

ACTIVITY FUND ACCOUNTS

All classes and extracurricular organizations must conduct their financial matters through a School Activity Account. The Principal is in charge of this account, and it is his/her responsibility to see that all transactions are properly recorded and audited at the close of the fiscal year. A completed deposit worksheet must be submitted with each deposit made.

Monthly statements for each account will be created and distributed to each sponsor/coach. It is the responsibility of the sponsor/coach to review these statements and make sure their account remains at or above zero balance. **A running ledger must be kept throughout the year for auditing purposes.**

Sponsors must fill out and submit an activity account payment request form before checks can be written from their account. Copies of bills and receipts must accompany the request form. The use of a district P-card for purchases is encouraged.

ANNOUNCEMENTS

Special announcements will be made over the speaker system at the beginning of the day. Any teacher wishing to have information placed in the daily electronic bulletin or announced must submit all information by **e-mail** (to principal **and** office secretary) no later than 8 am.

ATHLETIC ELIGIBILITY

In compliance with athletic eligibility requirements established by the IHSA, Dwight Township High School will utilize the following procedure:

Weekly: A student must be passing **all** academic subjects weekly to participate the following week.

Semester: In order to participate the following semester, a student must not fail more than one academic subject in a given semester.

ATTENDANCE REPORTING

Attendance is to be taken each period and recorded in the computer via Skyward. Listing the absences in the grade book will aid both you and the student in reviewing material covered and/or assignments made during their absence.

BOOKS

Classroom textbooks are not to be written in or on, nor are they to be used for paper storage. Please make sure all students write their names and condition of the book on the stamp inside the front cover. Upon the termination of the course, students must return the book they were issued. Lost or severely damaged books should be reported to principal. A fine may be assessed if abnormal wear or destruction is evident.

CARE OF ROOM AND EQUIPMENT

The classroom equipment and facilities should be so arranged, created when necessary, and cared for daily, that they contribute to a good climate for learning. Equipment, desks, chairs, tables, drapes, closets and their contents, all should be in good order and good repair. Notify building principal of broken equipment.

CONFERENCES/WORKSHOPS

With the Principal's and Superintendent's approval, staff members may be released with full pay to attend professional conventions and meetings.

1. REQUEST TO ATTEND EDUCATION CONFERENCE forms are to be completed and forwarded to the Principal's office. An estimate of expenses is required on this form. Reimbursement will be made following the conference attendance. Receipts for reimbursable expenditures shall be attached to the Travel Expense Voucher.
2. Please plan well in advance for proper approval from the administration, so proper budget entries and competent substitutes may be hired. If the absence of one or more individuals would adversely affect the school program, the request may be denied.
3. After action has been taken by the Principal, one copy (request to attend, etc.) will be returned to the faculty member making the request.

Meals, lodging, transportation, and registration expenses will be allowed according to the following schedule:

Meals: Breakfast \$10.00
 Lunch \$15.00
 Dinner \$20.00

Transportation:

\$.58 per mile

Actual cost for bus or train

Air fare will be considered if the total expense would be less to the district when all expense factors are considered.

NOTE: IN ALL CASES, ORIGINAL RECEIPTS ARE REQUIRED FOR REIMBURSEMENT.

GUIDELINES:

1. Reimbursement is not intended to cover all expenses, since the faculty member will receive personal benefits.
2. A limit on expenses permits more faculty members to participate.

3. Provisions are made so that an individual may be allowed to attend more than one conference per year.
4. If more than one person is applying for the same conference, preference will be given to the person holding an office or appearing on the program of the organization holding the meeting or conference.
5. Transportation, meals, lodging and tickets for IHSA or university sponsored events:
 - a. Expenses for students, coaches, or faculty participants in these events will be authorized according to the established reimbursement schedule.
 - b. Teachers, coaches, and students attending IHSA and university sponsored events as spectators may purchase tickets through the office of the Athletic Director.
 - c. The Activity Account cannot be used to finance a trip to any conference.
 - d. These policies supersede all other policies on travel.

