

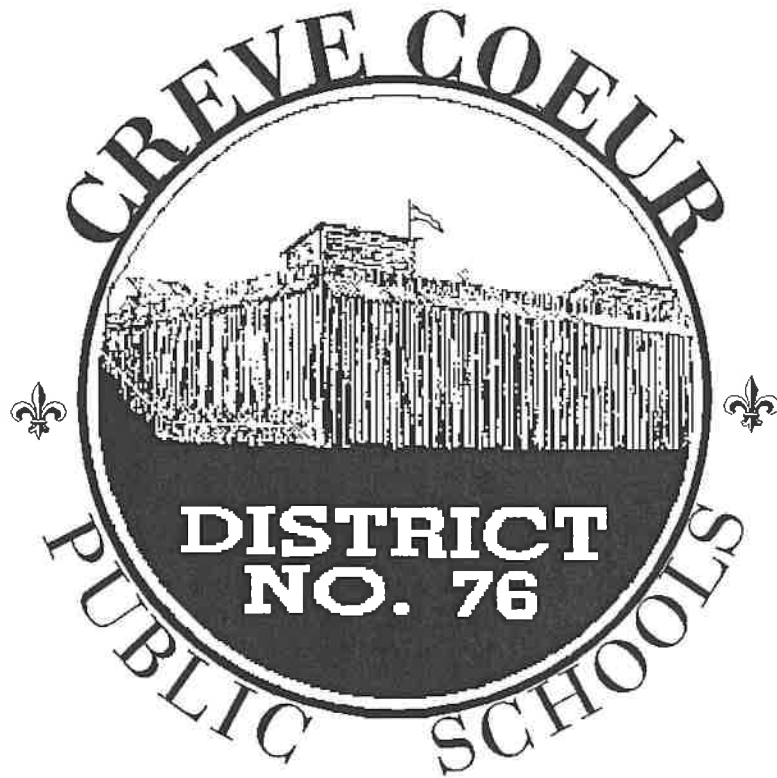


## **Creve Coeur School District # 76**

400 North Highland Avenue

Creve Coeur, IL 61610

Phone (309) 698-3600



# **CERTIFIED STAFF MANUAL**

**MISSION STATEMENT:** It is the mission of Creve Coeur School District 76, in partnership with home and community, for all students to obtain the necessary knowledge, skills, and self-motivation to become life-long learners, socially responsible citizens, and active participants in their ever-changing world.

**VISION STATEMENT:** In keeping with the mission statement, Creve Coeur School District 76 will provide students with access to current curriculum and the tools necessary to enable them to become competent life-long learners.

Website location [www.cc76.org](http://www.cc76.org)

**Intent of Manual**

Welcome to Creve Coeur School District # 76! We are two schools and one district committed to student learning, collaboration, and continuous improvement.

This manual is intended to be used by teachers and other certified staff to provide general information about Creve Coeur School District # 76 and to serve as a guide to district policies and building expectations. References in this manual to “teachers” are intended to apply to all certified staff, including administrative staff to the extent the manual deals with professional expectations and conduct.

Teachers and staff are responsible for becoming familiar with the manual and knowing the information contained in it. While the information in this manual is detailed and specific on many topics, the manual is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This manual is intended to supplement other documents that deal with your employment including the Collective Bargaining Agreement and Creve Coeur School District # 76 Policy Manual. In reading this manual, please understand that where a direct conflict exists, state or federal law, the Collective Bargaining Agreement, and the district policies and regulations will prevail.

The administration will be responsible for interpreting the rules contained in the manual and have the right to make decisions and revisions at any time. Should a situation or circumstance arise that is not specifically covered in this manual, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the district.

This manual will be in effect for the 2023-2024 school year and subsequent school years unless replaced in whole or in part by later revisions and/or additions.

**Board of Education**

Bailey, Linda	President	<a href="mailto:lbailey@cc76.org">lbailey@cc76.org</a>
Keogel, Brenda	Vice-President	<a href="mailto:bkeogel@cc76.org">bkeogel@cc76.org</a>
Greiner, Pam	Secretary	<a href="mailto:pgreiner@cc76.org">pgreiner@cc76.org</a>
Ragon, Valerie	Member	<a href="mailto:vragon@cc76.org">vragon@cc76.org</a>
Severns, Samantha	Member	<a href="mailto:sseverns@cc76.org">sseverns@cc76.org</a>
Shear, Mason	Member	<a href="mailto:mshear@cc76.org">mshear@cc76.org</a>
Stimeling, Amanda	Member	<a href="mailto:astimeling@cc76.org">astimeling@cc76.org</a>

## **District Administration**

Mr. Steven K. Johnson - Superintendent – [sjohnson@cc76.org](mailto:sjohnson@cc76.org)

Mr. Jake Yocum - Parkview School Principal – [jyocum@cc76.org](mailto:jyocum@cc76.org)

Mrs. Kayla Woods - LaSalle Elementary School Principal – [kwoods@cc76.org](mailto:kwoods@cc76.org)

Mr. Jason Thompson – Parkview School Assistant Principal – [jthompson@cc76.org](mailto:jthompson@cc76.org)

Mr. Tim Kennedy - Special Education Director – [tkennedy@cc76.org](mailto:tkennedy@cc76.org)

## **District Office Staff**

Amy Oldfield – District Bookkeeper – [aoldfield@cc76.org](mailto:aoldfield@cc76.org)

Ashley Kersting - Administrative Secretary- [akersting@cc76.org](mailto:akersting@cc76.org)

## **Technology Department**

Mr. Tim Kennedy - Technology Coordinator- [tkennedy@cc76.org](mailto:tkennedy@cc76.org)

## **Nursing Staff**

Mrs. Annette Kelso – District Nurse – [akelso@cc76.org](mailto:akelso@cc76.org)

## **Phone Numbers**

Creve Coeur School District # 76 District Office - (309) 698-3600

LaSalle Elementary School - (309) 698-3605

Parkview School- (309)698-3610

## **General Teacher/Staff Information**

### **Creve Coeur School District # 76 Mission Statement**

"It is the mission of Creve Coeur School District # 76, in partnership with home and the community, for all students to obtain the necessary knowledge, skills, and self-motivation to become life –long learners, socially responsible citizens, and active participants in their ever changing world."

### **Board of Education Policies**

Teachers should remain acquainted with the rules, regulations, and policies of the Board of Education and observe and enforce these in the course of their duties. The Creve Coeur School District # 76 Board Policy Manual can be found on the Creve Coeur School District # 76 Website.

### **Mandated Training**

All district employees are required to complete mandated trainings according to job descriptions. Mr. Tim Kennedy, Technology Director, manages the Infinite Online Classroom for which employees complete these trainings online. The Infinitec Online Classroom can be located at <http://myinfinitec.org/online-classroom>.

### **Mandated Reporter Status**

As a school employee, you are, by law, a mandated reporter of suspected child abuse and neglect. This important responsibility extends outside of the school walls and outside of the school day and year. The form you signed for employment is evidence of your acknowledgement of this great responsibility, and you must participate in DCFS training as a part of your mandated employee professional development. Please see above for directions to complete mandated training.

Please know that, in addition to reporting suspected neglect and abuse, you should ALWAYS discuss your suspicions with a school counselor, social worker, school psychologist and/or administrator as soon as possible.

