

# LA HARPE COMMUNITY SCHOOL DISTRICT 347

## Employee Handbook



2023-2024

## WELCOME

Welcome to your Staff Handbook. The vision of the La Harpe Community School District #347 is to build the future one child at a time. We realize that this can only be accomplished through a staff committed to student success.

Your work is important. You provide education to 21<sup>st</sup> century learners in their classroom and help them reach their highest learning potential.

Thank you for your dedication to our students and our schools.

Sincerely,

Dr. Janet L. Gladu  
Superintendent  
email: [jgladu@laharpeeagles.com](mailto:jgladu@laharpeeagles.com)  
(217) 659-7739

Ryan Hopper  
Assistant Principal  
email: [rhopper@laharpeeagles.com](mailto:rhopper@laharpeeagles.com)  
(217)659-3713

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## **INTRODUCTION**

It is the Board of Education's desire that employees be managed in accordance with the law, all applicable board policies, the La Harpe Education Association Contract and the staff handbook. Employees should know that the Board of Education supports them in their enforcement of the following policies and procedures to ensure that students are offered a safe and clean environment that is conducive for learning and working.

This document is intended to provide a reference for personnel related policies and procedures for employees in District 347. This handbook is a compendium of Board policies and practices that govern the relationship between the employee and the District. The Board policies can be found on the District website – [www.laharpeeagles.com](http://www.laharpeeagles.com). This handbook is not a comprehensive summary of the Board policies; therefore, employees should review all Board policies. If there is any contradiction between this handbook and the Board policies, the Board policies shall control. To the extent there is any conflict between this handbook and federal or state law, the latter shall control. Should you have any questions or suggestions, please submit them via email to the district superintendent.

This is not a contract. Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, or no reason at all, other than a reason prohibited by law. Nothing in these policies is intended to, or shall, create any contractual obligations of any kind. No policy, benefit, or procedure implies, or may be construed to imply, an obligation of the District or any employment contract where one does not exist. This handbook is not an offer of employment. No promise of employment or employment-related benefit(s) for any specific period of time is offered, established or to be implied from anything in these policies.

The District reserves the right to unilaterally modify, revise, amend, replace, or eliminate this handbook or any policy at its discretion at any time without notice to the employees.

This handbook was created with the intent of providing information about La Harpe CSD #347 procedures to staff members/employees. It should be read so that you will be informed of the major procedures and policies within the district. All of the rules, regulations, and suggestions have been approved by the La Harpe CSD #47 Board of Education and in line with the contractual agreement between La Harpe CSD #347 and La Harpe Education Association.

Please retain this handbook and other such information as may be sent to you from time to time in a safe place that is easily accessible to you.

This handbook contains both Administrative Procedures and Board policies. Board of Education policies can be obtained online at [www.laharpeeagles.org](http://www.laharpeeagles.org). It is the expectation that all staff member (certified, non-certified, and support staff) will adhere to the policies and procedures set forth by law, the board and/or administrative policies. For any questions or clarifications, please consult Ryan Hopper or Janet Gladu.

## **VISION STATEMENT**

The vision statement of the La Harpe Community School District is to build the future one child at a time.

## **MISSION STATEMENT**

The mission of the La Harpe Community School District, in partnership with the communities it serves, is to provide an opportunity for a positive, balanced learning experience, in a safe environment, so that all students may develop to their fullest potential.

## LA HARPE COMMUNITY SCHOOL DISTRICT 347 GOALS

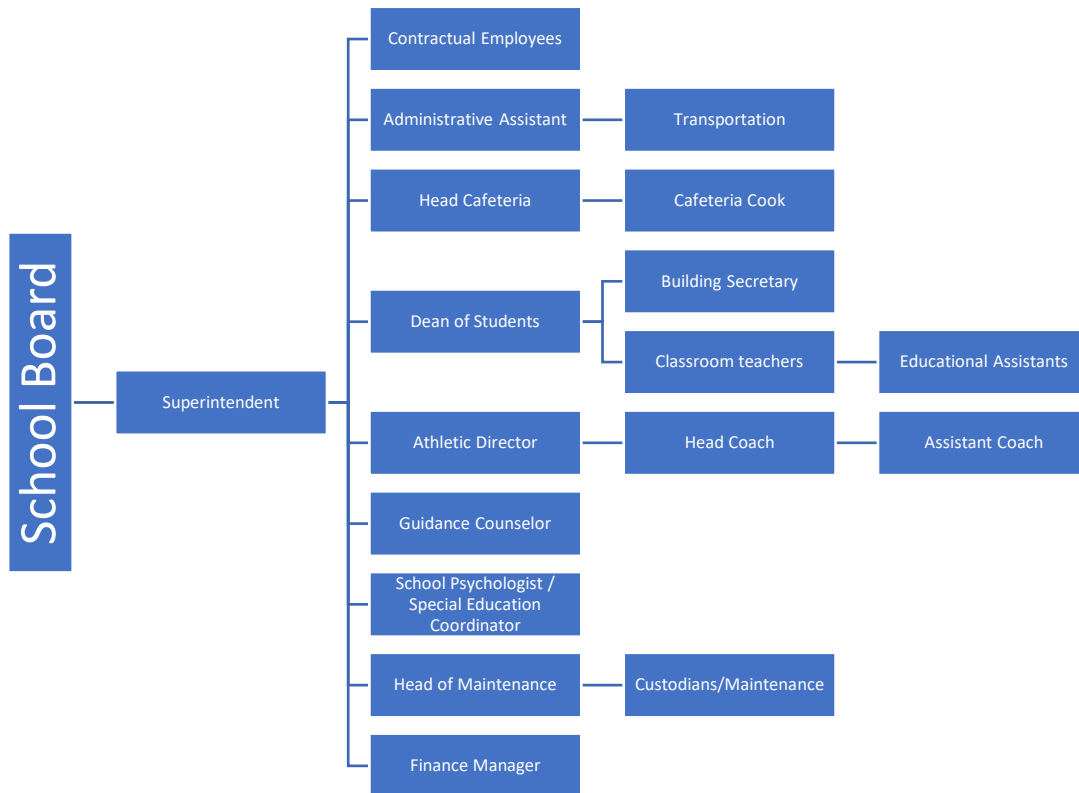
In order to achieve the Mission of the La Harpe Community School District, the Board of Education establishes these goals to guide the decision-making process of the District (BOE Policy 3:10):

1. Provide an educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedure manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

### Building Contacts

Janet Gladu, Superintendent	217-659-7739	Shelly Rahn, Admin Asst
Ryan Hopper, Assistant Principal	(217) 659-3713	Brittany Teesdale, Admin Asst
Laura Jones, Finance Manager	(217) 659-7739	

It is important to everyone that the chain of command is followed. As issues/concerns arise, please follow the chain of command below and we will also ask that parents follow the same process.



## **ABSENCE REPORTING**

In the event of an illness or unexpectedly unable to attend school for any reason, teachers and staff are to notify their immediate supervisor. For classroom teachers and paraprofessionals, this is Ryan Hopper. Staff is to sign the absence log with their appropriate supervisor when they return. Personal days are not to be taken off without prior superintendent approval. Employees shall not engage in unauthorized absence including improper use of leave days such as sick leave or personal leave. Sick leave, personal leave, and bereavement leave may be used in full-day or half-day increments. A half-day is defined as three (3) hours and thirty (30) minutes. These times do not include the duty-free lunch time.

Absentees should report their intention of returning or not returning the next day by 5:00 p.m.

Staff members should arrange their personal affairs in accordance with the standard workday and refrain from making requests to leave early. Vacation plans or other extended leaves should be made outside of student attendance days as noted on the school calendar.

Teachers receive 12 sick days per year, 4 bereavement days, and 3 personal days. Support staff receive 10 sick days, 4 bereavement days, and 3 personal days. Twelve-month staff receives 15 sick days, 4 personal days, and 4 bereavement days per year. Teachers, paraprofessionals and administrators may join the "Sick Bank" by signing up in the central office. Sick days shall be used for personal illness or illness in the staff member's immediate family or household (spouse, parent, child, mother-in-law, father-in-law, legal guardian, grandparents, brother-in-law, sister-in-law, brothers or sisters- per contract).

Bereavement days are for a death in the immediate family (see above). The superintendent may grant bereavement leave for other than family members. Personal days should not be scheduled on SIP days or Parent/Teacher Conferences. Personal day request forms are in the office. They need to be completed and given to the superintendent for approval.

Definitions of each type of absence can be found in the staff contract and Board Policy. This will be followed in the same manner for those who are members of the union and those who are not. In the event that a staff member must unexpectedly leave school after the start of the day, then the staff member needs to report immediately to the office who will handle scheduling the sub.

Absences may only be taken in half or whole day segments.

Please call or text Ryan Hopper before 6:30 a.m. if you are calling in sick in the morning before school. If an absence is planned in advance, the staff process must be completed before the day of the absence.

## **ABUSED & NEGLECTED CHILD REPORTING**

A district employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services (DCFS) child abuse Hotline number 1 (800) 25A-BUSE. The employee shall also promptly notify their administrator that a report has been made. All District employees must complete online DCFS training for mandated reporters and sign the "Acknowledgement of Mandated Report Status" form provided by the Illinois Department of Child and Family Services (DCFS) upon hire. See Board Policy 5:90.

All district employees are mandated reports and are required to call the Child Abuse Hotline if there is a reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child. DCFS can only investigate reports if all of the following conditions exist:

1. Under the age of 18;

2. Alleged perpetrator is an individual who has an official capacity or position of trust, usually a relative;
3. A specific incident of abuse or neglect must occur;
4. Must demonstrate either harm or a substantial risk of physical or sexual injury or neglect to the child.

