

Lansing School District #158

Employee Handbook 2021-2022

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

Revised July 2021

LANSING SCHOOL DISTRICT 158

VISION STATEMENT

Putting the children first with a commitment to continuous improvement.

MISSION STATEMENT

Cultivate the unique potential of each student by providing a challenging, supportive and inclusive environment.

BELIEF STATEMENTS

The unique potential of each child is cultivated when:

- A safe, secure and nurturing environment is provided
- Ethical decisions are made in the best interest of children
- A challenging curriculum is delivered through instructional practices that actively engage all children
- Our schools forge a strong partnership with parents and community stakeholders
- Our resources are utilized in an effective and fiscally responsible manner

Table of Contents

| | |
|--|----|
| Lansing School District #158..... | 1 |
| Mission Statement..... | 2 |
| Belief Statement..... | 2 |
| CONTACT INFORMATION..... | 6 |
| BOARD OF EDUCATION MEETINGS..... | 6 |
| ADMINISTRATION CENTER..... | 6 |
| SCHOOLS..... | 6 |
| HANDBOOK | 7 |
| FORWARD..... | 7 |
| ATTENDANCE DUTIES..... | 7 |
| Absence..... | 7 |
| CLASSROOM MANAGEMENT..... | 7 |
| Lesson Plans..... | 7 |
| Grade Book..... | 7 |
| Grades..... | 8 |
| Report Cards..... | 8 |
| Cumulative Folders..... | 8 |
| Daily Work/Assignments..... | 8 |
| Emergency Information Forms..... | 8 |
| Field Trips..... | 8 |
| Substitute Folders..... | 8 |
| Required Reports and Documents..... | 9 |
| PLANNING TIME..... | 9 |
| Elementary School Teachers..... | 9 |
| Middle School Teachers..... | 9 |
| TEACHER EVALUATIONS..... | 9 |
| Philosophy..... | 9 |
| Summative..... | 9 |
| Professional Goal Setting..... | 9 |
| Student Growth..... | 9 |
| COMMUNICATION..... | 10 |
| Problems, Questions and Concerns..... | 10 |
| Parents..... | 10 |
| Home-School Connection..... | 10 |
| Public Relations..... | 10 |
| Press Releases..... | 10 |
| WORKING HOURS PROFESSIONAL STAFF..... | 10 |
| LOCATIONS OF FACILITIES, MATERIALS AND RESOURCES..... | 10 |
| Student Materials and Textbooks..... | 11 |
| Office Supplies..... | 11 |
| Storage..... | 11 |
| Teaching Resources..... | 11 |
| Copy Machine..... | 11 |
| Staff Restrooms/Lactation Rooms..... | 11 |
| Staff Mailboxes..... | 11 |
| Staff Bulletin Board..... | 11 |
| LEA Bulletin Board..... | 11 |
| Teachers Workroom..... | 11 |
| STUDENT BEHAVIOR..... | 11 |
| Positive Behavior Interventions and Supports (PBIS)..... | 12 |
| Discipline Referrals..... | 12 |
| Assault on School Personnel..... | 12 |
| DRESS CODE GUIDELINES..... | 13 |

| | |
|--|----|
| EMAIL ACCOUNTS | 14 |
| EMERGENCY PROCEDURES | 13 |
| <i>Accidents and Injuries</i> | 13 |
| <i>Automated External Defibrillators (AED)</i> | 13 |
| <i>Crisis Intervention Plan</i> | 14 |
| <i>Emergency Closing Schools Information</i> | 14 |
| <i>School Messenger System</i> | 15 |
| EMERGENCY DRILL AND PROCEDURES | 14 |
| <i>Fire Drills</i> | 15 |
| <i>Tornado Drills</i> | 15 |
| <i>Inclement Weather</i> | 15 |
| MEETINGS..... | 15 |
| <i>PLC/Monthly Faculty Meetings</i> | 15 |
| <i>In-services</i> | 17 |
| <i>Early Dismissals</i> | 16 |
| <i>New Teacher Orientation</i> | 17 |
| <i>Beginning Teacher Program</i> | 17 |
| TELEPHONES AND INTERCOMS..... | 16 |
| <i>School Telephones</i> | 16 |
| <i>Staff Use of School Phones</i> | 16 |
| <i>Staff Use of Cell Phones and/or Personal Electronic Communication Devices</i> | 17 |
| <i>Use of the Intercom</i> | 18 |
| <i>Social Media</i> | 18 |
| SCHEDULES..... | 18 |
| <i>Bell Schedule</i> | 18 |
| <i>Specialist Schedule</i> | 18 |
| <i>Teacher's Program of Instructional Time Allotments (Daily Schedule)</i> | 18 |
| SUPERVISION | 18 |
| <i>The First Week of School</i> | 18 |
| <i>Hall Supervision</i> | 18 |
| <i>After School</i> | 18 |
| <i>Classroom</i> | 19 |
| <i>Playground</i> | 19 |
| <i>Lunch</i> | 19 |
| TEACHERS ABSENCES | 19 |
| <i>Personal Business Leave</i> | 19 |
| <i>Prearranged absences</i> | 19 |
| <i>School Business Leave</i> | 19 |
| <i>Sick Leave</i> | 20 |
| <i>Leaves of Absence for Other Reasons</i> | 20 |
| <i>Reporting an Absence</i> | 20 |
| INSURANCE | 20 |
| <i>Insurance Carrier</i> | 20 |
| <i>Insurance Forms</i> | 20 |
| SPECIAL PROGRAMS | 20 |
| <i>Free and Reduced Breakfast/Lunch</i> | 20 |
| <i>Breakfast After the Bell</i> | 20 |
| <i>Breakfast/Lunch Program</i> | 20 |
| <i>Band</i> | 20 |
| <i>Enrichment Program</i> | 21 |
| <i>Lunch Patrol</i> | 21 |
| <i>Remedial Reading Programs/RtI ELA & RtI Math</i> | 21 |
| <i>Learning Disabilities Resource</i> | 21 |
| <i>Response to Intervention</i> | 21 |
| <i>Self-Contained Special Education Classes</i> | 21 |
| <i>Social Workers</i> | 21 |
| <i>Speech/Language Therapy</i> | 21 |
| <i>ELL</i> | 22 |

