

New Berlin CUSD #16 Faculty/Certified Handbook



2026 - 2027

This handbook will be board approved on an annual basis. It is subject to change as deemed necessary by the Superintendent who will then update the board on any changes.

It is understood to be a guide for the district to communicate normal operating procedures or policies.

Board Approved 07/31/25

Certified Staff/Faculty are responsible to become familiar with the information in the Collective Bargaining Agreement as well as all district policies. Nothing in this employee handbook shall supersede Federal or State law and the collective bargaining agreement. The topics below assist members of the faculty on what the expectations are in the buildings.

ABSENCES: Every staff member is granted sick, personal, and bereavement days in accordance with the current contractual language. It is important to review when personal days will not be granted. Each employee is responsible for verifying personal leave availability prior to requesting any paid leave time. If no leave is available, leave will not be granted. Good attendance is imperative. Employees are expected to schedule appointments outside of their work day whenever possible as well as around required monthly meetings and all other professional development times since these are important and dates are provided well in advance.

Teachers who become ill and unable to report to work are to notify the assigned building secretary **AND** principal (elementary - include AP) between 5:30 am - 6:00 am. If you know the night before, please notify them between the hours of 5:30 pm - 9:00 pm. The sooner we know, the better chances are of finding a person to fill the position. **Please input the absence in Skyward within 24 hours of the absence. If you need to gain access to the building to drop off materials, you can from 6 am to 9 pm.**

If you know in advance of the day you will need a sub (doctor's appointment, professional day), please request this through Skyward. A professional day will need to be scheduled with the principal and/or Superintendent.

Teachers will be allowed to take a quarter day (1/4), half day (1/2), and a whole day for sick per the chart below.

School	Quarter Day	Half Day
NBE	Continuous 90 minutes	11:30 am cut off time
JH	2 class periods	11:30 cut off time
HS	2 class periods	11:30 cut off time

In addition, thirty (30) minutes after start of contractual time or 30 minutes before contractual end of time without taking time off, if coverage permits **without** additional cost to the district per the chart below.

School	Teacher request 30 min. after start time + they find a teacher to cover for them without the find coverage without the coverage teacher submitting to be paid	Teacher request 30 min. Before end of contract time + they find a teacher to cover for them without the coverage teacher submitting to be paid
NBE	8:00 - 8:30 am	3:01 - 3:31 pm

JH	8:00 - 8:30 am	3:01 - 3:31 pm
HS	8:00 - 8:30 am	3:01 - 3:31 pm

As for required attendance as stated in the contractual agreement such as Parent-Teacher Conferences, Unpack the Backpack, JH Promotion, or HS Graduation, teachers will be required to take the time off that is missed if they can't avoid the absence. This will require pre-approval by the Superintendent.

As for attending monthly staff meetings and monthly committee and/or team meetings, these absences will go through the building principal. It is critical that these not be missed. Since these dates of meetings are provided to teachers at the beginning of the year, it is imperative to work around these dates. This is part of Professional Responsibilities, Domain 4.

Leave of absence, personal leave, association leave, maternity leave and paternity leave may be granted in accordance with conditions established and listed in the AGREEMENT between the School Board and the Teacher Association.

Lesson plans are to be readily available for the substitute daily. Teachers **must** have a substitute folder for general information. (See SUBSTITUTE FOLDER section). Share your substitute procedures with a neighboring teacher so that he/she can assist the substitute on the day that you are gone. Identify all duties for substitutes with specific details. Substitutes **are expected** to take all regular duties of the teacher.

ABUSED AND NEGLECTED CHILDREN: Illinois law requires that all suspected cases of child abuse and neglect is reported to the Illinois Department of Children and Family Services. All school employees are mandated reporters. You will need to call 1-800-25-ABUSE or 1-800-252-2873. If you need assistance with the procedures, please see your building principal. However, you are the one required to make the report. The principal can't make the report for you.

The CANTS 5 (WRITTEN CONFIRMATION OF SUSPECTED CHILD ABUSE/NEGLECT REPORT: MANDATED REPORTERS) is not required for initial reporting of suspected child abuse or neglect. Mandated reporters are now required to first notify the Department of Children and Family Services (DCFS) by phone as outlined in Region IX MWLC EMSS Standard Operating Procedures, page 93. The CANTS 5 form is only completed after a report is made and if the Hotline worker indicates an investigation will be pursued. The CANTS 5 form can be found on the Illinois Department of Children and Family Services. It is an excellent resource to utilize when making the initial call.

Per the IL Department of Children and Family Services website on **July 6, 2026:**

Find support for a child you are concerned about online or by phone, 24 hours a day, 7 days a week.

1-800-25ABUSE (252-2873)

The Online Reporting System is to be used for **non-life threatening and non-emergency incidents** of abuse or neglect of a child. **If you believe the abuse or neglect you are reporting requires immediate action, you MUST call the Child Abuse and Neglect Hotline at 800-25-ABUSE (800-252-2873) to make your report.**

Immediate Danger

If you believe a child is in immediate danger that could result in death or serious harm, **CALL 911 FIRST.**

Call the **DCFS Child Abuse and Neglect Hotline** instead of using the Online Reporting System for situations including but not limited to:

- Current injuries to the child
- Immediate need for medical treatment (including a child who is suicidal)
- Sexual abuse where the involved adult has or will have access to a child within the next 24 hours
- A child is currently afraid to go home
- A child is currently in protective custody of police or medical personnel
- A child death

Teachers who make a report may be required to meet with DCFS before meeting with the child. Administration will take care of sub coverage.

ACCESS TO BUILDING/BUILDING SECURITY/ID BADGE POLICY: As part of our school security plan, access to the building during school hours is limited to the entrances with key fobs. All other entrances will be kept locked during the school day. If you take a class outside during the school day outside regular scheduled physical education and recess, be sure that you inform the building secretaries and take your keys. Outside doors are **NOT** to be propped open at any time during the day or during before or after school for practices.

Staff members will have access to the building from 6 am to 9 pm, Monday through Sunday. If you are a coach and/or extracurricular sponsor and need access before or after these times, please contact the Superintendent's Administrative Assistant. If you are accessing the building outside the normal work hours, access the building through the main entrance with your key fob. You are responsible to make sure the building is properly secured before leaving. Please take care of any breaches in security and report them to your direct supervisor.

During the school day, all classroom doors must remain locked. Doors should only be open when the teacher is actively supervising the hallway or is at the doorway entering or exiting the classroom.

Teachers are required to carry their classroom keys on their person at all times and must wear their staff ID badge where it is clearly visible. The district will provide lanyards.

All staff members are expected to wear their staff ID badge at all times while on campus, ensuring it is prominently displayed.

On an annual basis, direct supervisors will conduct a key audit so computerized key inventory records are well maintained. All keyholders will sign off on keys being issued.

All building keys/fobs will be issued through the Superintendent's office or designee. Keys must be signed for and must be returned when requested. **Do not allow anyone else to have custody of your keys/fobs. This includes students. Report lost keys/fobs to the office immediately. A \$100.00 fine will be issued if keys/fobs are lost.**

ACCESS TO CLASSROOMS OR PERSONNEL FOR IEP EVALUATION AND/OR OBSERVATION

PURPOSES: If individuals are requesting to access a school building, facility and/or education program or to interview District personnel or an individual student for the purpose of assessing the student's education needs, there is required paperwork to be filled out and returned to the Building Principal and/or Superintendent. Observations are limited to one hour or one class period per school quarter with an administrator accompanying the observer. The observations must be coordinated well in advance and finalized before the observer can observe. The observation must be done in a manner that is least disruptive to the school setting and/or academic program with the observer complying with the school safety, security, and visitation policies at all times, applicable privacy laws including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Students Records Act, and the Board Policy 8:30, Visitors to and Conduct on School Property.

ACCIDENTS - Student: Staff members are to be alert to those conditions and situations where accidents are most likely to occur. Rules and procedures are to be adopted by staff members to minimize the chance of injury. Each school has a school nurse, but if that person is unavailable, then notify the director supervisor/building principal.

If an injury does occur, please observe the following procedures:

1. If there is any question concerning the seriousness of the injury, do not move the student.
2. Immediately notify the school nurse and the building principal. They will decide on the course of action to be taken.
3. Parents will be notified as soon as possible of all serious injuries by the school nurse or the building administration.
4. Assist with the injured student until your help is no longer needed.
5. An accident report must be filled out by the supervisor in charge of the student(s) the day of the accident and turned in to the school nurse who will forward it to the district office. If the nature of the injury appears to occur under questionable circumstances, only the district office shall determine whether or not to send the student accident insurance form to parents.

ACTIVITY AND EDUCATION FUNDS:

1) Expenditures

Purchases are not to be made unless the purchasing procedures established by the Board of Education and Superintendent of Schools are followed. These procedures are designed to facilitate the purchase of approved items without undue delay. Contact the Business Office if you have questions about procedures.

a) Purchasing with District Funds using Purchase Orders

An amount of District money is budgeted for supplies and equipment each year. Money is allocated to principals to use in the schools. Staff members are advised of these funds and the purposes for which they may be used. Purchase order forms are to be completed and submitted to the principal in accordance with instructions. All expenditures from district funds (or activity funds) must have prior approval from the principal. Receipts are required for all credit card purchases. Receipts are required for all reimbursements. The district will not reimburse for sales tax. **Open P.O.** purchases must use a purchase order and have approval from the principal prior to the purchase.

b) Activity Funds

Activity Fund records are to be kept by each sponsoring staff member. The Business Office will maintain complete records on all activity accounts and will provide monthly reconciliation to each sponsor. Sponsoring teachers must maintain a positive balance in their accounts at all times. The Business Office will assist in placing orders and paying the bills from these accounts. Receipts are required. All expenditures must have approval from the principal prior to purchase.