Staff should communicate with his/her building administrator if abuse or neglect is suspected.

### **ACCEPTABLE USE POLICY**

According to Board Policy 5:125, the use of personal electronic devices is prohibited while employees are performing job functions. Such devices should not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.

Per Board Policy 5:125, the use of personal technology and social media for personal purposes is permitted only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation. Use of such devices during the work day (other than lunch and/or breaks) can be cause for discipline.

#### Acceptable Use

All use of the District's electronic networks must be:

1. In support of education and/or research, and furtherance of the goals stated herein, or
2. For a legitimate school business purpose. Use is a privilege, not a right.

Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. See Board Policy 6:235.

#### Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks.
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials.
3. Restrict unauthorized access, including "hacking" and other harmful activities.
4. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

#### Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.



The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## **ACCIDENTS**

When an accident occurs, an accident form should be obtained and completed on the day of the accident. Student accident forms are available in the school office. Staff accident forms are available in the central office. An accident report for all injuries, in all classes should be filled out and turned into the administration. In case of an accident:

1. Notify the school office immediately (for student injury) and central office (for staff injury).
2. Give emergency first aid, if possible.
3. For job related injuries, please refer to “Job Related Injuries/Workers Compensation” found in this handbook.

### Staff Accidents:

If any workplace injury occurs:

1. Assess the situation to determine if the employee needs to receive any urgent/emergency care. If so, be sure they receive it as soon as possible.
  - a. Ambulances should only be called for emergency situations.
  - b. Not all employees will require medical attention.
2. Report the injury to the superintendent immediately.
3. Complete/coordinate the necessary paperwork.
4. Inform the superintendent of any developments that may occur.

Employees who suffer injuries on the job are to report the injury immediately to their supervisor. La Harpe CSD 347 participates in Worker Compensation through our insurance pool. Employees who suffer injuries on the job are to contact the Finance Manager concerning medical treatment and required documentation for Workmen Compensation claims. Paperwork shall be completed before seeking medical advice unless an emergency condition exists.

If a work-related injury requires an employee to miss work, he/she shall provide his/her immediate Supervisor with a medical release from their physician. The availability of alternate light duty work is not guaranteed.

### Students

If a student is injured beyond a simple cut or scrape, the building secretary should be notified immediately. The office will contact the parents and/or emergency services. For all serious incidents, the teacher or supervisor on duty will need to complete a district Accident Report Form. These forms are in the office.

## **ADMINISTRATION OF MEDICATION**

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

No School District employee shall administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed “School Medication Authorization Form” is submitted by the student’s parent/guardian. No student shall possess or consume

any prescription or non-prescription medication on school grounds or at school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **APPEARANCE OF THE CLASSROOM**

The appearance of the classroom is the responsibility of the classroom teacher. Protection of equipment and facilities is a responsibility of all staff. Please report any damages or needed repairs immediately to the administration.

The teacher is responsible for seeing that the students take care of the equipment in the room. Lack of neatness in the room, etc., is a reflection upon the teacher. If more than one teacher uses a room, the teacher most frequently using the room should assume responsibility for the room.

The last person using an instructional area for the day is responsible for leaving it in proper conditions. This includes: chairs in order, windows closed, window shades adjusted, chalk and whiteboards erased, lights turned off and door locked.

In accordance with state statute and Illinois Administrative Code, local inspectors are authorized to conduct annual fire safety inspections in Illinois public school buildings which include classrooms.

### **APPLICATION MATERIALS**

Applicants for LHSD 347 positions are responsible to complete, submit, and/or provide the following:

1. Written authorization for a criminal background check. Whenever an applicant is seeking employment in concurrent positions in more than one district, the District may require that the applicants authorize the Regional Office of Education who services those school districts to conduct the investigation on behalf of all districts. Any person who has been convicted for committing or attempting to commit any one or more of the offenses as listed in BOE Policy 5:30 is prohibited from working on school grounds.
2. Evidence of physical fitness to perform assigned duties and freed from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches. The physical exam and tuberculin tests must have been taken by the employee no more than 90 days before the submission of the same to the School Board. Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches if the examination is job-related and consistent with business necessity. The School Board will pay the expenses of any such examination as listed in BOE 5:30.
3. Immigration and Naturalization Service Form I-9 no later than 3 business days following their first working day.
4. A signed "Acknowledgement of Mandated Reporter Status" on child neglect and abuse. Employees must read and sign off that they understand their responsibility for reporting suspected child abuse as listed in BOE Policy 5:90.
5. A completed application.
6. A completed direct deposit form with an attached "void" check.
7. A copy of Board Policy No. 5:50, Drug and Alcohol-Free Workplace. All new employees must read and sign off that they understand their responsibility involving drugs and alcohol in the workplace.

Applicants shall not falsify employee applications or any employment information. Conviction of any felony involving dishonesty, violence, or the willful infliction of harm upon children will preclude employment for the La Harpe CSD #347.

Conviction of any felony offense or other offense involving dishonesty or violence or any offense which would have preceded a La Harpe staff member's initial employment as a matter of law or conviction of substantially similar offenses from another jurisdiction shall be cause for dismissal.

The failure to maintain or the loss of any certificate, license or other document issued by any governmental entity or office necessary or required for the La Harpe staff member's position shall be cause for dismissal.

The loss of driving rights or privileges for any position requiring a current driver's license shall be cause for dismissal. La Harpe staff members must advise the superintendent of lost driving privileges which would render them incapable of fulfilling their assigned, job-related duties.

### **ASBESTOS MANAGEMENT PLAN**

In accordance with the Environmental Protection Agency's Asbestos Containing Materials Schools Rule [40 CFR Part 763], the La Harpe Community School District No. 347 Board of Education maintains an approved Asbestos Management Plan for the District's building on file in the District Office.

The Management Plan, developed by EPA and State of Illinois certified inspectors and Management Planners, concerning asbestos-containing building materials in the La Harpe Schools, is available for inspection by interested individuals in the District Office, 404 West Main Street, La Harpe, Illinois. To review the District's Management Plan, interested individuals must make an appointment at least one working day in advance. Please contact the District Office between the hours of 8:00 am and 3:00 pm, Monday through Friday, to schedule a time for review. Because of the importance that is attached to the Management Plan and its large size and complexity, a staff member familiar with the plan will be present to assist you in your examination of the plan in the District office. Please note: Under no circumstances will the original management plan be permitted to leave the District Office.

For those interested in obtaining a copy of the Management Plan, a copy can be made within 30 days of receipt of a written request at a cost of \$0.15 per page paid in advance. Since the plan is in excess of one hundred pages and is expanded periodically, requests should be specifically for those parts on the Management Plan of interest. Please contact the District Office for help in this matter.

The Designated Person in charge of administering the District's Asbestos Management Plan is Ideal Environmental Engineering, Inc. They may be contacted by calling 800-535-0964. Written correspondence to the Designated Person should be addressed to Anne Skeate, Ideal Environmental Engineering, Inc., 2904 Tractor Lane, Bloomington, Illinois 61704.

In addition to the original Management Plan for identifying and managing asbestos in our schools, members of the custodial and maintenance staff and/or the Designated Person visually examine the asbestos containing material in the buildings periodically and provide written reports to the Designated Person.

### **ASSEMBLIES**

Faculty members are expected to attend assemblies and to sit among the student to help supervise their behavior and assist the assembly leader when necessary. Teachers will follow the assembly seating assignments as set by the administration.

## **ATHLETIC ELIGIBILITY**

After 2 weeks into each quarter, 5<sup>th</sup> – 8<sup>th</sup> grade teachers are required to have grades updated in PowerSchool for eligibility reports by Wednesday at 9:00 am. Ineligibility will run from the following Sunday to the next Saturday. Once a student's name is turned in, based on grades received through the previous Tuesday, make-up work turned in later that day or week will not be considered for the purposes of removing his/her name from the ineligible list for that week. Teachers need to be sure to get the make-up work, as well as current assignments, in the gradebook before the next eligibility cycle. Students are ineligible at 59% and below.

## **BLOODBORNE PATHOGENS**

In compliance with OSHA Standard 29 CFR Section 1910.1030 -Bloodborne Pathogens, La Harpe Community School District No. 347 has developed an Exposure Control Plan to eliminate or minimize employee exposure to blood or other potentially infectious materials. Please see BOE Policy 4:160 regarding this plan.

## **BOARD OF EDUCATION POLICY**

Board of Education policies can be accessed on the District website. All staff members are expected to be aware of and adhere to the Board policies as they relate to all staff members.

## **CALENDARS**

Calendar of Activities approved by Building Administration – A master calendar will be maintained in the office. To avoid conflicting dates, get events scheduled as soon as possible. The school secretary may have to check the district calendar before the event can be placed on the school master calendar. Yearly Calendar – Yearly calendars are adopted by the Board and are available each year.

## **CANCELLATION OF SCHOOL**

School emergency closings could happen at any time of the year. Parents need to arrange plans with their children (a neighbor, child care, employer, etc.) on what is expected should an emergency closing occur. Decisions for closure or to dismiss school early are always a judgment call; however, we do use some general criteria in making such decisions. School procedures call for an emergency school closing announcement to be given over the automated message systems. Below are some of the criteria and examples of what would impact a decision to cancel school or dismiss early.

