance with the regulated posted maximum occupancy limits as required by the Illinois School Safety Code.

<u>BUILDING AREA</u>	<u>REGULATED POSTED Maximum Occupancy</u>
LHS Gym	2100
LHS Studio Theater	195
LHS Auditorium	795
LHS Cafeteria	352
LHS Field House	1800
LHS Gymnastics Gym	400
LHS Wrestling Gym	300

### ❖ **Reimbursement for Students**

Neither students nor adult members of the community are to be reimbursed by the high school for travel, fees, lodging, or meals when they attend meetings, conferences, or institutes unless prior authorization has been received from the Assistant Superintendent.

### ❖ **Request to change a Teacher**

At the beginning of the school year, or at the beginning of second semester, if the student is starting a second semester class, students will be allowed to change teachers under the following conditions:

1. A written request from parent indicating either this student or a sibling had the teacher for a class previously and why they are requesting a different teacher. A copy of the written request will be forwarded to the appropriate Department Supervisor.
2. The request is made during the first two weeks of the semester when schedule changes are permitted.
3. There is space available in another teacher's class.

Request to change a teacher might be made at other times of the year or for other reasons than specified above. A parent, teacher or a member of the student's Learning Support Team can initiate these requests. In these cases, the Department Supervisor, after consultation with the concerned teacher, and appropriate LST members, will make a recommendation to the building principal. The principal will authorize these changes.

### ❖ **Requisition/Purchase Order Procedures**

All purchases of supplies, equipment, and services for the District must be approved in advance by the appropriate Department Supervisor and the Assistant Superintendent for Business. The process begins at the Department level with the requestor completing a requisition form.

#### **The detailed steps for purchases are as follows:**

- The requestor completes a requisition form. The form is available in the Handbook folder in the Public Folders. The information needed includes the vendor name and address, item numbers, descriptions, prices, and quantities. Accuracy in pricing is important. Please check current prices of all items. Remember to include the shipping or handling charge, if any.
- The requisition is submitted to the requestor's supervisor or Department Supervisor for approval. Once the Department Supervisor has approved the purchase, the Department Secretary enters the requisition into the District's financial software, AFM.
- When the requisition is approved by the Assistant Superintendent for Business, it becomes a Purchase Order. Purchase Orders are printed daily in the Business Office. Two copies of the Purchase Order are sent back to the Department that originated the requisition.
- The Department orders the items by faxing or mailing the Purchase Order to the vendor.

- When the products or services have been received in good condition, the Department Supervisor will sign off on the 'Department Head' copy of the Purchase Order and send it to the Business Office. Please attach to the signed PO any invoices, packing slips, or other documents that accompanied the items.
- When the Department Supervisor has signed off on the purchase and an invoice has been received by the Business Office, the Purchase Order will be processed for payment.

The procedure outlined above will apply in all cases except for emergencies. If an emergency purchase needs to be made, please contact your Department Supervisor for the proper procedure.

Questions about the purchasing process can be directed to the appropriate Department Supervisor, the Department Secretary, or to:

Rhonda Wojciechowski x 3186  
Accounts Payable, Vendors A – L

Claudia Wade x 3158  
Accounts Payable, Vendors M - Z

### ❖ **Safety Procedures**

#### ***SCHOOL SAFETY – TEACHER LIABILITIES***

A teacher always runs the risk of having a suit filed for negligence as the result of accidents at school. In such instances, the teacher is forced to show his/her actions were based upon sound principles and good judgment. Extreme care and close supervision must be exercised in those areas where accidents most often occur. Such areas are: 1) athletic fields, 2) gymnasiums, 3) swimming pools, 4) cafeteria, 5) shops, 6) laboratories, 7) driver training vehicles, 8) field trips, 9) locker rooms.

The teacher has no escape from liability except as he/she exercises good judgment and organizes and plans his/her activities intelligently and thoroughly. This is as it should be because teachers have the same responsibility as parents. Parents, by law, cannot sign away or default their obligations in these same manners.