2) Receipts

All money collected by a staff member, whether it is from activities or from educational fund categories, must be turned into the Business Office. Do not leave funds in a classroom. Follow the banking procedures.

ADVERTISING/DISTRIBUTING MATERIALS/PROMOTING OWN INTERESTS: No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

ANIMALS: Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

ANNOUNCEMENTS: We will start each day with the Pledge of Allegiance. Each building will decide when announcements will be shared with the students as well as the delivery method. Students are to be respectful during the Pledge of Allegiance, but are not required to stand. If teachers have an announcement that needs to be communicated, it should be sent to the assigned secretary or teacher who is in charge of announcements no later than noon. Occasionally it may be necessary to have an announcement read in the afternoon, but this will only be done on an as-needed basis with the permission of the administration.

ASBESTOS REPORT PUBLIC NOTIFICATION: This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the U.S. Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in the New Berlin Jr/Sr High School. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing materials are inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants. This information was distributed to all building occupants by:

Reliable Environmental Solutions, Inc.
4211 Westgate Dr.
Springfield, IL. 62711

ASSEMBLIES: All assemblies must be approved by the building principal and must be consistent with the educational objectives of the school district. If you are teaching a class during the period/time of an assembly will start, follow these procedures:

1. Instruct students as to the nature of the assembly program and as to what you expect of them in regard to courtesy and behavior. Absolutely no whistling or booing should be tolerated.
2. Attend the assembly with your class and sit with them. Students are to be seated by class unless otherwise instructed by the building administrator.

3. Proceed with class work until notice is given for the dismissal of your class.
4. Students are to use the restroom before the assembly and are not to leave the assembly unless it is an emergency.

Teachers who do not have a class at assembly time are asked to assist with the general hallway supervision of students on the way to the assembly. All teachers are encouraged to attend all assemblies. Further expectations and procedures will be modeled throughout the year.

ATTENDANCE (STUDENT): New Berlin students are expected to attend all classes unless formally excused. The staff is expected to keep and report accurate attendance. The regular relationship between success in the classroom and regular attendance should be emphasized. Elementary teachers are to take attendance at the beginning of the school day. Junior/Senior high teachers shall take attendance within the first 10 minutes of each class.

Teachers are expected to keep accurate records in Skyward of all absences and tardies in some manner distinguishing between “excused” and “unexcused”. The principal will notify parents concerning unexcused absences, excessive absences, excessive absences/tardies.

Teachers are responsible for keeping track of tardies for their classes. Tardy is defined as not being in your assigned seat when the bell rings. Tardies accumulate for the quarter. All teachers are required to follow the student handbook procedures for handling tardy to class.

The school office will determine whether or not a student has make-up privileges for time missed. If a student leaves during the school day, they are always responsible for signing out at the office. If they fail to do so, the absence will be unexcused.

IHSA and IESA regulations will be followed for the student to participate in practice or an activity per the student handbook.

Teachers may not excuse students from school without approval of the building principal.

ATHLETIC ACADEMIC ELIGIBILITY: (changed 08/08/25) To participate in an interscholastic athletic program, a student must meet the scholastic eligibility requirements established by the IESA, IHSA, and New Berlin CUSD #16.

Teachers are required to update their online grade books by **3:30 PM each Thursday**. Weekly grade reports are generated by **10:00 AM on Friday** (or the last school day of the week). The principal and District Athletic and Activities Director are responsible for determining student eligibility on a weekly basis.

High School Eligibility:

- Students must have passed all academic classes in the **previous semester**.

- In addition, students must be **passing all current courses** during the semester to remain eligible.

Junior High Eligibility:

- Students must be **passing all classes** to participate in athletic programs.

Any **failing grade (F)** will result in ineligibility for the following week, from **Monday through Saturday**. Students who receive a failing grade will be notified via an eligibility letter from the District Athletic Director.

Once declared ineligible, a student's status **cannot be reversed** unless a legitimate error has been identified by the teacher or the District Athletic and Activities Director. In such cases, the student will be reinstated immediately.

All questions regarding eligibility should be directed to the **Athletic Director or building administration**.

BEFORE SCHOOL/AFTER SCHOOL/BUS DUTY: Teachers will share equally in helping with before school and after school supervision as assigned by building administration. If a teacher has a conflict with their assigned duty, it is their responsibility to find a replacement. Any problems encountered on duty need to be reported to building administration.

BOARD POLICY: It is very important that teachers know and follow the New Berlin Board of Education policy manual. It can be accessed from the district website.

BULLETIN BOARDS: Utilize classroom bulletin boards for appropriate displays. Materials posted on any bulletin board outside the staff workroom or hallway in the buildings must be stamped and approved by the building principal. This includes student groups, outside groups, and individuals. Faculty members are exempt from this requirement if they are posting school related materials on teacher bulletin boards in workrooms. IEA/NBEA business is also exempt from this requirement. Any materials not approved for posting will be removed.

BUS TRANSPORTATION: Most students will ride a school bus from time to time either to and from school or on a field trip. For this reason, all students will receive instruction from their teachers on the rules for school buses. Any student who rides on a bus to a school activity must return on the bus. Only sponsors and/or coaches may release students to a parent.

CAFETERIA SUPPLIES: The cafeteria should NOT be asked to supply paper goods such as plates, cups, and napkins for the classroom. If you are borrowing any items or equipment from the cafeteria, the teacher will need to get approval from the Food Service Director.

CALENDAR: To ensure that there are no conflicts with all activities, on an annual basis teachers will be asked to input calendar dates for the school year. The administrative team will then review the requested calendar dates to ensure there are no conflicts and contact the teacher to choose an

alternate date. If you need to schedule an activity on the school calendar, please notify the building principal as far as in advance as possible.

All staff members are expected to add required meetings to their personal calendars to ensure they meet their obligations.

A two-year calendar is established for the purpose to notify parents and staff of days off well in advance. It is important for staff to not schedule vacations during the 180 required contractual days. Due to emergency days being unknown, it is best to schedule vacations outside these days.

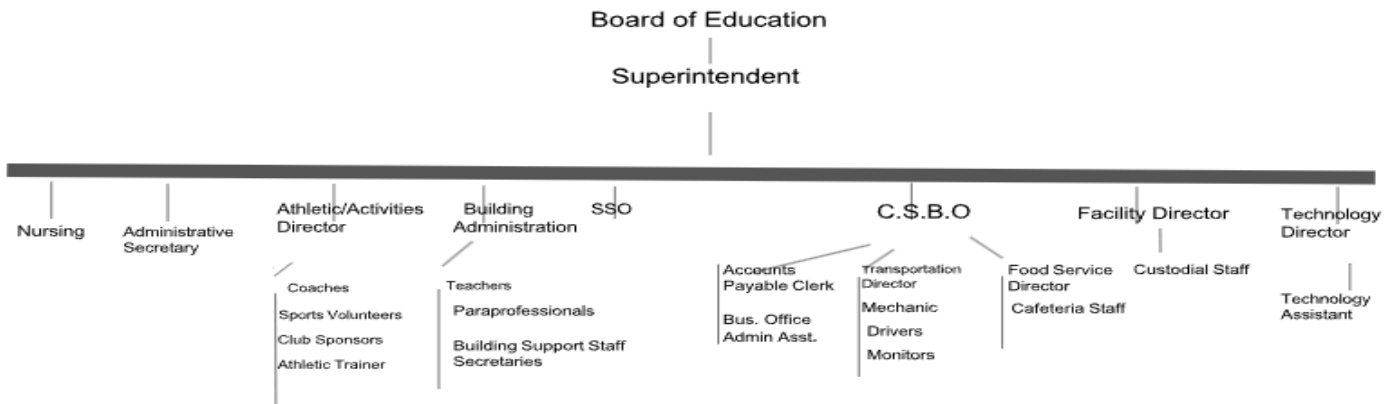
CANDY, DRINKS OTHER THAN WATER BOTTLES, AND PARTIES IN CLASS: Candy, food, gum and drinks outside water bottles are not to be allowed in class. All parties are to be approved by the principal. If students have luncheons, the cafeteria and office must be notified at least one (1) school day prior.

CELL PHONES: Students - New Berlin schools have a policy for student cell phone use. Teachers are required to follow the policy and procedures that are put into place by policy and stated by their building principal. Cell phone use by students should be restricted. In the event that you think a phone call is necessary, please send the student to the office to use the main school phone lines.

Staff- Cell phones should not be disruptive to the classroom environment. Cell phones, texting, and classroom phones should only be used for school business or emergency purposes. There are always incidencies where phone use is needed to communicate with family members or to take care of a household situation. **Staff should not be on their cell phones when supervising students and/or providing instruction.** Staff members should make every effort to make those calls when students are not present.

CHAIN OF COMMAND AND COMPLAINTS: The school system provides an organizational structure commonly called a chain of command. Matters requiring administrative action should always be referred to the person with immediate responsibility for that action.