To report suspected abuse or neglect, call the 24-hour Child Abuse Hotline at 800-25-ABUSE.

### **Teacher Work Day**

Please remain on school premises during the work day. Teachers should notify the office if they need to leave school premises prior to the end of the school day.

- LaSalle Elementary School : 8:00 a.m.- 3:30 p.m.
- Parkview School: 7:40 a.m. - 3:10 p.m.

### **Teacher/Staff Evaluations**

All teachers will be evaluated in accordance to the School Code. Tenured teachers with excellent or proficient ratings may be evaluated every (3) years. All written evaluations shall be returned to the teacher within ten (10) school days and a copy of the evaluation will be placed in his/her personnel file. A teacher shall receive notification when a document is placed in his/her personnel file. A teacher shall be allowed to place in his/her personnel file a written response to any document included in said personnel file. Protocol for access to employee records is outlined in section 5:150 of the District's policy manual.

### **Evaluwise**

Evaluwise is the online platform utilized for teacher evaluations. Teachers may log into Evaluwise using Google to sign in. All forms for observation meeting are completed in Evaluwise, and all evidence should be uploaded using Evaluwise.

### **Skyward**

Skyward is a software company specializing in K–12 school management including Student Management, Human Resources, and Financial Management. Teachers utilize Skyward to input grades. Students and families use Skyward to check grades and District information. Please reach out to administrative staff or members of your team for additional assistance using Skyward.

### **Student Parent Handbooks**

A student/parent handbook is available in the District. The handbook was revised in the Spring of 2023 with a committee representing teachers, administration, and Board of Education. Handbooks outline policies and procedures, and students and parents are required to sign the handbook upon school registration. Please familiarize yourself and your students with the student handbook.

### **Supervision of Students**

Teachers are expected to supervise students whenever they are present in their classrooms if another person does not have responsibility for that supervision. Please do not place students in the hallway for extended periods for disciplinary reasons where they may not be supervised. It may be necessary to send a student to the hallway to quietly discuss an issue; however, that student should not be left unattended. Serious disciplinary issues should involve the assistant principal or principal, with the teacher returning to his/her classroom.

The hallway may be used to have a student make up work or to go over work that he/she missed, that is being graded or discussed. Teachers are expected to supervise students as they move from activities and leave for/return from recess. Your presence in the hallways during times of movement of students leads to an orderly building.

### **Parent/Family Communication**

Teachers should make every effort to keep parents informed of their child's academic, social, and emotional progress. Notification in addition to progress reports, report cards, and parent teacher conferences is encouraged. A positive contact prior to any problem will help if/when a negative situation occurs.

### **Student Discipline**

Teachers and staff are encouraged to have clear, consistent, and well-communicated classroom management systems within the classroom. In addition, teachers and staff should address and enforce schoolwide expectations in common areas such as hallways, cafeteria, gym, etc.

When classroom expectations are not being met, teachers and staff are encouraged to contact parents and/or guardians. Teachers and staff may also assign detentions, set up a disciplinary conference with parents, withhold privileges, and remove the student from the classroom temporarily. When more serious or repetitive behavior issues arise, contact the building assistant principal or principal.

Detentions for behavior issues may be assigned by the teacher. The teacher must contact the parent prior to the student serving the assigned detention.

### **Attendance and Lunch Count**

#### **LaSalle Elementary School**

Student attendance and lunch count should be recorded and reported daily by the classroom teacher via Skyward before 8:45 AM. If attendance is not completed by 8:45 AM, teachers will need to contact the office to complete attendance and lunch count.

Any notes collected pertaining to absences should be sent to the office.

#### **Parkview School**

Student attendance and lunch count should be recorded and reported daily by the classroom teacher via Skyward before 8:30 a.m.. If attendance is not completed by 8:30 a.m., teachers will need to contact the office to complete attendance and lunch count.

Any notes collected pertaining to absences should be sent to the office.

### **Building Communication**

Every effort shall be made to use electronic communication (e-mail, district and staff web pages, etc.) between staff members, administration, and between school and home. Teachers are encouraged to check their email at least two times each day.

### **Abused and Neglected Child Reporting Act / Mandated Reporting**

Teachers are mandated reporters under the Abused and Neglected Child Reporting Act. This means that you are required to report or cause a report to be made to the child abuse Hotline number (1-800-252-2873) whenever you have reasonable cause to believe that a child known to you in your professional or official capacity may be abused or neglected.

### **Preparation Time**

All full-time teachers will be scheduled at least one thirty (30) minute preparation period per regular work day free of student contact. All preparation time will take place during the work-day excluding field trips or special events that do not allow for preparation time. On school days with shortened class schedules (i.e. early dismissal days), the length of the preparation period for the workday shall be shortened on a prorated basis.

### **Duty Free Lunch**

During each work-day, the teachers shall be entitled to a duty-free lunch period equal to that of students, but in no case less than thirty (30) consecutive minutes. Teachers are permitted to leave the school premises during this time and are asked to sign out and back in the building office.

### **Faculty Meetings**

Monthly faculty meetings will be held and dates will be set by building principals. Faculty meetings will be for the purpose of information dissemination and/or professional development. The administration shall attempt to limit the duration of the faculty meeting to one hour. In no event shall a faculty meeting exceed one and one half hour. Any member of the faculty who has need to leave a meeting before it is over, shall upon request be permitted to leave after one hour. Teachers should attend all meetings called by administration unless excused prior to the meeting.

### **After School Functions**

A teacher shall attend no less than five (5) after-school functions or events during the school year. Attendance at graduation shall be one of the five required events unless a waiver for attending graduation is granted by the Building Principal for a scheduling conflict submitted by a teacher at least seven (7) days prior to graduation or for emergencies. Except for regularly scheduled events for which teachers receive a stipend, teachers shall not be required to attend events during the weekend. If a teacher chooses to sign up for a weekend school event, it would be considered as one of the teacher's required events.

## **Notification Procedure**

Emergencies: When an emergency exists, notification of the closing of schools will be broadcast over any appropriate media outlets as soon as possible. The Blackboard Connect mass communication system will be used as well.

## **School Closing / Leave Days**

When the schools are officially closed, no leave days previously arranged by a teacher will be deducted.

## **Staff Technology**

Each teacher will be issued a laptop computer and charger. Computers can be transported to and from the school building. All teacher/staff-issued technology is to be used for school purposes.

## **Google Apps for Education**

Creve Coeur School District # 76 is a Google Apps for Education district. This gives all students low-cost options for cloud-based file storage, word processing, and other easy-to-use applications. Teachers should be familiar with the basic functions of Google as many items from teachers and administrators will be shared through Google platforms.

Many teachers, staff, and administrators are familiar with Google Apps for Education and would be happy to answer any questions regarding the use of Google Apps for Education.

## **Online Technology and Maintenance Ticket System**

The District will be utilizing an online ticket system through STL to collect information regarding technology and/or maintenance issues. Please email [support@poweredbystl.com](mailto:support@poweredbystl.com) when a maintenance or technology need arises. Please avoid more than one ticket for the same issue. Please contact your building administration for other issues.