### Weather Forecasts

Weather conditions and events are very unpredictable. We generally do not cancel school or dismiss school early solely on a weather forecast. Weather events must be occurring and deteriorating for school to be cancelled or for us to dismiss early.

- Snow: generally speaking, snow is not a primary reason for closing school. As long as roads are not drifting shut, it's possible we would have school even with a sizable snowfall.
- Road Conditions: as reference above, road conditions dictate many of our decisions. Due to the fact that the district is widely spread out, we have an early morning process (before 5:00 a.m.) of checking our rural and city roads.
- Cold: we will look at wind chill and air temperature (also road conditions) when deciding relating to cold weather. Please remember that we do live in Central Illinois so below 0-degree weather is not uncommon.

A decision to cancel school may occur between 6:00 p.m. – 9:30 p.m. the night before school. In most instances, no later than 6:30 a.m. the next day. In an extreme emergency, we may have to announce early dismissal during the school day.

## **CELL PHONES & PERSONAL ELECTRONICS**

Teachers and staff must refrain from using their cell phones for making calls, texting, checking emails, or accessing social media that are not school-related while supervising students during instruction, recess and at all other times. The use of electronic devices is reserved for lunch period, prep time (certified staff only), conducting school related work, or emergency purposes only.

## **CLASS SUPPLIES WITH SCHOOL FUNDS**

Teachers will complete a requisition form and submit it to the superintendent. The superintendent will enter the purchase requisition in the district system. Once through the approval process, the requisition will be converted to a purchase order. At that time the purchase can be made. If you are going to purchase anything local or online yourself, you must first submit a requisition to the superintendent as the same procedures needs to be followed. If something is purchased without going through this process, you run the risk of not being reimbursed. Once the purchase is complete, the expense reimbursement form must be completed with attached receipts. All items for reimbursement must have a receipt and sales tax will not be reimbursed.

## **CLASSROOM ENVIRONMENT**

La Harpe School District has always tried to maintain clean, well-kept physical facilities. Teachers and staff can do a great deal in the way of helping maintain a positive atmosphere. Displaying student work is always encouraged.

## **CLASSROOM SUPERVISION BEFORE & AFTER CLASS**

Each teacher has the right to expect that students will be on time to class. Teachers should not detain students after the bell rings. However, it must be understood that the teacher, not the bell, dismisses the class. The teacher should stand near the door or in the hallway (next to the classroom) as student enter or depart.

## **COMMUNICABLE & CHRONIC INFECTIOUS DISEASE**

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examination, temporary and permanent disability, and termination. See Board Policy 5:40.

## **COMMUNICATIONS, COMPLAINTS, & CONFLICT RESOLUTION**

Board Policy Section 2:260 defines the Board's position relative to addressing problems through the Uniform Grievance Procedure. Complaint Managers are listed as part of that policy.

For issues involving parents, students, or other teachers, the chain of command to be following to properly address complaints must include the Dean of Students.

As situations become more complex and/or conflict persists, please document all communications. Phone calls, conferences, and meetings should all be logged with notes – even conversation quotations. If situations become litigious and/or end in hearings or court cases, staff members are always expected to provide detailed accountings or conversations with dates, times, specific terms used, etc.

## **COMPENSATION**

The Board of Education along with the La Harpe Education Association, for certified and non-certified personnel, will determine salary and wages for personnel. The District shall comply with the Fair Labor Standards Act. In the event of a conflict between this handbook and state or federal law, the latter shall

control. Employees are paid semi-monthly on the 1<sup>st</sup> and 15<sup>th</sup> of every month. If the 1<sup>st</sup> or the 15<sup>th</sup> of the month falls on a weekend, the pay date is the prior business day. It is recommended for employees to utilize direct electronic deposit for their paychecks to the depository of the staff member's choice.

### **COMPLAINT MANAGERS**

Janet Gladu, Superintendent, 404 West Main Street, La Harpe, Illinois 61450; 217-659-7739; [jgladu@laharpeegles.com](mailto:jgladu@laharpeegles.com)

Ryan Hopper, Assistant Principal, 404 West Main Street, La Harpe, Illinois 61450, 217-659-3713, [rhopper@laharpeegles.com](mailto:rhopper@laharpeegles.com)

### **CONFIDENTIALITY**

District employees are responsible for maintaining:

- The integrity and security of all internal information, and
- The privacy of confidential records, including but not limited to: student school records and personal records.

Internal information is any information, oral or recorded, in electronic or paper format, maintained by the District or used by the District and its employees.

### **COPIER**

Please be cognizant that the District pays per copy and use digital means whenever possible. We do not pay when we scan an item between individuals, so instead of making copies, please scan if possible.

Staff members are responsible for running their own copies using the copy machines located nearest their rooms. Teachers are to use good discretion when needed to make color copies as the ink is quite costly. At no time should the District copy machines be used to copy personal items.

### **COPYRIGHTED MATERIALS**

Employees are expected to comply with the provisions of the federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (Copyright laws apply, but are not limited to persons who hold copyright to their creative works: printed material, online digital illustrations, videos, and programs). Copyright law protects work created from being copied, changed, or used without permission. Copyright violations should be avoided by obtaining permission to use. Utilizing copyrighted pictures that are posted on a teacher's website are the most commonly noted violations of copyright laws.

Some things fall under "free use". These include federal government works on public domain works. The best way to avoid any copyright infringement and confusion when creating your own content is to use Open Educational Resources (OER).

### **CORRESPONDENCE**

A copy of all mass communications sent home by teachers, including all website articles/items for posting, should be submitted to the building administration prior to distribution for approval and awareness.

### **COURSE APPROVAL PROCESS**

Employees must fill out a request for approval of coursework for tuition reimbursement.

The Course Approval and Tuition Reimbursement and Course Approval must be submitted prior to the start date of any course.

Please refer to the LEA contract for further details on all of the approval and notification requirements.

### **COURT/JURY DUTY**

The District will pay full wages, based on hours normally worked by the employee, during the time an employee is on court duty or serves as a witness or has a deposition taken in any school-related matter pending in court. The employee must submit their court duty remuneration, less mileage expenses, to the District in order to be paid full wages for their court duty. See Board Policy 5:80.

### **CRIMINAL BACKGROUND INVESTIGATION**

All employees must undergo a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender against Youth Database upon hire. See Board Policy 5:30. Employment or continued employment is contingent upon receipt of a criminal background history report deemed acceptable by the District.

### **CRISIS MANAGEMENT**

The Crisis Plan located in each office, and on Navigate EMS app, provides further details on all emergencies.

#### Disaster Preparedness Drills

Detailed plans related to fire drills, disaster drills, lockdown procedures, and various other emergency-related events are found in the crisis management plan.

Pursuant to The School Safety Drill Act (105 ILCS 128), Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directions of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will be preceded by a warning to students and staff.

Student safety is of the utmost importance, especially in this day and age. It is imperative that all staff members are well-versed in these emergency procedures. Teachers are expected to ask for any clarification from the building principal/superintendent if they have any questions related to these procedures.

#### Evacuation

If a serious situation exists that requires students to evacuate the building in an orderly fashion, students should report to the safe-area- La Harpe Club House, so that attendance can be taken. Non-certified staff members are expected to assist teachers with student evacuation and/or follow the direction of the building administration.

#### Fire Alarm

Indicates a situation exists calling for orderly evacuation of the school building. Each interior door is to be closed after the room has been checked and found to be clear

#### Fire Drill Procedures

- Please take the time to review the classroom's Fire Drill Route.
- Advance notice will be given out.
- Individual rooms should conduct practice drills early in the school year so that students know the exits and the procedures before an all-school drill.

- All drills shall be conducted in the manner which would be following in the event of an actual fire.
- Each fire drill must be an exercise in student control. Emphasis should be on the proper execution of each drill.
- Fire drills may be executed with one or more exits deliberately blocked off and an alternative exit used following pre-arranged plans.
- The building will be completely evacuated by all personnel during fire drills. This includes students, teacher, clerks, cooks, custodians, visitors, etc.
- The fire alarm signal will be sounded continuously until the building is completely evacuated.
- Occupants will return to the building only after the recall signal is given.

#### When the Fire Alarm Sounds

- Students form a line quickly, quietly, and in an orderly manner.
- Close classroom doors and any other door that may be standing open.
- Close windows.
- No one shall stop to obtain outer clothing or personal belongings when the alarm sounds.
- Occupants shall walk to the nearest unobstructed exit and leave the building, again in an orderly manner.
- Help should be pre-arranged for students who need assistance.
- Each class shall proceed to a predetermined point outside the building and far enough removed so the fire department can access the building.
- Each teacher will be responsible for making an accurate check of all students under his/her direction and be able to provide an update upon request.
- Special subject teachers will be responsible for any class under their direction at the time of a fire or drill. Homeroom teachers should know where special classes will go when they evacuate, and get to that point as soon as possible.

#### Lockdown

If a situation occurs that would necessitate a lock down in the building, an announcement will be made to secure your classroom and/or lock down the building. All doors should be locked to prevent entry, no entry should be made once a door is secure or after a lockdown is called. Staff members and students should locate themselves in the most secluded and secure area possible.

A lockdown will be initiated when an immediate threat to the safety of students and staff exists within or in close proximity to the school. It is understood that when a lockdown is initiated, Law Enforcement assumes complete control over the situation upon arrival at the school. Examples of a lockdown would be as follows:

- A gun/weapon is reported or observed on campus.
- Shots are fired or heard on campus.
- Shows are fired or heard in close proximity to campus.
- Criminal activity is taking place in close proximity to campus which threatens the safety of the school.
- Any other activity that poses an immediate threat or danger to the school.