New Berlin CUSD 16 Organizational Chart



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Parents are often discouraged when they attempt to communicate with the superintendent and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “chain of command”, or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken before taking it to the next level. This document does not supersede any employee’s or citizen’s right to contact Board members directly. However, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution.

1. On Matters Involving Instruction/Curriculum

- a. Classroom Teacher
- b. Principal
- c. Superintendent
- d. Board of Education

2. On Matters Involving Student Discipline

- a. Classroom Teacher
- b. Building Administration
- c. Superintendent
- d. Board of Education

3. On Matters Involving Athletics or Extra-Curricular Activity

- a. Coach or Club Sponsor
- b. Athletic Director
- c. Principal (eligibility/student discipline)
- d. Superintendent
- e. Board of Education

4. **On Matters Involving Facilities/Grounds/Building**
 - a. Facilities Director
 - b. Superintendent
 - c. Board of Education
5. **On Matters Involving Transportation**
 - a. Transportation Director
 - b. Building Administration (for student discipline)
 - c. Chief School Business Official
 - d. Superintendent
 - e. Board of Education
6. **On Matters Involving Cafeteria and Food Service**
 - a. Food Service Director
 - b. Building Administration (for student discipline)
 - c. Chief School Business Official
 - d. Superintendent
 - e. Board of Education
7. **On Matters Involving Student Health & Wellness**
 - a. School Nurse
 - b. Principal
 - c. Superintendent
 - d. Board of Education
8. **On Matters Involving Administration and All Other District Directors**
 - a. Superintendent
 - b. Board of Education
9. **On Matters Involving Superintendent**
 - a. Board of Education

CHARACTER EDUCATION: While the primary responsibility for developing good character in children lies with families, schools and community organizations also play a vital supporting role. At New Berlin CUSD #16, all staff members are expected to contribute to character development by modeling positive behaviors—particularly self-regulation during times of stress.

The district remains committed to promoting character education both inside and outside the classroom. Building-level PBIS teams will develop and implement incentive programs to support and recognize positive character traits in students.

All teachers will need to utilize the vocabulary associated with the following verbs with students, parents, and other educators.

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned/in the heat of the moment	Spontaneous/often unintentional behavior	Intentional behavior	Is often planned and done on purpose
All parties are upset	Can upset and cause hurt feelings	Can hurt others deeply	Can cause serious, life-long emotional damage
All parties want to work it out	Often based in thoughtlessness or poor manners	Often based in anger; impulsive cruelty	The bully is trying to gain power or control over the target
All parties will accept responsibility	Rude person should accept responsibility	Behavior is often regretted	The bully often blames the target
An effort is made by all parties to solve the problem	Apology	Apology is often sufficient	The target wants the bully's behavior to stop
Can usually be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/should not be ignored	Cannot be resolved through mediation, should be reported

Source: Adapted from Jennifer Astles, DASA Newsletter, January 2014, TST BOCES and modified by the School District of Lee County, Student Services

CLASSROOM MANAGEMENT: Student discipline is vital to creating a positive learning atmosphere in which students are physically and emotionally safe and able to learn. A positive approach to learning self-discipline/regulation is most effective and should be used whenever possible.

Approaches to student discipline may vary from one student situation to another. Normally these thoughts should be used as guidelines:

1. Begin the school year building relationships with students.
2. Say what you mean and mean what you say.
3. Be positive when correcting inappropriate behavior and provide choices.
4. Have a reason for what you ask a student to do and when possible, take time to give a reason.
5. Be honest in what you say and do. A student's faith in you is a great help.

6. Be fair. Usually it isn't punishment but perceived injustice that makes a student rebel against authority.
7. SMILE!
8. Praise and commend good qualities and actions.
9. Remember that a sense of humor is extremely important in teaching.
10. Never strike a student. It is indefensible.
11. Do not impose your personal feelings or prejudices on students.
12. Maintain poise at all times. Avoid power struggles. Try not to lose your temper.
13. Really listen to what students say.
14. Have high expectations for ALL students and yourself.
15. Be sincere in your work with students.
16. Demonstrate good character traits.
17. Never hold a student up to public ridicule. It is the surest way to create a discipline problem.
18. Let students know what is expected of them. Distribute the classroom management plan, have students sign off, and post them.
19. Expect ALL students to follow the rules - BE CONSISTENT!
20. Keep students on task the entire class period. This is an extremely important element in classroom management and discipline. This requires the teacher to practice routines with students continually.

Each year, the building principal will request a copy of each teacher's classroom management plan. Routines and procedures, positive behavior expectations, discipline measures, resolving conflict, consequences, teaching and grading expectations will be outlined. It is highly encouraged that students sign off on the CMP as well as the teacher communicating and getting parent sign signatures. Administration has the authority to amend or change a classroom management plan.

Whole class/group punishment is not to be utilized as a positive discipline strategy.

CLOSED CAMPUS: Students are not permitted to leave the school campus from the beginning to the close of the school day. Once a student has parked his/her vehicle they are not to go to the vehicle or leave without permission from building administration.

COMMITTEES/TEAMS: Staff members will be asked to serve on various building and/or district committees or teams per the CBA.

COMMUNICATION - WITH PARENTS: Two-way communication is expected as this has been determined to be an area of improvement. A phone call, note home, or e-mail can make a difference in student attitude and performance in many cases. Teachers need to establish what method is preferred. **If a parent response is needed and not received within 24 hours, the teacher will need to make a phone contact.** Many times serious difficulties can be avoided by letting parents know what their son/daughter is/isn't doing in class. Check voicemail and email daily and return parent phone calls as soon as possible. Staff members must document all parental contacts. This will be used to determine the number of students whose parents had contact with the school for the

ISBE Illinois School Report Card data reporting purposes as well as for evaluation purposes. Discipline and behavior issues can be dealt with more efficiently and effectively if interventions that have taken place previously within the classroom are documented.

Teachers should notify their principal if any parental or public contact has a particularly negative connotation. Principals that are kept informed can aid the teacher. It is important that any threats be reported immediately.

Parent notification through Skyward or e-mail only is discouraged because you have no way of knowing if they are the ones actually receiving the notifications and/or responding

Other than through phone, Skyward, or e-mail, all teachers are expected to communicate with parents through the Rooms Application through Thrillshare. Teachers will go through training and expectations will be communicated by the building principal. The use of this app is to streamline the different platforms that teachers and coaches have to use. Using this platform, teachers will no longer have to maintain teacher web pages and/or the classroom newsletter. The expectation is that you will use ROOMS once per week with a communication sent to parents (tests, field trips, days off, upcoming events, school calendar days, midterm, end of nine weeks, homework reminders (reading/writing/math skills, etc.).

COMMUNICATION - STAFF: All staff members are expected to check mailboxes, e-mail, and voicemail each day, in the morning, during prep, and before leaving. In addition, it is the responsibility of all staff to read communications shared with them by administration in a timely manner.

Open communication is essential in all aspects of the operation of our building and district. This includes communication between classroom teachers, specials/elective teachers, office staff, support staff, food service staff, and custodians. It may not always be possible to conduct the activity due to required minutes and/or special education services as stated in a student's IEP. It is required that you have a conversation with the case manager first. In addition, ask yourself, "Whose work schedule may I be affecting by carrying out this schedule?"

COMMUNICATION - STUDENTS: All communication with students by staff members will be business only utilizing only a district approved communication platform which includes Skyward, Google teacher/student e-mail accounts, and in-person. At no time, should staff communicate with students by cell phone, texting, social media (FaceBook, Instagram, SnapChat, etc.), or on any other personal social media platform.

COMPLIMENTARY PASS: Staff members shall use their staff ID as a pass to all school activities, with the exception of student money-making activities and tournament events. This will entitle an employee and a guest admittance.

CONFIDENTIALITY OF INFORMATION: As education professionals we need to be committed to promoting a respectful environment that retains the full trust and confidence of students, staff, and

faculty. In our daily work, we are in the unique and responsible position of having access to and being aware of an array of highly sensitive personal and medical information. This information comes to us directly from individuals or third parties associated with them. Information we have received of a personal nature will be disclosed to other parties or colleagues only when it is legally required or on a strict need-to-know basis.

Information on students or staff should not be shared with other students. Discretion should be used when information is communicated orally. Be aware of your surroundings and that others may overhear a conversation, for example, in hallways, offices, classrooms, restaurants, and other public places, such as sporting events or community gatherings.

Staff members must report the confidential nature of information to the administration if the information is deemed necessary or would aid proper decision making by the administration, regarding students, parents, and other staff members.

List of students may not be released unless the superintendent gives approval.

COPY MACHINES: All copy machines are to be used for school related matters. The secretarial staff should not be asked to run copies. **Students are not allowed to use copy machines or collect copies at the copier due to confidential information being printed or left on them.**

It is important that you print one copy to review before sending large print jobs. Do not waste paper nor stockpile materials. Please do large print jobs before or after school. It is strongly encouraged that you send print jobs to the copiers securely since many of the copiers are in central locations where people walk.

CURRICULUM: The Superintendent of Schools may establish a committee or committees to provide staff input for curriculum development. All significant curriculum changes must be approved by the Board of Education following the recommendation by the Superintendent of Schools.

