

# **EMPLOYEE HANDBOOK**

**STREATOR ELEMENTARY SCHOOL DISTRICT #44**

**Effective July 1, 2023**

## TABLE OF CONTENTS

Welcome	2
Contact Information/Chain of Command	3
Plan on a Page	5
Hiring Process/Employment Conditions/Working Guidelines/Policies	6-10
Operations	10-12
Communication	13-15
Daily Operations	15-17
Student Services	17-18
Finance/Human Resources	18-20
Professional Responsibilities	20-22
Safety/Security	22-25
Skyward/Employee Access	25-26
Receipt/Acknowledgement Page	27

## **WELCOME!**

Welcome to your Employee Handbook! The vision of the Streator Elementary School District #44 is that *We, at Streator Elementary School District #44, in cooperation with the community, will provide a comprehensive curriculum designed to help all students reach their full potential, become life-long learners and productive members of society.* 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 to reach their highest learning potential.

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

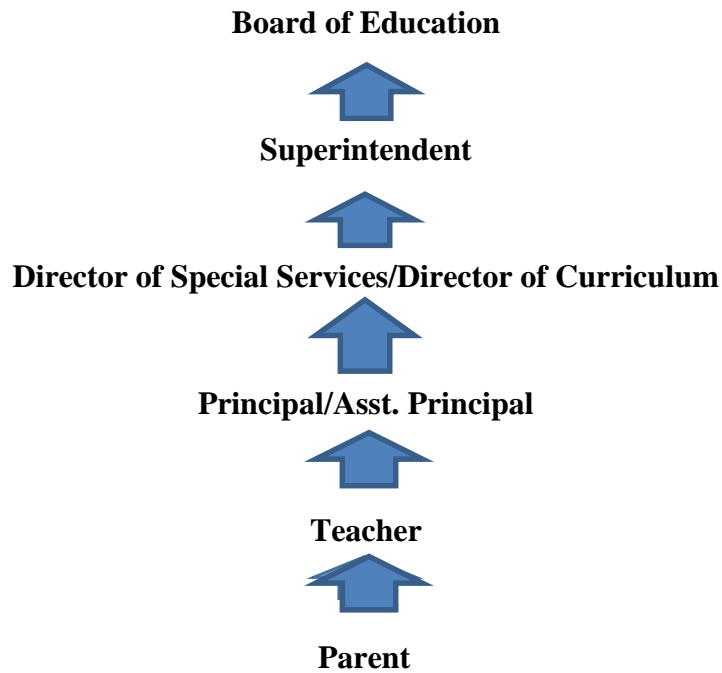
Sincerely,

Kelli Virgil  
Assistant Superintendent  
Email: [kvirgil@ses44.net](mailto:kvirgil@ses44.net)  
(815) 672-2926

### Building Names/Contact Information

<b>School Name</b>	<b>Address</b>	<b>Phone</b>	<b>Administration</b>	<b>Secretary</b>
Kimes Grades: PK-1	1207 Reading Street	672-2496	Heather Ketcham	Cheryl Pellino
Centennial Grades 2-4	614 Oakley Avenue	672-2747	Susie Thrush	Jacque McMeen
Northlawn Grades: 5-8	202 E. First Street	672-4558	TBD	Dana Martin

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.



## **INTRODUCTION**

It is the Board of Education's desire that employees be managed in accordance with the law, all applicable board policies, the Streator 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 which is conducive for learning and working.

This document is intended to provide a reference for personnel related policies and procedures for employees in District 44. 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 - [School Board Policies](#). 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 questions or suggestions, please submit them to the District office in writing.

**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 with or without notice to the employees.



## STREATOR ELEMENTARY SCHOOL DISTRICT #44

# STRATEGIC PLAN 2018-2023

### DISTRICT MISSION

We're Building a Better World, One Student at a Time

### DISTRICT VISION

We, at Streator Elementary School District #44, in cooperation with the community, will provide a comprehensive curriculum designed to help all students reach their full potential, become life-long learners and productive members of society.