We will hold a minimum of one lockdown drill during the school year if a fire alarm is heard, please check the hallway before leading kids into the halls to ensure an intruder is not present. In all instances, please use professional judgment, keeping in mind that the main priority is to get them to safety.



The following steps should be taken in a lockdown:

- Clear hallways, restrooms, and other non-classroom areas immediately regardless of classroom assignment.
- Lock doors, close windows, and turn all AV equipment.
- Have students spread out in the classroom – out of sight.
- Maintain a calm environment including managing student anxiety and questions. The teacher's demeanor has a great impact on the outcome the situation.
- Staff should secure their personal cell phones and have them turned on.
- Utilize Navigate 360 EMS app
- If a fire alarm goes off do not react until notified by the office.

Staff may be contacted by law enforcement or administration via cell phone. Teachers should understand that there may not be immediate communication to them regarding the situation due to the nature of the situation. Law enforcement established control of the situation upon arrival including communication and procedures.

#### Intruder in the Building

All visitors to our schools must check in with the office. An intruder in the building is any suspicious individual(s) who have not followed established visitor procedures. All visitors should be properly identified by wearing a visitor badge. Any school personnel, including students, who observe an individual in the building or on campus who appears suspicious, should notify administration immediately.

#### Tornado Alarm

In case of immediate danger due to a tornado or other severe storm, an announcement will be made. Students should go into the hallway and sit with their back to the wall with arms folded across knees and head resting on knees. Students are to avoid places with wide-span roofs such as the cafeteria, gymnasium, and large hallways. Stay away from windows and open spaces.

### **CURRICULUM REQUESTS**

All new curriculum and textbooks will be discussed with the Superintendent in consultation with the Board of Education. Any requests for changes in the curriculum must be presented in writing to the Superintendent.

### **DAILY ANNOUNCEMENTS**

Informal announcements will be issued daily. Any announcement that you would like to have included should be submitted to the office for approval based upon building procedures. A file of daily bulleting will be retained.

### **DISTRICT COMMUNICATION**

The district uses several modes of communication to keep staff, parents, and community members informed. Updates and information can be viewed at:

- Webpage: [www.laharpeeagles.org](http://www.laharpeeagles.org)
- Facebook: LaHarpe Eagles
- School Messenger Phone/Email System

If a member of the media contacts an employee about a school related issue, the Superintendent should be informed and an appropriate response, if any, will be determined prior to the employee speaking to the media.

## **DISTRICT EMAIL**

All employees are provided with an email. It is the responsibility of each employee to check email on a regular basis. Employees should respond to emails within 48 hours after the email is received. Direct deposit stubs are sent via email and all required employee notifications are also sent via email. Only school related tasks and correspondence should be conducted with district issued email. Parents are encouraged to use email as a means of communication with their child's teacher, therefore, teachers are expected to check their email on a regular basis.

All classrooms are wired to the school server. Staff members will have access to the internet and also to email.

The district has a detailed internet policy that is given to all families during registration. Staff should be familiar with this policy. While teachers are encouraged to use technology as a teaching tool, special care should always be taken to ensure that students use technology in an appropriate manner. Generally speaking, students should not be allowed to work on the internet in an unsupervised situation. Filters are in place to block access to inappropriate material, but no filter is fool proof. When utilizing the internet, take special care to know where students are on the internet and, when possible, have pre-arranged sites for students to access ahead of time.

## **DISTRICT OFFICE HOURS**

The building office will be open each school day from 7:30 a.m. to 3:30 p.m. The district office will be open each school day from 7:30 a.m. to 3:45 p.m. The district office will be open Monday through Thursday 7:30 a.m. to 3:00 p.m. and closed on Friday's, when students are not in session during the summer. All offices will be closed on school breaks (Easter, Christmas, and holidays).

## **DOCK DAYS/UNPAID DAYS**

Dock days/unpaid days may only be taken with Superintendent approval and are highly discouraged except in case of emergency. Vacations are not considered emergencies.

## **DRUG, TOBACCO, & ALCOHOL-FREE WORKPLACE**

All District workplaces are drug-and alcohol-free workplaces. All employees shall be prohibited from the unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled or mood-altering substance while on District premises or while performing work for the District. See Board Policy 5:30. Smoking, vaping or other tobacco use is not permitted on District property or in District vehicles. See Board Policy 8:30.

No employee shall work under the influence of an intoxicating liquor. No employee shall consume alcoholic beverages on any workday at any time between the beginning and the end of his/her work assignment. No La Harpe staff member shall work bearing the odor of alcohol or illegal drugs, including marijuana.

No employee shall sell, deliver, or be in the possession of any drug except medication as prescribed by a physician for that employee, in the case of medication, employees shall notify their immediate supervisor and shall not be allowed to operate any equipment, machine, or vehicle when unable to do so in a safe and alert fashion.

Employees may not bring onto school property or to any school activity any firearms, ammunition, explosives, fireworks, or other substance or device likely or capable of causing harm to persons or property. Materials for educational display must be authorized by the administration.

## **EARLY DISMISSAL**

Exceptions to the normal workday may be made on days prior to school holidays; for staff in-service days, for Parent/Teacher Conference days, or to allow teachers to engage in curriculum work. When school is dismissed due to inclement weather, staff will be permitted to leave 15 minutes after student dismissal unless needed to help supervise students.

## **ELECTRONIC NETWORKS**

As per Board Policy 6:235, electronic networks, including the internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee, shall develop an implementation plan for this policy and appoint system administrator(s). The School District is not responsible for any information that may be lost, damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Personal Property

As listed in Board Policy 5:135, personal property and social media "includes without limitation" or "includes, but is not limited to:"

### Social Media

Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but not limited to, Facebook, LinkedIn, SnapChat, TikTok, Twitter, YouTube, SnapChat, and Instagram.

### Personal Technology

Any device that is not owned or leased by the District or otherwise authorized for District use and:

- Transmits sounds, images, text, messages, videos, or electronic information,
- Electronically records, plays, or stores information, or
- Accesses the Internet, or private communication or information networks.

This includes laptop computers, tablets, smartphones, and other devices.

## **EMPLOYEE HONESTY**

Employees shall be truthful to the Board of Education and administration in regard to matters relating to employment or directly related to the employee's work duties. No employee shall misrepresent to any person the extent of his/her job authority or purport to act on behalf of the District when not authorized to do so.

No employee shall incur expenses or enter into contract on behalf of the district without authority to do so. La Harpe staff members shall not make false claims for insurance or any other benefits. La Harpe staff members shall not engaged in unauthorized use of district equipment and/or supplies, including but not limited to, telephone, facsimile, photocopying or duplicating equipment, computers, tools, motor vehicles, fuel and the like.

No La Harpe staff member may use, take or retain school district property for personal use, except as is authorized by Board policy. Except as stated above, no La Harpe staff member has authority to modify or waive this rule.

## **EMPLOYEE INFORMATION**

All updates to employee information: address, phone, personal email, W2 etc. should be done through the Finance Manager.

## **EMPLOYMENT ELIGIBILITY VERIFICATION**

All newly hired employees must complete an Immigration and Naturalization Service Form I-9. If an individual is unable to provide the required documents to complete the Form I-9 within 3 business days of their first working day, the individual must present a receipt for the application of the documents by the end of the first day work and present the required documents within 21 days of hire. Employment or continued employment is contingent upon receipt of the required documents.

## **EQUAL EMPLOYMENT OPPORTUNITY & MINORITY RECRUITMENT**

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

No employee or applicant will be discriminated or retaliated against because they initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or state or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. See Board Policy 5:10.

## **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. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5), engages in grooming as defined in 720 ILCS 5/11-25, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard shall be subject to discipline up to and including dismissal.

In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated by reference into this policy.

District employees shall not let their political activities interfere with their job responsibilities. Students shall not be used in any manner to promote a political candidate or issue. Employees shall not engage in any other employment or in any private business during regular work hours or at such other times as are necessary to fulfill appropriate assigned duties.

Employees shall not engage in any work considered to be a conflict of interest. See Board Policy 5:120 and Board Policy 2:105.

## **EVALUATION**

The philosophy of La Harpe CSD 347 evaluation plan is to promote student learning through the highest quality of programs and facilities, recognize and support effective teaching, and to measure adherence to performance criteria, and to provide a basis for employment decisions. The process is designed to be a cooperative effort on the part of the evaluator and employee, to encourage dialogue between staff and supervisors, and to promote growth and development.

Procedures for evaluation are outlined in the District Evaluation Plan and the Negotiated Agreement between the La Harpe Education Association and the Board of Education. A copy of the evaluation form can be obtained from the superintendent.

Evaluation of non-certified staff members is conducted by the Superintendent. The evaluation may include, but not limited to, the following components.

- Personal observation of the employee performing his/her essential job functions as outlined in the job description.
- Inspection of work completed and/or performed.
- Consideration of the employee's attendance, interpersonal relationships, professional responsibilities, and competency.
- Feedback from supervising teachers and head cooks. (Applies to aides and cooks only).
- Substantial input may come from parents, students, colleagues, and other members of the school community.

The evaluation will:

- Include specification as to the employee's strengths and weaknesses, with supporting reasons for the comments made (including disciplinary incidents as well as school related achievements).
- Be placed in the employee's personnel file and a copy will be provided to the employee.

## **FIELD TRIPS & GUEST SPEAKERS**

Planned field trips and guest speakers can be an important part of the total school program. They should be carefully planned so as to coincide with current classroom work and should be planned in advance of the date of the trip or speaker. If other staff are affected, the teacher(s) planning the field trip should discuss and work out details and conflicts of the trip. If students will be missing during lunch, teacher(s) should let the administration and cafeteria staff know well in advance.