Teachers are expected to follow the Illinois Learning Standards by using the curriculum resources that have been purchased by the district. Grade level and/or Content Curriculum Maps are to be followed on top of all the curriculum mandates set forth by the Illinois State Board of Education. All lesson plans are to be aligned to the standards

CUSTODIAL SERVICES: Although the custodians are responsible for general daily cleaning of the classroom, the teacher is responsible for keeping an orderly room. Teachers should perform a visual sweep of their rooms before leaving each day to assure that things are in order. Teachers should avoid leaving items on the floor or on trays under students' desks. Due to time schedules placed on the custodial crew, clutter and disorganized rooms may not receive the same service as organized, well-kept rooms. Teachers who have custodial issues should notify the Facilities Director.

DISCIPLINE: Staff members are responsible for maintaining discipline in all situations involving students in the school building or at school activities. Supervision duty will be assigned by the Building Principal and the Superintendent of Schools.

Discipline is the responsibility of all staff members at all times. Good school discipline cannot be achieved or maintained without the help and coordination of all staff members and the administration working together. Good discipline is essential to the success of the educational program. Positive Behavior Interventions and Supports (PBIS) will be utilized in all New Berlin Schools. All classroom management plans should fall under these expectations and procedures.

When student behavior is positive, motivated, and appropriate, learning is successful and teaching is rewarding. Our schools must provide a positive and safe place in which children can grow emotionally and academically. It is about building good relationships first and foremost. Teaching and modeling expectations to students in the classroom, hallways, cafeteria, offices, gym, bus, etc. is key. Expectations should be stated and enforced consistently and fairly.

Classroom management is vital to student learning. Teachers are to design classroom rules that will facilitate learning. Students must be instructed in these expectations and reminded of them frequently. Students are required to sign off on receiving the classroom management plan. These sign offs are to be kept in a secure location by the teacher in the event that it may be necessary for administration to request them. All teachers are to submit a copy of their Classroom Management Plan to their building principal/assistant principal. Administration has the authority to amend or change a classroom management plan.

When a discipline problem develops in the classroom, it is usually best to do only what has to be done at the moment to quiet the disturbance. At the earliest possible time, meet with these students to clarify and correct the problem. Discipline problems sometimes intensify when a student is severely reprimanded in front of the class and feels the need to "save face."

Teachers are expected to handle their own discipline problems whenever possible. However, there are those occasions when student behavior becomes so chronically disruptive, or is so severe in nature, that the student must be removed from the classroom immediately. For incidents that require a student to be removed from the classroom by an SSO or administrator, teachers will be required to write up a discipline referral and/or any further documentation as required by an IEP or 504 Plan. In these situations, the administration will determine the discipline consequences.

All procedures for processing referrals will be reviewed at the beginning of the school year.

The schools use a wide variety of disciplinary measures including denial of privileges, removal from the classroom, before or after school detention (including Saturday detention), Directed Study Room (DSR), suspension (out of school) and expulsion.

Detailed explanation of the school district discipline program can be found in the Student Handbook. In addition, the School Safety Officers are not responsible for getting the classroom under control for teachers.

DISTRICT FORMS: Copies of these forms are available on the website and/or principal's offices.

DISTRICT STRATEGIC PLAN: The complete plan can be found on the district website.

Vision: New Berlin graduates strive to be the best, be engaged, ready to lead and serve future generations of Pretzels.

Mission: The mission of CUSD #16 is to serve our communities by equipping students with the skills and tools needed to achieve their personal best and demonstrate Pretzel PRIDE--

Perseverance

Respect

Integrity

Discipline

Empathy

Belief Statements

We believe all students have individual talents.

We believe all students have an equitable opportunity to learn and achieve their academic and personal best.

We believe in our teachers' passions.

We believe learning extends beyond the classroom.

We believe our schools serve as a safe and secure environment for all students.

We believe in Pretzel Pride.

We believe in the value of every person.

We believe everyone working together will result in positive and collaborative working relationships that make the community stronger.

We believe that character counts.

We believe that Pretzels serve others and achieve their dreams.

The district strategic goals can be found on the district website.

DOORS: Classroom doors need to be locked, shut and lights turned off when leaving the classroom at any time.

DRESS AND APPEARANCE: The personal dress and appearance of teachers has an influence on the attitude and conduct of students as well as having a decided effect on how people in the community view our school and the teaching profession. It is important, therefore, that the entire staff maintain a professional appearance and demeanor. **Staff may wear jeans on Fridays paired with business casual attire. Jeans must be free of holes, rips, and tears. Yoga pants, leggings worn as pants, hoodies/sweatshirts and casual T-shirts, aside from spirit wear, are not appropriate.**

Athletic wear would be considered appropriate for individuals teaching PE. Footwear should mirror your professional dress and be safe and appropriate for your position

EMERGENCY CLOSING OF SCHOOL: The district utilizes ThrillShare to alert staff members and families of school closings. Current phone numbers are integral to the success of this system. Please keep the district office informed of any changes in your contact information. School closings will be announced by phone, text, and e-mail along with local radio and/or television stations by 6:30

am unless circumstances prevent such distribution of information. **The Superintendent will work with the District Athletic and/or Activities Director on if and when practices and/or games will occur.**

EMERGENCY PROCEDURES: Staff members need to know all procedures for emergency situations. Teachers will practice procedures with students as there will be drills during the first three months of school and beyond.

Directions and a map indicating emergency exits from the building must be clearly posted by the exit door of each classroom. Red emergency bags must be kept up to date at all times. Specific procedures will be reviewed periodically.

1. Procedure for reporting to the Principal's office in the event school officials, teachers, and support staff observe any person in possession of firearm on school grounds

Staff members will be instructed on the first day of teacher in-service to report incidents of any person in possession of a firearm on school grounds immediately to the Principal's office.

Upon Notification of an incident, the Principal will:

- ensure that the building is secure, and students are safe applying procedures as described in the crisis management plan
- report the incident to the local law enforcement authorities immediately
- investigate and evaluate the situation applying discipline measures as per the student handbook. In addition, he or she will contact the parent/guardian. The principal will notify the district office.
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System

2. Procedure for reporting all incidents of battery committed against teachers, teacher personnel, administrative personnel or education support personnel to the local law enforcement authorities:

Staff members will be instructed on the first day of teacher in-service to report incidents of battery committed against teachers, teacher personnel, administrative personnel or education support personnel to a supervisor immediately. If necessary, staff will complete an accident report and submit it to the supervisor.

Upon Notification of an incident, the supervisor will:

- investigate and evaluate the situation applying discipline measures as per the student handbook and contact the parent/guardian
- ensure that the accident report is completed
- ensure that the staff member involved is seen by the school nurse or if necessary seeks medical treatment

- report the incident to the local law enforcement authorities immediately and to the Department of State Police's Illinois Uniform Crime Reporting Act no later than 3 days after the occurrence of the attack
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System (SIRS)

3. Procedure for reporting all drug related incidents occurring in a school or on school property to the local law enforcement authorities immediately and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police.

Staff members will be instructed on the first day of teacher in-service to report incidents of any drug related incidents occurring in a school or on school grounds immediately to the Principal's office.

Upon Notification of an incident, the Principal will:

- ensure that the building is secure, and students are safe applying procedures as described in the crisis management plan if necessary
- report the incident to the local law enforcement authorities immediately
- investigate and evaluate the situation applying discipline measures as per the student handbook. In addition, he or she will contact the parent/guardian. The principal will notify the district office.
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System (SIRS)

EMPLOYEE USE OF SCHOOL EQUIPMENT AND SUPPLIES: Board of Education policy prohibits the use of school facilities, equipment or materials for outside job interest. If a staff would like to utilize the facilities, they will need to fill out a Facility Usage Application which can be found on the "FORMS" tab on the district website. There are fees and procedures that must be followed.

For all other requests, please contact the Superintendent.

EVALUATIONS - CERTIFIED: The main purpose of evaluating staff members is for professional growth and to ensure that high quality of instruction is in place. Through evaluations, strengths can be recognized and areas of needed improvements will be identified. The evaluation instrument and procedures are designed to provide for both teacher and administrative involvement throughout the evaluation process.

EXTRACURRICULAR ACTIVITIES: The school system offers a large range of student activities including clubs, athletics, drama, etc. These activities are an important part of the school program. Staff members are expected to attend all activities, practices or meetings of teams, groups, or clubs, which they sponsor or supervise. Staff members are expected to encourage students to participate in these activities and to be supportive of their participation.

FACULTY/COMMITTEE MEETINGS: As per the CBA, teachers are required to attend faculty meetings. Faculty meetings may be scheduled either before school or after school. A yearly calendar

with all faculty meeting dates will be given to all staff at the beginning of the year. Staff should reserve these dates and avoid scheduling any appointments, etc.

Committees may be established by the school district administration to meet the needs and interests of the school system. Teachers are expected to accept assignments to serve on these committees.

FIELD TRIPS: Board of Education policy recognizes the value of field trips and requires the Superintendent of Schools to develop guidelines and regulations for field trips. These guidelines and regulations are necessary because of the many potential consequences involved in taking students out of school for a period of time. For the 26-27 school year, a grade level can take one field trip that requires bussing along with any walking field trips to the fire department, Sangamon County Art Show, and the public parks. All field trips requiring bus transportation will need to be taken no later than May 7, 2027.