The primary responsibility of any school person is to care for the safety of his/her pupils and, in case of accidents, render emergency treatment until professional aid can be secured. An accident report is to be filed in the Principal's office as soon as possible describing in detail the incident including date, time, and names of any witnesses. A copy must be sent to the Business Office.

Whenever a suit is filed, the school district, administration, and Board of Education are usually named as defendants along with the person in charge of the class or activity.

#### **Accident Reports – Employee**

All employees should complete an employee accident form following any injury that occurs at work.

#### **Accident Reports – Students**

All employees should report any student accidents to the nurse's office. A form should be completed with the nurse detailing the injury/accident.

#### ***BOMB THREAT- THREAT BY TELEPHONE***

##### **Responsibilities**

- Person receiving the call:
  - DO NOT HANG UP ON THE CALLER.
  - Complete the Bomb Threat Checklist.
  - Notify a school administrator Dr. Wojtena (7001), Eric Maroscher (7004), Diane Phillips (7005), Ron Bjurstrom or the switchboard at (7000) immediately.
  - Do not disconnect the phone line which the call was received.
  - Use a different telephone to call 911.
  - Follow instructions per school administrator.

## Responses To A Bomb Threat Summary For Staff

### Level I

Type of Threat: Non-direct threat such as overheard conversations, innuendoes, hearsay and/or a letter in the mail.

Action: Notify an administrator Dr. Wojtena (7001), Eric Maroscher (7004), Diane Phillips (7005), Ron Bjurstrom immediately.

### Level II

Type of Threat: Non-specific telephone/computer/written threat.

Action:

- Faculty and staff will be notified over PA that a **BUILDING SEARCH** is in progress.
- Expectations for faculty and staff:
  - Close doors (do not lock) and open windows in classrooms and work areas.
  - Keep students in classrooms and/or escort students in halls to a classroom.
  - During lunch periods students, teachers, staff, not in a class, should move to the faculty cafeteria and mailroom.
  - Ask students to place books, purses, backpacks, and coats on top of desks.
  - Take attendance and keep attendance book with you.
  - Check room for any unusual items. **DO NOT TOUCH ANYTHING!** If a suspicious item is found, notify the office using the emergency call button, telephone, or through a member of the Emergency Response Team (ERT).
  - Custodial/security staff will secure all exterior doors.
  - Faculty and staff will be notified via PA that the situation is **ALL CLEAR**.

### Level III

Type of Threat: Specific telephone/computer/written threat or suspected device is found.

Action:

- Faculty and staff will be notified over PA to **EVACUATE THE BUILDING**.
  - All persons should leave building in a quick and orderly manner.
  - Students are NOT to go to their lockers no matter what the weather.
  - Students **should bring** what they have with them when they exit the building including book bags/backpacks, purses, etc.
  - Teachers must bring grade books/attendance sheets with them.
  - All school personnel and students should walk to the designated areas: CDW parking lot and Washington Mutual Building
  - Teachers must take attendance to ensure that all students are outside the building.
  - Keep driveways and entrance clear.
  - Re-entry into the school will be denied until it has been determined that the building is safe.

### Level IV

Type of Threat: Explosion of device.

Action:

- The building will be evacuated immediately by using the fire alarm.
- Follow evacuation procedures:
- All school personnel and students should walk to the designated areas: Showplace 8 Theaters
- Keep driveways and entrances clear.

Re-entry into the school will be denied until it has been determined that the building is safe.

### Zones of Responsibility

Libertyville High School

Coordination: Diane Phillips, Eric Maroscher, Bob Uliks

**ZONE 1 – Eric Maroscher, Scott Bogumil, Judi Neuberger/Joe Cragan, Kathy Colon**  
**ZONE 2 – Ron Bjurstrom, Ole Stevens, Joe Favia, Thelma Krupp**  
**ZONE 3 – Diane Phillips, Larry Grubb, Lynn Eves, Tim Roegner**  
**ZONE 4 – Sandra Cottrell, Mike Crane, Kim Johnson/Liz Perlman, Dan Patterson, Bob Fox**  
**ZONE 5 – Sally Hauck, Dawn Shannahan, TBA Security, Cindy Macdonald**  
**ZONE 6 – Bryan Wilcox, Mickie Kirschbaum, Greg Herman, Sarah Kelly**  
**ZONE 7 – Jeff McKenzie, Janet Weber, Michele Talley, Ethel Pechulis, Tim Albers**  
**Nurse’s Office - Cameron Traut**  
**Main Office / Switchboard Operator – Marilyn McBride, Diane Potter**  
**(Remain at switchboard to answer phone.)**