Before any trip can be initiated, the following procedures must be followed:

- Permission obtained from the superintendent to take the trip. Date and transportation will be decided.
- Permission slips from parents of each student will have been signed at registration and a list will be kept in the office. Please check to see if all students' names are on the list.
- In order to take a field trip, it is the responsibility of the teacher organizing the trip to communicate to the transportation department by filling out the field trip request form and sending it to the District Office. You will need to know the number of students and adults attending and the times you will be leaving and returning.
- Teachers are responsible for notifying parents (by sending home a written or emailed notice) that a trip away from school is being planned on a certain date, time, and destination, and if parents are expected to pay any of the expenses. Any parents that will be chaperoning a field trip, must have been fingerprinted and cleared through the Superintendent's Office in order to attend. The fingerprint process can take up to three weeks, so please plan ahead.

All field trips must be requested through the office as early as possible before the trip. Request forms may be obtained from the office and must be approved by the building administration. Teachers are responsible for informing parents of the field trip and securing an appropriate number of chaperones.

Field trips should be scheduled between 8:30 a.m. and 2:30 pm for regular bus usage unless authorized by the superintendent.

Field trips are permissible when the experiences are an integral part of the school curriculum and/or contribute to the District's educational goals. All field trips must have the Superintendent or designee's prior approval, field trips beyond a 200-mile radius of the school or extending overnight must have prior approval of the Board. The following are analyzed when determining whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students:

- Shall be given the opportunity to consent to their child's participation in any field trip.
- Are responsible for all entrance fees, food, lodging, or other costs, except the District will pay such costs for students who qualify for free or reduced school lunches.

All non-participating students shall be provided an alternative experience. Any field trip may be canceled without notice due to danger to students, staff, or chaperones. Monies deposited may be forfeited. See Board Policy 6:240.

## **504/IEP Responsibilities**

### Section 504

La Harpe CSD 347 has specific responsibilities under the Rehabilitation Act of 1973 for student identification, evaluation, and if found eligible under Section 504, to afford access to appropriate educational programs. Once developed, a 504 plan is a legal contract between the school district and the student. Teachers are responsible for implementing designated services and strategies identified on the plan. Teachers do not have the discretion to decline or refuse to implement any component of a 504 plan. Teachers should always maintain documentation which demonstrates compliance with a student's 504 plan.

### Special Education

General education teachers are important and vital team members in the development and implementation of the Individual Education Plans (IEPs) process. Students who have disabilities may be placed in the general education classroom for all or part of the school day. It is the responsibility of the general education teacher to implement any accommodations and make any modifications as indicated in the IEP. General education teachers will be provided a copy of the student's disability, goals, and accommodations from the IEP.

### General Education Teacher's Role in the Classroom

- Understand the disability of each special education student in his/her class.
- Understand and implement each goal/accommodation/modification listed on the IEP.
- Observe and record data as it relates to the student's goals/objectives.
- Understand that every child in the class is his/her responsibility.
- Collaborate with the special education teacher so that all students in his/her class are provided with appropriate classroom and homework assignments so that each is learning, is challenged, and is participating in the classroom process.

### General Education Teacher's Role in the IEP Meeting

- General education teachers provided the following at an IEP meeting:
  - The general education content and the dynamics and pace of the class.
  - Provide specific data on student's progress/behavior/accommodations used.
  - Tell the team what he/she needs to help the child understand the general curriculum and achieve the goals listed on the IEP.

### RtI – Problem Solving Teams

Teachers are responsible to identify students who may not be making adequate progress academically and/or behaviorally. Once identified, classroom teachers implement general classroom interventions to promote student success (Tier I interventions). After the implementation of these Tier I interventions and the student is not making adequate progress, the teacher can refer the student to the SAT (RtI) team. The teacher will be invited to the meeting in which the following will be discussed.

- Teacher input; parent input
- AIMSweb benchmark scores
- Progress in class (i.e., classroom grades, assessment grades)
- Any other important factors (i.e., attendance, discipline referrals, attention concerns)

The team then decides which appropriate, more intense intervention are needed for the student. These interventions are Tier II. The student's progress is monitored and discussed at additional SAT meetings. If the team feels the RtI support may not be sufficient for students to make adequate progress, then the student receives additional support. These interventions are Tier III. If lack of progress continues, the team may suggest a referral for special education testing.

Throughout the year staff members may be asked to attend IEP (Individual Education Plan) meetings for special education students. It is required that at least one general education teacher attend an IEP meeting for a student.

### **FOOD BREAKS**

Food should not be consumed in front of students or at your desk during work hours. Employees who receive a duty-free lunch should use this time for food breaks.

### **FOOD SERVICE**

All staff are expected to pay for their own meals.

### **FUNDRAISING**

As per Board Policy 7:325, only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fundraising activities:

1. School sponsored student organizations.
2. Parent organizations and booster clubs that are recognized pursuant to Board Policy 8:90.

In addition, other fundraising guidelines and procedures include:

1. School sponsors and coaches should obtain administrative approval prior to scheduling fundraisers. Fundraising forms must be completed in advance. Fundraising proposals should be submitted to the building principal. Every attempt will be made to coordinate fundraisers so that two fundraisers that requires students to sell items do not run concurrently.
2. Fundraising efforts shall not conflict with instructional activities or programs.
3. Fundraising efforts must be voluntary.

4. Student safety is paramount and door-to-door solicitations are not recommended unless chaperoned by a responsible adult or with a group of other students.
5. For school sponsored student organizations, the superintendent must approve the fundraising.
6. The fundraising efforts must be to support the organization's purpose and/or activities, the general welfare, a charitable cause, or the educational experiences of the students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.

### **FUNDS OF ORGANIZATIONS**

All funds of extracurricular organizations are handled through a central accounting system, records of which are kept in the La Harpe School Office. Teachers are not to store District funds in desks, filing cabinets, in their personal vehicles or residence. All money collected from any source is deposited in the building office/safe/ and all bills are paid by check, which must be signed by the designated District representative. No article may be purchased without the office approval.

The funds are listed under two accounts, namely, Operating Funds (Registration Fee, Lunch, Athletics and General Account) and the La Harpe Activity Fund (which included all other separate accounts).

Each organization is responsible for keeping a record of its account. The organization treasurer and faculty sponsor are responsible for seeing that these records are kept accurately. At the end of the school year, each organization is required to submit an end-of-the-year financial report. All student funds, gate receipts, and other money or property of the District shall be promptly deposited, reported and accounted for.

### **GENERAL SAFETY REMINDERS**

Fighting is prohibited. La Harpe staff members may take reasonable steps to protect themselves from physical violence and may reasonably restrain a student or other person to protect other students, school personnel or persons, or District property.

No La Harpe staff member shall release a child to a person other than the child's parents (or in case of divorce, the custodial parent) or other guardian (designated emergency contact), without advance approval from the building administrator.

All La Harpe staff members shall personally report evidence of child abuse to the DCFS hotline. No La Harpe staff member shall instruct or dissuade an employee from making such a report.

Conviction of any offense involving the willful infliction of harm upon children shall be cause for dismissal.

La Harpe staff members shall immediately notify administration in the event they observe any person in possession of a firearm on school grounds.

La Harpe staff members shall immediately report to the administration any incidents of teen dating violence that take place at the school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation.

La Harpe staff members shall immediately report to administration any conduct by other La Harpe staff members which is dangerous to the health, safety, or welfare of students or other La Harpe staff, including, but not limited to violation of these rules.

Staff members should also report any suspicious activity, items, or people immediately to the administration.



All La Harpe staff members should assess his/her classroom in terms of Navigate360/ALICE training. Staff members have been trained to use this options-based program. Alert, Lockdown, Inform, Counter, and/or Evacuate.

Staff members also know that it is permissible to call 911 in emergency/crisis situations.

La Harpe staff members have the option to download the Navigate 360 EMS app on his/her personal phones, if desired.

**GIFTS TO STAFF MEMBERS & SOLICITATIONS BY OR FROM STAFF**

Employees shall adhere to the District guidelines regarding gifts and solicitations by or from staff. See Board Policy 2:105 and Board Policy 5:140. District employees shall not solicit donations of any kind without approval from the Superintendent. Employees using organizations such as Donors Choose or Go Fund Me Pages for classroom items must also have **pre-approval** from the Superintendent before requesting items.

**GRADING PROCEDURES**

The following grading scales are used by the La Harpe School District.

98-100	A+	B+	88-89	C+	68-69	D+	68-69	F	0-59
93-97	A	B	83-87	C	73-77	D	63-67		
90-92	A-	80-82	B-	70-72	C-	60-62	D-		

Timely student feedback is crucial to the learning process. Grades should be posted weekly in the online Gradebook in PowerSchool. Principals may designate a specific date to post. Students should receive at least 2 grades in each subject per week.

**HALLWAY SUPERVISION**

The duties of staff in regard to student control are not limited to the classroom situation. If a school is to function smoothly, staff must be aware of their responsibilities whenever students are present and under the supervision of the staff. It is essential that staff be in the halls during passing time. Control of students at assemblies, field trips, before and after school, and wherever students are present is a vital part of a staff member’s responsibility. It is the responsibility of staff to enforce the student handbook.