## **Online Funding Requests**

The Creve Coeur Board of Education believes that online fundraising campaigns (Crowd Funding) may further the interests of the District. Any person or entity acting on behalf of the District and wishing to conduct an online fundraising campaign for the benefit of the District shall begin the process by seeking prior written approval from the Principal. Without prior approval, staff will not be able to use the school name, logos or mascot.



If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and submits to the Principal and receives written approval prior to commencing fundraising. The requestor shall also keep the District Administration apprised of the status of the campaign and follow all other District fundraising procedures.

When posting pictures / videos / images of any students or staff all District policies and procedures must be followed which includes permission from parents / guardians. When describing the District, only factual information and a positive approach will be allowed.

The requestor is responsible for compliance with all State and Federal Laws and other relevant District policies and procedures. All items and money generated are subject to the same controls and regulations as other District property and shall be deposited and inventoried accordingly.

Once items are in the possession of the District, the Board will acknowledge the donations during a Board of Education meeting.

### **Student Fundraising Activities**

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity.

Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8.90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with Policy 7.325, *Student Fundraising Activities*.

At no time shall either school (LaSalle Elementary or Parkview School) enter into a fundraiser involving the students while another fundraiser is presently going. The two (2) schools are limited to two (2) fundraisers per year that involve the students. The middle school may have one (1) additional fundraiser designated for extracurricular uniforms. Fundraiser incentives are intended and will be awarded only to District 76 students.

### **Faculty Rooms**

In each building, the teachers will be provided with a room affording privacy for work and lunch, providing there are adequate facilities for classroom and other educational purposes. Each faculty room will be adequately heated and ventilated. All staff are responsible for keeping the workrooms and lounge areas clean, neat, and in good working order. Please make it a habit to clean up after you have completed your activity. Students are not allowed in lounge areas. No student is allowed to make purchases from vending machines.

## **Professional Learning**

Professional Learning for teachers and staff will be offered at the building and district levels throughout the school year. Teachers are encouraged to be engaged participants during these opportunities as they support the curriculum, instruction, and school safety measures we value in our district.

Professional learning is also offered through our Regional Office of Education. For more information on these professional learning opportunities, visit <http://www.roe53.net/>. Suggestions for free professional development opportunities are also shared throughout the school year. Please reach out to building administration if you have additional questions regarding professional learning.

## **Records**

Records of Creve Coeur School District # 76 are critical and confidential and, per the School Code of Illinois, employees may not access student records without prior authorization from the records custodian in their respective building. These records are to be shared with only District employees, parents of the District's children, educational personnel or community members who are authorized, per the School Code of Illinois and/or the Individuals with Disabilities in Education Act (IDEA), to view/copy/access the information. Confidentiality must be maintained. No employee of the District is to falsify District records or intentionally give false information to anyone whose duty it is to make such records.

## **STUDENT ABUSE PREVENTION**

### **Employee Code of Professional Conduct Creve Coeur School District # 76**

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 and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated into this Code of Professional Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.), engages in grooming as defined by 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

## Standards and Expectations Related to School Employee-Student Conduct

1. All employees conduct must comply with the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, to the extent applicable.
2. Prohibited grooming behaviors and “sexual misconduct” include, but are not limited to, any verbal, nonverbal, written, or electronic or physical activity, by an employee or agent of the school with direct student contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to:
  - a. A sexual or romantic invitation.
  - b. Dating or soliciting a date.
  - c. Engaging in sexualized or romantic dialogue.
  - d. Making sexually suggestive comments that are directed toward or with a student.
  - e. Self-disclosure or physical exposure or a sexual, romantic, or erotic nature.
  - f. A sexual, indecent, romantic, or erotic contact with a student.
3. Employees are expected to maintain professional relationships and appropriate boundaries with students.

### **a. Communications with Students**

Employees are strictly prohibited from using any form of communication with students, including but not limited to, emails, letters, notes, text messages, phone calls, social media and conversations that include any subject matter that would be deemed unprofessional and inappropriate between an employee and student. Employees must use a school provided or supported method to communicate with students whenever possible and are prohibited from using personal email, text messaging, direct messaging or other forms of communication that are similar in nature.

### Appropriate Verbal Interactions

- Positive reinforcement
- Appropriate jokes
- Encouragement
- Praise
- Strength-based conversations

- Self-disclosure as a supervised therapeutic tool by licensed clinicians, medical professionals, and counseling.

### Inappropriate Verbal Interactions

- Name-calling
- Discussing sexual encounters or in any way involving students in the personal problems or issues of employees and volunteers
- Secrets
- Cursing
- Off-color or sexual jokes
- Shaming, belittling
- Oversharing personal history
- Derogatory remarks
- Harsh language that may frighten, threaten or humiliate students
- Derogatory remarks about the student or his/her family
- Complimenting relating to physique or body development

#### **b. Transportation of Students**

Employees are not permitted to transport students in their privately owned vehicles, unless they have obtained prior permission of the school.

Transportation of students in district vehicles requires approval of administration and ideally should include at least three people.

#### **c. Photographs of Students**

Employees are prohibited from taking or possessing photos of a student on their personal devices. Student pictures, assuming parents have not opted out of photos, for school-sponsored activities used in furtherance of the school's educational mission are permitted. Employees should delete student photos from their personal device once photos have been posted and/or sent in furtherance of the school's educational mission.

#### **d. Contact with Students**

Employees are prohibited from meeting or contacting a student outside of their professional role. Some exceptions would be for situations where there is another established appropriate relationship (i.e. religious ed teacher, cub scout

master, family relationship, etc). Employees are expected to avoid relationships which could result in an actual or perceived inappropriate relationship between the employee and the student.

#### Appropriate Physical Interactions

- Side Hugs
- Shoulder to shoulder “temple” hugs
- Pats on the shoulder or back
- Handshakes
- High-fives and hand slapping
- Pats on the head when culturally appropriate
- Touching hands, shoulders, and arms
- Holding hands (with young children in escorting situations)

#### Inappropriate Physical Interactions

- Full-frontal hugs
- Kisses
- Showing affection in isolated areas or while one-on-one
- Lap sitting
- Wrestling
- Piggyback rides
- Tickling
- Allowing a student to cling to an employee’s or volunteer’s leg
- Allowing students, older than Kindergarten, to sit on an employee or volunteer’s lap
- Any type of massage given by or to a student outside of accepted and documented medical treatment
- Any form of affection that is unwanted by the student or the employee or volunteer
- Touching bottom, chest, or genital areas that are outside authorized and documented personal care assistance.

4. Employees are mandated reporters and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.)

and Title IX of the Education Amendments of 1972 (20 U.S.C. & 1681 et seq.) and related Board policies, including Board Policy 5:90, Abused and Neglected Child Reporting, and Board Policy 2:265, Title IX Sexual Harassment Grievance Procedure.

5. Employees, students, parents, and any third party can report prohibited behaviors, including prohibited grooming and sexual misconduct, and/or boundary violations pursuant to Board Policy 2:260, Uniform Grievance Procedure and Board Policy 2:265, Title IX Sexual Harassment Grievance Procedure, or to any District or school administrator or staff member to whom the person feels comfortable reporting.
6. Employees are required to complete training related to educator ethics, mandated reporting, child abuse, grooming behaviors, and boundary violations as required by law.
7. Employees who violate this Code of Professional Conduct or who fail to report a violation may be subject to disciplinary action up to and including dismissal from employment.