### ***FIRE ALARMS – FALSE***

Occasionally a student turns in a false fire alarm. Although we do not anticipate any such occurrences, we must always be on the alert. All classes and staff will, of course, leave the building until the nature of the alarm is determined. The one method by which we can determine who turned in the false alarm is to know at all times which students are in the corridors. This underlines the necessity for all teachers to know which students are out of the classroom for any reason at any time.

### ***FIRE DRILLS***

The signal for a fire drill is sounding of the regular fire alarm horn. Each classroom teacher must inform his/her class as to the correct method of evacuation. Fire drills will be held at regular intervals throughout the school year. Teachers must be with their groups always, they must have their attendance/grade book with them, and they must be ready to select another exit in case their assigned exit is blocked.

### **Fire Drill Routes and Regulations**

1. Students are to walk in double file keeping close to the corridor walls and should exit with their teacher. Use caution when crossing driveways.
2. Students are to carry only purses outside – no books or coats. They should not go to their locker.
3. Students should follow the general rules of classroom conduct while leaving the building, waiting outside and returning to their classroom. Teachers should be with their students in a designated waiting location.
4. Teachers are to carry their attendance/grade book with them when leaving the building for a fire drill. Teachers are to leave the building with their class and accompany students to the designated waiting area.
5. Teachers should appoint two students in each class to be responsible for closing windows and seeing that the door is closed when the class leaves the room.
6. Science and lab teachers should be certain that all equipment is turned off before leaving the room. Be sure main power switches are turned off.
7. If a certain exit is blocked, you must be prepared to lead your group to the nearest exit.
8. All staff and students should move away from the building.
9. Do not stand in any roadway. They must be left open for emergency vehicles.
10. Students and staff should not go to their cars.
11. In case of a fire alarm during a lunch period, teachers who do not have a scheduled class should assist in evacuating students from the cafeteria.

### ***SAFETY PRECAUTIONS – HANDICAPPED STUDENTS***

In case of a fire alarm, stairwells on all two floors of LHS have been designated by the fire department as a safe area to transport handicapped students.

When a fire alarm is activated the teacher with a student in a wheelchair or with a student who is unable to navigate stairs will:

1. Ask the teacher closest (next door) to his/her classroom to escort your students to the designated area outside the building.
2. The teacher will accompany the handicapped student to the stairwell, along with a student helper. After the handicapped student is in the stairwell, the student helper is to go immediately to the Main Office, Room 1101, and notify an administrator or security that a handicapped student has been escorted to the stairwell.

3. The teacher will stay with that handicapped student in the stairwell until an administrator or security staff member arrives.
4. When an administrator or security staff member is with the handicapped student, the teacher will rejoin his/her students outside the building.
5. When the Fire Department arrives, an administrator or member of security will meet the Fire Department at the front door and let them know that a handicapped is in the stairwell. The Fire Department will make the decision on whether the student needs to be evacuated and how that will be done.
6. The key to having this plan work is the teacher and his/her helper communicating with the administration and security staff.

### ***LOCK DOWN PROCEDURES***

#### **INTERNAL THREAT**

An internal threat occurs when an intruder is inside the building and/or a student inside the building poses a threat to faculty, staff and students.

Action:

- An administrator will announce over PA that a INTERNAL LOCKDOWN is necessary.
- Teachers/staff will lock classroom/office doors, close windows, turn off lights, close blinds and get down on the ground until further notice.
- Students and staff in lunch periods should stay in the cafeteria.
- Move all students and staff in the hallways into a classroom.
- Tell students to place books, purses, backpacks, book bags, and coats on top of desks.
- Teachers and staff must take attendance, including the IRC, cafeteria and library.
- Custodial/security staff will secure all exterior doors.
- The administrator in charge will give the ALL CLEAR over the PA. Every teacher/staff member should document any activity that occurred during the emergency situation and offer suggestions as to how things could have been better managed.