**HARASSMENT**

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment or hostile activity. District employees shall not engage in harassment or abusive conduct on the basis of an individual’s race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status. Harassment of students, including, but not limited to, sexual harassment, is prohibited. See Board Policy 5:120. No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education that unreasonable interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological

harm, threatening or causing physical harm, threatened or actual destruction of property or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. See Board Policy 7:20.

### **HIRING/TRANSFERS**

1. A transfer within the district is at the discretion of the Superintendent.
2. Employees requesting a transfer must submit a letter of interest to the superintendent.

### **HOMEWORK**

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes. Board policy 6:290/6:290- AP regulates the amount of points homework can earn towards a student's overall grades.

### **INSURANCE/FLEX PLAN/OPTIONAL COVERAGE**

All employees of La Harpe CSD 347 can participate in the district's medical plan, flex plan, 403B plan, and/or Optional Supplemental Coverage. American Fidelity serves as the district's third-party administrator and meets with each employee twice a year to offer these programs for the upcoming school year. Salary reduction agreements are completed and authorized prior to withdrawing the said amounts from payroll.

### **INTERNAL SUBBING**

When a substitute teacher cannot be obtained, the principal will schedule teachers to internally sub for another teacher who is absent during a scheduled plan time. The teacher can submit a timesheet for payment for internal subbing. Principals will rotate teachers who share the same plan when scheduling internal subbing. Every effort will be made to obtain a substitute teacher.

### **INVOICES**

All copies of invoices for items purchased for the District by teachers must be turned in to the Finance Manager immediately. Invoices not turned in to the Finance Manager may result in bills not being paid in a timely manner. Problems with shipments should be coordinated through Central Office.

### **KEYS**

Staff requiring access to the building will be provided swipe cards by the Superintendent. Building security will be maintained by the teacher using buildings after custodial hours and on weekends. Under no circumstance should keys and/or key cards be duplicated or loaned to students or others, and the keys and/or key cards should be returned to the superintendent as soon as they are no longer required. Employees are not to have unauthorized use or possession of keys, including master keys.

Employees are responsible for all keys and key fobs. Employees are responsible for the cost of any lost keys or key fobs. Cost to replace a lost key is \$5.00 and a replacement key fob is \$25.00

### **LEAVE APPROVAL PROCEDURES**

Employees should use the following procedures when awaiting approval of leave requests. After the proper form is submitted to the building principal:

1. Employees should expect a response within a reasonable amount of time (5 work days) barring any extenuating circumstances of the supervisor and/or administrator. (examples include but are not limited to family emergencies, illness, school holiday(s) and or vacation.)
2. If the approval is still pending beyond 5 work days of submitting the form, the employee should follow up with administration (by email) to inquire about the status of the request for leave.

3. Following step #2 and approval has not been granted within a total of 10 work days from the original submission date, the superintendent should be contacted.

### **LEAVE OF ABSENCE/FMLA**

Eligible employees may use unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each 12-month period, measured backward from the date an employee uses any family and medical leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months. Employees are eligible if they have worked for the District for at least 12 months, and have 1,250 hours of service in the previous 12 months.

Eligible employees may utilize up to 12 weeks' unpaid leave following the birth or adoption of a child in accordance with the Family Medical Leave Act. Up to 30 days of the accrued sick leave may be used for Well-Baby Care immediately following the birth or adoption of a child without medical basis.

Family and medical leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter;
2. The adoption or foster placement of a child within the 12-month period beginning on the placement date;
3. The serious health condition of an employee's spouse, parent, or child;
4. The employee's own serious health condition;
5. The existence of a qualifying emergency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty (of has been notified of an impending call or order to active duty) in support of a contingency operation; and
6. The care of the employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness.

Detailed information on FMLA is available from the District Office. See Board Policy 5:185.

### **LEAVING THE BUILDING**

Staff who need to leave the building during the school day must have approval of the building administration, excluding duty-free lunch. Staff will notify the office that they will be gone from the building so that messages and/or phone calls may be taken for them. Staff must also notify the office upon returning to the building.

### **LEAVING THE CLASSROOM/ALTERNATE LOCATION**

Students assigned to your rostered class must be accounted for during class periods. If a teacher is taking students to a location outside of the classroom (excluding lunch, library, etc.), please be certain that the office is aware of your location and that the medical needs of the students are accounted for.

### **LESSON PLANS**

All teachers shall prepare, in advance, written lesson plans. The lesson plans will be organized, in sufficient detail to enable one to understand the direction of learning in the class. Lesson plans shall be prepared at least one week in advance. Each member of the faculty is to keep the building administration aware of the location of these plans. It is expected that such plans will be present in the classroom and detailed enough for a substitute teacher to follow. Lesson plans should state simple objectives, activities plus materials that will be needed to achieve the objectives, and assessment.

### **LICE POLICY**

If a staff member suspects a student has lice, he/she will discreetly inform the office. The office will contact and check the student. Students diagnosed with live head lice will have their parent/guardian

contact and the student will be sent home when possible. If nobody is able to pick up the student, the student will remain in the office for the remainder of the day. Once the student is treated appropriately, they may return to class. The student will be rechecked upon return to school to be sure the student is lice free.

### **LOUNGE**

No students should be allowed in the Teacher's Lounge at any time.

### **LUNCH & BREAKS**

One fifteen-minute break is provided to non-certified employees who work less than 40 hours per work week. Two fifteen-minute breaks are provided to all non-certified employees who work a 40-hour work week. Breaks are to be taken mid-morning and again mid-afternoon with a 30-minute, duty-free lunch in between. The two breaks cannot be taken together or combined with lunch. Employees should remain on campus during these paid breaks unless authorized by administration.

### **MAINTENANCE/MAINTENANCE REQUESTS**

All employees should treat the buildings as if it were their own home. Students need to adopt this philosophy and practice it as well. Each teacher needs to set high expectations of students and their housekeeping habits. Expect students to clean off wet, snowy, muddy shoes before entering the building and the classroom; expect students to pick up paper, etc., off the floor and expect students to put away books and supplies at the end of the day. Just as high expectations are important academically, expectations of our students are just as high when it comes to keeping our school clean. Concerns regarding building maintenance should be directed to the Head of Maintenance, Superintendent, or the Principal.

### **MONEY COLLECTION/MANAGEMENT PROCEDURES**

It is necessary from time to time for teachers to collect money from students. It is important that building procedures are followed while handling money. Teachers should document all money collected and should be deposited with the appropriate staff each day.

### **OPEN HOUSE**

An open house may be scheduled periodically. Open House is an opportunity to communicate with parents and to build relations with the community. It is important that teachers present a pleasant, positive image of the school during Open House. It is imperative that teachers attend and participate in Open House activities to make the activity beneficial and productive for all participants.

### **PARENT COMMUNICATION**

Research tells us that parental communication is the single most powerful predictor of student success. Parents' opinions are the single most influential factor, and affect reputations and La Harpe School District's reputation in the community. For these reasons, La Harpe School District specifically empowers and encourages staff to communicate with parents fully and frequently. Communicate for at least the following purposes:

- To build a positive relationship between school and home
- To help parents understand teachers' expectations of students
- To involve parents early on in efforts to prevent disciplinary or academic problems
- To help parents understand the purpose for curricular content or specific assignments
- To help parents understand how to support their student's learning

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are generally scheduled in the fall of each school year for all parents to review first quarter progress. A date and time are also scheduled for teachers to meet with parents in the spring for students who are in danger of failing. All teachers should be available to meet with parents upon the request throughout the school year. Likewise, it is expected that teachers will initiate parent contact when a student is at risk of failing or working below potential.

## **PERSONAL ITEMS**

The District is not responsible for any personal items brought into the building by staff. Coffee pots may only be stored in the teacher's lounge and all furniture items must be pre-approved by building administration before bringing into the building. Candles are not to be used or stored on school property.

## **PERSONNEL RECORDS, MAINTENANCE, AND ACCESS**

The employee's personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision. An employee will be permitted access to his or her personnel records according to state law and guidelines developed by the Superintendent. See Board Policy 5:150.

No employee shall disclose the contents of any employee file to any person except in the exercise of job responsibilities. This does not prevent access to an employee file by the employee or his/her authorized representative. No employee may remove files from the building where maintained by the District without advance written authorization from the Superintendent or his/her designee. See Board Policy 5:150.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250.

The superintendent or designees shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

An employer shall review a personnel record before releasing information to a third party and, except when the release is ordered to a party in a legal action or arbitration, delete disciplinary reports, letters or reprimand, or other records of disciplinary action which are more than 4 years old.

An employee can submit a written request to the Superintendent asking that a document be removed from his/her personnel file. The Superintendent and Board of Education retain the sole discretion to approve or deny the request.

## **PHYSICAL EXAMINATION**

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. All physical fitness examinations must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician's assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the Board of Education.

Any employee who has provided a medical release form duty by a physician must also provide authorization from a physician to return to work.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, if the examination is job-related and consistent with business necessity. With approval by the Superintendent, the district will pay the expenses of any such examination. See Board Policy. 5:30.

## **PHYSICAL RESTRAINT POLICY**

The use of corporal punishment is not permitted in schools in the State of Illinois. Corporal punishment is defined as paddling a child in order to punish him/her for misconduct. District 347 has no place for slapping, rough handling or any verbal or physical punishment administered by teachers, staff or administrators in a state of anger.

Staff members that have been trained in CPI – Crisis Prevention Intervention will support students in crisis and in the event a physical restraint is required. Following a physical restraint, a CPI Restraint form is required to be completed. These are available in the school office.