COPY MACHINE

There are 6 copy machines (5 on first floor, 1 on 2nd floor) available to all staff members for reproduction of school related materials. **The copy machine in the main office is for office staff only unless there is a breakdown of the six other machines or special color printing is necessary.**

DISCIPLINE

Remember, discipline is part and parcel of classroom management. All teachers are expected to handle their own discipline problems. It is important that we maintain an open line of communication between home and school. As soon as you see a problem arising, don't hesitate to immediately phone the parent. By acting at the beginning, the problem will not be allowed to snowball. Parents have a legitimate complaint when they ask "But why wasn't I notified sooner?"

Teachers and other certified personnel shall maintain discipline in the schools. In all matters relating to the discipline and conduct of the school, and the school children, they stand in the relation of parents and guardians to the students. This relationship extends to all activities connected with the school program, and may be exercised at any time, for the safety and supervision of the students, in the absence of the parent or guardian.

All students are responsible to all teachers. A teacher's duties are by no means limited to their classroom. Teachers must be alert for signs of disciplinary difficulties. Conferences with students, and/or parents, as well as developing meaningful relationships with them, help in solving many problems.

Should a significant problem arise or be in the making, please discuss the situation with the Assistant Principal, Principal and/or guidance counselor before a crisis develops. Please check the student handbook for more information.

EMERGENCY CLOSING

In the event of snow or other conditions that will result in the closing of school, an announcement will be broadcast by 6:00 am through “School Messenger.” It will also be broadcast on area radio stations. Please check that your phone information is up to date in the Skyward system as School Messenger pulls from that database.

FIELD TRIPS

All field trip requests must be approved by the building principal at least two weeks in advance of the trip so transportation arrangements can be made. **It is the duty of the teacher to make the arrangements for transportation through the online source.** If students are going to miss any classes, other than the sponsoring class, the supervising teacher must develop a list of student names, date, and time of the field trip and send to the staff at least a week in advance. The list will be forwarded to the principal who will approve and distribute to the staff. Field trips should be arranged so that they have taken place **by the end of April** unless special permission has been granted by administration. Teachers must ensure that chaperones are on the volunteer list and have been screened through the central office well in advance of the trip.

FIRE DRILLS

The fire alarm is a continuous blast on the fire alarm horns. An automatic alarm system is actuated by heat sensing devices located throughout the building.

The fire alarm should be sounded by anyone who has seen a fire in the building or has seen smoke coming out of a room or from under a door. If smoke is seen coming from under a door, **DO NOT OPEN THAT DOOR.** To actuate the alarm, pull the fire alarm located on the corridor walls. **After sounding the alarm, immediately notify the office to report the location of the fire OR do an all call from your phone (See directions in Phone section)**

When the first blast of the alarm is heard, the teacher should:

1. Allow the students to immediately evacuate the building (using the closest stairway in an orderly and quiet manner) and reassemble in the designated area outside the building. Learn your escape route and an alternate route.
2. Close outside windows
3. Be the last to leave the room.
4. If experiments are in progress where gas is being used, turn off all gas. Turn off all cooking equipment. Turn off all machinery.
5. Do not try to help fight the fire. Your first responsibility is that of supervising the students outside.
6. Take your class list as well as your green/red cards from the crisis plan binder, and make a quick class count to make certain all students are accounted for.

FLOWER FUND

Each staff member is asked to contribute \$10.00 to the flower fund. This fund will be administered through the activity account and will be drawn upon only when a staff member (or immediate family) faces a time of need.

GRADES/GRADE BOOKS

All faculty members are required to record grades in the online grade book program. With Skyward Family Access in place, it is important to keep computer grade books accurate and up to date at all times. Manual grade books may also be utilized, but are not to take the place of the online grade books. Each report card grade assigned should be based on an accurate database. At the close of each semester, be sure online grades are entered properly and on time so an accurate verification list can be created.

INJURIES

A student accident report form is to be completed for every student injury that occurs under the auspices of Dwight Township High School. It is to be completed by the teacher responsible for the class, activity, or athletic event, and filed in the principal's office.

In the event that a student should become injured or seriously ill, the following procedures should be followed:

1. Call the main office.
2. Never leave the student without a responsible adult to care for them.
3. Send a responsible student to the office to notify that help is needed.

