

ROE #39 Alternative School

Futures Unlimited
Milligan Academy
3900 Neeley Ave.
Decatur, IL 62526

Faculty Handbook

2016-2017, **revised 2022-2023**

Vision Statement - Futures Unlimited

According to Illinois School Code, “An alternative learning opportunities program shall provide a flexible standards-based learning environment, innovative and varied instructional strategies, a student-centered curriculum, social programs, and supplemental social, health, and support services to improve the educational achievement of students at risk of academic failure.” 105 ILCS 5/13B-20 Alternative learning opportunities program

Vision Statement - Milligan Academy

As an integral part of the education continuum, Milligan Academy strives to prepare students for responsible citizenship, employment and educational opportunities following graduation.

Mission Statement- Futures Unlimited

The mission of Futures Unlimited is to serve “at-risk” students and their families by providing an opportunity for education and guidance through various school-based and community-based programs. Our students have the opportunity to earn their diplomas in an accelerated manner by utilizing an individualized educational plan in a personalized atmosphere; building academic and social skills needed for a successful life and becoming a productive member of the community.

Mission Statement - Milligan Academy

Milligan Academy is an alternative education program designed to provide the structure, instruction, social skills training and career planning necessary for at-risk students to successfully earn a high school diploma.

Brian Plummer, Director and Crystal Whetstone, Assistant Director

Purpose

The purpose of this handbook is to provide direction and procedures that are to be followed as a faculty and/or staff member of Futures Unlimited and Milligan Academy.

Absences from Duty

In case of absence, school faculty and/or staff should call or text the Secretary/Director and Assistant Director as soon as possible when it becomes apparent that you will not be able to come in on a given day. Lesson plans and other necessary instructions will be available for the substitute.

Attendance of teachers at work is very important. No one does your job better than you, and your students will not perform as well when you are not able to attend work. Of course, everyone misses work occasionally and it's my job to get your classes covered. I will appreciate as much warning as possible so that I may procure a substitute for you.

All doctor/dentist appointments must be made on your time and scheduled after school hours. In an emergency situation, contact the director as soon as possible, so that the director can arrange coverage for your missed classes. It is understood that upon completion of the appointment, the teacher will return to school to finish their contractual day.

If you know in advance of an absence, please complete an absentee request form (found in the table of contents) and turn it into the Secretary. She will get the Director's signature and return a copy to you. **If you do not receive confirmation of approval, please contact the Director prior to your absence.** If you do not receive approval for the absence and are absent or leave early anyway, disciplinary action will be taken. Disciplinary action may result in a written warning, and subsequent violations will affect the teacher's evaluation/employment status.

Dock Days- If all personal days have been exhausted and you want additional personal time, you must have prior approval from the administration. Please check your pay stub for information on sick days, personal days, and dock days.

For teacher absences during the school day:

1. Absences will be allowed during normal working hours without a sick leave deduction if such absences are:
 - a. Approved by the Director.
 - b. Planned to coincide with a teacher's prep time and, if necessary, up to an additional 30 minutes if the teacher has previously arranged for coverage by another teacher.
 - c. A teacher covering any time for a fellow staff member must understand that they are doing so gratis.
2. Any staff members who exceed the time limits, as specified, will be charged one-half of a sick day.

Accidents

In school, as elsewhere, there exist potential hazards, which may result in injury to a student when he/she is under the school's jurisdiction. The educational and legal implications of the problem of student injuries are so important that they justify giving special attention to the matter.

All employees should observe reasonable safety precautions in the handling of their work. Such precautions will include as major policies:

1. The careful checking of all equipment and physical facilities for potentially hazardous conditions.
2. The strict observance of all statutes and ordinance dealing with safety.
3. Personal supervision at all times, so close in its nature as to preclude any chances of establishing charge of negligence on the part of the employee in charge. **Be on the job during the entire time of any scheduled assignment.**

When an accident does occur, the employee in charge or present first should make sure that the injured receives prompt and adequate attention. To ensure such proper care, the following routine should be observed.

1. Immediate steps should be taken to obtain certified first aid service. Any employee holding a certificate issued by the American Red Cross may give certified first aid.
2. Any injury should be referred to the Director as soon as possible. By law the school can only administer first aid and give moral support. (Save life and limb)
3. If that isn't possible, then keep the student lying down and quiet until help arrives.

4. Call an ambulance if you deem it necessary
5. **Your responsibility for an injured student is not over until the parent, guardian or medical personnel has taken over full responsibility.**
6. The parent should be notified as quickly and as factually as possible.
7. If the accident is serious enough for hospital care, ask the parent which hospital.

Assessment

Expectations in both citizenship and academic achievement must be established for each course and explained to the students. The expectations must be such that all students enrolled in the class can accomplish them.