## **PROFESSIONAL APPEARANCE**

All employees in LHSD 347 are expected to maintain a professional appearance. Personnel dress or grooming which causes or which the administration reasonably anticipates will cause interference with the educational environment or work of other employees is prohibited at school, school sponsored events, or during work hours. Exceptions may be made as the curriculum, specific activities, or job description dictates on occasion as authorized by administration. Administration may also declare special days when alternate dress is permitted. Staff members must adhere to the same dress code as students. Short, sweatpants, cut-offs and other "informal" attire do not represent the staff member as professional or as a person who demands respect from students. Personnel dress or grooming which causes or which the administration reasonably anticipates will cause interference with the educational environment or the work of other employees is prohibited at school, school sponsored events, or during working hours. Exceptions may be made as the curriculum, specific activities, or job description (i.e., PE teacher) dictates or on occasion as authorized by the building administration.

## **PROFESSIONAL DEVELOPMENT (MEETINGS/WORKSHOPS)**

In order to maintain the high level of rigor and quality in La Harpe CSD #347, professional development will be provided to all employees. All employees will be required to attend the professional development that pertains to their department/position. The superintendent will share the dates and times of those meetings in advance.

Staff wishing to attend a professional development meeting or workshop should complete the request form at least five (5) working days in advance and submit to the Superintendent for approval.

Teachers wishing to receive CPDU/CEUs for their professional development, if not provided, will need to submit the agenda to the superintendent.

Conferences should be related to professional growth plans and/or school improvement plan. Reimbursements will be allowed for pre-approved expenses as per school code and board policy. All PD and conference expenses must be approved prior to registration/attendance. If attending a PD or conference and the Professional day Request form is not submitted and approved in advance, reimbursement cannot be made, per Illinois law.

Reimbursement guidelines for conference/workshop attendance:

1. Approval must be obtained prior to registration and attendance of the conference.
2. All receipts must be itemized and accompany reimbursement expense form.
3. Reimbursement will be provided for meals, hotels, and mileage to and from the conference. Alcoholic beverages will not be reimbursed by the district. Room service will not be reimbursed.
4. The superintendent will secure hotel/lodging for all conferences.

## **PROFESSIONALISM**

All employees of the District are reminded of the importance of dealing with the public in a positive, professional manner. Employees are encouraged to be helpful, friendly, and cooperative when working with parents and community members. Employees shall not use profanity or inappropriate language when speaking to parents, students, or staff. Employees shall monitor all conversations when in the presence of students. La Harpe staff members shall not engage in, whether or not at school, at its sponsored events or during working hours, behavior which constitutes gross disrespect for the property or rights of students, teaching staff, administrative staff, or other La Harpe staff members.

As listed in Board Policy 5:130 regarding internal information, district employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and as appropriate, confidentiality of internal information. Non-certified employees may be privy to student issues. Confidentiality is expected and employees should not engage in conversations regarding private matters of students.

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

No La Harpe staff member shall engage in acts which are dangers to the property of the District, students, other La Harpe staff, parents, or to the health, safety, or welfare of students, other La Harpe staff, or parents. This rule shall not be deemed violated by accidental acts which are not intended by the La Harpe staff member; by La Harpe staff member shall engage in activities during non-school hours which intentionally cause injury or harm or attempts to cause injury or harm to other La Harpe staff, children,

their property, or the school district or its property. La Harpe staff members who commit any felony offense or other criminal acts involving substantial risk of harm to other persons or property may be unsuitable for school employment.

La Harpe staff shall not, at any time, whether or not during working hours or whether or not on the business of the employer, aid, abet, solicit, or engage students or any employee in any activity which is illegal or immoral.

Repeated incidents of inappropriate and/or unprofessional behavior may be cause for discharge if other disciplinary measures have failed to deter misconduct.

No La Harpe staff member shall willfully refuse to obey reasonable written or oral instructions of a member of the administrative staff or his or her immediate supervisor in an emergency situation.

No La Harpe staff member shall willfully refuse to obey the policies, rules and regulations of the Board of Education or attempt to violate a Board Policy, rule or regulation. La Harpe Staff members shall not engage in willful behavior which interrupts the orderly process of school affairs. This rule does not prohibit activities permitted by the Illinois Labor Relations Act.

### **RECOGNITION FOR SERVICE**

The Board of Education will sponsor a service recognition program in order to recognize and express its appreciation to employees who have provided long services to the District. See Board Policy 5:110.

### **RECORD KEEPING**

All assigned reports, grade reporting, daily lesson planning, long-term planning, and special record keeping should be promptly attended to and adhere to established due dates. Good work habits, directness in assignments, and interesting, well-planned classes are definite factors in minimizing disciplinary problems. La Harpe staff members are required to keep accurate records for their position(s).

### **REPORT CARDS**

Reports cards are issued every quarter and are available through PowerSchool.

The main objective of a report card:

1. To inform the parents of the academic standing of their child(ren).
2. To assist children to evaluate their own progress.
3. To assist parents in cooperation with the school to further the progress of the children.
4. To establish an informal relationship between the home and the school. Conferences with parents during the year are advisable where students are below average in achievement. Conferences with parents are expected to be conducted in a professional manner.

The report cards will be computerized using PowerSchool Student Management Program and posted for parent access. Staff members will enter grades into the computer, except for PreK and Kindergarten.

The office will print copies to place in students' files.

### **REIMBURSEMENTS**

The Board of Education shall reimburse employees for expenses necessary for the performance of their duties which have been pre-approved by the Superintendent, after proper submittal of receipts to the Superintendent in accordance with Board Policy 5:60.



## **RELIGIOUS HOLIDAYS**

The superintendent shall grant an employee's request for time off to observe a religious holiday if the employee gives at least 72 hours' prior notice.

## **RESIGNATION & RETIREMENT**

Tenured teachers may resign at any time with the consent of the Board of Education or by written notice sent to the Board of Education Secretary at least thirty (30) days before the intended date of resignation. No teacher may resign during the school term in order to accept another teaching position without the consent of the Board of Education. Probationary teachers may resign during their contract period only with the Board of Education's consent. See Board Policy 5:210.

## **SCHEDULED ACTIVITIES**

To avoid conflicts, please have all activities approved in advance and placed on the Master Calendar in the Central Office.

## **SCHOOL HOURS**

The standard workday shall consist of seven- and one-half hours. Schedules may vary according to the building/job schedule. Teachers must be in the building at the start of the workday with the classroom unlocked. If students need to see you, make yourself available in your classroom during this time. If students are not requesting help, you are fill your supervision assignment, remain in your room, or outside of your room for student supervision.

Supervision assignments will be made for staff before school begins, between classes, during assemblies, during lunch periods, recesses, and after school. Teachers who are not assigned hall duty will remain in their classrooms or outside their door for student supervision.

During scheduled teaching assignments, teachers are not to leave their students unsupervised. If an emergency arises and it's necessary to leave the classroom, they must make arrangements through the building administration so the students are not left unattended.

At any given time throughout the school day, teachers who have non-student contact should plan lessons, evaluate assignments, contact parents, or prepare classroom materials. Teachers may also be asked to attend meetings.

Anytime a staff member needs to leave the building, he/she must have the building administrator's approval.

## **SHARED SPACES**

Teacher work and lunch areas are common areas that are utilized throughout the day by all staff. In order to keep the areas clean, please respect the following:

- Wipe and clean any messes you make
- Wash your own dishes
- Keep areas neat and tidy
- Return any items you have used to their intended location

## **SECURITY**

The issue of school violence has caused the board and the administration to seriously consider the security of all buildings. After the tardy bell rings, all entry doors will remain locked, including the Johnson Building and PreK, throughout the school day. No parents or visitors are to enter any building at any door

other than the front doors by the office and all parents or visitors must have a visitor pass on at all times. Any violation to this rule should be immediately reported to the office.

### **SEXUAL HARASSMENT**

The School District shall provide employees an employment 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. District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when

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

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all 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. Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop. Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use Board Policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. Initiation a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

### **SOCIAL MEDIA**

In accordance with Board Policy 5:125, all District employees who use personal technology and social media shall:

- Adhere to the high standards for appropriate school relationships required by Board Policy 5:120, Ethics and Conduct, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by Board Policy 5:20, Workplace Harassment Prohibited; 5:120, Ethics and Conduct; 6:235, Access to Electronic Networks; 7:20, Harassment of Students Prohibited; and the Illinois Code of Education Ethics, 23 Ill. Admin. Code § 22.20
- Not interfere with or disrupt the educational or working environment, or the delivery of education or education support services.
- Comply with Board Policy 5:130, Responsibilities Concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval.
- Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that use will not interfere with job duties or otherwise be disruptive to the school environment of its operation.

When using social media, employees should ensure that privacy settings are appropriate and should review those settings frequently. Social media should be used appropriately. Specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

Staff can appropriately use technology to engage and interact with students, but should take steps to ensure that professional boundaries are observed in the process. Staff are encouraged to use separate personal and professional social media accounts to establish a boundary between school and personal life.

When using social media professionally, staff should:

1. Obtain the consent of the building administration.
2. Allow parents and administrators to access the page as well as students.
3. Visit the page or profile often and maintain it to ensure the content remains appropriate and complies with local board policies and laws related to copyright and privacy of student information.

When using social media, both privately and professionally, staff should ensure that privacy settings are appropriate and should review those settings frequently. Social media should be used appropriately. Specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing libelous, or that can create a hostile work environment.

### **SOLICITATIONS BY/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.

### **SPECIAL PROJECTS IN CLASSROOMS**

Students may work in classrooms at times other than the regularly scheduled period provided the teacher involved with the project is present. Students are not to be in the building except under the supervision of a teacher.