KEYS

Don't make it easy for mischievous students to take your keys. Place them in your pocket, purse, or desk. Staff members are not permitted to have duplicates made. **Keys that are no longer used should be turned in to the office.** At no time should students be given your keys.

LESSON PLANS

It is very important that each teacher keeps his/her lesson plan book up-to-date. A good suggestion is to operate on the basis that you might be absent on the next day and consequently, someone will be responsible for handling your class. Please project and write your plans for a minimum of two days in advance. The following should be included:

1. A seating chart of your classes.
2. A complete lesson plan showing time for class, subject, and purpose of each lesson. Simply listing page numbers is not an acceptable form of lesson planning.

It is our professional obligation and responsibility to make certain that our teaching programs and all other classroom arrangements are well-organized and planned. If it is necessary for us to leave during the day, or if it should be necessary that we be absent the following morning, the substitute should be able to come in and take over in a secure and confident manner.

MAIL

Each faculty member is assigned a mailbox in the main office. Please make a point of visiting that box several times a day – **before school, lunch, prep periods, and after school.**

PARKING

The parking area directly to the west of the school has been designated for student parking. All staff and visitor parking is located directly in front of the school and in the south lot.

PASSES

NO STUDENT SHOULD EVER BE AWAY FROM THEIR ASSIGNED AREA WITHOUT A PASS IN THEIR POSSESSION.

Use good judgment in issuing hall passes. Be suspicious, question and investigate if any student is out of the room for any unreasonable period of time. Two types of passes may be utilized: Paddle pass or paper corridor paper pass.

1. PADDLE PASS: The paddle pass is issued to one student at a time for a quick trip to a specific location.
2. PAPER CORRIDOR PASS: The paper corridor pass is issued primarily to allow a student to leave the classroom to go to a specific teacher's room, guidance office, shop area, etc. for the entire period.

PERSONAL LEAVE

Two (**and up to 5, depending on carryover**) paid teaching days per year will be granted to each teacher for personal use. The granting of a Personal Leave request is contingent upon the availability of an approved substitute teacher. An electronic request for Personal Leave must be filed with the Principal at least five (5) working days prior to the date of the Personal Leave requested, except for emergency situations as determined by the Principal. **Teacher may use no more than two (2) consecutive Personal Leave days at any one time**, unless an emergency and approved by the Administration. It is agreed that no requests for Personal Leave will be honored during the first ten (10) or last ten (10) days of student attendance in any school year except for extreme emergency situations. The Principal has the discretion to approve or disapprove a teacher's request for Personal Leave on an institute or in-service day. Any teacher who has unused Personal Leave remaining at the conclusion of the school year will be allowed to carry forward these Personal Leave days

into the succeeding school year. At no time can any teacher have more than five (5) Personal Leave days per year.

PROGRESS REPORTS

Teachers are encouraged to utilize available methods of communication with parents to positively reinforce those students who have made a special effort to improve themselves over the last grading period. It is as important to notify parents when their child is doing well as it is when they are in danger of failing. Making a call or sending an e-mail is a great way to accomplish this task. Document the calls and CC the principal when emails are sent.

PURCHASE OF MATERIALS

Requests of payment of material ordered without the prior written approval of the principal will not be honored. To avoid situations of this type, the following procedures must be followed.

1. Completed requisition form or online shopping cart must be submitted to the principal for approval before all purchases can be made.
2. Principal will either approve or deny the request. It is important for all parties to keep record of funds available in each particular district account. **Those with Open PO's will need to pay close attention to what is left in their account on a quarterly basis.**
3. The use of a district P-card for purchases is highly encouraged.
4. When using P-Cards, it is extremely important to retain receipts and submit to the manager of that card for reconciliation purposes. Receipts should be given to the manager when the card is returned.

If needed, the administration may provide funds through the General Supplies account to purchase instructional supplies and materials for everyday classroom use (i.e. staples, tape, pens, sticky notes, etc.)

STAFF MEETINGS

Faculty meetings will be scheduled monthly and will take place on Wednesdays at 2:10 in the library.

