

*Greenfield Community Unit  
School District No. 10*

# Employee Handbook

2017-2018

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**GREENFIELD COMMUNITY UNIT 10 SCHOOLS  
GREENFIELD, ILLINOIS  
20167-2018**

**INTRODUCTION**

This employee handbook is a source of information about payroll, privileges, benefits, and procedures, along with a few general rules and policies. This handbook is not a legal document or an employment contract. It is for your information.

Greenfield Community Unit School District No. 10 reserves the right to amend, add or change the policies, protocols, procedures and/or employee benefits listed or offered in this handbook.

After reading this handbook, if you still have questions, contact the Superintendent's Office at 368-2447 between the hours of 8:00 a.m. and 4:00 p.m.

**SUPERINTENDENT OFFICE HOURS**

The Superintendent's Office will be open each day from 8:00 a.m. to 4:00 p.m. At various times it is necessary for the Superintendent to be out of the district or in conference with employees and/or parents or citizens. Therefore, in order to assure that your needs are met in a timely fashion, please schedule an appointment with this office when desiring to meet with the Superintendent.

**School Staff Mission**

Research shows that successful businesses instill their sense of mission in all of their personnel. Given the fact that today's school is a business, our staff has developed the following mission statements.

1. Provide experiences and learning such that each student can gain as much as possible.
2. Graduate young men and women who are capable of being productive American citizens.
3. Cause students to become life-long learners.

## **DISTRICT #10 STUDENT GOALS**

Greenfield Community Unit School District #10 should provide opportunity for each student to:

1. Recognize and act upon his obligation to develop and maintain a healthy and sound body.
2. Develop to their potential those basic academic skills necessary for a productive and satisfying life.
3. Acquire knowledge about, understanding and perception of, the aesthetic aspects of his emerging world.
4. Develop and clarify a set of values which will provide meaningful direction for his/her life.
5. Develop an understanding of the democratic system, a feeling for its inherent obligations and responsibilities, and a commitment to participate in its process.
6. Acquire those attitudes and skills necessary for personal satisfaction in the wise use of leisure time.
7. Develop an understanding of his/her world, acquire skills in the management of natural resources, and act to improve the quality of the environment.

## **SCHOOL MISSION STATEMENT**

The Greenfield School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students will learn and grow. This partnership shall empower all students to develop strong self-esteem and to become responsible learners and decision-makers. The school district is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

## **PHILOSOPHY OF THE BOARD OF EDUCATION**

It is the responsibility of the district to provide an educational program which will enable the children of the community to grow physically, intellectually, morally, socially and emotionally, that they may live happily as children and that they may become productive citizens of our democracy, realizing the most complete life possible within the limits of their individual needs, interests and abilities. As a basis for building this educational program, we believe that:

1. Education is a continuous growth process by which people learn to think and act more effectively.
2. The individual has worth and dignity as a person.
3. The individual's welfare is dependent upon the welfare of others and all must have an understanding of the mutual rights and problems of all people.
4. A respect for and an understanding of the policies of democratic government must be held by all.
5. The privileges of the democratic way of life enjoyed by the individual imply a responsibility to help maintain this democracy.
6. Education should strive to remove class and cast barriers and to promote social mobility in our society.
7. Ours is a dynamic society, a society where change is the rule and not the exception, one in which we must advance by guiding progress through the evaluation of alternatives and the outcome thereof.
8. Complete citizenship can be realized only through the development of a personality, characterized by intellectual, emotional and social maturity.
9. We must provide ways and means for the individual to discover and develop his ability and personality.
10. In our democratic society, an opportunity for the development and mastery of fundamental attitudes, habits and skills must be offered, at a manageable rate for the individual, to all the people.
11. Each person should acquire an understanding of and a respect for the traditions, customs, and heritage of this country which have contributed to its development and which will affect its future progress.

## **GENERAL POLICIES**

### **ABSENCES**

Employees may be absent due to illness, personal, or professional reasons. Reference the current collective bargaining agreement for days of absence allowed per school year. The following are guidelines for those absences.

**Sick Leave** – An employee who expects to be absent, due to illness, should call the building administrator or their supervisor. The employee should state the reason for the absence. If any special duties need to be supervised or completed, the employee should inform the administrator/supervisor in the call. Teachers must provide lesson plans for a substitute.

Sick leave includes personal illness, or as may be deemed necessary in other cases, quarantine at home, or serious illness, or death in the immediate family. The Superintendent and/or a designee shall monitor the use of sick leave.

The Board may require a physician's certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, or if the treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person's faith, as a condition for paying sick leave after 3 days' absence for personal illness, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than 3 days, it shall pay the expenses incurred by the employee.

**Doctor Appointment** – As soon as possible, the employee should notify the building secretary or supervisor.

#### **Personal**

Full-time educational support personnel have three personal leave days per year. The use of personal day is subject to the following conditions:

- 1) Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal twenty-four (24) hours before the requested date.
- 2) No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless prior approval is granted by the Superintendent.
- 3) Personal leave may not be used in increments of less than one-half day.

- 4) Personal leave is subject to any necessary replacement's availability.
- 5) Personal leave may not be used on an in-service training day.
- 6) Personal leave may not be used when the employee's absence would create an undue hardship.

## **ANNOUNCEMENTS**

Announcements will be prepared daily for students and staff. Any information to be included within these announcements should be submitted to the school secretary the day before the announcement is to be read to ensure its inclusion.