| | |
|--|-----------|
| PARKING | 22 |
| <i>Staff Parking</i> | 22 |
| PURCHASES FOR REIMBURSEMENT | 22 |
| <i>Classroom Materials</i> | 22 |
| SECURITY..... | 22 |
| <i>Crisis Situations</i> | 22 |
| <i>Doors</i> | 22 |
| <i>Classroom Doors and Windows into Hallways</i> | 22 |
| <i>Drapes, Blinds, and Shades</i> | 22 |
| <i>Files, Doors, Desks and Cabinets</i> | 22 |
| <i>Money</i> | 22 |
| <i>Purses</i> | 22 |
| <i>Students Dismissed Early</i> | 23 |
| <i>Visitors</i> | 23 |
| <i>Windows</i> | 23 |
| Tuition Reimbursement..... | 23 |
| EDUCATIONAL SUPPORT PERSONNEL..... | 23 |
| WORK AND VACATION SCHEDULE..... | 23 |
| 90 DAY PROBATIONARY PERIOD..... | 24 |
| PERSONAL BUSINESS AND BEREAVEMENT DAYS..... | 24 |
| UNAUTHORIZED ABSENCES | 24 |
| HOLIDAYS..... | 25 |
| PERSONAL BUSINESS LEAVE..... | 25 |
| LEAVE TO SERVE AS A TRUSTEE OF THE ILLINOIS MUNICIPAL RETIREMENT FUND | 25 |
| OTHER LEAVES | 25 |
| STUDENT TEACHING | 25 |
| Wellness Program for All Employees..... | 26 |
| NOTIFICATIONS | 26 |
| ABUSED AND NEGLECTED CHILD REPORTING..... | 26 |
| MANDATED TRAININGS | 27 |
| ETHICS..... | 27 |
| FRAUD..... | 27 |
| EQUAL OPPORTUNITY NOTICE | 27 |
| PUBLIC NOTICE | 27 |
| SEX EQUITY IN EDUCATION BOARD OF EDUCATION POLICY STATEMENT | 27 |
| <i>Grievance Procedures</i> | 28 |
| SEXUAL HARASSMENT..... | 28 |
| BULLYING/CYBER BULLYING | 28 |
| SMOKING POLICY..... | 30 |
| KEYS TO SCHOOL BUILDINGS AND ELECTRONIC KEY FOBS | 30 |
| DRUG AND ALCOHOL FREE SCHOOLS AND WORKPLACES | 30 |
| HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) | 30 |
| NOTICE TO ENROLLEES IN SELF-FUNDED NON-FEDERAL GOVERNMENTAL GROUP HEALTH PLAN..... | 30 |
| SOLICITATIONS BY OR FROM STAFF..... | 31 |
| ACCEPTABLE USE OF ELECTRONIC NETWORKS | 31 |
| PANDEMIC..... | 34 |

CONTACT INFORMATION

Board of Education Meetings

The District # 158 Board of Education meets at 7:00 P.M. on the third Wednesday of each month in the Board Room located at the Administration Center.

Administration Center

Dr. Nathan Schilling, Superintendent of Schools

Ms. Gail Tengstrand, Executive Assistant to the Superintendent & Board

Mr. Mark Crotty, Assistant Superintendent for Business & Operations/CSBO

Ms. Alicia Thiel, Payroll Clerk

Mrs. Nikki Swick, Accounts Payable Clerk

Mr. Dave Kostopoulos, Executive Director of Curriculum & Assessment

Ms. Candace Cavalier, Director of Human Resources

Mrs. Diane Hess, Programs Management Secretary

Mr. David Lesak, Director of Technology

Mr. Andrew Novak, Technology Assistant

Mr. Eric Zalad, Technology Assistant

18300 Greenbay Avenue

Lansing, IL 60438

Telephone: (708) 474-6700 Fax: (708) 474-9976

Student Services Office

Dr. Tanya Carter, Executive Director of Student Services

Ms. Mary Pat Ford, Assistant Executive Director of Student Services

Mrs. Michelle Snoddy, Student Services Secretary

Mrs. Donna Boylan, Student Services Secretary

Telephone: (708)474-4868 Fax: (708) 474-0149

Administrative Center and All Buildings Hours: 8:00 - 4:00 Monday through Friday

Schools

Memorial Junior High School

Dr. Keli Ross, Principal

Mr. Shawn Walsh, Assoc. Prin. for Ops./Activities

Ms. Phyllis Taborn, 8th Grade Asst. Principal

Mr. Matthew Williams, 7th Grade Asst. Principal

Ms. Jennifer Hartmann, 6th Grade Asst. Principal

Mrs. Sonia Barbosa, Secretary

Mrs. Veronica Herrera, Secretary

Mrs. Ana Navarro, P/T Secretary

2721 Ridge Road, Lansing, IL 60438

Telephone: (708) 474-2383 Fax: (708) 474-8463

Coolidge Elementary School

Mrs. Pamela Hodgson, Principal
Mr. Ken Byrne, Assoc. Prin. for Ops./Activities
Ms. Lauren Willis, Assistant Principal
Mrs. Leonette Daisy, Secretary
Mrs. Linda Hess, Secretary
17845 Henry Street
Lansing, IL 60438
Telephone: (708) 474-4320 Fax: (708)474-8466

Lester Crawl Primary Center

Dr. Kim Morley, Principal
Ms. Linda Ehlebracht, Assistant Principal
Mrs. Andra Heneghan, School Secretary

Oak Glen Elementary School

Mr. Michael Earnshaw, Principal
Mrs. Megan Sechowski, Assistant Principal
Mrs. Susan Gerstner, Secretary
Mrs. Lisa Robinzine, Secretary
2101 182nd Street
Lansing, IL 60438
Telephone: (708)474-1714 Fax: (708)474-8461

Reavis Elementary School

Mrs. Patrice Booth, Principal
Mr. Roberto Paredes, Assistant Principal
Mrs. Jeanette Austra, Secretary
Mrs. Celeste Howard, Secretary
17121 Roy Street
Lansing, IL 60438
Telephone: (708)474-8523 Fax: (708)474-3071

HANDBOOK

Forward

The information contained in this booklet is in addition to that which is covered in the student handbook and Professional Negotiations Agreement. Teachers are expected to be familiar with the contents of both for their own benefit as well as that of the students. Please refer to this handbook as a guide. Feel free to address any questions concerning information in either handbook to your building principal.

Attendance Duties

Absence

Teachers are required to take attendance as the first thing after students enter the classroom each morning and again after students return to the classroom after lunch in the elementary schools. At Memorial, teachers are required to take attendance each period. Attendance is to be taken via the PowerSchool attendance module on the computer.

Classroom Management

Lesson Plans

Plans are to be prepared at least two days in advance and must reflect District curriculum. Plans must include general objectives and reference teaching materials to be used. Lesson plans are to be available to the principal when requested.

Grade Book

Teachers are required to keep a detailed grade book as documentation of grades earned by students. This book is to be available to the principal when requested. Teachers are to use the PowerSchool on-line grade book and update it weekly.

Grades

Teachers should not allow students to grade one another's work. The district does not support the practice that allows students or other non-staff members to see graded work. Further, teachers should not allow students to report grades to the teacher that allows others to have knowledge of such grades.

Report Cards

There are four (4) grading periods at all District 158 schools. The grading period ends one (1) week prior to report cards being sent home. Teachers are to prepare a report card for each student grades K-8 by providing on-line grades for each student and participating in the report card process following the established procedures. A 2:00 P.M. dismissal of students will be utilized for record keeping on the last day of the quarter.

Cumulative Folders

Teachers are to keep these folders up to date and cleared of temporary records. Progress Reports and Discipline Notices are not to be kept in cumulative student folders. The folders are to be kept in the office or other secure location and are to be updated by classroom teachers throughout the school year. Check the folder for special notes regarding the student. Be especially watchful for special education records as these must be kept in the office or other secure location in a separate folder. Review your folders at the beginning of the year and send any special education records to the office. Please note: E-mails which discuss specific students are considered school records subject to the School Records Act. E-mails of this nature are strongly discouraged.

Daily Work/Assignments

Student work is expected to be graded and reported to the students in a timely manner. Grades are to be collected routinely and updated weekly in PowerSchool. Homework is to be used to enhance learning in a meaningful way; it should never be used as busy work.

Emergency Information Forms

Emergency information forms listing contact information and information to be used in the case of an emergency are filled out as students enroll in the school office. They are to be used to provide contact information for the school.