#### **EXTERNAL THREAT**

An external threat occurs outside the building, such as a fight with a weapon, or someone approaching the building with a weapon. This procedure will also go into effect when the police and/or fire departments initiate it.

Action:

- An administrator will announce over PA that an EXTERNAL LOCKDOWN is necessary and that the ERT will meet in room TBA.
- Teachers/staff will lock classroom/office doors, close windows, turn off lights, close blinds and get down on the ground until further notice.
- Students and staff in lunch periods should stay in the cafeteria and get down on the ground until further notice.
- Move all students and staff in the hallways into a classroom.
- Tell students to place books, purses, backpacks, book bags, and coats on top of desks.
- Teachers must take attendance, including the IRC, cafeteria and library.
- Custodial/security staff will secure all exterior doors.
- The administrator in charge will give the ALL CLEAR over the PA. Every teacher/staff should document any activity that occurred during the emergency situation and offer suggestions as to how things could have been better managed.

### ***TORNADO SAFETY RULES AND PROCEDURES***

#### ***TORNADO ALERT***

A tornado watch is issued by the US Weather Bureau for areas where tornadoes may occur during the next several hours. The size of the average watch area is approximately 100 miles wide and 300 miles long. The object of a watch is to alert the public in the areas covered by the watch to the possibility of tornadoes and advise them to be

ready to take precautionary action if a tornado is sighted or if tornado warnings are issued. Once a tornado has formed and its existence is known to the weather bureau, the weather bureau issues a public tornado warning.

### ***TORNADO WARNING***

A tornado warning means that a tornado has actually been sighted in the area or its presence has been detected by radar. Following the issuance of a Tornado Warning, persons in the path of the tornado should immediately take safety precautions. The warning will indicate the location where the tornado was discovered, the area through which it is expected to move and the time periods during which the tornado will move through the area warned.

IN THE EVENT OF A TORNADO WARNING A SERIES OF SHORT-STEADY RINGS WILL BE GIVEN ON THE BELL SYSTEM.

1. All classroom teachers will stay with their class and escort them to the designated areas. ALL teachers not scheduled with classes are to report to the first aid area in the nurse's office (room 116) and are to receive further assignments at this location.
2. If the windows are open, leave them open. If they are closed, leave them closed.
3. All blinds are to be set in the closed position if this is possible in a safe manner. Any drapes or blackout shades are to be closed. This will cut down on the amount of flying glass.
4. All personnel, students and staff are to move to the locations assigned. Only those students who are to remain in their regularly assigned classroom area are to take the kneeling position on the floor, face down with hands clasped over the head. All other students who are moving from their classroom to an assigned safety area are to STAND facing the South or West wall as close as possible and are not to take the kneeling position.
5. The general rules used in Fire Drills are also to be carried out in Tornado Procedures.
6. Classroom teachers supervising this area must make sure that no students have positioned themselves in an area that would place them in the direct line of glass if the window of the classroom were to be blown out.
7. An administrator will be at the public address system to give any further instructions.

HIGH HAZARD AREAS THAT MUST BE EVACUATED IMMEDIATELY ARE THE FOLLOWING:

Library, Field House, Studio Theater, Cafeteria, Auditorium, Lecture Hall, Gymnasium, Swimming Pool (Upper Level), and the Gymnastics Area.

### GENERAL INFORMATION

Cafeteria personnel will remain in the kitchen area of the cafeteria.

Main Office Personnel will report to the nurse's office. All money and office records are to be in the vault /safe and secure.

Superintendent and Business Office personnel report to the basement of the Administration Center.

Custodians will make sure that all gas and oil supplies are shut off at the main source of entry.

The nurse's office will be used as a first aid area.

All faculty members who are at lunch or who are on preparation time are to report to the main office for specific assignments.