## **ATTACKS ON SCHOOL PERSONNEL**

Upon receipt of a written complaint from any school personnel, the superintendent shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack.

## **ATTENDANCE**

Teachers are required to take student attendance each day.

**Elementary School** – Teachers should take attendance and lunch count each morning and enter it via computer. This should be sent to the building office as soon as possible.

**High School** – Teachers should enter attendance each hour via computer. Students who leave or enter class during class should do so through the office.

## **BOARD OF EDUCATION**

Greenfield Community Unit School District #10 Board of Education meetings are open to the public and employees are encouraged to attend. Regular meetings are held on the third Monday of each month at 7:00 in the district office. Regular meetings are subject to change and special meetings can be called, but must be posted at least 48 hours ahead of time. If you wish to address the Board, contact should be made with the Superintendent at least one week prior to the meeting to ensure inclusion on the agenda.



## **CALENDAR**

Provided as an appendix is a copy of the 2017-2018 school calendar. A monthly calendar of events is created for students and staff. Any events to be placed on this calendar should be shared with the building secretary.

## **CELL PHONES**

This policy outlines the use of personal cell phones at work, the personal use of District cell phones and the safe use of cell phones by employees. This policy applies to phone calls, text messaging, pictures, etc.

### Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of District phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore encouraged to make personal calls on non-work time where possible and to ensure that friends and family members are aware of the District's policy. Flexibility will be provided in circumstances demanding immediate attention.

## **COMPUTER USAGE/REPAIRS**

The Greenfield School District's network and internet system is provided in order to facilitate the educational program provided by the district. Activities using the technology and the internet include communications in support of researching educational questions and programs by providing access to resources. To remain eligible as a user, the use of technology, the internet and computers must be in support of, and consistent with, the educational objectives of the district. Transmission of any material in violation of any federal or state regulation is prohibited. Use for commercial activities is prohibited. Use for product advertisement is prohibited.

Faculty and staff members are permitted use of one e-mail account as provided by the ISBE through the Learning Technology Hub #5 and the Regional Office of Education. Such accounts are to be used for educational purposes. Electronic mail is not private. District administration and technology staff have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in loss of user privileges and legal action against the user.

The use of the district network and the internet is a privilege, not a right. Inappropriate use, including any violations of these conditions and rules, will result in revocation of the privilege. The district administration will make all

decisions regarding whether or not a user has violated the conditions and rules and may deny, revoke, or suspend access at any time.

Greenfield CUSD #10 reserves the right to review any material accessed by the user and to monitor the file server space in order to make determinations on whether specific uses of the network are appropriate.

Each staff member will be provided with sufficient space on the district network server to save individual materials and work. All materials stored on the district server are property of the district and can be reviewed at any time. Any programs or work written or developed on district computers, with district technology, is the property of the district and may not be sold or provide profit to any staff member.

Security on any computer system is a high priority, especially when the system involves many users. Users must protect their passwords to ensure system security. Staff members who release their passwords and accounts to students are subject to disciplinary action.

Vandalism is defined as any attempt to harm, modify or destroy data or another user, internet, computers, other networks connected to the internet backbone or any other computer program used at Greenfield CUSD #10. Vandalism and harassment will result in cancellation of user privileges and possible legal action.

Users shall not play games or use the computer resources for other non-academic activities. No user should download any games.

On the internet it is impossible to control the content of data and material that may be encountered which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material.

Any user violating these rules, applicable state and federal laws or classroom/district rules will lose district network and internet privileges and will be subject to other CUSD #10 disciplinary action. In addition, any unauthorized internet access, attempted access or use of any computing and/or network system that is in violation of applicable state or federal laws will be subject to criminal prosecution.

It is the responsibility of staff members to report problems with any element of the district's technology network to the building administrator or supervisor.

## DEPARTMENT OF CHILD AND FAMILY SERVICES

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

### Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect. All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every 5 years after that date. The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

## **DISCIPLINE**

You are expected to meet school district standards for work performance, punctuality, attendance and personal conduct.

Violations of school district policies and procedures are misconduct and appropriate disciplinary procedures will be initiated. Examples of disciplinary action include, but are not limited to, the following: oral warning, written warning, suspension with or without pay, and discharge. Disciplinary actions are noted in your personnel file.

The following is a non-inclusive list of examples of misconduct which violates Greenfield School District policy:

- Supplying false or misleading information when applying for employment.
- Possession of dangerous or deadly weapons on school district premises or while performing school district duties off premises.
- Reporting to work unfit for work, drinking alcoholic beverages during work, using or possessing controlled substances either on school district time or premises.
- Failure or refusal to submit, or consent to a required medical or physical examination, including but not limited to, a drug or alcohol test.
- Immoral or indecent conduct; soliciting persons for immoral purposes or aiding and abetting any of the above.
- Insubordination, including, but not limited to refusing to obey an order or directive of a supervisor.
- Disruptive conduct on company premises: gambling, fighting, horseplay, coercion, intimidation or threats against supervisors or other employees, vulgarity, abusive treatment or discourtesy to a customer or fellow employee.
- Theft or misappropriation of property or money belonging to Greenfield School District employees or a third party.
- Excessive absenteeism or tardiness.
- Making or publishing false, vicious or malicious statements concerning an employee, supervisor, parent, guardian, or child.
- Disclosing confidential information.
- Falsifying a time card or any other employment record.
- Destruction or misuse of school district property.
- Careless, improper or neglectful use of school district vehicles including trucks, autos and mechanical units such as forklifts, scissor lifts, etc.
- Unauthorized removal of school district property or documents from the premises.