### **Monitoring High Risk Activities – Restroom**

Most incidents of student-to-student abuse occur in the bathrooms. Therefore, the following supervision guidelines are recommended:

When supervising restroom use, adult staff members should first quickly scan the bathroom before allowing students to enter.

#### **a. For group bathroom breaks:**

- Staff should take groups of two or more students to the bathroom – following the “rule of three” or more.
- If the bathroom only has one stall, only one student should enter the restroom while the others wait outside with the staff.
- If there are multiple stalls, only send in as many students as there are stalls.
- Minimize students of different ages using the bathroom at the same time.
- Staff should stand outside the bathroom door but remain within earshot.

#### **b. For individual bathroom breaks:**

- Students should first ask permission to use the bathroom.
- Staff should frequently check bathrooms.

- c. Staff members are prohibited from using the bathroom at the same time as students.
- d. If assisting young students in the stalls, the staff should keep the door to the stall open.

### **Monitoring High Risk Activities – Diapering (ECE)/Toileting**

- Written documentation of diaper changing should be maintained.
- Parents/guardians should be notified if staff notices anything out of the ordinary or concerning while changing the student's diaper.
- When possible, send in only as many children as there are stalls.

### **Locker Room Activities**

- Staff should stand within earshot of the locker room when in use by students.
- Staff should routinely check inside the locker room so users know the locker room is monitored.
- Staff should prohibit locker room horseplay such as towel snapping.

### **Teacher/Staff Attendance Reporting**

The District utilizes the Frontline Absence Management system to report absences for employees. This system also assists our office in contacting substitute teachers when teachers are out of the building. All absences must be tracked through the Frontline system. This includes educational support staff and administrative staff. Whenever possible, absences should be reported in advance. If an emergency arises, and you are unable to report your absence before 7:00 a.m., please contact your building administration and in addition to adding your absence to Frontline.

### **Absence Due to Illness**

Each full-time teacher shall be credited with a sick leave reserve of fifteen (15) days full-time during the school term each school year.

Each regular part-time teacher shall be credited with a sick leave reserve of five (5) days in each school year, equal in length to the teacher's workday. Sick leave days for part-time teachers are non-cumulative.

Full time teachers may accumulate reserve sick leave days to a maximum of three hundred forty (340) days.

- (1) Sick leave shall be interpreted to mean personal illness, quarantines at home, or serious illness or death in the teacher's immediate family or household. The immediate family, for purposes of this section, shall include, parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians.
- (2) Sick leave shall not be debited for legal holidays or vacations.
- (3) All rights and benefits shall continue while on sick leave.
- (4) With the first paycheck of the school year, each teacher will receive notice of his/her accumulated sick leave days.
- (5) One day of sick leave may be utilized for bereavement purposes upon the death of a friend or a relative who is not part of the immediate family for each occurrence.

### **Absence Due to Injury / Worker's Compensation**

Any teacher who is injured in the line of duty shall receive such compensation and expenses as are required by the Worker's Compensation law of the State of Illinois. Such compensation shall be supplemented with an amount sufficient to maintain his /her regular salary for a period not to exceed his/her regular sick leave reserve.

### **Personal Business Leave**

Maximum of two (2) days per year, non-cumulative, may be granted by the Superintendent for personal business leave to regular teachers subject to the following conditions:

- (a) For compelling personal business which requires absence from school, excluding snow days or recreational uses.
- (b) At least forty-eight (48) hours (two days) notice shall be given to the Superintendent except under extenuating circumstances.
- (c) Personal business leave days shall not be granted the day before or after a holiday or vacation periods, except in an emergency.
- (d) Leaves to observe non-Christian holidays shall be granted as personal leave.
- (e) A teacher shall, at the end of the school year, have the choice to either receive an additional amount equal to one-half of the daily substitute rate then in effect in the District for each unused personal leave day, or to turn the unused personal days into accumulating sick days.
- (f) A teacher shall not be required to take only one-half (1/2) a personal leave day.
- (g) A teacher may elect to request the personal leave orally if circumstances require it. However, it must be followed by request in writing after the teacher returns to duty.



- (h) Personal days shall not be granted during: the first two and last two weeks of school except to take a child to college or attend a college graduation, to attend a wedding of an immediate family member or some other life event (as determined by and at the discretion of the Superintendent), and in any event only when a substitute is reasonably available. The number of personal days taken shall not exceed ten percent (10%) of the staff or any given school day.
- (i) Teachers shall be able to pay for a substitute teacher if personal time is depleted and more is needed for personal leave, with the approval of the Superintendent.

### **Jury Duty and Court Appearance**

Teachers who are required by summons or subpoena to appear for court or other judicial proceedings, including depositions, shall receive their regular salary and continuation of benefits providing the required appearance does not result from a proceeding initiated by the teacher and does not arise out of a private business venture undertaken by the teacher.

### **Association Leave**

In the event the CCEA desires to send representatives to local, state or national conferences or on other business pertinent to Association affairs, these representatives shall be released without loss of pay for an aggregate of six (6) days per year, except that no one teacher's leave under this section may exceed three (3) days per school year. However, the CCEA shall pay the District in an amount equal to the cost of substitute services pursuant to such released time.

### **Professional Leave Days**

Upon application and with the approval of the Superintendent, a teacher may be granted paid professional leave. This leave shall be for a professional purpose directly related to the instructional techniques or programs of the District.

### **Education Credit**

When a faculty member has earned the right to a higher salary bracket by reason of increased professional training, the transfer shall be made at the beginning of the next school year (by August 15). Certification of earned credits for this purpose shall be by transcript or certificate of completion filed in the Superintendent's office. All hours beyond the B.A. or B.S. which are approved by the Superintendent shall count for advancement on the salary schedule.

## **Professional Credit Refunds**

Teachers shall be reimbursed actual tuition costs, not to exceed the per hour graduate tuition rate at Illinois State University and one/half (1/2) of the cost for the activity fee. However, course (s) of study must be approved in advance by the superintendent and the course(s) successfully completed with a passing grade. Courses must be taken at an accredited and recognized institution. Verification of successful completion of course may initially be documented by official grade report forms. Prior to the beginning of each new semester, an official transcript must be filed with the Superintendent verifying the successful completion of course work. These provisions shall not apply to teachers on leave.

The aggregate amount of professional credit refunds under this paragraph shall not exceed \$ 21,000 per school year (this \$ 21,000 includes tuition and ½ of the activity fee), allocated as follows: \$ 7,000 per fall semester, \$ 7,000 per spring semester, and \$ 7,000 for summer semester.

## **Internal Substitution**

If a substitute teacher is not available, a regular teacher shall have the right to refuse to accept assignment to a class or a portion of any class other than his own during his/her planning period. Any teacher who accepts a class which requires him/her to forfeit his preparation period shall be compensated at the rate of 1/8<sup>th</sup> of the teacher's daily rate per hour.

## **Group Hospital and Medical Insurance**

For those regular, full-time teachers hired on or before September 23, 1996 who elect coverage, the Board shall pay ninety percent (90%) of the premium cost of group hospital, medical and dental insurance for the regular, full-time teacher and , if requested by the teacher, ninety (90%) of the premium cost for his or her dependents for such coverage. The teacher shall pay the remaining ten percent (10%) of the premium contribution by payroll deduction. For those regular full-time teachers hired after September 23, 1996 who elect coverage, the Board shall pay eighty percent (80%) of the premium cost of group hospital, medical, and dental insurance for the regular full-time teacher and, if requested by the teacher, eighty percent (80%) of the premium cost for his or her dependents for such coverage. The teacher shall pay the remaining twenty (20%) of the premium contribution by payroll deduction.

