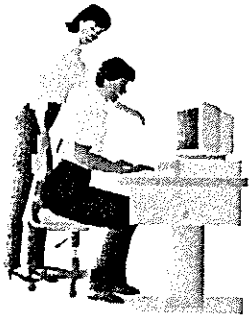
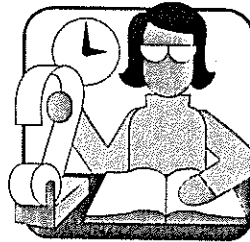


Alden-Hebron District #19

Support Staff Manual



STAFF SUPPORT MANUAL

TABLE OF CONTENTS

INTRODUCTION	1
MISSION STATEMENT	1
BELIEFS	1
SUPPORT STAFF EMPLOYMENT.....	1
AHERA MANAGEMENT PLAN.....	1
ABSENCES	2
ABUSED AND NEGLECTED CHILD REPORTING	2
BULLYING	2
CELL PHONE USAGE	2
COMMUNICABLE DISEASES	2
COMPUTERS.....	3
CONFIDENTIALITY.....	3
CRISIS AND EMERGENCY PLANS	3
CUSTODIAL SERVICES	3
ETHICS	4
FUNDRAISING	4
GENERAL SUPERVISION AND RESPONSIBILITY.....	4
HIPPA.....	4
HOURS	4
INTERNET USE	4
JOB DESCRIPTIONS	4
ILLNESSES AND ACCIDENTS.....	4
KEYS	5
LEAVE DAYS.....	5
LINE AND STAFF RELATIONS.....	5
A. Chain of Command	5
B. Uniform Grievance Procedure	5
C. Resolving Conflicts	6
MONEY COLLECTIONS AND SAFEKEEPING	6
OUTSIDE EMPLOYMENT AND CONFLICT OF INTEREST	6
OVERNIGHT TRIPS	6
PAYROLL	7
PAY INCREASES - SUPPORT STAFF	7
PAY INCREASES – COMPLETION OF COURSEWORK	7
PERSONAL PROPERTY.....	7
POLITICAL ACTIVITY	7
PUBLIC RELATIONS	8
PURCHASE ORDERS	8
RECORDS	9
REIMBURSEMENT FOR INCIDENTAL TRAVEL.....	9
SAFETY	9
Appliances.....	9
Drug & Alcohol Free Workplace.....	9
District Action Upon Violation of Policy	10
Employee Safety & Health.....	10
Job Related Physical Assaults	10
Sexual Harassment.....	11
SCHOOL FACILITY & EQUIPMENT USE BY STAFF.....	11
SCHOOL PROPERTY	11
SCHOOL RELATED ACTIVITIES.....	12
STAFF EVALUATIONS	12
SUPPORT STAFF VACATION DAYS.....	12

SUPPORT STAFF EMERGENCY/SNOW DAYS	12
SUSPENSION OF EMPLOYEES	12
TELEPHONE	12
TOBACCO PRODUCTS, DRUGS & ALCOHOL	13
TUITION REIMBURSEMENT	13
USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS ON SCHOOL BUSINESS.....	13
VISITORS.....	13
WORKROOM LOUNGE- STAFF	13

STAFF MANUAL

ALDEN-HEBRON SCHOOLS

INTRODUCTION

A dynamic and efficient staff, dedicated to providing the best educational service to the community, is the most essential element in the successful operation of the school system. The Board is desirous of securing and retaining such a staff, and is sincerely interested in each individual, as well as in the welfare of the group. The personnel policies of the Board attempt to reflect this concern, to the end that the children of the District may benefit by their contact with a superior school staff.

This manual is an attempt to provide continuity and consistency to Alden-Hebron District #19. It will acquaint you with certain general and local procedures, which will be in operation this school year

You are to familiarize yourself with its contents and offer suggestions for improvement in these procedures. The district's policy manual, student-parent handbooks and Agreement between the Board and AHEA are important extensions of this manual.

MISSION STATEMENT

ALDEN SCHOOL DISTRICT #19, in partnership with our community, will educate and inspire our students to reach their individual potential enabling them to be responsible members of society.