- Failure to observe safety rules or failure to wear required safety equipment.
- A general disregard for the policies set forth in this handbook.
- Falsely stating or making claims of injury. In addition to discipline, you may be subject to criminal prosecution for filing a fraudulent workers' compensation claim.
- Failure to timely report an injury.

## **DRESS**

The District's image is reflected in employees' dress and appearance which must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, or decency. Good grooming and tasteful attire is essential.

## **DRUG AND ALCOHOL FREE WORKPLACE**

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

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage.
3. Possession or use of medical cannabis.

For purposes of this policy a controlled substance means a substance that is:

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

As a condition of employment, each employee shall:

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

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace,
  - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
  - c. The penalties that the District may impose upon employees for violations of this policy.

#### Drug and Alcohol Testing

To support the policy of a drug and alcohol free workplace, testing for alcohol, drugs & chemical substances may be required under the following circumstances:

##### (1) Pre-Employment

As part of the application process. No applicant testing positive will be employed. This includes all applicants for employment and re-employment, whether for temporary, part-time or full-time positions.

##### (2) Post-Accident

After a work-related accident where judgment, coordination or physical or mental ability may have been impaired.

##### (3) Reasonable Suspicion

Whenever the District has reasonable suspicion to believe an employee has consumed or used or is under the influence of alcohol, illegal drugs, a controlled substance, or cannabis during the course of the work day. Supervisory personnel shall ascertain whether reasonable suspicion exists and document the basis for any reasonable suspicion prior to testing. The employee shall be provided a copy of the basis for any reasonable suspicion.

##### (4) Periodic or Random

On an unannounced and random basis for those working in a safety sensitive position.

#### District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee

to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

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

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts.

The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. 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:**

Kevin Bowman, Superintendent

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Name

311 Mulberry Street

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Address

Greenfield, IL 62044

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217-368-2447

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Telephone

**Complaint Managers:**

Jeremy Lansaw, Elementary Principal

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Name

115 Prairie Street

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Address

Greenfield, IL 62044

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217-368-2551

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Telephone

Beth Bettis, High School Principal

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Name

502 East Street

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Address

Greenfield, IL 62044

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217-368-2219

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Telephone

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.

**EVALUATIONS**

Official evaluation procedures are contained within the collectively bargained agreement between the Greenfield Education Association and the Board of Education. Tenured certified employees will be evaluated every other year. Non-tenured certified employees will be evaluated as many times as the administration deems appropriate, but not less than once a semester. Non-certified employees will be evaluated annually.



## **FACULTY MEETINGS**

Faculty meetings will be scheduled throughout the school year. Some meetings will require all faculty members and some meetings will require specific faculty member attendance. It is extremely important that you attend all faculty meetings that pertain to you. Thank you in advance for all of the work you do for Greenfield CUSD #10.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **FAMILY AND MEDICAL LEAVE ACT**

### 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**

Field trips may not be taken unless they are approved in writing in advance by the building administrator. Once approval for the field trip is attained, the teacher will make all necessary arrangements for the field trip including transportation and an adequate number of chaperones (1 adult for every 10 students is recommended). Students must have a signed permission form from the parent to be allowed to participate in the field trip. No later than one week prior to the field trip a list of students attending will be provided to other affected teachers and the building administrator.

## **FINGERPRINTING AND CRIMINAL BACKGROUND CHECK**

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database are performed on each employee as required by School Code. A copy of the record of convictions obtained from the Illinois State Police may be provided by the District to the applicant and the Superintendent or designee shall notify the applicant if the applicant is identified in either database. Any information concerning the record of convictions obtained by the District shall be confidential and may only be transmitted or shared with the President of the School Board, Superintendent or his designee, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision.

The District retains the right to not employ or to discharge any employee who makes any false or misleading statement on, or omits facts from, his or her employment application or documents, if there is any criminal history records check, Statewide Sex Offender Database check, Statewide Child Murderer and Violent Offender Against Youth Database check, or background investigation, or if the District is prohibited from employing the employee under Section 10-21.9 of the Illinois School Code.

## **FUNDRAISING**

Student fundraising shall be kept to a minimum. Sales of products or services by students to the community outside the school building must be approved by the Board of Education. Sponsors of student groups desiring to conduct a community fundraiser shall forward a request to conduct the fundraiser through administrative channels to the school board. No student, group, team, organization or similar body shall engage in fundraising without the express permission of the building administrator. All funds raised through student fund

raising activities shall be deposited with the appropriate student account activities treasurer

## **HARASSMENT**

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

### Sexual Harassment Prohibited

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

### Making a Complaint; Enforcement

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, Uniform Grievance Procedure. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

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:**

Kevin Bowman

\_\_\_\_\_  
Name

311 Mulberry St.

\_\_\_\_\_  
Address

Greenfield, IL 62044

\_\_\_\_\_  
217-368-2447

\_\_\_\_\_  
Telephone

**Complaint Managers:**

Kevin Bowman

\_\_\_\_\_  
Name

311 Mulberry St.

\_\_\_\_\_  
Address

Greenfield, IL 62044

\_\_\_\_\_  
217-368-2447

\_\_\_\_\_  
Telephone

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.