Any covered teacher or dependent who qualifies for Medicare coverage shall enroll in Medicare as soon as the covered person is eligible to be covered by Medicare.

("Medicare Primary"), and the District's coverage will become secondary for that covered person. When a covered person becomes eligible for Medicare, the District's plan will automatically become secondary regardless of whether the covered person has enrolled in Medicare or failed to do so.

### **Parent / Teacher Relations #1 Priority**

Throughout the year, we wish to maintain good working relationships with the parents of our students. Teachers are our first source of public relations. Work to develop a sense of cooperation with the home. Solicit input and then develop a strategy that will benefit the student, and still acquire your own goals. Most parents are thankful for being notified of the teacher's concerns and are willing to help resolve them. Telephone and personal conferences are encouraged. By all means, always present yourself with courtesy, professionalism, and appropriate body/verbal language. End all parent contacts with a positive tone, whenever possible. You are not alone! If you meet with parent resistance, inform the principal. (Greet all parents and visitor to the building...identify yourself and ask how you may assist them to determine their business in the building.) For your protection, log your conversations and correspondence with parents.

### **Summer School and Tutoring**

The Board shall pay teachers for tutoring services, summer school, and other programs at the rate of \$ 32.00 per hour In the event that the program is grant driven and the funds received for the program are not enough to pay the teachers at the agreed rate of \$ 32.00 an hour, then the parties will negotiate the rate of teacher pay for that program.

### **Work Orders**

When a repair is needed in your room, please talk to the principal. Then fill out the "Work Order-Request for Repairs" form in the office.

## **Academics**

### **Curriculum and Instruction**

Teachers at all grade levels and in all content areas are committed to providing students access to engaging curriculum resources and instruction that challenges them appropriately while creating learning opportunities in which all students can succeed. Curriculum materials vary across grade levels and content areas.

Through professional development, independent research and exploration, and collaboration, teachers are expected to stay current on best practices.

### **Benchmark Testing**

STAR Math and STAR Reading are used across the district for benchmark testing. Results from benchmark testing are used in many ways across the district. Classroom teachers use benchmark testing as one factor in understanding where students are academically. This information helps them make instructional decisions and group students for collaboration. Interventionists use benchmark testing information to identify students needing additional math and/or reading support. Administrators use benchmark testing information to identify academic patterns across grade levels, content areas, and the district.

Creve Coeur School District # 76 recognizes that standardized testing information cannot be used alone in defining students' need for support. To this end, conversations focused on student progress take place throughout the year in order to discuss teacher input.

### **Bulletin Board Usage**

The use of bulletin boards is encouraged and expected. An attractive and educational bulletin board will assist the effective teacher. Students that help in the organization and preparation of bulletin boards take more pride in their room. Hallway displays are also encouraged.

### **Data Review Meetings**

Data Review Meetings take place in each building throughout the school year. The purpose of these meetings is for teachers, administrators, support staff, and special education staff to discuss student progress, identify students who may need additional academic, social, and/or emotional support, and talk through curriculum and instruction items. A schedule for progress review meetings will be determined and distributed at the beginning of the school year.

### **E-Learning – Severe Winter Weather**

In the event that “in-person” learning cannot occur...I would like to share the plan in the event we have to go “remote” due to severe Winter weather:

- Teachers: Work remotely from home providing e-learning.
- Paraprofessionals / Ed. Assistants: Work remotely from home providing support to teachers and students.

- Custodians: As long as custodians can safely drive to the school... custodial staff work. If custodians cannot safely report to the school... custodians complete Infinitec Trainings. Staff not able to complete Infinitec Trainings can use a Sick Day.
- Cooks: Complete Infinitec Trainings. Staff not able to complete Infinitec Trainings can use a Sick Day.
- Bus Drivers / Monitors: Bus drivers and monitors complete Infinitec Trainings. Staff not able to complete Infinitec Training can use a Sick Day.

When reviewing the list of available Infinitec Training, choose training (s) that are related to your position of employment.

Finally, when turning in time cards, please denote on the time card whether or not you completed Infinitec Training (s) or chose to use a Sick Day.

In the event of impending Winter Weather... please make sure the student and staff e-devices are charged up and that the e-devices are taken home with students and staff at the conclusion of the work day prior to the impending Winter Weather.

## **Student Technology**

Kindergarten through eighth grade students have access to Google Chromebooks for academic use in the classroom. Each student is provided with a login and password at the beginning of the year. Mr. Kennedy will provide students with this login information.

Teachers are encouraged to embed technology into instruction in meaningful ways when appropriate at all grade levels. Creve Coeur School District # 76 is committed to providing students with the technology skills to succeed in the 21st Century. In addition to content focused Internet programs, classroom technology opportunities should allow students to communicate, collaborate, create, and think critically.

## **Hapara**

As part of our consistent effort to engage students and integrate one-to-one technology into instruction, Creve Coeur School District # 76 has teamed up with Hapara, a Chromebook Management Software to support our Internet usage policy and keep our students safe online.

Teachers are expected to use Hapara often to monitor students' Chromebook use. In addition, please be transparent with students that you are using the software to monitor their use. If/when an inappropriate usage issue arises; please discuss the issue with the student, call home if necessary, and inform the building assistant principal if the issue is serious.

Here are a few ways Hapara keeps our students safe online:

- Safer Searching
  - Administrators, teachers, and technology personnel can easily prevent students from searching for (or seeing) inappropriate material.
- Activity Flagging
  - Helps our school detect potentially dangerous activity, such as self-harm or bullying.
- YouTube Filtering
  - Allows teachers and administrators greater control over which videos students see.
- Online monitoring
  - Schools have the option to protect and oversee student web activity both on and off campus.
  - Online monitoring doesn't just stop with the Chromebook. As long as students are logged in using their Creve Coeur School District # 76 Google account, Internet activity is tracked from any device.
- Theft Recovery
  - Helps authorized school administrators find and recover stolen Chromebooks.

## Academic Calendars

Creve Coeur School District # 76 is on a quarterly grade system. The building principals will Communicate with teachers regarding the timeline for when grades need to be entered in Skyward. These dates may vary.

	<u>Midterm</u>	<u>End of Quarter</u>
Quarter 1	Thursday, September 21	Friday, October 13
Quarter 2	Tuesday, November 21	Friday, December 22
Quarter 3	Wednesday, February 7	Friday, March 8
Quarter 4	Wednesday, April 17	Wednesday, May 22

## Academic Standards For Grading and Promotion

Board of Education Policy 6.280 govern grading and promotion of students in District 76. The following academic guidelines have been set for all students during the school year. Any student failing to meet these academic levels of performance will be considered for retention. Grades will be calculated using the student management system. The principal will review each student, on an individual basis. This review will include, but not be limited to, a student's attendance record, academic performance, tutorial or other school-assistance program attendance, special education placement, and/or eligibility for such placement.