Field Trips

All field trips must be approved by the principal prior to scheduling the event. All classes are to take at least one field trip yearly. Arrangements will be made by the teacher with the cost paid by the parents (except in cases of hardship). All field trips must return to the school on or before 2:00 P.M. An appropriate number of chaperones, at least one chaperone per class in addition to the teacher, must be scheduled for any event where students leave the school grounds. Be sure the parent has completed the District 158 Volunteer Form prior to chaperoning and you submit it to the building administrator for approval (See Teacher Resource Page). Written permission slips (one for each student and signed by the student's parent/guardian) must be on file prior to the student leaving the school grounds.

Substitute Folders

Each teacher is to provide a folder to be used by a substitute teacher which contains: class schedules; class rosters; location of teaching and student materials; notes about students with

special needs and any special schedules for such students; the discipline plan. These folders are required to be on file in the school office.

Required Reports and Documents

A variety of reports and documents will be required by office personnel. Usually, notice of these reports will include a deadline. Please be prompt and complete the various reports accurately.

Planning Time

Elementary School Teachers

Refer to the Professional Negotiations Agreement for elementary planning time. If a valid emergency arises requiring leaving the school premises during planning time the teacher is to inform the building principal and sign out in the office prior to leaving the building. Teachers will meet in grade level meetings on Tuesdays and Thursdays from 8:10 – 8:45 a.m. (days are flexible). The Grade Leader is to file an agenda and minutes of these meetings in the school office. Additional individual plan time to meet the increasing demands of the profession is available Monday, Wednesday and Friday from 8:10 – 8:45 a.m.

Middle School Teachers

Refer to the Professional Negotiations Agreement for middle school planning time. If a valid emergency arises requiring leaving the school premises during planning time, the teacher is to inform the building principal and sign out in the office prior to leaving the building. The Team Leader is to file an agenda and minutes of team meetings in the school office.

Teacher Evaluations

Philosophy

Teacher evaluation is a continual process made on the basis of classroom visitation and observation of job assignments. Evaluation is a cooperative process where the teacher and evaluator share a joint responsibility and work together to recognize exemplary performance and areas needing improvement.

Summative

In accordance with the District's State approved evaluation plan all certified staff members will be evaluated at least twice every year until tenure is achieved. Tenured staff will be evaluated at least once every other year in accordance with the plan. The process is outlined in Article VII 7.5 of the Professional Negotiations Agreement.

Professional Goal Setting

Tenured teachers who have achieved three consecutive ratings of Excellence may choose Professional Growth through Goal Setting as a means of evaluation. The process, and conditions used during this type of evaluation are contained in Article VII 7.5 of the Professional Negotiations Agreement.

Student Growth

District 158 will comply with the Performance Evaluation Reform Act of 2010 (PERA) and the student growth component of the teacher evaluation process beginning with the 2015-2016 school year.

Communication

Problems, Questions and Concerns

District 158 adheres to the philosophy of following the chain of command which starts at the building level. Teachers should always direct their questions, problems and concerns to the building principal first.

Parents

Good parent relations are vital. It is important that the classroom, school, district and curriculum be presented positively. Parents should be treated courteously and kept informed of their child's progress regularly. Using parents as classroom volunteers is encouraged and appreciated. The District 158 Volunteer Form must be completed and submitted to the building administrator for approval prior to volunteering. Strengthening the home-school partnership is crucial to our students' success.

Home-School Connection

Every teacher is to support open-communications with parents/guardians through the use of classroom newsletters, positive phone calls, articles in the principal's quarterly newsletter, etc. on an ongoing basis. Parent contact regarding classroom concerns relating to academic and/or student discipline issues should be direct, two-way, and documented through the Parent Communication Log and PowerSchool (e.g. phone call, video conference, in-person meeting, etc.).

Public Relations

District #158 believes in positive relations with colleagues, students, and parents. Professionalism must prevail and any differences can and should be resolved in a private manner. Parents are a great asset. Please work with them to help promote our schools.

Press Releases

We have the best school district in the South Suburbs. Staff is encouraged to work on press releases. Please forward to your building principal for publication in:
The Lansing Journal, Jim Masters, and Neil Murphy at LNN Channel 4, to publicize school events.

Staff is encouraged to promote classroom activities by sending pictures to IT or HR. Include a brief summary of the activity. Do not include student names. Please check that pictures of students submitted are allowed through parent publicity approval.

Working hours Professional Staff

Building Administrators 8:00 - 4:00

All Teachers 8:10 – 3:20

Educational Support Personnel working hours are located in that section of this handbook.

Locations of Facilities, Materials and Resources

Student Materials and Textbooks

Each school has designated locations where student materials and textbooks are located. Please keep the secretary notified of what you remove from these rooms for inventory purposes. Keep these rooms neat and orderly. Teachers are to hold students accountable for textbooks as they are expensive.

Office Supplies

Office supplies are located in the office. Ask the secretary for assistance and let her know when supplies are low.

Storage

Each building has storage rooms. Check with the building principal for the locations. Storage is a problem so please keep items being stored to a minimum. Nothing may be stored in these rooms without principal permission.

Teaching Resources

The LRC Director maintains a resource area for teachers. See the LRC Director with your special lesson needs. Other resources are located in the teacher workroom.

Copy Machine

You are encouraged to be efficient in your use of the machine as paper is costly. These machines are heavily used and breakdowns create stress among the staff. Please treat it properly. Ask the secretary if you are unsure about its use. Also, be mindful of any PTA hours for its use, if applicable, as these were assigned at the request of teachers. Copies should be made only during your planning times or before and after school. *Teachers are not to use the machine when students are assigned to them.* Please limit requests for office staff to run materials for you to emergency situations only.

Staff Restrooms/Lactation Rooms

There are restrooms/lactation rooms in each building designated for staff use. The office personnel can inform you of the locations.

Staff Mailboxes

Each staff member is assigned a mailbox. Please check your mailbox frequently and remove items from it. Be aware that staff members may not be the only people using the mailboxes. Confidential documents and communications placed in the mailboxes should be protected from indiscriminate viewing.

Staff Bulletin Board

All District notices, university bulletins, and other general communications will be posted on the bulletin board.

LEA Bulletin Board

A bulletin board designated for LEA use is located in each building. See your LEA Building Representative regarding its location.

Teachers Workroom

A variety of equipment and resources are located in the workroom. Please keep this room neat and orderly. Return any material or equipment you borrow to its intended location.

Student Behavior

Senate Bill 100 or Public Act 99-456 becomes effective September 15, 2016 and makes significant changes to student suspension and expulsion authority and procedures. To ensure that students are not excluded from school unnecessarily, it is recommended that school officials consider forms of non-exclusionary discipline prior to using out-of-school suspensions or expulsions 105 ILCS 5/10-22.6(b-5). The following interventions represent forms of non-exclusionary discipline and are a range of options that may not always be applicable in every case: districtwide PBIS/behavior systems, classroom behavior systems, parent contact, conference with teacher, behavioral contracts, withholding of privileges, social work groups, check-in/check-out, peer mediation, detention, and in-school suspension. The district will focus on the mission statement to cultivate the unique potential of each student by providing a challenging, supportive and inclusive environment while promoting pro-social behavior.

Positive Behavior Interventions and Supports (PBIS)

Each school has developed and uses a PBIS plan. Teachers are required to follow the plan at their assigned building. Every classroom is to have the rules, consequences and rewards posted and are to use the Cool Tools to teach the behaviors required at the school. Every school has a PBIS team and a matrix has been developed to help students display proper behavior for identified locations throughout the campus. The PBIS team will meet with the staff routinely to assess the progress of the PBIS system.