All students and personnel are to be in their assigned areas until notified by the bell or public address system to move to their regular locations. The ALL CLEAR will be one long steady bell.

## **TORNADO WARNING- HANDICAPPED STUDENT / STAFF**

When a tornado warning alarm is activated:

The teacher with a student in a wheelchair - or with a student who is unable to navigate stairs will go to the emergency shelter area that has been assigned to their classroom.

1. The teacher will accompany the handicapped student to their designated area, along with a student helper. After the handicapped student is in the designated area, the student helper is to go immediately to the Main Office and notify an administrator or security the location of the handicapped student.

### **❖ SchoolMaster/SchoolMaster Grading Program**

SchoolMaster is the program used to maintain and collect all student grades, data and records. This program also has an accompanying grade book program and a Parental Access (PASS) component used by District 128. All teachers are required to enter grades at interim grade reports and quarterly and semester deadlines. Teachers have access through a password and should never allow students to know their password or use a computer on which SchoolMaster is open. **DO NOT ALLOW STUDENTS TO USE A COMPUTER IF YOU ARE LOGGED INTO THE SYSTEM AND/OR SCHOOLMASTER.**

### **❖ School Supervision**

All teachers are expected to cooperate in the general supervision of the school. Although the individual classroom is a teacher's primary area of supervision, teachers must also supervise in the corridors and other school areas. When classes are passing, teachers are expected to be in the corridor near their classroom. Students are expected to be courteous and polite at all times to all staff members. Any deviation from this type of behavior should be reported to the appropriate LST immediately.

### **❖ Special Education Students / Special Services Department**

#### ***INTRODUCTION TO SERVICES***

The Special Services department provides specialized instruction and support to district students who are eligible to receive special education programming. Eligibility is determined following an evaluation and according to criteria set out by the state of Illinois. The categories of eligibility for high school aged students are: blindness, hearing impairment, physical impairment, mental retardation, learning disabilities, emotional disorder, autism, traumatic brain injury and other health impairment.

Students who receive special education services receive instruction and support through general education courses, special instructional courses, resource room services and related services such as social work, psychology or itinerant teaching services. The type and amount of service each student receives is determined by the student's IEP Team (Individual Education Plan Team). The team is made up of the student, the parents, general education teachers, special education teachers and a supervisor.

The special services department is responsible to find and identify students who may need special education services in order to benefit from their education. Parents, students and staff members who are concerned, or suspect, that a student may have a disability and require specialized services may refer them to the student's counselor and LST. The LST may make a referral to the Special Services Team in the building. Special Services Team (SST) meets on a regular published schedule throughout the school year.

Students who are referred to SST will receive an evaluation that includes the components prescribed by the state of Illinois. The evaluation will include a student interview, parent consultation, social developmental study, medical history and current health status, vision and hearing screening, a review of the child's academic record and current educational functioning, evaluation of learning processes and achievement, assessment of the learning environment; and it may include such specialized evaluations as speech and language or psychological evaluation.

The Special Services Department also does evaluations relative to students who may require a 504 Plan or Home or Hospital Services. The department maintains a staff and a special education supervisor at each high school building. The Director of Special Services has an office at each of the high school buildings and maybe reached by

email or at extension #7087. Inquiries regarding access to special education services, instruction or evaluation maybe made by contacting the Director of Special Services.

### ***MODIFIED GRADING PROCEDURES***

**RATIONALE:** As determined by an IEP (Individual Education Plan) team, a student who is eligible for special education services may benefit from participation in general education courses to enlarge their base of academic knowledge, to earn credits for graduation and to advance their individual academic needs. In order to benefit from the course the student may require some curricular modifications, and therefore, some modifications in the grading of the student. Modification of the curriculum and the grade of a particular course is a shared one involving the general education classroom teacher, the special education case manager, the student and the student's parents. A decision to modify a course/grade should occur during the first six weeks of a grading period and it will be recorded on a student's IEP.

A student's grade will be modified according to the standards of the three categories listed below. The special education case manager should complete the *Modified Instructional Goals* form. The form should be sent to the data processing office so a modified grade is accurately recorded on the student's transcript.