1. All field trips shall be supervised by staff members and other adults.
2. A field trip form must be completed and returned to the principal at least two weeks before the date of the field trip.
3. The field trip must be related to the educational program, include all pupils assigned in the class and be part of the school day.
4. Teachers in grades Pre-K thru 12 may request a field trip each year. The trip must be during the school day with the return time being no later than 2:30 pm.
5. Students taking part in field trips must pay all costs of the trip, unless otherwise provided for by the Board of Education.
6. Parents grant permission for field trips per online registration form.
7. Teachers should strive to have one (1) volunteer for every 10 students. All parent volunteers will need to provide their own transportation to the field trip site.
8. Volunteer supervisors must be approved by the principal with the appropriate volunteer background checks completed.
9. Participating students and staff members must show proof of accident and health insurance coverage.
10. No students shall be excluded from any field trip because of a lack of funds.
11. Any trip taken out of state must be approved by the Board of Education at least a month in advance for board approval.
12. Any field trips curriculum related or non-curriculum related that include overnight stay must be Board approved at least one month prior to the trip.
13. For walking field trips, teachers will need to communicate to parents that students will need to walk back to school unless there are extenuating circumstances approved by the building principal in advance.
14. Notify the Food Service Director if students will not be eating lunch.

FIRE AND DISASTER DRILLS: Our primary duty in the event of fire or disaster is the safety of the students. At the first sounding of the fire alarm, students should evacuate the building as rapidly as possible, following the assigned routes. In case of a disaster drill, students should go to the area designated on the procedure posted in the classroom. Copies of the fire and disaster drills should be posted in all classrooms. The first drills of the school year will be planned and announced. Others will not be, so you will be expected to know where to take your students should the need occur.

FMLA SUBSTITUTE PLANS: Teachers are to leave extensive, detailed substitute plans for the long-term substitute to follow. In addition, the instructional period/daily and weekly routine needs to be outlined for the substitute to adhere to so students are provided a seamless transition. Plans for what assignments to grade and provide feedback, how to input grades, how to communicate with parents, and all other recordkeeping must be outlined. If the substitute teacher will be conducting parent-teacher conferences, the teacher must provide an agenda on what should be covered. If the substitute will be finishing out the school year, instructions on how to leave the classroom should be communicated.

GIFTS, GRATITUDES, ETC: Staff members shall not accept gifts, gratuities, etc. from anyone who has, or may have, a business relationship with the school district, unless the Superintendent of Schools gives permission. Any such item approved for acceptance becomes the property of the school district.

GRADES: Teachers shall establish reasonable standards for grades that accurately measure the students' mastery of the learning objectives. These standards shall be explained to students at the beginning of the school term. Students should be kept informed as to the status of their grades.

Grade Entry Expectations

Purpose:

To ensure timely and consistent feedback for students and families, this policy outlines expectations for grade entry and updating in the student information system.

Policy Statement: Teachers are expected to update grades in the official gradebook system **within one week (7 calendar days)** of a student's submission of an assignment, assessment, or project. This ensures that students and parents receive prompt feedback, supports academic planning, and promotes transparency and accountability.

Expectations:

1. **Timely Entry:** All graded work must be entered into the gradebook within 7 days of student submission.
2. **Ongoing Communication:** If grading delays are expected due to extenuating circumstances (e.g., illness, extended absence, large-scale projects), teachers must communicate with their building administrator and, when appropriate, inform students and families.
3. **Make-up Work:** Assignments submitted after the original due date should be graded and entered within 7 days of the late submission.
4. **Professional Responsibility:** Adhering to this policy is considered a component of professional responsibilities and will be reviewed during teacher evaluations under Domain 4 of the Danielson Framework.

Monitoring and Support:

Administrators will conduct periodic gradebook audits to ensure compliance. Teachers needing assistance with workload management or grading strategies are encouraged to seek support from lead mentors and/or administration.

Our school district is on four nine-week grading periods. If a student is performing poorly or there is a significant change in academic progress at any time outside progress report dates, the teacher is to make a parent contact. If a student receives a D or F, they should include teacher comment(s) on the

quarterly report. Incomplete grades should be given only to students who have a circumstance and have not yet had the opportunity to make up missed work. The teacher is responsible for updating incomplete grades. The principal and/or Director of Student Services will communicate with students that fall into this category.

The following grade scale has been established by the Board of Education and is the only acceptable scale to be used by teachers at all times:

Grades 4 - 12 Grading Scale	
A	100-92
A-	91-90
B+	89-88
B	87-82
B-	81-80
C+	79-78
C	77-72
C-	71-70
D+	69-68
D	67-62
D-	61-60
F	59-0

Mid-term reports shall be sent to parents of students who are failing or in danger of failing (D). Progress report dates will be shared at the beginning of the year.

K-3 Grading System - A Standards Based Grading and Reporting System will be used for all subjects at the Elementary. Student progress will be reported using the following performance levels. All K - 3 teachers shall update their gradebooks after grading an assessment and/or students' work that is linked to a standard.

- 4 – Exceeds Expectations - Student is consistently performing above academic expectations
- 3 – Meets Expectations - Student is consistently performing/attaining all academic expectations
- 2 – Approaching Expectations - Student is progressing but not consistently performing/attaining academic expectations

1 – Significantly Below Expectations - Student is not progressing and/or is not attaining academic expectations.

HALLWAY PASSES/E-HALLWAY PASS: Students need to be in class. Teachers sending students out of the class during the period should make sure that students always have a pass/e-pass. All procedures on sending students out of the classroom will be covered at the beginning of the year by the building administrators.

DRAFT

HANDLING EMERGENCY SITUATIONS:

1. Fighting
 - a. Do not ignore the fight situation.
 - b. Don't leave the confrontation area.
 - c. Send another staff member or student for help.
 - d. Scan the situation for evidence of weapons being used.
 - e. Try to step in between the fighters ONLY if you feel that you can control them. If you don't feel like you can, then you need to continue to provide them with verbal commands to stop fighting.
 - f. Yell, "Stop It" several times. Keep repeating, if necessary. If you have a whistle with you, keep blowing until additional help arrives. If you have water with you, throw it on the students.
 - g. If you are able to break up the fight, please wait for additional help to arrive to walk the students to the office. If you feel that you can handle the students, then have one student walk ahead of you while the other student is beside you or one step behind you.
2. Injury Emergency
 - a. Don't ignore the situation.
 - b. Stay with the injured student.
 - c. Stay calm.
 - d. Send another staff member or student for help.
 - e. Use emergency first aid and/or life-saving training if needed.

HARASSMENT: Our schools and district should be a workplace that is conducive to teaching and learning of all who enter our doors. The workplace will be free from any form of harassment that creates a hostile work environment in which an individual is not able to function in a manner for which he or she is employed. If at any time you feel you are in a harassment situation, notify your building principal immediately.

HEALTH/LIFE SAFETY GUIDELINES: **These guidelines are strictly enforced. Any unauthorized alterations to the interior construction or structure may result in disciplinary action and/or financial liability for damages.**

- **Emergency signage** is to be posted at all times within each classroom throughout the school year.
- A 42-inch safe, reliable and unobstructed **means of access** travel shall be provided from any location in an occupied room at all times.
- A **door** is required to look like a door. Means of egress doors shall be readily distinguishable from adjacent construction and finishes such that doors are easily recognizable as doors. Curtains, drapes, decorations or similar materials shall not conceal egress doors. (This can be maintained by not covering an area of at least four (4) inches wide on the outside perimeter of the door and door hardware shall be visible or not covering 12 inches at bottom and top of door and leave 8-inches uncovered around the door handle hardware.)
- Glass panels on **classroom doors** are required to have a minimum of 100 square inches of viewing space.

- **Door stops** are to be removed from exit doors and doors should be closed when classrooms are vacant.
- Magnetic slips **locking door hardware** from latching are found throughout the building. Doors are required to latch to prevent the spread of fire.
- There should not be any paper adhered to **ceiling tile** or hanging from the ceiling and/or lights.
- All staff will be required to utilize “teacher tape” when **hanging items** on the wall. This is the **only method allowed**. You will need to seek “teacher tape” from the office secretaries.
- **Staples** are to be used only on bulletin boards and/or bulletin board strips.
- There are to be **no devices/structures hanging** from the ceiling or classroom lights. Ceiling tiles are not to be disturbed.
- On any **wood frame doors**, please refrain from using tape
- All **chemicals** are to be stored in secure areas and doors locked when a responsible adult is not present.
- Potpourri pot with wax melt is not acceptable or other items that have **hot liquids**.
- Candles and items using **open flames** are not acceptable.
- All **sprinkler heads and smoke detectors** should have a clearance area from the ceiling of at least 18 inches and 24 inches in non-sprinklered areas.
- There are to be no extension cords. Please utilize power strips. See the **Facilities Director** if you need one. (An UL approved heavyweight extension cord can be used as a temporary source of power but is required to be unplugged from the wall and removed after each use)
- No storage of flammable products is allowed in **boiler rooms**.
- **Boiler rooms** are not storage rooms. The boiler room shall be kept free of all material and equipment not necessary to the operations of the heating system. **Combustible storage** of any kind is not permitted in boiler rooms.
- Artwork/student work in **hallways/corridors** is to be limited to 20% or less of the wall space.
- Artwork/student work in **classrooms** should be limited to 30% or less of wall space. Decorative paper is not to be used as wallpaper in classrooms.
- **Safe Storage** – items are to remain inside the perimeter of the top of the cabinet and/or shelf. Items are not to be stacked in a manner that they are slanting in the direction of the open portion of the stored area.
- **Hallways/corridors** are to be free of tables, chairs, etc
- Chains and padlocks are never used on **doors** to prevent egress from the building.
- Staff members utilizing science labs, family and consumer sciences and agricultural technology areas should be knowledgeable of **shut-off valves** for power and gas in these areas.
- **Classrooms** are not to contain any upholstered furniture, carpets, pillows or other items covered with fabric or upholstery without proof of materials being non-flammable. These articles are to have original tags stating that they meet the California Flammability code and/or have Class I fire rating.