## **HAZARDOUS CHEMICALS**

You must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act of 1970 and regulations which have been added to this act by both state and federal governments. If you believe that you are being exposed to a known or suspected hazard when working with toxic chemicals or substances, you have a right to know about such hazards through Material Safety Data Sheets (MSDS). Your supervisor will review the MSDS with you at the time of your hire and whenever new chemicals are introduced into the district for your use. MSDS will be maintained in an area that permits immediate accessibility to the information contained therein.

## **KEYS**

Employees will be assigned keys necessary to utilize their work areas and these will be issued through the elementary and high school office with the building administrator's or supervisor's consent. Keys are for the personal use of the employee and should not be loaned to students or to community members. At the end of the school year, employees should return or check out their keys through the elementary or high school office prior to leaving for the summer.

## **LESSON PLANS**

It is required that teachers keep lesson plans one week ahead. These will be submitted to the building administrator on Fridays for the following week. Plans are to be in a convenient location in/on your desk. A daily plan book is supplied for your convenience. Your plans should include researched based teaching methods and content that aligns with the Illinois Learning Standards.

## **LOUNGE**

The school provides a workroom for the faculty and staff. The workroom provides privacy for the purpose of class preparation and evaluation during those times when a teacher is not scheduled to be in class with his/her students. Students are not permitted to use this facility.

## **MAIL**

A mailbox with compartments for each teacher is located in the workroom. Please check this daily for mail, bulletins, office memorandum, etc.

## **MAINTENANCE REQUESTS**

If you should need any type of maintenance in your work area or around the building, please fill out a maintenance report form and turn in to the building administrator or supervisor for approval.

## **PAYDAY**

Greenfield School District pays its employees once a month on the 20<sup>th</sup> of each month. If the 20<sup>th</sup> falls on a Saturday or Sunday, you will be paid on the Friday before the 20<sup>th</sup>. If you lose your paycheck, notify the District Office at 368-2447 immediately.

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is all the time actually spent on the job performing assigned duties. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including discharge. Both the administrator/supervisor and the employee can be held responsible for any of these dishonest actions, which may result in criminal prosecution. All non-exempt employees shall ensure accurate reporting of hours worked and shall sign completed time record.

The building administrator/supervisor will review and then sign the time record before submitting it to payroll for processing. In addition, if the employee makes corrections or modifications to the time record, the administrator/supervisor must verify the accuracy of the changes by signing the time record. Time is calculated by using a fifteen-minute interval for determining "hours worked" and recording of time worked by all non-exempt employees.

## **PROFESSIONAL DEVELOPMENT**

It is the desire of the Greenfield School District to provide opportunities for certified staff members to receive professional development. At various times throughout the school year speakers or programs will be presented to aid the faculty in keeping abreast of current, up-to-date research and ideas within education. CPDU's will be provided for re-certification credit. Teachers are expected to be present at these in-service teacher institutes.

Teachers may discover other professional development conferences or workshops that are of interest to them. Permission should be sought from the building administrator to attend these conferences/workshops.



## PROFESSIONALISM

**Dress** – The school district believes that student dress affects student behavior and as such thinks that employee dress affects students. Employees are expected to dress professionally as befits their assigned work activity. Employee dress should follow the student dress code as well.

**Behavior** – Behavior by employees should show a model of teaching by example. Proper language, gestures, emotional control and mannerisms should be a role model for students.

**Ethics and Conduct** – Please remember that the welfare of the child is the first concern of the school district. It is the responsibility of the employees to support programs and activities when in public. When making criticism of employees or programs, it should be done in a professional manner and to an administrator.

Employees are to be faithful and prompt in attendance; support and enforce board and building regulations; turn in reports on time; attend meetings as scheduled by the administration; look out for the safety and welfare of all students; dress professionally; refrain from using language, gestures, and mannerisms that are profane; and use the faculty workroom for its intended purpose.

**Confidentiality** – Comments and discussion regarding student personalities and records should only be discussed with appropriate people in the educational setting. Student behavior problems should not be part of public discussions. Professional discretion and courtesy should be used in discussing all staff and district concerns.

## PURCHASE ORDERS/REQUISITIONS

If an employee needs additional supplies, a requisition should be made and left with the building administrator or supervisor. Requisition forms are available from the building secretary. The original copy is for office use. After approval, a purchase order will be returned to the employee for his/her records. No purchase should be made without an approval requisition. The employee may be financially responsible for any debt which may evolve from an unapproved purchase.

## **SECURITY**

Employees are responsible for the security of their work areas and any district property connected with their employment. Classrooms, closets, offices, buses etc. should be locked; windows should be closed and secured; any money or valuables should be placed in the building safe or vault; computers should be shut down at the end of the school day. District buildings should be securely locked by the building administrator or supervisor. Employees are provided keys for their work areas. Employees should promptly report any loss of keys to the building administrator or supervisor. Loss of keys may result in employee being financially responsible to re-key building or area. Employees should be sure to re-secure any area accessed after school hours.

## **SPECIAL EDUCATION**

Special education students are governed by their Individualized Education Plans (IEPs). These plans include educational accommodations required for the student to be successful in the school setting. It is the responsibility of teachers to know the accommodations required for any special education student enrolled in their class. These accommodations are not suggestions, they are mandatory. Students cannot be staffed into special education unless teachers have made multiple interventions with no success. These interventions must be sustained and documented. A Response to Intervention (RtI) team will be composed in each building to identify students and interventions. Teachers should comply with all reports requested from the special education department. Teachers should attend any IEP meetings if invited.