While we must strive for complete objectivity in grading, we must also recognize the teacher must always exercise professional judgment in adjusting and differentiating instruction and outcomes for student success. The relationship of achievement and effort is an important factor in determining grades but cannot be considered as the only criteria. *A student, who diligently works at his/her own level of achievement, should not receive a failing grade.* The practice of downgrading students in order to “make them work” is neither psychologically, nor educationally sound, and should not be practiced. Tardiness and absences by the student will negatively affect their grades as per the student handbook.

Attendance/Tardiness

Please make sure that all students who are absent are marked appropriately. The office will make any further corrections or marks needed. It is also very important attendance is taken within the first 5 minutes of 1st period. This allows the office to make phone calls in a timely manner. Teachers should make every effort to help students make up work when they have missed class due to an absence.

Audio Visual/Movies/TV

Movies, video clips and similar can be a tool of the learning process. They are only to be shown in support of a planned educational unit in correlation to the class. The movie/video must be age appropriate for the students. “R” rated movies will be allowed only in certain instances when a movie explanation form has been filed with and approved by the Director. No scenes of gratuitous violence or sexual imagery of any kind will be allowed for any reason. The cable (or any shows on TV) should

be used in the same manner as movies. Television shows are to be used as only one component of the educational process, not on a regular basis.

Movie and TV show policy are to be followed during the entire school day that children are present, this includes lunch-time, home room, study hall, and during regular class hours. The administration retains the right to decide if the above rule is not being followed, or if a movie/show is inappropriate to show at Futures Unlimited. Breaking this rule will result in a written warning, and subsequent violations will affect the teacher's evaluation/employment status.

Awards System

It is important to recognize outstanding attendance, citizenship, and scholarship by the students of our programs.

Chain of Command

This is an important part of being a professional. Please bring your questions/complaints to the Director/Assistant Director so that they can be resolved. Failure to bring complaints to the Director/Assistant Director first before going to the Regional Office of Education will result in a written warning. The Director/Assistant Director will make every effort to resolve the concern immediately. However, if it cannot be resolved in a timely manner, then the staff member has the opportunity to refer issues to the Regional Superintendent for further review.

Child Abuse

All staff members are mandated by the state of Illinois to report suspected child abuse. State Law says that teachers are 'En Loco Parentis'. In other words, while students are in school, your judgment and actions are in place of those of a parent, with the full rights and responsibilities thereof. I want to encourage you to be proactive in making this call. There will be no ramifications from the Director's office of any kind. However, you should report any suspicions of abuse to the Director immediately. Reports should be made to the Department of Children and Family Services (DCFS) at **1-800-252-2873**. Please advise the Director of any reports made to DCFS. Failure to report child abuse is a crime and can lead to censure or even dismissal of a teacher.

Sexual Harassment Policy

We recognize sexual harassment as a form of sex discrimination under federal and state law. It is our policy that all employees and students enjoy a positive and productive work and learning environment, free from all forms of discrimination, including sexual harassment. Any employee found

to be sexually harassing another **employee** or **student** will be subject to disciplinary action up to and including dismissal.

Under the Illinois Human Rights Act, “Sexual harassment” means any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Situations to Avoid

Make every effort to avoid situations where your behavior could be open to allegations, such as being alone with a student behind closed doors, having students at your house when no one is present or taking a student home without another adult present.

Procedures for Dealing with Sexual Harassment (Adult to Student; Adult to Adult)

All complaints of sexual harassment involving adults must be reported to the Director/Assistant Director. The victim will have the option of reporting the incident to an outside agency or impartial person.

Informal Resolution

- In cases where the alleged harassment is clearly not suggestive of criminal activity or sexual abuse, the Director will call in the alleged harasser, communicate the complaint, and seek informal resolution. The date, time and substance of this meeting will be recorded.
- When an informal resolution does not resolve the complaint, the Director will immediately notify the Regional Superintendent who will make a decision regarding additional action to be taken.

Formal Action

- When a sexual harassment complaint suggests a criminal offense of sexual abuse, the teacher must report to the appropriate legal authorities for an independent investigation in addition to

notifying the Director/Assistant Director. In cases involving employee to student sexual behavior, the Director must file a report with the police department and notify parent/guardian.

- After such a report has been filed, the Director will immediately notify the Regional Superintendent who will make a decision regarding any interim action while independent investigation is taking place.
- Upon completion of the independent investigation, the Regional Superintendent will take any additional action deemed necessary based upon the ultimate findings of such investigation.

Classroom Readiness

A clean, organized and well-maintained classroom provides a welcoming and safe environment for students. Classroom expectations and procedures should be visibly posted. Teachers should meet their classes promptly. All materials and duplicated materials needed for class should be prepared and ready for class at class time.