Discipline Referrals

No student will be accepted in the office for discipline without a Discipline Referral being filled out completely by the teacher. In a normal situation, the student should not be sent to the office until the appropriate level of consequences has been reached and parents have been contacted by the teacher. All parent contacts and teacher actions are to be spelled out on the Discipline Referral. This is very important in providing documentation should it be needed. Students sent to the office without a note or referral will be returned to the classroom, except with severe misbehavior as outlined in the school's PBIS plan. In such cases, a Discipline Referral is to be sent to the office as soon as possible. Discipline Referrals will be sent home with the student and a copy of the referral will be returned to the teacher indicating the outcome of the referral.

Assault on School Personnel

The following policy is to be followed in the event of an assault on school personnel:

1. It is the responsibility of employees to notify the building principal in writing using the ASSAULT/BATTERY REPORT (See Teacher Resource Page), remembering to include details (names, dates, times, locations, names of witnesses.) Keep a copy for yourself. The employee and any witnesses may complete an incident report as well. The employee may request an association representative to be present for any meetings related to the assault report.
2. The administrator or the teacher may report the incident to local enforcement authorities.
3. The building principal will notify the student's parents or guardian of the action.

4. The Board shall provide legal counsel which is acceptable to the teacher to advise the teacher of his/her rights and obligations with respect to the assault/ battery and /or threat and shall render all reasonable assistance to the teacher in handling the incident by law enforcement and judicial authorities.
5. Appropriate disciplinary action shall be taken against any student assaulting a staff member, up to and including suspension and expulsion. (ILCS 10-21.7, as amended by P.A. 85-1420, SL, Eff. Dec. 15, 1988.)

Dress Code Guidelines

Teachers are encouraged to dress in a manner that commands respect, promotes professionalism and models the standards that govern the dress code for students. Short shorts/skirts, tank tops and overly casual attire, such as yoga pants, as well as other styles of dress that are not allowable for students as outlined in the Lansing School District Student-Parent Handbook (please view the Policy on Student Dress for further details) are strongly discouraged. Ear gauges and visible body piercings (with the exception of earrings worn in the ears) are prohibited.

Email Accounts

All regular full or part-time employees are given District e-mail accounts. When possible, the address will be the first initial of the employee's first name followed immediately by their last name and ending with @d158.net (i.e. jdoe@d158.net). Employees are to check their email daily for district news and announcements. E-mail can be checked over the Internet by going to the district's web site at <http://www.d158.net> and clicking "District E-mail".

Emergency Procedures

Accidents and Injuries

Student injuries can be curtailed with prudent supervision. All accidents resulting in injury must be reported immediately to the school nurse/health aide. An accident report must be completed for serious injuries. **All head injuries must be reported so that the parents/guardians of the student can be notified. Level of severity should not be determined by the student or staff member.**

Automated External Defibrillators (AED)

An Automated External Defibrillator is located in each school's main gymnasium. At Memorial, an AED is located in each gymnasium and a portable AED is kept in the PE office to use at the school's outdoor athletic events. The school administrators, health workers and physical education personnel are trained in its use. Should an emergency situation arise, an immediate call to the school's office is to occur. The nurse is to be summoned and the office will call 911. The trained on-site personnel will assess the situation and the need for the use of the AED in accordance with their training.

Crisis Intervention Plan

Every school has a Crisis Intervention Plan and each teacher has a copy. Please see your principal for a copy if needed. The plan will be reviewed at least annually with all teachers. It is everyone's responsibility to read through this document.

Emergency Closing Schools Information

The District policy is that all schools will be open as a service to the community unless there are very extreme weather conditions preventing personnel, and the students, from safely reaching their school destination. During inclement weather, students do not remain outside but are allowed to enter the school building immediately.

If it becomes necessary to close the five District schools for any reason, this information will be broadcast over the following radio and T.V. stations beginning at approximately 6:30 A.M.

T.V.

Channels 2, 5, 7 and 9

Fox News

CLTV News

Radio

WGN 720 AM

WBBM 780 AM

Web

<http://www.emergencyclosingcenter.com/complete.html>

School Messenger System

District 158 subscribes to the School Messenger System which allows the district to call all staff and student contact telephone numbers within a matter of moments. Employees must keep their telephone numbers current in the school office in order to receive this notification. This system will be used whenever conditions require the closing of schools.

As a backup to the School Messenger System, each school has devised a telephone tree to use in the event a message must get to all staff members after school hours. The building principal will provide copies to all staff members. You are assigned a vital part on the telephone tree in getting messages to other staff members. The telephone tree may be used to get emergency closing school or other information to staff members.

Emergency Drill and Procedures

These procedures should be laminated on red paper and posted in your classroom next to the exit. Be sure these procedures are displayed throughout the school year. Please note: A tornado drill is generally scheduled for March to coincide with the State of Illinois Preparedness Week.

Instructions relevant to all drills:

1. Review your classroom's procedures carefully.
2. Practice the drill procedures routinely with your class.
3. Emphasize the lifesaving potential of the drills.
4. Set strict standards of conduct. Students are to be silent during all drills.
5. Any student with a temporary or permanent handicap must participate in the drills modifying the procedures as necessary.
6. Teachers are to take a class roster with them during any drill and take attendance. Students who are unaccounted for should be reported to the principal immediately.

Fire Drills

These instructions are relevant to fire drills, fire prevention and safety precautions.

1. Be quiet during the drill.
2. Do not place chairs, tables, cabinets, or furniture as to obstruct or conceal an exit.
3. Do not lock or fasten an exit door so it cannot be opened from the inside.
4. Store all flammable material in metal cans or cabinets.
5. The teacher in each room shall be the last to leave and shall see that the proper arrangements are made to remove any disabled student and also that no student is left behind.
6. Fire escapes shall be used in all fire drills so that the students will be fully accustomed to using them and will not fall or hesitate in an actual emergency.
7. Students shall begin to move immediately when the fire alarm sounds, without stopping to obtain coats or books.
8. Running is not allowed. Walk in a brisk and orderly fashion.
9. Students shall be guided a safe distance away from the building and shall be kept in line until the all clear signal is given for their return to the building.

Tornado Drills

These instructions are relevant to tornado drills, tornadoes and safety precautions.

1. Be quiet.
2. Walk in an orderly fashion to the designated area for the classroom.
3. Students will remain at school until an all-clear signal has been given.
4. Upon hearing a tornado warning signal or siren quickly move students to designated areas.
5. Keep students clear of all downed electrical lines.
6. Notify all emergency services if necessary.
7. If a tornado strikes without warning:
 - a. take cover in rooms under any object that will provide protection or along an interior wall.
 - b. stay away from windows or glassed in areas.
 - c. once the tornado passes, evacuate the building via the safest route.
8. If possible, the custodians should shut off the electricity and gas.
9. Begin first aid.
10. Take attendance to determine if anyone is missing and report this information to the principal.

Inclement Weather

Students are to be kept inside during inclement weather. Should a dangerous storm arise at dismissal, teachers should not dismiss students into the storm. Students should be kept inside the school and supervised by the teacher until such weather has diminished.

Meetings

District Professional Development & Faculty Meetings

These will be held in designated locations in each building in accordance with the Professional Negotiations Agreement. Your attendance is **required** each month. The dates are Tuesday, September 7; Wednesday, October 13; Wednesday, November 10; Tuesday,

January 11; and Thursday, March 10 scheduled from 2:20 – 4:20 p.m. Faculty meeting only dates are Wednesday, December 8; Wednesday, April 13; and Wednesday, May 11 scheduled from 3:20 – 4:20 p.m. Please arrange doctor's appointments and other commitments so that you can attend these meetings.