**Note:** A general education student, or a student who is being evaluated but who has not yet been found eligible for special education services, may under unique circumstances make a request for modified grading of their coursework. In such circumstances the student, the parents, the teacher, the guidance counselor and the Pupil Personnel Director (and others at the director's request) shall consider the request. If granted, the student's grade will be modified according to the standards of the three categories listed below. The guidance counselor should complete the Modified Instructional Goals form.

**CATEGORY I:** The student is capable of meeting the course objectives and standards without modification of the curriculum. The student may require minor accommodations such as an alternate testing site, a test reader, extended time tests/assignments, use of a tape recorder or teacher notes. The need for accommodations will be documented in the student's IEP. The student's work will be graded on typical coursework standards, using standard letter grades, without penalizing the student who requires accommodations.

**CATEGORY II:** The student is unable to meet *some* of the course objectives and standards. In addition to student accommodations such as those listed in Category I, the student requires some modification of the curriculum and assignments. Modifications will be based upon the student's individual academic skills/needs and will be developed jointly by the general education classroom teacher and the special education case manager. The student's need for individualized course modifications and standards for grading will be documented in the IEP. The student's work will be graded using standard letter grades with a denotation of modified or on a credit/no credit basis.

**CATEGORY III:** The student is significantly academically disabled and is unable to meet even minimal course objectives and standards. The purpose of participation in the general education curriculum is to allow the student to gain benefit from the social and academic setting of a general education classroom. The student's IEP will document the individual goals/objectives being met through the student's participation in general education coursework and activities and the standard for grading the student's work. The transcript will denote the title of the course and I.S. for Independent Study. The student's work will be graded on a credit/no credit basis.

## **❖ Staff Development**

### ***STARS***

**STARS** is an acronym for Staff Training and Renewal Support, the District 128 Staff Development Committee. It is our goal to help each employee to continue to grow and develop professionally through staff development programs and training. Representatives from each building are members of a committee chaired by the Associate Superintendent of Curriculum and Instruction. We welcome your input and ideas as we plan to meet the needs of our staff. We meet monthly to design and plan activities for the coming year. You can find more information about

STARS on the district website on the staff development link. Watch for email newsletter and up to date information on in-service day agendas and upcoming events.

### ***CONFERENCES, PROFESSIONAL MEETINGS AND TRAVEL***

CHSD 128 encourages ongoing professional growth of its staff through active participation in workshops, seminars, coursework, conference attendance and other staff development opportunities. While some of these activities take place on campus, many take place in the Chicago land area and even out of state. Procedures for requesting permission to attend conferences and workshops are outlined below:

#### **Travel Procedures:**

- \*Staff are expected to work with their supervisors on conference planning and budget allocation and approval when budgets are set during the prior year. Do not automatically expect approval for a conference if it has not been budgeted for in advance.
- \*Ideally, conference registrations should be submitted for approval a minimum of **four weeks prior to the start of the conference** so that paperwork can clear and checks/purchase orders issued.
- \*Conference reimbursement requests received **after the conference** may not be refunded without prior approval at building and district levels.
- \*Conference materials purchased without prior approval by the District **will not be reimbursed** by the District.
- \*Workshop and conference registration costs paid for by the District will not include membership fees to the sponsoring organizations. **All membership fees must be paid for by the conference participant.**
- \*Conference participants are expected to drive to the conference daily if the conference is within reasonable driving distance of LHS or VHHS. Overnight travel may be approved prior to conference attendance if evening obligations exist for the participant.
- \*Hotel accommodations and travel arrangements must be pre-approved.
- \*Meals will be provided for overnight travel according to the following per diem allocation:

Breakfast:	\$7.00
Lunch:	\$10.00
Dinner:	\$20.00
- \*Generally, District participants at half-day or one-day only conferences or workshops will be reimbursed for **lunch only**.
- \*The District will not reimburse for alcohol. Be sure to subtract alcohol (and corresponding tips) from the receipts you submit.
- \*Tips and gratuities are **included in the meal allocations**.
- \*Mileage and tolls will be reimbursed at the current federal rate: \$ 0.36 ½

#### **Department Supervisors:**

- \*Will receive one District-sponsored membership in a professional organization.
- \*May attend one national conference per year related to their content area.
- \*Should allocate sufficient funds for department travel with input from members of the department.
- \*Should plan ahead for state and national conference attendance in their annual budget.
- \*Should not depend upon grant funding for conference attendance with the exception of advanced placement conferences.