## **SUBSTITUTES**

All teachers should have their subject matter planned in sufficient detail to enable a substitute to carry on. A substitute folder should also include:

- Emergency plans
- Daily schedule
- Seating charts for each class or study halls
- General expectations and classroom rules
- Location of materials, tests, and visual aids
- Name of colleague and room number who might be of assistance
- Name of students who may help in various ways

## SUPERVISION

The district employees are responsible for the supervision of students while they are participating in any part of the school program. This is most effective when all employees follow and enforce the same procedures and guidelines for supervision. It makes a very difficult situation for all when part of the employees deal with supervision problems and others ignore them. If all employees fulfill their responsibility for supervision, the school day will go well for everyone, including students. The overall supervision attitude should be common sense and complete commitment to the task at hand. Remember that supervision is everyone's responsibility anywhere and anytime whether the student(s) is/are directly under your specific control at that time. Do not ignore a situation just because the participants are not assigned to you at that time.

Classroom – generally, a teacher should never leave a classroom while students are present. However, in emergencies when a teacher must leave a class, they must make arrangements with a nearby teacher to look in on the class. Should behavior problems arise, or any incident occur which might tend to discredit a teacher due to inadequate classroom supervision, that teacher has been placed in a position that is most difficult to defend.

Building – before school all teachers should be in the area of their classrooms five (5) minutes before school begins and check the hallways outside their room periodically. Between classes and after school every teacher should supervise the hallway area outside his/her room when students are dismissed.

Employees are reminded that they also are individually responsible for all school property and facilities when a group or club under their supervision is using the school. When in charge of activities, an employee must remain in the school building until all students have gone and must see that all lights are out and all doors are locked. The employee should be the last person to leave the building.

## TOBACCO

In keeping with Greenfield CUSD #10's intent to provide a safe and healthful work environment and in compliance with the Illinois School Code and Smoke-Free Illinois Act, smoking and vaping is **prohibited** in all school buildings, vehicles used for school purposes, and school property. Further, the use of tobacco is prohibited on school property by any employee, student, or other person when such property is being used for any school purposes. "School purposes" include but are not limited to all events or activities or other use of school property that the Board or school officials authorize or permit on school property, including without limitation all interscholastic or extracurricular athletic, academic, or other events sponsored by the Board or in which pupils of the District participate. "Tobacco" shall mean

cigarette, cigar, electronic cigarette, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

*This policy applies equally to all employees and visitors.*

### **TUITION REIMBURSEMENT**

The Board will reimburse tuition at a rate of \$120.00 per semester hour. Reimbursement will be dependent upon a grade of B (3.0) or better and the teacher must show acceptance into an approved masters' degree program or leading toward additional certification or endorsement, with the superintendent's approval. The District will reimburse at the same rate for any course they request an employee to take, but will reimburse at 100% of tuition costs for any course the District requires an employee to take.

For non-certified staff, required recertification expenses will be reimbursed not to exceed \$50.00 per year.

### **VEHICLES**

All employees must get authorization to use District vehicles. When using District vehicles, employees must follow all state and Federal laws. Employees shall pay any tickets in violation of the law. An employee must agree to pre-employment and regular checks of MVR and are required to maintain a good driving record in order to drive District vehicles.

### **VOLUNTEERS AND VISITORS**

Guests are welcome in our school buildings. In order for these guests to be received properly, the office should be notified. **ALL** guests are required to sign in at the office and receive a visitor's pass before reporting to the classroom. Volunteers should fill out a volunteer sheet. Teachers may schedule volunteers according to their classroom needs.

### **WORKERS' COMPENSATION, ACCIDENT AND INJURY REPORTING**

If an employee is injured at work or while performing work-required duties away from the job site, he/she is required to contact the District Office to report the

injury as soon as possible. If an employee is injured at work or while performing work-required on school district property, he/she is required to notify the school nurse and immediate supervisor. The school nurse and supervisor will report the accident to the district office.

## **STUDENT RELATED ITEMS**

### **ABSENCES – EXCUSED/UNEXCUSED**

**Excused** – excused absences give a student the opportunity to make-up work. The length of time allowed is usually at the rate of two days make-up time for every day missed, however, the teacher may make other arrangements especially in the event of a lengthy absence.

**Unexcused** – unexcused absences will result in zeroes in each class period.

### **CELL PHONES/ELECTRONIC DEVICES**

Student cell phone use is prohibited during the school day including between classes. Cell phones must be kept out of sight and be turned off. Electronic devices are also to be turned off and kept out of sight during the school day. The student handbook has guidelines for discipline.

### **CLASSROOM MANAGEMENT**

Classroom management is different than discipline. Effectively managing your classroom is an essential part of maintaining control and discipline. The number one problem in the classroom is not discipline; it is the lack of procedures and routines. Classroom management deals with the procedures that you must establish at the beginning of the school year. Students must know how you want them to begin the day, pass in papers, sharpen their pencils, line up, etc. Procedures must be rehearsed over and over again until the students do them automatically.

Remember, the beginning of the year is the best time to start good discipline in order for students to understand what is expected of them. Young people will accept fair discipline. Try not to put a student in a situation where, from their frame of reference, they have no way out. Avoid spending too much time in admonitions to individual students and classes in general. Consequences will speak louder than words.