### **STAFF MAILBOXES AND EMAIL**

All staff members are provided with a mailbox and email. Important notices, communications, and memos, will be placed in the respective mailboxes. All staff are expected to check their mailbox and email each day. All staff must comply with the district network policy when using email.

Outgoing and interoffice mail locations are available in the office. Every employee has the ability to use the Interoffice Mail that runs daily between the Main Office and Central Office. Cash and/or confidential papers should not be sent via the mail, and it is recommended that those documents are scanned to the appropriate people instead or brought over to the District Office by the responsible party. The District is not responsible for lost items or cash that has been sent through the mail. Do not send students to get items from a mailbox.

### **STAFF TRAINING**

Staff will receive information regarding mandated online trainings and must be completed in a timely manner.

### **STAFF WORK DAY**

As per the negotiated collective bargaining agreement, the normal teacher's day shall not exceed seven and one-half hours, including a duty-free lunch. The administrative staff is authorized to extend the standard teacher work day when deemed necessary. Examples may include:

1. Meetings scheduled by the administration.
2. Altered bus services.
3. Teacher committee meetings.
4. Scheduled appointments with parents or students by the Principal for parent/teacher conferences.
5. Open house.
6. Emergency situations where employee presence is requested by the Superintendent to protect the welfare and safety of the student.

Attendance of all teachers at teacher meetings is mandatory. An employee's compensable work day is established each year and is dependent upon the work assignment and duties. Employees are expected to be on duty at the beginning of their shift until the end of their shift. All overtime and compensatory time must be preapproved in writing/text by the Superintendent.

Schedules may vary according to the building schedule for each attendance center and/or department. Individual workday hours are indicated on employee contracts issued at the beginning of each year. Any additional time (overtime) must be pre-approved by the Superintendent. Anytime an employee needs to leave the building, he/she should have the building administrator/supervisor's approval. The Superintendent may adjust hours as needed.

### **STUDENT ABSENTTEE & TARDY PROCEDURES**

Attendance procedures are spelled out in the student handbook. Teachers should be familiar and consistent with following attendance and tardy procedures. Please refer to the student handbook.

Attendance is taken on the computer with PowerSchool. The junior high will post attendance at the beginning of every period. The elementary teachers will post attendance the first thing in the morning.

At the end of the day, the attendance roster will be picked up and brought to the office for verification (place sheet on clip outside of door before 2:45 pm). If a student is tardy to class, please mark them tardy on the computer as well as recording what time they checked in to your class on your Attendance Roster Sheet. Junior High teachers should keep track of student tardiness. When a student is tardy for the fourth unexcused time, a detention should be issued. Elementary teachers should call the parents of their students who are chronically tardy. Detentions given to elementary students who are tardy need to be discussed with the building administration first.

### **STUDENT DISCIPLINE**

School discipline is a joint responsibility to be shared by all members of the staff. The responsibility and authority extended throughout the school in helping to correct any situation that you see needing attention. The best manner in which to deal with discipline is that every teacher strives to be firm, to be fair, and to be consistent. When it is necessary to make referrals of discipline problems to the office, the teacher will act in an advisory capacity to relate details of the violation to the building administration. In general, the responsibility for classroom conduct is that of the classroom teacher. It is the responsibility of staff to enforce the student handbook. It is exceedingly important that classroom procedures are established and maintained. Please be families with Board Policy 7:190.

### **STUDENT HANDBOOK**

All students will receive either a digital or a physical copy of the Student Handbook at the beginning of the year which spells out behavioral expectations and consequences from a school-wide perspective. Every staff member is expected to model and follow policies and procedures in the Student Handbook.

## **STUDENT TEACHERS**

Any requests from a college or university to host a student teacher within the classroom should be directed to the Superintendent.

## **SUBSTITUTE TEACHER INFORMATION**

Each classroom teacher is to prepare a substitute teacher folder. The folder is to be readily available for the substitute teacher, either in the building office or on the teacher's desk, and updated as changes occur.

The folder shall consist of the following information:

1. Pictured seating charts.
2. A copy of the daily class schedule by period, subject, etc.
3. Pertinent medical, behavioral, or IEP information regarding students.
4. Lesson plans will be made available to the substitute teacher and will support LHSD 347 Board approved curriculum.
5. Additional or special duties that would not be listed in the schedules.
6. Classroom management and daily procedures will be provided to the substitute.
7. Location of instructional materials.
8. Information regarding the emergency "all call" system/PA.
9. Emergency procedures and location of maps.

## **SUPERVISION OF STUDENTS**

Staff may have supervisory duties, which include before/after school supervision at the front doors, back doors, in the gym, and before school in common areas and may on a rotating basis. During passing periods or building transition times, teachers should regularly oversee students moving through the building.

## **TECHNOLOGY**

All technology support requested need to be submitted to QNS via the QNS portal on the computer. Please be as descriptive as possible so the team knows what equipment to bring as well as providing a detailed description of what has already been tried.

## **TELEPHONE USE**

A school phone is provided in the office. There a limited number of lines that service the entire school. During the school day, please expedite all calls as efficiently as possible so that the lines are not tied up. Personal calls should be kept to a minimum. On incoming calls, we will assume that if the staff member is in class, we will not interrupt unless it is an emergency.

Students should not be allowed to use the school phones unless **supervised** by a staff member.

## **TERMS OF EMPLOYMENT**

Please refer to the LEA contract.

## **TEXTBOOKS AND SUPPLIES**

All textbooks, except workbooks, are loaned to the students in La Harpe CSD 347. At the time the books are distributed, each teacher will make sure that every student is assigned a book in accordance with building procedure. The teacher should check to see if the student has his/her own book periodically. Textbooks will be checked at the end of the school term. The students will incur the repair or replacement cost for damaged books. Each textbook should be stamped "La Harpe CSD 347".

At the close of the school term, it will be the duty of each teacher to see that all books used in his/her classroom are returned. Teachers are responsible for the custody of the supplies, books, and equipment and are required to keep a current inventory of all textbooks and supplies.

### **TIMESHEETS**

It is the employee's responsibility to submit an approved attendance sheet by the designated dates. Employees are required to keep accurate work records that reflect their workday. Overtime must be pre-approved in writing by the Superintendent. Failure to submit attendance sheets by the deadline may result in a delay of payment.

### **TITLE IX NON-DISCRIMINATION COORDINATOR**

Ashlee Goettsche – 404 West Main Street, La Harpe, Illinois 61450 (217) 659-3713;  
[agoettsche@laharpeeagles.com](mailto:agoettsche@laharpeeagles.com)

### **TOXIC CHEMICALS**

There is a long list of items that have been deemed to be toxic to people in general and children in particular. Teachers are advised that the Federal & State governments have made it illegal to use the following items when children are present:

1. Any permanent markers
2. Correction fluid (White-Out, Liquid Paper, etc.)
3. Rubber Cement

Teachers will not allow any student to use these items in their rooms, nor will teachers use any of the above items in the classrooms when students are present. Any usage of these items should be confined to the teacher's workroom/lounge, or in classrooms after school has been dismissed and all students are gone.

### **TRANSPORTATION**

All staff must use district vehicles for approved school trips. Further information regarding transportation to/from athletic contests is located in the District's coaches' handbook.

### **VERIFICATION OF EMPLOYMENT**

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee. See Board Policy 5:150.

### **VISITORS & VOLUNTEERS**

Visitors are welcome to any School District building, provided their presence will not be disruptive. All visitors must sign in the school office and wear a Visitor's Badge. Any person wishing to confer with a staff member shall contact that staff member to make an appointment.

Conferences with teachers are held outside of instructional time. When leaving the school, visitors must return their badge.

Any staff member may request identification from any person on school grounds or in any school building: refusal to provide such information is a criminal act. Administration or his/her designee shall seek the immediate removal of any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of Board Policy 8:30.

## **WORKING CONDITIONS**

No expectation of privacy: school property and/or furniture owned by the La Harpe staff member on school premises may be searched by the administration during the course of an investigation.

Outside employment or activities shall not interfere with performance of job duties.

La Harpe CSD 347 will always attempt to provide wholesome working conditions and will work to improve them. The District is especially interested in maintaining the District's buildings as the cleanest and safety of places to work for all employees, as well as for our students. We expect everyone will want to do his/her utmost to help make the schools a desirable place to work. Specific points on safety regulations will be posted in the various work areas.

## **WORKROOM**

The school has a space designated as the teacher's work room. Please do not allow students to enter and keep the room clean and neat at all times.

*Violation of any policy, rule, regulation guideline, or procedure is grounds for disciplinary action and/or termination of employment.*

**In conclusion, the purpose of this handbook is to clarify administrative procedures and La Harpe Board policies to ensure equity, professionalism, and a safe working environment. All La Harpe CSD 347 staff members are greatly appreciated and district teamwork is imperative in order to carry out our mission.**

**RECEIPT AND ACKNOWLEDGEMENT**

I acknowledge receiving a copy of the La Harpe Community School District Employee Handbook on the date written below. I agree to read the Handbook, study its contents, and follow all District policies and procedures.

I understand that the Handbook replaces and supersedes any previous employee manuals and other similar documents that I may have received from the District. I also understand that it is distributed as a guide and summary of the District’s current policies, procedures, and guidelines, any of which may be changed or revoked by the District at any time with or without notice to employees.

I understand that neither the Handbook nor any of the District’s policies or procedures is an express or implied contract.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Employee’s Name (printed)

\_\_\_\_\_  
Date