In-services

Half-day in-services are scheduled in advance and require your attendance. Part-time employees should check with the principal regarding attendance.

Early Dismissals

Students will be dismissed at 2:00 P.M. on the day before the Thanksgiving Break, Winter Break and Spring Break. Additionally, 2:00 P.M. dismissals are planned for the last day of the quarters to allow time for record keeping by teachers in accordance with the Professional Negotiations Agreement. Occasionally students will be dismissed at 2:00 P.M. to allow for short staff in-services. These in-services are planned in advance and teachers are notified as soon as possible of these meetings.

New Teacher Orientation

All new teachers will be scheduled for orientation session(s) with the district administrator. A variety of topics will be discussed. The new teacher will receive a stipend as outlined in the Professional Negotiations Agreement for the day.

Beginning Teacher Program

Newly hired certified staff members are referred to the two-year program at the discretion of the building principal. The staff member is assigned a mentor by the building principal for the duration of the program. The program is facilitated in cooperation with Governor's State University.

Telephones and Intercoms

School Telephones

The district has a phone system which will allow for every classroom, office and work area to have phones available. Please check your voicemail/email at least midday and 10 minutes prior to dismissal, if time permits. Incoming personal calls shall not warrant interruption of your teaching duties except in emergency situations.

Staff Use of School Phones

Staff use of the phone should be scheduled around your planning, lunch or LRC times. Teachers are not to make calls during times when students are in their classrooms. You may be subject to disciplinary action if your students are found waiting or unattended while you are on the telephone. Calls to parents can wait for your student-free times. This is the time parents are to call the school to report student absences. Long distance calls, except for school business, should be avoided. **Please be aware of student confidentiality while speaking on the phone.**

Staff Use of Cell Phones and/or Personal Electronic Communication Devices

Teachers and staff are not to use cell phones or any personal electronic communication device except for school business or during personal plan times, staff lunch periods or at times when students are **not** assigned to them. Use is also prohibited during recess, teacher directed

physical education or any other times when the teacher or staff member is assigned supervision duties. This prohibition of the use of cell phones or personal electronic communication devices includes prohibition of sending and receiving of text messages or other similar communications. Violation of this policy may subject the teacher/staff member to disciplinary action.

Use of the Intercom

Morning, midday and end of the day announcements will be made using the intercom. Its use will be limited to emergency and necessary interruptions at other times. Teachers' use of the intercom when communicating with the office should be guided by common sense and held to a minimum.

Social Media

It is strongly discouraged that staff "friend" parents and students on Facebook or other social media sources. Student pictures and student names are not to be posted by District 158 staff members on personal social media. Use caution when posting personal information about yourself on social media.

Schedules

Bell Schedule

Several bells ring throughout each day. The principal will provide a schedule indicating the significance of each bell.

Specialist Schedule

At the elementary schools a schedule of each class's specialist times will be provided to each teacher. Changes made to this schedule must be cleared with the principal.

Teacher's Program of Instructional Time Allotments (Daily Schedule)

This is a required form that must be turned into the office at the beginning of each school year, generally the first week of September. Every teacher must fill out this form completely and turn it in on time. Every school day is to begin with the Pledge of Allegiance in each classroom. Put subjects in the first column and time allotments under the days of the week (See Teacher Resource Page). Your class schedule must also denote subjects as required by Illinois School Code as outlined in District Policy 6:60

Supervision

The First Week of School

It is appreciated for the first week of school, all elementary teachers go outside to meet/greet their new students and lead them to their respective classrooms. At the middle school, the principal will direct teachers as to their supervision duties during this week.

Hall Supervision

Hall supervision is everyone's responsibility. Be at your classroom doors or assigned area when students enter the building. Teachers are to escort elementary students to and from Music, Art, P.E., LRC and all other special activities. Memorial teachers are required to be in the hallway, or at their assigned location, or at their classroom doors during each passing time between classes. Teachers not following this directive will face disciplinary action.

After School

Elementary teachers are to walk their class to the outside door and remain outside until 3:20 P.M. If students remain after 3:20 P.M., they will be delivered to a designated area per school. Such will be the case for the entire school year. Memorial teachers are to report to their assigned duty at dismissal.

Classroom

Teachers are accountable to provide direct supervision of their students at all times. Do not leave your students unsupervised. If you need to leave your classroom due to an emergency situation, send for the administrator. Do **not** place a student in the hallway awaiting disciplinary action. Keep them in the classroom until the Administrator or designee arrives.

Playground

Teachers are to be visible to the students and the public on the playground when students are outside during the school day. Staff members should position themselves separately so that no student is out of your field of vision to ensure full supervisory coverage. Please do not stand in the doorway alcoves. Students cannot easily see you and you cannot see all of them from this position.

Lunch

Teachers have a duty-free lunch period of not less than 30 minutes. Teachers are not to leave the classroom until the lunch period begins and then only if the assigned supervisor is on duty. Teachers are to be supervising their students after the lunch period ends.

Teachers Absences

Personal Business Leave

Personal Business leave days accrue in accordance with the Professional Negotiations Agreement. These days may be used when you must be absent from your duties due to a situation other than illness. There are limitations on when you may use these days. To avoid being docked pay, please access the Frontline Absence Management system to verify the number of personal leave days you have available before scheduling to use them. All personal leave days require prior principal approval using the Personal/Business Day Request form. The use of personal leave prior to a holiday requires the approval of the principal and superintendent. It is limited to emergencies and family weddings. A written explanation is required when requesting the use of a personal day in conjunction with a holiday. Personal leave shall not be used for recreational purposes per the Professional Negotiation Agreement.

Prearranged absences

All prearranged absences should be entered in the Frontline Absence Management system. Do not assume the secretary or other staff member has notified the principal of your plans.

School Business Leave

Should a conference or meeting arise that you wish to attend; a written request for a school business day should be made to the principal using the Personal/Business Day Request form along with the Conference Request form. Approval of such leave is left to the discretion of the principal and Curriculum Director.

Sick Leave

Sick days are accrued in accordance with the contract. These days are to be used when you must be absent due to your personal illness or the illness of an immediate family member as defined in the Professional Negotiations Agreement.

Leaves of Absence for Other Reasons

Other types of leaves are explained in the Professional Negotiations Agreement. See your building principal for specialty leave requests.

Reporting an Absence

Report your absence through the online Frontline Absence Management system prior to 6 a.m. that day or the night before, if possible.

Insurance

Insurance Carrier

Claims are filed through and paid by BlueCross BlueShield of Illinois, 300 East Randolph Street, Chicago, IL 60606-5099, 1-(800) 828-3116.

Insurance Forms

Claim forms are available at each school. The secretary can provide these to you or direct you to their location. Claim forms are also available on-line at www.bcbsil.com.

Special Programs

Free and Reduced Breakfast/Lunch

Students whose family income falls within the federal guidelines qualify for a free or reduced breakfast/lunch. The free and reduced breakfast/lunch program begins on the first day of school for students who received a free or reduced breakfast/lunch at the end of the preceding school year. Free lunch students will receive a lunch ticket with the rest of the class to be used in the hot lunch line.

Breakfast After the Bell

Breakfast will be available after the bell based on the new Illinois School Breakfast Policies Anti-Hunger Campaign.