**Discipline plan** – Each teacher should develop a discipline plan for their classroom, which shall be posted in the room and turned in to the office. The plan shall include rules to follow in the room, consequences for not following the rules, and possible rewards for following the rules. When all alternatives have been exhausted in the classroom, the teacher should ask the principal for help. Teachers should contact the parents informing them of any constant behavior concerns. Any disciplinary action taken should be reasonable, swift and consistent.

## **CLOSING OF SCHOOL**

A phone tree will be developed at the beginning of the school year to be used in cases of school closings or emergencies. Please call the next individual on the phone tree after you receive notification of the closing of school. If you are unable to make contact with the next individual, please keep the phone tree moving by continuing down the line until you make contact. School closings will also be announced on WLDS (1180 AM), WJBM (1480 AM), WIBI (91.1 FM), WRVI (96.7 FM), WEAI (107.1 FM), WJVO (105.5 FM), and WSMI (106.1 FM) radio stations and KMOV (Channel 4) , KSDK (Channel 5), KTVI (Channel 2), KDNL (Channel 30) television stations.

This is the fourth year for the SchoolReach program, so this system may be used to notify students, parents, and staff of school closings.

## **DETENTIONS**

**Elementary School** – Teachers fill out a Disciplinary Action form which can be obtained from the school office. Detentions are served during lunch. After school detentions are also a possibility with parent cooperation.

**High School** - Teachers may assign students lunch detention for disciplinary reasons. These detentions are served in room 305. Teachers should record the detentions in binders that are located in the school office. It is the responsibility of the teacher to inform the student that they have a detention to serve. The detention is served the day after it is received. If a student skips a detention, it will be doubled.

## **DISASTER DRILLS**

Procedures for fire and tornado should be posted in each classroom. Students should be aware of these procedures and drills will be conducted periodically throughout the school year.

## **ERRANDS**

You are not to send students on errands off the school grounds unless specific permission has been received from a parent and the building administrator. The student should sign out in the office. Do not dismiss class except at the scheduled time without permission of the building administrator.

## **EXTRACURRICULAR CONFLICTS**

If students are scheduled to participate in two school activities whose times overlap or conflict, the teachers, coaches, or sponsors involved should cooperate so that the students may participate in both events if at all possible. If there is a continual schedule conflict between two activities, the student should choose between the activities with the advice and consent of the building administrator and parents

## **FIELD TRIPS**

Students may not participate in a field trip without a signed permission form. Students are responsible for all class assignments missed due to the field trip. Teachers should provide a list to other affected faculty at least one week prior to the field trip for proper class preparation.

## **GRADES**

**Deficiency Reports** – Mid-term deficiency reports are sent home after approximately 5 weeks of each quarter. A notice will be made in the teachers' section of the daily announcements to coordinate the mailing. From these reports a Deficiency List will be compiled of all students receiving a failing grade. Students on this list will have restricted movement until the next grading report. Students may visit the teacher to receive help in a class, but all other pass privileges are revoked.

**Extracurricular Eligibility** – Extracurricular eligibility will be checked each week throughout the school year. Greenfield High School will follow IHSA guidelines and Greenfield Elementary School will follow IESA guidelines.

**Grade Checks** – Special education teachers and the school counselor may make requests for grades on select students throughout the school year to report to parents. Please cooperate with these reports in a timely fashion.

**Incomplete Grades** – A grade of incomplete is denoted if there is missing work at the time of the grade report. A reasonable amount of time and a deadline will be given to the student to complete the missing work. After that deadline, the incomplete grade will be changed to the correct letter grade.

**Records** – It is important that you keep a complete, accurate record of student grades. Grade books are provided and are large enough to accommodate all classes for both semesters. Teachers are encouraged to use the computer grade book and a printout of the final class roster and grades is sufficient for the above mentioned records. A complete and accurate up-to-date record in the grade book will include attendance. Please alphabetize class rolls in your grade books for each grading period, making certain that you have added new class members. The counselor will provide you with a class list before the start of each semester. Remember that occasionally it is necessary to reference these grade books in subsequent years and an easy to decipher grade book is appreciated.

**Report Cards** – Report cards are handed to students one week after the grading period is over. Teachers are required to have grades entered by the end of the day on Tuesday following a grading period.

**Scale** – Teachers are required to utilize the Board approved grading scale. It is as follows: A+ (100 - 98), A (97 – 95), A- (94 – 93), B+ (92 – 91), B (90 – 87), B- (86 – 85), C+ (84 – 83), C (82 – 80), C- (79 – 78), D+ (77 – 76), D (75 – 73), D- (72 – 70), and F (60 – below).

**Semester/Final Exams** – Greenfield High School will give semester and final exams. An exam schedule will be generated by the building administrator. Reviews and exams should be conducted on the day provided for in the schedule. Some students will be exempt from these exams. A list of exempt students should be provided to teachers by the office. Any exempt student should have no semester or final exam grade reported.

## **HALL PASSES**

Teachers should issue a hall pass to any student leaving the classroom. Hall passes should have the date, time, student's name, his/her destination, and teacher's signature.

## **INJURIES/ACCIDENTS**

Pupil accidents which occur during the school day, or on the way to or from school, are to be reported to the building administrator immediately and an accident report form completed. Except in cases of extreme emergency, it shall be the responsibility of the parent to call a doctor for the child or to take him/her to the doctor's office or hospital. In cases where it is impossible to reach the parent and it is deemed necessary to take such action, emergency medical facilities shall be used and the parent shall be notified as soon as possible. In any case, the responsibility for the payment of medical, ambulance and hospital fees shall be the parent's. Anytime an accident report is filled out on any student in the unit, it is to be done in duplicate. One copy is to be sent to the building



secretary. This will serve as notice that an accident has occurred and will also serve as a basis for insurance procedures.