#### VALUES & BELIEFS

- Safety
- Empower Students and Staff
- Health and Well-Being
- Supportive Environment
- Resources
- High Standards
- Professional Development
- Communication
- Fiscally Responsible
- Transparent
- Community Involvement

Adopted by Streator  
Elementary School  
District Board of  
Education on September  
25, 2018

#### GOALS

- Provide students with increased opportunities while meeting their social-emotional and academic needs
- Execute the improvement and updating of the infrastructure and maintain safe working facilities
- Manage resources in a responsible, efficient, effective manner
- Foster partnerships to benefit the overall development of the school community



## **HIRING PROCESS, EMPLOYMENT CONDITIONS, AND WORK GUIDELINES**

### **A. Abused and 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 building administrator that a report has been made. All District employees must complete online DCFS training for mandated reporters and sign the “Acknowledgement of Mandated Reporter Status” form provided by the Illinois Department of Child and Family Services (DCFS) upon hire. See [Board Policy 5:90](#).

### **B. Communicable and 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 examinations, temporary and permanent disability, and termination. See [Board Policy 5:40](#).

### **C. Compensation**

The Board of Education along with the Streator Education Association 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 15<sup>th</sup> and last business day of every month. If the 15<sup>th</sup> or last day 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.

### **D. 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](#).

#### **E. 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.

#### **F. Drug-, Tobacco- and 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 5:50](#). Smoking, vaping or other tobacco use is not permitted on District property or in District vehicles. See [Board Policy 8:30](#).

#### **G. 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 worked and present the required documents within 21 days of hire. Employment or continued employment is contingent upon receipt of the required documents.

#### **H. Equal Employment Opportunity and 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](#).

#### **I. 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 or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

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 working 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](#).

#### **J. Gifts to Staff Members and 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 Building Principal and Superintendent. Employees using organizations such as Donors Choose or Go Fund Me Pages for classroom items must also have **pre-approval** from the Building Principal and Superintendent before requesting items.

#### **K. 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 [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 unreasonably 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](#).

#### **L. Personnel Records, Maintenance, and Access**

The employees' 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](#).

#### **M. 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 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 from 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](#).

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

**O. Terms of Employment**

Please refer to the SEA contract.

**P. 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](#).

**Q. Work-Related Accidents or Injuries**

The District carries workers' compensation insurance for the benefit of employees who are injured while on duty and that are subject to Illinois worker's compensation laws. Employees who are injured on the job should follow the instructions as outlined below:

1. All injuries must be reported to the immediate supervisor as soon as possible, preferably no later than by the end of the day. All injuries/incidents are to be reported regardless of how insignificant the injury may appear.
2. 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.
3. When an employee returns to work, he/she must provide his/her immediate supervisor with a written release to return to work from their physician. The employee should contact his/her immediate supervisor as soon as he/she knows that he/she will be returning to work, so that he/she can be rescheduled for work.
4. If an employee incurs medical bills, he/she should provide copies of the bills to the District or directly to the workers' compensation insurance company as soon as possible. Medical bills should not be held until treatment for the injury has been concluded, as this will only delay payment of the bills.
5. An employee should keep his/her employer and the insurance company claim adjuster advised as to the status of their treatment and recovery. Should the employee have any questions/concerns about the handling of their workers' compensation benefits, they should contact the Superintendent for assistance.

## **OPERATIONS**

### **A. Entry to Buildings**

Employees will be issued a key fob for an outside entrance. 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.

### **B. Food Service**

All staff are expected to pay for their own meals.

### **C. Mail/ Interoffice Mail/Teacher Mail Boxes**

Outgoing and interoffice mail locations are available in each school. Every employee has the ability to use the Interoffice Mail that runs daily between each building, including the District Office. Cash 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 or building by the responsible party. The District is not responsible for lost items or cash that has been sent through the mail. Mailboxes for staff are provided at each school location. Teachers are responsible for checking their mailbox every day. Do not send students to get items from a mailbox.

### **D. Maintenance/Maintenance Requests**

All employees should treat their building 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 building principal.

### **E. 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 common items in classrooms 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 teacher 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, the teacher's lounge, or in classrooms after school has been dismissed and all students are gone

### **F. Office Equipment**

### **Copier**

Please be cognizant that the District pays **per copy** and uses 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 in the hallways and offices nearest their rooms. Teachers are to use good discretion when needing to make color copies as the ink is quite costly. At no time should the District copy machines be used to copy personal items.

### **Telephone Use**

A school phone is provided in the office. There are 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 make the assumption 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.