Breakfast/Lunch Program

Students can buy breakfast and lunches which are served in the school lunch room. Lunches must be purchased on a monthly or bimonthly basis. The cost of each lunch is \$2.80. The cost of breakfast is \$1.50. The cost of milk is \$0.30. Monthly menus are posted on the District web site and sent home. Student money sent to purchase breakfasts and lunches should come to school in a sealed envelope marked with the student's and teacher's name.

Band

Fifth grade students are eligible to participate in band. The MJHS Band Director provides information and a schedule for each elementary building regarding this program.

Enrichment Program

The District employs a Gifted Resource Teacher who is scheduled at each building two half-days each week. Part of the program is a pull-out and part is working within the classroom with teachers. The Gifted Resource Teacher will conduct a screening of the students and will report the results to a building screening committee. The committee will determine eligibility. Please notify your principal in writing if you would like to serve on this committee.

Lunch Patrol

Fifth graders are eligible for the Lunch Patrol. Questions regarding Lunch Patrol should be addressed to the designated person at each elementary school.

Reading Support Program/RtI ELA & RtI Math

Students in grades 1-5 whose reading scores are below grade level may be eligible for the Reading Support Program.

Students in grades 6–8 whose scores are below grade level may be eligible for RtI ELA and/or RtI Math as part of their Encore course offerings. Both programs are designed to help students develop stronger academic skills.

Learning Disabilities Resource

Students qualifying for special education services whose needs require less than a full school day may receive services within the LD Resource Program. Teachers having special education students in their classroom should have a copy of those students' IEP and modification sheets. These documents will be provided to the classroom teacher by the students' special education teacher.

Response to Interventions (RtI)

District 158 has implemented an RtI program at all schools. RtI is designed to provide early intervention to students who are struggling academically or behaviorally in a progressive three tier format. Please refer to the RtI folder under Teacher Resources on the district website. Questions about the RtI program should be directed to the building principal. Monthly meetings of the school's Lansing Intervention Support Team (LIST) will be held to consider student referrals, receive reports and monitor RtI student progress.

Self-Contained Special Education Classes

These classrooms, located in buildings throughout the district, provide special education instruction to students whose special needs cannot be met in a resource program. Students from these rooms may be mainstreamed into the regular education classes for part of their school day.

Social Workers

Social workers are employed at each of the district schools. Students needing special assistance may be referred to the social worker. Social workers also conduct a variety of programs in our schools.

Speech/Language Therapy

The District employs several speech therapists. Students qualifying for speech services will be scheduled into this program.

English Language Learners (ELL)

This program is for students who are limited in English proficiency. The District employs certified staff to provide instruction within each district building to those students identified through the ACCESS screener.

Parking

Staff Parking

Each school has parking spaces designated for staff use. Teachers are to park in these spaces and should not block entrances to any of the drives.

Purchases for Reimbursement

Classroom Materials

Teachers are given an allotment to order classroom supplies each year. Most materials should be purchased with that allotment. Any other purchases will not be reimbursed without prior authorization.

Security

Crisis Situations

Each building will announce when a crisis situation occurs on school grounds. Teachers must become very familiar with the procedures, as outlined in the Crisis Plan Manual, located in each classroom

Doors

All exterior doors are kept **closed and locked.**

Classroom Doors and Windows into Hallways

Teachers are not to cover the glass on any window or door that allows the classroom to be viewed from a hallway or vice-versa. These windows are to be left uncovered at all times.

Drapes, Blinds, and Shades

Drapes, blinds, and shades are to be left open at final dismissal so the police can view the rooms. Please adjust them so that only the bottom level of glass is left un-obscured when you leave for the day.

Files, Doors, Desks and Cabinets

Please be sure to keep all files, doors, desks, cabinets, etc. locked at all times during and after school hours.

Money

Never leave money in your classroom. All collection money should be secured in the school office as soon as possible.

Purses

Purses should not be left unattended. Teachers are provided with a secured area for their personal belongings. See your principal should you need a locked area.

Students Dismissed Early

Parents and guardians are to sign-out students in the office during the day when students leave the school ground for any reason.

Visitors

All visitors must enter the school through the main entrances and must show photo identification, register in the office and wear a badge while in the building. All staff members are responsible to look for visitor badges. Anyone not wearing visitor's badge should be directed to the office and the office should be notified of their presence immediately via the intercom.

Windows

Please check your windows when leaving daily. Windows are to be shut and locked for obvious reasons. Computers, DVDs, or other valuable equipment should never be stored by a window, and whenever possible, not in clear view. The police call designated personnel to come to school when windows are found unlocked or open.

Tuition Reimbursement

In accordance with the Professional Negotiations Agreement Article 5.2, teachers taking college coursework must have their classes pre-approved by the Superintendent or designee before submitting for payment. A course description with name, number, and institution is required to ensure that the credits pertain to the subject area being taught; are designated as graduate level education courses by an accredited college or university; and are in sequence towards a Masters degree and not a teacher professional development course. Once the tuition form is signed, it will be returned to the staff member. Upon completion of the coursework, staff are eligible to request tuition reimbursement using a second form submitted to the Business Office along with the required documents. Teachers who submit tuition reimbursement for summer classes completed in July will be reimbursed in the new fiscal year. Classes taken over six months ago will not be granted tuition reimbursement requests.

For staff members who qualify for a lane change due to the completion of approved graduate coursework must fill out and submit the Salary Advancement Form with official transcripts sealed by the Registrar's Office of the school attended to the business office by October 1.

EDUCATIONAL SUPPORT PERSONNEL

Work and Vacation Schedule

A. Building Secretaries

The buildings are open from 8:00 A.M. to 4:00 P.M., Monday through Friday, with a forty-five (45) minute lunch period. When two secretaries are employed, one will work from 7:45 A.M. to 3:45 P.M. and the other will work 8:00 A.M. to 4:00 P.M. Employment is based on an eleven (11) month year, or at the discretion of the Superintendent.

B. Administrative Office Staff

The administrative office staff works from 8:00 A.M. to 4:00 P.M. Monday through Friday, with a forty-five (45) minute lunch period. Employment is based on a twelve (12) month year. The administrative office staff receives twenty (20) days of paid vacation per year.

C. Custodial Staff

Members of the custodial and maintenance staff work Monday through Friday from 7:30 A.M. to 4:30 P.M. with a one hour lunch period, or 2:30 P.M. to 11 P.M. with a 30 minute dinner period. Employment is based on a twelve (12) month year. Vacation is earned as follows:

| | |
|----------------------------|---------------------|
| 1-2 years of employment | 12 days of vacation |
| 3-5 years of employment | 13 days of vacation |
| Over 5 years of employment | 15 days of vacation |

Part-time custodial staff work three (3) hours per day, Monday through Friday, as designated by the Superintendent. Employment is based on a twelve (12) month year.

D. Nurses/Health Aides

The Nurses/Health Aides work from 8:15 A.M. to 3:45 P.M., Monday through Friday, with a forty-five (45) minute lunch period. They work each day that school is in session as the teaching staff, and any additional days at the discretion of the Superintendent.

E. Library Clerks and Paraprofessionals

Library Clerks and Paraprofessionals work each day that school is in session following the same hours as the teaching staff, and any additional days at the discretion of the Superintendent.

F. Building and Playground Supervisors

Building and playground supervisors work up to two and one-fourth (2.25) hours per day. Employment is based on a 175 day school year.

90 Day Probationary Period

Any employee not covered by the Professional Negotiations Agreement, excluding administrators, are subject to a 90 day probationary period before sick, personal or vacation days become effective.