Communication

Communication is the most important part of our job. Communicate with your students and their parents. This will only assist learning. Communicate with each other in a positive way. Negative communication will hurt the learning process and will not be tolerated. Arguing with the Director in front of other staff or students will result in a written warning. Putting down students, teachers, the administration, or anyone else is unprofessional and gets in the way of our goal of educating students.

Computer Usage

An immediate goal of the Director is to obtain technology and immediately integrate the use of technology into the curriculum. No student should **EVER** be on the internet without proper, in the room, supervision. Inappropriate use of the internet will not be allowed by the students or staff.

Discipline

Teachers are responsible for maintaining good discipline during the school day. Teachers are expected to handle most of the discipline problems that occur in the classroom. Examples of good office referrals include grossly inappropriate language directed to faculty/staff, or other students, fighting that results in injury, behavior that is so disruptive that a teacher cannot teach and students cannot learn, or absolute defiance. Office referrals should be a **LAST RESORT** as teachers are responsible for maintaining proper classroom control and discipline.

In the event of an office referral, an office referral form must be filled out on Skyward and should include detailed information as to the nature of the problem. An accurate record of anecdotal incidents should be kept prior to the referral and included separately. Although you may be asked to clarify information in your office referral, once the student reaches the office, it is an administrative decision as to how the matter will be handled.

Classroom expectations should be submitted to the Director for approval the first week of school. If you feel the need to alter them during the year, please schedule an appointment with the Director. It is in good practice to display the classroom expectations visible to all students.

It is not professional or ethical to belittle a student in front of his/her peers. Corporal punishment is against the law in Illinois and will result in loss of employment by a teacher as specified by the Illinois School Code.

Keeping good discipline is everyone's responsibility during school hours whether a situation occurs in class, on school grounds, during the passing period, during lunch, etc. **The entire faculty and staff must be committed to this for our program to succeed.**

Dress Code

Teachers will assist the Director in maintaining strict adherence of the students to the student dress code. All staff must dress in a manner appropriate to the profession. One of the key aspects of professionalism is how we dress and present ourselves to our students, parents, and the public.

For all staff, apparel must be designed in styles and fabrics inoffensive and appropriate for the school climate. Clothing must be neat, clean, proper fitting, and no undergarments should be visible. Personal grooming is also critical. Colognes, perfumes and body sprays should be used modestly and must not be sprayed while at work as they may cause medical problems for others in close proximity.

Clothing to avoid: sweat pants, Yoga pants, running or jogging pant, hats, tank tops, sheer clothing, tight or revealing garments, slippers, shirts with graphics or text that may be interpreted as offensive or unprofessional by other staff, students, parents, or those in the community.

Casual dress days or special occasion dates may occur that allow for other attire to be worn and will be announced by the Administration.

Emergency Procedures

All emergency procedures should be posted in classrooms, discussed on the first day to each class, and periodically reviewed. In any emergency situation, the teacher should keep the students quiet. Students should move without running. Keep your class together and under strict control during the entire process. Each teacher is responsible for his/her class. Always carry your classroom record book with you if the emergency procedure calls for your class to move to another destination.

Extra-Duties

All teachers will have extra-duty supervision of one kind or another during the school day. Teachers will help with student supervision during the lunch hour (if implemented). Teachers will directly supervise the students during the lunch hour. They will help students act appropriately and help with any activities during that time period. Teachers will be assigned to before and after school supervision. It is the Director's discretion to assign these positions.

Faculty Meetings

Scheduled faculty meetings will generally be held monthly. Additional meetings will be called as deemed necessary. All faculty members are expected to attend unless prior approval is granted by the Director in advance of the meeting, and only for emergency reasons. Most meetings will be short. All teachers should be on time for the meeting and be alert as well.

Grading Procedures

It is imperative that teachers maintain accurate records of student grades in a grade book even though grades are entered into the computer. Care should be taken to ensure that the grade book is kept confidential and not misplaced. State and Federal Law are very adamant that student records be kept guarded and not shared with anyone except for the student and their authorized parent/guardian.

Teachers are responsible for having final grades available at the designated deadline so that they can be entered into the computer, and report cards distributed to students.

Each and every piece of work that a student does must be graded with care. It is important that any writing assignments are checked for spelling and grammatical errors, and that proper feedback is given to each student. Best practice in student assessment calls for the use of a grading rubric. They are easy to find online and to use to grade student papers. Please see the Director if you have any questions about this, or if you need any help finding them.

Please make sure that however you compile grades, that the method is easily explainable and understandable to your student/parents. After all, the primary reason that we are here is to help students learn from their mistakes!

Guest Speakers

Teachers may invite guest speakers to speak to their class if the information of the speaker is suitable for the needs of the class. The Director must approve all guest speakers and the agenda for their presentation. The speaker may not be permitted to promote special political agendas, religious interests or to advocate the overthrow of the government.