BELIEFS

We believe that Alden-Hebron School District #19 should:

- Encourage students – meet or exceed guidelines and provide diversified programs
- Encourage community interaction
- Encourage students to be productive, responsible members of society, while promoting individual potential.
- Create an atmosphere of mutual respect and cooperation.
- Strive to provide a safe learning environment.
- Encourage lifelong learning.

SUPPORT STAFF EMPLOYMENT

Support staff employment is at-will, meaning that employment may be terminated by the District at any time. Education support staff requires 60 days notice for reduction in force and will occur only at the end of the school term.

AHERA MANAGEMENT PLAN

The Asbestos Hazard Emergency Response Act of 1986 requires each school to have an Inspection Report and Management Plan. Our plan, inspections and reports may be viewed in the District Office upon request during office hours.

ABSENCES

If you find it necessary to be absent from work due to illness or for another reason unable to work, please advise the designated person, either the afternoon or evening before no later than 10:00 P.M., or on the day of your absence between 5:30-6:00 A.M.

Custodians, bus drivers and kitchen staff report to their supervisor. All heads of departments and administrators report directly to the superintendent. All teachers, teaching assistants and secretarial staff report absences to their building principal. Upon return to work, you **must** complete an employee absentee record form for the office. Please do not misuse your sick leave days.

ABUSED AND NEGLECTED CHILD REPORTING - 1(800) 252-2873

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

BULLYING

Any District employee who observes a situation they feel qualifies as "bullying" must report this incident to the building principal as soon as possible.

CELL PHONE USAGE

Employees should limit their use of personal cell phones during school hours. This includes sending/receiving texts, emails, & phone calls or using the Internet. Staff should not be using their cell phones during class time or when supervising students in any capacity.

COMMUNICABLE DISEASES

Where children are placed together, communicable diseases are as much a part of the environment as chairs, books, etc. Parents accept the fact that their child will, somewhere along the line, catch colds, flu and, perhaps, chicken pox at school. Note unusual reasons for absence on attendance form if known.

There are, however, several conditions that are extraordinary. When body fluids need to be handled, **you must wear moisture barrier gloves**. Head lice will continue to reoccur unless a specific program is initiated at home to stop the re-infection. Impetigo is very communicable. Therefore, the following procedures are set.

1. When any communicable disease other than colds or influenza is found, a notification to parents will be made. Some direction for treatment may also be sent.
2. If head lice are suspected, the parents of the involved child or children will be notified requesting the child be kept home until all nits are removed.
3. Children may be examined at school for evidence of disease, but no child shall be singled out for examination in front of his/her peers.
4. If a parent refuses inspection of their child(ren), the child(ren) will be sent home and not permitted to attend until either school personnel may inspect or a doctor issues a permission to re-enter.

COMPUTERS

All district owned computers in classrooms must be made available for student use. Employees who bring their personal computers do so at their own risk. The district will not assume responsibility for any loss or damage. Personal computers will not be allowed to connect to the district network

CONFIDENTIALITY

As district employees, we should be ever mindful where we are when we are talking about confidential information, to whom we are talking, and what information we are disclosing. Not only is this a matter of respect, but it is also very much a matter of law. The private rights of the person (in particular our students) are to be protected. **This is an issue of paramount importance and it should apply to students, community members and fellow employees. District employees who violate confidentiality will be subject to disciplinary actions.**

Tips to help keep confidentiality from becoming a problem:

1. Be careful with whom you share information. Is that person directly involved with the student's education?
2. Don't point out or label students in public, outside of school, as "your students".
3. If you are asked about your job avoid using specific student names.
4. Suggest that questions about a student are best directed to the teacher or other school professionals.
5. Be careful not to distort, exaggerate, or confuse information.
6. Never use information about a student as gossip or as a joke.
7. Focus comments on student's strengths and be positive.
8. Be prepared to respond to questions. No matter who asks you a question about a student, if you don't feel comfortable answering it...don't. You can do this gently and politely. Be direct and honest, "I'm sorry, I can't say" and refer the person to someone else, such as the teacher.