Personal Business and Bereavement Days

Full-time personnel are entitled to two (2) personal business days and two (2) bereavement days per year. Part-time personnel are entitled to one (1) personal business day per year. Personal business days may be accumulated up to three (3) days.

Unauthorized Absences

Failure for any reason except when properly excused as provided by policy to come to work or to attend a mandatory meeting in lieu of the regular work schedule shall result in a prorated forfeiture of compensation.

Holidays

Unless the District receives a waiver or modification of the School Code pursuant to Section 2-3.25g allowing it to schedule school on a holiday listed below, District employees will not be required to work on:

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

| | |
|-----------------------------------|---|
| New Year's Eve | Independence Day |
| New Year's Day | Labor Day |
| Martin Luther King Jr.'s Birthday | Columbus Day |
| Presidents' Day | November Election Day – when applicable |
| Casimir Pulaski's Birthday | Veterans' Day |
| Good Friday | Thanksgiving Day |
| Easter Monday | Christmas Eve |
| Memorial Day | Christmas Day |
| Juneteenth | |

Personal Business Leave

Full-time educational support personnel have two paid personal business leave days per year and can accumulate up to 3 days. The use of a personal business day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to supervisor 3 days 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 the Superintendent grants prior approval.
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 and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.

Student Teaching

Educational support personnel who have at least three (3) consecutive years of full time employment with the District; and are pursuing an education degree requiring completion of student teaching may request and be granted up to twelve (12) weeks of unpaid leave with full benefits. The District will hold their current position for up to sixteen (16) weeks. The employee will be responsible for paying for benefits after the twelfth (12th) week. Should the

employee not return to their position at the end of sixteen weeks, it will be deemed that the employee voluntarily resigned from their position in the District.

Wellness Program for All Employees

District 158 in partnership with Blue Cross Blue Shield and other local community organizations offers wellness programs and other events for employees. Components of the program include:

- Information on a variety of health topics.
- Blue 365 Wellness Resources, Tools and Discount Programs.
- Annual Flu shots
- Various sessions geared towards promoting your well-being.

Employees should speak to their building administrator to take advantage of this program.

NOTIFICATIONS

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately notify the administrator in charge of the building and the district employee will report such a case or cause a report to be made to the Illinois Department of Children and Family Services.

All reports of suspected child abuse or neglect shall be made immediately by telephone to the central register on the single, statewide, toll-free telephone number (1-800-25ABUSE). The report shall include, if known, the name and address of the child and his/her parents or other persons having his/her custody; the child's age; the nature of the child's condition including any evidence of previous injuries or disabilities; and any other information based on facts that the person filing the report believes may be helpful in establishing the cause of such abuse or neglect and the identity of the person believed to have caused such abuse or neglect. All reports shall be confirmed in writing within forty-eight (48) hours of any initial report to the appropriate child protective service unit on forms supplied by the Department of Children and Family Services located in the social worker's office.

All District employees shall sign the "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Child and Family Services and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it or cause a report to be made to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at www.cybertipline.com. **Do not forward any such findings electronically.** The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

The Superintendent shall, upon being requested for a reference concerning an employee or former employee, disclose to the requesting school district the fact that employee or former employee was the subject of a report made by a district employee to DCFS.

Employees will be provided staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

LEGAL REF.: 325 ILCS 5/1 et seq.

Mandated Trainings

District 158 employees are required to complete several mandated trainings annually. The Employee Resources section of the District 158 website contains a list of required trainings and instructions on how to access the on-line trainings. Each staff must complete all required trainings prior to January 31st.

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. Please refer to Policy 5:120 General Personnel for the complete policy.

Fraud

The fraud policy is established to facilitate the development of controls which will aid in the detection and prevention of fraud against Lansing Elementary School District 158 to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Please refer to Policy 4:80 Operational Services for the complete policy.

Equal Opportunity Notice

It is the policy of District #158 to offer equal employment and educational opportunities to all qualified individuals regardless of sex, race, national origin, religion, physical or mental handicap unrelated to ability, protected class status, or age. Individuals who believe they have been discriminated against or harassed on the basis of sex, race, religion, national origin, age or disability are encouraged to file a complaint with Lansing School District 158 (708-474-6700.)

Public Notice

The United States Environmental Protection Agency and A.H.E.R.A. requires that school districts inform parents, students, and staff annually. Schools are required to inspect their buildings for asbestos, develop asbestos management plans and implement response actions. The District Plan contains information on our inspections, response actions, re-inspections and surveillance activities. If you have any questions about the management plans, please contact the Lansing School District 158 Administration Office.

Sex Equity in Education Board of Education Policy Statement

It is the policy of the Board of Education of Lansing School District 158 that no person shall be subjected to discrimination on the basis of sex in the provision of programs, activities, services, or benefits, and it guarantees both sexes equal access to education and extra-curricular programs and activities.

Grievance Procedures

Any student or employee who feels he/she has been discriminated against in any program or activity should use the following grievance procedure:

1. An attempt should be made to resolve any grievance in informal, verbal discussion between the complainant and the school employee most directly involved in the complaint. This attempt should be made as promptly as possible after the complaint arises, not more than fifteen (15) calendar days.
2. The complainant may present the grievance in writing within five (5) calendar days to the building principal if the informal process fails to satisfy the complainant. The principal shall meet with the complainant and all involved parties, and shall provide the complainant with a written response within fifteen (15) calendar days.
3. If the grievance is not resolved at the second step, the complainant may refer the grievance within fifteen (15) calendar days to the Superintendent of Schools, who will meet with the parties involved within fifteen (15) calendar days after receipt of the complaint. The superintendent will issue a written decision within fifteen (15) calendar days after the meeting.
4. If the complainant is not satisfied with the superintendent's decision, he/she may refer the grievance within fifteen (15) calendar days to the District 158 Board of Education. A committee of board members will meet with all parties involved within thirty (30) calendar days after receipt of any written grievance properly filed with the board secretary, and shall render a writing within fifteen (15) calendar days after such a meeting. The decision of the Board of Education will be final within the District.
5. Complainants shall be informed of their rights to further appeal the decision of the Board to The Superintendent of the Educational Service Region pursuant to Section 3-10 of the School Code and thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of the School Code.

Sexual Harassment

It is the policy of this School District (Board Policy 5:20) to provide for its students and staff an educational 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. Note: per Board Policy 5:20 the District's Nondiscrimination Coordinator is Dr. Tanya Carter, District Support Programs Coordinator; and Complaint Managers are Candace Cavalier, Director of Human Resources, and Mark Crotty, Assistant Superintendent for Business & Operations.

Bullying/Cyber-bullying

The Lansing School District 158 Board of Education recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the Board of Education prohibits acts of bullying/cyber-bullying, harassment, and teen dating violence or other forms of aggression and violence. Bullying/cyber-bullying, harassment or teen dating violence like other forms of aggressive and violent behaviors, interferes with both

a school's ability to educate its students and a student's ability to learn. All board members, administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying/cyber-bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior. Administrators are required to review with all staff, Policy 7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment* at the beginning of each school year. This policy applies to both students and staff.

Each school is required to have a student centered program three times a year that reviews bullying/cyber-bullying prevention according to policy through the use of the school social worker, PTA sponsored assembly, etc.

Bullying/cyber-bullying on the basis of actual or perceived race, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Bullying/cyber-bullying of any kind will not be tolerated.

Cyber-bullying is the repeated use of information technology using the Internet or communication technologies to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm someone else. For additional information on cyber-bullying visit www.d158.net and click on the Social Media icon.