Hall Passes

A Student leaving the room for any reason is a disruption to the educational process and should be kept to a minimum when possible. However, if there are circumstances when a student must leave the classroom, please make sure that the student has a pass with teacher's name, time and date displayed.

***Under no circumstances is a teacher or faculty member to give permission for a student to go off campus or to go home. Do not request a student be released from another teacher's class unless you have consulted with the other teacher and provided the student with a pass.**

Health Problems

Occasionally, you will have a student in your classroom who has a specified health problem. The Director will keep you informed as necessary and give you any procedures to follow in case of a specific problem of a particular student. Of course, if you suspect that a student is sick, please refer them to the office so that we can call the student's parents if necessary. If there has been an accident, please give emergency care to the student and notify the office immediately.

Insubordination

Staff: This is the failure of any staff member to follow any reasonable or lawful directives as given by the Director, Assistant Director, or from the Regional Superintendent of Schools #39 Macon/Piatt Region, or his/her designee. This is also failure to follow all stated guidelines, rules, and procedures found in the ROE rules manual and the Faculty Handbook. Insubordination will lead to disciplinary action by the Director. For some first/minor offenses, this may be only a verbal reprimand. Continual or major offenses will require a written reprimand that is placed in the teacher's file and may also place continued employment in jeopardy.

Lesson Plans

Lesson plans should be complete and all material available for immediate student use. Lesson plans for the following week should be filed with the Director by the end of the last business day of the week. A copy of the lesson plans must be left in an accessible place on the teacher's desk. Plans should be clear and precise to avoid a disruption in the educational process.

Medications

No medication is to be given by Futures Unlimited or Milligan staff to a student for any reason. Only the Secretary will dispense medication as directed by a physician. The Law forbids staff from giving any medication to students including cough drops, aspirin, eye drops, etc. Giving ANY medication to students is illegal and opens up both them and the school to litigation due to negligence. Breaking this law would also immediately put the employment status of the teacher in question. Please openly discuss this with students and make it a well-known and understood fact.

No-Smoking Policy

There shall be NO SMOKING permitted in the school building or on school property at any time as per Illinois State law. No tobacco products are allowed on school grounds by staff or students. School Law states that school property exists anywhere around the block that the school sits on. Students or staff will not be allowed to smoke anywhere on school property. This includes vaping apparatus and vaping products.

Parent/Guardian Communication

Teachers are to maintain regular communication with parents/guardians. Parent/teacher conferences are mandatory to keep the parents informed and to receive signatures on the proper paperwork. It is important to maintain an open line of communication through email, phone calls or appointments in the building. Teachers are to keep a log of all telephone, email, or other communication with parents.

Restrooms

All teachers should assist in monitoring student behavior in or near the restrooms. Students misbehaving or loitering in or near the restroom should be sent back to class, and any incidents should immediately be reported to the Administration. Report damage/graffiti to the Administration immediately. Adhere to the current policy of allowing only one person at a time to be out of class to use the restroom. Utilizing a sign out and sign in sheet will help the teacher monitor habitual timing by students.

School Day

According to contract, Teachers are expected to work a seven (7) hour day, unless otherwise arranged with the Director. Staff or students that leave the school must have permission to do so, and, if leaving outside of normal school hours, must complete and submit the anticipated absence form.

School Property

Teachers are responsible for monitoring student use of equipment, furniture and facilities. It is the policy of the school to hold students financially responsible for repair of any school property damaged through carelessness and misuse, and the responsibility for detecting offenders rests largely on the teacher in charge of his/her room. Students should not be allowed to sit on top of desks and tables.

Teacher/Staff Evaluation

A separate document will be enclosed for evaluation of staff/teachers. This document will include procedures for observation and evaluation of all personnel who work at Futures Unlimited and Milligan Academy.

Telephones/Cell Phones

Telephones are for teachers (not students) to use to call parents and to conduct other school business. Personal calls should be limited during prep times.

Textbooks

Please notify the office if a student loses or damages a textbook. Please keep an accurate record of any student who uses a book for any extended period of time.

Time Sheets

Time sheets are a way to assure time earned. Please submit the completed timesheet to the office secretary by the last day of the pay period. Pay periods are the 15th and the last day of the month.

Futures Unlimited Milligan Academy

Faculty Handbook Agreement Page

Your signature below indicates you have received, read, understand, and agree to comply with all rules and procedures contained in the Faculty Handbook. You will get a copy of the signed agreement page. Please return it to the Director prior to the students first day of attendance.

Printed Name: _____

(Faculty Signature)

(Date Signed)

Director Signature

Date Signed

**Continued employment status for 2022-2023 will be dependent upon the teacher reading, agreeing to, and signing the Faculty Handbook, and Evaluation Plan.*

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