## **G. Staff Amenities**

### **Lounge**

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

### **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 being brought into the building. Candles are not to be used or stored on school property.

### **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

### **Workroom**

Each 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.

## **H. 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.

## **COMMUNICATION AND COMMUNITY RELATIONS**

### **A. Cancellation/Delay of School**

#### **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, delayed start 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 system. Below are some of the criteria and examples of what would impact a decision to cancel school, delay start or dismiss school early.

#### **Delayed Start**

There may be times when the weather is such that delaying the start of school by two hours would provide for a safer environment for our students and staff. This decision will be announced generally no later than 6:30 a.m. on the day of the delayed start via the automated system. On these days, buses will run and morning pick up times will be two hours later than normal. Classes will begin two hours later than their regularly scheduled time. There will be no morning Pre-School classes. Afternoon classes will run at the normal time for Pre-School classrooms. Middle school classes will run on an abbreviated class schedule. School will still dismiss at the regular time. If the district decides to implement a delayed start for the school day, all notifications will be sent in the same manner as the closing of school.

#### **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 canceled 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 referenced above, road conditions dictate many of our decisions. Due to the fact 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 making a decision 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.

## **B. 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: <http://www.ses44.net/>
- Facebook: [Streator Facebook Page](#)
- Twitter: @StreatorES
- School Messenger Phone/Email System

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

## **C. District E-mail and Internet**

All classrooms are wired to the school server. Staff members will have access to the internet and also to email. It is expected that staff check their email several times during the day. 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. Along with that, teachers should make every effort to respond to parent communications in a timely manner. A general rule of thumb, depending on the circumstance, is to respond in less than 24 hours.

The district has a rather detailed internet policy that is given to all families during online 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 foolproof. 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.

## **D. 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 Streator Elementary School District's reputation in the community. For these reasons, Streator School District specifically empowers and encourages teachers 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.

#### **E. Visitors and Volunteers**

Visitors are welcome to any School District building, provided their presence will not be disruptive. All visitors must sign in at 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 school hours or during the teacher's conference/preparation period. 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. The building principal or 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](#).

### **DAILY OPERATIONS**

#### **A. 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 and then log in to the Skyward system (this may be done via phone or computer) within 24 hours of the absence. Staff requesting personal days must first put the absence into Skyward. Personal days are not to be taken without administrative approval through the Skyward system.

#### **B. Curriculum Requests**

All new curriculum and textbooks will be discussed with the School Improvement Teams in consultation with the Director of Curriculum/Instruction and the Superintendent and approved by the School Board. Any requests for changes in the curriculum must be presented in writing to the Director of Curriculum/Instruction.

#### **C. 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.

#### **D. Field Trips and 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, the teacher(s) should let the principal and cafeteria staff know well in advance.

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



- Permission obtained from the Principal to take the trip. Date and transportation will be decided.
- Permission slips from parents of each student will have been signed at online 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 District Office in order to attend. The fingerprint process can take up to three weeks, so please plan ahead.
- Volunteers/parents who have not been fingerprinted/cleared through the system will not be allowed to volunteer or attend field trips.

#### **E. Report Cards**

Report cards are issued during every trimester and are available online through Skyward.

#### **F. Staff Evaluation**

Please refer to the SEA contract.

#### **G. Student Records**

Student records are all kept at the individual schools.

#### **H. Student Teachers**

Any requests from a college or university to host a student teacher within the classroom should be directed to the Director of Curriculum and Instruction.

#### **I. Sub Folders**

There should be a plan or assignment record, including a seating chart or roster, in or on the teacher's desk made out for the next day before the teacher leaves the building. It should be available for the substitute and principal to consult in an absence.

All teachers should prepare a substitute teacher folder in an accessible location with the following:

1. Class List
2. Seating Chart
3. Daily Schedule
4. Attendance Procedures
5. Lunch Procedures
6. Lesson Plan
7. Teachers Manuals
8. Emergency Information and Procedures
9. Student Medical/Allergy Needs
10. 504 Plans

- 11. IEP “At a Glance” Sheets
- 12. Behavior Plan

#### **J. Technology**

All technology support requests need to be submitted to your building tech person. If they cannot complete it in a timely manner or need assistance, they will send a request via email into the technology department. 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.

#### **K. Vacation Days**

Full time employees who receive vacation days must use all vacation days by the year in which they earned them or those days will be lost.