STUDENTS ENTERING BUILDING

Your presence at the classroom door when the students begin entering the building will assist in the orderly movement of students. Please make it a practice to be at your classroom door five minutes before your first period class, and to greet your students as they enter the room. Teachers are expected to put a stop to improper conduct whenever and wherever they see it on school premises regardless of grade level or subject area. Teachers will rotate morning duty responsibilities. A schedule will be passed out at the beginning of the year.

STUDENTS-INSPECTION OF DESKS & CHROMEBOOKS

Student desks and assigned Chromebooks should be inspected on a daily basis to insure that there is no writing or damage to them. An effective practice is to inform students that they are responsible for the condition of the desk they sit in and the Chromebook they use. They should inspect their desktop as they sit down at the beginning of every period and their Chromebooks before each use and report any damage/defacement if necessary.

SUBSTITUTES

Any teacher who cannot report to school due to illness should call the building secretary between **5:45am and 6:00am** at **217-853-5425**. If no answer, leave a message and the building secretary will call or text you that your call was received. Additionally, if you are certain the night before that you will not be able to come to school in the morning, you are encouraged to call then. It is difficult to secure subs after 6 am. If the building secretary is unavailable, you should call the principal. If you are calling in sick, do not call the school and leave a message. Please make sure you have talked with someone. If you are not planning to return the following day, please call the principal's secretary at school by 2:00 pm. If a call is not received, we will assume that you will report the following morning.

SUPERVISION

TEACHERS ARE NOT TO LEAVE STUDENTS UNSUPERVISED AT ANY TIME. This includes both the classrooms and the hallways. A teacher can be held liable should some unpleasant occurrence take place during the teacher's brief absence. If an emergency should arise and you must momentarily leave your room, notify your neighboring teacher or call the office.

TELEPHONE CALLS

Every teacher has a telephone located in their classroom. Please limit personal phone calls during the day. **Emergency All Call Procedures: Pick up Receiver, Dial 0230 and push SEND button. Then dial 0911# and speak.**

TORNADO DRILL

The signal for the disaster and/or tornado drill will be an announcement on the intercom that an emergency drill is now in effect.

This procedure will be initiated if a tornado is sighted or weather conditions are very severe. During the drill, the student will face the wall and place their arms over the back of their head or neck. This is to prevent any flying glass or debris from injuring these vital areas. During this emergency procedure there must be no talking.

Students are not to be moved from these areas until an all-clear signal has been given. This will be done by an intercom announcement, continuous bell, or staff personally going to each area.

1. All windows should be closed if time permits.
2. All classroom doors should be closed.
3. Students must not be placed in front of the classroom doors.
4. Keep calm and get students into designated areas as quickly and efficiently as possible.
5. Teachers should watch for the need of first aid.
6. Teachers must remain with their classes and supervise their safety. Faculty members should stand by to relay voice commands in case of electrical power failure.
7. Keep your grade book or class roster with you. This will help in locating students.

TRANSPORTATION OF STUDENTS

No person under the age of 21 shall transport passengers in connection with the operation of the school. The operation of the school includes, but is not limited to, field trips and/or extracurricular activities. School vehicles must be used to transport students unless you have prior approval.

USE OF SCHOOL FACILITIES

School facilities may be used only upon approval of the superintendent or his/her designee. Appeals on decisions may be presented to and acted upon by the Board of Education.

Preference shall be given to school sponsored activities. The superintendent shall maintain a schedule of faculty usage. No usage shall be authorized without proper supervision approved by the superintendent.

All rentals of facilities shall be arranged through the superintendent's office. Use of facilities by educational organizations listed in the Board policy manual may be arranged through the building principal.

VISITORS

In case there are visitors in the building, all teachers should look for a visitor's pass or ask them if they have reported to the office. Students are not permitted to bring visitors with them for any portion of the school day.

VOLUNTEERS

Volunteers who work in the classroom or act as chaperones for any event must be approved through the central office. An official background check as well as a copy of the volunteer's valid driver's license must be on file with the central office before any volunteer is used by a teacher. **Updated volunteer lists can be obtained through the main office.**