### **❖ Student Assistance Program**

#### ***POSITION***

Staff members at District #128, along with parents and other segments of the community, play an important role in assisting students to make responsible and appropriate decisions related to drug and alcohol use. It is the primary goal of our student assistance program to focus on the needs of individuals who may need assistance. It is not the goal of District #128 to become a treatment center. The purpose of our program is to provide a non-threatening, early intervention channel for students who are exhibiting inappropriate behavior, but for whom formal disciplinary

action may not be appropriate. Behaviors of concern include, but are not limited to, absenteeism, tardiness, change in grades, change in extracurricular participation, and withdrawal from peers, aggressiveness towards peers, lack of attention in class, falling asleep in class, and hostility.

### ***PROGRAM PURPOSE***

Although all problems that individuals may have are not listed above, and are not necessarily behaviors that could cause formal disciplinary action, they are behaviors that could signal potential problems and interference in the learning process. Discipline cannot be a purpose of this process if the goal of the program is to help the student. If disciplinary action is indicated, it should be separated from the student assistance program. School personnel who observe this type of behavior will have an opportunity to offer assistance to the individuals. If you have expressed your concern to a student and there is no change in their behavior, you can contact the SAP program to have a blue card sent out to all the faculty and staff with whom the student interfaces. Important information will be gathered from this blue card system and appropriate referrals will be made. As part of new teacher orientation, each teacher will be instructed on the procedure of the Student Assistance Program. Any questions should be addressed to the SAP Coordinator.

#### **❖ Student Dishonesty**

Students will be expected to deal honestly with all staff members. Examples of dishonesty that may result in disciplinary consequences include: cheating, plagiarism, lying to school officials, forgery, altering school forms, and/or possession of school forms. Any infractions should be brought to the attention of the student's dean.

#### **❖ Student Fees and Fines**

The week prior to final exams teachers will be given an alphabetic list of their classes. If a student has lost equipment, supplies, books, etc., please indicate the amount and a brief description in the lost equipment / supplies column. If a student has more than one missing or damaged text, or has more than one fine, list the additional fine at the bottom of the report. This report must be returned to the student activities bookkeeper following each exam. Prior to assigning any fine, a student must be provided a complete explanation of why a fine is being assessed and how much the fine is.

If a book or materials are returned to you, please notify the bookkeeper or data processing so that the correction can be made to the students account.

### **Textbooks**

All textbooks along with any other loaned reference or school-owned equipment and/or supplies should be turned in to the teacher and fine and fee slips issued to students prior to administering the final examination. This has proven to be the most successful method of guaranteeing the return of school owned materials.

#### **❖ Student Suicide Threat/Attempt**

Any school employee who witnesses and/or has any knowledge of a threat or contemplation to commit suicide shall immediately notify any of the social workers and provide the following information (if known).

1. Student's name, birth date, and identification number, if any.
2. Parent / guardian's address and telephone number.
3. Description of the circumstances.

### **What You Should Do**

- ❖ Recognize the clues to suicide - act on your concerns.
- ❖ Be supportive to the person - listen intelligently. Tell him you would like to help him. Show your concern.
- ❖ Ask appropriate questions - get a sense of what led up to this, what his plans are, how immediate the danger is, who else in his life might be a support.
- ❖ Stay calm - if you're anxious about discussing the subject, you may unconsciously communicate this to the person. Better to say, "This is tough stuff to deal with, but I'll try to help you with it."
- ❖ Give the person realistic feedback on his "thoughts" - "Death is final; you can't come back." Try to state this so that you're not giving advice or opinion, just reflecting back what the person says that is out of sense with reality.