### **STUDENT SERVICES**

#### **A. Medical/Health Issues of Students**

##### **Administration of Medicine**

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 a 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.

##### **Lice Policy**

If a staff member suspects a student has lice, he/she will discreetly inform the nurse through email or a note. The office will contact and check the student. Students diagnosed with live head lice will have their parent/guardian contacted and the student will be sent home when possible. If nobody answers the phone or 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.

#### **B. 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 44 has no place for slapping, rough handling or any verbal or physical punishment administered by teachers, staff or administrators in a state of anger.

Each building has staff members trained in the Crisis Prevention Institute. These individuals 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.

### **C. Referral and Implementation Process**

#### **a. RtI**

The Individuals with Disabilities in Education Act (IDEA) stipulates that schools follow a Response to Intervention (RtI) model of identifying students for special education services. With this in mind, the District has developed a plan for identifying students for special services.

Generally speaking, ongoing benchmark assessment, tiered intervention support, and closely monitored student progress will provide a basis of student support. The majority of students should respond favorably to the core curriculum. Students who demonstrate a lack of response to both core curriculum and early interventions may be referred to the Response to Intervention Team (RtI) for more intensive intervention support. Failure to respond favorably to more intensive interventions may result in special education services for a student.

#### **b. 504**

Teachers must be familiar with and follow 504 plan accommodations.

#### **c. IEP**

Teachers must be familiar with and follow IEP accommodations.

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 mainstream teacher attend an IEP meeting for a student.

## **FINANCE AND HUMAN RESOURCES**

### **A. Absence Procedures**

Definitions of each type of absence can be found in the staff contract. This will be followed in the same manner for those who are members of the union and those who are not. In the event of an absence (sick, personal, professional, bereavement,) staff should access Skyward to record the absence and notify their immediate supervisor to secure a substitute. 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, text or email your building principal before 6:30 a.m. if you are calling in you are sick in the morning before school. Then enter your absence into Skyward within 24 hours. If an absence is planned in advance, the staff absence process needs to be completed before the day of absence.

#### **B. Classroom Supplies with School Funds**

Teachers will complete a requisition form and submit it to the building secretary. The building secretary will enter the purchase requisition in the district system. Once through the approval process, the requisition will be converted to a purchase order and the secretary will be notified of the conversion. 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 building secretary as the same procedure 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 completed, 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.*

#### **C. Graduate Course Approval Process**

Employees must fill out a request for approval for graduate coursework to count for scale movement or 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 SEA contract for further details on all of the approval and notification requirements.

#### **D. 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. Thus, under this “rolling” 12-month period, each time an employee takes 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 exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty (or 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](#).

#### **E. Professional Conferences and Meetings**

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 if the school suburban is not available. Alcoholic beverages will not be reimbursed by the district. Room service will also not be reimbursed.
4. Expense reimbursement will be reimbursed at the monthly board meeting which is normally the 3rd Tuesday of the month provided the District Office receives the form by the first Friday of the month.

#### **F. 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 or designee, after proper submission of receipts to the Superintendent in accordance with Board policy. See [Board Policy 5:60](#).

### **PROFESSIONAL RESPONSIBILITIES**

#### **A. Calendars**

Calendar of Activities approved by Building Administration – A master calendar will be maintained by 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.

**B. Cell Phones and 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, conducting school related work, or emergency purposes only.

**C. Classroom Environment**

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

**a. 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.

**D. Confidentiality**

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 and personnel 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.

**E. 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.

**F. Staff Dress**

Staff have a duty to our profession to represent themselves with the utmost professionalism at all times and this includes the way they are dressed. It is also important to dress comfortably. Teachers in special subjects may need to wear clothes that suit their particular activity demands. All staff members should bear in mind that we serve a professional, well-educated community that expects a great deal from us – not only in the education we provide children but also in the way we present ourselves. If we present ourselves as professionals, we will be looked upon as professionals.

**G. Staff Training**

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

**H. 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.

## **I. Supervision of Students**

Teachers 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 be on a rotating basis. During passing periods or building transition times, teachers should regularly oversee students moving through the building. BE VISIBLE.

## **SAFETY AND SECURITY**

### **A. Security**

The issue of school violence has caused the board and the administration to take a long hard look at the security of the district schools. After the tardy bell rings, all entry doors will remain locked throughout the school day. No parents or visitors are to enter the 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 violations to this rule should be immediately reported to the office.