CRISIS AND EMERGENCY PLANS

In a crisis situation or emergency situation, planning and rehearsing are the keys to successful management. Therefore, building principals and supervisors will provide training to staff members assigned to their building or department on the specifics of crisis plans and emergency plans on a yearly basis. All employees are to be alerted to these plans and procedures and made to feel confident to carry out the plan. If, as a district employee, you are not certain as to the procedures regarding fire evacuation, tornado coverage, intruder response, bomb threat, or any other crisis or emergency situation, you are to inform your direct supervisor and request information.

Crisis and Emergency Plans are reviewed on a regular basis with the administrative team. Any input from the staff is appreciated prior to these reviews.

CUSTODIAL SERVICES

Any work outside routine cleaning/repair or emergency cleaning/repair needs to be requested through SchoolDude.

ETHICS

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

FUNDRAISING

Any fundraising activity must be approved by the building principal and placed on the BOE agenda for approval in advance of the fundraising activity.

GENERAL SUPERVISION AND RESPONSIBILITY

Non-certified personnel have authority to supervise students on buses, playgrounds, lunchroom, and study halls when direct instruction is not involved. All employees are covered by our liability insurance. Employees must exercise good judgment against negligence standard for protecting students from injury.

HIPPA

Marnie Lalor, School Board Secretary, is the HIPPA (Health Insurance Portability and Accountability Act) Representative. All medical records are kept in a separate file. Alden-Hebron S.D. #19 adheres to the privacy policies and procedures governing the release of protected health information as outlined by HIPPA.

HOURS

All staff should plan personal and doctor appointments outside school hours. Any staff leaving the building, including lunchtime, should inform the building principal and sign out in the principal's office.

Support staff should report to work for the times indicated by their supervisor. **IT IS IMPORTANT TO NOTE THAT NON CERTIFIED STAFF MEMBERS ARE REQUIRED TO WORK THEIR NORMAL HOURS ON EARLY RELEASE DAYS. If for any reason you leave the building for non-work related leave, you must notify the main office.** You will be paid for your regular hours only. Any overtime must be pre-approved by your immediate supervisor.

INTERNET USE

The district supplies employee's access to Internet and email services. These serves are to be used for job related tasks and not abused or misused for improper or illegal activities. All district employees must have a signed Internet Usage Form on file before using Internet services. Violations to the Internet Usage Policy are subject to reprimand.

JOB DESCRIPTIONS

Each staff member will receive a copy of his/her job description when they are employed. The job description should be reviewed, signed and returned to the staff member's immediate supervisor.

ILLNESSES AND ACCIDENTS

Teachers or other employees should not give medicines (including over the counter drugs) to any student at any time! Administrators are designated to administer medication if the parent signs the School Medication Authorization form. Teachers may

choose to administer medication per the School Medication Authorization form when administrators are unavailable.

Any accident or injury to students, employees or visitors which might involve complications or the services of a physician must be reported to the employee on duty at the time the accident occurred. **All accident reports should be completed immediately and filed with the school office.** Do not fill in the name of the doctor unless you know a doctor has examined or treated the student. Any injuries other than the obviously minor cuts or bruises and abrasions should be referred to the school office where the parents will be contacted. If in doubt as to the seriousness of the injury, particularly **head & back injuries**, it is preferable for the parent to make the decisions of what is to be done and by whom. If possible, the student should not be moved until office personnel have been contacted.

KEYS

All keys issued to staff may not be duplicated and no transfer of any keys should occur. All keys must be turned in by the end of the school term unless approved by your supervisor. Key replacement/lock replacement charges become the responsibility of the person(s) who lost the keys.

LEAVE DAYS

Personal Leave will be granted in accordance with the contracts and job classifications. Personal leave will be granted once a LEAVE REQUEST form has been filled out and approved. Upon employee's return an Employee Absentee Record should be filled out and submitted. Failure to do so could delay payment for the leave day.

Professional Leaves will be granted in accordance with the current board policy and with job classifications. Pre-approval must be submitted to respective building principals or supervisors.

Leaves of longer duration are specified in detail in Board Policy and/or current contract.

LINE AND STAFF RELATIONS

A. Chain of Command

The District organization chart indicates the channels of authority and communication. All personnel should refer matters requiring administrative action to the responsible administrator.