- ❖ Ask to remove pills, or a weapon from the person - “I want to help you, but I am uncomfortable knowing that you have pills with you”.
- ❖ Urge the individual to seek professional help - be willing to make the referral and accompany him.

### **What You Should Not Do**

- ❖ Don't deny or cover up his feelings or intents. Don't be judgmental. Acknowledge his feelings without reinforcing the negative. “I believe that you're feeling miserable right now. Let's talk about it.”
- ❖ Don't be afraid to be the first to mention suicide or to ask, “Have you thought about hurting yourself?” Generally it comes as a relief to the person that you are willing to discuss the subject.
- ❖ Don't take responsibility for “saving the person”. Get additional help.
- ❖ Don't feel you have to have an answer to all the people questions. If you don't know the meaning of life, say so. Make it clear that you're there to help him, but that you can't solve problems for him.
- ❖ If risk seems pressing, don't leave the person alone for any amount of time.
- ❖ Don't abandon the person because his problems are overwhelming. Follow through in getting him help. Don't be another loss or rejection to him.

### **❖ Study Halls**

Each student should endeavor to use his or her assigned study hall time constructively, either in the study hall or by seeking assistance in the library, resource center or LST office. Any abuse of these privileges will result in disciplinary action. Students reporting to an area other than study hall must turn in their ID card, sign in, or take a pass to their study hall teacher prior to reporting to another area. Failure to be accountable for study hall attendance may result in disciplinary action.

### **❖ Supplies**

Purchase requisitions may be secured in the Teacher workrooms or through your department supervisor. Staff members will complete a requisition form and route them to their department supervisor. This form will then be passed on to the building principal and to the Business Office for final approval.

For general office supplies, see **TBA** for a supply request form and they will fill the order.

Staff members are not permitted to order supplies or items of equipment and charge them to the school or to the Board of Education without prior authorization.

### **❖ Test Scoring Machines**

We have two types of test scoring machines. The Datronics (3-M) machines mark the wrong answers and list the number correct, and uses the “blue” 100-Question by 5 Choice Alpha half-sheet answer forms (Ask for the “blue” Datronics 3-M 100 Question forms.)

We also have Scantron Model 888 and Model 88 test scoring machines. Model 888 features a visual display and class averages. Additional memory makes possible memory analysis, ballot counting and survey tabulating. Model 88 has a visual display and class average features.

The following forms are stocked for the Scantron units. Please ask for them in the Teacher's Center by form number:

Form No.	Description
882-ES	100 Question 5-Choice Alpha, 4 X 1 1/4" X 11", Two sides (Green Form) (This is similar to the Datronics form we use - but not compatible for use on the Datronics units.)
884-ES	200 Question x 5 Choice Alpha 8 1/2" x 11", Two Sides (Eliminates use of double forms for longer tests.)
888-ES	100 Question x 5-Choice Alpha with work space, 8 1/2 x 11" Two Sides.

The work space may be used for essay questions and calculations, or may be overprinted with questions or problems on the Rizograph.

9700	Item Analysis, 1-50, 26-50
9701	Item Analysis, 1-25 Each Side

**❖ Textbooks**

Textbooks for classes have been placed in the room in which a class will meet or in specified departmental areas. Any shortages or overages should be reported to the department coordinator, who will then notify proper personnel.

**❖ Transfer/Moving of School Equipment**

No capital item shall be transferred from one room to another or from one building to another without completing a Transfer Form for Inventory Control. Floating audiovisual equipment shall be used within the building assigned and not be taken from one building to the other without clearing with the audiovisual department of the library. Equipment must be checked out from the audiovisual central pool.

**❖ Valuables**

Each student is responsible for the safekeeping of any valuables that he/she brings to school. The school provides corridor lockers and gymnasium lockers that can be locked. Each student must keep these lockers locked at all times and should tell no one his/her combination. If a loss does occur, the student must report the loss immediately to their Learning Support Team. The school district does not have liability insurance for personal belonging of individual student, faculty, or staff. This includes personal items left in the classroom.