Please provide the building secretary a list of pupils that go with you on field trips. This list will be used to inform the public in case of an accident involving several children.

## **IN SCHOOL SUSPENSIONS/ALTERNATIVE PLACEMENT**

Students that receive an in-school suspension or alternative placement must be allowed to make up work that they miss in class. Teachers should provide the office with class assignments for the student to work on while he/she is in alternative placement.

## **MEDICATIONS**

### Administering Medicines To Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardians(s) of students.

## **OUT OF SCHOOL SUSPENSIONS**

Students that receive an out of school suspension must be allowed to make up work that they miss due to the suspension. This work should be compiled as quickly as possible and provided to the student so that the work can come back completed with the student when he/she returns after the suspension.

## **PLANNERS**

Students are issued a planner on the first day of school. This planner is a key organizational tool for student academic success. Teachers are encouraged to utilize the planners as much as possible and to urge students to record assignments within the planner. Students can purchase another planner for \$5.00 from the office if they lose their planner.

## **TARDY**

Do not admit a student to class late without a pass from either another teacher or from the office. If you detain a student, please send him/her with a pass so the student can be admitted to the next class. Students that come to class with an unexcused tardy should receive detention for the next day.

## **General Rules Of Conduct**

To assure orderly operations and provide the best possible work environment, we expect employees to follow rules of conduct, performance, and attendance. This will protect the interests of all employees and the District.

For the guidance of all employees, listed below are some rules of conduct, performance and attendance. Violation of any of these rules may result in disciplinary action, including discharge, at the District's discretion. This list is by way of illustration only and should not be deemed to limit the District's right to discipline or discharge for other reasons not specifically listed.

The following acts are prohibited and constitute violations of District Rules of Conduct.

1. Possession of any dangerous weapon or explosive device while on District property.
2. Reporting to work under the influence of, or introducing, possessing, or using on District property, any intoxicating or controlled substance (including drug paraphernalia) not prescribed by a licensed physician. Employees with prescription drugs, which could impair motor function, must advise their administrator when first reporting for work after receiving such a prescription.
3. Fighting with, threatening, intimidating, coercing, physically abusing or interfering with another employee or persons doing business with the District.
4. Taking or receiving, without authorization, goods, materials, equipment or property belonging to the District, employees, or persons doing business with the District.
5. Practicing or promoting discrimination against or harassment of another employee or group of employees on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability.
6. Willful destruction of property, including but not limited to falsification of report(s); employment application; tallies; data; time card(s); commission of deliberate error; concealment of such acts committed by employee or others.
7. Insubordination (refusal to carry out administrator's instructions). Using profane or abusive language or displaying the abusive conduct toward an employee or person.
8. Participation or instigation of horseplay, scuffling, pranks, and/or otherwise creating a disturbance in the workplace.
9. Committing any felony or misdemeanor crimes as prohibited by federal, state, or local laws or failure to report unlawful conduct.
10. Transaction of personal business, including telephone calls, during working hours (excluding lunch) without consent of an administrator.

11. Use of seatbelt is required while riding in or operating a District vehicle on public roads.
12. Negligent work performance, concealment or failure to report errors, which may result in economic damage or adverse conditions.
13. Sleeping during working time.
14. Failure to report an accident or injury to the appropriate administrator.
15. Excessive employee absenteeism or tardiness or failure to notify of absence or tardiness within an hour of the scheduled work time.
16. Leaving District premises during working hours without permission.  
Unauthorized entrance on District property during non-working hours.
17. Working in an unsafe manner or violating District safety policies and procedures.
18. Falsification of employee applications.
19. Improper use of sick leave or unpaid personal leave.
20. Unauthorized use of District equipment.
21. Making modifications in equipment or buildings including heating, cooling, electrical, water or sewer systems unless authorized by job descriptions or supervisors.
22. Unauthorized possession or use of District keys, keycards, or access fobs, including master keys.
23. Bringing personally owned equipment or furniture to school without advance written authorization from the building administration. If permission is granted, the District assumes no liability for lost, damaged, or stolen personal property.
24. Promoting the services, products, ideologies (political, religious, or organizational), or goals of non-school organizations, exclusive of educational goals.
25. Failing to be truthful to the Board of Education or the administration in regard to matters relating to employment or directly related to the employee's work duties.
26. Falsifying documents, or creating documents, which are substantially misleading.
27. Making false claims for insurance or any other benefit.
28. Misrepresenting to any other person the extent of her or his job authority, or purport to act on behalf of the District when not authorized to do so.
29. Incurring expenses or entering into contracts on behalf of the District without the authority to do so.
30. Failure to conduct oneself in a same manner at all times. Failure to read, understand and apply all safety instructions related to procedures or equipment, or defeating or attempting to defeat any safety device.
31. Working under the influence of any intoxicating liquor or illegal drug; concealing or maintaining any intoxicating liquor or illegal drug in or on any school property or at any school sponsored event; working while bearing the odor of alcohol or illegal drugs.
32. Engaging in acts that are dangerous to property, health, safety, or welfare of the District, students, other employees, or the general public. This rule shall