## GRADING SCALE

A+	98-100	A	95-97	A-	93-94
B+	91-92	B	88-90	B-	86-87
C+	83-85	C	79-82	C-	76-78
D+	74-75	D	72-73	D-	70-71
F	0-69	I=Incomplete			

## ACADEMIC STANDARDS FOR GRADING AND PROMOTION

Section 105 ILCS 5/10-20.9a of the Illinois School Code, section 105 ILCS 5/10-20.9b of the Illinois School Code, and Board of Education Policy 6.280 shall govern grading and promotion of students in District 76. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Goals and Assessment Program tests, achievement tests, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. Every teacher shall maintain an evaluation record for each student in the teacher's classroom. In accordance with state law, and Board of Education policy, there will be no "social promotion" of students. The following academic guidelines have been set for all District 76 students during the school year. Any student failing to meet these academic levels of performance will be considered for retention. The principal will review each student, on an individual basis. This review will include, but not limited to, attendance record, academic performance, tutorial or other school-assistance program attendance, special education placement, and/or eligibility for such placement.

## HONOR ROLL AND RECOGNITION

We have Honor Roll and recognition for grades 3 through 8. High Honor Roll, Honor Roll, and Principal's Recognition.

"High Honor Roll" – A student must attain an A- or above in all core subject areas.

"Honor Roll" – A student must attain a B- or above in all core subject areas.

"B.U.G. (Bringing Up Grades) Award" – A student must improve at least one letter grade without any other grades declining in at least one core subject during the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> 9 weeks only.

Any grade of "D", "F", "Does Not Meet", "Incomplete", or "Unsatisfactory" disqualifies students for these awards.

## **PROMOTION STANDARDS**

1. Mastery list – Students must successfully pass the items on the Kindergarten report card in order to be promoted to the first grade:
2. For grades 2-8, Spelling will not count as a core subject – it is a part of Language Arts.
3. For grade 1, students must receive final (cumulative) passing grades (“D-” or better) in Reading and Mathematics in each of the last three grading quarters of the school year.
4. For grade 2, students must receive final (cumulative) passing grades (“D-” or better) in all of the three core areas. The core areas include Reading, Language, and Mathematics.
5. For grades 3-8, students must receive final (cumulative) passing grades (“D-” or better) in all of the five core areas. The core areas include Reading, Language/English, Mathematics, Science, and Social Studies.
6. The retention/promotion of special education students will be determined by the student’s Individualized Education Plan (IEP) team.
7. The Principal and Superintendent may review each student on an individual basis and recommend promotion/retention based on policy 6.280.

## **RETENTION**

First grade students must receive cumulative passing grades of D- or better in the last three quarters in Reading and Mathematics or they will be retained. Second grade students must receive cumulative passing grades of D- or better in all of the three core areas or they will be retained. Student in grades third through eighth must receive final cumulative passing grades of D- or better in all of the five core areas or they will be retained. As stated earlier the Principal may review each student on an individual basis and recommend promotion or promotion based on policy 6.280.

## **HOMEWORK**

**Board Policy 6:290** states “Teachers may give homework to students to aid in the student’s educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.” To this end, District 76 has implemented the following procedures. Homework is a shared responsibility. The purpose of homework is to enhance student achievement; to help students become self-directed, independent learners; and to develop good work habits. Some projects, reports, or other long-term assignments serve as a demonstration of student learning and are not considered routine homework. Homework may be assigned to be completed outside of the student’s day (whether in-person or e-learning) for practice to help students master specific skills which have been presented in class (in-person or e-learning), preparation to help students gain the maximum benefits from future lessons, extension to provide students with opportunities to transfer specific skills or concepts to new situations and creativity to require students to integrate many skills and concepts in order to produce original responses. According to the



U.S. Department of Education, the following accumulative time allotment for homework seems to be most effective. Some children will need more time for homework, others will require less:

Kindergarten	Occasional assignments
Grades 1 – 3	20 minutes per day
Grades 4 – 6	20-40 minutes per day
Grades 7 – 8	90-120 minutes per day

**Late Homework**

Each School Principal will develop procedures for assignments turned in late. Late homework procedures will be applied throughout the year in a consistent fashion in all classes in each grade level within the school.

**Make-up Work**

Classwork missed due to an excused absence will be required to be completed within (2) days following the absence. Parents should arrange with the teacher to pick-up the missed assignments that day.

**Parent-Teacher Conferences**

Parent-teacher conferences provide teachers, students, and parents/guardians a valuable opportunity to communicate student progress in academics and social/emotional areas. All Creve Coeur School District # 76 students and parents/guardians are encouraged to attend fall conferences. Spring conferences are by request. We encourage teachers, parents/guardians, and/or students to request a spring conference in case of any questions or concerns. Parent Teacher Conferences may be arranged at any time throughout the school year by contacting the teacher with a note, email, or directly by phone. Teachers are encouraged to contact parents with questions or concerns, and parents are encouraged to do likewise.

**Field Trips**

Each grade level is expected to take a field trip. Field trips should be scheduled in January in order to ensure that you can go when you want to and buses do not become an issue. Field trip requests can be obtained in the office.

A Field Trip Form must be completed and signed by the building principal prior to scheduling a field trip for your grade level or a group of students. After the request has been approved by the building principal, complete the Field Trip Request Form. Please also make sure to have all necessary health information and emergency materials ready to go prior to the day of departure. The kitchen must be notified ASAP (if class will be absent during lunchtime), buses and chaperones scheduled, and necessary schedule changes arranged.

## **Special Education Services**

### **Creve Coeur School District # 76 Special Education Administration and Related Services**

The Coordinator of Special Education oversees Creve Coeur School District # 76 special education services. Special education teachers, speech and language pathologists, paraprofessionals, and the school psychologist and social worker are hired through our district to provide special education services. All other related services, such as occupational and physical therapy, are contracted with the Tazewell Mason County Special Education Association.

### **Creve Coeur School District # 76 Special Education Services**

Academic, functional, social, and emotional support through an IEP are determined by the IEP team comprised of regular education teachers, special education teachers/staff, and certified support staff. Student needs are determined by grades, teacher/staff observations, benchmark testing, medical information, and other data determined by the IEP team. Depending on students' levels of needed support, they will receive support through the following:

#### **Resource Special Education**

Students in need of reading, writing, math, and additional academic supports in the regular education classroom as well as some support outside the classroom are considered resource special education students. The primary and intermediate schools provide support to our special education students through certified special education teachers and paraprofessionals who work with students in large and small group settings.

#### **Cross-Categorical Special Education**

Students in need of more intensive academic support may receive reading, writing, and math instruction in a special education classroom. These students will receive instruction outside of the classroom more often than those students in resource special education but will still be with general education peers for a portion of the day.

#### **Life Skills**

Students in need of support through our life skills program will receive most academic support in life skills classrooms, but they will join their peers for appropriate academic subjects, P.E., and specials classes whenever possible accompanied by a paraprofessional. These students will also receive community based instruction, which primarily includes the development of independent living and leisure skills.

## **Counseling and Social/Emotional Mental Health**

A school counselor, school social worker, and school psychologist is available for students. The role of school student services is to work in partnership with students, teachers, parents, and other school staff to provide academic, emotional/social support, as well as working to minimize any barriers that will affect a child's development.