- All **electrical items** have labels stating they are UL or ETA approved.
- Christmas/**Decorative lights** aren't allowed as decoration on bulletin boards or outlining whiteboards unless the plug is cut off making them inoperable.
- **Personal refrigerators, coffee pots, microwave ovens**, etc are not to be present in classrooms.
- **Fire extinguishers** are to remain unobstructed and visible. Do not hang items on the extinguisher.
- Utilize a **ladder** not a classroom chair when hanging items at a height or when you are needing to get something out that is taller than you.

HOMEBOUND AND HOSPITAL INSTRUCTION: A student who is absent from school for more than two consecutive weeks because of health or physical impairment may be provided the services of a certified teacher in the home or hospital. Eligibility needs to be established with a written statement from a licensed medical examiner and a written parental request filed in the Principal's Office. The appropriate paperwork and information can be provided by a school administrator.

HOMEWORK: Homework assignments are an important part of the learning process. All students, including those in elementary grades, should be engaged in homework activities on a weekly basis. Elementary students, in particular, should regularly practice reading, writing, and math skills.

When making homework assignments, there are a number of factors that should be considered:

1. The ability level of the student.
2. The amount of time available to students to do homework.
3. Homework should be a positive experience. It should not be busy work, nor should it be used as a disciplinary measure. It should be additional practice on exercises, reading and/or writing of material on a specific subject, in-depth follow-up classroom activities, independent reading, or project work related to a subject.
4. Starting the homework assignment in class allows the teacher the opportunity to correct misunderstandings about the assignment. It also ensures that each student does begin the assignment. Students should be academically engaged for the entire class period.

INJURY- STAFF MEMBER: Staff members are protected from financial loss by Worker's Compensation for any injury suffered in an employment related situation. In case of injury, obtain an accident report form from the nurse's office. Return the completed form as soon as possible. Staff members are required to notify the office as soon as reasonably possible of any injury that might cause loss of work or visits to hospitals or doctors. The building nurse will notify the building administration who will then notify the Superintendent.

INSTRUCTIONAL MATERIALS: All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;

2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. **No R-rated movie** shall be shown to students. Appropriate portions of R-rated movies may be shown only with prior approval of the Superintendent or designee. No movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. **The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.** Any portion of audio visual materials used in the classroom for any reason will be approved by the administration 1 week prior to use in the classroom.

INTERCOM SYSTEM: Every classroom in this facility has a public address system for teacher use. Since the intercom system must be answered in the office, they are to be used only in cases of emergency, illness, student discipline and attendance.

INTERNAL SUBSTITUTION: Teachers may be asked to cover classes for colleagues when a substitute teacher cannot be secured. Compensation for internal subbing is determined by the collective bargaining agreement and is based on 60-minute increments. Since a junior high/high school period is 45 minutes, the rate will be prorated accordingly.

If internal coverage is needed, teachers must first receive approval from an administrator before requesting assistance from the Principal's secretary.

Teachers will be compensated in accordance with the contract for internal subbing, except in cases where coverage is provided during the first or last 30 minutes of the contractual workday to assist a colleague. In those instances, compensation does not apply.

INVENTORIES: Thorough inventories of equipment, textbooks and supplies should be kept by each teacher. On an annual basis, teachers will be required to update their inventory lists for insurance purposes. All donated items by parents, items purchased by PTO grants or other community grants are the property of the district. Turn in grade books and lesson plans into the principal.

In the event there is district property missing, it is to be reported immediately to the direct supervisor.

JURY DUTY/COURT SUMMONS: Full salary will be paid during the time an employee is on jury duty, serves as a witness in a trial, or has a deposition taken in any school related matter pending in court. An employee shall give notice of pending jury duty to the District no later than five (5) days prior to the date the employee will serve.

LAMINATING: Please remember that laminating film is expensive. Try to wait until you have several things to laminate, as there is less waste at the beginning and end. All items will be laminated by a building secretary.

LEAVING THE CLASSROOM: It is our responsibility to supervise children throughout the day. We are held “in loco parentis” meaning “in place of parent”. Teachers are not to leave students unsupervised in the classroom. If it is necessary that a teacher be absent from class for a period of time, arrangements should be made with the principal to provide supervision. If an emergency should develop the teacher will contact the school office/secretary right away and the building administration will be contacted immediately for assistance. The teacher needing to leave the room will ask another teacher to supervise the class.

LEAVING SCHOOL DURING THE DAY: Staff members are expected to check with the main office before leaving between the hours of 8:00 am and 3:31 pm. Staff members needing to leave campus during this time must receive administrative approval prior to leaving. Departure time, destination, and expected time of return must be recorded in the staff checkout binder in the main offices.

LESSON PLANS: All staff members are required to maintain daily lesson plans. Written plans must be prepared using the designated online platform, Planbook. Principals will review and communicate specific expectations regarding what must be included in Planbook entries.

For staff members teaching the same grade level or course—either individually or as part of a team—collaboration is essential. Content delivery should be aligned and remain within three (3) instructional days of one another.

LIABILITY INSURANCE: In accordance with Illinois law, New Berlin CUSD #16 provides liability insurance for the protections of each staff member.

LUNCH PROGRAM: School breakfast and lunch are served daily and available to all staff members. Meals must be paid for in advance, either by check (made payable to CUSD #16) or through the district’s online payment system.

Staff meal accounts must maintain a positive balance at all times. If an account has a negative balance, the staff member will not be permitted to receive meals until the balance is brought current.

It is the responsibility of each staff member to monitor their account balance. The district office will notify individuals if access to meals is denied due to a negative balance.

LOUNGE/FACULTY WORKROOM: This is for adult use only. Students and staff children should not use the teachers’ lounge/workroom areas. If a student must enter the lounge, he/she must have permission from a faculty/staff member and be supervised.

MAKE-UP WORK-STUDENT: If teachers are sent a notice or e-mail to send make-up work home, parents will be asked to pick up any make-up work after 3:00 pm or be sent home with a sibling or neighborhood student. Teachers should automatically prepare make-up assignments beginning with the first day that a student is absent.

MAILBOXES: Mailboxes for teachers are located in their respective offices or workrooms. These mailboxes and school email should be checked each morning and evening. Please do not ask students to get mail from your mailbox since confidential information may be in mailboxes.

MEDICATION GUIDELINES: Medications are administered at school in accordance with the Recommended Practices and Procedures Manual from the Illinois State Board of Education. Administering medications at school is discouraged. However, some pupils with long-term chronic illness or disability may require medication during the day. Only in exceptional cases, where failure to take medication could jeopardize the child's health and/or education, should medication be administered at school. Medications of any kind are **not** to be dispensed or approved by any staff member. All medications being taken by students must be given to the school nurse and used under her/his supervision. If the school nurse is unavailable, medication shall be administered through the school office by the principal or designee.

1. **ALL** prescription medications that are brought to school must be sent to the nurse's office to be stored in a locked cabinet. It is recommended that medications be delivered to the school by a parent.
2. Over the counter non-prescription medications such as cough syrups are discouraged at school. Only with specific written requests from the parent shall it be allowed.
3. Prescription medications must be sent to school in the original container as dispensed by the pharmacy or physician and accompanied by a written note from the parent and physician including the name of the drug, dosage, route of administration, time of administration, and duration of therapy. Any change in the dosage or administration must have written authorization from the prescriber. Medication forms are available in the nurse's office.
4. The morning doses of medications should be given at home.
5. Students who require acetaminophen (generic Tylenol) for complaints of headache or pain must have the permission slip on the enrollment form signed by the parent. Generic Tylenol is kept in a locked cabinet in the nurse's office for self-administration by the student with the nurse monitoring the storage and safety of administration.
6. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of the nurse.
7. Questions concerning medications will be referred to your physician.
8. Self-managed medications will be evaluated individually by the school nurse (i.e.: asthma inhalers). Written directions for self-managed medications must be obtained from the physician and parent.
9. The school has not only the right, but also the responsibility, to refuse to administer any medication at school if properly qualified individuals are not available. The District cannot require a teacher to administer medicines to students. School guidelines state clearly that

medicine should be stored in the nurse's office and administered by either the nurse or the principal. It is allowable by law that a teacher can administer medicine by choice if an unusual situation should arise that would require medication and the nurse or principal would not be available.