### **A. Accident Reporting**

#### **a. Staff**

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.
  - Ambulances should only be called for emergency situations.
  - Not all employees will require medical attention.
2. Report the injury to the Building Principal immediately.
3. Complete/coordinate the necessary paperwork.
4. Inform the District Office of any developments that may occur.

#### **b. Students**

If a student is injured beyond a simple cut or scrape, the office/nurse should be notified immediately. The Office/Nurse Staff will contact the parents and/or appropriate emergency services. For all serious incidents, the teacher or supervisor on duty will need to complete a district Accident Report Form as soon as possible, but no later than the end of the day that the accident occurs. These forms are in the office.

### **B. Crisis Management Plan**

The Crisis Plan located in each building office provides further details on all emergency situations.

#### **a. 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 of 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 directives 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 may not be preceded by a warning to the students

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

**b. Fire Drill Procedures**

- Please take the time to review the classroom's Fire Drill Route.
- Advance notice (except for the first practice drill) will not be given out except to the fire department. To be effective, the drills should be spontaneous.
- 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 followed 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, teachers, 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 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.

**c. Emergency Procedures**

**i. Evacuation**

Teachers should familiarize themselves with both the designated exit AND the alternative exit for their locations.

**ii. Lockdown**

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, the Police Department 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.
- Shots 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 in securing students, 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. Bring any nearby student into your classroom.
- Lock doors, close window blinds, turn off all A-V equipment.
- Gather students into an area of the room away from danger.
- Maintain a calm environment including managing student anxiety and questions. The teacher's demeanor has a great impact on the outcome of the situation.
- Teachers secure their personal cell phones and have them turned on.
- No one will access cell phones during a lockdown (unless office calls teacher). Stay off the computer.
- If a fire alarm goes off do not react until notified by the office.

Staff may be contacted by police or administration via teacher's personal

cell phone. Teachers should understand that there may not be immediate communication to them regarding the situation due to the nature of the situation. The police department establishes control of the situation upon arrival including communication and procedures.

- At the conclusion of the lockdown, the office will announce “all clear.” This will indicate a resumption of normal school operations.

### **Shelter in Place**

Each building has established procedures for severe weather. In general, staff should direct students to designated areas and follow crisis plan protocol.

### **iii. Tornado Watch Procedures**

During a Tornado Watch, the development of a tornado is possible. The following procedures will be followed:

- The office will notify staff of impending severe weather.
- The office will continue to watch, assisted by other personnel as necessary.
- Teacher should review warning signals and shelter assignments.

### **iv. Tornado Warning Procedures**

During a Warning, a tornado has been sighted. The following procedures will be followed:

- Disaster alarm will ring or announcement made
- Teachers will escort students to the assigned shelter areas.
- Students and teachers should assume protected positions, and remain so until it is safe to move. If no warning is possible, students will take cover and get under anything that offers protection.
- Stay clear of windows or glass areas.
- After the tornado passes, the building will be evacuated by the safest route available. Be sure to keep students away from downed electrical lines.

### **v. Threatening Weather at Dismissal Time**

- Students will be kept at school until the weather conditions permit them to leave.
- Students may be released to their parent/guardian who calls in person for their children.

### **SKYWARD/EMPLOYEE ACCESS**

The Skyward system is used for all employee information. Skyward is where employees request time off, print pay stubs, change personal information, etc. Upon first employment you will receive a "Do Not Reply" email from Skyward to set up your account. This email will provide you with your user name. This is also where you will set up your password for the Skyward account. When logging into Employee Access, you must go to the District Webpage, click the "District" tab, and then Employee Access. You will not be able to access the employee version with any other Skyward link.

Here is the link for Employee Access:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinstreatoril/skyportlogin.w>

### **Employee Information Tab in Skyward**

Employee Information. This is where you can change/edit personal information. This is also where you view your calendar for time off, view check history and W2 information.

### **Time Off Tab in Skyward**

This will show you any time you have requested off, as well as the number of days you still have remaining to use as time off. There is also a date range option for you to use when requesting multiple days off in a row.

## **RECEIPT AND ACKNOWLEDGEMENT**

I acknowledge receiving a copy of the Streator Elementary 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