B. Uniform Grievance Procedure

Employees should notify any District Complaint Manager if they believe that the School Board, its employees or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute or Board policy. The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and if a complaint is filed, to address the complaint promptly and equitably. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this procedure does not extend any filing deadline related to the pursuit of other remedies.

Attempt to resolve the conflict yourself

C. Resolving Conflicts

Resolving conflicts are a part of every organization. Guidelines to follow in resolving conflicts:

1. Focus on the problem – consider who has the responsibility and the authority to make final decisions;
2. Treat people as you want to be treated – mutual respect;
3. Be a team builder – do you have an alternative idea.

In order to resolve conflict, usually best to begin with the people closest to the problem. The next step should be a direct supervisor of the individual. A chain of command for resolving conflict in our district generally would be:

- | | | |
|-----------------|---|--------------------------|
| 1 st | - | person(s) involved |
| 2 nd | - | immediate supervisor |
| 3 rd | - | superintendent |
| 4 th | - | Conflict Resolution Team |
| 5 th | - | Board of Education |

In the event that any Alden-Hebron staff member is engaging in misconduct or illegal activity on the job, a report should be made to the employee's immediate supervisor.

MONEY COLLECTIONS AND SAFEKEEPING

The collection of money during the year should be done as seldom as possible and only with the approval of the principal. Use every precaution in **collecting, recording, and safekeeping of money. Do not leave money in your desk.** Money collected should be brought to the school office as soon as possible and no later than 3:00 P.M. Receipts will be issued for money deposited. **Keep these receipts in the event any questions arise.**

OUTSIDE EMPLOYMENT AND CONFLICT OF INTEREST

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

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

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

OVERNIGHT TRIPS

Bus drivers who are assigned to an overnight trip will be paid an hourly wage for the time that they are with the students. Their accommodations will be paid for including a

stipend for meals established by the School Board. However, off duty hours will not be compensated including time spent in hotel room, shopping or sight seeing.

PAYROLL

All non-certificated staff shall be paid on alternating Fridays during the months that they are employed by the district.

All staff will receive a statement showing sick leave. **Staff shall have an opportunity to change deductions in writing to the District Office up to August 31.** Other than withholding taxes required by both federal or state offices, and those in the contract, no other deduction changes will be allowed. The board of education has established salary caps for each job classification and will be reviewed annually.



PAY INCREASES - SUPPORT STAFF

Support staff yearly pay increases will be based on job performance. At least once a year, employees will receive an evaluation. Evaluations will determine recommendation for pay increases. The Board of Education has set salary caps for each job category. These caps are reviewed by the board. Employees who meet or exceed the cap will not qualify for a salary increase.

PAY INCREASES – COMPLETION OF COURSEWORK

The Board of Education compensates and reimburses tuition to support staff employees who have taken classes to improve their job performance while employed with Alden-Hebron S.D. #19. Similar guidelines currently used by the certified staff would be followed:

1. Courses would need to be pre-approved in writing by your supervisor and turned into the District Office.
2. Courses must be related to the job.
3. Transcripts with a grade of B or better must be turned into the District Office prior to initiating a pay increase.
4. Every 8 hours of related course work will result in a .40 per hour increase allowing a two-week processing period before it appears on the check.

Please complete all necessary forms for reimbursement and salary increase. **NOTE: Any salary increase as a result of coursework may not exceed the salary cap set for each job classification.**

PERSONAL PROPERTY

All personal property brought to school and not taken home daily is considered the property of Alden-Hebron School District #19.

POLITICAL ACTIVITY

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

The School Board recognizes the right of School District employees as individuals, may engage in activities, which allow them to exercise their political rights. However, an employee shall not use his or her office district position to coerce or inhibit others in the free exercise of their political rights.

No employee shall engage in political activities during the hours that he is employed by the District.

PUBLIC RELATIONS

1. Smile every time you greet public and be mindful of how you answer the telephone.
2. Develop the habit of looking each person in the eye in face-to-face situations. Make it your goal to understand the other persons needs and expectations.
3. Pick your ATTITUDE – It's a matter of CHOICE.
4. Follow up to insure satisfaction or to share something positive.