### **Services the school counselor/social worker provides at Creve Coeur School District # 76 are:**

- Individual and group counseling services for students
- Consultation with parents, teachers, administrators, and other school staff
- Listening to aid in conflict resolution within the school
- Teaching students responsibility by becoming aware of the consequences of their behavior
- Referring students to outside agencies when appropriate

### **Some reasons students may meet with a school counselor or social worker include:**

- Problems in school (academic and/or peer related)
- Issues with friendships
- Family difficulties
- Worry, fear, stress, and/or conflict
- Life changes/ loss and grief
- Self-image/self-efficacy issues

## **SCHOOL COUNSELING SERVICES**

During the school year, Creve Coeur Schools will be offering students in need of services the opportunity to participate in group counseling. Group sessions are formed based on need.

Because counseling is based on a trusting relationship between the counselor and the client, the information shared will be kept confidential except in certain situations in which there is an ethical responsibility to limit confidentiality. In the following circumstances, parent, guardian, foster parents and/or the proper authorities will be notified: (1) If the child reveals information about hurting him/herself or another; (2) If the child reveals information about criminal activity; and (3) If a child reveals information about child abuse.

The school counselor or school social worker may meet with students up to five times without signed, parent consent. After five visits, parent consent must be given. If a parent wishes for his or her student to receive services, a referral form can be obtained by contacting the school counselor or social worker.

## **Care Solace Program**

We are committed to the well-being of our students, staff, and families to create a safe and healthy learning environment. In support of our ongoing commitment, we have partnered with Care Solace to provide an additional layer of care for our community.

Care Solace helps individuals find mental health care providers and substance use treatment centers. Their Care Companion team is available 24 hours per day, 7 days per week, and 365 days per year to quickly connect you to carefully verified providers in the area.

Students, staff, and families may access Care Solace services in two ways:

- Call (888) 515-0595 at any time. A dedicated Care Companion will help you every step of the way to research options, secure appointments, and follow up to make sure it is a good fit.
- For an anonymous search, answer a few questions to get matched with an extensive list of care providers at [caresolace.com/ccsd76](https://caresolace.com/ccsd76). All information entered on the Care Solace tool is completely confidential and securely stored.

Care Solace will connect you with providers accepting all medical insurances including Medicaid, Medicare, and sliding scale options for those without insurance.

Please note, this service is an optional resource available by choice and is not mandatory to use. Care Solace is not an emergency response service or mental health services provider. In the event of a life threatening emergency, please call 9-1-1 or the National Suicide Hotline 1-800-273-8255.

If you are interested in counseling-related services for your child, yourself, or another family member, please contact Care Solace for valuable assistance.

Care Solace: 888-515-0595  
[caresolace.com/ccsd76](https://caresolace.com/ccsd76)

## **Health and Safety**

### **Crisis Management Plan**

Each teacher will be provided an electronic copy of the district's Emergency Preparedness Plan.

## **Emergency Procedures**

Please display maps for fire and tornado drills in the classroom. Each teacher is to discuss safety procedures with students throughout the school year. Announced and unannounced drills will be conducted throughout the school year. Each teacher will be provided an electronic copy of the district's Emergency Preparedness Plan. It is the teacher's responsibility to read and understand the information in the Emergency Preparedness Plan in its entirety.

## **Fire Alarms & Fire Extinguishers**

Know where all of the fire alarms and extinguishers are located and how to use them.

## **School Nurse**

Creve Coeur School District # 76 is fortunate to have a school nurse in the District. Annette Kelso is the Nurse. Students who are not feeling well may be sent to the nurse to be checked. As you notice patterns of students visiting the nurse's office, please communicate with the school nurse and the student's parents to look into any underlying issues with student health or social/emotional well-being.

## **Student Health Information**

The school nurse shares necessary health information with teachers at the beginning of the school year in order to ensure student safety. This information may cover information such as food allergies, seizure protocols, and diabetic information. We ask that teachers be very familiar with this information for the following reasons:

- You may need to respond in an emergency.
- You can be aware of food/drink that is coming in and out of your classroom.

## **Staff Safety / Weekends**

No teacher is to be in the building after 9:30 PM. If you need to come in on a weekend please get permission from the building principal first. The building has an alarm.

## **Student Medications**

Medications will only be allowed at school when a failure to take medications would jeopardize the student's health and/or educational abilities. Medications should be limited to students with long-term chronic illnesses or disabilities. No prescription or non-prescription medicine may be administered at school unless directed by a physician.

- A. The student must have a medical form completed by the attending physician and his/her parents or guardians on file with the school office.
- B. All medication must be in a labeled prescription container and must be kept in the office. Instructions for dispensing, as well as a date, must be on the container.

### **Student Welfare and Safety**

When a possible health-threatening incident occurs with a student, the office personnel shall contact the paramedics immediately and then the parents as soon as possible. The paramedics, upon their arrival, will make a determination of whether the student should be transported to the hospital.

### **Student Injuries**

Notify the building office when a student is injured. A record will be made of the student's name, date, time, place, circumstances, and names of witnesses on forms, which are available in the office. School personnel should not administer internal medicine including aspirin. We have no authority to prescribe medicine or treat an injury except in an emergency, such as bleeding. In the case of a minor cut, it would not be expedient to send the student home, but we are obligated to prevent infection by using a mild disinfectant and covering the injury with a band aid. Good judgment should rule in these cases.

### **Assault and Battery**

Physical assault or attempted physical assault on any district employees, students, or the general public on school property will not be tolerated. If a student or an adult commits a assault or battery on any employee, the employee should immediately inform the building principal of the incident.

### **Injury Reporting**

Any employee that is injured during work or on the way into the workplace must report the incident and any unsafe conditions that exist, such as a pool of water, to the school administration and complete an Accident Report as soon as possible.

### **Head Lice**

The school will observe the following procedures regarding head lice.

1. Parents are encouraged to notify the school nurse if they suspect their child has head lice.
2. Students infested with live lice will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of live head lice.

## **HEAD LICE INSPECTION**

Students found to have head lice will be excluded from school until proof of treatment and student is nit free. Parents should inspect their child(ren) frequently. The following are recommended steps that need to be completed to combat head lice:

1. Shampoo hair with head lice shampoo (not regular shampoo) as directed on bottle.
2. Check all other members in the house and also treat with lice shampoo if there are nits visible.
3. Treat the child's bedding, mattress, clothing, carpet, curtains, stuffed toys, coats, hats, book bags, car seats, and furniture with lice spray.
4. All nits (eggs) need to be removed from the child's hair.
5. Re-treat in 7-10 days.
6. Some difficult to treat items, such as stuffed toys, must be placed inside a sealed, air-tight plastic bag for at least 48 hours.
7. In situations where controlling head lice continue to be a problem, contact your Health Care Provider.

In an effort to eliminate/control the spread of head lice and nits, District 76 will conduct a minimum of two head lice-inspections annually.

Individual inspections will be conducted on an as needed basis and will be conducted at the building Principal's discretion. Inspections will be conducted by such personnel as volunteers, educational assistants, secretaries and building principals. When an inspection is completed and nits or live lice are found, the child will be sent home and may not return until evidence is given by the parent, to the school, that the child has been treated for the problem.

When the student returns to school, he/she will undergo another inspection. The building Principal has sole discretion for student to return to classroom or to be sent home. The first two days of absence will be "excused".