10. The school will ascertain from the parent and/or the physician the necessity for administering medication during the school hours and will retain the discretion to reject requests that do not meet the medication guidelines.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS): This is the practice of using data to help match students targeted support(s) based on academic and social-emotional behavior assessment and instructional resources to each student's needs. Principals will ensure that all students are receiving high quality Tier 1 instruction. Tier 2 and Tier 3 interventions will be provided based on student needs and monitored on a frequent basis as required. The information gained from the MTSS process will be used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

NEWS RELEASES: The Superintendent of Schools is designated by the Board of Education as having responsibility for the dissemination of information regarding the school district to the news media. Staff members are strongly encouraged to submit items to the Principal for approval prior to placement in media. If you are contacted by the news media, please let the Principal know. Parent permission must be obtained annually for a student's name, picture, work, or information about the students to appear in the media. Members of the news media entering the school building should be referred to the office of the Superintendent of Schools.

NURSE: Nurses are assigned to cover all attendance centers in the school district. The nurses' schedule will be available to all staff members. When the nurse is in an attendance center, students who are ill should be sent to her as per building procedure. Otherwise, students must be sent to the principal's office. In the junior/senior high school all students should report to the office before reporting to the nurse, unless emergency conditions exist.

Any student leaving is to report to the office. If the student is ill, he/she should also report to the nurse. Any student, who does not follow the above procedures and leaves without notification to the office, is unexcused.

All school accidents must be reported by the teacher to the nurse's office by the end of the school day. An incident form must be included. Document everything.

School accidents include any accident happening on the way to and from school, on the school grounds, in the school building or during school-sponsored activities.

PARKING - STAFF: The district provides parking for all staff members. Please park in the designated lot as stated by your direct supervisor at the beginning of the year. It is highly recommended that your vehicle be locked as well.

PAYROLL: Certified staff members have twenty-four (24) semi-monthly pay installments. Employees will be paid in accordance with the Agreement.

PBIS: Positive Behavior Interventions and Supports (PBIS) will be utilized PK - 12 to enhance and provide consistent expectations and procedures. All classroom management plans should fall under these expectations and procedures.

When student behavior is positive, motivated and appropriate, learning is successful and teaching is rewarding. Many events determine student behavior. Our responsibilities are to provide a positive and safe place in which children can grow emotionally and academically; remember this is something that all children need.

Remind students what is expected of them in the classroom, hallways, cafeteria, offices, buses, outside, etc. Your expectations should be stated firmly and enforced consistently and fairly. Each school's PBIS team will review the school wide expectations as well as the expectations for other areas in the building and outside.

PERMANENT RECORDS: All such records will be kept in the office.

PESTICIDE NOTIFICATION REGISTRATION: District #16 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective use of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event this is found to be necessary, we are creating voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the Superintendent's Office if you wish to be added to the registry.

PHONE NUMBER/ADDRESS CHANGES: All staff members are required to notify the district office if phone numbers and/or addresses change. This is to keep the automated call-out system current. Secretaries will not give out cell phones and addresses of staff to anyone.

PLAYGROUND SAFETY: All teachers are to go over the expectations for playground safety, which are in the student handbook. This is to be done on a regular basis. This is for each teacher's protection in case of an accident or injury and any possible lawsuits arising out of the accident.

Staff members supervising students on the playground need to move around to properly oversee the children.

POLITICAL ACTIVITIES: Board of Education policy prohibits staff members from engaging in partisan political activity during the hours the staff member is employed by the school district. Nor shall students be used in any manner to promote partisan political activity. This policy does not prohibit those activities of a political nature that constitute legitimate subject matter in the appropriate

classrooms. When teaching, be informative and present a balanced view. Be respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.

PREP (PREPARATION) TIME: Prep time is scheduled and is to be utilized for professional duties. Prep time occurs during the regular student attendance day when the teacher is not assigned teaching or other duties. On days of early dismissal, those teachers who lose their prep period shall not be entitled to one. On occasions such as state testing dates or when the teachers are assigned to proctor an exam during a prep period, administration will attempt to reschedule prep time.

Preparation time is not an appropriate time for personal fitness activities. Personal fitness activities on school grounds can be done before or after work hours or during one's lunch break.

PROFESSIONAL DEVELOPMENT: The school district will budget for professional development each year. Each principal will have a PD budget. The teacher will submit a request to the building administrator outlining the nature of proposed activity, its relevance to professional growth, and all anticipated costs. Building principal will approve or deny based on availability of funds, alignment with the district's goal and priorities, and the potential impact on the instructional practice. If denied, the administrator shall provide a written explanation to the requesting teacher outlining the reasons for denial.

PROFESSIONAL EDUCATOR LICENSE (PEL)/TEACHER CERTIFICATION: Teachers are responsible for maintaining updated license and payment of fees.

PROFESSIONAL ETHICS: Professionalism is of the utmost importance in our buildings. Teacher to teacher, teacher to student, and teacher to parent, and teacher to administrator should be kept on a high level. Poor language, lack of confidentiality, and speaking negatively of the school or district in public are examples of poor professional ethics.

The Illinois Educator Code of Ethics contains five core principles which provide a foundation for the responsibilities and commitments of Illinois Educators.

1. Responsibility to Students
2. Responsibility to Self
3. Responsibility to Colleagues and the Profession
4. Responsibility to Parents, Families and Communities
5. Responsibility to the Illinois State Board of Education

The Illinois Educator Ethics can be found on the ISBE website at:

<https://www.isbe.net/Documents/22ARK.pdf#search=illinois%20educator%20ethics>

PUBLIC INFORMATION PROCEDURES: The public relations representative of the school is the Principal. If you are contacted by the news media, please let the Principal know.

For a student's name, picture, work or information about a student to appear on a school/district website, television broadcast and print media, parental permission must be obtained. Students will

not be identified by name in any photos published on the website. Each teacher will need to verify that parents have agreed to release their child's identity for public relations purposes.

RETENTION - STUDENT: It is mandatory that the possibility of retaining a child be discussed with the principal prior to a conference being held with the student's parents. If it is felt that the retention may be necessary, a parent conference should be held and all aspects of retention should be discussed prior to a decision being made. This is to be done as early in the school year as is possible but not any later than April 15.

SAFETY PLAN - SCHOOL AND/OR DISTRICT: Each teacher will receive an updated safety plan that must be kept in the red emergency bags provided by the main office. Emergency bags must be easily accessible and visible. Staff members are responsible for knowing what to do in case of a fire, disaster, lockdown or other emergency situation.

SALES/DONATIONS IN A SCHOOL BUILDING: Board of Education policy prohibits staff members and students from requesting donations, or participating in sales projects, unless permission is given by the appropriate principal and approved by the Superintendent of Schools.

SCHOOL EQUIPMENT & UNIFORMS ISSUED TO STUDENTS: Teachers should keep complete records on all school equipment issued to students. Items, which are lost by students, or damaged through negligent use, must be paid for by the students. Coaches and sponsors are responsible for issuing and collecting school equipment. Inventories of all equipment and uniforms are required.

SCHOOL SUPPORT ORGANIZATIONS: A way to enlist parent support for the school is through the organization of parent groups. Staff members should support these organizations through membership, as well as participating in scheduled activities.

1. Parent Teacher Organization - The PTO is for parents of students enrolled in K-5.
2. Music Boosters - This club includes parents of all students enrolled in music groups.
3. Pretzel Sports Boosters- This athletic program in the junior and senior high schools receive support from this group.
4. Pretzel Foundation - This organization supports all students, PK - 12.

These organizations raise funds to help purchase equipment and pay for other activities. They also assist in other ways to promote their respective programs.

SECRETARIES: We are fortunate to have full time secretarial support. Daily preparation of lessons, tests, and materials for use by the teachers are not to be the responsibility of the secretary.

SEMESTER EXAMS: All high school students are required to take semester tests, which count 1/5 of the final semester grade. Failure to take a semester exam (unexcused) will result in a zero grade for that exam. Exam exemptions are listed in Junior High/High School Student Handbook.

SEXUAL HARASSMENT (EMPLOYEES): The practice of sexual harassment is contrary to law and the policy of the school district. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment 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 of employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees who engage in conduct which constitutes sexual harassment shall be subject to disciplinary action including termination for cause.

Any person who believes himself or herself to be subject to sexual harassment may file a written complaint with the Superintendent who shall promptly conduct an investigation. The investigation may include interviews and hearings at which testimony is taken under oath. At the conclusion of the investigation, and in no case later than 30 days from the filing of the complaint, the Superintendent shall make a written report of his conclusions and recommendations, which he may have drawn. In the event the person presenting the complaint is dissatisfied with the recommendation and the conclusion of the Superintendent, an appeal may be taken to the Board of Education. An appeal shall be filed with the Board of Education by service at the Board office. The Board of Education shall uphold or reject the Superintendent's recommendations and conclusions within 30 days of the presentation of the appeal.

Nothing herein shall operate to affect any rights granted any person by other statutes.

The hearing shall commence by the district presenting through direct testimony and evidence those facts upon which the proposed action is based. In addition, the district shall present any portions of the employee's record, which shall have bearing upon the proposed action. All testimony shall be under oath and shall be subject to cross-examination.

Following the presentation of the testimony and evidence in support of the proposed action, the employee shall have an opportunity to present testimony, evidence, and argument bearing upon the charge and the proposed action.

At the close of the evidence, or as promptly thereafter as may be practicable, the person conducting the hearing shall make a written decision, which shall include findings of fact upon which the decision is based.

SKYWARD: New Berlin School District uses Skyward as their student management system as well as financial software. Teachers are required to maintain current attendance, assignments, and grades using Skyward Management. Individual payroll information is available to employees through Skyward Employee Access.