PURCHASE ORDERS

Purchase Orders are required to be issued **prior** to all purchases except those made from Petty Cash.

Purchasing of items for the district shall follow the following procedure. The State Board of Education requires this format, as school districts are **not allowed to pay sales tax on any item.**

Procedure:

1. The employee obtains a purchase requisition from the office secretary. After filling out all information requested on the requisition form, it is submitted to the building principal for approval.
2. The building principal shall check the unencumbered budget balance to determine if funds are available for the items requested.
3. The principal will then approve or disapprove the requisition. If approved, the principal will then give the requisition to the office secretary for typing. If the requisition is not approved, the principal shall return the requisition to the originator and explain the reason for not approving the request.
4. The typed Purchase Order with attached requisition is then given to the Superintendent for approval or disapproval. The Superintendent will then sign an approved Purchase Order. If the Purchase Order is not approved, the Superintendent will return the unsigned Purchase Order to the Principal with an explanation as to why it was disapproved.
5. The signed Purchase Order is then given to the district secretary for mailing, or in an emergency situation only, the order will be phoned in.

Any employee who deviates from the above procedure will be responsible for the payment of same. This means if you buy something without a Purchase Order, the district **will not pay for the purchase.**

Any purchases of technology equipment are also subject to prior approval by the Technology Coordinator of the District for purposes of a) inventory, b) compatibility with other equipment, and c) control of duplicate equipment.

RECORDS

Staff members are responsible to keep current all records that they are accountable for as stated in each particular job description. Staff members are to keep in mind issues of confidentiality, accuracy and be mindful of provisions and safeguards provided by the Freedom of Information Act when dealing with any and all records, in particular student and employee records.

Temporary, Permanent and Special Education Student Records are to be checked out through proper procedure and returned to the file drawer immediately after use. Non-authorized personnel should not have access to these files. Files should not leave the building.

REIMBURSEMENT FOR INCIDENTAL TRAVEL

Occasionally, it becomes necessary for school employees to use their automobiles for school business. However, an employee must check with his/her principal or immediate supervisor to make certain that the mileage reimbursement is for an approved school business according to the employee's job description, contract and/or duties. Reimbursement rate is determined by the Board of Education.

The building principal shall approve all trips with additional anticipated costs.

Employees seeking reimbursement shall complete a Monthly Reimbursement Request Form. The completed form shall be submitted to their immediate administrator/supervisor for verification and approval. In no case shall a request for reimbursement be approved if it is not current.

SAFETY

Appliances

For safety and energy purposes, no employee shall have electrical appliances, including but not limited to refrigerators, microwaves, coffee pots, etc. Employees may use district appliances in designated areas.

Drug & Alcohol Free Workplace

All District workplaces are drug and alcohol free workplaces. All employees shall be prohibited from:

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

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

As a condition of employment, each employee shall:

1. abide by the terms of the District 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.

District Action Upon Violation of Policy

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

The School 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.

Employee Safety & Health

The safety and health of students and employees are primary considerations. Teachers, support staff and supervisors are to take an active interest in the prevention of accidents. All employees should be aware of equipment or circumstances, which comprise safety. Report all unsafe conditions to your supervisor for corrections and complete a written report of accidents.

Each staff member should become acquainted with the District's SELF MANUAL on safety.

Job Related Physical Assaults

The School Board has concern for the protection of all employees from job-related physical assault. Job-related physical assault shall be defined as any physical attack upon an employee which takes place during the employee's working hours at a school-sponsored event, while performing job-related duties at the work site or site of a school activity or as a result of the employee's performance of job-related duties.

Any employee who has been physically assaulted in a job-related setting shall notify his supervisor immediately. The employee will be assisted by the supervisor in:

1. receiving appropriate medical attention;

2. reporting the incident to the appropriate law enforcement agency;
3. reporting the incident to the Superintendent or his designee and making written reports as needed.

Sexual Harassment

The School District shall provide employees an employment environment free of unwelcome sexual advances, request for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

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

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the *Uniform Grievance Procedure*. Board policy (2:260). Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation or work assignments.