### **Location of AED Devices**

LaSalle Elementary School

- Bockler Gym

Parkview School

- Gym

## **Employee Conduct**

### **Dress Code; Appearance**

All District employees are expected to maintain high standards in their appearance. All District employees shall report to work with clean clothing, in a neat and professional appearance, and dress in conformance with the guidelines associated with Policy 5:120.002.

### **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 and appropriate relationships with students, parents, staff members, and others. Immoral conduct on district premises or during work time will not be tolerated.

### **Work Environment**

Please be considerate of your co-workers by maintaining an appropriate work environment. Every employee is entitled to work in a setting that is not intimidating, hostile, or offensive to that person. The sharing of stories, jokes, comments or published materials that are sexist in nature or deal with sexual or other controversial issues can constitute harassment and are inappropriate in a school setting. Please consider the comfort level of your peers and the appropriateness of your remarks or actions in advance. Working together, we can maintain a positive workplace environment that will benefit all employees.

### **Sexual Harassment**

It is the policy of this school district to provide for its 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. (Policy 5:20) Sexual harassment in employment is a violation of Illinois law as provided by the Illinois Human Rights Act and it shall be considered a civil rights violation for any employer, employee, or agent of the employer to engage in sexual harassment.

### **Drugs and Alcohol**

It is the policy of Central District 51 School Board that all district workplaces shall be free from drugs and alcohol. (Policy 5:50) All employees shall be prohibited from:

1. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on District premises or while performing work for the District, including supervision of students during school activities.



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

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

### **Tobacco Use and Vaping**

Use of tobacco, smoking, or vaping of any kind is prohibited both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. An employee who violates this policy may be subject to disciplinary action, including termination. (Policy 5:50 and Policy 8:30)

### **Cellular Phones and Websites**

If an employee has an emergency situation that may require immediate response, the employee shall inform their supervisor and receive approval for cellular phone use for a short term basis. For instructional staff, the personal use of cellular phones, ear buds for cell phones, and websites should be restricted to non-instructional time periods or breaks. Non instructional time periods are when employees are not instructing or supervising students, or not involved in any committee meetings or parent conferences. Breaks are meal times or other times when employees are expected to cease work for a short period of time. Cell phones should be set on silent mode during the school day so that classroom instruction is not disrupted.

### **Personal Technology and Social Media (See policy 5:125)**

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, Ethics and Conduct at all times, regardless of the ever-changing social media (Facebook, LinkedIn, Twitter, Instagram, Snapchat, YouTube, etc.) and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, Workplace Harassment Prohibited; 5:100, Staff Development Program; 5:120, Ethics and Conduct; 6:235, Access to Electronic Networks; 7:20, Harassment of Students Prohibited; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, Responsibilities Concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit

information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.

5. Refrain from using the District's logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

### **Gross Insubordination**

Gross insubordination is defined as continued noncompliance or willful disregard of major school policies. Following due process, gross insubordination may result in discipline, up to and including dismissal.

### **Fees/Gifts**

In order to protect the image and integrity of the district, no employee may solicit or accept a fee, gift, or other valuable item given by any person in the hope of receiving a favor or better treatment than accorded other persons by the District or might reasonably be perceived as such.

### **Chain of Command**

Employees are expected to follow the appropriate chain of command. When an issue is with another staff member or non-staff member, it is expected that the employee first try to resolve the issue with that person. If a resolution cannot be accomplished the employee's next avenue is the supervising principal or assistant principal, superintendent, and the final avenue is the Board of Education. If the issue involves sexual harassment or improper behavior by another staff member, it should be reported immediately to the building principal.

### **Complaint Process**

If a teacher has a complaint against another district employee (i.e. classified staff, teacher, principal, or superintendent), related to the content of this manual, every effort should be made to resolve the issue with that individual. If the problem cannot be solved at that level, the next avenue of appeal would be to the employee's immediate supervisor, then the superintendent.

## **School Equipment**

### **Employee Use of District Equipment and Supplies**

To avoid confusion, potential embarrassment, or legal problems, all staff are reminded that they must not remove any school property from district premises or utilize school property for personal purposes, without first obtaining clear consent from a supervisor with authority to authorize such personal use. School laptops may be taken off of school grounds and used at home for school purposes. Employees should not discard school supplies and equipment without approval from the building administrator.

### **Purchasing Materials**

Teachers in need of curriculum materials should do the following:

1. Obtain approval from building principal depending on the type of material.
2. Complete a Requisition from the district office.
3. Place the order and turn in all documents to the District Office (Amy Oldfield). This is done after obtaining approval from the building principal.

All teachers receive \$200 reimbursement to set up classrooms at the beginning of the school year. Receipts can be turned in to Amy Oldfield for reimbursement.

### **School District Keys and Fobs**

No employee shall allow a non-employee, including a family member or student, to possess or use any school district keys or key cards assigned to him or her. School district keys and cards must remain in the possession of school district employees or kept in a secure location.

### **School Property : Moving School Property Prohibited**

When anyone moves property from one work area to another, other people are impacted. For this reason, all employees must not remove anything from their current workspace without written approval to move specific items. Personal pictures, privately owned technology, including cell phones and personal clothing are the only thing that may be taken when moving from current assignment. Employees are subject to discipline/legal action if anything else is moved without written permission and witnessed by the building principal.

It is important to understand property is purchased by the school district or by grants. Donations also become school property when received.

Employees must provide a minimum of 72 hours' notice to the building principal or superintendent before they schedule a pick-up of any personally owned equipment. The scheduled time for the pick-up can only be during normal work hours. A school administrator or designee must be present when staff removes property from the building.

### **School Vehicles**

School vehicles are to be used only for school-approved events involving groups of school personnel and/or students. Children or adults who are not a part of the organization or on the bus route should not be riding on the bus. The vehicles cannot be rented for personal use. All school vehicles are to be used for official use only. You must have specific permission from the district office prior to driving any school vehicle.

### **Email Use**

Employees are expected to regularly check and respond to job-related email messages. The district email account should be used for work-related communications and occasional, appropriate personal messages. There is no expectation of privacy when using a district email account or servers, and such emails may be searched and provided to others as public information.

### **Copy Machines**

LaSalle Elementary School copy machines can be found in the following places:

Teachers' Lounge  
Special Education Office

Parkview School copy machines can be found in the following places:

Teachers' Work Room  
2<sup>nd</sup> Floor Atrium Area

## Quick Links: Creve Coeur School District # 76 Website

The following information and documents are located on the Creve Coeur School District # 76 Website:

- 2023-2024 District Calendar
- Application for Personal Leave for Certified Employees
- Creve Coeur School District # 76 Collective Bargaining Agreement
- Creve Coeur School District # 76 Emergency Preparedness Plan
- Creve Coeur School District # 76 Policy Manual
- Creve Coeur School District # 76 Student / Parent Handbook
- Dress Code; Appearance Policy 5:120.002
- Dress Code; Job Specific Exceptions
- Employee Code of Professional Conduct
- Field Trip Request Form
- Help / Crisis Hotline and Resources
- Request for Approval of Coursework and Professional Credit Refunds
- School Injury / Accident Report Form
- Student Fundraising Activities 7:325
- Teacher Job Description
- Request for Professional Leave
- Work Order Request Form