The Illinois School Code Section 27-23.7 defines bullying as any severe or pervasive physical or verbal act or conduct including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- a. placing the student or students in reasonable fear of harm to the student's or students' person or property;
- b. causing a substantially detrimental effect on the student's or students' physical or mental health;
- c. substantially interfering with the student's or students' academic performance; or
- d. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Reporting bullying/cyber-bullying is everyone's responsibility. Students are encouraged to report bullying/cyber-bullying if they are victims and/or witnesses to such acts. Parents/guardians are also encouraged to report bullying/cyber-bullying if they believe their student is a victim and/or witnessed such an act. All reported incidences will be thoroughly investigated. Students or staff that are found to be bullying/cyber-bullying will receive

disciplinary consequences by the administration. The school social workers will be made available to those students that feel the need for extra support due to a bullying/cyber-bullying incident. Any parent/guardian whose student is involved in a bullying/cyber-bullying incident will be notified.

Smoking Policy

Smoking is prohibited on school grounds. All schools in the district are designated as “No Smoking” buildings. This means smoking or the use of tobacco products including vapes is prohibited in the building and/or on the school grounds, i.e., parking lot, boiler room, doorways, etc.

Keys to School Buildings and Electronic Key Fobs

In an effort to strengthen security at all schools, protect all employees, and safeguard extremely valuable school equipment, teachers will not be issued keys to any school building. Teachers will instead be issued electronic key fobs which allow entrance into the school building to which the teacher is assigned. The fob will only open a specific exterior door during designated hours of school days. The fob will not open doors on weekends, school holidays and non-attendance days. For security reasons, your presence in the building is discouraged on weekends except for special events. If you need to be in your school on the weekend for a special reason, please make arrangements with your principal.

Drug and Alcohol Free Schools and Workplaces

All new employees will be required to sign a statement indicating that they are fully aware of the following policy; and will enforce and adhere to this policy.

In the interests of the best education and environment for students, and to provide a drug and alcohol-free workplace, it is the policy of the District that all District school premises, school-related activities and workplaces shall be free from drugs and alcohol in accordance with the federal Drug-Free Schools and Communities Act of 1989, the federal Drug-Free Workplace Act of 1988, and the Illinois Drug-Free Workplace Act.

All employees and students shall be prohibited from:

- a. The unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of a controlled substance while on District premises, as part of any school-related activity, or while performing work for the District; and
- b. The distribution, consumption, possession, use, or being under the influence of alcohol while on District premises, as part of any school-related activity or while performing work for the District.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Notice to Enrollees in Self-Funded Non-Federal Governmental Group Health Plan

Under a Federal law known as the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, as amended, group health plans must generally comply with the requirements listed below. However, the law also permits State and local governmental employers that sponsor health plans to elect to exempt a plan from these requirements for any part of the plan that is “self-funded” by the employer, rather than provided through a health insurance policy.

Lansing School District 158 has elected to exempt the Lansing School District 158 Employees Health and Dental Benefit Plan from 1, 2, 3, 4 and 5 of the following requirements:

1. Limitations on preexisting condition exclusion periods.
2. Special enrollment periods.
3. Prohibitions against discriminating against individual participants and beneficiaries based on health status.
4. Standards relating to benefits for mothers and newborns.
5. Parity in the application of certain limits to mental health benefits.
6. Required coverage for reconstructive surgery following mastectomies.

The exemption from these Federal requirements will be in effect for the full term of the current Collective Bargaining Agreement. The election may be renewed for subsequent plan years.

HIPAA also requires the Plan to provide covered employees and dependents with a “certificate of creditable coverage” when they cease to be covered under the Plan. There is no exemption from the requirement. The certificate provides evidence that you were covered under this Plan, because if you can establish your prior coverage, you may be entitled to certain rights to reduce or eliminate a preexisting condition exclusion if you join another employer’s health plan, or if you wish to purchase an individual health insurance policy.

Questions may be directed to the Business Manager at (708) 474-6700.

Solicitations By or From Staff

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent or designee per board policy.

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

- 1) Acceptable use - Access to the District’s electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate school business use.
- 2) Privileges - The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building and District administration will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his or her decision is final.
- 3) Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses include, but are not limited to the following:

- a) Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any U.S. or State law;
 - b) Unauthorized downloading of software, regardless of whether it is copyrighted or de-
virused;
 - c) Downloading copyrighted material for other than personal use;
 - d) Using the network for private financial or commercial gain;
 - e) Wastefully using resources, such as file space;
 - f) Gaining unauthorized access to resources or entities;
 - g) Invading the privacy of individuals;
 - h) Using another user's account or password;
 - i) Posting material authorized or created by another without his/her consent;
 - j) Posting anonymous messages;
 - k) Using the network for commercial or private advertising;
 - l) Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate,
abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing,
or illegal material;
 - m) Using the network while access privileges are suspended or revoked;
 - n) Participating in any activity that disrupts the Network or classroom, and
 - o) Using the network in any manner that is contrary to Board Policy.
- 4) Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
- a) Be polite. Do not become abusive in messages to others.
 - b) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c) Do not reveal the personal addresses or telephone numbers of students or colleagues. Students shall not reveal personal information on the Internet.
 - d) Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Even when deleted and trashed, files can still be retrieved from hard drives.
 - e) Do not use the network in any way that would disrupt its use by other users.
- 5) No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via electronic networks is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 6) Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
- 7) Security - Network security is a high priority. If the user can identify a security problem on electronic networks, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to electronic networks as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

- 8) Vandalism - Vandalism will result in cancellation of privileges and or disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, electronic networks, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- 9) Copyright Web Publishing Rules - Copyright law and District policy prohibit the republishing of text or graphics on the Web or on District Web sites or file servers without explicit written permission.
 - a) For each republication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b) The absence of a copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - c) The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - d) Student work may only be published if there is written permission from both the parent/guardian and student.
- 10) Use of Electronic Mail
 - a) The District’s electronic mail system and its constituent software, hardware and data files are owned and controlled by the School District. The School District provides e-mail to aid staff members in fulfilling their duties and responsibilities, and as an educational tool.
 - b) The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - c) Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
 - d) Electronic messages transmitted via the School District’s Internet gateway carry with them an identification or the user’s “domain.” This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - e) Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet based message is prohibited unless the user is certain of the message’s authenticity and the nature of the file so transmitted.
 - f) Use of the School District’s electronic mail system constitutes consent to these regulations.

Pandemic

Pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Schools and districts play an essential role, along with the local

health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide the best educational opportunities possible.

Additionally, please note the following:

- 1) All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
- 2) Available learning opportunities may include remote and/or blended learning. Blended learning may require students to attend school on a modified schedule.
- 3) Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
- 4) All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
- 5) Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements including the use of all personal protection equipment i.e. face masks.
- 6) During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
- 7) School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
- 8) Student who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school official.
- 9) During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
- 10) In accordance with school district or state mandates, the school may need to conduct a daily health assessment of each child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
- 11) Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
- 12) Please do not hesitate to contact school or district officials if you have any concerns regarding education, health or safety.

**ACKNOWLEDGMENT OF RECEIPT OF THE LANSING SCHOOL DISTRICT #158
2021-2022 EMPLOYEE HANDBOOK**

The employee signature below indicates acknowledgment that the Lansing School District #158 Faculty Handbook has been received.

Employee signature

Date

This form is to be printed, signed and returned to your building administrator. It will be kept on file in the school office.