SCHOOL FACILITY & EQUIPMENT USE BY STAFF

Staff members wishing to use the school facilities must complete a building usage form and submit to the building principal for approval. The building may not be used until confirmation of usage has been confirmed.

School District employees will not perform duties related to an outside job using any District facilities, equipment or materials.

SCHOOL PROPERTY

All purchases made from district funds, PTO, Booster Club, NOTES, etc. become the property of the district and should be treated as such. This would mean that it is properly labeled and listed on inventories. School property should be properly cared for and as district employees we should be good stewards of community property. We are all responsible to report any damage or hazardous conditions.

SCHOOL RELATED ACTIVITIES

Complimentary passes for all home athletic events shall be issued annually to certificated staff, non-certificated staff and Board members. Pass admittance shall include a spouse or one (1) guest only.

STAFF EVALUATIONS

As part of this organization's internal review process, all staff will be evaluated in regards to his/her job performance, district goals and individual department's mission statements.

Each educational support staff member's job performance shall be evaluated by his/her direct supervisor. The evaluation process includes scheduled annual evaluations on forms applicable to the job classification and day-to-day appraisals.

Supervisors shall provide a copy of the completed evaluation to the employee and shall provide an opportunity to discuss it. The original should be signed by the employee and filed with the Superintendent.

As appropriate, supervisors should discuss job performance issues that require attention with employees.

SUPPORT STAFF VACATION DAYS

Prior approval for all vacation days longer than 3 days must be approved at least two (2) weeks prior to the beginning of the vacation. All earned vacation days for the year must be used by June 30th unless otherwise authorized by the superintendent. Unused vacation days may not be transferred into sick days or personal days.

SUPPORT STAFF EMERGENCY/SNOW DAYS

Only those employees who work year round (12 months) will be paid for any emergency/snow days used during the school year.

SUSPENSION OF EMPLOYEES

The Superintendent or the High School Principal, in the absence of the Superintendent, is authorized to suspend, without pay, for up to five (5) working days, any employee of the District, who violates a school policy, is guilty of serious misconduct or is guilty of disobedience in refusing to follow the directions of a supervisory administrator.

Suspension is covered in full under Board Policy.

TELEPHONE

The school phones are primarily for school business and **ALL CALLS SHOULD BE AS BRIEF AS PRACTICAL**. Emergency calls may, of course, be made on the school phones. Any one misusing the telephone for private use will be subject to disciplinary action.

TOBACCO PRODUCTS, DRUGS & ALCOHOL

Federal law requires that a school district prohibit smoking in every indoor-enclosed facility. Illinois law prohibits tobacco on school property when the property is used for any school purpose.

All district work places are to be drug and alcohol free work places. It is unlawful to use, possess, dispense or be under the influence of alcohol or drugs while on district premises or while performing work for the district.

As a condition of employment, each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction. District action is governed by board policy.

TUITION REIMBURSEMENT

Non-certified staff seeking tuition reimbursement must follow provisions established in the current teacher's contract.

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS ON SCHOOL BUSINESS

All district employees should familiarize themselves with Board Policy on transportation.

In short, these policies state approval must be given in advance for trips by parents or employees. Students are not to transport themselves or other students without prior approval of the building principal.

Except in an emergency, it is not considered appropriate to transport students in a private vehicle. If transportation is required of the school district on a regular basis, then arrangements should be made to do so. The reason is not only the obvious allegations, which could arise, but also multiple issues of primary coverage. Therefore, if a school district employee were using his or her own vehicle, the school district's coverage would not apply.

VISITORS

All persons visiting a staff member must be checked in at the office. Visiting during work hours for personal reasons should be limited.

Only students who are enrolled in Alden-Hebron Schools will be permitted to visit classes unless permission is granted by the Superintendent.

WORKROOM LOUNGE- STAFF

The workroom/lounge may be used before work hours, at lunchtime and when employees have a short respite from their schedule. Any discussion carried on in the workroom/lounge should be done in moderate tones and be constructive and professional in nature. Please refrain from using the office as a center for socializing for reasons of confidentiality and for keeping the office a center for conducting business.