- not be deemed violated by accidental acts that are not intended by the employee, but the employee shall act with prudence and ordinary caution at all times.
33. Engaging in activities during non-school hours that intentionally cause injury or harm or attempt to cause injury or harm to other employees, children, their property, or the District or its property. Any employee who has been convicted of any felony offense or who has committed any criminal acts involving substantial risk of harm to other persons or property may be unsuitable for school employment and is subject to discharge, at the discretion of the Board.
  34. Bringing onto school property or to any school activity firearms, ammunition, explosives, fireworks, or other substances or devices likely or capable of causing harm to persons or property.
  35. Failure to report to the direct supervisor any damaged or broken equipment or other school property in his or her assigned area of responsibility.
  36. The loss of driving rights or privileges for any position requiring a current driver's license shall be cause for dismissal. The employee must advise the District of lost driving privileges.
  37. Failure to maintain or the loss of any certificate, license, or other document issued by any governmental entity or office necessary or required for the employee's position shall be cause for dismissal.
  38. Failure to promptly deposit, report or account for any funds, gate receipts, or other money or property of the District, students, or others coming into the employee's hands as a result of the employee's work, responsibilities, duties, or employment.
  39. Unauthorized use, retaining without authorization, or stealing money or property of students, other employees, or others.
  40. Release, disclosure, or granting access to information found in any student record except in the exercise of job responsibilities, or when such disclosure would constitute a violation of the Illinois School Student Records Act or the Family Educational Rights and Privacy Act. Employees may seek clarification of their responsibilities under this rule from their immediate supervisor.
  41. Release, disclosure, or granting access to information found in any employee file or disclosure of confidential information about other employees without advance authorization from a supervisor. Employees may seek clarification of their responsibilities under this rule from their immediate supervisor.
  42. Educational support employees shall not discipline students except as authorized by job description.
  43. Fighting and physical altercations of all kinds. Employees may take reasonable steps to protect themselves from physical violence and may reasonably restrain a student to protect the employee, another employee, other students, or District property.
  44. Engaging in any behavior while at school, at its sponsored events, or during work hours, which constitutes gross disrespect for the property or rights of

- others including but not limited to insensitive remarks about another person's race, color, religion, creed, national origin, sex, age, ancestry, or marital status. Such remarks will result in employee discipline.
45. Using profanity when speaking to parents or students, or address other employees utilizing profanity.
  46. Engaging in any sexual or romantic relationship with any student.  
Employees shall not make sexually suggestive remarks or engage in sexual conduct or acts on or towards students. Employees shall not illegally discriminate against students on the basis of the student's sex. Employees shall personally report evidence of any such activity to the Superintendent. No employee shall instruct or dissuade another employee from making such a report.
  47. Making unwelcome sexual advances toward or request sexual favors from other employees. Engaging in verbal or physical conduct or communication of a sexual nature which constitutes sexual harassment or otherwise creates an intimidating, hostile, or offensive work environment.
  48. Aide, solicit or engage any student, or any employee in any activity that is illegal or immoral. Employees shall personally report evidence of illegal or immoral activity to the Superintendent.
  49. Conviction of any felony offense involving dishonesty or violence, or that would have precluded an employee's initial employment as a matter of law irrespective of the jurisdiction, shall be cause for dismissal.
  50. Willfully refusing to obey written or oral instructions of the immediate supervisor, a member of the administrative staff.
  51. Willfully refusing to obey the policies, rules and regulations of the Board of Education or attempt to violate the Board of Education policy, rule or regulation.
  52. Willful behavior that interrupts the orderly process of school affairs.
  53. Repeated minor incidents of misbehavior may be cause for discharge, if other disciplinary measures have failed to deter misconduct.
  54. To knowingly surrender or deliver a child to a person other than the child's parents (or in the case of divorce, the custodial parent) or other guardian, without the approval from the parent, legal guardian, or the building principal. No employee shall intentionally surrender or deliver a child to a person who is prohibited such contact by an Order of Protection, or other Order of Court
  55. Failure to personally report evidence of child abuse to the DCFS Hotline. No employee shall instruct or dissuade another employee from making such a report. The employee shall notify the building principal that a report was made.
  56. Outside employment that may interfere with the performance of job duties.
  57. Accepting unauthorized rebates, gifts, gratuities, premiums or promotional materials from suppliers for personal use or gain.
  58. Utilizing District computers, networks or Internet access to view, obtain, or download any pornographic or sexually explicit material.

59. Failing to maintain strict confidentiality of passwords or other security techniques or accessing any computer, network, server, or other information thereon that the employee is not authorized to access.
60. Violation of any copyright, including, but not limited to copyright in software, information, music, data or other material obtained over the Internet.

**ACKNOWLEDGEMENT, AGREEMENT  
AND RECEIPT OF EMPLOYEE HANDBOOK**



The undersigned hereby acknowledges receipt of a copy of the Greenfield CUSD #10 Employee Handbook. The undersigned hereby acknowledges and agrees that nothing contained in the employee handbook including policies, practices, and benefits stated herein are intended to create any contractual right, express or implied, to employment or to any particular term or condition of employment. The District retains the right to revise, amend this handbook, or terminate any policy unilaterally without notice at any time, and the employee's continued employment will be deemed acceptance of such revisions and modifications. I understand I am required to read and apply all work rules. I understand that if I violate any work rule I may be disciplined. I further acknowledge that discipline, in some circumstances, may include my immediate discharge.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

(This acknowledgement and agreement will be retained in the employee's personnel file).