SPECIAL EDUCATION and/or 504 Plans: Students who enter our classrooms each year with many strengths and some weaknesses. It is the responsibility of the entire staff to help each child reach his or her full potential. If you, as a professional, have concerns about a child's progress physically,

emotionally, socially, or academically, you must discuss those corners with the Problem Solving team, administration, and/or parents. As a team we will strive to find ways to accommodate a child's growth so his or her time in our district can be successful.

Each student has an Individual Education Plan (IEP) that is designed by the special education team, regular education teacher, and parents. **The IEP is a legal agreement that must be followed as it is stated in the general education classroom and/or special education classroom depending on the needs of the student.** Case managers are responsible for communicating needs and accommodations to all teachers working with students that have IEP's.

The following guidelines will help general education teachers, specials/elective teachers, and special education teachers fulfill the needs of our students:

1. Know all students who have an IEP or 504 plan. A form must be signed at the start of each year indicating that you have read and understand the student accommodations.
2. Follow the accommodations as listed in the IEP. Teachers are legally accountable for anything exactly stated in the IEP.
3. Teachers must see that their students attend all their special education classes.
4. Keep the special education case manager informed of student progress. The special education teacher should know immediately if a child is failing, not turning in assignments, and/or not making progress.
5. Out of consideration of children with special needs, plan special events when they are able to attend or arrange alternate times with the special education teacher.
6. If the case manager provides classroom teachers including specials/elective classroom reports to fill out, please do so in a timely manner by the date specified. Please refrain from putting other students' names on them as this is part of the IEP, legal document.

Teachers may consult administration concerning students that will result in being put on the Problem Solving Team agenda.

STAFF MEMBER'S OWN CHILDREN: There will be times where staff members will want to have special considerations for their own children who are part of our education system or those that may or may not attend New Berlin schools.

The following are **prohibited**:

1. Eating lunch with their parent/staff member in classrooms or in their workspace. All New Berlin students are expected to eat in the assigned cafeterias with their peers.
2. Going on a field trip with their parents. All students are expected to be doing what their assigned peers are doing for the school day.
3. Coming to work with their parent due to the lack of childcare, their school not in session, or for part of the day due to an appointment. The staff member will need to find another alternative.
4. Staying with the parent during 11:45 am/1:00 pm/2:21 pm dismissal days at the beginning and end of the year when staff are required to work until 3:31 pm.

Staff member's child/ren are to be supervised at all times by someone 14 years or older.

STAFF MEETINGS: Staff meetings will be held monthly. A yearly calendar with all faculty meeting dates will be sent out to all staff at the beginning of the year. Staff will be reminded by their building principals of upcoming meeting dates internally. Staff should reserve these dates and avoid scheduling any appointments, etc. Attendance is expected for all staff.

STUDENT AIDES/TEACHER ASSISTANTS: No unauthorized person is to serve as a classroom assistant or teacher's aide without approval from the principal.

STUDENT TEACHERS/COLLEGE STUDENT OBSERVATIONS: All student teachers and college student observers will need to be approved by the building principal. College students who want to observe or student teach will need to be interviewed by an administrative team. Once a student teacher or observer is approved, they will need to have all the required background checks. Student teachers will be required to read this handbook.

STUDENT TRANSFERS OR MOVES: If you are informed that a student will be moving within or out of the district, please notify the office immediately. Each teacher will be required to fill out the required paperwork indicating the student's grade and return it to the office promptly. In addition, be sure to complete: books, workbook, and chromebooks checked in, desk cleared of personal belongings, and papers or art projects in student's possession.

SUBSTITUTE FOLDER: Each teacher shall construct a substitute folder/file that must be turned into the main office. This file should include but is not limited to the following:

1. Regularly updated (REMEMBER 2ND SEMESTER CHANGES) seating chart with first and last names (copy kept in classroom as well). Be sure to wait until all IEP communicator sheets are read to assign seating.
2. Fire escape map/tornado drill instructions
3. Map of the school
4. Your daily schedule
5. Copy of disciplinary procedures
6. Copy of attendance procedures
7. Classroom procedures and regulations
8. Bus dismissal procedures
9. Any other material you feel appropriate for carrying on your class in your absence.

Plans, which indicate study hall, should be kept to an absolute minimum. This file should be updated regularly. All substitute folders should be turned in by the end of the first week of school to the Principal's secretary.

SUPERVISION GUIDELINES: It is our responsibility to supervise children throughout the day. We are held "in loco parentis" meaning "in place of the parent." Teachers are not to leave their students

“unsupervised” in the classroom. If you must leave your classroom in an emergency, arrange for another teacher to supervise your students and instruct your students as to what they must do.

This responsibility starts before school and is with us all the time that we are here or have students under our supervision. All teachers are to be in the hallway or near their classroom door between 8:00 am and 8:15 am, during passing periods, and immediately after school. This includes teachers if they have a preparation period at the beginning of the day or first hour. Other responsibilities should be conducted during the regular period in order to make this supervision easier on all concerned. During passing periods, teachers need to be circulating within the area, including restrooms.

SUPPLIES FOR TEACHERS: At the Elementary level and JH level, common supplies such as paper, paper clips, staples, pencils, ink pens, chalk, tape, etc. can be obtained from the individual school secretaries. Teachers at the High school level should order these supplies yearly during the spring budgetary process.

TECHNOLOGY: Our schools are provided with many levels of technology that must be used to enhance instruction. All technology equipment is inventoried by the district. All staff members are required to follow the acceptable use policy outlining the expectations for the use of district technology.

Outlined below are a few [tips from the FBI](#) to help protect against scams and phishing attempts:

- Remember that companies generally don't contact you to ask for usernames or passwords.
- Refrain from clicking on any links or attachments in unsolicited emails or text messages. Look up the company's phone number on your own (don't use the one a potential scammer is providing), and call the company to ask if the request is legitimate.
- Carefully examine the email address, URL, and spelling used in any correspondence. Scammers use slight differences to trick your eye and gain your trust.
- Be careful what you download. Never open an email attachment from someone you don't know and be wary of email attachments forwarded to you.
- Set up two-factor (or multi-factor) authentication on any account that allows it, and never disable it.
- Be careful with what information you share online or on social media. By openly sharing things like pet names, schools you attended, family members, and your birthday, you can give a scammer all the information they need to guess your password or answer your security questions.

TEXTBOOKS: Teachers should keep accurate records on the condition and number of textbooks issued to each student. At the end of the school term, textbooks will be collected. In accordance with instructions from the principal, fines may be levied for undue damage to text materials.

THEFT REPORTING: On the discovery of theft of school or personal property, teachers are to contact the building principal. A written report describing the time, place and details (identifying missing or damaged materials/equipment) should be completed as soon as possible and given to the building principal. :

TOBACCO, DRUGS AND ALCOHOL: All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

- Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being under the influence of any illegal substance or any detectable use of any illegal substance regardless of when or where the use occurred.
- Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
- Possession or use of medical cannabis.

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

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

TRANSPORTING STUDENTS: The only time staff members are to transport students is when they are in a district vehicle. Staff are to never use their own personal vehicle to transport students for any reason. If you have to in an emergency situation, you will need to get principal and/or superintendent approval.

TRAVEL EXPENSE RECORD: When traveling or attending a district-approved workshop, convention, or seminar, traveling expenses may be reimbursed. Keep your mileage log and food receipts (must be itemized) and request for reimbursement using the appropriate district forms. Your building principal will approve the expenses and forward them to the district office for final approval. This information should be completed within one week of the return to school.

TUITION REIMBURSEMENT: The school district provides \$175 per college course credit hour, up to 12 credit hours per year in accordance with Section 8.6 of the Collective Bargaining Agreement. All the required paperwork/forms are available in the main offices and/or on the website. Principal signature is required before it can be sent to the district office.

TUTORING: Tutoring shall be defined as teaching; privately for pay and shall be reported as outside employment.

1. There shall be no private tutoring in the school building.
2. No student shall be excused from school for tutoring.
3. No teacher shall tutor a student for pay from his or her class during the school year.
4. In discussing tutoring with parents, each case shall be considered on its merits.

5. Building principals and teachers shall avoid recommendations regarding the tutor to be secured.
6. Parents shall be urged to keep the principal or teacher informed of tutoring that is done.

VISITORS: All visitors must sign in and out of the main office where they will receive a visitor badge. It is the responsibility of all staff members to direct any unidentified person to the office to sign in and receive proper identification. Building safety and security is everyone's business.

VOICEMAIL: Teachers will be required to set up their voicemail at the beginning of the year and check it daily. It is difficult to respond to a parent concern when there has not been a timely response from the child's teacher.

VOLUNTEERS: For the safety and welfare of our students, "volunteer background checks" are required annually. All volunteers will be required to fill out the paperwork in order to go through the required checks before they are allowed to volunteer in our classrooms, etc. If a parent has not filled out the required paperwork, please direct them to the building secretaries and/or principals to follow the process. A list of approved volunteers will be maintained in Skyward and can be accessed by building secretaries and administrators.

WORK DAY: The teacher work day is from 8:00 am until 3:31 pm. Teachers are expected to be on duty in the hallway, near their classrooms, or in their classrooms starting at 8:00 am. Retrieval of information from the office or mailroom may not be completed during this time. Teachers are expected to be available during this time unless prior arrangements have been made with the building principal. Teachers must sign out of the office if they are leaving the building during these hours.